

# Admissions and Registration

## Eligibility for Admission

**Scholastic:** Admission to the college, as prescribed by law, is open to: (1) any high school graduate; and (2) any person over 18 years of age who can demonstrate ability to profit from community college education. High school students who have achieved sophomore status at 16 years of age may be admitted to a limited program upon recommendation of their school principals (See Advanced Education section for details.) Advanced Education students should contact their school counseling office or the SCC Counseling Office, (916) 558-2204, for enrollment details. Students who successfully complete the "Certificate of Proficiency" granted by the state Board of Education will be admitted to Sacramento City College on the same basis as regularly graduated high school students.

**Resident:** Sacramento City College is a public college under California law. At public community colleges there are certain legal requirements pertaining to residence that must be honored. The application for enrollment includes a "Statement of Residence." Non-resident students do not automatically become California Residents by merely living in the state more than one year. State law also requires proof of intent to establish California residency. Such proof can include filing California Income Tax forms, voter registration, driver license, vehicle registration, and other acts of intent dated one year and one day prior to the start of the semester. The law also requires that the students show no contrary intent, that is, they must not have maintained residence status in their former state (i.e. driver license, taxes, car registration, etc.). The burden of proof rests with the student, not the district. The residency laws do not permit campus officials to waive any portion of the residency requirements. Students must submit a request for reclassification prior to registration.

Resident rules are as follows:

1. A student whose legal residence is in California may attend Sacramento City College. Generally, the legal residence of unmarried students under the age of 19 is that of their parents.
2. California Education Code and Los Rios Community College District policy states that an applicant, regardless of age, who has not established legal residence in California will be considered a "non-resident" and subject to a tuition fee of \$190 per unit plus enrollment fee of \$20 per unit for a total of \$210 per unit.
3. In addition, students who are both citizens and residents of a foreign country are subject to a tuition fee of \$208 per unit plus enrollment of \$20, for a total of \$228 per unit.

## Open Courses

It is college policy that every course, course section, or class that receives state apportionment be fully open to enrollment and participation by anyone who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title V of the California Code of Regulations, unless specifically exempted by statute.

## Registration Procedures

The Class Schedule and Enrollment Calendar, printed prior to the beginning of each semester, contains detailed enrollment instructions. Students should enroll according to their scheduled time and date. See <http://www.scc.losrios.edu> or SCC eServices for further details.

- I. Applicants for enrollment should submit the following documents to Admissions and Records Office by July 16, for the Fall semester of 2009 and by December 17 for the Spring semester of 2010:
  - A. Application: An SCC Application for admission is available at [www.scc.losrios.edu](http://www.scc.losrios.edu) on the SCC eServices page. Online applications may be completed with assistance at computer stations in the hall outside of Admissions and Records in Rodda North or in the Registration/Financial Aid Lab in the Business Building, B153, 9:00 a.m. - 5:00 p.m., Monday through Thursday and 9:00 a.m. - 1:00 p.m. on Friday. Applications may be obtained in person or requested by telephone or mail, but there may be a delay in enrollment if not submitted over the website. International students may apply online but must submit additional information to the International Student Center before being admitted to SCC.
  - B. Assessment: Students take the assessment test. Phone (916) 558-2540 or drop by the Assessment Center in the Student Services Building to inquire about dates and times for the English, ESL (English as a Second Language), and Math assessments. After taking the assessment test, students take the assessment results to an Orientation appointment or meeting with a counselor.
  - C. Orientation: Participate in Orientation. Phone (916) 558-2145 or drop by the Orientation and Information office in Rodda North 138 to make an appointment. Orientation sessions will provide information about programs and services offered at SCC. As an alternative to the traditional Orientation session, SCC offers an Online Orientation followed by an appointment with a counselor.
  - D. Counseling: Students meet with a counselor to create a one semester educational plan after Orientation. Counselors provide information about certificates, degrees, and transfer requirements. Online orientation participants will also need to meet with a counselor in Rodda North 147 or a counselor at an appropriate Outreach Center. To keep your Educational Plan updated, meet with a counselor every semester.
  - E. Registration: The last step is registration for classes. Students register for classes online at [www.scc.losrios.edu](http://www.scc.losrios.edu). Students must observe the appropriate priority registration dates and times.

California Resident Fees: \$20.00 per unit.\*

Out-of-State Non-Resident Fees: \$210.00 per unit (\$20.00 enrollment fee plus \$190.00 non-resident fee per unit)

International Student Fees: \$228.00 per unit (\$20.00 enrollment fee plus \$208 non-resident fee per unit.

