

# TRANSFER ENROLLMENT GUIDE



## INTENT TO ENROLL STEPS

To reserve your space for spring 2020, you must complete a three-step Intent to Enroll process no later than Monday, Sept. 30, 2019 at 11:59 p.m. Our offer of provisional admission is only valid for the spring 2020 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 Our offer of provisional admission will be withdrawn if you fail to complete all three steps of the Intent to Enroll process, as described below, by the deadline.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. Register for a mandatory orientation session; AND
3. Pay the \$50 non-refundable orientation fee.

The above three steps must be completed in your student portal, myCI. Follow these instructions:

- Start by logging into your myCI ([myci.csuci.edu](http://myci.csuci.edu)) and clicking on "CI Records." Your login information was emailed 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 orientation.
  - » **IMPORTANT:** If you do not receive an email confirmation, then you did not successfully register. Retain a copy of your confirmation.
- After registering for an orientation session, you must complete the final step in the Intent to Enroll process: pay the non-refundable orientation fee by Monday, Sept. 30, 2019 at 11:59 p.m. 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.csuci.edu](http://myci.csuci.edu) and click on "CI Records" under "My Links." For detailed instructions, visit [www.csuci.edu/sbs/online-orientation-payment-process.pdf](http://www.csuci.edu/sbs/online-orientation-payment-process.pdf)
  - » **IMPORTANT:** 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 the receipt as it may be necessary to prove payment.

### Can I defer payment of the orientation fee?

That depends. Deferment means that payment of the orientation fee will be charged to your spring semester's account. If you are eligible for a deferment, you will find it noted in your myCI Student Center under "Holds" (visible in the upper-right corner of your portal).

Students who filed a 2019-20 Free Application for Federal Student Aid (FAFSA) or the California Dream Act application on or before the March 2, 2019 deadline **AND** have an Expected Family Contribution (EFC) of 4,000 or less will be considered for a deferment; however, **not all students will qualify**. You must check the "Holds" section of your Student Center. **If you do not see reference to the deferral in the "Holds" section, then you must pay the fee by Monday, Sept. 30, 2019 at 11:59 p.m. or our offer of admission will be withdrawn – no exceptions!**

- » **IMPORTANT:** If you have already submitted a 2019-20 FAFSA or CA Dream Act application, then you must update your application to include CSU Channel Islands School Code 039803 by Friday, Sept. 13, 2019.

### 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).

- » **IMPORTANT:** You may be held responsible for paying the orientation fee if you were deferred and any of the above conditions apply.
- » **NOTE:** You may submit an orientation-fee appeal to [orientation@csuci.edu](mailto:orientation@csuci.edu); however, you must have an extenuating circumstance for it to be approved.

# ADMISSIONS 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 spring 2020, you must have **by the conclusion of the summer 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 fall 2019 CANNOT be used to fulfill admission requirements for spring 2020.**

**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 Oct. 4, 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

### Monday, Sept. 30, 2019- 11:59 p.m.

- Deadline for admitted students to confirm their Intent to Enroll at CSUCI. Reserve a space for spring 2020 by completing the online three-step Intent to Enroll process. (See the reverse side for further instructions.)

### Tuesday, Oct. 1, 2019

- Information about campus housing and how to apply for spring 2020 can be found at [go.csuci.edu/housing](http://go.csuci.edu/housing).

### Friday, Oct. 4, 2019- 12:00 p.m. (noon)

- Deadline for CSUCI to receive your final official transcript(s) with summer 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 and have them submitted 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**

- Deadline to submit Advanced Placement (AP) exams 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).
- Deadline to submit proof of Associates Degree for Transfer (ADT) is Friday, Oct. 4, 2019.

*\*AP/CLEP credit awarded from your transferring institution will not suffice. College Board archives scores four years after test date. Please plan accordingly as they may require additional processing time.*

*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). A detailed report is required by the transcript deadline.*

### Friday, Oct. 11, 2019

- Spring 2020 Financial Aid Transfer Priority Document Deadline. Please refer to your "To Do" list for documents that are required.
- Deadline to submit Residency Documents for students with a residency status of "Another State or U.S. Possession" or "Undetermined." Students who complete and submit their residency documents by Oct. 11 will be processed by Dec. 16. Those who submit their documents after the deadline may not have them processed in time for the spring 2020 term. This may result in students being charged non-resident tuition for spring 2020. Please visit [go.csuci.edu/CAresidency](http://go.csuci.edu/CAresidency) for more information.

### Friday, Dec. 13, 2019

- Deadline to submit immunization records. 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).

### Thursday, Jan. 16, 2020

- Spring 2020 Tuition/Fees and Room/board payment deadline.

*Information provided is subject to change. For the most up-to-date information, visit: [go.csuci.edu/admittedtransfers](http://go.csuci.edu/admittedtransfers)*

## HELPFUL CONTACTS

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

**Campus Tours**  
[go.csuci.edu/visit](http://go.csuci.edu/visit)  
805-437-8520

**Disability Accommodations & Support Services**  
[go.csuci.edu/dass](http://go.csuci.edu/dass)  
[accommodations@csuci.edu](mailto:accommodations@csuci.edu)  
805-437-3331

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

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

**New Student, Orientation & Transition Programs**  
[go.csuci.edu/TIVO](http://go.csuci.edu/TIVO)  
[orientation@csuci.edu](mailto:orientation@csuci.edu)  
805-437-3160

**Registrar's Office**  
[go.csuci.edu/Registrar](http://go.csuci.edu/Registrar)  
[registrar@csuci.edu](mailto:registrar@csuci.edu)  
805-437-8500

**Student Business Services (SBS)**  
[www.csuci.edu/sbs/](http://www.csuci.edu/sbs/)  
[sbs@csuci.edu](mailto:sbs@csuci.edu)  
805-437-8810

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