

## Admissions and Registration

### Admission Eligibility

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.

### Advanced Education

Advanced Education is intended to provide high school students 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 courses:

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 may apply for enrollment.

Exceptions to the 2.7 GPA are courses in Human Career Development and special courses designed for high school students.

#### Which 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 in which 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 documentations does the student need to provide in order to enroll:

- completed college application
- supplemental data information
- Advanced Education application 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 SCC education center
- 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 student receives will become part of his or her permanent college record.
- All prerequisites must be met.
- A student may enroll in a maximum of two courses each semester including summer.
- Enrollment fees are waived, but out-of-state and international students must pay those fees.
- Be present at the first class meeting or be dropped
- If initially denied for Advanced Education, a student may submit petitions for eligibility with the Dean of Counseling and Student Success at SCC.

### Allied Health Programs

Students interested in Allied Health programs must be enrolled in the program as well as the college. Application criteria and processes vary for each program. For application information, students must access each program’s specific website as follows: (1) Dental Assisting or Dental Hygiene (<http://www.scc.losrios.edu/dental/>), (2) Registered or Vocational Nursing (<http://www.scc.losrios.edu/nursing/>), (3) Occupational Therapy Assistant (<http://www.scc.losrios.edu/ota/>), and (4) Physical Therapist Assistant (<http://www.scc.losrios.edu/pta/>).

### Articulation - High School Courses

A high school student with the permission of a parent or guardian may enroll in high school courses that have been articulated with community college courses. Students will only be awarded college credit upon completion of the high school course with a grade of “A” or “B.”

### Auditing of Courses

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

### 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.

### 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.

### Course Selection

Students are responsible for the selection of courses. However, students 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.

### Enrollment Fee

All California Resident students must pay an enrollment fee of \$46 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.

### Fees – Exemptions/Waivers

Students may be eligible for a Board of Governor’s Fee Waiver if they are California residents and meet one of the established criteria. More information is available at [http://www.losrios.edu/lrc/bog\\_eligibility.php](http://www.losrios.edu/lrc/bog_eligibility.php). Students must complete the fee waiver form available online.

### Federal Education Tax Credits

**(American Opportunity Credit and Lifetime Learning Credit)**  
Students (or parents of dependent students) may be able to obtain

federal tax credits for enrollment fees if the student is enrolled in at least 6 units during any semester or summer session, and the student meets the other conditions prescribed by federal law. Students who consent to online access can view and print the IRS Form 1098-T through eServices by January 31st of each year. For eligible students who do not consent to online access, the IRS Form 1098-T will be mailed by January 31st. More information on the American Opportunity Credit or Lifetime Learning Credit is available on IRS Form 8863 at the following web address: <https://www.irs.gov/forms-pubs/about-form-8863> OR <http://www.losrios.edu/lrc/1098T.php>

### Fee Refunds

Enrollment, non-resident tuition, and Universal Transit Pass fees 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. If a UTP sticker was issued, \$8.40 is withheld from the UTP fee refund for fall and spring. The fee is nonrefundable if a sticker was picked up for summer.

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.

### Field Trips and Field Studies Courses

Some courses may require students to participate in field trips as a component of the curriculum. California Code of Regulations, Title 5, § 55220(b) states “no student shall be prevented from taking a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds.” Students who may qualify for this provision should contact the division dean for a funding application.

### 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.

### 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 or by the application deadline 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 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.

### Matriculation

Matriculation is defined by the California Community College Chancellor's Office (SB 1456 - Student Success Act of 2012) as “a process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objectives”

through participation in the college's programs and services. We ask that you participate in a partnership with us to ensure your educational success.

To ensure your best chance of getting the classes you need, all new students (First Time in College), must plan ahead and complete the Steps to Success:

- Apply
- Complete orientation
- Complete assessment testing
- Create an education plan
- Register for classes!

More information is available at [success.losrios.edu](http://success.losrios.edu)

The Student Success & Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of Student Success & Support Program (formerly Matriculation) are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success & support program (formerly matriculation) process: admissions, orientation, assessment and testing, counseling, and student follow-up.

