

- Support Services and Programs

### Los Rios Gmail is Your College Connection

All official emails from your college will be sent to your Los Rios Gmail account. This is the email account the Los Rios District uses to communicate to students.

**New Students:** Los Rios Gmail accounts for new students are created when they submit their college application. Los Rios Gmail will be available to students once they receive their student identification number and password.



### Got questions? Get answers 24/7!

Our online service, "Ask ARC" lets you type in your own questions – in your own words – and receive accurate answers to hundreds of questions about the college, its programs and services.

You'll find the "Ask ARC" search bar on the ARC home page at [arc.losrios.edu](http://arc.losrios.edu) and on Facebook at [facebook.com/americanrivercollege](https://www.facebook.com/americanrivercollege)

## Support Services & Programs

### ACE - Accelerated College Education

(916) 485-6000

The ACE program is designed for working or busy students who wish to complete general education classes towards an Associate's degree and transfer. Students in the ACE program are part of a cohort group that takes two classes every 8 weeks; these classes meet one evening per week and Saturdays for a total of 10-12 units each semester. If you are interested in joining the ACE program please check the website ([www.arc.losrios.edu/ace](http://www.arc.losrios.edu/ace)) for current information sessions dates.

*Advantages of the ACE program include:*

- Continue working while you complete your educational goals
- Join a highly motivated group of adults with similar goals
- Work towards an A.A. degree
- Prepare to transfer to a university
- Receive individual counseling support to help you along the way
- Qualify for more job advancement opportunities

### Admissions & Transition Services

(Formerly Enrollment Service)

(916) 484-8261

Services include enrollment verification, admissions and records forms, official transcripts, residency reclassification and graduation.

#### eServices Registration Lab

(916) 484-8152

Students needing assistance with enrollment (including application and registration) are encouraged to visit the eServices Registration Lab in the Student Center building.

### Assessment Center

(916) 484-8423

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. For students who are required to complete assessment tests, there are no fees for testing. Most placement results are available immediately after the test and can also be found in the student's ARC e-services portal account under "Steps to Success" within 24 hours. Students must complete the online college application process and have a Los Rios student ID number prior to testing/assessment.

A valid photo ID (school or government issued) is required for testing. After you have completed the Online Orientation and Assessments, counselors are available to help you create your student educational plan (iSEP). The Assessment Center also provides testing for reading and mathematics competency which may satisfy the requirement for graduating with an Associate degree. Office hours and the testing schedule are available on the Assessment Center website [www.arc.losrios.edu/assess](http://www.arc.losrios.edu/assess)

**Note:** High school academic records may be used to determine placement for English and math; however, for math, both high school academic records and a math assessment are required. Students who have tested previously, and graduated from high school within the last 7 years, are encouraged to submit a Placement Re-evaluation Petition to the Assessment Center to have their placement re-evaluated.

### Beacon Program

(916) 484-8918

Beacon is a Supplemental Instruction (SI) academic assistance program that utilizes peer-assisted group study sessions. Beacon sessions are regularly scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and study skills while working together. The sessions are facilitated by Beacon Tutors, also known as "SI leaders." Beacon Tutors have previously done well in the course and act as model students.

### Beaver Bookstore

(916) 484-8111

The college store (Beaver Bookstore) at American River College is a self-supporting entity owned and operated by the Los Rios Community College District. The bookstore carries textbooks, class materials, and a wide variety of merchandise. Net profits are used to support instructional related programs and projects on campus.

### CalWORKs Support Services

(California Work Opportunity and Responsibility to Kids)

(916) 484-8059

The CalWORKs office promotes education to career through services and support for students who are currently receiving CalWORKs/TANF (Temporary Assistance to Needy Families) cash aid from the county. The college offers a wide variety of county approved academic programs that prepare students for a competitive workforce. In collaboration with our college and community partners, CalWORKs helps students move towards economic self-sufficiency through the attainment of higher education by offering educational planning, work study opportunities, career preparation and a variety of other support services.

## Career Center

**(916) 484-8492**

The Career Center offers a wide variety of career resources and services at no cost to ARC students and alumni. These resources assist students in planning for college, identifying career options, and researching current job openings.

Career Center Services include:

- Career assessments
- Career Counseling
- Employment-related workshops
- Specific career-related events
- Resume evaluations
- Interview preparation

## Center for Leadership and Development (CL&D)

**(916) 484-8471**

The Center for Leadership and Development coordinates student activities and leadership opportunities for the campus and fosters an inclusive campus community by providing support services and information about:

- Access Card (student ID card) and Universal Transit Pass (light-rail and bus pass)
- Associated Student Body offices
- Bike locker rental
- Club activities and student involvement opportunities
- Computer lab with access to GoPrint station
- Distribution of materials/poster approval
- Meditation and Reflection Space
- Off-campus housing - ARC does not provide residence housing. However, the CL&D provides information on roommates, shared housing, and available rentals. The college does not screen, approve, or endorse student housing options.

A major responsibility of the Center for Leadership and Development is to provide guidance and support services to:

### Associated Student Body (ASB)

The Associated Student Body (ASB), through the approved charter, is the recognized body of student leadership that represents and advocates for students. The ASB supports the development of student's leadership skills and fosters opportunities for students to engage with the campus community. The ASB maintains the link between the students and the administration, faculty, classified support staff, and the Los Rios Board of Trustees.

The ASB is comprised of the Clubs & Events Board

(CAEB), the Student Senate, and the Joint Budget Committee (JBC). Participation in the ASB is a valuable educational experience that is available to all students.

### Clubs and Organizations

Chartered clubs on campus are organized around various special interests and promote participation in a variety of cultural, academic and social activities. Membership is open to all interested students. Being a part of a club is a great way to build friendships, gain leadership skills, and create a sense of belonging.

