

STEPS FOR DUAL ENROLLMENT IN COLLEGE CLASSES

Go to <https://scc.losrios.edu/>

Hover on **Admissions** tab and click on **“Get Started and Apply”**

Scroll down page until you see **“What Type of Student Are You?”**

- Select **“High School or Adult School Student”**

Read the Information and watch the video.

Read the first paragraph under **Step 1: Apply to Sacramento City College.**

- Use the link [online application for Sacramento City College](#)

Step 2: is completed after you have done the online application. You will receive an email with your Los Rios student ID number. Click on the link for Create Password and use this and your Los Rios ID # to log into Canvas, eServices, and Los Rios Gmail. You will use these sites to check on your classes and access records, etc.

Step 3: Meet with your school counselor (or designee) to discuss prospective courses you wish to take. Let them know that after you've submitted your Special Admit for Dual Enrollment form, they will receive an email requesting their approval.

Before going on to Step 4, go up to the Academics Tab at the top of the page. Using the dropdown, click on Search Class Schedules. You may look up courses by subject.

- Please note: **students may not enroll in courses offered at their high school.** Grades earned in Dual Enrollment courses will not receive a grade bump on student's permanent high school transcript. The course credit and grade the student receives will become part of his or her permanent college record and must be reported as such on college applications. Students will need to request official transcripts from the Los Rios Community College District to be sent to any and all institutions to receive credit.
- Students who have not previously taken a College Class should start with **HCD 310 College Success.** “Through exposure, exploration, and application of intellectual, social, cultural, and psychological principles students will obtain the skills necessary to reach their educational objectives and prepare them for the challenges of the educational curriculum required to be successful in higher education.”
- Other courses typically recommended for High School students include: HCD 310 College Success; NUTRI 300 Nutrition; ADMJ 300 Introduction to Administration of Justice; HUM 300 Classical Humanities; Kinesiology (not available for summer term); PHIL 300 Introduction to Philosophy; SOC 300 Introductory Sociology.

Step 4: Submit Special Admit Form

Complete this form to request special admission (dual enrollment) to enroll in college courses while you are enrolled in high school.

You will need the following to complete this form:

- The name, email address, and phone number of your parent or guardian (unless you are an adult school student)
- The name, email address, and phone number of your school counselor.

Step 5: Check Your Email for Confirmation and Enrollment Information

It may take up to five business days for your Special Admit Form to be processed by Admissions and Records once your school official submits approval.

After your Special Admit Form has been processed and approved by Admissions and Records, you will receive an email that contains enrollment information. Dual Enrollment students receive priority 3 registration.

Step 6: [Enroll in Classes](#)

You can enroll in classes online via eServices during or after your enrollment appointment window.

You will be assigned an enrollment appointment, which is the earliest date and time you can enroll in classes.

You can find your enrollment appointment in eServices.

You can enroll in classes at multiple Los Rios colleges. To do this, log in to eServices and follow these steps:

1. Click *Manage Classes*.
2. Click *Add Another College*.
3. Follow the instructions to add the college where you want to take classes for the selected term.

Step 7: [Pay Your Fees](#)

Pay your fees after you are enrolled in classes.

Tuition fees* and Universal Transit Pass (UTP) fees are waived for Dual Enrollment students – however, you are responsible for paying the rest of your fees, including the student representation fee. Students can opt out of the student representation fee.

You can see how much you owe and pay your fees in eServices. From your dashboard, click Financial Account, then Account Balance.