# Sierra College Payroll Program
# in partnership with
# Sacramento Valley APA Chapter

*Prepare for the exam or earn RCH credits!*

## Payroll classes at Sierra

BUS 130 – Payroll: Essential Laws and Regulations

BUS 131 – Payroll: Taxes, Withholdings, and Payments

BUS 132 – Payroll: Accounting, Management, International Issues, and Ethics

RCH credit received with a course grade of "B" or higher.

**All classes are fully online, 8 weeks long, and have a live instructor.**
Classes use the APA *Payroll Source* book. Classes can be taken in any order.
**Get 90 RCHs for $8 per RCH!!!!**

## Cost Comparison:

| Sierra College FPC/CPP Exam Prep | | | |
| --- | --- | --- | --- |
| **CA resident**** | | | |
| | 1 class | 2 classes | 3 classes |
| class | $165 | $330 | $490 |
| book | 260 | 260 | 260 |
| **Total** | **$425** | **$590** | **$750** |

| Sierra College FPC/CPP Exam Prep | | | |
| --- | --- | --- | --- |
| **Non-resident**** | | | |
| | 1 class | 2 classes | 3 classes |
| class | $280 | $560 | $840 |
| book | 260 | 260 | 260 |
| **Total** | **$540** | **$820** | **$1,100** |

| *Other study option* *APA Member - Non-Member Prices* | | |
| --- | --- | --- |
| **FPC Exam Prep**** | | |
| | Self-study | Guided Study |
| Total | $800 - $1,085 | $900 - $1,200 |
| **CPP Exam Prep**** | | |
| | Self-study | Guided Study |
| Total | $1,200 - $1,500 | $1,500 - $1,600 |

**All amounts approximate

Sacramento Valley APA: https://sacvalleyapa.wildapricot.org/
**Financial Aid information:** https://www.sierracollege.edu/student-services/financial-aid.php
**For more information, contact:**
Anne Diamond, Sierra College: adiamond@sierracollege.edu

# Helpful Hints: A Step-by-Step Guide to the Application

**Click on the "Apply" button.  You will be directed to create an account with CCCApply.**

**Page 1: Helpful Hints**

Please read the helpful hints. You'll be happy you did.

**Page 2: Term, Major, Educational Goal**

This page has three drop-down menus.

- **Term Applying For:** Make certain to double-check the dates for accuracy.
- **Select your intended major:**  You can select "accounting" or "undecided."
- **Select your educational goal:**  You can select "Undecided."

**Page 3: Account Information**

Enter Your:

- Name, Address, Phone, Email address (make certain to use one you check all of the time), Social security number (*or permanent residency information*\*), Date of birth, and mailing address (if different)

**Page 4: Personal Information**

Enter Your:

- Gender/Transgender (Can Decline to State), Sexual Orientation (Can Decline to State), Parent/Guardian Education Levels, and Race/Ethnicity

**Page 5: Education**

If you are uncertain about graduation dates, give your best estimate. Enter your:

- College Enrollment Status
- High School Education Info (Country, State, City, Name, and Dates)
- College Education (Level Completed, Number of Colleges Attended, Country, State, Name, City, and Dates).

**Page 6: Citizenship and Military**

If you are not a U.S. Citizen, enter your Alien Registration number or Student Visa Information. If you are or have been in the military, enter the name of the State of Legal Residence for the Military and Home of Record with the Military.

**Page 7: If you are not a California Resident**

Enter dates you began your current stay in CA. Check the box if you fit into one of the Special Residency Categories and or Out-of-State Activities which may affect your residency.

**Page 8: Needs and Interests**

Enter your Language, Financial Assistance, Athletic Interest, Programs and Services

**Page 9: Supplemental Questions**

Select your primary language from the drop-down list and indicate if classes will be for personal growth, etc.

**Page 10: Request for Consent to Release Information**

Check the "I consent" box.

**Page 11: Review Application**

You will find all of your completed answers. Double check for accuracy.

**Page 12: Submission**

Read over information and acknowledge your acceptance then click on Submit my Application.

**Congratulations on applying! Check your email for your welcome information and how to activate your mySierra account.**  If you do not receive and email within 48 hours, contact the Student Support Center (HUB) at (916) 660-7300.