

UNDERGRADUATE RESEARCH ENROLLMENT INSTRUCTIONS FOR SUMMER SESSION 2020

In light of the current situation with COVID-19, the Bio Sci Student Affairs Office has made modifications to the Undergraduate Research enrollment process for students who would like to participate in Bio 197, 198, and/or 199 over the summer. Rather than submitting your packet and forms in-person, Bio Sci Student Affairs and Summer Session will only accept and review paperwork electronically via email.

Please note that the deadline for packet and forms are firm. It remain as follows:

- Summer Session I – Friday of Week 1 at noon (June 26, 2020)
- 10-Week Summer Session – Thursday of Week 2 at noon (July 2, 2020)
- Summer Session II – Friday of Week 1 at noon (August 7, 2020)

For Bio 199 students, you will continue to utilize the Research Dashboard to complete your appropriate packet (which include the proposal and respective supplemental documents). For Bio 197 and 198 students, please contact your faculty for the Directed Group Studies Form. **All electronic signatures will be accepted at this time. You will need to work with your faculty sponsor (PI) to obtain signatures.**

HOW TO ENROLL IN BIO SCI 199:

STEP #1: Log-in to the Research Dashboard to complete the Bio Sci 199 packet A/B.

STEP #2: Follow ALL the instructions and complete ALL the paperwork required.

STEP #3: Complete the TWO Summer Session Forms: 1) **Enrollment Form** and 2) **Request for Independent Study Form**.

*RE: **Enrollment Form** – Do NOT include your financial information on the form. The Summer Session Office will contact you AFTER you've been cleared to enroll to get your payment information.

*RE: **Request for Independent Study Form** – The course 'Title' under the 'Course Information' section must MATCH EXACTLY what is written on your proposal.

STEP #4: Email a scanned copy of your COMPLETED packet A/B AND **Request for Independent Study Form** to biosci199@uci.edu. **Subject line: Name, ID #: Bio 199 Submission**

STEP #5: Please wait 2-3 business days to receive an email confirmation from a Bio Sci Research Coordinator.*

STEP #6: Once you receive the email confirmation from a Bio Sci Research Coordinator approving your enrollment, you must forward the email and attach both Summer Session forms (refer to Step 3) to the Summer Session Office (summer-session@uci.edu).

STEP #7: Thereafter, the Summer Session Office will contact you via email requesting payment information to finalize your enrollment.

**If your packet is incomplete and/or is missing documents for any reason, this will delay your approval. A Bio Sci 199 Coordinator will correspond with you via email, should you have any missing components to your packet. It is important that you double-check your packet to ensure you are not missing anything prior to emailing us.*

HOW TO ENROLL IN BIO SCI 197/198:

STEP #1: Complete the Directed Group Studies Form.

STEP #2: Complete the TWO Summer Session Forms: 1) **Enrollment Form** and 2) **Request for Independent Study Form**.

*RE: **Enrollment Form** – Do NOT include your financial information on the form. The Summer Session Office will contact you AFTER you've been cleared to enroll to get your payment information.

*RE: **Request for Independent Study Form** – The course 'Title' under the 'Course Information' section must MATCH EXACTLY what is written on your proposal.

STEP #3: Email a scanned copy of your COMPLETED Directed Group Studies Form AND **Request for Independent Study Form** to biosci199@uci.edu. **Subject line: Name, ID #: Bio 197/198 Submission**

STEP #4: Please wait 2-3 business days to receive an email confirmation from a Bio Sci Research Coordinator.

STEP #5: Once you receive the email confirmation from a Bio Sci Research Coordinator approving your enrollment, you must forward the email and attach both Summer Session forms (refer to Step 2) to the Summer Session Office (summer-session@uci.edu).

STEP #6: Thereafter, the Summer Session Office will contact you via email requesting payment information to finalize your enrollment.

If you have any questions about the enrollment process, please email the Bio Sci Research Coordinators at biosci199@uci.edu.

