

- Admission to College
- Steps to Success
 1. Application
 2. Orientation
 3. Assessment
 4. Educational Plan
 5. Registration
- Prerequisites, Corequisites & Advisories
- Transportation
(Parking and Regional Transit)
- Fees and Fee Refund Policy
- Financial Aid

Admission to College

American River College is open to all high school graduates or those who are at least 18 years of age who are capable of benefiting from community college instruction. If you are a permanent resident of California, verification of your residency may be required.

Admissions Eligibility

Any person who has earned a high school diploma or the equivalent, such as a certificate of proficiency issued by the State Board of Education, is eligible for admission to American River College. Non-high school graduates 18 years of age or older, who demonstrate to the satisfaction of college authorities that they are able to profit by the instruction, may also be admitted.

Every course, course section, or class offered by the Los Rios Community College District that receives state support is open to you if you have been admitted to the college and meet the course requirements (prerequisites), unless specifically exempted by law, and as may be established according to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51006.

There are 4 main types of students who attend American River College:

- First-time college students - individuals who are a high school graduate OR at least age 18 and never before enrolled at any college.
- Continuing students - anyone who attended classes at any Los Rios college and is enrolling in the next term.
- Students returning to ARC or transferring from a non-Los Rios College. All students returning after an absence must complete an application for admission and must mail official transcripts of all other college work to the Enrollment Services office.
- High-school students - If you will be a high school junior or senior in grades 11-12, or at least 16 years of age as of Spring 2016, you may be eligible to enroll in a maximum of two ARC courses each semester on Advanced Education status.

Commitment to Success

The Student Success & Support Program (SSSP) matriculation process is a set of services and steps that brings the college and the student together in a partnership agreement designed to help students develop and achieve their educational goals. Students are more likely to succeed in college when they have an accurate assessment of their skills, clear educational goals, and an understanding of the course selection and enrollment processes. As part of a commitment to student success, the college agrees to provide the following services:

- An admission process
- Orientation to college
- Student Services
- A curriculum or program of courses
- Pre-enrollment basic skills assessment
- Counseling and advisement on course selection
- Opportunity to develop an educational plan
- Continued monitoring of academic success with referral to support services when needed
- Program of institutional research and evaluation

The student agrees to:

- Identify an educational goal within a reasonable period of enrollment
- Attend classes regularly and complete assigned coursework
- Maintain progress toward an identified educational goal according to standards established by the college and the State of California
- Use support services as needed
- Consult with counselors and advisors when appropriate

Steps to Success (Matriculation Process)

1. Application

What: The application to attend American River College is available at the college website at www.arc.losrios.edu

Who: All first-time, returning/transfer, and high-school students must fill out an application. Continuing students must fill out a supplemental enrollment form each term.

2. Orientation

What: Orientation provides new students with vital information about college programs and services. New student orientation may be completed online at any time at <http://success.losrios.edu/orientation.php>. We offer assistance with this step on the ARC main campus in the Center for Leadership & Development in the Student Center.

Who: All first-time, returning/transfer, and high-school students must complete the orientation.

3. Assessment

What: All first-time college students and those who plan to register/enroll in English writing, English reading, ESL (English as a Second Language), or math courses receive placement results based on assessment tests completed at the college, their high school academic records, and in some cases both assessment tests and academic records. Placement results are used by academic counselors to determine readiness for specific courses and programs. Test dates and times are available at www.arc.losrios.edu/assess

Who: All new to college and/or new to ARC students must complete assessment.

4. Educational Plan with a Counselor

What: You will meet with a counselor to develop an educational plan.

Who: All new to college and/or new to ARC students must complete a plan that includes courses for their first semester. Continuing students must meet with a counselor to create a comprehensive educational plan.

5. Enrollment/Registration

What: Registration is by priority assignment for students completing all of the matriculation Steps to Success by April 1 for summer/fall and November 1 for spring. Open registration begins approximately three weeks after the start of priority registration.

For information on specific dates and times for priority and open registration, please contact Admissions & Transition Services at (916) 484-8261. Please note that it is not possible for the college to offer every course of instruction every semester, and therefore some of the classes listed in this catalog may not be offered in any given term. Check the Schedule of Classes to determine if a class is to be offered in a given term.

