

**UCI** Summer Session

**2024**

**Student Policies  
& Procedures**

**[summer.uci.edu](https://summer.uci.edu)**

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## Who Summer Session Serves

- **Current UCI Students**
- **Newly Admitted UCI Freshmen**
- **Newly UCI Admitted Transfer Students**
- **Visiting UC Students**
- **Visiting US College Students**
- **UC International Students**
- **Visiting International Students**
- **High School Students who have completed their sophomore or junior year**

### VISITING UC STUDENTS

Continuing and incoming students from other UC campuses who attend UCI Summer Session pay the same fees as UCI students. Credits earned at UCI are automatically transferred to your home campus after the summer. Your advisor (major, college, school or undergraduate dean/vice provost) should approve your proposed study list and verify fulfillment of specific degree requirements for the courses you take at UCI. Enroll online or submit an Enrollment Form. Financial Aid students from visiting UC campuses must submit the Enrollment Form. For details, review our section on Financial Aid for visiting UC Students.

### VISITING U.S. COLLEGE STUDENTS

Students visiting from other U.S. colleges are invited to attend UCI Summer Session. It is important to check with your advisor (major, college, school, or undergraduate dean/vice provost) to ensure transferability of credit for the courses you take at UCI. Enroll online or submit an Enrollment Form.

### UC INTERNATIONAL STUDENTS

International students continuing their studies at a UC campus, or newly admitted for the Fall are welcome to attend Summer Session. For registration procedures and fees, simply follow the instructions for UC students. Enroll online or submit an Enrollment Form.

The International Center is available to provide immigration related information and assistance. For further information, contact the International Center at (949) 824-7249.

### VISITING INTERNATIONAL STUDENTS

Non-matriculated visiting international students may enroll in UC Irvine summer courses. UC Irvine is authorized to issue a Certificate of Eligibility (Form I-20) for Non-Immigrant (F-1) Student Status – For Academic and Language Students. Full-time students must obtain an F-1 student visa. Eligible students must provide proof of sufficient funds, and English proficiency (a TOEFL score of 213 computer-based or 550 paper-based or 79 internet based, or 685 TOEIC, 6.5 IELTS, or 3.5 iTEP). Consult the Summer Session website at [summer.uci.edu/international](http://summer.uci.edu/international) for the most current and detailed information about the enrollment process, fees, visas and other related items. To allow for sufficient processing time, students should submit their online application by mid-April for Session 1 or the 10wk Session, and mid-June for Session 2. It is important to apply for your visa appointment early! June, July, and August are the busiest months in most consular sections. Please apply early so that you have your necessary documents in time for your departure date. To find the U.S. Embassy or Consulate in your city, please visit <http://www.usembassy.gov>.

### HIGH SCHOOL STUDENTS

If you will be a junior or senior in the Fall of 2024, have an unweighted high school GPA of 3.0 or higher in college preparatory classes, and are academically prepared for college-level coursework, you may be eligible to enroll in one UCI pre-approved course numbered 1-99 without special prerequisites through open enrollment. You will need to provide a copy of your most current high school transcript along with your enrollment form. *Please note:* High school students are allowed to enroll in online courses. However, they must be aware and make any course changes by the [deadlines](#). There are no exceptions to the deadlines.

## REGISTRATION

Summer Session is open to everyone. You are encouraged to enroll early, as enrollment is on a first-come, first-served basis. Registration in Summer Session is a separate and different procedure from admission to Fall, Winter, or Spring quarters of University of California, Irvine. For information regarding admission to other terms at the University, please contact the following:

Undergraduate Status  
Office of Admissions and Relations with Schools  
260 Aldrich Hall  
(949)824-6703

Graduate Status  
Office of Graduate Studies  
120 Aldrich Hall  
(949)824-4611

You may enroll one of the following two ways:

**Enroll Online:** You can enroll, drop, or change your grading option online 24 hours a day. When enrolling online at [summer.uci.edu](https://summer.uci.edu), you will be required to submit payment via a credit card (Visa, MasterCard, or American Express) or use anticipated Financial Aid. Online enrollments are real-time, and you should receive a confirmation page to print at the end of the process. If you do not receive a confirmation page, please call our office at (949) 824-6494. You will also receive an e-mail confirmation and receipt.

**Enroll via DocuSign:** If you cannot enroll through your Summer Session account, please contact our office at (949) 824-6494 or through email at [summer-coursechanges@uci.edu](mailto:summer-coursechanges@uci.edu) for a digital Enrollment Form to be manually sent to you along with a payment link to collect payment if necessary. Once your form has been processed and a payment is received, you will receive an e-mail confirmation and receipt.

### WAIT LIST

If the course you are requesting is full and it is prior to the start of the session, you may place your name on a wait list. UCI Summer Session honors the order of the wait lists and extends enrollment availability to students in the order they are waitlisted. Students on the wait list are not automatically enrolled if a space in the course becomes available. If a space becomes available for the student prior to the start of the session, the student is contacted by email: [summer-waitlist@uci.edu](mailto:summer-waitlist@uci.edu) and must officially enroll themselves in the course. Enrollment for the waitlisted course may be completed online through the student's Summer Session account or by submitting the appropriate DocuSign Form to the Summer Session office. Enrollment online or through DocuSign must be submitted to UCI Summer Session by the deadline specified in the email. Contacted students who have not enrolled online or through DocuSign by the specified deadline will be removed from the wait list. UCI Summer Session recommends that students who are waitlisted for a course regularly check their email. For more information regarding adding to or from a wait list, visit "Adding or Waitlisting Courses", page 8.

