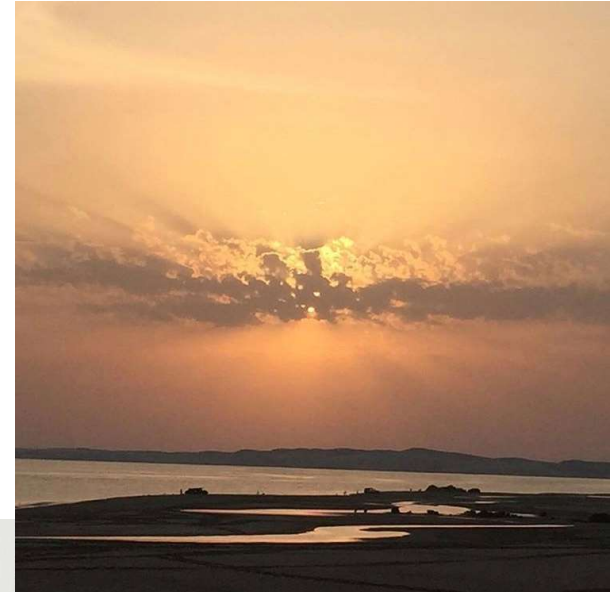
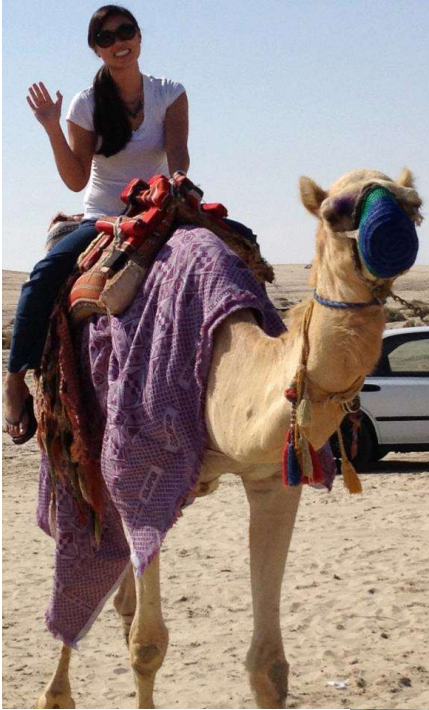




# SACM Fall Orientation Session

Tiffany Ho, Asst Director, SACM point of contact  
September 2020

**Salaam alay koom  
Saudi!**



# Agenda

- Introduction
- Financial Guarantees
- Enrollment requirements
- Account Holds
- Registration Form
- Non-traditional courses and other requests
- Resources



# Financial Guarantees (FG)

- Serves as your sponsorship letter
- Pay attention that the details are correct, especially major/program, dates, and terms of sponsorship
- FGs are generally sent to the student, Financial Accounts and ISS offices at DePaul. **Student should keep for their own records**

بسم الله الرحمن الرحيم  
Royal Embassy of Saudi Arabia  
Cultural Mission To The U.S.A.

سفارة المملكة العربية السعودية  
القنصلية الثقافية بالولايات المتحدة الأمريكية

**Financial Guarantee**

DEPAUL UNIVERSITY  
14 E. Jackson (Daley) Suite 100  
Chicago , ILLINOIS 60604

Reference No: [REDACTED]  
Date: Jun-18-2019  
Effective Date: Aug-01-2019 - Void Date: Jan-16-2020  
Student Name: [REDACTED]  
Student ID: [REDACTED]  
Study Degree: Master  
Major: Cyber security

Dear Sir/Madam,

This financial guarantee is to confirm that the above-named student is the recipient of a scholarship from the Government of Saudi Arabia. This scholarship is managed and administered by the Cultural Mission of the Royal Embassy of Saudi Arabia (SACM), and has been granted with the following terms and conditions:

1. It provides tuition funding to the sponsored student, as long as the student is enrolled on a full-time basis in an academic (undergraduate or graduate) or English as a Second Language programs.
2. The scholarship covers the full tuition and other relevant required academic fees.
3. SACM provides a directly deposited monthly stipend to students and their families to cover the cost of living, including clothing, books, foods and travel.
4. The scholarship provides full and comprehensive health insurance (medical and dental) with no deductible to students and their families. Consequently, SACM expects a waiver for any imposed additional school-sponsored health insurance charges.
5. The student is required to register for the standard course load as a full-time international student, with a minimum of 12 credits for the semester system or 15 credits for the quarter system for undergraduate students and 9 credits for the semester system or 12 credits for the quarter system for graduate students. ESL students are required to attend no fewer than 20 hours per week of teacher directed classroom instruction. This does not include field trips, self study, etc. All classes should be taken on location.
6. If already paid by SACM, tuition fees related to dropped courses within the time allowed should be refunded directly to SACM; otherwise, such fees should not be invoiced to SACM, but rather invoiced directly to the student. SACM should be notified in writing when a student drops or withdraws during a semester.
7. Online/hybrid and other such courses are not allowed and will not be covered under this financial guarantee. Under certain circumstances, SACM may choose to pay for no more than 6 on-line/hybrid credit hours per degree, subject to SACM written preapproval. If needed, it is the student's responsibility to seek prior approval; SACM will issue a separate financial guarantee letter to cover the online/hybrid tuition.
8. Excluded from the coverage of this financial guarantee are fees related to study abroad programs and tutoring.
9. This financial guarantee is valid and binding from the effective date until the void date listed above, or upon graduation, whichever comes first.

# Enrollment Requirements

## Undergraduate

- Must enroll in at least **15 credit hours** every quarter (Fall, Winter, Spring)

## Graduate/Law

- Must enroll in at least **12 credit hours** every quarter (Fall, Winter, Spring)

## ***Reduced Course Load?***

*\*Immigration requires less credit hours than SACM (Undergrad is 12, and Grad is 8).*

*\*"Receiving a W, FX for failure to attend, or WA grade may drop you below the full-time enrollment requirement to maintain F-1 status."*

*\*All reduced course loads, including medical reduced course loads, must be approved prior to the end of the quarter."*

*\*Summer enrollment is optional and not subject to hour requirements above*

# Account Hold

## Registration Hold

A registration hold has been placed on your registration and will remain on your student account for the duration of your studies at DePaul. Academic Advisors must register you for your classes, as you will not be able to do so yourself

**1. Registration Form** - All SACM sponsored students must complete the SACM Student Registration Form every quarter. The form can be found on the [International Student and Scholar Services \(ISS\) website](#). Present to your academic advisor to register you for classes

**2. Copy of schedule** once registered

**3. Unofficial transcript** (which can be retrieved from Campus Connect)

Submit to SACM through Safeer 2.



# Registration Form



## SACM Student Registration Form

### General Information:

SACM ID Number	<input type="text"/>	Academic year	<input type="text"/>	Term	<input type="text"/>
DePaul ID Number	<input type="text"/>	College	<input type="text"/>		
First Name	<input type="text"/>	Academic Level	<input type="text"/>		
Middle Name	<input type="text"/>	Major/Program	<input type="text"/>		
Last Name	<input type="text"/>	Minor (if applicable)	<input type="text"/>		

### Course Selections:

Please fill in the information for each course for which you wish to register. You **do not** need to fill out each section below. Only fill it out for the courses you wish to take next term.

Course #1 Title	<input type="text"/>				
Subject	<input type="text"/>	Class #	<input type="text"/>	Section #	<input type="text"/>
Credit Hrs	<input type="text"/>				
Course fulfills:	<input type="text"/>	Is this course online/hybrid/blended?	<input type="text"/>		

Course #2 Title	<input type="text"/>				
Subject	<input type="text"/>	Class #	<input type="text"/>	Section #	<input type="text"/>
Credit Hrs	<input type="text"/>				
Course fulfills:	<input type="text"/>	Is this course online/hybrid/blended?	<input type="text"/>		

# Registration Form

## 5. Course Title

Class Number #

Section Number #

Credit Hours

### Is this course:

Required/Core/General Requirement

Retake

Developmental

Elective

Substitution

Online/Hybrid\*

\*It is your responsibility to obtain written approval from SACM for an online/blended course. You must also submit a request for taking an online/blended course through your SACM "Student Portal" and attach the "Evaluation Letter for Taking an Online Course" to the request.

