ENROLLMENT basics

SPRING 2013

Calendars
Deadlines
Phone numbers
Office hours
Enrollment steps
Fees
Final exams
Services
Resources
Graduation information
Transfer information
…and more

www.arc.losrios.edu
## Spring 2013 calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 1</td>
<td>New student application deadline for Priority 1 Enrollment</td>
</tr>
<tr>
<td>November 14</td>
<td>Last day to qualify for Priority 0.5 Enrollment eligibility</td>
</tr>
<tr>
<td>November 21</td>
<td>Priority 0.5 Enrollment</td>
</tr>
<tr>
<td>November 26-Dec 6</td>
<td>Priority 1 Enrollment (Students continuing from prior semester)</td>
</tr>
<tr>
<td>December 7</td>
<td>Priority 2 Enrollment (New matriculated students)</td>
</tr>
<tr>
<td>December 10-12</td>
<td>Priority 3 Enrollment (New to college, new transfer, returning &amp; returning transfers)</td>
</tr>
<tr>
<td>December 13-14</td>
<td>Priority 4 Enrollment (Advanced Education students)</td>
</tr>
<tr>
<td>December 17-January 18</td>
<td>Open Enrollment</td>
</tr>
<tr>
<td>January 19</td>
<td>Classes begin – Full semester, 1st 5-week, 1st 8-week</td>
</tr>
<tr>
<td>January 19 &amp; 20</td>
<td>Saturday and Sunday classes begin</td>
</tr>
<tr>
<td>January 21</td>
<td>Dr. Martin Luther King, Jr Holiday (college closed)</td>
</tr>
<tr>
<td>February 15 &amp; 18</td>
<td>Presidents Day Holidays (college closed)</td>
</tr>
<tr>
<td>March 1</td>
<td>Last day to petition for Spring graduation: degrees and certificates</td>
</tr>
<tr>
<td>March 25-31</td>
<td>Spring Recess (no classes)</td>
</tr>
<tr>
<td>March 29-31</td>
<td>College closed</td>
</tr>
<tr>
<td>May 16-22</td>
<td>Final Exams</td>
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<td>May 22</td>
<td>Commencement</td>
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<td>May 27</td>
<td>Memorial Day (college closed)</td>
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<tr>
<td>May 29</td>
<td>Spring grades available online (grades will not be mailed)</td>
</tr>
</tbody>
</table>

The enrollment system may be inoperable some weekends for scheduled maintenance.  
Please review the deadline dates on opposite page for additional information.
Information regarding add and drop dates

To add or drop classes on weekends, holidays, or any time offices are closed, use the Online Enrollment system at Los Rios eServices, www.arc.losrios.edu. eServices is available Monday to Saturday from 7:00 a.m.-11:30 p.m., and Sunday 9:00 a.m.-11:30 p.m. except for those weekends when maintenance is scheduled. Refund requests for enrollment and tuition fees are available only to those who drop classes by the dates indicated above for the term(s) in which they are enrolled.

Graduating this spring?

Petitions for spring graduation are due March 1
See an ARC counselor right away!

About the information in this guide

This publication is prepared in October and there is the possibility that changes, additions and deletions have occurred since then. The most recent schedule information is always available online [www.arc.losrios.edu/sched].
Welcome to American River College

This publication is your guide to successful completion of your application and enrollment in classes for spring 2013. See page 7 for the enrollment steps to take for successful enrollment and where to find the information you’ll need.

Enrollment quick reference

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For course listings, visit www.arc.losrios.edu

Important phone numbers

| Assessment Center | 484-8423 |
| Behavioral/Social Sciences | 484-8283 |
| Bookstore | 484-8111 |
| Business Services | 484-8481 |
| CalWORKs Support Services | 484-8059 |
| Campus Life/Student Activities | 484-8471 |
| Career & Job Opportunity Center | 484-8492 |
| Child Development Centers | 484-8651 |
| College Police | 558-2221 |
| Business & Computer Science | 484-8361 |
| Cooperative Work Experience | 484-8182 |
| Counseling Center | 484-8572 |
| DSP&S (Enabling Center) | 484-8382 (TTY 484-8365) |
| English | 484-8101 |
| Enrollment Services | 484-8261 |
| EOP&S | 484-8152 |
| eServices Helpline | 484-8437 |
| Financial Aid | 484-8433 |
| Fine & Applied Arts | 484-8383 |
| Health Services | 484-8902 |
| Health and Education | 484-8653 |
| Humanities | 484-8923 |
| Information Services | 484-8540 |
| Instruction | 484-8774 |
| International Students | 484-8487 |
| Learning Disabilities | 484-8693 |
| Learning Resource Center | 484-8455 |
| Library | 484-8019 |
| Lost and Found | 484-8215 |
| Mathematics | 570-5049 |
| McClellan Center | 485-6000 |
| Natomas Center | 484-8201 |
| Physical Education and Athletics | 484-8974 |
| Project STRIPE | 484-8513 |
| Re-entry/Veterans Information Center | 484-8391 |
| Sacramento Regional Public Safety Training Center | 570-5000 |
| Science and Engineering | 484-8107 |
| Technical Education | 484-8354 |
| Transfer Center | 484-8685 |
| Veterans Affairs | 484-8135 |
| Workforce Development | 484-8622 |
## Spring 2013 Office Hours

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<th>FIRST WEEK</th>
<th>REGULAR HOURS</th>
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<td>Enrollment Services</td>
<td>Monday-Thursday, 7:30 a.m.-8:00 p.m. Friday, 7:30 a.m.-5:00 p.m.</td>
<td>Monday-Thursday, 7:30 a.m.-7:00 p.m. Friday, 7:30 a.m.-5:00 p.m.</td>
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<tr>
<td>eServices Center</td>
<td>Monday-Thursday, 7:30 a.m.-7:30 p.m. Friday, 7:30 a.m.-4:30 p.m.</td>
<td>Monday-Friday, 7:30 a.m.-4:30 p.m.</td>
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<tr>
<td>Assessment</td>
<td>Monday-Thursday, 8:00 a.m.-7:00 p.m. Friday, 8:00 a.m.-5:00 p.m.</td>
<td>Mon., Thu., Fri., 8:00 a.m.-5:00 p.m. Tuesday, Wednesday, 8:00 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Please see page 25</td>
<td>Please see page 25</td>
</tr>
<tr>
<td>Business Services</td>
<td>Monday-Thursday, 7:30 a.m.-8:00 p.m. Friday, 7:30 a.m.-5:00 p.m.</td>
<td>Monday-Thursday, 7:30 a.m.-7:00 p.m. Friday, 7:30 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Counseling</td>
<td>Monday-Thursday, 7:30 a.m.-8:00 p.m. Friday, 7:30 a.m.-5:00 p.m.</td>
<td>Monday-Thursday, 7:30 a.m.-7:00 p.m. Friday, 7:30 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Monday-Thursday, 7:30 a.m.-8:00 p.m. Friday, 7:30 a.m.-5:00 p.m.</td>
<td>Monday-Thursday, 7:30 a.m.-7:00 p.m. Friday, 7:30 a.m.-5:00 p.m.</td>
</tr>
</tbody>
</table>

### Special Saturday hours in January

Assessment, Counseling, eServices, and Financial Aid will be open Saturday, January 19 from 9:00 a.m.-2:00 p.m. The Bookstore will be open Saturday, January 19 and 26, from 9:00 a.m.-2:00 p.m.

### Winter Recess and Spring Recess hours

**Winter Recess: December 21-January 1**
Office hours are subject to change. Please visit our website [www.arc.losrios.edu](http://www.arc.losrios.edu) or call for open hours during this time.

**Spring Recess: March 25-31**
No classes in session. Some offices open. Enrollment Services, eServices, Assessment, the Bookstore, Business Services, Counseling and Financial Aid will be open Monday-Thursday, March 25-28, 7:30 a.m.-5:00 p.m. All offices will be closed Friday, March 29.
Class locations

ARC class locations

ARC main campus
4700 College Oak Dr.
Sacramento, CA 95841
Telephone: (916) 484-8011

Mather Center (Automotive & Diesel Technology classes only)
10150 Missile Way, Mather, CA

McClellan Center & Sacramento Regional Public Safety Training Center
5146 Arnold Avenue, Room 110A
McClellan, CA 95652
Telephone: McClellan Center (916) 570-5049
Sacramento Regional Public Safety Training Center (916) 570-5000
Office Hours: Mon.-Thurs. 8:00 a.m.-6:00 p.m.
Fri. 8:00 a.m.-5:00 p.m.

Natomas Education Center
2421 Del Paso Rd.
Sacramento, CA 95835
Telephone: (916) 485-6000
Office hours: Mon.-Thurs. 8:00-7:00 p.m.
Fri. 8:00 a.m.-5:00 p.m.
Classes are also held in adjacent Inderkum High School:
2500 New Market Dr. Sacramento, CA 95835

See back of publication for directional maps for all class locations.
Seven steps to getting started

Who is eligible to enroll at ARC?

American River College is open to all high school graduates or those who are at least 18 years of age and able to profit from the instruction offered. A completed application with declared residency and signature page must be on file prior to enrolling in classes. If you are a permanent resident of California, verification of your residency may be required.

Every course, course section, or class offered by the Los Rios Community College District that receives state support is open to you if you have been admitted to the college and meet the course requirements (prerequisites), unless specifically exempted by law, and as may be established according to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51006.

Your enrollment steps

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Note: You must follow all of the steps to ensure that the application is submitted correctly. If you were previously a student at any of the Los Rios colleges and your name has changed since you were last enrolled, contact ARC Enrollment Services at (916) 484-8261 to advise staff of the change prior to completing a new application.
Step 1

Apply online

- You may apply to ARC or any other Los Rios college and enroll for classes anywhere in the district by going online to eServices through the ARC web site. Start at [www.arc.losrios.edu].
- Personal assistance is available at the ARC eServices Center. Enrollment options are explained, beginning this page.
- Your online application will be processed quickly and you will soon receive information on how to proceed toward enrolling in classes.

How to apply online (It’s this easy!)

- Use the online application [www.arc.losrios.edu].
- See page 7 for the website illustration showing the fast link to the online application.
  1. On the ARC home page, click on “Prospective Students” on the left-hand side of the page, and then click on “Apply.”
  2. Read the instructions before starting your application and allow at least 30 minutes to complete and submit the application. Links to the online application are included in each definition of “type of student.”

Step 2

Get your student I.D.

1. Once your application is successfully submitted, allow up to 30 minutes for processing.
2. Then go to the ARC home page and click the button for Current Students.
3. Follow the instructions to the left of the eServices Login page to find your Student I.D.
4. Follow the directions for determining your enrollment appointment.

Note: Enrollment appointments are provided only for the Priority 1, 2, 3 and 4 enrollment periods. The open enrollment period is first-come, first-served. See enrollment schedule, page 10. If you are experiencing difficulties please call 484-8152 for assistance.

Step 3

Prepare to enroll in classes

First-time college students

If you will be a high school graduate OR at least age 18 and never before enrolled at any college:

- First-time college students must complete the Pre-Enrollment Process (assessment, orientation and counseling).
- Once you complete the steps described below, you will be authorized to enroll for classes within 48 hours and provided a registration appointment (Priority 1, 2, 3 and 4).
1. Take the assessment tests for English or English as a Second Language, and Math.
   - Find the assessment test schedule through the ARC home page, at the Assessment Center, and at Information Services in the Administration building.
   - Attend new student orientation and counseling.
     - Locate the orientation and counseling schedule on the ARC home page and at the Counseling Center.
     - You must bring to orientation and counseling your assessment test scores and high school transcript, including work in progress if you are still in school.
     - If you completed the online orientation, you will need to make an appointment to see a counselor. Bring a print-out of the last page of the online orientation, your assessment test, and high school transcripts to your appointment.

High school students

If you will be a high school junior or senior in grades 11-12, or at least 16 years of age as of spring 2013, you may be eligible to enroll in a maximum of two ARC courses each semester on Advanced Education status.

You must follow the following steps each semester you wish to enroll as an Advanced Education student.
1. Read the entire Advanced Education form, which includes guidelines indicating which courses are appropriate for Advanced Education students and which are excluded.
2. New students: Complete the online application, indicating that you are an advanced education student, not a new or transfer student. Continuing students: Complete the supplemental information form.
3. Complete the Advanced Education application (available at your high school counseling office or online at http://arc.losrios.edu/counsel). Your high school counselor must recommend specific courses and the form must be signed by your high school counselor/administrator, your parent/guardian and you.

4. Take the English and/or Math assessments if they are required for the classes you wish to take.

5. Bring your completed Advanced Education form, personal statement and high school transcript with you to meet with a counselor at ARC well before registration.

**Advanced Education students:** You must complete all these steps before the first day of instruction for the semester.

**Requirements are:**

1. Exemplary academic achievement, as demonstrated by multiple measures including, but not limited to grade in similar courses, GPA of 2.7 or above, analysis of transcripts, assessment results, other student achievements, and/or letters of support from high school counselors and teachers.

2. Must be at least 16 years old or have completed the sophomore year of high school by the first day of instruction for the semester.

3. The course you want to take is not available to you at your school during the semester you are enrolled at ARC.

4. The course is not remedial (not below the 100 level).

5. The course is not being repeated due to an unsatisfactory high school grade.

6. The course is for advanced study and you are able to demonstrate adequate preparation and have completed prerequisites for the course.

**Special note:** Although Advanced Education students who are California residents are not charged enrollment fees, you will be charged the mandatory UTP fee and will be entitled to receive the Student Access Card. Non-residents, including international and undocumented residents, must pay non-resident fees. See page 17 for specific fee information.

For more information or to make a counseling appointment, please call (916) 484-8572.

**Continuing students**

- Attended fall 2012 classes at any Los Rios District college and are planning to enroll in spring term.

You must update your Supplemental Enrollment Information form for every semester/term in which you wish to enroll. You may complete this process by logging on to eServices through the ARC web site at [www.arc.losrios.edu].

**Returning to ARC, transferring from a non-Los Rios College, or already have a degree**

- Complete a new ARC application for enrollment prior to enrolling in classes.

- You are not required to participate in the pre-enrollment process, but are invited to see a counselor for academic counseling.

**International students**

If you are both a resident and a citizen of any foreign country and cannot establish California residency under your current visa, you will receive specialized information on application, enrollment, documents and fees as an international student.

- Applicants for the F-1 visa must submit an application for an I-20 available from the International Students office.

- Those currently holding a B, F, or J, visa must contact International Students at (916) 484-8774 prior to applying for admission and enrolling in classes.

**Exemption from the pre-enrollment process**

- All first-time college students must complete the process unless they meet the exemption criteria. Those who believe they are exempt and wish to challenge the Pre-Enrollment Process may do so by contacting the ARC Counseling Center at (916) 484-8572.