Once the course begins, Summer Session no longer monitors course wait lists. Individual instructors\* will determine if a student may enroll in their closed course. Summer Session encourages instructors\* to follow the order of the wait list. However, it is at the instructor's\* discretion as to whom they allow to enroll in their closed course. For online courses, some instructors\* do not accept enrollments from the wait list once the course has started. \*Chemistry, Math, Physics, and Writing require departmental approval instead of instructor signature approval.

### INDEPENDENT STUDY

The independent study option is available primarily to regularly admitted UC upper-division students for supervised but independent reading, research, or design. If you are interested in independent study, please have your program of study approved. The digital Independent Study Forms are available by contacting [summer-independentstudy@uci.edu](mailto:summer-independentstudy@uci.edu). Complete the Independent Study Form, including required signatures (faculty sponsor and department chair/dean) and submit with your Enrollment Form and payment. The cost for independent study for UCI or other UC undergraduate students is \$139.50 per unit, and for UCI or other UC graduate students and visiting Non-UC students is \$187 per unit, pending the state's final budget approved by the Regents. The Summer Session tuition is subject to change and may be adjusted by action of the UC Regents at any time for all UC campuses, including UC Irvine. All standard Summer Session deadlines apply to students enrolled in Independent Study. Contact the Summer Session Office at (949)824-6494 or [summer-session@uci.edu](mailto:summer-session@uci.edu) for additional information.

### PREREQUISITES

Students enrolling in a Summer Session course are expected to have completed the prerequisite requirements prior to the beginning of class. Prerequisites are listed in the course descriptions found in the UCI General Catalog and posted on our website at [summer.uci.edu](https://summer.uci.edu). If you have any questions regarding prerequisites, please consult your academic advisor.

Some courses will restrict UCI students from enrollment if the Registrar's Office does not have record showing fulfillment of the prerequisites. If you are restricted from enrollment even though you have fulfilled the prerequisites, please consult your academic advisor. You may be dropped from a course if you do not meet the prerequisites.

### STUDY LOAD LIMITS

Although Summer Session is a more casual, relaxed environment, summer courses are taught at an accelerated pace and the workload for two courses is comparable to four courses during the year. You may enroll in up to 20 units total over the summer, max 12 units in a session. For example, you could enroll in 12 units in Session I and 8 units in Session II. Courses in 10-week overlap both sessions, so those units will be divided; we apply half to the Session I study load limit and half to the Session II study load limit. If you need to exceed these limits due to unusual circumstances, please obtain approval from the appropriate University official, as follows:

1. If you are a student regularly admitted and enrolled at UC Irvine:
  - Undergraduate students must visit your Academic Counselor at your school of major. They will submit an online approval directly to Summer Session. After your counselor submits the approval, you will need to submit your Enrollment Form or Course Change Request Form via DocuSign to the Summer Session Office. Please note you will not be able to pass the unit maximum per session when registering online.
  - Graduate students must visit your Academic Counselor. They will submit an online approval directly to Summer Session. After your counselor submits the approval, you will need to submit your Enrollment Form or Course Change Request Form via DocuSign to the Summer Session Office. Please note you will not be able to pass the unit maximum per session when registering online.
2. If you are a student regularly admitted and enrolled at another UC campus:
  - Undergraduate students must visit your Academic Counselor at your school of major. They will provide an email approval sent directly to Summer Session ([summer-session@uci.edu](mailto:summer-session@uci.edu)) or a written approval which will need to be submitted along with your Enrollment Form or Course Change Request Form via DocuSign to the Summer Session Office.
  - Graduate students must visit your Academic Counselor. They will provide an email approval sent directly to Summer Session ([summer-session@uci.edu](mailto:summer-session@uci.edu)) or a written approval which will need to be submitted along with your Enrollment Form or Course Change Request Form via DocuSign to the Summer Session Office.
3. All others by the Assistant Dean of Summer Session. Please submit a written request along with the Enrollment Form to the Summer Session office for review. Please be aware that submitting a written request does not guarantee approval by the Assistant Dean of Summer Session. If approved, you will be notified by email and enrolled in your courses.

Contact the Summer Session Office at (949) 824-6494 or [summer-session@uci.edu](mailto:summer-session@uci.edu) for additional information.

### GRADE OPTIONS

You have the choice of taking classes for a Letter Grade, Pass/Not Pass, or Audit options unless a restriction is stated in the course description. For specific information regarding the grade options, visit our University Credit page, pg.11.

### AUDITING

Auditors are students who wish to attend courses but do not desire university credit for the summer. This includes students who are making up an "NR" or "I" grade from previous quarters. A course taken for an audit will not appear on the student's transcript. If you want to audit a course, follow regular registration procedures and pay the full fee listed for each course. No provisions for students to merely "sit-in" on summer courses are made and attendance without payment of fees is prohibited. When Auditing online courses, students will need to work directly with their instructor to obtain access to online class materials.

