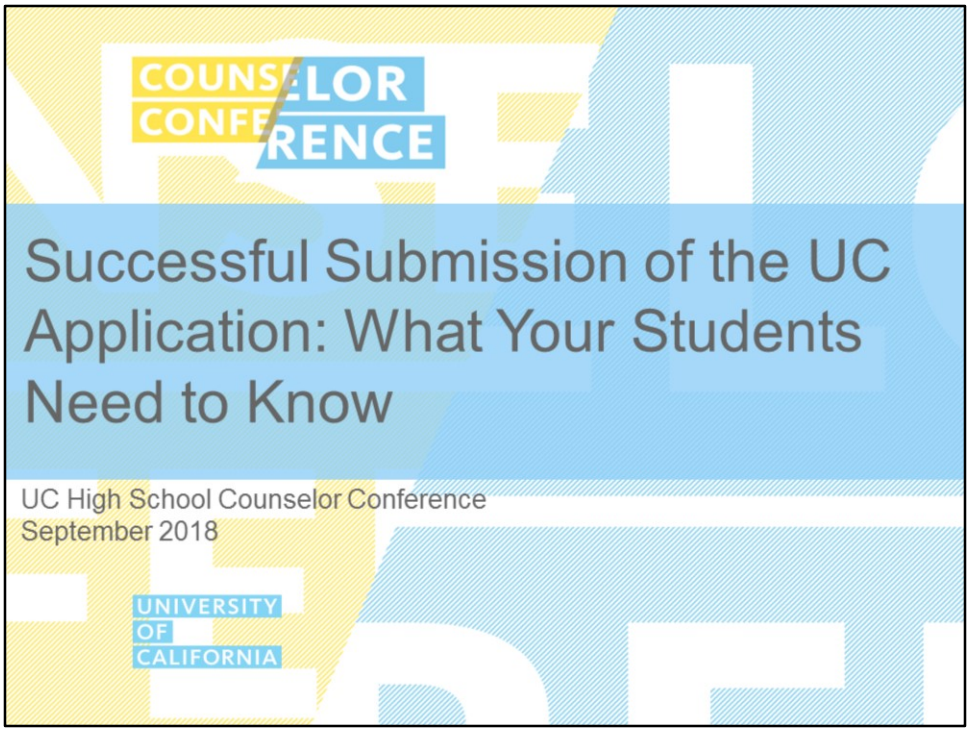
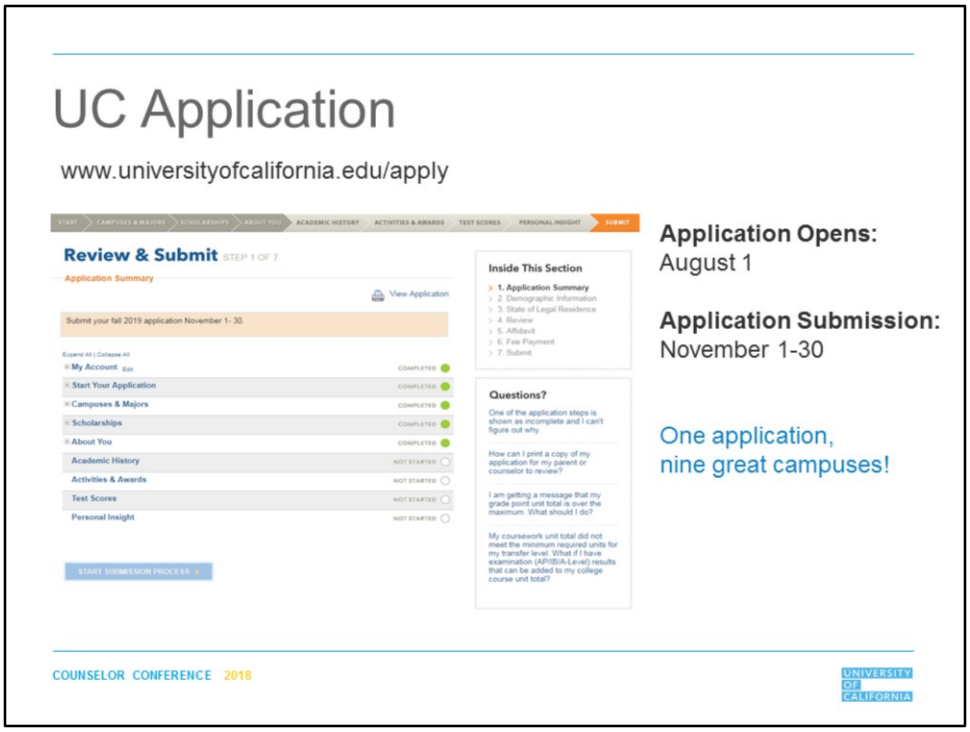

COUNSELOR
CONFERENCE
Successful Submission of the UC Application: What Your Students Need to Know
UC High School Counselor Conference
September 2018
UNIVERSITY OF CALIFORNIA



Many of your students are going to breeze through the UC application. We have worked hard to make the nine sections/tabs easy for them to fill out. Some students may ask questions about what we want to see in the application. This session will work on giving you tools to troubleshoot through questions asked by students working on a freshman application.

The basics:
The UC application is online at www.universityofcalifornia.edu/apply. The fall 2019 application is open and active now! Students can work on the application but cannot submit it until November. The filing period for a UC application is November 1-30. Please remind students that we do not have an early action or early decision application filing period.

One submit button, one application, nine great UC campus choices.

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Starting the Application
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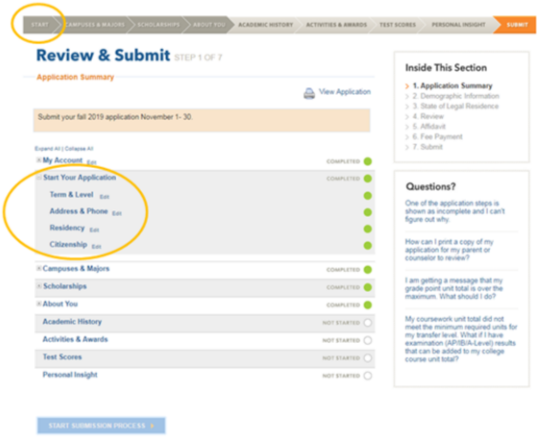
FAQ: Starting the Application

Level:
Should applicants apply as a transfer student if they have also attended college in high school?

Citizenship:
How do students who are undocumented answer this section?

Social Security Number:
Do applicants have to submit a SSN?



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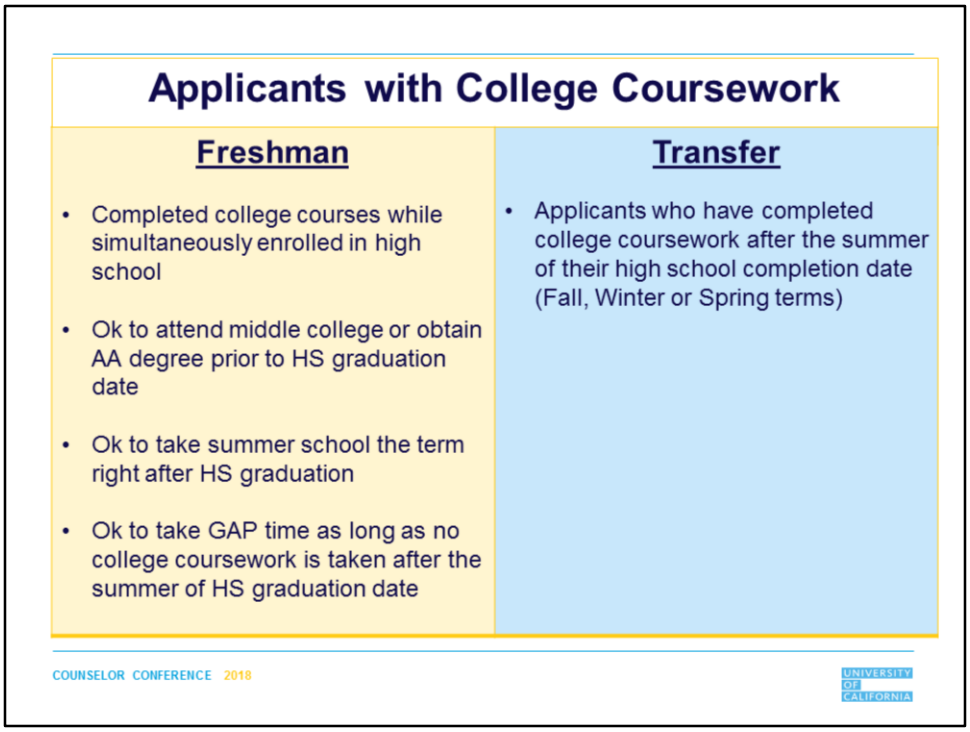
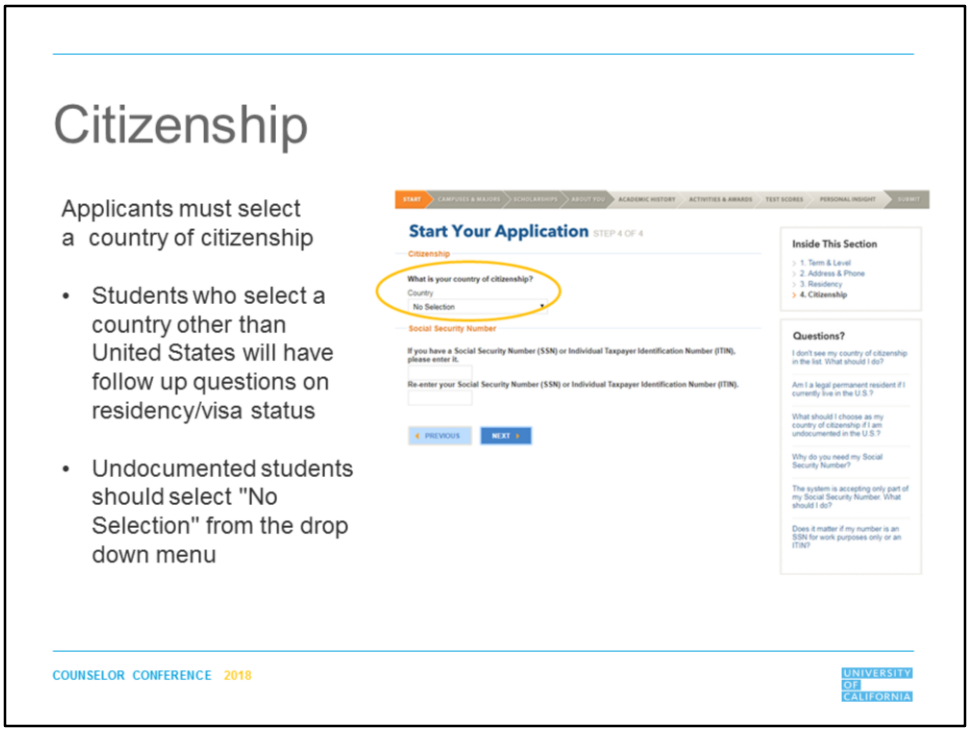
When starting the application, here are some frequently asked questions your students may ask:

- Should I apply as a freshman or transfer student? In particular students with dual enrollment or college credits will ask if they can apply as a transfer student.
- If you work with undocumented students, how should they answer citizenship questions?
- The UC application requests SSN information. What if my student does not have one or has a DACA SSN?



