



University Policy on Intent to Enroll, New Student Onboarding Requirements, and Orientation

Approved by: Susan A. Andrzejewski, Interim President
Effective Date: Fall 2026
Drafted by: Colleen Forest, University Registrar

Status: Active

I. PURPOSE:

This policy establishes the Intent to Enroll process for newly admitted undergraduate, stateside students. The Intent to Enroll process ensures that students formally accept their offer of admission and complete required new student onboarding steps, including participation in Academic Advising & Course Registration and Orientation.

This policy incorporates updated Category II fee language consistent with CSU systemwide policy and clarifies the point at which financial responsibility for the Orientation Fee is established. The Orientation Fee is assessed in alignment with other Category II fees at CSU Channel Islands and is attached to enrollment.

The University uses this process to predict and manage enrollment yield and allocate institutional resources in support of student success.

In alignment with the CSU Student Framework, Academic Advising & Course Registration (AA&CR) and Orientation provide students structured access to coordinated advising, degree pathways, and essential campus support services.

II. BACKGROUND:

CSU Student Tuition and Fee Policy

III. POLICY:

A. Accountability:

- a. Vice President for Academic Affairs and Provost
- b. Associate Vice President for Academic Programs & Continuous Improvement
- c. Director of Academic Advising
- d. University Registrar
- e. Vice President for Student Affairs & Enrollment Management
- f. Associate Vice President for Enrollment Management
- g. Director of Admissions & Recruitment
- h. Director of Orientation & Engagement Programs
- i. Vice President for Business & Financial Affairs
- j. Assistant Vice President for Financial Services / Controller
- k. Manager of Student Business Services



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B. Applicability:

Any undergraduate student, except for Extended University students, who has been offered admission to the University and has not yet enrolled.

C. Definition(s):

- 1. Academic Advising & Course Registration:** A required session in which a student meets individually with an academic advisor to develop and register for their first semester course schedule. The session provides guidance on academic requirements, degree pathways, and connection to essential campus academic and student support services.
- 2. Category II Fee:** A campus-based mandatory fee required for participation in specific university programs or services, established by the Chancellor and administered under the authority of the President in accordance with Education Code §89721 and Title 5 regulations. Orientation is classified as a Category II fee because participation is mandatory for newly admitted/enrolled students.
- 3. Enrollment Activity:** Any action that results in a student being registered in one or more course sections for the term, whether initiated by the student or by an advisor/university staff on the student's behalf (including placeholder, partial, temporary, or conditional schedules).
- 4. Financial Responsibility Agreement (FRA):** The FRA outlines student financial obligations for all applicable CSU Category Fees (I, II, III, IV, VI), including mandatory systemwide tuition, campus-based fees such as the Orientation Fee, course-specific fees, and fees associated with materials, services, or activities. By completing the FRA and enrolling in classes, students acknowledge and agree to the financial responsibilities associated with all applicable CSU fees assessed to their student account.
- 5. Intent to Enroll:** The official online process by which an admitted student accepts an offer of admission to CSUCI.
- 6. Orientation:** A program required for registration that is designed to prepare students for academic success and integration into the CSUCI community.
- 7. Orientation Fee:** A one-time, mandatory Category II campus-based fee assessed to all newly admitted undergraduate students upon acceptance of admission. The fee supports orientation programming.
- 8. Student Fee Adjustment Calendar:** The published schedule of deadlines that govern the assessment, reversal, and refund eligibility of CSUCI mandatory systemwide tuition and campus-based fees. This includes program-specific adjustment calendars, such as the Orientation Fee

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Adjustment Calendar, which outlines the deadline and conditions under which the Orientation Fee may be reversed or refunded. The Orientation Fee Adjustment Calendar establishes the exclusive criteria for Orientation Fee refund eligibility, including required timelines for cancellation and enrollment withdrawal. Orientation Fee refund eligibility is not determined by the standard Student Fee Adjustment Calendar unless explicitly stated and applies only when all criteria under the Orientation Fee Adjustment calendar are met.

D. Policy Text:

All newly admitted undergraduate state-supported students, including first-year and transfer students, are required to complete the Intent to Enroll process, participate in mandatory Academic Advising & Course Registration, attend mandatory Orientation, and fulfill all required onboarding steps as conditions of enrollment. The Orientation Fee is a one-time, mandatory Category II campus-based fee associated with enrollment. It is assessed only after a student registers for classes and appears on the student account in the same manner as other Category II fees at CSU Channel Islands. Financial responsibility for the Orientation Fee is established upon enrollment and course registration.

Any enrollment activity, including course registration initiated by an advisor or university staff on a student's behalf, creates fee liability in accordance with the Student Fee Adjustment Calendar. Students are responsible for regularly monitoring their student account and official university communications. Failure to review notices or billing statements does not exempt a student from financial responsibility.