### SAGES (Student Ambassador)

SAGES are student leaders who serve as guides and facilitators of information between and among students, staff, and administrators. SAGES work in the Center for Leadership and Development (CL&D) through ARC's Student Services Division. These student ambassadors serve as guides, connecting students with campus programs and services as well as assisting with event planning, CL&D operations, and campus and community outreach.

## Child Development Center

**(916) 484-8651**

American River College operates child care programs that are licensed by the Department of Social Services and accredited by the National Association for the Education of Young Children. The center is for student-parents who are continuing their education as well as the children of staff and faculty. Student-parents who meet eligibility requirements regarding income and need, as established by the State Department of Education/Child Development Division, may receive free or low-cost child care and preschool.

Program options include part-time, full-time, mornings and afternoons. There are multiple classrooms which serve toddlers and preschool children. Space is limited therefore, we are unable to guarantee child care and we recommend that you have alternative child care plans.

The ARC Child Development Center also serves as a teaching laboratory for students in early childhood education, child development, child psychology, speech-language pathology and nursing programs. The center is staffed by Child Development Permitted Teachers, who plan and implement developmentally-appropriate curriculum.

## Connect Center

**(916) 484-4537**

The Connect Center provides services to help students navigate through the community college experience, complete their Steps to Success (matriculation process) and assist students in identifying and achieving their academic and career goals. The Connect Center's primary focus is on first-time college students and providing the support necessary for at-risk students within the college.

Services include: Connect and refer students to college programs and services, including learning communities (linked courses in various subjects). Provide students an opportunity to participate in meaningful and exciting college events. Offer peer mentoring, individualized and group support.

- Group Planning Sessions (GPS)
- Strive2Thrive
- In-Person Orientations

## Counseling Center

**(916) 484-8572**

The Counseling Center provides a wide range of academic, career and short-term personal counseling to help students successfully reach their goals. In the Counseling Center, counselors are available to provide:

- Educational planning and academic counseling
- Transfer planning and information about guaranteed transfer programs
- Information about majors and instructional programs available at ARC
- Information about and/or referral to student support services and programs
- Information about and/or referral to community resources
- Career counseling and career planning

A staff of competent, highly trained, and diversely experienced counselors are available to assist students in identifying their needs, assessing strengths, and overcoming barriers. Counselors may also assist students in the selection of appropriate programs of study relative to their chosen objectives. Educational objectives may include completion of a vocational program, transfer to four-year colleges and universities, enhancement of employment skills, or improvement of basic skills.

Counseling services are offered to day and evening students. Appointments may be made by telephone or in person. Counselors are also available on a drop-in basis in the Counseling Center, located in the east wing of the Administration Building.

Website: [www.arc.losrios.edu/counsel](http://www.arc.losrios.edu/counsel)

For students attending classes at off-campus centers, counseling appointments are also available at those locations. For the Natomas Center, call (916) 485-6000 and for the McClellan Center, call (916) 570-5000.

## Disabled Students Programs & Services (DSP&S)

**(916) 484-8382**

**Deaf and Hard of Hearing: (916) 993-3087 Voice Phone**  
**Voice calls automatically routed to an interpreter**

The goal of Disabled Students Programs & Services is to promote equal access to programs, services and facilities at American River College, thereby ensuring that students with documented disabilities experience the opportunity to participate fully in campus activities. The philosophy of DSP&S is to encourage maximum independence and personal empowerment through a successful educational experience. DSP&S provides a variety of support services, including specialized counseling, adaptive equipment, interpreters for the deaf, Braille, tutors, note takers, proctors, testing accommodations, and registration assistance. These services are provided at no cost to qualified students.

## Dusty Baker Student Athlete Resource Center

**(916) 484-8041**

The support team in the Dusty Baker Center assists student-athletes in achieving their academic and athletic goals by providing them with the following services:

- Academic & Athletic Counseling
- Athletic eligibility checks
- Time Management & Study Skills support
- Connections to academic support services
- Graduation and Transfer Guidance

## English as a Second Language (ESL) Center

**(916) 484-8919**

The ESL Center courses enable English as a Second Language students to develop, expand and reinforce the multiple English language skills needed for academic, career, and personal success. Students work independently on a variety of skill areas that they choose and get help from our instructors and tutors. Study materials are available for beginning, intermediate and advanced levels (ESL 30 – 350). Students earn credit by completing workbooks, computer-based modules, small group conversation practice, or multi-media courses, attending the required number of hours for the units requested. Attendance times and days are flexible. Late registration is allowed if space is available. A four-week ESL Center program is offered during the summer.

## Extended Opportunity Programs and Services (EOP&S) / CARE Program

(916) 484-8128

EOP&S is designed and funded by the State of California and the district to recruit and assist college students who show academic and financial need. EOP&S promotes student success with enrollment assistance, educational planning, tutoring and limited financial assistance. Participation is limited to California residents who are eligible to receive the Board of Governors Grant and have an academic need.

### CARE (Cooperative Agencies Resources in Education) Program

EOP&S-eligible students, who are single parents, head of household, currently receiving TANF and have a child/children 13 year old or younger, may also be eligible to participate in the CARE program.

### Former Foster Youth

Former foster youth between the ages of 18-23 may be eligible for services through ARC's EOP&S program. Support services include enrollment assistance, educational planning, and tutoring. For more information visit the EOP&S website.

## Financial Aid

(916) 484-8437

Funds are provided to eligible students who have documented financial need in accordance with state and federal regulations. You may be eligible for various forms of financial aid including California College Promise Grant (formerly Board of Governors or BOG Fee Waiver), grants and loans. For further information, please visit the Financial Aid Office.

