UCI Division of Continuing Education

Welcome to your Program

2024-2025 Student Handbook

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Welcome, Anteater!

Dear Student,

Welcome to the University of California, Irvine Division of Continuing Education (DCE)!

We are so proud that you have chosen to join us in sunny Southern California to further your studies. We are confident that your time here will be academically, culturally, and personally rewarding as you develop new skills and engage with other students from around the world.

This student handbook has been prepared to help you succeed when you're studying with us. Please read it carefully as it will answer many of your questions and provide you with important academic, legal, cultural, and practical information. Your health and safety are very important to us, and we require your cooperation in following rules and best practices.

If you have additional questions after reading this handbook, please reach out to our friendly student support staff. We want to ensure your experience in Irvine is rewarding, safe and enjoyable.

Enjoy your time at UC Irvine, we are glad to have you with us!

Warmest regards,

Krissy

Kristine (Krissy) Collins (she/her/hers)
Dean, Division of Continuing Education

Staff Contacts

Who to Contact for Program Assistance?

All staff members are available to assist you during your program. Department contact information and a description of services are below. To learn more about each department's services, please find their section in the handbook.

(**Note**: Usual business hours for staff members are Monday – Friday, 9:00am – 4:00pm PST)

Contact the Applications & Admissions staff if…

- You have questions about your student application or the admission process.
- You have general questions about International Programs.

Admissions
E-mail: ip@ce.uci.edu
Phone Number: 949-824-1010 | Fax: 949-824-8065

Contact the Registration & Payment office if…

- You have questions about how to pay your fees.
- You have questions about registration, enrollment, and payment deadlines.
- You have questions about how to access your DCE portal, how to view your grades and how to order transcripts.

Student Affairs & Student Services
E-mail: ip@ce.uci.edu
Phone Number: 949-824-1010

Contact an International Student Advisor if…

- You need help with immigration matters (visa, transfer, etc.).
- You are planning to leave the United States for a vacation, etc.
- You have questions about employment in the United States.

Immigration Advising
E-mail: ImmigrationOfficials@ce.uci.edu
Phone Number: 949-824-1010

Contact an Academic Advisor if…

- You need help with academic planning and course selection.
- You need help choosing a DCE program.
- You need U.S. College Counseling.
- You have attendance questions or problems.
- You have problems with a teacher or classmate.
- You are experiencing difficulties in your courses.

Academic Advising
E-mail: AcademicAdvising@ce.uci.edu
Phone Number: 949-824-1010

Contact the Student Life & Activities office if…

- You need information about activities.
- You need information about transportation, bus passes, car rentals, etc.
- You need information to apply for a California Driver's License.
- You would like to meet with native English speakers to practice your English.
- You need general information about the UC Irvine campus or area.
- You need help creating a UCInetID or UCI Gmail account.
- You need help accessing UCI Wi-Fi.

Student Life & Activities
E-mail: activities@ce.uci.edu
Phone Number: 949-824-8530
Website: https://about.me/activities

Contact the Student Wellness & Support Advisor if…

- You need help with your physical and mental health and wellness.
- You need help with housing or financial concerns.
- You need help with UCI Health Insurance.

Student Wellness & Support Advisor
Mike Sciarappa
E-mail: msciarap@uci.edu or HealthandWellness@ce.uci.edu
Phone Number: 949-824-6872

Other Contacts:

Send questions about Class Attendance to: ESL-Attendance@ce.uci.edu
For a complete list of DCE Staff Contacts, go to:
https://ce.uci.edu/about/contacts/departments/
https://ce.uci.edu/about/contacts/administrative/

Contacts Card

Here are some important contacts you want to always keep with you. Print out the Contacts Card and put it in your wallet!

Contacts Card
In case of an emergency, dial **911**
UC Irvine Campus Police: 949-824-5223

DCE Student Affairs & Student Services
Website: ce.uci.edu/international
E-mail: ip@ce.uci.edu
Phone Number: 949-824-1010
Immigration Concerns:
ImmigrationOfficials@ce.uci.edu

Contacts Card
In case of an emergency, dial 911
UC Irvine Campus Police: 949-824-5223

DCE Student Affairs & Student Services
Website: https://ce.uci.edu/student-resources/international
E-mail: ip@ce.uci.edu
Phone Number: 949-824-1010
Immigration Concerns: ImmigrationOfficials@ce.uci.edu

Pre-Arrival Information

Important Information

Is there a deposit?
There are no program deposits required for the 10-Week ESL and Accelerated Certificate programs.

When is the fee deadline?
Tuition and fees for 10-Week ESL and Accelerated Certificate Programs are due 37 days before the program starts. You will receive an email with instructions on how to pay your fees. A late fee will be charged if fees are not paid by the deadline. Please note that books and supplies are not included in the tuition fees. Books and supplies cost between $150 and $400 USD.
- 10-Week ESL Program: $500 late fee
- Accelerated Certificate Programs (ACP): 10% of tuition will be billed

What should I do if I need to cancel or postpone my program?
Please email us at ip@ce.uci.edu to postpone or cancel your program or if you cannot arrive by the first day of the program according to the following:
- Within **16 calendar days** of the program start date for the 10-Week ESL Program
- Within **14 calendar days** of the program start date for Accelerated Certificate Programs (ACP)

The first postponement requires no charge. Additional postponements require an additional $200 Application Fee.

What should I do if I cannot arrive by the first day of the program?
If you are not able to attend the first course day of the program, email us at ip@ce.uci.edu before your program start date. Depending on the date you can start, we may be able to accommodate you.

What is the refund policy?
Cancellations must be requested in writing to ip@ce.uci.edu. The Application Fee is non-refundable.
- Prior to the start date: 10% of the tuition amount will be charged
- Prior to the end of the 5th day of classes for 10-Week ESL/Accelerated Certificate Programs: 50% of refundable fees
- No refunds after the 5th day of classes for the 10-Week ESL/Accelerated Certificate Programs

How do I get started?
- Look out for pre-arrival emails regarding orientation and/or requesting personal information such as immigration status, local address, and emergency contacts.
- Attend a program orientation to meet staff and ask any questions you may have.

Preparing for UCI

Health Insurance
All UC Irvine Continuing Education international students are required to have health insurance during their studies in the United States. All students are charged for UCI health insurance unless a Health Insurance Waiver is submitted.

UCI health insurance does not begin until the first day of the program. We highly recommend that you purchase UCI health insurance. However, if you have your own private insurance that meets the minimum requirements below, you can waive the UCI health insurance fee. To waive UCI health insurance, you must complete our **Health Insurance Waiver** form here.

Here are the minimum required coverages for your private health insurance plan:
- Unlimited benefit per Policy Year
- The deductible is no more than $300 for in-network and out-of-network combined per Policy Year
- $50,000 Minimum coverage for Medical Evacuation Expenses to your home country if necessary
- $25,000 Minimum coverage for Repatriation of Remains to your home country in case of death

Housing
Finding a place to live during your time at UC Irvine is very important. Eliminate the stress of looking for a place to live by choosing one of our housing partners! Our options ensure that you enjoy a safe, clean, fully furnished living environment. Explore several housing options to find out what meets your needs and the type of experience you want during your stay. Please contact the housing company directly for pricing and details.
- **University Apartments**, vendor-resourced local apartments, which allow you to interact with and explore the community, while practicing your English in real-life situations
- **Homestays**, which will immerse you in American culture within a family environment
- **UCI Dorms**, (summer only), which give you the opportunity to live on the UCI campus near classrooms, with meal plans available
- **Additional Housing Resources** can be found here

Please note that housing options are becoming increasingly limited, so we recommend that you secure your housing arrangements as soon as possible.

Smoke-Free Campus
UC Irvine is a smoke and tobacco-free campus. Smoking and the use of tobacco is not allowed on any campus properties, including all indoor and outdoor areas, properties owned or leased by UC Irvine, and parking lots. View the policy and more information here.

Weather
Southern California has 292 sunny days per year. The highs range from 23-31°C in the spring and summer and 15-20°C in the fall and winter. Irvine's average temperature in January is 13°C and the average temperature in August is 21°C. We recommend wearing a sweater or light jacket to class and during the evenings. Sometimes the classrooms and evenings can get cold.

Useful Links
Visit the below websites for additional travel information!
Travel alerts and warnings
Safety tips for traveling abroad

Airport Pickup

UCI Airport Pickup

UCI provides airport pickup for flights scheduled to arrive between 08:00 and 17:00 on specific days related to your program start date. For these specific dates, please visit our Airport Pick-Up Service website. If you would like us to greet you and pick you up at the airport, you must complete and submit the Airport Pickup Request Form at least 5 days before your program starts. The form is available at our Airport Pick-Up Service website. Cancellations and changes must be requested at least 3 business days before the pick-up to be eligible for a refund.

If you are not arriving during our specific pick-up days, you may need to arrange your own transportation. Here are some options:

Uber

Uber is a popular transportation mobile app in Southern California. You can use the Uber app to request a ride to UC Irvine or your housing. Download the mobile app from your app store and create an account! You must pay by credit card.
Google Play
Apple Store

Lyft

Lyft is another popular transportation mobile app in Southern California. You can use the Lyft app to request a ride to UC Irvine or your housing. Download the mobile app from your app store and create an account! You must pay by credit card.
Google Play
Apple Store

24-7 Taxi Cab Service

Taxi Cab Service is a taxi and airport shuttle company that provides service 24 hours a day. You can book them online or over the phone. You can pay the driver with cash or by card.
24-7taxicab.com
(888) 247-8294

Hotel Options

If you plan to arrive prior to your scheduled housing check-in date, you will need to make temporary housing arrangements. We recommend the Orange County Travelodge. The hotel offers low-cost accommodations, a continental breakfast, and a free hotel shuttle service to UCI. Please see below for the most updated contact information and rates. For additional hotel suggestions, please contact the Student Life & Activities Office at activities@ce.uci.edu.

Travelodge Hotel Orange County Airport

1400 Bristol Street, Suite A, Costa Mesa, CA 92626
Phone: (714) 486-0905 | Website

Freeway Directions to UCI

405 FREEWAY

From the North:
Exit at Jamboree Rd.
Right on Jamboree Rd.
Left on Campus Dr.
Right on East Peltason into UCI Right on Pereira

From the South:
Exit at University Dr.
Left on University Dr.
Right on Campus Dr.
Right on East Peltason into UCI Right on Pereira

73 FREEWAY (fee required)

From the North:
Exit at Bison Ave.
Left on Bison Ave. into UCI
Right on East Peltason
Left on Pereira

From the South (toll):
Exit at Bison Ave.
Right on Bison Ave. into UCI
Right on East Peltason

55 FREEWAY

From the North:
Take 55 South to 73 South
Exit at Bison Ave.
Left on Bison Ave. into UCI

From the South:
Take 55 North to 73 South
Exit at Bison Ave.
Left on Bison Ave. into UCI
Right on East Peltason
Left on Pereira

5 FREEWAY

From the North:
Take 5 South to 55 South to 73 South
Exit at Bison Ave.
Left on Bison Ave. into UCI
Right on East Peltason
Left on Pereira

From the South:
Take 5 North to 405 North
Exit at University Dr.
Left on University Dr.
Right on Campus Dr.
Right on East Peltason into UCI
Right on Pereira
Left on Pereira

91 FREEWAY

From the North:
Take 91 West to 241* South to 261* South
261 South becomes Jamboree Rd.
Left on Campus Drive
Right on East Peltason
Left on Pereira

Navigating to UCI
Use your maps mobile app to navigate to UCI DCE!
➔ **Address: 510 E Peltason Dr, Irvine, CA 92697**

If you don't currently use one, we suggest using Google Maps!

Parking at UCI
A parking permit is required at all times to park on UCI Campus. Parking regulations are enforced 24/7. Vehicles without a permit will be ticketed. For more information regarding prices and where to park, click here.

Map of UCI DCE

UCI | Division of Continuing Education
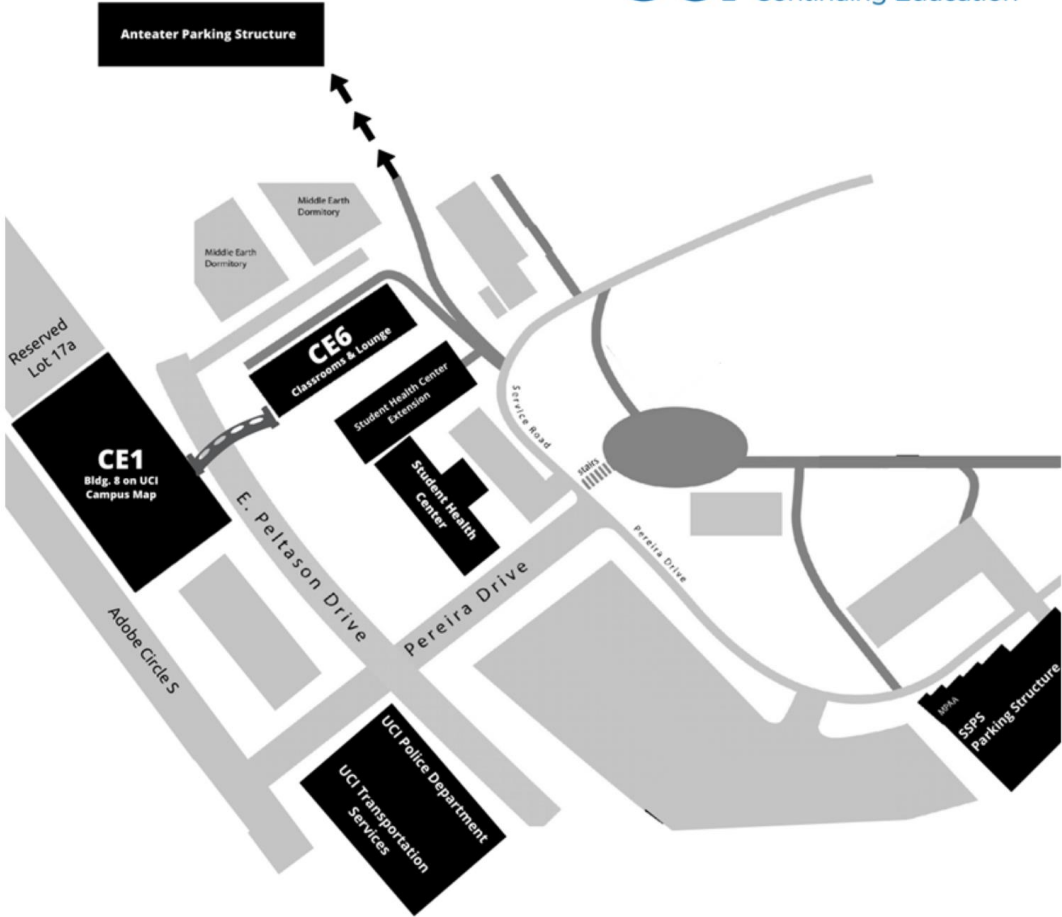
CE1 (by floors):