- Students who graduate mid-year and complete college courses during the remainder of that academic year may still be considered for freshman admission, but it depends on each individual campus; students in this situation should contact the campuses for further clarification.



Citizenship: You must select a country of citizenship from the country drop-down menu.

- Applicants who choose a country other than the United States will have follow-up questions on permanent residency and/or visa status.
- Applicants who choose “No Selection” will not have follow-up questions.
- **Undocumented students** select “No Selection” and do not enter a SSN. This includes undocumented students with Deferred Action for Childhood Arrivals (DACA) status.

Social Security Number: You are required to disclose your Social Security Number if you have one.

- We use the Social Security Number to merge your application to test scores and the federal financial aid application. (We also report it to the Internal Revenue Service, pursuant to the Taxpayer's Relief Act of 1997.)
- **If students have an SSN for work purposes (usually through DACA), students can enter that number instead.**
- Students can leave this question blank and still submit the application. Be aware that UC will follow up with students when the SSN is left blank. Federal financial aid regulations require us to make an attempt to verify when it is blank.

- **If applicants don't have a valid SSN or SSN for work purposes, but DO have an Individual Tax Payer Identification Number (ITIN), use the ITIN in place of an SSN.**
- **If you don't have a valid SSN, SSN for work purposes, or ITIN, leave this item blank.**
- **All SSN and ITIN numbers are encrypted and kept secure.**

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Campuses and Majors
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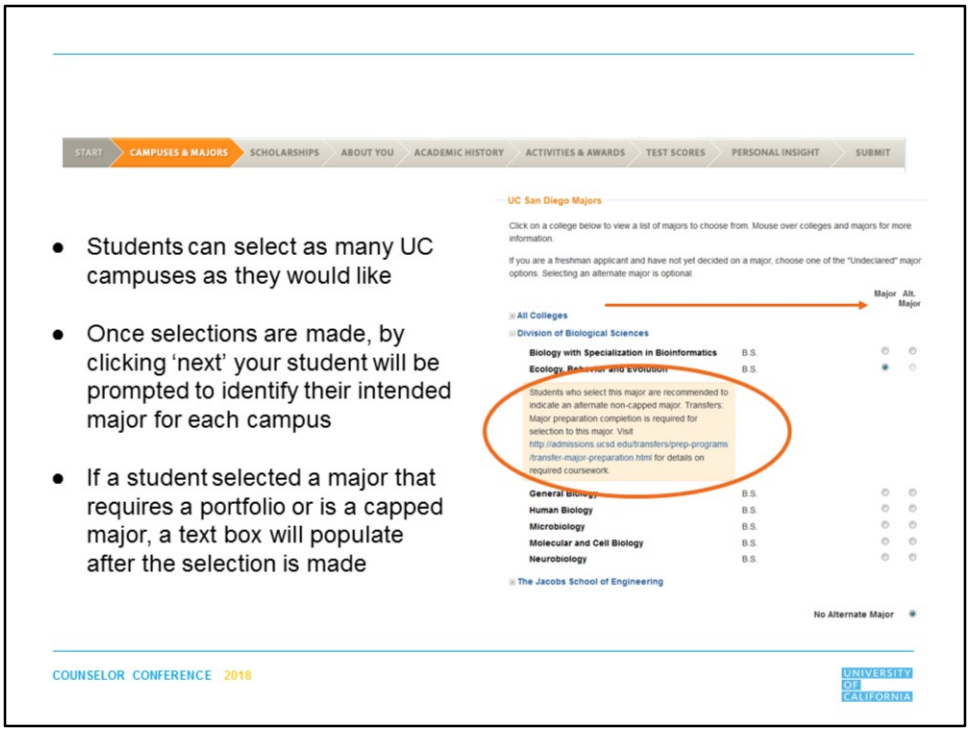
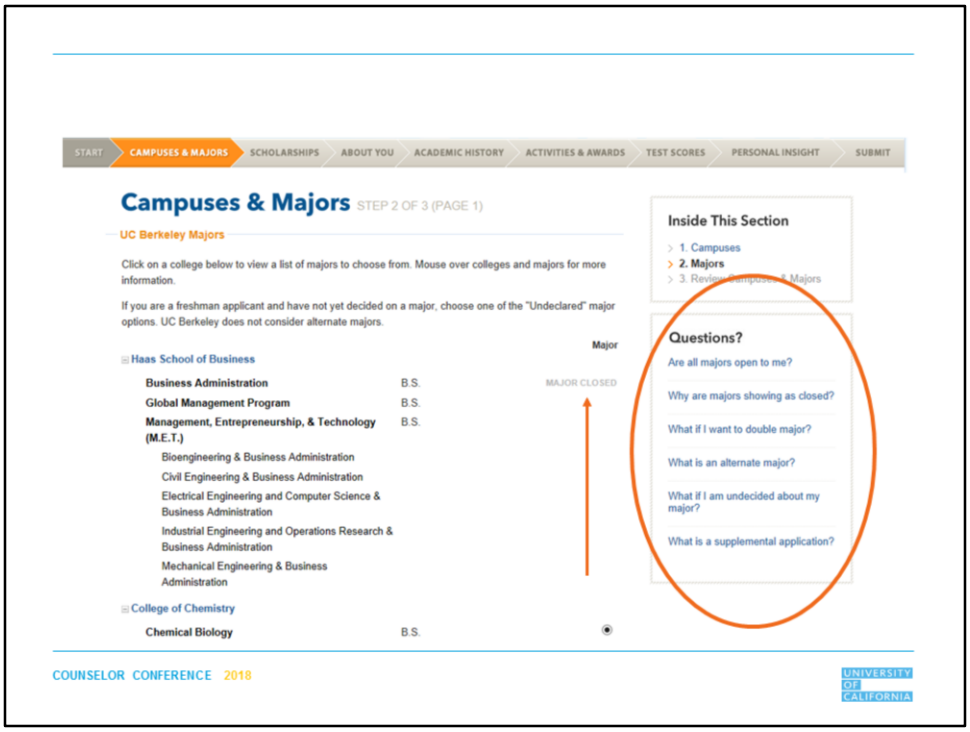
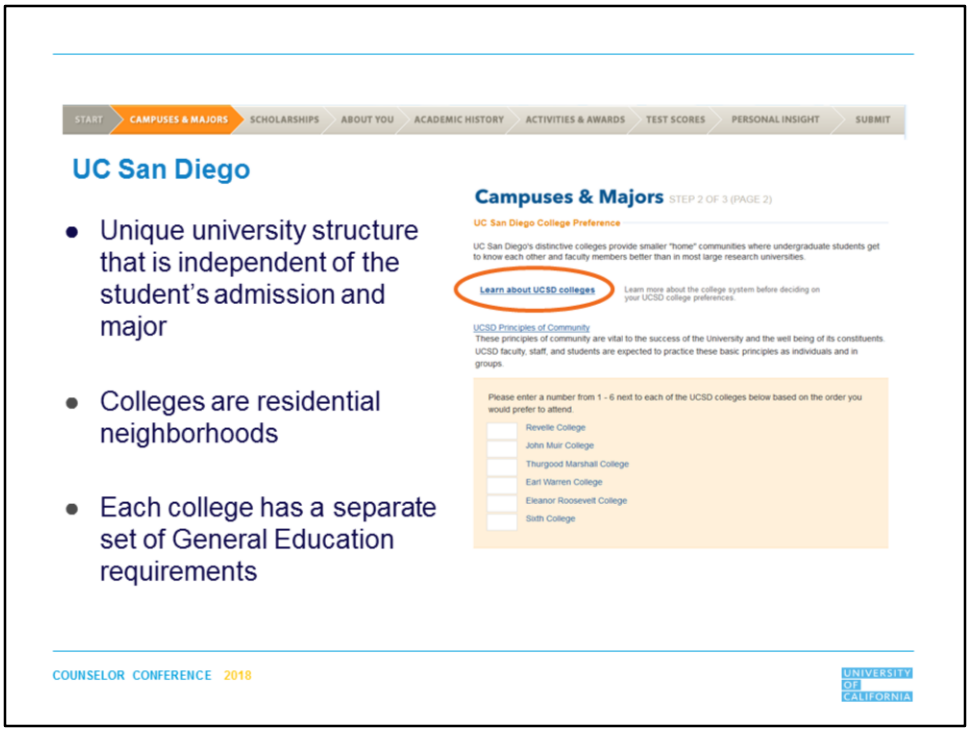


- Students will select all campuses to which they want to apply. Students do not rank their campus preferences. Each campus will review the application independently. Students can apply to one campus or up to all nine using this one application. There is an application fee for each UC they select [$70 for citizens/permanent residents; $80 for non-citizens].
- Once the student has selected the UC's where they wish to apply, they will be prompted to the individual school's list of majors.
- If the major the student selected requires a supplemental application, they will see a beige/yellow box that will populate under the major after selection is made. It's important that the student reads the information listed in the yellow box.
- If the student selected a capped major, they will be notified the same way.
    - A capped major means that while a student might be accepted to the university, they are not guaranteed the major they selected because of the competitiveness and number of applicants. We strongly recommend the students list an alternate major, when available, if they are interested in one of the capped, or selective, majors at UC.
- Some majors recommend SAT Subject tests. These are not required, but can add value to an application.
- Undecided majors: Students who are unsure about a major can select 'undeclared/undecided'.

