

## TRANSFER ENROLLMENT GUIDE



## INTENT TO ENROLL STEPS

To reserve your space for fall 2019, you must complete a three-step Intent to Enroll process no later than Wednesday, May 1, 2019 at 11:59 p.m. Our offer of provisional admission is only valid for the fall 2019 term. You may not defer your enrollment to a later semester. Our offer of provisional admission will be withdrawn if you fail to complete all three steps of the Intent to Enroll process, as described below, by the deadline.

1. Accept our offer of provisional admission; AND
2. Choose a mandatory orientation session; AND
3. Pay the \$50 non-refundable orientation fee.

The above three steps must be completed by Wednesday, May 1, 2019 at 11:59 p.m. in your [myCI](#) ([myci.csuci.edu](#)), student portal. Follow these instructions:

- Start by logging into your [myCI](#) and clicking on "CI Records." Your login information was sent to the email address you provided on your application.
- Once logged in, scroll down to the bottom of the page (under "Admissions") and "Accept" or "Decline" admission.
  - » **Note:** A yellow triangle will appear in your Student Center after you submit your intent to enroll. You can ignore the triangle, but you must pay close attention to items on your To Do List.
- After accepting our offer of admission, you are now ready to register for a mandatory orientation session. Look for the link, "Register for Island View Orientation (IVO)." You will be directed to log back into your [myCI](#) student portal in order to register for the session that pertains to your major.
  - » **IMPORTANT:** Be sure to enter your preferred email address. If you do not receive an email confirmation, then you did not successfully register. Save a copy of your confirmation email as it may be necessary to prove registration.
- After registering for an orientation session, you must complete the final step in the Intent to Enroll process: pay the non-refundable orientation fee. It is highly recommended that you **pay the orientation fee before logging out.** If you log out prior to submitting payment, you will need to use the payment link embedded in your [myCI](#) Student Center. To get there, log on to [myCI](#) and click on "CI Records" under "My Links." For detailed instructions, visit [go.csuci.edu/orientationpayment](#).
  - » **IMPORTANT:** Be sure to enter your preferred email address. You will receive an email confirmation if your payment was successfully received. If you do not receive an email, then your payment was not received. Save a copy of your confirmation email as it may be necessary to prove payment.

**Can I defer payment of the orientation fee until my financial aid award is disbursed?**

This depends, as NOT ALL STUDENTS WILL QUALIFY. Students who filed a 2019-2020 [Free Application for Federal Student Aid \(FAFSA\)](#) or the [California Dream Act application](#) on or before the March 2, 2019 deadline AND have an Estimated Family Contribution (EFC) of 4,000 or less will be considered for a deferment. You must check the "Holds" section of your Student Center (visible in the upper-right corner of your portal). If you do not see "FA Orientation Deferral," then you must pay the fee by May 1, 2019 at 11:59 p.m. or our offer of provisional admission will be withdrawn – no exceptions!

If you see "FA Orientation Deferral" noted in the "Holds" section of your Student Center, then payment of the orientation fee will be charged to your first semester's account. In other words, your fee will be deferred (but not waived).

**Is the orientation fee refundable?**

Once paid, the orientation fee is non-refundable and may not be applied to a future term. This means you will NOT receive a refund even if (a) you request to have our offer of admission (provisional or final) withdrawn at a later date or choose not to enroll; (b) our offer of provisional admission is withdrawn because you failed to meet an admission or enrollment requirement or deadline (including the transcript deadline); or (c) our offer of provisional admission is rescinded after reviewing your final transcript(s). You may be held responsible for paying the orientation fee if you were deferred and any of the above conditions apply. Contact [orientation@csuci.edu](mailto:orientation@csuci.edu) if you have any questions about the fee.

## ADMISSION REQUIREMENTS - IMPORTANT REMINDER

Our offer of provisional admission was based on information you provided on your CSUCI admissions application. For you to maintain your admitted status and enroll at CSUCI in fall 2019, you must have **by the conclusion of the spring 2019 semester:**

- Completed a minimum of 60-transferable semester units (90 quarter units);
- Earned at least a 2.0 GPA in your transferable coursework;
- Been in good standing at the last institution attended; AND
- Completed the "Golden Four" basic skills courses with a grade of "C-" or better:
  - A1. Oral Communication
  - A2. Written Communication
  - A3. Critical Thinking
  - B4. Mathematics/Quantitative Reasoning

**IMPORTANT: Coursework taken in summer 2019 CANNOT be used to fulfill admission requirements for fall 2019.**

NOTE: Students who earn a California Community College Transfer Associates Degree (SB 1440), also known as AA-T or AS-T, must send us a final transcript showing the degree as being "awarded" in order for the degree to be noted in their CSUCI records. **(An AA-T/AS-T is not required to be admitted to CSUCI.)** This should be done ASAP after earning your AA-T or AS-T. You are still required to submit your final official transcript by the July 1, 2019 transcript deadline even if your AA-T/AS-T degree has not been posted on your community college transcript. When your AA-T/AS-T degree is awarded by your community college, you must send another official transcript to CSUCI in order for the AA-T/AS-T degree to be noted on your record at CSUCI.

