
Decoding your (Academic history) DNA

September 2025

UNIVERSITY OF CALIFORNIA

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Agenda

- Reporting high school classes
- Mixed records: Reporting international coursework
- Reporting college coursework
- Additional comments
- Activities and awards: Other classes
- Resources and tips



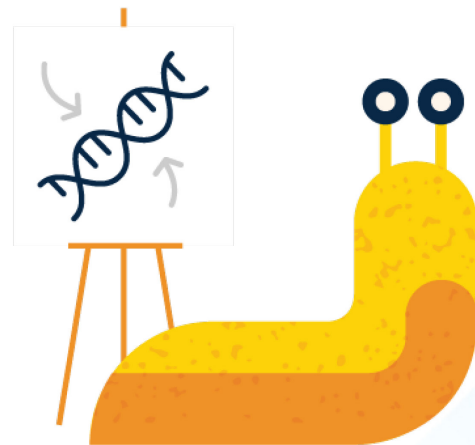
Reporting high school classes



Reporting high school classes

Records needed

- Unofficial transcripts from *all* schools attended
- Official records are not required nor submitted with the UC application



Grading systems

Instructions

- Select applicable system
- Can select multiple grading systems per school
- If options presented are not applicable, select “Other” & provide clarification in the Additional Comments section

What is this school's grading system? *

When selecting your high school's grading system, please choose the system used by your school prior to COVID-19 disruptions. Even if you received Pass/No Pass or Credit/No Credit grades during the 2019-2020 or 2020-2021 academic years, you should still select your high school's pre-pandemic grading system such as ABCDF, 0-100 (U.S.) or 1-7 Int'l Bacc.

- ☐ A B C D F
- ☐ 0-100 (U.S.)
- ☐ 1-7 Int'l Bacc
- ☐ Other

What is this school's term system? *

- ☐ Full year (1 final grade per year)
- ☐ Semester (2 final grades per year)
- ☐ Trimester (3 final grades per year)
- ☐ Quarter (4 final grades per year)

Is this the school you will graduate from? *

- ☐ No ☐ Yes

Save & continue

Cancel

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Term types

Instructions

- Select applicable system
- Can select multiple term types per school
- **Note:** Term type is determined by number of official grades received for the year

What is this school's grading system? *

When selecting your high school's grading system, please choose the system used by your school prior to COVID-19 disruptions. Even if you received Pass/No Pass or Credit/No Credit grades during the 2019-2020 or 2020-2021 academic years, you should still select your high school's pre-pandemic grading system such as ABCDF, 0-100 (U.S.) or 1-7 Int'l Bacc.

- ☐ A B C D F
- ☐ 0-100 (U.S.)
- ☐ 1-7 Int'l Bacc
- ☐ Other

What is this school's term system? *

- ☐ Full year (1 final grade per year)
- ☐ Semester (2 final grades per year)
- ☐ Trimester (3 final grades per year)
- ☐ Quarter (4 final grades per year)

Is this the school you will graduate from? *

- ☐ No
- ☐ Yes

Save & continue

Cancel

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Multiple term types

Reporting multiple term types

- If multiple term types are selected, the system will automatically include the term types in a drop-down menu for each course
- Scenarios when this would be relevant include when the school has a block schedule or changes term type (e.g., semester to quarter)

✓ 9th History/Social Science

Course Name	Honors Type
<input checked="" type="checkbox"/> AP European History (AP)	AP
<div><div>Term System</div><div><div>✓ --</div><div>Semester</div><div>Trimester</div></div></div>	
<input type="checkbox"/> AP Government and Politics United States (AP)	AP
<input type="checkbox"/> AP Human Geography (AP)	AP
<input type="checkbox"/> AP United States History (AP)	AP
<input type="checkbox"/> Government	NH

Reporting high school classes — Manual entry

Manually entering grades

- Courses can be manually added if they are not in the drop-down menu
- Scenarios when this would apply include:
 - 1) When the HS does not have an A-G list
 - 2) A course was mistakenly not submitted to the A-G list

☒ I don't see my courses.

Manually enter any courses you took that are not listed above.