### FEES

#### FEE SCHEDULE

By University policy, summer fees are based on the fees charged in the subsequent academic year. Fees for 2024 Summer Session are pending the state's final budget and approval by the Regents of the University of California. Fees are subject to change and may be adjusted at any time. Please be aware that you, as the student, are ultimately responsible for all Summer Session Fees incurred. You can make your payment with check (payable to UC Regents), or credit card (VISA, MasterCard, or American Express).

#### SUMMER STUDENT STATUS

Fees are assessed according to your Summer student status. Your student status is subject to verification by the UCI Registrar's Office at any time during Summer Session from the time of your enrollment through the end of Session II. Therefore, if your Summer student status changes with the UCI Registrar, your course and mandatory campus fees will be adjusted accordingly. The following outlines a

few common student statuses. Please contact Summer Session if you have specific questions about your student status.

**UC Student**

- Continuing UC students
- Incoming UC (Freshmen or Transfer) students who have submitted a Statement of Intent to Register (SIR)
- Students readmitted for Fall 2024 (must be readmitted prior to end of Summer Session 2)
- Students graduating from a UC after Summer Session 2024 and actively attend a UC campus during the 2023-2024 academic year

**Visiting/Non-UC Student**

- Visiting U.S. college students
- Visiting International students
- Former students graduating from a UC Spring quarter 2024 or prior
- Former students who have been academically disqualified as of Spring quarter 2024 or prior
- High school students
- Students who have not actively attended a UC campus during the 2023-2024 academic year

**COURSE FEES**

UCI or other UC Undergraduate Students ..... \$279/unit  
UCI or other UC Graduate Students ..... \$374/unit  
Visiting Non-UC Students ..... \$374/unit

**PAY FOR ONLY 8 INCENTIVE PROGRAM**

For Summer Session 2024, we will be offering a full-time fee incentive program for all current and incoming UC students\*. Students will need to pay for up to only 8 units in per unit course fees.

For example, a current UCI undergraduate student enrolling on time in 12 units of coursework will pay \$2,232 in course fees (\$279/unit x 8 units), a \$190 campus fee, \$48 eTech Fee (\$4/unit), plus any applicable course materials fees.

\*Please note that the full-time fee incentive program does not apply to visiting non-UC students, to special programs charging a program fee in lieu of course fees, and any courses with other applicable discounts (such as independent study courses). Fees other than course fees will be charged according to the appropriate deadlines and policies for enrollments beyond 8 units. Course fees are pending final approval by the Regents of the University of California and are subject to change and may be adjusted at any time for all campuses, including UC Irvine.

**MANDATORY CAMPUS FEE**

This is a one-time, non-refundable campus fee assessed of all individuals when enrolling in the summer. (This fee is subject to change and may be adjusted at any time based on student status reported by the Registrar's Office.)

UCI or other UC Undergraduate Students ..... \$190  
UCI or other UC Graduate Students ..... \$174  
Visiting Non-UC Students ..... \$290

**eTECH FEE**

The eTech Fee is required of all students and is used to support the maintenance and improvement of existing education technology, and new services and capabilities. The eTech fee is listed separately as the charged amount varies based on the amount of undergraduate units the student is enrolled in per session. The fee is \$4 per unit of undergraduate lecture course, up to a maximum amount of \$60 (or 15 units).

UCI, other UC Students, and Visitors ..... \$4/unit

**INTERNATIONAL STUDENT FEE ..... \$750\***

Visiting international students pay an International Student fee of \$750 in addition to the \$290 mandatory campus fee above. For more information, see the Visiting International Student section of the Summer Session website. Please note, this fee does not apply to current UC students. \*For international students taking only online courses from their home country, the international student enrollment fee will be \$150 in addition to the \$290 mandatory campus fee above.

**COURSE MATERIAL FEES**

A limited number of our courses, such as labs and studio courses, have special fees for extraordinary materials costs. These will be listed with individual courses where they apply beginning March 1st and are non-refundable regardless of enrollment date or attendance.

**LATE FEES ..... \$50/\$100**

A \$50 or \$100 non-refundable late fee is assessed for enrollment after deadlines. See Academic Calendar for deadlines online at

summer.uci.edu.

**RETURNED CHECKS** ..... \$25

There is a \$25 non-refundable service charge for checks returned for insufficient funds, stop payment, closed accounts, etc. A stop payment does not constitute official withdrawal. See Refunds for details.

**GRADE REPORTS**

One complimentary copy of your grade report is available at the Registrar's Office two weeks after the end of the session. See Transcripts, pg.12 for details.

**TRANSCRIPTS** ..... \$17

You can request an official transcript at the Registrar's Office. Transcripts are available approximately two weeks after the end of the session. See Transcripts, pg.12 for details. If you are a UC student, an official transcript will be sent to your home campus without charge after Summer Session II.

