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International Student Information - Procedures	E7

For information pertaining to admissions and acceptance see Policy E2. Procedures below must be followed after being accepted to Cloud County Community College (CCCC).

General Requirements for Before Arrival

1. Upon issuance of the I-20 form, pay the I-901 SEVIS fee at fmjfee.com.
2. Apply for a student visa and attend the appointment at your embassy. *Canadian students do not complete this step.*
3. Send a copy of your F-1 visa to international@cloud.edu. *Canadian students do not complete this step.*
4. Apply for on-campus housing (students under the age of 24 are encouraged to live on campus their first two semesters) or make arrangements for off-campus housing.
5. Register to virtually attend a New Student Enrollment Event or schedule an enrollment appointment with the Advisement Center.
6. Schedule placement testing for English and Mathematics courses with the Advisement Center by emailing advisement@cloud.edu or submit ACT/SAT scores to the Office of Admissions by emailing international@cloud.edu.
7. Book flights and complete the Incoming F-1 Student Information Update form.
8. Purchase international health insurance coverage for the full semester and email a copy of the policy documentation to international@cloud.edu.

General Requirements Upon Arrival

1. International students from countries of high incidence will be required to have a Tuberculosis Blood test before attending classes. Tests are available at the Health Department at the expense of the student (see Policy E14). College personnel will contact relevant students to assist with this process.
2. Complete the enrollment process through the Advisement Center.
3. Meet with the Business Office for payment arrangements.
4. Attend International Student Orientation.
5. Report for International Student Check-In with the PDSO/DSO on the designated dates each semester. This process verifies I-20 status and completes SEVIS registration for the semester.

Adopted:	Revised	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
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Arrival Expectations

International Student Health Insurance
All students on an F1 Visa are required to have proof of international student health insurance. Cloud County Community College recommends International Student Insurance (ISI) F-1 students must purchase the health insurance prior to attending classes or participating in College activities. Minimum coverage requirements must be maintained based on the student.

Students are required to purchase insurance per semester; month to month policies will not be accepted. The level of coverage required is the Select or Elite Plan and must be paid in full at the time of purchase for each semester.

Coverage Period
Coverage for each semester must start by the first day of the student's arrival in the United States. Coverage cannot end sooner than the end of the semester or the day the student leaves the country, whichever is later. If a student does not return home between semesters, they must maintain coverage. CCCC recommends continuing the same insurance policy during breaks because insurance companies may view an injury or health condition as pre-existing if it occurred during a previous insurance policy.

Proof of Insurance
Once the student purchases health insurance coverage, policy documents need to be sent to the Office of Admissions. If the student does not provide proof of the minimum level of coverage, the student will not be allowed to attend class or participate in extracurricular activities or sports. Appropriate college personnel will determine whether the student has adequate insurance before they are allowed to enroll or participate in College activities.

Late Fee
Failure to purchase minimum-level coverage and submit proof of insurance will result in a daily late fine of $10 (USD), not exceeding a total of $100, which will be charged to the student's account. After 10 days of no proof of insurance, the student can be dropped from classes, which could impact their F-1 Visa status.

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Travel Assistance and Accommodations
The college will provide pick-up services from Wichita (ICT), Manhattan (MHK), and Salina (SLN) airports. New students must complete the Incoming F-1 Student Information Update form sent to them upon receipt of visa. Returning F-1 students must complete the Student Airport Transportation Request Form, which is sent by email from the Office of Admissions. These forms will provide the dates CCCC will offer pick-up services. If a student uses an airport other than Salina, Manhattan, or Wichita, the student will need to find alternate transportation to campus. CCCC highly discourages students from contacting college staff and faculty to make separate arrangements for alternate airports and dates.

It is permissible for coaches and sponsors to make alternate travel accommodations for their students, but coaches and sponsors will be responsible for the transportation. Coaches and sponsors are allowed to utilize the travel accommodations and assistance provided by the college for the specified dates and airports but the Student Airport Transportation Request Form must be completed.

In the event of special circumstances, flight delays, and cancellations, students are expected to communicate with Cloud County Community College Transportation Services.

Late Arrival
Students who are unable to physically arrive on campus by the first day of classes must have prior approval by the Vice-President for Academic Affairs. Students who are not granted approval to arrive by the last day to add a full session class (See Policy D5) will need to defer their arrival and attendance to the following fall or spring semester.

Online Class Restrictions
International students may take online courses. Students are required to enroll in 12 credit hours total with a minimum of 9 credit hours face-to-face. Students wanting to enroll in more than 3 credit hours online must be a returning student in good academic standing.

Below are some possible examples of authorized enrollment.

New and Returning Students:
9 face-to-face credit hours and 3 online credit hours
12 face-to-face credit hours and 3 online credit hours

Adopted:	Revised	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
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Returning Students Only:

9 face-to-face credit hours and 6 online credit hours

11 face-to-face credit hours and 6 online credit hours

If a student drops below full-time (12 credit hours) with a minimum of 9 credit hours face-to-face, this may result in a violation of Student and Exchange Visitor Program regulations. This violation could lead to the termination of the student's F-1 Visa.