Who: Students who are brand new to college may enroll in classes, also called registering for classes, based on when the Steps to Success are completed. Priority registration is available for veterans, disabled students, students on CalWORKs/EOP&S, and foster youth. Refer to the Student Resources section of this catalog for more information.

Challenges to the SSSP Matriculation Process

Exemption Criteria

Students can elect to not participate or be exempt from most or parts of the matriculation process based on the following criteria:

1. The student has completed an associate degree or higher.
2. The student satisfies at least two of the following:
 - identified a goal of upgrading job skills enrolled for fewer than 12 units
 - concurrently enrolled in another postsecondary institution
 - declared no degree or occupational objective

Exemptions

The college shall provide students with written and verbal information about the purpose of the matriculation process and the benefits of participation in each step. Students who wish to challenge any part or all of the matriculation process (Orientation, Assessment, or Counseling) must meet with the SSSP Coordinator or designated representative to discuss the reason/rationale for the challenge and provide information to support the challenge.

In addition, students wishing to challenge specific matriculation steps within the matriculation process will be informed of their rights to participate in all other non-disputed steps, and will be asked to sign a statement waiving their right to the matriculation process, thus providing acknowledgment to the college of receipt of the information above. All new American River College students are required to participate in the matriculation process (Orientation, Assessment and Counseling) with the exception of those who meet exemption criteria.

High School Students/Advanced Education

If you will be a high school junior or senior in grades 11-12, or at least 16 years of age by the first day of instruction, you may be eligible to enroll in a maximum of two ARC courses each semester on Advanced Education status.

You must follow the following steps each semester you wish to enroll as an Advanced Education student.

1. Read the entire Advanced Education form and website by visiting arc.losrios.edu/counsel, which includes guidelines indicating which courses are appropriate for Advanced Education students and which are excluded.
2. New Advanced Education students: Complete the ARC application online indicating that you are an advanced education student and not a new or transfer student. Continuing Advanced Education students: Complete the supplemental information form.
3. New advanced education students: Complete the online orientation at success.losrios.edu/orientation.php and print out the completion page at the end of the orientation.
4. Complete the Advanced Education application (available at your high school counseling office or online at arc.losrios.edu/counsel.) Your high school counselor must recommend specific courses and the form must be signed by your high school principal or designated counselor/administrator, your parent/guardian and you.
5. Take the English assessment test. This test is used to help determine your readiness for any course with an English reading or writing pre-requisite or advisory. You only need to take the Math assessment test when requesting to take a math class. It is strongly advised that you take this assessment before completing the advanced education application with your high school counselor in order for them to better advise you. Bring these results with you to the group counseling session.
6. Submit your Advanced Education packet via the Advanced Education email address: advanceded@arc.losrios or drop off your packet in person to the Advanced Education box in the Counseling Center at the ARC main campus by one of the packet submission deadlines.
Note: See website www.arc.losrios.edu/Support_Services/Counseling/Advanced_Education_High_School_Students.htm for all documents to include in your packet.
7. After submitting your packet you will receive one of the following confirmation emails: **Approval** with a link to register for a pick-up session; **Missing a Document** with instructions on resubmitting your packet; **Denial** with further instructions. Students who attend a pick up session will receive an advanced education add slip and additional information about enrolling in courses at American River College.

If you fail to complete any of the above steps you will be denied entrance to the Advanced Education Group Counseling session and will be required to reschedule for a later date when all steps have been completed.

Advanced Education requirements are:

1. Exemplary academic achievement, as demonstrated by multiple measures including, but not limited to grade in similar courses, GPA of 2.7 or above, analysis of transcripts, assessment results, other student achievements, and/or letters of support from high school counselors and teachers.
2. Must be at least 16 years old or have completed the sophomore year of high school by the first day of instruction for the semester.
3. The course you want to take is not available to you at your school during the semester you are enrolled at ARC.
4. The course is not remedial.
5. The course is not being repeated due to an unsatisfactory high school grade.
6. The course is for advanced study and you are able to demonstrate adequate preparation and have completed prerequisites for the course.

Special Note: Although Advanced Education students who are California residents are not charged enrollment fees, you will be charged the mandatory UTP fee and will be entitled to receive the Student Access Card. Non-residents, including international and undocumented residents, must pay non-resident fees.

For more information, please call (916) 484-8572.