1st floor
    Classrooms, computer lab, study/lounge space, vending

2nd floor
    Information desk, classrooms, Bridge Cafe

3rd floor
    Classrooms, Student Life & Activities

4th & 5th floor
    Invited access only, DCE staff, Student Advising

Map of UCI

Main Campus
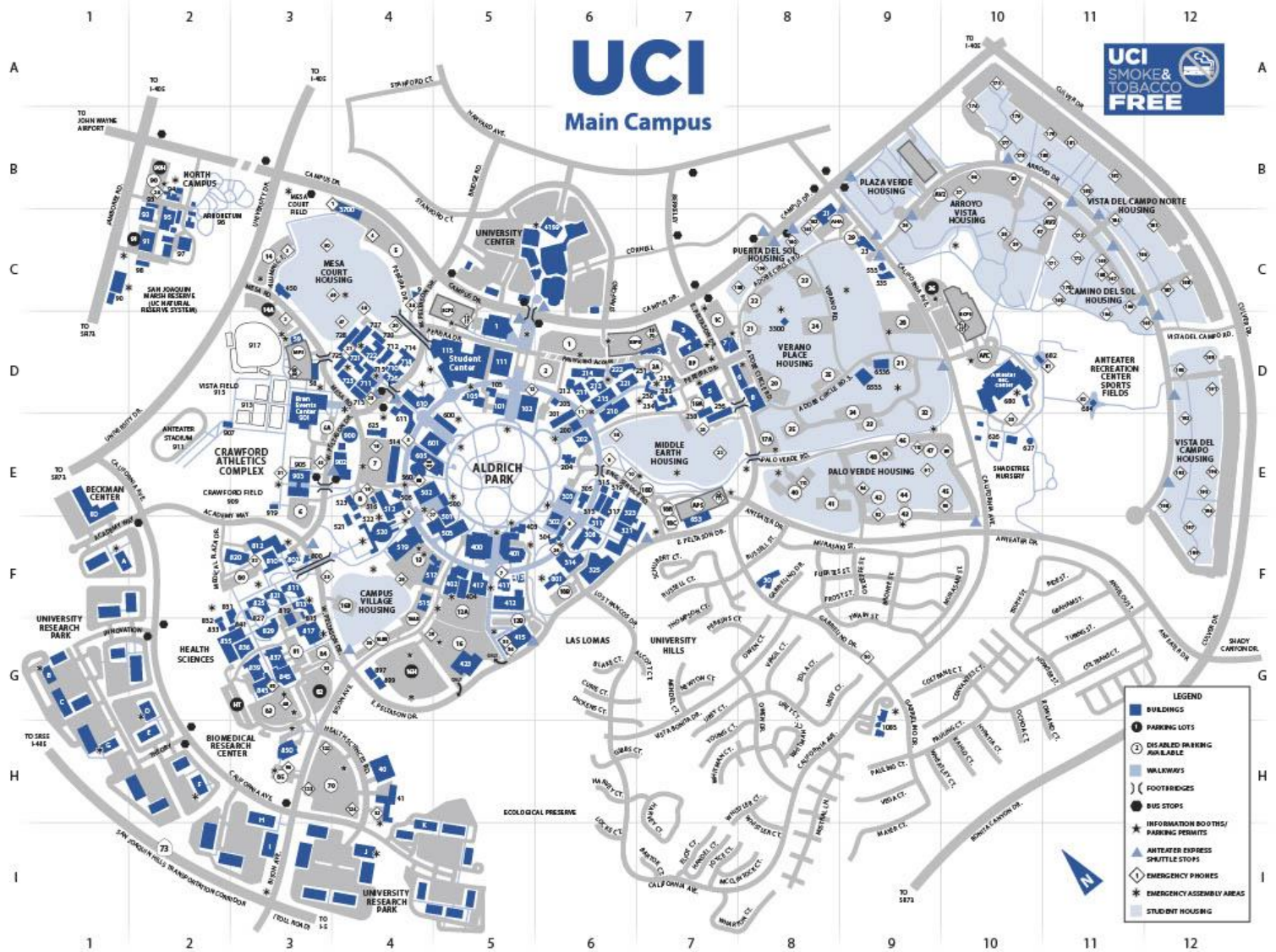
Click on the map above to download it as a pdf!

For an interactive display of UC Irvine, go to map.uci.edu.

Cultural Adjustment

Culture Shock

Everyone who moves to a new country or place experiences a period of transition and adjustment to the new culture. This is sometimes called culture shock. Culture shock is a feeling of being confused, lost, or unhappy when you are in a new country or a new place where things are very different. Everybody experiences culture shock when they are in a new place. It's a normal feeling, and it will get better after a while. There are 5 stages of culture shock:

1. **Honeymoon**
   A honeymoon is the time just after a couple gets married when everything is new, exciting, and happy. In the same way, studying in the United States is a new, exciting experience. Many things are interesting and different. You enjoy finding out about the differences in food, fashion, and social customs. But the honeymoon does not last forever. It might last for a few days to a few weeks.

2. **Hate**
   After living in the new place for a while, you might start to be bothered by things that are not so good. You realize that it's harder to do some things than it was at home. People don't always understand you, and you're not always sure what to do. You might feel frustration or anger at differences in culture or customs. Maybe you will start to criticize and complain about the new place.

3. **Homesickness**
   During this stage of culture shock, people think about all the good things at home and forget that things are not perfect there either. They feel sad, lonely, and homesick. People might do these things:
   - Calling home very often
   - Sleeping too much or too little
   - Eating or drinking too much
   - Crying for no reason
   - Feeling upset and getting angry easily
   - Having trouble concentrating on schoolwork

4. **Humor**
   After a while, things start to get better. You can understand things now, and they start to make sense. You start to look at the new things around you with humor. You can find fun in cultural differences, and they don't seem so strange anymore.

5. **Home**
   Finally, you get used to the new place. You have a feeling of comfort and belonging. The new place feels like a second home.

Ways to Overcome Culture Shock

1. **Share your frustrations with others.**
   Talking about your feelings can help you feel better. You might also find out that your friends have some of the same problems.
2. **Write down your frustrations and complaints.**
   Sometimes this helps you to see that things are not so bad.
3. **Ask for help.**

Remember, you are not alone! Talk to your teachers or the [Student Wellness & Support Advisor, Mike Sciarappa](). They are happy to help you.

4. Make friends.

Develop relationships with classmates or others in the new place.

5. Contact family and friends back home.

It's good to hear familiar voices and know that they're thinking about you.

6. Be patient.

Try to see both the good and bad things around you.

7. Learn the rules of living in your host country.

If you know how things are done and how you are expected to behave, you will fit in better and feel more comfortable.

8. Focus on things you can control, not on things that you can't change.

For example, you can't make the buses run on time, but you can be sure you wake up early enough to get to the bus stop on time.

9. Get involved. Join a campus club or find a new hobby.

This will keep you busy and help you feel more at home. We have a [Student Life & Activities]() staff ready to help you with this. Email [activities@ce.uci.edu]().

10. Take care of yourself.

Get enough exercise and eat nutritious food. If your body feels better, your mind will feel better.

American Culture

Names

First names or given names are commonly used in the U.S. If the person is older, use Mr., Mrs., Miss, or Ms., and the last name or family name. It is normal for someone you just met to call you by your first name. This is not considered rude and shows you the casual style of Americans. Also, be patient with people pronouncing your name. Just like American names and words are new to you, there will be names and words that are new to others.

Greetings

Americans like to be friendly and smile or say hello even if they do not know you. It is normal for strangers to say hello to you, but it does not always mean they are inviting you to a conversation. A handshake is normal when meeting someone. Sometimes, they may hug as a greeting to more close friends.

Tipping

Tipping is not mandatory in most of the U.S., but it is customary to tip for service, especially at sit-down restaurants and bars. The average tip is generally 15% to 20% of the total meal cost. Sometimes, restaurants will include the tip in the bill if there is a large party, so make sure you check that out.

Personal Space

Americans usually talk to each other from a distance of about 2 feet. They may talk closer to you if they feel more comfortable.

Just Say No

No means no. Do not feel bad or be afraid to say no whether it's to someone you know or don't know. For example, if someone tries to sell you things or ask for money, you can say no. It is okay to say no to anyone that makes you feel uncomfortable.

F-1 Visa Guide

How to Get an F-1 Visa

Most travelers to the U.S. must obtain a visa. For the F-1 student visa, the process includes obtaining an I-20 form from an academic institution in the U.S., application forms and interviews, as well as checking the history of the applicant. As a visa applicant it is important that you recognize that these registration processes are necessary to protect U.S. citizens and our visitors, so please allow for extra time in your planning. Because of this process many visas take at least several weeks, but some can take longer. While individual experience may differ, here are the basic steps you should follow and what you can expect throughout the process. Use the following guide as a reference to assist you in getting your F-1 student visa!

① Research the Process

If you have access to the internet, visit https://travel.state.gov/content/travel/en.html for information on current U.S. Student Visa Policy and Procedures. To locate a U.S. Embassy/Consulate located in or nearest to your home country please visit https://www.usembassy.gov/. These websites will help you determine the specific steps on how to obtain an F-1 student visa. If you do not have access to the internet, contact the nearest U.S. Embassy/Consulate for further information.

② Make an Appointment

You will need to make an appointment to visit the U.S. Embassy/ Consulate in order to apply for an F-1 student visa. This can be done by telephone, mail, over the internet, or in person. Be sure to make an appointment as soon as possible. To find the nearest U.S. Embassy/ Consulate near you please visit https://www.usembassy.gov/.

Be sure to ask what fees are required and how they can be paid. Application fees must be paid before your appointment and are non-refundable.

③ Prepare Your Documents

The U.S. Consulate/Embassy website will indicate the required documents for a visa interview. However, in general, all applicants for an F-1 student visa must provide the documents below:

(a) **ORIGINAL FORM I-20:** F-1 students must present all 3 pages of the original I-20 form to the consular officer for review. Students must sign under the "Student Attestation" section on page one of Form I-20. Please note that you have been provided with a travel signature on page 2 of your I-20. The travel signature can be used to travel outside of the United States during your studies at our school. You will receive more information about traveling outside of the United States in F-1 visa status once you arrive at our school.

(b) **DS-160 FORM:** Completed Non-Immigrant Visa Electronic Application form (DS-160).

(c) **PASSPORT:** Passport must be valid for at least six months after proposed date of entry into the United States.

(d) **ONE (1) 2x2 PHOTOGRAPH:** Required photo format directions will be provided when completing the DS-160 form.

(e) **RECEIPT FOR VISA PROCESSING FEE PAYMENT:** This fee is paid when students go to the U.S. Consulate/Embassy to apply for the student visa. Fee payment receipt will be issued, and students must keep this receipt for each applicant including each child listed on a parent's passport who is also applying for a U.S. visa. The receipt(s) must be presented to the consular officer during the interview.

(f) **RECEIPT FOR SEVIS I-901 FEE PAYMENT:** Student applicants must pay the SEVIS I-901 Fee before applying for an F-1 student visa. **See page 17 for more details on how to pay the I-901 SEVIS fee.**

- You may print your I-901 receipt at http://www.fmjfee.com/ and select Check I-901 Status/ Print Payment Confirmation.

(g) **PROOF OF FUNDING:** Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period you intend to study.

(h) **OTHER SUGGESTED DOCUMENTS TO PREPARE:**

- School admission letter
- Transcripts and diplomas from previous institutions attended
- Scores from standardized tests required by the educational institution such as the TOEFL, TOEIC, etc.
- Any information that proves that you will return to your home country after finishing your studies in the U.S. This may include proof of property, family, or other ties to your community.

4 Bring All Documents to your Visa Appointment/Interview

Give your application, passport, and other documents to the U.S. Embassy/Consulate. The documents will take a few weeks to process. After looking at your documents, the Embassy/Consulate will decide if they can give you a visa.

Remain calm and answer all the consular officer's questions to you openly and honestly. Acceptance into an American school does not guarantee you will be approved for an F-1 visa.

5 More Interviews are Sometimes Needed

The U.S. Embassy/Consulate may also need extra information and fingerprints.
This may add 4 to 6 weeks to your visa application process.

6 Entering the United States for your Program

Be sure to have your Form I-20, passport, and F-1 visa accessible on the airplane upon entering the United States.

An F-1 visa allows you to travel from your country to a port of entry in the U.S. In many cases, that port of entry will be the airport where you land.

When you deplane, follow directions for **non-citizen entry.**
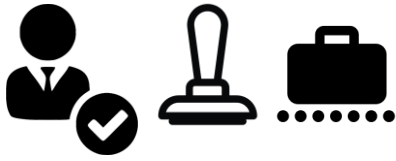
At the airport, a U.S. official will **interview** you and verify all your paperwork. Once admitted, you will receive an **immigration stamp** and proceed to **baggage claim** and **U.S. Customs.** Please ensure the stamp says F-1 and D/S, which stands for Duration of Status. This means you have been admitted correctly as an F-1 student.

When can you enter the United States?

You may not enter the United States more than **30 days** before your program start date as indicated on page 1 of your I-20. You must report to UC Division of Continuing Education the program start date as indicated on page 1 of your I-20. If you arrive late, you risk being denied entry to the United States, not be permitted to begin attend classes, and you may be required to immediately depart the United States and reenter with a new Form I-20.

How to pay the SEVIS I-901 Fee
You will need to fill in a Form I-901 with information from your Form I-20 and pay the required SEVIS I-901 fee. For most people, the SEVIS I-901 fee is $350.

If you have internet access, completing the form online will help ensure that you provide all the information in the correct format. This helps speed processing. You can fill the Form I-901 and pay the fee online at http://www.fmjfee.com/.

If you do not have internet access, you are able to complete the paper version of the I-901 form and mail in your payment.

How to pay SEVIS I-901 Fee ONLINE
(a) Find the Form I-901 at http://www.fmjfee.com/.

(b) Complete the form online and supply the necessary Visa, MasterCard or American Express information. Be sure to write your name exactly as it appears on your Form I-20.
- Print a copy of the online receipt.
- Be sure to bring a copy of your online receipt to your visa appointment/interview.

If you pay the SEVIS fee by internet, you can print a receipt directly from your computer at the same time. This computer-generated receipt can be used to prove you have paid the I-901 fee at an embassy, consular post, or port-of-entry.

How to pay SEVIS I-901 Fee BY MAIL
(a) Download and print out the **Paper Form I-901** ""Fee Remittance for Certain F, J, and M Nonimmigrants." from http://www.ice.gov/sevis/i901/.

(b) Follow the directions provided with Paper Form I-901. Be sure to write all the information required exactly as it appears on your Form I-20.

(c) Prepare a check, international money order or foreign draft (drawn on U.S. banks only) in the amount of $350 U.S. dollars, made payable to: **"I-901 Student/Exchange Visitor Processing Fee."** Expedited payment receipt delivery is an additional fee. See the Paper Form I-901 for more information.

(d) Mail the completed **Paper Form I-901** and send your payment to the address listed on Paper Form I-901 instructions.

(e) If you use regular mail, we suggest allowing at least two weeks for your payment to reach SEVP. If courier service is available, you can decrease this time by sending your payment by courier. Once your payment is processed you will receive an email alerting you that your payment has been received and you will be able to print your payment confirmation receipt by going to www.fmjfee.com and selecting Check I-901 Status/ Print Payment Confirmation.

SEVIS I-901 Fee: Frequently Asked Questions

The SEVIS I-901 fee is mandated by U.S. Congress to support the program office and the automated system that keeps track of international students and ensures that they maintain their status while in the United States. Each international student issued an initial Form I-20 is responsible for paying this fee to SEVP.

1. **Who pays the SEVIS fee?**
   - New students with I-20s marked for "initial attendance" who are applying for a new F-1 visa from outside the U.S.

   - New students with I-20s marked for "initial attendance" who are applying for a change to F-1 status from another status (B-2 for example).

   - Current F-1 students in the U.S. filing for reinstatement after being out of status more than 5 months, and who are issued an I-20 issued for reinstatement.

   - Canadians (who do not need an F-1 visa to enter the U.S.) should take a copy of the SEVIS fee receipt to present at the port of entry with the appropriate I-20. It will not be possible to pay the fee at the port of entry.

2. **Can someone else (friend or family member) pay the fee for me?**
   - Yes. Be sure to obtain a copy of the payment receipt to prove the fee has been paid.

3. **Will continuing F-1 students in the U.S. need to pay?**
   - No, unless the student falls out of status for more than 5 months and applies for reinstatement after or is outside the U.S. for more than 5 months.

4. **What about my F-2 dependents?**
   - F-2 dependents do not have to pay the fee.

5. **Do I have to pay if I stay in the U.S. but transfer to another school in the U.S. or change educational levels (example: ESL to Certificate)?**
   - No, you do not have to pay the fee again.

