Welcome to UCI!

You are about to begin a rewarding endeavor—your college education at UCI and your life as a UCI anteater! To help you get ready for Fall 2005, important tips and information are provided in this checklist.

You are required to know and observe University deadlines and regulations. Let us reassure you, there are many people at UCI to help you, as well as resources like this checklist. Please read the checklist carefully and ask us if you have questions.

Enjoy your time at UCI. We’re very pleased that you chose our campus.

Cordially,

UCI Faculty and Staff

Here are some things to do in May and June:

☐ Completed and submitted my Statement of Legal Residence (SLR) online. If not, access the Web at http://www.reg.uci.edu/ and click on Residence Classification. The completion of the SLR is very important and all new students must submit it! The SLR is used to determine resident classification for registration fee purposes. You will not be eligible to register for classes until the SLR has been submitted. If you have questions about your residence status, see the Residence Deputy at the Registrar’s Office, 215 Administration Building.

☐ Made sure that the Admissions Office has my correct address and made changes via “My Admissions Application@UCI” at http://www.admissions.uci.edu/ or in a letter.

☐ If I applied for on-campus housing, I did so by the deadline (May 1st for freshmen, June 1st for transfer students), and submitted my housing contract, reservation fee, and required form(s) by the stated contract deadline. (Freshmen housing contracts are mailed in late May and transfer student housing contracts are mailed in July). For further on- or off-campus housing information, go to the Student Housing Web Site: www.housing.uci.edu, or call 949-824-7247.
Received a packet containing the Placement Testing web site companion booklet (only freshmen received this booklet), Summer Orientation brochure, Summer Session flyer, and letter from my academic unit about academic advising opportunities this summer. (Packets are mailed about May 9 to freshmen and June 9 to transfer students). Never received it (allow two weeks for receipt of the packet)? Order a new one at http://www.testingoffice.uci.edu/infopacket.html. Having read the materials received, I have done the following:

- Determined if I need to take Placement Tests.
- Signed up for testing: Date__________________ Time__________________
  Date__________________ Time__________________
- Took Placement Tests. (It is strongly recommended that you take Placement Tests as early as possible because your enrollment in some classes is contingent on the results, including most classes in writing, mathematics, and chemistry.)
- Signed up for orientation/academic advising (attend one session only):
  - Student/Parent Orientation Program (SPOP) or Mini-SPOP
    Date____________________________
  or
  - Academic advising session in my major
    Date__________________ Time__________________ Location__________________
  or
  - Other program (CHP, CAMPUCI, Summer Bridge)*
    Date____________________________

*Some students will receive information about the following orientation programs: Campuswide Honors Program (CHP), 949-824-5461; California Alliance for Minority Participation in the Sciences Summer Program (CAMPUCI), 949-824-2363; or Summer Bridge Program, 949-824-6234.

- If I applied for financial aid, I have read the Financial Aid Timeline near the end of this checklist.
- If I received a freshman housing contract, I returned it with my reservation fee, by the due date indicated on the contract.

**JULY**

- Received my Undergraduate Student Health Insurance Plan (USHIP) packet by mid-July. (if not, call 949-824-4042 or 824-7093.)
- Had official final transcripts (high school and/or college, as well as all official test scores such as SAT, ACT, SAT II, AP, IB) sent to the Admissions Office by July 15, 2005.
- Determined how to access WebReg (online Web enrollment) using my UCInet ID and password. For instructions and further information see http://www.reg.uci.edu.
- Checked when my enrollment window opens (my first opportunity to enroll in fall courses).
  My enrollment window opens on: August_______ at _________ a.m./or _________ p.m.

If you receive notification from Undergraduate Admissions that your final transcripts were not received by the July 15, 2005 deadline, that means there is a soft Registration Hold on your record. You may still enroll in classes when your enrollment window opens in August, but if your transcripts are not received by Undergraduate Admissions, and the hold is not cleared by the registration/fee payment deadline of September 16, 2005, you will be dropped from all your classes and your admission may be subject to cancellation.
Received my **Student Health information packet** by mid July. (If not, call 949-824-5137). This packet contains your admission health requirements. **It is not the same as the insurance packet (USHIP) described above.** ALL new students must return the required health forms to the Student Health Center prior to the start of the fall quarter, regardless of which health insurance plan they are enrolled in.

