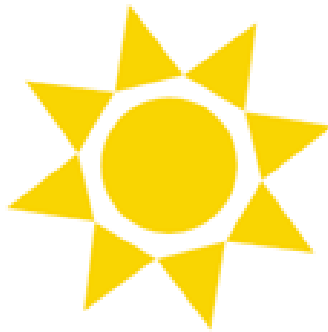


UCI Summer Session



Independent Study Enrollments


summer.uci.edu

Dear Anteaters,

The Summer Session department has created this enrollment guide to help you navigate the Independent Study enrollment process. If you have any questions, comments or concerns please contact us via phone or email. Our department experiences periods of high volume throughout the summer term. Please allow our staff an ample amount of time to respond to your inquiries and process any requests you have approved or declined for a student. Our office responds and processes requests in the order they are received.

Sincerely,

Student Services Team
UCI Summer Session
summer-session@uci.edu
(949)824-5493

Thank you! 

SUMMER SESSION INDEPENDENT STUDY ENROLLMENT PROCESS

How to Contact Us:

- Students should contact the Summer Session department via email at (summer-coursechanges@uci.edu) to inquire about independent study enrollment.

Subject Line: Independent Study Enrollment Request

* **If the student requires CPT verification**, please include that in the email as well, so staff can provide appropriate documentation to the student. *

What to Expect:

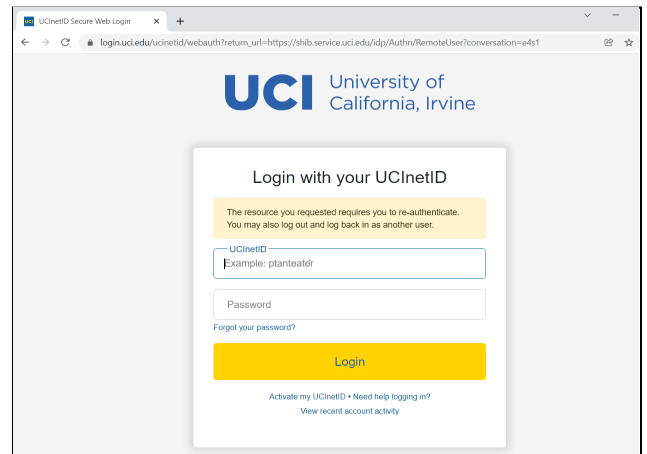
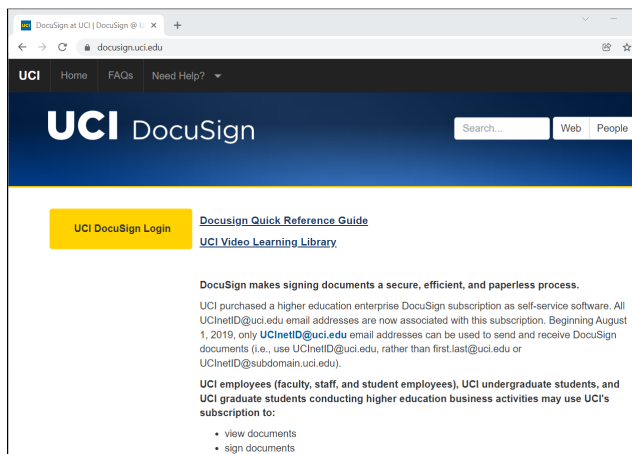
Once Summer Session receives an email from the student, staff will manually send the appropriate **Independent Study form** and either an **Enrollment Form** or a **Course Change Request Form***.