## Health Center

(916) 484-8383

The ARC Health Center provides health care and education to ARC students and staff to support their academic and life goals. Health care is provided directly by Registered Nurses and/or indirectly through educational materials and referrals to community resources. Positive living is fostered by promoting wellness, both physical and emotional. There are no on-site physician services. The nursing staff may assess health concerns and make referrals to physicians, health agencies, etc. as needed. They cannot, however, make medical diagnoses or prescribe treatment. All services except for TB testing, immunizations, and titers are free.

## International Students

(916) 484-8774

American River College welcomes international students from all over the world. Students who enter the U.S. on a F-1 visa are considered international students. ARC is approved by the U.S. Immigration and Customs Enforcement to issue an I-20 for the F-1 Visa. The International Student Program can offer assistance with the admissions process, enrollment,

documents, policies, F-1 regulations, and fees. The International Student Program also provides new students with a comprehensive on-campus orientation, follow-up services, retention activities, and access to a variety of campus resources. For more information, visit our website at [http://www.arc.losrios.edu/International\\_Students](http://www.arc.losrios.edu/International_Students) or contact our office by phone at (916) 484-8774.

## Learning Disabilities (LD) Program – DSP&S

(916) 484-8938

The Learning Disabilities Program is part of the Disabled Students Programs & Services (DSP&S). The goal of these programs is to promote equal access to programs, services and facilities at American River College, thereby ensuring that students with documented disabilities experience the opportunity to participate fully in campus activities. Our philosophy is to encourage maximum independence and personal empowerment through a successful educational experience. These services are provided at no cost to qualified students.

These programs provide a variety of support services, including specialized counseling, comprehensive education plans, learning disabilities assessment, and study strategies sessions. Interpreters for the deaf and hard of hearing, as well as adaptive software technology and alternative media services are available, including braille services for textbooks and where print disabilities exist. We provide test proctoring services and accommodations, as well as note takers on an as-needed basis.

## Learning Resource Center (LRC)

(916) 484-8693

The Learning Resource Center (LRC) is an instructional facility which provides classrooms, a quiet learning environment, and instructional support services. The LRC advances the vision and mission of American River College by offering supplemental instruction and academic support through individualized tutoring and other alternative modes of instruction to currently enrolled ARC students seeking to successfully achieve their educational goals.

### Programs and services within the LRC building include:

Beacon Program, English as a Second Language (ESL) Center, Reading Center, Reading Across the Disciplines (RAD), Student Tech Center, Tutorial Center, Writing Across the Curriculum (WAC) and Writing Center.

**For detailed information on these programs and services see these specific programs in this section of the catalog.**

**Note:** See the Learning Resource Center Department page for Tutor Training courses.

## Library (916) 484-8455

The Kenneth Boettcher Library offers a welcoming learning environment that supports study, research, exploration, and academic growth. The library provides a full spectrum of library services and resources to students, including materials and instruction designed to help students find high-quality information and learn the research skills necessary to succeed in college and beyond. Also available are library courses that cover introduction to library resources and advanced research skills. The library is a popular study spot on campus, offering both individual and group study spaces, a large computer lab, and wi-fi access throughout the building.

## Math Multimedia Learning Center (MMLC) (916) 484-8632

The MMLC provides students the opportunity to complete their basic math and/or algebra requirements under the direction of an instructor using a mastery-based, independent study approach. **Mandatory weekly class meetings and mandatory independent work between class meetings** are **required** for student success. Computer-based instruction via the internet is an integral part of the course. Students may also visit the MMLC during other hours of operation to receive tutoring, complete assignments, and take exams. Each course may be completed as quickly as possible but no later than the end of the semester. Students who complete one course during the first half of the semester may sign up immediately for the next course.

## Pride Center – LGBTQ (916) 484-8146

Located at American River College's Student Center, inside the HUB, the Pride Center provides a safe and inclusive campus environment for students, staff, faculty and community members by building an understanding of sexual orientation, gender identities, and gender expression. The Pride Center disseminates information, challenges and dismantles negative stereotypes, and serves to facilitate dialogue about marginalized orientations, gender identities, and intersex in a non-judgmental atmosphere.

The Pride Center also actively engages in addressing the intersections among sexism, heterosexism, transphobia, racism, classism, ageism, ableism, and other negative prejudgments used to marginalize traditionally underrepresented groups by working in partnership with other campus groups. Further, the center advocates for improvements in our campus climate regarding LGBTQ issues and our students' success.

## PUENTE Project (916) 484-8220

The PUENTE Project's mission is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to their communities as leaders and mentors to future generations. PUENTE students meet regularly with a PUENTE counselor and are matched with a professionally and academically successful mentor from the community. Students also attend field trips to college campuses. All students are welcome to apply.

## Reading Across the Disciplines (RAD) Center

ARC Main Campus (916) 484-8053  
Natomas Center (916) 485-6063

The RAD program helps students meet their academic goals by improving their reading strategies and test-taking skills. RAD students learn to annotate textbooks and research materials, paraphrase key ideas, create outlines and maps based on their class materials, read and understand graphics, master jargon, and prepare for tests. During the one hour class meetings, students work in small groups or one-on-one with a RAD instructor or Instructional Assistant on applying reading and study strategies to their textbook and class material.

*The RAD Program is offered on the ARC Main Campus and the Natomas Center.*

## Reading Center (916) 484-8249

The Reading Center offers small-group and individualized instruction to college students who want to improve their reading skills. Instructors, instructional assistants, and tutors work with students to improve their skills in reading comprehension and vocabulary acquisition, essay and textbook reading, and study skills. Students who are enrolled in reading lecture courses may concurrently enroll in Reading Center support courses for supplemental instruction.

