Cosumnes River College
Advanced Education (AE) Instructions and Application

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 california colleges.edu
- New Students: Visit crc.losrios.edu/admissions/get-started-and-apply
  Or crc.losrios.edu → Admissions → Get Started & Apply → A High School Student
- Continuing students complete the Supplemental Enrollment form in eServices: ps.losrios.edu

Step 2: Advanced Education Application
Complete the Advanced Education Application in blue or black ink; use legible handwriting. Include the following:
☐ The 5-digit course number and course title for the classes you wish to take in Section II
☐ School principal or designated counselor/administrator signature*
  *Attach a copy of the list of authorized designees if the principal did not sign
☐ Approval signatures of Parent/Legal Guardian (front and back)
☐ Copy of your current unofficial high school transcript
☐ Your high school class schedule for the semester you want to take AE classes (if not reflected on your transcript)
☐ Documentation of Age (if home schooled or age is not reflected on high school transcript)
☐ A typed statement that explains why you want to be an AE student and how you meet the criteria

Step 3: Placement (Course Pre-requisites)
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. Attach 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.
For information on Math and English Placement, please see the CRC Assessment Center website for more details: crc.losrios.edu/admissions/placement
Note: Assessment Testing is no longer available for Math and English.

Step 4: Submit your COMPLETED Advanced Education Packet:
Submit COMPLETED packets to: CRC Main Campus - Counseling Office (see location on reverse side) -or- Elk Grove Center Student Services Windows
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.

Cosumnes River College Main Campus & Elk Grove Center Deadline Dates
- Summer 2020 enrollment: May 22, 2020
- Fall 2020 enrollment: August 7, 2020
Application processing takes 14 business days;
enrollment in classes for Advanced Education students begins May 14-17, 2020.

Step 6: Course Registration
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 packet and 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.

Step 7: Fee Payment
Once Enrolled: Pay the UTP (Universal Transit Pass) and student representation fees. For more information, contact the A&R office at (916) 691-7344. losrios.edu/lrc/lrc_feepay.php

FOR STUDENTS WHO CHOOSE TO APPEAL A DENIED APPLICATION

☐ Submit a COMPLETED Advanced Education Petition Form:
crc.losrios.edu/docs/crc/services/admissions-and-records/crc-adv-ed-petition.pdf
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 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 - 4:30 pm
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
The Advanced Education program provides high school students with educational enrichment opportunities at a community college.

Name: ___________________________  Los Rios Student ID #: ___________________________

Last First Middle

Date of Birth: ___ / ___ / ______  Phone: ___________________________  Email Address: ______________________________

Current School Attending: _________________________________  Current Grade Level: ____________

Have you previously attended Los Rios classes as an Advanced Education student?  Yes______  No______

COURSE REQUEST  Number of Courses:  □ 1 or □ 2

Please use the Course Name(s) and 5-digit Class Number(s) from the Schedule of Classes.  NOTE: Enrollment is limited to TWO classes per semester. LRCCD does not guarantee that requested classes will be available at time of enrollment. Please indicate above if you are requesting ONE (1) or TWO (2) courses (not including co-requisite, lab or other support classes).

1. ___________________________  3. ___________________________  5. ___________________________
   Course Name / 5-digit Class Number  Course Name / 5-digit Class Number (1st alt)  Course Name / 5-digit Class Number (3rd alt)

2. ___________________________  4. ___________________________  6. ___________________________
   Course Name / 5-digit Class Number  Course Name / 5-digit Class Number (2nd alt)  Course Name / 5-digit Class Number (4th alt)

APPROVAL/SIGNATURES (School designees and parents have evaluated the requirements and support the student’s request)

A. High School Designee (completed by high school administrator, counselor or designee as defined in Education Code – see BACK for guidelines and policies)

By signing below, I verify this applicant has a GPA of 2.70 or above, and has completed 10th grade or will be 16 years of age at the start of term. I verify that the classes are not offered at the applicant’s school during this term.

________________________________________  ______________________________________  _____________  ______________
Print Name  Title  Signature  Phone  Date

B. Parent/Guardian (completed by parent/guardian – see BACK for guidelines and policies)

This student has permission to enroll as an Advanced Education student in LRCCD. We have read and understand the Policies and Guidelines on the back of this application. We understand that coursework attempted or completed becomes part of this student’s permanent college record.

________________________________________  ______________________________________  _____________  ______________
Print Name  Signature  Phone  Date

C. Student (completed by Student)

________________________________________  ______________________________________  ______________________
Print Name  Signature  Date

Los Rios Community College District – Office Use Only:

College Counselor  Signature  Date

This student has provided all the required documentation and has demonstrated academic preparation for college level instruction as noted below.