## IMPORTANT DATES AND DEADLINES

### March/April 2019

- Information about campus housing and how to apply for fall 2019 can be found at [go.csuci.edu/housing](http://go.csuci.edu/housing).

### Wednesday, May 1, 2019 - 11:59 p.m.

- Deadline for admitted students to confirm their Intent to Enroll at CSUCI. Reserve a space for fall 2019 by completing the online three-step Intent to Enroll process. (See the reverse side for further instructions.)

### Friday, May 31, 2019

- Fall 2019 Financial Aid priority document deadline. Please refer to your "To Do" list for documents that are required.

### Monday, July 1, 2019 - 5:00 p.m.

- Deadline for CSUCI to receive your final official transcript(s) with spring 2019 grades posted. Transcripts must be requested from all colleges attended even if no credit was earned. Electronic transcripts are preferred. It's your responsibility to request official transcripts from all community colleges and/or universities attended (even if course credit is reflected on another school's transcript) and have them submitted by the deadline. Your admission will be withdrawn if all transcripts are not received by the deadline. No email or faxes are allowed. Please mail transcripts to:

**CSU Channel Islands  
ATTN: Admissions - Sage Hall  
One University Drive  
Camarillo, CA 93012**

*Note: If you have taken coursework from an institution outside of the United States, your transcript must be evaluated by a credentials evaluation service, such as International Education Research Foundation (IERF) at [www.ierf.org](http://www.ierf.org). Request your official report at least 6-8 weeks in advance of the transcript deadline.*

### Monday, July 1, 2019 - 5:00 p.m.

- Deadline to submit Advanced Placement (AP) and CLEP exam scores. If you took AP exams in high school or College Level Examination Program (CLEP) exams, you must request that your official scores be sent to us directly from the College Board by this deadline (unless you have already done so).

*\*AP/CLEP credit awarded from your transferring institution will not suffice. Exams scores taken four or more years require additional processing time. Please plan accordingly. Request scores at least 6-8 weeks in advance.*

### Friday, July 12, 2019

- Deadline to submit Residency Documents for students with a residency status of "Another State or U.S. Possession" or "Undetermined." Those who submit their documents after the deadline or submit incomplete documents, may not have them processed in time for the fall 2019 term. This may result in students being charged non-resident tuition for fall 2019.

Please visit [go.csuci.edu/CAresidency](http://go.csuci.edu/CAresidency) for more information.

### Tuesday, Aug. 20, 2019

- Fall 2019 Tuition/Fees payment deadline and payment deadline for room and board.

### Immunization Requirement

- Please check the [Student Health Services](http://Student Health Services) website for current immunization requirements. Failure to comply will result in a hold being placed on your account, preventing you from registering for classes in the following semester.
- For additional information, visit Student Health Services at [go.csuci.edu/Immunizations](http://go.csuci.edu/Immunizations), call 805-437-8828 or e-mail [student.health@csuci.edu](mailto:student.health@csuci.edu).

#### Admissions

[go.csuci.edu/admissions](http://go.csuci.edu/admissions)  
[admissions@csuci.edu](mailto:admissions@csuci.edu)  
805-437-8520

#### Financial Aid & Scholarships

[go.csuci.edu/financialaid](http://go.csuci.edu/financialaid)  
[financial.aid@csuci.edu](mailto:financial.aid@csuci.edu)  
805-437-8530

#### New Student Orientation

[go.csuci.edu/TIVO](http://go.csuci.edu/TIVO)  
[orientation@csuci.edu](mailto:orientation@csuci.edu)  
805-437-3160

#### Student Business Services

[www.csuci.edu/sbs/](http://www.csuci.edu/sbs/)  
[sbs@csuci.edu](mailto:sbs@csuci.edu)  
805-437-8810

#### Disability Accommodations & Support Services

[go.csuci.edu/dass](http://go.csuci.edu/dass)  
[accommodations@csuci.edu](mailto:accommodations@csuci.edu)  
805-437-3331

#### Housing

[go.csuci.edu/Housing](http://go.csuci.edu/Housing)  
[student.housing@csuci.edu](mailto:student.housing@csuci.edu)  
805-437-2733

#### Records & Registration

[go.csuci.edu/Records](http://go.csuci.edu/Records)  
[records.registration@csuci.edu](mailto:records.registration@csuci.edu)  
805-437-8500

#### Veterans Affairs Programs

[go.csuci.edu/veterans](http://go.csuci.edu/veterans)  
[veterans.services@csuci.edu](mailto:veterans.services@csuci.edu)  
805-437-3524