**REFUNDS**

**HOW TO OFFICIALLY DROP COURSES**

If you want to drop a class, please submit and confirm the request online or submit a Course Change Request Form via DocuSign by the deadlines specified in the Academic Calendar on the Summer Session website. If you do not successfully submit a course change online by the deadlines specified, a grade or "No Report" notation will appear on your transcript.

Failing to attend class, withdrawing from UCI, stopping payment on checks or credit cards, or submitting checks not honored by the bank does not constitute a proper withdrawal from courses, nor proper cancellation of enrollment. Stopping payment delays the withdrawal process and creates unnecessary problems with student records. Additionally, failing to finalize your Financial Aid award does not constitute a proper withdrawal from courses, nor proper cancellation of enrollment.

Similarly, changes in your Summer student status do not automatically drop you from your Summer courses. This includes rescinded UC admission, withdrawing from a UC, and/or academic disqualification. Students in the aforementioned categories, who no longer wish to be enrolled in Summer Session, must follow standard drop procedures and deadlines for Summer Session.

Please note: The deadline for making course changes without an instructor's signature is at the end of the first week of instruction for session 1 or 2 and the end of second week of instruction for session 10 week. The deadline for a refund is at the end of the second week of instruction for session 1 or 2 and the end of the fourth week of instruction for session 10 week. Therefore, it is highly recommended that you make any course changes during the first week of instruction for session 1 or 2 and the first two weeks of instruction for session 10 week. For those students making any course changes during the second week of instruction for session 1 or 2 and the third through fourth week of instruction for session 10 week, you must obtain the instructor's signature\* and submit your form to the Summer Session Office by the deadline. This applies to students who are dropping courses and requesting a refund by the deadline. Summer Session deadlines will be strictly enforced. \*Chemistry, Math, Physics, and Writing require departmental approval instead of instructor signature approval.

**8-UNIT FEE INCENTIVE PROGRAM PARTICIPANTS**

UC students participating in the "Pay for Only 8" enrollment incentive program are eligible for a refund if they meet all of the following requirements:

- Dropped below 8 units for the entire summer\*  
AND
- Officially dropped courses by the refund deadline dates posted on the Academic Calendar  
AND
- Course fees and all other applicable fees were paid by the student in full

\*UC students dropping courses but maintaining enrollment in 8 or more units are not eligible for a refund, per the 8-unit fee incentive program.

**HOW YOUR CREDIT IS REFUNDED**

If you paid by debit or credit card and are entitled to a refund, your card will be credited. If you paid with check, money order, or cashier's check, you will receive a check from the University Accounting Office. Most online requests will be processed immediately. For others, please allow at least 3 weeks for the manual processing of refunds. We will make every effort to ensure the refund is processed within one month. If you are a financial aid student for the summer, paid summer fees out-of-pocket, and are entitled to a refund, your refund will be processed *after* summer. All students, including Financial Aid students, are subject to the refund deadlines.

**NON-REFUNDABLE FEES**

- **Mandatory campus fee required of all students is non-refundable.**
- **Course material fees are non-refundable.**
- **Late fees are non-refundable.**
- **Returned check fees are non-refundable.**
- **Course, and eTech fees become non-refundable after the refund deadline has passed.**
- **International student fee required of all visiting students is non-refundable once an I-20 has been generated. If requested in writing by July 5 for Session I and August 16 for Session II, the fee may be refunded (less \$200) by exception only.**
- **UCI Health Insurance fees are non-refundable for visiting international students.**

**DEADLINES FOR COURSE, and eTECH FEE REFUNDS**

	SESSION I	10-WEEK	SESSION II
Refund eligible if requested by	July 5	July 19	August 16
No refunds after	July 5	July 19	August 16

**FINANCIAL AID**

**FINANCIAL AID FOR UCI STUDENTS**

**ELIGIBILITY**

Financial aid is available to assist UCI students in meeting the costs of attending Summer Session. UCI Summer Grant funds and Direct Loans will be available to those students who meet eligibility requirements. To be eligible to receive financial aid, you must be attending UCI during the current academic year and plan to enroll in at least six units during the 2024 Summer Session\*. Note, some award packages require enrollment in more than six units. In addition, to be eligible, you must complete and submit a 2023-2024 FAFSA (not a 2024-2025 FAFSA). Separate from the FAFSA, students who wish to receive financial aid must also complete and finalize the Summer Session Financial Aid Application and any requested documents.

\*Financial aid students are subject to all Summer Session deadlines.

Should your financial aid award change, you are responsible for all fees not covered by financial aid, including all non-refundable fees.

**APPLYING**

For information on applying for summer financial aid and the types of aid available, visit [www.ofas.uci.edu/Summer](http://www.ofas.uci.edu/Summer).

**CHANGES IN ENROLLMENT**

Any changes in enrollment, including dropping units or changing sessions may result in you being billed for funds received. If you withdraw from all Summer Session classes, you will be billed for the financial aid you received. You will still be responsible for paying the \$190 (UC undergraduate) or \$174 (UC graduate) non-refundable campus fee, and all other applicable non-refundable fees. Enrollment in additional classes or sessions will not increase your financial aid eligibility. **Check with your financial aid counselor to find out how your enrollment change will affect your summer aid.**

**ADDITIONAL INFORMATION**

For additional information, please contact the Office of Financial Aid and Scholarships located in Aldrich Hall, Room 102 or call (949) 824-8262.

