# Steps to Enrollment

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Before you Decide

View the Conditions of Admission and keep us informed of changes
Your admission to UCSB is provisional. Read the Freshman Conditions of Admission or Transfer Conditions of Admission carefully before you submit your Statement of Intent to Register (SIR). Signing your SIR certifies that you understand and agree to comply with all the conditions.

› Deadline: Ongoing

Review your options for financial aid

Review Financial Aid Unofficial Award Letter (if applicable)
Each applicant who filled out the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application and indicated UCSB as a college of choice may view an Unofficial Award Letter from UCSB. The letter will be available in late March and will provide a preliminary estimate of your aid eligibility. To access your Unofficial Award Letter, log in to the Applicant Portal and click the “Check My Financial Aid Status” link. For more information about financial aid, including options for students who may qualify for aid under the California Dream Act, visit the UCSB Office of Financial Aid and Scholarships website. After submitting your statement of intent to register at UCSB, be sure to check “My Aid Status” in the upper left-hand corner of the Office of Financial Aid and Scholarships website to review your financial aid status and to make sure no required documents are due.

Come visit UCSB

a. On Campus:

› Open House: Saturday, April 13, 9 a.m. – 3 p.m. PST
UCSB welcomes admitted students and their families to the UCSB Open House to attend presentations, sit in on a faculty lecture, take a campus tour and more. Register online!

› Gaucho Transfer Fridays: May 3, 10 and 17
Gaucho Transfer Fridays are designed to aid transfer students and their families in their transition to UCSB. See below for options to join in via webinar.

› The Visitor Center offers presentations and tours Monday through Friday, plus extended hours on Saturdays in April and May. For more information and to make reservations, visit the Tours and Presentations page.

b. Online:

› UCSB Virtual Open House: Thursday, April 18, 12 – 7 p.m. PST
If you cannot visit the campus in person, consider joining us online. Video and text chat sessions are available with current students as well as staff from Financial Aid, Admissions and Housing. Register now!

› Gaucho Online Transfer Tuesdays: April 16, 23 & 30 and May 7, 14 & 21
If you cannot visit campus in person for Gaucho Transfer Fridays, the UCSB Office of Admissions will host Gaucho Online Transfer Tuesdays on April 16, 23 & 30 and May 7, 14 & 21 at 11am and 4pm PST. These webinar events are tailored specifically for transfer students. For more information or to register, visit the Webinars and Online Events page.
View your options for housing

› Freshman students:
  › UCSB guarantees new fall 2019 freshman students space in one of nine residence halls which provide room and board for more than 6,000 students. If you are interested in living in the residence halls, housing contracts are due by May 8. Visit the Housing website for more information.
  › Students are guaranteed UCSB housing for all four years of their UCSB experience through the 2&2 program: students who live in the residence halls for two years are guaranteed housing in UCSB apartments for their third and fourth years.

› Transfer students: UCSB guarantees new fall 2019 transfer students space in UCSB housing if a contract is submitted online from June 8-15.

Campus safety

The university is committed to providing a safe and secure campus environment for our students, faculty, staff and visitors. In accordance with the federal Clery Act, UCSB publishes an Annual Security Report (ASR) and an Annual Fire Safety Report (AFSR). The ASR provides information regarding UCSB safety and security policies, campus crime statistics, and resources for students and employees. The AFSR provides information regarding campus fire safety standards and fire-related statistics for on-campus student housing facilities. To access the Annual Security Report or Annual Fire Safety Report, visit the UC Santa Barbara Police Department’s Clery Act page. A printed copy of the ASR may requested by contacting the UCSB Police Department at (805) 893-3446 or 574 Public Safety Bldg., Santa Barbara, CA 93106 (during business hours). A printed copy of the AFSR may be requested by contacting the Campus Fire Marshal’s office at (805) 893-3785.

Accepting Your Offer of Admission

Submit your Statement of Intent to Register (SIR)

To reserve your enrollment space at UC Santa Barbara, you must submit a Statement of Intent to Register (SIR) by the specified deadline.

Deadline: For most students, the SIR deadlines for fall quarter are May 1 for freshmen and June 1 for transfers. The deadline to submit (or postmark) your SIR is displayed when you log in to the Applicant Portal.

To accept online:
  › Log in to the Applicant Portal and click the “Accept or Decline Admission” button.
  › Follow the instructions to complete the form and submit it electronically with your non-refundable $250 SIR deposit by the deadline noted in your Applicant Portal or your admission letter. Deposits can be made via credit card (2.75% fee applies) or e-check. Students who qualify for a deposit deferral (to be billed later) are provided additional information in the payment section.
Wire transfers are NOT accepted for SIR deposits.