- First-time college students (not including those on Advanced Education status) may be exempt from orientation, assessment and or counseling by either one of the following two criteria:
  1. Student has completed an associate degree or higher.
  2. Student has at least two of the following:
     a) Identified a goal of upgrading job skills
     b) Enrolled in fewer than 6 units
     c) Enrolled concurrently in another post-secondary institution
     d) Declared no degree or occupational objective
**Step 4**

### When to enroll for spring

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<th>Dates</th>
<th>Who is eligible</th>
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</thead>
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<tr>
<td>Priority 0.5</td>
<td>November 21</td>
<td>Students who will be completing their last term at a Los Rios college may be</td>
<td>You must see your counselor by November 14 for certification of your eligibility for this one-time only option.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eligible for early registration.</td>
<td></td>
</tr>
<tr>
<td>Priority 1</td>
<td>November 26-December 6</td>
<td>Students continuing from prior semester</td>
<td>*Must submit supplemental form</td>
</tr>
<tr>
<td>Priority 2</td>
<td>December 7</td>
<td>New Matriculated students</td>
<td>Must complete matriculation steps</td>
</tr>
<tr>
<td>Priority 3</td>
<td>December 10-12</td>
<td>New to college, new transfer, returning and returning transfer students</td>
<td>Must complete application and pre-enrollment steps</td>
</tr>
<tr>
<td>Priority 4</td>
<td>December 13-14</td>
<td>Advanced Education students</td>
<td>Must complete Advanced Education Application and pre-enrollment steps</td>
</tr>
<tr>
<td>Open enrollment</td>
<td>December 17-January 18</td>
<td>All students</td>
<td>Must complete application and pre-enrollment steps</td>
</tr>
<tr>
<td></td>
<td>(Note: dates vary – see spring deadlines on page 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late (after classes start)</td>
<td>January 19-February 3</td>
<td>All students</td>
<td>Must complete application and pre-enrollment steps</td>
</tr>
<tr>
<td></td>
<td>(Note: dates vary – see spring deadlines on page 3)</td>
<td></td>
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*Continuing students only. Must be done every semester/term.*

### How to avoid being dropped for non-payment

Payment of enrollment fees must be processed within fourteen (14) days of registration, or by Friday, January 18, 2013 (whichever comes first) or you will be dropped. After the semester has started, payment is due immediately upon registration or you will be dropped. You must officially drop a class to avoid being charged for it.  
*See deadlines on page 3.*

You do not have to pay fees for a class for which you are on the wait list. However, once you are automatically moved from the wait list into the class, you are responsible for paying fees for that class within the timeline stated above. You are responsible for checking your wait list status each day and/or removing yourself from a wait list as you will not be notified of your enrollment status. Payment for fees can be made online using Visa or MasterCard.
Step 5

Enroll in classes

Access your enrollment appointment
(Priority 0.5, 1, 2, 3 and 4 only)

- Students will be assigned a registration day and time (appointment). This information can be accessed online.
- To find your registration appointment, click on “View Enrollment Appointment” once you access the eServices online.
- You may enroll on your appointment day or anytime after, up through the last day to add classes.

Enrollment options

You have TWO ways to enroll in classes at Los Rios colleges.

1) Online registration through Los Rios eServices.
   New, easy to follow directions are online.
2) Self-service or staff-assisted enrollment at the ARC eServices Center.

Online Enrollment

Go to www.arc.losrios.edu or ARC eServices Center

Before you start

Make sure you have submitted your application or updated your Supplemental Enrollment Information Form.

Get started

On the ARC home page [www.arc.losrios.edu], click on the “Current Students” link, then choose “eServices.” When you reach Online Los Rios eServices (see screen picture at right), the system will require you to enter your Login (Student) ID and Password. The login ID is your 7-digit Student ID Number preceded by the letter “W”. For example: W0049658

Follow the online directions for entering your password. (Don’t or know your Student ID Number? The login screen will explain how to find it.)

Getting started

When you are ready to enroll (register for classes), go to the ARC website [www.arc.losrios.edu], and click on “Current Students.” Then click on “eServices” in the center of the page to log into the eServices system (see screen shot below).

Tips

- Variable unit classes are offered for 0.25-3, or more units. Be sure to type in the number of units you want when you enroll so that your fee is correct.
- Correct your class schedule, if necessary, by first dropping the course and then adding it back in with the change in units before the end of the second week of instruction for full semester courses.

Staff-assisted registration

Visit the ARC eServices Center in the Portable Village, Room 605, during eServices open office hours. See map on next page and office hours on page 5.

Before you start

Make sure you have submitted your application or updated your Supplemental Enrollment Information Form.

How to use ARC eServices

Log on to the eServices website at www.arc.losrios.edu and click on eServices Help for complete instructions. For in-person help, visit the ARC eServices Center in Room 605 during eServices open office hours. Open hours are shown on page 5 of this guide.

In January 2013, eServices will be moving to the new Student Center, see map on next page.
eServices online registration

You can search and add/drop classes, pay your fees, and get your class schedule. Just follow the simple “1-2-3” steps below to get started:

1) Go to your online eServices to select your classes and put them in the Shopping Cart.

2) Next, press the “Proceed to Step 2 of 3” button at the bottom of the page to confirm the classes you want to take.

3) Press the “Finish Enrolling” button to enroll in the classes you placed in your Shopping Cart.

The third step is very important because this is the way you “check out” your classes and finish the enrollment process. After you have finished enrolling, there should be no classes in your shopping cart. They should all be in your schedule of classes.

At right is an example of what the eServices page looks like. Each screen has its own help page, so you can ask questions at any point.

If you have any questions now, or would like to preview how the new process works, please go to our online help center [www.losrios.edu/lrc/eserv_faq.html].
“Wait List” tips

If you choose to be on the Wait List for a class, please be advised of the following:

1. Wait list status will change throughout the enrollment period.
2. After the first day of the course you cannot get on a wait list, you will need to attend the class and get a permission number or signed add slip.
3. You need to attend the first class meeting in the event you will be moved into the class.
4. You need to ensure your email address is current as that is the only communication you will receive regarding your wait list status.
5. You need to regularly monitor your wait list status.
6. You need to drop course(s) if you have been moved into the course(s) from the wait list and you do not want to take the course.
7. Maximum number of units that can be wait listed for fall or spring is 12.0, for summer max is 5.0 units.
8. Once on the wait list for course, you cannot enroll in another section of the same course i.e.: ENGWR 300 wait list, enroll in ENGWR 300.
9. You are not charged enrollment fees until you are enrolled in course.
10. If you receive a six-digit permission number from your instructor and you are on the wait list for that class, you must first drop the wait listed course, and then enroll for the same course putting the permission number in the required box. Then press the submit button, waiting for Success under the Add Status column.
12. You will receive notification that you have been moved into wait listed courses per your LRCCD iMail account.

Step 6

Pay your fees

Spring semester fees are mandatory for all students unless noted otherwise. Fees are subject to change without notification. You will be billed for any fee increases.

Enrollment fee payment deadlines

- Payment is due upon registration. If you register prior to the start of the semester, your payment must be processed within fourteen (14) days of registration or by Friday, January 18, 2013, whichever comes first, or you will be dropped. After the semester has started, payment is due immediately upon registration, or you will be dropped.
- It is your responsibility to drop any unwanted classes by the deadline identified for the term. Failure to drop by the deadline may result in any of the following: 1) debt to the college; 2) a notation on your record. See deadlines, page 3.

Surprised by a fee?

- You will be automatically enrolled from the Wait List and payment of fees are due within fourteen (14) days of registration or by Friday, January 18, 2013, which ever comes first, or you will be dropped. Check your wait list status daily.
- If you are automatically enrolled from the Wait List and decide not to attend the class, you are responsible for dropping by the deadline identified for the term. Failure to drop by the deadline may result in a debt to the college and/or a notation on your record.

How to pay enrollment fees

- Payment by VISA or MasterCard may be made by students who enroll Online, at ARC eServices, in Business Services in the Administration Building and at the Natomas Center.
- Payment by check, VISA, or MasterCard may be mailed using the payment coupon.
- Cash payments may be made only at the ARC eServices center, at Business Services in the Administration building, or at the Natomas center. Do not mail cash.
- If you are paying by mail or in person, your payment must be received by the Business Services office no later than ten (10) days following registration or by Friday, January 18, 2013, whichever comes first, to allow time for manual processing. Do not mail cash.
Paying other fees

Non-resident tuition

Students who have not established legal residence in California are required to pay tuition and fees for a total of $254 per unit for spring. At the time of this publication, fees were set at the level shown here, but are subject to change pending legislative action. Students will be billed for and are required to pay any increased fees. Please contact Enrollment Services for details regarding residency requirements. Payment for non-resident tuition must be paid at the time payment for the enrollment fee is made.

California non-resident tuition waiver

Any student, other than a non-immigrant alien, who meets the following requirements, may be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements:
- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam.)

Additional information and California Non-resident Tuition Exemption. Request forms available at ARC Enrollment Services, Administration Building.

Military personnel residency status

Military personnel who are stationed on active duty in California and their eligible dependents are granted resident classification. This resident classification will continue for the duration of the student’s enrollment.

International student tuition

Students who are both a resident and citizen of a foreign country and are in the United States on an F, B, or J visa must pay tuition and fees for a total of $254 per unit for spring. International students attending on a student visa (F-1) issued by American River College must enroll in a minimum of 12 units and maintain good academic standing.

Payment of all fees must be made in full at the time of registration (Note: Some visa types restrict or limit school attendance. Visit the Enrollment Services office for details.)

Credit by examination

A per-unit fee equivalent to the general enrollment fee and non-resident/international student tuition fee (if applicable) will be required for any units awarded by means of examination.

Contact Enrollment Services in the administration building for the form that must be completed prior to paying the fees for credit by exam.

Materials fees

You may be required to provide instructional and other materials for a particular course. Instructional material fees are to be paid at Business Services in the Administration building.

Student representation fee

Under provisions of California Education code section 76060.5 and California Code of Regulations, Title 5, sections 54801-54805, the students of this college have established a student representation fee of one dollar ($1.00) per semester.

Use of fee. The money collected shall be expended to provide for students or representatives who may be stating their positions and viewpoints before city, county and district government, and before offices and agencies of the state and/or federal government.

Right to refuse to pay: This fee is mandatory; however, a student has the right to refuse to pay for the following reasons: religious, political, moral and financial. This refusal must be in writing and submitted to the college Business Services office on form #GS55A which is available in your college Business Services office.

Universal Transit Pass Fee

LRCCD Students approved a Universal Transit Pass fee that provides students with a special unlimited pass to use on all public transit systems in Sacramento, Elk Grove, Yolo, Folsom and El Dorado County. The pass can be used seven days a week for the spring semester. The semester fee is $5.54 for less than six units; $11.08 for 6 to 11.9 units; and $16.62 for 12 units or more (students receiving a BOG Waiver pay half the unit rate).

The fee is waived for students enrolled in the Criminal Justice Training consortium; and apprenticeship programs; those UC Davis students taking classes on the UC Davis main campus; and students studying abroad. Students enrolled only in online courses may request a refund on form #BS23.

Student Access Card

The Student Access Card serves as the ARC student all-in-one card.
- College Student Photo ID card – for all campus services and activities.
- Regional Transit card – for all transit / transportation services provided in accordance with the Los Rios Community College District partnership agreement supporting student rider patronage privileges (fall and spring terms only) of each academic year. There are no summer RT transit pass privileges.
- College Library Card – accessing all Los Rios library and other instructional and support services offices that are open during fall, spring, and summer terms.
• Go-Print Copy Card — pay-for-print copier systems on campus.
• Student Discount Card — at participating stores and merchants.

Students can get their Student Access cards and RT validation stickers beginning January 2nd for spring semester. To obtain the card, students need to bring a photo ID to any one of the campus ID card stations. For your card to be valid for RT use, it must have the current fall or spring semester sticker attached (not valid for summer RT-user). For more information regarding access cards, contact Information Services at 484-8923.

Parking fees
Who pays
• All people who park a motorized vehicle on campus, day or evening must pay a parking fee.
• Financial aid students. Students who qualify for a BOG waiver may purchase one parking permit per semester at the reduced price of $20.
• Disabled students. Parking spaces for disabled students are available in all student parking lots. Students with disabilities, and persons providing transportation services to students with disabilities, must pay either semester or daily parking fees. A placard issued by Department of Motor Vehicles for persons with disabilities, or a distinguishing license plate for persons with disabilities, and a valid semester or daily parking ticket must be properly displayed on the vehicle.
• Temporarily disabled students. Students with a temporary disability may obtain a special parking permit from the ARC Health Center that allows parking in spaces designated for disabled persons. Students who are issued the special college permit must still pay the established parking fee. The special parking permit, due to the temporary disability, and either the semester permit or daily parking ticket must be properly displayed on the vehicle. Failure to display the appropriate license plate, placard or special permit as described above will result in a parking citation.
• Off-campus students: Parking fees are charged at the college’s off-campus Natomas Center. However, no parking fees are charged at McClellan, and any other sites where ARC classes are scheduled.

Cost of parking
• A parking permit (decal) costs: Automobiles $30, motorcycles $15 for spring semester
• An alternative to the semester permit is a daily $1 parking pass available from machines located inside the entrances to ARC’s student parking lots (see map at the back of this publication).

Cost of not having a permit
• Vehicles not having a valid parking decal, or daily parking ticket, properly displayed will be given a parking citation, beginning the first day of the term or semester.
• Citations can cost you $33 or more, depending on where the violation occurs.

How to buy a permit
• Online parking purchase through Online Los Rios eServices. Permits will be mailed.
• Complete the payment coupon and return/mail it to ARC Business Services. Permits will be mailed.
• Parking permits may be purchased at Business Services beginning 15 days prior to start of spring term.

Where to display your permit
• Display parking decals on the lower passenger side of the front windshield or hang it from the rearview mirror so that it is visible through the windshield. An optional plastic decal holder is available at Business Services in the Administration Building.
• The daily parking permit is to be displayed face up on the dashboard, on the passenger’s side. Remove all other expired tickets from the dashboard.

If you need another semester parking pass
• If a parking decal is lost or stolen, a new permit must be purchased.
• If your vehicle is sold, or if the bumper or windshield are damaged, you must show proof of sale or repairs and bring in the old decal (decal number must be intact) before another will be issued by Business Services. There is a $2 charge for replacement of decals.

Transferring to a 4-year school?
The Transfer Center can help you get there!

Services to help you enter the college of your choice:
• Guaranteed Transfer Agreements with many UC and CSU campuses
• Resources to help you find the best college for you.
• Workshops, college fairs, the chance to meet college representatives—and more!

Located in the Counseling Center
Monday-Friday: 8:30 a.m. to 4:30 p.m.  
(916) 484-8685  
arc.losrios.edu/transfer
Enrollment fee refund policy

See the refund deadline dates on page 3. There is no refund for courses dropped after the deadlines. Refund eligibility is determined by the date the course is officially dropped, either in person or by using eServices. Requests for enrollment refunds must be filed by the last day of instruction in the semester or term for which the fee was paid or they will be disallowed. Credit balances will be forfeited and do not carry over to the next semester/term. To be eligible for an enrollment fee refund you must first drop a class using eServices or by completing a drop form at Enrollment Services by the refund deadline, AND completing a Fee Refund application at Business Services by the end of the semester/term.
eligibility for financial aid

Students who wish to be considered eligible for financial aid must:
1. Demonstrate financial need;
2. Be a U.S. citizen or eligible non-citizen;
3. Not be in default on a Perkins Loan, National Direct Student Loan, Stafford Loan, Guaranteed Student Loan, PLUS Loan, or Supplemental Loan for Students (SLS);
4. Not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant;
5. Be making satisfactory progress (financial aid academic);
6. Agree to use any federal student aid received solely for educational purposes;
7. Have earned a high school diploma or GED/proficiency certificate, or have passed the ability-to-benefit test;
8. Submit all requested documents to the Financial Aid office.

Many of these items are collected at the time students apply for financial aid. Before financial aid is awarded, the Financial Aid office will verify that a student is enrolled in an eligible program and that he or she is making satisfactory progress.

Reminder: Men are required to register with the Selective Service System upon reaching 18 years of age in order to be eligible for financial aid.

applying for federal financial aid

The free application for federal student aid (FAFSA) is used to apply for campus-based aid and the Pell Grant/Student Loans. The application allows the government to calculate an impartial analysis to determine the expected family contribution.

The FAFSA form is available online at [www.fafsa.ed.gov]. When you complete the FAFSA application, list American River College (school code: 001232) as the college of choice.