The State of California requires that you be told the following: Federal student loans are available to most students regardless of income and provide a range of repayment options including income-based repayment plans and loan forgiveness benefits, which other education loans are not required to provide.

**FINANCIAL AID FOR VISITING UC STUDENTS**

UC students studying at UCI during the summer must apply for and finalize summer financial aid at their home campus. Students eligible for financial aid at their home UC campus may apply their aid to enrollment at UCI Summer Session. If you are receiving summer financial aid from your home UC campus and wish to defer course fee payment until your aid check is disbursed, you must submit the enrollment form via DocuSign. Indicate your status clearly on your enrollment form and submit it by DocuSign with payment for the mandatory non-refundable campus fee, eTech fee, and all other applicable non-refundable fees.



Be sure to follow-up with your home campus Financial Aid office to finalize your summer aid and coordinate your disbursements prior to summer session. To maintain enrollment, you must submit course fee payment by the deferment deadline communicated to you by UCI Summer Session. Should your financial aid award change, you are responsible for all fees not covered by financial aid. Financial aid students are subject to all Summer Session deadlines. For additional information about summer aid, please contact the Financial Aid office at your home campus.

## ENROLLMENT CHANGES

### WHAT ARE ENROLLMENT CHANGES?

Enrollment changes are adjustments to your course schedule or to course options after you first register. These include adding a course, adding a waitlisted course, dropping a course, or changing your grading option.

### HOW TO MAKE ENROLLMENT CHANGES

After officially enrolling in a course, you may add, drop, or change the grade option online or by submitting a Course Change Request Form via DocuSign to the Summer Session Office. Be sure to observe the deadline dates listed in the Academic Calendar on the Summer Session website as deadlines are strictly enforced. Courses may not be added, dropped, or changed retroactively after the end of instruction. Withdrawing or discontinuing your enrollment from UCI at any time does not constitute an automatic cancellation or drop from your summer courses. Financial Aid students may need to submit a Course Change Request Form by the deadlines in order to make course changes. Online adds/drops will not be available after this deadline: last day to add or drop without instructor's signature\*. Instructor's signature\* is required after this date and before the absolute deadline for any adds/drops. See deadline dates listed in the Academic Calendar on the Summer Session website. Visiting International students who have been issued an I-20 by Summer Session UCI International Center must maintain a minimum of 6-units of on-campus courses throughout the duration of their stay. Dropping below 6-units is in violation of F-1 status and may result in the termination of your I-20. \*Chemistry, Math, Physics, and Writing require departmental approval instead of instructor signature approval.

## ADDING OR WAIT LISTING COURSES

### HOW TO ADD COURSES

After officially enrolling in a course, you may enroll in additional courses through your online Summer Session account or by submitting a Course Change Request Form to the Summer Session Office. Be sure to observe the deadline dates listed in the Academic Calendar on the Summer Session website as deadlines are strictly enforced. Courses may not be added retroactively after the end of instruction. Also be aware of the study load limits for summer. If you are a student receiving Financial Aid for Summer Session, changes to your schedule may affect your award.

#### Online Summer Session Account

- Login
- Select link "Add Courses"
- Browse courses
- Add course to cart by clicking "Enroll" next to course information
- Select co-requisites, if applicable
- Continue through online enrollment steps 1-6 and reach Confirmation Page
- Print and keep Confirmation Page for your records
- Check your email for a confirmation of your transaction

OR

#### Course Change Request Form via DocuSign

- Login to your Summer Session Account
- Go to "Forms"
- Select link "Course Change Request"
- Fill in required information and sign
- Submit
- Print and keep Confirmation Page of submission for your records
- Monitor e-mail for confirmation of processing

### HOW TO WAIT LIST COURSES

If the course you would like to add is full and it is prior to the start of the session, you may place your name on a wait list through your online Summer Session account or by submitting a Course Change Request Form to the Summer Session Office. For more information on wait list policies, visit our Wait list page, pg. 3.

#### Online Summer Session Account

- Login
- Select link “Add Courses”
- Browse courses
- Wait list course to cart by clicking “Wait list” next to course information
- Continue through online enrollment steps 1-6 and reach Confirmation Page
- Print and keep Confirmation Page for your records
- Check your email for a confirmation of your transaction

OR

#### Course Change Request Form via DocuSign

- Login to your Summer Session Account
- Go to “Forms”
- Select link “Course Change Request”
- Fill in required information and sign
- Submit
- Print and keep Confirmation Page of submission for your records
- Monitor e-mail for confirmation of processing

### **HOW TO ADD FROM A WAIT LIST**

UCI Summer Session honors the order of the wait list and extends enrollment availability to students in the order they appear on the wait list. Students on the wait list are not automatically enrolled if a space in the course becomes available. If a space becomes available for the student prior to the start of the session, the student is contacted by email: [summer-waitlist@uci.edu](mailto:summer-waitlist@uci.edu) and must officially enroll themselves in the course. Enrollment for the waitlisted course may be completed online through the student’s Summer Session account or by submitting the appropriate DocuSign form to the Summer Session office. All payment for adding the new waitlisted course must be made at time of enrollment. Enrollment online or by paper must be submitted to UCI Summer Session by the deadline specified in the email. Contacted students who have not enrolled online or by paper by the specified deadline will be removed from the wait list. UCI Summer Session recommends students waitlisted for a course regularly check their email.

