

# COSUMNES RIVER COLLEGE



SPRING  
2012

## REGISTRATION GUIDE

### REGISTRATION DATES

**PRIORITY 1: NOV. 28 – DEC. 8**

*Continuing students register online via eServices or in person*

**PRIORITY 2: DEC. 9 – DEC. 9**

*New matriculated students register online via eServices or in person*

**PRIORITY 3: DEC. 12 – DEC. 14**

*New non-matriculated, transfer, and returning students register after completing an application*

**PRIORITY 4: DEC. 15 – DEC. 16**

*Advanced education students*

**OPEN (NO PRIORITY) DEC. 19 – JAN. 13**

### SPRING 2012 DATES

**JANUARY 14**

*Classes Begin*

**MARCH 2**

*Last Day to Petition for May Graduation and Certificates*

**APRIL 23**

*Registration for Summer/Fall 2012 begins*

**MAY 16**

*End of Spring Semester*



COSUMNES  
RIVER COLLEGE  
Los Rios Community College District

[www.crc.losrios.edu](http://www.crc.losrios.edu)

# STEPS TO SUCCESSFUL ENROLLMENT

## STEP 1 – APPLY ONLINE

Students may apply to CRC by submitting an online application. Go to the CRC home page at [www.crc.losrios.edu](http://www.crc.losrios.edu) and click on the “Apply to CRC” link. Then click on “Enrollment Instructions” and follow the instructions for “First-time Students” or “Continuing Students” (if you are currently enrolled in classes).

### *If you are a First-time Student:*

- A.** Upon successfully completing and submitting the application, students will then be issued a Student ID number. Allow 30 minutes for online processing.
- B.** Return to the CRC home page at [www.crc.losrios.edu](http://www.crc.losrios.edu)
- C.** Click on the “eServices” link
- D.** Click on the “Get Your Student ID Number” link, located on the left side of the screen.

### *If you are a Continuing or Returning Los Rios Student:*

- A.** Your Student ID number will remain the same
- B.** Continuing Students – Click on the “eServices” link at [www.crc.losrios.edu](http://www.crc.losrios.edu), complete the “Supplemental Enrollment Information” form, then find your enrollment date and time
- C.** Returning Students – Complete and submit the application, then go to “eServices” and find your enrollment date and time

## STEP 2 – ASSESSMENT

All **NEW** students are required to complete the basic skills assessment tests in English or ESL, reading and mathematics. These tests assist counselors in determining appropriate course placement. The current test schedule is available online at [www.crc.losrios.edu/assessment](http://www.crc.losrios.edu/assessment) or call (916) 691-7332.

## STEP 3 – ONLINE ORIENTATION

After completing the CRC assessment, complete the New Student Orientation online at [www.crc.losrios.edu/onlineorientation](http://www.crc.losrios.edu/onlineorientation) or call (916) 691-7316. The online orientation is particularly important for new students to complete.

## STEP 4 – MEET WITH A COUNSELOR

All students should meet with a CRC Counselor. New students should schedule a course planning group session appointment. Meeting with a counselor is critical to ensure that the courses you take at CRC or other colleges meet your certificate, degree and/or transfer objectives. Contact Counseling to make an appointment by calling (916) 691-7316.

## STEP 5 – REGISTER FOR CLASSES

Students can register for classes online through eServices or visit the College Center where computer access and one-on-one support are available. Students will be assigned an appointment date and time to register for classes on-line. Students can check their appointment date by logging into their eServices account. Students can enroll during their scheduled appointment or anytime afterward.

### *View a schedule of classes:*

- A.** Go to the CRC home page at [www.crc.losrios.edu](http://www.crc.losrios.edu)
- B.** Click on the “Class Schedule” link.
- C.** Click the “Spring 2012 Class Schedule” (available around 10/24/11)
- D.** Select “Cosumnes River College”

## STEP 6 – PAY ENROLLMENT FEES

**Payment is due upon registration.**

**You will be dropped for non-payment as follows:**

- A.** If you register prior to the start of the Spring 2012 Semester, your payment must be processed within 14 days, or by January 13, 2012, whichever comes first, or else you will be dropped.
- B.** If you register after January 13, 2012, your payment is due on the same day that you register, or else you will be dropped.