In approximately three weeks the Federal Student Aid Program will mail your Student Aid Report (SAR). You will be notified by email of the required documentation needed to complete your file. Documentation requested is confidential and must be furnished if you are to receive aid. Students are notified by email of their financial aid eligibility.

tips for staying eligible for financial aid

1. Enroll in the courses required for your stated goal of certificate, degree or academic objective.
2. Complete the courses in which you enroll. Any ‘W’ grades you receive will impact your progress/completion rate. So choose classes wisely!
3. Meet with your counselor before making changes to your class schedule once the semester/term begins.
4. Contact the Financial Aid Office if you have any specific questions or concerns.
Step 7
How to get refunds

Enrollment fee refund policy

- The enrollment fee, non-resident tuition fee, international tuition fee or Universal Transit Pass fee (if a sticker has not been picked up) is refundable for program changes made by Friday of the 2nd week of instruction for full term courses or by Friday of the first week of instruction for short-term courses (short term = any course less than full term).
- Refund eligibility is determined by the date the course is officially dropped, either in person or by using eServices. Requests for refunds must be filed by the last day of instruction in the semester for which the fee was paid or they will be disallowed. Credit balances will be forfeited and do not carry over to the next semester/term. Application and installment payment fees are non-refundable.

Obtain a Fee Refund Application at the Business Services office in the Administration Building.

A Fee Refund Application may also be submitted online at www.losrios.edu/refundapp.htm. Fee refunds will be processed within six to eight weeks, whether a student applies for a refund online or at Business Services.

If you add classes and pay fees after the refund deadline for the term in which you are adding, the fees are non-refundable.

Note: For those classes not scheduled during the standard class sessions, all add and drop activity must happen the day before the first class in order to avoid fees and penalties. See page 3 and 17 for enrollment fee refund deadlines.

For sessions not listed, all identified as “OT” (Other Term), use the day before the class begins as the last day to drop for a refund and/or to drop without a “W” notation.

Parking fee refunds

Semester parking fees are fully refundable during the first ten (10) days of the spring semester. There will be no refunds after February 1, 2012 for spring semester. To receive a refund a student must attach the decal to the refund application form being submitted.

The Re-entry & Veterans Information Center can help you!

- Answers to your questions
- Free workshops
- Re-entry support groups
- Career, academic & personal counseling

Student Services Building
Monday, & Thursday: 9:00 a.m.–5:00 p.m.
Tuesday & Wednesday: 9:00 a.m.–7:00 p.m.
Friday: 9:00 a.m.–4:00 p.m.
(916) 484-8391 or 484-8207
arc.losrios.edu/reentry

RT sticker refund and replacement policy

The fee is refundable only if you drop classes by the deadlines indicated. See page 3 and 17 for refund deadlines. A fee of $5.54 will be retained if you have already been issued an RT (Regional Transit) sticker. Students enrolled only in online courses may request a refund. If your Student Access Card is lost, stolen or damaged during the academic year in which it was issued, there will be a $5 fee for replacement. There will be a $21.62 fee to replace lost or stolen Student Access cards which have a UTP sticker attached.
How to qualify for courses

Many courses and educational programs have enrollment conditions such as prerequisites, corequisites or advisories on recommended preparation. These faculty-approved conditions are considered necessary and appropriate to ensure that students are adequately prepared to succeed in the course or educational program. Enrollment restrictions are defined below. It is the student’s responsibility to meet any and all enrollment conditions.

- **Prerequisite:** A course that a student is required to take in order to demonstrate current readiness for enrollment in another course or educational program. For example, in order to take English 301 (College Composition & Literature), you must already have completed English 300 with a grade of “C” or better.
- **Corequisite:** A course that a student is required to simultaneously take or have completed with a grade of “C” or better, to enroll in another course.
- **Advisory on recommended preparation:** A condition of enrollment when a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Students who believe that they have satisfied the advisory by means other than the stated advisory are urged to consult with the appropriate department to determine their readiness to enroll in the course or educational program.

**Verifying prerequisites**

Students enrolled in courses that have a prerequisite must provide verification to the instructor that they have met the prerequisite. Supporting evidence includes:

- Transcript that verifies that you have earned a ‘C’ or better in the prerequisite course. Los Rios students may print an unofficial transcript by logging on to eServices at [www.arc.losrios.edu].
- **A prerequisite verification form signed by a counselor.** *(See next column for dates and locations.)*
- Letters of verification of required work experience.
- Performing arts supporting portfolio or audition.
  Note: If you have a transcript from any college outside Los Rios, you must see a counselor for verification.

**Verifying corequisites**

Your personal class schedule provides verification of enrollment in a corequisite course or prior completion of a course. If you want to add a class, you must present the verification of enrollment before the instructor will sign the add card.

**Prerequisite and corequisite challenge process**

- If you do not have the credentials described above but believe that you should qualify to enroll in the course, or one of the conditions below exists, then you may challenge a prerequisite.
- We suggest that you file a challenge at least one week before the beginning of instruction. Prerequisite Challenge Forms are available at all instructional area deans’ offices and at the Counseling Center.

### Where to go for prerequisite and corequisite verification

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before January 19</td>
<td>Counseling Center</td>
</tr>
<tr>
<td>Jan 19 - Feb 1</td>
<td>Orientation Room*</td>
</tr>
<tr>
<td>After Feb 1</td>
<td>Counseling Center</td>
</tr>
</tbody>
</table>

*located in Student Services building

### Deadlines for submitting challenge forms

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full semester</td>
<td>January 9</td>
</tr>
<tr>
<td>1st 8 week classes</td>
<td>January 9</td>
</tr>
<tr>
<td>2nd 8 week classes</td>
<td>March 7</td>
</tr>
<tr>
<td>1st 5 week classes</td>
<td>January 9</td>
</tr>
<tr>
<td>2nd 5-week classes</td>
<td>February 18</td>
</tr>
<tr>
<td>3rd 5-week classes</td>
<td>March 20</td>
</tr>
</tbody>
</table>

### Criteria for challenging a course

- You have knowledge or ability to succeed in the course without the prerequisite.
- The course that provides the prerequisite is not readily available.
- You believe that the prerequisite is discriminatory or being applied in that manner.
- You believe that the prerequisite was established in violation of regulations and/or the established District-approved policy and procedures.

Once you have completed the challenge form, your challenge will be reviewed by the appropriate department’s prerequisite challenge committee. You will be informed in writing of the committee’s determination within five working days of the review. (Working days consist of days that faculty are on campus and classes are in session beginning with the first day of instruction).

If a student enrolls for a class and does not meet the prerequisite, **the instructor must drop the student from the class and the student may complete the required paperwork for a refund.**
Helping you get there

Assessment Center
Student Services Building
484-8423

The Assessment Center provides a variety of testing services to help you gather information about your current English, reading, mathematics, and/or English as a Second Language skills. There are no fees. Most test results are available immediately after the test. Photo identification and a student ID number are required for all tests.

Counselors are available in the Counseling Center to discuss your test scores with you and help you select appropriate English, reading, mathematics, and/or English as a Second Language courses.

Tests to certify competency in reading and mathematics are scheduled regularly and described under the graduation requirements section of the college catalog.

Career guidance, aptitude and self-exploration assessments are available for students enrolling in Human/Career Development courses.

California Work Opportunity and Responsibility to Kids (CalWORKs)
Student Services Building
484-8059

The CalWORKs office provides a wide range of high-quality support services to assist students in the completion of their educational goals, pursuit of meaningful employment and successful transition into the workforce. Services provided include:

- Academic counseling from a CalWORKs counselor
- Advocacy and support from staff who are familiar with welfare rules
- On and off campus work study opportunities
- CalWORKs Clothing Boutique for women and men
- Professional development workshops
- Career counseling
- Lending library
- Information on student support service programs
- Referrals to community agencies

For more information, please call 484-8059 or visit the CalWORKs website at: www.arc.losrios.edu/Support_Services/CalWORKs.htm

Career Center
Student Services Building
484-8492

The Career Center offers an outstanding array of resources to assist students in choosing career options, planning for college, researching current job openings, interest assessments, resume development, interviewing techniques, and online access to job listings.

Computerized career guidance programs aid in researching occupations, finding which colleges offer a specific major, investigating potential companies and organizations. Monthly workshops are offered on resume writing, job search strategies and interview techniques.

Employment information is available to students who are looking for part-time, full-time work and internship opportunities. Students are encouraged to apply for jobs related to their majors in order to obtain relevant work experience. Current job listings are posted online at [www.arc.losrios.edu/career]. Students are advised to check frequently as new jobs are posted daily.

Additional services include current labor market information and on-campus recruitment by employers. Career Center services are provided at no charge to ARC students and alumni. Call 484-8492 for additional information or visit the website [www.arc.losrios.edu/career].

Child Development Center
484-8651

American River College operates toddler and preschool programs for parents who are continuing their education at ARC. Programs are available during the fall, spring and summer session. School-age program is available during the summer session only. Program options include mornings/afternoons or all day.

There are a limited number of slots available for community families. Fees for the program are based on a sliding scale set by the California Department of Education, Child Development Division. The center participates in the California Department of Education, Child Nutrition and Food Distribution Program.

Contact the center regarding hours of operations and space availability. Applications are available at the center office located in the Child Development Center CDC 300 on the east side of campus behind the cafeteria and bookstore. For further information regarding the priority list, eligibility and fees, please call 484-8651, refer to the link on the ARC website, or stop by the center 8:00 a.m. to 4:00 p.m. Monday through Friday.
Recommended through counseling services.

Interpreters for the deaf and academic accommodations (Cooperative Agencies Resources in Education) program. AFDC recipients, may also be eligible to participate in the CARE EOP&S-eligible students, who are single head of household TANF/

484-8128

Student Services Building

Transfer

•	 Educational planning and academic advising

•	 Transfer planning and information about guaranteed transfer programs

•	 Information about majors and instructional programs available at ARC

•	 Information about and/or referral to academic support services

•	 Information about and/or referral to student support service programs

•	 Information about and/or referral to community resources

•	 Career counseling and career planning

•	 Personal counseling

Disabled Students Programs and Services (DSP&S) Student Services Building 484-8382 or 993-3087 (VP/Voice)

The Disabled Students Programs and Services promotes equal access to programs and facilities at American River College for students with documented disabilities. The goal of DSPS is to maximize personal independence and empowerment through full participation in campus activities.

Support services include specialized counseling services, interpreters for the deaf and academic accommodations recommended through counseling services.

EOP&S/College Awareness/CARE Program Student Services Building 484-8128

Extended Opportunity Programs and Services (EOP&S) is designed and funded by the State of California and the district to recruit and assist college students who show academic and financial need. EOP&S promotes student success with enrollment assistance, educational planning, and tutoring. Participation is limited to California residents who are eligible to receive the Board of Governors Grant and have an academic need.

The EOP&S office is located in the Student Services building. EOP&S-eligible students, who are single head of household TANF/AFDC recipients, may also be eligible to participate in the CARE (Cooperative Agencies Resources in Education) program.

Financial Aid Student Services Building 484-8437

Funds are provided to eligible students who have documented financial need in accordance with state and federal regulations. You may be eligible for various forms of financial aid including Board of Governors (BOG) waiver, grants and loans. For information visit the financial aid page on the ARC website: www.arc.losrios.edu

Health Center Administration Building 484-8383 arc.losrios.edu/health

The Health Center is located in the administration building and is staffed by registered nurses and a medical assistant. All services are free except for immunizations and TB tests. Services include health assessments for illness and appropriate lowcost referrals to community resources; blood pressure screening; smoking cessation; tuberculosis skin testing (TB/PPD test); Immunizations including: Hepatitis B, tetanus (Tdap), and measles/mumps/rubella (MMR); annual flu clinics; health education, including classroom and campus wide presentations; first aid and emergency care; planned parenthood services that include reproductive health and pregnancy/STD/HIV testing; and a lactation room. All consultations are confidential. No appointment is necessary.

Re-Entry and Veterans Information Center Student Services Building 484-8391

The Re-Entry and Veterans Information Center specializes in addressing the needs and concerns of adult students who are making the transition back to school from the workforce, military, or who are entering college for the first time after being away from an academic environment. By taking advantage of office services, coming back to school will be less stressful and chances for successful completion of educational goals will greatly increase. The Center provides connection to support programs, access to Re-Entry and Veterans counseling, support and skills development groups, and peer mentorship to guide successful transition into college.

Veterans Services Administration Building 484-8135

The ARC Veterans Services desk is located at the Enrollment Services office in the Administration building. VA certifying officials at the desk assist veteran students and their dependents with education benefits from the Department of Veterans Affairs. New students who are eligible for benefits should visit the desk at least two months prior to the beginning of the semester. Continuing students are required to submit their schedules each semester for which they wish to receive payments. It is advisable to submit all paperwork and class schedules immediately after enrolling in courses. All paperwork submitted for certification can take up to two weeks to process with American River College and an additional four to six weeks to process with the Department of Veterans Affairs.

Students may apply for evaluation of military service for college credit. A copy of the DD form 214 must be submitted to the desk for credit to be awarded. Veterans, reservists and active duty service members may also qualify for priority enrollment, as stipulated in the California Education Code, section 66025.8.
After classes begin

Academic renewal without course repetition

Courses and grades from the past that no longer reflect your current educational objective or current level of academic success may be discounted (ignored) in computing your grade point average. However, you must ask for this through a petition, and the following conditions must apply:

1. No more than 30 units of substandard grades may be discounted.
2. A minimum of 12 units must be earned with C grades or better.
3. A minimum of 12 months must have elapsed between the time the substandard grades were earned and the 12 units of C or better grades were earned.
4. Current educational objectives must be discussed with a counselor and the counselor’s recommendation must be included on the petition.
5. Under no circumstances may course work be discounted that has been used in the fulfillment of requirements for an earned degree or certificate.
6. All grades will be shown on the permanent record and transcript of grades. However, a proper notation on the transcript will indicate the specific grades that have been discounted from the grade point average. Obtain the form at Enrollment Services, eServices or the Counseling Center.
7. Courses renewed cannot be repeated.

Academic standing and dismissal

Your “academic standing” refers to whether you are doing satisfactory work, which normally means a grade point average (GPA) of “C” or better (2.0). Check the ARC catalog for complete details regarding grading standards, probation and dismissal.

If you have attempted at least 12 college units and your cumulative GPA falls below 2.0, you will be placed on Academic Probation. You will be placed on Progress Probation if 50% or more of your grades are W (Withdrawn), NP (No Pass), NC (No Credit) or Incomplete.

If you are placed on probation you may be required to enroll in a College Success class. If your GPA remains below 2.0 for three consecutive semesters, you may be dismissed for one semester. Likewise if you are on Progress Probation for three consecutive semesters, you may be dismissed for one semester.

For more information, contact the Counseling Center at 484-8572.

Attendance Requirements

The Los Rios Community College District (LRCCD) attendance requirements are as follows: Per Policy P-2222 students are expected to attend all sessions of the class in which they are enrolled. Any student with excessive absences may be dropped from class. Any student who is a no show shall be dropped from a class (CA Code of Regs., Title 5, 5004).

Purpose of the ARC student petition

The student petition provides students an opportunity to request action that is normally not permitted by state law, district policy or college practices and procedures. The petition is limited in scope to issues related to a student’s admission, enrollment, and academic standing.

Use the student petition form to request:

- Enrollment in classes with time conflicts
- Approval of an unauthorized repeat of a course in which you:
  Have twice earned a substandard grade of D, F, W, NC or NP (Exception: Courses identified in the ARC Catalog as approved for multiple enrollment)
- Exceed maximum allowable unit load (18 per semester; 8 per summer session)
- Add or Drop of a class after deadline
- Course substitutions
- Withdraw from college on medical or military leave and retain catalog rights

Where to get the petition form

Obtain the form at Enrollment Services, eServices, the Counseling Center or online. Outcomes of student petitions will be sent to students via iMail accounts.

