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 by submitting an Intent to Enroll statement, (2) choosing a mandatory orientation session and paying the non-refundable, non-transferable orientation fee, selection of a mandatory orientation session, and (3) paying the non-refundable orientation fee. The University uses the Intent to Enroll process in order to predict and control yield from the applicant pool to manage available resources to support enrollment. The purpose of Island View Orientation (IVO) is to provide the resources, and facilitate confidence in new students’ ability, to successfully and holistically integrate into the intellectual, cultural and social climate of the University.

BACKGROUND:
EO 863 Enrollment Confirmation Deposit Fee

POLICY:
Accountability:
Director of Admissions & Recruitment
Assistant Vice President for Enrollment
Management/Director of Admissions & Records
Associate Vice President for Student Affairs and Dean of Students
Director of Multi Access Programs

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 form 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.
Policy on Intent to Enroll and Orientation

Orientation Fee: Non-refundable, non-transferable fee charged when a student accepts their admission offer online, completes the Intent to Enroll process and is considered mandatory for registration.

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, submit an Intent to Enroll statement, (2) selection of a mandatory orientation session, submit payment of the non-refundable, non-transferable orientation fee, and (3) payment of the non-refundable, non-transferable orientation fee selection of choose and attend a mandatory orientation session. Only students who attend 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.

Orientation registrants: 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 for appeal for exception. Students may have their admission cancelled and application withdrawn for failing to attend the entire alternative orientation session. If appeals are approved, the orientation fee to attend the alternative program shall be the same as for the regular sessions.

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).
Policy on Intent to Enroll and Orientation

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 and when completing the Intent to Enroll process. 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 payment 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 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.

The waitlist is rank-ordered according to when Admissions and Recruitment receives an opt in request from candidates meeting minimum eligibility requirements, including testing requirements, for Admissions. Thus, there is no way for students to "improve" their position on the waitlist by providing additional information or documents.

Waitlisted students will be informed of their admissions status no later than June 15. Admissions and Recruitment will admit candidates until maximum capacity is reached. Candidates offered a wait-listed spot will be (a) provided a history that describes the number of students placed on waitlists in prior years and the number offered admission, (b) informed of the availability of financial aid and housing, and (c) provided a minimum of 72 hours in which to make a decision. Candidates must respond online to accept the waitlist offer through their Student Portal. If they do not respond by the stated deadline, the waitlist offer will be revoked and their application withdrawn from consideration.

When a student is admitted from the waitlist, he or she will have two weeks from completing the online Intent to Enroll process in which to submit a final official transcript. For incoming freshmen,
Policy on Intent to Enroll and Orientation

The transcript must reflect the graduate date. If Admissions and Recruitment does not receive a student’s official transcript by the stated deadline, then his or her admission may be rescinded.

Students admitted from the waitlist are required to attend an alternative orientation session and register late. Students may have their admission cancelled and application withdrawn for failing to attend the entire alternative orientation session. The orientation fee to attend the alternative program shall be the same as for the regular sessions. Registering and paying for orientation are part of the online Intent to Enroll process.

EXHIBIT(S):
N/A