6. **Do I have to pay the fee if I travel outside the U.S.?**
   - If you travel outside for less than a 5-month period, you do not need to pay. Also, if you are a continuing student, you will not need to pay the fee even if you must renew your F-1 visa.

- If you travel outside the U.S. for more than a 5-month period, you will need to pay the fee again since you will need to be issued a brand new I-20.

7. When do I pay the SEVIS fee?
- The fee should be paid at least 3 business days before you apply for your visa, change of status, or reinstatement application.

8. Can I pay the SEVIS fee at a university, consulate, or airport?
- No, at this time the SEVIS fee can only be paid online or by mail.

9. How do I pay the fee?
- The fee can be paid online or by mail. You must include the **Form I-901** with the fee. The fee can be paid by the student or by someone else (family member or friend) inside or outside the U.S.

10. Will the DHS keep a record of my payment on file?
- Fee payments should be entered into your permanent immigration (SEVIS) record, but it is strongly recommended that you keep a copy of your fee receipt to use in the future.

11. I applied to more than one school and have more than one I-20 form. What happens if I pay the SEVIS fee for one school and then change my mind and decide that I want to attend the other school? Can I move my SEVIS fee to the new school?
- Please visit: https://www.ice.gov/sevis/i901/faq and review the section "How can I-901 SEVIS Fee paid on one SEVIS ID be moved to another SEVIS ID"

12. What do I need to do to apply for an F-1 visa, change of status, or reinstatement?
- Get a Form I-20 from the school that you want to attend.
- Pay the SEVIS I-901 fee online or by mail.
  - Make a copy of the I-901 SEVIS fee receipt for your records.
  - Submit a copy of the I-901 SEVIS fee receipt with your visa, change of status or reinstatement application.
    - For change of status or reinstatement applications, if you previously paid the SEVIS fee while attending a different school, you should submit a copy of that school's I-20 form and a copy of the fee payment receipt with your application.

13. What if my F-1 visa application is denied?
- The SEVIS fee will not be refunded but if you apply again for an F-1 visa within 12 months of a visa denial you will not have to pay the fee again.

For more frequently asked questions, please visit: https://www.ice.gov/sevis/i901/faq

Course Resources

## How to Create Your UCI DCE My Account

The UC Irvine Division of Continuing Education (UCI DCE) student portal is for students to access the following:

- Grades
- Unofficial transcripts and grade cards
- Class Schedules
- Canvas
- Update personal address, email address, and telephone numbers
- Pay fees

Follow the steps below to create your UCI DCE My Account

Step 1:

- Visit the UCI DCE website: ce.uci.edu
- Click on "Log In" in the upper right corner
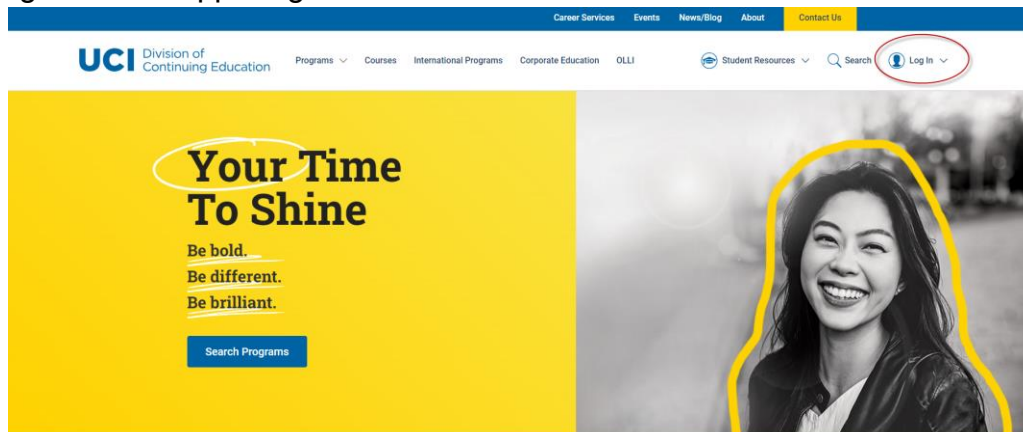
Step 2:

- Click on "Create Account"

Step 3:

- Enter the following information exactly as it appears on your passport/I-20/UCI DCE Record
  Note: Be sure to include any spaces in your name. Do not include hyphens or special characters. Enter the last 7 digits of your DCE Student ID# in the International Student Number fields.
  Then click Next Step.

Create New Account

STEP 1 of 2

Personal Information

Already have an account?

Log in to use your account contact info.

Login

Legal First Name*

Legal Middle Name

Legal Last Name*

Date of Birth*

mm/dd/yyyy

Format: MM/DD/YYYY

Gender Identity*

Please select

Country of Citizenship*

Please select

Country of Birth*

Please select

Enter the last 7 digits of your DCE Student ID# here. This is required. If you leave this blank, you may create an incomplete or duplicate record.

International Student ID Number ❓

Confirm International Student ID Number

By Regental authority, we request your social security number in order to verify your identity for accurate record keeping. Visit ce.uci.edu for privacy policies concerning information requested. Although providing your Social Security Number is voluntary, it is requested for tax purposes, to provide evidence of fee payments that could entitle you to tax credits under TRA '97 (the Taxpayer Relief Act of 1997).

Next Step

- Enter your Personal Information and create a password, then click Create Account

Create New Account

Already have an account?

Log in to use your account contact info.

Login

STEP 2 of 2

Personal Information

Email*

Please enter a valid email. This will be used as your login.

Confirm Email*

Password*

Password Requirements:
- 8-18 characters
- One uppercase and one lowercase
- Must begin and end with a letter
- One number or one of these special characters: @ # $!

Confirm Password*

By Regental authority, we request your social security number in order to verify your identity for accurate record keeping. Visit ce.uci.edu for privacy policies concerning information requested. Although providing your Social Security Number is voluntary, it is requested for tax purposes, to provide evidence of fee payments that could entitle you to tax credits under TRA '97 (the Taxpayer Relief Act of 1997).

Create Account

- Create your My Profile. Enter your Race/Ethnicity, phone number(s) and address(es) by clicking on Edit next to each section. When you are done, click "Go Back to My Account." You must enter at least one (1) address and one (1) phone number.

My Profile

Per the UC Presidential Policy on Gender Recognition and Lived Name, you may request to set your preferred name by completing this form. Please allow 3-5 business days for your request to be reviewed. You will be notified by email with the status of your request.

Personal Information   Edit

Name
Penny T. Anteater

Date of Birth
2/9/2002

Gender Identity
Woman

Race / Ethnicity

Social Security Number

Email   Edit

Email
penny@uci.edu

Password   Edit

Phone Numbers   Edit

Mobile Phone

Business Phone

Home Phone (Primary)

Physical / Mailing Address   Edit

Local US Address

Business Address

International Address (Primary)

← Go Back to My Account

- From your My Account home page, click on the link to create your Account Email Reset Questions. This will help you retrieve your account email in case you do not remember the email you used to create your account.

My Account

Welcome, ████████ (DCE ID# P001111███)

ⓘ To complete creating your account, please select your Account Email Reset Questions. **Click Here**

Account Email Reset Questions

If you forget your account email, you can reset your account by answering the four questions you choose below. Please select a question that you will be able to answer in the future exactly as you enter it now. The question-answer combinations are kept confidential and are solely for this purpose.

Please be aware that security questions and answers cannot be adjust or viewed after the answers are saved.

Select Question	Answer
Select Question ⌄	
Select Question	Answer
Select Question ⌄	
Select Question	Answer
Select Question ⌄	
Select Question	Answer
Select Question ⌄	

Save

- To return your account home page, click Go Back to My Account.

← Go Back to My Account
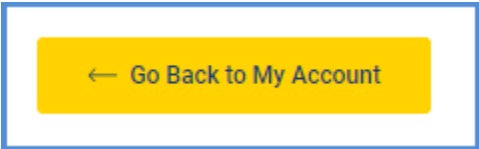
- Click on the My Schedule link to view your schedule for the quarter.

My Account

Welcome, Penny T. Anteater   (DCE ID# P00111___)

ⓘ To complete creating your account, please select your Account Email Reset Questions. **Click Here**

My Profile	→	My Schedule	→
My Statement/Receipt	→	My DCE Student ID Card	→
My Certificates	→	Transcript/Grade Card	→
My Documents	→	Order Verification of Enrollment	→
Download IRS Form 1098-T	→		

- Select the Quarter (Year/Term) from the drop-down list box and your class schedule for that quarter will display. You can also access Canvas by clicking on the yellow "DCE Canvas" box.

- Click See Details to view more information about your course including the meeting schedule, your instructor, textbook information, and other important information.

My Schedule

Select Quarter or Semester

| 2024/SPRING ▼ | | **Print Schedule** |

Drop Courses   **Change Grade Option**

DCE Online classes will be available for access on the start date after 12:00 PM PST   **DCE Canvas** ⧉

Added Courses

MGMT X462.82   Reg#: 00246
Dynamic Product Management
See Details ∨   ←

Dates	Format	Last Refund	Grade Option	Credit
4/3/2024 to 4/16/2024	UC Irvine Campus		Letter	3

MGMT X485.2   Reg#: 00271
Real Estate Principles
See Details ∧

Dates	Format	Last Refund	Grade Option	Credit
4/1/2024 to 6/23/2024	Remote	4/7/2024	Letter	4.5

Meet Your Instructor
X Test
View Bio →

Class Schedule

Event	Date	Day	Start Time	End Time	Location	Room
START	4/1/2024	MON			Online (Access Begins)	---
OL-LEC	4/5/2024	FRI	02:00 PM	03:00 PM	Zoom	
OL-LEC	4/19/2024	FRI	02:00 PM	03:00 PM	Zoom	
OL-LEC	5/17/2024	FRI	02:00 PM	03:00 PM	Zoom	
OL-LEC	6/14/2024	FRI	02:00 PM	03:00 PM	Zoom	
END	6/23/2024	SUN			Online (Access Ends)	---

Textbook Information

Required textbook(s):

Principles of California Real Estate
Book - ISBN: **9781950728008**
Rockwell/Haupt, 19, Rockwell

Textbooks for your course may be purchased from any vendor or bookseller of your choice.

Information:

You may access your online course by 12pm (noon) Pacific Standard Time on the start date through your UCI DCE web account at https://ce.uci.edu/. Select "My Account," then "My Canvas" from the menu on the left, and lastly "Access Canvas" to access your online course. Instruction begins promptly on the start date. If you enrolled on or after the start date, you may access your online course two hours from the time of your enrollment. If you have any problems, please contact UCI DCE Student Services at 949-824-5414 or dce-services@uci.edu.

Accessing your DCE Student ID Card

Students who are enrolled for the current quarter may view and print their unofficial DCE Student ID card through their DCE student portal.

Log on to your DCE student portal at https://ce.uci.edu/login

Click on My DCE Student ID Card

My Account

Welcome, Penny T. Anteater   (DCE ID# P001110   )

ⓘ To complete creating your account, please select your Account Email Reset Questions. Click Here

My Profile	→	My Schedule	→
My Statement/Receipt	→	My DCE Student ID Card	→
My Certificates	→	Transcript/Grade Card	→
My Documents	→	Order Verification of Enrollment	→
Download IRS Form 1098-T	→		

- Click Print Temporary ID Card

My DCE Student ID Card

Print ID Card

UCI DCE students can get a digital photo ID card for $20. To obtain one, ensure you have an active UCInetID and an approved photo. If you do not have a UCInetID, email dce-services@uci.edu for help.

Follow these steps:

1. Check photo requirements. Upload a government-issued ID and your photo via the ZotKey website. You'll get an email within 48 hours confirming approval or denial.

2. Once approved, purchase your digital ID card by logging in with your UCInetID and paying. It will be ready in 48 hours.

A smartphone or tablet is required to use the digital ID. Contact cardservices@uci.edu if you need assistance or have no compatible device.

After getting your digital ID, download Atrium Campus Connect on your smart device or access UCI Connect using your "uci.edu" email to start using it.

Print Temporary ID Card

← Go Back to My Account

- Follow these steps to get your digital photo ID for $20
    1. Ensure you have an active UCInetID and an approved photo with Campus Card Services. If you do not have a UCInetID, email dce-services@uci.edu for help.
    2. Check photo requirements. Upload a government-issued ID and your photo via the ZotKey website. You'll get an email within 48 hours confirming approval or denial.
    3. Once your photo is approved, purchase your digital ID card by logging in with your UCInetID and paying. It will be ready in 48 hours.
    4. A smartphone or tablet is required to use the digital ID. Email cardservices@uci.edu if you need assistance or have no compatible device.
    5. After getting your digital ID, download 'Atrium Campus Connect' on your smart device or access UCI Connect using your "uci.edu" email to start using your digital photo ID.

Purchasing Meal Plans with your ID

Students can purchase voluntary meal plans, known as Anteater Meal Plans, on the UCI Dining website. You need to make your digital ID first before visiting a dining hall because they will need to scan your ID.

How to Purchase a Meal Plan Online:

1. Visit the Meal Plans page on UCI Dining Website.
2. Under the section "How To Sign Up for a Meal Plan," select the link with "Anteater Meal Plans"
3. Select a Meal Plan>Enter "Purchase Here"
4. Log into the Atrium Student Link using your UCI Net ID
5. Select "Manage Meal Plan" from menu on the left
6. Manage Meal Plan>Select "Voluntary Meal Plan Purchase"
7. Sign Meal Plan Contract
8. Complete Checkout

Anteater Meal Plans can be paid with any Visa, MasterCard, American Express, or Discover Card online, including international cards. If you wish to pay with Cash or Check, please visit the Dining Office to complete your meal plan purchase.

Frequently Asked Questions (FAQs)

The information on my I-20 is incorrect! What do I do?
If your name, date of birth, citizenship, or any other information on your I-20 is incorrect, please email **ImmigrationOfficials@ce.uci.edu** immediately. You may also call the UCI DCE Student Affairs & Student Services office at (949) 824-1010 and ask to speak with an immigration advisor.

I have followed the instructions, but I still cannot create my account. Who do I contact for help?
Please contact Student Affairs & Student Services. The Student Affairs & Student Services office is open Monday through Friday, 9:00am-4:00pm (PST). You may call us Monday through Friday at (949) 824-1010 or send an email to ip@ce.uci.edu.

Do I need to enter a Social Security number? I don't have one.
Unless you are a U.S. citizen, this section should be blank.

What is my student ID number? Where can I find my student ID number?
Your student ID number is a pre-assigned number that is unique to you. The number can be found at the top of your pre-arrival information email. If you have any questions about your student ID number, please contact Student Services at (949) 824-1010, or send an email to ip@ce.uci.edu.

I logged into my account, but I can't see my schedule.
Your student schedule is generally available 1-2 days before your classes begin.

How to Access Your Courses Online (Canvas)

Canvas is an online learning management system where you can access:

- Courses
- Assignments
- Grades
- Messaging to contact your instructor and classmates

 *Note that you *must* have a DCE account **before** trying to access Canvas. To create a DCE account, please read the previous section "How to Create Your UCI DCE Account."