Non attendance at first class

As stated in LRCCD Regulation R-2222 Students who fail to attend the first session of a class may be dropped by the instructor.

Excessive absence defined

As stated in LRCCD Regulation R-2222 A student may be dropped from any class when that student’s absences exceed six percent (6%) of the total hours of class time. Instructors shall state in each course syllabus what constitutes excessive absence for that course.

No shows

As stated in LRCCD R-2222, students who have not attended at least one of the first three sessions of a class will be dropped as a no show following the third session of the class. (CA Code of Regs., Title 5, 58004) If a class is scheduled for only one session per week, then students who have not attended at least one of the first two sessions of a class will be dropped as a no show following the second session of the course.
Auditing
Auditing (sitting in a class without enrolling for credit) is not permitted at any Los Rios Community College. All students must be enrolled and fees paid for all classes by the last day to add. Requesting to take a class for Pass/No Pass will result in having the class and units earned appear on your transcript (see Courses and Grades.)

Catalog rights and graduation requirements
For purposes of graduation from any of the colleges in the Los Rios District, students remaining in attendance in one session (quarter, semester or summer session) at any California community college, or any combination of California community colleges, campuses of the California State University, the University of California, or any regionally accredited institution of higher education, may elect to meet the requirements in effect at the Los Rios college from which the student intends to graduate as follows:
1. Requirements in effect at the time of admission to a Los Rios college, or;
2. Requirements in effect at the time the student originally enrolled in an accredited college or university, or;
3. Requirements in effect at the intended date of graduation from a Los Rios college.

A college may authorize or request substitution for discontinued courses. Students changing their major field of study may be required to complete those requirements for the major in effect at the point of change.

For purposes of this section, “attendance” means attendance in at least one session (quarter, semester or summer session) in each calendar year. Absence from attendance at another accredited institution is not considered an interruption in attendance.

Course numbering
1-99 Basic Skills and Developmental courses are numbered 1-99. They are not acceptable for associate degree or transfer credit.

100-299 College-level, non-transfer courses are numbered 100-299. They are primarily occupational or technical and meet associate degree requirements such as apprenticeships and fire technology. Some are acceptable for transfer by four-year institutions offering degrees in similar subject matter. Check with your counselor.

300-499 College-level, transfer courses are numbered 300-499. They meet requirements for associate degrees and are generally accepted for transfer to four-year institutions to meet major, general education, breadth, or elective credit requirements. Check with your counselors regarding transferability of course to the University of California, private colleges, and out-of-state universities.

1000-1999 Courses at the 1000 level are typically continuing education courses for working professionals who need to update their skills for employment or licensure. The number range 1000-1999 also includes contract education courses offered by the Sacramento Regional Public Safety Training Center and other college units. The 1000 number may also be used for tutoring and other attendance-only courses such as Supervised Tutoring (e.g., HSER 1000 or HCD 1000), and for block scheduling purposes (e.g., Learning Community courses).

Graduation
If you are a candidate for graduation you must complete a petition for the Certificate of Completion and/or Associate in Arts or Associate in Science degree with a counselor when planning your last semester at American River College. The deadline to file an application for a degree or certificate for spring 2013 is Friday, March 1, 2013. Applications for a degree must be reviewed by a counselor and submitted to Enrollment Services by the deadline.

Requirements for a certificate and for graduation with an Associate of Arts or Associate of Science (AA or AS) degree change from year to year, both in general education and in your area of concentration (major). You should consult a counselor regarding questions about AA or AS degree requirements and which catalogs may be used.

Leave of absence
Students may petition for leaves of absence from a college of the Los Rios Community College District in order to maintain catalog rights to a specified degree requirement option. Leaves may be granted for verified medical or military situations that prevent a student from attending classes in any session in a calendar year.

Leaves shall be limited to two successive calendar years (District policy 7243). Students requesting a leave of absence should do so using the student petition form. A counselor’s signature and supporting documentation from a medical provider or military orders must be submitted to the Dean of Enrollment Services prior to the term for which the leave is being requested.

Pass/No Pass
Some courses allow you to enroll and receive Pass/No Pass instead of a letter grade. You must:
• Enroll and pay for the course and meet all of the course requirements.
• Petition for Pass/No Pass grading with Enrollment Services no later than the published deadline. Petitions are available at Enrollment Services.

A “Pass” grade means that you have earned a C or better. A “No Pass” grade means that you have earned less than a C. These grades are not computed in your GPA, but do affect progress, probation and dismissal.

You may select one course per semester to petition for “Pass/No Pass” grading. When your petition is submitted it will be...
After classes begin

reviewed to determine if you are eligible for the Pass/No Pass option. You will be notified by mail if your request is denied. A total of 20 “Pass” units may be earned at ARC. A “Pass” notation is recorded on the permanent record if the equivalent of a “C” or better grade is earned. A “No Pass” notation is recorded if a D or F grade is earned in the course. Once given, the “Pass/No Pass” grade may not be changed to a letter grade.

Short-term classes

Most courses in this schedule meet for 16.4 weeks or 8 weeks. However, some courses are short-term, and may meet for five weeks. In this class schedule:

• “First” preceding the class listing indicates that the class is offered during the first 5 or 8 weeks of the semester/term.
• “Second” indicates that the class is offered during the second 5 or 8 weeks of the semester/term.
• “Third” indicates that the class is offered during the third 5 weeks of the semester/term.

Course Repetition

Repetition of courses must be conducted in compliance with California Title V Regulations, Sections 55040 through 55046. A course may be repeated up to two times at any of the Los Rios colleges for which a notation of D, F, NC (No Credit), NP (No Pass), or W (Withdrawal) was earned. This regulation is effective across the district at all Los Rios colleges. If you took a course at any of the Los Rios colleges - American River, Cosumnes River, Folsom Lake, or Sacramento City, this counts as one of your three attempts.

Exceptions to the regulation are as follow:

• The college finds that the student’s most recent previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student’s control. This is a one-time exception.
• A student may repeat a course because there has been a significant lapse of time since the student previously took the course based on the established recency for that course. Grades awarded for courses repeated under this circumstance shall not be counted when calculating a student’s grade point average. This is a one-time exception.
• Courses designated as “repeatable” are those listed as such in the college catalog and are designed to enhance students skills or performances through supervised repetition. These include: (a) courses where the content differs each time it is offered; (b) activity courses where the student continues or builds on skills or proficiencies by supervised repetition and practice in class; (c) courses in music, fine arts, theatre or dance which are part of a sequence of transfer courses. In all of these cases, students can take the course a maximum of four times.

• Students may repeat courses listed the college catalog as such to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. These repetitions are not limited and are granted based on the college’s verification of established legal mandates.

Unit load

A full-time student must enroll in and complete a minimum of 12 units. The standard program (load) for a full-time student who plans to graduate in two years is 15 units per semester. The maximum load is 18 units for the semester. Students who wish to enroll full time in the summer must enroll in 8 units. Students who wish to enroll in more than 18 units in fall or spring, or 8 units in summer, must file a student petition with the Dean of Enrollment Services, prior to adding additional classes. The standard load for students who work full time is 6 units or less. If you work full time you should limit your unit load to match the amount of study time available to you.

Students who plan to participate as athletes in intercollegiate sports must be enrolled in a minimum of 12 units to be eligible for the sport.

Withdrawal

A student may officially drop a class without notation (a “W” grade) on the permanent academic record/transcript prior to the point in which 20% of a class has occurred. These important dates are available at http://www.losrios.edu/lrc/lrc_calend.php (click on the appropriate semester, then click on “Click here for more information, including start/end dates, drop/add dates”). Withdrawals occurring after this time, and before the point in which 75% of the class has occurred, shall result in a “W” notation on the permanent academic record/transcript. Official withdrawals are those that have been processed via eServices or by staff in the Admissions and Records Office.

A “W” grade on the permanent academic record/transcript is used for determining Progress Probation and Progress Dismissal. No withdrawals are permitted during the last 25% of a course, except due to extenuating circumstances (verified cases of accidents, illness or other circumstances beyond the control of the student), for which a student may request withdrawal through the student petition process. After consultation with the instructor and with administrative approval, the grade may be recorded as a “W” rather than as a less than satisfactory or failing grade on the permanent academic record/transcript. In all other cases, after the 75% date, a student will receive a grade in the course.

Military withdrawal is available for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Students requesting military withdrawal must file a student petition and include supporting documentation.

Medical withdrawals may be considered when supporting documentation is provided along with a student petition.
Withholding student records

The college reserves the right to withhold transcripts and records, and to prevent enrollment if a student has any outstanding obligation, such as:

- Nonpayment of fees
- Outstanding debt or missed payments on Federal student aid, Cal Grant, Federal student loan
- Fines for overdue books within the Los Rios district

You are advised to clear all debts and other holds on your record prior to enrolling in classes.

Grades and grade point average (GPA)

At the end of each semester/term, the instructor reports your grades for every enrolled course. The grading standards, with their grade-points, are:

- A: Excellent, 4 grade points per unit
- B: Good, 3 grade points per unit
- C: Satisfactory, 2 grade points per unit
- D: Passing, less than satisfactory, 1 grade point per unit
- F: Failing, 0 grade points, no units earned
- CR: Credit (C or better), not computed in GPA, but affects progress probation and dismissal
- P: Pass (C or better), not computed in GPA
- NC: No Credit (less than C), not computed in GPA, but affects progress probation and dismissal
- NP: No Pass (less than C), not computed in GPA but affects progress probation and dismissal
- I: Incomplete. Has not completed all the work for the class and instructor has agreed to allow student to complete work at a later date, at which time a final grade will be assigned. An Incomplete is not computed in GPA, but affects progress probation and dismissal. Student has one year in which to complete the coursework.
- IP: In Progress. The course is longer than a semester and a student must re-enroll in the course the subsequent semester. When you have finished the course, the grade will be changed to A-F and units earned.
- W: Withdrawal. The student has been officially dropped from the class by the deadline shown in the calendar elsewhere in this schedule. A “W” is not computed in your GPA, but affects progress probation and dismissal.

Spring 2013 bookstore hours

Open these Saturdays: Jan. 19 and 26

Week before instruction begins (Jan. 14-19)

Monday-Thursday ............................................. 7:45 a.m.-7:00 p.m.
Friday ................................................................. 7:45 a.m.-5:00 p.m.
Saturday .............................................................. 9:00 a.m.-2:00 p.m.

First week of semester (Jan. 21-26)

Monday: Campus closed to observe Martin Luther King Jr. holiday.
Tuesday-Thursday ............................................. 7:45 a.m.-8:00 p.m.
Friday ................................................................. 7:45 a.m.-5:00 p.m.
Saturday .............................................................. 9:00 a.m.-2:00 p.m.

Second week of semester (Jan. 28-Feb. 1)

Monday-Thursday ............................................. 7:45 a.m.-7:00 p.m.
Friday ................................................................. 7:45 a.m.-3:45 p.m.

Through rest of semester

Monday-Thursday ............................................. 7:45 a.m.-7:00 p.m.
Friday ................................................................. 7:45 a.m.-3:45 p.m.

Closed weekends and holidays

Textbook information and online ordering:
http://books.arc.losrios.edu
ARC graduation requirements

ARC graduation requirements 2012-2013

American River College grants the degree of Associate in Arts or Associate in Science. Requirements for the degree conform to the laws and regulations of the California Community Colleges Board of Governors and the Los Rios Community College District Board of Trustees.

Students may graduate from American River College with the Associate in Arts or the Associate in Science Degree by fulfilling the following five (5) requirements:

1. Satisfactory completion of 60 units of collegiate work (excluding 200 – 299 numbered courses taken Fall 1989 – Spring 2003, 1-99 numbered courses & courses numbered 1,000 or higher taken after Spring 2003) with a C (2.0) grade point average in a curriculum that the district accepts toward the degree. At least 12 of the 60 units must be earned at American River College.

2. Major: Complete a two-year Major Program of Study offered at American River College (Minimum 18 units). Courses used to complete major requirements must be completed with a grade of 'C' or better.

3. Completion of ARC’s general education requirements with a minimum GPA of 2.0 in courses used for general education (21 unit minimum) or possession of a Baccalaureate Degree or higher from a *regionally accredited college or university in the U.S.

4. All students who wish to receive an A.A. or A.S. degree from American River College must demonstrate competency in writing, reading and mathematics as listed below.

5. Students are held to the graduation requirements in place when they begin college as long as they maintain their catalog rights.

A. WRITTEN EXPRESSION COMPETENCY is satisfied by the following:

   a. Complete with a C or better in one of the following courses BUS 310; ENGWR 300, 480; ESLW 340.
   b. Complete an equivalent college writing course taken at a *regionally accredited college in the U.S. with a grade of C or better.
   c. Possession of an BA/BS or higher from a *regionally accredited college in the U.S.

B. READING COMPETENCY is satisfied by one of the following:

   a. Complete with a C or better of one of the following courses: ENGRD 310, 312; ESLR 340.
   b. Complete with a C or better of an equivalent college level reading course at a *regionally accredited college in the U.S.
   c. Possess an AA/AS or higher from a *regionally accredited college in the U.S.
   d. Achieve a qualifying score on a college level reading examination administered by a Los Rios Assessment Center. Only 2 attempts are permitted district-wide on this test.

C. MATHEMATICS COMPETENCY is satisfied by one of the following:

   a. Complete one of the following with a C or better: MATH 110, 120, 124, 125, 129, 300, 310, 320, 325, 330, 340, 342, 344, 350, 351, 370, 400, 401, 402, 410, 420; PHIL 324; PSYC 330; STAT 300, 305.
   b. Complete an equivalent course with a C or better at a *regionally accredited college in the U.S.
   c. Obtain a satisfactory score on a Los Rios Math Competency Test.
   d. Possess a BA/BS or higher from a *regionally accredited college in the U.S.

The graduation competencies listed apply only to those students who first enrolled in this college on or after Fall 2012. Students who have catalog rights that predate Fall 2012 may satisfy the graduation competencies pursuant to their catalog rights.
ARC general education requirements 2012-2013

I. Humanities – One course from the following (3 units minimum):
- ART 300, 312, 320, 322, 324, 339,430, 440; ARTH 300, 302, 308, 310, 322*; 333, 334; ARTNM 305, 310, 331;

III. Living Skills – (3 units minimum):
- A: One course from the following: (3 units minimum)
  - BUS 310; ENGWR 300, 480; ESL 340;
- B: One additional course from the following: (3 units minimum)
  - ANTH 341*, AT 105; BUS 105; CISA 305, 315, 320; CIS 300*; CISP 300, 315, 320, 350, 360, 400, 440; ET 310, 311; ENGW 300, 430; ENGRD 302, 310, 312; ENGW 301, 302, 330, 421, 481, 482; ESL 350; GEOG 330, 375; JOUR 300; MGMT 360; MATH 120, 124, 125, 129, 300, 310, 320, 325, 330, 340, 342, 344, 350, 370, 400; PHIL 320, 324; PSYC 330; SPEECH 301, 323, 331, 361; STAT 300, 305; WELD 140

IV. Natural Science – One course from the following (3 units minimum):
- A: One course from the following (3 units minimum):
  - AT 107; BIOT 308; BUS 320; CISC 300*; ECE 330, 350; ECON 320*; ENGD 320, 322, 324; ET 250; GERON 300, 330, 334; HCD 160, 310, 318, 330, 331, 336; HEED 300, 352; HIST 399*; HSER 340; INDIS 325; LIBR 310, 318, 325; MATH 315; NUTRI 300*, 302*, 305; PSYC 340, 342, 354, 356, 358, 359, 370*, 378, 379, 390, 400, 481; SOC 335*; SPEECH 321; WELD 150; all ARC courses numbered 198, 298 & 498

V. Social & Behavioral Sciences – (6 units minimum):
- A: American Institutions: One course from the following: (3 units minimum)
  - HIST 310, 311, 318, 320*, 321*, 323*, 325*, 327, 330*, 483, 484; POLS 301, 481
- B: Social/Behavioral Sciences: One additional course from the following (3 units minimum)

VI. Ethnic/Multicultural Studies – (3 units minimum)
**University of California and California State University**

**2012-2013 Intersegmental General Education Transfer Curriculum (IGETC)**

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer to take additional lower-division general education courses. The course requirements for all areas should be completed before transfer. All courses must be completed with grades of “C” or better.

