

**ADVANCED EDUCATION
INSTRUCTIONS, APPLICATION, AND INFORMATION**

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

- Step I – SCC Application:**
Logon to www.scc.losrios.edu to complete the online Los Rios application.
Click on “prospective student”, then click on “apply”.
On Question #14 – Student Enrollment Status, make sure you select **ADVANCED EDUCATION**, **not** New or Continuing.
For continuing Advanced Education Students, complete the Supplemental Enrollment Information form only, you do not need to submit another application.
- Step II – Advanced Education Application:**
Student: Complete the top portion, **I. Applicant**, of the form.
On the backside, read, sign, and date Los Rios Advanced Education policies and information.

Parent: Complete item **III. B. – Parent/Guardian** section of the application.
On the backside, read, sign, and date Los Rios Advanced Education policies and information.
- Step III – H.S. Counselor:** Meet with your school counselor to determine what class(es) would be appropriate for you to take at SCC. Approval and signature from your school counselor or administrator is required on the Advanced Education form.
- Step IV – Assessment Exam:** If you plan to take a class that has a prerequisite requirement of English or Math, take the SCC assessment exam. Call (916) 558-2541 for testing times or view online at www.scc.losrios.edu/~matric/assessment. However, we strongly recommend all students take both assessment exams.
- Step V – Counseling Session:** Bring the following materials to meet with a counselor: completed Advanced Education Form, transcripts, assessment exam, statement explaining how you meet the criteria for Advanced Education, documentation of age, and Private School Affidavit (if appropriate).
- Step VI – Registration:** You must register in person at the Admissions & Records Office during Priority 2 or Open registration periods. Advanced Education students cannot enroll online or on the telephone enrollment system.

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

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

Applicant's Name _____ Date of Birth ____ / ____ / ____
(Last) (First) (MI)

Los Rios Student ID# _____ Current School _____
Grade Level _____ Overall GPA _____

Have you previously taken classes as an Advanced Education student? Yes ___ Where? _____ No ___

II. **Course Request** (Completed by applicant with assistance of high school counselor/administrator)

Campus: ARC CRC EDC FLC SCC Semester and Year: Fall _____ Spring _____ Summer _____

Please use the course name(s) and code(s) from the Schedule of Classes. (Maximum of six units or two classes)

1 st	<u>TA 477 Fundamentals of Repertory Production</u>	_____	_____
	Course Number and Course Title	Course Code	HS Counselor's Signature
2 nd	_____	_____	_____
	Course Number and Course Title	Course Code	HS Counselor's Signature

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

School Administrator (completed by principal or designee) Date _____

This applicant has a minimum 2.7 cumulative GPA and has demonstrated the necessary academic preparation or demonstrates extraordinary ability in the course(s) requested as evidenced by transcripts, auditions or assessment.

Name _____ Phone (____) _____
(Print) (Signature)

Parent/Guardian (completed by parent/guardian) Date _____

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

Name _____ Phone (____) _____
(Print) (Signature)

IV. **Permission** (Advanced Education enrollment may be permitted when established criteria are met to the college's satisfaction.) [See reverse side of form].

Los Rios Community College District Counselor Date _____

This applicant has provided all the required documentation and has demonstrated exemplary academic preparation for college level instruction based on a record of completed work, auditions/portfolios, the assessment results where appropriate, and a written statement describing how he/she meets the criteria for Advanced Education enrollment.

Approve Deny Refer to Admin. Rationale: _____

Name _____ Phone (____) _____
(Print) (Signature)

Los Rios Community College District President or Designee Date _____

Name _____ Phone (____) _____
(Print) (Signature)

Student's and Parent's signatures required on back.

See back of form for information.

ADVANCED EDUCATION

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

Who can enroll in advanced education classes?

- You must have a cumulated GPA of 2.7 or higher or demonstrate exemplary academic preparation in the subject to enroll, *except* when enrolling in the following courses or programs:
 - Academies (e.g., electronics or health)
 - Human Career Development
 - Special college-based programs targeted for at-risk students, such as AVID, PACE and the Early Start Program
- You must have completed the tenth grade or be 16 years of age by the first day of instruction.
- You must be mature enough to understand the course material and to benefit from the presentation style.
- You must be mature enough to avoid jeopardizing your safety or the safety of others.

What courses are excluded from the Advanced Education?

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

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

- You must have completed an online Los Rios application or Supplemental Student Data Sheet (continuing Advanced Education students only).
- Make an appointment with the college counselor and bring the following documents *with all required signatures*:
 - ✓ a completed Advanced Education Application, including a typed statement explaining how you meet the criteria for Advanced Education
 - ✓ the appropriate assessment exam results (if you are enrolling in math or English, or a course with a math or English prerequisite)
 - ✓ your high school transcript; if you are enrolled in a school where transcripts are not available, a record of completed course work, achievement level, grade level, and a copy of your current high school class schedule
 - ✓ a copy of your Private School Affidavit when appropriate
 - ✓ documentation of age

Each semester, you must resubmit all of the above forms.

How do I register for classes?

- You are required to register in person (not by phone or online) during "PRIORITY TWO" registration period or during "OPEN" registration period.
- Bring your Advanced Education Application, signed by the college counselor/administrator, to registration/admissions.
- If you enroll in a class held at the high school during the school day, you may be assisted with your enrollment at the time the class meets.

What else do I need to know about Advanced Education?

- The course credit and grades you receive will become a part of your *permanent college record*.
- You are strongly urged to complete the assessment process in reading, writing, and math (check course prerequisites).
- You must meet all course prerequisites to enroll in a course.
- Students are expected to assume a greater responsibility for learning when enrolled in classes at the college level.
- You can enroll in a maximum of 6 units or 2 courses (which may exceed 6 units) each semester or summer session.
- You will not be charged enrollment fees unless you are a non-resident or international student.
- You *must* be present for the first class meeting to remain enrolled.
- If initially denied eligibility to enroll, a student may file a petition requesting further consideration.
- Complete all course work with a "C" grade or higher.

Parent's Signature _____ Student's Signature _____ Date _____

LOS RIOS COMMUNITY COLLEGE DISTRICT

Advanced Education Petition

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

Student's Name: Last _____ First _____ MI _____

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

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

- Course
- GPA
- Other

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

Student's Signature _____ Date _____

•Please attach any documents that support your petition.

•Please submit the signed petition to the Vice President of Student Services. You will receive a written response and/or a meeting will be scheduled with you within one week.

For Office Use Only

Approved Denied

Vice President, Student Services Signature _____ Date _____