\*Subject to change by the State Legislature

Payment of enrollment fees is due within ten days of registering for classes. Students must officially drop a class to avoid being charged for it.

#### Enrollment Fee Waiver

California community college enrollment fees are determined by the State Legislature and are subject to change. Each year more than half of our students qualify for a Board of Governors Enrollment Fee Waiver (BOGFW). The BOGFW pays enrollment fees for summer, fall and spring semesters. Only one application is required for all Los Rios Colleges. Applicants must be California Residents to qualify. For convenience, applications can be completed online at [www.scc.losrios.edu/financial-aid](http://www.scc.losrios.edu/financial-aid). Assistance with the application is available in the Registration/Financial Aid Lab (B153), 9:00 a.m. - 5:00 p.m., Monday through Thursday and 9:00 a.m. - 1:00 p.m. on Friday.

- II. **Readmission**—Former students of Sacramento City College returning after an absence of one or more semesters must submit applications for admission. Official transcripts from any institution attended, since date of last enrollment at Sacramento City College, should be submitted to the Admissions and Records Office. This includes summer session and correspondence courses.
  
- III. **Transfers from other community colleges**—Students who have previously attended another college and are in good standing are eligible to enroll at Sacramento City College, subject to residence requirements. Students should make a counseling appointment after their transcripts have been received to review their progress towards a degree or objective. Students should submit all transcripts from other colleges (if applicable). NOTE: Only official transcripts sent directly from the schools to Sacramento City College will be accepted. These should include any summer session or correspondence courses. All records submitted become the property of the college and will not be returned to the applicant. All transcripts must be received by the Admissions/Records Office by July 16 for Fall 2009 and December 17 for Spring 2010 or registration may be delayed. Students who have been disqualified by another college will not be admitted in the semester immediately following their attendance at that college. After one semester's absence, such students may be admitted subject to the Academic Standards Policy.
  
- IV. **Concurrent Enrollment**—Students enrolled at Sacramento City College may be enrolled for college credit at another institution.  
  
It is the responsibility of the student to request transcripts be sent to the Admissions/Records Office at Sacramento City College for any credits earned in a concurrent enrollment.
  
- V. **Allied Health Programs**—Students interested in Allied Health programs must be enrolled in the program as well as the college. Applications are available at the division office, Mohr Hall 18.

- VI. **International Students**—International students are individuals who need a visa to study in the United States. Students must contact the International Student Center, Rodda North 118 for pre-admission requirements. For overseas applicants, it is advisable to submit all documents at least four to six months prior to first day of instruction to avoid lengthy visa delays. The Coordinator/Counselor can assist new, continuing and transfer students with orientation and academic counseling based on major goals and ESL/English and math assessment course recommendations. The Center staff can answer specific F/M student visa questions to SCC student or applicants. Students may find further information about F-1 status at the Information for Students and Exchange Visitors website: <http://www.ice.gov/sevis/students>. SCC international students are required to show evidence of an approved Health and Sickness Insurance Plan coverage to the SCC Health Office prior to registration every semester.

### Advanced Education

**Advanced Education Students**—Advanced Education is intended to provide high school grade students who have completed the 10th grade or will be 16 years of age by the first day of instruction with educational enrichment opportunities at the community college. To ensure success for advanced education students, the following questions and answers related to the program have been developed. College classes often include adult/mature subject matter.

#### Who can enroll in advanced education classes:

Students who have completed the 10<sup>th</sup> grade or will be 16 years of age by the first day of instruction, have a GPA of 2.7 or higher or demonstrate ability in the subject area. Exceptions to the 2.7 GPA are courses in Human Career Development and special courses designed for high school students.

#### What courses are excluded from the advanced education program:

- Basic skills courses numbered below 100
- Courses requiring repetition due to substandard grades
- Basic courses in English or math
- Courses where the safety of the student or others would be jeopardized
- Courses with an adult or mature subject matter not appropriate for high school students

#### What does the student need to provide in order to enroll:

- Completed college application
- Supplemental data information
- Advanced Education form
- Appropriate assessment results
- High school transcript
- Copy of private school affidavit, if appropriate
- Documentation of age

#### How does a student register for class:

- Advanced Education students must register in person at the Admissions counter or at an outreach center
- Have a completed Advanced Education application

If a student enrolls in a course held at the high school, the student may be assisted at the high school.

