

# SCC NEW STUDENT CHECKLISTS

## PRE-DEPARTURE CHECKLIST:

**Pay the SEVIS Fee Online after receiving your acceptance letter and I-20 from SCC.** FMJFee.com is the ONLY site certified to collect I-901 SEVIS fee payments.

**Complete the DS-160 visa application** online and pay application fee.

**Schedule** Visa appointment at the nearest [Embassy/Consulate](#).

**Let ISS know when the appointment is** and then we will schedule a meeting for interview practice. We will go over what documents you need to bring with you and give you tips for your interview. Send us an email with the information of your interview by emailing [iss@stchas.edu](mailto:iss@stchas.edu) and also schedule an appointment with Virginia Bunn Guneyli or Amanda Main [using this link](#).

**Let ISS know** after your appointment if your Visa was approved or denied (email [iss@stchas.edu](mailto:iss@stchas.edu)).

**Book your Flight** to the US to arrive at least 10 days before classes begin, but no more than 30 days before the program start date on your I-20.

**Send ISS a copy** of your Flight Itinerary to [iss@stchas.edu](mailto:iss@stchas.edu).

**Make sure you have arranged housing.** ISS recommends [Campus Lake Apartments](#), for if you live on campus then ISS is able to support you better.

**Arrange transportation** from the airport to lodgings (if you are living at Campus Lake Apartments, they may be able to pick you up if you contact them in advance at [leasing@campuslakehousing.com](mailto:leasing@campuslakehousing.com)).

**Optional:** Review the ISS list of recommended necessities such as bedding and other household items on this [Amazon Wish list](#). This list is an example of what you may need, and you are not required to order the items. You are welcome to email Campus Lake Housing if you want to order items to be delivered before your arrive at [leasing@campuslakehousing.com](mailto:leasing@campuslakehousing.com)).

**Arrive at the airport** early (3-4 hours) and make sure you have all of your documents.

## ARRIVAL CHECKLIST:

**Email [ISS@stchas.edu](mailto:ISS@stchas.edu)** to let us know you have arrived safely in the US. You may also send a WhatsApp or WeChat message.

**Use your Insurance** to complete the Tuberculosis screening if you did not do so in your country before arriving in the United States. Refer to your notes from orientation and the ISS webpage ([www.stchas.edu/international](http://www.stchas.edu/international)) on how to use your insurance or email Amy Kolich at [akolich@lewer.com](mailto:akolich@lewer.com) for assistance.

**Meet Your ISS Leader Buddy**, who will be in contact via email or text soon after your arrival.

**Review the ISS Services Guide** Should you need information about campus safety, campus services, or student support, please refer to your ISS Campus Services guide at the end of this packet for a list of campus services, or to the ISS website at [www.stchas.edu/international](http://www.stchas.edu/international). Please email [iss@stchas.edu](mailto:iss@stchas.edu) or call (636) 922-8617 in case of emergency.

**Attend Orientation.** We will provide you with the details closer to your arrival. Attendance is a condition of enrollment, and you must attend orientation to attend class. After orientation, please schedule an appointment with an ISS advisor for advising and registration using this link. Please note: Students who are taking ESL must make an appointment to take the ESL placement before scheduling an appointment for advising.

## PLAN AHEAD FOR FINANCIAL WELLNESS

**You can't pay until you register, and you can't register until you meet with a DSO in International Student Services (see instructions on the next page for setting up an advising appointment after orientation). However, you should plan ahead to decide how you wish to pay.**

**For SCC tuition, students can:**

1. Pay tuition online through the SCC portal (SCC Connection – Students – Financial Information – Make a Payment).
2. Pay in full through the Cashier's Office (ADM 1119) by mail or in person.
3. Set up your Nelnet Payment Plan (<https://www.stchas.edu/admissions/tuition-payment/tuition-payment-plan>)

*Before students are allowed to enroll, they must purchase approved insurance for the semester using a link provided in advance via email by a DSO. Payment plans are not available for insurance, and students should budget approximately \$600 a semester for insurance.*

## INTERNATIONAL STUDENT ADVISING CHECKLIST:

**Schedule an appointment with an ISS advisor** for advising and registration at <https://www.stchas.edu/admissions/international/current-students>. Please note: Students who are taking ESL must make an appointment to take the ESL placement before scheduling an appointment for advising. An advisor who is a Designated Student Officer will assist you with guidance on placement, academic success, course selection and understanding your course schedule.

