Advanced Education High School Student Admission and Enrollment Steps

Advanced Education is a program that allows current high school students to take classes at Sacramento City College. Advanced Education students may enroll in one or two college courses each semester (across the Los Rios district).

Eligibility

- The student has completed the 10th grade or will be at least 16 years old by the first day of instruction.
- The course the student wants to take is not available at their high school.
- The course is not remedial (courses numbered 1 through 99).
- The student is not repeating the course due to an unsatisfactory grade.
- The course is for advanced study and the student can demonstrate adequate preparation and completed prerequisites for the course.

To learn more, watch this 15-minute presentation on Advanced Education [link](https://cccconfer.zoom.us/rec/share/cXvUNTcphHddqWO3N3hJ7thqDremd4CMRLjz3A3b0v0D5wMmtpPIyGy99L-S4bTW8ZrJL7mpFHr_KgZa8).

Note: Advanced Education differs from [Dual Enrollment](https://scc.losrios.edu/dual-enrollment), which offers college courses on high school campuses at no cost to students.

Not an Advanced Education Student?

If you are not an Advanced Education student, then you may need to follow different steps. Find out what type of student you are and get the correct steps for you!

[What Type of Student Are You?](https://scc.losrios.edu/admissions/get-started-and-apply)

Apply to Sacramento City College

Create an OpenCCC account using a personal email (or log in if you already have an account) and fill out the [online application for Sacramento City College](https://www.opencccapply.net/gateway/apply?cccMisCode=233). As an Advanced Education student, select enrolling in high school and college at the same time.

Students who submit an application without a social security number (SSN) can fill out the [Student ID Help form](/student-id-help/student-id-help/student-id-help/student-id-help) to expedite the processing of their application.

Students Must Reside in California

Students who are not physically located in California [may not enroll in online courses](https://www.opencccapply.net/gateway/apply?cccMisCode=233) offered by Sacramento City College. Sacramento City College is not authorized to provide education outside the boundaries of the State of California.

[Apply to SCC](https://www.opencccapply.net/gateway/apply?cccMisCode=233)

Additional Information

- [Admissions and Records](/admissions-and-records-office/admissions-and-records-office)

Complete the Advanced Education Packet

Read and complete the entire Advanced Education application packet.

The application packet must include your requested courses and be approved by your high school counselor or authorized designee. The completed application requires signatures from you, your parent/guardian, and your high school counselor/authorized designee.
You can list up to six (6) course options on your application; however, you may only enroll in two courses during a single semester across the Los Rios colleges.

Application Deadlines

Spring 2022

- Accepting application/enrollment dates for 2nd 8-week classes through March 10

Summer 2022

- Accepting application/enrollment dates from March 15 to May 28
- P.3 Registration: March 29 to 30
- Summer term start date: June 7

Fall 2022

- Accepting application/enrollment dates from April 5 to August 13
- P.3 Registration: May 13 to 14
- Fall term start date: August 21


Note: Download the application to your computer before typing in order to save your information. Do not fill out the application in your internet browser window.

After you meet with your high school counselor (/advanced-education-high-school-student-admission-and-enrollment-steps/advanced-education-high-school-student-admission-and-enrollment-steps/advanced-education-high-school-student-admission-and-enrollment-steps#step-5), they will submit your Advanced Education application packet on your behalf.

Additional Resources

- Advanced Education FAQ (/advanced-education-faq/advanced-education-faq/advanced-education-faq/advanced-education-faq)

Set Up eServices and Los Rios Gmail

eServices is Los Rios' online student portal where students manage their information, records, classes, and more.

After your application is processed, you will receive an email with your Los Rios student ID number (also known as a "W" number or "wID"). This is a seven-digit number with a preceding "W"; for example, W0000001.

You will use your Los Rios ID and password to log in to multiple services, including Canvas ([https://lrccd.instructure.com/login/](https://lrccd.instructure.com/login/)), eServices ([https://ps.losrios.edu/student/signon.html](https://ps.losrios.edu/student/signon.html)), Los Rios Gmail ([https://mail.google.com/a/apps.losrios.edu](https://mail.google.com/a/apps.losrios.edu)), and instructional lab computers.

Vaccination Requirement

All Sacramento City College students who attend in-person classes or access in-person services must meet the COVID-19 vaccination requirement ([https://scc.losrios.edu/vaccine](https://scc.losrios.edu/vaccine)), either by being vaccinated or having an approved religious or medical exemption on file. Students can submit evidence of their vaccination status in eServices ([https://ps.losrios.edu/student/signon.html](https://ps.losrios.edu/student/signon.html)).

