Summer Pre-Arrival Checklist

To best guarantee a smooth and successful summer experience, please ensure you complete all tasks on this Summer Pre-Arrival Checklist and watch our <u>Orientation video</u>! If you have any additional questions, you can contact UCLA Summer Sessions staff via email at info@summer.ucla.edu.

☐ **Confirm you are fully enrolled in your courses on your <u>MyUCLA account</u>**

- After logging into your MyUCLA account, the default page is your Study List and will show all active enrollments

☐ **Confirm your <u>BruinBill</u> is fully paid and the balance due is zero**

- Check your BruinBill on your MyUCLA account under the "Finances and Jobs" tab; if there is any outstanding balance, you are at risk of being dropped from your courses

☐ **Confirm your email address in <u>MyUCLA</u> "Settings"**

- Find the "Settings" tab in the upper right corner and select "Official Email/Phone/Address". The email listed here is the email your professors will use to contact you

- If the official email is set to your UCLA email and you are okay with receiving your main communication here, you can access your UCLA email at g.ucla.edu. Please note you will lose access to your UCLA email after the summer term ends

☐ **Familiarize yourself with <u>BruinLearn class websites</u> and watch the <u>BruinLearn tutorial</u>**

- If you do not see your classes on BruinLearn, your instructor may not have activated the class website; most instructors will not activate their class website until the week before classes begin

☐ **Check your email for communications from your instructor**

- While not a requirement, most instructors will send an introductory email 1-3 days before class begins; be sure to check your spam/junk folder as well

- If you need to contact your instructor, you can check the <u>UCLA Directory</u> or the <u>BruinLearn class website</u> to find their email

☐ **If staying in the UCLA dorms, check for emails from UCLA Housing regarding check-in instructions**

- UCLA Housing will email check-in instructions during the week prior to move-in

☐ **Read through the syllabus on <u>BruinLearn class websites</u>**

- Be especially aware of any textbooks or required materials that you will need for class

☐ **View <u>interactive campus map</u> and finalize travel arrangements for getting to UCLA campus**

- UCLA does not provide transportation to/from the airport and students will be responsible for organizing their own transportation to campus, often using rideshare apps or shuttle services (PrimeTime Shuttle, SuperShuttle)

- If parking on campus, review parking policies and parking permit information through <u>UCLA Transportation</u>

☐ **For international students, ensure you have your I-20 and F1 student visa for arrival, and read through our <u>Bruin Guide for International Students</u>**

UCLA Summer Sessions