

2023-2024 ADMISSION AND REGISTRATION INFORMATION

Donald Bren School of Information and Computer Sciences University of California, Irvine

Congratulations on your admission to graduate study at the University of California, Irvine! We hope your academic career will be successful and rewarding. The following information will help answer some of the questions most often asked by new students. We encourage you to contact any of the offices listed in this document for further information. Please visit <https://grad.uci.edu/admissions/admitted-students/index.php> for a list of things you will need to complete as a newly admitted student at UCI.

RESIDENCY

The Statement of Legal Residence (SLR – online at www.reg.uci.edu/slr/) is used to make a determination of residence classification for tuition purposes. All students are required to file a SLR form with the Office of the Registrar regardless of whether the student expects to be classified as a California resident or not (you must complete a new SLR even if you attended UCI as an undergraduate student).

It is very important to complete your SLR in a timely manner. Your fees and tuition amounts are assessed on the basis of your SLR information. Therefore, you can not enroll in classes before your SLR is completed, received and processed by the University.

UCI's Residence Officer sends out an email to all admitted students who also indicated, via their SIR, that they accept the admission offer.

If you are a citizen or permanent resident of the United States, but currently are not a resident of the State of California, you will want to acquire this status as soon as you are eligible. It is expected that all full-time graduate students who are eligible for California residency will have done so prior to the beginning of their second year of enrollment, and it is REQUIRED that students who have received School fellowships establish California residency by the beginning of their second year in the program. Please see <http://www.reg.uci.edu/residency/classification.html> for information on how to establish residency. State residents enrolled in the University of California do not pay tuition. Moreover, time spent in California as a student may be used to meet State residency requirements.

Please keep a copy of the SLR email and receipt of your SLR confirmation for your records. International students may like to take a copy to their embassy appointment.

FREE APPLICATION FOR FEDERAL STUDENT AID (Not applicable for International Students)

If you have received a School fellowship, please note that some sources of department support come from a source that requires you to complete and submit a FAFSA (Free Application for Federal Student Aid) form. Please complete this form as soon as possible. You can access the electronic version of the form at <https://studentaid.gov/>

INTERNATIONAL STUDENTS

Please visit <https://grad.uci.edu/admissions/admitted-students/new-intl-pre-checklist.php> and <https://ic.uci.edu/students/newStudents.php> for general requirements for international students.

It is a good idea to keep copies of your admit letter, funding letter (if applicable), SIR email, receipt of your positive SIR, the SLR email, and confirmation the SLR has been completed. Some students like to take copies to their embassy appointment. If you need an official letter confirming enrollment, you'll need to contact UCI's Registrar's Office at <http://www.reg.uci.edu/services/verifications/>. As an alternative, you can print out your WebReg window.

HOUSING

If you are interested in on-campus housing, please visit www.housing.uci.edu/grad for applications and other housing information.

Local off-campus housing information (Irvine) can be found at <http://www.rental-living.com/>. If you have transportation to campus, surrounding communities such as Costa Mesa, Santa Ana, and Tustin are conveniently located and generally more affordable than off-campus housing in Irvine.

ADMISSION PROVISIONS

Please check your admit letter to see if you were admitted with provisions. In order to clear your provisional admission, you will need to submit additional items as listed on your application status page. Please note that your admission to UCI does not become final until the specific requirements are met. If you are graduating at the end of the term immediately preceding your quarter of matriculation at UCI, you may register for courses pending receipt of a final, official transcript. A hold will be placed on your registration if you do not provide evidence of the degree (or clear any other admission provisions) by the end of the first quarter of admission.

Please understand that a new admit letter will not be generated if you've cleared your provision prior to the start of the quarter. However, Graduate Division will send an email confirmation. Please keep a copy for your records.

ACTIVATE YOUR UCInetID

Every admitted UCI student is assigned a UCInetID, which grants you access to many of UCI's electronic services and serves as your email account. In order to activate your UCInetID, you will need your student ID, your date of birth, and the last four digits of your Social Security number (international students are exempt from this last requirement). You may activate your UCInetID at <https://activate.uci.edu/activate/menu.php>.

REGISTRATION: ENROLLMENT AND FEE PAYMENT

*Registration opens for new graduate students on **June 12th**. Please review the enrollment window website for exact dates and times, <http://reg.uci.edu/enrollment/windows.html>.

Please visit the Registrar's website at www.reg.uci.edu for information on enrolling in classes and paying fees and tuition. From this site, you may access the searchable schedule of classes for 2023-24 (<http://websoc.reg.uci.edu/perl/WebSoc>). **The deadline to enroll in classes AND pay fees is September 15, 2023 at 5:00pm.** Fees for the 2023-24 Academic Year can be found at <https://www.reg.uci.edu/fees/> when it is available mid-summer. You will receive a computerized billing statement (commonly referred to as a Zotbill) from campus billing services to pay your fees and tuition. You will be subject to a service charge if you register late (the School will NOT pay late fees for students receiving fellowships). If you will be receiving financial support in the form of a fellowship or academic employment, your fees and tuition will be auto-paid, however, please be sure to check your ZotAccount each quarter by the fee payment deadline to ensure you don't have any outstanding fees on your account.

Campus billing services offers a plan – called PACE – that allows for payment of quarterly fees in installments over a three-month period. Please visit <https://fs.uci.edu/student-billing/pace-payment-plan.php> for information about PACE.

When planning your schedule, please keep in mind:

- All Teaching Assistants or students planning to TA must take ICS 398A at least one time. ICS 398A is offered in the Fall quarter only. Please take this course before **or** during the first quarter you are assigned a TA appointment.

