

2011-12 ADVANCED EDUCATION PACKET

10 College Parkway, Folsom, CA 95630 • (916) 608-6510

6699 Campus Drive, Placerville, CA 95667 • (530) 642-5645

10378 Rockingham Drive, Rancho Cordova, CA 95827 • (916) 255-0717

Information Checklist

○ **Step I – Los Rios Community College District Application:**

Logon to www.losrios.edu and complete the online Los Rios application. Make sure to mark on Question #15-Student Enrollment Status that you are **Advanced Education (#1)**.

(If you are a Continuing high school student, complete Supplemental Enrollment form only.)

○ **Step II – Advanced Education Application:**

A *NEW* advanced education application must be completed and approved *EVERY* semester.

○ **Step III – High School Counselor:**

Meet with your school counselor to determine what class(es) would be appropriate for you.

(Note: Please see back of application for courses excluded from Advanced Education.)

Complete Section II with counselor and have counselor sign Section III.

○ **Step IV – Assessment Exam:**

If a class you wish to take has a prerequisite requirement of English or Math, take the FLC assessment exam. Check online or call (916) 608-6573 for testing times.

○ **Step V – College Counseling Session:**

Meet with a college counselor and bring the following documents (for drop-in/appointment information call one of the offices listed above):

1. Completed Advanced Education application – with all appropriate signatures – including a statement as to how you meet the criteria and why you want to participate in the Advanced Education program.
2. High school transcript OR record of completed coursework, achievement level, grade level, and copy of your current high school class schedule.
3. Appropriate Los Rios assessment results, if required for class.
4. A copy of your Private School Affidavit (when appropriate).
5. Documentation of age (if home schooled or age is not reflected on transcript).
6. Completed and signed Agreement to Participate and Waiver/Assumption of Risk form.

○ **Step VI – Registration:**

In person only - submit completed Advanced Education form along with all other corresponding documents to the Admissions & Records office during priority 4 or open registration. *Students are responsible for being aware of and adhering to all policies, procedures, and deadlines (including Add and Drop deadlines) as they pertain to all FLC students.*

○ **Step VII – Fee Payment:**

Pay UTP fee for Access Card. High school students are only exempt from the regular enrollment fee - not from the UTP fee or fees associated with being a California Non-Resident or an International Student.

IMPORTANT: If the Advanced Education application is denied or referred to the Dean of Student Development and Enrollment Management, then the student must complete an Advanced Education Petition and provide additional documentation to support the petition.

All students applying to take ANY Chemistry class at FLC will be routed through the Dean for special approval via the petition process (petitions will not be approved for any student who has not completed 10th grade or is not 16 years of age).



ADVANCED EDUCATION APPLICATION

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

- Fall 20__
- Spr. 20__
- Sum. 20__

I. APPLICANT (Completed by applicant)

Name _____ Date of Birth ____/____/____
Last First M.I.

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

Current School Attending _____ E-mail Address _____

Have you previously taken classes as an Advanced Education student? No ____ Yes ____ Where? _____

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

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

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

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

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

A. School Counselor/Administrator (Completed by principal or designated counselor/administrator) Date _____

This applicant has demonstrated exemplary academic achievement, as evidenced by multiple measures including, but not limited to, grades in similar courses, GPA of 2.7, analysis of transcripts, assessment results, or other student achievements. The recommended classes are not offered at the applicant's school during this term or the applicant is taking the maximum number of units and cannot fit these classes in his/her schedule.

Print Name Signature Phone () _____

B. Parent/Guardian (Completed by parent/guardian) Date _____

This applicant has my permission to enroll in the college course(s). I have read and understand the Policies and Guidelines attached to this form. I also understand that college courses may include adult/mature subject matter.

Print Name Signature Phone () _____

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

A. College Counselor Date _____

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

Approve Deny Refer to Administration for appeal Rationale: _____

Print Name Signature Phone () _____

B. College Administration (for appeal purposes only) Date _____

Approve Deny Rationale: _____

Print Name Signature Phone () _____

ADVANCED EDUCATION POLICIES AND GUIDELINES

Advanced Education is intended to provide you with educational enrichment opportunities at the community college. To ensure your success as an Advanced Education student, the following questions and answers related to Advanced Education have been developed to guide your enrollment. College classes often include adult/mature subject matter.

Who can enroll in Advanced Education classes?

