GETTING STARTED AT SIERRA COLLEGE

The Student Success and Support Program (SSSP) increases student access and success through the provision of core services, including College Terms and Conditions, assessment and placement, counseling, advising, and other education planning services.

Steps to Getting Started

1. Apply for admission.
2. Submit official transcripts.
3. Activate mySierra account.
4. Complete College Terms and Conditions.
6. Meet with counselor to develop Student Educational Plan (SEP).
7. Register for classes.
8. Pay fees.

These steps, most of which may be completed online, provide a process that brings the College and the students together in a partnership agreement designed to help students develop and achieve their educational goals.

Agreement

Sierra College will:

- Assess students’ basic educational skills and career goals
- Orient students to the college’s programs, services and policies
- Provide top-quality instruction and services
- Offer a wide variety of courses
- Offer services to support students’ education
- Follow up on students’ progress toward educational goals

Students will:

- Participate in assessment and complete College Terms and Conditions
- Declare an educational goal
- Meet with a counselor to design an educational plan
- Attend classes and complete assigned coursework
- Seek out support services as needed
- Strive to make progress toward goals

Assessment-Placement

As part of the process to enhance student success, Sierra College requires assessment testing/placement for reading, mathematics, English and/or English as a Second Language. Course placement services include evaluation of the following documents:

- high school and other college transcripts;
- Early Assessment Program (EAP) results;
- ACT, AP, ELM, IB, and SAT results; and
- other two-year regionally accredited college assessment reports.

Students should use the online placement tool located on the assessment web page to determine if an assessment test is needed.

Counseling

Sierra College provides new student group counseling sessions in which students work with counselors to develop Student Educational Plans (SEP). Counselors may also refer students to support services and answer specific questions and concerns.

Exemptions

Some students are exempt from College Terms and Conditions, assessment-placement, and counseling requirements. Nevertheless, students are encouraged to avail themselves of these services. Students are exempt if they meet any of the following criteria:

- Hold an associate degree or higher;
- Apply with an educational goal of “educational development,” “maintain certificate or license,” or “advance in current job/career.”

Challenges or Appeals

A student may file a challenge or complaint if the student believes that the Student Success Act regulations are not being met. All challenges, appeals, complaints, or requests for information should be directed to the counseling office in the Winstead Center on the Rocklin campus.

Enrollment Priorities

Enrollment priority is provided for students enrolling at Sierra College for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. Students must:

- have completed College Terms and Conditions and assessment;
- attended a counseling appointment and developed a student education plan;
- be in good academic standing, first semester academic or progress probation, or be making satisfactory semester progress with a grade point average of 2.0 or higher;
- have completed less than 100 degree-applicable units at Sierra College (excludes all courses numbered 500 and above, such as non-degree applicable English as a Second Language courses, basic skills courses, or special courses designed to address the educational limitations of students with disabilities).

Registration priority shall be provided to students in order of priority listed below (within each category, priority is assigned by number of units completed at Sierra College).
Priority 1
- Students who are receiving services through CalWORKs; and
- Students who are determined to be eligible for services through Disabled Students Program and Services (DSPS); and
- Students who are receiving services through Extended Opportunity Program and Services (EOPS); and
- Foster youth or former foster youth students up to and including the age of 25 by the first day of the term; and
- Homeless youth; and
- Veterans and Members of Armed Forces or State Military Reserve (have priority for 4 academic years)
  - Must be a resident of California;
  - Must be honorable, general, or other than honorable discharge;
  - Must begin education within 15 years of leaving State or Federal active duty.

Priority 2 Student groups in the following order:
2. 1st semester Sierra Promise students.
3. Continuing, returning, and Ghidotti students.
4. New students – must have completed College Terms and Conditions, assessment, counseling/advising and a student education plan.

Priority 3
- Students who have lost enrollment priority.
- All other students (including but not limited to Academic Enrichment students).

Enrollment priority for any student (other than foster youth or former foster youth) shall be lost at the first registration opportunity for either of the following reasons:
1. The student is placed on academic and/or progress probation for two consecutive semesters and is subject to dismissal. (An automatic appeal will be granted for any student making satisfactory semester progress by earning a semester GPA of 2.0 or higher.)
2. The student has earned 100 or more degree-applicable units at Sierra College.

