

# Preparing to Enroll: All Students

## 1. Complete Registration Worksheet

### 2. Clear all outstanding debts

You will not be allowed to enroll if you owe any of the Los Rios colleges for past enrollment fees, textbooks, library charges, etc. Inquire about possible holds on Los Rios eServices or TES.

### 3. File for a Fee Waiver (BOGW), if eligible

Your enrollment fees will be waived, and other fees may be reduced. Apply for your Fee Waiver (BOGW) at the Financial Aid Office or online at [www.losrios.edu](http://www.losrios.edu); use the Quick Link for financial aid.

### 4. File for deferments, if eligible

File for deferments at the Veterans Office if you receive vocational rehabilitation assistance, or are a dependent of a deceased/disabled Veteran.

### 5. Check the class schedule to determine if a prerequisite is required for your class or classes. Prerequisites and corequisites will be checked the first week of instruction.

### 6. Have an approved student petition to readmit on file with the Dean of Admissions if subject to dismissal.

If you are on Dismissal status you must submit a Petition for Readmission to the Dean of Admissions and Records prior to enrolling. Per District Policy, petitions for readmission must be submitted at least 10 days prior to the beginning of the semester the student wishes to attend.

### 7. Register on or any time after your appropriate date

Access Los Rios eServices or use any touch-tone telephone to access Telephone Enrollment Services (TES). Call:

(916) 286-4400 (for local and out-of-state calls)  
1-800-700-4144 (long distance within California)  
or use special telephones located on campus for telephone registration.

### 8. Pay fees

Pay by credit card on Los Rios eServices or TES or complete a payment coupon and mail with your check, money order or credit card number. Go to the Fees & Payment link on [www.losrios.edu](http://www.losrios.edu) for more payment information. Payment of enrollment fees is due within 10 working days of registering for classes. You must officially drop a class to avoid being charged for it. Classes added after the semester/session begins must be paid for the day they are added. No future enrollment or transcripts will be available if fees are not paid.

## 9. Get your Student Access Card

The Student Access card is your:

- Official College Photo ID Card
- Regional Transit Pass Card
- College Library Card
- GoPrint Card
- Discount Card at Participating Stores

### About wait lists

Los Rios eServices registration system provides the opportunity for students to be placed on a wait list for closed classes. A maximum of twenty students will be allowed to wait list a closed class. Here is some helpful information about the wait listing process:

- When you try to enroll in a class that is closed, you will be given the option to add to the wait list if there is room.
- When an opening occurs in a class for which you are wait listed, the first person on the list will be automatically enrolled in the class. You will be notified by email if you have been enrolled from the waitlist.
- **If you are automatically enrolled in a class, additional fees may be incurred by this enrollment and you will be expected to pay within ten working days.**
- You will not be allowed to wait list a class that is in time conflict with another class for which you are already enrolled.
- You will not be allowed to wait list a class if it brings you over the maximum allowed unit load (18 units in spring/fall; 8 units in summer).
- You may not wait list a class for which you are already enrolled.
- You may not wait list more than 12 units.
- **If you wish to remove yourself from a wait list you must go through the drop process.**
- You should check your wait list status daily.

The wait list process will be shut down one day before the start of the class. If you were not automatically enrolled and are still interested in adding a class for which you are wait listed, you must attend the class on the first day of instruction. Instructors will issue permission numbers to wait-listed students, before other interested students.

**Note: If you are dropped from enrolled classes for non-payment, you will also be dropped from any wait list classes at any Los Rios college.**