Subject Area/Course Category	Course Name	Honor Type
--	Course Name	--
History/Social Science		HL
Civics/American Government		IB
U.S. History		NH
World History/Cultures/Hist. Geography		AP
English		
English		
English-ESL/ELD		
Mathematics		
Algebra I		
Geometry		
Algebra II		
Mathematics I (Integrated)		
Mathematics II (Integrated)		
Mathematics III (Integrated)		
Algebra II/Trigonometry		
Statistics		
Pre-Calculus		
Calculus		
Other Advanced Mathematics		

IVERSIDE SAN DIEGO SANTA BARBARA

Reporting high school classes — Summer coursework

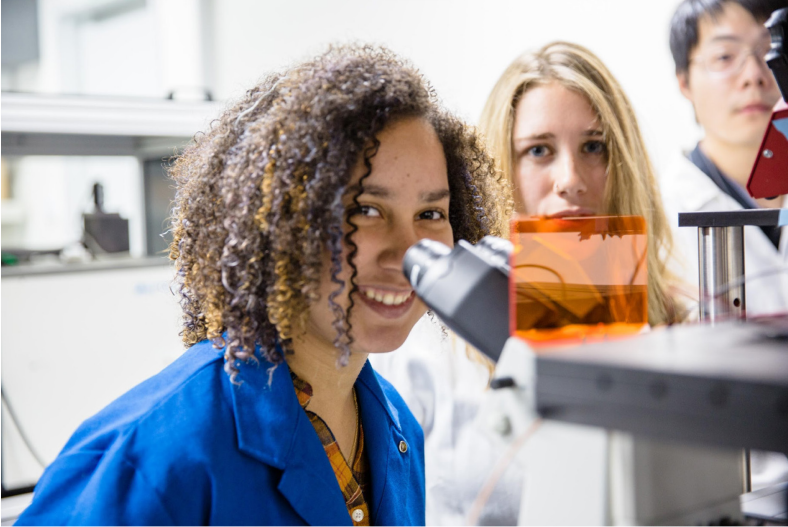
Summer school

- Students should enter every high school attended even if they only took summer coursework at that school
- It is necessary to list each separate school even if the graduating high school will reflect the coursework on their transcript
- What about summer course work completed before 9th grade?

What grades did you attend this high school? *

Grade *	Academic Year selection *	<input type="checkbox"/> I took summer courses after this grade
9th ▼	2022 - 2023 ▼	
Grade *	Academic Year selection *	<input type="checkbox"/> I took summer courses after this grade
10th ▼	2023 - 2024 ▼	
Grade *	Academic Year selection *	<input checked="" type="checkbox"/> I took summer courses after this grade
11th ▼	2024 - 2025 ▼	
Grade *	Academic Year selection *	<input type="checkbox"/> I took summer courses after this grade
12th ▼	2025 - 2026 ▼	

Reporting high school classes — Repeat coursework



Repeat coursework

- Students are required to list the original course with the non-passing grade even if they repeated the course with a better grade

Reporting high school classes — Principal certification

Principal certification

- When coursework is reviewed by a student's high school to meet A-G requirements
- Includes courses from: online course publishers, language schools, University Extension/continuing education programs
- These courses should be manually entered under their home high school and clarified in additional comments

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Reporting high school classes — Importing courses from a CCGI partner school

Academic history
Import courses & grades


* required

Good news! You can save time by importing your courses and grades from your school:


MILLS HIGH SCHOOL
MILLBRAE, CA
School code: 051972

Your school has provided student transcripts to the [California College Guidance Initiative](#) (CCGI). If you expect to graduate from this school, you may be able to import your school, course and grade information directly into your application. To import this information, you'll need to provide your California State Student ID number (SSID) and allow UC to release your SSID to CCGI.

If you'd like to share your information with CCGI, click on "Personal information" and indicate that you attended a California public school. After you've provided consent to release your information, it may take up to 12 hours for the information to be available to import into the application.

[Go to "Personal information"](#) [Skip](#)

Academic history
Import courses & grades


* required

Good news! You can save time by importing your courses and grades from your school:

Import your courses & grades

Your school has provided your transcript to [California College Guidance Initiative](#) (CCGI). You may be able to import information provided by your school using your 10-digit Statewide Student Identifier (SSID).

Review your California SSID

CA SSID : 8888800082 [Edit](#)

Authorized SSID release: Yes

The accuracy of the data submitted is the responsibility of the applicant. You should check any imported data against your official transcript.

[Import courses & grades](#) [Skip](#)

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Mixed records: Reporting international coursework

Reporting international coursework

Mixed records

Many of our applicants have studied in other countries and have both international and domestic transcripts.