## Science Success Center (916) 484-8204

The Science Success Center offers individualized instruction in reading and study strategies geared to support students' efforts in their science courses. Instructors, instructional assistants, and tutors meet with students weekly to discuss different learning strategies and assist students with individualized instructional modules. The selection of modules may vary depending on student need and skill level.

## STEM Center (formerly MESA)

(916) 484-8662

The ARC STEM Center is the place on campus for students in the STEM disciplines to find support, resources and a community of students with similar goals and interests. Students preparing for careers as professionals in biology, chemistry, physics, earth and environmental sciences, mathematics, engineering, or computer science are encouraged to join. Students who are preparing for health care careers where calculus is a required study topic, such as physicians, pharmacists, and various technical fields should also become part of the ARC STEM Center community. Resources include individualized tutoring, study groups, and information on scholarships and summer research programs. Students can consult with a counselor dedicated to supporting STEM students, and multiple resources are designed to help students successfully transfer to a four-year institution.

## Student Tech Center

(916) 484-8667

Providing technical support for all ARC students with the following services: Assistance with Los Rios online services, connecting to the LRCCD wireless network, accessing Canvas and course assignments, Log-on issues, Help with expired or forgotten password and locked accounts, assistance with installing Microsoft Office 365. Assistance in identifying and resolving software and hardware technical issues.

## Transfer Center

(916) 484-8685

The mission of the Transfer Center is to help students and staff become aware of the many transfer options available and provides the most current information to ensure a smooth transition to four-year institutions. **See the Transfer section of this catalog for detailed information.**

## TRIO Student Support Services (SSS)

(916) 484-8487

### TRIO SSS Journey

TRIO SSS Journey is a federally funded Student Support Services program designed to help first-generation, low-income students, including students with disabilities, who have a goal to transfer to a four-year college or university. Journey provides students with a rich variety of services designed to provide academic, personal, and social support to achieve their dreams.

### TRIO SSS STEM

The ARC TRIO Student Support Services STEM (Science, Technology, Engineering and Math) program is federally funded and designed to support student success and transfer to 4-year colleges and universities. This free program provides services and academic and social supports to traditionally underrepresented student populations who are majoring in Science, Technology, Engineering or Math.

### TRIO SSS Veterans

TRIO SSS Veterans will provide services to eligible ARC Veterans. The goal of the program is to motivate student Veterans toward the successful completion of their post-secondary education, to increase college retention, and facilitate the transition from one level of higher education to the next. Our TRIO main office is located in The Hub and we are connected to every department on campus. TRIO services for Veterans will be offered through the Veterans Resource Center.

## Tutorial Center

(916) 484-8808

The Tutorial Center provides individual, drop-in, and online tutoring for students who need academic assistance outside the classroom. Tutoring is conducted by instructor approved peer tutors. Students who demonstrate proficiency in a specific subject are encouraged to enroll in the tutor training course LRC 300 and apply to become a tutor. Tutors are salaried and must complete the tutor training course to comply with the state guidelines for tutoring in the community college system. Tutoring is provided in a supervised setting in the Tutorial Center, located inside the Learning Resource Center (LRC).

## Umoja-Sakhu Learning Community

(916) 484-8572

The Umoja-Sakhu Learning Community (USLC) at American River College is open to all students and is specifically designed to increase the retention and success rate as well as the graduation and transfer rates of African ancestry students. With emphasis on topics relevant to the African American experience, the curriculum focuses on improving reading, writing, self-discipline and critical thinking skills. Program counselors also provide assistance with the personal issues that often hinder African American students in an educational setting.

## **UNITE (Universal, eNgaging, Innovative, Transformative, Equity Education)** **(916) 484-8948**

Located at American River College's Community and Diversity Center, UNITE creates collective spaces in which student, staff, faculty, and administrators share lived realities, stories, and histories as equity education for the campus community. UNITE promotes a better understanding and awareness of the everyday student experience through collaborative partnerships across the campus community. Additionally, UNITE provides a welcoming and inclusive environment that engages in brave dialogue about diversity, social justice, and equity.

We offer support, advocacy, and leadership opportunities for and about disproportionately impacted communities. All programs for UNITE focus on critical consciousness and analytical thought, social justice education within the community, student equity, seamless educational pathways, and cultural empowerment and enrichment for the ARC community. [www.arc.losrios.edu/UNITE](http://www.arc.losrios.edu/UNITE)

### **Writing Across the Curriculum (WAC) Center**

**ARC Main Campus (916) 484-8802**  
**Natomas Center (916) 485-6061**

The WAC program helps students from all academic disciplines improve their writing skills. Students learn to apply more effective prewriting, drafting, revising, and editing strategies. Students receive assistance with writing assignments for all classes. Students may also receive help with personal statements for scholarships and college transfer.

*The WAC Program is offered on the ARC main campus and the Natomas Center.*

### **Writing Center**

**ARC Main Campus (916) 484-8696**  
**Natomas Center (916) 485-6061**

The Writing Center currently offers one lecture course: ENGWR 50 Developmental Writing. This course focuses on developmental writing skills, emphasizing the connection between writing and reading with the goal of building fluency. Individualized instruction is provided by instructors, instructional assistants, and student tutors.

*The Writing Center is offered on the ARC main campus and the Natomas Center.*

## **Veterans Resource Center (VRC)** **(916) 484-8135**

The Veterans Resource Center assist Veteran students and their families with their ARC educational and VA related needs. The center provides an array of specialized support services and opportunities to assist Veterans in achieving their goals. Our peer mentors offer personalized services to Veterans and their dependents, including assistance with registration, campus tours, and Veteran-specific information. We provide academic, personal, and career counseling, weekly support groups, campus and community service referrals, student success workshops, a computer lab, and opportunities to network with other Veterans through the Veterans Club. In addition, a full time vocational rehabilitation counselor with the U.S. Department of Veterans Affairs is on staff in the VRC and is dedicated to provide guidance, information, and resource referrals.

