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STUDENT POLICIES AND PROCEDURES

Who Summer Session Serves:

UCI Students

Visiting students from other UC campuses and other Colleges and Universities

International Students

Professionals and Community members continuing their education

High School Students who have completed their junior year

VISITING UC STUDENTS

Continuing and incoming students from other UC campuses who attend UCI Summer Session pay the same low 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.

VISITING U.S. COLLEGE STUDENTS

Students visiting from other U.S. colleges are invited to attend UCI Summer Session. It is also 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.

UC INTERNATIONAL STUDENTS

International students continuing their studies at a UC campus, or newly admitted for the Fall are welcomed to attend Summer Session. The International Center is available to provide immigration and I-20 related information and assistance. For further information, contact the International Center at (949) 824-7249.

For registration procedures and fees, simply follow the instructions for UC students.

VISITING INTERNATIONAL STUDENTS:

UCI Summer Session welcomes students from all over the world. During the summer, visiting international students have the opportunity to 1) learn from distinguished faculty 2) meet students from all over the world 3) experience American culture firsthand and 4) make friends from the U.S. and other countries. Nestled in the heart of Orange County, a bustling cosmopolitan community of 2.9 million people, the city of Irvine offers a high quality lifestyle with a great variety of entertainment, dining, and shopping experiences along with easy access to the Pacific Ocean.

UC Irvine is authorized to issue a Certificate of Eligibility for Non-Immigrant (F-1) Student Status – For Academic and Language Students. United States Citizenship and Immigration Services regulations require full-time students to obtain an F-1 student visa. Eligible students must provide proof of sufficient funds, sufficient health insurance, and English proficiency (a TOEFL score of 213 computer-based or 550 paper-based, or 79 internet based). Consult the Summer Session website at summer.uci.edu for the most current and detailed information about the enrollment process, fees, visas and other pertinent information. You may also contact the UNEX International Student Services Office at (949) 824-5991. To allow for sufficient processing time, students must complete their request for issuance by May 8th for Session 1 or the 10wk Session, and June 19th for Session 2.

HIGH SCHOOL STUDENTS

Get an early start on college. If you will be a senior in the Fall of 2009 and have at least a "B" average in tenth and eleventh grade college preparatory courses, you may enroll in any lower division course (numbered 1-99) which does not have a special prerequisite. The grades and units you earn in your Summer Session courses will be calculated in the UC grade point average if you should later be formally admitted to the University. Please submit a transcript of your high school record with your enrollment form to the Summer Session Office. For further information, contact the Summer Session Office at (949) 824-5493.

High School Students who do not meet the above requirements may be able to enroll in a class on a space-available basis. Please contact the University Extension Student Services Office at (949) 824-5414 and inquire about the ACCESS UCI program.

Registration

You are encouraged to enroll early as enrollment is on a first-come, first-served basis. The easiest and most effective way to enroll is online at (summer.uci.edu) using a credit card (Visa, MasterCard, or American Express). Online enrollments are real-time, and you should receive a confirmation page to print at the end of the process. You will also receive an e-mail confirmation and receipt. You may also enroll in-person, or by mail. Simply complete the enrollment form and submit it with your payment. Payment may be made by cash, credit card, or check (payable to UC Regents). If you enroll by mail, you will receive a receipt and confirmation by mail to the mailing address specified on your enrollment form. If you enroll in person, you will receive a receipt and confirmation at the time of enrollment.

Please be sure to retain your confirmation and receipt for your records and as your summer student identification card. Registration in Summer Session is a separate and different procedure from admission to Fall, Winter, or Spring quarters of the University. For information regarding admission to other terms at the University, please contact the following:

Undergraduate Status

Office of Admissions and Relations with Schools
204 Administration Building
(949) 824-6703

Graduate Status

Office of Graduate Studies
120 Administration Building
(949) 824-4611

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. 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 or Summer Session. 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 10 units in each session. If you need to exceed this limit due to unusual circumstances, please get the approval of the appropriate University official, as follows:

1. If you are a student regularly admitted and enrolled at UC Irvine or another UC campus:
 - Undergraduate students, by the Dean of your School
 - Graduate students, by the Dean of Graduate Studies
2. All others by the Director of Summer Session. Please submit a written request along with the enrollment form to the Summer Session office. Call (949) 824-5493 for details.

WAIT LIST POLICY

If the course you are requesting is full, your name may be placed on a wait list. UCI Summer Session honors the order of the wait lists 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 and required to submit the appropriate paperwork and payment (if applicable) to enroll in the course. Paperwork and payment must be submitted to Summer Session by the deadline specified in the email. Once the course begins, individual instructors will determine who may enroll in their closed courses.

