UNIVERSITY OF CALIFORNIA, SAN DIEGO   UCSD

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Summer Engineering Institute Program 2019 Checklist

We are pleased you have been accepted to participate in the Summer Engineering Institute (SEI) at UC San Diego.

This checklist of action items are required to be completed before the start of SEI. Most of these tasks are mandatory and if not completed by the deadline, may prevent you from participating in SEI.

Please contact Alejandra Arguelles, (858) 822-3778 or by email marguelles@eng.ucsd.edu if you have any questions.

Office for Students with Disabilities

If you are a student with a disability (physical, chronic health, learning, mental health, ADHD, etc.) who may need accommodations in classrooms (lecture and/or examination), labs, housing and/or dining, recreational activities such as hiking, ropes, field sports, etc., please contact the Office for Students with Disabilities (OSD) at 858.534.4382 as soon as you become aware that the condition may impact your ability to participate in our programs.

 Additional information may be found at https://disabilities.ucsd.edu.

All program notifications will be sent to your UCSD email address please log in to your UCSD email address to receive further instructions on your program.

☐ **SET UP & LOG-IN TO YOUR UC SAN DIEGO STUDENT EMAIL ACCOUNT**

- Set up your UC San Diego ensure your account is working as it will be the primary place of communication
- https://acms.ucsd.edu/students/accounts-and-passwords/start.html

☐ Step 1: Submit your 2018-2019 FAFSA

https://fafsa.ed.gov/

- If you have not submitted your 2018-2019 FAFSA, please do so as soon as possible, and no later than the June 30th deadline. Your Summer Award (if eligible) will be applied towards the cost of participating in SEI. Note that your Financial Aid Award will be posted only after you have submitted your 2018-2019 FAFSA and your 2019-20120 FAFSA has been processed. Processing can take weeks, so please submit as soon as possible.

Deadline: June 30 (NOTE: ACES Scholars 2018-19 FAFSA Deadline is Tuesday, May 21st, 2019)

If you received a contingent offer to be an ACES Scholar and receive an ACES Scholarship for SEI, you must:

1. Go to the ACES Participation Confirmation page.
2. Verify that you have completed the 2018-19 FAFSA by uploading a copy of your Student Aid Report (SAR). You may have emailed a copy during the application process. You need to upload another copy on the web page.
3. Submit a signed copy of the ACES Participation Form on the web page.

These steps must be completed by Tuesday, May 21st, 2019 to keep your spot in the ACES Scholars Program and keep your ACES Scholarship for SEI.

☐ Step 2: Submit Consent to Release Financial Aid/Scholarship Information

- Step 1: Log onto TritonLink
- Step 2: Under the "financial tools" tab select "financial aid"
- Step 3: Choose 19/20 academic year
- Step 4: Go to bottom of page and click the "additional information" arrow
- Step 5: Click on link for "Consent to Release Financial Aid/Scholarship Information"
- Step 6: Enter your email in the box provided
- Step 7: In the "I consent to release my financial aid and scholarship information to the following individual(s)" section select OTHER.
- Step 8: Enter "Gennie Miranda" in the first and last name fields, today's date for "birthdate", and SEI for "relationship".
- Step 9: Click submit

Deadline: June 30

☐ Step 3: Activate Summer Student Status – *(Summer Session Application)*

Click here, then log in with your PID and password to activate Summer Session Application

Deadline: June 2

☐ Step 4: Complete Academic Integrity Tutorial - *(Summer Session Application)*

Click here to access the Academic Integrity Tutorial. Log in with your PID and password.

Deadline: June 2

☐ Step 5: Enroll into SEI courses on WebReg with PID and password/PAC

Enrollment starts June 1st. Prior to enrollment:

- *You must complete steps 3 and 4*
- *You will need to be preauthorized by your Academic Department. Please refrain from enrolling into courses until you get a confirmation email with course information from your Academic Department to enroll in your designated course.*
- *Once you receive a confirmation email from your Academic Department with the course information, enroll in the following two courses. Refer to the enrollment and WebReg instructions at the end of this checklist.*

1. Enroll in one 4-credit course from your Engineering major:
    a. MAE 8: MATLAB Programming for Engineering Analysis (For the following majors: Mechanical Engineering, Aerospace Engineering; Bioengineering, Bioengineering (Biotechnology), Bioengineering: BioSystems)
    b. NANO 15/CENG 15: Engineering Computation Using MATLAB (For the following majors: Chemical Engineering, NanoEngineering)
    c. ECE 5: Introduction to Electrical and Computer Engineering (For the following majors: Computer Engineering, Electrical Engineering, Engineering Physics, Electrical Engineering & Society)
    d. SE 1: Introduction to Structures and Design (Structural Engineering major)
    e. CSE 5A: Introduction to Programming I (For the following majors: Bioengineering: Bioinformatics; Computer Science, Computer Engineering, Computer Science: Bioinformatics)

2. Enroll in this 2-credit course: ENG 10: Fundamentals of Engineering Applications

Deadline: June 16

☐ Step 6: Tuberculosis Screening Requirement

- Enter the student health portal https://shs.ucsd.edu
- Click on "TB Requirement". Answer the five screening questions.
- If you are required to do further testing, an additional form (TB Screening Admission Requirement) will be provided to download. If you are not required to do further testing, this is the end of the process

Deadline: June 14

☐ Step 7: Complete a MANDATORY Health Insurance Agreement form.

