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.
Priority 2 Student groups in the following order:
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 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.

When a seat becomes available in a class, a courtesy notification will be sent to the first student on the waitlist through Sierra College email. 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 sent a courtesy notification of an open seat in the class. This process continues until all available seats are filled. It is recommended that students regularly monitor Sierra College email and waitlist status in mySierra under “Class Schedule”.

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
Registration is available during the first two weeks of the 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 with an 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 Early Ending 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."

Students receiving financial aid must be enrolled in all classes by majority census to include late start classes. This date is known as Add/Drop.

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

Cost of Attendance
The constant price indicated below is for tuition, fees, and resident halls. The remaining costs are estimated using a combination of data from the California Student Aid Commission’s SEARS Survey, research of local area housing costs, and student surveys. Students can control the costs by living at home, sharing a residence with others, sharing utilities expenses with roommates, buying used books, preparing their own meals, etc. These costs reflect estimated expenses for students who are enrolling in 15 units.
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 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 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 2023-2024 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.

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

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<th>Permit Type</th>
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<tr>
<td>Standard Permit—Rocklin and Nevada County</td>
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<td>Summer Session</td>
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<tr>
<td>Standard Permit—All Campuses</td>
<td>$31.00</td>
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</tbody>
</table>
Exemptions are given to:

- Students enrolled exclusively in noncredit courses.
- Recipients of California College Promise Grant fee waiver Type A; and
- Students enrolled exclusively in noncredit courses.

**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. The records of students who have chosen an assigned identification number are not reported.