1. Intent to Enroll Requirements

Admitted undergraduate applicants must complete the Intent to Enroll process by the published deadline. The process includes acceptance of the offer of admission, selection of mandatory Academic Advising & Course Registration and Orientation sessions, and review of financial responsibility for applicable Category II fees. Failure to complete the Intent to Enroll process by the published deadline may result in cancellation of the admission offer.

2. New Student Onboarding Requirements

All newly admitted undergraduate students must complete the following onboarding requirements prior to enrollment:

- a. Confirm Intent to Enroll
- b. Register for Academic Advising & Course Registration
- c. Register for Orientation and complete required onboarding programming
- d. Review Financial Responsibility Agreement (FRA) for all applicable Category II fees.

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As part of the onboarding checklist, newly admitted students will review information about the University's Financial Responsibility Agreement (FRA). The FRA outlines student financial obligations for all applicable CSU Category Fees (I, II, III, IV, VI), including mandatory systemwide tuition, campus-based fees such as the Orientation Fee, course-specific fees, and fees associated with materials, services, or activities.

During onboarding, students only review notification of the FRA. The formal acknowledgment of the FRA will not occur until students register for classes, at which point they will be required to complete the FRA and agree to the financial responsibilities associated with all applicable CSU fees assessed to their student account.

Failure to complete required onboarding components may result in registration holds and delay or cancellation of enrollment.

3. Orientation Fee Assessment and Administrative Process

- a. **Fee Configuration Fee Configuration:** The Orientation Fee is configured in the student financial system as a term-based Category II fee, consistent with other campus Category II fees. The fee is assessed beginning June 1 for the applicable academic year and is applied on a rolling basis thereafter upon course enrollment.
- b. **Assessment:** The Orientation Fee becomes billable upon enrollment activity once fee assessment opens for the term. Fee calculation is scheduled to begin June 1 for the Fall term and December 1 for the Spring term, with charges posting within 24 hours of course registration.
- c. **Establishment of Financial Responsibility:** Financial responsibility for the Orientation Fee is established upon enrollment activity and course registration. By enrolling in courses, students acknowledge that the Orientation Fee is a mandatory, non-transferable Category II campus-based fee. Enrollment actions executed by advisors or university staff on behalf carry the same financial liability as student-initiated enrollment.
- d. **Cancellation and Fee Reversal Process:** The Orientation Fee follows a program-specific adjustment calendar that differs from the University's standard adjustment schedule for mandatory tuition and campus-based fees. Under the standard Student Fee Adjustment Calendar, mandatory tuition and campus-based fees are fully reversed when all courses are dropped before the first day of classes begin. If a student cancels enrollment, the Orientation Fee will be reversed only in accordance with the Orientation Fee Adjustment Calendar deadlines. To avoid assuming financial responsibility for the Orientation Fee,

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students must notify the Orientation Office of cancellation of at least ten (10) business days prior to the first day of classes and withdraw from all course enrollment on or before this deadline. A full reversal of the Orientation Fee will be calculated only when all classes are dropped on or before the tenth (10th) business day prior to the first day of classes.

- e. **Refundability:** The Orientation Fee is nonrefundable and nontransferable once financial responsibility has been established through enrollment under the [Student Fee Adjustment Calendar](#). Non-attendance at Orientation does not relieve a student of financial responsibility. Withdrawal of admission, deferral, or failure to attend a scheduled Orientation session does not automatically cancel the fee.

4. **Fee Amount and Future Adjustments**

The University reserves the right to adjust the Orientation Fee in accordance with CSU Category II fee policy and required consultation processes. Adoption of the Higher Education Price Index (HEPI) has been approved for future adjustments, consistent with CSU policy.

5. **Payment and Financial Aid**

The Orientation Fee is not automatically covered by financial aid. It may be paid using remaining financial aid funds only after tuition, mandatory fees, and (if applicable) housing and meal plan charges are satisfied. The fee must be paid in full by the published tuition and fee payment deadline. Failure to pay may result in account holds, late fees, referral to collections, or other administrative actions permitted under university policy.

6. **Authority and Administration**

The Chancellor has authority for the establishment of Category II fees. The President has delegated authority for oversight and adjustment of Category II fees in accordance with CSU policy and applicable consultation requirements. Academic Affairs, Business & Financial Affairs, and Student Business Services are responsible for implementation, communication, and enforcement of this policy.

7. **Exceptions**

Exceptions to Orientation or Academic Advising & Course Registration participation requirements may be granted only under extraordinary circumstances and at the discretion of the Associate Vice President for Enrollment Management, or designee. Approval of an exception does not waive financial responsibility for the Orientation Fee unless explicitly authorized under separate policy.

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IV. LINKS TO EXHIBIT(S):

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