To accept by mail:
› If you prefer, you may download and print a PDF file of the SIR form to mail. Mail submissions must be postmarked by the SIR deadline printed on your SIR form. Otherwise, you may risk denial of enrollment due to space limitations.
› Follow the steps above to file online.
› Under Submission Options on page 4, select "Complete SIR and Payment by Mail."
› Fill out and return the printed SIR along with the non-refundable $250 SIR deposit, a check payable to the "Regents of the University of California." Please write your permanent UCSB student identification number (“Perm” number), which is printed on your admission letter, on your check to help us credit the deposit to your account.
› **Send your SIR and check to:** UC Santa Barbara, Office of Admissions, Attn: SIR Processing, 1210 Cheadle Hall, Santa Barbara, CA 93106-2014.

Notes:
› If you have been admitted to more than one University of California campus, you may only return one positive SIR.
› If you have decided not to register at UCSB, please log in and complete the SIR indicating your alternate plans.
› If you wish to change your major, follow the instructions on the Major Changes page.
› If you have questions, contact the Office of Admissions at (805) 893-2881.

Submit your Statement of Legal Residence (SLR) when you complete your online SIR
Submitting the online Statement of Legal Residence (SLR) is mandatory for all students who attend UCSB, regardless of the residency information you provided on your UC admission application. The information you provide on your SLR is used by the Office of the Registrar to determine your residency classification for fee purposes. Therefore, all students are considered non-residents until they have submitted the SLR and California residency is confirmed. PLEASE NOTE: Failure to submit the SLR will result in the assessment of out-of-state fees and may prevent disbursement of financial aid and course enrollment.

You may access the Statement of Legal Residence directly from your SIR confirmation page or from the Office of the Registrar website. SLR is available online only. If you have questions regarding residency requirements, please visit the Office of the Registrar website and click on “Fees & Residence” or email residency@sa.ucsb.edu.

Establish your UCSBnetID and UCSB U-Mail email account
All new students are required to have a UCSBnetID and a UCSB U-Mail account to conduct university business. Your UCSBnetID will give you access to the majority of the online services you will need to use during your academic career. U-Mail is UCSB's student email service, to which all official correspondence is sent. Once activated, all University business will be sent to this email address, and students are expected to check this account regularly. U-Mail messages may be forwarded to another account if you choose to do so.
A few days after you submit your SIR you will be eligible to activate your UCSBnetID and U-Mail account. To do so, sign in to the UCSB Identity Manager. The Identity Manager service will activate both your UCSBnetID and U-Mail account. The UCSB Student Support Center is available for assistance if you have any problems activating your account. Do not click any links from senders you do not recognize. Visit the UCSB Information Security site for more information.

**Note:** If you are an international student, please enter “0000” as the last four digits of your Social Security Number (SSN) when setting up your UCSBnetID.

**Complete the housing process on the Housing, Dining & Auxiliary Enterprises website**

- **Housing website:** [www.housing.ucsb.edu](http://www.housing.ucsb.edu)

**Freshman students:** UCSB housing accommodations are guaranteed for newly-admitted fall freshmen as long as you:

  - Return your Statement of Intent to Register (SIR) by May 1. After you return your SIR and it is recorded in the UCSB Housing database (usually within a business day), you will be able to complete your housing contract online.
  - Complete the residence hall contract online by May 8.

**Transfer students:** UCSB guarantees university accommodations for interested newly-admitted transfer students as long as you:

  - Return your Statement of Intent to Register (SIR) by June 1.
  - Submit an online contract for university housing by **June 8-15**. The deadline is June 15 at 4pm PST. Options will be available for residence halls and apartments, based on availability.

**Review and agree to UC requirements for health insurance coverage by September 1**

All registered UC students are required to have medical health insurance that meets minimum coverage limits. It is a condition of enrollment AND a non-academic requirement of registration. Please log on to Student Health Gateway Portal and follow the "Forms" menu to acknowledge the University of California’s insurance requirement.

UCSB students are automatically enrolled in Student Health Insurance Plan (UC-SHIP) which includes vision and dental coverage, and access to most Student Health services with no additional charges. The premium for UC-SHIP will be factored into your cost of attendance and will therefore be included in your Financial Aid Award. The insurance premium will automatically be included in your quarterly BARC bill.