**Prepare for your advising meeting** by checking your SCC email for pre-advising information about assessments, required forms, upcoming event information, and a list of topics you will discuss during your advising meeting. Write down a list of questions, and bring them, along with your immigration papers, to your advising appointment. Before the appointment, degree-seeking students who are not in ESL pathway or training courses may wish to see the "How to Use the Student Planner" guide below to consider classes.

### **An advisor who is a DSO will:**

- **Help you register for a minimum of 12 credit hours.** You may pay in person in your portal or by setting up a payment plan. Please pay your tuition bill by the first day of class or contact Cashiers to set up a payment plan when you register. Your Advisor in ISS will provide you with instructions for setting up a payment plan when you register.
- **Advise you to attend classes according to each professor's attendance policy.** Please email [iss@stchas.edu](mailto:iss@stchas.edu) and your professor (you can find their email address in Canvas or on the syllabus) if you are going to be absent. Professors can administratively withdraw you for not attending or participating. This could harm your status in the US. You will learn each professor's policy on the class syllabus.
- **Require you to sign updated Conditions of Enrollment, Privacy Notification, and Insurance Waiver forms.** You will receive this during your first advising appointment.
- **Assist you to update your address** using the Change of Information form on the ISS Web page listed under Biographical Information.
- **Provide you with a Driver's License and Bank Letter** if you did not receive one at orientation by emailing [iss@stchas.edu](mailto:iss@stchas.edu).
- **Review the "How to Use the Student Planner Guide"** below to view classes, make your tuition payment, and learn about payment plans during your advising appointment. This will be another international student that can provide you with advice about campus, classes, the community, and adjusting.
- **Review student services** available to you, including insurance, counseling, student life, tutoring, housing and student activities.
- **Guide you** to set up a Nelnet payment plan, or to pay your bill.
- **Show you how to read your course schedule** and where to purchase your textbooks and to the bookstore website.
- **Guide you on how to pick up your student id card** at the Campus Security building once you have paid your tuition bill. (Bring your tuition bill with you).

# Student Planning – Instruction Guide

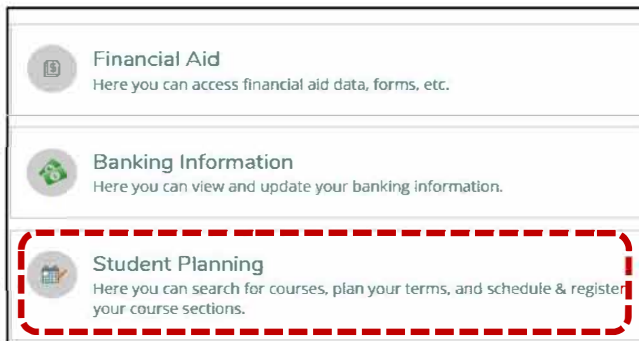
## SELECT COURSES & PLAN YOUR DEGREE

### Accessing Student Planning:

[www.stchas.edu](http://www.stchas.edu) > Quick Links> **mySCC** account > SCC Connection> Students > Registration > Student Planning

Login Issues: 636-922-8555 | Student Planning Questions: 636-922- 8611

### Step 1. Click on *Student Planning*.

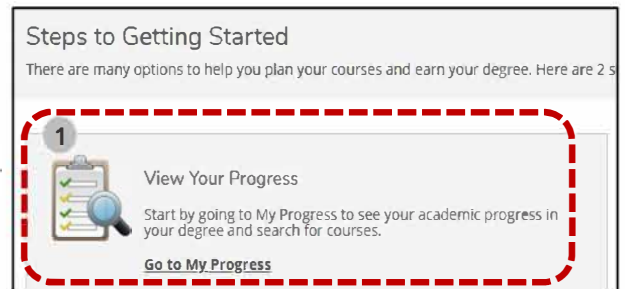


Financial Aid  
Here you can access financial aid data, forms, etc.