☐ Completed 10th grade or 16 years of age  ☐ 2.70 GPA or higher  ☐ High School Transcript Attached
☐ Approved High School/Parent signatures  ☐ Copy of current high school schedule  ☐ Private school affidavit, if applicable
☐ Documentation of age, if not reflected on High School transcript  ☐ Student’s typed statement attached  ☐ Prerequisites cleared/met
☐ English placement ____________________  ☐ Math placement ____________________  ☐ Special Program ____________________

Received by: ______________________  Date: ____________________  Approve  Deny  Initials: ______  Date: ______________
ADVANCED EDUCATION – POLICIES AND GUIDELINES

Advanced Education is intended to provide high school students with educational enrichment opportunities at the community college level. To ensure success as an Advanced Education student, the following policies and guidelines have been developed to guide enrollment.

WHO CAN ENROLL AS AN ADVANCED EDUCATION STUDENT?

- Students must demonstrate academic achievement, as demonstrated by multiple measures including, but not limited to, grades in similar courses, GPA of 2.70, analysis of transcript, or other student achievements, and /or letters of support from high school counselors and teachers, except when enrolling in the following programs: Academies (e.g., electronics or health), special college-based programs, such as AVID and the Early Start program. (EC Sec. 48800(d)(1)).
- Students must have completed the 10th grade or be 16 years of age by the first day of instruction.
- Students must be mature enough to understand the course material and to benefit from the presentation style.

WHAT COURSES ARE EXCLUDED FROM ADVANCED EDUCATION?

- Basic skills courses (numbered 1-99), with the exception of co-requisite and support courses.
- Courses that require repetition due to an unsatisfactory grade received in high school.
- Courses offered at the high school during the same semester the student wishes to enroll at the college. However, if a student is enrolled in the maximum units that the high school permits, the student may enroll at the college. Also, if a student has satisfactorily completed a high school course and wishes to enroll in a more rigorous college course in the same discipline, they may do so.
- If a student is receiving their education in a non-traditional setting, General Education courses should be taken in that setting.
- Courses where the student’s 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.

Note: Students can only enroll in a maximum of TWO courses each term, not including labs, co-requisites and support courses.

DOCUMENTS REQUIRED:

- New students must complete an online Los Rios admissions application, indicating they are concurrently enrolled in high school while attending college classes (Special Admit). Continuing students must complete the Supplemental Enrollment Form on eServices prior to enrollment.
- Read and follow the submission instructions found online at the college of your choice – American River, Cosumnes River, Folsom Lake or Sacramento City colleges.
- Documents in addition to the Advanced Education application will include:
  - High school transcript. If enrolled in a school where transcripts are not available, a record of completed coursework, achievement levels, grade level, and copy of current high school class schedule should be submitted.
  - A copy of Private School Affidavit, when appropriate.
  - Typed statement about how student meets criteria and why they want to participate in Advanced Education.
  - If the application is not signed by school principal, include list of authorized designees (unless college already has the list on file).
  - Documentation of age (if home schooled or age is not reflected on high school transcript).
- Students must complete the Advanced Education application every semester they wish to enroll, including all required documentation. Upon high school graduation, student must submit a new application to be considered a 1st time, new student.

INFORMATION FOR HIGH SCHOOL DESIGNEE (PRINCIPAL, COUNSELOR, OR OTHER DESIGNEE):

- The recommended classes cannot be offered at the applicant’s school during this term – or the applicant is taking the maximum number of units and cannot fit these classes in his/her schedule.
- For summer session – Community college summer session attendance cannot be recommended for more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation (IC Sec. 48800(d)(1)(2).
- For designees – If signing this form as a designee of the principal, you must provide the college with a listing (on school letterhead and signed by the principal) of all duly authorized designees or the college must have this information on file.

INFORMATION FOR PARENT/GUARDIAN AND STUDENT:

- We understand that college courses may include adult/mature subject matter.
- The course credit and grades received will become a part of the student’s permanent college record.
- Students 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.
- If you are not present for the first class meeting, you may be dropped from the class.
- If initially denied eligibility to enroll, a student may file an appeal requesting further consideration.
- If student has completed prior college coursework and is seeking re-enrollment, they must maintain at least a 2.0 GPA.
- Under section 49061 of the Education code, parents of community college students do not have a right of access to their children’s student records, regardless of whether the student is under the age of 18. High school students must abide by the same FERPA laws as any other college student. For more information about FERPA laws, please visit their website at https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.