If you have adequate private insurance and do not wish to be enrolled in UC-SHIP, you must take action and submit a waiver online. The act of waiving requires the student to upload insurance documentation into a secure website and receive written email confirmation that their waiver was approved. Please note that your Financial Aid Award will change if you waive out of UC-SHIP. For more information, please review the Office of Financial Aid and Scholarship’s Policy Information page. The waiver deadline is **September 1**. Once a waiver request has been approved, it remains in effect until the beginning of the next academic year.
Students with approved waivers may purchase pre-paid access to most Student Health services through the Gaucho Access Plan (GAP). Students who waive with insurance plans exclusive to any county outside of Santa Barbara will be REQUIRED to be enrolled in GAP.

Submit your immunization information by the first day of the quarter
All incoming students are required to complete tuberculosis (TB) screening and immunizations before classes begin. **Student class registration will be blocked** for the following quarter if you do not fulfill these requirements. We strongly urge all students to have their immunizations up-to-date before arrival at UCSB. Instructions for completing these requirements can be found on the Student Health website. Students can complete tuberculosis (TB) screening, enter required immunization dates and upload immunization records on the Student Health Service (SHS) Gateway portal.

Satisfy the Entry Level Writing Requirement
All students who enter the University of California as freshmen must demonstrate their command of the English language by fulfilling the Entry Level Writing Requirement (ELWR).

To satisfy the ELWR, all students must take the AWPE (or, for international students, the ELPE) to enroll in any UCSB writing course unless they have satisfied the ELWR requirement in one of the ways described on the Writing website.

**California residents:** Students from California high schools who have not satisfied the ELWR by April 1, 2019 will receive an email or letter in early April directing them to take Analytical Writing Placement Examination (AWPE) on **Saturday, May 11, 2019** at one of the testing centers near their home or school. There is a $110 administration fee that must be paid prior to the exam online or by check. Directions regarding payment will be included in the notification letter. Students must bring a photo ID, a pen and the letter to the exam. Results of the university-wide AWPE will not affect a student's admission to the university.

Students who do not receive a passing score on the AWPE on May 11 will need to satisfy the UC ELWR at UCSB. Most students will be able to satisfy the ELWR by taking Writing 1 (Approaches to University Writing). However, students who receive a non-passing score on the AWPE AND an ESL (E) designation on their exam will have their essays reread on campus for placement into either the Writing Program or the English for Multilingual Students (EMS) Program. Students placed into EMS Program courses will satisfy the ELWR by taking Linguistics 12 (Approaches to University Writing for Multilingual Students). Students whose written performance indicates a need for additional academic writing instruction will be placed into one of three pre-ELWR courses (Linguistics 3A, 3B, or 3C).

**Out-of-state students:** For out-of-state students and students unable to take the May 11 exam, the UCSB Writing Program will administer the AWPE in September on the UCSB campus. Pre-registration is necessary. Please visit [www.writing.ucsb.edu](http://www.writing.ucsb.edu) for more information.

**International students:** International students who cannot take the AWPE exam on May 11 will take the English Language Placement Exam (ELPE) on the UCSB campus in September. The ELPE will place students into the appropriate course(s) in order to satisfy the ELWR. Students who take the ELPE may be placed into Writing 1, Linguistics 12 or, if written performance
indicates a need for additional academic writing instruction prior to the ELWR courses, into one of three pre-ELWR courses (Linguistics 3A, 3B or 3C).

Multiple sections of Writing 1 and Linguistics 12 are offered during fall, winter and spring quarters. Students may also take Writing 1 at UCSB during the Freshman Summer Start Program and Linguistics 12 during Sessions A and B of Summer Sessions. Transferable college English composition courses taken at a community college during the summer term, completed with a grade of C or better, will also meet the requirement. All students must fulfill the Entry Level Writing Requirement by the end of their third quarter at UCSB.

If you have any questions regarding the Analytical Writing Placement Examination on May 11 statewide or in September at UCSB, please contact UC AWPE at (800) 839-8507, visit www.ucop.edu/elwr/index.html or talk to your high school counselor.

**After You Accept**

**Reserve your space for Orientation**

Orientation session registration opens in mid-May.

› **Two-day freshman orientation sessions:** June 27 through August 13
› **One-day transfer orientation sessions:** August 8, 9, 14, 15 and 16
› **Transfer online module:** Opens June 1

You are strongly encouraged to attend orientation. While not mandatory, orientation gives you an important head start in preparing for your college career. UCSB offers approximately 17 orientation sessions each summer for new students and their parents. These sessions are two days for freshmen and one day for transfer students. They include extensive academic advising, and students who complete orientation are given a priority status to register for classes. Detailed information is available on the Orientation Programs website.