### What else should a student know about the advanced education program:

- The course credit and grade the students receive will become part of their permanent college record
- All prerequisites must be met
- A student may enroll in a maximum of six units or two classes each semester including summer
- Enrollment fees are waived, but out-of-state and international students must pay those fees
- Students must be present at the first class meeting or they will be dropped
- If initially denied for advanced education, students can submit petitions for eligibility with the Dean of Counseling at SCC.

## Program Regulations

**Program Adjustments**—Students who wish to change their programs in any way after they have enrolled should follow the procedures listed in the class schedule. Students not attending a class in which they are officially enrolled should drop the class by submitting a drop through SCC eServices to avoid incurring grades that would negatively affect their academic standing.

A student may withdraw without penalty from individual courses or from the college up to the date indicated in the Board approved academic calendar or a corresponding time period for courses scheduled for shorter duration of time (see the schedule for detailed dates at [www.scc.losrios.edu](http://www.scc.losrios.edu)).

**Course Repetition**—This information is extracted from Los Rios Board Regulations, R-7252, Section 4.0.

**Course Repetition**—Generally, each course may be taken only once. Except for the following specific conditions, repetition of courses will not be allowed.

- A student may repeat, twice, a course that was taken in which a substandard grade was received. A substandard grade is defined as “D,” “F,” or “NP.” A student may not repeat a course in which he/she earned an “incomplete.” The grade and credits earned in the final enrollment shall be used exclusively in determining the grade points earned for that particular course.
- The college finds, upon a student’s petition, that the student’s 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 control of the Student. A student may repeat a course under these guidelines a maximum of two times. For courses repeated under these circumstances, the previous grade and credit is disregarded in computing the GPA each time the course is repeated.
- Where the College finds, upon student petition, that a student received a satisfactory grade and there is a significant lapse of time since the grade was obtained, the College may permit a student to repeat a course if the College finds that another institution of higher education to which the student seeks to transfer has established a recency requirement, or the course at the College has an established recency prerequisite. Grades awarded for courses repeated under these circumstances shall not be counted in calculating the student’s grade point average.
- Courses designated as “repeatable” are identified in the college catalog and are designed to enhance a student’s skills or performance through supervised repetition and practice and/or active participatory experience in individual or group

assignments is the basic means by which learning objectives are obtained.

- Students may repeat courses needed to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
- Student petitions must be submitted to the Admissions and Records Office and will be reviewed by the Dean of Enrollment and Student Services. All petitions to repeat a course must be approved and on file in the Admissions and Records Office prior to enrolling for the course.

**Physical Education Requirement**—Eligibility for the Associate in Arts or Associate in Science Degree requires the successful completion of one activity course in Physical Education. Military credit may fulfill this requirement.

Students with medical excuses on file may be exempted from the physical activity course requirement. Students not completing a physical activity course on the basis of this exemption shall be required to complete a minimum of 3 units in other courses in the Living Skills area.

**Unit Load**—The normal load for full-time students planning to graduate in four semesters is 15 units per semester. Students desiring to carry units in excess of 18 units (8 units during Summer School) must obtain approval from the Dean of Enrollment and Student Services. To do so they must petition one week prior to registering.

Students are regarded as legal “full-time students” if they carry a minimum load of 12 units.

Full governmental subsistence for veterans requires the following unit load:

- a. Veterans under Public Law 894 - as required by the Veterans Administration - 12 units.
- b. Veterans dependents under Public Law 634 - 12 units.
- c. Veterans under the California Bill - 12 units.

The following categories require the minimum unit load indicated:

- a. International students - 12 units
- b. Student athletes - 12 units including Physical Education.

## Fees

**Enrollment Fee.** All students must pay an enrollment fee of \$20 per each unit per semester. These fees are subject to change by the State Legislature. Payment of enrollment fees is due within ten days of registering for classes. Students must officially drop a class to avoid being charged for it.

**Exemptions/Waivers.** TANF/CalWORKs, SSI, SSP, Dislocated Worker, Displaced Homemaker, General Assistance, Non-Residents, Low Income as defined by BOGFW standards, Public Safety employees and Volunteers enrolled in courses required to fulfill a state mandated training requirement.