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. Independent Study Forms are available in the Summer Session Office. Simply complete the Independent Study Form, including required signatures (of the responsible faculty 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 \$86.50 per unit and for UCI or other UC graduate students and visiting Non-UC students is \$121.50 per unit, pending the state's final budget approved by the Regents.

Contact the Summer Session Office at (949) 824-6494 for additional information.

STUDENT POLICIES AND PROCEDURES

Fees

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. If your Summer student status changes with the UCI Registrar, your course and 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
- Students graduating from a UC after Summer Session 2009

Visiting/Non-UC Student

- Visiting U.S. college students
- Visiting International students
- Former students graduating from a UC Spring quarter 2009 or prior
- Former students who have been academically disqualified as of Spring quarter 2009 or prior
- High school students

FEE SCHEDULE

By University policy, summer fees are based on the fee charged in the subsequent academic year. Course Fees for 2009 Summer Session are pending the State's final budget and approval by the Regents of the University of California. As such your fees may be adjusted at any time. Please visit our website at summer.uci.edu for updates on fees. You may make your payment with cash, check (payable to UC Regents) or credit card (VISA, MasterCard, or American Express).

COURSE FEES

UCI or other UC Undergraduate Students .\$.173/unit
UCI or other UC Graduate Students\$.243/unit
Visiting Non-UC Students\$.243/unit

CAMPUS FEE

This is a one-time, non-refundable campus fee assessed of all students when enrolling in the summer.

UCI or other UC Students\$.170
Visiting Non-UC Students\$.250

INTERNATIONAL STUDENT FEE\$.650

Visiting international students pay an International Student Fee of \$650 in addition to the \$250 Campus Fee. For more information, see the Visiting International Students section. Please note that this fee does not apply to current UC students.

COURSE MATERIALS FEES (for some courses) . .Vary

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 2 and are non-refundable.

LATE FEES\$.50/\$100

A \$50 or \$100 late fee is assessed for enrollment after deadlines. See Academic Calendar for deadlines.

RETURNED CHECKS\$.25

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

GRADE REPORTSNo Charge

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

TRANSCRIPTS\$.10

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 for details. If you are a UC student, an official transcript will be sent to your home campus at the end of the summer without charge.

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. 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.

Financial Aid

Financial aid is available to assist UCI students in meeting the costs of attending Summer Session (including those students enrolled through Travel-Study). Grant funds are available to eligible students as well as loans. UCI Summer Grant funds and Direct Loans will be available to those students who meet the 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 eight units during the 2009 Summer Session. In addition, to be eligible for Summer Grant Funds you must have received a UCI Grant during the 2008-09 academic year. Students who wish to receive financial aid must complete the Summer Session Financial Aid Application and any requested documents.

DEADLINES

- May 1** Complete a financial aid file for the 2008-09 academic year
- June 2** Submit Financial Aid Summer Session Application (available mid-March at www.ofas.uci.edu).

ELIGIBILITY

Your eligibility for Summer Session financial aid will be determined based on financial aid resources used during the 2008-09 academic year. The following are the maximum student loan amounts for the academic year including Summer Session. To determine if you have any loan eligibility remaining for the summer, subtract the amount of your current (academic year 2008-09) loan(s) (both subsidized and unsubsidized)¹ from the grade level maximum listed below:

Grade Level in 2008-2009	Dependent ²	Independent ²
Freshman	\$5,500 ³	\$9,500
Sophomore	\$6,500 ³	\$10,500
Junior/Senior/ Teacher Education	\$7,500 ³	\$12,500

Loan amounts listed in the table cannot exceed the cost of education minus any other financial aid and resources received.

If you received UCI Grant funds during the 2008-09 academic year and submit the Summer Session Financial Aid Application by the June 2nd deadline you will be considered for UCI Summer Grant funds.

ADDITIONAL INFORMATION

For additional information, please contact the Office of Financial Aid and Scholarships, Room 102 Administration Building. Phone (949) 824-8262.

- ¹ Current amount of your subsidized and unsubsidized Direct Loans is listed on your 2008-09 "My Aid Award" (available at www.ofas.uci.edu) and your loan promissory notes.
- ² Dependency status is listed on your Student Aid Report and your "My Aid Award".
- ³ Parents may apply for the full amount of any remaining eligibility under the Direct Parents Loans for Undergraduate Students (PLUS).