Once the course begins, Summer Session no longer monitors course wait lists. Individual instructors\* will determine if a student may enroll in their closed course. Summer Session encourages instructors\* to follow the order of the wait list. However, it is at the instructor’s\* discretion as to whom they allow to enroll in their closed course. \*Chemistry, Math, Physics, and Writing require departmental approval instead of instructor signature approval.

If you are adding from a wait list, be aware of the [study load limits](#) for Summer, and, if you are receiving [Financial Aid](#), that changes to your schedule may affect your award.

For online courses, adding from a wait list is on a course-by-course basis. Some online courses do not accept enrollments from the wait list once the session has started. See the [Online Courses](#) page for more information.

## **DROPPING COURSES**

### **HOW TO DROP COURSES**

After officially enrolling in a course, you may drop through your online Summer Session account or by submitting a Course Change Request Form to the Summer Session Office. Be sure to observe the deadline dates listed in the Academic Calendar on the Summer Session website as deadlines are strictly enforced. Courses may not be dropped retroactively after the end of instruction. If you are a student receiving Financial Aid for Summer Session, changes to your schedule may affect your award. It is the student’s responsibility to know and understand the requirements of their Financial Aid award. Students are responsible for logging in to their Summer Session account to confirm the course has been dropped by policy deadline.

#### Online Summer Session Account

- Login
- Select link “Drop Courses”
- Select courses you wish to drop
- Select co-requisites to drop, if applicable
- Continue through steps 1-6 and reach Confirmation Page
- Print and keep Confirmation Page for your records
- Check your email for a confirmation of your transaction

OR

Course Change Request Form via DocuSign

- Login to your Summer Session Account
- Go to “Forms”
- Select link “Course Change Request”
- Fill in required information and sign
- Submit
- Print and keep Confirmation Page of submission for your records
- Monitor e-mail for confirmation of processing

Please note: The deadline to add or drop courses without an instructor’s signature is at the end of the first week of instruction for session 1 or 2 and the end of second week of instruction for session 10 week. The deadline for a refund is at the end of the second week of instruction for session 1 or 2 and the end of the fourth week of instruction for session 10 week. Therefore, it is highly recommended that you add or drop courses during the first week of instruction for session 1 or 2 and the first two weeks of instruction for session 10 week. For those students adding or dropping courses during the second week of instruction for session 1 or 2 and the third through fourth week of instruction for session 10 week, you must obtain the instructor’s signature\* and submit your form to the Summer Session Office by the deadline. This applies to students who are dropping courses and requesting a refund by the deadline. Summer Session deadlines will be strictly enforced. \*Chemistry, Math, Physics, and Writing require departmental approval instead of instructor signature approval.

For information on refunds for dropped courses, visit our “Refunds” page, page 6.

#### **HOW TO DROP FROM A WAIT LIST**

If you no longer wish to be on a wait list for a course, you can only drop from the wait list by submitting a Course Change Request Form with the Summer Session Office. Be sure to observe the deadline dates listed in the Academic Calendar on the Summer Session website as deadlines are strictly enforced.

Course Change Request Form via DocuSign

- Login to your Summer Session Account
- Go to “Forms” • Select link “Course Change Request”
- Fill in required information and sign
- Submit
- Print and keep Confirmation Page of submission for your records
- Monitor e-mail for confirmation of processing

## **CHANGING GRADE OPTION**

After officially enrolling in a course, you may change grade option through your online Summer Session account or by submitting a Course Change Request Form to the Summer Session Office. You should consult with your academic advisor regarding specific questions about grade options. Be sure to observe the deadline dates listed in the Academic Calendar on the Summer Session website as deadlines are strictly enforced. Grade options may not be changed retroactively after the end of instruction. Students are responsible for logging in to their Summer Session account to confirm the grade option change by the policy deadline.

Online Summer Session Account

- Login
- Select link “Change Grade Option”
- Select course and grade option change
- Select co-requisites to change grade option, if applicable
- Continue through online enrollment steps 1-6 and reach Confirmation Page
- Print and keep Confirmation Page for your records
- Check your email for a confirmation of your transaction

OR

Course Change Request Form via DocuSign

- Login to your Summer Session Account
- Go to “Forms” • Select link “Course Change Request”
- Fill in required information and sign
- Submit
- Print and keep Confirmation Page of submission for your records
- Monitor e-mail for confirmation of processing

## UNIVERSITY CREDIT

At UCI, courses are assigned a unit value determined by the number of hours of work required of the student, rather than the number of class meetings. Normally, two hours of preparation are required for one hour of lecture.

If you are from a school on the semester system, here is how to convert quarter units, as currently used by the University of California, to semester units: simply multiply the number of quarter units by 2/3. Therefore, 4 quarter units are equal to 2-2/3 semester credits, etc.

The credit value of each course in quarter units is indicated by a number in parentheses ( ) following the title.