- You must demonstrate exemplary academic achievement, as demonstrated by multiple measures including, but not limited to grades in similar courses, GPA of 2.7, analysis of transcripts, assessment results, other student achievements, and/or letters of support from high school counselors and teachers, *except* when enrolling in the following courses or programs: Academies (e.g., electronics or health); Special college-based programs targeted for at-risk students, such as AVID, PACE and the Early Start Program.
- You must have completed the tenth grade or be 16 years of age by the first day of instruction.
- You must be mature enough to understand the course material and to benefit from the presentation style.
- You must be mature enough to avoid jeopardizing your safety or the safety of others.

What courses are excluded from the Advanced Education?

- Basic skills courses (courses with numbers 1-99).
- Courses that require repetition due to an unsatisfactory grade received at your school.
- Courses offered at your school during the same semester you wish to enroll at the college. *However*, if you are enrolled in the maximum units your high school permits, you may enroll in a college course, even if it is offered at your high school during the same semester. *Also*, if you have satisfactorily completed a high school course and wish to enroll in a more rigorous college course in the same discipline, you may do so.
- If you are receiving your education in a non-traditional setting, general education courses should be taken in that setting.
- Courses where your safety or the safety of others would be jeopardized.
- Courses where the ability of others to benefit from instruction may be compromised due to your ability to relate to the mature nature of the subject matter or teaching methods.

What do I need to provide to the college counselor to apply for Advanced Education?

- New students must have completed an online Los Rios application (indicating that you are an Advanced Education student, not a new student) and continuing students must complete the Supplemental Student Data Sheet.
- Make an appointment with the college counselor and bring the following documents *with all required signatures*:
 - ✓ a completed Advanced Education Application, including a typed statement about how you meet the criteria and why you want to participate in Advanced Education
 - ✓ the appropriate assessment exam results (if you are enrolling in math or English, or a course with a math or English prerequisite)
 - ✓ your high school transcript; if you are enrolled in a school where transcripts are not available, a record of completed course work, achievement level, grade level, and a copy of your current high school class schedule
 - ✓ a copy of your Private School Affidavit when appropriate
 - ✓ documentation of age (if home schooled or age is not reflected on high school transcript)

Each semester you wish to enroll, you must resubmit all of the above forms.

How do I register for classes?

- You are required to register in person (not by phone or online) during the designated registration period.
- If you enroll in a class held at the high school during the school day, you may be assisted with your enrollment at the time the class meets.

What else do I need to know about Advanced Education?

- The course credit and grades you receive will become a part of your *permanent college record*.
- You are strongly urged to complete the assessment process in reading, writing, and math (check course prerequisites).
- You must meet all course prerequisites to enroll in a course.
- Students are expected to assume a greater responsibility for learning when enrolled in classes at the college level.
- You can only enroll in a **maximum of 2 courses** (which may exceed 6 units) each semester or summer session.
- You will not be charged enrollment fees **unless you are a non-resident or international student**, but you will have to pay other fees, such as the Universal Transit Pass fee.
- If you are not present for the first class meeting, you may be dropped from the class.
- If initially denied eligibility to enroll, a student may file a petition requesting further consideration.
- If you have already taken college courses, you must maintain at least a 2.0 GPA in those classes to be allowed to take additional classes as an Advanced Education student.

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

Parent/Guardian Signature

Student Signature

Date

**LOS RIOS COMMUNITY COLLEGE DISTRICT
AGREEMENT TO PARTICIPATE AND WAIVER/ASSUMPTION OF RISK**

NAME: _____ STUDENT ID NUMBER: _____

CLASS/ACTIVITY: _____ INSTRUCTOR'S NAME: _____

This is a release of liability and assumption of risk agreement. Read it carefully and sign below. Completion of this form is necessary in order to participate in this class activity. I understand my decision to take this class or activity is optional and voluntary. This document cannot be altered or modified by any verbal or written statements.

I am aware that participating in this Los Rios Community College District (DISTRICT) class or activity can involve **MANY RISKS OF INJURY** including, but not limited to, property damage, bodily injury, personal injury and death.

In consideration of the DISTRICT permitting me to participate in the _____ class/activity, I hereby voluntarily assume all risks associated with my participation and release the DISTRICT, its employees and volunteers, its colleges, campuses and centers, its governing board and the individual members thereof, and all other DISTRICT officers, agents and employees from all liability (whether based on negligence or otherwise) for injuries (including death) and damages arising out of or in any way related to the activity and/or class.

