

# GETTING STARTED AT SIERRA COLLEGE

The Student Success and Support Program (SSSP) increases student access and success through the provision of core services, including orientation, 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 orientation.
5. Complete assessment-placement.
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 orientation
- 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

## Required Steps to Register

Students who are new to Sierra College and returning students who have been away from Sierra College for three years or more must complete orientation, assessment-placement, and new student group counseling prior to registering for classes.

## Orientation

Orientation to Sierra College is delivered online through mySierra (the password protected portal that gives users access to secured information on the Sierra College intranet). Orientation provides information about programs, student support services, academic expectations and class registration procedures.

## 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 (<http://www.sierracollege.edu/admissions/assessment>) 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 orientation, 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 orientation 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 24 by the first day of the term; 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:

1. College-authorized: Intercollegiate Athletes, TRiO students, and RISE students through Spring 2020.
2. Continuing, returning, and Ghidotti students.
3. New students – must have completed orientation, 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.

Students who are placed on academic or progress probation, or who have earned 75% or more of the 100 unit limit will be notified of the potential for loss of enrollment priority.

Reference: Sierra College Board Policy 5055 ([https://www.sierracollege.edu/\\_files/resources/about-us/board/policies/chapter5/Board-Policy-5055.pdf](https://www.sierracollege.edu/_files/resources/about-us/board/policies/chapter5/Board-Policy-5055.pdf)), and Administrative Procedure 5055 ([https://www.sierracollege.edu/\\_files/resources/about-us/board/policies/chapter5/Administrative-Procedure-5055.pdf](https://www.sierracollege.edu/_files/resources/about-us/board/policies/chapter5/Administrative-Procedure-5055.pdf)).

### 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 designated date and time or at any time thereafter during scheduled hours of registration. Students are

encouraged to use mySierra web registration at [www.sierracollege.edu](http://www.sierracollege.edu) (<http://www.sierracollege.edu>) during their scheduled time to ensure the best possible course selection. and registration.

## Waitlists

20-space waitlists are established for every class offered by Sierra College. When a class reaches maximum enrollment, eligible students who meet the course prerequisite may join the waitlist.

- Students registered in a class section of a course are permitted to join waitlists for the same course.
- Students are permitted to join multiple waitlists for the same course.

If a seat becomes available in a class, the student at the top of the waitlist, also known as position (0), will receive notification through mySierra email. The student will be given 48 hours from the date and time of the email notification to register in the class. If the student does not register, they will be removed from the waitlist and the next student on the waitlist will be sent an email notification. This process continues until all available seats are filled. It is recommended that students regularly monitor their email and waitlist status.

Students remaining on a waitlist once the class begins must attend the class. Faculty adding students on the first and/or second day of class will give priority to students in waitlist order. Students failing to attend the first and second class meeting will lose their places on the waitlist.

For more information, read the waitlist articles (<http://help.sierracollege.edu/customer/en/portal/topics/956106-registration-waitlist/articles>) on the website or contact an Admissions and Records office.

## Add/Drop Period

Registration is available during the first two weeks of the fall and spring semesters. Permission to add must be obtained from the class professor. The professor supplies each student with a 4-digit add code that allows the student to add the course through mySierra web registration or in person at a campus Admissions and Records office. All fees must be paid at the time of registration. Refer to the website for registration details and deadline dates and times.

Late Start and Fast Track classes have class-specific add/drop deadlines. This information is published in the class schedule and may be accessed by clicking on the CRN (course reference number) and reviewing the "Critical Dates for this Course."

Note: Under no circumstances will class registration be processed after the withdrawal deadline.

## Payment Information

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 before the first day of the term. If there is an outstanding balance owed on the student account after the semester begins, a hold will be placed on the record and the account will be subject to collection.

## 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 will be permitted 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](http://www.sierracollege.edu/payment) (<http://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.

Recipients of CalWORKs, SSI/SSP, General Assistance, or qualified dependents of deceased or disabled veterans may be exempt from the enrollment fee. Check with the Financial Aid office at least one week prior to registration for fee credits, fee waivers, grants and other means of financial assistance.

## Health Fee

The mandatory health fee provides enrolled students with a range of medical services at the Sierra College Health Centers. The health fee is charged as follows:

- \$20.00 per semester for students enrolled in fall or spring semester class(es);
- \$17.00 for students enrolled in summer session class(es)

Exemptions are given for:

- 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).

## 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

Under state law, all community colleges are required to charge tuition to out-of-state residents and international students. The charge for the 2017-2018 catalog year is \$211.00 per unit. Nonresident tuition is in addition to the enrollment fee.

In accordance with Education Code section 68130.5, all students other than nonimmigrant aliens under 8 U.S.C. 1101(a)(15), are eligible for exemption from nonresident tuition if the following requirements are met:

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).

- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to.

Students without lawful immigration status (undocumented aliens) are also eligible for this waiver if, in addition to the above criteria, they have applied for legalization or intend to do so as soon as they become eligible. Contact an Admissions and Records office for more information and to complete a questionnaire form to verify eligibility.

## Nonresident Student Capital Outlay Fee

In addition to the enrollment fee and nonresident student tuition, nonresident students must pay a Nonresident Student Capital Outlay Fee of \$21.00 per unit. This fee is mandatory unless students can show "economic hardship." Students wishing to apply for an economic hardship waiver must submit the completed paperwork to an Admissions and Records office.

**Definition of Economic Hardship:** Victim of persecution or discrimination in the foreign country in which the applicant is a citizen and resident, or who is a recipient of benefits under the Temporary Assistance for Needy Families program, the Supplemental Income/State Supplementary Program, or a general assistance program.

## Parking Fee

Every vehicle using the Rocklin, Nevada County, or Tahoe-Truckee campus parking facilities must display a valid parking permit, clearly visible through the driver-side, front windshield of the vehicle, or a valid DMV disabled person license plate or placard. Permits may be purchased through mySierra. Students receiving financial aid may be eligible to purchase a permit for a reduced fee. Contact a Financial Aid office for details.

### Regular Semester Fee

Standard Permit—Rocklin and Nevada County	\$53.00
Standard Permit—Tahoe-Truckee	\$43.00
Standard Permit—Financial Aid Eligible	\$26.50
Carpool Permit	\$35.00
Motorcycle Permit	\$15.00

### Summer Session

Standard Permit—All Campuses	\$26.00
Standard Permit—Financial Aid Eligible	\$25.00
Carpool Permit	\$26.00
Motorcycle Permit	\$7.00

Daily permits are available for \$3.00 per day at permit dispensers located 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 that a parking space will be available. Citations will be issued to vehicles without permits and for violations of district policy and state law. For more information regarding parking fees, rules, or refunds, 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. Exemptions are given to:

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

## Additional Semester Expenses <sup>1</sup>

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

Room and Board (on campus)	\$3,600.00
Books and Supplies	\$400.00
Transportation (by car)	\$700.00
Personal (clothes, recreation, etc.)	\$900.00

<sup>1</sup> *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 professor or contact an 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 reduction of unit load if the student withdraws from full-semester 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 within 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) (<http://www.irs.gov>). The records of students who have chosen an assigned identification number are not reported.

Reference: Sierra College Board Policies/Administrative Procedures Chapter 5 (<http://www.sierracollege.edu/about-us/board/policies/chapter5.php>).