**NOTE:** Student must see a counselor to have this pattern certified before transferring. Students who have selected a specific campus for transfer should consult with an ARC counselor before following the IGETC pattern.

CSU/UC will always accept completion of general education coursework at certifying institutions provided the course was on an approved IGETC requirement list at the time it was completed.

Advanced placement (AP) and International Baccalaureate Examinations are appropriate for inclusion in the IGETC. See AP/IB Test Scores Chart in the Getting Started section of the ARC catalog.

### ARC Transfer Curriculum (IGETC) 2012-13

#### AREA 1: English Communication (6-9 units)

<table>
<thead>
<tr>
<th>1 A (1 Course)</th>
<th>ENGWR 300, 480</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: (UC Only) ENGWR 300 &amp; 480 combined: maximum credit – 1 course.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 B (1 Course)</th>
<th>ENGWR 301, 302, 481, 482</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: (UC Only) ENGWR 301 &amp; 481 combined: maximum credit – 1 course. ENGWR 302 &amp; 482 combined: maximum credit – 1 course.</td>
<td></td>
</tr>
</tbody>
</table>

| 1 C (1 Course) | SPEECH 301, 331 (CSU requirement only) |

#### AREA 2: Mathematical Concepts and Quantitative Reasoning (3 units)

<table>
<thead>
<tr>
<th>2 A (1 Course)</th>
<th>MATH 340, 344, 350, 351, 370, 400, 401, 402, 410, 420; PSYC 330; STAT 300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: (UC Only) Math 400, 350 &amp; 340 combined: Math 401 &amp; 351 combined – maximum credit 1 course for each set. PSYC 330 &amp; STAT 300, 301 combined: maximum credit – 1 course</td>
<td></td>
</tr>
</tbody>
</table>

#### AREA 3: Arts and Humanities (9 units, at least 1 course from Arts and 1 course from Humanities.)

<table>
<thead>
<tr>
<th>3 A Arts (1 Course)</th>
<th>ARTH 300, 302, 308, 310, 322, 333, 334; MUFHL 300, 310, 311, 315, 321, 330, 400, 401, 410, 411, 480; TA 300, 302, 303, 306, 310, 312, 314, 315, 318, 350, 480</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: (UC Only) No Credit for MUFHL 321 if taken after 400. MUFHL 300 &amp; 480 combined: maximum credit – 1 course. TA 350 &amp; 480 combined: maximum credit – 1 course. TA 312, 481 &amp; 314, 315 combined: maximum credit – 6 units</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 B Humanities (1 Course)</th>
<th>ENGLT 300, 304, 308, 310, 311, 320, 321, 327, 338, 340, 341, 345, 360, 378, 380, 382, 392, 403; FREN 411, 412; GERM 411, 412; HIST 300, 302, 305, 340, 341, 364, 365, 367, 373, 480, 481; HUM 300, 301, 310, 320, 326, 330, 360, 365; ITAL 411; PHIL 300, 310, 315, 330, 331, 350, 353, 354; SPAN 411, 412</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: (UC Only) HIST 300 &amp; 480 combined: maximum credit – 1 course. HIST 302 &amp; 481 combined: maximum credit – course.</td>
<td></td>
</tr>
</tbody>
</table>

Area 3A or 3B (1 Course)
### “IGETC” continued

#### AREA 4: Social & Behavioral Sciences (9 units, at least 3 courses from at least 2 areas.)

<table>
<thead>
<tr>
<th>4A-J (3 Courses)</th>
<th>ADMJ 300, 320; ANTH 310, 315, 320, 330, 333, 334, 341; BUS 345; ECE 312; 314; ECON 302, 304; GEOG 310, 320, 322; HIST 307, 308, 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484; JOUR 320; NATR 307; PHIL 360; POLS 301, 302, 310, 320, 322, 332, 481; PSYC 300, 305, 320, 340, 345, 350, 356, 361, 370, 372, 373, 480, 481; SOC 300, 301, 318, 320, 325, 342, 350; SOCS 310, 312</th>
</tr>
</thead>
</table>

**Note:** (UC Only) PSYC 300, 305 & 480 combined: maximum credit = 1 course. PSYC 340 & 481 combined: maximum credit = 1 course. PSYC 372, 373 & ECE 312 combined: maximum credit = course. HIST 310, 320 & 483 combined: maximum credit = 1 course. HIST 311, 321, & 484 combined: maximum credit = 1 course.

#### AREA 5: Physical and Biological Sciences (7-9 units, one course from each area.)

**Lecture course must be completed prior to or concurrently with lab. Courses used in 5C may be used in 5A or 5B if listed in these areas.**

<table>
<thead>
<tr>
<th>5A Physical Science (1 Course)</th>
<th>ASTR 300, 310, 320, 330; CHEM +305, +325, +400, +401, +423; GEOG 300, 305, 306, 307, 308; GEOL 305, 310, 320, 325, 330, 342, 345; PHYS 310, 311, +350, +410; PS 300</th>
</tr>
</thead>
<tbody>
<tr>
<td>5B Biological Science (1 Course)</td>
<td>ANTH 300, 303, 480; BIOL 300, +303, +305, +310, 342, 350, 352, +370, +400, +410, +420, +430, +440, +442, +482; NATR +320; PSYC 310</td>
</tr>
<tr>
<td>5C Lab (1 Course)</td>
<td>ANTH 301; ASTR 400; BIOL +303, +305, +310, +370, +400, +410, +420, +430, +440, +442, +482; CHEM +305, +325, +400, +401, +423; GEOG 301, 309; GEOL 301, 306, 311, 331; NATR +320; PHYS 312, +350, +410; PS 301; PSYC 311</td>
</tr>
</tbody>
</table>

**Note:** (UC Only) ANTH 300 & 480 combined: maximum credit = 1 course. ASTR 300, 310 & 320 combined: maximum credit = 2 courses. No credit for BIOL 303, if taken after BIOL 310 or 400. BIOL 370 & 482 combined: maximum credit = 1 course. BIOL 300, 303 & 310 combined: maximum credit = 2 courses. No credit for BIOL 300 or 310, if taken after BIOL 400. CHEM 305, 306, 400 & 401 combined: maximum credit = 1 series. CHEM 420 & 423 combined: maximum credit = 1 course. PHYS 350, 360 & 410, 421, 431 combined: maximum credit = 1 series. PHYS 310 & 311 combined: maximum credit = 1 course. No credit for PHYS 310 or 311, if taken after 410 or 350. No credit for GEOL 305, if taken after a college course in Astronomy, Geology, Meteorology or Oceanography. No credit for GEOL 306 if taken after GEOL 300 or 301. No credit for PS 300 if taken after a college level course in Astronomy, Chemistry, Geology, Meteorology or Physics.

#### UC Requirement Only

| 6A Language – Not English | Proficiency equivalent to two years of high school study in the same language. Or, the following courses at ARC also will fulfill this requirement: FREN 401, 402, 411, 412; GERM 401, 402, 411, 412; ITAL 401, 402, 411; JAPAN 401, 402; RUSS 401, 402 SILA 305, 306, 315, 316; SPAN 401, 402, 411, 412; Note: Please see a counselor for options for fulfilling this requirement. |

#### CSU Graduation Requirement Only

| U.S. History, Constitution and American Ideals (6 semester units, one course from each group) | Group 1 – POLS 301  
Group 2 – HIST 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484  
Note: If a student used these 2 courses to fulfill AREA 4, the student may need to complete two additional upper division courses in AREA 4 after transferring. |
2012-2013 California State University transfer requirements

Check with your ARC counselor before choosing whether to complete the CSU General Education (GE) Pattern or the Intersegmental General Education Transfer Curriculum (IGETC) on the following pages.

Requirements for the Bachelor’s Degree
The degree requirements at a California State University (CSU) consist, in general, of: (1) the general education requirements which are required of all degree candidates; (2) the major department requirements which are a part of the student’s field of specialization; (3) individual campus graduation requirements, and (4) state law requirements. These requirements are classified in two levels: lower division and upper division. Students may transfer a maximum of 70 lower division semester units which may involve preparation for the major and all of the lower division in the general education pattern while attending American River College.

General education requirements 2011-2012
To be eligible for graduation with a Bachelor’s Degree from a California State University, students must complete a minimum of 48 semester units of general education. At least 9 units must be upper division courses completed at the four year university American River College will certify completion of 39 lower division general education units for students if they follow the pattern outlined below. It is important that students complete the required courses for their major, or courses that prepare them for their major, prior to transfer; 60 transferable semester units are needed for a student to transfer with junior standing.

Advanced Placement (AP) and International Baccalaureate & CLEP Examinations are appropriate for inclusion in the General Education breadth list. See these test score charts in Getting Started section of the ARC catalog.

Note: Students must meet with a counselor in order to have their CSU General Education certified prior to transfer.

2012-2013 California State University (CSU) General Education Pattern
The following American River College courses meet CSU lower division:

A. English Language Communication and Critical Thinking (9 units minimum, 1 course from each area.)

<table>
<thead>
<tr>
<th>A1 (one course)</th>
<th>SPEECH 301, 331, 361</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2 (one course)</td>
<td>ENGWR 300, 480; ESLW 340</td>
</tr>
<tr>
<td>A3 (one course)</td>
<td>ENGRD 310, ENGWR 301, 302, 481, 482; ESL 350; PHIL 320; SPEECH 302, 311</td>
</tr>
</tbody>
</table>

B. Scientific Inquiry and Quantitative Reasoning (9 units minimum, 1 course from each area.)
One course from Section 1 or 2 must include a lab related to a lecture course. Related lecture course must be completed prior to or concurrently with lab.

<table>
<thead>
<tr>
<th>B1 (one course)</th>
<th>ASTR 300, 310, 320, 330; CHEM +305, +309, +325, +400, +401, +423; GEOG 300, 305, 306, 307, 308; GEOL 300, 305, 310, 320, 325, 330, 342, 345; PHYS 310, 311, +350, +360, +410; PS 300</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2 (one course)</td>
<td>ANTH 300, 303, 480; BIOL 300, +303, +305, +310, 342, 350, 352, +370, +400, +410, +420, +430, +440, +442, +482; NATR +320; PSYC 310</td>
</tr>
<tr>
<td>B3 (one course)</td>
<td>ANTH 301, ASTR 400; BIOL +303, +305, +310, +370, +400, +410, +420, +430, +440, +442, +482; CHEM +305, +309, +325, +400, +401, +423; GEOG 301, 309; GEOL 301, 306, 311, 331; NATR +320; PHYS 312, +350, +360, +410; PS 301; PSYC 311</td>
</tr>
<tr>
<td>B4 (one course)</td>
<td>CISP 440; MATH 300, 310, 325, 330, 340, 342, 344, 350, 351, 370, 400, 401, 402, 410, 420; PSYC 330; STAT 300, 305</td>
</tr>
</tbody>
</table>
“CSU GE pattern” continued

C. **Arts and Humanities** (9 units minimum with at least one from the Arts and one from Humanities **plus 1** from either Arts or Humanities.)


D. **(0-9) Social Sciences** (9 units minimum, 1 course from each area.)

| 1 course | HIST 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484 |
| 1 course | POLS 301, 481 (If met by AP must complete POLS 304 to meet American Institution Requirements) |

E. **Lifelong Learning and Self Development** (3 units minimum, one course from each area.)

| E (one course) | ECE *312; GERON 300, 302; HCD 310; HEED 300, 352; HSER 330, 340; INDIS 325; NUTRI 300; PSYC *340, 342, 354, *356, 358, 359, 365, *370, *372, *373, 374, 390, 400, *481; SOC 335; SPEECH 321. One unit can come from: Activity course with one of the following prefixes: ADAPT, DANCE, FITNS, PACT, TMACT, SPORT except FITNS 358, FITNS 400 taken online or any course numbered 495, 498 or 499. |
| Course: | College: | CLEP/AP/IB/DD214: |

*Courses appearing in more than one category may be used to satisfy only one category.*

*Courses in the major field may or may not be counted for General Education. (For exceptions, see your counselor.)*  
*Courses appearing in more than 1 area can count in both areas.*
Creative schedules for busy people

No matter what your work or family timetable, you’ll find classes to meet your needs.

Find the class you want in the center portion of this printed class schedule, or using our online schedule. With each course listing you will find a course description, days and times, location (on campus or off), classroom, instructor, and other important information related to the options below.

- **Choose class sessions 5-16 weeks long**
  We offer one 16-week session, three 5-week sessions and two 8-week sessions.

- **Choose classes by day of week**
  Most classes are held Monday & Wednesday, Tuesday & Thursday, Friday only, and Friday & Saturday.

- **Choose classes by time of day**
  ARC offers classes morning, afternoon, and evening.

- **Choose classes by location**
  Classes are offered on the main campus, but many are also available off-campus at our Natomas, Sacramento Regional Public Safety Training Center (McClellan Park), and Mather (Automotive & Diesel Technology classes only) centers.

- **Choose online classes**
  You’ll find a list of classes available online on our website: www.arc.losrios.edu

- **Choose classes to meet special needs**
  ACE (Accelerated College Education) program for working adults: See box next column.

Many of our classes are offered at one of our off-campus centers, which may be more convenient to your home or workplace.

**Work, family, & college? Absolutely!**

Join ACE, the Accelerated College Education program for working adults.

ARC McClellan Center, off Watt Ave. in North Highlands

For more information and a handy online request form, visit our website: www.arc.losrios.edu/ace

Find more meeting and ACE information online (above), or contact Sandra Jackson at (916) 570-5044, or e-mail at JacksoS@arc.losrios.edu
Academic support services

For a complete list of support services, visit the ARC home page, www.arc.losrios.edu, and use the “Support Services” drop-down menu.

**Beacon Program**
Location: Learning Resource Center.
Phone: 484-8918
Website: www.arc.losrios.edu/beacon

Offers group study sessions, led by a trained student, for many different courses from all areas of the campus.

**Disabled Student Programs & Services (DSP&S)**
Location: Student Services Building
Phone: 484-8382 or 993-3087 (VP/Voice)
Website: www.arc.losrios.edu/dsps

Designed to promote equal access to all programs, services and facilities at American River College, DSP&S provides a variety of support services to students with disabilities at no additional cost. Specialized counseling services, interpreters for the deaf, note takers, test proctoring, and alternative media are provided to qualified students upon request.

**ESL Center**
Location: Learning Resource Center
Phone: 484-8919
Website: www.arc.losrios.edu/esl

The ESL (English as a Second Language) Center is designed for ESL students who would like to improve their English skills. Attendance times and days are flexible, and concurrent enrollment in another ESL course is not required. ESL 97 students must have successfully completed the ESL 20 series or be placed at the 30 level or higher through the assessment process. Students may register for as little as .25 unit per semester. Summer sessions are also offered during the day, Monday–Thursday. Available courses in the ESL Center are ESLW 97, ESLR 97, ESLL97, and ESL 97. Each is modular in nature, permitting students to work independently on a variety of skill areas of their choosing. Study materials are available for beginning, intermediate and advanced levels. The Center also offers computer-based modules, small group conversation practice, and multi-media modules for students seeking integrated language skills development.

