



AMERICAN RIVER COLLEGE

YOUR REGISTRATION DATE/TIME:

May 16th or 17th      TIME: CHECK E-SERVICES

Your PRIORITY REGISTRATION APPOINTMENT is noted above. You can register any time after that during regular business hours.

## SUMMER/FALL 2019 - ADVANCED EDUCATION

Deadline: Wednesday August 21st

### STEP I: College Application

- ⇒ New Students complete a Los Rios application online at [www.losrios.edu](http://www.losrios.edu). After receiving Los Rios Student ID number, LOG ON to eServices with Student ID number, set eServices password, and select your ARC MAJOR.
- ⇒ Continuing Students complete the Supplemental Enrollment form on eServices.

**STEP 2: Advanced Education Packet** Complete the Advanced Education application packet **IN BLACK OR BLUE INK**, including the following:

- ◆ High school transcript AND high school class schedule
- ◆ Approval Signature of school principal or designated counselor/official (MUST be on college's approved signer list)
- ◆ Approval signatures of Parent/Legal Guardian
- ◆ Private School Affidavit, if homeschooled
- ◆ Documentation of Age (16 years of age or older) if DOB is not on transcript
- ◆ Typed statement explaining how you meet the criteria for Advanced Ed.
- ◆ Unofficial college transcripts if you have attempted college courses

✓ **Submit your complete packet to ARC Counseling:**  
You can email your packet to [AdvancedEd@arc.losrios.edu](mailto:AdvancedEd@arc.losrios.edu)  
OR you can drop your packet off in person at the Counseling Center (main campus).

### STEP 3: Course Prerequisites

If a prerequisite is required for a course the student is requesting, an EAP score or the IB/AP test score, or college transcript showing the completion of the pre-requisite must be included in your Advanced Education packet.

### STEP 4: Counseling (Advanced Education Group Orientation)

- ⇒ Advanced Education students must have their Advanced Education application packet approved by a ARC counselor. After submitting your complete packet, student will receive a confirmation email, if approved you will be asked to register for a group orientation. At this orientation a counselor will provide you with further information regarding your next steps as well as your green advanced education enrollment form.
- ⇒ New students who are approved will receive a confirmation email with a link to register for a group orientation
- ⇒ Continuing Advanced Education students will receive a confirmation email with instructions to pick up their green enrollment slip in Counseling (Main Campus)

❖ **All confirmation emails are sent to students Los Rios Gmail accounts withing 4 business days**

### STEP 5: Registration

After attending an orientation, Advanced Education students must **enroll in person** at the Admissions & Records counter (at either the ARC main campus or the Natomas Center) **with their green advanced education enrollment form and PHOTO IDENTIFICATION (CA driver's license, CA ID card, or school student body card).**

Advanced Education students will be assigned a priority 3 registration date and time on either **May 16th or 17th**. Log into your eServices account to see your enrollment day and time.

After priority registration, advanced education students can enroll at any time when Admissions Offices are open for business.

### STEP 6: Fee Payment

Advanced Education students pay the transit pass (UTP) and student representation fees (enrollment and non-resident fees are waived). International student tuition fees are not waived.

**Questions about the Process?**  
Email [AdvancedEd@arc.losrios.edu](mailto:AdvancedEd@arc.losrios.edu)

**ADVANCED EDUCATION APPLICATION**

This application must be completed each semester **prior to the start of the semester.**

- Fall 20\_\_\_\_  
 Spr. 20\_\_\_\_  
 Sum.20\_\_\_\_

**I. APPLICANT** (Completed by applicant)

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Last First M.I.

Los Rios ID # (if known) \_\_\_\_\_ Age \_\_\_\_\_ Grade Level \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Current School Attending \_\_\_\_\_ E-mail Address \_\_\_\_\_

Have you previously taken classes as an Advanced Education student? No \_\_\_\_ Yes \_\_\_\_ Where? \_\_\_\_\_

**II. COURSE REQUEST** (Completed by applicant with approval of high school counselor/administrator)

ARC  CRC  EDC  FLC  SCC Semester and Year: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Number of Courses:  1; or  2

Please use the Course Title(s) and 5-digit Class Number(s) from the Schedule of Classes. High school counselors should rank order requested classes including up to two alternatives. **NOTE: Enrollment is limited to two classes per semester. LRCCD does not guarantee that requested classes will be available at the time of registration. Please ensure that you indicate in the box above if you are approving one (1) or two (2) course(s) for this student.**

- |   |   |
|---|---|
| 1. _____<br>Course Title/5-digit Class Number | 3. _____<br>Course Title/5-digit Class Number |
| 2. _____<br>Course Title/5-digit Class Number | 4. _____<br>Course Title/5-digit Class Number |

**III. CONFIRMATION** (school authorities and parents have evaluated the requirements and support the student's request)

**A. School Principal/Designee** (Completed by principal or designated counselor/administrator) Date \_\_\_\_\_

- This applicant would benefit from advanced scholastic or vocational work at the community college level (EC Sec. 48800(d)(1)) and has demonstrated exemplary academic achievement, as evidenced by multiple measures including, but not limited to, grades in similar courses, GPA of 2.7, analysis of transcripts, assessment results, or other student achievements. **The recommended classes are not offered at the applicant's school during this term or the applicant is taking the maximum number of units and cannot fit these classes in his/her schedule.**
- For summer session only:** This student demonstrates adequate preparation in the discipline to be studied. For any particular grade level, I have not recommended for community college summer session attendance more than five percent (5%) of the total number of pupils who completed that grade immediately prior to the time of recommendation. (EC Sec. 48800(d)(1) & (2)).
- For Designees Only:** If I am signing this form as a designee of the school principal, I have provided the applicant with a listing (on school letterhead and signed by the principal) of all duly authorized designees so that it may be included with their application.