**Non-Resident Tuition.** Students who have not established legal residence in California are required to pay a tuition fee in addition to enrollment fees. The tuition is set by the State of California each year. For the 2009-2010 school year tuition is \$190 per unit. Dependents of military personnel will be charged nonresident tuition if their guardian is not a resident of California and is stationed out of state.

International students who are both residents and citizens of a foreign country will be assessed an additional \$18 per unit fee for capital outlay purposes.

**Fines.** Fines are assessed for overdue books in the Library, and students are required to replace lost library books. Forwarding the transcripts of record is contingent upon payment of such bills and Library fines.

**Textbooks and Supplies.** Students purchase their own textbooks and supplies. The College Store sells all required items. Note: There is a \$25.00 Service Charge on all returned checks. Student records are placed on hold until the check and fee are paid in full.

**Transcripts.** The first two transcripts are given free and additional copies may be obtained for two dollars (\$2) each. Requests for official transcripts can be initiated at the Admissions and Records Office, by fax, or using the online transcript request form (only when sending to another academic institution). Please go to [www.scc.losrios.edu](http://www.scc.losrios.edu) for more information. Students requiring a transcript within 24 hours will be assessed a \$10 service charge per transcript ordered. Unofficial transcripts can be viewed and printed by accessing [www.scc.losrios.edu](http://www.scc.losrios.edu).

**Fee refunds.** Enrollment, nonresident tuition, and UTP fees (minimum \$5 fee if a sticker as been picked up) are refundable only if a student withdraws during the first 10 days of the semester for full-semester classes, and through Friday of the first week of instruction for less than full-semester classes. There is no refund after these deadlines.

The student may file for the enrollment and/or nonresident tuition fee refund(online) up to the last day of instruction in any semester or summer session, provided the student has withdrawn from classes on or before the deadline. For specific dates and deadlines refer to the class schedule or web site. To qualify for a refund, the student must officially drop the class(es) online, at eServices, or at Admissions and Records within the time lines published in the class schedule. Students who have paid their fees and later qualify for the BOG fee waiver may apply for a refund. These refund requests must be filed online by the last day of instruction of the semester in which the student is requesting a refund. Refund eligibility will be determined by the date the class(es) were dropped and the date the refund application is filed with the college Business Services Office.

#### Non-resident Tuition Refund Schedule

Time of Withdrawal or Reduction	Amount of Refund (%) Per Unit of Reduction
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#### Fall and Spring (Full semester classes\*\*)

By the end of the second week of instruction	100%
After the second week of instruction	No refund

Check *Schedule of Classes* for specific dates.

#### Summer

By Friday of first week of instruction	100%
After Friday of first week of instruction	No refund

\*Note: The first week of instruction is the first week of the semester or summer session in which instruction is offered.

\*\*Note: Dates are adjusted for short-term classes. Please check the calendar in the *Schedule of Classes*.

**Parking Refunds.** The portion of the parking permit containing the decal number must be attached to the refund application. Requests for parking refunds may not be submitted online. The parking fee is 100% refundable up to the tenth day of the semester (fifth day of summer term). There are no refunds after that day. The date the refund application is received in the Business Services Office determines refund eligibility.

**Transcripts.** Upon written request, two official transcripts of record will be mailed without charge. Additional copies are \$2 each, payable in advance. Unofficial copies are accessible through eServices for no charge. A minimum of five to seven working days should be allowed for processing transcript requests. Express service (24 hour maximum) is available at a cost of \$10.00 per transcript. Test scores and transcripts from other colleges are not a part of the Sacramento City College transcript and must be requested from the appropriate testing company or college.

**Verification Of Enrollment.** Upon written request, verifications of enrollment are provided free of charge, by the Office of Admissions and Records. Please allow three to five working days for processing. For round the clock service, Sacramento City College has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. You can obtain an official Enrollment Verification Certificate at any time through the Clearinghouse website at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). There is a \$2.50 cost for this express service.

## Matriculation

Matriculation is a process that assists the student in achieving educational goals. It is an agreement between the college and student who enrolls for credit. We ask that you participate in a partnership with us to ensure your educational success.

Here is how the matriculation process works:

### 1. Admissions

Admissions materials are available in various languages, and new first-time students are directed to the Information and Orientation Office, Rodda North 138, for an explanation of the matriculation process.

New first-time, non-exempted students who complete the matriculation process are allowed to register during continuing student registration.