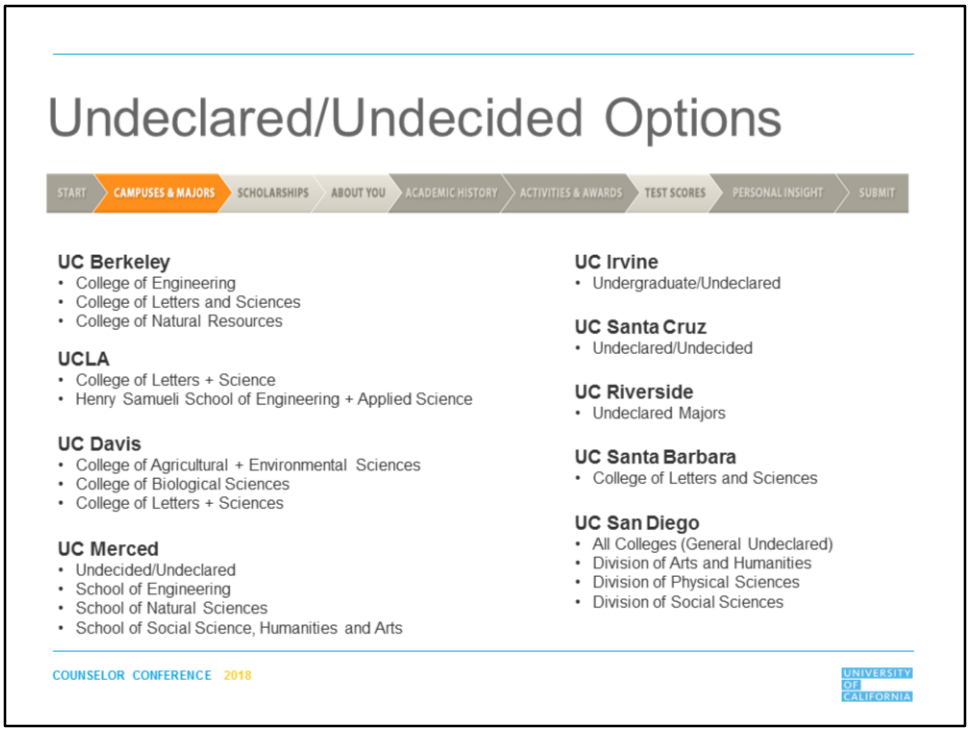


- Certain campuses might have majors or schools that are not open to freshman applicants. The screenshot here shows what that will look like. It will state: MAJOR CLOSED and students will not have the option to select it.
    - If students see a LARGE majority or all majors closed, they might want to double-check that they applied for the correct term and under the right level. Some campuses have limited options for Spring, and if students accidentally chose that option, one of the first signs will be a limited selection of majors
- We have also anticipated questions that might occur throughout the application, so you can see here in the red circle some common issues that arise. These questions will change depending on what section of the application you are in. Please encourage students to utilize this function on the application, it was put there for them!



UC San Diego College System

- We ask that you remind your students that College assignments are not based on major.
- When students are asked to "rank" the Colleges, San Diego is asking them to state their preference for College assignment, should they be offered admission to the University. The rankings will not affect the evaluation of the application for admission--students are not applying to the Colleges; students are applying to the University.
- The student will not be able to move forward and rank the San Diego colleges until reviewing the LEARN ABOUT UCSD COLLEGES link.



For your reference, all UC campuses allow first time freshman applicants to select undeclared as a 'major.' At some UC campuses students will find an option for an undeclared or undecided major within a specific college and/or it can be found in a listing of all undeclared majors (Irvine, Riverside, Santa Cruz).

For all campuses (except Berkeley) students can select an alternate major. When applying to selective programs, undeclared can be an alternative major for admission. Students should check with each campus for advice on alternative majors.

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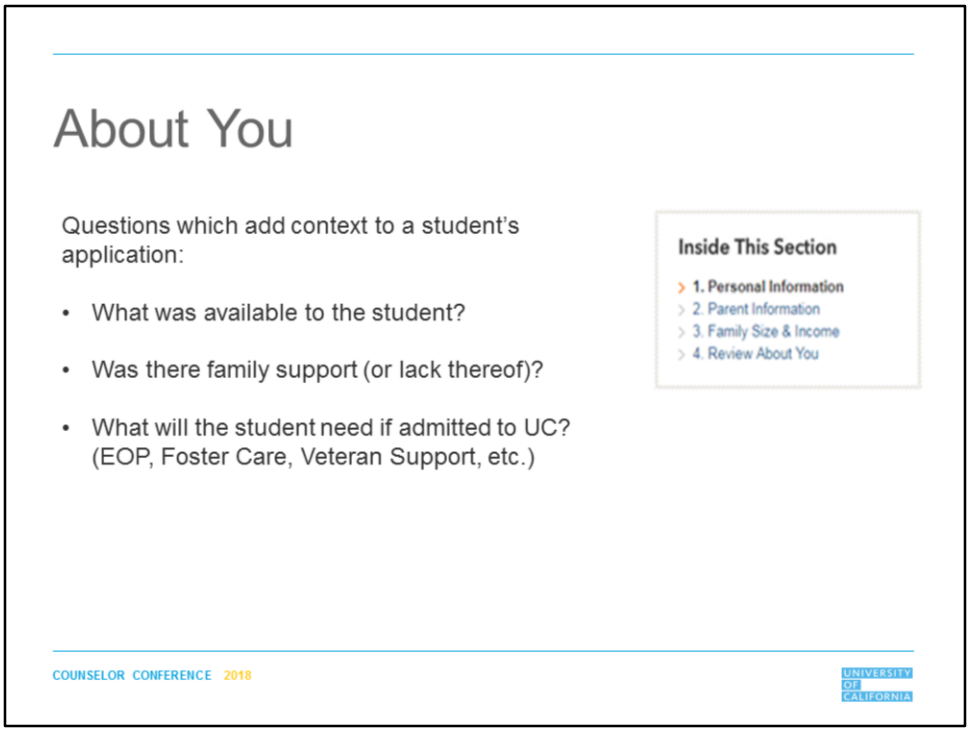
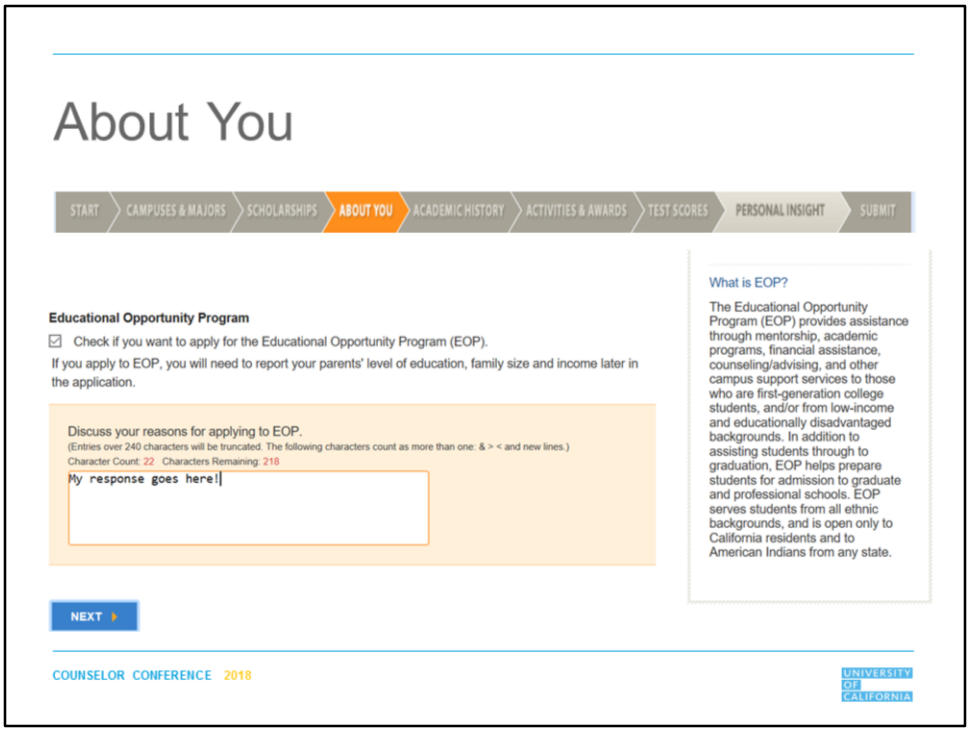


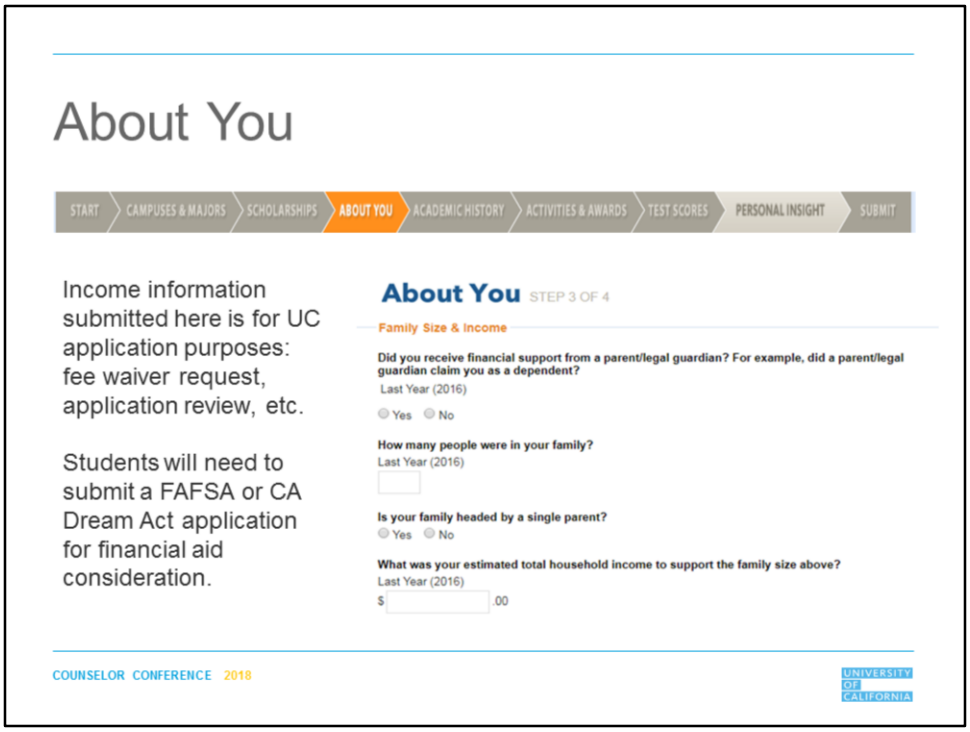
Questions in this section are optional but will often serve a purpose for support programs if a student is admitted to a UC. The answers students submit will often provide context in a comprehensive/holistic admissions review. When students share details in 'About You,' it can only help a student in the admissions process, it can never hurt them.

What do we ask?

- Parent information – parent 1 and parent 2's profession(s) and current parent income
- Family size
- Language the student first learned to speak
- Are they or have they been in foster care
- Are they a veteran, dependent of a veteran or in military service
- Would they be interested in UC's EOP – Educational Opportunity Program



All campuses have an EOP or similar program, but it may not be called EOP. Ask your UC campus representative for what programs exist to support first-generation, low-income, and traditionally underrepresented students on their campus.



Reminder, the income reported in the UC application will not trigger financial aid. Students must fill out the FAFSA or CA Dream Act application to request financial aid in the form of scholarships, grants and/or work study.

Students who wish to request a fee waiver for the UC application will be required to enter family income. Students who skip this section will be prompted to return when requesting the fee waiver. If granted, a fee waiver will cover application fees for up to four UC campuses.

