

Tips for Completing the University of California Application

- You may apply online at www.ucop.edu/pathways
- Read the directions. Each item has a specific instruction or tip to help with questions you may have.
- Be sure to have a copy of your transcript, a list of your activities/dates, social security number, parent income and education, and the list of UC approved classes. When you enter courses you have taken, list them as they appear on your transcript.
- Plan to electronically submit your application by the middle of November. **Deadline is November 30.**

Questions that may need some explanation or emphasis

Step 1 Personal Information

- **Applicant Category:** you are a freshman, even if you have taken college courses
- **Full Legal Name:** Be sure the name you enter matches the name on your social security card and your transcript. If the name on your transcript is a nickname, you may want to change it. See your Counselor.
- **Social Security Number:** You are identified by this number, be sure to enter it. If you do not have a social security number, you will need to get your California Statewide ID number from the Counseling office. You should still apply for a SSN number for financial aide purposes.
- **ELC:** If you received a letter saying you were selected for the ELC program, put in the ID number.

Step 2 Campus Choices

- **Campus and Major:** We suggest that you apply to more than one campus. The rule of thumb is to apply to your “dream” campus and then to a couple of other acceptable campuses that you think you can get in to. Usually the most competitive campuses are Berkeley, UCLA, UCSD and lately UCSB. The least competitive campuses are Santa Cruz, Merced, and Riverside. If you are pretty sure of your major, indicate it. For most campuses, you can apply undeclared and that will not hurt you. Colleges of Engineering want you to declare a major.
- **UC San Diego Colleges:** UCSD has different colleges that have different college graduation requirements. Get a San Diego catalog, or go to UCSD’s web site at <http://admissions.ucsd.edu> to get information about this.
- **Scholarships:** Go through each of the lists to see what scholarships may fit you. Cal High is even listed in the School or Geographic Affiliation scholarship section. There is something for everyone so check each area.

Step 3 Family Data

- **EOP:** EOP is for disadvantaged students, usually from low-income families or from families in which the applicant is the first generation to attend college. If you think you qualify, check the box and follow the directions. You will need to know your family’s income from last year.
- Although some of this information is voluntary, it is suggested you fill it out, especially if income is low, family size is large or parent education is low.

Step 4 Academic History

- List the schools you have attended starting with the 9th grade. Cal High's College Board Code is 053229 and this is your current school. **We are not a block or year-round school.** We are a semester term type. If you have taken courses at college, be sure to list the name of the college in this section. Remember Diablo Valley College is in Pleasant Hill. They are also a semester type school. If you took a class during the summer, put start date as July and end date at August. The only thing you put in the last section is that you will receive a diploma from California High School in June 2009.
- When inputting classes, don't forget to put in your math and foreign language for 7th-8th grades.
- Look at your transcript; the classes with a **P** in front of them will be the only classes you will be listing. **Economics** is a college elective, not a social science
- After inputting all your classes, there is a Coursework Tally at the top of the page; it will show you whether you are missing any requirement.
- You can list only the courses that are on the attached UC approved course list. List the courses as they appear on your transcript. Remember that UC does not weight any of the advanced courses you took in the freshman or sophomore year unless they were AP or Honors classes. Courses taken in summer should be listed in the year after the summer session, except courses taken after the 11th grade, which should be entered in the 11th grade. College courses should have the college course number (Hist 121 etc.) so that UC can tell exactly which course it is. When listing college courses, list the course as it is listed on the transcript.
- You must put down all D or F grades. You will list the repeat course at the bottom of the page where you list your courses. You will then be able to input the new grade or if it is in your Senior year In Progress or Planned
- Students with International transcripts: You will still fill each subject area with the classes you took outside of the United States. Follow the directions on the online application. You will need to send a copy of your foreign transcript to the UC's you are applying to.
- List the entire history, English, math, lab science, visual performing arts, and foreign language classes you have taken that are on the UC approved list. List courses and grades for the 9th, 10th, and 11th grades. List the courses you are taking and planning to take in the 12th grade. **If you list a course, they expect that you will complete it. If you list a course and then drop it later you must inform each campus to which you applied that you have dropped the course.**
- **Electives:** List only the courses on the U.C. approved list. It does not matter which line you use. **Economics goes in electives.**
- **When choosing your classes** for Grade 9, for example, you can click "**All**" and you will just go through each of the subject areas and click on the classes you took in the 9th grade. You can do the same for 10th, 11th, and 12th grade.
- For 12th grade classes, you will select "In Progress" (for 1st semester classes), "Planned" (for 2nd semester classes), or "No Course".
- When inputting grades, you will not be able to put in + or -.
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Step 5 Test Results

- **Test Scores:** Put in your highest scores. SAT Reasoning test scores must be from the **same** sitting. You can put the best SAT Subject test scores from different test dates. U.C. will take the best scores if you've taken the test multiple times. Be sure to have the testing services send your scores to all the colleges to which you are applying. Complete all tests by the December test date. Be sure that you have taken two SAT subject tests in different subject areas.
- Only students whose native language is not English and who have come to the United States relatively recently take the TOEFL test. See your Counselor if you think you may qualify
- **AP Exams:** the U.C. people have told us that they want to see the scores of all the tests you have taken, even if they are not good. This tells them that you followed through on the AP course and tried the test. They told us that they would not penalize a poor score. We are not sure that is true, so use your own judgment. AP tests will be taken in May.

Step 6 Activities and Awards

- Do this first on a separate piece of paper. If you have too much, prioritize. Check the appropriate box(es) for years of involvement. If you started an activity before you entered high school and continued it during high school, you can count all the years for number of year's involvement.
- About the only program our students participate in is AVID.
- You can use the "Student Profile" form from the CHS "Counseling Services" site as a method of organizing your activities.
- Average your hours/week per year and round up. There are about 20 weeks in a semester, 10 weeks in summer, and approximately 13 weeks in an athletic season.
- This is a place to boast.
- Prioritize in each area/activity the activity of most importance and then list in descending order.

Step 7 Personal Statement

- **The Personal Statement:** Do not get hung up on this. Do your best work. Type it in Word and cut and paste your essay onto the application. The selection will let you know how many words you have written. Make sure your two essays add up to about 1000 words. Use 12 point font size and a normal font like New Times Roman. You can double space if you want for easier reading.
- You can go to www.ucgateways.org for help on how to write your essays.
- **Go to the "Counseling Services" site on the CHS website and go to "Personal Statement" for more detailed information.**

Step 8 Review and Submit

- Go through and review your complete application before submitting. Pay particular attention to the Academic History Coursework Tally box. There should only be 0's showing after each subject. If not, go back and fill in what you missed.
- **Authorizations:** We recommend that you check that you authorize release of information.
- **Make a copy of the finished application and confirmation code.**