2020 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

I. STUDENT INFORMATION

UC IRVINE ID #:		Other UC (Home Campus) ID #:	
FULL LEGAL NAME			
Last:	First:	Middle:	
Street Address:			
City:	State:	Zip:	
Primary Phone: ☐ Cell ☐ Home ☐ Work	Alternate Phone 1: ☐ Cell ☐ Home ☐ Work	Alternate Phone 2: ☐ Cell ☐ Home ☐ Work	
Email (required):			
Social Security #:	Date of Birth (MM/DD/YYYY):	Gender:	☐ Male ☐ Non-binary ☐ Female ☐ Decline to State

2. STUDENT STATUS

International Students: Application forms for visiting non-UC international students are available at summer.uci.edu/international

Where did you attend in Spring 2020?
☐UCI ☐UCB ☐UCD ☐UCLA ☐UCR ☐UCSB ☐UCSC ☐UCSD ☐UCSF ☐UCM
☐Other College: _____ ☐High School (Enclose Transcript) ☐Other/Visitor

Will you be an incoming UC Student newly admitted for Fall 2020? ☐NO ☐YES, Campus: _____

What will be your class level in Fall 2020?
☐Freshman ☐Sophomore ☐Junior ☐Senior ☐Graduate Student ☐College Graduate / Non-Student
☐Graduating after Summer Session ☐High School Graduate/Non-Student ☐Continuing High School Student

Will you receive a BA/BS this summer? ☐YES ☐NO Will you be receiving Financial Aid from your home UC campus this summer? ☐YES¹ ☐NO

3. COURSE SELECTION

Course Fee Types	UC Undergraduate	UC Graduate	Other/Visitor	Course Fees: If you are a UC student enrolling in more than 8 units, use the 8-unit Flat Fee (some exceptions apply, see summer.uci.edu for details). Course Fees become non-refundable after the refund deadline has passed.
Per Unit Cost ²	\$279	\$349	\$349	
8-unit Flat Fee ³	\$2,232	\$2,792	N/A	

Session I, II or 10wk	Course Department & Number (ex: Anthro 2A)	5 Digit Course Code	Units	Letter Grade, P/NP, Audit (Graduate Students S/US, Letter Grade)	Course Fee ² (Per Unit)	Materials Fee (non-refundable)

IMPORTANT ENROLLMENT DATES 2020 (For the complete Academic Calendar with all important dates and deadlines, go to summer.uci.edu)	SESSION I June 22 - July 29	10-week June 22 - August 28	SESSION II August 3 - September 9
Last day to enroll without a \$50 late fee	June 19	June 19	July 31
First day of instruction	June 22	June 22	August 3
Last day to add, drop, or change grade option without additional approval	June 26	July 2	August 7
Last day to enroll without a \$100 late fee	July 2	July 2	August 14
Last day to apply for a refund of course fees/No refunds after these dates	July 2	July 17	August 14
Absolute deadline for any course changes with instructor approval ³	July 10	July 31	August 22

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 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 more information, call (949) 824-5493. Refer to the calendar at summer.uci.edu for all deadlines. Student policies are available at the UCI Summer Session Office.

SIGNATURE _____

DATE _____

Mail to: UCI Summer Session
P.O. Box 5982
Irvine, CA 92616-5982

¹Financial Aid Recipients: You must submit a separate Summer Financial Aid application. You may be responsible to pay ALL fees (Course Fees, Mandatory Campus Fee, Materials Fees, and Late Fees) if you do not finalize your summer award or you decline any or all of your summer award. It is your responsibility to meet all financial aid requirements and deadlines.

²Course Fees for Summer Session are pending the State budget and approval by the Regents of the University of California. Your student status is subject to verification by the UCI Registrar. As such, your fees may be adjusted at any time after you enroll and before the end of Summer Session II.

³Chemistry, Math, Physics, and Writing require departmental approval instead of instructor signature approval.