Students may apply for evaluation of military service for college credit. A copy of the DD form 214 must be submitted for credit to be awarded. Veterans, reservists and active duty service members may also qualify for priority enrollment, as stipulated in the California Education Code, section 66025.8.

VA certifying officials located in the VRC assist students by appointment to verify enrollment to the Department of Veterans Affairs. Students who are applying for VA education benefits must contact the VRC and provide required documents and transcripts from other colleges for evaluation. Continuing students are required to submit their schedules each term for which they wish to receive payment. It is advisable to submit all paperwork and class schedules immediately after enrolling in courses.

#### **TRIO SSS Veterans**

TRIO SSS Veterans will provide services to eligible ARC Veterans. The goal of the program is to motivate student Veterans toward the successful completion of their post-secondary education, to increase college retention, and facilitate the transition from one level of higher education to the next.

### **College Hour**

Each Thursday noon, the college schedules fewer classes in order to leave open time for special events, speakers, workshops and other activities.

### **Student Publications**

The Current, the college newspaper, is published both in print and online ([arc.current.com](http://arc.current.com)) by student staff, and the American River Literary Review is published each spring by students in English and Art New Media.

- Educational Progress
- Admissions Information
- Attendance Requirements
- Academic Standards
- Grades and Credit
- Regulations on Course Repetition and Repeatability
- Academic Honors
- Academic Probation
- Progress Dismissal
- Student Petitions

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## Educational Progress

American River College's academic standards and resources are intended to support a successful learning experience for all students.

We offer many services to help students achieve their educational goals. Students enrolled in degree or certificate programs are expected to demonstrate satisfactory academic progress as defined by the following three general policy requirements:

- **Minimum Grade Point Average:** Students must achieve and maintain the required grade point average.
- **Credits Earned/Credits Attempted:** Students must complete a minimum percentage of attempted credits per semester.
- **Degree or Certificate Completion:** Students must complete the degree or certificate at the required credit limit.

The college recognizes the unique and diverse backgrounds and needs of its students, and while all students are held to the same level of academic excellence, students with special circumstances may petition for special consideration. Students enrolled in special programs are also required to follow the requirements specified by their funding agency. In addition, students receiving federal and/or state financial aid must follow the Financial Aid Satisfactory Progress Policies.

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## Admissions Information

### Auditing

Auditing (sitting in a class without enrolling for credit) is not permitted at any Los Rios Community College. All students must be enrolled and fees paid for all classes by the last day to add.

### Residence Requirements

American River College is a public college under California law. The application for admission includes a statement of residence from which residency is determined. The law provides that a person can have only one residence. If you have resided in another state just prior to the residence determination date (the first day of the semester) – even if you had been a California resident previously – you may be considered a nonresident for purposes of enrollment fees. Residency is determined at the point of admission once a completed application is submitted to the Enrollment Services Office.

Out-of-state students may apply for reclassification to California resident by completing a reclassification application and providing sufficient documentation to support California residency. State requirements to become a California resident are described in the California Education Code and California Code of Regulations (Title 5).

Under California law, to be reclassified from a non-resident to a California resident, a student must clearly demonstrate:

1. physical presence in California,
2. intent to reside in California permanently, and
3. financial independence.

Students who have completed 3 years at a California high school, and graduated, may be eligible for an exemption from non-resident tuition.

Please see the Enrollment Services office for the reclassification application and instructions.

If a student is erroneously determined to be a nonresident, and pays a tuition fee, the fee is refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid. Refund requests will be processed only if accompanied by the receipt issued at the time of payment.

Fees are subject to change without notice upon approval by the trustees of the Los Rios Community College District, and pending approval by the state legislature and governor.

A nonresident student who has falsified residency information shall be excluded from classes upon notification, pending payment of the nonresident fee. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred nonresident tuition is paid.

### Military Personnel and Dependents

Military personnel who are stationed on active duty in California and their eligible dependents are granted resident classification. This resident classification will continue for the duration of the student's continuous enrollment. Please contact the Enrollment Services office if you qualify for this classification.

### All New Transfer Students

All new transfer students, except those transferring from Cosumnes River, Folsom Lake, and Sacramento City colleges, should complete the steps listed for first-time college students. Instead of a high school transcript, transfer students are advised to mail official transcripts of all other previous college work to the Enrollment Services Office.

## Concurrent Enrollment

Students enrolled at American River College may concurrently enroll for college credit at another institution. Students requesting to have completed units considered towards a degree or certificate at American River College must submit an official transcript to Enrollment Services. Concurrent enrollment at another accredited college may impact a student's eligibility for financial aid at American River College.

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## Attendance Requirements

### Excessive Absences

The Los Rios Community College District (LRCCD) attendance requirements are as follows: Per Policy P-2222, students are expected to attend all sessions of the class in which they are enrolled. Any student with excessive absences may be dropped from class. Any student who is a no show shall be dropped from a class (CA Code of Regs., Title 5, 58004).

### Non Attendance at First Class

As stated in LRCCD Regulation R-2222, students who fail to attend the first session of a class may be dropped by the instructor.

### Excessive Absence Defined

As stated in LRCCD Regulation R-2222, a student may be dropped from any class when that student's absences exceed six percent (6%) of the total hours of class time. Instructors shall state in each course syllabus what constitutes excessive absence for that course.

### No Shows

As stated in LRCCD R-2222, students who fail to attend the first session of a class may be dropped by the instructor.

In addition, students who have not attended at least one of the first three sessions of a class will be dropped as a "no show" following the third session of the class per Title 5 section 58004. If a class is scheduled for only one session per week, then students who have not attended at least one of the first two sessions of a class will be dropped as a "no show" following the second session of the course.

