

# Academic Enrichment at Sierra

## **Apply to Sierra College**

- If you took a break from classes; you will need a new application each year

## **Activate your MySierra account**

- i. You will receive a welcome email to the email that you included on your CCC application
- ii. You will need to activate your account by clicking on the *rest my password link* in the welcome email and creating a password
- iii. Your password needs to be 15-32 characters and include capital letters, lower case letters, numbers and special characters
- iv. We recommend that you write your password down somewhere so you do not forget it!
- v. If you do not get a welcome email within 7 business days; contact enrollment services at [enrollmentservices@sierracollege.edu](mailto:enrollmentservices@sierracollege.edu) or call (916) 660-7340

## **Complete the online Academic Enrichment Form for Promise Schools**

- i. This form is online at <https://www.sierracollege.edu/admissions/college-in-hs.php>

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### **Step 4 of Academic Enrichment Enrollment Process**

Select the appropriate program application form:

**Fall 2022 Program Application e-Form**

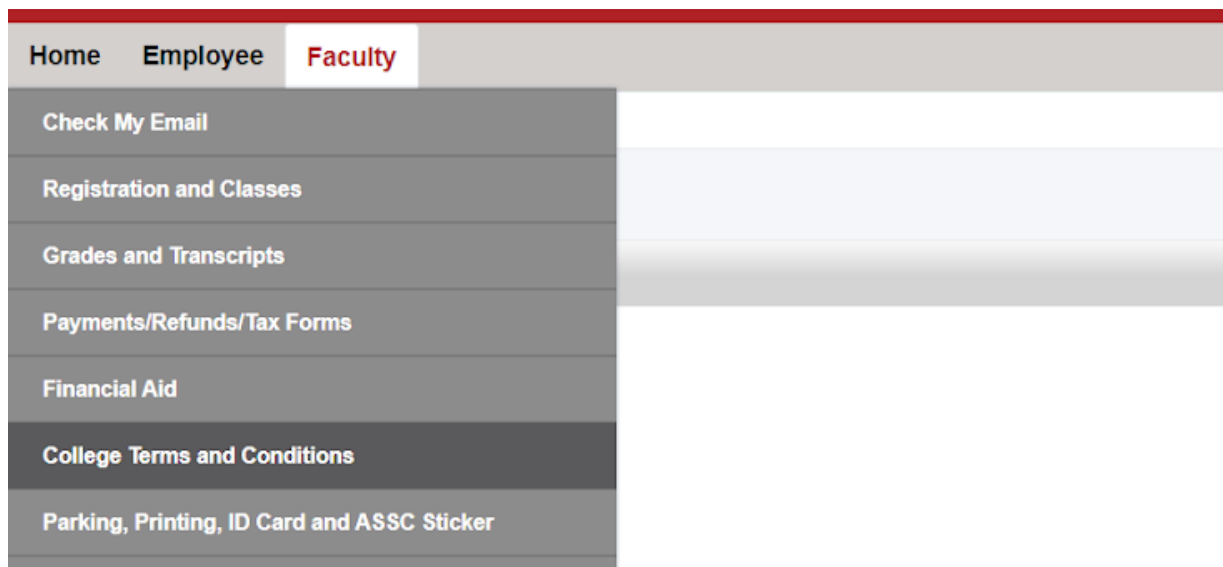
For all schools listed on the Dual Enrollment list of participating schools, plus John Adams Academy (Lincoln and Roseville), South Sutter Charter, The Cottonwood School, and Visions in Education

- **Student:** Use your mySierra login to access the form

- ii. You need to log into the form with your MySierra email address and password.

- iii. Once you complete the form it will be sent to your parents email address that you enter for their approval
- iv. Once your parents have approved the form, it will be sent to your counselor for approval
- v. Restricted courses for High School students are listed online in the college in high school page:  
[https://www.sierracollege.edu/\\_files/resources/admissions/documents/Restricted-Course-List.pdf](https://www.sierracollege.edu/_files/resources/admissions/documents/Restricted-Course-List.pdf)
- vi. Once the form is approved by your high school counselor; Sierra college can take up to 7 business days to process your application

**Accept the college terms and conditions on your MySierra**



## **After your form is processed you MUST register for your class**

### **● When Do I Register for Classes?**

An email with your registration time is sent to your Sierra College student email 3-4 weeks before registration starts. **Note:** If you apply closer to registration, you could receive this email within 24 hours.

Your registration time is based on the [Sierra College Enrollment Priority Policy](#).

You can find your registration time in your [mySierra](#) account in the Home tab:

1. Click "Registration and Classes"
2. Click "View my Registration Eligibility and Holds"
3. Select the correct Term from the pulldown list
4. Click Submit
5. You'll be directed to complete a [pre-registration questionnaire](#), which needs to be filled out one time each semester. **Note:** We recommend completing this early.

