



Admissions & Records Update

October 15th, 2025

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| Important A&R Dates to Remember | <p>11/6 – Enrollment Appointments will be available</p> <p>11/23 – Major Change Deadline for Fall 2025</p> <p>11/24 – P-0 Priority Registration Begins for Spring 2026</p> |
| Student Parent Priority Registration | <p>Student parents who provide at least half of the support for their minor child will receive Priority 0 (P-0) registration. To qualify for Spring 2026 P-0, eligible students must certify their eligibility in eServices between August 23rd and November 23rd. For more information, visit your campus Support for Parents and Families page.</p> |
| Dual Enrollment Updates | <p>With successful testing and training on integration of the Special Admit Form into Salesforce we are excited to share that this integration will go live on Monday, October 20th. On the front end, changes are limited to the form moving behind the single sign-on to prepopulate some of the student information on the form and to verify the student ID number of the applicant to ensure accurate information and reduce form errors.</p> <p>On the back end, the Salesforce integration will provide greater visibility for staff inside and outside of Admissions to check the status of a Special Admit Form. It also provides major tracking improvements with the ability to resend messages to the student, parent, and high school official, automated service indicator management, and new communication pathways tailored to dual enrollment students.</p> |
| Priority .5 Request Form | <p>The new Priority .5 Request eForm is now live in PeopleSoft for counselor use. The new form allows counselors to request Priority .5 for a student several months in advance of registration for an upcoming semester and up to the last day of Priority .5 of the requested semester.</p> |
| Posting AP Credit Update & Q&A | <p>By November 1st, 2025, Admissions will begin posting course credit based on AP scores by student request. The credit will be posted at the college the request is made to, but the credit will be available to use at any college. Course credit will be available in Degree Audit and Degree Planner, however AP course credit will not be used in Degree Audit to satisfy ADT major requirements because transfer institutions may not accept AP scores the same as Los Rios for major courses.</p> <p>Q: Why is this process being driven by student request instead of receipt of scores?</p> <p>A: Students are not informed up front that the college will post credit when scores are received; while AP course credits are generally aligned in the</p> |

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| | <p>district, there may be circumstances where a student would request credit be posted at a different college than they had scores sent to, and finally, posting AP credit may have Financial Aid implications in terms of units awarded and in terms of repetition for FACA purposes.</p> <p>Q: What happens if a student repeats a class they received AP course credit for?</p> <p>A: A&R does not consider this course repetition, and course credit does not count as a repeat attempt. When a student receives credit from course completion and AP course credit for the same course, A&R considers the AP course credit to be duplicative and will discount the AP course credit on the student's transcript.</p> <p>Q: Once posted, can a student have AP course credit removed?</p> <p>A: No, once posted, the AP course credit will remain on a student's transcript.</p> <p>Q: A student received AP course credit for a course they will need to complete to meet UC requirements, but FACA says the course is not applicable to the student's major because of the AP course credit. How can we make this course eligible for aid?</p> <p>A: Counselors may use a course applicability override when course completion is required for the student's major/transfer requirements.</p> <p>Q: Can students request the college only post credit for certain AP exams?</p> <p>A: No, when the college receives a request for AP course credit to be posted, the college will post all applicable AP course credits.</p> <p>Q: Can a student request AP course credit from multiple colleges?</p> <p>A: Students may request AP course credit from a college they are active for enrollment at and credit for each exam may only be posted once districtwide. If a student requested AP course credit from a college that did not offer credit for one or more of the courses a student would be eligible for, a student may request those credits from another college they are active at. Ideally, most students will only need to request credit from one college; but there may be circumstances where requests are made at multiple colleges based on credit availability or based on additional scores (e.g. a dual enrollment student sending scores as they complete them in high school and potentially changing colleges in their career).</p> |
| Academic Renewal Q&A | <p>A&R was recently asked what happens when a student repeats a course that was previously academically renewed. The answer depends on whether the student is within the number of allowable attempts, or if an extenuating circumstances repeat petition is approved.</p> <p>Q: Can a student request to have a credit from a course discounted through academic renewal restored?</p> |

A: No, there is no process to restore or 'undo' credit discounted through academic renewal or through course repetition.

Q: What happens if a student repeats a course that was academically renewed following academic renewal?

A: The discount notation may be updated to reflect discounting due to repetition on the transcript instead of being due to academic renewal if the repeat was legal (within allowable attempts or authorized by petition for the alleviation of substandard grades through repetition).

- If the repeat was permissible, the student would retain the grade and units from the most recent attempt and the note on the discounted/renewed attempt would be updated to reflect 'repetition' rather than 'academic renewal'.
- If the repeat was not permissible, the latest attempt would be discounted as an 'illegal repeat' and the prior academically renewed attempt would remain discounted by academic renewal.

Q: If a student's record needs to be updated when a course is repeated after academic renewal, how is that requested?

A: This update can be initiated a couple of ways:

- Submitting a Substandard Grade Repeat Notification Form online to notify A&R that a course has been repeated following academic renewal.
- Submitting a graduation petition. A&R will identify and address any discount notation issues while evaluating the student's graduation petition.

Q: Has there been a policy change to allow repetition following Academic Renewal?

A: Not exactly, Los Rios regulations were updated Spring 2024 to clarify academic renewal does not prohibit repetition, but discounts substandard grades in the absence of repetition to be consistent with title 5 language on 'Academic Renewal without Course Repetition'.

Historically, Los Rios academic renewal forms and college catalogs reflected that academic renewal was permanent and, once renewed, a course could not be repeated. Neither local nor state regulations prohibited repetition following renewal. The enrollment system permitted repetition following renewal and where repetition was allowable students were able to retain their credit. When A&R identified repetition had occurred, the discount note was updated as indicated above.

When academic renewal regulations were updated to include exception language for AB705/AB1705, clarification was added that academic renewal did not make a course unrepeatable. Academic renewal forms and the college catalogs were updated to remove language advising repetition was not

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| | possible after renewal and communications about the AB705/AB1705 exception included the clarification in the academic renewal language. |
| Mateo Avila, New Director of Admissions & Records Redesign  | <p>Following Kim Goff's retirement on September 12th, 2025, Mateo Avila, Director of Degree Planning has stepped in as the new Director of Admissions & Records Redesign providing onsite support at ARC and CRC.</p> <p>Mateo brings 23 years of experience in higher education with a wide array of work in admissions, evaluations, and student services. He started his journey at CSU East Bay, Sacramento State, and the Los Rios Community College District. He has held positions in processing, outreach, counseling, admissions operations, and, most recently, as Director of Degree Planning & Graduation Initiatives, tasked with bringing Degree Planner to scale and assisting with implementing Common Course Numbering and CalGETC for Student Services. Mateo has led many projects to streamline and automate business processes and has extensive knowledge and expertise working with Peoplesoft as it relates to A&R functions. Throughout his career, he has partnered with many departments and programs using technological expertise to streamline and improve student success. As a first-generation student, he always keeps in mind this experience as students navigate the processes he has created. Mateo holds a Juris Doctorate degree from Santa Clara University and a bachelor's degree in political science from CSU East Bay.</p> |
| Personnel Updates | <p>We are excited to share the following hiring updates. Please welcome and congratulate the following employees:</p> <ul style="list-style-type: none"> • Roja Zahedi Amrei, Student Support Assistant (FLC/EDC) • Evelyn Cardona, Evaluator II (FLC) |
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| For more information: https://employees.losrios.edu/our-organization/departments-and-offices/student-services | |