*****Please note the Enrollment Form and Course Change Request Form will be sent to the student via DocuSign. The student will receive a link to the DocuSign form, to the email address we have on file.*****

LOGGING IN

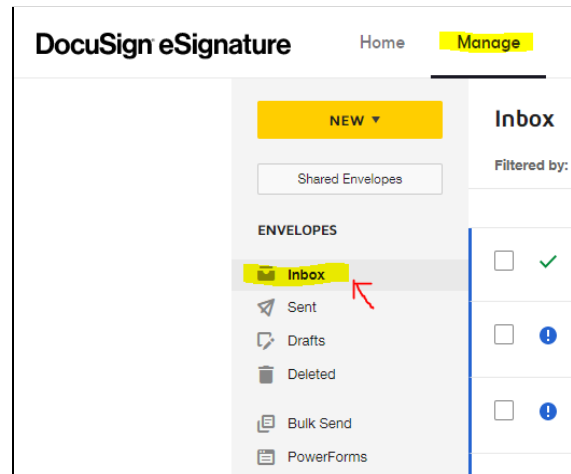
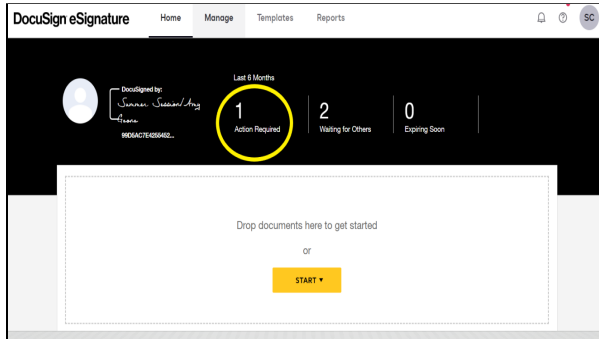
Login to DocuSign using your **UCI credentials**. You will be prompted by a DUO notification.

Link: docusign.uci.edu



VIEWING YOUR FORM

1. Once you sign in, you will be taken to the **Home** page.
2. Click on **“Action Required”** to see pending forms awaiting approval.
3. You will be taken to the **“Manage”** page
4. Click on **“Inbox”** - Here you will see all forms sent to you.



Action Required Search Quick Views FILTERS

Filtered by: Date (Last 6 Months) | Edit

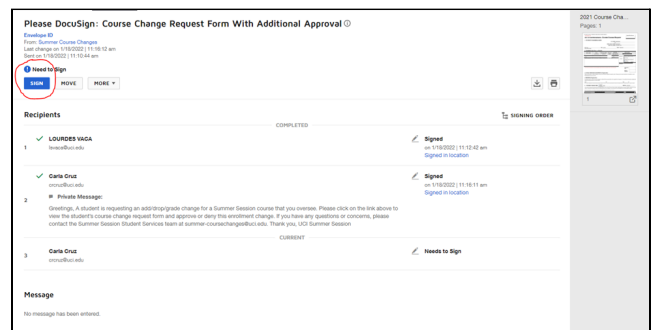
Subject	Status	Last Change	Folder
<input type="checkbox"/> Please DocuSign: 2022 Special Enrollment Form From: Summer Course Changes	<div style="width: 50%;"><div style="width: 100%;"></div></div> 0/2 done Need to Sign	2/24/2022 11:59:19 am	Inbox SIGN
<input type="checkbox"/> Please DocuSign: 2021 Course Change Request Powerform (Without Approval) From: Summer Course Changes	<div style="width: 50%;"><div style="width: 100%;"></div></div> 0/2 done Need to Sign	2/24/2022 11:58:48 am	Inbox SIGN

OPEN TO SIGN

Click the blue **“Sign”** button to open the form when ready to sign. Once the Sign button is clicked, the date of the form will change to the last time it was opened (current date). The form will appear at the top of Inbox, even if not signed.

There are two ways to locate the blue **“Sign”** button.

1. Inbox page
2. Form’s Information page



TYPES OF FORMS

- An **Enrollment Form** will be sent to students enrolling into Summer Session 2022 for the first time.*
- A **Course Change Request Form** will be sent to students who are already currently enrolled into at least one course for Summer Session 2022.*

Independent Study courses are **manually created** by Summer Session, please complete the form inputting the requested information in the required fields.

Under the **“Course Selection”** field, please use **“12345”** as a placeholder course code.

