

# GETTING STARTED AT SIERRA COLLEGE

Sierra College provides core services, including counseling, advising, and other education and career planning services to ensure students have a successful transition to college.

## Steps to Getting Started

1. Apply for admission
2. Attend Career and Academic Planning (CAP) session
3. Register for classes

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:**

- 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

## 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 College Terms and Conditions and Career and Academic Planning (CAP) prior to registering for classes.

## College Terms and Conditions

College Terms and Conditions may be reviewed and completed online through mySierra (the password protected portal that gives users access to secured information on the Sierra College intranet). College Terms and Conditions provides information about programs, student support services, academic expectations and class registration procedures.

## Placement and Testing Services

As part of the process to enhance student success, Sierra College provides students with an initial recommended placement in transfer level math and English. English as a Second language students complete a self-guided placement. Recommended course placement in math and English is based on information provided by student on the college application

## Counseling

Sierra College requires new students to complete a Career and Academic Planning (CAP) session before meeting with a counselor to develop a My Academic Plan (MAP). Counselors may also refer students to support services and answer specific questions and concerns.

## Exemptions

Some students are exempt from College Terms and Conditions and counseling requirements. Nevertheless, students are encouraged to take advantage 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 Counseling.

## 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;
- 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;
- Students who are determined to be eligible for services through Student Accessibility Services (SAS) (formerly Disabled Students Program and Services (DSPS));
- Students who are receiving services through Extended Opportunity Program and Services (EOPS);
- Students who are Tribal TANF recipients;
- Foster youth or former foster youth students up to and including the age of 25 by the first day of the term;
- Homeless youth;
- Veterans and Members of Armed Forces or State Military Reserve (have priority for 4 academic years). See Veterans Success Center for more information;
- Student parents (a student who has a child or children under 18 years of age who will receive more than half of their support from that student).

## Priority 2 Student groups in the following order:

1. College-authorized: Intercollegiate Athletes and TRiO students.
2. 1st semester Sierra Promise students.
3. Continuing, returning, and Ghidotti Early College High School students.
4. New students – must have completed College Terms and Conditions, 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.

Reference: Sierra College Board Policy 5055, and Administrative Procedure 5055 (<https://go.boarddocs.com/ca/sierra/Board.nsf/goto/?open&id=BSZURV7D4F98#>).

## 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.

## Waitlists

A 20 space waitlist may be established for classes offered by Sierra College that have reached maximum enrollment.

- Eligible students who meet the course prerequisite may join the waitlist.
- Students enrolled on a waitlist for a course section will be permitted to enroll in another section of the same course. Students currently registered for a course you will not be able to join the waitlist for another section for the same course.
- Students are permitted to join multiple waitlists for the same course. Students are only be eligible to enroll in one section for the same course.

the student will see a zero position “(0)” displayed next to the course registration number (CRN). The student will be given 48 hours from the date and time they become eligible to register in the class, or up to 11:59pm on the day prior to the first day of the class, whichever comes first. If the student does not register, they will be removed from the waitlist and the next student on the waitlist will be eligible to register in the open seat in the class. This process continues until all available seats are filled. It is recommended that students regularly monitor their waitlist status in their Sierra College email account and in mySierra under the “Registration and Classes” tab, and click on “View My Classes by Semester.”

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

For more information, please contact Admissions and Records (<https://www.sierracollege.edu/admissions/>).

## Add/Drop Period

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.”

Registration is typically available during the first two weeks of the full-term fall and spring semesters and during the first week of summer session. Permission to add must be obtained from the class professor. The professor supplies each student wishing to register in the course with an add code that allows the student to join 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 class schedule for registration details and deadline dates and times.

Students receiving financial aid must be enrolled in all classes by majority census, including late start classes. This date is known as Add/Drop. Please refer to Financial Aid for additional information.

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

## Cost of Attendance

The total cost of attendance (COA) is the amount (not including grants and scholarships) that it will cost you to go to school during the 2025-26 school year. COA includes tuition and fees; housing and food; and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, and reasonable costs for eligible study-abroad programs. The COA is a standardized estimate calculated by the government to approximate educational and living expenses. While each student’s actual costs may differ significantly based on their personal circumstances, this figure serves as the baseline for determining financial aid eligibility and calculating financial need.

The cost of attendance varies based on California residency status. Students qualify as California residents if they have lived in California for over one year or have been admitted under AB 540 rules. Students who don’t meet California residency requirements (or equivalent status) are considered nonresidents and must pay additional non-resident fees on top of the standard cost of attendance.