Beginning in mid-May, all new students who have returned their Statement of Intent to Register (SIR) can sign up for orientation by submitting a reservation on the Orientation Programs website. Space in each orientation session is limited and session dates will close when full.

**International Students:** International students currently outside of the U.S. will not be able to enter the U.S. with their student visa more than 30 days prior to the start of classes. International students currently living in the U.S. are welcome to attend orientation. **All incoming international students are required to attend mandatory CALI Training** (Cultural Awareness, Laws, and Immigration Training) hosted by the Office of International Students & Scholars. CALI Training takes place the week of September 17-22 for freshman students and on Friday, September 20 for transfer students. Please visit the OISS website for more information about online and in-person CALI Training. Also, please visit the International Students page on the Orientation website for information on both required and optional pre-fall programs.
Submit official transcripts and test scores

› Transcript submission deadline: July 1
› Test score submission deadline: July 15
› Summer session transcripts are due September 1.

The Office of Admissions must receive the following:

› **Official final high school transcript**: Final high school transcripts are required of new freshmen. Your final high school transcript must show the exact date of your graduation. “Class of 2019” is not acceptable. Transcripts are considered official when they are delivered directly from the school.

› Transfers are also required to submit a final high school transcript unless the student is submitting an official full IGETC certification from a community college. UCSB will continue to require your high school transcript until an official full IGETC certification is received by the Office of Admissions. An official high school transcript or full IGETC certification is due to the Office of Admissions by **July 15, 2019**.

› Official transcripts from all colleges you have attended.

› Official SAT or ACT scores (freshmen only) and, if applicable, your official Advanced Placement exam and International Baccalaureate score reports. The results must be sent directly from the testing agency to the Office of Admissions.

› If you plan to take courses during the summer, submit transcripts by September 1 to avoid a delay in receiving transferable credit for completed coursework.

Official transcripts can be submitted electronically using Naviance, Parchment, eScriptSafe, or eTranscript CA credentialing services or by physical mail. **Send transcripts and test scores to:** Office of Admissions, UC Santa Barbara, 1210 Cheadle Hall, Santa Barbara, CA 93106-2014.

Applicants from Chinese institutions may request and submit official transcripts directly through CHESICC. Requests are processed by CHESICC and will be sent electronically to the UCSB Office of Admissions. Do not submit a paper copy of your transcript if you have requested transcripts through CHESICC. **Request your transcript.**

Missing transcripts and/or test scores will result in your registration being blocked and ultimately the withdrawal of your admission offer. Delays in receiving official transcripts may also jeopardize your financial aid and/or housing possibilities, will disadvantage you in the academic advising process and can affect enrollment in appropriate courses.

Log into My Aid Status to review the status of your financial aid, view any pending documents and find upcoming deadlines

My Aid Status serves as the financial aid login portal for UCSB students who have filed a Free Application for Federal Student Aid (FAFSA) or a California Dream Act Application. Students will be able to access their aid status by logging into **My Aid Status** with their UCSB Net ID and password. Once logged in, students can review any required documents, evaluate the Official Financial Aid Award Letter, accept student loans and view scheduled financial aid disbursements for upcoming terms. The Office of Financial Aid and Scholarships encourages students to utilize “My Aid Status” frequently in order to stay up-to-date on their financial aid.
Consider an early start at UCSB with the Freshman Summer Start Program (FSSP) or Transfer Summer

The Freshman Summer Start Program (FSSP)
› **Program Dates:** August 2 – September 14, 2019
› **Applications Open:** March 19, 2019

The Freshman Summer Start Program (FSSP) is designed to help admitted first-year students successfully transition from high school to UC Santa Barbara. This innovative, six-week program offers freshmen a unique opportunity to take UCSB courses for full academic credit and participate in a wide range of special academic and social activities. FSSP participants earn between 7 and 13 units and benefit from small class sizes that foster a personal connection with esteemed faculty. Students live together in the San Nicolas Residence Hall, forging friendships that endure long past the program’s conclusion. Financial aid is available for eligible students. Out-of-state/international students pay the same fees as California residents during FSSP. To learn more about the steps to summer enrollment and to apply, [click here](#).

