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 Application Status portal and click the link for the “Unofficial Award Letter.” 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:**

› **Spring Insight Open House: Saturday, April 14, 9 a.m. – 3 p.m. PST**
   UCSB welcomes admitted students and their families to the Spring Insight Open House to attend presentations, sit in on a faculty lecture, take a campus tour and more. Register online!

› **Gaucho Transfer Fridays: May 4, 11 and 18**
   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: Tuesday, April 4, 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 the Office of Financial Aid and Scholarships, Office of Admissions and Housing, Dining and Auxiliary Enterprises. Register now!

› **Gaucho Online Transfer Tuesdays: April 17 & 24, May 1, 8, 15 & 22**
   If you cannot visit campus in person for Gaucho Transfer Fridays, the UCSB Office of Admissions will host Gaucho Online Transfer Tuesdays on April 17 and 24 as well as May
1, 8, 15 and 22. 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 2018 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 reservations 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 2018 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 Application Status portal.

**To accept online:**

› Log in to the Application Status portal and click the “Steps to Enrollment” tab.
› Click on “Submit your Statement of Intent to Register (SIR).”
› Follow the instructions to complete the form and submit it electronically with your non-refundable $250 SIR deposit. Deposits can be made via e-check payment by the
deadline noted on your Application Status page or in your admission letter. A credit card payment option is not available at this time. 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. This process is recommended for international students sending a bank check or international money order in U.S. dollars. 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.

**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 make your residence hall reservation online.

› Complete the residence hall reservation online by **May 8**.

› Contract and self-assignment process will begin May 15 for any freshman who has reserved a residence hall space 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**. 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. More information about GAP is available at.

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 you received/completed:

› 30 or better on the ACT, English Language Arts; or
› 30 or better on the ACT, Combined English/Writing (last administered June 2015); or
› 680 or better on the SAT, Evidenced-Based Reading and Writing*; or
› 680 or better on the SAT Reasoning Test, Writing (last administered January 2016); or
› 3 or above on either Advanced Placement Examination in English; or
› 5 or above on an International Baccalaureate Higher Level English A: Literature exam (formerly known as Higher Level English A1 exam); or
› 6 or above on an International Baccalaureate Standard Level English A: Literature exam (formerly known as Standard Level English A1 exam); or
› 5 or above on an International Baccalaureate Higher Level English A: Language and Literature exam; or
› 6 or above on an International Baccalaureate Standard Level English A: Language and Literature exam
› A transferable college English composition course with a grade of "C" or better.

* UC is accepting a score of 680 or better on the SAT, Evidenced-Based Reading and Writing to satisfy the Entry Level Writing Requirement on a pilot basis, beginning with new students entering UC in fall 2018. The pilot will remain in effect until a new policy is adopted by the Academic Senate.

California residents: Students from California high schools who have not satisfied the ELWR by April 1, 2018 will receive an email or letter in early April directing them to take Analytical Writing
Placement Examination (AWPE) on **Saturday, May 12, 2018** 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 12 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 12 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. Those who take the exam in September will not be able to enroll in a writing course until winter quarter 2019 at the earliest. All students must fulfill the Entry Level Writing Requirement by the end of their third quarter at UCSB.

**International students:** International students who cannot take the AWPE exam on May 12 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.

If you have any questions regarding the Analytical Writing Placement Examination on May 12 statewide or in September at UCSB, please contact UC AWPE at **(800) 839-8507**, visit [www.ucop.edu/elwr/index.html](http://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 28 through August 14
› One-day transfer orientation sessions: August 9, 10, 15, 16 and 17
› Transfer online orientation: 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 on Thursday, September 20 for freshman students and Friday, September 21 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 2018" 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, 2018**.

› 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.

**Send transcripts and test scores to:** Office of Admissions, UC Santa Barbara, 1210 Cheadle Hall, Santa Barbara, CA 93106-2014.

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)** is a great opportunity for incoming UCSB freshman students. It is designed to give incoming students a head start on their academic careers while providing an atmosphere conducive to a successful transition from high school to the university. Students earn 7-13 units of academic credit toward pre-major or general education requirements. With small classes, students are able to connect personally with faculty. FSSP participants live together in the San Nicolas Residence Hall; students make lasting friendships, participate in social activities and academic workshops and enjoy the Santa Barbara summer. Financial aid is available for eligible students. International and out-of-state students pay the same fees as California residents during FSSP.

› **Program Dates:** August 3 - September 15. Applications open March 20.

**Transfer Students:** Why wait? Go Gaacho early! Newly-admitted transfer students have the opportunity to attend UCSB in the summer and make immediate progress toward degree objectives. A summer start helps ease the transition to the university and prepare students for the challenges of a full academic schedule in the fall. By enrolling in a few courses during the summer months, transfer students acclimate to UCSB's campus life. Financial aid is available for
eligible students. Summer course enrollment begins by applying online through the Office of Summer Sessions. Applications open March 20.

**Consider EOP's Summer Transitional Enrichment Program (STEP) for first-year students**

- **STEP dates:** Sunday, August 19 – Sunday, August 26, 2018
- **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 **Sunday, August 19 – Sunday, August 26, 2018**. EOP is a program that provides counseling, advising, peer mentorship, workshops and programming primarily for students who are income eligible and first-generation undergraduates.

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. Workshops, lectures and other programs provide opportunities for students to learn outside the classroom. Students discover ways to enrich their college experience while cultivating a sense of belonging to a university community and learning about valuable campus resources. 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 Status portal and click on “Enter your parent/guardian contact information” 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](http://ucsb.edu) 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. Gauc\(h^{o} \)o 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 Gauc\(h^{o} \)o E-Bill, students must first authorize parent users to their account. More information, including step-by-step instructions on how to add a Parent User, can be found on the BARC website. 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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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Submit Transcripts</td>
<td>Saturday, July 1</td>
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<tr>
<td>Insurance Waiver Deadline</td>
<td>Thursday, September 1</td>
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<tr>
<td>Pay Fees</td>
<td>Thursday, September 15</td>
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<td>Residence Halls Opening Weekend</td>
<td>September 22-23</td>
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<tr>
<td>New Student Convocation</td>
<td>Monday, September 24</td>
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<tr>
<td>Instruction Begins</td>
<td>Thursday, September 27</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.