### *How to make a Payment:*

- A.** To get an immediate credit to your account, pay online using a credit card through eServices: [www.losrios.edu/eservices](http://www.losrios.edu/eservices)
- B.** Mail or in-person payments are accepted with completed payment coupon and must be received by the Business Services (Cashiers Office) no later than 10 (ten) calendar days following registration or by January 13 to allow time for manual processing. The payment coupon is available at [www.losrios.edu/lrc/lrc\\_paycoupon.php](http://www.losrios.edu/lrc/lrc_paycoupon.php)
- C.** You will not be invoiced for fees due. Check your balance that is due online at eServices: [www.losrios.edu/eservices](http://www.losrios.edu/eservices)
- D.** You may be eligible for a waiver of your enrollment fees. For more information, please visit the CRC Financial Aid Office online and complete the BOG Fee Waiver: [www.crc.losrios.edu/feewaiver](http://www.crc.losrios.edu/feewaiver)

## ACTIVATE YOUR IMAIL ACCOUNT – YOUR COLLEGE CONNECTION

E-mail communication with the district, college and your instructors is done by activating your free iMail account (student e-mail). You can set-up your iMail account on any computer using your student ID# at <http://imail.losrios.edu> After you activate your account you have the option of forwarding iMail messages to your personal e-mail address.

## YOUR STUDENT ACCESS CARD

Your Student Access Card serves as your all-in-one student card.

- College Student Photo I.D Card
- Regional Transit Card
- College Library Card
- Go-Print Copy Card
- Student Discount Card

Access Card Stations are located in the College Center.

# SPRING 2012 DEADLINES & DATES

SPRING SESSIONS <sup>1</sup>	Classes begin	Last Day to Drop to Qualify for All Fee Refunds <sup>2</sup>	Last day to enroll <sup>3</sup>	Last Day to Petition for Pass/No Pass Grading	Last Day to Drop Without a "W" on Transcript	Last Day to Drop With a "W" on Transcript <sup>4</sup>	Classes End
Full semester	Jan. 14	Jan. 27	Jan. 29	Feb. 10	Feb. 12	Apr. 15	May 16
1st 8 weeks	Jan. 14	Jan. 20	Jan. 29	Jan. 30	Jan. 30	Feb. 26	Mar. 12
2nd 8 weeks	Mar. 13	Mar. 16	Mar. 28	Mar. 29	Mar. 29	Apr. 25	May 10
1st 5 weeks	Jan. 14	Jan. 20	Jan. 24	Jan. 25	Jan. 25	Feb. 12	Feb. 22
2nd 5 weeks	Feb. 23	Feb. 24	Mar. 3	Mar. 2	Mar. 4	Mar. 20	Mar. 30
3rd 5 weeks	Apr. 9	Apr. 13	Apr. 17	Apr. 18	Apr. 18	May 5	May 14

## FOOTNOTES

<sup>1</sup> For sessions not listed, all are identified as 'OT' (Other Term). Use the day before the class begins as the last day to drop for a refund and/or to drop without a 'W' notation.

<sup>2</sup> Students must file for a refund at the CRC Business Office (Cashier) no later than May 16, 2012 after officially dropping classes, either online through eServices or at the Admissions Office by the refund deadline.

<sup>3</sup> The last day to enroll without a permission number is the day before the first class begins. Permission numbers provided by faculty are required on the first day of class through the last day to enroll (listed in the table above).

<sup>4</sup> Dropping after this date will result in an automatic 'F' grade for the course.

## REGISTRATION TIPS

### FINDING OPEN CLASSES

1. On the CRC website ([www.crc.losrios.edu](http://www.crc.losrios.edu)), click on "eServices/eLearning"
2. On the "Welcome to Los Rios eServices Web page: Enter your log-in ID, your password, and click "Login"
3. Under "Academic Information," select "Dynamic/Open Class Search"
4. On the Los Rios Class Search page, select the desired semester, "CRC" as your college, a course subject from the drop-down list, and click "View Courses."
5. Note that classes open and close frequently, due to student adds and drops. If the class you want is closed, continue checking class wait list status on an ongoing basis.