The purpose of the Student Success and Support Program (SSSP) Plan (Credit Students) is for the college to plan and document how SSSP services will be provided to credit students. The goal of the Student Success and Support Program is to increase student access and success by providing core SSSP services, including (1) orientation, (2) assessment and placement, and (3) counseling, advising, and other education planning services with the goal of providing students the support services necessary to assist them in achieving their educational goal and declared course of study. In addition, colleges are required to provide follow-up services to students who are enrolled in basic skills courses, students who have not declared an education goal and course of study, and students who are on academic or progress probation.

Goals of the Student Success and Support Program are to:

- facilitate, promote, and increase student success (students making progress toward and reaching their declared education goal provided on the student education plan (SEP)).
- provide at least an abbreviated SEP to all entering students with a priority focus on students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.
- provide orientation, assessment, and counseling, advising, and other education planning services to all first-time students.
- provide students with any assistance needed to define their course of study and develop a comprehensive SEP by the end of the third term but no later than completion of 15 units.
- provide follow-up services, especially to students identified as at-risk (students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students on academic or progress probation).

A First-time student is defined as a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education, and concurrently enrolled high school students.

### Matriculation Exempt Criteria

Students may 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:

- has an identified a goal of upgrading job skills,
- is enrolled in fewer than six (6) units,

- is concurrently enrolled in another post-secondary institution; or
- has no degree or occupational objective.
- a high school student enrolled as an Advanced Education student.
- New to college students who first enrolled in courses in the District after Spring 2014 are not eligible for the above exemptions.

Students who have been declared exempt will be given the opportunity to elect whether or not to participate in the Matriculation process or any part of the Matriculation process.

### Military Service Credit

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.

### 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 each year by the State of California. For the 2015-2016 school year tuition is \$264 per unit (\$46 enrollment fee plus \$218 non-resident 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 \$264 per unit.

### Non-resident Tuition Refund Schedule

Time of Withdrawal	Amount of Refund (%)
<b>Fall and Spring (full semester classes*)</b>	
By the end of the second week of instruction**	100% refund
After the second week of instruction	No refund
<b>Summer</b>	
By Friday of first week of instruction	100% refund
After Friday of first week of instruction	No refund

Please check the calendar in the Schedule of Classes for specific dates.

*\*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.*

### Reduced Fees Under AB540

As nonresidents, students may be eligible to pay the \$46 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:

- You attended a California high school for three or more years.
- 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).
- You registered in Spring 2002 or later.
- You completed a California Nonresident Tuition Exemption Request form.

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

### 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.

### Re-admission to the College

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.

### Registration Procedures

The Class Schedule and Enrollment Calendar, published 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.

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:** The online orientation will help you on your way to enrolling. During orientation, students will receive:

- An overview of the Los Rios Community College District and its four colleges, and how to get started on a pathway to academic success
- An explanation of how to choose classes that fit your educational goals
- A presentation about college support services and resources that will help you succeed in the classroom
- Important details on the next steps to becoming a student and registering for classes

Again, all new students will be required to complete orientation, assessment, and develop a student education plan.

**Assessment:** Students take the assessment test. Phone (916) 558-2541 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. Students are encouraged to keep their Educational Plan updated by meeting 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/financialaid](http://www.scc.losrios.edu/financialaid). Fee waiver assistance is available in the Registration/Financial Aid Lab in Business 153.

**Pay your fees:** Fees may be paid online or in person at the Business Office in RHN 173. 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.

### **Repetition and Repeatability of Courses**

Repetition of courses must be conducted by all California community colleges in compliance with California Title V Regulations, Sections 55040 through 55046.

#### **Course Repetition – Substandard Grade**

A course may be taken once and repeated up to two times at any of the Los Rios colleges for which a notation of D, F, NC (No Credit), NP (No Pass), or W (Withdrawal) was earned. This regulation is effective across the district at all Los Rios colleges. If you took a course at any of the Los Rios colleges – American River, Cosumnes River, Folsom Lake, or Sacramento City, this counts as one of your three attempts.

#### **Repeatable Courses**

Courses taken, earning a grade of C or better cannot be repeated. There are, however, certain specialized courses that are designated as “repeatable” and are listed as such in the course description. These include:

- Transfer level courses that may be taken more than once to meet the major requirement for transfer to a California State University (CSU) campus or to other universities with a similar transfer requirement.
- Variable unit courses that are open entry/exit such as math, reading and writing laboratory courses; students may re-enroll in these courses until they have earned the total maximum units allowed without repeating any of the course content.
- Work Experience courses, which can be taken again when there is new or expanded learning on the job for a maximum of sixteen units.
- Interscholastic sports and their related conditioning courses may be repeated to meet requirements for CCCAA eligibility.
- Intercollegiate academic or vocational competition courses with the primary purpose to prepare students for competition.