Sample Enrollment Form:

DocuSign Envelope ID: 4C75D433-123C-4575-859A-01DFPGBM417

2021 UCI SUMMER SESSION ENROLLMENT FORM Part 1 of 2: COURSE SELECTION COMPLETE FORM IN INK The best way to enroll is online summer.uci.edu

1. STUDENT INFORMATION

UCI ID NUMBER: 123456789 Other UCI (Off-Campus) ID #: _____

FULL LEGAL NAME: Last: Vaca First: Louides Middle: Stephanie

Street Address: 231 E Pelatason Dr City: Irvine State: California Zip: 92617

Primary Phone: Cell: 9498247777 Home Phone 1: --select-- Alternate Phone 2: --select--

Email (optional): peterhvac@uci.edu Date of Birth: 06/01/1965 Gender: Male

Social Security #: _____

2. STUDENT STATUS International Student: Application forms for visiting non-UC international students are available at summer.uci.edu/international

Where did you attend in Spring 2021? UCI Other College: _____

Will you be an incoming UC Student newly admitted for Fall 2021? No If YES, which campus? --select--

What will be your class level in Fall 2021? Sophomore

Will you receive a BA/BS this summer? No Will you be receiving Financial Aid from your home CC campus this summer? No

3. COURSE SELECTION

Course Fee Type	UC Undergraduate	UC Graduate	Other/Visitor	Course Fees: Multiply appropriate per seat fee by the total number of seats for each course. If you are a UC student enrolling to more than 1 seat, use the lowest fee for the course (except apply the summer fee rate for Health Science fees). Course Fees become non-refundable after the refund deadline has passed.	Summer Fee (per seat)	Materials Fee (per student)
Student Fee	\$259	\$309	N/A			
Student Plus Fee	\$2,232	\$2,792	N/A			
Special I & II	UCI Department of Health Sciences (Summer Day)	1149	1449	Letter Grade (LNP, Audit, Graduate Students Only) (Summer Day)	174.50	0.00
11	<u>ENGR 299</u>	<u>12345</u>	<u>1</u>	<u>S/US(Grad Students Only)</u>	<u>174.50</u>	<u>0.00</u>
	--select--			--select--		
	--select--			--select--		
	--select--			--select--		
	--select--			--select--		
	--select--			--select--		

IMPORTANT ENROLLMENT DATES 2021

For the complete Summer Session enrollment form and materials fee to summer.acad@uci.edu	SESSION I	10-week	SESSION II
	June 21 - July 20	June 15 - August 27	August 2 - September 8
Last day to enroll without a \$50 late fee	June 18	June 18	July 20
First day of instruction	June 21	June 21	August 2
Last day to add, drop, or change grade option without additional approval	June 25	July 2	August 6
Last day to apply for a refund of course fees (No refunds after these dates)	July 2	July 9	August 13
Absolute deadline for any course changes with additional approval	July 9	July 26	August 20

4. STUDENT SIGNATURE AND DATE

I have read and understand the policies listed in the Student Services section of the UCI Summer Session website regarding academic information, deadlines, registration, fees and refunds. I understand the mandatory campus and materials fees are non-refundable, and course fees become non-refundable after the refund deadline has passed.

Signature: LOUIDES VACA DATE: 2/22/2022 Mail to: UCI Summer Session P.O. Box 1982 Irvine, CA 92616-1982

Signature: _____ DATE: _____ Mail to: _____

Financial Aid Requirement: You must submit a separate Summer Financial Aid application. You may be responsible to pay ALL fees (Course Fees, Mandatory Campus Fees, Materials Fees, and Late Fees) if you do not finalize your summer enrollment or you decline any or all of your summer enrollment. It is your responsibility to meet all registration and deadlines.