Prerequisites, Corequisites and Advisories

It is the intent of American River College to guide students into courses in which they will have the greatest chance for academic success. Therefore, you will find courses that have prerequisites, corequisites or advisories in their description. It is highly recommended that you review the prerequisite course material to enhance your chance of success. The definitions for prerequisites, corequisites and advisories are:

Prerequisites are requirements that a student must complete prior to enrollment in a particular course.

Corequisites are courses that students are required to enroll in at the same time as (or, in some cases, prior to) a particular course.

Advisories are suggested courses or skill levels that a student is advised to obtain prior to enrolling in a particular course in order to improve student success.

Prerequisite Verification

Students enrolled in courses that have a prerequisite will be asked to provide verification to the instructor that they have met the prerequisite. Verification can consist of a counselor verification form or student copy of a grade report (unofficial transcript.) Corequisite verification requires a student registration printout. Students should bring verification with them to the first class meeting. Students trying to add a class that is full need to provide verification before the instructor will issue a permission number for enrollment. It is the student's responsibility to verify that he or she has completed the prerequisite or has the required skills.

Prerequisite Challenge Procedure

Students who do not meet a prerequisite should seek counseling advice for making an appropriate course selection, prior to enrolling in Associate degree credit courses. If you feel that you can meet the requirements, or one of the conditions below exists, then you can challenge a prerequisite. A Prerequisite Challenge Form may be obtained from the appropriate division. The form will explain what you must do. Criteria for challenging a course are:

1. You have knowledge or ability to succeed in the course without the prerequisite.
2. The course which provides the prerequisite is not readily available.
3. You believe that the prerequisite is discriminatory or being applied in that manner.
4. You believe that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures.

Once you have completed the challenge procedure, your challenge will be reviewed by a department's Prerequisite Challenge Committee. You will be informed in writing of the committee's determination within five working days of the review. Working days consist of days that faculty are on campus and classes are in session. If you register for a class and do not meet the prerequisite, the instructor has the right to drop you from the class.

Transportation

Parking

Designated student parking areas are located in all parking lots on campus, except in parking lot E and the parking area in front of the Administration Building.

All students wishing to park a motorized vehicle in designated student parking are subject to a parking fee. A parking permit (decal) may be purchased at Business Services beginning 15 days prior to start of summer session and 30 days prior to start of fall and spring semester. You can also buy your semester decal online through eServices. Permits will be mailed. Allow adequate time for you to receive your decal before classes begin.

Automobiles: \$40 per semester; \$25 per summer session

Motorcycles: \$25 per semester; \$15 per summer session

The semester parking permit can be used at all campuses throughout the Los Rios Community College District. It's important to note that:

- students who qualify for a Promise Grant may purchase one parking permit per semester at a reduced price of \$30
- a parking permit does not guarantee a parking space
- fees are subject to change

Instead of a semester permit, students may purchase a daily parking permit for \$2 from machines located in various parking lots, as indicated on the campus map. Students driving motorcycles are encouraged to use parking permits (decals), rather than daily parking permits.

Parking by semester decal or daily parking permit is enforced 24 hours a day, 7 days a week, 365 days out of the year. Vehicles not having a valid parking decal or daily parking permit properly displayed will be given a parking citation.

Citations will also be issued for violations of campus parking and traffic regulations. A copy of campus parking/traffic regulations may be obtained from the Campus Police Office, or viewed online at <http://police.losrios.edu/>

Disabled Parking

Spaces for disabled students are available in all student parking lots. Students with disabilities, and persons providing transportation services to students with disabilities, must pay either semester or daily parking fees.

A placard issued by Department of Motor Vehicles for persons with disabilities, or a distinguishing license plate for persons with disabilities, and a valid semester permit or daily parking pass must be properly displayed on the vehicle.

Temporarily Disabled Students

Students with a temporary disability may obtain a special parking permit from the ARC Health Center that allows parking in spaces designated for disabled persons. Students who are issued the special college permit must still pay the established parking fee. The special parking permit, due to the temporary disability, and either the semester permit or daily parking pass must be properly displayed on the vehicle. Failure to display the appropriate license plate, placard or special permit as described above will result in a parking citation.

Where to Display Your Permit

Display parking decals on the lower passenger side of the front windshield or hang it from the rearview mirror so that it is visible through the windshield. An optional plastic decal holder is available at Business Services in the Administration Building. The daily parking permit is to be displayed face up on the dashboard, on the passenger's side. Remove all other expired permits from the dashboard.