#### **Non-Repeatable Courses – Petitioning for an Exception**

There are a few special circumstances that allow students to complete the petition process to repeat a course that does not meet any of the criteria listed in the section just above. These include:

- Courses where students need to meet a legally mandated or licensure training requirement as a condition of continued paid or volunteer employment. These repetitions are not limited and are granted based on the college’s verification of established legal mandates.
- If a student must meet an established recency requirement, a student may repeat a course because there has been a significant lapse of time (defined as at least three years) since the student previously took the course. In cases where a transfer university requires a community college course to be taken as a university prerequisite more recently than three years ago, a college may alter the three-year rule with documentation provided by the student. Grades awarded for courses repeated under this circumstance shall not be counted when calculating a student’s grade point average. This is a one-time exception.
- The college finds that the student’s most recent previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student’s control. This is a one-time exception.
- A special course that can be repeatable by petition so that a particular student can be approved to repeat it as a disability-related accommodation.

### **Limitations on Active Participatory Courses – Families of Courses**

Active participatory courses are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. These include kinesiology/physical education (PE) active participatory courses, as well as visual and performing arts active participatory courses (theatre arts, music and art). Some courses in these categories are related in content and have been placed in groups that the Los Rios colleges are calling families of courses. Each family of courses allows for skill development beyond an introductory level.

Students are limited to taking a maximum of four courses in any one family across all four Los Rios colleges, regardless of how many courses there are; sometimes a family of courses may include more than four.

In addition, if a student earns a sub-standard grade (a notation of D, F, NP (No Pass), or W (Withdrawal) in any course within a family, the sub-standard grade counts as one of the four course limitations in the family. Below is the list of SCC courses that are part of families of courses. A complete list is available in the Admissions and Records Office at each college. Please consult with a counselor for more information.

#### **ART Applied Drawing**

ART 307 Rendering  
ART 310 Pen and Ink Drawing

#### **ART Ceramics-Hybrid**

ART 390 Ceramics  
ART 391 Intermediate Ceramics

#### **ART Drawing Fundamentals**

ART 300 Drawing and Composition I  
ART 301 Digital Drawing and Composition  
ART 302 Drawing and Composition II

#### **ART Figure Studies**

ART 304 Figure Drawing I  
ART 305 Figure Drawing II  
ART 312 Portrait Drawing  
ART 313 Portrait Drawing: Abstract

#### **ART Painting**

ART 330 Mural Painting  
ART 332 Oil Painting  
ART 333 Intermediate Oil Painting  
ART 334 Acrylic Painting  
ART 335 Acrylic Painting: Abstract  
ART 336 Watercolor Painting  
ART 337 Intermediate Watercolor Painting  
ART 342 Intermediate Acrylic Painting  
ART 499 Experimental Offering in Art

#### **ART Printmaking**

ART 361 Printmaking: Survey  
ART 362 Printmaking: Intaglio  
ART 363 Printmaking: Silkscreen  
ART 366 Printmaking: Lithography  
ART 367 Printmaking: Book Arts

#### **ART Sculpture**

ART 373 Intermediate Sculpture  
ART 374 Sculpture Lab  
ART 375 Figure Sculpture  
ART Small Metal Arts  
ART 380 Techniques in Metal Design  
ART 381 Intermediate Techniques in Metal Design  
ART 384 Metal Design: Emphasis In Casting  
ART 385 Metal Arts Lab