- *Click here to download the Early Start UCSHIP Insurance Agreement form.*
- Complete and submit this completed form to idea@eng.ucsd.edu

For more information about access to Student Health Services during the summer, visit the Student Health website for Summer Success Programs.

For more information on Summer Success Coverage, please click here.

For a comprehensive FAQ on Early Start UC SHIP Insurance, please click here.

Deadline: June 21

Step 8: Visit Housing Dining Hospitality (HDH) website to apply for summer housing and dining

IMPORTANT: Please refrain from completing this step until you have been contacted by Housing and Dining to move forward. *You will be contacted by ucsdhousing@ucsd.edu with instructions.*

- Once you have been contacted by housing click here to apply to housing.
- In the Housing Dashboard, click on the Summer Housing Portal button.
- Login with your student credentials and select the Summer Success Programs link which will direct you to Summer Success Programs landing page.
- Click on "Contract" next to your Summer Success Program to complete the housing application and contract.
- Check your UCSD student e-mail account for confirmation.

*Please note that you are not guaranteed your first-choice room selection (single or double).

Deadline: July 15

☐ Step 9: Submit Final Transcripts to UC San Diego Office of Admissions: (New incoming students only)

If you have been admitted to UC San Diego, you will be able to see your Contract for Maintaining Admission in the Applicant Portal after decisions are posted. Review "Transcripts and Test Scores" on the Triton Checklist for specific instructions to submit your official transcripts. Only incoming freshmen must submit high school transcripts. Incoming transfers do not need to send a high school transcript unless they have not completed a US History or US

Government course in college to clear the American History & Institutions requirement. All college or university transcripts are required.

Applicant Portal LINK: https://beatriton.ucsd.edu/apply/status

Sending Transcripts

Admitted students in the Summer Success Programs must submit official transcripts **prior to the the start of your program**. Freshmen must submit only FINAL high school transcripts with graduation date (do not send 6th and 7th semester grade reports). If you attended more than one school, we require a transcript from each school showing the date of withdrawal or graduation. If students attend more than one high school within the US, we will accept the previous high school's coursework and grades as official if they have been added to the current transcript of the high school of graduation. Additionally, you must send any college transcripts reflecting college coursework.

Admitted students should begin submitting transcripts around May 1 or upon graduation. Students with *any* transcripts from schools outside the United States must have all official transcripts sent *before* the start of the Summer Success Program. For helpful details about transcripts from 36 countries and regions, review our list of accepted international documents by visiting: http://admissions.ucsd.edu/freshman/required-documents.html

UC San Diego Admissions accepts electronic transcripts sent to them by the following e-transcript vendors: Docufide/Parchment, Credential Solutions, eScripSafe, eTranscript California and JST Military Transcripts. They are unable to process electronic transcripts from any other vendors. If your school has its own transcript request process, please follow that protocol **and** be sure you provide the correct mailing address for UC San Diego.

University of California, San Diego
Office of Admissions
ATTN: TRANSCRIPTS
9500 Gilman Dr. #0021
La Jolla, CA 92093-0021
United States

Note:

- the name of our office must be included.
- the numbers 0021 must appear on the two lines as shown above.

Deadline: June 28

☐ Step 10: Complete We Are Triton Tutorial - *(Part of my Application Checklist).*

Click here to access the We are Triton Tutorial, which will open June 1, 2019.

Deadline*: June 28*

☐ **Step 11:** Submit your photo online for a Triton ID card.

Click here for information and instructions. Housing will distribute Triton ID Cards on Moving-day.

Deadline: July 14

☐ **Step 12:** **Tuition and Payment** - Submit payment for Tuition and Fees to avoid cancellation of enrollment.

Click here to make a payment.

Deadline: July 29

☐ **Step 13:** **Waivers**

Please download the waiver at the following link, fill out both pages, sign it, and email it to idea@eng.ucsd.edu

Click here to download the waiver.

Deadline: July 29

Enrollment and WebReg Instructions:

1. Log onto [WebReg](#) with your PID and password/PAC
2. From the drop down menu, select the term "**Summer Session II 2019**" then click **Go**.
3. Use the search box to search for classes using the section ID or course ID
4. Enroll into the course specific to your Engineering MAJOR.

   a. MAE 8, Section ID: 975798
   b. NANO 15, Section ID: 986572
   c. CENG 15, Section ID: 986573
   d. ECE 5, Section ID: 975625
   e. SE 1, Section ID: 976007
   f. CSE 5A, Section ID: 975627

5. Click **Enroll**. **Make sure to enroll into the section ID that is specific to the Summer Engineering Institute and your Engineering Major.**
6. Review the course section ID, title, and grading option (select GRADED). Then click **Confirm**.
7. You will see a **Request Successful** notification
8. Repeat Steps 2-7 for ENG 10.

   a. ACES Scholars, Section ID: 976001
   b. IDEA Scholars, Section ID: 976002 or 976003
   c. SEI Only, Section ID: 976004 or 976005