Sierra College Academic Enrichment Instructions

In partnership with Sierra College, high school students are able to take a class (or classes) for free at or online through Sierra College (pay only for books). This is called **Academic Enrichment**.

To apply for Academic Enrichment you will need to follow these instructions:

1. **Meet with your high school counselor**
    - Together you will discuss which classes would be a good fit for you.
    - Once you select a class, make a note of the class name and number (example: HIST 17B or MATH 13) as you will need that information to complete step 4.
2. **Click here to begin the application and then begin this video:** How to complete the Sierra College application (video timestamp 00:12 - 2:17)
3. **Set up your mySierra account**
    - After you submit the Sierra College application, you will receive an email from Sierra College that says "*Welcome to Sierra College".* (video timestamp 2:18 - 2:35)
    - Create/Reset your password using the password reset tool to create your mySierra password. (video timestamp 2:36 - 3:05)
    - If you have taken a class at Sierra College before and already have a mySierra account, you can skip this step.
    - If you do not receive the **"Welcome to Sierra"** email within 24-48 hours, please contact enrollmentservices@sierracollege.edu or 916-660-7340.
4. **Complete the Academic Enrichment e-form** (video timestamp 3:06 - 3:59)
    - Click this **link** to access the Summer Academic Enrichment e-form
    - Use your mySierra username and password to login and complete the student section of the form
    - Video Recording - How to sign the Sierra College Academic Enrichment e-form (video timestamp 3:24 – 3:59)
    - What Class Should I Take At Sierra? RJUHSD and AE Classes at Sierra
        - Check with your school counselor to verify classes other than those listed on the RJUHSD and AE Classes at Sierra list.
5. **Parent/Guardian completes the e-form**
    - After you sign and submit the e-form, it will be routed to the email you listed for your parent or guardian. Your parent/guardian will need to create an account to provide their e-signature. If your parent/guardian needs help, have them watch this video (video timestamp 4:00 - 4:14)
6. **Counselor completes the e-form:**
    - Once your parent signs the e-form it is routed to your school counselor for approval. Once your school counselor signs the e-form, Sierra College

receives the form and approves you for Academic Enrichment (it may take up to 1 week to process).
- Once the Academic Enrichment Application is processed, you will receive an email in your mySierra email portal and you will be assigned a registration date/time.

7. Next Steps

- ***Students are responsible for actually registering for the class they want to take***.
- To check your Academic Enrichment status and registration date/time, follow these instructions:
    - Watch this video https://vimeo.com/1106168096 (timestamp 0:00-00:48) **OR**
    - Log in to your mySierra account and go to the "Registration and Classes" tile, then click "Add, Drop, or Withdraw from Classes".
        - Then select the "Prepare for Registration" link
        - Then select the correct Term from the pull down list.
        - You will be shown your registration time and date
            - **NOTE**: If you have any holds on your account, they will be listed here.
                - Clear the holds in order to be able to register for classes
            - If registration times have not been assigned by Sierra College yet, you will see a message that says "registration times have not been assigned"
        - You can register for classes on or anytime after your designated registration date/time.
- How to register for your class:(video timestamp 00:49-1:24)
    - Register Using "Find Classes" (video timestamp 01:25-3:36)
    - Register Using "Enter CRNs" (video timestamp 04:10-4:36)
    - Add to a Waitlist (if class you want is full but has a waitlist option)
        - (video timestamp 03:37-3:55)
        - How To Waitlist Classes
    - Remove a class (video timestamp 03:56-4:09)
    - Complete Your Registration (video timestamp 04:37-4:54)
    - Drop A Class (video timestamp 05:10-5:30)
    - Registration Errors (video timestamp 05:31-6:05)
    - Other helpful tools:
        - How To Navigate The Class Schedule
            - Video: How To Search For Classes
        - How To Instructions For Class Registration
            - Video: https://vimeo.com/1106168096
        - Refer to Sierra College Register for Classes webpage
- To confirm your classes, go back to the mySierra portal Registration & Classes tile and click on "More Links Here!", then click on Go Now in the

"View My Class Schedule” tile. Choose the semester you want to see and hit submit.

Help and support:

- Contact your Roseville High school counselor
- Email: Mr. Manuel Fierro, Sierra College Enrollment Specialist
- Email: Sierra College Enrollment Services