



## GENERAL FAQ'S SHEET

### 1) Technology Fee

- a) The Technology Fee is a fee that was established by the Board of Governors in 2002 for rendering technology resources & services that a student must pay for the student management system during a set period of time (semester, trimester, quarter).

### 2) Department Emails

- a) General Information/Administrative/Admissions Department: info@sierrastates.edu
- b) Financial Department: financial@sierrastates.edu
- c) International Department: international@sierrastates.edu
- d) Marketing Department: marketing@sierrastates.edu

### 3) Academic Department

- a) The academic department is a division of our institution that is devoted to academic disciplines. This includes but is not limited to Academic Probation due to poor grades and academic process.

### 4) International Department

- a) The international department is a division of our institution that is devoted to international information. This includes but is not limited to I-20 forms, extensions, CPT/OPT.

Academic & Admissions & International Departments are **SEPARATE**. While they work closely together they are separate departments and each have policies that they must follow.

### 5) I-20

- a) The Form I-20 is a United States Department of Homeland Security, specifically ICE and the Student and Exchange Visitor Program, document issued by SEVP-certified schools that provides supporting information on a student's F or M status.
- b) Students are responsible for knowing the Form I-20 rules and regulations.
- c) It is the student's responsibility to make appointments with the P/DSO for I-20 extensions, last quarter, vacations, etc.



## 6) Tuition

- a) Tuition is a sum of money charged for teaching/instruction by a school, college, or university.

## 7) Tuition Due Date

- a) Tuition due dates are the **FIRST DAY of EVERY MONTH**, regardless of any Holiday. After the first of the month the payment is considered late and there is a late fee that is attached to the account.
- b) Late fees occur after the first day of the month and accrue every week.

## 8) Academic Degree Checklist

- a) An academic degree checklist is a tool that states specific criteria that allows student to collect and track their academic progress. It is a systematic way of collecting program data and applying it for students to know what they need to complete their degree/program.
- b) The academic degree checklist/progress checklist/program checklist/program description details are all the same thing.
- c) Sierra States University's program description details can be found in insitution's catalog which can be found online through the website or a hard copy is available to view at the Admissions/Administration Office.
  - i) Go to [www.sierrastates.edu](http://www.sierrastates.edu)
  - ii) Find and scroll on the 'ABOUT'
  - iii) Scroll to the 'INSTITUTIONAL PUBLICATIONS'
  - iv) Scroll to the 'CATALOG'

## 9) Advising

- a) Advising appointments can be made at anytime.
- b) Student and Advisor must come to the appointment prepared.
  - i) Writing instrument (Pen/Pencil)
  - ii) Scratch paper to take notes
  - iii) Student ID
  - iv) Most current I-20 form
  - v) Completed Academic Degree/Program Checklist



## 10) Graduation

- a) In order for students to meet the graduation requirements, students must show satisfactory academic progress, participation in classes, fulfill all degree requirements and other related requirements. Complete requirements may be found in the institution's catalog.
  - i) Complete all courses along with degree requirements.
  - ii) Satisfy the minimum academic progress requirements.
  - iii) Maintain the required Grade Point Average(GPA) of your degree/program.

\*GPA requirements are found for each program/degree in the catalog\*
  - iv) Complete the Graduation Application and Graduation Survey Forms.
  - v) Meet all financial requirements and other legal obligations.

## 11) Vacation

- a) International Student Vacation Authorization:
  - i) **Anytime** the student leaves the state of CALIFORNIA they must fill out the institution's Vacation Request Form.
  - ii) **Anytime** the leave the country they need to set up an appointment and fill out the institution's Vacation Request Form.

## 12) Quarter Break

- a) International Student Quarter Break Authorization:
  - i) The student must follow the rules of eligibility and complete and submit the Quarter Break Request Form.

## 13) Transfer Policy for F-1 Students

- a) Program Withdrawal: In the event that a student needs to withdraw from the program because h/she wishes to be transferred to another institution or have to return to his/her home country, the student must follow the withdrawal process for his/her specific request. The following section includes the process to withdraw from the program to transfer out or return home.



## Sierra States University's Classroom Etiquette & Compartment

We at Sierra States University want to give our students the best possible education. Please support yourself, your classmates and the institution by abiding by the rules of etiquette and behavior both in and out of class.



1) **BE PREPARED:** Come to class prepared. Students are responsible to bring their own learning paper/pen/pencil/computer to class.



2) **TURN OFF/SILENT ELECTRONIC DEVICES:** Disruptions are not conducive to the learning environment. Please be respectful of other students and the instructors. *\*Any electronic devices in class should be used for EDUCATIONAL purpose ONLY\**



3) **DISRUPTIONS/DISTURBANCES:** Instructors chose their profession because they care about education and want to help you succeed. They encourage student feedback. Please participate in class.



4) **PUNCTUALITY:** Students & Instructors are held accountable for attendance and punctuality. Do not leave unless the professor has designated a break and return to class on time. *\*Please note that as the instructor takes attendance, you must follow their attendance policies to be considered present, tardy, or absent\*\*\*Attendance for international students is 80% and checked by the institution and by SEVIS\*\*\**



5) **CLEAN UP:** If you make a mess clean it up. Be respectful to classmates and keep your area clean for yourself and others. *\*If you need assistance please ask\**



6) **RESPECT:** Being a student of Sierra States University means showing respect for your instructor and your classmates.

If you are unsure if an action is or would be disrespectful, rude, or inappropriate, DO NOT DO IT.

***“When in doubt, DON’T.” – Benjamin Franklin***



# Sierra States University

[www.sierrastates.edu](http://www.sierrastates.edu)  
[info@sierrastates.edu](mailto:info@sierrastates.edu)

1818 S. Western Ave. # 304 Los Angeles, CA 90006

Tel: (323) 641-7009 · Fax: (323) 641-7035

Thank you for your thoughtfulness & cooperation.



b) Transferring Out: F-1 students may request to have their SEVIS Form I-20 transferred out; however, it should be noted that the time at which the students request the transfer may affect their status and tuition.

**i) Advising Sessions**

c) As part of the transfer-out process, the F-1 student will be asked to meet with an advisor from Student Services and/or International Affair Department and/or the Academic Department to discuss the transfer out request. The advisor will discuss any concerns leading to the transfer out decision, will recommend any potential options available to support the F-1 student, and will ask for feedback on the student's experience at Sierra States University. After the advising session, it will then be determined if it is necessary for the student to meet with a secondary advisor or with the International Affairs Department to process the request.

**i) Transfer Requirements**

Must have completed one full quarter at the institution

Meet with an advisor from Student Services

Provide an acceptance letter from the Transfer-In School

Provide transfer form from the Transfer-In School to our institution

Complete the university's F-1 Transfer and Program Withdrawal Form

Contact the Admissions/Administration Office to ensure your financial account is cleared

Complete the Exit Interview survey form

**14) CPT/OPT**

a) Curricular practical training and Optional practical training.

b) Please read the institution's handbook for CPT & OPT.

c) Please visit and follow all instructions, rules, or regulations given by SEVIS & USCIS.