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Academic
History
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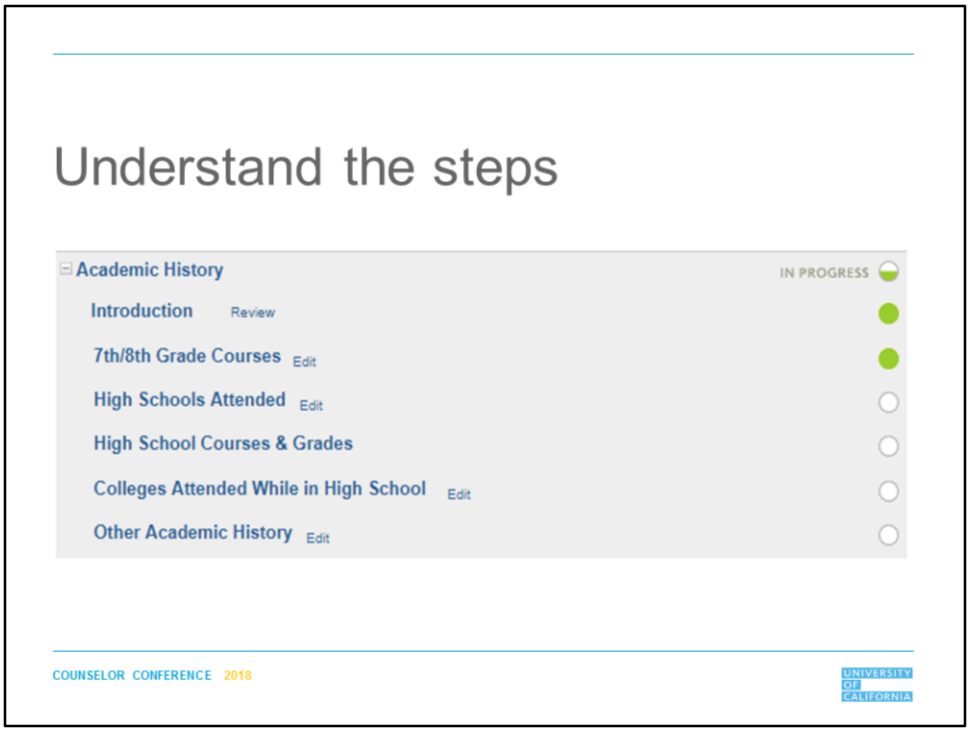
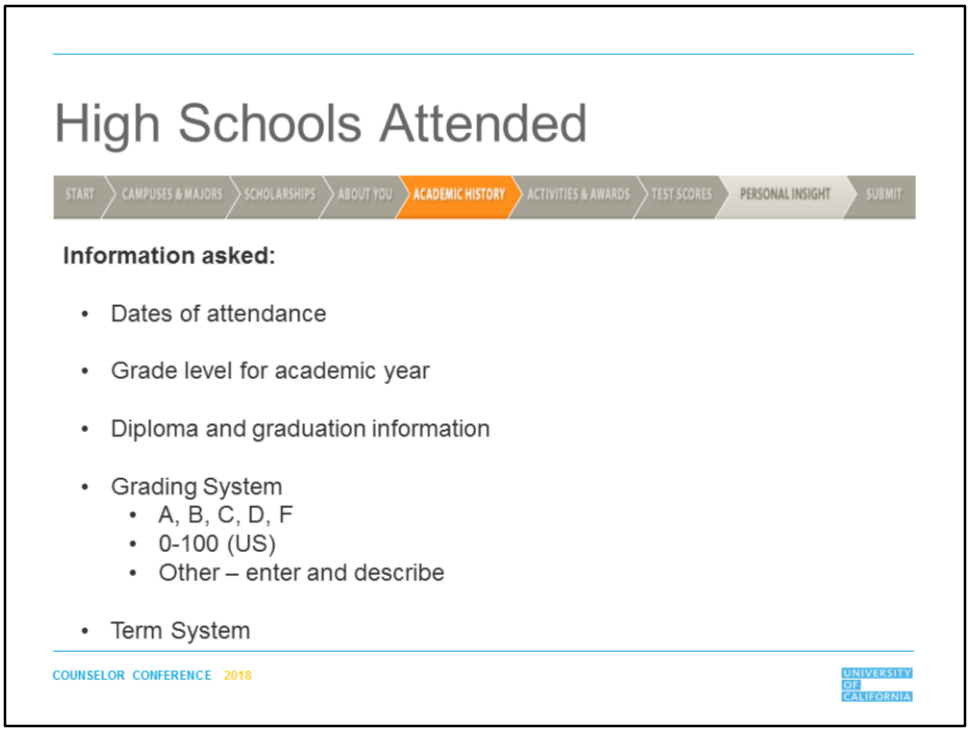
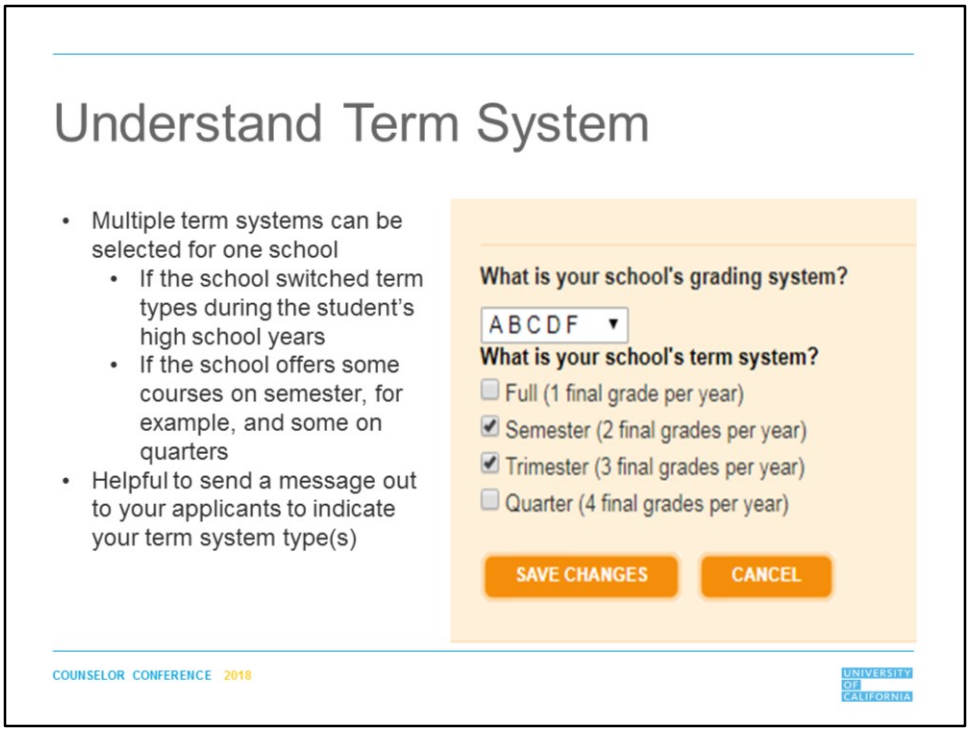


This section can take the most time. Students should always have their high school transcript or electronic grades in front of them to avoid discrepancies.



Grade Level for academic year: If a student skipped a year or repeated a year, this helps us understand which grade level(s) are taken when.
Diploma and graduation information: To determine where the student is graduating from, and what type of diploma is expected.
Grading System: Showing for US schools. Options change for international schools.



Students can get confused by the language (final grades per year). We mean official grades, not midterm reported work. It can be helpful to share with your students your grade term or terms.

Reminder: students on the block system are on a semester system, if your students receive two official grades.

Term Types Quiz

What term types should this student select for this high school?

Semester! – Two final grades per course.

Course	Term 1	Term 2	Term 3	Term 4
English	A		B	
Math		C	C	
Science		B		A

Term Types Quiz

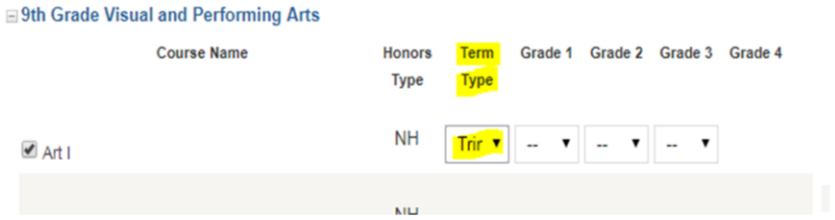
What term types should this student select for this high school?

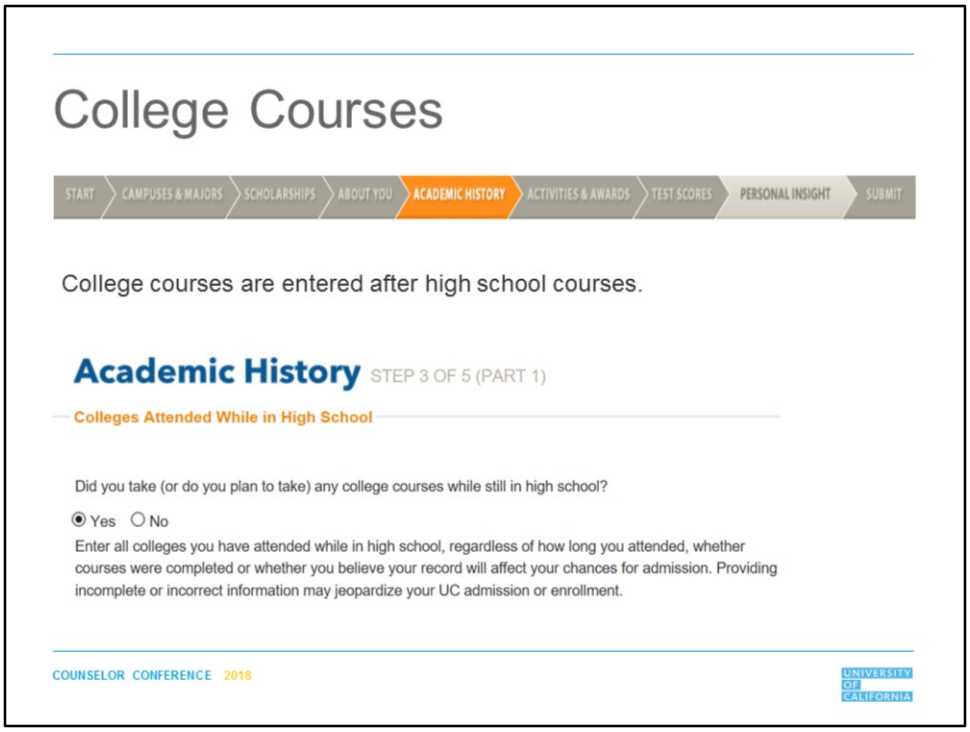
Course	Term 1	Term 2	Term 3	Term 4	Term Type
English	A		B		Semester
Math	A	C	C	B	Quarter
Science		B		A	Semester
Econ	A	NO			Semester

What Term type is Econ, Full term? … trick question. Econ is one semester course. The student should note NO or no course in the UC application.

Working with Term types

- If multiple terms selected for a school, then applicant must select term type for each course.
- Number of grades appear for term type selected





Once a student has listed all high school course work completed and that which is planned for 12th grade, the UC application will request college information. Students who have attended or will complete college/university courses prior to entering UC will be prompted to answer the following question.