### CLASS LOCATIONS

Check location information when selecting your classes – do not assume that they meet on the main campus on Center Parkway. Off-campus sites include Elk Grove and Amador County (see map on back of this Guide).

### DROPPING CLASSES

It is the student's responsibility to drop any unwanted classes by the deadline identified for the term (*see "Deadlines & Dates" table above*). Students can drop online or in person at the CRC Admissions Office.

### WAIT LISTS

*When a class becomes full, students will be placed on the wait list. Here are the guidelines for using Wait Lists:*

#### BEFORE THE SEMESTER BEGINS

1. Wait list status may change throughout the enrollment period. Students need to regularly monitor their wait list status (check your eServices account for status), to determine if you have been automatically added to the class
2. If you were added to the class, your Enrollment Fees are due. *Follow Step 6 of the Steps to Successful Enrollment section.*

#### ONCE CLASSES BEGIN

1. Wait lists are no longer available beginning on the first day of class, which is Saturday, January 14.
2. Students who were not automatically enrolled from a wait list prior to the first day of class **MUST ATTEND THE FIRST CLASS MEETING** to obtain a permission number from the instructor, if there is room in the class.
3. Once a permission number is received, students should go to the Admissions Office **IMMEDIATELY** after class to officially register and be enrolled in the class.
4. Once a student is officially enrolled from the wait list after classes begin, **PAYMENT OF ENROLLMENT FEES IS DUE IMMEDIATELY**, or the student will be dropped from class.

## REFUNDS

There are no refunds for courses dropped after the deadlines identified for the term (*see "Deadlines & Dates" table above or visit [www.crc.losrios.edu/AcademicCalendar](http://www.crc.losrios.edu/AcademicCalendar)*). A refund request must be filed by the last day of instruction in the semester or term for which the fee was paid. Refunds are not automatic and credits do not roll from one semester to the next. Obtain a fee refund application at Business Services in the College Center.

The Fee Refund application may also be submitted online [[www.losrios.edu/refundapp.htm](http://www.losrios.edu/refundapp.htm)]

## MORE INFORMATION AT: [www.crc.losrios.edu/schedule](http://www.crc.losrios.edu/schedule)

Go online any time, day or night, for

- Class Schedule
- Academic Calendar and Deadlines
- Final Exam Schedule
- Graduation & Commencement
- College Catalog
- Student Services
- Event Calendar



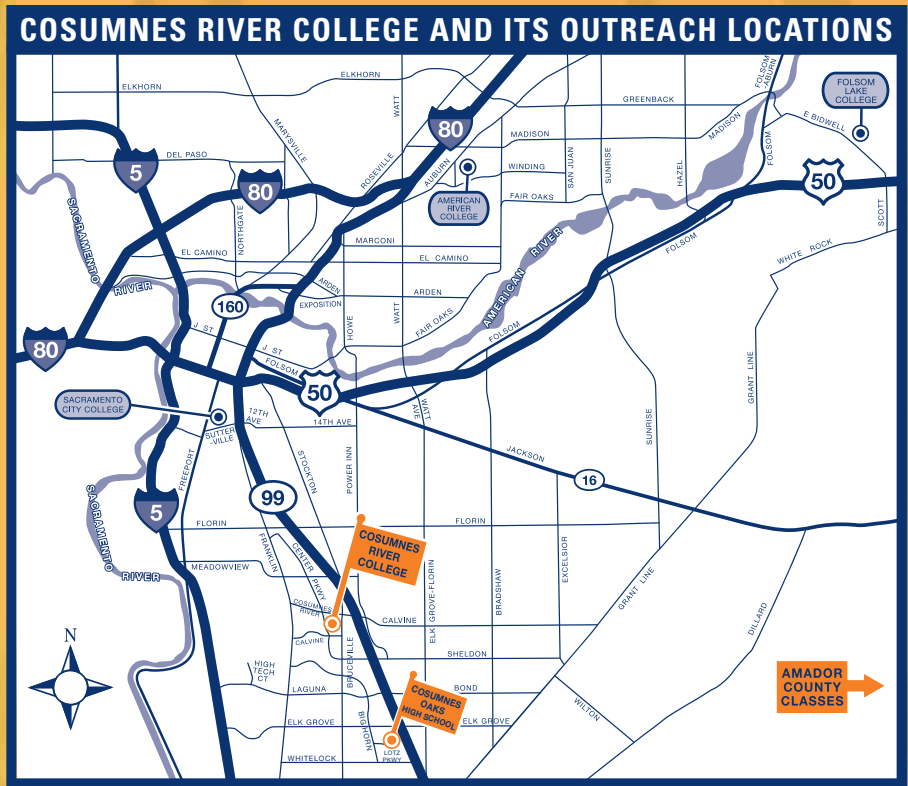
**CRC MAIN CAMPUS**  
 8401 Center Parkway  
 Sacramento, CA 95823  
 (916) 691-7344