## Payment Information

Fees and tuition are due at the time of registration. Students are given a 10 calendar day grace period, after which they may be dropped from 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. It is the student's responsibility to drop from courses they are no longer intending to take.

## 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. Sierra College reserves the right to use methods permitted by law to collect fees due, including referral to a collection agency.

## 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 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:

- \$26.00 per semester for students enrolled in fall or spring semester class(es);
- \$22.00 for students enrolled in summer session class(es)

Exemptions are given for:

- Recipients of California College Promise Grant fee waiver Type "A";
- Students enrolled exclusively in contract education classes, noncredit classes, or Public Safety In-Service Training classes;
- Students enrolled in the special admittance/concurrently enrolled high school students ;
- Students enrolled in the Ghidotti Early College High School Program;
- High school students enrolled in Career and College Access Pathways (CCAP) and Partnership for Advanced College Enrollment (PACE) courses;
- Students enrolled at the Tahoe Truckee Unified School District;
- Students exclusively auditing classes;
- Students who are dependent upon prayer for healing (contact The Health Center (<https://www.sierracollege.edu/student-services/health-and-wellbeing/health-services/>) 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 and Nonresident Capital Outlay Fee

Under state law, all community colleges are required to charge nonresident tuition to out-of-state residents and international students. The charge for the 2024-2025 catalog year is \$414.00 per unit. Nonresident tuition is in addition 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/>) for more information.

In addition to the enrollment fee and nonresident student tuition, nonresident students must pay a Nonresident Student Capital Outlay Fee of \$25.00 per unit. Students wishing to apply for an economic hardship waiver must submit the completed paperwork to an Admissions and Records office.

## 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	\$70.00
Standard Permit—Tahoe-Truckee	\$50.00
Standard Permit—Financial Aid Eligible	\$30.00
Carpool Permit	\$35.00
Motorcycle Permit	\$25.00

### Summer Session

Standard Permit—All Campuses	\$34.00
Standard Permit—Financial Aid Eligible	\$16.00
Carpool Permit	\$15.00
Motorcycle Permit	\$15.00

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 (<https://www.sierracollege.edu/visit-sierra-college/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.

All students are automatically opted in, and pay \$10 for the Associated Students of Sierra College (ASSC) Activity Sticker each Fall and Spring semester. Students have the option to opt out of the ASSC Activity Sticker during online class registration. The sticker, when affixed to the Student Body ID Card, provides several student discounts and access to certain campus programs. 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 financing, constructing, enlarging, remodeling, refurbishing, 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.

The fee requirement shall not apply to students enrolled in the noncredit courses designated by Education Code Section 84757. The fee requirement shall not apply to a student who is a recipient of the benefits under the Temporary Assistance for Needy Families program, the Supplemental Security Income/State Supplementary Program, or the General Assistance program.

## Student Representation Fee

In accordance with Assembly Bill 1504 – Student Representation Fee, all students are automatically opted in, and pay \$2.00 at the time of registration for each semester and summer term. All students are offered an option to opt-out of paying the fee, without providing a reason, prior to being charged the fee. The money collected shall be used to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government. For this fee, \$1.00 of every \$2.00 collected shall be expended to establish and support the operations of the Student Senate of the California Community Colleges (SSCCC), the statewide community college student organization recognized by the Board of Governors (BOG) of the California Community Colleges. The remaining \$1.00 shall be used to support the local student body association.

The SSCCC is a 501(c)3 nonprofit charitable organization that provides students with opportunities to take an active role in higher education advocacy, policy development, and participatory governance. Title 5 §50002 grants students the right to participate in the development of those policies and procedures that significantly impact them and the SSCCC is the mechanism for students to participate statewide in policy development. The SSCCC is guided by the delegates from all California community colleges and is recognized as the official voice of the over 1.8 million students by the Board of Governors, legislature, governor, and other education stakeholders. The new funding source will provide the SSCCC with resources to provide greater sustainability, institutional

memory, and transparency, as well as funds for student leadership and advocacy training.

## Refunds

Enrollment, health and student center fees are refundable to students who are dropped or drop themselves from classes before census. 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 withdraw or are withdrawn 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. For more information about BankMobile, click here (<http://bankmobiledisbursements.com/refundchoices/>).

Refunds are automatically processed two to three weeks after the semester begins. For more information, read the Refund Information article (<https://www.sierracollege.edu/admissions/costs/refunds-disbursements/>) 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.