- Consult the following websites for updated course requirements:

<http://catalogue.uci.edu/donaldbrenschoolofinformationandcomputersciences/>

Information on part-time studies (MS students only) can be found at:

<http://www.reg.uci.edu/enrollment/parttime/parttime.html>

TEACHING ASSISTANTS - FELLOWSHIPS

If you received a fellowship that includes a TA position starting Fall 2023, application procedures and appointment information will be sent prior to the start of the quarter. Please keep an eye out for a TA application email in July.

As mentioned above, all fellowship recipients with TA appointments are required to enroll in ICS 398A (the first quarter they TA). The campus TA training program (TAPDP) will be held during orientation week. Attendance is **mandatory** for all new PhD students.

STUDENT ID CARD

Please visit the following webpage to learn how to request a student ID card:

<https://studentaffairs.uci.edu/photo-id-help/>

NEW STUDENT ORIENTATIONS

The **UC Irvine Graduate Welcome and Orientation** will take place virtually via online modules. Important topics such as campus life and professional success will be highlighted in the modules. There will be an in-person Resource Fair on **September 20th**.

More information can be found here:

<https://grad.uci.edu/current-students/new-graduate-student-welcome-and-orientation/>

The **ICS New Graduate Student Welcome** will take place on Monday, September 25th. Additional information will follow this summer in a separate email.

The campus TA training program will be held during “Welcome Week”. Attendance is **mandatory** for all new PhD students. Additional details to follow as they become available.

Other Welcome Week activities will be going on all over campus throughout the week of September 25th. Feel free to join in the fun!

GRADUATE STUDENT HEALTH INSURANCE

Graduate students are automatically covered by the University’s Student Health Insurance Program (SHIP) when they enroll in classes and pay fees each quarter. The premium for coverage is incorporated into quarterly student fees. Although participation is considered mandatory, students with equivalent or superior medical insurance of their own may petition the SHIP office for a waiver of the insurance fee and coverage. Please visit <http://www.shs.uci.edu> for more information about SHIP.

IMPORTANT PEOPLE TO SEE ONCE YOU’VE ARRIVED

- **ICS Graduate Affairs Office**– bldg. 304 on the campus map
Let us know you’re here!
- **International Center** – G302 UCI Student Center
International students: iNavigateUCI must be completed within **three days** after your arrival to the U.S. (<https://ic.uci.edu/resource-pages/i-navigate-uci.php>).
- **PhD students:** Visit your advisor.
If you already have an advisor, introduce yourself (if you have not already met in person) and let them know you’re here.
- **Personnel Office** – bldg. 314 on the campus map,
All fellowship students must contact Angela Castillo if you are in the Computer Science Department (angelasc@uci.edu) and Stephen Choi (stephyc4@uci.edu) if you are in Informatics or Statistics Department. You must be on-boarded by the UCI Central HR team by **September 15th** for fees to be paid; we recommend you do this no later than **September 1st**.

- **Computing Support** (ICS 364, bldg. 302 on the campus map)
ICS specific accounts will be ready for activation during Welcome Week and Orientation. You will receive an ICS computer account along with an ICS email account (this is separate from your UCI email account). Please be sure to be reading both email addresses and/or [link](#) the two so you don't miss important emails.
- **Jason Cleaver** (jcleaver@ics.uci.edu) – bldg. 314 on the campus map, Room 1406
For your office keys (if applicable)
- **Parking Office** – bldg. 7 on the campus map
For students who are commuting to campus and need a parking permit.

IMPORTANT DATES/DEADLINES

June 12	New student WebReg window opens – Enroll in classes!
Prior to Arrival	F1 or J1 Student Online Orientation (new international students)
September 15	5:00pm Deadline to Register and Pay Fees
September 20	Graduate Division Resource Fair
September 25	Fall 2023 Quarter begins
September 25	ICS New Graduate Student Welcome
September 28	Fall 2023 Instruction begins
October 13	5:00pm deadline to add/drop a class without School approval
October 18	NOON Deadline to submit part-time petition to Grad Division (MS students only)
October 20	4:00pm, Absolute deadline to enroll late in courses and pay late fees to avoid loss of student status

November 20	Students may access WebReg to see when their window opens for Winter enrollment
November 23 – 24	Thanksgiving holiday, Campus closed
December 8	Instruction ends
December 9 - 15	Finals week

ICS GRADUATE OFFICE CONTACTS

Phone: (949) 824-5158

Email: gcounsel@ics.uci.edu

Graduate Counselor, ICS Student Affairs
Leslie Walsh

Graduate Counselor, ICS Student Affairs
Majde Al Salibi

Senior Director, ICS Student Affairs
Kris Bolcer kris@ics.uci.edu

OTHER IMPORTANT CAMPUS CONTACTS

Campus Billing Services (949) 824-2455 or cbs@uci.edu

Disability Services Center (949) 824-7494 or dsc@uci.edu

Financial Aid & Scholarships (949) 824-8262 or finaid@uci.edu

Student Health Insurance Program (SHIP) (949) 824-2388 or shc-insurance@uci.edu

Housing Outreach Services (949) 824-7247

International Center (949) 824-7249 internationalcenter@uci.edu

Office of Information Technology (949) 824-2222 or oit@uci.edu

Graduate Division (949) 824-4611 or grad@uci.edu

Parking and Transportation Services (949) 824-7275

University Registrar (949) 824-6124 or registrar@uci.edu

Science Library (949) 824-6836