

# Admissions and Registration

## Eligibility for Admission

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.

**Residency:** Sacramento City College is a public college under California law. At public community colleges 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. 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 per-unit non-resident tuition and enrollment fees.
3. In addition, students who are both citizens and residents of a foreign country are subject to a per-unit international tuition fee and enrollment fee.

For a list of current fees, please visit our website at [www.scc.losrios.edu](http://www.scc.losrios.edu).

- I. Readmission—Former students of Sacramento City College returning after an absence of one or more semesters must re-apply for admission. Official transcripts from any institution attended, since the date of last enrollment at Sacramento City College, should be submitted to the Admissions and Records Office. This includes summer session and correspondence courses.
- II. 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 and 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.

- III. 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 and Records Office at Sacramento City College for any credits earned in a concurrent enrollment.

- IV. 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.
- V. International Students—International students are individuals who need a visa to study in the United States. Students must contact the International Student Center, Rodda Hall 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: [www.ice.gov/sevis/students](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.

- VI. Reduced Fees Under AB540

As a nonresident you may be eligible to pay the \$26 per unit fee just like California residents. What is AB540? AB540 is a state law that exempts certain students who are not residents of California from paying non-resident tuition at California Community Colleges and California State Universities.

Who is eligible? Students who meet all of the following requirements:

- a. You attended a California high school for three or more years.
- b. You graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., GED or California Proficiency Exam).
- c. You registered in Spring 2002 or later.
- d. You completed a California Nonresident Tuition Exemption Request form.

For more information, contact Admissions & Records at (916) 558-2351.

## 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 10th 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.

## 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, contain 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. The process for enrollment includes the following steps:

**Application:** Apply online at [www.scc.losrios.edu](http://www.scc.losrios.edu). Application assistance is available in the Registration/Financial Aid Lab in Business 153. International students may apply online but must submit additional information to the International Student Center before being admitted to SCC.

**Transcripts:** Request that your official high school transcript be sent to the Office of Admissions and Records.

**Prerequisites:** Many courses have prerequisite courses that must be completed and passed prior to enrollment. Prerequisites are listed in the course description in eServices. Be sure you've met the prerequisites for a course before enrolling. If you have questions, contact Counseling at (916) 558-2204.

**Orientation:** Participate in Orientation. Phone (916) 558-2145 or drop by the Orientation and Information office in Rodda Hall 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.

**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.

**Counseling:** With their assessment test results, students meet with a counselor to create a one-semester educational plan. Counselors provide information about certificates, degrees, and transfer requirements. To keep your Educational Plan updated, meet with a counselor every semester.

**Financial Aid:** California residents may apply for Board of Governors Enrollment Fee Waiver online (BOGFW) at [www.scc.losrios.edu/financial-aid](http://www.scc.losrios.edu/financial-aid). Fee waiver assistance is available in the Registration/Financial Aid Lab in Business 153.

**Pay your fees:** You can pay your fees online or in person at the Business Office in RN173. For a list of current fees, please go to our website at [www.scc.losrios.edu](http://www.scc.losrios.edu). Payment of all fees is due at the time of enrollment. Students must officially drop a class to avoid being charged for it.

\*All fees are subject to change.

## Enrollment and Attendance

### Attendance

For students to successfully complete their college work, regular class attendance is necessary, and students are expected to attend all sessions of the class in which they are enrolled. Please refer to Los Rios Community College District Regulation R-2222 for specific regulatory information.

1. Students who fail to attend the first session of a class will most likely be dropped by the Instructor and will lose their seat in the class.
2. Any student with excessive absences may be dropped from any course by the instructor any time during the semester.

Excessive absences are defined as 6% of the total hours of class time. Instructors may establish and notify students of a more restrictive attendance policy if appropriate for their course.

3. The application of the excessive absence concept may vary by division according to the attendance demands of a certain curriculum. Students enrolled in a program such as Cosmetology, Vocational Nursing, Registered Nursing, Aeronautics, Dental Assisting, or Dental Hygiene should become familiar with special attendance procedures.
4. The instructor may reinstate a student dropped from a course provided the instructor feels the student can successfully complete the course.
5. Students absent from classes for any reason should contact their instructors to determine "makeup" requirements.
6. Students not cancelled or withdrawn from courses after the last day to drop a course without penalty may receive an "F" grade on their permanent record. This grade will be used in computing probation or disqualification. Exception to this policy requires the approval of the instructor(s) involved and the Dean, Enrollment and Student Services.
7. The information cited above also applies to summer school. The time periods are adapted for short-term summer sessions.