**FITNS Aerobic Water Fitness**

FITNS 310 Aquatic Fitness I

**FITNS Swimming**

FITNS 440 Swimming I

FITNS 441 Swimming II

FITNS 442 Swimming III

FITNS 443 Swimming IV

FITNS 444 Swimming V

**MUIVI Jazz Instrumental**

MUIVI 380 Improvisation Workshop I

MUIVI 381 Improvisation Workshop II

MUIVI 382 Improvisation Workshop III

MUIVI 383 Improvisation Workshop IV

**MUIVI Popular Guitar and Bass**

MUIVI 373 Popular Electric Bass Styles I

MUIVI 374 Popular Electric Bass Styles II

MUIVI 375 Popular Electric Guitar Styles I

MUIVI 377 Popular Electric Guitar Styles II

MUIVI 378 Popular Electric Guitar Styles III

MUIVI 379 Popular Electric Guitar Styles IV

**MUIVI Popular Instrumental**

MUIVI 405 Jazz &amp; Pop Styles on Drum Set I

MUIVI 406 Jazz &amp; Pop Styles on Drum Set II

**MUIVI Popular Piano**

MUIVI 365 Popular Piano Styles I

MUIVI 366 Popular Piano Styles II

MUIVI 367 Popular Piano Styles III

MUIVI 368 Popular Piano Styles IV

**MUIVI Traditional Guitar and Bass**

MUIVI 370 Beginning Guitar

MUIVI 371 Intermediate Guitar

MUIVI 372 Advanced Guitar

**MUIVI Traditional Piano Fundamentals**

MUIVI 345 Beginning Piano I

MUIVI 346 Beginning Piano II

**MUIVI Traditional Piano Technique and Repertoire**

MUIVI 355 Intermediate Piano I

MUIVI 356 Intermediate Piano II

MUIVI 357 Advanced Piano I

MUIVI 358 Advanced Piano II

**MUIVI Traditional Voice Fundamentals**

MUIVI 315 Beginning Voice

MUIVI 325 Intermediate Voice

**MUIVI Traditional Voice Technique and repertoire**

MUIVI 330 Advanced Voice

MUIVI 335 Mentorship &amp; Vocal Repertoire

**PACT Golf**

PACT 350 Golf I

PACT 351 Golf II

**PACT Tennis**

PACT 391 Tennis II

PACT 393 Tennis III

**TAP Children's Theatre Performance and Technical Production**

TAP 360 Children's Theatre Rehearsal and Performance I

TAP 361 Children's Theatre Rehearsal and Performance II

TAP 362 Children's Theatre Rehearsal and Performance III

TAP 363 Children's Theatre Rehearsal and Performance IV

TAP 370 Children's Theatre Technical Production I

TAP 371 Children's Theatre Technical Production II

TAP 372 Children's Theatre Technical Production III

TAP 373 Children's Theatre Technical Production IV

**TAP Classical Performance and Technical Production**

TAP 320 Classical Rehearsal and Performance I

TAP 321 Classical Rehearsal and Performance II

TAP 322 Classical Rehearsal and Performance III

TAP 323 Classical Rehearsal and Performance IV

TAP 330 Classical Technical Production I

TAP 331 Classical Technical Production II

TAP 332 Classical Technical Production III

TAP 333 Classical Technical Production IV

**TAP Modern Performance and Technical Production**

TAP 300 Modern Rehearsal and Performance I

TAP 301 Modern Rehearsal and Performance II

TAP 302 Modern Rehearsal and Performance III

TAP 303 Modern Rehearsal and Performance IV

TAP 310 Modern Technical Production I

TAP 311 Modern Technical Production II

TAP 312 Modern Technical Production III

TAP 313 Modern Technical Production IV

**TAP Musical Performance and Technical Production**

TAP 340 Musical Rehearsal and Performance I

TAP 341 Musical Rehearsal and Performance II

TAP 342 Musical Rehearsal and Performance III

TAP 343 Musical Rehearsal and Performance IV

TAP 350 Musical Technical Production I

TAP 351 Musical Technical Production II

TAP 352 Musical Technical Production III

TAP 353 Musical Technical Production IV

**TAP Repertory/Touring Performance and Technical Production**

TAP 380 Repertory/Touring Rehearsal and Performance I

TAP 381 Repertory/Touring Rehearsal and Performance II

TAP 382 Repertory/Touring Rehearsal and Performance III

TAP 383 Repertory/Touring Rehearsal and Performance IV

TAP 390 Repertory and Touring Technical Production I

TAP 391 Repertory and Touring Technical Production II

TAP 392 Repertory and Touring Technical Production III

TAP 393 Repertory and Touring Technical Production IV

**TMACT Basketball**

TMACT 320 Basketball

TMACT 321 Basketball II

TMACT 322 Basketball III

**TMACT Soccer**

TMACT 300 Soccer, Indoor

TMACT 301 Indoor Soccer II

TMACT 302 Soccer - Outdoor

TMACT 303 Outdoor Soccer II

TMACT 304 Outdoor Soccer III

**TMACT Volleyball**

TMACT 330 Volleyball

TMACT 331 Volleyball II

TMACT 333 Volleyball III

**Residency**

Sacramento City College is a public college under California law. At public community colleges certain legal requirements pertaining to residence 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 college officials to waive any portion of the residency requirements. Students must submit a request for reclassification prior to registration.

