Online Course Policy

The Saudi Arabian Cultural Mission (SACM) has informed California State University, Chico that they will not pay for any entirely internet - online - based courses (typically indicated in the class schedule) which they have not first approved. For that reason, all sponsored Saudi students must obtain approval through the process described below, or pay for the class themselves.

Once a student chooses to self-pay, he/she will not be able to request reimbursement from SACM. Student Financial Services will not produce an itemized receipt for SACM reimbursement.

*Change to maximum number of online units in which students may enroll as of November 2013:
  - Undergraduates - may take up to **12 units (or 4 classes)** of online course work
  - Graduates - may take up to **6 units (or 2 classes)** of online coursework

Exception Process
SACM has identified three exceptions to the policy. Students may be granted permission to take fully online courses:

  - If the course is required and only offered online
  - If waiting until a later semester to take an on-campus section of the course would delay your graduation
  - If the student chooses to pay for the class himself/herself

Step 1: Request Form
Complete the attached form to request an exception to the online course policy.

Step 2: Degree Progress Report
Undergraduate students must meet with an Evaluator (Student Services Center, Room 110) to verify the remaining courses that you need to graduate and ask the evaluator to sign your form. **Graduate students** must consult with their Graduate Coordinator.

**Exception: If you will pay for the course yourself, this step is not required.**

Step 3: Submit
Submit the attached form to the International Student Advisors (Student Services Center, Room 440).

Deadlines

<table>
<thead>
<tr>
<th>Fall: March 15</th>
<th>Intersession: September 15</th>
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<tbody>
<tr>
<td>Summer: March 15</td>
<td>Spring: September 15</td>
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</tbody>
</table>

In order to have sufficient time for SACM to process your request students are encouraged to request exceptions by the deadlines above.

After Approval of an Exception
If approved by SACM, an International Advisor will make a notation on the form and instruct the student to deliver the form to the appropriate office to proceed with registration.

<table>
<thead>
<tr>
<th>Fall &amp; Spring (Open University):</th>
<th>Register at RCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall &amp; Spring (State-Sponsored Course):</td>
<td>Register at the Office of the Registrar, SSC 110</td>
</tr>
<tr>
<td>Intersession &amp; Summer:</td>
<td>Register at RCE</td>
</tr>
</tbody>
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International Student Advising, Student Services Center 440  
California State University, Chico  
Chico, California 95929-0680  
Phone: 530-898-5415  
Fax: 530-898-6889  
Updated: 2/18/2014
Request to Take Online Course for Students from Saudi Arabia

Last Name: ___________________________  First Name: ___________________________

Chico ID Number: ______________________  SACM ID Number: ______________________

Major: ______________________________  E-mail: ________________________________  Phone: ___________________________

SACM Advisor’s Name: __________________  Advisor’s E-mail: _______________________

REQUESTED ONLINE COURSE(S)

<table>
<thead>
<tr>
<th>Class #</th>
<th>Subject &amp; Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Fall</th>
<th>Summer</th>
<th>Spring</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
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Reason for exception (Mark all that apply):

_____ I was previously approved for this online course but was not able to take it.

_____ The course is required and is only offered on-line.

_____ Waiting until a later semester to take an on-campus section of the course would delay graduation.

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How many online courses have you taken so far? (Circle one)

- 12 unit maximum

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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</table>

I will pay for the course myself. (No evaluator / graduate coordinator signature required).

**ONCE YOU SELECT SELF-PAY, YOU WILL NOT BE ABLE TO APPLY FOR REIMBURSEMENT.**

Student Financial Services will not produce an itemized receipt for SACM reimbursement.

Student Signature:  
(Your signature verifies you will pay for the above course(s) yourself.)

Date: ______________________

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For International Student Advisor (ISA) use only:

<table>
<thead>
<tr>
<th>Date document received</th>
<th>ISA - Comments and Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date sent to SACM</td>
<td>To complete the registration process, take this form to:</td>
</tr>
<tr>
<td>Date of SACM approval</td>
<td>□ Regional &amp; Continuing Education Office</td>
</tr>
<tr>
<td>Date of SACM denial</td>
<td>□ Registrar’s Office (SSC 110)</td>
</tr>
</tbody>
</table>

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