### Course Selection

Students are responsible for the selection of courses. However, they should consult with a counselor to determine the appropriateness of course selections for their major and general education requirements, especially for students transferring to four-year institutions. Courses offered are subject to change, contingent upon availability of staff and funds.

### No Shows

Students who do not attend one of the first three class meetings of a course shall be dropped by the instructor as a "no-show". However, to assure no grade penalty for the course, a drop may be submitted by accessing eServices at [www.scc.losrios.edu](http://www.scc.losrios.edu). Students are responsible for ensuring they are dropped from class by accessing SCC eServices to drop the course.

**Schedule Adjustments**—Students who wish to change their schedules in any way after they have enrolled should follow the procedures listed online at [www.scc.losrios.edu](http://www.scc.losrios.edu) under Registration. Students not attending a class in which they are officially enrolled should drop the class through eServices to avoid incurring grades that would negatively affect their academic standing. Not showing up for a class does not constitute an official withdrawal. If you are not attending classes, but are receiving Financial Aid, contact the Financial Aid office immediately at (916) 558-2546 or in person at Rodda Hall North 167. Students are required to repay funds received for classes they are no longer attending.

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)).

### Withdrawal From Class (Drops)

Students may withdraw from regular semester courses prior to the end of the fourth week without a notation being placed on their permanent academic record. Withdrawals between the beginning of the fifth week and the end of the 14th week of classes will be

noted as a "W" on the permanent academic record. Summer deadlines are adjusted. Check the Schedule of Classes online for more information and dates.

"Ws" are used for determining progress probation and progress dismissal.

To officially drop a class without penalty, a student must drop online through eServices before the deadline dates published online each semester in the Schedule of Classes.

For Financial Aid purposes, a student who initiates the process of dropping their last active class is considered to have officially withdrawn.

A student is considered to have unofficially withdrawn when he/she drops their last active class and/or they receive "F" grade without attending beyond the 60% point of the term.

### 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.
- 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.
- 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/Kinesiology Requirement**—Eligibility for the Associate in Arts or Associate in Science Degree requires the successful completion of one activity course in Physical Education/Kinesiology. 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 California Resident students must pay an enrollment fee of \$26 per each unit per semester. These fees are subject to change by the State Legislature. Payment of enrollment fees is due at the time of enrollment. Students must officially drop a class to avoid being charged for it. Note: At the time of this publication, fees were set at the levels stated here, but are subject to change pending Legislative action. Students will be billed for, and are required to pay, any increase in fees.

**Exemptions/Waivers.** TANF/CalWORKs, SSI, SSP, General Assistance, Low Income as defined by BOGFW standards. Students must complete the fee waiver form.

**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 2011-2012 school year tuition is \$234 per unit (\$26 enrollment fee plus \$190 non-resident per unit, plus \$18 capital outlay fee per unit). Dependents of military personnel will be charged nonresident tuition fee 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 are assessed \$234 per unit.

**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 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 eServices.

**Universal Transit Pass (UTP).** A graduated UTP 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.

**Verification of Enrollment.** Upon written request, verifications of enrollment are provided free of charge, by the Office of Admis-

sions 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.

**Fee refunds.** Enrollment, non-resident tuition, and Universal Transit Pass 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 Fall and Spring semesters, and through Friday of the first week of instruction for less than full-semester classes, and during the first five (5) days of instruction for the Summer session. There is no refund after these deadlines.

The student may file for the enrollment and/or non-resident tuition fee refund (online at <https://www.losrios.edu/refundapp.htm>) 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 website. To qualify for a refund, the student must officially drop the class(es) online at eServices, or at the Admissions and Records office by the deadline. 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 10th 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.

*Note: At the time of this publication, fees were set at the levels stated here, but are subject to change pending Legislative action. Students will be billed for, and are required to pay, any increase in fees.*

All fees are subject to change.

## 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

New first-time students are directed to the Information and Orientation Office, Rodda Hall North 138, for an explanation of the matriculation process.

New first-time, non-exempted students who complete the matriculation process are allowed to register early.

