Cosumnes River College
Advanced Education (AE) Instructions

Step 1: Los Rios Online Application (CCCApply)
Indicate you are an Advanced Education student: “enrolling in high school and college at the same time”
You will be emailed your Los Rios ID number upon completing the application IF you included a Social Security Number*
*Undocumented students, see page 2.

- If you are an EGUSD student, launch the application through californiacolleges.edu
- New or First-time Advanced Ed Students: Visit crc.losrios.edu/admissions/get-started-and-apply
- Continuing Advanced Education students complete the Supplemental Enrollment form in eServices: ps.losrios.edu

Step 2: Advanced Education Application
✓ Schedule an appointment to meet with your HS counselor to determine which classes you are eligible to take.
✓ Complete the Advanced Education Application, typed only. Be sure the application is completed thoroughly with the 5 digit course number and course title for the classes you wish to take.
✓ Obtain parent/legal guardian signature
✓ Obtain school principal or designated counselor/administrator signature
✓ Work with your counselor to submit the Advanced Education Application; along with the following supporting documents:
  • Include a copy of your current unofficial transcript
  • Copy of your high school schedule for the semester you want to take Advanced Ed courses (if not reflected on your transcript)
  • Documentation of age (if not reflected on your transcript)

✓ COUNSELOR THEN EMAILS ENTIRE PACKET TO: CRC-AdvancedEd@crc.losrios.edu

Step 3: Course Pre-requisites and Placement
If a pre-requisite is required for the requested course(s), you may use completed High School course work or test results from AP, CLEP, or IB. Submit the test results to the Advanced Education packet. In-progress coursework is not eligible for placement into CRC Math or English courses, and cannot be used to meet pre-requisites.

Step 4: Submit your COMPLETED Advanced Education Packet
During campus closure due to COVID-19, high school counselors shall email entire packet to: CRC-AdvancedEd@crc.losrios.edu
When campus re-opens: submit packet to CRC Main Campus - Counseling Office (see location on reverse side) -or- Elk Grove Center Student Services. Incomplete packets will not be accepted or reviewed; CRC counselors, faculty and staff cannot recommend classes for high school students. Please allow up to 14 business days from the submission deadline date for processing.

<table>
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<tr>
<th>Cosumnes River College Main Campus &amp; Elk Grove Center Deadline Dates</th>
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<tr>
<td>Summer 2020 enrollment: May 22, 2020</td>
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<td>Fall 2020 enrollment: August 7, 2020</td>
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Step 5: Course Registration Status
Once your packet is reviewed, you will receive an email notifying you of your application status.
If approved: The Admissions & Records (A&R) office will complete your course enrollment based on your enrollment dates and send you an email confirmation. Log in to your eServices account to see your enrollment appointment: ps.losrios.edu.

If denied: The Counseling Office will notify you of the denial and explain the appeal process. For students who choose to appeal a denied application, submit the Advanced Education Petition form.

Step 6: Payments and Fees
Once Enrolled: Pay the UTP (Universal Transit Pass) and student representation fees. For more information, contact Business Services at (916) 691-7323. Any fees you may owe will appear and can be paid within your eServices account.
Cosumnes River College
Advanced Education Checklist

PRIVATE/HOMESCHOOL STUDENTS

Complete the checklist AND attach the following to your Advanced Education Packet:
☐ A grade equivalency certification, documenting the grade level the student has achieved.
☐ A copy of the affidavit submitted to the State or County Office of Education to document the student’s involvement in an educational process if your school is not listed here: cde.ca.gov/schooldirectory/

UNDOCUMENTED STUDENTS

Complete the checklist AND:
☐ Contact the Dream Center at 916-691-7447 to process your application and obtain your Los Rios ID number once you submit your CRC Application, prior to submitting your Advanced Education packet.
☐ Contact the Admissions & Records office to complete California residency forms, if applicable.

OTHER INFORMATION

For more information about the Advanced Education application process, visit: crc.losrios.edu/adved

Please note: The offices below with an asterisk (*) will be moving to the newly renovated College Center over the coming months. You may call the office number listed for the most up to date location information.

CRC Main Campus Counseling Office Information:
Location: *Library Building, L-200 (2nd floor)
Hours: Mon - Thurs: 8:00am - 6:00pm
      Friday: 8:00am - 4:30pm
Phone: (916) 691-7316

CRC Main Campus Admissions & Records Office:
Location: *Building P-48 (Near Parking Structure)
Hours: Mon - Thurs: 8:00am - 6:00pm
       Fri: 8:00am - 4:30pm
Phone: (916) 691-7411
Fax: (916) 691-7467

CRC Student Access Center
Location: *Library Building, L-125 (1st floor)
Hours: Mon-Thurs: 8:00am - 6:00pm
       Friday: 8:00 am - 4:30 pm
Phone: (916) 691-7344

CRC Dream Center
Location: *Library Building, L-125 (1st floor)
Hours: Mon-Thurs: 8:00am - 6:00pm
       Friday: 8:00 am - 4:30 pm
Phone: (916) 691-7447 or (916) 691-7344

Elk Grove Center
Location: 10051 Big Horn Blvd,
          Elk Grove, CA 95757
Hours: Monday to Thursday: 8:00 am to 7:00 pm
       Friday: 8:00 am to 4:00 pm
       (Student Services Office)
Phone: (916) 525-4300

STUDENT RECORDS

The grades you earn in Advanced Education classes go on your permanent college transcript.
Parents of Advanced Education students who are under 18 do not have the right of access to their children’s student records. For more information, visit: losrios.edu/legal/Regulations/R-2000/R-2265.pdf