You can register for classes any time after your appointment time. Registering early helps you get the classes you want.

**Note:** If appointment times have not been assigned, you will get this message: Registration times have not been assigned. Please check back later.

- **Steps on How to Register for Classes**

## **Step One: How to Find the Classes you Want to Add**

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Before you can register for classes, you will need to look up what sections are available for the courses you wish to take and copy the CRN codes.

1. [Go to the Sierra College Class Schedule Search.](#)
2. Select your term from the "Step 1: Select a Term" drop-down menu (i.e., Spring 2017).
3. Select a campus from the "Step 2: Select a Campus" drop-down menu. For example, if you choose "Rocklin Campus," you will view classes offered in Rocklin. If you want to view all classes that are offered on all campuses, select "All Campuses."
4. After you select a campus, the "Search Details" options will open up. If you don't select any details, you will view all classes available on the campus you specified. If you would like to narrow your search, you may wish to specify the following:
  1. **Subject:** A list of subjects (i.e. English). If you choose a subject, you will only see classes offered in this subject area.
  2. **Title, Course Number, and CRN:** If you are looking for a specific course (i.e., ENGL 0001A - Introduction to Composition), you can search by Title (Introduction to Composition) or Course Number (0001A). If you already know the CRN number for the specific section you would like to add, you can search by CRN.
  3. **Instructor:** If you have a favorite instructor, you can scroll through the instructor drop-down menu and select his or her name.

4. **Availability:** You can choose to search only for "Open Classes Only" or "Open Classes or Room on the Waitlist." The default is set to "All," which will show classes with all types of availability.
  5. **Start Time, End Time, Days:** If you have a busy schedule, you can choose to search for classes during the specific time periods that will work best for you.
  6. **Instructional Method:** You can choose to search only "Osher Classes," "Televised Classes," "Classroom" (which are classes that happen on campus), "Online," and "Hybrid" (a mix between online and classroom).
  7. **GE Attributes:** If you are trying to fulfill your degree requirements, it can be helpful to search using these criteria.
5. Click the "Search" button. You will be taken to a list of classes that meet your search criteria.
  6. When you find a class you wish to take, copy the five-digit CRN (Class Registration Number). The CRN code is listed in the second column from the left and is an underlined, blue link which you can click on for more information. You will need this five-digit code for the adding your class (the next step).

## Step Two: How to Add Classes

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Follow these steps to add classes to your schedule.

1. [Log into mySierra.](#)
2. Select "Registration and Classes."
3. Select "Add, Drop or Withdraw from Classes."
4. Select your registration term.
5. You may need to answer a few questions to make sure your information is up to date.
6. Under the "Add Classes Worksheet," enter the Course Reference Number (CRN) in each box. CRN codes are listed in the [Class Schedule](#).
7. Click "Submit Changes." If the class already exists in your current schedule, select "Web Registration" from the Action drop-down menu and click "Submit Changes."
8. If the class you want is full but has space on the waitlist, the waitlist option will display under the Action drop-down menu. Select the Waitlist option from the drop-down menu and click "Submit Changes." [View waitlist articles for more information.](#)
9. Once you add your classes and submit changes, click "Finalize Registration."
10. [Pay for Classes.](#)

## Error Messages

The "Submit Changes" button checks for errors in your registration transactions. If you encounter any registration errors, correct them and click "Submit Changes" again. Continue until you see a confirmation under "Current Schedule."

## How Do I Join a Waitlist?

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Join a waitlist online through your mySierra account.

1. Go to [mySierra](#) and log in with your mySierra login information.
2. From the homepage, select "Registration and Classes."
3. Click on "Add, Drop or Withdraw from Classes."
4. Select the correct term from the drop-down menu and click submit.
5. You'll see a section called "Add Classes Worksheet."
6. In the CRN area, there are several text entry boxes. Enter the CRN of the class you want to waitlist and click "Submit Changes." A CRN is a five-digit Course Registration Number. [You can find CRN's on the course schedule.](#)
7. If the status of your selected class says "Closed," a note will advise you to choose the "Waitlist" option from the drop down menu.
8. Select the "Waitlist" option, then click "Submit Changes" again.
9. Now the class should appear on your current schedule with the status of "Waitlist."
10. Click "Finalize Registration." You have successfully waitlisted the class.

## What if a Class is Full or I'm on the Waitlist?

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Each class has its own designated course registration number (CRN) to differentiate classes with the same name that occur on different days and times.

If you find that that the CRN is closed, you can either:

- a) try to find a new class that works for you **or**
- b) you can opt for the waitlist

For help finding a new class, refer to the [video on how to use the online class schedule and register for classes \(in English\)](#). The video is also available in [other languages](#).