### Change of Address or Name

Students must report a change of address immediately to Enrollment Services. Students will be held responsible for all misdirected mail if the address change was not provided. Change of name, social security number, and other information that would affect your student record must be reported in writing to the same office with the proper documents to substantiate the change.

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## Academic Standards

### Good Standing

In determining a student's eligibility to acquire or remain in good standing at American River College, both quality of performance and progress toward completion of objectives are considered. A student who completes 12 or more semester units, earns a 2.0 GPA on a 4.0 grading scale, and completes more than 50 percent of all enrolled units, merits good standing with the college. Students in good standing are limited to 18 units per semester. In exceptional cases, a student may initiate a petition with a counselor to exceed the 18-unit limit.

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## Grades and Credit

### Academic Load

Per LRCCD Regulation R-7211, fifteen (15) units each semester is considered a full college load. Twelve (12) units each semester is a minimum full-time load and is usually acceptable to qualify for scholarships, grants, loans and holding student offices.

Eighteen (18) units per semester is a maximum load. Unit limit shall be District-wide. A petition to exceed the maximum load must be submitted in writing to the college at which the additional units will be taken prior to registration. A student may petition up to a maximum of six (6) additional units District-wide through this process.

Eight (8) units per summer session is a maximum load. Unit limit shall be District-wide. A petition to exceed the maximum load must be submitted in writing to the college at which the additional units will be taken prior to registration. A student may petition up to a maximum of four (4) additional units District-wide through this process.

### Credit/Unit

The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, laboratory, and activity courses.

## Grades and Grade Point Average (GPA)

At the end of each semester or term, the college reports students' grades for every enrolled course. The grading standards, with their grade point equivalents, are as follows:

- A Excellent, 4 grade points per unit.
- B Good, 3 grade points per unit.
- C Satisfactory, 2 grade points per unit.
- D Passing, less than satisfactory, 1 grade point per unit.
- F Failing, 0 grade points, no units earned.
- CR Credit (C or better), not computed in GPA but affects progress probation and dismissal
- \*P Pass (C or better), not computed in GPA.
- NC No Credit (less than C), not computed in GPA but affects progress probation and dismissal.
- \*NP No Pass (less than C), not computed in GPA but affects progress probation and dismissal.
- I Incomplete, has not completed all the work for the class and instructor has agreed to allow student to complete work at a later date, at which time a final grade will be assigned. An Incomplete is not computed in GPA, but affects progress probation and dismissal. Student has one year in which to complete the coursework.
- IP In-progress, the course is longer than a semester and a student must re-enroll in the course the subsequent semester. When you have finished the course, the grade will be changed to A-F and units earned.
- W Withdrawal, The student has been officially dropped from the class by the deadline shown in the calendar elsewhere in this schedule. A "W" is not computed in your GPA, but affects progress probation and dismissal.

\*Courses taken prior to June 30, 2008 will be noted on the student records as CR/NC (Credit/No Credit). Courses taken July 1, 2008 and in the future will be noted as P/NP (Pass/No Pass), per Title 5 section 55022.

<b>Grade Point Average (GPA)</b>	= $\frac{\text{Total grade points earned}}{\text{Total units attempted with a letter grade}}$
<b>Progress Percentage</b>	= $\frac{\text{Total units with a W, I, and NC/NP}}{\text{Total units enrolled}}$

## Credit/Pass – No Credit/No Pass Grading

A student may elect that one course per semester be graded on a credit/pass or no credit/no pass basis. A petition to take a class credit/pass – no credit/no pass must be filed with Enrollment Services by the deadline as specified online. The equivalent of an A, B, or C received for the course will be recorded as CR/P, with units earned. The equivalent of a D or F will be recorded as NC/NP, with no units earned. Units attempted for credit/pass – no credit/no pass grades are not computed in the grade point average, but are used for determining progress probation and progress dismissal.

A student who has elected to be graded on a credit/pass – no credit/no pass basis may not have the CR/P or NC/NP changed to the letter grade (A, B, C, D, F). A maximum of 20 elected credit units may be applied toward the Associate in Arts or Science degree.

## Grades of Incomplete

An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course before the end of the semester because of an unforeseeable emergency or other justifiable reason. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has elapsed. A student receiving an incomplete may not re-enroll in the course. A student may petition for a time extension due to unusual circumstances.

## Grades of In-progress

A grade of "in-progress" indicates that a course is still in progress and a final grade has yet to be assigned. A student receiving an in-progress grade must re-enroll in the course in the subsequent semester. Failure to re-enroll will result in an evaluative (letter) grade being assigned in lieu of the in-progress.

## Withdrawal from Class or College

A student may officially drop a class without notation on the permanent academic record/transcript prior to the point in which 20% of a class has occurred. These important dates are available at [www.arc.losrios.edu/schedule.htm](http://www.arc.losrios.edu/schedule.htm).

(Click on Registration Guide of the corresponding term for more information, including start/end dates, drop/add dates). Withdrawals occurring after this time, and before the point in which 75% of the class has occurred, shall result in a “W” notation on the permanent academic record/transcript.

A “W” notation on the permanent academic record/transcript is used for determining Progress Probation and Progress Dismissal. No withdrawals are permitted during the last 25% of a course, except due to extenuating circumstances (verified cases of accidents, illness or other circumstances beyond the control of the student), for which a student may request withdrawal through the student petition process. After consultation with the instructor and with administrative approval, the grade may be recorded as a “W” rather than as a less than satisfactory or failing grade on the permanent academic record/transcript. In all other cases, after the 75% date, a student will receive a grade in the course.

## Leave of Absence

Per LRCCD Policy P-7243, students may petition for leaves of absence from a college of the Los Rios Community College District in order to maintain catalog rights to a specified degree requirement option (See: Catalog Rights Policy P-7242).