Had my photo taken for my **Photo ID** card at the UC Items store (located in the trailer facility in the Student Center loading dock area across from parking lot #4), which is open Monday–Friday, 10 a.m.–3 p.m. (You should do this the same day you come for Placement Testing or advising. If you have questions about your Photo ID, call 949-824-7555. You’ll need to provide your UCI student ID number to have your photo taken.)

If I am a commuter student or will be a Campus Village or Arroyo Vista resident, I bought my **parking permit** online with a credit card through the Parking Web site at http://www.parking.uci.edu after July 1. Mesa Court and Middle Earth residents should wait until their housing assignment has been received (after Labor Day) to order their **parking permits** online. Order your permit early and avoid waiting in a long line during Welcome Week. Parking Office hours are 7:30 a.m.–4:00 p.m., Monday–Friday.

If I received a **transfer** student housing contract, I returned it with my reservation fee, by the due date indicated on the contract.

(Note: This section pertains to freshmen only.) Signed up for the **UC Analytical Writing Placement Exam** (refer to the Placement Testing web companion booklet received in May for details on registering for the exam) on July 8_______ or July 14_______ if I have not already done one of the following:

1. Taken the UC Analytical Writing Placement Exam on May 14, 2005. (Note: This test may be taken one time only) or
2. Satisfied the UC Entry-level Writing Requirement via an Advanced Placement English exam, via the SAT II Writing exam, via the IB higher level English exam, or via completion of a transferable freshman composition course from another college.

**Note:** Enrollment in any writing course at UCI, including the Humanities Core course, is dependent on placement results from the UC Analytical Writing Placement Exam or on satisfaction of the UC Entry-level Writing Requirement.

**AUGUST**

Received my **award notification** from Financial Aid. (If not received by August 1, access Visual Aid on the Web at http://www.ofas.uci.edu to check the status of your file.)

Enrolled in classes:

- Accessed WebReg on August _________
- Enrolled in __________________________________________

If I would like to pay my fees in installments, I applied for the **PACE Fee Installment Plan** online at http://www.fs.uci.edu by the end of August. I have carefully read the PACE terms and Conditions, understood them, and have agreed to abide by them.

**SEPTEMBER**

By September 9 have applied, if eligible, online at http://www.shs.uci.edu for a **health insurance waiver** (refer to USHIP packet—see the first listing under July). If you do not apply for a waiver, you are automatically enrolled in the USHIP health plan.

Received my on-campus housing assignment by mid-September (assignments are mailed after Labor Day). If not, contact Student Housing at (949) 824-6811.

**Fee Payment:**

I have reviewed my quarterly registration fee information on **ZOT Account Online** at https://sbs.adcom.uci.edu, viewing my Current Account information to see the amount due by the billing deadline. If my parents are paying my fees, I have e-mailed them a copy of my account and a payment stub, or have provided them with
the payment information. I have reviewed the ZOT Account Online FAQ’s for help in reading the bill or for
signing up for electronic payments.

☐ Paid fees by September 16 and verified via ZOT Account Online that they show paid before the deadline. If
I’ve chosen to pay in installments with the PACE Plan, I have submitted my signed PACE Agreement stub
along with the first installment.

(Fees must be RECEIVED at the UCI Cashier’s Office by the fee deadline date. Postmarks do not apply. If fees are
not paid by September 16, you will be responsible for a late fee payment service charge. In addition, if you do not
pay fees and the late fee by the end of the day on September 19, you will be dropped from all your fall courses).

NOTE: A special lab fee for materials and/or equipment is charged for most lab section courses. This fee is
charged to your ZOT Account Online either at the end of the first or third week of the quarter, and it is a separate
charge from your registration fees. You will NOT receive a special notice when these charges occur, but they will
appear on your regularly scheduled ZOT Bill online. Be sure to review your current account information when you
receive your monthly ZOT Bill notice. These charges will likely hit your account after your financial aid has been
disbursed for the quarter, and you will be responsible for paying these charges yourself.

☐ If I have full or partial financial aid, I have accessed WebReg and enrolled in a minimum of six (6) units by the
September 16, 2005 deadline. NOTE: Waitlisted units do not count as enrolled units.

☐ If I have changed my name, I submitted a Change of Name Petition with supporting documentation to the
Registrar’s Office.

WELCOME WEEK, SEPTEMBER 19-22

☐ Went to the New Student Convocation on Monday, September 19 at 9 a.m. the Bren Events Center, as well
as my Dean’s Welcome immediately following the Convocation.