### 2. Assessment

Basic skills testing is one part of a complete assessment. All non-exempt students who go through the matriculation process must participate in basic skills testing. By using test results and other relevant criteria, new students and their counselors can determine appropriate placement into Mathematics, English, or English as a Second Language classes. Students must have assessment results in order to meet with a counselor. Test calendars and practice tests are available in the Assessment Center, Student Services Building 121.

### 3. Orientation

Orientation and advising are provided for all first-time college students. They are generally scheduled weekly throughout the registration period for fall and spring. The sessions cover information about SCC programs, services, policies, and procedures. Students desiring additional help are encouraged to augment the pre-registration orientation through registration in Human Career Development courses.

### 4. Counseling and Educational Plan Development

All matriculation students must meet with a counselor to develop an educational plan. This plan will recommend courses for the first semester only. Counselors provide advising related to course selection. Additional assistance is available to students who are undecided about their goal. Students should return during their first semester to develop a full educational plan.

## 5. Register for Classes - Using SCC eServices

A graduated UTP (Universal Transit Pass) fee is charged to all students to a maximum of \$15 per semester depending upon the number of enrolled units. BOGFW recipients pay a reduced UTP fee.

California resident fees: \$20.00 enrollment fee per unit per semester. Enrollment fees may increase for 2009-10.

Out-of-State Non-Resident Fees: \$210.00 per unit (\$20.00 enrollment fee plus \$190.00 non-resident fee per unit)

International Student Fees: \$228.00 per unit (\$20.00 enrollment fee plus \$190 non-resident fee per unit plus \$18 capital outlay fee per unit)

All fees are subject to change.

Payment of enrollment fees is due within ten days of registering for classes. You must officially drop a class to avoid being charged for it.

## 6. Follow-Up

All new students are encouraged to visit Counseling mid-semester for a three-semester Student Educational Planner. This plan will outline how the student will achieve his or her educational goal. Extra assistance is available for students who are undecided about their goal.

### Early Assistance

Students who experience academic difficulty are contacted by the Early Assistance Program. Early Assistance is designed to provide students with extra assistance in their courses in order to succeed. Students who are experiencing difficulty in their classes are contacted and assisted early in the semester. Assistance may include workshops on classroom success, information on campus services, an appointment with a counselor, study skills assistance, or tutoring in a specific subject area. All students are welcome to participate in the services.

## 7. Exempt Criteria

Students can be exempt from participating in Orientation, Assessment, Counseling, or Advisement if they have:

- Completed an Associate Degree or higher; or
- Satisfied at least two of the following and do not wish to participate:
  - Identified a goal of upgrading job skills.
  - Enrolled in fewer than six (6) units.
  - Concurrently enrolled in another post-secondary institution; or
  - Have no degree or occupational objective.

If students have been declared exempt, they will be given the opportunity to elect whether or not to participate in the Matriculation process or any part of the Matriculation process.

law also requires that the student show no contrary intent; that is, they must not have maintained residence status in their former state (i.e., driver license, taxes, car registration, etc.). The burden of proof rests with the student, not the district. The residency laws do not permit college officials to waive any portion of the residency requirements. Students must submit a request for reclassification prior to registration.

## Residence Requirements

Out-of-state students may be admitted to Sacramento City College provided their applications are approved. Out-of-state students are classified as non-residents. Any person who was not a resident one year prior to the first day of a semester should be considered a non-resident and required to pay non-resident fees.

The residence determination dates are as follows:

Summer, 2009 semester - June 11, 2009

Fall, 2009 semester - August 21, 2009

Spring, 2010 semester - January 15, 2010

In addition to enrollment fees, all students classified as non-residents are required to pay a non-resident tuition fee of \$190 per unit at the time of registration. In addition, students who are both citizens and residents of a foreign country will be assessed an additional \$18 per unit fee for capital outlay purposes. Non-resident tuition fees are refundable only during the first two weeks of a semester or the first week of the Summer Session if the student withdraws from a class or from the college. If a student is erroneously determined to be a non-resident and a tuition fee is paid, the fee is refundable provided acceptable proof of state residence is presented during the semester for which the fee was paid.

Fees are subject to change without notice upon approval by the Trustees of the Los Rios Community College District and pending approval by the State Legislature and Governor.

A non-resident student enrolled without payment of fees because of falsification of information shall be excluded from classes upon notification pending payment of the fee. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred tuition obligations are paid.

