



## Summer Engineering Institute Program 2022 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](mailto: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 your UC San Diego email and Duo Two-Step Login**

- Use the [Account Lookup Tool](#) with Educational Technology Services.
- 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.
- Please contact ITS Service Desk at [service@ucsd.edu](mailto:service@ucsd.edu) if you have registration problems

### **Step 1: Submit Your 2021-2022 FAFSA (Previous year FAFSA)**

<https://studentaid.gov/h/apply-for-aid/fafsa>

- If you have not submitted your 2021-2022 FAFSA, please do so **as soon as possible!** 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 2021-2022 FAFSA **and** you have enrolled in your SEI courses.

- 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.**

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

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

**Deadline: May 30**

## **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](mailto:aio@ucsd.edu).

**Deadline: May 30**

**Once you've completed Steps 2 & 3, you will be auto-enrolled in your SEI courses. Note that being auto-enrolled in your courses is unique to the Summer Engineering Institute to put students who have submitted their complete 2021-2022 FAFSA and enrolled in a minimum of six units in the best position of having their Summer Financial Aid Award processed in a timely manner.**

## **Step 4: 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 "Transcripts and Test Scores" on the Triton 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>

## **Sending Transcripts**

You may send your official transcripts to the University of California San Diego either by mail or electronically through one of the preferred electronic transcript providers.

- **Send transcripts by mail:** you must request that your academic institution send the transcripts to us directly in a **sealed school envelope** addressed as follows:

University of California, San Diego  
Office of Admissions  
Attn: Transcripts  
9500 Gilman Dr., Dept 0021  
La Jolla, CA 92093-0021  
United States

- **OR, send your transcripts electronically** through Parchment, a safe and secure method of requesting your official transcript(s). If your school is registered with Parchment to send electronic transcripts, please order transcripts through your school's website or create an account with Parchment directly. Some schools may charge a fee for this service.

Refer to "Transcripts and Test Scores" on the Triton Checklist for alternative options for sending your transcript electronically.

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 indicating your date of graduation. If you are attending multiple grade 9-12 high schools, please request a transcript from each high school you attended even if the previous school's grades are on your current school's transcript.
- Official transcripts from any school you attended outside the United States.
- Transcripts from colleges attended during high school.

**Deadline: July 1**

## **Step 5: Housing**

- Summer Housing Location: Seventh College; all units are in apartments (4-6 students per apartment)
- Available Room Types: Single and Double rooms; the majority of the space for Summer Housing will be double rooms (two students per room).
- Dining Plans: Required dining plan
- Dining Facility: Café Ventanas
- Market: Seventh College Market

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

**Important Dates:**

- Summer space assignment and welcome/move in information available to view online on July 18<sup>th</sup>
- Move-In would start on July 30<sup>th</sup>. 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 3<sup>rd</sup> (will allow move-outs on September 4<sup>th</sup>, if needed)

**Contract Issued: June 29**

**Contract Deadline: July 8**

**Step 6: 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 [MyStudentChart](#). Instructions to do so can be found [here](#).

For technical questions about MyStudentChart only, please email [shstb@health.ucsd.edu](mailto:shstb@health.ucsd.edu). (STRICTLY NO HEALTH INFORMATION should be sent to this email address)

**1. Comply with the COVID-19 Vaccination Requirement**

For the safety and well-being of the entire university community, the UC-wide [Vaccine Mandate](#) requires that all students be vaccinated against COVID-19 or have an approved exemption/deferral in order to be physically present on campus.

To submit proof of status, please use MyStudentChart and upload your vaccination documents by July 11, 2022. To start the process of requesting an exemption, [visit this page](#) to learn more about the types of exemptions and/or deferrals that are available. Please note, all exemptions and deferrals only apply to the COVID-19 vaccine.

Please direct any clinical or medical questions to the ASK A NURSE function in your MyStudentChart. This is only for health-related information.

Please direct any questions about the exemption process or how to become compliant with the UC COVID-19 Mandate to [ucsdtha@ucsd.edu](mailto:ucsdtha@ucsd.edu). (STRICTLY NO HEALTH INFORMATION should be sent to this email address)

**Deadline: July 11**

**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 11**

### 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
- COVID-19 Vaccine (see above)

Please direct any clinical or medical questions to the ASK A NURSE function in your MyStudentChart. This is only for health-related information.

**Deadline: July 11**

## **Step 7: Health Insurance Agreement Form**

All undergraduate students are required to have health insurance as a condition of enrollment. Students are automatically charged the Health 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 2022 waiver period.

### **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 2022. **Students enrolling in the Early Start UCSHIP for Summer 2022 are NOT eligible to waive the UCSHIP during the FALL 2022 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 9) to prevent enrollment in the UCSHIP beginning with Fall 2022.

The cost of Early Start UCSHIP is a one-time supplement fee, prorated based on your program start date. **This fee is \$536.40** with coverage dates of 8/1/2022 through 9/18/2022. Note that this supplemental fee is separate from the quarterly UCSHIP fee of \$ 671.00.

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 15, 2022.** Please keep page 1 for your records.

### 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.**

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

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

**Deadline: July 15**

### **Step 8: 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](mailto:campuscards@ucsd.edu) or 858-534-6606.

**Deadline: July 23**

### **Step 9: Tuition and Payment**

- Fees posted to student accounts: June 24, 2022
- Billing Statements available on TritonLink: July 2, 2022. **Watch the video [here](#) to learn more about the summer billing process.**
- Financial Aid funds are scheduled to credit student accounts on: July 23, 2022. **Refer to reference materials [here](#) to learn more about Summer Financial Aid.**
- Session II tuition and fees payment deadline: July 25, 2022
- 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.

**Notes:**

- The total costs to participate in Summer Engineering Institute are:
  - Single Housing: \$5,076
  - Double Housing: \$4,932
- Since charges for your housing and dining, tuition, fees and other program fees may be posted to your student account at different times, **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 SEL.**

**Deadline: July 25**

**Step 10: 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 waivers.

**Deadline: July 29**