Course Fees for Summer Session are pending the State budget and approved by the Regents of the University of California. Your enrollment status is subject to verification by the UCI Registrar. As such, _____

DocuSign Envelope ID: F7FFC575-4CC8-4190-8FB8-8029000518D

2022 UCI SUMMER SESSION ENROLLMENT FORM PART II

COMPLETE FORM IN INK

1. STUDENT ID NUMBER & NAME:

UCI ID NUMBER or SUMMER SESSION ID NUMBER: 123456789

EMAIL ADDRESS (DON FILE WITH SUMMER SESSION): lvaca@uci.edu

NAME ON YOUR UCI RECORDS:

LAST: VACA FIRST: Louides MIDDLE: Stephanie

2a. SUMMARY OF FEES (Per Section 3 in Part I):

TOTAL OF COURSE FEES	\$ 174.50
ADD THE MANDATORY CAMPUS FEE (Non-refundable)	UCI or UC \$185 / VISITORS \$285 \$ 185.00
MANDATORY COURSE MATERIAL FEE FOR ADDED COURSES	\$ 0.00
LATE FEE (if applicable) Deadlines can be found on the calendar at: summer.uci.edu	\$ 0.00

2b. I AM PAYING MY CURRENT BALANCE, IN FULL, DUE TO THE REASON INDICATED IN 2a.

ENTER AMOUNT DUE HERE → \$ 359.50

3. ENROLLMENT CLASSIFICATION:

Please indicate your Enrollment Classification below. If needed, a Summer Session Operator will contact you directly to collect any supporting documentation and/or payments for fees not covered in your benefits. It is your responsibility to make sure all of your supporting documentation is accurate; any inaccuracies will lead to delays in your enrollment. Please contact summer-session@uci.edu for additional information.

--select--

4. STUDENT SIGNATURE AND DATE

LOUIDES VACA DATE: 2/24/2022

STUDENT SIGNATURE DATE

I have read and understand the policies listed in the Student Services section of the UCI Summer Session website (summer.uci.edu) regarding academic information, deadlines, registration, fees and refunds. I understand the mandatory campus and materials fees are non-refundable, and course fees become non-refundable after the refund deadline has passed.

FOR OFFICE USE ONLY:

DATE PROCESSED: _____ OPERATOR INITIALS: _____

*****PLEASE DO NOT ATTACH YOUR INDEPENDENT STUDY REQUEST FORM ON PAGE 2 OF THE ENROLLMENT FORM. YOUR INDEPENDENT STUDY REQUEST FORM SHOULD BE EMAILED DIRECTLY TO STEPHANIE VACA OR AMY GAONA.*****



--select--

--select--

- Call Vet Waiver - Must Submit Cal Vet Waiver Letter for 2020-2021. Student must pay non-refundable fees GI Bill/Chap 33/ Post 9-11 Benefits - Must Submit Request for Certification Form with UCI Vet Services
- Visiting UC Financial Aid - Must provide payment for non-refundable fees. All fees due the Friday before the session starts.
- Visiting International Student
- UCI Student Athlete
- Independent Study Student - Must submit Completed 2021 Independent Study Form. Will cover all fees.
- Recharge - Must submit completed 2021 Recharge Form. Must pay all fees not covered by Recharge.
- Independent Study/Recharge - Must submit completed 2021 Recharge Form and 2021 Independent Study Form
- 3rd Party Sponsorship - Must submit a verified Financial Guarantee Letter. Letter must be directed to UCI Summer Session.
- IJPP
- LOAN
- N/A

Once you have completed Page 1 & 2 of the Enrollment Form click finish and submit your form. DocuSign will automatically route the form to the Summer Session department and will be added to our queue for processing.

