

## UC and CSU Application Tips – Class of 2018

- Both applications are due at midnight on **November 30, 2017**
    - Don't wait until the last minute to submit your application!
    - Don't forget to hit the Submit button!
  - Research campuses and apply broadly
  - Use your full, legal name on all applications – do not use your nickname
  - Use an email address that you check frequently – be aware of your email address appropriateness
  - Have a copy of your transcript(s) handy when you are completing applications – entering your coursework and grades accurately is very important
    - You will be asked to submit a transcript before enrolling to verify that what you put on your application is accurate, so be very careful when you are entering your information!
  - Do not send transcripts to any CSU or UC campus when you apply – if you are admitted and decide to attend, you will need to submit a transcript from each high school you attended only to the campus you are attending
    - Exception: Campuses may ask you to send a transcript after you have applied – make sure to check your email and respond to these requests in a timely fashion
  - Self-report your SAT, ACT, SAT Subject Tests, and/or AP exam scores on both applications
    - UC does not superscore SAT or ACT – only report scores for testing date on which you earned your highest overall/composite score
    - CSU does superscore SAT and ACT – report all highest section scores, even if on multiple test dates
    - Send an official SAT and/or ACT score report to at least 1 UC and/or CSU campus to which you applied (for CSU, you can send SAT scores to institution code 3594) – you can include SAT Subject Test scores with main SAT score or send separately
    - You can wait to send official AP exam score report until 2018 exam scores are out – report is due by July 15, 2018
  - CSU and UC campuses do not require letters of recommendation and they will not read them if you send them
    - Exception: UC Berkeley might give you the opportunity to submit a letter after you have applied
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### CSU Application Tips

- Apply online through Cal State Apply starting October 1 – go to the “Freshman” page
- Check out the ? at the top of each page of the application for instructions and FAQ – you can also find contact information for customer service

### Profile

#### Education

- Choose “Undergraduate” then “Graduating High School Senior or equivalent”
  - If you have taken classes at a community college or a 4-year college, choose “Yes” for “Have you taken and earned college credits through a community college or university?”

### Selecting Programs

- Choose first campus to which you want to apply
  - Location: Main Campus; Delivery Format: Face to Face; Start Term: Fall 2018
- Choose your intended major
- Click “Reset Filters” to add another campus, then review your selection(s)

## **Personal Information**

### Biographic Information

- SSID field is optional – your SSID can be found in the bottom left corner of your transcript – “State ID#”

### Other Information

- Academic Infraction
  - Note that these questions are related to academic infractions at a college or university
- CA Promise
  - New program – review the website for information
- Household Income and Size Information
  - This information will be used to determine fee waiver eligibility – make sure it is accurate

### Educational Opportunity Program (EOP)

- If you think you might qualify for EOP, select “Yes” and answer the additional questions – this only needs to be done once and has no bearing on your admission decision

## **Academic History**

### High Schools Attended

- Enter June 2018 as your expected date to receive a high school diploma
- CSU recommends entering state, city, and high school name when searching for school(s)
- Enter all high schools you have attended!

### High School Coursework

- Instructions on what to enter for each field appear if you hover over the field
- Enter Course Title exactly as it appears on the transcript from that school or for NHS classes, pre-populated class options might appear as you type
  - Don’t need to enter A and B separately for year-long classes
- Make sure to enter each grade in correct semester box, especially for summer school classes and semester-long classes
- Course Type
  - Non-weighted CP classes = None
  - AP classes = Advanced Placement
  - Any course taken at a college that is needed to meet A-G eligibility = College
  - Weighted non-AP classes = Honors
- Only add CP (or higher) classes – look for “p” on your transcript
- For 12<sup>th</sup> grade classes, enter “In Progress” for Fall grade and “Planned” for Spring grade
- If you are using an AP or SAT Subject Exam to meet any A-G requirement, enter it as a class

### A-G Matching

- **Any class whose title did not auto-populate in High School Coursework section will not be automatically counted toward your A-G Subject Totals – you will need to assign each class to the appropriate A-G category**
- Use the list of NHS A-G courses or UC Doorways website (<https://hs-articulation.ucop.edu/agcourselist#/list/search/institution>) to determine A-G category
  - Be careful with school year!
  - See your counselor if you are not sure!

### Colleges Attended

- If you have taken classes at a community college or 4-year college and these classes were **not** needed to meet A-G eligibility, you will search for and select the college(s) you attended/are attending
- Choose “No” for “Did you obtain or are you planning to obtain a degree from this college?”

