

## **SPRING 2018 - ADVANCED EDUCATION**

### **STEP 1: College Application**

- ⇒ New Students complete an online Los Rios application on Los Rios website at [www.losrios.edu](http://www.losrios.edu). Then, LOGON to eServices with Los Rios Student ID, set password, and select your FLC MAJOR.
- ⇒ Continuing Students complete the Supplemental Enrollment form on eServices.

### **Step 2: Advanced Education Packet**

Complete the Advanced Education application packet IN INK, including the following:

- ◆ High school Transcript AND High school Class schedule
- ◆ Approval Signature of school principal or designated counselor/official (MUST be on college's approved signer list)
- ◆ Approval signatures of Parent/Legal Guardian
- ◆ Private School Affidavit, if homeschooled
- ◆ Documentation of Age (16 years of age or older)
- ◆ Typed statement explaining how you meet the criteria for Advanced Education

### **STEP 3: Course Prerequisites (Assessment and/or AP test scores as needed)**

If a prerequisite is required for a course the student is requesting, test results or the AP test score report must be attached to the Advanced Education packet before meeting with a college counselor.

### **STEP 4: Counseling**

Advanced Education students must have their Advanced Education application packet approved by a FLC counselor. Students can meet with a FLC counselor during designated drop-in times set aside exclusively for Advanced Education during priority registration (see dates below). **The packet must be complete in order to be seen.**

**Advanced Education Drop-In Counseling Schedule for Priority Registration period:**

**Folsom Main Campus – DEC. 13, 1-6:30 PM / DEC. 14, 1-6:30 PM / DEC. 15, 1-4:30 PM**

**El Dorado Center, Placerville – DEC. 13, 1-6:30 / DEC. 14, 1-6:30 PM / DEC. 15, 1-4:30 PM**

**Rancho Cordova Center – DEC. 13-15, 1-4:30 PM**

**CHECK WITH COUNSELING FOR AVAILABLE DROP-IN TIMES AFTER DECEMBER 15TH – DURING OPEN AND LATE REGISTRATION.**

### **STEP 5: Registration**

Advanced Education students must **enroll in person** at the Admissions & Records counter (at either the FLC main campus, the El Dorado Center in Placerville or the Rancho Cordova Center) **with their completed, approved packet and a form of PHOTO IDENTIFICATION (CA driver's license, CA ID card, or school student body card)**.

Advanced Education students will be assigned a priority 3 registration date and time on either DECEMBER 14 OR 15. Log into your eServices account to see your enrollment day and time.

After priority registration, advanced education students can enroll at any time when Admissions Offices are open for business.

### **STEP 6: Fee Payment**

Advanced Education students pay the transit pass (UTP) and student representation fees (enrollment and non-resident fees are waived). International student tuition fees are not waived.

**Spring 2018 Application—available starting September 12, 2017**

**Assessment (if needed)—October/November (remember to study and do your best)**

**Class Schedule— available online October 23, 2017**

**Counseling—Drop-In counseling for priority registration runs from December 13-15 at all three FLC sites. Students who miss priority registration can still enroll in classes up to the start of the semester (check with FLC, EDC or RCC counseling regarding drop-in counseling or an appointment).**

**Registration—**

**\* Priority registration for Advanced Education students is December 14-15. IN PERSON with PICTURE ID.**

**\* Open registration starts December 19 — and students can enroll at any time up to the start of the semester.**

**Questions about the Process?**

**Contact Folsom Lake College Admissions & Records  
Office at (916) 608-6500.**

**ADVANCED EDUCATION APPLICATION**

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

- Fall 20\_\_\_\_  
 Spr. 20\_\_\_\_  
 Sum.20\_\_\_\_

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

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Last First M.I.

