



Summer Engineering Institute Program 2023 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 is 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 at the IDEA Engineering Student Center by email marguelles@eng.ucsd.edu if you have any questions.

All program notifications will be sent to your UCSD email address. Please log in to your UCSD email address to receive further information in preparation for your participation in the Summer Engineering Institute program.

[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>.

☐ **Step 1: Submit Final Transcripts to UC San Diego Office of Admissions**

You must request your school to send the transcripts to UC San Diego on your behalf. Students cannot send transcripts directly. Review "Require Documents" on the Enrollment Checklist for specific instructions to submit your official transcripts, as well as a list of schools we are expecting to receive transcripts on your behalf.

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

We must receive your official transcripts postmarked no later than **July 1**. The following transcripts are required of all incoming first year students:

- Official final high school transcript showing your entire high school academic history from grades 9-12 and include a graduation date. If you are attending multiple high schools and your high school of graduation does not report your previous institution's grades and courses on your final transcript, you must request official transcripts from your previous institutions.
- Transcripts from colleges or universities attended during high school.

Deadline: July 1

□ **Step 2: UC Incoming Health Requirements**

Please ensure these **three requirements** are satisfied early to avoid delays. For more information, copies of all forms and deadlines please visit the [Student Health Website](#).

To complete your Health Requirements and to communicate with Student Health, you will need to activate your online health portal [MyStudenChart](#). Instructions to do so can be found [here](#).

For all questions regarding this process, please log into [MyStudenChart](#) and go to MESSAGES > ASK A NURSE

For technical related questions only, please email shstb@health.ucsd.edu. (STRICTLY NO HEALTH INFORMATION should be sent to this email address)

1. Complete the COVID-19 Vaccines

An approved Primary Series is required. Current boosters are highly recommended. Refer to your "Enrollment Checklist" for a list of approved vaccines.

Deadline: July 10

2. Complete the TB Risk Assessment Questionnaire

All incoming students are required to complete a TB Risk Screening Questionnaire. For those at higher risk, TB testing will also be required, please ensure you begin this process early to avoid delays.

Deadline: July 10

3. Complete the Regular Immunization Requirement

All incoming students are required to enter proof of specific vaccinations/immunizations

- Tdap Vaccine
- MMR Vaccine or titers
- Varicella Vaccine or titers
- Meningococcal Vaccine

Deadline: July 10

☐ **Step 3: Health Insurance Agreement Form**

All undergraduate students are required to have health insurance as a condition of enrollment. Students are automatically charged the SHS/CAPS Summer Access Fee and are enrolled in the UC Student Health Insurance Plan (UCSHIP). Students already enrolled in a comparable health insurance plan may waive UC SHIP coverage by completing a Health Fee Waiver application during the FALL 2023 waiver period.

SHS/CAPS Summer Access

All SEI participants have access to Student Health Services (SHS) and Counseling and Psychological Services (CAPS) through a program called SHS/CAPS Summer Access. SHS and CAPS provide primary care and brief mental health services at no cost or for a small fee per service, depending on the service. **SHS/CAPS Summer Access IS NOT health insurance.**

Early Start UCSHIP

Since SEI begins prior to the start of the official campus Fall quarter, Early Start UCSHIP coverage is being offered to you for Summer 2023. **Students enrolling in the Early Start UCSHIP for Summer 2023 are NOT eligible to waive the UCSHIP during the FALL 2023 waiver period.**

Students electing to waive Early Start UCSHIP must submit an on-line [Health Fee Waiver application](#) during the Fall quarter waiver period (May 3 through September 20) to prevent enrollment in the UCSHIP beginning with Fall 2023.

The cost of Early Start UCSHIP is a one-time supplement fee, prorated based on your program start date. **This fee is \$303.04** with coverage dates of 8/7/2023 through 9/24/2023. Note that this supplemental fee is separate from the quarterly UCSHIP fee of \$ 753.00.

You must complete a MANDATORY [Health Insurance Agreement Form](#) to opt in to the Early Start UCSHIP coverage. **Return page 2 of this completed form through this [online submission link](#) by July 17, 2023.** Please keep page 1 for your records.

[Click here](#) to download the Health Insurance Agreement Form.

[Click here](#) to submit the Health Insurance Agreement Form.

Deadline: July 17

☐ **Step 4: Housing**

- Summer Housing Location: ERC Apartments
- Available Room Type: Single Rooms

[Visit this website](#) for additional information about Summer Housing.

Important Dates:

- Welcome/Move-in information available to view online on July 18th
- Summer space assignment available to view online on July 26th
- Move-In is on August 5th, 9am-4pm. Additional information about the move-in process and designated arrival times will be shared with you at a later date.
- Move-Out is on September 10th by 12pm.

Contract Issued: July 18

Contract Deadline: July 21

☐ **Step 5: Submit Your Photo**

Beginning May 1, you can submit the photo for your student ID Card electronically via the [UCSD Photo Tool](#). For the health and safety of customers and staff, the Campus Cards Office will not be taking photos at their office this year. All incoming students are therefore required to submit their photo via this online portal in order to receive their ID cards.

If you have any questions or concerns regarding your student ID card, please contact campuscards@ucsd.edu or 858-534-6606.

Deadline: July 21

☐ **Step 6: Submit Your Waivers**

Download the waivers at the following link, fill out and sign both waivers, then submit the documents through [this online form](#).

[Click here](#) to download the General Waiver

[Click here](#) to download the Model Image Authorization and Release

Deadline: July 28

□ **Step 7: Tuition and Payment**

- Fees posted to student accounts: June 30, 2023
- Billing Statements available on TritonLink: July 4, 2023. **Refer to this [website](#) for a guide on how to read your bill.**
- Financial Aid funds are scheduled to credit student accounts on: July 28, 2023. **Refer to reference materials [here](#) to learn more about Summer Financial Aid.**
- Session II tuition and fees payment deadline: July 31, 2023
- If you do not pay for your courses by the fee deadlines, you may be cancelled from your courses. Please refer to the [Calendar](#) for important deadlines.

[Click here](#) to make a payment.

Direct Cost to Participate in SEI*:

	Single Housing
Housing & Dining	\$2,484.00
Tuition & Fees	\$1,949.96
Program Fee	\$861.04
SHS/CAPS Summer Access Fee	\$70.00
TOTAL	\$5,365.00

- **Note that these amounts will be posted to your student account at different times, as follows:**
 - June/July: tuition and fees for SEI courses
 - July: SHS/CAPS summer access fee
 - August: housing and dining (1st Installment)
 - August: SEI program fee
 - August: early start UC SHIP
 - September: housing and dining (2nd Installment)
- **As such, please make sure that your total payment (minus summer financial aid award, scholarships and/or loans, if applicable) equals the total cost of participating in SEI of \$5,365***

***Note that this amount changed from \$5,359 to \$5,365 on 7/27/23 due to an increase in the campus-based fees for summer 2023.**

Deadlines:

July 31: tuition and fees for SEI courses + SHS/CAPS summer access fee

August 18: housing and dining - 1st Installment + SEI enrichment fee + early start UC SHIP

September 22: housing and dining – 2nd Installment