\_\_\_\_\_  
Print Name Title Signature Phone ( ) \_\_\_\_\_

**B. Parent/Guardian** (Completed by parent/guardian) Date \_\_\_\_\_

This applicant has my permission to enroll in the college course(s). **I have read and understand the Policies and Guidelines attached to this form. I also understand that college courses may include adult/mature subject matter.**

\_\_\_\_\_  
Print Name Signature Phone ( ) \_\_\_\_\_

**IV. PERMISSION** (Advanced Education enrollment may be permitted when established criteria are met to the college's satisfaction)

**A. College Counselor** Date \_\_\_\_\_

This applicant has provided all the required documentation and has demonstrated extraordinary academic preparation for college level instruction based on a record of completed work, auditions/portfolios, the assessment process where appropriate, and a typed statement about how the student meets the criteria and why he/she wants to participate in Advanced Education.

Approve  Deny  Refer to Administration for appeal Rationale: \_\_\_\_\_

\_\_\_\_\_  
Print Name Signature Phone ( ) \_\_\_\_\_

**B. College Administration (for appeal purposes only)** Date \_\_\_\_\_

Approve  Deny Rationale: \_\_\_\_\_

\_\_\_\_\_  
Print Name Signature Phone ( ) \_\_\_\_\_

## ADVANCED EDUCATION POLICIES AND GUIDELINES

Advanced Education is intended to provide you with educational enrichment opportunities at the community college. To ensure your success as an Advanced Education student, the following questions and answers related to Advanced Education have been developed to guide your enrollment. College classes often include adult/mature subject matter.

### Who can enroll in Advanced Education classes?

- You must demonstrate exemplary academic achievement, as demonstrated by multiple measures including, but not limited to grades in similar courses, GPA of 2.7, analysis of transcripts, assessment results, other student achievements, and/or letters of support from high school counselors and teachers, *except* when enrolling in the following courses or programs: Academies (e.g., electronics or health); Special college-based programs targeted for at-risk students, such as AVID, PACE and the Early Start Program.
- You must have completed the tenth grade or be 16 years of age by the first day of instruction.
- You must be mature enough to understand the course material and to benefit from the presentation style.
- You must be mature enough to avoid jeopardizing your safety or the safety of others.

### What courses are excluded from the Advanced Education?

- Basic skills courses (courses with numbers 1-99).
- Courses that require repetition due to an unsatisfactory grade received at your school.
- Courses offered at your school during the same semester you wish to enroll at the college. *However*, if you are enrolled in the maximum units your high school permits, you may enroll in a college course, even if it is offered at your high school during the same semester. *Also*, if you have satisfactorily completed a high school course and wish to enroll in a more rigorous college course in the same discipline, you may do so.
- If you are receiving your education in a non-traditional setting, general education courses should be taken in that setting.
- Courses where your safety or the safety of others would be jeopardized.
- Courses where the ability of others to benefit from instruction may be compromised due to your ability to relate to the mature nature of the subject matter or teaching methods.

### What do I need to provide to the college counselor to apply for Advanced Education?

- New students must have completed an online Los Rios application (indicating that you are an Advanced Education student, not a new student) and continuing students must complete the Supplemental Student Data Sheet.
- Make an appointment with the college counselor and bring the following documents *with all required signatures*:
  - ✓ a completed Advanced Education Application, including a typed statement about how you meet the criteria and why you want to participate in Advanced Education
  - ✓ If the application was not signed by your school principal, include the list of authorized designees provided to you by the individual that signed the application on behalf of the principal
  - ✓ the appropriate assessment exam results (if you are enrolling in math or English, or a course with a math or English prerequisite)
  - ✓ your high school transcript; if you are enrolled in a school where transcripts are not available, a record of completed course work, achievement level, grade level, and a copy of your current high school class schedule
  - ✓ a copy of your Private School Affidavit when appropriate
  - ✓ documentation of age (if home schooled or age is not reflected on high school transcript)

**Each semester you wish to enroll, you must resubmit all of the above forms.**

### How do I register for classes?

- You are required to register in person (not by phone or online) during the designated registration period.
- If you enroll in a class held at the high school during the school day, you may be assisted with your enrollment at the time the class meets.

### What else do I need to know about Advanced Education?

- The course credit and grades you receive will become a part of your *permanent college record*.
- You are strongly urged to complete the assessment process in reading, writing, and math (check course prerequisites).
- You must meet all course prerequisites to enroll in a course.
- Students are expected to assume a greater responsibility for learning when enrolled in classes at the college level.
- You can only enroll in a **maximum of 2 courses** (which may exceed 6 units) each semester or summer session.
- You will not be charged enrollment fees **unless you are a non-resident or international student**, except for those students who have lived in California for more than one (1) year or who have attended elementary or secondary schools in California for more than three (3) years preceding the residence determination date. You will have to pay other fees, such as the Universal Transit Pass fee.
- If you are not present for the first class meeting, you may be dropped from the class.
- If initially denied eligibility to enroll, a student may file a petition requesting further consideration.
- If you have already taken college courses, you must maintain at least a 2.0 GPA in those classes to be allowed to take additional classes as an Advanced Education student.

*I have read and understand these guidelines for Advanced Education students. Furthermore, I understand that FERPA (Family Educational Rights and Privacy Act) allows parents access to student records under certain limited conditions. For more information, go to <http://www.losrios.edu/legal/Regulations/R-2000/R-2265.htm>.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date