# 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 for freshmen and late April for transfers, 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.

Virtually explore UCSB
› Open House
   In an abundance of caution regarding the outbreak of COVID-19, the Open House event scheduled for Saturday, April 18, 2020 has been cancelled. We apologize for any inconvenience. You are encouraged to register for our Virtual Open House and explore our webinar events. Check out our virtual resources here.
   • Online Admitted Transfer Experience webinars: April and May
   These hour-long webinars will introduce newly admitted transfer students to the UCSB community and cover important steps to enrollment reminders. Presentations will be held by admissions staff or current transfer students. Register for the webinars here.
› The Visitor Center
   In light of the COVID19 outbreak, the Visitor Center is closed to the public indefinitely.

View your options for housing
› Freshman students:
   UCSB cannot guarantee housing for newly admitted students for the 2020-2021 school year. New students can submit a housing application for one of nine residence halls. If you are interested in living in the residence halls, housing applications are due by May 15 at 4pm PT. Visit the Housing website for more information.
Transfer students: Transfer students admitted for fall 2020 transfer students can request space in UCSB apartments. Housing applications must be submitted online from June 3-15 at 4pm PT.

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 copy of the ASR may also be requested by contacting the UCSB Police Department (call (805) 893-3446 or visit 574 Public Safety Bldg., Santa Barbara, CA 93106 during business hours). A copy of the AFSR may be requested by contacting the Campus Fire Marshal’s office at (805) 893-5848.

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.

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 admissions@sa.ucsb.edu.
Submit your Statement of Legal Residence (SLR) when you complete your online SIR
Submit 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 or you left your Social Security Number (SSN) blank on the UC application, please enter “0000” as the last four digits of your SSN when setting up your UCSBnetID.

Complete the housing process on the Housing, Dining & Auxiliary Enterprises website
› Housing website: www.housing.ucsb.edu/contracts

Freshman students: UCSB cannot guarantee housing accommodations for all newly-admitted freshmen for the 2020-2021 school year. Students can request housing as long as you:
› Return your Statement of Intent to Register (SIR) by the SIR deadline. 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 request online.
› Complete the residence hall request online by May 15 at 4pm PST.

Transfer students: UCSB cannot guarantee housing accommodations for all newly-admitted transfers for the 2020-2021 school year. Students can request housing as long as you:
› Return your Statement of Intent to Register (SIR) by June 1.
Submit an online application for university housing between June 3-15. The deadline is June 15 at 4pm PT. 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 the Student Health Gateway Portal and follow the “Medical Clearances” menu to acknowledge the University of California’s insurance requirement.

UCSB students are automatically enrolled in Student Health Insurance Plan (UC-SHIP), which includes medical, vision, and dental coverage, and access to UCSB Student Health with most services having 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).

Submit your immunization information by the first day of the quarter
All incoming and re-admitted students are required to complete a Tuberculosis (TB) screening and satisfy immunization requirements as mandated by the UC Office of the President. The recommended due date is before the start of your first quarter. Failure to comply with the requirements will result in a registration block for the following quarter. We strongly encourage you to start this process early, as you may be required to complete additional steps prior to arrival on campus.

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). Transfer students have already met this requirement and do not need to take a placement test.

There are multiple ways to satisfy ELWR via test scores, as described on the Advising Page on the Writing Program website. Students who have not satisfied ELWR via test scores can take the
Analytical Writing Placement Exam (AWPE) or, for international students, the English Language Placement Exam.

California residents: Because of the COVID-19 pandemic, the AWPE was not offered in May 2020. An online version of the exam will be conducted on June 20th, with details on how to register available on the website at the end of May. Additionally, UCSB’s Writing Program is developing an alternative assessment called Writing Placement 2020 for students who were not able to take the AWPE and who have not yet been placed in a writing course. Students will be contacted regarding this alternative assessment, and the details will also be made available on the program’s website.

Writing Placement 2020 will be offered during the summer and once a quarter during the academic year. Through this process, some students will be placed in the ELWR-fulfilling course, Writing 1, and will enroll in Writing 2 in a subsequent quarter; other students will be placed directly in Writing 2.