### 2. 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.

### 3. 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.

### 4. Counseling and Educational Plan Development

All matriculation students must attend a New Student Counseling Workshop 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 goals. Students should return during their first semester to develop a full educational plan.

### 5. Register for Classes using eServices

Payment of enrollment fees is due at the time of enrollment. Students must drop a class to avoid being charged for it.

### 6. Follow-Up with your Counselor

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.

### 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.

## Residence Requirements

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, 2011 semester - June 5, 2011

Fall, 2011 semester - August 19, 2011

Spring, 2012 semester - January 13, 2012

Out of state students may apply for reclassification to California resident by completing a reclassification application and providing sufficient documentation to support California residency. State requirements to become a California resident are described in the California Education Code and California Code of Regulations (Title 5).

Under California law, to be reclassified from a non-resident to a California resident, a student must clearly demonstrate:

1. Physical presence in California,
2. Intent to reside in California permanently, and
3. Financial independence.

Please see the Admissions and Records Office for the reclassification application and instructions.

## Advanced Placement Credits

Students at Sacramento City College may be awarded units of credit for each Advanced Placement examination (CEEB) they pass with a score of 3, 4, or 5. Students will receive units/credits but not letter grades for these courses, and they will not be used in the computation of cumulative grade point average for graduation or transfer. After successful completion of 12 units at SCC, a student in good standing may submit their official CEEB Advanced Placement Test scores to the Admissions and Records Office for evaluation. Credit may not be earned for courses in which Advanced Placement credits have already been granted.

The following chart shows credit given at SCC to satisfy general education requirements and SCC equivalent courses. For transferring students, AP examination information is listed as it applies to meeting CSU General Education-Breadth or IGETC requirements. Students should check with their transfer institution about policies for using AP scores for admissions and/or their major. Students who have earned credit from an AP exam should NOT take a comparable college course because transfer credit will not be granted for both.

AP TEST SUBJECTS	SCC Courses Only			General Education (AP Scores of 3, 4, or 5)				
	SCORE	Course	Units	SCC GE	CSU GE-BREADTH		IGETC	
				Area 3 units	Area	Units	Area	Units
Art History	3, 4, 5	ARTH 302, 304, 306, 308, 310	6 max.	I	C1 or C2	3	3A or 3B	3
Art Studio: Drawing	3, 4, 5	ART 300	3	I	N/A	0	N/A	0
Art Studio: 2D Design	3, 4, 5	ART 320	3	I	N/A	0	N/A	0
Art Studio: 3D Design	3, 4, 5	ART 370	3	N/A	N/A	0	N/A	0
Biology	3, 4, 5	BIOL 308 & 309	4	IV	B2 & B3	4	5B with lab	4
Calculus AB	3, 4, 5	MATH 400	5	II (b)	B4	3	2A	3
Calculus BC	3, 4, 5	MATH 400 & 401	10	II (b)	B4	3	2A	3
Chemistry	3 4, 5	CHEM 305 CHEM 400	5 5	IV	B1 & B3	4	5A with lab	4
Chinese Language & Culture	3, 4, 5	N/A	0	I	C2	3	3B & 6A	3
Computer Science A	3, 4, 5	CISP 360	4	II (b)	N/A	0	N/A	0
Computer Science AB	3, 4, 5	CISP 400	4	II (b)	N/A	0	N/A	0
Economics: Macroeconomics	3, 4, 5	ECON 302	3	V (b)	D2	3	4B	3
Economics: Microeconomics	3, 4, 5	ECON 304	3	V (b)	D2	3	4B	3
English Language Composition	3, 4, 5	ENGWR 300	3	II (a)	A2	3	1A	3
English Literature & Composition	3, 4, 5	ENGWR 300 & 301	6	II (a)	A2 & C2	6	1A or 3B	3
Environmental Science (exam taken after F09)	3, 4, 5	BIOL 350	3	IV	B1 & B3	4	5A with lab	3
Environmental Science (exam taken F09 or earlier)	3, 4, 5	BIOL 350	3	IV	B1 & B3 or B2 & B3	4	5A with lab	3
French Language	3, 4, 5	FREN 401 & 402	8	I	C2	3	3B & 6A	3