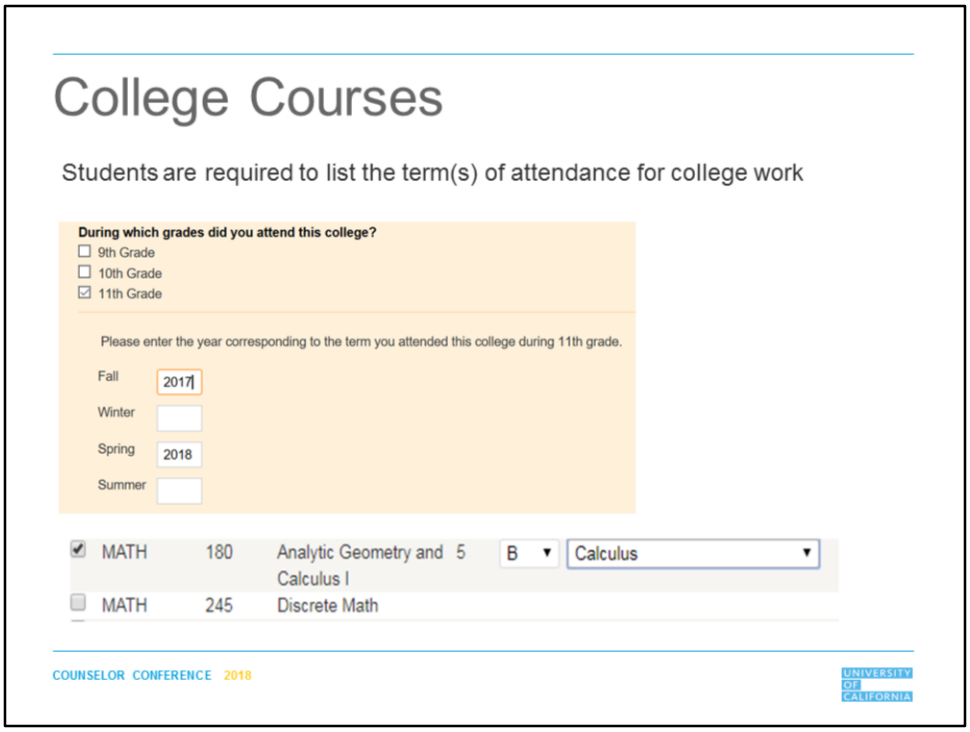
Dual Enrollment

START > CAMPUSES & MAJORS > SCHOLARSHIPS > ABOUT YOU > ACADEMIC HISTORY > ACTIVITIES & AWARDS > TEST SCORES > PERSONAL INSIGHT > SUBMIT

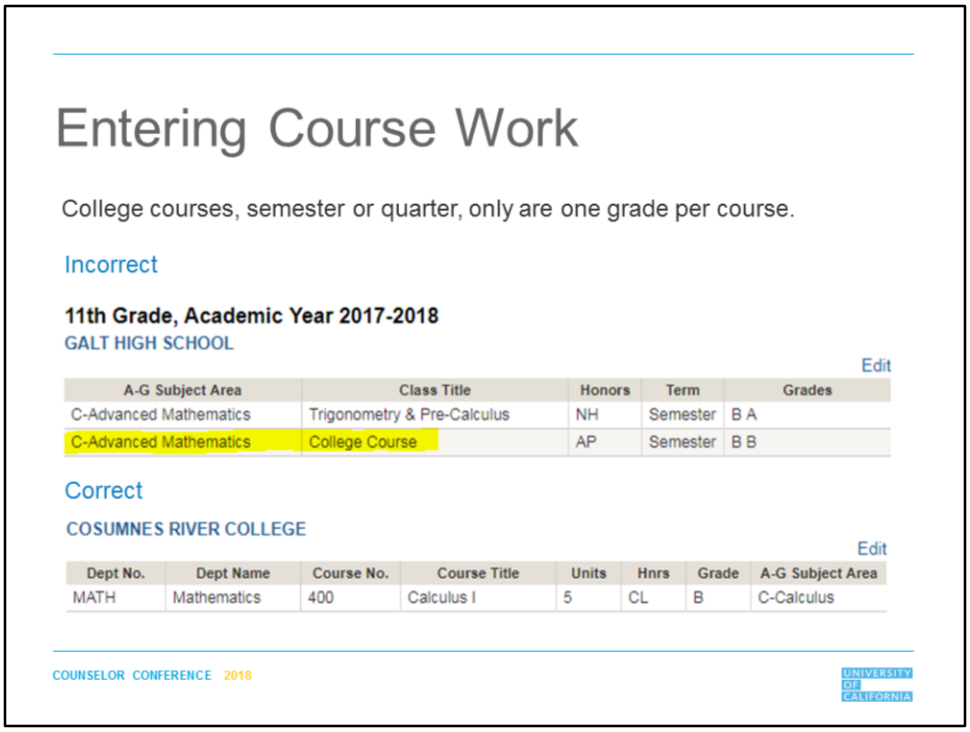
High School or College course

Many high schools now offer college courses on their campuses. Regardless of where the course it taught or who is teaching, students should list dual enrollment course work as follows:

- College transcript = college course
- High school transcript as high school course = high school course
- High school and college transcript = college course

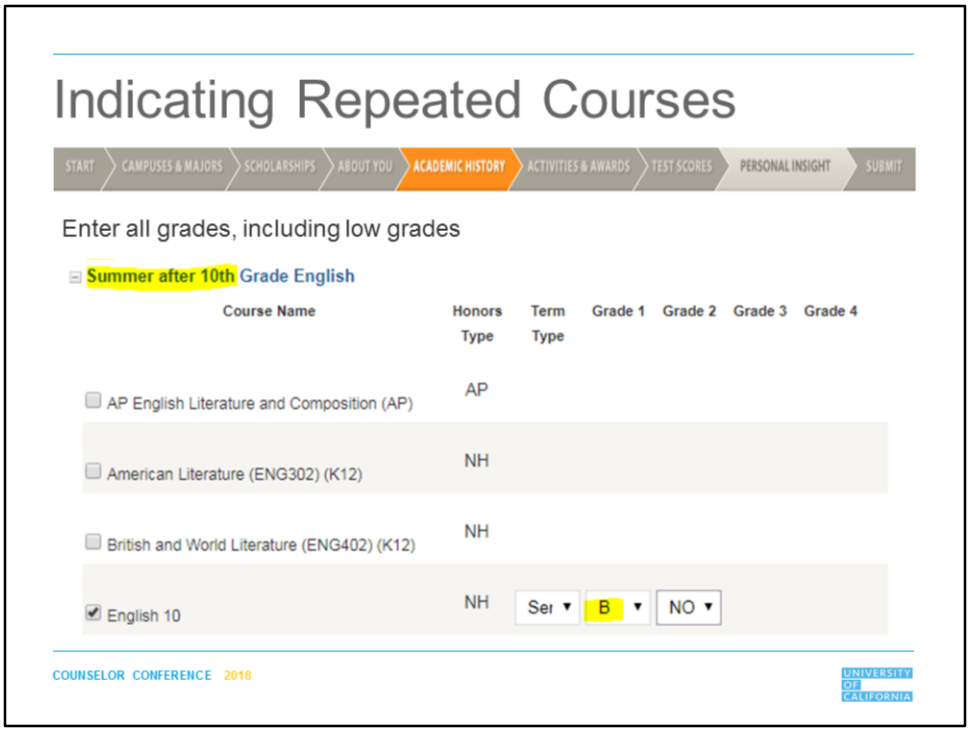


After a student lists their college/university of attendance, they share course work. A college course is only one semester/quarter grade per course. Note how the application doesn't let students enter two grades for a single college course. If they took the course fall and spring semester they would need to select the course twice.



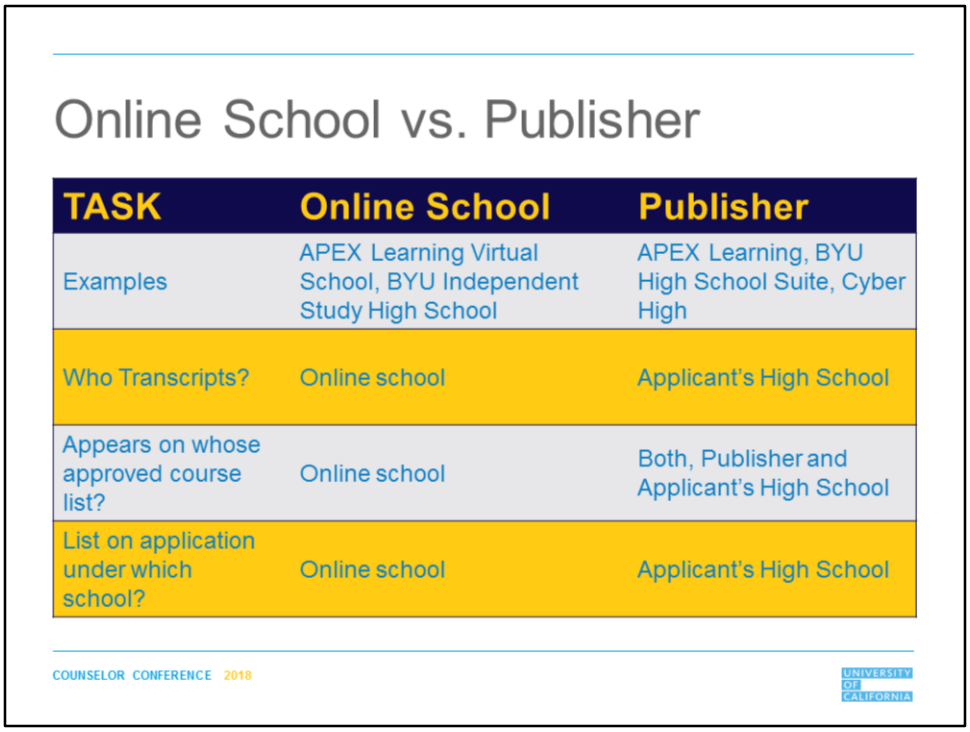
What's wrong with the reporting of the college course?
*Don't know what college course
*Two grades for one course, trying to make sure they get a year of A-G
*Listed as AP, attempting to get extra grade point

The 'CL' honors status flags the course for an extra point in the UC GPA.



**Picture with F grade behind summer after 10th grade, summer course will appear after clicking in presentation mode.

*Students are only allowed to repeat courses in which the original grade earned as a D or F.
*Students must report both the initial grade received, as well as the repeated grade, on the application. UC will only include the repeated grade in the GPA calculation.
*In the example above, students should not enter B, B if they got a low grade semester 1 then repeated. They should list all three grades (F, B, B).