Step 1:
- Log into the DCE student portal at: https://ce.uci.edu/login
- Click on "My Schedule" from your My Account home page and then click on DCE Canvas

My Account

Welcome, Penny T. Anteater   (DCE ID# P00111____)

ℹ To complete creating your account, please select your Account Email Reset Questions. Click Here

My Profile	→	My Schedule	→
My Statement/Receipt	→	My DCE Student ID Card	→
My Certificates	→	Transcript/Grade Card	→
My Documents	→	Order Verification of Enrollment	→
Download IRS Form 1098-T	→		

My Schedule

Select Quarter or Semester

Please select ⌄   Print Schedule

Drop Courses   Change Grade Option

DCE Online classes will be available for access on the start date after 12:00 PM PST   DCE Canvas ↗

← Go Back to My Account

Step 2:

- You are now logged into Canvas!
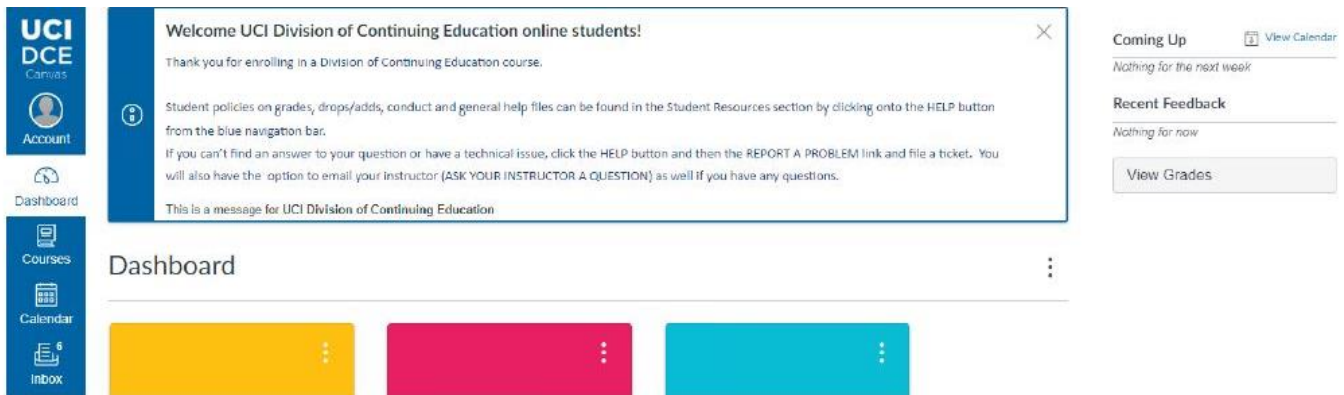
- Your courses will be visible on the official start date of your program
- Click on the title to access your course

If you are having difficulty within Canvas, please click [Help] and submit a help ticket. If you have difficulty logging into your DCE account, or if there is an error with your course, please contact the Student Affairs & Student Services office dce-services@uci.edu or (949) 824-1010.

Helpful Online Resources for Canvas
You can access Canvas through your DCE student portal. Please watch the videos below for online tutorials on how to access and navigate through Canvas.

- How to access Canvas from the DCE website:
  https://ce.uci.edu/login

- Canvas overview: https://vimeo.com/74677642
  Help files (as explained in the first video) are found by clicking the HELP button from the blue navigational bar on the left side and selecting "Student Resources." Under "Student Resources," there are in depth help files for the most common activities in Canvas.

- How to Use the Canvas App on a Mobile Device:
  https://youtu.be/_u8hKRhNxLI

- How to Access Your Courses on Canvas:
  https://youtu.be/a5asrz5AU5g

Please email your questions or comments directly to online@ce.uci.edu.

How to Check Your Attendance (ESL Students)

Students enrolled in the 10-week ESL program can check their weekly attendance records in their My Account portal.
Step 1:
- Log into the DCE student portal: https://ce.uci.edu/login
- Click on "View ESL Attendance" from your My Account Home page

My Account

Welcome, Penny T. Anteater (DCE ID# P001105____)

My Profile →		My Schedule →	
My Statement/Receipt →		My DCE Student ID Card →	
My Certificates →		Transcript/Grade Card →	
My Documents →		Order Verification of Enrollment →	
View ESL Attendance →		Download IRS Form 1098-T →	

Step 2:

Select the quarter schedule you would like to view. You will see a summary of your attendance.

My ESL Attendance

View More Attendance Here

2024/Winter Quarter Schedule ▾

Student INon-Trad Name	Tardy	Late	Absent	Adjust	Total
	0.00	0.00	0.00	0.00	0.00

Courses | Status

| Session	CIP	Course	Sec	Instructor ID	Drop	Total
E10	E103K	Idioms AC ENG X455.86 (00418)	1		No	0.00
E10	E103K	Reading/Writing Level 6 AC ENG X455.96 (00410)	1		No	0.00
E10	E103K	Speaking/Listening Level 6 AC ENG X455.16 (00402)	1		No	0.00

Download Attendance

To view your daily attendance record for each course, click on the arrow next to the course you want to view.

| ►E10 | E103K | Grammar/Writing Level 5 AC ENG X455.95 (00450) | 1 | | No | 1.50 |

Then the daily attendance record for that course will be displayed.

Courses	Status					
Session	**CIP**	**Course**	**Sec**	**Instructor ID**	**Drop**	**Total**
▼ E10	E103K	Grammar/Writing Level 5 AC ENG X455.95 (00450)	1		No	1.50

Class Date	Status	Absent Hours
07/03/2023	Present	
07/05/2023	Present	
07/06/2023	Present	
07/07/2023	Present	
07/10/2023	Present	
07/11/2023	Present	
07/12/2023	Present	
07/13/2023	Present	
07/14/2023	Present	
07/17/2023	Present	
07/18/2023	Present	
07/19/2023	Present	
07/20/2023	Present	
07/21/2023	Present	
07/24/2023	Present	
07/25/2023	Present	
07/26/2023	Present	
07/27/2023	Present	
07/28/2023	Present	
07/31/2023	Present	
08/01/2023	Present	
08/02/2023	Present	
08/03/2023	Present	
08/04/2023	Present	
08/07/2023	Present	
08/08/2023	Present	

You can download and print your attendance report from your account by clicking "Download Attendance."
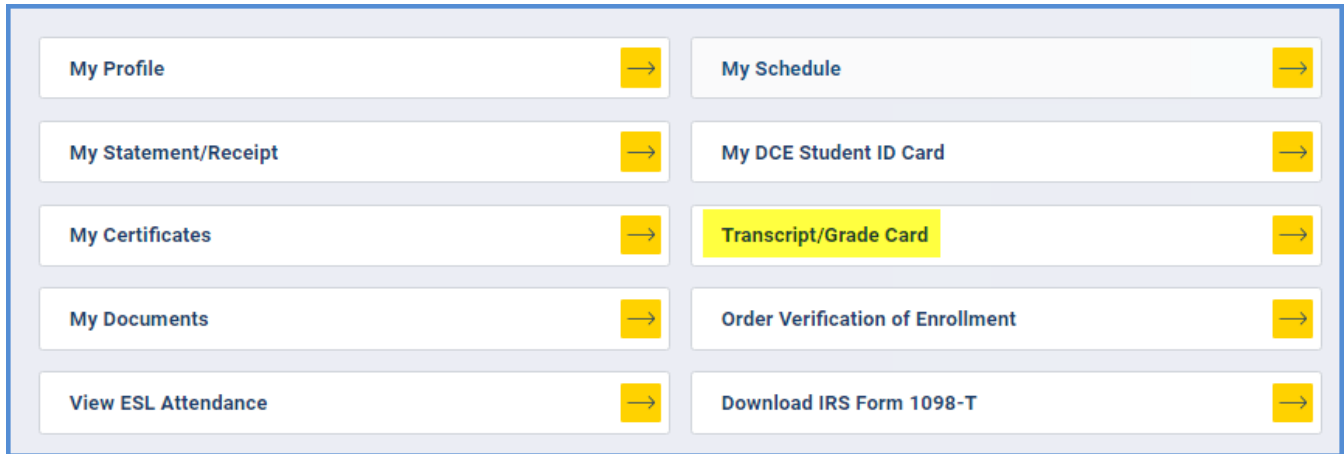
Download Attendance
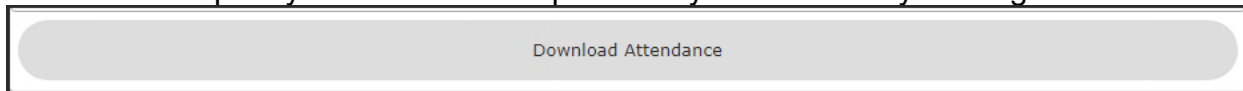
Check your attendance records frequently. If you see something that you believe is incorrect, contact esl-attendance@ce.uci.edu for help.
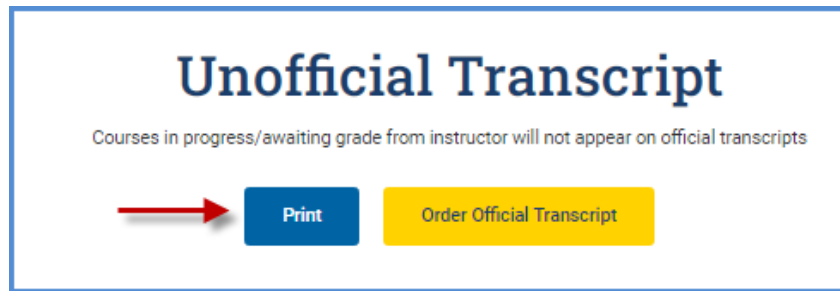
How to View Final Grades/Unofficial Transcript

After your course ends, instructors have 12 days to submit your final grades to be posted on your transcript. Once final grades are posted on your transcript, you will receive an email notification from dce-services@uci.edu. You can view your final grades by logging on to your UCI DCE MY ACCOUNT and clicking the "**Transcript/Grade Card**" link.

My Profile →	My Schedule →
My Statement/Receipt →	My DCE Student ID Card →
My Certificates →	Transcript/Grade Card →
My Documents →	Order Verification of Enrollment →
View ESL Attendance →	Download IRS Form 1098-T →

How to Print Unofficial Transcript and Grade Cards

To print your unofficial transcript, select the "Print" option.

Unofficial Transcript

Courses in progress/awaiting grade from instructor will not appear on official transcripts

Print   Order Official Transcript

To print the Grade Card for an individual course, click on the course displayed and a popup window will appear.

Courses Offered for Professional Credit

		Course Dates	Grades	Units
AC ENG X455.90 Grammar/Writing Fundamentals		10/9/2023 - 12/14/2023	A	7.5
AC ENG X455.20 Reading/Vocabulary Fundamentals		10/9/2023 - 12/14/2023	A+	5

To print your grade card, click "Print Grade Card"

How to Order Official Transcripts

To provide the fastest service to our students, we partnered with Parchment to provide online transcript ordering for electronic and paper transcripts. Note: Non-credit courses and courses in progress will NOT appear on the official transcript.

The cost is $20 per copy for electronically delivered transcripts and additional shipping cost for mailed transcripts based on the address. There is also the option for international and expedited shipping at an additional cost.

After reviewing your unofficial transcript, please use these step-by-step instructions to order your official transcript: https://ce.uci.edu/uci/media/Documents/ordering-official-transcripts.pdf

How to Order Verification of Enrollment

Students can order a Verification of Enrollment letter for $20 per copy. The verification of enrollment can be emailed or mailed and includes the following information:
- Name (Choice of Lived or Legal Name)
- Dates of attendance – Start and End dates
- Course Information - Number, Title, Start and End Dates, and Units
- Enrollment Status Per Quarter - Full-Time/Part-Time/Less than Part-Time
- Total Units Per Quarter
- Program
- Optional (please include in request):
  - Date of Birth
  - Last 4 digits of SSN
  - Preferred Address on DCE Record

Please use these step-by-step instructions to order your verification of enrollment letter: https://ce.uci.edu/uci/media/Documents/order-enrollment-verification-letter.pdf

How to Use Zoom

Click for Video Tutorial

Overview

This resource is for UCI-DCE students with virtual classroom sessions (VCSs) or office hours via the Zoom LTI in their Canvas courses.

Step 1: Download the Zoom App

- For the best results in your course's virtual classroom sessions, download the Zoom application of your choice from the Zoom Download Center, and follow the instructions.
  (Note: The web browser client will download automatically when you start or join your first Zoom meeting. It is also available for manual download from the download center.)

Step 2: Join a Class Meeting

- Open your Canvas course and locate *Zoom* in your course navigation (left menu bar). Find the virtual classroom session you would like to join and click on the meeting room link. From there, you will be redirected to your Zoom app and signed into the session.
  (Note: Alternatively, you can use the meeting room ID to sign in separately on your Zoom mobile or desktop device).
- Zoom sessions are password protected. For users who are accessing Zoom through their Canvas course, the password will be included in the meeting link (URL) and users will not have to enter it.
- Participants who enter the nine or 10-digit meeting ID into the Zoom app will be prompted to enter the meeting password before being allowed to join. The Zoom meeting password will be provided in the online course via the course announcements.
- After you have joined your session, you may be placed in a waiting room until the instructor starts the meeting. This would be a good time to test your audio/video. Below are additional resources to help you troubleshoot problems if needed.
  - **Resource:** Join a Meeting
  - **Resource:** Join a Meeting by Phone

Step 3: Participate in a Meeting

- To effectively participate in a virtual classroom session, it is important to familiarize yourself with the available Zoom controls. The explanations for each icon from left to right on the toolbar are provided below or you can view the resource Attendee Controls in a Meeting.

(Note: The attendee controls appear at the bottom of your screen if you are not currently screen sharing.)
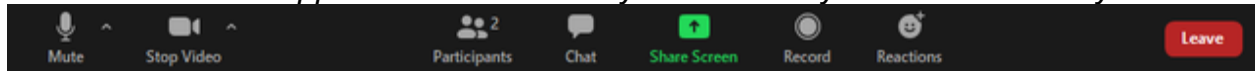
- **Mute:** Mute or unmute your microphone
  - **Audio Controls:** Click the **^** arrow next to the **microphone** to change the microphone and speaker on your device that Zoom is currently using, leave computer audio, or access full audio settings. Review the resource Testing Audio for more information.

  Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

  - Windows: **Alt + A**
  - Mac: **Shift + Command + A**

- **Start Video** / **Stop Video**: Turns your camera on or off. Review the resource Testing Video for more information.
  - **Video Controls:** (click the **^** arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a virtual background (If enabled), or access your full video settings.

- **Participants:** With this feature, you can view a list of attendees and manage your participation in the following ways:
  - *Rename:* Hover over your name and click *Rename to* change how your name is displayed to others.
  - *Non-verbal feedback icons* (if enabled by the host): Sends a notification to the host beside your name, such as *Raise Hand*, *yes/no*, etc. (as shown below):
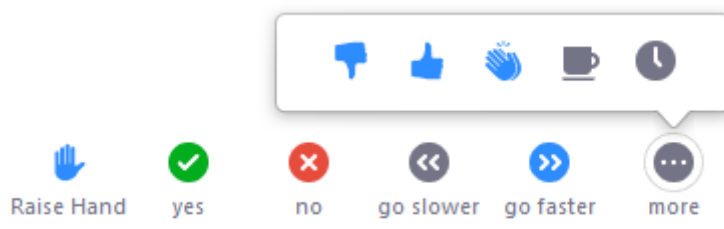
(Note: You can only have one icon active at a time.)

- **Chat:** Access the chat window to chat with individual participants, the host, or everyone in the group. Review full [chat functions](#) for more information.

- **Share Screen:** Start a screen share (if the host allows) to share your desktop or application. Review the resource [Screen Sharing](#) for more information.

- **Record**: Start or stop a local recording. *Attendees do not have access to start a cloud recording.*

- **Reactions:** Allows for quick responses (clapping and thumbs-up). These appear within your image frame.

- **Leave Meeting:** Leave the meeting while it continues for the other participants.

Best Practices
The following are some best practices to follow when attending a live Zoom session. Make sure to arrive early to the scheduled meeting to test connections in your environment.

Camera & Microphone
- Test your camera and microphone before the meeting
- Position yourself by lining up your camera with your eye line
- Use a headset with a microphone to avoid echoes
- Mute your microphone when not speaking; unmute before speaking *(Note: Attendees may be muted automatically upon entry to their Zoom session.)*

Background & Lighting
- Minimize distractions by turning off IM or email notifications that may pop up
- Alert others in the household that you will be on a video conference
- Clear background of any visual distractions or clutter *(Note: Students can add a virtual background to their Zoom session to make it more appealing if desired.)*
  - To use the virtual background in Zoom, follow these [Zoom Virtual Background Instructions.](#)
  - When choosing a background determine what kind of background is appropriate for the class; a colorful/busy background might be ok for one class and not appropriate for another.
- Ensure adequate lighting for your face and background
  - Here are a few tips for [lighting your Zoom environment.](#)

Zoom Resources
Zoom offers additional resources to get more acquainted with this interactive tool.