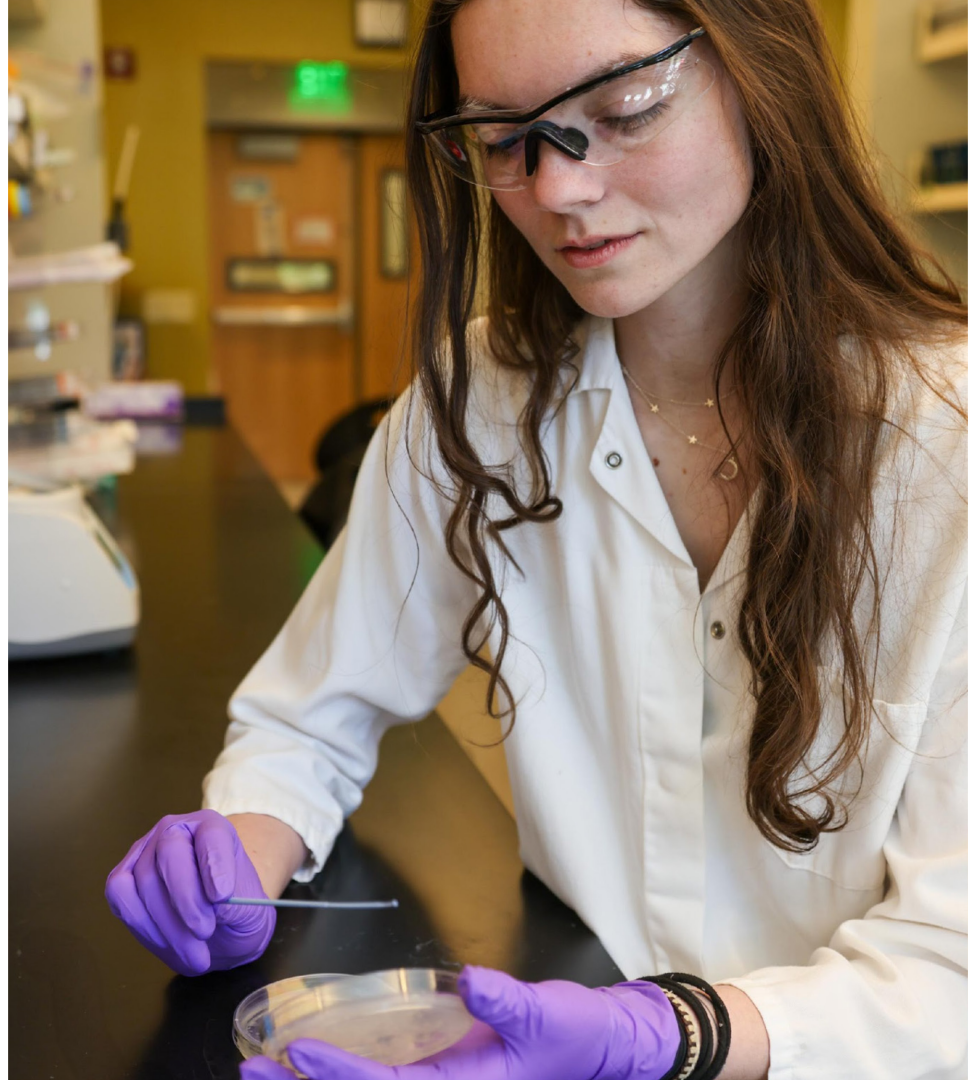
We need the complete 9th through 12th grade academic history for each student...

...even if 9th grade is considered middle school in that country.

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International coursework considerations

Things to consider

- Enter International Exams (ex: UK, India, etc.)
- Enter all classes and grades
- Translate titles if needed; No need for certified translations
- Do **NOT** “translate” grades. Use appropriate and accurate grading system
- Use Additional Comments

Please note

We recommend students use their unofficial transcripts while working through this section!

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WHEN IN DOUBT...

...REACH OUT!

All our campuses have trained and experienced international experts.

Please reach out to your local UC campus: we are here to help!

Reporting college coursework



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Reporting college coursework

Students should begin by adding all colleges attended regardless of:

- How long they've attended
- If they believe it will affect their admission chances

Academic history

Colleges attended while in high school



* required

If you took any college or university-level courses in high school, you'll need to enter them in this section.

