

Apply to Sacramento City College

Create an OpenCCC account using a personal email (or log in if you already have an account) and fill out the [online application for Sacramento City College](#). As a Dual Enrollment student, select *enrolling in high school and college at the same time*.

Students who submit an application without a social security number (SSN), work authorization SSN, or individual taxpayer identification number (ITIN) will need to fill out a [Student ID Help Form](#) to process their application and receive their student ID number.

Continuing/Current Students

If you are a continuing (current) student, then you need to submit a supplemental enrollment form each semester instead of a CCCApply application. You can find the *Supplemental Enrollment Form* in [eServices](#) (click on the **Tasks** tile). The form asks you to review and update your contact information, education goal, and major.

Students Must Reside in California

Students who are not physically located in California **may not enroll in online courses** offered by Sacramento City College. Sacramento City College is not authorized to provide education outside the boundaries of the State of California.

[APPLY TO SCC](#)

Additional Information

- [Admissions and Records](#)

Set Up eServices and Los Rios Gmail

eServices is Los Rios' online student portal where students manage their information, records, classes, and more.

After your application is processed, you will receive an email with your Los Rios student ID number (also known as a "W" number or "WID"). This is a seven-digit number with a preceding "W"; for example, **W0000001**.

You will use your Los Rios ID and password to log in to multiple services, including [Canvas](#), [eServices](#), [Los Rios Gmail](#), and instructional lab computers.

[CREATE PASSWORD](#)

Get Technology Help

- [Student ID Lookup](#)
- [Technology Resources](#)

Complete the Special Admit Form

Download the [Special Admit Form](#); then read and complete the student/parent portion of the form, as applicable.

Note: Download the form to your computer and complete it in an application such as Adobe Acrobat or Preview. Do not fill out the form in your internet browser window.

The form allows students to list up to six classes. These courses should be listed in order of preference with the number of courses requested, and these recommendations will be used by the Admissions office to enroll students as course availability allows.

The Special Admit Form requires a signature for parental consent (if you are a high school student) and a recommendation/signature by your high school counselor or authorized designee.

You may enroll in a maximum of eleven units per semester across the Los Rios colleges.

Additional Resources

- [Dual Enrollment FAQ](#)

Meet With a High School or Adult School Official

Meet with your high school counselor (or designee) to discuss prospective courses you wish to take and obtain a recommendation to attend community college.

Your high school counselor will complete their portion of the form with their signature and return to you.

Submit Special Admit Form

Submit your Special Admit Form by uploading it using the [online submission form](#). *We recommend that you use your personal email address and not your school email, as your school firewall may not allow external emails.*

You may also submit the documentation in person at the [Admissions and Records Office](#). Admissions and Records is open Monday through Thursday from 8:00 am to 5:00 pm.

The submission must contain:

- Completed Special Admit Form (PDF), including up to six courses with the Class Name and Class Number (example: SOC 300/#22323).
- Unofficial high school transcript and/or AP test scores, as appropriate – if requesting English or math classes.
- Private school affidavit, when applicable.

[SUBMIT SPECIAL ADMIT FORM](#)

Additional Resources

- [Advanced Education FAQ](#)

Check Your Email for Confirmation and Enrollment Information

You will receive an email notification when your Special Admit Form has been processed.

If approved, then [Admissions and Records](#) will process your request and send you an email confirmation with the enrollment status and any action steps for you to take.

Related Links

- [Los Rios Gmail](#)
- [Priority Registration and Enrollment Dates](#)

Pay Your Fees

Pay your fees after you are enrolled in classes.

Tuition fees are waived* for Dual Enrollment students – however, you are responsible for paying the rest of your fees, including the Universal Transit Pass (UTP) and student representation fees.

You can see how much you owe and pay your fees in [eServices](#). From your dashboard, click *Financial Account*, then *Account Balance*.

** Tuition fees are not waived for international students.*

[PAY FEES IN ESERVICES](#)

Related Links

- [Fee Payment Deadlines](#)
- [Tuition and Fees](#)
- [Refunds](#)