DSPS students who have been granted an accommodation of registration priority as part of their documented plan are not subject to loss of registration priority.


Enrollment Priority Appeals
Students may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Contact an Admissions and Records office for further information.

Class Registration
Students may register at the discretion of the instructor during the time periods designated in the "Critical Dates for this Course." Note: Under no circumstances will class registration be processed after the withdrawal deadline.

Fees and tuition are due at the time of registration. Students are given a 10 calendar day grace period, after which they will be dropped from the classes for non-payment. Students registering for classes less than 10 days before the semester begins must have their accounts paid in full.
Fees and Holds

Students owing fees after the start of a semester will have holds placed on their records. Students with holds for unpaid fees, fines, tuition, etc., must clear the holds before any future registration or transcripts released. Sierra College reserves the right to use methods permitted by law to collect fees due, including referral to a collection agency. For further information, visit www.sierracollege.edu/payment.

Enrollment Fee

Sierra College charges a State-mandated enrollment fee of $46.00 per unit each semester. Enrollment fees are established by the California State Legislature and are subject to change.

Exemptions are given for:

- Recipients of CalWORKs, SSI/SSP, Genshly;ers;h:al Assistance, Cal Grant A/B;
- Recipients of Board of Governor’s fee waiver Type “A”;
- Students enrolled exclusively in contract education classes, noncredit classes, or Public Safety In-Service Training classes;
- Students enrolled in the District’s Academic Enrichment Program;
- Students exclusively auditing classes;
- Students who are dependent upon prayer for healing (contact an Admissions and Records office for the exemption form prior to registration).

Exemptions are given for:

- $20.00 per semester for dents enrolled in fall or spring seshly;er class(es);
- $17.00 for stushy;dents enrolled in summer session class(es)

Health Fee

The mandatory health fee provides enrolled stushy;dents with a range of medshly;cal services at the Sierra College Health Centers. The health fee is charged as folshly;ows:

- $20.00 per semester for dents enrolled in fall or spring seshly;er class(es);
- $17.00 for stushy;dents enrolled in summer session class(es)

Instructional Materials Fee

Students may be required to provide instructional materials for a credit or noncredit course, or purchase such materials from Sierra College. Approved instructional materials and related fees are published in the class schedule. Instructional materials fees are collected at the time of registration.

Nonresident Student Tuition and Nonresident Capital Outlay Fee

Under state law, all community colleges are required to charge nonresident tuition to out-of-state residents and inshly;ers;h:nashy;tionshy;al students. The charge for the 2018-2019 catshly;ashly;log year is $211.00 per unit. Nonresident tuition is in adshly;dishy;ry to the enrollment fee.

State residency determinations for specific students, exceptions to residency determinations, and exemptions shall be determined in accordance with Education Code and Title 5. (Ed. Code Section 68000-68100, 68130.5, 76140 subd. (a)(4) & (a)(5)).

Contact Admissions and Records or visit our Fees and Expenses website (https://www.sierracollege.edu/admissions/costs.php) for more information.

Parking Fee

Every vehicle using the Rocklin, Nevada Counshly;ty, or Tahoe-Truckee campus must display a valid parking permit, and pass through the driver-side, front windshly;ield of the vehly;shy;cle, or a valshly;id DMV disshly;abled pershly;on license plate or placard. Permits may be purshly;ched through mySierra. Daily permits are available for $3.00 per day. Conshy;ty, a Fishly;nanshly;cial Aid ofshly;fice for fishy;nanshly;cial aid may be elshly;ishy;gishy;ble to purchase a permit for a reshy;duced fee. Contact Admissions and Records office for more information.

Regular Semester Fee

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Permit—Rocklin and Nevada County</td>
<td>$53.00</td>
</tr>
<tr>
<td>Standard Permit—Tahoe-Truckee</td>
<td>$43.00</td>
</tr>
<tr>
<td>Standard Permit—Financial Aid Eligible</td>
<td>$26.50</td>
</tr>
<tr>
<td>Carpool Permit</td>
<td>$35.00</td>
</tr>
<tr>
<td>Motorcycle Permit</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Summer Session

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Permit—All Campuses</td>
<td>$26.00</td>
</tr>
<tr>
<td>Standard Permit—Financial Aid Eligible</td>
<td>$25.00</td>
</tr>
<tr>
<td>Carpool Permit</td>
<td>$26.00</td>
</tr>
<tr>
<td>Motorcycle Permit</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

Daily permits are available for $3.00 per day at pershly;mit disshly;enshly;ers;hys;hloshy;ys; hasty;oshy; ed in parking lots. There is no charge for parking from 4:00 p.m. Friday to 11:00 p.m. Sunday.