Los Rios ID # (if known) \_\_\_\_\_ Age \_\_\_\_\_ Grade Level \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Current School Attending \_\_\_\_\_ E-mail Address \_\_\_\_\_

Have you previously taken classes as an Advanced Education student? No \_\_\_\_ Yes \_\_\_\_ Where? \_\_\_\_\_

**II. COURSE REQUEST** (Completed by applicant with approval of high school counselor/administrator)

ARC  CRC  EDC  FLC  SCC Semester and Year: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Number of Courses:  1; or  2

Please use the Course Title(s) and 5-digit Class Number(s) from the Schedule of Classes. High school counselors should rank order requested classes including up to two alternatives. **NOTE: Enrollment is limited to two classes per semester. LRCCD does not guarantee that requested classes will be available at the time of registration. Please ensure that you indicate in the box above if you are approving one (1) or two (2) course(s) for this student.**

- |   |   |
|---|---|
| 1. _____<br>Course Title/5-digit Class Number | 3. _____<br>Course Title/5-digit Class Number |
| 2. _____<br>Course Title/5-digit Class Number | 4. _____<br>Course Title/5-digit Class Number |

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

**A. School Principal/Designee** (Completed by principal or designated counselor/administrator) Date \_\_\_\_\_

- This applicant would benefit from advanced scholastic or vocational work at the community college level (EC Sec. 48800(d)(1)) and has demonstrated exemplary academic achievement, as evidenced by multiple measures including, but not limited to, grades in similar courses, GPA of 2.7, analysis of transcripts, assessment results, or other student achievements. **The recommended classes are not 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 only:** This student demonstrates adequate preparation in the discipline to be studied. For any particular grade level, I have not recommended for community college summer session attendance more than five percent (5%) of the total number of pupils who completed that grade immediately prior to the time of recommendation. (EC Sec. 48800(d)(1) & (2)).
- For Designees Only:** If I am signing this form as a designee of the school principal, I have provided the applicant with a listing (on school letterhead and signed by the principal) of all duly authorized designees so that it may be included with their application.

\_\_\_\_\_  
 Print Name Title Signature Phone ( ) \_\_\_\_\_

**B. 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 Policies and Guidelines attached to this form. I also understand that college courses may include adult/mature subject matter.**

\_\_\_\_\_  
 Print Name Signature Phone ( ) \_\_\_\_\_

**IV. PERMISSION** (Advanced Education enrollment may be permitted when established criteria are met to the college's satisfaction)

**A. College Counselor** Date \_\_\_\_\_

This applicant has provided all the required documentation and has demonstrated extraordinary academic preparation for college level instruction based on a record of completed work, auditions/portfolios, the assessment process where appropriate, and a typed statement about how the student meets the criteria and why he/she wants to participate in Advanced Education.

Approve  Deny  Refer to Administration for appeal Rationale: \_\_\_\_\_

\_\_\_\_\_  
 Print Name Signature Phone ( ) \_\_\_\_\_

**B. College Administration (for appeal purposes only)** Date \_\_\_\_\_

Approve  Deny Rationale: \_\_\_\_\_

\_\_\_\_\_  
 Print Name Signature Phone ( ) \_\_\_\_\_

## ADVANCED EDUCATION POLICIES AND GUIDELINES

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 demonstrate exemplary academic achievement, as demonstrated by multiple measures including, but not limited to grades in similar courses, GPA of 2.7, analysis of transcripts, assessment results, other student achievements, and/or letters of support from high school counselors and teachers, *except* when enrolling in the following courses or programs: Academies (e.g., electronics or health); 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 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?

- New students must have completed an online Los Rios application (indicating that you are an Advanced Education student, not a new student) and continuing students must complete the Supplemental Student Data Sheet.
- 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 about how you meet the criteria and why you want to participate in Advanced Education
  - ✓ If the application was not signed by your school principal, include the list of authorized designees provided to you by the individual that signed the application on behalf of the principal
  - ✓ 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 (if home schooled or age is not reflected on high school transcript)

**Each semester you wish to enroll, 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 the designated registration period.
- 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 only enroll in a **maximum of 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**, except for those students who have lived in California for more than one (1) year or who have attended elementary or secondary schools in California for more than three (3) years preceding the residence determination date. You will have to pay other fees, such as the Universal Transit Pass fee.
- 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 a petition requesting further consideration.
- If you have already taken college courses, you must maintain at least a 2.0 GPA in those classes to be allowed to take additional classes as an Advanced Education student.

*I have read and understand these guidelines for Advanced Education students. Furthermore, I understand that FERPA (Family Educational Rights and Privacy Act) allows parents access to student records under certain limited conditions. For more information, go to <http://www.losrios.edu/legal/Regulations/R-2000/R-2265.htm>.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