Out-of-state students: Out-of-state students are able to take the online AWPE on June 20th. Please visit the Writing Program website at the end of May for details on how to register. Additionally, the UCSB Writing Program will administer the Writing Placement 2020 each quarter. Please visit the Advising page on the Writing Program website, or write to placement@writing.ucsb.edu for more information.

International students: International students 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 Entry Level Writing Requirement, Writing Placement 2020, or the Analytical Writing Placement Examination, please contact placement@writing.ucsb.edu, or talk to your high school counselor.

After You Accept

Reserve your space for Online Orientation
Orientation session registration opens in mid-May. Orientation Programs is implementing an online orientation program this summer for both students and parents.

› Two-day freshman orientation sessions: June 25 through August 11
One-day transfer orientation sessions: August 6, 7, 12, 13 and 14
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. 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 in September. 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 2020” 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, 2020**.
- 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 Parchment, eSCRIP-SAFE, Credential Solutions or eTranscript CA or by physical mail. **Send transcripts and test scores to:** Office of Admissions, UC Santa Barbara, 1210 Cheadle Hall, Santa Barbara, CA 93106-2014.

Schools that are willing to pay to send transcripts through the National Student Clearinghouse (NSC) can send transcripts to admissions@sa.ucsb.edu. (We do not have a contract with NSC. Students or sending institutions will need to incur the fee to send us transcripts.)

High schools that are unable to send transcripts through an electronic vendor or by mail can send a transcript via email to admissions@sa.ucsb.edu. A PDF transcript must come from a school email address. The high school staff member sending the transcript must send it in an encrypted PDF to maintain student data security.

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 UC Santa Barbara with the Freshman Summer Start Program or Transfer Edge**

**The Freshman Summer Start Program (FSSP)**

› **Program Dates:** July 31 - September 12, 2020  
› **Applications Open:** March 17, 2020

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 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 Edge**

› **Program Dates:** August 3 – September 12, 2020
Applications Open: April 22, 2020

Transfer Edge is specially designed to help incoming transfer students make a successful academic and social transition to UC Santa Barbara. Newly admitted transfer students will get a head start on their degree objectives by enrolling in major or pre-major courses and receiving individualized advice from campus experts. Participants will be exposed to unique professional development opportunities, build a supportive community with peers through fun social activities, and exchange ideas with faculty and graduate students. A summer start helps students gain an academic edge, preparing them for the rigor of a full course schedule in the fall quarter. Financial aid and incentive opportunities are 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 15 – Saturday, August 22, 2020
- **Application deadlines:** [http://eop.sa.ucsb.edu/services/summer-programs](http://eop.sa.ucsb.edu/services/summer-programs)

The online Summer Transitional Enrichment Program (STEP) is a FREE ($25 deposit to confirm your participation if you are accepted) one-week summer program for incoming first-year students in the Educational Opportunity Program (EOP) held from Saturday, August 15 – Saturday, August 22, 2020. The program has moved to an online format. 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 & customize GOLD
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 (Gaucho On-Line Data System) 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.

While you are in GOLD, visit the My Personal Information page where you can ensure that the information there is current and complete. Scroll down to the Pronouns section and choose from the drop-down menu. The pronouns you select will appear on course rosters and in GauchoSpace, the online learning environment for UCSB. To learn more about pronouns, review this Pronouns 101. All students are encouraged to select their pronouns in GOLD.

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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<tr>
<th>Event/Task</th>
<th>Deadline</th>
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<tr>
<td>Submit Transcripts</td>
<td>Saturday, July 1</td>
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<td>Insurance Waiver Deadline</td>
<td>September 1</td>
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<tr>
<td>Pay Fees</td>
<td>September 15</td>
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<td>Residence Halls Move In Weekend</td>
<td>September 26-27</td>
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<td>New Student Convocation</td>
<td>September 28</td>
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<td>Instruction Begins</td>
<td>October 1</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.