I understand that if this is/involves an excursion or field trip as defined by California Code of Regulations, Section 55220 that Section states in part:

“All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a statement waiving such claims.”

By signing this Agreement, I hereby waive all such claims.

I understand and agree to accept all the rules and requirements of the activity and/or class, including safety rules and instructions given by the supervisory personnel. I understand, and agree, and grant to the DISTRICT the right to terminate my participation in the activity and/or class within the DISTRICT's or DISTRICT's employee's sole discretion. If applicable, I understand and agree that any costs associated with my return transportation shall be at my personal expense.

I consent to the DISTRICT providing emergency health assistance if it is determined necessary and further consent to the DISTRICT notifying the emergency contact (listed below) and agree that this liability release and assumption of risk agreement applies to any of the DISTRICT's actions in this regard.

This agreement shall inure to the benefit of and be binding upon my heirs, decedents, successors, executors, assignees, legal representatives, and all family members. The provisions of this agreement including, but not limited to, my waiver of liability and my assumption of risk shall survive this agreement.

The following person should be contacted in case of an emergency: (please print)

	()	
_____	_____	_____
Name	Address	Telephone No.

I/WE, THE UNDERSIGNED, HAVE READ THIS AGREEMENT AND UNDERSTAND THAT IT IS A RELEASE OF ALL CLAIMS AND THAT I/WE ARE VOLUNTARILY ASSUMING ALL RISKS AND WAIVING ANY AND ALL CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS ACTIVITY AND/OR CLASS. I/WE AGREE THAT NO ORAL REPRESENTATIONS, PROMISES, OR INDUCEMENTS, NOT EXPRESSLY CONTAINED HEREIN HAVE BEEN MADE AND THAT THIS DOCUMENT CONSTITUTES THE ENTIRE AGREEMENT PERTAINING TO THE SUBJECT MATTER CONTAINED HEREIN.

	_____ SIGNATURE	_____ Date
<i>If participant is under 18, parent or guardian must sign.</i>	_____ PARENT OR GUARDIAN	_____ Date

STUDENT GRIEVANCE

POLICY

It is the intent of the Los Rios Board of Trustees to provide prompt and equitable means for resolving student grievances.

A student may file a grievance or grieve an action or decision of the District or one of its colleges when the student's status and/or rights have been adversely affected.

Grievances relating to grades are subject to Education Code Section 76224(a), which reads:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the Instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

Students interested in filing a grievance should contact the Student Grievance Officer. The Student Grievance Officer will guide you through the following procedures.

GRIEVANCE PROCEDURES

Informal Grievance Resolution (Mandatory)

LEVEL 1

Time Line

Must be initiated within ten days of alleged act.

With Whom

Student shall meet with staff member involved OR with staff member's immediate supervisor.

Purpose

To attempt informal resolution AND if no resolution is reached within ten (10) days after being initiated, student may proceed to formal grievance process.

Formal Grievance Process

LEVEL 2

Time Line

Within five (5) days of completion of the informal process AND not later than twenty-five (25) days from date of alleged wrongful act.

With Whom

Formal grievance form (completed) to be filed with Student Grievance Officer.

Purpose

To determine if problem is grievable AND if grievable, a hearing will be scheduled.

Formal Grievance Process (Hearing)

LEVEL 3

Time Line

Within ten (10) days of appointment of a Hearing Officer, a hearing will be scheduled.

With Whom

All parties and Hearing Officer

Purpose

To determine the merit of the grievance.

Decision

Within ten (10) days of completion of hearing.

Formal Grievance Process (Appeal)

LEVEL 4

Time Line

Within five (5) days of Hearing Officer's decisions.

With Whom

Chief Student Services Officer

Process

Written appeal, stating specific grounds for appeal (see R2412, 3.9.1). Review of record only.

Decision

Within ten (10) days of receipt of appeal documents. Decision is final.

DISCIPLINARY ACTION

AN INSTRUCTOR MAY REMOVE A STUDENT FROM THE CLASS AND THE NEXT MEETING FOR VIOLATION OF THE STANDARDS OF CONDUCT (Per the California Education Code and Board Policy).

1. The Disciplinary Authority is notified verbally and in writing within three (3) instructional days (or the equivalent) of an infraction committed by a student.
2. The student is informed of the alleged infraction and an investigative meeting is arranged at a mutually agreed upon time and place with the Disciplinary Authority.
3. The Disciplinary Authority shall interview the student for the purpose of discussing the alleged misconduct and disciplinary action, if any, which should be taken.
4. The Disciplinary Authority may initiate action by filing a notice of disciplinary action with the President and serving such notice on the student charged.