AP TEST SUBJECTS	SCC Courses Only			General Education (AP Scores of 3, 4, or 5)				
	SCORE	Course	Units	SCC GE	CSU GE-BREADTH		IGETC	
				Area 3 units	Area	Units	Area	Units
French Language	3, 4, 5	FREN 401 & 402	8	I	C2	3	3B & 6A	3
French Literature	3, 4, 5	N/A	0	N/A	N/A	0	3B & 6A	3
German Language	3, 4, 5	GERM 401 & 402	8	I	C2	3	3B & 6A	3
Government & Politics: Comparative	3, 4, 5	N/A	0	N/A	D8	3	4H	3
Government & Politics: United States	3, 4, 5	POLS 301	3	V (a)	D8 and US-2	3	4H	3
History: European	3, 4, 5	HIST 300	3	I or V (b)	C2 or D6	3	3B or 4F	3
History: United States	3, 4, 5	HIST 310 & 311	6	V (a)	C2 or D6 and US-1	3	3B or 4F	3
History: World	3, 4, 5	HIST 307 & 308	6	V (b)	C2 or D6	3	3B or 4F	3
Human Geography	3, 4, 5	GEOG 310	3	V (b)	D5	3	4E	3
Italian Language and Culture	3, 4, 5	N/A	0	I	N/A	0	3B & 6A	3
Japanese Language & Culture	3, 4, 5	N/A	0	I	C2	3	3B & 6A	3
Latin Literature	3, 4, 5	N/A	0	N/A	N/A	0	3B & 6A	3
Latin: Vergil	3, 4, 5	N/A	0	N/A	C2	3	3B & 6A	3
Music Theory	3, 4, 5	MUFHL 400 & 401	6	I	N/A	0	N/A	0
Physics B	3, 4 5	PHYS 310 PHYS 350	3 4	IV	B1 & B3	4	5A with lab	4
Physics C: Electricity & Magnetism	3, 4, 5	N/A	0	IV	B1 & B3	4	5A with lab	3
Physics C: Mechanics	3, 4, 5	N/A	0	IV	B1 & B3	4	5A with lab	3
Psychology	3, 4, 5	PSYC 300	3	V (b)	D9	3	4I	3
Spanish Language	3, 4, 5	SPAN 401 & 402	8	I	C2	3	3B & 6A	3
Spanish Literature	3, 4, 5	N/A	0	N/A	C2	3	3B & 6A	3
Statistics	3, 4, 5	STAT 300	4	II (b)	B4	3	2A	3

## International Baccalaureate (IB) Credits

Students who have earned credit from an IB exam should not take a comparable college course because transfer credit **will not** be granted for both.

HL = indicates “higher level” exams which qualify for IB credits. Students who have taken other exams (i.e., “S” = standard, are not eligible for IB credits.

IB Exam	Scores	AA/AS Area	Units	Scores	CSU GE Area	Units	Scores	IGETC Area	Units
Biology HL	5, 6, 7	IV	3	5, 6, 7	B2	3	5, 6, 7	5B (without lab)	3
Chemistry HL	5, 6, 7	IV	3	5, 6, 7	B1	3	5, 6, 7	5A (without lab)	3
Economics HL	5, 6, 7	V (b)	3	5, 6, 7	D2	3	5, 6, 7	4B	3
Geography HL	5, 6, 7	V (b)	3	5, 6, 7	D5	3	5, 6, 7	4E	3
History (any region) HL	5, 6, 7	I or V (b)	3	5, 6, 7	C2 or D6	3	5, 6, 7	3B or 4F	3
Language A1 (any language, except English) HL	N/A	N/A	N/A	N/A	N/A	N/A	5, 6, 7	3B and 6A	3
Language A2 (any language, except English) HL	N/A	N/A	N/A	N/A	N/A	N/A	5, 6, 7	3B and 6A	3
Language A1 (any language) HL	5, 6, 7	I	3	4	C2	3	5, 6, 7	3B	3
Language A2 (any language) HL	5, 6, 7	I	3	4	C2	3	5, 6, 7	3B	3
Language B (any language) HL**	N/A	N/A	N/A	4	N/A	0	5, 6, 7	6A	3
Mathematics HL	5, 6, 7	II (b)	3	4	B4	3	5, 6, 7	2A	3
Physics HL	5, 6, 7	IV	3	5, 6, 7	B1	3	5, 6, 7	5A (without lab)	3
Psychology HL	5, 6, 7	V (b)	3	5, 6, 7	D9	3	5, 6, 7	4I	3
Theatre HL	5, 6, 7	I	3	4	C1	3	5, 6, 7	3A	3

### CSU

\*\* **Language B (any language) HL** – The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. “Language A1 and A2 (any language) HL” are advanced courses in literature for native and non-native speakers, respectively.

