



**LOS RIOS
ADMISSIONS
AND RECORDS**
*Your Journey Starts Here –
from Application to Graduation*

Admissions & Records Update April 23, 2025

Payment Due Date & Autodrop for Summer 2025

The payment deadline for students enrolling on or before May 12th for Summer 2025 is Monday, May 26th. The autodrop will be scheduled overnight the morning of Tuesday, May 27th. For more information see the [Payment Deadlines by Semester page](#).

Priority Registration for Fall Underway

Priority registration for Fall 2025 began April 14th, for Priority 0 and continues through open registration starting May 13th. Visit the [Priority Registration and Enrollment Dates page](#) for a complete listing of the priority registration dates.

OnBase Consolidation Project Update

Districtwide, programs have been working with the OnBase Consolidation project to standardize how documents are stored since Fall 2024. Earlier this month, the updated taxonomy of Admissions & Records and Counseling documents was released to employees who previously had access to these documents and provided district wide access to these documents using a much simpler organizational schema to streamline the search experience.

For example, prior to consolidation each college had a specific document group and document type for official transcripts; after consolidation, there is a single document type for official transcripts and a keyword to tag the college that archived it, but it is available districtwide.

Application Screening in CRM

On April 22nd, Admissions staff began processing student applications from CCCApply using a new CRM interface developed through Project SECURE. This new tool provides staff enhanced visibility to applications that need manual support, improved matching to existing accounts, and streamlined processing for students without social security numbers.

New and Updated A&R Forms

Admissions is in the process of adding updated unified forms to college websites. This month we launched an online [substandard grade repeat notification form](#) that students may use to inform Admissions when a course has been repeated that may be used to discount a substandard grade. Primarily, this form will be used to notify Admissions of repetition outside of Los Rios. For repetition within Los Rios, this process is largely automated and does not require a form, however, there are situations that arise with the timing of a posted grade that can necessitate notification.

We have also updated the [Enrollment Request Form \(Add Slip\)](#) to improve in-person cross-campus enrollment, provide an alternative to late add petitions when students have been in attendance prior to census, and allow students to more clearly articulate drop actions. Over the coming weeks, we anticipate releasing additional updated forms and will provide updates to the campus community as these forms are introduced.

**Retirement Celebration:
Christine Wurzer, A&R
Supervisor (FLC)**

LET THE
Adventure
BEGIN



JOIN US FOR A CELEBRATION
HONORING

Christine Wurzer

Thursday | May 8th 2025 | 10am-11:30am

Community Room FL1-20
Folsom Lake College

If you would like to contribute toward her
celebration and gift please use the Venmo below.
If you would like to drop off a cash donation,
please see Travis, Rochelle or Lupe in A&R.

Venmo @christinewurzerretirement



For more information: <https://employees.losrios.edu/our-organization/departments-and-offices/student-services>

Please