- **Daily Live Demo:** Zoom offers live and interactive training sessions for becoming better acquainted with the tools that are available for anyone to attend (including students). Watch training sessions that

cover Zoom basics: scheduling, recording, screen sharing, and more. Multiple times available; register at Zoom Live Training.

- **Common Participant Issues:** Review the Frequently Asked Questions.

- **Custom Webinars**: Register at Zoom Events to watch webinars focused on specific topics related to Zoom usage.

- **Getting Started:** Review Zoom's Getting Started on Windows or Mac, to help you get started using Zoom.

- **How-to Videos:** Watch video demonstrations on a variety of topics related to Zoom usage. Review the Zoom's How-To Videos.

- **Join a Test Meeting:** Test your internet connection by joining a test meeting on the Zoom website: Join a Test Meeting.

DCE Support

- **Instructions and FAQ:** Zoom Live Online Class Sessions.

Academic Advising

Our Team

Christian

Rowena

Services

- Academic planning
- DCE program policies
- Having difficulty in courses
- Problems with a teacher or classmate
- Attendance questions or problems
- Choosing DCE programs

Connect With an Advisor

Contact an advisor through one of the methods below:

- **Walk-in advising hours**: 1:00 pm to 3:00 pm, Monday through Thursday in CE 1 – Suite 4100
- **Email** us at any time at academicadvising@ce.uci.edu
  NOTE: Please include your full name and ID# when you email us!

Our Academic Advisors are ready to help you!

Internships & Career Preparation

This is your Opportunity

Did you know? Completing an internship significantly increases your chances of finding meaningful employment after graduation. Interns are more likely to land jobs that they find fulfilling, want to stay in long-term, and that support their personal and professional growth.

Don't miss this opportunity to prepare for and participate in an internship right here in the U.S.! Apply the skills and knowledge you've gained from your Accelerated Certificate Program, Graduate Success Through Academics and Research, or Academic Study Abroad Program in a real-world business environment. We'll guide you through a 10-week professional internship in the dynamic Southern California business community.

Quarter 1 (concurrent with your ACP): Workshop Course: Prepare and Apply for Internships

This course is designed to help you create a strong portfolio and successfully apply for internships. With guidance from your Workshop instructor and the Internship Experiences manager, you'll receive personalized support throughout the process. The goal? Secure your internship by the end of the quarter!

Quarter 2: Start Your Internship!

We're here to support you every step of the way. Take advantage of our resources on networking, optimizing your LinkedIn profile, and refining your professional portfolio. With our help, you'll boost your employability back home after completing your U.S. internship and increase your chances of landing that dream interview.

Why should you enroll?

Broaden your understanding of American business culture.

Enhance your marketability to increase your chances of being hired.

Gain valuable work experience using your ACP

Expand and strengthen your global professional network.

Career Preparation

Can't Pursue an internship? Prepare for Your Career with Us!

If you're unable to pursue an internship but still want to get ready for the next phase of your career, we've got you covered. Join us this quarter to identify your strengths, refine your resume and cover letter, and sharpen your interview skills.

Our professionals/volunteers will conduct mock interviews, providing you with actionable feedback and insights to help you excel. You'll also receive personalized advising to ensure you're fully prepared for the entire application process and ready to take the next steps in your career.

Connect With Us

We're here to support you every step of the way! Our advising services are available remotely through email, Zoom video conferencing, phone, or in-person meetings. Feel free to reach out with your questions or to discuss this opportunity further.

Email us:
dce-internships@ce.uci.edu

Ms. Jay Daniyarova, M.A. – Manager, DCE Internship Experiences

Immigration Advising

Our Team

Danny Hsing
hsingd@uci.edu
(949) 824-1974

Tynan Yanaga
tyanaga@uci.edu
(949) 824-0539

Services

- Transfer to another US Institution

- Travel outside the US

- Vacation quarter

- SEVIS record print-out for DMV

- General advising

- Maintain F-1 student visa status

- Optional Practical Training (OPT)

- I-20 replacement, extension, and termination

- Medical leave

- On campus employment

Connect With an Advisor

- **Email us at any time at immigrationofficials@ce.uci.edu**

- Private Zoom video conference or phone appointments available upon request

- Walk-in advising hours: 1:00 pm to 3:00 pm, Monday through Thursday in CE 1 – Suite 4100

Our International Student Advisors are ready to help you!

Overview of Immigration Regulations

To maintain F-1 (student) status in the United States, you must fulfill the following requirements:

- Maintain full-time enrollment and make progress toward completion of your program

- Always attend class and do not exceed maximum allowable absence hours

- Provide your California address within 10 days of your arrival into the U.S.

- Update your DCE My Account records of any change of address within 10 days of your move to a new address in the U.S. at https://ce.uci.edu/courses/secure/login.aspx

- Request a program extension BEFORE the expiration date of your I-20 if you need more time to complete your program

- Follow regulations for travel outside of the United States and always keep your passport valid for at least 6 months into the future

- Do NOT accept off-campus employment

- Notify an Advisor of your intent to transfer to another school BEFORE the end of your current program

- Leave the United States or transfer to another school within 60 calendar days of completing your program

Understanding Your Visa Documents

- Your F-1 visa is used for entry into the U.S. only

- If your visa expires you do not have to leave the U.S.

- If your F-1 visa is expired and you want to travel outside of the U.S., you must renew your visa at an embassy outside of the United States before you can re-enter the United States

- Once you enter the U.S., Customs and Border Protection (CBP) will update your I-94 arrival/departure records electronically. You may check your I-94 records here: https://i94.cbp.dhs.gov/. Your "Class of Admission" must indicate: F1 and your "Admit Until Date" must indicate: D/S which means "Duration of Status". Please contact an International Student Advisor immediately if your I-94 record is different. If you maintain your F1 status as a student, you are eligible to remain in the U.S.

- **You may stay in the U.S. and study AS LONG AS YOU ARE A FULL-TIME STUDENT and have a valid I-20 from the school that you are attending**. If you withdraw or are dismissed from UCI Division of Continuing Education before the end date on of your I-20, you must depart the U.S. immediately

Extensions of Stay

If you are unable to complete your program by the "program end date" on page 1 of your I-20, you must request an extension on your I-20. Please contact an International Student Advisor BEFORE the expiration date of your I-20 at immigrationofficials@ce.uci.edu.

Continuing Studies in Another UCI DCE Program

If you are interested in enrolling in a different UCI DCE program after the completion of your current program, you will need to submit a new application. For more information about our program offerings and requirements, please contact an Academic Advisor at academicadvising@ce.uci.edu.

Medical Leave

Medical leave (i.e., a reduced courseload due to a temporary illness or medical condition) is to help support students experiencing a medical emergency or event and need a break from their studies resulting in the student not being able to attend the **quarter** full-time. You may be authorized for a reduced course load for a period of time not to exceed a total of 12 months. Medical leave is NOT intended to excuse absences or for missing individual days during the quarter due to illness or sick days. All absences are marked and cannot be removed, erased, or excused.

You must speak with an International Student Advisor and provide a valid doctor's note which recommends leave BEFORE you stop attending classes. You must provide an official letter signed by an appropriate medical official (licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist) to request a Reduced Course Load for medical reasons for the full quarter (or remainder of the quarter). Any absences you earn prior to a Reduced Course Load approval may negatively affect your F-1 status with our school.

For more information, please visit https://ce.uci.edu/resources/international/f1.aspx and contact Immigrationofficials@ce.uci.edu for further assistance.

Travel Outside of the U.S.

You must be in valid F-1 status, have a travel signature on page 2 of your current I-20 from a school official. The date of the travel signature must be less than one-year-old. You must ensure that you will not miss class during your travel time, and you must return to UCI Division of Continuing Education to continue your studies immediately following your re-entry to the United States.

Employment

Off-Campus employment is **NOT** allowed. On-campus employment is allowed for students who are in valid F-1 status. On-campus employment opportunities are limited and must be part-time only (less than 20 hours per week). For more information, please contact an International Student Advisor at immigrationofficials@ce.uci.edu.

Probation/Disqualification

To maintain your F-1 status, you must follow all attendance and academic policies of your program. Please be sure to read and understand all rules for academic probation and disqualification for your program. If you have any questions, please contact an Academic Advisor at academicadvising@ce.uci.edu.

Vacation Quarter

You may be eligible for a one-quarter vacation period if you are in good academic standing and have attended 3 consecutive quarters at UCI DCE. You must request and be approved for a vacation quarter **before** the end of the current quarter. You also must return to your studies at our school immediately after your vacation quarter.

Transfer in From Another School

If you are transferring-in to our school from a different school, you will be receiving a new I-20 within 3 weeks from the start of your program. If you need your I-20 earlier for travel or DMV purposes, please contact an International Student Advisor at immigrationofficials@ce.uci.edu.

Transfer out To Another School

To transfer to another school from UCI DCE, you must be transferred to a new school within 60 days of your program end date. If you withdraw from our program in the middle of the quarter, you may not be eligible to transfer. If you are dismissed from our programs, your I-20 will be terminated and cannot be transferred in ACTIVE status.

Preparing to Leave the United States

Immigration regulations require you to leave the United States within 60 days of your program completion date. Students who do not complete their program due to disqualification or withdrawal do not receive the 60-day period and must leave the United States immediately.

Please contact an International Student Advisor at immigrationofficials@ce.uci.edu if you have any questions.

We are happy to help you. Enjoy your studies!

Health and Wellness Advising

Meet your Student Wellness and Support Advisor

Mike Sciarappa

Services
- Your personal well-being and wellness
- Mental Health
- Housing or Financial Concerns
- Covid-19 vaccine exemption or upload issues
- UCI Health Insurance
- Assistance with receiving Medical Care

Connect with an Advisor
All services will be done remotely through email, Zoom video conference, or phone.
- **Email anytime:** Mike Sciarappa: msciarap@uci.edu or Health and Wellness: HealthandWellness@ce.uci.edu
- **Phone:** (949) 824-6872

Health and Wellness is here to support you!

Health and Wellness at UCI DCE

UCI DCE is a top academic institution in one of the safest cities in California. Whether you are studying in your home country or in Southern California, it is important to focus on your health and well-being. At UCI DCE, our students' health and wellness is one of our top priorities. If you have any concerns, please contact your Student Wellness and Support Advisor, Mike Sciarappa, or any member of the DCE staff. We are here to help you succeed!

Staying Healthy

UCI Health Insurance

UCI DCE students are required to have health insurance. Students are automatically charged the UCI health insurance fee. If you wish to use your own insurance and not the UCI health insurance, please complete an insurance waiver form on our website.

The UCI health Insurance provider is Anthem Blue Cross. Coverage starts a few days before your program start date and ends at the end of the quarter.

To create a member account and access your insurance ID card visit the **Anthem Website** or download **Sydney Health Mobile App** and follow the instructions.

Here are the simple steps to register and log into Anthem.com:

1. Navigate to **Anthem.com**
2. Once on the main page, click **login** on the top page
3. If you already have a registered account, click login and enter your user name and password. If you need to **register**, click register now on the bottom of the page.
4. Click **student ID** as the option for registering
5. Enter your **student ID number, name, and date of birth**. Once registered, you will need to verify and set up security settings

If you need to seek treatment before you receive your member ID number, call Anthem Blue Cross at **(800) 888-2108.** If you are not in Anthem's database, contact GSH Student Services at **866-978-7578** or studentservices@jcbins.com with questions about your plan, verification of enrollment, and how to use your insurance.

After you download or print your insurance ID card, always carry it with you. You will be asked for your insurance ID card when you go to a physician's office, urgent care center, hospital, or pharmacy.

Your Anthem insurance card will be available within 1-2 weeks of your program start date.

What does the plan cover?

It covers medical services (sickness, injuries, etc.), preventative care (vaccinations, physical exams, certain tests and screenings), medication, psychiatry and more. Dental procedures and vision issues are only covered in case of a serious injury or accident. Find more details about the UCI plan https://jcbins.com/

Covered students may also enroll their spouse, domestic partner, and their dependent children under age 26. Eligible insured students may also purchase dependent coverage only during open enrollment periods or within 31 days. Dependents must be enrolled for the same term of coverage for which the Insured Student enrolls. Dependent coverage expires concurrently with that of the Insured Enrolled Student, and Dependents must re-enroll when coverage terminates to maintain coverage, no automatic renewal, and no pro-rated premium allowed. To add your dependents to the plan please log in to your account at http://jcbins.com/ For questions about enrollment or to update contact information, such as change of address, please email healthandwellness@ce.uci.edu

If you would like more plan materials and information on how to access your insurance card and how to locate a doctor/provide, please visit https://student.jcbins.com/1476

NOTE: It is mandatory to have continuous insurance coverage. There are a few situations in which there may be a gap in coverage between programs and you are responsible for purchase coverage during all gaps in coverage. The additional coverage will cost $75 per week. You must pay for this insurance during the scheduled continuing registration times at the end of the quarter.

What is the cost of the DCE Anthem Insurance plan?

Currently, Anthem plan costs for the academic quarter are below and can be subject to change each academic year.
- $675 per quarter

Dependent coverage (spouse or child) is available at additional costs:
- Spouse: $110 per week
- Child: $51 per week
- 2+ Children: $95 per week

Students on Optional Practical Training (OPT) or needing additional coverage. You can extend your insurance coverage for $675 per quarter.

- Students can create an account on the GSH platform and then enroll their family members
- Students who want to purchase insurance for their dependents will need to do so directly on the Gallagher Student Health Insurance portal by creating an account and logging on to register their family members. https://student.jcbins.com/1476

For assistance with your plan, email studentservices@jcbins.com or call +1 (866) 978-7578.

Where can I access care and find doctors?

Visit www.anthem.com/ca/find-care/, Sydney Health App or call (800) 888-2108 to find an Anthem Blue Cross PPO provider.

Telehealth

From your mobile device or computer with webcam, you can use LiveHealth Online to visit with a board-certified doctor, psychiatrist, or licensed therapist through live video. To use, go to the Sydney Health app or www.livehealthonline.com. Follow the prompts to sign up and create your account. Select your insurance plan to see if your costs are reduced. Select the type of visit you would like to have such as urgent care, mental health or primary care. Urgent care telehealth visit is $0 cost when using your student health insurance.

Hospital Emergency Rooms: Open 24 hours

Hoag Hospital - Irvine (949) 764-4624 Address: 16200 Sand Canyon Avenue Irvine, CA 92618

Hoag Hospital - Newport Beach (949) 764-4624 Address: 1 Hoag Dr. Newport Beach, CA 92663

Orange County Global Medical Center (714) 953-3500 Address: 1001 North Tustin Avenue Santa Ana, CA 92705

UCI Medical Center (714) 456-7890 Address: 101 City Drive South Orange, CA 92868

Urgent Care

The following local urgent care centers are currently part of the Anthem Blue Cross network:

Exer Urgent Care (949) 471-0002 Address: 4143 Campus Dr, Irvine, CA 92612

UCI Health Walk-In Clinic/Urgent Care (657) 579-4600 Address: 19200 Jamboree Rd. in the Joe C. Wen & Family Center for Advanced Care

Hoag Urgent Care (949) 557-0990 Address: 4699 Jamboree Rd. Newport Beach, CA 92660

Xpress Urgent Care (714) 243-5450 Address: 17612 E. 17th St. Tustin, CA 92780

Newport Urgent Care, (949) 752-6300 Address: 1000 Bristol St. Newport Beach, CA 92660

Primary Care/Doctor/Specialist
You can find a doctor by using the search tool www.anthem.com/ca/find-care/ , the Sydney Health App or by calling (800) 888-2108 to find an Anthem Blue Cross PPO provider. Use this option if you have a pre-existing or a chronic health condition and need regular contact with a doctor. You also may need a doctor to prescribe or refill a medication.