**College-Level Examination Program**—After completing 12 units at Sacramento City College, a student may submit qualifying scores for the College-Level Examination Program (CLEP) to the Admissions and Records Office. Students may be granted up to 30 units of credit for examinations with scores of 50 percentile or higher. Students should be aware that four-year colleges have the right to accept, modify, or reject CLEP units.

CLEP Test	SCC General Education			CSU GE-Breadth		
	Score	Areas	Units	Score	Areas	Units
American Government	50	V (a)	3	50	D8	3
American Literature	50	I	3	50	C2	3
Analyzing and Interpreting Literature	50	I	3	50	C2	3
Biology	50	IV	3	50	B2	3
Calculus	50	II (b)	3	50	B4	3
Chemistry	50	IV	3	50	B1	3
College Algebra	50	II (b)	3	50	B4	3
College Algebra – Trigonometry	50	II (b)	3	50	B4	3
College Mathematics	50	n/a	0	50	n/a	0
English Composition (no essay)	50	n/a	0	50	n/a	0
English Composition with Essay	50	n/a	0	50	n/a	0
English Literature	50	I	3	50	C2	3
Financial Accounting	50	n/a	0	50	n/a	0
French Level I*	50	n/a	0	50	n/a	0
French Level II*	59	I	3	59	C2	3
Freshman College Composition	50	n/a	0	50	n/a	0
German Level I*	50	n/a	0	50	n/a	0
German Level II*	60	I	3	60	C2	3
History, United States I	50	V (a)	3	50	D6 & US-1	3
History, United States II	50	V (a)	3	50	D6 & US-1	3
Human Growth and Development	50	III (b)	3	50	E	3
Humanities	50	I	3	50	C2	3
Information Systems and Computer Applications	50	n/a	0	50	n/a	0
Introduction to Educational Psychology	50	n/a	0	50	n/a	0
Introductory Business Law	50	n/a	0	50	n/a	0
Introductory Psychology	50	V (b)	3	50	D9	3
Introductory Sociology	50	V (b)	3	50	D0	3
Natural Science	50	IV	3	50	B1 or B2	3

CLEP Test	SCC General Education			CSU GE-Breadth		
	Score	Areas	Units	Score	Areas	Units
Pre-Calculus	50	II (b)	3	50	B4	3
Principles of Accounting	50	n/a	0	50	n/a	0
Principles of Macroeconomics	50	V (b)	3	50	D2	3
Principles of Management	50	n/a	0	50	n/a	0
Principles of Marketing	50	n/a	0	50	n/a	0
Principles of Microeconomics	50	V (b)	3	50	D2	3
Social Sciences and History	50	n/a	0	50	n/a	0
Spanish Level I*	50	n/a	0	50	n/a	0
Spanish Level II*	63	I	3	63	C2	3
Trigonometry	50	II (b)	3	50	B4	3
Western Civilization I	50	I or V (b)	3	50	C2 or D6	3
Western Civilization II	50	V (b)	3	50	D6	3

\*If a student passes more than one CLEP test in the same language other than English (e.g. two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

**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-month 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.

## 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 or a University of California 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/Documents/admissions/pass-nopass.pdf](http://www.scc.losrios.edu/Documents/admissions/pass-nopass.pdf) for an online form). The deadlines for filing the request for short-term courses are published in the online 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 are noted on the student record as CR/NC. Courses taken after January 1, 2009 are noted as P/NP, per Title V section 55022.

## Credit by Examination

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 12 units residence requirement for graduation. Credit by Examination units cannot be used to establish eligibility for financial aid, athletics, veterans 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 areas division office to determine if an instructor is available to conduct the exam.
2. Obtain a Credit by Exam form from the division office and submit it to the Admissions and Records Office for verification of eligibility.
3. Take the completed form to the Business Office to pay the Credit by Exam fee.
4. Contact the instructor to schedule a time and location to take the exam.

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

*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.