Parking permits are non-transferable. A parking permit does not guarantee a parking space will be available. Citations will be issued to vehly;shy;cles withshy;out permits and for violations of district policy and state law. For more information reshy;garshly;ing parking, fees, or rules, contact the Parking and Security Services office at (916) 660-7120, or visit the campus parking web page (http://www.sierracollege.edu/about-us/admin-services/parking).
Student Body Photo ID Card/Activity Sticker

Students who have paid all registration fees are eligible for Student Body Photo Identification Cards. The cards are issued at the Rocklin Campus library, Nevada County or Tahoe-Truckee Campus Admissions and Records offices. Students are required to have the photo ID to check out materials at the Sierra College Library and to use the Mathematics Laboratory, Testing Center, and Instructional Laboratories. There is no fee for the ID card.

A student body activity sticker may be purchased each fall and spring semester for $10.00. The sticker, when affixed to the ID card, provides student discounts at campus activities, performances, athletic events, and discounts at local participating businesses. The sticker may be purchased through mySierra. Contact the Rocklin Campus Life Office at (916) 660-7380 for further details on student discounts, including refund information.

Student Center Fee

The mandatory Student Center Fee is designated solely for the purpose of funding and operating a student center. The fee, charged for the fall and spring semesters, is $1.00 per unit, to a maximum of $5.00 per semester. Exceptions are given to:

• Recipients of Board of Governor’s Fee Waiver Type A; and
• Students enrolled exclusively in noncredit courses.

Additional Semester Expenses

The following are approximate costs of other fees and expenses for a full-time student for one semester:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room and Board (on campus)</td>
<td>$3,600.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$400.00</td>
</tr>
<tr>
<td>Transportation (by car)</td>
<td>$700.00</td>
</tr>
<tr>
<td>Personal (clothes, recreation, etc.)</td>
<td>$900.00</td>
</tr>
</tbody>
</table>

1 These are estimates and are subject to change. Personal expenses vary with individual needs and tastes.

Refunds

Enrollment, health and student center fees are refundable to students who are dropped or drop themselves from full-term classes within the first two weeks of the fall and spring semesters. For specific short-term class refund deadlines, students should refer to their printed student schedule/bill or the published class schedule, check their mySierra account, contact their Admissions and Records office. Note: Refunds are not issued to students who drop or are dropped from classes by their professors after the census day.

Nonresident Student Tuition is refundable for those who withdraw from full-term classes during the first two weeks of a semester. Short-term classes have their own deadlines.

One-half of Nonresident Student Tuition is refundable if the student completely withdraws from Sierra College by the first six weeks of a semester or the first two weeks of a summer session. This is not an automatic refund; students must submit a request to the Bursar’s office.

All students receive a Refund Selection Kit after their initial registration in classes. Students may choose from the following disbursement options: direct deposit to an existing bank account, direct deposit to a BankMobile VIBE account, or paper check via U.S. mail. If no option is chosen, the default is a paper check.

Refunds are automatically processed two to three weeks after the semester begins. Allow an additional 14 days for paper check disbursements. For more information, read the Refund Information article (http://help.sierracollege.edu/customer/portal/articles/2456726-refund-information) on the website.

Parking Permit Refunds

Applications for refunds will be accepted during the first two weeks of a semester or the first three days of a summer session. Applicants must present their parking permit to a campus Parking and Security Services office along with a completed parking refund request form. Allow six weeks for the refund to be processed.

American Opportunity and Lifetime Learning Education Tax Credits

In accordance with the Taxpayer Relief Act of 1997, Sierra College mails Tax Form 1098-T at the end of January to each student who paid enrollment fees in the prior calendar year and was officially enrolled as of the course census date. This information is also provided to the IRS. It is the student’s responsibility to provide proof of payment in accordance with IRS regulations. Please check with a tax preparer to determine if you are eligible for either of these tax credits or contact the IRS directly at (800) 829-1040 or at www.irs.gov (http://www.irs.gov). The records of students who have chosen an assigned identification number are not reported.