If a parking decal is lost or stolen, a new permit must be purchased. If your vehicle is sold, or if the windshield is damaged, you must show proof of sale or repairs and bring in the old decal (decal number must be intact) before another will be issued by Business Services. There is a \$2 charge for replacement of decals.

Off-campus students

Parking fees are charged at the college's off-campus Natomas Center. However, no parking fees are charged at McClellan, and any other sites where ARC classes are scheduled.

Regional Transit

Sacramento Regional Transit currently serves American River College via different bus routes. Information is available online on the Regional Transit website at www.sacrt.com. ARC students receive a substantial discount on fares for any bus or light rail service provided by Sacramento Regional Transit (not just for commuting to school), provided via the Universal Transit Pass fee that is assessed as part of the class enrollment process. For detailed information see "Student Access Card and Universal Transit Pass (UTP) Sticker" on page 18.

Pay Your Fees

Community College Enrollment fees are set by the California State Legislature. All fees are subject to change. The general enrollment fee for California residents was \$46 per unit for all students at time of publication. Should the California State Legislature increase enrollment fees, students who have registered for classes prior to any increase may be billed for the additional amount. For a full schedule of fees visit our website www.arc.losrios.edu

Enrollment Fee Payment Deadlines

Payment is due upon registration. If you register prior to the start of the term, your payment must be processed within fourteen (14) days of registration **or by the Friday before the term begins, or you will be dropped.** After the term has started, payment is due immediately upon registration, or you will be dropped.

- It is your responsibility to drop any unwanted classes by the deadline identified for the term. Failure to drop by the deadline may result in any of the following: 1) debt to the college; 2) a notation on your record.

Fees when on a Wait List

You do not have to pay fees for a class for which you are on the wait list. However, once you are automatically moved from the wait list into the class, you are responsible for paying fees for that class within the timeline stated above. You are responsible for checking your wait list status each day and/or removing yourself from a wait list. Payment for fees can be made online using Visa or MasterCard.

Dropping from a Wait List class

If you are automatically enrolled from the Wait List and decide not to attend the class, you are responsible for dropping by the deadline identified for the term. Failure to drop by the deadline may result in a debt to the college and/or a notation on your record.

How to pay enrollment fees

Payment by VISA or MasterCard may be made by students who enroll online, at ARC eServices Registration Lab, in Business Services in the Administration Building and at the Natomas Center.

- Payment by check may be mailed using the payment coupon.
- Cash payments may be made only at the ARC eServices Registration Lab, at Business Services in the Administration building, or at the Natomas center. Do not mail cash.
- If you are paying by mail, your payment must be received by the Business Services office no later than ten (10) days following registration to allow time for manual processing. Do not mail cash.

Note: Refer to "Enrollment Fee Payment Deadlines."

Paying Other Fees

Non-resident tuition

Students who have not established legal residence in California are required to pay tuition and fees for a total of \$317 per unit. At the time of this publication, fees were set at the level shown here, but are subject to change pending legislative action. Students will be billed for and are required to pay any increased fees. Please contact Enrollment Services for details regarding residency requirements. Payment for non-resident tuition must be paid at the time payment for the enrollment fee is made.

California non-resident tuition waiver

Any student, other than a non-immigrant alien, who meets the following requirements, may be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements:

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam.)

Additional information and California Non-resident Tuition Exemption request forms available at ARC Enrollment Services, Administration Building.

International student application fee

Non-resident applicants who are both citizens and residents of a foreign country shall be assessed a non-refundable application process fee of \$50. The application fee is due and payable with submission of the application for admission or readmission. International student applications will not be processed without payment of the fee.

International student tuition

Students who are both a resident and citizen of a foreign country and are in the United States on a F-1 or J-1 visa must pay tuition and fees for a total of \$317 per unit.

Credit by examination

A per-unit fee equivalent to the general enrollment fee and non-resident/international student tuition fee (if applicable) will be required for any units awarded by means of examination. Contact Enrollment Services in the Administration building for the form that must be completed prior to paying the fees for credit by exam.

Materials fees

You may be required to provide instructional and other materials for a particular course. Instructional material fees are to be paid at Business Services in the Administration building.