**Foreign Language Lab**
Location: Learning Resource Center, Room 125
Phone: 484-1184
Website: www.arc.losrios.edu/fl

The Foreign Language Laboratory is designed to provide students and faculty at American River College engaging media to support and enhance language learning. The Lab offers materials for students studying Spanish, Italian, French, German and Russian. Currently, the lab offers Spanish 131 which enables language learners to develop, expand, and reinforce multiple Spanish language skills while working independently and/or in small groups. It also offers multimedia equipped computers with language-learning software in Spanish, Italian, French, and German and access to videos/DVDs in many languages. At this time, there is tutoring and assistance in Spanish available during hours posted outside the lab and on the Foreign Language Department Website.

**Math Multimedia Learning Center (MMLC)**
Location: Room 135 (Math Area, across from Davies Hall)
Phone: 484-8632
Website: www.arc.losrios.edu/Programs_of_study/Mathematics/mmlc.htm

Math 1000 is ARC’s individualized math program, which is located in the Multimedia Math Learning Center (MMLC). Students are placed into Math 23, 24, 38, 39, 103, 104, 123, or 124 during orientation (first two class meetings are mandatory!) through the use of the required prerequisite. Students must purchase a textbook & online course website student access kit. Use of a computer with Internet access is required. Students work through the material on an independent study basis and take exams after each unit in the MMLC. Assistance such as instructors, instructional assistants, student tutors, video lectures, and one-on-one tutoring appointments are available to enrolled students only. Enrollment occurs only during first two weeks of the Fall/Spring semester and only during first week of Summer session.

*Note: MMLC is launching a redesign in Spring 2013, so Fall 2012 is the last semester that Math 23, 38, 103, and 123 will be offered, and Spring 2013 is the last semester that Math 24, 39, 104, and 124 will be offered. For the most updated info, please visit our website: www.arc.losrios.edu/Programs_of_study/Mathematics/mmlc.htm*
**Selected academic support services**

**Reading Across the Disciplines (RAD)**
Location: Learning Resource Center  
Phone: 484-8053  
Website: www.arc.losrios.edu/rad

The R.A.D. Program works with students in small group sessions to help them improve their classroom performance. R.A.D. focuses on application of inferential and critical reading strategies and study skills to specific content classes from across the campus (such as ANTH 310 or PSYC 300) and programs (such as Nursing and Paramedics). The strategies and skills covered include (but aren’t limited to): Preparing for Tests, Annotating/Paraphrasing Textbooks, Reading Graphics and Textbook Jargon, Developing Outlines/Summaries, Reading Research Materials.

**Reading Center**
Location: Learning Resource Center  
Phone: 484-8249  
Website: www.arc.losrios.edu/rc

Designed for students who need help with a variety of general reading skills.

**Science Skills Center**
Location: Science Room 491  
Phone: 484-8204  
Website: www.arc.losrios.edu/ScienceSkills

The Science Skills Center offers individualized instruction in reading and study skills geared to support students’ efforts in various science classes. Instructors meet with students individually for 30-minute weekly sessions for 6-8 weeks. During these meetings, the instructor and students discuss different learning strategies and modules of study techniques that the students then apply in their science courses. Modules covered include time management, active reading strategies, paraphrasing, note-taking, test-taking skills and strategies, as well as concept mapping and other tools for organizing information.

**Tutorial Center**
Location: Learning Resource Center  
Phone: (916) 484-8695  
Website: www.arc.losrios.edu/tc

Offers individual, drop-in, and small-group study sessions, led by a trained student, for many different courses from all areas of the campus.

**Writing Across the Curriculum (WAC)**
Location: Learning Resource Center  
Phone: 484-8802  
Website: www.arc.losrios.edu/wac

WAC is designed to help students who need assistance with writing assignments in any class on campus. Students learn how to better understand assignments and how to plan, outline, revise, and edit their drafts. WAC also provides assistance with research and MLA/APA formats.

**Writing Center**
Location: Learning Resource Center  
Phone: 484-8696  
Website: www.arc.losrios.edu/wc

A class designed for students who need help in improving basic writing skills, including familiarity with the writing process, sentence writing, paragraph writing, and essay writing, as well as editing and proofreading.
ARC Vision
American River College is a premier learning community that transforms and enriches people’s lives.

ARC Mission
American River College is a public community college granting certificates and associate degrees. Although the college serves people from a variety of geographical areas, it primarily serves the adult residents of the five-county Greater Sacramento region who are capable of benefiting from community college instruction.

ARC exists to ensure students identify their educational goals and needs and successfully accomplish student learning in the following broad educational areas:

- Developmental education to achieve basic foundation skills in reading, writing, mathematics, English as a Second Language, and learning and study skills which are necessary for students to succeed in college-level work.
- Career and technical education to achieve employment or enhanced career skills for job advancement.
- General education to achieve knowledge, skills and attitudes for post-secondary education success, personal enrichment, self-development, and a purposeful and meaningful life as a member of a global community.
- Lower division post-secondary education to achieve transfer to and success in obtaining a degree at a four-year post-secondary education institution.

ARC Values

Access
Students are the reason we are here and their education is our primary responsibility. Therefore we recognize that residents of the region are entitled to an opportunity to attend and to be successful in college.

Benefit of Education
Individuals and society benefit from citizens who achieve the full extent of their personal, intellectual, and physical ability; engage in critical and creative thinking; exhibit responsible citizenship; succeed in a competitive global work environment; and participate in lifelong learning.

Excellence
Excellence in instruction and student services is essential to develop the full potential of each student.

Leadership
Responsible leadership and service among all faculty, staff, and students are nurtured and encouraged so the college will be a leader for positive change, growth, and transformation in student oriented educational practices.

Student Learning Outcomes
Identification and assessment of student learning outcomes promotes and improves student success and the effective use of resources to create innovative and flexible learning opportunities.

Diversity
ARC is a community enriched by the experience of students, faculty, staff, and administrators from a variety of cultures, ethnic and economic backgrounds, ages and abilities. A commitment to providing and nurturing a safe environment for the free exchange of ideas with sensitivity, civility and mutual respect is essential.

Community Development
The curricular and co-curricular programs and services of the college benefit the region served through enhanced intellectual and physical growth, economic development, and exposure to the arts, sciences, and humanities.

Human Resources
Faculty and staff members are our most important resources and are entitled to a supportive collegial work environment that recognizes excellence, provides opportunities for professional development, service and leadership, and encourages meaningful involvement in an interest-based decision-making process.

Communication
Achievement of the ARC mission and vision requires an effective system of communication with internal and external constituencies that is based on honesty, trust, civility, and mutual respect.

Innovation and Risk Taking
Addressing challenges and change requires creativity, flexibility, and responsible risk-taking to achieve our vision, mission and goals.

Fiscal Responsibility
It is necessary to maintain a fiscally sound, efficient, and effective operation that achieves our mission within the resources available.

Evaluation
Efficient and effective accomplishment of the ARC mission, vision, and student learning outcomes requires regular and ongoing data-based evaluation.
**Explanation of course listings**

**How to read the course listings in our online schedule**

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course title</th>
<th>Course units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 400</td>
<td>Principles of Biology</td>
<td>5 Units</td>
</tr>
</tbody>
</table>

**Prerequisite:** CHEM 400 with a grade of “C” or better

**Advisory:** ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESLW 320 with a grade of “C” or better; OR placement through assessment process.

**General Education:** AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC; 108 hours LAB

**Course Description:** This is an introductory course covering biological concepts important for a general understanding and background for biology majors and pre-professional students. Emphasis is on the scientific method and basic processes common to all forms of life. Topics include cell structure and function, cell physiology, cell reproduction, Mendelian and molecular genetics, evolution, and ecology.

**Schedule: Full Term, Aug 25-Dec 20**

<table>
<thead>
<tr>
<th>Day(s) offered</th>
<th>Time of day the class meets</th>
<th>Instructor</th>
<th>Classroom</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW</td>
<td>07:30AM-12:05PM</td>
<td>D.Wolfe</td>
<td>Rm 415</td>
<td>10678</td>
</tr>
<tr>
<td>TTh</td>
<td>07:15AM-11:50AM</td>
<td>G.McCormac</td>
<td>Rm 415</td>
<td>10674</td>
</tr>
<tr>
<td>MW</td>
<td>12:30PM-05:05PM</td>
<td>D.Wolfe</td>
<td>Rm 415</td>
<td>10676</td>
</tr>
</tbody>
</table>

**Important:** Each class section is identified by a 5-digit class number. When you enroll, you must enter the full 5-digit class number for each class that you want. Courses which are a combination of lecture and lab list a class number for either a lecture and/or lab; when you sign up for one, you are automatically signed up for the other that goes with it.

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**Explanation of abbreviations in the online schedule**

**Main campus room numbers shown on map on back cover of this schedule**

- ARC MAIN: Class held on main campus, 4700 College Oak Dr.
- D-(rm. no.): Davies Hall
- ER: Environmental Resources Building
- AD: Fitness Center (Physical Education Area)
- GYM: Gymnasium
- HOSP: Hospital (site varies; check with instructor)
- JLAB: Journalism lab
- LIB: Library Classroom
- LRC: Learning Resource Center
- Mather: Mather Center (see map, inside back cover)
- MGL: Mardi Gras Lanes, 4800 Madison Ave
- McClellan: McClellan Center (see map, inside back cover)
- Natomas: Natomas Education Center (see map, inside back cover)
- Natomas/Ik: Inderkum High School, Natomas (see map, inside back cover)
- POOL: Swimming Pool
- TBA: To Be Arranged (contact the department office for information)
- Gym Stg: Gymnasium Stage
# Final exams for Spring 2013

## Thursday, May 16—Wednesday, May 22

For classes that are a combination lecture and lab, the final exam schedule is based on the time of the lecture. To use the grid, locate the start time of the class and the days it meets. For example, a class that starts at 9:00 a.m. TTh follows the 8:15-9:25 a.m. TTh final examination schedule.

## Day classes beginning

<table>
<thead>
<tr>
<th>Day classes beginning</th>
<th>Days</th>
<th>Date of exam</th>
<th>Hour of exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 7:00-8:10 a.m.</td>
<td>MW or MWF</td>
<td>Wednesday, May 22</td>
<td>8:00-10:00 a.m.</td>
</tr>
<tr>
<td>Between 7:00-8:10 a.m.</td>
<td>TTh</td>
<td>Thursday, May 16</td>
<td>8:00-10:00 a.m.</td>
</tr>
<tr>
<td>Between 8:15-9:25 a.m.</td>
<td>MW or MWF</td>
<td>Monday, May 20</td>
<td>8:00-10:00 a.m.</td>
</tr>
<tr>
<td>Between 8:15-9:25 a.m.</td>
<td>TTh</td>
<td>Tuesday, May 21</td>
<td>8:00-10:00 a.m.</td>
</tr>
<tr>
<td>Between 9:30-10:40 a.m.</td>
<td>MW or MWF</td>
<td>Wednesday, May 22</td>
<td>10:15-12:15 p.m.</td>
</tr>
<tr>
<td>Between 9:30-10:40 a.m.</td>
<td>TTh</td>
<td>Thursday, May 16</td>
<td>10:15-12:15 p.m.</td>
</tr>
<tr>
<td>Between 10:45-11:55 a.m.</td>
<td>MW or MWF</td>
<td>Monday, May 20</td>
<td>10:15-12:15 p.m.</td>
</tr>
<tr>
<td>Between 10:45-11:55 a.m.</td>
<td>TTh</td>
<td>Tuesday, May 21</td>
<td>10:15-12:15 p.m.</td>
</tr>
<tr>
<td>Between 12:00-1:10 p.m.</td>
<td>MW or MWF</td>
<td>Monday, May 20</td>
<td>12:45-2:45 p.m.</td>
</tr>
<tr>
<td>Between 12:00-1:10 p.m.</td>
<td>TTh</td>
<td>Tuesday, May 21</td>
<td>12:45-2:45 p.m.</td>
</tr>
<tr>
<td>Between 1:15-2:40 p.m.</td>
<td>MW</td>
<td>Wednesday, May 22</td>
<td>12:45-2:45 p.m.</td>
</tr>
<tr>
<td>Between 1:15-2:40 p.m.</td>
<td>TTh</td>
<td>Thursday, May 16</td>
<td>12:45-2:45 p.m.</td>
</tr>
<tr>
<td>Between 2:45-4:25 p.m.</td>
<td>MW</td>
<td>Monday, May 20</td>
<td>3:00-5:00 p.m.</td>
</tr>
<tr>
<td>Between 2:45-4:25 p.m.</td>
<td>TTh</td>
<td>Tuesday, May 21</td>
<td>3:00-5:00 p.m.</td>
</tr>
</tbody>
</table>

**Math Learning Center:** TTh classes will take the final on Thursday, May 16 and MW classes will take the final on Monday, May 20, at a designated time between 8:00 a.m. and 9:00 p.m. in room 135.

**ESL writing class final:** The final exam for all ESL writing classes will be held on Thursday, May 16 from 3:00-5:00 p.m. Rooms to be announced.

**Monday-Thursday daytime classes meeting once per week only:** See instructor for the time and date of the final exam.

**Friday-only classes:** Friday, May 17 – Regular class time.

**Saturday-only classes:** Saturday, May 18 – Regular class time.

**Friday and Saturday classes:** Will meet for the final along with Friday-only and Saturday-only classes.

**Short-term classes** will have their final exams during the last class session.

**Students with conflicts** should see the instructor of each class involved in the conflict to make the necessary arrangements.

## Evening classes beginning

<table>
<thead>
<tr>
<th>Evening classes beginning</th>
<th>Days</th>
<th>Date of exam</th>
<th>Hour of exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 4:00-6:25 p.m.</td>
<td>M only</td>
<td>Monday, May 20</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>Between 4:00-6:25 p.m.</td>
<td>MW</td>
<td>Wednesday, May 22</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>Between 4:00-6:25 p.m.</td>
<td>Tu only</td>
<td>Tuesday, May 21</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>Between 4:00-6:25 p.m.</td>
<td>TTh</td>
<td>Tuesday, May 21</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>Between 4:00-5:55 p.m.</td>
<td>W only</td>
<td>Wednesday, May 22</td>
<td>4:30-6:30 p.m.</td>
</tr>
<tr>
<td>Between 5:00-6:25 p.m.</td>
<td>MW</td>
<td>Monday, May 20</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>Between 4:00-6:25 p.m.</td>
<td>Th only</td>
<td>Thursday, May 16</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>Between 6:00-6:55 p.m.</td>
<td>TTh</td>
<td>Thursday, May 16</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>Between 6:30-9:00 p.m.</td>
<td>M only</td>
<td>Monday, May 20</td>
<td>8:00-10:00 p.m.</td>
</tr>
<tr>
<td>Between 6:30-7:55 p.m.</td>
<td>MW</td>
<td>Monday, May 20</td>
<td>8:00-10:00 p.m.</td>
</tr>
<tr>
<td>Between 6:30-9:00 p.m.</td>
<td>Tu only</td>
<td>Tuesday, May 21</td>
<td>8:00-10:00 p.m.</td>
</tr>
<tr>
<td>Between 7:00-9:00 p.m.</td>
<td>TTh</td>
<td>Tuesday, May 21</td>
<td>8:00-10:00 p.m.</td>
</tr>
<tr>
<td>Between 6:00-9:00 p.m.</td>
<td>W only</td>
<td>Wednesday, May 15**</td>
<td>Regular class time</td>
</tr>
<tr>
<td>Between 8:00-9:40 p.m.</td>
<td>MW</td>
<td>Wednesday, May 15**</td>
<td>Regular class time</td>
</tr>
<tr>
<td>Between 6:30-9:00 p.m.</td>
<td>Th only</td>
<td>Thursday, May 16</td>
<td>8:00-10:00 p.m.</td>
</tr>
<tr>
<td>Between 8:00-9:00 p.m.</td>
<td>TTh</td>
<td>Thursday, May 16</td>
<td>8:00-10:00 p.m.</td>
</tr>
</tbody>
</table>

**To avoid conflict with the graduation ceremony, Wednesday-only classes with start times of 6:00 p.m. or later and Monday-Wednesday classes with start times of 8:00 p.m. or later will take their final exams during the last class meeting on Wednesday, May 15.**
Resources for students and staff

Equity Officer
Lisa Lawrenson, Associate Vice President, Instruction
Instruction Office (Administration Building): 484-8540
Serves as first level compliance officer for student and staff complaints/allegations based on ethnicity, religion, age, sex (gender), sexual orientation, sex bias, sex stereotyping, color, or physical/mental disability. May refer certain complaints to the appropriate, specialized compliance officer for detailed investigation and resolution. Trains and appoints equity representatives for employee selection committees.

