



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

**Academic Affairs**

**Approved By:** Richard R. Rush

**Policy Number:** AA.12.006

**Effective Date:** 11/02/15

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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 Intent to Enroll process, which is defined by (1) submitting an Intent to Enroll statement, (2) choosing 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 and to manage available resources to support enrollment.

### **BACKGROUND:**

EO 863 Enrollment Confirmation Deposit Fee

### **POLICY:**

#### **Accountability:**

Director of Admissions & Recruitment

Director of Multi Access Programs

#### **Applicability:**

Any undergraduate applicant who has been offered admission to the University.

#### **Definition(s):**

**Intent to Enroll:** Online form used by applicant to notify the University of his/her acceptance of the offer of admission.

**Orientation Fee:** Non-refundable fee charged when a student completes the Intent to Enroll process and is considered mandatory for registration.

#### **Policy 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) submit an Intent to Enroll statement, (2) submit the non-refundable orientation fee, and (3) choose a mandatory orientation session. Students who fail to attend or leave during any portion of their assigned Island View Orientation session will be 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 Students may have their admission cancelled and application withdrawn for failing to attend the entire alternative orientation session.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.



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### *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 deferral of the new student orientation fee. Deferral 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 deferral 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 deferral.

### *Waitlist*

For admitted students who fail to complete the Intent to Enroll process by the May 1<sup>st</sup> deadline, CSU Channel Islands will 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 1<sup>st</sup> 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.

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.

Wait-listed 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.



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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, 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