## Guidelines of Residency

Non-resident students do not automatically become California Residents by merely living in the state more than one year. State law also requires proof of intent to establish California residency. Such proof can include filing California Income Tax forms, voter registration, driver license, vehicle registration, and other acts of intent dated one year and one day prior to the start of the semester. The

## Advanced Placement Credits

An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English. **Students who have earned credit from an AP exam should to take a comparable college course because transfer credit will not be granted for both.**

Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward IGETC Area 5 and meet the IGETC laboratory activity requirement.

There is no equivalent AP exam for Area 1B – Critical Thinking/Composition requirement.

AP exams in Biology, Chemistry or Physics B allow California Community College campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification. **Therefore students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.**

SUBJECT	SCC Courses Only			AP Scores of 3, 4, or 5			
	SCORE	Course	Units	SCC GE Area	CSU GE Area	CSU Units	IGETC Area
Art History	3, 4, 5	ARTH 302, 304, 306, 308, 310	6 max.	I	C1 or C2	3	3A or 3B
Art Studio: Drawing	3, 4, 5	ART 300	3	I	N/A	0	N/A
Art Studio: 2D Design	3, 4, 5	ART 320	3	I	N/A	0	N/A
Art Studio: 3D Design	3, 4, 5	ART 370	3	N/A	N/A	0	N/A
Biology	3 4, 5	BIOL 402 BIOL 412 or 422	5 5	IV	B2 and B3	4	5B with lab
Calculus AB	3, 4, 5	MATH 400	5	II (b)	B4	3	2A
Calculus BC	3, 4, 5	MATH 400 & 401	10	II (b)	B4	3	2A
Chemistry	3 4, 5	CHEM 305 CHEM 400	5 5	IV	B1 and B3	4	5A with lab
Chinese Language & Culture	3, 4, 5	N/A		I	C2	3	3B and 6A
Computer Science A	3, 4, 5	CISP 360	4	II (b)	N/A	0	N/A
Computer Science AB	3, 4, 5	CISP 400	4	II (b)	N/A	0	N/A
Economics: Macroeconomics	3, 4, 5	ECON 302	3	V (b)	D2	3	4B
Economics: Microeconomics	3, 4, 5	ECON 304	3	V (b)	D2	3	4B
English Language Composition	3, 4, 5	ENGWR 300	3	II (a)	A2	3	1A
English Literature & Composition	3, 4, 5	ENGWR 300 & 301	6	II (a)	A2 and C2	3	1A or 3B
Environmental Science	3, 4, 5	BIOL 350	3	IV	B1and B3	4	5A with lab
French Language	3, 4, 5	FREN 401 & 402	8	I	C2	3	3B and 6A

SUBJECT	SCC Courses Only			AP Scores of 3, 4, or 5			
	SCORE	Course	Units	SCC GE Area	CSU GE Area	Units	IGETC Area
German Language	3, 4, 5	GERM 401 & 402	8	I	C2	3	3B and 6A
Government & Politics: Comparative	3, 4, 5	N/A		N/A	D8	3	4H
Government & Politics: United States	3, 4, 5	POLS 301	3	V (a)	D8 and US-2	3	4H
History: European	3, 4, 5	HIST 300	3	I or V (b)	C2 or D6	3	3B or 4F
History: United States	3, 4, 5	HIST 310 & 311	6	V (a)	C2 or D6 and US-1	3	3B or 4F
History: World	3, 4, 5	HIST 307 & 308	6	V (b)	C2 or D6	3	3B or 4F
Human Geography	3, 4, 5	GEOG 310	3	V (b)	D5	3	4E
Italian Language and Culture	3, 4, 5	N/A		I	C2	3	3B and 6A
Japanese Language & Culture	3, 4, 5	N/A		I	C2	3	3B and 6A
Latin: Vergil	3, 4, 5	N/A		N/A	C2	3	3B and 6A
Music Theory	3, 4, 5	MUFHL 400 & 401	6	I	N/A	0	N/A
Physics B	3, 4, 5	PHYS 310	3	IV	B1 and B3	4	5A with lab
Physics C: Electricity & Magnetism	3, 4, 5	PHYS 420	5	IV	B1 and B3	4	5A with lab
Physics C: Mechanics	3, 4, 5	PHYS 410	5	IV	B1 and B3	4	5A with lab
Psychology	3, 4, 5	PSYC 300	3	V (b)	D9	3	4I
Spanish Language	3, 4, 5	SPAN 401 & 402	8	I	C2	3	3B and 6A
Spanish Literature	3, 4, 5	N/A		N/A	C2	3	3B and 6A
Statistics	3, 4, 5	STAT 300	4	II (b)	B4	3	2A

**Credit for Military Service**—Upon presentation of papers showing honorable discharge and active duty of one year or more in the United States armed forces, veterans may receive four units of elective credit. This credit will meet the living skills requirement for the associate degree. They may also receive additional credit for training satisfactorily completed in service schools according to the recommendation of the American Council of Education. Credit for military service will not be posted on the transcript record until the student has completed 12 semester units with a grade point average of 2.0 at Sacramento City College.

