**Important Information for Saudi Arabian Cultural Mission (SACM)
Sponsored Students in ISU College of Technology**

1. **Required Freshman Composition:** If you have not already transferred in courses from another US institution that were posted as Eng 101 and/or Eng 105, take the ESL Placement Test during New Student Orientation. That test will determine whether you should start in Esl 103A or Esl 103B, or move directly to Eng 105.

2. **Maple Math Placement Test**: Unless a course from another institution has transferred and been posted as Math 115, Math 131, or Math 132, most COT students should take the Maple Math Placement test prior to coming to campus or as soon as possible after arriving. The results determine whether preparatory Math classes are needed before a student can take the course(s) needed to meet either the Quantitative Literacy requirement or take the more advanced Math classes required in the major. Several COT majors require that you meet only the basic Quantitative Literacy requirement – please see your advisor if you have any questions.

   To take the test online go to this link and follow the instructions:

   http://www.indstate.edu/testing/mathplacement.html

   If you need to retake the test please contact the University Testing Office in the Welcome Center to arrange for a proctored retake.

3. **Change of Major:** If you wish to change your major you must first get SACM approval in the form of a new Financial Guarantee letter that lists the approved major. Follow the instructions on the SACM website. One of the things SACM requests is a letter documenting that you will be accepted into the new major, how the courses you have completed and are registered in will be used in the new major, and an anticipated graduation date unless you are a new student. This letter must be written and signed by the designated person in **the college that houses the major you wish to change to**. For majors in College of Technology (COT), please see Marilyn Warden in TC 101B to request the letter. If SACM approves the change, please bring a copy of the new Financial Guarantee to Rob Eberwein in TC 101 and he will process the paperwork to make the change.

4. **Tutoring Assistance**: Free tutoring assistance is available through Student Services in Gillum Hall. Please go to Gillum room 201 for additional information. If you want to arrange for private tutoring, SACM may provide financial support. However, the request must be approved by SACM **before** you begin the tutoring. Check the SACM website or speak with your advisor at SACM.

5. **Distance Courses at ISU**: A degree earned from an institution outside KSA can include no more than 12 credits from distance courses, and the preference is that all courses be taken in face-to-face sections. Degrees with more than 12 credits from distance courses run the risk of not being issued an equivalency by the Ministry. Please do the following if you wish to take a distance course at ISU:

    - Check your records to be sure you have not already reached the 12-credit limit.
    - You are limited to 1 distance course in a given semester, and need to be able to show that the requirement cannot be met with a campus section during that same semester.
    - SACM must approve the distance course, and will send approval documentation to the student and Mr. Chaqra in the Center for Global Engagement. To request the letter from the College that is needed as part of the approval process see Connie Stateler in TC 109 **as soon as you register in the distance course** (not before). If you do not receive approval for the distance course you should drop it from your schedule, or you will be dropped administratively after the start of the term.
    - **NOTE**: Information Technology majors must take CS 151 in a campus section. A distance section of this course will not be approved by the department.
    - **NOTE**: Freshman or students still being advised by University College should not request to take a distance course.

6. **Courses at other institutions**:

    - SACM will not approve taking a **distance** course at any institution other than your home school (ISU). Your advisor or professor will not sign a Guest Application or write a letter of support to attend other institutions. If SACM makes a specific exception for you, ask them to send verification to Marilyn Warden via email and she will forward that email to your advisor and the Center for Global Engagement.
    - If you wish to take a **campus** course at another institution to meet a requirement, for example during the summer, do the following:
        - Bring your advisor printed information from the institution's website that verifies the course is being taught on campus. If the course is not one that automatically

transfers to ISU to meet a specific requirement you may also need to provide a course description or syllabus.

- o If your advisor approves the course he/she should email Mr. Chaqra in the Center for Global Engagement and provide: your name and 991#, the course and institution where you want to take it, verification of how the course will transfer to ISU and that it will cover a requirement, verification that the course is being taught face-to-face. The printout from the registration website should be included as an attachment.
- o Once the email is sent, make an appointment with Mr. Chaqra to discuss the situation. If he approves he will email Marilyn and ask her to write a letter that you can attach to the SACM website. If they approve, SACM will send you a Financial Guarantee for the specific course.
- o A grade of C or higher must be earned in order for ISU to accept the transfer credit.

7. **Adding a second major:** SACM will not approve adding a second major. They may approve a minor as long as it does not interfere with completing your work within the timeframe of your scholarship or 120 credit limit.

8. **Progress toward graduation**: At times SACM may ask you to provide a letter that documents your graduation status. Please see Marilyn Warden in TC 101B for this letter.

9. **Completion Statements**: If you are requesting to upgrade your SACM scholarship for graduate school, you may need to provide them with verification that you have graduated prior to receiving the transcript that shows the degree was awarded. If this is the case, COT can give you a "Completion Statement" after all your grades are posted and we verify that you meet all graduation requirements. See Marilyn Warden in TC 101B with this request.