Summer Bridge Program 2022 Checklist

July 23 – September 3

We would like to thank you and your family for accepting our offer to participate in this year’s Summer Bridge Program. We are looking forward to meeting you and providing you with an unforgettable experience that we hope will support your transition to UC San Diego.

To fully participate in the Summer Bridge Program, you must complete the following checklist action items as soon as possible AND by each given deadline. Please be sure to check your UCSD email frequently for urgent messages and updates from Summer Bridge Staff AND to read the entire checklist prior to beginning any step.

*Failure to complete these checklist items can result in your admission to the program being rescinded (canceled).

NOTE: *Please do not pay any program fees tuition or campus-based fees posted to your student’s account regarding the program. The program is fully funded and free of cost to student participants.

For questions please contact us at:

Phone: 858-246-4890 (be sure to leave a voicemail)
Email: summerbridge@ucsd.edu

BEFORE YOU BEGIN:

- **Set up** your UC San Diego **email** and **Duo Two-Step Login**
  - Use the [Account Lookup Tool](https://twostep.ucsd.edu) with Educational Technology Services.
  - Access to UC San Diego system requires verifying your identity using two-step login. Two-step login takes only minutes to set up and is easy to use. Visit [https://twostep.ucsd.edu](https://twostep.ucsd.edu) to learn more and enroll your devices today.
  - Please contact ITS Service Desk at servicedesk@ucsd.edu if you have registration problems

**Office for Students with Disabilities**

- If you are a student with a disability (physical, chronic health, learning, mental health, ADHD, etc.) who may need accommodations in classrooms (lecture and/or examination), labs, or co-curricular programs, please contact the Office for Students with Disabilities (OSD) at 858.534.4382 as soon as you can to ensure the proper accommodations are made prior to the start of the program.
  - If you are open to it, please have the OSD staff/counselor, notify us, Summer Bridge staff, of your accommodations, so that we can ensure Summer Bridge professional staff advocate and prepare program events and sessions that serve your needs as soon as possible.

- Additional information may be found at [http://osd.ucsd.edu/](http://osd.ucsd.edu/)
<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Deadline</th>
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<tbody>
<tr>
<td><strong>Step 1: Submit Final Transcripts to UC San Diego Office of Admissions</strong></td>
<td><strong>Deadline: July 1st</strong></td>
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<tr>
<td>You must request your school to send the transcripts to UC San Diego on your behalf. Students cannot send transcripts directly. Review &quot;Transcripts and Test Scores&quot; on the Triton Checklist for specific instructions to submit your official transcripts, as well as a list of schools we are expecting to receive transcripts on your behalf.</td>
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<tr>
<td>Applicant Portal: <a href="https://beatriton.ucsd.edu/apply/status">https://beatriton.ucsd.edu/apply/status</a></td>
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**Sending Transcripts**

Sending Transcripts You may send your official transcripts to the University of California San Diego either by mail or electronically through one of the preferred electronic transcript providers.

- Send transcripts by mail: you must request that your academic institution send the transcripts to us directly in a sealed school envelope addressed as follows:

  University of California, San Diego  
  Office of Admissions  
  Attn: Transcripts 9500 Gilman Dr., Dept 0021  
  La Jolla, CA 92093-0021 United States

- OR, send your transcripts electronically through Parchment, a safe and secure method of requesting your official transcript(s). If your school is registered with Parchment to send electronic transcripts, please order transcripts through your school’s website or create an account with Parchment directly. Some schools may charge a fee for this service.
  ○ Refer to "Transcripts and Test Scores" on the Triton Checklist for alternative options for sending your transcript electronically.

We must receive your official transcripts postmarked no later than July 1. The following transcripts are required of all incoming first year students:

- **Official final high school transcript indicating your date of graduation.**  
  If you are attending multiple grade 9-12 high schools, please request a transcript from each high school you attended even if the previous school’s grades are on your current school’s transcript.
- **Official transcripts from any school you attended outside the United States.**
- **Transcripts from colleges attended during high school.**
Note:
- The name of the admissions office must be included.
- The **numbers 0021** must appear on the two lines as shown above.

<table>
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<tr>
<th>Step 2: Activate Summer Student Status</th>
<th>Deadline: As soon as you accept the offer to the program</th>
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<tbody>
<tr>
<td>Activate your <strong>Summer Session enrollment</strong> status (log in with your student PID and password)</td>
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<tr>
<th>Step 3: Academic Integrity Tutorial</th>
<th>Deadline: As soon as you accept the offer to the program</th>
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<tbody>
<tr>
<td>Complete the <strong>Academic Integrity Tutorial</strong></td>
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<tr>
<td>- Questions about the tutorial? Contact Academic Integrity Office by phone or email <a href="mailto:aio@ucsd.edu">aio@ucsd.edu</a>.</td>
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Step 4: Enroll into Summer Session Courses

*You must complete steps 2 and 3 in the Summer Bridge 2022 Checklist to begin this step.