Transfer Summer
› **Applications Open:** March 19, 2019

Transfer Summer is designed to help incoming transfer students make a successful academic and social transition to UC Santa Barbara. By enrolling in courses during the summer months, newly admitted transfer students have the opportunity to acclimate to campus life and make immediate progress toward their degree objectives. A summer start helps prepare students for the challenges of a full academic schedule in the fall quarter. Financial aid is available for eligible students. To learn more about the steps to summer enrollment and to apply, [click here](#).

Consider EOP’s Summer Transitional Enrichment Program (STEP) for first-year students
› **STEP dates:** Saturday, August 17 – Saturday, August 24, 2019
› **Application deadlines:** [http://eop.sa.ucsb.edu/services/summer-programs](http://eop.sa.ucsb.edu/services/summer-programs)

The Summer Transitional Enrichment Program (STEP) is a FREE ($25 deposit to confirm your participation if you are accepted) one-week summer residential program for incoming first-year students in the Educational Opportunity Program (EOP) held from **Saturday, August 17 – Saturday, August 24, 2019.** EOP is a program that provides counseling, advising, peer mentorship, workshops and programming primarily for undergraduate students who are income eligible and of the first generation in their families to attend and graduate from a four year university.

The purpose of STEP is to facilitate the transition of EOP students to UCSB. During STEP, students receive an introduction to college-level courses and coursework and various valuable resources available to them on campus. Workshops, lectures and other programs provide opportunities for students to learn outside the classroom. Students discover ways to enrich their college experience while creating social and support networks on campus in order to cultivate a sense of belonging to the university community. Students who are part of EOP are encouraged to apply to participate in STEP. **Note:** STEP does not replace New Student Orientation.
Enter your parent or guardian contact information

- **Deadline:** Ongoing

Students must provide contact information for a parent, guardian or other contact to be used in case of an emergency and for periodic official campus communications. To add a parent or guardian contact, log into the Applicant Portal and click on "Complete the Parent/Guardian Contact Form" in the “Steps to Enrollment” tab. If you do not have a parent or guardian, the form will allow you to select "other" in the “Relationship” field and include an alternate contact.

Get Ready to Start!

Register for classes

We strongly encourage you to attend orientation, where new students are assisted in the registration process. New students who do not attend orientation should register online during their Pass 2 registration appointment time in September. You will receive an email from the Office of the Registrar with a link to Orientation’s website, which has information about registering for classes online. International students will receive an email with information about registering for courses.

The UCSB General Catalog contains major requirements, course descriptions and prerequisites. Twelve units per quarter is the minimum to maintain full-time registered status. UCSB undergraduates typically register for an average of 15 units per quarter.

For important enrollment information, deadlines and to search for classes, log into GOLD. Please note that to use GOLD you must have activated your U-Mail account and UCSBnetID (please see the "Accepting Your Offer" section above for information). To see enrollment information and search for classes without logging into GOLD, visit the Class Search page.

Pay fees

- **Deadline:** September 15

The exact cost of attending the University of California, Santa Barbara will vary. A detailed breakdown of estimated expenses is available on the UCSB Office of Financial Aid and Scholarships’ Cost of Attendance page.

The university’s billing system (known as Billing, Accounts Receivable and Collections, or “BARC”) consolidates all of the financial transactions related to attending UCSB into one account. This includes all debts owed to the university such as fees, campus housing expenses, lab fees or library fines as well as all credits such as your Financial Aid and Scholarship transactions and payments made by you or by your family. Gaucho E-Bill is the electronic bill presentment system employed by the university to notify students of their financial obligations.
to the university. Billing statements are not mailed to students or parents. Each month an email is sent to students’ U-Mail addresses notifying them that their bill can be viewed and paid. In order for parents to receive email notifications and gain access to Gaucho E-Bill, students must first authorize parent users to their account. More information can be found on the BARC website, including step-by-step instructions on how to add a Parent User. New students can expect their first billing statement notification during the month of August, with payment due September 15. Failure to meet financial obligations on time will result in a $50 late payment fee and/or being dropped from your classes. Fee payment deadlines are published quarterly in the Schedule of Classes.

**Don’t miss important dates and deadlines**

It is your responsibility to check your U-Mail for information and to meet all deadlines. See the Office of Admissions Dates and Deadlines page and don’t miss a deadline!

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<td>Insurance Waiver Deadline</td>
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<td>Pay Fees</td>
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<td>Residence Halls Move In Weekend</td>
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**Please review important support systems online**

There are important student support systems throughout the university. A useful list of support services and web pages is available online. Please review the information as part of your Steps to Enrollment and bookmark the page for your future reference.