Pharmacy

All pharmacy chains, such as CVS, Rite Aid and Walgreens, can refill prescriptions and provide vaccinations and flu shots. Pharmacists cannot prescribe medicine in the U.S. so you will need to have a doctor write one for you.

To fill a prescription, visit any in-network pharmacy. If you visit a non-network pharmacy, you will need to pay for the prescription in full and then submit a claim for reimbursement. To locate a pharmacy, visit www.anthem.com/ca or call (800) 888-2108.

CVS Pharmacy

4255 Campus Dr | (949) 509-9840

Albertsons Pharmacy

4541 Campus Dr | (949) 854-8280

Rite Aid

18112 Culver Dr | (949) 786-0151

What You Will Pay?

A $100 deductible per person, per policy year within the Anthem network and a $200 deductible per person, per policy year out-of-network

A $75 copay after deductible if you go to the emergency room (waived if you are admitted to hospital) A $10 copay for generic medications; $35 copay for preferred and brand medications; $50 copay for non-preferred and specialty medications when you fill your prescriptions at an Anthem Pharmacy.

Claims: To submit your claim online. Log onto Anthem's website https://www.anthem.com/ca/register/ > My Plan and choose "Claims" from the drop-down menu. Scroll to the "Submit a Claim" link. Enter the requested contact and claims information. You will need to take a photo of or scan your itemized receipt.

To check the status of a claim you submitted, call Anthem at **(800) 888-2108**.

Where do I go if I get sick?
Here are the places you should go to access care.

- **Doctor's office**, for medical concerns and sick visits
- **Urgent care center,** for illness or injury when SHC or doctor's office is closed
- **Hospital**, for scheduled surgery or a medical emergency <u>only</u>

UC COVID-19 Vaccination Policy Information

Under the current UC-wide [Immunization Policy](#) requirements, DCE students are defined as Covered Non-Affiliates. UCI determined that Covered Non-Affiliates are not required to submit evidence of a COVID-19 primary vaccination series or boosters.

The University strongly recommends that all members of the University community follow vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications.

Helpful information
What are the symptoms of COVID-19
- Early symptoms may be nonspecific, such as:
    - Fever, body aches or chills, scratchy throat
    - Mild stomach upset, diarrhea, nausea
    - Loss of appetite, loss of smell
    - Please check here for more information: [CDC COVID-19 Symptoms](#)
- People who have symptoms should stay home, wear a mask, and get tested, and contact their healthcare provider for advice.
    - For assistance using your DCE medical insurance plan to find a provider, please contact healthandwellness@ce.uci.edu
    - Your provider will work to get you tested and recommend the appropriate treatment guidelines if you are COVID positive.

If you tested positive for COVID-19
1. Notify your Primary Care Provider so that they are aware and may recommend specific care based on your personal medical history. Follow up for any worsening symptoms or concerns that may develop.
2. **Stay home if you have symptoms** until you have not had a fever for 24 hours without using fever reducing medication AND symptoms are improving. Email your instructors and your advisors that you are sick and cannot come to school.
- If you do not have symptoms, you should follow the recommendations below to reduce exposure to others.
3. **Avoid contact with others, especially people at higher-risk**
    - This includes the elderly
    - Those who live in congregate care facilities
    - Those who have immuno-compromising conditions

Masking Guidelines
There are currently no masking requirements on campus, however mask wearing may be an especially good precaution for anyone who is at higher risk for getting very sick from respiratory illnesses, has a history of breathing/lung issues, or has environmental exposures. Click [here](#) for the recommended CDPH masking guidelines.

Free, In-Home Antigen Testing for COVID-19
Students, faculty, and staff can pick up rapid antigen at-home test kits free of charge at the following campus locations:

- UCI Student Center Information Center
  Building 113 on campus map
  Hours: Monday – Friday, 8 a.m. – 8 p.m.
  Hours: Saturday – Sunday, 8 a.m. – 5 p.m.
- Science Library Front Desk
  Building 520 on campus map
  Hours: See UCI Libraries web page
- Environmental Health and Safety
  4600 Health Sciences Rd.
  Building 41 on campus map
  Hours: Monday – Friday, 8 a.m. – 4 p.m.

For more information on COVID-19, please visit:
- UCOP COVID-19 UPDATES and POLICY
- Centers for Disease Control (CDC)
- CA Dept of Public Health (CDPH)
- Orange County Health Care Agency (OCHCA)
- UCI Health

If you have questions or need help:
- Mike Sciarappa | healthandwellness@ce.uci.edu
- Danny Hsing | immigrationofficials@ce.uci.edu
- Academic Advisors | academicadvising@ce.uci.edu
- Student Affairs & Student Services | ip@ce.uci.edu or (949) 824-1010

Police

If you have an emergency dial 911 (emergencies include serious accidents or injuries, domestic violence, burglary, and/or rape).

We suggest you add the following non-emergency phone numbers into your phone for quick access (non-emergencies include property theft, questions, and/or noise complaints)

- University of California, Irvine Police Department: (949) 824-5223

- Irvine Police Department: (949) 724-7000

UCI Police offers Safety Brochures, which includes tips and advice to increase your security and what you can do to prevent becoming a victim of crime.

Assault Resources and Education
Important - please visit the UCI CARE services website https://care.uci.edu/ to become aware of different assault and fraud trends happening in the UCI community. There are tips and information on how to protect yourself from threats and important contacts if you need to report anything.

Stopped by a Police Officer
If you are driving and are instructed by a police officer to move to the side of the road and stop (officers sometimes use the words, "pull over"), make sure to:

- ***Remain calm***

- "Pull over": move your car to the right shoulder of the road, when safe to do so

- Keep both hands-on top of the steering wheel and wait for the officer to approach your vehicle. Do not make quick or surprising movements.

- Provide your driver's license, automobile registration and proof of automobile insurance to the officer.

- In any police interaction, say that you are a **"visiting international student"** attending a short-term program at UCI.

Staying Safe
Irvine, California is an extremely safe city in California and in the United States; however, it is important to be aware of your environment and thoughtful of your actions in a new area and/or country. Please read and follow the below safety tips.

Money Safety
- Do not carry large amounts of cash. Only carry the amount you are willing to lose.
- In crowded or public places - Zip or lock your purse closed and keep it close to your body. Place your wallet in your front pocket.
- Make copies of your ID and information and keep in a safe place in case you lose your wallet.
- Be aware of **scams**

- o Do not send money (cash, check, or wire transfer) to a stranger
- o Do not cash a check for a stranger
- o If the deal sounds "too good to be true," it probably is not safe
- o Examples of common scams: What is a scam?

Walking Safety

UC Irvine has a safety escort service who can accompany you when walking at night or trying to get home. To request one, you can call 949-824-SAFE (7233).

Here are other walking safety tips:

- Cross the street legally.
  Jaywalking is crossing the street where there is no crosswalk.
    Jaywalking is illegal and you can receive a ticket.
- Hitchhiking is a way to receive transportation from a stranger.
  It is illegal if you stand in the roadway to try and receive a ride.
    It is also extremely dangerous for many reasons.

Bike Safety

Riding a bike in Southern California can be dangerous. Many cars do not see bicyclists, or drivers are not properly watching the road. If you ride, please be cautious and follow these safety tips:

- Wear a helmet
- Wear reflective clothing/jacket and have a light on the front and back of your bicycle/scooter
- If you are using earphones while riding a bike, only keep one earpiece in your ear
- **Always lock your bike**, even on campus. A U-shaped lock is best
- Walk your bike on campus Ring Road between the hours of 8:30am-5:00pm (or you may get a ticket)
- Watch for cars
- Campus bike information: https://www.bike.uci.edu/

Alcohol Safety

Please be aware of the following alcohol safety rules:

- **21 is the legal age** in California to drink alcohol
- Drinking alcohol (from bottles, paper, or plastic cups) is not allowed in public places, including streets, sidewalks, parks, and beaches
- Do **NOT** drink and drive
- Open container law:
  - o You may carry sealed containers of alcohol in your car
  - o An open container of alcohol must be stored in your trunk
  - o Open alcohol is not permitted in public places such as parks, sidewalks, or beaches

Student Conduct

UC Irvine is a Smoke-Free Campus

Smoking of any kind is prohibited on campus. Additionally, the use of tobacco products, including cigarettes, cigars, and smokeless tobacco, as well as electronic cigarettes, vapes, and hookahs are all not allowed inside buildings, residence halls/apartments or outside on the UCI campus including sidewalks, streets, parking lots, and parking structures.

- Marijuana and marijuana products, including for medical use, are specifically prohibited for all students.

Copyrighted Works

Do not download copyrighted works. Using secondary applications or illegal websites that are sharing movies, music, or books free of charge, is not allowed according to U.S. law. Every time you log in with your UCInetID, the University can track what movies or music you are trying to download.

Academic Dishonesty is prohibited. Cheating or using other people's work without permission or documentation may result in academic disqualification and termination of your I-20.

Prepare for an Emergency

Learn about simple emergency procedures that include earthquake preparedness by visiting the UCI Public Safety website: https://em.uci.edu/. Also, sign up for zotALERT: https://www.oit.uci.edu/zotalert/, real-time emergency updates on your computer or mobile device.

Student Life & Activities

Our Team
The Student Life & Activities team loves to help international students! Our full-time student staff are here to ensure you have a culturally fun and rewarding experience during your program.

Services
Our team provides information about:
- Transportation (bus passes, car rentals, etc.)
- Applying for a California Driver's License
- Meeting native English speakers to practice your English
- UC Irvine campus
- How to create a UCInetID
- How to connect to Wi-Fi
- How to install and use Duo Authentication
- How to have a fun and rewarding experience!

Connect with Student Life & Activities
Our team is available to assist you Monday – Friday, 8:00am – 5:00pm (PST):
- **E-mail:** activities@ce.uci.edu
- **Phone:** 949-824-8530
- **Social Media:** about.me/activities (Go to this website and click on the social media links. Find us on Instagram, Facebook, YouTube, and X (Twitter)).

Social Media

It is important to stay connected! Student Life & Activities is here to help. Think of us as your campus. We will have information, activities, and social connection. You will find a place to engage with students from all over the world and practice your English.

Student Life & Activities can be found on various social media platforms! Follow us for updates on upcoming activities and announcements. This is a great way for you to learn and socialize with UCI, DCE, Student Life & Activities, and other students. Keep up to date with our many activities this way!

To connect directly with Student Life & Activities please visit our website: about.me/activities and then select the social media program that works best for you.

Stay in Touch With:
- Activities
- Student Stories
- DCE Announcements
- UCI Events

Facebook
UC Irvine Division of Continuing Education Student Life & Activities

Instagram
@DCE_Activities

Twitter
@DCE_Activities

YouTube
DCE Student Life & Activities

#DCEActivities
#UCIDCE

This Week in Activities!

What is This Week in Activities?
This Week in Activities is a newsletter created by Student Life & Activities to keep students informed about upcoming available activities as well as any important information they may need to know on a weekly basis.

What Will It Include?
- Important DCE, Student Life & Activities, and local updates and announcements
- Upcoming activities and events
- DCE highlights
- Reminders

When Will I Receive It?
The newsletter is emailed by the end of the day on Monday every week. It is sent to the email address students used to register at DCE. You can update your email in your DCE Account.

What Should I Do If I Am Not Receiving the Newsletter?
If you are not receiving 'This Week in Activities' every Monday, first check your junk mail folder and save our email address in your contacts. If you cannot find it, your email address may be incorrect. Please send an email to activities@ce.uci.edu with your correct email address and we will update our database.

Local Resources

Irvine has a variety of helpful resources to meet your needs. Listed below are accessible locations close to the UCI campus for you to get acquainted with your new home!

Department & Grocery Stores

Store	Address	Miles From UCI DCE	Phone Number	Website
Target (Department & Grocery Store)	4255 Campus Dr, A150, Irvine, CA 92612	0.5	(949) 988-6230	https://www.target.com/
Trader Joes (Grocery Store)	4225 Campus Dr, Irvine, CA 92612	0.5	(949) 509-6138	https://www.traderjoes.com/
Albertsons (Grocery Store)	4541 Campus Dr, Irvine, CA 92612	0.5	(949) 854-8282	https://www.albertsons.com/
Ralphs (Grocery Store)	17605 Harvard Ave, Irvine, CA 92614	2.9	(949) 851-3161	https://www.ralphs.com/
Sprouts Farmers Market (Grocery Store)	3775 Alton Pkwy, Irvine, CA 92606	3.9	(949) 705-5435	https://www.sprouts.com/
Target (Department & Grocery Store, Bikes)	3750 Barranca Pkwy, Irvine, CA 92606	4.2	(949) 857-8337	https://www.target.com/
Walmart (Department & Grocery Store)	16555 Von Karman Ave Ste A, Irvine, CA 92606	4.4	(949) 623-7467	https://www.walmart.com/

Parks & Trails

Park/Trail	Address	Miles From UCI DCE	Website
Aldrich Park	Irvine, CA 92697	0.7	https://admissions.uci.edu/discover/visit/aldrich-park.php

William R Mason Regional Park	18712 University Drive, Irvine, CA 92612	1.3	http://www.ocparks.com/parks/william/
Boomer Canyon Nature Trail	Boomer Canyon, Irvine, CA 92603	2.5	https://letsgooutside.org/explore/bommer-canyon/
Turtle Rock Community Park	1 Sunnyhill, Irvine, CA 92603	2.8	https://www.cityofirvine.org/parks-facilities/turtle-rock-community-park
Upper Newport Bay Nature Preserve	2301 University Drive, Newport Beach, CA 92660	4.7	http://www.ocparks.com/parks/newport/ (Some amenities closed)
Ecological Reserve of Upper Newport Bay	2482-2498 Mountains to the Sea Trail & Bikeway, Newport Beach, CA 92660	4.7	https://wildlife.ca.gov/Lands/Places-to-Visit/Upper-Newport-Bay-ER
OC Great Park	8000 Great Park Boulevard, Irvine, CA 92618	8.1	https://www.cityofirvine.org/orange-county-great-park

Ethnic Grocery Stores

Store	Address	Miles from UCI DCE	Phone Number	Website
Wholesome Choice (Middle Eastern)	18040 Culver Drive, Irvine, CA 92612	1.8	(949) 551-4111	http://www.wholesomechoice.com/
Zion Mart (Korean)	5331 University Dr, Irvine, CA 92612	3.0	(949) 872-2233	https://www.zionmarket.com/
H Mart (Korean)	3825 Alton Pkwy, Irvine, CA 92606	3.5	(949) 265-8585	https://www.hmart.com/
H Mart (Korean)	2600 Alton Parkway, Irvine, CA 92606	3.7	(949) 833-0111	https://www.hmart.com/
99 Ranch Market (Taiwanese/Asian)	15333 Culver Drive, Suite #800, Irvine, CA 92604	4.6	(949) 651-8899	https://www.99ranch.com/

Mitsuwa Marketplace (Japanese)	14230 Culver Drive, Irvine, CA 92604	5.7	(949) 559-6633	https://mitsuwa.com/

Banks

Bank	Address	Miles from UCI DCE	Phone Number
Wells Fargo Bank	Building #113 on campus map	0.5	(949) 823-9722
Chase Bank	4543 Campus Dr, Irvine CA 92612	0.5	(949) 854-8122
SchoolsFirst Federal Credit Union	Student Center, A331, Irvine, CA 92697	0.5	(800) 462-8328
Chase Bank	4249 Campus Dr, Ste B140, Irvine, CA 92612	0.5	(949) 255-1670
Bank of America ATM	200 C Student Center Bldg 116, Irvine, CA 92697	0.9	(844) 401-8500
Capital One Cafe	757 Spectrum Center Drive, Irvine, CA, 92618	7.3	(949) 656-2449
Adro (Pre-arrival online banking for international students)	**Online**	**Online**	**For more information: joinadro.com**

Train Stations

Station	Address	Miles from UCI DCE	Train Lines Serviced
Tustin Metrolink Station	2975 Edinger Ave, Tustin, CA 92780	5.6	Metrolink
Irvine Transportation Center	15215 Barranca Pkwy, Irvine, CA 92618	7.1	Metrolink & Amtrak
Santa Ana Regional Transportation Center	1000 E Santa Ana Blvd, Santa Ana, CA 92701	9.3	Metrolink & Amtrak

Laundry Facilities/Dry Cleaners

Facility	Address	Miles from UCI DCE	Phone Number

Green Hanger Cleaners	4341 Macarthur Blvd., Suite E Newport Beach, CA 92660	2.6	(949) 475-0420
Heritage Cleaners	14450 Culver Dr Ste B, Irvine, CA 92604	5.5	(949) 552-7848
Sudz Laundry Center	2400 Newport Blvd., Costa Mesa, CA 92627	6.3	(949) 515-8977

Urgent Care Centers

Center	Address	Miles from UCI DCE	Phone Number	Website
Exer Urgent Care	4143 Campus Dr Ste C200 Irvine, CA 92612	0.5	(949) 471-0002	https://exerurgentcare.com/urgent-care-irvine/
Newport Urgent Care	1000 Bristol St N #1B, Newport Beach, CA 92660	2.9	(949) 752-6300	https://newporturgentcare.com/
Vital Urgent Care	2507 Eastbluff Dr., Newport Beach, CA 92660	3.4	(949) 200-1655	http://www.vitalurgentcare.com/
Marque Urgent Care, Inc.	2075 San Joaquin Hills Rd., Newport Beach, CA 92660	4.0	(877) 693-6266	https://www.marquemedical.com/
Advantage Plus Medical Center	18021 Sky Park Cir., Irvine, CA 92614	4.1	(949) 260-0744	https://advantageplusmedicalcenter.com/
Sand Canyon Urgent Care	15775 Laguna Canyon Rd #100, Irvine, CA 92618	5.6	(949) 417-0272	https://www.scurgentcare.com/

Campus Resources

New students arriving from outside of the country and students already in the United States can refer to the campus resources below. Visit UCI's Student Resources website with updated information about campus services and building closures or hours is available here.