As part of this program you will be required to enroll in **one of the following courses:**

- MATH 2, 3C, 4C, 10A, 20A, 10B, or 20B (based upon your math placement criteria)
- CHEM 6A (based upon corequisite course criteria)
- SOC 1
- TDGE 1
- ANTH 2
- POLI 10

**And one** of the following Equity, Diversity, and Inclusion (EDI) courses

- EDS 25, American Higher Education and the Collegiate Experience
- AWP 10, Language and Learning in the American Academy course.

You will be granted permission to enroll in specific classes by your assigned Academic Department. You will receive an email from the Academic Department of each class about your specific placements. **Do not enroll in classes until you receive this email.**

Once you have received the emails from the Academic Departments, log into WebReg to enroll in your assigned classes. Directions on how to enroll follow. You can also view the WebReg tutorial.

1. Log into WebReg using your PID and PASSWORD
2. From the Term drop down menu, select the summer session the class is offered in:
   1. Select **Summer Session III 2022** for MATH 2, MATH 3C and MATH 4C
   2. Select **Summer Session II 2022** for all other classes
3. Select **Go**

4. In the Search for Classes box, type in the class and select **Search**
5. Double click on the class to display all sections being offered

**Deadline to add courses on WebReg:** July 11
6. Find the section the Academic Department assigned to you
7. To the right of the course, select **Enroll** and **Confirm** your transactions

8. Verify you have successfully enrolled in the class by viewing your schedule

*Please do not pay any program fees tuition or campus-based fees posted to your student's account regarding the program. The program is fully funded and free of cost to student participants.*

**Step 5: Health Requirements for Students 2022-2023**

To complete your Health Requirements, you will first need to activate your online health portal (using your Student AD) in **My Student Chart**. Please see the **MyStudentChart Instructions (PDF)** for further explanation on the setup process. You can communicate with the Nursing team here also by going to Ask-A-Nurse in messages.

1. **Complete the TB Risk Screening Questionnaire**
   a. All incoming students are required to complete a TB Risk Screening Questionnaire. For those at higher risk, TB testing will also be required. Please begin this process early to avoid delays. Take the following form to your Healthcare provider if you are directed to do so after completing the TB risk screening questionnaire: **TB Assessment Questionnaire**.

2. **Complete the Immunization Requirements**
   a. All incoming students are required to submit proof of specific vaccinations/immunizations as per the University of California mandate. You are required to obtain records OR have your healthcare provider fill out the **Immunization Form**.

3. **COVID-19 Vaccination Requirement**
   a. For the safety and well-being of the entire university community, the **UC-wide Vaccine Mandate** requires that all students be vaccinated against COVID-19 or have an approved exemption/deferral in order to be physically present on campus. To start the process of **requesting an exemption**, visit Return to Learn to read more about the types of exemptions and deferrals that best suits your case.

**Deadline: July 11**
Failure to be compliant with the mandate by July 11, 2022 will result in an administrative hold being placed on one’s record—preventing Fall Quarter 2022 enrollment. To submit proof of status, please use MyStudentChart and upload your vaccination documents by July 11, 2022.

Please direct any clinical or medical questions to the ASK A NURSE function in your MyStudentChart. This is only for health-related information. Please direct any questions about the exemption process or how to become compliant with the UC COVID-19 Mandate to ucsdtha@ucsd.edu. (STRICTLY NO HEALTH INFORMATION should be sent to this email address)

More information about the health requirements for incoming students can be found here.

### Step 6: Complete Mandatory Incoming Student Training

**Deadline: July 15**

An email will be sent to your @ucsd.edu account inviting you to complete the following two trainings:

1. Sexual Assault Prevention
2. Diversity and Inclusion

Both trainings must be completed by **July 15th**. Failure to complete these trainings by the deadline will result in a hold on your record preventing you from enrolling in Fall 2022 classes.

### Step 7: Sign and Submit the Following Forms

**Deadline: July 15**

1. [Summer Bridge Program Resource Assessment & Summer Bridge Program Participation Agreement](https://forms.gle/8z6R42yDwk8RFfD68) *(one form)*
2. Photo Release Form

This assessment is meant to improve awareness of resources to incoming 1st year students in our program. Many of the questions have embedded links which give further information. Please answer the questions to the best of your ability. Link: [https://forms.gle/8z6R42yDwk8RFfD68](https://forms.gle/8z6R42yDwk8RFfD68)

Please read all forms with your parent(s) or guardian(s) to be sure you understand the requirements and expectations of the program.

After thoroughly reviewing and completing the required signatures and initials, please submit all forms by emailing them to your Resource Assistant.

*(Note: You will be contacted by your Summer Bridge Resource Assistant either by or before June 24, 2022)*

*You can access these documents by clicking on the hyperlinks above.*
<table>
<thead>
<tr>
<th>Step 8: (*optional) Personal Bank Account &amp; Direct Deposit Set Up</th>
<th>Deadline: *optional</th>
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<tbody>
<tr>
<td>If you haven't already opened up a personal bank account, we encourage you to do so and link your UC San Diego billing account and personal bank account via direct deposit.</td>
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<tr>
<td>This will ensure you receive financial aid disbursements sooner rather than having to wait for a mailed paper check.</td>
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