Leaves of absence may be granted for verified medical and military situations that prevent the student from attending classes in any college session in a calendar year. Such leaves shall be limited to two (2) successive calendar years. In extenuating circumstances, a leave of absence may be extended beyond the two-year limit.

As stated in LRCCD Regulation R-7243, a petition for leave of absence should be filed in advance whenever possible. Students requesting a leave of absence during a semester must follow campus withdrawal procedures. Students applying for medical leave of absence must furnish a statement from the attending medical physician explaining the necessity for the student to interrupt enrollment. Students applying for military leave of absence must furnish a copy of the military orders inducting service.

Military withdrawal is available for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Students requesting military withdrawal must file a student petition and include supporting documentation.

## Withholding Student Records

The college reserves the right to withhold student transcripts and records and to deny future enrollment for any outstanding student obligation, such as: nonpayment of fees; outstanding debt or missed payments on Federal student aid, Cal Grant, Federal student loan; or fines for overdue books within the Los Rios district. The college reserves the right to evaluate high school diploma(s). The Vice President of Student Services or his/her designee may, at any time, request a copy of a high school transcript or other documentation to validate the authenticity of the high school diploma. The decision of the Vice President of Student Services or his/her designee is final and cannot be appealed. As provided in the Federal Register (Section 668.16) the college may withhold Financial Aid funds or require the student to take and pass an Ability to Benefit test as a requirement for receiving Financial Aid. You are advised to clear all debts and other holds on your record prior to enrolling in classes.

## Credit by Examination

Under special circumstances and with department approval, students regularly enrolled and in good standing who believe they are qualified by experience or previous training may take a special examination to obtain credit in a course in which they are not formally enrolled. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at American River College with a grade of “C” or better.

The units may not be used to satisfy the 12 unit residence requirement for graduation. A maximum of 15 units may be allowed by examination.

**Note:** Credit by examination is not applicable to all courses, and in some instances the process may require measures of evaluation. A student seeking credit by examination should consult the dean of the appropriate area to determine if credit by examination is allowed for a particular course.

## Regulations on Course Repetition and Repeatability

Repetition of courses must be conducted by all California community colleges in compliance with California Title V Regulations, Sections 55040 through 55046.

### Course Repetition to Clear a Sub-Standard Grade

A course may be taken once and repeated up to two times at any of the Los Rios colleges for which a notation of D, F, NC (No Credit), NP (No Pass), or W (Withdrawal) was earned. This regulation is effective across the district at all Los Rios colleges. If you took a course at any of the Los Rios colleges – American River, Cosumnes River, Folsom Lake, or Sacramento City, this counts as one of your three attempts.

### Repeatable Courses

Courses taken, earning a grade of C or better, cannot be repeated. There are, however, certain specialized courses that are designated as “repeatable” and are listed as such in the course description. These include:

- Transfer level courses that may be taken more than once to meet the major requirement for transfer to a California State University (CSU) campus or to other universities with a similar transfer requirement.
- Variable unit courses that are open entry/exit such as math, reading and writing laboratory courses; these courses may be repeated up to the total maximum units allowed.
- Work Experience courses, which can be taken again when there is new or expanded learning on the job for a maximum of sixteen units.
- Interscholastic sports and their related conditioning courses may be repeated to meet requirements for CCCCAA eligibility.
- Intercollegiate academic or vocational competition courses with the primary purpose to prepare students for competition.

## Non-repeatable Courses – Petitioning for an Exception

There are a few special circumstances that allow students to complete the petition process to repeat a course that does not meet any of the criteria listed in the section above.

These include:

- Courses where students need to meet a legally mandated or licensure training requirement as a condition of continued paid or volunteer employment. These repetitions are not limited and are granted based on the college’s verification of established legal mandates.
- A student may repeat a course because there has been a significant lapse of time (defined as at least three years) since the student previously took the course and when another institution of higher education to which the student seeks to transfer has established a recency requirement. In cases where a transfer university requires a community college course to be taken as a university prerequisite more recently than three years ago, a college may alter the three-year rule with documentation provided by the student. Grades awarded for courses repeated under this circumstance shall not be counted when calculating a student’s grade point average. This is a one-time exception.
- The college finds that the student’s most recent previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student’s control. This is a one-time exception.
- A special course that can be repeatable by petition so that a particular student can be approved to repeat it as a disability-related accommodation.

## Limitations on Active Participatory Courses (course families)

Active participatory courses are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. These include kinesiology/physical education (PE) active participatory courses, as well as visual and performing arts active participatory courses (theatre arts, music and art). Some courses in these categories are related in content and have been placed in groups that the Los Rios colleges are calling “families” of courses. Each “family” of courses allows for skill development beyond an introductory level.

Students are limited to taking a maximum of four courses in any one “family” across all four Los Rios colleges, regardless of how many courses there are; sometimes a “family” of courses may include more than four. For example, the Modern Dance Technique family of courses across the four Los Rios colleges includes five courses – DANCE 330 through DANCE 334 (Modern Dance I, II, III, IV, and V).

In addition, if a student gets a sub-standard grade (a notation of D, F, NC (No Credit), NP (No Pass), or W (Withdrawal)) in any course within a family, the sub-standard grade counts as one of the four course limitations in the family. The list of families of courses is available in the Admissions and Records Office at each college. Please consult with a counselor for more information.

State regulations have eliminated community college students' ability to take certain active participatory courses more than one time. Active participatory courses are those courses where individual study or group assignments are the basic means by which learning objectives are obtained and include courses in physical education (Kinesiology/Athletics), and visual and performing arts (theatre arts, music, and art). Therefore, if students attempt to enroll in a course that they have already completed at any college in Los Rios with a grade notation of A, B, C, CR (credit) or P (pass), the students will be sent a notice that they have been removed from the course and cannot re-enroll in the same course at any Los Rios college.