### GRADE OPTIONS

You have the choice of taking classes for a Letter Grade, Pass/Not Pass, or Audit options unless a restriction is stated in the course description.

1. Letter Grade: If you do not indicate a selection, we will automatically assign the Letter Grade option (A, B, C, D or F).
2. Pass/Not Pass: If you earn a grade of "C" or better and have a Pass/Not Pass grade, it is recorded as a Pass and you receive unit credit for the course. If you earn a grade of "C-" or below, the grade is recorded as a Not Pass, and you will receive no unit credit for the course. In both cases, your grade for the course will not be computed into your grade point average.
3. Audit: You may enroll to attend any Summer Session course on a "not-for-credit" basis. Students completing coursework or tests from previous quarters should use this grading option. If you wish to audit a course, please follow regular registration procedures and pay the full fee listed for each course. Classes taken for "audit" will not appear on your transcript.

### INCOMPLETE GRADES

An "I" or Incomplete grade is assigned to a student by an instructor when the student's work is of passing quality, but is incomplete because of circumstances beyond the student's control, and when the student has been temporarily excused by the instructor from completing the course work. The student must make arrangements with their instructor to complete the coursework within a period of no more than twelve months following the term in which the incomplete grade was originally awarded, or prior to the end of the quarter immediately preceding award of the degree, whichever comes first. The instructor is not obligated to allow the maximum time period.

### GRADES NOT REPORTED

An "NR" or No Report is given when an instructor's final grade course report is not submitted or when the student's name was on the official class roster, but the instructor did not assign a grade for the student. NR becomes an F or NP after one quarter of subsequent enrollment or at the end of the quarter immediately preceding the award of a degree, whichever comes first. Please consult the UCI General Catalog for additional details. Students making up an "NR" or an "I" from a previous quarter should enroll in Summer Session using the Audit grade option. Course fees and all Summer Session deadlines still apply.

### CLASSIFICATION AND NUMBERING OF COURSES

1. Lower Division: 1-99 open to freshmen and sophomores, or any students who need lower division courses.
2. Upper Division: 100-199 normally open only to students who have completed at least one lower division course in the subject or two years of college work. Special study courses for undergraduates are numbered 190-199. Courses in the 100 series may be offered in partial fulfillment of requirements for the Master's degree if taken with the approval of the major department and upon admittance to graduate status.
3. Graduate: 200-299, while primarily planned for those with Bachelor's degrees, may be taken by qualified undergraduates with the consent of the instructor.
4. Professional courses for teaching credential candidates: 300-399.

### CANDIDACY FOR DEGREES

If you plan to use Summer Session courses in partial fulfillment of the requirements for higher degrees and certificates, please seek the advice and study list approval from the appropriate advisor in your major concentration. Acceptance of a particular course toward any University degree is also subject to the approval of the dean of the School in which the degree is offered.

If you are a UCI undergraduate student who is finishing your coursework for a degree this summer, file an application for graduation with your School or program. Check with your academic counseling office for deadlines.

## FINAL EXAMS

Final examinations for Session 1 and Session 2 are normally scheduled as listed. The final examinations for the 10-week session are scheduled for Friday, August 30th at your usual class time, unless your instructor has made other arrangements.

After final examinations, the Summer Session course is over and no part of the course work may be continued beyond the close of the

session. In addition, special examinations and reexaminations in summer courses are normally not permitted.

## **FINALS SCHEDULE**

M-F, M-TH, MW and MWF CLASSES

Session I            Wednesday, July 31

Session II           Wednesday, September 11

TU TH CLASSES

Session I            Thursday, August 1

Session II            Tuesday, September 10

Your instructor may elect to give your final earlier or at a different time from the above schedule. Please be sure to confirm the time and location of your final with your instructor. Acknowledging course schedules and final exam(s) dates and times are the responsibility of the student. Please plan accordingly.

## **TRANSCRIPTS**

Your Summer Session course grade is recorded and available about two weeks after the end of the session on the UCI Registrar's Student Access website. Fees for transcript requests vary based on what type and quantity of transcripts are ordered, as well as how they are delivered. Please visit the UCI Office of the Registrar's website for more information.

### **UCI STUDENTS**

Your summer coursework will automatically be recorded on your UCI transcript.

### **UC STUDENTS**

If you are regularly enrolled at another UC campus, a transcript will be sent to your home campus after the end of the summer. Please allow several weeks for your home campus to update your transcript with your Summer Session courses.

### **VISITORS**

If you would like a copy of your transcript, please request one from the UCI Office of the Registrar's website.

Or visit the UCI Office of the Registrar in person during your stay at UCI.

University Registrar  
215 Aldrich Hall  
Irvine, CA 92697-1975

Visiting International students, please visit the [Registrar's](#) website where you can order your transcripts through the National Student Clearinghouse.

## **STUDENT RIGHTS**

### **PRIVACY STATEMENT**

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about them. All of the information requested on the application form, with the exception of the social security number, is required for processing enrollments in UCI Summer Session courses and for future correspondence with applicants. Without the information, UCI Summer Session cannot enroll you in any of its courses.