Student representation fee

Under provisions of California Education code section 76060.5 and California Code of Regulations, Title 5, sections 54801-54805, the students of this college have established a student representation fee of one dollar (\$1.00) per semester.

The money collected shall be expended to provide 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 and/or federal government.

This fee is mandatory; however, a student has the right to refuse to pay for the following reasons: religious, political, moral and financial. This refusal must be in writing and submitted to the college Business Services office on form #GS55A which is available in your college Business Services office. The waiver is also available online through the student's e-Services account.

Instructional Materials Fee

Students may be required to provide instructional and other materials required for a credit/pass or no credit/no pass course. Instructional materials may be charged in certain courses.

Some courses may require students to participate in field trips as a component of the curriculum. If students need assistance in order to participate in a field trip or a field studies activity, they should contact the course instructor or the division dean.

Maintenance Allowance

A California resident who resides more than 60 miles from the nearest public community college campus may file an application for a maintenance allowance in Enrollment Services. The rate of payment is determined by the State Chancellor's Office, and is issued to the parent or guardian of minor non-district students, and directly to adult non-district students and married minors. Payment is based on each day of full-time scheduled attendance.

FEES ARE SUBJECT TO CHANGE

Student Access Card and Universal Transit Pass (UTP) Sticker

All-in-one!

- Official Los Rios District college ID card
- Library Card
- Universal Transit Pass (public transit bus and light rail)
- Provides access to computer labs and campus services
- Money can be added to the card for photocopying and printing only!

Student's Universal Transit Pass (UTP) Fees and Dates

LRCCD Students approved a Universal Transit Pass (UTP) fee that allows students to use public transit bus and light rail systems at a greatly reduced rate. Your Student Access Card is your transit pass. For your Student Access Card to be valid as a Regional Transit pass, it must have the current UTP semester sticker attached. **Coverage areas include:** Sacramento Regional Transit, Amador Regional Transit, El Dorado Transit, e-tran, Folsom Stage Line, Yolo bus (*subject to changes*).

Valid:

Seven days a week, from August 1 through December 31 for the fall semester; from January 1 through May 31 for the spring semester; and from June 1 through July 31 for the summer session.

Sticker Available:

The sticker is available for pick-up the first business day in August for the fall semester; the first business day in January for the spring semester; and the first business day in June for the summer session.

Fall / Spring Semester

Eligibility:

- A Universal Transit Pass (UTP) is available to eligible students who enroll in *more than* three (3) units a semester at any one Los Rios college (**not just on a waitlist**)
- Have no outstanding balance due on their account
- Bring a valid photo ID

Cost:

All students (including Promise Grant students) are assessed a UTP fee at \$2.10 per unit, rounded up to the next whole unit (3.01 units = 4 units x \$2.10 = \$8.40). The maximum fee charged is \$31.50 a semester for students enrolled in 15 or more units across the Los Rios Colleges.

FEES ARE SUBJECT TO CHANGE

RT Pass Discount:

Students enrolled in three (3) or fewer units at any one Los Rios college are not eligible for this Universal Transit Pass. However, they may purchase a Regional Transit monthly pass for half the regular rate at any of our college Business Services Offices (the current basic monthly pass is \$110, so the Los Rios monthly student rate is \$55).

Summer Session

Eligibility:

All students (including Promise Grant students) enrolled in the summer session will be assessed the UTP fee.

Cost:

The fee is \$10 regardless of the number of units enrolled in.

Exemptions / Waivers

The following students are not eligible for the UTP: Students enrolled in the Sacramento Regional Public Safety Center and Apprenticeship Programs; Students taking classes on the UC Davis main campus and students studying abroad.

GoPrint Card - Photocopying or Printing

Money can be added to the Access Card and used to make photocopies or prints at any GoPrint station at any college in the Los Rios District. ARC's GoPrint stations are located in the Library, Learning Resource Center (LRC) and the Student Center (next to the ATM).

Note: The money on this card can only be used for this purpose and is non-refundable. No Exceptions.

UTP Sticker/Student Access Card Refund and Replacement Policy

Refund

Fall / Spring Semester

The fee is refundable if a student drops courses within the fee refund period. A minimum fee of \$8.40 will be withheld from the refund if a UTP sticker has already been issued to the student for the fall or spring semester. The Regional Transit monthly pass is **not** refundable.