Banking Information  
Here you can view and update your banking information.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

### Step 2. Click on *View Your Progress*.



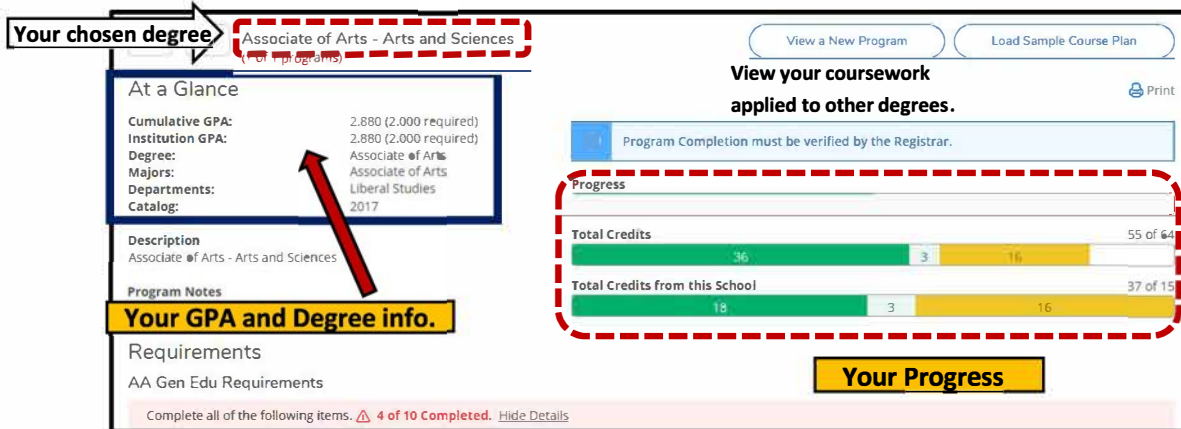
Steps to Getting Started  
There are many options to help you plan your courses and earn your degree. Here are 2 s

**1**  
View Your Progress  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

### Step 3. The *My Progress* screen will display. Scroll thru your plan (**My Progress**)

#### What is My Progress?

My Progress is your plan that lists courses you need to complete to earn your degree. **Your plan automatically updates** when courses are completed, planned, or added.



**Your chosen degree:** Associate of Arts - Arts and Sciences (of programs)

**At a Glance**  
Cumulative GPA: 2.880 (2.000 required)  
Institution GPA: 2.880 (2.000 required)  
Degree: Associate of Arts  
Majors: Associate of Arts  
Departments: Liberal Studies  
Catalog: 2017

**Description**  
Associate of Arts - Arts and Sciences

**Program Notes**  
**Your GPA and Degree info.**

Requirements  
AA Gen Edu Requirements  
Complete all of the following items. **4 of 10 Completed.** [Hide Details](#)

**View your coursework applied to other degrees.**

Program Completion must be verified by the Registrar.

**Progress**

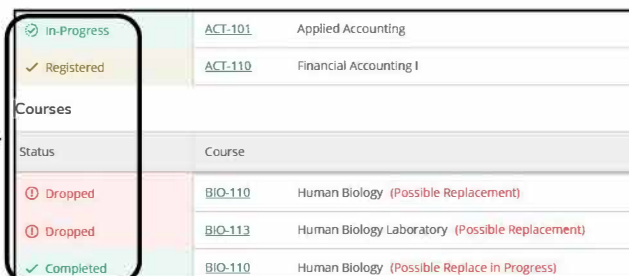
Total Credits	36	3	16	55 of 64
Total Credits from this School	18	3	16	37 of 15






**Your Progress**

### Step 4. Begin Choosing Courses. Locate each section that a requirement is missing– indicated by the following: **Not Started** **0 of** Courses still needed will be indicated in RED.