Some active participatory courses have been put into groups based on similar content. For a list of these courses go to [www.losrios.edu/familycrse.php](http://www.losrios.edu/familycrse.php). For example a group could consist of the following courses: Tennis I, Tennis II, Tennis III, Tennis IV, and Doubles Tennis. Students may take a total of 4 courses in a group at any Los Rios college. Once students have completed 4 courses in a group, they will not be allowed to take any other courses in that same group at any Los Rios college.

**Note:** Although groups may have more than 4 courses, students may only take a total of 4 courses from the same group. Students who completed 1 or more courses in the same group prior to summer 2014 will have those courses count toward the total 4 allowable courses. For purposes of the 4 course limit within a group, each A, B, C, D, F, CR, P, NC (no credit), NP (no pass), or W (withdrawal) grade notation counts toward the 4 course limit.

## Academic Renewal Without Course Repetition

A student may petition to have previous substandard work, (D's, F's, NC's or NP's), earned at American River College discounted. Courses and grades which no longer reflect a student's current educational objective and current level of academic success may upon petition be discounted in the computation of the grade point average. The following conditions must apply:

1. A minimum of 12 consecutive months shall have elapsed since the end of the semester or summer session in which the work to be alleviated was recorded; and a minimum of twelve (12) semester units (or its equivalent) with a grade of C or Credit/Pass or better shall have been attained. The coursework must have been completed at a regionally accredited college.
2. Current educational objectives must be discussed with a counselor and the counselor's recommendation must be included on the petition.
3. No more than 30 units of substandard grades may be discounted.
4. Under no circumstances may course work be discounted if it was used to fulfill requirements for a degree or certificate that has been granted.
5. All grades remain on the permanent record and transcript of grades. However, a proper notation on the transcript will indicate the specific grades that were discounted from the grade point average.
6. Questions regarding this policy should be directed to the Dean of Enrollment Services.
7. Once elected, the academic renewal cannot be reversed.
8. Academic Renewal is not intended for courses that are required and/or will be repeated.

*Academic renewal petitions are available in the Counseling Center.*

## Remedial Unit Limitation

The California Community Colleges Board of Governors has adopted regulations limiting the number of remedial course units a student may take to 30. These courses are usually numbered 1-99. Students may petition for a waiver to the thirty-unit limitation through a counselor. However, federal financial aid does not allow a student to receive aid for more than 30 remedial units.

## Academic Probation

A student is placed on academic probation if the student has attempted at least 12 units and earned a grade point average below 2.0 in all units that were graded. A student on academic probation may be subject to counselor intervention.

### Progress Probation

A student who has enrolled in a total of at least 12 semester units is placed on progress probation when the percentage of all units in which a student has enrolled, and for which entries of W, I and NC/NP are recorded, reaches or exceeds 50 percent of all units attempted. A student on progress probation may be subject to counselor intervention.

### Unit Limitation

A student on either academic or progress probation may be limited to 12 or fewer units, or to a course load recommended by the student's counselor.

### Removal from Probation

A student on academic probation is removed from probation and acquires good standing when the student's cumulative grade point average (GPA) is 2.0 or higher. A student on progress probation is removed from probation and placed in good standing status when the percentage of units with entries of W, I and NC/NP drops below fifty (50) percent of all units attempted. To see how GPA and progress percentage are calculated, see **Grades and Grade Point Average (GPA)** in *Educational Progress* section.

### Academic Dismissal

A student on academic probation is subject to dismissal when the student earns a cumulative grade point average of less than 2.0 in all graded units in at least three successive terms.

## Progress Dismissal

A student on progress probation is subject to dismissal if the percentage of units in which the student has been enrolled for which entries W, I and NC/NP are recorded reaches or exceeds 50 percent in at least three successive terms.

### Readmission following Dismissal

A dismissed student may petition to the Dean of Counseling and Student Services for permission to enroll if the student feels that the cause for dismissal reflects extenuating circumstances or has been resolved. The burden of written documentation in support of these circumstances remains with the student. A dismissed student must see a counselor to initiate a student petition and satisfy other readmission requirements.

## Academic Honors

The distinction of Honors and High Honors is noted on a student's transcript for each semester in which a student has enrolled in 12 units or more, and has earned a grade point average (GPA) of at least 3.0 (Honors) or 3.5 or higher (High Honors). Students earning High Honors will be notified by mail of their eligibility to join the college honor society.

### Transcripts

A transcript is an official record of work completed at American River College, and is required for admission to other colleges and universities. The Los Rios Community College District has partnered with Credentials, Inc., to provide a secure and easy-to-use service for ordering transcripts online. This online request service is provided to students and alumni for any of the Los Rios colleges. Transcript information is available at [www.arc.losrios.edu/admissions/transcripts.htm](http://www.arc.losrios.edu/admissions/transcripts.htm)

### Purpose of the ARC Student Petitions

The student petitions provides students an opportunity to request action that is normally not permitted by state law, district policy or college practices and procedures. The petition is limited in scope to issues related to a student's admission, enrollment, and academic standing. Use the student petition form to request:

- Enrollment in classes with time conflicts
- Approval of an unauthorized repeat of a course.
- Exceed maximum allowable unit load (18 per semester; 8 per summer session)
- Add or Drop of a class after deadline
- Course substitutions
- Withdraw from college on medical or military leave and retain catalog rights

#### Where to get the petition forms

Obtain the forms at Enrollment Services, eServices Registration Lab, the Counseling Center or online. Outcomes of student petitions will be sent to students via LRCCD Gmail accounts.