FINANCIAL AID FOR VISITING UC STUDENTS

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 payment until your aid check is disbursed, simply indicate your status clearly on your enrollment form and submit it by mail, or in person. For additional information, please contact the Office of Financial Aid and Scholarships, Room 102 Administration Building. Phone (949) 824-6262.

STUDENT POLICIES AND PROCEDURES

Changes/Refunds

ADDS, DROPS AND GRADE OPTION CHANGES

After officially enrolling in classes, you may add, drop, or change the grade option for coursework online or by filing a Course Change Request 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. Courses may not be added, dropped or changed retroactively after the end of instruction. Withdrawing from UCI does not automatically drop summer courses.

REFUNDS OF COURSE FEES FOR DROPS

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

Failing to attend class, stopping payment on checks or charge cards, or submitting checks that are 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. Withdrawing or academic disqualification from UCI does not automatically drop summer courses.

In addition, 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.

If you paid by credit card and are entitled to a refund, your credit card will be credited. If you paid with cash, check, money order, or cashier's check, you will receive a check from the University Accounting Office. Most online requests will be processed immediately; others may take up to 6-8 weeks from the date you drop. 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 at the end of the summer.

DEADLINES FOR COURSE FEE REFUNDS

	SESSION I	10-WEEK	SESSION II
Full refund if requested by	July 2	July 17	August 14
No refunds after	July 2	July 17	August 14

NON-REFUNDABLE CAMPUS FEES AND COURSE MATERIALS FEE

The campus fee required of all students and course material fees are not refundable. The international student fee required of all visiting students is refundable (less \$200) if requested in writing by June 30 for Session 1 and August 11 for Session 2.

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.

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.

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. If you are currently enrolled, the maximum time limit for making up an "I" grade is three quarters of enrollment, although the instructor is not obligated to allow the maximum three-quarter period. Please consult with your instructor to determine how the Incomplete may be made up.

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 award of the 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.

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 are normally given at the last class meeting. Unless your instructor has made other arrangements, 10 week finals are scheduled for Friday, August 28 at your usual class time.

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.

SCHEDULE

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

Session I Wednesday, July 29

Session II Wednesday, September 9

TU TH CLASSES

Session I Tuesday, July 28

Session II Tuesday, September 8

Your instructor may elect to give your final either earlier or at a different time from the above schedule. Please be sure to confirm the time of your final with your instructor.

STUDENT POLICIES AND PROCEDURES

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. You can get a hard copy of your grade 1) in person at the Registrar's Office, Room 215, Aldrich Hall, or 2) by mail, by delivering a stamped, self-addressed envelope to the Registrar's Office.

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 at the end of the summer.

VISITORS

If you would like a copy of your transcript, please request one from the Registrar's office. The fee for transcripts is \$10 for each copy. Please make your check payable to the Regents of the University of California.

Send your check and transcript request to:

UCI Cashier's Office, 228
Administration Building
Irvine, CA 92697-1975.

Or visit the UCI Cashiers office in person during your stay at UCI.

Tax Payer Relief Act

By paying UCI registration fees, you may be eligible for either the Hope or the Lifetime Learning tax credit provided by the Taxpayer Relief Act. To assist you in determining your eligibility, 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. You may retrieve your form in mid-January by logging in to the Tax Credit Reporting Service (TCRS) at www.1098t.com, or you may watch for a 1098-T by mail from TCRS in February.

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 UC Irvine 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).

If you need help obtaining a 1098-T, then contact the Tax Credit Reporting Service (TCRS) by calling toll-free (877) 467-3821, or (877) 720-6263 TDD for the hearing-impaired. Additional resources, including news from UCI, and IRS publications that you may download, are available at the Financial Services web site (www.fs.uci.edu). UCI personnel are unable to provide individual tax advice.

Read IRS Publication 970: Tax Benefits for Education for instructions on claiming an education tax credit. Although the information on your 1098-T may be helpful in calculating the amount of credit you may be eligible to claim, your personal financial records serve as the official supporting documentation for your federal income tax return. Please contact a qualified tax expert, or the IRS (800) 829-1040, or visit the IRS website (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. The University will also use the SSN you provide to verify your identity. This notification is provided to you as required by the Federal Privacy Act of 1974.

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 themselves. 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 Director 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

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 Director of Summer Session. You have the right to inspect your student record at the Director'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 Coordinator at (949) 824-6121.

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.

Equal Opportunity and Diversity
103 Multipurpose Science & Technology Building
(MSTB)
University of California, Irvine