### Transcript Entry

- There is a video to help with this section
- Enter each semester during which you took a college course

- Under Select Academic Status, choose “Freshman” for all semesters
- Choose “Completed” for any semesters that are complete, or “In Progress/Planned” for any you are currently taking or plan to take this year
- Enter courses taken/grades earned at the college(s) you listed in Colleges Attended
- For CSUF Calculus at NHS:

	Course Code	Course Title	Subject	Credits	Grade	CAS Grade	Transferable
Fall Semester	Math 150A	Calculus I	Calculus	4.00	Enter grade earned	Will auto-populate	Click the box
Spring Semester	Math 150B	Calculus II	Calculus	4.00	Enter grade earned	Will auto-populate	Click the box

- For Chapman Calculus at NHS:

	Course Code	Course Title	Subject	Credits	Grade	CAS Grade	Transferable
Fall Semester	Math 110	Single Variable Calculus I	Calculus	3.00	N/A (because in progress)	N/A	Click the box
Spring Semester	Math 111	Single Variable Calculus II	Calculus	3.00	N/A (because in progress)	N/A	Click the box

- After you have entered all of your classes, don’t forget to complete the Transcript Review
  - If you took classes at more than 1 college, select the one at which you completed the most credits as your primary college
  - The answer to the rest of the questions should be “No,” even the AP credit question

#### Standardized Tests

- After you have entered 1 score for a particular test type, you can use the Add a Standardized Test button at the bottom of the page to add an additional score for that same test type
- Enter any planned future testing dates (December 2017 is the latest)

#### **Supporting Information**

- The Achievements section is NOT being used by any CSU

#### **Program Materials**

- If you are applying to SLO, check here for questions regarding your extracurricular activities and/or work experience

#### **Submit Application**

- Each dashboard quadrant has to be green before you can submit your application
- You will be able to check for fee waivers before you submit

#### **UC Application Tips**

- The application automatically times out after 30 minutes, so save often
- Use the progress bar at the top of the website and the “Inside This Section” links to the right of the page to navigate through the application

- There is a “Questions” box to the right of each page that may be helpful if you’re unsure how to complete a particular field

### Campuses & Majors

#### Ranking UCSD Colleges

- You must look at descriptions of the colleges before you can rank them:  
<http://provost.ucsd.edu/colleges/> (you can access this site from the application)

### Academic History

#### High Schools Attended

- List every high school you have attended since 9<sup>th</sup> grade

#### High School Courses and Grades

- List coursework for each school exactly as it appears on your transcript from that school including any classes in which you earned a D or an F, even if you repeated them later

#### Colleges Attended While in High School

- List courses taken/grades earned at a community college or 4-year college
- For CSUF Calculus at NHS:

	Dept	Course No	Course Title	Units	Honors Status	Grade	Subject Area
Fall Semester	Math	150A	Calculus I	4	C	Enter grade earned	Calculus
Spring Semester	Math	150B	Calculus II	4	C	Enter grade earned	Calculus

- For Chapman Calculus at NHS:

	Dept	Course No	Course Title	Units	Honors Status	Grade	Subject Area
Fall Semester	Math	110	Single Variable Calculus I	3.00	C	IP (in progress)	Calculus
Spring Semester	Math	111	Single Variable Calculus II	3.00	C	PL (planned)	Calculus

#### Other Academic History

- Your California State Student ID can be found in the bottom left corner of your transcript – “State ID#”
- Additional Comments: This box is only to be used to explain any unusual circumstances in your academic history – it is not to be used as an extension of the Personal Insight questions

### Activities & Awards

- Choose up to 5 of your most meaningful experiences in the following categories:
  - Coursework Other Than A-G
  - Educational Preparation Programs
  - Volunteer & Community Service
  - Work Experience
  - Awards & Honors
  - Extracurricular Activities
- Do not use acronyms – spell out the names of organizations, clubs, awards, etc.
- Be strategic when providing further description of your activities and awards

## Test Scores

### ACT & SAT; SAT Subject Tests; AP Exams

- Self-report your scores on your application
- Enter any planned future testing dates (December 2017 is the latest)

## Personal Insight

- Respond to 4 of the 8 questions – 350 words each
  - Address all aspects of the prompts you choose
- These are not essays – they are designed to help the UC learn more about you
  - Writing style and grammar are not considered, but it's important that the reader understands what you are saying
  - Your responses should provide new information – should not repeat what's already in your application
  - Your voice should shine through!
- Check out the “Personal Insight Questions: Guide for Freshman Applicants”

### Additional Comments

- The purpose of this box is not to expand on the Personal Insight questions or answer another one
- The purpose is to explain any unclear parts of your application or tell the UC about any unusual personal or family circumstances which you haven't explained elsewhere – for example:
  - Grade earned patterns
  - Circumstances which prevented you from doing something you wanted to do, like take a more rigorous course or play a sport
  - Prolonged illness
  - Learning difference

## Submit

- Don't forget to click “Submit your application for UC admission”
- The application will let you know if you are missing anything – you will need to acknowledge if you are knowingly applying with incomplete information
- Fee waivers are available if you qualify
- Print and keep a copy of your receipt – you may need your application ID number
- If you don't receive an email confirming your application submission, contact the UC Application Center – see below for contact information

## UC Application Support

- The UC Application Center is available at (800) 207-1710 or [ucinfo@applyUCsupport.net](mailto:ucinfo@applyUCsupport.net)
- If you change your phone number, email, or mailing address after applying, go to [www.universityofcalifornia.edu/afterapply](http://www.universityofcalifornia.edu/afterapply) to learn how to update your application
- If you add or drop a course or earn a D or an F in a course after applying, send your changes by email to [docs@applyUCsupport.net](mailto:docs@applyUCsupport.net)
  - Make sure to provide your full name, your date of birth, and your application ID number
- If you need to notify the UC of changes after you've received an offer of admission, contact the individual campus(es) to which you've been accepted