☐ Attended the Anteater Club Fair & BBQ immediately following my Dean’s Welcome.

☐ Accessed WebReg once on September 20 or 21 to verify my class schedule and the rooms and times of my
classes.

☐ Took Placement Tests, if needed, on September 20 or 21. (This is the last chance to take Placement Tests
before fall quarter classes begin.)

☐ Bought books for my classes. (The UCI Bookstore shelves are organized by course, and posted information
indicates which books are required. Books can also be ordered online to be shipped or reserved with
designated pick-up periods. For more information, see http://www.book.uci.edu.)

☐ Changed my address with the Registrar’s Office at http://www.reg.uci.edu so that the University has my
correct local mailing address.

☐ Found the locations of all of my classes so that I won’t be late when instruction begins.
   Don’t forget: fall quarter classes begin on Friday, September 23, 2005!
Financial Aid Timeline

Things I should have already done:

☐ Submitted my Free Application for Federal Student Aid (FAFSA) and my GPA Verification Form by March 2, 2005 to be considered for Cal Grant and other priority funds.*

☐ Submitted other required documents by May 2, 2005 to be considered for all types of financial aid.*

  * I can still apply for financial aid after these dates; however, my application may only be considered for funds available (typically Pell Grant, if eligible, and Direct Loans).

☐ Completed and returned any follow-up documents requested by the Office of Financial Aid and Scholarships by the due date indicated.

Here are some things I should be doing in the coming months:

JULY

☐ If I have received any outside scholarships or changed my housing plans, I have notified the Office of Financial Aid and Scholarships by completing the “Report My Changes” form at http://www.ofas.uci.edu.


AUGUST

☐ If I completed my FAFSA by March 2, 2005 and submitted any additional information requested, I should have received an email notifying me to view and accept my financial aid online by August 1. (If not, access Visual Aid on the Web at http://www.ofas.uci.edu to check the status of my application, or call 949-824-8262.)

☐ I have read my award information from Financial Aid thoroughly. I have accepted my aid online by accessing my financial aid file at http://www.ofas.uci.edu and completing the following documents:

  ☐ Accept my aid online. Date completed:__________________

  ☐ Complete my Electronic Fund Transfer/Mail selection form. Date returned:_______________

  ☐ Complete my Statement of Understanding for any loans I have accepted. Date returned:_______________

  ☐ Complete the promissory notes for any loans I have accepted. Date returned:__________________

☐ If I intend to use financial aid to pay my fees, I have logged on and accepted my aid by August 5, 2005.

☐ If I intend to use loan proceeds to pay my fees, I have returned my completed promissory notes by August 5, 2005.

SEPTEMBER

☐ I have viewed my August ZOTBill online at https://sbs.adcom.uci.edu which indicated the amount of fees and the financial aid currently available to pay fees.

☐ I have full financial aid and have no academic holds on my record. I have accessed WebReg and enrolled in a minimum of six (6) units, which resulted in automatic application of aid to pay my fees. If I do not meet the September 16 deadline to enroll in the minimum six units required, my registration fees are not paid, and I will be responsible for a late fee payment service charge. In addition, if my registration fees are not paid by September 19, I will be dropped from all the courses I have enrolled in.

  or

☐ I have financial aid that covers a portion of my fees and have no academic holds on my records. The financial aid portion of my fees will be paid electronically only if I have accessed WebReg, enrolled in a minimum of six (6) units, AND paid the “amount due” indicated on my ZOTBill by the September 16 deadline. If I do not enroll and pay the “amount due” by the September 16 deadline, my registration fees are not paid, and I will be responsible for a late fee payment service charge. In addition, if my registration fees are not paid by September 19, I will be dropped from all the courses I have enrolled in.

  September 19, 2005 is the first day disbursement of remaining financial aid funds occurs by Electronic Fund Transfer or by mail.

☐ I have received my Electronic Fund Transfer or check by mail.
Note: Residence hall move-in days are Saturday and Sunday, September 17 & 18

Welcome Week 2005
Exciting (and necessary) events are being planned! Mark your calendar.

A complete schedule of Welcome Week activities and events is available online at http://www.dos.uci.edu/welcomeweek/.

INSTRUCTION BEGINS
FRIDAY, SEPTEMBER 23