**OUTREACH LOCATIONS  
 ELK GROVE CLASSES**

*(at Cosumnes Oaks High School, located 5.8 miles from the CRC Main Campus)*  
 8350 Lotz Parkway  
 Elk Grove, CA 95757

**AMADOR COUNTY CLASSES**

*(at Independence High School, located 40.5 miles from the CRC Main Campus)*  
 527 Independence Drive  
 Sutter Creek, CA 95685  
 (209) 223-6330



**IMPORTANT PHONE NUMBERS**

For full list of Student Support Services, go to our CRC website at: [www.crc.losrios.edu/Student\\_Services.htm](http://www.crc.losrios.edu/Student_Services.htm)

Admissions and Records Information.....	691-7411	Financial Aid.....	691-7325
Assessment Center.....	691-7332	Health Services.....	691-7584
Associated Student Government.....	691-7405	Humanities & Social Science.....	691-7359
Bookstore.....	691-7319	Instruction Office.....	691-7329
Business & Family Science.....	691-7226	Kinesiology, Health & Athletics.....	691-7261
Business Services (Cashier).....	691-7323	Learning Resources & College Technology.....	691-7337
CalWORKs.....	691-7465	Library.....	691-7266
Campus Police (Emergency Only).....	558-2221	Outreach Services.....	691-7511
Careers and Technology.....	691-7391	Police Services (Lost and Found).....	691-7393
Child Development Center.....	691-7380	Science, Mathematics & Engineering.....	691-7204
Communication, Visual & Performing Arts.....	691-7170	Student Development.....	691-7315
Counseling Center.....	691-7316	Transfer & Career Center.....	691-7456
DSP&S.....	691-7275	Veterans Affairs.....	691-7422
Distance Learning (Televised Instruction / Online).....	691-7289	Work Experience & Internships.....	691-7372
EOP&S.....	691-7365		

**PARKING INFORMATION**

- All vehicles on campus from 7:00 am – 11:00 pm must display a parking permit or a daily parking permit during class sessions. Permits are not required during non-school days and weekends.
- Daily parking permits cost \$1.00 and are dispensed from machines located in each parking lot; they are valid only at CRC.
- Semester Parking Permits can be purchased online through eServices, [www.losrios.edu/eservices](http://www.losrios.edu/eservices) or in person at the Business Services Cashier's Office in the College Center.
- Semester Parking Permits for cars cost \$15.00 in the Summer and \$30.00 in the Fall. *Remember that a Parking Permit does not guarantee a parking space.*
- Semester Parking Permits for motorcycles cost \$8.00 in the Summer and \$15.00 in the Fall. *Motorcycles are required to park in designated motorcycle areas and may not park in regular spaces.*
- Disabled Parking: Disabled students using designated parking spaces are required to display a CRC daily or semester parking permit, including a placard or license plate for person with disabilities.