



Summer Engineering Institute Program 2021 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.

[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 and activate your UC San Diego email account and monitor your UCSD email as all program correspondence will be sent to your UCSD email address.

Set up your UC San Diego email and Duo Two-Step Login

- o Use the [Account Lookup Tool](#) with Educational Technology Services.
- o Access to the UC San Diego system requires verifying your identity using two-step login. Two-step login takes only minutes to set up and is easy to use. Visit <https://twostep.ucsd.edu> to learn more and enroll your devices today.
- o Please contact ITS Service Desk at servicedesk@ucsd.edu if you have registration problems

□ **Step 1: Submit Your 2020-2021 FAFSA (Previous year FAFSA)**

<https://fafsa.ed.gov/>

- If you have not submitted your 2020-2021 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 Summer Financial Aid Award will be processed only **after** you have submitted your 2020-2021 FAFSA **and** you have enrolled in your SEI courses. **Processing can take weeks, so please submit your 2020-2021 FAFSA as soon as possible.**
- Check the Financial Aid and Scholarships website for additional information on how to apply for Summer Financial Aid: <https://fas.ucsd.edu/summer-session/>

When to Complete: As soon as you've submitted your application to SEI. Final Deadline is on June 30.

□ **Step 2: Activate Your Summer Student Status**

Activate your [Summer Session enrollment status](#) (log in with your student PID and password).

When to Complete: As soon as you've accepted the offer to SEI

□ **Step 3: Complete Academic Integrity Tutorial**

Complete the [Academic Integrity Tutorial](#).

- Questions about the tutorial? Contact Academic Integrity Office by phone (858) 822-2163 or email aio@ucsd.edu.

When to Complete: As soon as you've accepted the offer to SEI

□ **Step 4: Enroll in Your SEI courses via [WebReg](#) with PID and password/PAC**

- *You must complete steps 2 and 3*

Summer Engineering Institute 2021 Checklist Page 2 of 6

- *You will need to be pre-authorized 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.*
- *WebReg: Courses will be under Summer Session 2 for Summer 2021*

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; Structural Engineering)
- b. NANO 15: Engineering Computation Using MATLAB (For the following major: NanoEngineering)
- c. CENG 15: Engineering Computation Using MATLAB (For the following major: Chemical Engineering)
- d. ECE 5: Introduction to Electrical and Computer Engineering (For the following majors: Electrical Engineering, Engineering Physics, Electrical Engineering & Society)
- e. CSE 8A: Introduction to Programming 1 (For the following majors: Bioengineering: Bioinformatics; Computer Science, Computer Engineering, Computer Science: Bioinformatics)

2. **Enroll** in this 2-credit course: ENG 15: Engineer Your Success

When to Complete: Enroll in your SEI courses as soon as you receive the preauthorization email from your academic department.

NOTE: *You have to enroll in your SEI courses AND submit your 2020-2021 FAFSA before your Summer Financial Aid Award can be processed and posted. Processing can take weeks, so please submit as soon as possible.*

□ **Step 5: submit Final Transcripts to UC San Diego Office of Admissions**

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.

Summer Engineering Institute 2021 Checklist Page **3** of **6**

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 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

Notes:

- the name of the UC San Diego Admissions office must be included.
- the numbers 0021 must appear on the two lines as shown above.

Deadline: July 1

□ **Step 6: Tuition and Payment**

o **Submit** payment for Tuition and Fees to avoid cancellation of enrollment
Summer Engineering Institute 2021 Checklist Page **4 of 6**

- o Session II billing due date: July 26, 2021
- o 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 deadline

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

Deadline: July 26

***Reminder:** If you have not submitted your 2020-2021 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 2020-2021 FAFSA AND you have enrolled in your SEI courses, after which your 2020-2021 FAFSA will be processed. Processing can take weeks, so please submit as soon as possible.*

□ **Step 7: Submit Your Waivers**

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

[Click here](#) to download the waivers.

Deadline: July 29

Summer Engineering Institute 2021 Checklist Page **5 of 6**

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 2021**” 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: 48647
 - b. NANO 15, Section ID: 48821

- c. CENG 15, Section ID: 48256
- d. ECE 5, Section ID: 48446
- e. CSE 8A, Section ID: 48390

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 15. Enroll in one of the following sections, in which you've been pre-authorized:
 - a. Section ID: 48530
 - b. Section ID: 48542
 - c. Section ID: 48534
 - d. Section ID: 48536
 - e. Section ID: 48548