When appropriate, the information will be made available for inspection by state and federal agencies. The Dean of Summer Session maintains the requested information. You have a right to inspect University records containing the personal information requested on the application form.

### **STUDENT RECORDS (FERPA)**

Pursuant to the Federal Family Education Rights and Privacy Act of 1974 and the University of California Policies Applying to the Disclosure of Information from Student Records, as a UCI Summer Session student, you have the right to:

1. Inspect and review records pertaining to yourself in your capacity as a student.
2. Have withheld from disclosure, absent your prior consent for release, personally identifiable information from your student record,

with exceptions as noted in the University student records policies.

3. Inspect records maintained by the campus for disclosures of personally identifiable information from your student record.
4. Seek correction of your student record through a request to amend the record or a request for a hearing.
5. File a complaint with the Family Policy Compliance Office, U.S. Department of Education in Washington, D.C. regarding alleged violations of the rights accorded you by the Federal Act.

The University may release without your prior consent items in the category of "public information." UCI Summer Session specifies the following as public information: name, address, telephone number and dates of attendance. If you wish to restrict release of public information, please contact the UCI Summer Session Office for instructions on how to do so.

Summer Session student records, which are the subject of the Federal Act and the University policies are maintained in the UCI Summer Session Office and are the responsibility of the Dean of Summer Session. You have the right to inspect your student record at the Dean of Summer Session's office, subject to terms of the Federal Act and the University policies.

A copy of the Federal Act, the University policies, and the campus policies may be inspected in the Reference Room Main Library. If you have any questions regarding the rights of students in these matters, please contact the UCI FERPA Analyst at (949) 824-6124.

### **SOCIAL SECURITY NUMBER AND BIRTHDATE**

By authority of the Regents of the University of California, we ask for your social security number and birthdate in order to verify your identity for accurate record keeping. However, providing this information is voluntary.

### **EQUAL OPPORTUNITY AND DIVERSITY**

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

The Office of Equal Opportunity and Diversity works to promote and integrate the principles of equal opportunity, affirmative action, nondiscrimination, and excellence through diversity at UCI through complaint resolution, training and programs, and maintenance of UCI's Affirmative Action Plan. For more information, please visit the OEOD website ([www.oead.uci.edu](http://www.oead.uci.edu)) or contact OEOD directly.

Office of Equal Opportunity and Diversity  
103 Multipurpose Science & Technology Building (MSTB)  
(949) 824-5594

### **ACADEMIC HONESTY POLICY**

The University is an institution of learning, research, and scholarship predicated on the existence of an environment of honesty and integrity. As members of the academic community, faculty, students, and administrative officials share responsibility for maintaining this environment. It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Academic dishonesty is unacceptable and will not be tolerated at the University of California, Irvine. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities erode the University's educational, research, and social roles.

Students who knowingly or intentionally conduct or help another student perform dishonest conduct, acts of cheating, or plagiarism, will be subject to disciplinary action at the discretion of UC Irvine. All summer students are expected to abide by the Irvine Code of Student Conduct.

### **BOARD OF ADMISSION AND RELATIONS WITH SCHOOLS (BOARS)**

Participating in any UC Irvine Summer Session program does not in itself provide preference in admission to the University of California. Students interested in applying to UC degree programs should refer to the UC Admissions website or the admissions office of the UC campus they wish to attend about the admissions process.

## TAX REPORTING

By paying UCI tuition and fees, you may be eligible for Education Tax Credits. More information can be found at <https://fs.uci.edu/tax-information/1098-T-Information.php>.

To assist in determining your eligibility for these benefits, UCI may issue a Tuition Payments Statement (IRS Form 1098-T), using the Social Security Number (SSN) and permanent address on file for you at the Office of the Registrar. For more information on receiving your 1098-T please visit Financial Services website at <https://fs.uci.edu/tax-information/1098-T-Information.php>.

If it is necessary to add or update your SSN, you are required to submit a written request by mail, or in person, to the UCI Registrar's Office (215 Aldrich Hall, Irvine, CA 92697-4975). Your request must be accompanied by a legible copy of your signed U.S. Social Security Card. For more information, please contact the Registrar's Office at (949) 824-6124 (Mon - Fri, 8:00 a.m. - 5:00 p.m. PST).

Read IRS Publication 970 at <http://www.irs.gov/pub/irs-pdf/p970.pdf> for instructions on claiming a tax benefit for education. Although the information on your 1098-T may be helpful in calculating the amount of benefit you may be eligible to claim, your personal financial records serve as the official supporting documentation for your federal tax return. Students are encouraged to keep receipts for tuition, fees, books, and course materials to substantiate their claims.

The information on this page is provided as a service to UCI students and their families. UCI personnel and TCRS representatives are unable to provide individual tax advice. Please contact a qualified tax expert, or the IRS (800) 829-1040, or visit the IRS web site ([www.irs.gov](http://www.irs.gov)) for advice on figuring your taxes.

SSN disclosure is mandatory. The University is required by federal law to report your SSN and other pertinent information to the Internal Revenue Service, pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997, and related legislation. The University also will use the SSN you supply to verify your identity. This notification is provided to you as required by the Federal Privacy Act of 1974.