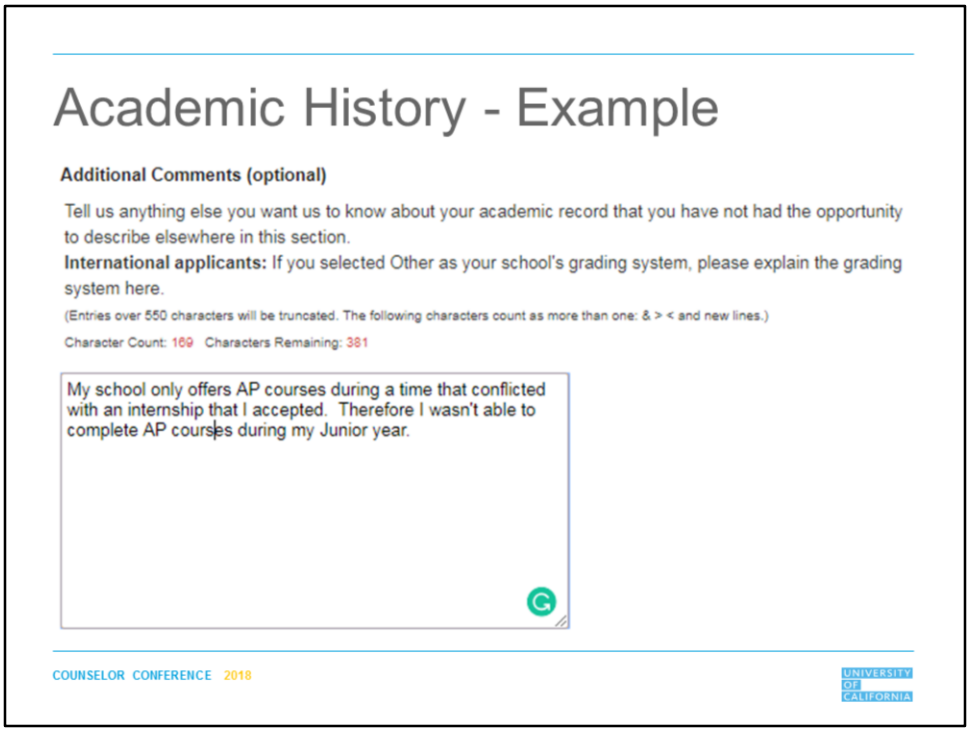
- This chart explains differences between online schools and publishers
- Students may not enroll directly through a publisher
- UC is also now allowing direct enrollment in Extended Learning Programs that are affiliated with UC or CSU and which have an established course list
    - UC Scout is an example of such a program; students can now enroll directly through UC Scout and obtain a UC Scout transcript

Academic History – Additional Comments

Only one area of academic history additional comments. There is an area for non-academic additional comments at the end of the application.

This area gives a chance to explain any unique academic history situations.

School can provide statement for applicants to include if they know of a unique situation, e.g. a critical senior year course didn't get submitted for A-G approval.



- This comment provides context about why the rigor of the junior year may not seem as strong as other applicants from the same school.

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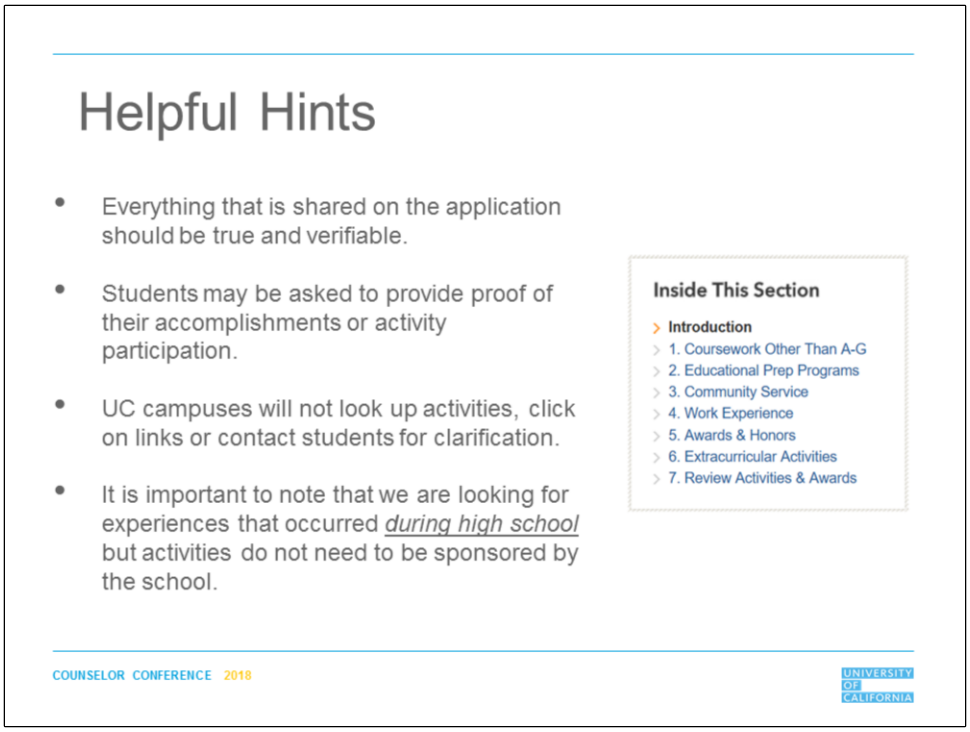
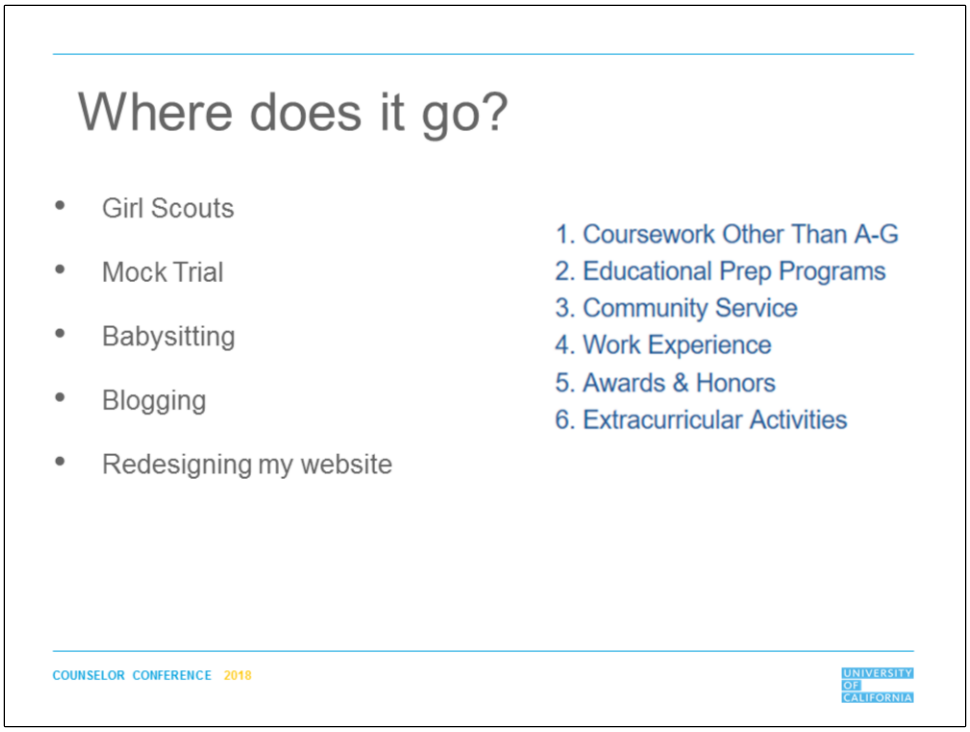
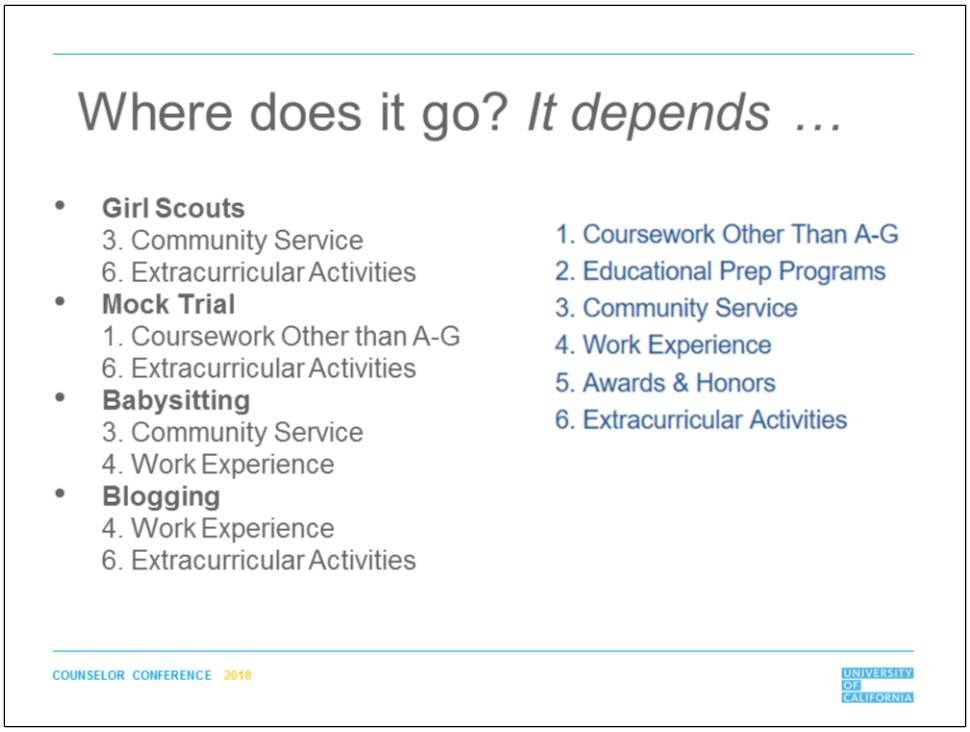


- The application allows for a maximum of five entries in each section, so students should report their most meaningful experiences (those they are most passionate about, that they have been involved in over multiple years, where they have demonstrated leadership/initiative, where they have been recognized at a school/regional/state/national/international level, etc.)



Pop Quiz … when a student asks you where to list the following, what is the answer?



It depends ….

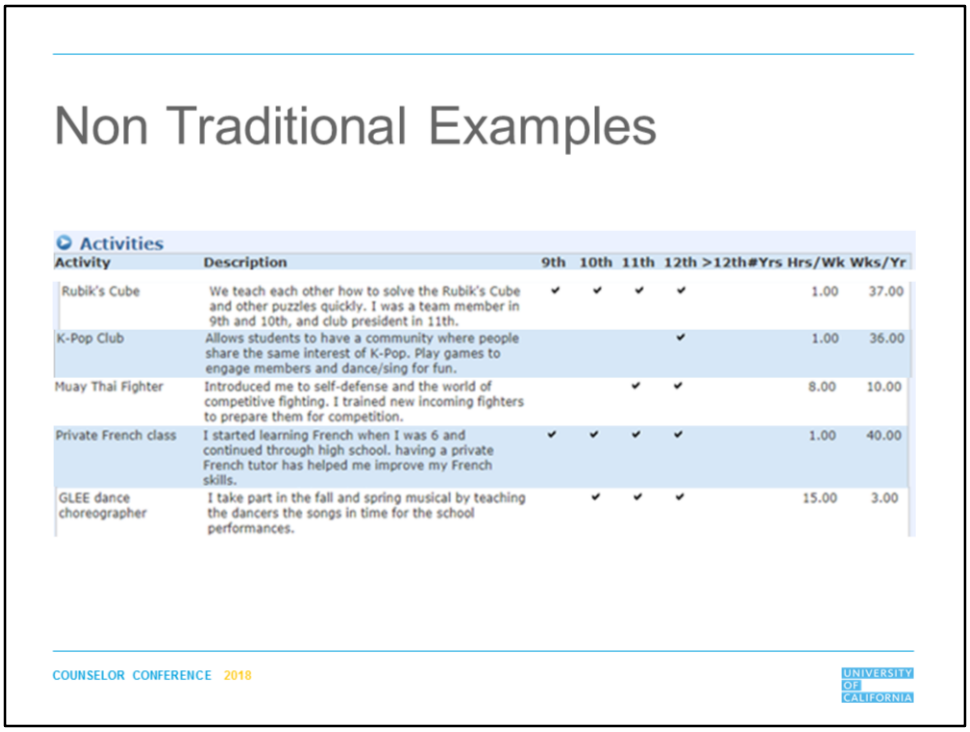
In this section there is no 'right answer.' How did the student participate in the activity and where does the student have space to place the activity?