Summer Session

The fee is refundable if a student drops all of their units within the refund period and a UTP sticker was **not** issued to the student.

Damaged / Lost or Stolen

Each student will be issued one (1) Student Access Card free of charge each academic year. There is no charge for damaged cards or the replacement of a damaged UTP sticker if the remnants of your damaged sticker are attached to your card.

Otherwise, the following charges will apply:

- Access Card only: \$5.00
- Lost/Stolen UTP Sticker: \$31.50 (*fall and spring*); \$10 (*summer*)
- Access Card & Lost/Stolen UTP Sticker: \$36.50 (*fall and spring*); \$15 (*summer*)

For questions regarding Access Card/Universal Transit Pass go to the Center for Leadership and Development (Student Center Building – next to Starbucks).

How to Get Refunds

Enrollment Fee Refund Policy

- The enrollment fee, non-resident tuition fee, international tuition fee or Universal Transit Pass fee (if a sticker has not been picked up) is refundable for program changes made by Friday of the 2nd week of instruction for full term courses or by Friday of the first week of instruction for short-term courses (short term = any course less than full term).
- Refund eligibility is determined by the date the course is officially dropped, either in person or by using eServices. There are no refunds for courses dropped after the deadlines identified for the term. Requests for refunds must be filed by the last day of instruction in the semester for which the fee was paid or they will be disallowed. Credit balances will be forfeited and do not carry over to the next semester/term. Application and installment payment fees are non-refundable.

Obtain a Fee Refund Application at the Business Services office. A Fee Refund Application may also be submitted online at <https://www.losrios.edu/refundapp.htm>.

Fee refunds will be processed within six to eight weeks, whether a student applies for a refund online or at Business Services. If you add classes and pay fees after the refund deadline for the term in which you are adding, the fees are non-refundable.

Note: For those classes not scheduled during the standard class sessions, all add and drop activity must happen the day before the first class in order to avoid fees and penalties.

For sessions not listed, all identified as “OT” (Other Term), use the day before the class begins as the last day to drop for a refund and/or to drop without a “W” grade.

Parking Fee Refunds Policy

Parking fees are fully refundable during the first ten (10) days of the semester (fifth day of the summer session). To receive a refund, a student must attach the decal to the refund application form being submitted. **Requests for parking refunds may not be submitted online.**

Student Classification

Part-time

Student taking fewer than 12 units.

Full-time

Student taking 12 or more units.

Freshman/First year standing

Student who has completed fewer than 30 units.

Sophomore/Second year standing

Student who has completed 30 or more units.

Graduate

Student who has been awarded the Associate in Arts or Science degree, or a higher degree by an accredited college.

Financial Aid

The Financial Aid Office is located in the Student Services Building and administers financial aid in accordance with federal, state and institutional regulations. Funds are distributed to students who have documented financial need, as determined by the federal and state analysis, and based upon the resources available to the household. See the Financial Aid web page for more information.

Parents have the primary responsibility to assist their dependent student to pay for educational expenses. Financial Aid is available to qualifying students to help supplement household financial support for the student and cover unmet need after all household resources have been reported and taken into account.

Aid to independent students is available based on student contribution and the student’s academic expenses.

The Free Application for Federal Student Aid (FAFSA) is required for campus-based aid, the Pell Grant, and Student Loans. The application allows the government to calculate the expected family contribution. The student completes the FAFSA application listing American River College (001232) as the college of choice. The FAFSA is completed online at www.fafsa.ed.gov.

In approximately 48 hours after submitting the FAFSA online, the student may view and print a copy of his or her Student Aid Report (SAR) at the FAFSA Web site. The College’s financial aid office will notify the student via eService’s message when the student’s FAFSA has been received.

The message will include instructions about the eServices web portal where students are notified of any required documentation to complete the financial aid file.

Documentation requested from students is kept confidential, as established by FERPA standards, and must be furnished if the student is to receive aid. Students who are awarded financial aid are notified by a message.

A student or parent may not foresee all of the expenses involved in attending college and may encounter financial difficulties if careful planning is not exercised. While students and parents must determine their own budget consisting of needs and resources, the following is the average cost of education for financial aid students attending American River College (*Fees are based on the average units for a full time student of 12 x \$46/unit):

COST OF ATTENDANCE AT ARC

2018-2019	Living with parents	Living on own
Room/Board	\$5,247	\$13,293
Books/Supplies	1,854	1,854
Transportation	1,233	1,233
Personal/Misc.	3,276	3,006
*Fees (\$46/unit)	1,104	1,104
Totals per year (approximate)	\$12,714	\$20,490

This is an estimate and subject to change. Check the ARC Financial Aid web page for the most current cost of attendance information.

