



# Advanced Education Steps

## STEP 1

**Read and complete the entire [Advanced Education Application](#).** The application must have requested courses filled in and approved by your high school counselor, principal, or authorized designee. It requires signatures from you, your parent/guardian, and your high school counselor, principal, or authorized designee.

## STEP 2

**Complete the [ARC application](#).** Indicate you are an Advanced Education student (not a new student and not a continuing student if you have taken ARC classes before) on the ARC Application.

## STEP 3

**Complete the [Los Rios online orientation](#).** You may begin the online orientation the day after you receive your Los Rios student ID number. Print out the completion page at the end of the orientation or Print the Certificate of Completion that is sent to your Los Rios Gmail account within 24 hours. (New students only)

## STEP 4

**Complete the ARC English Assessment.** Take this assessment before meeting with your high school counselor in order for them to better advise you. Complete the Math assessment **ONLY** if you are requesting to take a math class. You will need to submit these results with your Advanced Education packet.

Assessment schedule: [arc.losrios.edu/assess](http://arc.losrios.edu/assess)

## STEP 5

**Complete a typed statement and obtain transcripts.** TYPE a personal statement explaining how you meet the criteria for Advanced Education. Attach a copy of your high school transcript and your class schedule for the semester you wish to take college courses. If you have taken college courses, you will need to provide a copy of your unofficial college transcripts

## STEP 6

**Submit your complete Advanced Education packet.** You can submit the packet in person at the ARC Main Campus Counseling department or via email to [AdvancedEd@arc.losrios.edu](mailto:AdvancedEd@arc.losrios.edu) . After submitting you will receive a confirmation email: **Approval, Missing Document, or Denial** (with further instructions).

## STEP 7

**Pick up Session with a Counselor.** Once you receive an approval confirmation email, you will be invited to register for a pick up session. At this session an ARC counselor will provide information regarding your next steps as well as your advanced education enrollment slip. The enrollment slip is required to enroll in classes.

## STEP 8

**Fee Payment.** Pay the UTP (Universal Transit Pass) and student representation fees (enrollment fees are waived via advanced education). International student fees may apply. For more information, contact **Admissions and Records at 916-484-8261.**

For further information, email the Advanced Education Committee.  
[advanceded@arc.losrios.edu](mailto:advanceded@arc.losrios.edu)

### CHECKLIST

	1. Completed Advanced Education application.
	2. Authorized Designee/Signer List or Principals signature (if not on list)
	3. A copy of the completion page from the Los Rios online orientation. (new students only)
	4. Typed Statement for the class(es) you are requesting
	5. A copy of you your English assessment test (and math if you are requesting a Math class)
	6. A copy of your high school transcript. ( <b>unweighted</b> GPA of 2.7 or higher)
	7. A copy of your high school class schedule (not required for summer)
	8. An unofficial copy of your college transcript (if you have taken college courses).
	* Documentation of proof of age (if age is not reflected on high school transcript).
	*A copy of the private school affidavit.