Disciplinary Officer
Manuel Perez, Dean, Student Development
Portable Village, Room 608: 484-8924
Receives and investigates all referrals of student discipline problems. Makes recommendations for disciplinary action on the basis of Board Policy. Presents case to an appeals board if student appeals.

Student Grievance Officer
TBA, Dean, Counseling and Student Services
Counseling Center: 484-8375
Provides grievance procedures and forms. Determines if issue is grievable. Provides information to Vice President of Student Services, if student appeals.

Sexual Harassment Officer
Lisa Lawrenson, Associate Vice President, Instruction
Instruction Office (Administration Building): 484-8540
Investigates and attempts to resolve sexual harassment complaints from students and staff as set forth in the LRCCD regulations (R-2423)

Title IX Coordinator
Lisa Lawrenson, Associate Vice President, Instruction
Instruction Office (Administration Building): 484-8540
Oversees gender equity and insures that equality for women is carried out on campus for staff and students. Responds to and seeks resolution of discrimination complaints based on gender.

504 Coordinator
Dr. Robin Neal, Dean of Enrollment Services
Administration Building: 484-8171
Oversees the campus compliance with 504 Federal Regulations and Board-approved policy to ensure nondiscrimination on the basis of disability. Serves as first-level grievance/complaint official when discrimination on the basis of disability is alleged. Carries out provisions of the grievance procedure and impartially investigates any complaint.

Americans with Disabilities Act (ADA) Coordinator
Dr. Robin Neal, Dean of Enrollment Services
Administration Building: 484-8171
Carries out the provisions of the Americans With Disabilities Act. Ensures that students applying for services under this act have proper disability verification. Oversees the campus compliance with ADA regulations.

Campus security

Safety at American River College is everybody’s business. Students, staff and faculty are partners with the college in creating an atmosphere that is safe and encourages learning. American River College is a diverse community within a community. During the school year, we have over 35,000 students, 400 full-time faculty, over 450 part-time faculty and a support staff of 223 working together. At the same time, the college is very much a part of the greater Sacramento metropolitan area.

The college, in accordance with its mission statement, is a community center for lifelong learning through education, cultural, and recreational programs. Many community members visit and use the services the college offers seven days a week. The college strives to be accessible to the community and welcomes the use of its facilities.

No community, of course, can be totally risk-free in today’s society. American River College strongly believes it has a major role in providing a safe learning environment, but, also, is realistic enough to recognize that students, staff and faculty must come together in a strong partnership and use common sense precautions to reduce the opportunity for criminal/anti-social activities. Crime happens in our society. We have no magical formula to stop it at our campus. Thefts, assaults and other crimes happen at American River just as at any other college campus.

To reduce the possibility that any student may be exposed to potential hazards, American River College has taken many steps, described herein, to reduce whatever risks there may be. All of us can further reduce risks by thinking about personal safety and taking common sense precautions.

Safety programs at American River College are under the direction of the Director of Administrative Services. We have a proactive approach to campus safety that is best viewed as education, prevention and our ability to respond to questionable events.
Education

The key to crime prevention is an awareness gained through education. At American River College, the College Police department, staff, faculty and students work together and take responsibility for their own safety and are ready to help others in time of need. This is a very potent force.

The vast majority of incidents on college campuses can be avoided if the college population recognizes they are potential victims and take basic precautions, such as using the “buddy system” when walking at night, locking car doors and not leaving valuables unattended. The College Police department is available to meet with groups or individuals and discuss anti-crime tactics or any anti-social activities.

American River encourages reporting of all crimes, even minor crimes, and any suspicious activity. The College Police department would rather have a hundred unfounded calls of suspicious activities than miss one call when a crime is occurring. We need to know about crimes that occur. If we are not informed of a crime, we cannot advise and help students and staff. Crimes occurring on campus should be reported immediately to a College Police Officer.

When appropriate, the College Police will contact the Sacramento Sheriff’s department for assistance and/or to conduct an investigation. A College Police report will be made; a copy of the report will be made available to the reporting individual provided he/she is the victim of the crime. Officers may be contacted by telephone or by coming to the College Police office located on the west side of the Gym parking lot.

College Police officers are available to address classes about prevention of crime. Additionally, the Student Association has hosted forums on crime prevention at which outside experts as well as college police officers have offered common-sense approaches to avoid becoming a victim of a crime.

American River College offers a major in Chemical Dependency Studies which is accredited by the California Alcoholism and Drug Counselors Educational Program. American River College is committed to a drug-free campus. Violators will be subject to disciplinary procedures.

Forums are held throughout the year by the campus Health Center and Student Association on issues of substance abuse. A special program, the Beaver Athletic Assistance Program, has been developed to offer support and advise to student athletes on drug and alcohol abuse. The college offers its facilities for weekly meetings of Alcoholics Anonymous and Narcotics Anonymous. These meetings are offered at times convenient for students and advertised widely to students.

Prevention

The college actively supports crime prevention through a number of programs. These include:

- **Emergency automotive assistance.** While not mechanics, campus police officers are equipped and trained to start cars with dead batteries or unlock non-electric car doors when keys have been left inside the automobile. Proper identification is required for the performance of these services.

- **Lighting.** A major effort has been made to upgrade the lighting in the interior of the campus to reduce areas of darkness. Continuing progress is being made on upgrading the lighting in campus parking lots.

- **Firearms.** Firearms are not permitted on campus except for professional law enforcement officers. Persons with firearms on campus will be subject to disciplinary action. (LRCCD Regulation 2441)

- **Alcohol.** Consumption of or being under the influence of alcohol while on campus is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2443)

- **Emergency telephones.** Outdoor emergency telephones are strategically located throughout the campus. These phones are marked and easily identified by a blue light. When accessed, these emergency telephones will automatically connect the caller to the College Police department.

- **Illegal drugs.** The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2441 and 2443)

- **Sexual harassment.** Sexual harassment in any situation is unacceptable and is in violation of state and federal laws and regulations. Corrective action will be taken where evidence of sexual harassment is found. (LRCCD Policy 2423)

- **Hate violence.** Any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or groups of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group will not be tolerated. Appropriate action will be taken where evidence of hate violence is found.
**Campus security**

- **Sexual assault.** In accord with California Education Code section 67385, students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the college shall receive information and referral to treatment. The campus procedure relative to incidents of sexual assault is contained in student/staff handbooks, class schedules and in the counseling and campus health centers.

- **Computer Related Crimes.** Tampering, interference, damage and unauthorized access to lawfully-created computer data and computer systems is a violation of Penal Code 502 (LRCCD Policy 2441.)

**Response**

American River College employs P.O.S.T. certified police officers and community service officers who have public safety experience and are sworn peace officers under California Education Code 72330. While on campus, they are empowered to conduct investigations and make arrests for violations and infractions they observe. They are responsible to assist in providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations, and promoting crime prevention. All campus police officers have current certification in CPR and first aid.

The officers patrol in fully equipped vehicles and are dispatched through a central communication center. At those times when there is no dispatcher (after 10 p.m. and on weekends), the officers are available by cellular telephone at 764-7860.

The College Police department coordinates its activities with the Sacramento Sheriffs department. All officers are in radio communication with the Sheriff’s department while on duty.

**Reporting crimes or other emergencies**

Community members, students, faculty, staff, and guests are encouraged to immediately report all crimes, suspicious activity, emergencies, and any other public safety related incidents to the Los Rios Police Department at (916) 558-2221 or ext. 2221 from a standard on-campus phone.

**Crimes or emergencies on-campus**

Contact the Los Rios Police Department at (916) 558-2221. From a standard on-campus phone, dial ext. 2221. You may also dial 911 for community-based emergency assistance. From a standard on-campus phone, dial 9-911. Use these numbers for reporting on-campus fire, police and medical emergencies. Communications Center personnel are trained to respond appropriately to emergencies of any nature.

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**ARC crime statistics 2009-2011**

<table>
<thead>
<tr>
<th>Offense type</th>
<th>On-campus</th>
<th>Non-campus bldgs</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated assault</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>4</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>4</td>
<td>13</td>
<td>8</td>
</tr>
<tr>
<td>Manslaughter-negligent</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Murder &amp; non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Sex offenses-forcible</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sex offenses-non-forcible</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Liquor law violations (arrests)</td>
<td>2</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>Drug law violations (arrests)</td>
<td>6</td>
<td>20</td>
<td>9</td>
</tr>
<tr>
<td>Weapons possession (arrests)</td>
<td>4</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

The Los Rios Community College District’s Annual Security Report for American River College includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned by American River College; and on public property within, or immediately adjacent to and accessible from, the campus. The full report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. This report is distributed/posted by October 1 each year. You may obtain a copy of this report by contacting the Los Rios Police Department at (916) 558-2365, or online [http://police.losrios.edu/clery/].
There are many “blue light” emergency telephones located throughout the campuses which ring directly into the Communications Center of the Los Rios Police Department. These auto-dialing phones may be used to summon emergency police, fire or medical assistance.

**Crimes or emergencies off campus**

The Los Rios Community College District does not have off-campus student housing or student organization facilities. The off-campus emergency telephone number is “9-1-1.” Use this number from pay phones and all off-campus locations for community-based fire, police and medical services. Refer to your local telephone directory for further information.

**Non-emergencies on campus**

Contact the Los Rios Police Department at (916) 558-2221 or from a standard on-campus phone, ext. 2221. You may also use the “blue” phones on campus for non-emergency services.

**Confidential reporting procedures**

All reports to the Los Rios Police Department can be made confidentially and anonymously in accordance with the reporting person’s wishes.

**Availability of Annual Security Report (Clery Act)**

The Los Rios Community College District’s Annual Security Report for American River College includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned by American River College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. The report is distributed /posted by October 1 each year. You can obtain a copy of this report by contacting the Los Rios Police Department, or by accessing the following web site:

http://police.losrios.edu/clery/jeanneclerydisclosure.aspx

**Alcohol policy**

The Los Rios Community College District complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a.

The district commits itself in creating a campus environment which reinforces healthy lifestyles; provides support services for students who are experiencing problems with substances; and educates students about the impact of both alcohol and other drug abuse.

Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior, HIV infection and other sexually transmitted diseases and psychological depression.

Students found in violation of the district’s alcohol, drug and weapons policies may be subject to academic probation suspension or expulsion. Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance which has been committed by a student who is under the age of 21.

The possession, consumption or transportation of alcoholic beverages on Los Rios Community College campuses or in district owned facilities is generally prohibited as a matter of institutional policy. It is important to note that the Los Rios Police Department will investigate and prosecute, to the fullest extent of the law, any violation of local, state, or federal laws pertaining to the use, possession, or sale of alcohol. Successful prosecution can lead to fines, incarceration in county jail, or incarceration in state prison, depending on the violation that was committed.

The use of alcoholic beverages must be in compliance with state law and is strictly limited to those persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age is strictly prohibited and enforced. Alcoholic beverages may not be transported or consumed on district property.

This is formalized in District Policy 2443.

**Controlled Substances Policy**

The Los Rios Community College District complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a.

The Los Rios Police Department strictly enforces state and federal laws, as well as the district’s zero-tolerance policy, for the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on district property or at any district-sponsored event off campus. Violators are subject to criminal prosecution and/or disciplinary action. This is formalized in District Policies 2441 and 2443.

**Alcohol and Controlled Substances Assistance and Education**

For information, confidential assistance and referral for substance abuse issues, contact the following:

**On Campus**

Counseling Services .................................................. (916) 484-8572
Health Office .......................................................... (916) 484-8383

**Community**

Alcoholics Anonymous ........................................ (916) 454-1100
Narcotics Anonymous ............................................. (916) 732-2299
Detox Center Pick Up ............................................. (SPD) (916) 264-5471

This is formalized in District Policy 2443.
Weapons Possession

State law prohibits the possession of weapons, all firearms, fireworks, explosives or any dangerous weapons on-campus. Refer to Penal Code sections 12020, 626.9 and 626.10. Violators are subject to criminal prosecution and/or district discipline.

The Los Rios Community College District supports the federal guideline (37.007.1Ed Code) that prohibits handguns on campus. The possession of a firearm on district property is prohibited and strictly enforced. The only exception for persons legally authorized to possess firearms on district property. Persons in violation of this regulation will be subject to criminal and/or disciplinary action. This is formalized in District Regulation 2441.

If you observe a firearm or other weapon on campus, contact the campus police immediately at (916) 558-2221, or from a standard on-campus phone, ext. 2221. If you believe the weapon is about to be used, contact 911 immediately, or from a standard on-campus phone, 9-911.

Workplace Violence

The district is committed to creating and maintaining a working, learning and social environment for all employees, free from violence. The campus has zero tolerance for violence against any member of the workforce, other persons in the workplace, or property.

Sexual harassment policy

It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and work place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Where evidence of harassment is found, appropriate corrective action shall be taken. Any individual who believes that he/she has been sexually harassed is encouraged to follow the complaint procedures set forth in the Los Rios Community College District regulations (R-2423).

Definition of sexual harassment

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

B. For the purpose of further clarification, sexual harassment includes, but is not limited to:
1. Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
3. Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
4. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Complaint procedure and impact

Any individual who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the District’s Discrimination Complaint Regulation R-2423. Throughout the procedures, the College President and the College/District Equity Officers will insure that confidentially will
be maintained and that due process will be followed with respect to both parties. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student. In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action will be taken. Sexual harassment policy, procedural steps and forms are available from the office of the Associate Vice President of Instruction, 484-8406.

**Title IX**

This college supports and complies with Title IX of the Education Amendments of 1972, which prohibit sex discrimination in admission to, or employment in, all its educational programs and activities. Inquiries concerning Title IX may be directed to the college Title IX Coordinator, Associated Vice President of Instruction, 4700 College Oak Drive, Sacramento, CA 95841, Telephone 484-8406 or to the Director of the Office of Civil Rights, U.S. Department of Education, Washington D.C. Students Rights & Responsibilities

**Smoking policy**

It is the American River College policy that no smoking be permitted inside buildings, or outside within 30 feet of building entrances. This policy is to be enforced through common courtesy.

**Student rights and responsibilities**

(http://web.arc.losrios.edu/stusrvc/Student_Rights_Respons.pdf)

I. **Preamble**

(Approved by the Los Rios Community College Board of Trustees, June 3, 1970, revised March 6, 1996).

LRCCD Policy 2411 describes students’ rights and responsibilities and is based upon three basic principles.

A. College students are members of the academic community. While students enjoy the benefits of their status, they must comply at all times with Federal and State laws and statute, and with Los Rios policies and regulations and individual rules and regulations.

B. The president of a college in the district serves as the chief administrator of the college and is responsible for the overall supervision of the operation of the college in conformity with the directives and duties as defined by the district chancellor and consistent with the policies of the Board of Trustees.

C. There is a clearly recognized need for continuing discussion, interpretation, careful study and review by student, college and district personnel and the Board of Trustees of the effects and execution of the policy on student rights and responsibilities.