Student Eligibility Requirements

There are a number of requirements that must be met before a student is considered eligible for financial aid. Students must:

- have financial need (except for unsubsidized student loans)
- be a U.S. citizen or eligible non-citizen
- not be in default on a Perkins Loan, National Direct Student Loan, Stafford Loan, Guaranteed Student Loan, PLUS Loan, or Supplemental Loan for Students (SLS)
- not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant
- be making satisfactory progress (financial aid and academic)
- agree to use any federal student aid received solely for educational purposes
- have not completed a BA/BS degree
- have a high school diploma, GED/proficiency certificate
- be enrolled in an eligible major
- submit all requested documentations to the financial aid office.

Reminder: Men are required to register with the Selective Service System upon reaching 18 years of age in order to be eligible for federal financial aid.

Many of these items are collected at the time students apply for financial aid. Before financial aid is awarded, the Financial Aid office will verify that a student is enrolled in an eligible program and that he or she is making satisfactory progress.

California College Promise Grant (Formerly Board of Governors or BOG Fee Waiver)

For eligible California residents, the California Promise Grant permits enrollment (tuition) fees to be waived. The Promise Grant application is online at www.losrios.edu/lrc/bog_steps.php Students must re-apply for the Promise Grant every academic year. If you had a Promise Grant for the spring semester, it does not automatically continue to summer/fall. You must re-apply.

Students must maintain a cumulative 2.0 GPA and minimum 50% completion rate to qualify for the Promise Grant. Students who do not achieve and maintain these minimum academic standards will be ineligible for the tuition waiver unless approved on appeal.

Satisfactory Progress Policy

Failure to meet the financial aid satisfactory academic progress standards will result in the denial of aid.

Appeal

All students who are denied aid for lack of satisfactory progress may appeal the denial (except students with an earned unit total that equals or exceeds 150 units from all institutions of higher education). Appeals are submitted in writing to the Financial Aid Office and evaluated by an appeals committee. Please refer to the academic progress requirements on the financial aid webpage. If an appeal has been denied by the committee, then the student is ineligible to reappeal for financial aid until the next financial aid award year. If a student resolves the deficiency and cumulatively meets satisfactory academic progress standards within the award year, then the student may request reinstatement with the financial office. If an appeal is approved, the student's academic progress will be reviewed each term.

If you receive federal financial assistance and withdraw from class(es), you may be required to repay all or part of the financial assistance you received. Failure to repay this debt may result in your loss of future federal financial assistance, your academic transcript put on hold, and collection cost assessed by the Department of Education.

If you must withdraw from school, you must follow the appropriate withdrawal procedures explained elsewhere in this catalog. Some conditions apply to certain classes. Students are eligible for aid when enrolled in those courses required for an eligible degree or certificate.

Students who withdraw from all classes will have all future aid canceled and must go through a reinstatement process. Additionally, students may be required to repay any portion of unearned aid the college is required to return to the Department of Education.

Reinstatement

A student who is dismissed from financial aid may have his/her eligibility reinstated by raising the cumulative completion percentage to above 67% and raising the cumulative GPA to the 2.0 standard to resolve the deficiency that resulted in the financial aid dismissal. The units and semesters attempted without aid count toward the maximum number of units a student can attempt. Satisfactory academic progress will be reviewed upon request for reinstatement for Financial Aid.

Student Loan Payments

Loan disbursement occurs in multiple refunds. Students must be in good standing and be enrolled in a minimum of six (6) course applicable units throughout the loan period. Failure to successfully remain in half-time status will result in cancellation of subsequent disbursements during the following semester. Note that first-time borrowers are subject to a 30-day disbursement hold on all federal loan checks.

Scholarships

ARC Foundation scholarships are offered to currently enrolled students working towards an associate degree and are awarded on the basis of academic excellence and promise of future achievement.