Create Password (/create-password/create-password/create-password/create-password)

Get Technology Help

- Student ID Lookup (/student-id-lookup/student-id-lookup/student-id-lookup/student-id-lookup)
- Technology Resources (/technology-resources/technology-resources)

Check Your Math and English Placement
Your placement helps you determine which math or English courses you should enroll in.

If you provided your GPA and the last math and English classes you took in high school on your application, then your placement information is automatically updated in eServices (https://ps.losrios.edu/student/signon.html).

From your eServices dashboard, click Academic Record, and then click Placements to view your math and English placements.

If you did not enter your high school information on your application, then you may need to submit your high school transcripts or complete a self-evaluation to receive your math and English placement.

For English only, if your cumulative high school GPA is between 2.7 and 2.99, then you are required to submit a letter of support from your past or current high school English teacher stating you are capable of college-level work.

Learn About Placement (/placement/placement)

Placement Links

- English Placement (/english-placement/english-placement/english-placement)
- AB 705 and AB 1805 (/ab-705-and-ab-1805/ab-705-and-ab-1805/ab-705-and-ab-1805)

Meet With a High School Counselor

Meet with your high school counselor (or designee) to discuss the courses you wish to take.

Your high school counselor will fill out their portion of the Advanced Education application. They will submit your application to Sacramento City College at AdvancedEd@scc.losrios.edu (mailto:AdvancedEd@scc.losrios.edu) using their school email. (High school counselors should copy both the student and parent(s) when emailing the college.)

The email must have the following attachments:

- Completed Advanced Education Application (PDF), including up to six (6) courses approved for enrollment with the Class Name and Class Number, Example: SOC 300, #22333.
- High school transcript (unofficial).
- Private school affidavit, when applicable.
- Age documentation of 16 years of age or older when not displayed on the transcript.

Sacramento City College employees cannot recommend courses for Advanced Education students per California Education Code 48800.

Check Your Los Rios Gmail for Confirmation and Enrollment Information

After your packet is reviewed, you will receive an email notification with your application status.

If approved, then Admissions and Records (https://scc.losrios.edu/admissions/get-started-and-apply/admissions-and-records-office) will enroll you in your selected classes and send you an email confirmation. Log in to your eServices (https://ps.losrios.edu/student/signon.html) account to see your enrollment date.

If denied, then Counseling (https://scc.losrios.edu/student-resources/counseling) will notify you and explain the appeal process. To appeal a denied application, submit the Advanced Education Petition Form. Information and updates about your Advanced Education packet will be emailed to you.

Related Links

- Los Rios Gmail (/google-apps-and-preferred-email/google-apps-and-preferred-email/google-apps-and-preferred-email/google-apps-and-preferred-email)

Pay Your Fees

Pay your fees after you are enrolled in classes.

Tuition fees are waived* for Advanced Education students – however, you are responsible for paying the rest of your fees, including the Universal Transit Pass (UTP) and student representation fees.

You can see how much you owe and pay your fees in eServices (https://ps.losrios.edu/student/signon.html). From your dashboard, click Financial Account, then Account Balance.

* Tuition fees are not waived for international students.

Pay Fees in eServices (https://ps.losrios.edu/student/signon.html)
Get Help

Registration/Enrollment

Need help enrolling in your classes? Contact Admissions and Records.

Personal Email

Students must use a personal email, not a high school email, to complete their application. Free email accounts are available from many sources:

- Google Gmail (https://www.google.com/gmail)
- Yahoo Email (https://login.yahoo.com)
- Microsoft Outlook (https://outlook.live.com)

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC and the CCC Chancellor’s Office do not endorse any particular email providers, and will have no liability should any issues arise with a particular email provider.

CCCApply Application

You only need to submit one CCCApply application to take classes at any college in the Los Rios district – don’t spend unnecessary time submitting separate applications for each college.

Student ID Number

After your application is processed, we will email you a student ID number and instructions for next steps.

CCCApply Account Recovery

Students who have created a CCCApply account must log in using the account they created; they should not create a new account. Students who forgot their username/password can use the “Forgot” icon on the CCCApply site.

Students who use this function and still cannot find their username/password can call the OpenCCC helpline (https://cccapplyproject.org/support). If they don’t have their username or password and aren’t able to answer security questions to retrieve that information, then the student will have to contact CCCApply directly.

Sacramento City College does not have access to CCCApply account information.

Student Records and Privacy

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) and Section 49061 of the Education Code, parents of community college students do not have a right of access to their children’s student records, regardless of whether the student is under the age of 18.