



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Academic Affairs

Approved By: Erika D. Beck
President

Policy Number: AA.12.007

Effective Date: 4/27/18

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Policy on Intent to Enroll and Orientation

PURPOSE:

Admitted applicants may reserve a space at the University for the term of admission by completing the 3-step Intent to Enroll process, which is defined by (1) the online acceptance of their admission offer confirming their intention to enroll (2) selection of a mandatory orientation session, and (3) payment of the non-refundable, non-transferable orientation fee. The University uses the Intent to Enroll process in order to predict and control yield from the applicant pool and to manage available resources to support enrollment. The purpose of Island View Orientation is to contribute to the successful transition of new students into the intellectual, cultural, and social climate of the University, provide resources, and establish academic expectations.

BACKGROUND:

EO 863 Enrollment Confirmation Deposit Fee

POLICY:

Accountability:

Assistant Vice President for Enrollment Management/Director of Admissions & Records
Associate Vice President for Student Affairs and Dean of Students

Applicability:

Any undergraduate applicant who has been offered admission to the University. Extended University and international students are exempt from this policy.

Definition(s):

Intent to Enroll: Online submission used by applicant to notify the University of their acceptance of the offer of admission and intention to enroll for the term which they have applied.

Orientation Fee: Non-refundable, non-transferable fee charged when a student accepts their admission offer online.



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Text:

Admitted undergraduate freshman and transfer applicants are required to indicate their acceptance of the offer of admission by completing an online, 3-step Intent to Enroll process: (1) the online acceptance of their admission offer confirming the intention to enroll (2) selection of a mandatory orientation session (3) payment of the non-refundable, non-transferable orientation fee. Only students who complete the 3-step intent to enroll process and attend the mandatory orientation session will be eligible to enroll at the University. Students who fail to complete all of the required steps of the intent to enroll process by the deadline will have their admission offer canceled and application withdrawn.

Students who do not attend the full orientation session, arrive late or leave early will receive a hold on their record preventing registration and enrollment. Students who fail to attend or leave during any portion of their assigned Island View Orientation session may submit an Island View Orientation Exception Request form.

Orientation Fee Deferral

Students who file an annual FAFSA (Free Application for Federal Student Aid) or the California Dream Act application on or before the published priority deadline will be considered for a deferment of the new student orientation fee. Deferment means that payment of the orientation fee has been postponed until the student's financial aid award has been disbursed at the start of the fall semester. The new student orientation fee is applied to a student's account until financial aid funds are disbursed to cover the student's first semester charges (including the new student orientation fee).

Students seeking deferment must have a financial aid award priority of \$4,000 or less "Estimated Family Contribution" (EFC) as determined by the FAFSA or Dream application. Students who qualify for an Orientation Fee Deferral will be notified via their Student Portal. Parent and guest orientation fees are not eligible for deferment.

Students who qualify for a deferment and have accepted their offer of admission but fail to attend orientation or decide to no longer enroll at the University are still liable for the orientation fee.

Waitlist

For admitted students who fail to complete the Intent to Enroll process by the May 1st deadline, their application will be withdrawn and admission offer cancelled. CSU Channel Islands has the option to create a waitlist of CSU-eligible freshmen and transfers who might be offered admission should space



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become available. Admissions and Recruitment will determine whether space is available shortly after the May 1st deadline. If space becomes available, Admissions and Recruitment will inform candidates via email of the opportunity to opt in and join the waitlist or request that their admission be withdrawn. There is no fee associated with joining the waitlist. Waitlisted students will be informed no later than June 15th if there is an opportunity to enroll.

EXHIBIT(S):

N/A