#### Your Progress will be noted by :

1. Not Started
2. Competed
3. Planned
4. In progress
5. Registered



	In-Progress	ACT-101	Applied Accounting
	Registered	ACT-110	Financial Accounting I
<b>Courses</b>			
<b>Status</b>			
Course			
	Dropped	BIO-110	Human Biology (Possible Replacement)
	Dropped	BIO-113	Human Biology Laboratory (Possible Replacement)
	Completed	BIO-110	Human Biology (Possible Replace in Progress)

# 2 WAYS TO SEARCH FOR COURSES

**Step 5.** Add Courses to your plan and register (*if available*) Using your plan (**My Progress**).

**1.** Click on the **Search** button to view all available courses within a requirement.

Status	Course	Search
Planned	ENG-102 Eng Composition II	
	ENGL-102 English Equivalent	
	HON-100 Inquiries in Comp. & History	

Use to view multiple course options

**2.** Click on required listed course

ENG-200	Book Writing Workshop
ENG-201	Intro to Creative Writing

After clicking on a search option, the course description & requisite information will display.

To REGISTER, click **View Available Sections**

To ADD COURSES, to a future term, click **Add Course to Plan**

**View Available Sections for ART-1505**

**View Available Sections will NOT display if course sections are not being offered for the given term.**

**ART-1505 Survey of W Art His II (3 Credits)**  
 Survey art history course focusing on historical Exploration of the development of human achievement in art majors.

**Requisites:**  
 ART-1001, ART-101, ART-150 or ART-1500 - Must be completed prior to taking this course.

**Locations:**  
 St.Charles Campuses

**Offered:**  
 All, All Years

**Add Course to Plan**

## How Do I ADD A COURSE TO PLAN ?

1. Select the term you want to add the course.
2. Click on the **Add Course to Plan** button.
3. Once added, the course will display temporarily in the right hand corner of your screen.
4. Continue to go back to **My Progress** to add courses to your plan.

✓ MUS-113 has been added to plan.

**MUS-232 Music History II (1750-Presen)**  
 Continuation of MUS 231. Survey of music from 1600-1827.

**Credits:** 3

**Locations Offered:** St.Charles Campuses, Distance Learning

**Requisites:** None

**Select a Term...**

- Summer 2019
- Fall 2019
- Pre-F19 1st Week Session
- Spring 2020
- Summer 2020
- Fall 2020
- Spring 2021
- .....

**Term:** Select a Term...

**Add Course to Plan**

Plan your entire degree with this feature!

## How Do I REGISTER FOR A COURSE ?

**1.** Click on **Add Section to Schedule**

**Add Section to Schedule**

**Displays**

Registered courses will display with green check mark.

**ACT-101-02: Applied Accounting**  
 ✓ Registered

You may filter course listings on a variety of options.

**Section Details**

**ART-1200-01 2-D Design**  
 Spring 19 Main Session

**Instructors:** TBD

**Meeting Information:** M, W 10:00 AM - 12:50 PM  
 1/18/2019 - 5/20/2019  
 St.Charles Campuses, Visual Arts Building 105 (Studio)

**Dates:** 1/18/2019 - 5/20/2019

**Seats Available:** 2 of 15 Total

**Credits:** 3

**Grading:** Graded

**Requisites:** None

**Course Description:** Introduction to the basic study, use, and control of the art elements and principles of two-dimensional design that are fundamental to all visual arts through assigned problems using readings, discussion and exercises employing a variety of materials and tools.

**Additional Course Fees:** Fees listed here are in addition to general tuition and fees charged at registration.  
**Art Lab Fee:** \$35.00

**Books:** [Bookstore Information](#)

**Add Section**

**2.**

Registered courses will be listed in the **Plan and Schedule** section.