UCI Bookstore – The Hill

The Hill is UCI's very own bookstore where you can purchase textbooks, testing materials, UCI gear, and much more! Visit uci.bncollege.com to shop now!
Hours of Operation (For updates visit The Hill)

- Monday - Friday: 9:00am - 4:00pm
- Saturday & Sunday: CLOSED

The Anteater Recreation Center (The ARC) - Gym

UC Irvine has its very own state-of-the-art sports and fitness facility on campus. The ARC hosts various programs, such as intramural sports, recreation activity classes, custom activities, and much more! Learn more about The ARC by visiting their website: https://www.campusrec.uci.edu/. DCE students can visit The ARC to purchase a membership. Membership costs vary by program length but are currently $90 for the quarter.

Class passes:

  • F45, Yoga, and Group X classes – Click to purchase your pass

ARC Hours: (For updates visit https://www.campusrec.uci.edu/)

- Monday - Friday: 6:00am – 12:00am
- Saturday: 8:00am - 9:00pm
- Sunday: 8:00am – 12:00am

UCI Libraries

UCI is home to various libraries and study centers. Students can check out books, print, and study at many of these locations. For a list of all buildings and their hours, visit the UCI Libraries website: https://www.lib.uci.edu/.

DCE Printing

Free Printing will be available to DCE students at CE 1 Room 1035. Printing services will be available for drop-in. Students will also be able to connect to printers via Bluetooth enabled laptops, tablets, or phones.

UCI Dining

UC Irvine has various dining options on campus. For a list of dining locations, menus, hours of operations, and more, visit the UCI dining website: https://food.uci.edu/.

ASUCI Office

The Associated Students of the University of California, Irvine (ASUCI), is the student government at UCI. ASUCI provides various resources to students. To learn more about campus events, student leadership organizations, and discounted ticket sales, visit the ASUCI website: https://www.asuci.uci.edu/.

Transportation Options

New students arriving from outside of the country and students already in the United States can refer to the information below to assist you with deciding transportation options for getting around Irvine.

Orange County Transportation Authority (OCTA)

The OC bus is a great way to get around Irvine. The cost of taking the bus is $2.00 per ride, $5.00 per day, or $69.00 for a 30-day pass. The single ride and day passes can be purchased when boarding the bus or on the OC Mobile app. Have exact fare ready when boarding. A 30-day pass can be purchased at the Transportation office on campus or refer to this online resource for where to buy fares and passes. For additional information on pricing, bus schedules, bus stop locations, and COVID-19 updates, visit the OCTA website: https://www.octa.net/.

Bikes

Bikes can be purchased at many stores, such as Target and Walmart. Facebook groups are a great place to find UCI students who might be selling their own bikes. For information on bike safety, regulations, and registration process, visit the bike UCI website: https://bike.uci.edu/.

UCI Shuttle (Anteater Express)

The Anteater Express is free and can transport you to and from UCI. It serves housing communities around campus but is not currently running off campus. The Anteater Express is not operational during school holidays. For updates, visit the Anteater Express website: https://www.shuttle.uci.edu/.

UCI Parking

A valid parking permit is always required when parking anywhere on campus. DCE students can purchase their GNA-DCE parking pass online through myCommute with a valid UCInetID. This online process offers greater convenience and allows you to secure your permit from the comfort of your home.

1. Log in to myCommute
2. Select the **GNA-DCE** permit option
3. Follow the on-screen prompts and complete your purchase

View our instructional video for further details on how to purchase your permit.

Please Note: UCI Transportation's office is moving to the first floor of Aldrich Hall. Our online resources will remain available through our website.

*Parking permit rates are subject to change throughout the year. Please email parking@uci.edu if you have questions regarding parking permits.

Trains

California has two main trains you can take to get around the state. You can find a complete list of routes, schedules, prices, and more by visiting each company's website. Search "Amtrak" or "Metrolink" in the App Store or Google Play Store for contact-free travel and access to other resources online.

1. Amtrak: https://www.amtrak.com/home.html
2. Metrolink: https://metrolinktrains.com/

Rideshare Services

Rideshare services will pick you up and drop you off at any location you choose. These services are easier to use but can be more expensive than public transportation. Visit the website below for more information on ride sharing. Apps are available for download through the App Store or Google Play Store.

1. Uber: https://www.uber.com/us/en/ride/
2. Lyft: https://www.lyft.com/rider

Rental Cars

If you are interested in using a car while in California, we suggest you consider a car rental. We recommend using the companies below, as they accept international driver's licenses and rent to individuals under the age of 25.

1. Stop-N-Go Rent-A-Car: www.stopngorentacar.com
   a. Phone Number: +1 (949) 222-0100
2. AM-PM Rent-A-Car: www.ampmrentacar.com
   a. Phone Number: +1(949) 222-2227
3. Zipcar: https://www.zipcar.com/universities/university-of-california-at-irvine

Housing Options

New students arriving from outside of the country and students already in the United States can refer to the housing resources below.

The options below are not affiliated with UC Irvine and are only provided as recommendations that we believe work well. All available options can be found on UCI DCE's International Programs website: https://ip.ce.uci.edu/student-life/accommodations/

1. Kapi Residences:
    a. Website: https://www.kapi-dce.com/
    b. Phone Number: +1(949) 565-5575
    c. WeChat: @kapiresidences1
    d. Email Address: placement@kapiresidences.com
2. Anteater Housing Network:
    a. Website https://offcampus.housing.uci.edu/
    b. Email: info@offcampuspartners.com
        i. Hours: Mon – Fri, 7 am to 3 pm
    c. Log in with your UCInetID to view their Virtual Tours and videos as well as ask for a live online tour.
3. University Town Center Apartments

Homestay

Live with a local family and experience an American lifestyle while practicing your English skills daily. If you are interested in Homestay, **contact companies directly for additional information and their policies during COVID-19.** Please note that applications must be submitted directly to the homestay company and processed prior to arrival.

1. Universal Student Housing (USH): http://www.ushstudent.com
    a. Phone Number: (310) 824-4908
    b. Email: contact@usaish.com
2. Homestay Match: https://homestaymatch.com/
    a. Phone Number: +1(424) 317-4678
    b. Email Address: contact@homestaymatch.com

Four additional company options can be found on the UCI DCE's International Programs website: https://ip.ce.uci.edu/arrival-housing/homestay/.

How to Activate Your UCInetID

Follow the steps below to activate your UCInetID:

1. Go to <u>activate.uci.edu</u> and click on "Faculty, Staff, Contingent Workers and Students".
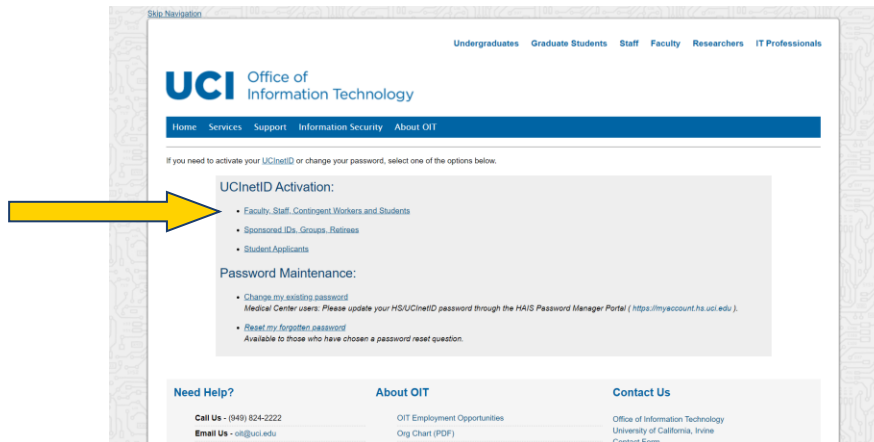
2. Fill out your UCI student ID number and Date of Birth under Step 1:
   a. Find your UCI student ID number through your DCE account.
   b. **Do not** include the P and leading two zero in the student ID number section.
      i. (Example: ID Number P001234567, only enter X1234567).
   c. **Do not** answer "Last 4 digits of Social Security".

3. Create a strong password under Step 2:
   a. The password must have: 8 characters and one or more numbers (not at the beginning or end of the password).
   b. **Recommendation**: Write your password somewhere so that you do not forget it!

4. Choose a security question and answer under Step 3:

   a. **Recommendation:** Write your security question and answer somewhere so that you do not forget them.

Step 3: Choose a password security question and answer.
If you forget your password, you can reset your own account by answering the question you choose below. Please select a question that you will be able to answer in the future exactly as you enter it now. The question and answer combination are kept confidential and are solely for this purpose.

Password Reset Question: ----- Select Question -----   What is this?
Password Reset Answer: What is this?
Confirm Password Reset Answer:

5. Read the UCI Computer & Network Use Policy and click on "Yes, I Agree. Activate my UCInetID" under Step 4:

Step 4: Read and accept the UCI Computer & Network Use Policy
Your use of UCI computer and network resources is subject to the UCI Computer & Network Use Policy.

Read the policy by clicking on the URL below before you continue. Your acceptance of this policy is required before you can continue with the UCInetID activation process.

http://www.policies.uci.edu/policies/pols/714-18.php

Do you agree to comply with the UCI Computer & Network Use Policy?

Yes, I Agree. Activate my UCInetID

No, I do not agree to the policy.

6. Your UCInetID is now activated!

   b. **Recommendation:** Write your UCInetID down so that you do not forget it.
   c. Your UCInetID may look like these:
      i. Example name: Peter Anteater ☐ Example UCInetID: panteat1
      ii. Example name: Benjamin H. Franklin ☐ Example UCInetID: bhfrankl

If you have any issues activating your UCInetID, please contact the Student Life & Activities office at activities@ce.uci.edu or (949) 824-8530.

REMEMBER
your UCInetID and Password!
Write it down and take a picture!
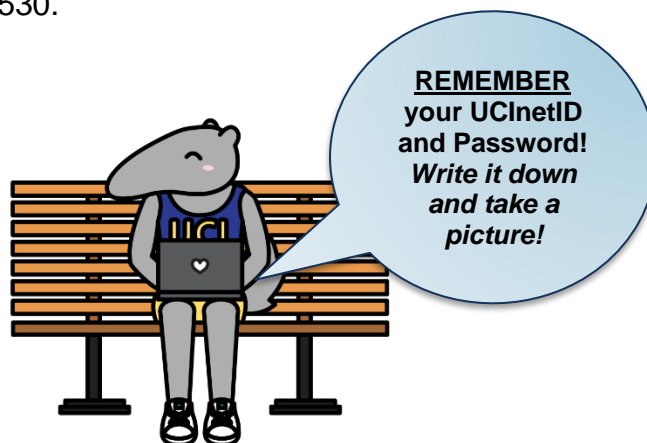
How to Connect to Wi-Fi on Campus

*To access student Wi-Fi on campus, you must first activate your UCInetID.

The student Wi-Fi network is named "UCInet Mobile Access". Guest Wi-Fi is also available for non-students. **If you are not automatically registered to the Wi-Fi, you can manually connect to it by providing your MAC address,**

1. Check the MAC (Wi-Fi) Address of your phone by looking at your device settings. The MAC address should be given next to "Wi-Fi Address" in the format XX:XX:XX:XX:XX:XX
   - For iPhones, the MAC address can be found by going to Settings, General, and About. Scroll down until you see "Wi-Fi Address."
2. Using a device that is already connected to the Internet, visit http://www.oit.uci.edu/mobile/registration/
3. Click "Manual Registration"
4. Login with your UCInetID.
5. Click **"Add MAC Address"** Enter the MAC Address and then press "Submit." Your device should now be able to use Wi-Fi on campus.

If you have problems following these steps, please visit the Student Life & Activities Office, in CE1 Room 3100, for help.

How to Activate Your Duo Multi-Factor Authentication

In addition to activating your UCInetID, you will need to set up authentication to keep your account more secure.

1. Download the Duo Mobile App on your mobile device. It is available for both iOS and Android.

   a. The icon looks like this:

2. Go to https://www.oit.uci.edu/duo/duo-enroll/ from your computer and follow the steps provided
   a. There will be step-by-step directions on how to enroll your device with your UCInetID

3. Click "Duo Support Desk" to start enrolling your device

   ## Step 2: Enroll your mobile device

   From your computer, select the button below to open the **Duo Support Desk** in a new tab. If prompted, sign in with your UCInetID and password.