Girl Scouts
- The organization focuses on community service, a student can list it there OR as an extracurricular activity as it was an organization which they devoted time to.

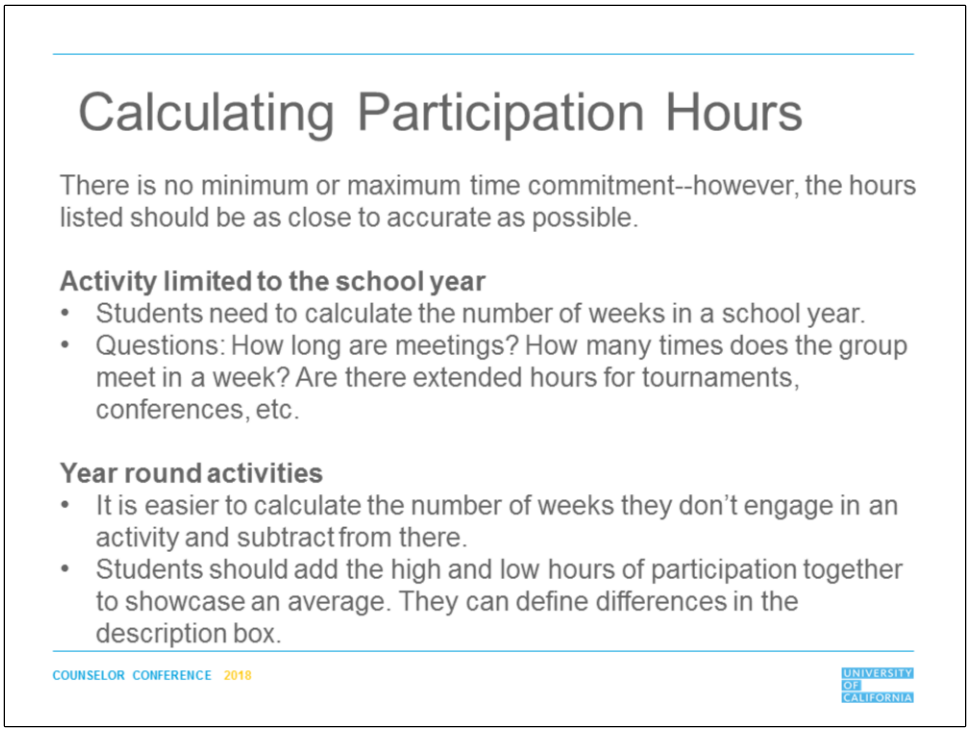
Mock Trial
- At your school it is listed as a class AND an extracurricular activity. If your student took the class, they can list it as a course outside A-G OR if they have space it could go under extracurricular.

Babysitting
- Your student babysits their sibling, they don't get paid. It could be community service. They get paid? It can go under work experience.

Blogging
- Your student has a blog and sponsorship, they get paid to post. Blogging is a job.
- Your student has a blog and does it for fun, it's an extracurricular activity



- Don't limit your students! Remind them to share everything. It can only add value to their evaluation.
- It's OK for a student to have one section (like activities) full, and another section (like community service) with just one or two entries; every student is unique and may choose to focus on the opportunities that interest them most.



You can help your students with calculating their time listed for activities.

How many weeks is your school year?

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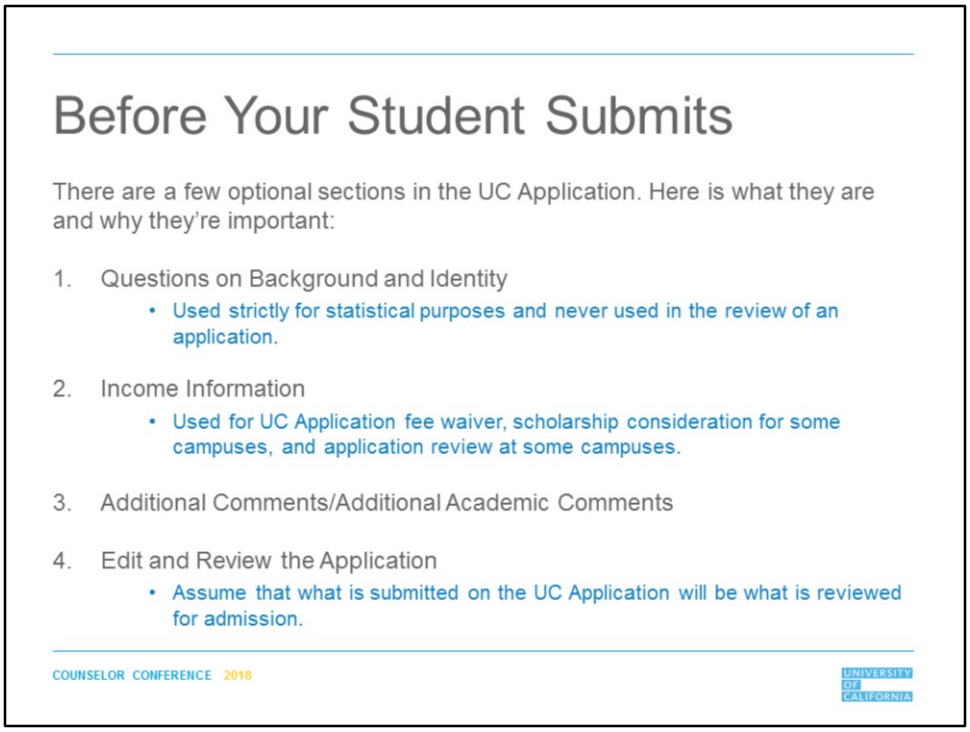
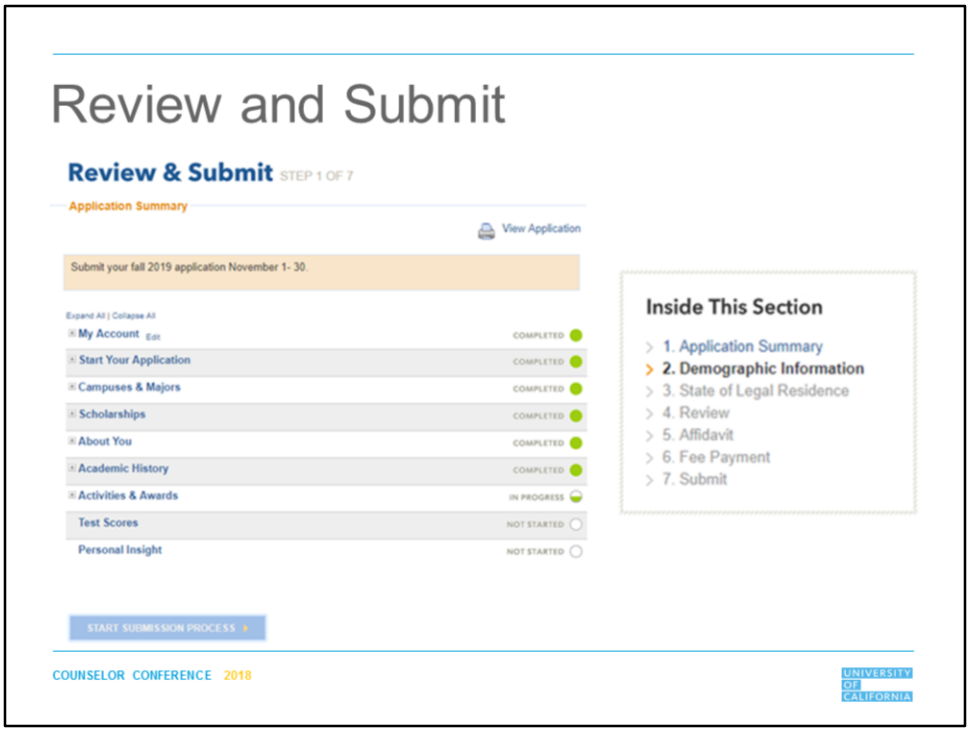
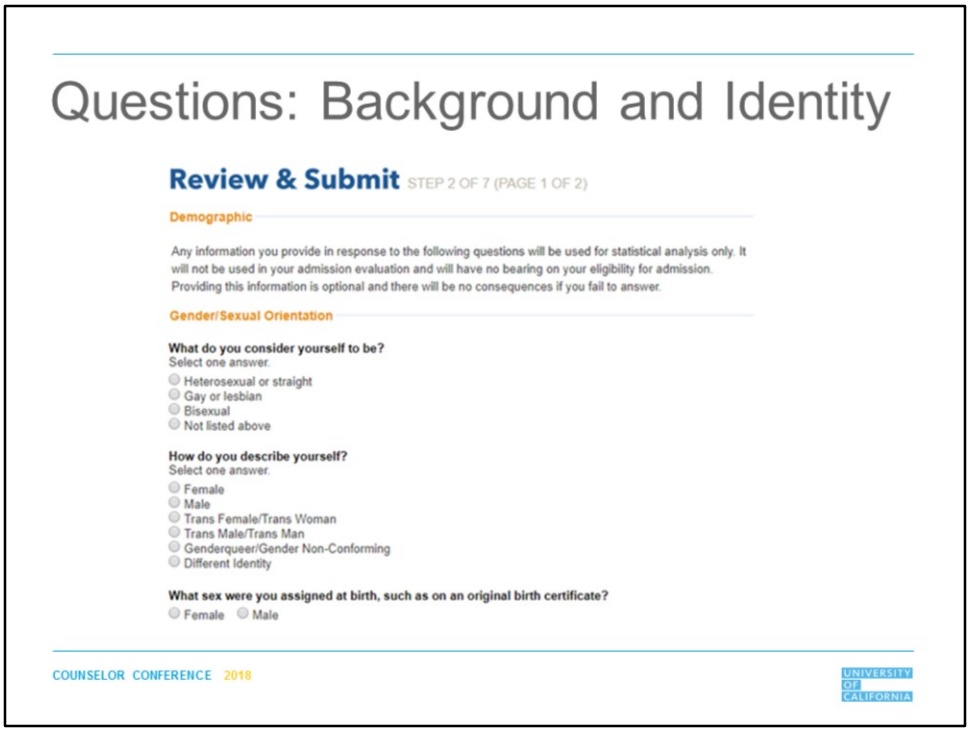


- Students should make sure all information is as thorough and complete as possible before submitting the application.
- Edits sent through the UC Application Center after the application has been submitted cannot be guaranteed by each campus to be entered into their application in time for the review of the application.



