

Sacramento City College

Advanced Education Instructions, Application, and Information

Check list: Check each step as you complete each process.

Step I – SCC Application:

Logon to www.scc.losrios.edu to complete the online Los Rios application.

Click on “prospective student”, then click on “apply”.

On Question #14 – Student Enrollment Status, make sure you select **ADVANCED EDUCATION**, **not** New or Continuing.

For continuing Advanced Education Students, complete the Supplemental Enrollment Information form only, you do not need to submit another application.

Step II – Advanced Education Application:

Student: Complete the top portion, **I. Applicant**, of the form.
On the backside, read, sign, and date Los Rios Advanced Education policies and information.

Parent: Complete item **III. B. – Parent/Guardian** section of the application.
On the backside, read, sign, and date Los Rios Advanced Education policies and information.

Step III – H.S. Counselor: Meet with your school counselor to determine what class(es) would be appropriate for you to take at SCC. Approval and signature from your school counselor or administrator is required on the Advanced Education form.

Step IV – Assessment Exam: If you plan to take a class that has a prerequisite requirement of English or Math, take the SCC assessment exam. Call (916) 558-2541 for testing times or view online at www.scc.losrios.edu/~matric/assessment. However, we strongly recommend all students take both assessment exams.

Step V – Sacramento City College Counseling Session: Bring the following materials to meet with a SCC counselor: Completed Advanced Education Form, transcripts, assessment exam, statement explaining how you meet the criteria for Advanced Education, documentation of age, and Private School Affidavit (if appropriate). **NOTE:** For the petition process, please call 916-558-2289 to schedule an appointment to meet with the SCC Dean of Counseling and Student Success.

Step VI – Registration: You must register in person at the SCC Admissions & Records Office during Priority 2 or Open registration periods. Advanced Education students cannot enroll online or on the telephone enrollment system.

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
 - ✓ 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 "PRIORITY TWO" registration period or during "OPEN" 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 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**, but 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

LOS RIOS COMMUNITY COLLEGE DISTRICT

Advanced Education Petition

The rules for enrollment in Advanced Education classes were written to help create a learning environment that would promote the success of all students. If you believe that your circumstances substantially warrant your enrollment as an Advanced Education student even though your enrollment would run contrary to carefully developed rules, please complete this petition form.

Student's Name: Last _____ First _____ MI

Los Rios Student ID# _____ Phone _____
(Day) (Evening)

Which of the following Advanced Education rules is your petition related to? (Check all that apply)

- Course
- GPA
- Other

Explain clearly and thoroughly the circumstances that support your petition in the space below. Use the back of this form if needed.

Student's Signature _____ Date _____

- Please attach any documents that support your petition.
- Please submit the signed petition to the Vice President of Student Services. You will receive a written response and/or a meeting will be scheduled with you within one week.

For Office Use Only

Approved Denied Rationale: _____

Vice President, Student Services Signature _____ Date
(or designee)