Students in the six-months reserve training program are not eligible for military credit. This is in accordance with the recommendation of the American Council on Education issued September, 1964.

**Credit for the College Level Examination Program**—Sacramento City College will grant up to thirty (30) units of credit for completion of the five general examination areas at the 50th percentile or higher. Students requesting credit for CLEP should contact the Admissions and Records Office for specific policy provisions relating to CLEP. Students should be aware that four-year colleges have the right to accept, modify, or reject the CLEP units.

## Catalog Rights—Election of Requirements

Students who maintain continuous enrollment in at least one regular semester of a calendar year (Spring, Summer, or Fall) at Sacramento City College or the equivalent at any other college or university, for the purpose of meeting Associate Degree or Certificate requirements, may elect to meet the requirements in the SCC catalog in effect at the time of first enrollment or at the time of graduation from SCC.

Students who maintain continuous enrollment in at least one regular semester at Sacramento City College or another California Community College or a California State University per calendar year, for the purpose of meeting transfer general education/breadth requirements, may elect to meet the requirements in the SCC catalog in effect at the time of first enrollment or at the time of transfer to a California State University.

## Pass/No Pass Grading

### (formerly known as Credit—No Credit Grading)

A student may elect one course per semester to be graded on a Pass or No Pass grading basis. A request form must be filed with the Admissions and Records Office for this option prior to the end of the fifth week for a regular semester course or by the 30% meeting in a short-term class (see [www.scc.losrios.edu](http://www.scc.losrios.edu) for an online form). The deadlines for filing the request for short-term courses are published in the class schedule. The equivalent of an A, B, or C received for the course will be recorded as “P”, with units earned. The equivalent of D or F will be recorded as “NP”, with no units earned. Units attempted for Pass/No Pass grades are not computed in the grade point average, but are used for determining progress probation and progress dismissal and minimum progress for students receiving financial aid.

Students are advised to consult with a counselor for current policies regarding Pass/No Pass grading before using this grading option.

\*Courses taken prior to December 31, 2008 will be noted on the student record as CR/NC.† Courses taken January 1, 2009 and in the future will be noted as P/NP, per Title V section 55022.

## Credit By Examination/Course Challenge

Under special circumstances and with the concurrence of the department, students regularly enrolled and in good standing who believe they are qualified by experience or previous training may take a special examination to establish credit in a course in which they are not formally enrolled. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at SCC with a grade of “C” or better.

Successful completion of a course by examination is recorded on the permanent record as a “P” grade. The “P” grade does not enter into the computation of the student’s grade point average.

A maximum of 15 units of credit may be allowed by special examination. The units granted by credit by examination may not be used to establish full-time or part-time status or to satisfy the twelve (12) units residence requirement for graduation. Credit by Examination units cannot be used to establish eligibility for financial aid, athletics, veteran programs, social security, etc. Students will be assessed the regular enrollment fee for all challenged courses.

### Procedures:

- 1) Prior to the fifth week of instruction, visit the instructional area division office to determine if an instructor is available to conduct the exam;
- 2) Submit a Credit by Examination form to Admissions and Records to have first three items verified. (Request a form from the Admissions and Records office or download from the SCC Website (<http://scc.losrios.edu> Quick Link menu, Admissions and Enrollment Forms);
- 3) Obtain signatures of the instructor and division dean;
- 4) Make payment for the course units at the Business Office (unless you have a Fee Waiver);
- 5) Contact the instructor for a time and location to take the exam.

When you have completed the exam, the instructor will submit the result to the Office of Admissions and Records. Either a Pass or No Pass will be entered on your transcript.

*NOTE: Mathematics Course Challenge. Credit for a challenge examination will not be awarded when a student has successfully completed a course at a level more advanced than that represented by the examination in question.*

**Auditors: Auditing is not permitted in the Los Rios Community College District. All students must be officially enrolled in all courses they are attending.**