Financial need is a factor for some awards, but not all. In order to apply, students must have completed at least six units at ARC and at the time of application, be enrolled in six units. Annually, over 160 scholarships totaling more than \$200,000 are awarded. The scholarship program runs from January through March each year. Scholarship monies are disbursed beginning the first day of classes of the fall semester (mid-August). The application is completed online at <https://scholarship.losrios.edu>.

In addition to the ARC Foundation scholarships, many other scholarships are available from Sacramento-area, state, and national sources.

Sources of Student Financial Assistance

Note: General financial aid programs are need-based. Eligibility is determined by application.

Type	Federal	State
Grant	Pell Grant* Scholarships Supplemental Educational Opportunity Grant** Federal Work Study***	Cal Grants A, B, C#
Loan	Direct Student Loan****	
Employment	Federal Work Study***	

Not all Cal Grants are available to community college students.

* A federal entitlement grant program. Grant is determined by need, units enrolled, and status and academic progress.

** A federal supplemental grant which does not have to be repaid. Grants may range from \$150 to \$600 depending on high financial need and availability of funds. FAFSA application required.

*** A federal program which allows a student to earn part of their financial aid through a part-time job on campus. Need based, FAFSA application required.

**** Low-interest, long-term loan arranged directly through the Department of Education. May be half-time student. Repayment is deferred as long as the student is enrolled at least half time. Need based and must be awarded aid before applying for loan. Loan entrance counseling is required.

Enrollment / Tuition Fee Schedule

Type of Fee	Amount	Applies to	Exemptions / Waivers	Refund Policy
ENROLLMENT FEE	\$46 per unit	Credit students	Eligible Apprentice Enrollees, Promise Grant Recipients, Eligible Veterans Dependents	Refundable only if units dropped by drop deadlines
PARKING PERMIT FEE for AUTOMOBILE	\$40 a semester / \$25 for summer	All drivers	Non-Drivers; \$30 fee for Fall and Spring for Promise Grant Recipients	First ten days for Fall or Spring semesters / First five days of Summer session
PARKING PERMIT FEE for MOTORCYCLE	\$25 a semester / \$15 for summer	All drivers	Non-drivers	First ten days for Fall or Spring semesters / First five days of Summer session
DAILY PARKING FEE	\$2 a day	All drivers	Parking permit holders	None
NON-RESIDENT TUITION	\$317 per unit (includes enrollment fee of \$46 per unit.)	Non-resident students	Legal California residents	Refundable only if units dropped by drop deadlines
INTERNATIONAL TUITION	\$317 per unit (includes enrollment fee of \$46 per unit.)	International students	Legal California and U.S. residents	Refundable only if units dropped by drop deadlines
STUDENT REPRESENTATION FEE	\$1 per semester	Credit students (including Promise Grant students)	Refusal based on Moral, Religious, Political or Financial Grounds	Non-refundable
UNIVERSAL TRANSIT PASS	<p>Fall/Spring: \$2.10 per unit rounded up to the next whole unit (3.01 units = 4 units x \$2.10 = \$8.40) Maximum UTP fee per semester is \$31.50 for all units taken districtwide.</p>	<p>All students (including Promise Grant students) enrolled in more than three units. If you are enrolled in multiple Los Rios colleges you must be enrolled in at least 3.01 units at a specific Los Rios college.</p> <p>Note: Students with 3 units or less are NOT eligible for the Sacramento Regional Transit (RT) Pass. However, they are eligible for a 50% discount off of the monthly Sacramento Regional Transit Pass.</p>	<p>Eligible Apprentice Enrollees; Sacramento Regional Public Safety Center students; students taking classes on the UC Davis main campus and students studying abroad.</p>	<p>Refundable only if units dropped by drop deadline</p> <p>Note: A minimum fee of \$8.40 will be withheld from your refund if a UTP sticker has been issued for the current semester.</p>
	<p>Summer: \$10</p>	<p>All students (including Promise Grant students)</p>	<p>Eligible Apprentice Enrollees; Sacramento Regional Public Safety Center students; students taking classes on the UC Davis main campus and students studying abroad.</p>	<p>Refundable only if units dropped by drop deadline</p> <p>Note: No refund if a UTP sticker has been issued.</p>
FOREIGN STUDENT APPLICATION FEE	\$50 per application	Citizens and residents of a foreign country	Legal U.S. residents and permanent residents	Non-refundable

Community College Enrollment fees are set by the California State Legislature. All fees are subject to change.