II. **Students’ rights**

In the context of these principles, students’ rights consist of the following:

**STUDENT PUBLICATIONS**

A. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval except as provided by published district policy, statutes, or campus regulation. These publications shall:

1. Adhere to canons of responsible journalism, such as avoidance of libel, obscenity undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

2. State on the editorial page that the opinions expressed are not necessarily those of the college or the student body.

**SUPPORT CAUSES**

B. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.

**FREE ASSEMBLY**

C. Students shall have the right to hear speakers on any subject and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on each campus subject to regulations that assure the regular functioning of the institution. The policies and regulations shall include reasonable provisions for the time, place and manner of conducting these activities, but shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia. Expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited. These regulations shall be published in the college catalog, the student handbook, and by any other means designed to notify and inform affected persons.

**FREE TO ORGANIZE**

D. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and to join student organizations subject to published campus and district regulations.
VOICE IN DECISION MAKING
E. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them with the exception of staff appointment, termination and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by a campus-designated student, faculty, administrative committee. In addition, student representatives shall be members of all faculty and administrative committees related to students’ concerns; such student representatives shall have a vote as committee members.

CONFIDENTIALITY
F. Students’ records will be released only on the written consent of the students or as provided by law.

ACADEMIC EVALUATION
G. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time, however, students are responsible for maintaining standards of academic performance established in advance for each course in which they are enrolled.

GRIEVANCE PROCEDURE
H. Students shall have the right to file a grievance as outlined in the procedures of the District Student Grievance Policy, in the event of an alleged violation of their rights.

III. Students’ responsibilities
Admission to college assumes the expectation that the student will be a responsible member of the college community; will obey the law; comply with the published rules and regulations of the college; respect the rights, privileges and property of the other members of the college community; and not interfere with legitimate college affairs. Students will assume the responsibility for their conduct. In the case of student conduct which involves an alleged or proven violation of criminal law, the disciplinary authority of the college will not be used to duplicate the function of criminal authority. Disciplinary action may be taken if the conduct also involves a violation of district or campus policy.

IV. Standards of student conduct
The California Education Code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules and regulations. (Section 66300, Chapter 5 Rules of Student Conduct; E.C. 76030 Authority to suspend or expel.)

All students enrolling at American River College assume an obligation to abide by all College rules and regulations. These regulations are described in the Los Rios Community College District Board of Trustee Policies, Section 2400 Student Rights and Responsibilities/ 2440 Standards of Conduct and Due Process. Students who choose not to abide by these standards will be subject to college sanctions and disciplinary measures.

The president of the college may authorize the suspension of a student for good cause (E.C. 76033) which is defined for numerous offenses which includes:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.
4. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance.
5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
7. Good cause is further defined, but is not limited to the following:
   a. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression and distribution of materials.
   b. Obstruction or disruption of teaching, research, administrative disciplinary procedures or other college activities, including its community service activity, or of other authorized activities on college-controlled premises.
   c. Theft of or non-accidental damage to property of the college or a member of the college community or campus visitor while on campus or at college-sponsored events.
   d. Unauthorized entry to or use of college facilities.
   e. Dishonesty, such as cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identifications.
   f. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or designated representative.
g. Use, possession, distribution or being under the influence of alcoholic beverages, narcotics or dangerous drugs on college property or at college-sponsored events.

h. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

i. Violation of any order of a College President, notice of which has been given prior to such violation, and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the college newspaper, by posting on an official bulletin board designated for this purpose and by any other means reasonably calculated to inform students of its provisions.

j. Attempting to commit an act that would be cause for disciplinary action identified in Sections 3.1 or 3.2 above.

8. Computer-Related Crimes. A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code. Such crimes include, but are not limited to, the following:

a. Knowingly access and without permission alter, damage, delete, destroy or otherwise use any data, computer system or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceit or extort, or (b) wrongfully control or obtain money, property or data.

b. Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or residing internal or external to a computer, computer system or computer network.

c. Knowingly and without permission use or cause to be used computer services.

d. Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.

e. Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user of a computer, computer system or computer network.

f. Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.

g. Knowingly and without permission access or cause to be accessed any computer, computer system or computer network.

h. Knowingly introduce any computer contaminant into any computer, computer system or computer network.

No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance, or pursuant to Penal Code Section 502 or other laws specifically authorizing such.

V. Student grievance policy

The student grievance procedure shall be available to any student who believes an action or decision of the district or college staff has adversely affected his/her status, and/or rights as outlined under II. STUDENTS’ RIGHTS. Grievances relating to grades are subject to Education Code 76224 (a) which reads:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

The complete text of the district’s policy, regulation and timeline on student grievance is available from the Dean of Counseling & Student Services. Students who wish to exercise a grievance can receive policy and procedural steps from the Student Development Office in Room 608 of the Portable Village, or from the office of the Dean of Counseling and Student Services.

The college Student Grievance Officer may assist the student in the procedural steps of a student grievance. The name and location of the college Student Grievance Officer can be obtained from the office of the Vice President, Student Services.

Other important Information

Children on Campus
- Children on campus must be under the direct supervision of a parent or adult
- Unattended or disruptive children will be reported to the proper authorities.
- It is not appropriate for children to attend classes with their parents or to use labs or the library.

Smoking Policy
- No smoking is allowed within 30 feet of any structure on campus.
### TIMELINES FOR STUDENT GRIEVANCE

<table>
<thead>
<tr>
<th>TIMELINE</th>
<th>WITH WHOM</th>
<th>PURPOSE/PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1: Informal grievance resolution (mandatory)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within ten (10) days of alleged act.</td>
<td>Student shall meet with staff member involved or with staff member’s immediate supervisor.</td>
<td>To attempt informal resolution. If no resolution reached within ten (10) days, student may proceed to formal grievance process.</td>
</tr>
<tr>
<td><strong>Level 2: Formal grievance process (grievability)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within five (5) days of completion of informal process and not later than twenty-five (25) days from date of alleged wrongful act.</td>
<td>Formal grievance form (completed) to be filed with Student Grievance Officer.</td>
<td>To determine if problem is grievable and if grievable, hearing will be scheduled.</td>
</tr>
<tr>
<td><strong>Level 3: Formal grievance process (hearing)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within ten (10) days of appointment, hearing will be scheduled.</td>
<td>All parties and Hearing Officer.</td>
<td>To determine the merit of the grievance and come to a decision within ten (10) days of the hearing.</td>
</tr>
<tr>
<td><strong>Level 4: Formal grievance process (appeal)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within five (5) days of Hearing Officer’s decision.</td>
<td>Vice President, Student Services</td>
<td>Written appeal, stating specific grounds for appeal (see Sect. 3.9.1.) Review of record only. Decision within ten (10) days of receipt of appeal docs. Decision is final.</td>
</tr>
</tbody>
</table>

### Student and family access to records

The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students and parents of dependent students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the office of the Dean of Enrollment Services.

District Regulation 2265 provides for the release, without student consent, of Student Directory Information, i.e. student’s name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended. In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student’s name, address and telephone number for recruitment purposes. **Students have the right to refuse the release of directory information by submitting a written statement to Enrollment Services.**
LOS RIOS COMMUNITY COLLEGE DISTRICT PAYMENT COUPON
American River College  Cosumnes River College  Folsom Lake College  Sacramento City College

SIXP 2013

IMPORTANT INFORMATION:
• Payment is due upon registration. You will be dropped for non-payment as follows:
  • If you register prior to the start of the semester, your payment must be processed within 14 (fourteen) days of registration or by January 18th, whichever comes first, or you will be dropped.
  • If you register after the start of the semester, your payment is due immediately, or you will be dropped.

How to make a Payment:
• For immediate credit, pay online using a credit card at http://www.losrios.edu/eservices.
• Mail or in-person payments are accepted with completed payment coupon and must be received by the Business Services (Cashiers) Office no later than 10 (ten) calendar days following registration, or January 18th, whichever comes first, to allow time for manual processing (see Page 2 for mailing addresses).
• You will not be invoiced for fees due. You may check your balance due online at http://www.losrios.edu/eservices.
• You may be eligible for a waiver of your enrollment fees. For more information, please see Page 2, go online to http://www.losrios.edu/bogsteps, or visit the College Financial Aid Office.

PLEASE READ PAGE 2 OF THIS FORM FOR OTHER IMPORTANT INFORMATION

STUDENT ID NUMBER ___________________________ STUDENT EMAIL ADDRESS ___________________________

STUDENT NAME ___________________________
(Please Print on line above) LAST FIRST MI PHONE ___________________________ (DAY)

MAILING ADDRESS ___________________________
STREET ___________________________ CITY ___________________________ ZIP ___________________________
PHONE ___________________________ (EVENING)

FEES WHICH MUST BE PAID:

GENERAL ENROLLMENT FEE: (Students who HAVE met the California Residency Requirement) # Units ___ X $46 ea. = _______

OUT OF STATE / INTERNATIONAL STUDENT TUITION: (Students who have NOT met the California Residency Requirement or students who are both a resident and a citizen of a foreign country) (includes $46/unit enrollment fee) # Units ___ X $254 ea. = _______

STUDENT REPRESENTATION FEE: $1 per semester = _______

UNIVERSAL TRANSIT PASS FEE: Varies by number of units = _______

PARKING PERMITS (decals valid at all Los Rios locations): (See Page 2 for details)
Parking Decals can also be purchased online through eServices.
Automobiles $30 ($20 for BOGW recipients) = _______
Motorcycles $15 = _______

Total Amount Enclosed: _______

IF PAYING BY CREDIT CARD:
Charge total amount to my: □ Visa Card □ MasterCard
Card No. ________________ Card Expiration Date: □ __________ □ __________
Month Year
Signature of Cardholder ___________________________

Signature of card holder required on all credit card transactions. Credit card transactions are subject to credit approval.
**Student Representation Fee:**
Under provision of California Education Code section 76060.5 and California Code of Regulations, Title V, sections 54801-54805, the students of this college have established a student representation fee of one dollar ($1.00) per semester.

**Use of fee:** The money collected shall be expended to provide for students or representatives who may be stating their positions and viewpoints before city, county and district government, and before offices and agencies of the state and/or federal government.

**Right to refuse to pay:** This fee is mandatory; however, a student has the right to refuse to pay for the following reasons: religious, political, moral and financial. This refusal must be in writing and submitted to the college Business Services (Cashiers) Office on Form #BS55. The form is available at the college Business Services (Cashiers) Office.

**Universal Transit Pass Fee:**
Students approved a Universal Transit Pass fee to provide students with a special unlimited pass to use on all public transit systems in Sacramento, Elk Grove, Yolo, Folsom and El Dorado County. The pass is valid seven days a week from August 1 - December 31 for the Fall semester and January 1 - May 31 for the Spring semester. There is no summer session pass. The semester fee is $5.54 for less than six units; $11.08 for 6 to 11.9 units; and $16.62 for 12 units or more

**Parking Permits (Decals):**
Purchase your parking decal online in eServices. Our parking decals are valid at all Los Rios locations.

Payment must be requested via the web, mailed with the online Prepaid Parking Decal Application, or purchased at the Business Services (Cashiers) office. To pay online, login to eServices and click the link Purchase Parking Decals.

Beginning fifteen (15) days prior to the start of Spring classes, your prepaid parking decal will be mailed to the address indicated on your student records. If payment is received after this period, allow five working days from receipt of payment for you to receive your parking decal. All prepaid decals will be mailed. Allow adequate time for you to receive your decal before classes begin.

IF PARKING FEES ARE NOT PREPAID, a decal may be purchased at the Business Services (Cashiers) Office fifteen (15) days prior to the start of Spring classes. (Working Days = Monday through Friday, excluding holidays.)

**Dropping a Class / Classes:**
A student may drop a class by using the LRCCD online eServices or by submitting a drop card to the Admissions Office. (See appropriate class schedule for Fall/ Spring semester calendar deadlines to avoid incurring enrollment/tuition fees). You must officially drop classes to avoid being charged for them.

**Fee / Tuition Refund Policy:**
The enrollment fee, non-resident tuition, international tuition, or Universal Transit Pass fee (if a sticker has not been picked up) are refundable for program changes made by Friday of the 2nd week of instruction for full-term classes or by Friday of the 1st week of instruction for short-term classes (short term = any class less than full-term). Refund eligibility is determined by the date the course is officially dropped. Requests for refunds must be filed by the last day of instruction in the semester for which the fee was paid, or they will be disallowed. Credit balances will be forfeited and do not carry over to the next semester/term. Application and installment payment fees are non-refundable.

**Note:** A student who must withdraw for military purposes shall be refunded 100% fees and tuition paid, regard of the date of withdraw.

**Parking Fees:** Parking fees are fully refundable during the first ten (10) days of the semester. There will be no refunds after February 1, 2013 for the Spring semester. To receive a refund, a student must attach the decal to the refund application form being submitted.

**Address / Payment Information:**
Mail or drop off your payment, with this form, to one of the following addresses as it pertains to your college:

<table>
<thead>
<tr>
<th>American River College Business Services Office</th>
<th>Cosumnes River College Business Services Office</th>
<th>Folsom Lake College Business Services Office</th>
<th>Sacramento City College Business Services Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>4700 College Oak Drive, Sacramento, CA 95841</td>
<td>8401 Center Parkway, Sacramento, CA 95823-5799</td>
<td>10 College Parkway, Folsom, CA 95630</td>
<td>3835 Freeport Boulevard, Sacramento, CA 95822</td>
</tr>
</tbody>
</table>

Please make checks payable to: LRCCD (Los Rios Community College District).

**Financial Assistance:**
Los Rios Community Colleges participate in a large number of assistance programs for low and middle-income students.

Inquiries may be addressed to the Financial Aid Office at each college listed above.

**BOGW - Simple and Fast!!**

*Board of Governors Enrollment Fee Waiver*

- **BOGW** is an enrollment fee waiver program for California residents only. It does not require repayment.
- **BOGW** is not tied to any other financial aid programs, so it can be processed quickly and you will be able to register immediately.
- **BOGW** applicants will complete a simple application form available online at [http://www.losrios.edu/erc/erc_fin-aid.html](http://www.losrios.edu/erc/erc_fin-aid.html) or at the Financial Aid Office. Applicants may be asked to provide proof of eligibility.
- CalWorks, SSI, General Assistance/General Relief recipients MUST bring an Aid Verification Summary form or provide a copy of their last check to the Financial Aid Office.
- If you meet specified household income standards, you qualify for BOGW.
- If you are eligible to receive need-based Federal/State financial aid, you also qualify for BOGW.
- You’re encouraged to complete the BOGW prior to registration. If you are eligible, your enrollment fees will automatically be waived.
- BOGW enrollment fee waivers are valid for the Summer, Fall and Spring semesters each year. Only one application per fiscal year is required. (“Fiscal year” begins with each Summer session, and includes the Fall and Spring semesters.) Therefore, if you received a BOGW for Summer 2012, Fall 2012 and/or Spring 2013, you must reapply for the Summer 2013 or Fall 2013 terms.

**Inquiries:** Inquiries may be addressed to the Financial Aid office at each college listed above.
Selected class locations

Main Campus
4700 College Oak Dr.
Sacramento, CA 95841
(916) 484-8011

Sacramento Regional Public Safety Training Center & McClellan Center
5146 Arnold Avenue, Building 8, Room 110A
McClellan, CA 95652
Mon.-Fri. 8:00 a.m.-5:00 p.m.
(916) 570-5000

Natomas Education Center
(including Inderkum High School)
2421 Del Paso Rd.
Sacramento, CA 95835
Mon.-Thu.
8:00 a.m.-7:00 p.m.
Fri. 8:00 a.m.-5:00 p.m.
(916) 485-6000

Mather Center (Automotive & Diesel Technology classes only)
10150 Missile Way
Mather, CA 95655

Up-to-date campus maps are available from the Information Center in the Administration Building, or online [www.arc.losrios.edu].