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## Part 2: To be completed by academic advisor

Comments about course selections: (For example: Please explain why the student is taking a developmental course or a course substitution, and the reason for enrolling in less than the required SACM credit hours per term, if any.)

Advisor Name

I certify that I approve the course selections above and have verified the course enrollment:

Advisor Signature

Date

# Tips!

- Be sure to pay attention to when your course cart opens for the next term and present to your AA as soon as possible. **The sooner you complete your SACM Registration Form, the sooner you can get into the classes you want!** Don't get wait-listed!
- Pay attention to Add/Drop dates. And remember, if you drop a class but it is past the Add date, you may end up being below the SACM enrollment requirements
- Please **allow at least 48 hours for your academic advisor to respond**. You're AA is a busy person too!
- If there is a Financial Hold on your account, that means we did not receive a FG for the last term. This hold will prevent you from registering for classes. To request from SACM, please follow those 3 steps outlined earlier
- For CDM students, the main point of contact is the students faculty advisor. However, the SACM forms must be signed by an Academic Advisor
- **For any request, it is helpful if you provide both your DPU ID and your Saudi ID**

# Non-traditional courses

**Online, hybrid, and study abroad courses must have additional approval by SACM.**

Either from SACM or Global Engagement, receive a form and ask your Academic Advisor to fill out. Once completed, submit to SACM. The approval comes in the form of a Financial Guarantee (FG). Provide this FG to your academic advisor and to Global Engagement.

- Typically, online/hybrid courses are approved when:
  - Required course
  - Must be taken to stay on track for degree program
  - Offered in only online format
  - Would delay graduation if it was not taken
  - Conflict in class schedule



*\*An Academic Advisor may register you for a course to hold your place. **However, if you do not provide the FG, you will be financial responsible for the course***

# Financial Guarantees (FG)

## Online Course Financial Guarantees

- Serves as formal approval for online courses
- Generally sent to the student and Financial Accounts. Students should share with their Academic Advisor to enroll in an online course
- *Note that online courses are generally only approved if it is a required course, offered in online format only, and if not taken, would delay your graduation. Your AA will be asked to verify this*

*Must take on-campus courses*

*\*Online courses and study abroad courses are not permitted without prior approval*



## Financial Guarantee

### Online Courses

DEPAUL UNIVERSITY

Reference No: [REDACTED]

Date: Jan-28-2017

International Admin , ILLINOIS

Effective Date: Feb-06-2017 - Void Date: Mar-11-2017

ILLINOIS

Student Name: [REDACTED]

Student ID: [REDACTED]

Study Degree: Bachelor

Major: Management Information System

Dear Sir/Madam

This financial guarantee is to confirm that the above-named student is the recipient of a scholarship from the Government of Saudi Arabia. This scholarship is managed and administered by the Cultural Mission of the Royal Embassy of Saudi Arabia (SACM), and has been granted with the following terms and conditions:

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2. The scholarship covers the full tuition and other relevant required academic fees.
3. SACM provides a directly deposited monthly stipend to students and their families to cover the cost of living, including clothing, books, foods and travel.
4. The scholarship provides full and comprehensive health insurance (medical and dental) with no deductible to students and their families. Consequently, SACM expects a waiver for any imposed additional school-sponsored health insurance charges.
5. The student is required to register for the standard course load as a full-time international student, with a minimum of 12 credits for the semester system or 15 credits for the quarter system for undergraduate students and 9 credits for the semester system or 12 credits for the quarter system for graduate students. ESL students are required to attend no fewer than 20 hours per week of teacher directed classroom instruction. This does not include field trips, self study, etc. All classes should be taken on location.
6. If already paid by SACM, tuition fees related to dropped courses within the time allowed should be refunded directly to SACM; otherwise, such fees should not be invoiced to SACM, but rather invoiced directly to the student. SACM should be notified in writing when a student drops or withdraws during a semester.
7. This Online Financial Guarantee covers the tuition fees of the following online courses for the above named student:

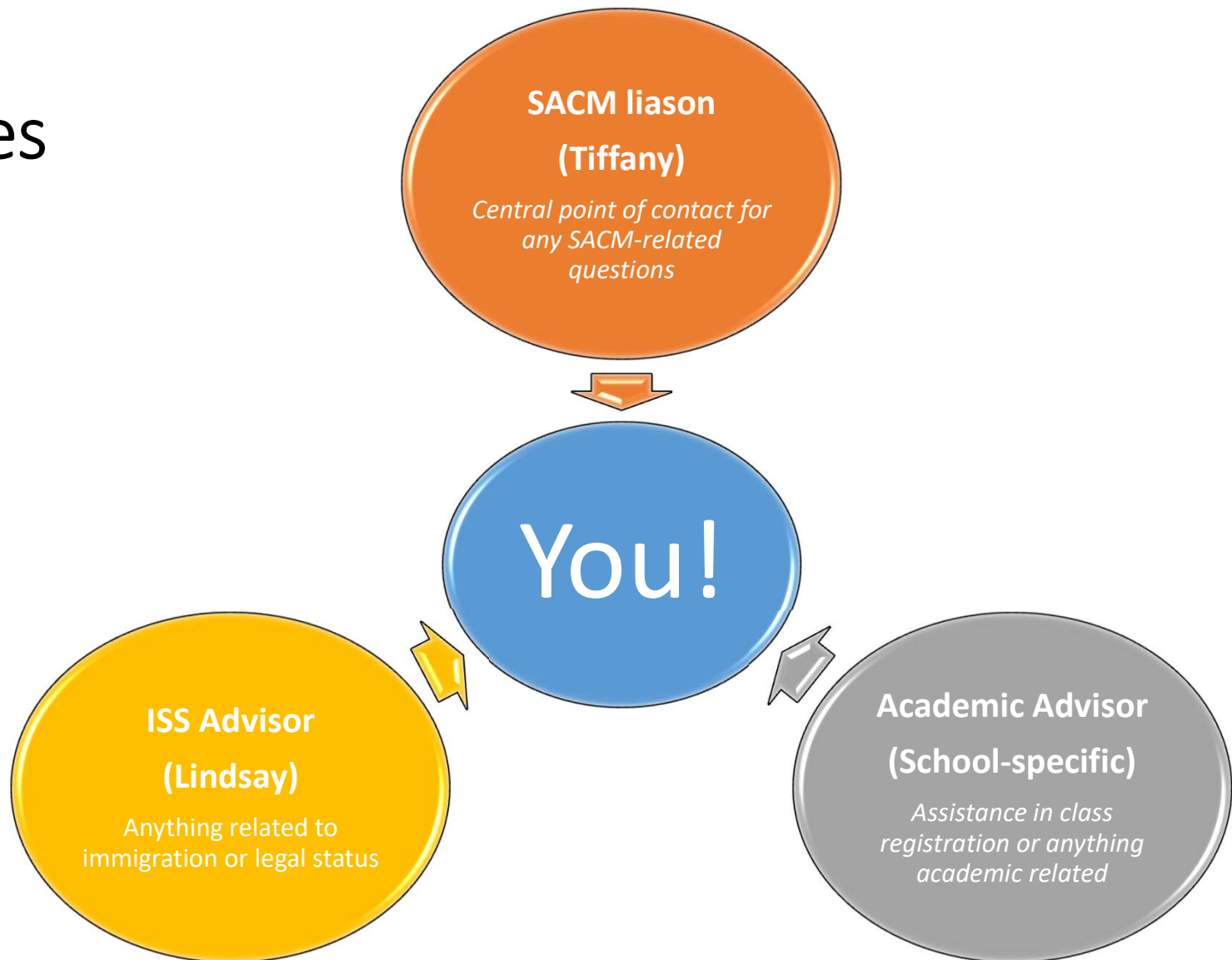
SEQ NO	Course Title	Course No.	Number of credits
1	Professional Business Writing	WRD 202	2

# Other Requests

- Major Change
- Scholarship Extension
- University Change
- Degree Verification Form
- Graduation Letters – signed by Dean, Office of Dean, or Registrar

*\*Please allow at least 48 hours to complete requests*

# Resources



# Questions

Tiffany Ho, Global Engagement  
tho8@depaul.edu  
312-362-1236

Lindsey Kirwan  
[lkirwan@depaul.edu](mailto:lkirwan@depaul.edu)  
312-362-8376 *to make an appointment*