2021 Enrollment Form Part II Payment DS Ready.pdf 1 of 1

FINISH

Sample Course Change Request Form:

DocuSign Envelope ID: 9737B406-30D2-4773-BB20-9EC3F36FD494

Special Enrollment

2021 UCI SUMMER SESSION - COURSE CHANGE REQUEST

I. STUDENT ID NUMBER & NAME

UCI ID NUMBER:
OR
SUMMER SESSION ID NUMBER:
STUDENT EMAIL ADDRESS:

LAST: FIRST: MIDDLE:
(NAME ON YOUR ID RECORDS)

2. CHANGE: (Add, Drop, Waitlist, or Grade Option)

INDICATE CHANGE:	SESSION: <small>SI, S2, or I/O, WK</small>	COURSE DEPT & NUMBER <small>(ex. ANTHRO 20)</small>	COURSE TYPE: <small>(Lec, Dis, Lab, Etc.)</small>	COURSE CODE <small>5 DIGITS</small>	GRADE OPTION: <small>LETTER, P/NP, AUDIT (Graduate Students: S/D)</small>
Add <input type="button" value="v"/>	S1 <input type="button" value="v"/>	ENGR 291 <input type="button" value="v"/>	LEC <input type="button" value="v"/>	12345 <input type="button" value="v"/>	Letter <input type="button" value="v"/>
-- select -- <input type="button" value="v"/>	-- select -- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-- select -- <input type="button" value="v"/>	-- select -- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-- select -- <input type="button" value="v"/>	-- select -- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-- select -- <input type="button" value="v"/>	-- select -- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Comments: Please enter additional course information here. (If applicable)

Total Fees Due	
Refund Amount	

3. TOTAL FEES DUE & PAYMENT (If Applicable):
If fees are incurred as a result of adding a course, you will receive a payment request by email. Please pay the amount due before the deadline to avoid being dropped from your courses.

4. REFUND (If Applicable):
If a refund is due as a result of a course change, the refund will be processed back to the original form of payment. If you paid by check, please complete the address information below for a check refund.

STREET: CITY: STATE: ZIP:

Please allow a minimum of 3 weeks for the processing of refunds. The refund process may take longer if you have an existing or previous financial aid award or payment in 2021.

5. STUDENT SIGNATURE: *Lourdes Vaca* **DATE:** 2/24/2022

I have read and understand the policies listed in the Student Services section of the UCI Summer Session website regarding academic information, deadlines, registration, fees and refunds. I understand the mandatory Campus Fee and Materials Fees are non-refundable. Course Fees become non-refundable after the refund deadline has passed.

Please be aware that you, as the student, are ultimately responsible for all Summer Session Fees incurred.

FOR STUDENT SERVICES OFFICE USE ONLY	REFUND OPERATOR USE ONLY	PROCESSING OPERATOR USE ONLY
<small>Summer Session Notes</small>		REFUND? <input type="checkbox"/> DATE FORM PROCESSED: _____ PROCESSING OPERATOR INITIALS: _____

Students will need to **complete** and **sign** their DocuSign form, which will automatically be routed to Summer Session when finished.

INDEPENDENT STUDY REQUEST FORM

Along with the submission of either the **Enrollment Form or Course Change Request Form**, students will also be required to **submit** an **Independent Study Request Form**. Students will receive the Independent Study Request Form via email.

This form will provide the Independent Study team with the necessary information needed to manually create students' courses.

*****Please note that any change you wish to make regarding your Independent Study course will require an approval from both your faculty sponsor and the Department Dean/Chair.*****

- Our office's responsibility is to process **completed** forms submitted to us. We cannot advise students on how to complete this form.
- It is the student's responsibility to work with their **departments** and **faculty sponsors** to verify the acceptable number of units a course may be taken for and confirm the correct course name and title.
- Students and faculty sponsors can utilize the [UCI Course Catalog](#) to verify course information.
- Prior to submission, please make sure to have all of the appropriate signatures from the faculty sponsor and the Department Dean/Chair. Please note email approvals are accepted this year in lieu of scanned or written signatures **to accommodate for COVID-19**.
- Once students complete their Independent Study Request Form students can submit this via **email** directly to:
 - ◆ **Stephanie Vaca:** lsvaca@uci.edu
 - ◆ **Amy Gaona:** agaona@uci.edu
- Any incomplete forms will not be accepted as it is necessary for our office to have all forms completed by the student and appropriate staff/faculty to proceed with enrollment processing.

