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 questions, you can contact UCLA Summer Sessions staff via email at info@summer.ucla.edu.

☐ **Confirm you are fully enrolled in your program on your <u>Registration Portal</u>**

- After logging into your Registration Portal using the username and password you created, please confirm it says "Enrolled" in the student information and program name section

☐ **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 program

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

- Find the "Settings" tab in the upper right corner and select "Official Email/Phone/Address"

- 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 your <u>program schedule and syllabus</u>**

- The program schedule and syllabus can be found on the right-hand side of your specific College/Professional Summer Institute page on our website

☐ **Check your email for communications from your program coordinator and/or instructor**

- Most programs will send an introductory email within 1-2 weeks before your program begins; be sure to check your spam/junk folder as well

- If you need to contact your program directly, you can find their contact information on the syllabus on your specific <u>College/Professional Summer Institute page</u> on our website

☐ **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

☐ **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