**Resident rules are as follows:**

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.

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.

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).

**Residency Requirements**

Sacramento City College is a public college under California law and must honor certain legal requirements pertaining to student residency. The application for enrollment includes a “Statement of Residence.” California Education Code and Los Rios Community College District policy state 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. Out-of-state students are classified as non-residents. Generally, the legal residence of unmarried students under the age of 19 is that of their parents.

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.

The residence determination dates are as follows:

Summer 2017 – June 4, 2016  
 Fall 2017 – August 18, 2016  
 Spring 2018 – January 12, 2017

Out of state students may apply for reclassification to California resident by meeting state requirements as described in the California Education Code and California Code of Regulations (Title 5). They must complete a reclassification application and provide sufficient documentation clearly demonstrating they have a physical presence in California, intent to reside in California permanently, and financial independence. Please see the Admissions and Records Office or <http://www.scc.losrios.edu/admissionsrecords/admissions-records-forms/> for the reclassification application and instructions.

Students who are both citizens and residents of a foreign country are subject to a per-unit international tuition fee and enrollment fee.

**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 course in which they are officially enrolled should drop the course 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. Students who are not attending classes, but are receiving Financial Aid, must contact the Financial Aid office immediately at (916) 558-2546 or in person at Rodda Hall North 159. Students are required to repay financial aid 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)).

**Student Representation Fee**

Under provision of California Education Code section 76060.5 and California Code of Regulations 54801-54805, the students of this college have established a student representation fee of \$1 per semester. The money collected from the student representation fee shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state. The fee is mandatory; however, a student has the right to refuse to pay the fee for religious, political, financial, or moral reasons. The refusal must be in writing.

**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.

**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 toward a degree or objective. Please submit your college transcripts as soon as possible. Transcripts submitted after Priority Enrollment begins can cause a delay in enrollment. All submitted records become the property of the college and will not be returned to the applicant.

Only official transcripts sent directly from the schools to Sacramento City College will be accepted. Transcripts of record are given full value unless otherwise noted by the publications listed in Los Rios Regulation, Transfer of Credit, R-2216.

Where there is a question as to the accreditation of the institution or program, the problem may be referred to the appropriate accrediting body. In such cases, validation of credit may be required by satisfactory work in residence or by examination.

For additional information specific to Advanced Placement, College-Level Examination Program (CLEP), and International Baccalaureate Credits (IB), please see the section on Advanced Placement Credits in the back of this catalog.

**Transcripts**

The cost for ordering an official transcript will be \$5 for regular processing or \$10 for rush processing. There will be no cost to students for the first two regular processing transcripts they order.

Students are able to order official transcripts online from their eServices accounts or any of our college's websites.

Please contact the Admissions and Records Office at (916) 558-2351 for additional information.

**Unit Load**

College work is measured in terms of the semester “unit.” In lecture courses, one hour in the classroom and two hours of study preparation per week constitute a unit of work. In the laboratory, three hours in the classroom per week with no outside study constitute one unit of work. The number of units of credit is listed with each course description.

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, students 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 Kinesiology (Physical Education)

Students will notice that some courses have “variable” units (1-2, .5-4, or 1-3 units). Some courses may be taken more than once (two to four times each) provided there is no duplication of topics. For example, MUIVI 315 is offered for 1-2 units and may be taken twice.

**Universal Transit Pass (UTP)**

The UTP fee allows eligible students to use all public transit bus and light rail systems at a greatly reduced rate in Sacramento, El Dorado, Amador, and Yolo counties, and the cities of Folsom and Elk Grove.

Effective Spring 2016, the Universal Transit Pass (UTP) is available to eligible students who enroll in more than three (3) units at any one college in the Los Rios Community College District, have a photo ID, and have paid all fees.

The fee ranges from \$8.40 to a maximum of \$31.50 per semester for Fall and Spring depending on the number of enrolled units. All students rolled in Summer Session will be charged the same UTP fee of \$10 regardless of unit load. There is no reduction in fees for students who have a BOG fee waiver.

**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). A fee may be charged for this express service.