You must enter all colleges you've attended while in high school—regardless of how long you attended, whether courses were completed or whether you believe your record will affect your chances for admission. Providing incomplete or incorrect information may jeopardize your UC admission or enrollment.

Add college

I don't have any colleges to add



Under the microscope:

Dual enrollment courses should not be listed in the high school coursework or listed twice

Reporting multiple terms

Sometimes students need to report college coursework across multiple terms.

Best Practices

- Begin by selecting start and end dates
- Select the correct term system

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SANTA MONICA COLLEGE

ALL LOCATIONS, CA

College Code: 004691-3

When did you attend this college? *

	Month	Year
Start date:	January ▾	2023 ▾
End date:	December ▾	2023 ▾

What is this college's term system? *

Semester with Winter Sessi... ▾

During which grades and terms did you attend this college? *

Grade	Fall	Winter	Spring	Summer
11th ▾	.. ▾	2023 ▾	2023 ▾	.. ▾
12th ▾	2023 ▾	.. ▾	.. ▾	

[Add another grade](#)

What is this college's grading system? *

☒ A B C D F ☐ Other

Entering coursework — CCC students

Selecting coursework

Beginning with the first term, enter all coursework attempted.

- Select UC-transferable courses from the course list
- Any non-transferable courses need to be entered manually
- Use the "Add another grade" button to ensure each term is listed correctly under the right grade

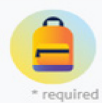
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Academic history

Enter term courses and grades



Click on a department to see the list of courses offered. Select the courses you took and the grades you received.

If your courses aren't listed, click "I don't see my courses" at the bottom of the page and enter them manually.

Please report all grades received for all courses you enrolled in, including withdrawals, incompletes and courses you may have repeated at a later date.

COLLEGE OF SAN MATEO

Grading system:

A B C D F

ALL LOCATIONS, CA

Term system:

Semester

College code: 004070

Grade Codes

AR - Academic Renewal

CR - Credit

EW - Excused Withdrawal

IN - Incomplete

IP - In Progress

NC - No Credit

NP - No Pass

PL - Planned

PS - Pass

WF - Withdraw Failure

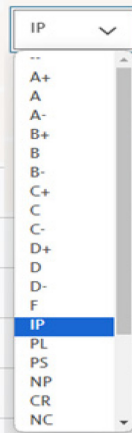
WI - Withdraw

WU - Withdraw Unauthorized

Fall 2024

▼ Economics

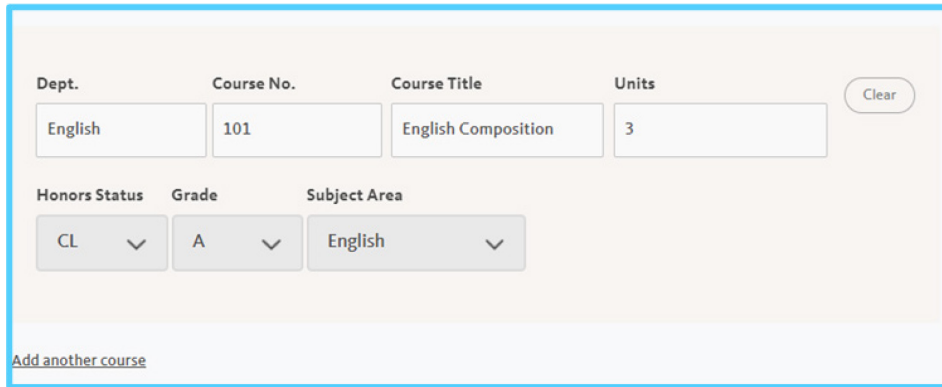
Dept	Course No.	Course Title	Units	Grade
<input checked="" type="checkbox"/> ECON	100	Principles of Macroeconomics	3	IP
<input type="checkbox"/> ECON	102	Principles of Microeconomics		
> English				
> Engineering				
> English as a Second Language				
> Ethnic Studies				
> Film				
> Physical Education - Fitness				



Adding coursework from a non-California community college (CCC)

When reporting coursework from non-CCC institutions, students must manually enter:

- Department and course number
- Course title
- Number of units
- Honors Status to CL
- Correct subject area



The screenshot shows a form for adding coursework from a non-CCC institution. The form is divided into two rows of input fields. The first row contains 'Dept.' (English), 'Course No.' (101), 'Course Title' (English Composition), and 'Units' (3). The second row contains 'Honors Status' (CL), 'Grade' (A), and 'Subject Area' (English). A 'Clear' button is located to the right of the first row. Below the form, there is a link that says 'Add another course'.