   Duo Support Desk
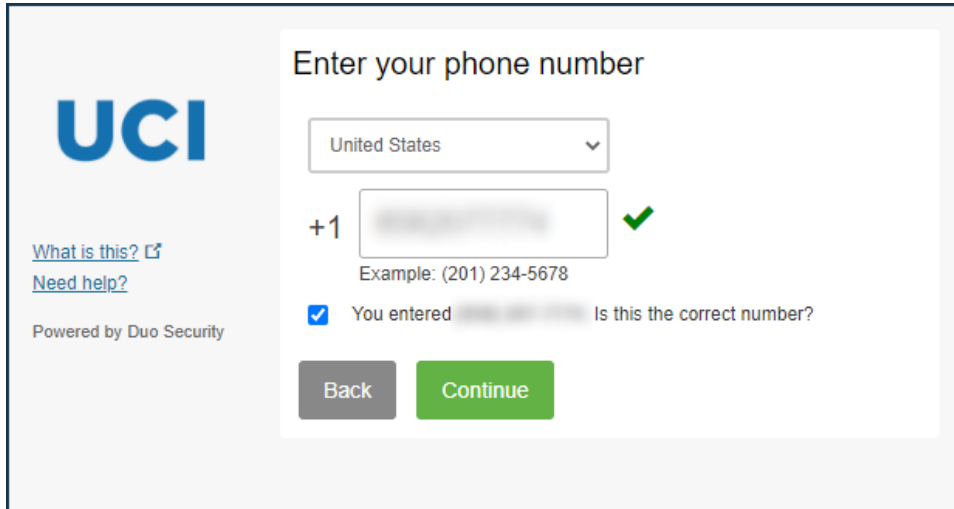
4. Click "Start Setup" to begin the enrollment process
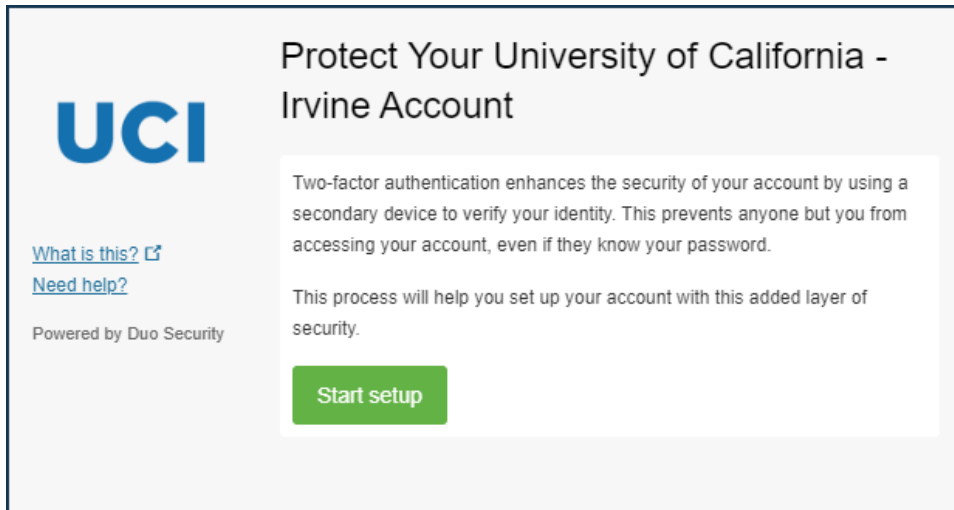
5. Select your device type, then select **Continue**.
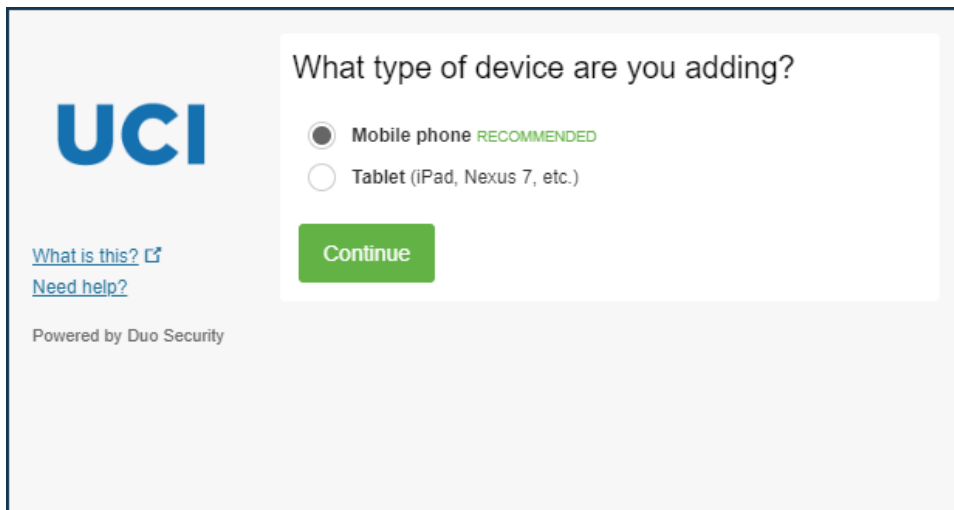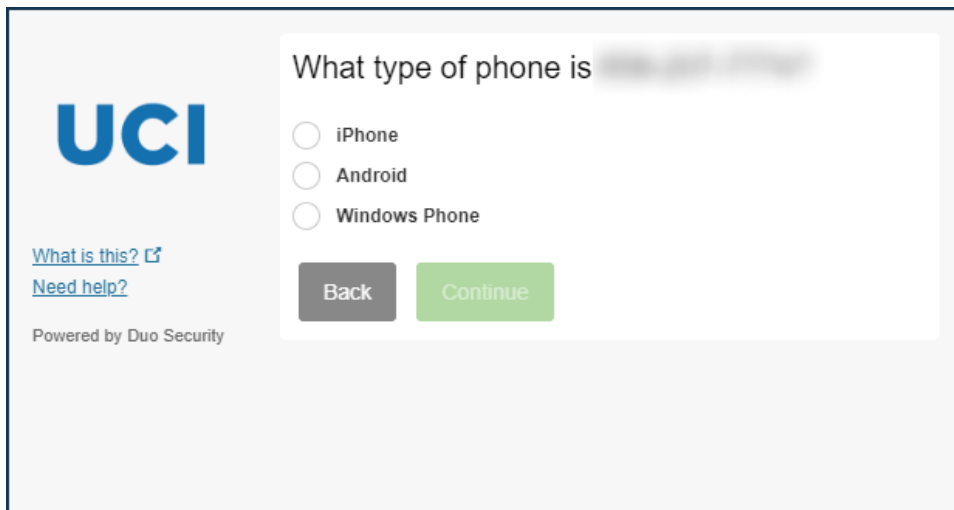
6. Enter your phone number, check the box to confirm you've entered the right number, and then select **Continue**.

7. Select the type of device you are enrolling, then select **Continue**.

8. Select **I have Duo Mobile installed**.
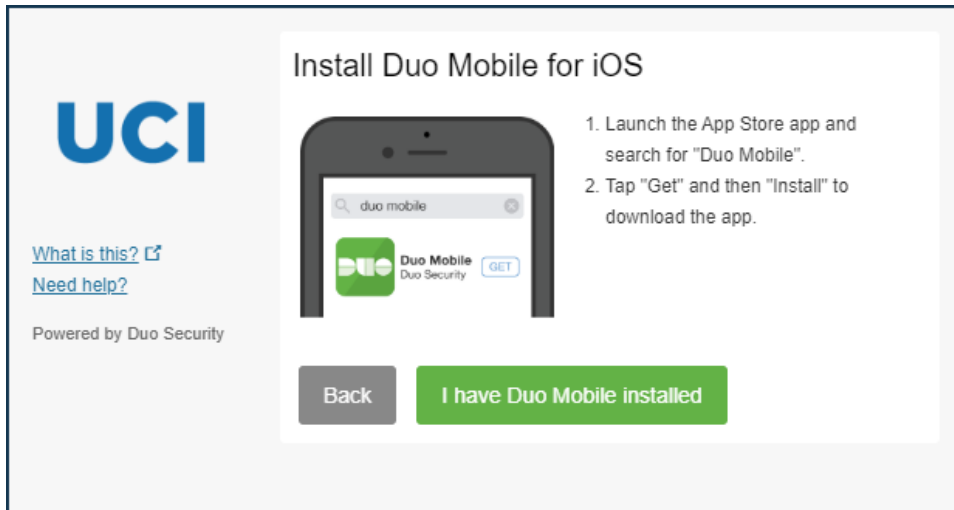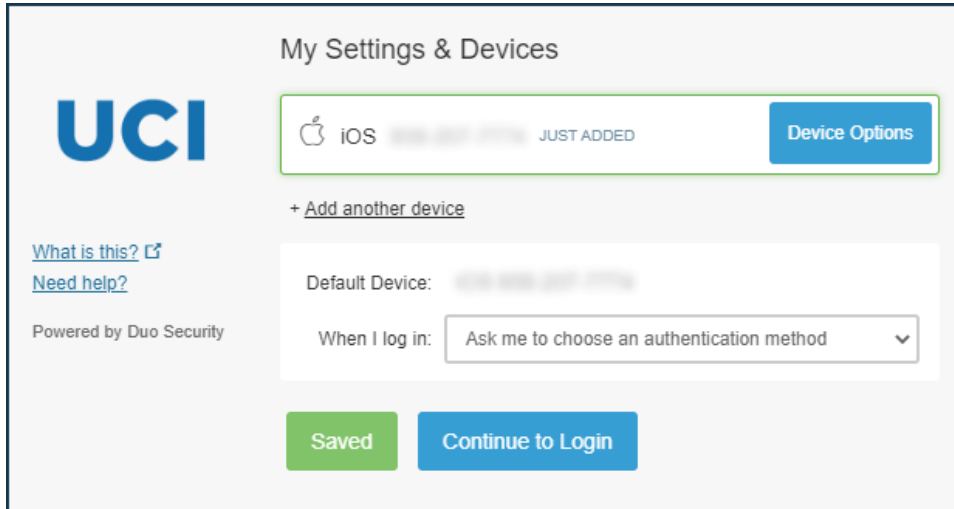

9. Pick up your mobile device and open the Duo Mobile app.
   a. Tap the "**+**" button (located on the top-right of the app). **Allow Camera access**.
   b. Hold your device to your computer screen and have the QR code centered on the camera. Duo will automatically scan the QR code. After the green checkmark appears, select Continue.
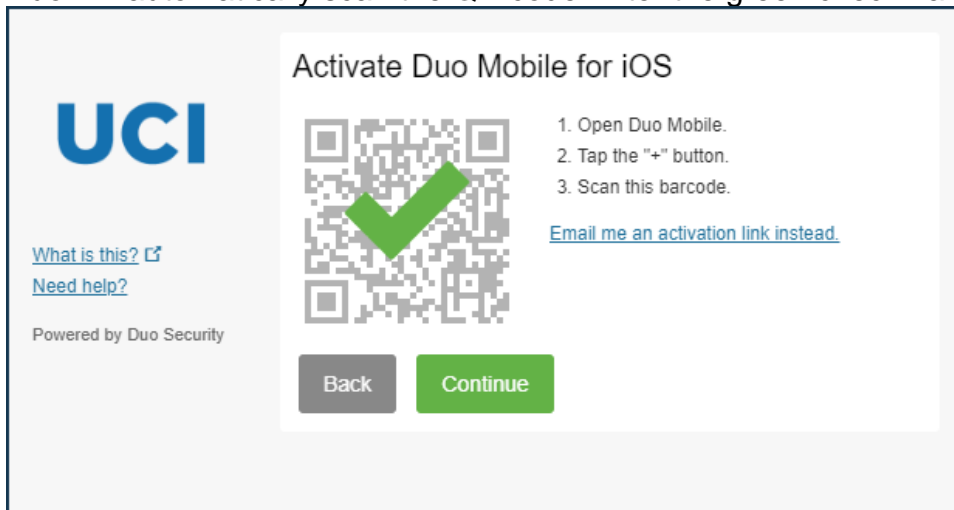
10. You're almost done! The pulldown menu for "When I log in" gives you two options. Feel free to select either option. Then, select **Continue to Login**.

11. Select the **Send Me a Push** button, and your mobile device will receive a push.
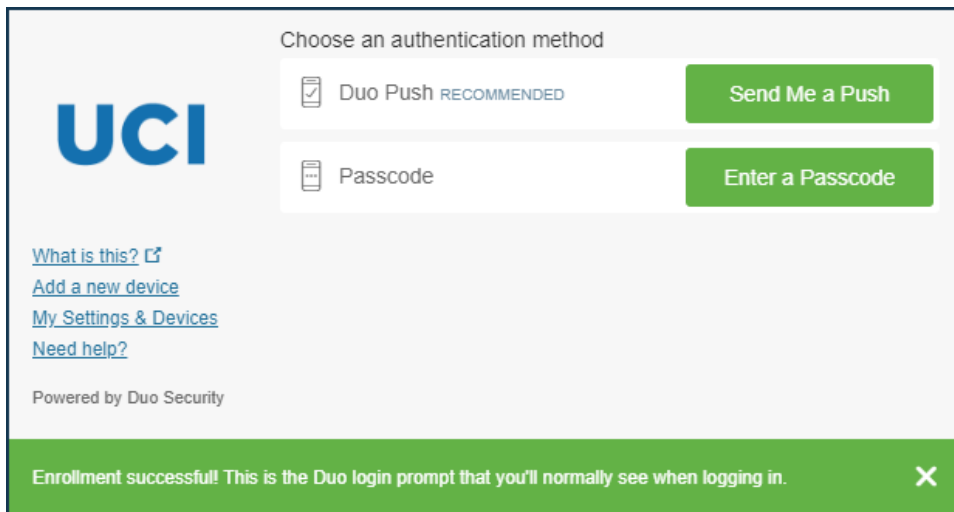
12. Pick up your mobile device, and check the Duo Mobile app. If you see the message "**Request Waiting. Tap to Respond...**" at the top of the screen, tap that green bar. Then, select **Approve** to accept the Duo push request.

13. You're Done!
    a. On your computer, you will see that your enrollment was a success. You can exit this page and access UCI applications that require Duo MFA for logins. Duo is mandatory for future UCI login attempts.

How to Activate Your Duo Authentication Without a Mobile Device

1. Obtain a hardware token by emailing oit@uci.edu and requesting a token. Include your name and your student ID in the email!

2. From your computer, select the button below to open the Duo Support Desk in a new tab. If prompted, sign in with your UCInetID and password.

Duo Support Desk

3. Once you're at the Duo Support Desk, you'll need to enter your hardware token's serial number, which can be found on the *back of the token.* Please note that some of the hardware token serial numbers will just be a string of numbers, and some will begin with the letters 'DSEC'. After you enter the number, select Register.

Register Duo Hardware Token
Please read the **UC Irvine Duo Security Token Agreement**

Duo hardware token must be obtained from your IT group.
Serial # is the code above or below the barcode on the back of the token.

Serial #: DSEC00000000   Register

4. Select the Test Token on the top-left of the page.
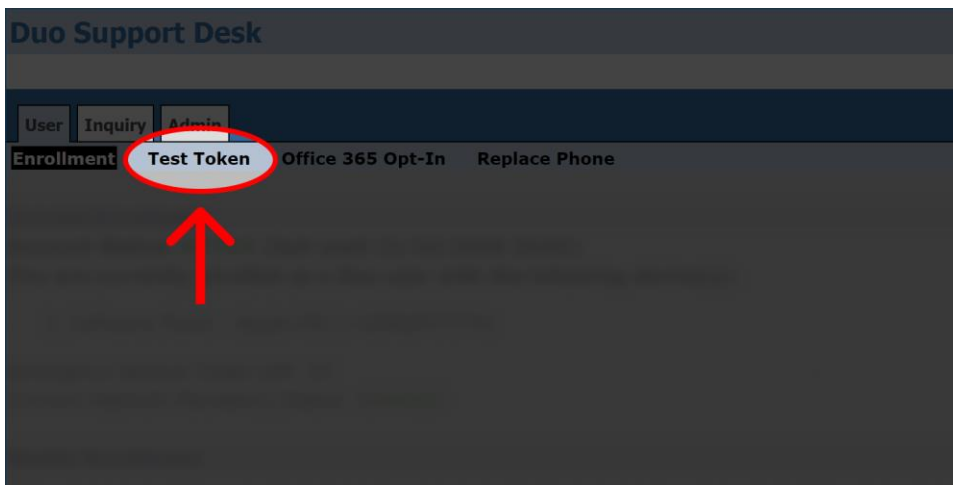
5. If prompted, you should login with your UCInetID and password. When you arrive at the *UCI Multifactor Login* page, select the Enter a Passcode button.

6. Type in the 6-digit code that appears on your hardware token's screen, and then select Log In.

7. On your computer, you will see that your enrollment was a success. You can exit this page and access UCI applications that require Duo MFA for logins. Duo is mandatory for future UCI login attempts.*ctor Login* page, select the Enter a Passcode button.

8. Type in the 6-digit code that appears on your hardware token's screen, and then select Log In.

9. On your computer, you will see that your enrollment was a success. You can exit this page and access UCI applications that require Duo MFA for logins. Duo is mandatory for future UCI login attempts.