Draw your attention to the header, step 1 of 7. Your students will have seven pages of information they will need to provide before they complete the submit process.

Questions: Background and Identity



Review & Submit STEP 2 OF 7 (PAGE 1 OF 2)

Demographic

Any information you provide in response to the following questions will be used for statistical analysis only. It will not be used in your admission evaluation and will have no bearing on your eligibility for admission. Providing this information is optional and there will be no consequences if you fail to answer.

Gender/Sexual Orientation

What do you consider yourself to be?
Select one answer.

- Heterosexual or straight
- Gay or lesbian
- Bisexual
- Not listed above

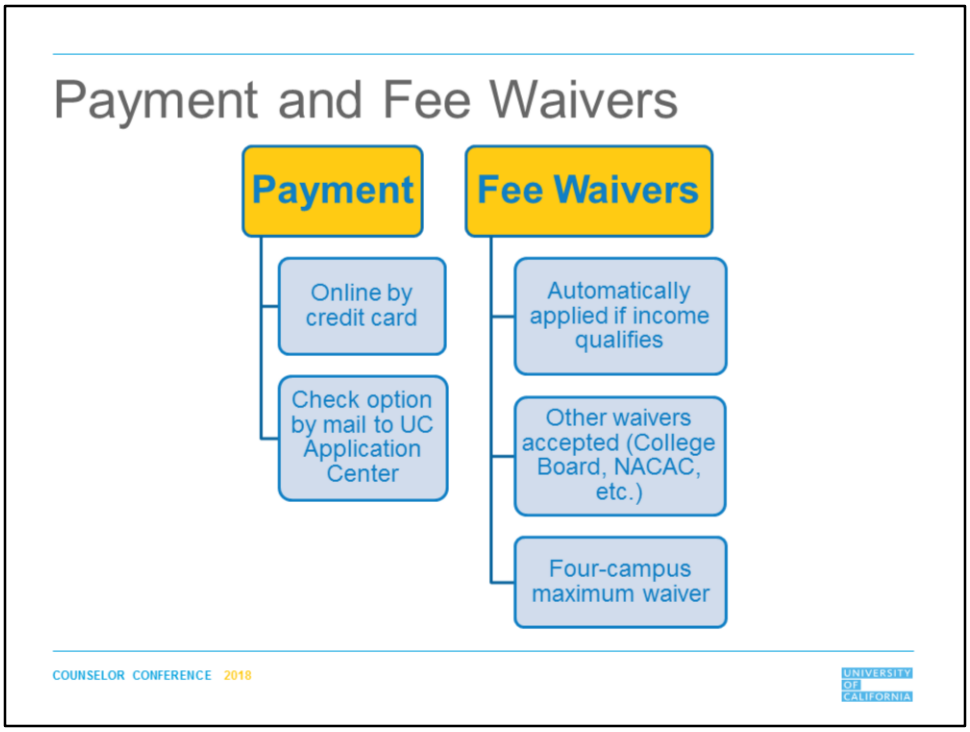
How do you describe yourself?
Select one answer.

- Female
- Male
- Trans Female/Trans Woman
- Trans Male/Trans Man
- Genderqueer/Gender Non-Conforming
- Different Identity

What sex were you assigned at birth, such as on an original birth certificate?

- Female
- Male

Information submitted in this section cannot be used in the selection process.



Payment:

- Application fee payment is required and non-refundable.
- Payment may be submitted by credit card in the application tool; **or** by mailing a check or fee waiver if a student didn't qualify for the UC application fee waiver but meets criteria established by the waiver provider.

Fee Waiver:

- A fee waiver is automatically calculated for California and domestic residents.
- Students cannot combine multiple fee waivers for more than four campuses.

January 28 (or last week of January) is the date the bill for UC fees will be sent (if not paid).

Application Fees:

- For U.S. citizens or permanent resident students, the application fee is $70 per campus.
- For International and non-immigrant applicants the application fee is $80 for each campus selected.
    - If an international or non-immigrant student currently attends school in the U.S., however, they may be eligible to pay the lower application fee of $70 per campus.
- The application tool will advise of the fee amount on this page.

Fee Waiver:

The fee waiver calculator is activated from answers about the applicant's family size and income.

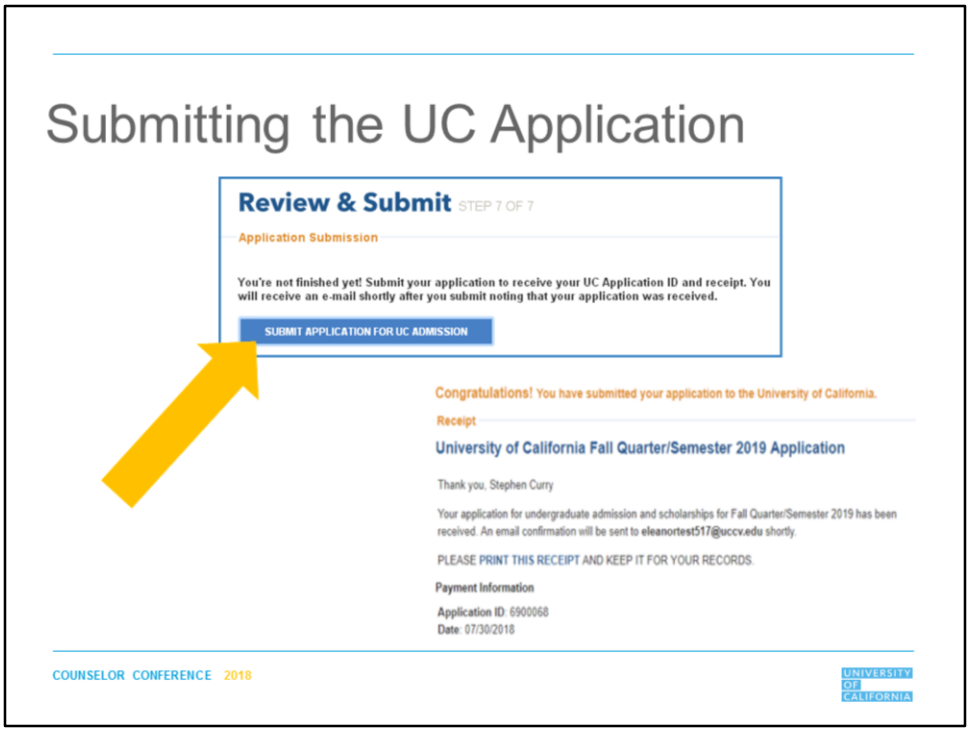
- If a fee waiver if granted, the applicant must select "Yes" to accept the fee waiver.
- If an applicant decides not to answer those questions, they *may* qualify for a fee waiver but would not receive one.

If the applicant makes a mistake on the family income amount, they can correct the information with an 'edit' button; eligibility for the fee waiver will automatically re-calculate with the revised information.

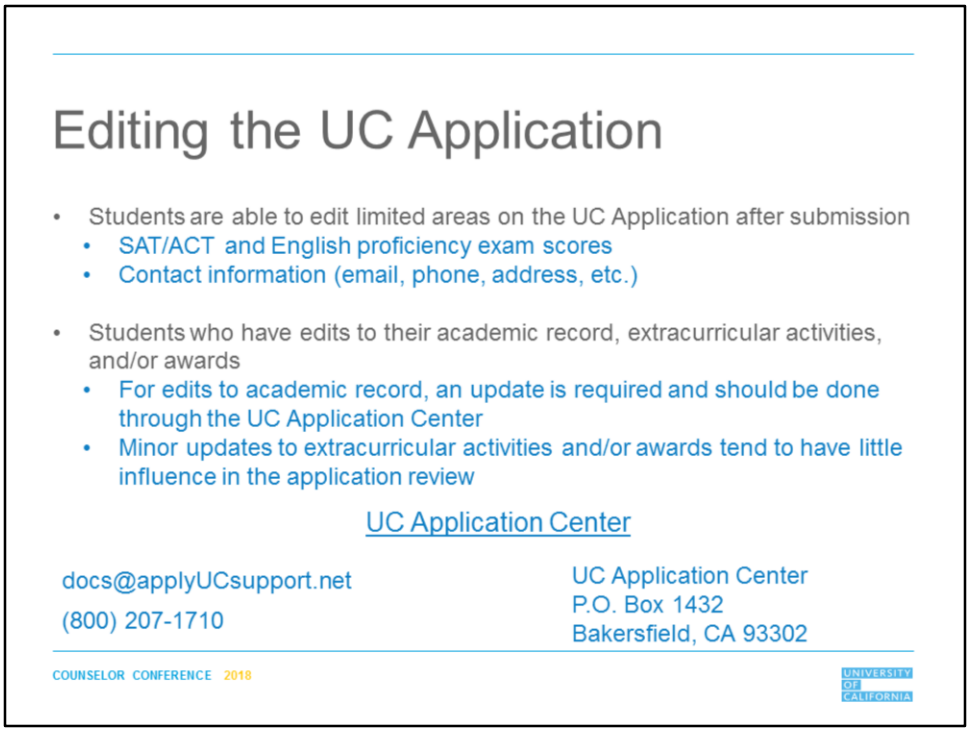
Fee Waiver Eligibility:

- For U.S. citizens or permanent residents or students who have attended a CA high school for at least 3 years, if students meet the low-income criteria used to qualify for free and reduced lunch, they will qualify for a UC application fee waiver for up to 4 campus choices but will be responsible for payment for any additional campus(es) to which they choose to apply.
- Students in California on a visa are not eligible for the UC application fee waiver.

Submitting the UC Application



- Encourage your students to print a copy of the receipt, and to retain the Application ID number listed on that receipt.
- Students will need the Application ID number to access campus admission portals.



If a student changes schools, adds or drops a course, or fails to earn a C or better in a course after submitting the application, the student must notify the UC Application Center by email or postal mail. All correspondence must include the student's name, UC Application ID number and signature (if you mail a letter), and information will be made available to all the campuses to which the student applied.

Updates that are submitted to the UC Application Center cannot be guaranteed to be reviewed. Students should assume that what they submit on the application will be what is reviewed.

Editing the UC Application

Fall Quarter/Semester 2019 Application *submitted 09/05/2018*

- View Fees and Payments
- View Application
- Update Personal Information
- Update Release Authorization
- Update ACT & SAT Tests
- Update SAT Subject Tests
- Update TOEFL or IELTS-Academic
- Update International External Exams
- Add Campus Choice
- Application Status

Editing the UC Application

- Students who wish to change their major
  - If switching a first choice major during the application process, contact the individual campus

- Updates to admissions offices via email or submission of additional materials such as letters of recommendation, resumes, portfolios, interviews, etc., are not considered in the admission/review process unless specifically requested/required by a campus, department, and/or school.

COUNSELOR
CONFERENCE
Questions?
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