- When you find a class that works for you, copy the CRN into your registration page and click "Submit Changes."
- If the class has open seats, you will automatically be registered into it.

**If there are not any open seats, click the pulldown menu (found next to the course) and change to "waitlist." Then, click "Submit Changes."**

### • Taking an Online class?

#### **My class meeting time is listed as TBA in the class schedule. How do I know when my class will be?**

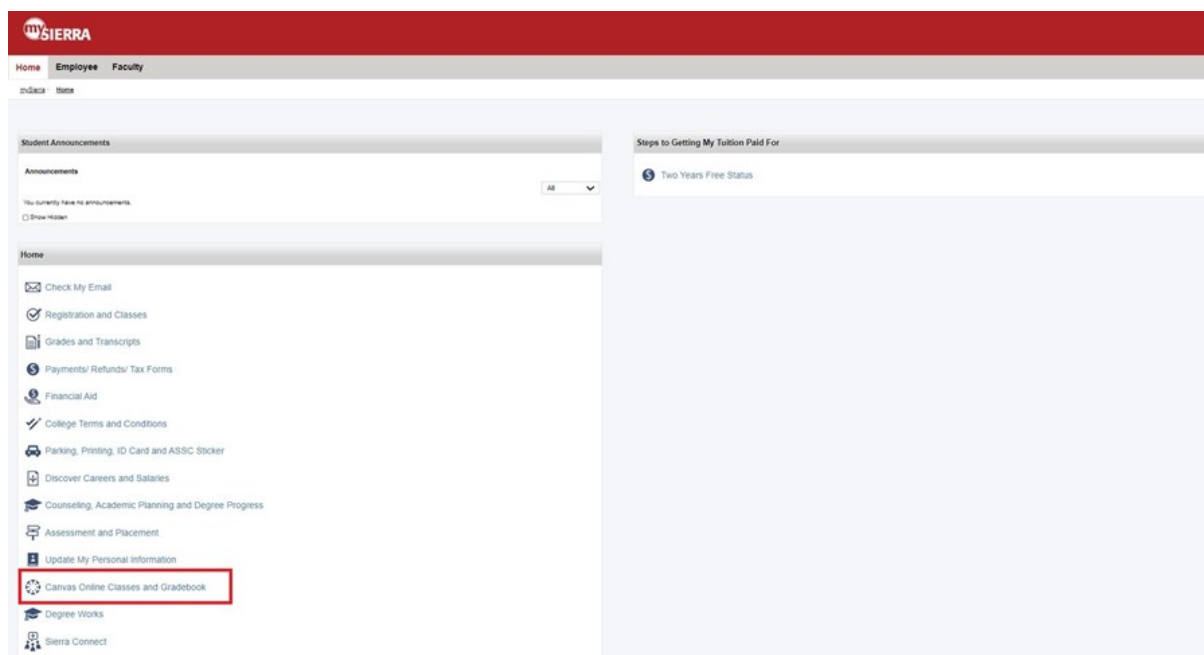
Online classes at Sierra College are asynchronous, meaning you will be able to access your course from any place at any time. Although these courses have no required live meeting time each week, some will have optional live sessions and student hours (office hours) during the week. These

optional live sessions will be recorded and available for you to watch later. These dates and times will be provided by the instructors on the course syllabus or in Canvas.

- **How do I get to my class?**

All classes are located in [Canvas](#).

You can access Canvas through your mySierra account by clicking "Canvas Online Classes and Gradebook" link.



Canvas has a free student mobile app that is available for both Apple and Android devices and can be downloaded through the app stores.

Once you have logged in, you should see your course on the Canvas Dashboard. Click on the Course Card to enter your class.

## **Why isn't my Class showing up on the Dashboard?**

If you are looking for your course prior to the first day of the semester, it is likely that the instructor has not made it available yet. Check back on the first day and it should be available.

If your class is an 8 week class, the start date of the class will begin later in the semester (start date for the class can be found on your class schedule), so it may not be published in Canvas until closer to the start date.

If it is after the first day and you are not seeing your class on the dashboard, select the "Courses" link in the left navigation menu and at the bottom of the list of courses, select "All Courses". Locate your classes and ensure that they have an orange star to the left of the course name. This will place the course on the Dashboard.

If you still cannot locate your course, please contact your instructor.

## **Need Help?**

### **Enrollment help:**

[enrollmentservices@sierracollege.edu](mailto:enrollmentservices@sierracollege.edu)

**Student Help Center:** [hub@sierracollege.edu](mailto:hub@sierracollege.edu)

(916) 660-7300

### **Student Tech Support:**

[studenttechsupport@sierracollege.edu](mailto:studenttechsupport@sierracollege.edu)