Dept.	Course No.	Course Title	Units
English	101	English Composition	3

Honors Status	Grade	Subject Area
CL	A	English

[Add another course](#)

Activities and awards: Other coursework



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Other coursework to include

- 

Activities & awards

Add activities & awards



* required

You can enter your activities and awards one at a time. First, select a category from the dropdown menu below. Once you've selected a category, you'll be able to tell us more about the activity or award in the follow-up questions.

Description of categories

Award or honor: We want to know about the awards and honors you've received that mean the most to you.

Educational preparation programs: Any programs or activities that have enriched your academic experiences or helped you prepare for college. **1**

Extracurricular activity: These could include hobbies, clubs, sports or anything else you haven't had the chance to tell us about.

Other coursework: These are courses other than those required for UC admission (courses that do not fit in UC's A-G subject areas). **1**

Volunteering / Community service: These are activities you've donated time and effort to without getting paid.

Work experience: This is for telling us about any paid jobs or paid internships you've had. **1**

Activity/Award [1]

Category*

Other coursework ▾

What was the course name? *

Briefly describe the course. *

What program or school offered the course? Also, think about describing the major themes or topics the course covered, as well as what knowledge or skills you learned.

When did you take this course? *

I took this course during the summer, select the grade you were in before that summer.

9th grade
10th grade
11th grade
12th grade
After 12th grade

How much time did you spend in class? *

To estimate, but try to be as accurate as possible.

I spent per week:

I spent per year:

[Save & Continue](#) [Cancel](#)

Reporting other coursework

Non A-G courses

Language school courses

Unless they're getting principal certification

Religious studies courses

Career and vocational courses

Non-transferable college courses

Exception: Non-transferable math and English courses can be used for A-G and should be reported in Academic History

University summer programs courses

Only if it doesn't meet requirements to be used for A-G



Under the microscope:



Should not include high school PE, Health, Teachers Aid or other courses that may not add value to this section

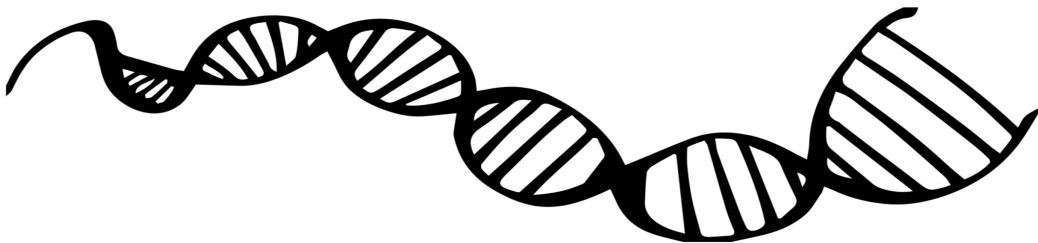
Additional comments



Additional comments

Purpose & context

Used to provide detailed information or give context regarding academic topics and issues.



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Academic history

Additional information



* required

Missing high school courses

You did not enter courses for the following schools:

12th grade - DOMINGUEZ SENIOR HIGH SCHOOL (2023 - 2024)

☒ I confirm that I have no courses to report.*

Please explain why under additional comments.

Please check the box to confirm or update your coursework.

Additional comments

If there's anything else you want us to know about your academic history, you can do so in the space below. But remember, you should use this space only if you want to describe anything that you have not had the opportunity to include elsewhere in this section (for example: a break in attendance, poor grades in a particular course or year, specific information about your school environment or policies that affect your academic record or choices for classes).

International applicants: If you selected Other as your school's grading system, please explain the grading system here.

Please explain why there are no courses reported or why the grade level was skipped.

550 characters remaining

Save & continue

Additional comments: What to include

**School grading
system**

**Declining grades
explanation**

**Lack of access to
courses/programs**

**Limits on AP/IB/honor
courses**

Gaps in education

**Counselor
notes/Principal
certifications**

**Non-traditional
school environment**

Repeated courses

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Tips and resources

- Do not work from memory, use unofficial transcripts
- List all UC A-G or college coursework, whether from international schools or colleges
- List course from non-UC A-G subjects in other coursework
- Use additional comments to explain critical information, such as different grading systems/scales or personal circumstances

Resources

[Presenting Yourself on the UC Application](#)



Thank you

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