

Quarterly Requirements Checklist for Undergraduate/Undeclared Students 2016-2017

The Undergraduate/Undeclared Advising Office requires all Undergraduate/Undeclared students to meet the following quarterly requirements. It is extremely important that you meet these requirements. This checklist has been created to ensure you meet all your administrative responsibilities with the Undergraduate/Undeclared Advising Office.

Failure to schedule and attend any of these appointments on time will result in a HOLD being placed on your record, which means:

- You will not be able to enroll in the following quarter's classes until after you attend the appointments,
- You will not receive a ZotBill via email,
- You will have to check your Zot Account on-line to view your account balance and Registration Fee Assessment,
- It is your responsibility to pay your fees by the fee payment deadline,
- You will need to make sure that Financial Aid, Student Health Waiver, and any other fee-related transactions are in place prior to the fee deadline.

Be sure to schedule your meetings **ONLINE** (at <http://www.due.uci.edu/uu/>) the week before appointments begin. These mandatory appointments **WILL NOT** be made over the phone. Appointments are made on a first-come, first-served basis only.

FALL:

- Enroll in University Studies 1 (*Strongly Recommended*)
- IF** you placed into the Academic English series, enroll in Academic English Reading/Writing for Fall 2016
- IF** you placed into Writing 39A/37, or Human 1AES, enroll in the appropriate course for Fall 2016
- Schedule and attend an Academic Advising Appointment
 - Schedule it Week 4-5: October 17 – October 26 (3 p.m. on Wednesday, 10/26, is the deadline!)
 - Attend: Appointments occur Weeks 6-10: October 31 – December 2

WINTER:

- Enroll in University Studies 1, **IF** you did NOT take it in the Fall (*Strongly Recommended*)
- IF** you passed your Academic English course in Fall, enroll in the next course. **If you did not pass**, repeat the course
- IF** you did not pass Writing 39A/37 in the Fall with C or better, enroll in Writing 39A/37. **If you did not pass** Human 1AES with a C or better, enroll in Human 1BES
- IF** you received a GPA below 2.0 and/or received credit for less than 12 units for Fall 2016, schedule and attend an Academic Probation Appointment with an Academic Counselor (Also, be sure you have an up-to-date local address on record at the Registrar's Office)
 - Schedule it: December 21 - January 9 (3 p.m. on Monday, 1/9, is the deadline!)
 - Attend: Appointments occur January 5 – January 20
- Schedule and attend an Academic Probation Follow-up Appointment
 - Schedule it Week 4-5: January 30 - February 8 (3 p.m. on Wednesday, 2/8, is the deadline!)
 - Attend: Appointments occur Weeks 6-7: February 13 - February 24
- Schedule and attend an Academic Advising Appointment, if your GPA is a 2.5 or below for Fall 2016. If you are on academic probation, you must see your Academic Probation Counselor, not a Peer Academic Advisor.
 - Schedule it Week 4-5: January 30 - February 8 (3 p.m. on Wednesday, 2/8, is the deadline!)
 - Attend: Appointments occur Weeks 6-10: February 13 - March 17

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SPRING:

- IF** you passed your Academic English course in Winter, enroll in the next course. If you **did not** pass, repeat the course
- IF** you did not pass Writing 39A/37 in the Winter with C or better, enroll in Writing 39A/37. If you **did not** pass Human 1BES with a C or better, you **MUST** speak with a counselor
- IF** you received a GPA below 2.0 and/or less than 26 units by the end of Winter 2017, schedule and attend an Academic Probation Appointment with an Academic Counselor (Also, be sure you have an up-to-date local address on file at the Registrar's)
 - Schedule** it by Week 1: April 3 - April 5 (*3 p.m. on Wednesday, 4/5, is the deadline!*)
 - Attend:** Appointments occur Weeks 1-2: April 3 - April 14
- Schedule and attend an **Academic Probation Follow-up Appointment**
 - Schedule** it Week 4-5: April 24 – May 3 (*3 p.m. on Wednesday, 5/3, is the deadline!*)
 - Attend:** Appointments occur Weeks 6-7: May 8 - May 19
- Complete the School Assignment Process**
 - Watch** at least one school's video and/or log in to view at least one school's online interactive presentation during Week 2-3: April 10 - April 21
 - Complete Online School Assignment Form:** Weeks 2-3: April 10 - April 21 (*3 p.m. on Friday, 4/21, is the deadline!*) *Students on any kind of probation in Spring 2017 (including Academic Probation and Unit Probation), and/or students who have not made progress each quarter towards Academic English (if applicable) or Entry Level Writing (if applicable), will **NOT** be assigned to a school during Week 6. In addition, please check the School Assignment website for eligibility to assign into certain schools.*

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