2022 UCI SUMMER SESSION REQUEST FOR INDEPENDENT STUDY	
INSTRUCTIONS: 1. Student obtains this form and fills it out with instructor.* 2. Student submits original form to the Department and/or Associate Dean for approval. 3. Student must submit this original approved form, an enrollment form, and payment to the Summer Session Office prior to deadlines. (Incomplete forms will not be accepted.) * <i>Must complete in ink. To ensure the integrity of the form and authenticating signatures, forms with alterations such as white-outs, cross-outs, or scanned signatures will not be accepted.</i>	FOR OFFICE USE ONLY LAST, F.I.: _____ SECTION: _____ CODE: _____ COURSE TYPE: _____ INSTRUCTOR ID: _____
STUDENT INFORMATION: TO BE COMPLETED BY STUDENT STUDENT NAME: Vaca, Lourdes Stephanie LAST, FIRST MIDDLE: lsvaca@uci.edu STUDENT EMAIL: lsvaca@uci.edu UCI OR SUMMER SESSION ID #: 123456789	
COURSE INFORMATION: TO BE COMPLETED BY FACULTY SPONSOR AND STUDENT All information MUST be provided accurately and in full, including units. Refer to WebSIS or course catalogue for previously approved titles/units. DEPARTMENT & NUMBER: ENGR 299 TITLE (UP TO 14 CHARACTERS): I N T E R N S H I P (AS SHOWN ON TRANSCRIPT) SESSION & UNITS: <input checked="" type="checkbox"/> SESSION 1: 1 UNITS <input type="checkbox"/> SESSION 2: ___ UNITS <input type="checkbox"/> 10-WK SESSION: ___ UNITS FACULTY SPONSOR: Mike Vaca FACULTY UCI#id: mvo INSTRUCTOR NOTES: * GRADE SUBMISSION IS DONE ONLINE WITH YOUR UCI#id USING WebGrades. * ALL ACADEMIC CORRESPONDENCE WILL BE MADE TO YOUR UCI EMAIL ACCOUNT. * THERE IS NO REMUNERATION FOR INDEPENDENT STUDY COURSES.	
APPROVAL: TO BE COMPLETED BY FACULTY AND DEPARTMENT AND/OR ASSOCIATE DEAN FACULTY SPONSOR: Mike Vaca SIGNATURE DEPT DEAN OR CHAIR: Eric Vaca SIGNATURE Eric Vaca PRINT NAME & TITLE	
MAKE A COPY OF THIS FORM FOR YOUR RECORDS SUBMIT THIS FORM WITH A SEPARATE ENROLLMENT FORM	
REV. 1/2020	

ENROLLMENT PROCESS

Once our office receives **both** the completed DocuSign form and Independent Study Request Form our office will begin the course creation process.

The Independent Study team will create courses according to the students request and enroll them into their respective courses. After students are tentatively enrolled students will be sent a Payment Portal link via the email address we have on file, students can use this link to pay for their registration fees.

ENROLLMENT PROCESSING TIMES

The Summer Session department manually creates Independent Study courses. Our team requires on average seven (7) business days to process your enrollment. However, please note that our office will experience periods of high influx of inquiries which can impact our processing speed and result in longer turnaround periods. If your DocuSign form or Independent Study Request Form is **incomplete** or **incorrect** your enrollment will not be processed and you will be emailed and asked to re-submit your forms.

Summer Session Contact Information & Directions:

Have a Question?

Email: summer-coursechanges@uci.edu & summer-session@uci.edu

Phone: (949) 824-5493

Independent Study Program Coordinators:

Stephanie Vaca: svaca@uci.edu

Amy Gaona: agaona@uci.edu

Location:

The **Summer Session Student Services Office** is located in **Building 231, Room 101A**.

Directions:

Directions to our office can be found here: [UCI Summer Session Building A](#)

****Enrollment process is contingent on the student's timely submission of appropriate forms and payment. Turnaround period may vary, since independent study courses are manually created by a Summer Session staff. The absence of necessary forms and/or payment will result in further delay of the student's enrollment.****