ACTION

Students may be subject to the following disciplinary actions:

1. Warning
2. Loss of College privileges
3. Probation via verbal or written reprimand.
4. Suspension from classes/activities for a specified time.
5. Expulsion from the district.

APPEAL

The notice of disciplinary action shall contain a statement affording the student the right to file a letter of appeal.

1. If an appeal is filed within seven days of the service of notice of disciplinary action the matter shall be referred to the Disciplinary Appeals Committee and a hearing shall be conducted. The Committee shall prepare a written decision that includes findings of facts, conclusion regarding whether the infraction occurred, and a recommendation for disciplinary action within ten (10) days of the hearing.
2. The decision of the Disciplinary Appeals Committee is transmitted to the President for approval, rejection or modification. The decision of the President is final.

Expulsion

If the President recommends expulsion, the decision is referred to the District Chancellor for approval, rejection, or modification. The Board of Trustees must approve recommendation for expulsion. The decision of the Board of Trustees is final and served to the student within thirty days of the Board review.

STUDENT STANDARDS OF CONDUCT

A student enrolling in one of the Los Rios colleges may rightfully expect that students, faculty and administrators will maintain an environment in which there is freedom to learn.

Student conduct must comply with federal and state laws, college rules and regulations and district policies and regulations. Students who violate such rules and regulations are subject to disciplinary action.

- Willful disobedience, disruptive behavior, profanity or vulgarity, or the abuse of college.
- Persistent serious misconduct
- Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
- Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the college.
- Unauthorized entry to or use of the facilities.
- Forgery, alteration, or misuse of college documents, records or identification.
- Obstruction or disruption of teaching, or other authorized college activities.
- Theft of or damage to property, or the possession of stolen property belonging to the college, a member of the college community or a campus visitor.
- Misconduct which results in injury or death to a student or college personnel, or which results in injury to any real or personal property owned by the district.
- Soliciting or assisting another to do any act which would subject a student to discipline
- Assault or battery, sexual assault, abuse, or any threat of force or violence directed toward any member of the college community.
- Use, possession, distribution or being under the influence of alcoholic beverages, narcotics, or dangerous drugs.
- Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property.
- Knowingly access and without permission, alter, damage, copy, delete, destroy or otherwise use any data, computer program, computer system or computer network.
- Smoking in any posted no-smoking area.

SEXUAL HARASSMENT

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature in the workplace or college setting.

Sexual Harassment may include:

- Physical conduct: touching, brushing, impeding or blocking movement
- Verbal abuse of a sexual nature, graphic verbal comments about a person's body, suggestive or obscene letters, notes
- Visual abuse: staring, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
- Unwanted sexual advances or continued expression of sexual interest after being informed that the interest is unwelcome. *Reciprocal attraction is not considered sexual harassment.*
- Making derogatory remarks, comments, slurs or jokes
- Offering employment benefits, awarding grades in exchange for sexual favors
- Threats of reprisal for reporting sexual harassment

SEXUAL ASSAULT

Any college employee who is contacted regarding a sexual assault or a threat of a sexual assault should notify the Equity Officer or Vice President of Administration. Any student who is a victim of sexual assault or receives a threat of sexual assault at a college facility should notify the Student Equity Officer or the Vice President of Administration.

Once notified the Equity Officer or Vice President of Administration shall immediately contact the LRCCD Police about the existence of a crime. The information shall be provided to the LRCCD Police with sensitivity and with consideration to the personal needs of the victim.

CONTACT INFORMATION

Student Grievance: Aiden Ely, Dean, Student Development and Enrollment Management, 916.608.6769

Student Discipline: Denise Noldon, Vice President, Student Development and Enrollment Management, 916.608.6713

Sexual Harassment: Monica Pactol, Dean of Instruction, Equity Officer 916.608.6620

Sexual Assault: Kathleen Kirklín, Vice President of Administration, 916.608.6555

LRCCD Police: 916.558.2221



STUDENT STANDARDS OF CONDUCT

STUDENT GRIEVANCE PROCEDURES

DISCIPLINARY ACTION PROCEDURES

SEXUAL HARASSMENT / ASSAULT

FOLSOM LAKE COLLEGE
10 COLLEGE PARKWAY
FOLSOM, CA 95630

LOS RIOS COMMUNITY COLLEGE DISTRICT