2020 UCI SUMMER SESSION

ENROLLMENT FORM Part 2 of 2: PAYMENT

COMPLETE FORM IN INK

The best way to enroll is online! summer.uci.edu

I. STUDENT ID NUMBER & NAME:

UC IRVINE ID#

--	--	--	--	--	--	--	--

NAME ON YOUR UC IRVINE RECORDS:

Last:

First:

Middle:

Email (On file with Summer Session):

2. SUMMARY OF FEES (From ENROLLMENT FORM (Part I of 2): COURSE SELECTION, Section 3):

Total of All Course Fees \$ _____
Mandatory Campus Fee: UCI or UC \$183 / Visitors \$283(non-refundable) \$ _____
Course Material Fees (if applicable)(non-refundable) \$ _____
Late Fee (If applicable) Deadlines can be found on the calendar at summer.uci.edu..... \$ _____

ENTER AMOUNT DUE HERE →

--

3a. PAYMENT INFORMATION:

☐ CASH / CHECK / MONEY ORDER Make checks payable to "U.C. Regents" OR

☐ CHARGE: ☐ VISA ☐ MC ☐ AMEX EXPIRATION (month/year): ____ / ____ CARD #: ____ - ____ - ____ - ____

3b. CARDHOLDER NAME & CREDIT CARD BILLING ADDRESS:

Cardholder Name:

Street Address:

City:

State:

Zip:

Cardholder's Signature:

Cardholder's Primary Phone#:

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 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 more information, call (949) 824-5493. Refer to the calendar at summer.uci.edu for all deadlines. Student policies are available at the UCI Summer Session Office.

SIGNATURE

DATE

5. SUBMIT THIS FORM

Mail to:
UC Irvine Summer Session
PO BOX 5982
IRVINE, CA 92616-5982

OR

In person to:
UC Irvine
Continuing Education 3, #234
Monday – Friday, 8:30am – 4:30pm

FOR OFFICE USE ONLY:

DATE
RECEIVED:

DATE
PROCESSED:

OPERATOR
INITIALS:

2020 UCI SUMMER SESSION
REQUEST FOR BIOLOGICAL SCIENCES INDEPENDENT STUDY

INSTRUCTIONS:

1. Student obtains this form and fills it out with instructor.*
2. Students engaged in biomedical research must have an abstract and Signed Waiver & Release of Liability Form on file in the Biological Sciences Student Affairs Office.
3. Student/Faculty member submits this form to the Biological Sciences Student Affairs Office for approval.
4. 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.)

* ***Must complete in ink. To ensure the integrity of the form and authorizing signatures, forms with alterations such as white-outs, cross-outs, and scanned signatures will not be accepted.***

FOR OFFICE USE ONLY	
LAST, F.I.:	
SESSION:	_____ , _____ , _____
SECTION:	_____ , _____ , _____
CODE:	_____ , _____ , _____
COURSE TYPE:	
INSTRUCTOR ID:	

STUDENT INFORMATION: TO BE COMPLETED BY STUDENT

STUDENT NAME: _____
(LAST, FIRST MIDDLE)

STUDENT EMAIL: _____

UCI OR SUMMER SESSION ID #: _____

FOR BIO SCI 199, STUDENTS MUST HAVE COMPLETED BIO SCI 194S SAFETY COURSE OR EQUIVALENT.
INDICATE COMPLETION INFORMATION BELOW:

QUARTER & YEAR: _____ INSTITUTION & COURSE: _____

COURSE INFORMATION: TO BE COMPLETED BY FACULTY SPONSOR AND STUDENT

All information MUST be provided accurately and in full, including units.

DEPARTMENT & NUMBER: **BIOLOGICAL SCIENCES 199**

TITLE (UP TO 19 CHARACTERS):
(AS SHOWN ON TRANSCRIPT)
Specify research area

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(to be completed by Biological Sciences Student Affairs Office)

SESSION & UNITS: ☐ SESSION 1: _____ UNITS ☐ SESSION 2: _____ UNITS
☐ 10-WK SESSION: _____ UNITS

FACULTY SPONSOR: _____
PRINT FULL NAME

FACULTY UCIID: _____

INSTRUCTOR NOTES:
* **GRADE SUBMISSION IS DONE ONLINE WITH YOUR UCIID 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 BIOLOGICAL SCIENCES STUDENT AFFAIRS

FACULTY SPONSOR: _____ Not Needed for Bio Sci please use email confirmation

SIGNATURE _____

BIOLOGICAL SCIENCES: _____ Not Needed for Bio Sci please use email confirmation

BIOLOGICAL SCIENCES STUDENT AFFAIRS

**MAKE A COPY OF THIS FORM FOR YOUR RECORDS
SUBMIT THIS FORM WITH A SEPARATE ENROLLMENT FORM**