Decoding your (Academic history) DNA

September 2025

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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

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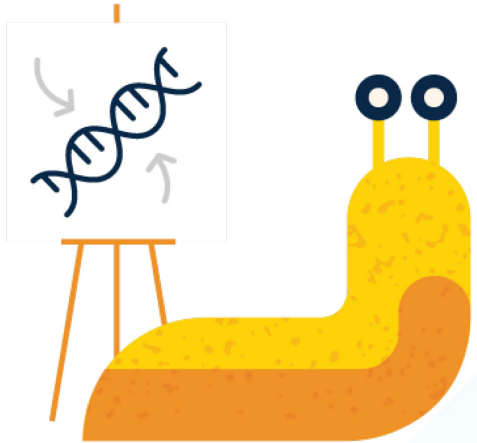
Reporting high school classes

Records needed

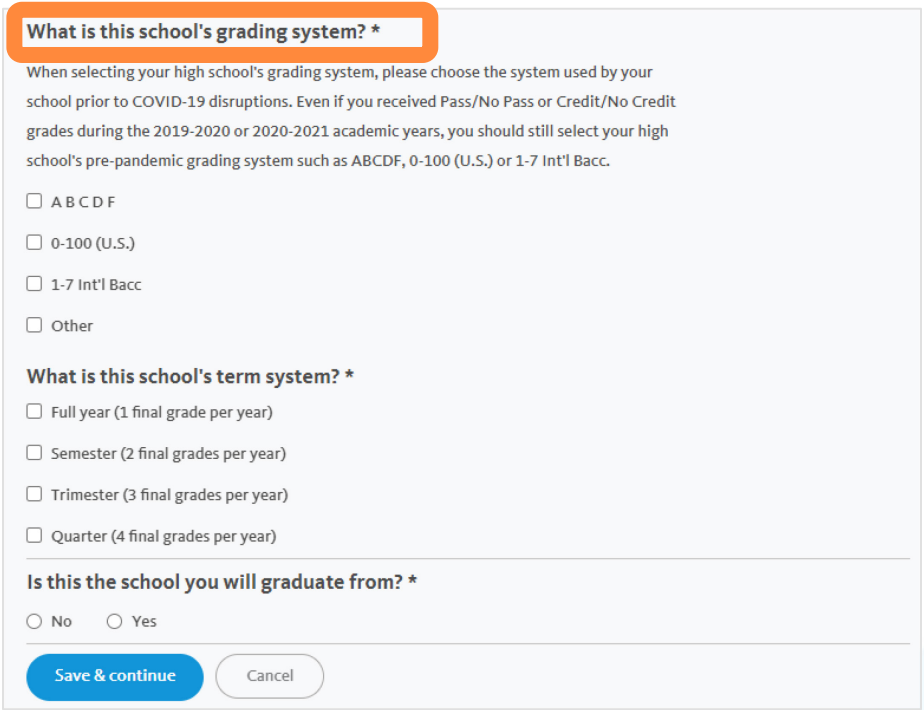
- Unofficial transcripts from *all* schools attended
- Official records are not required nor submitted with the UC application



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



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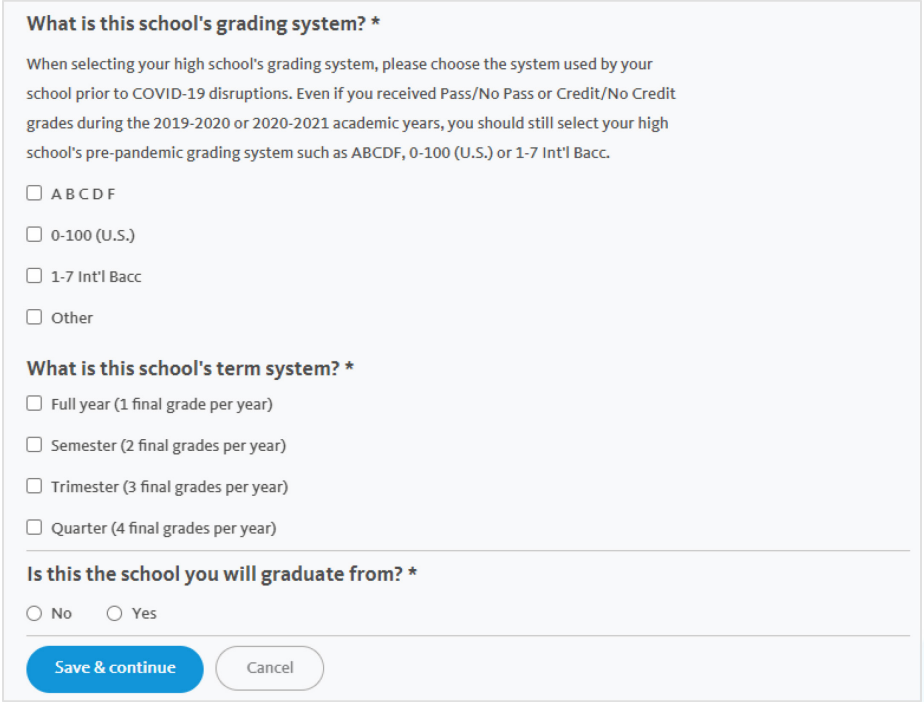
Term types

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



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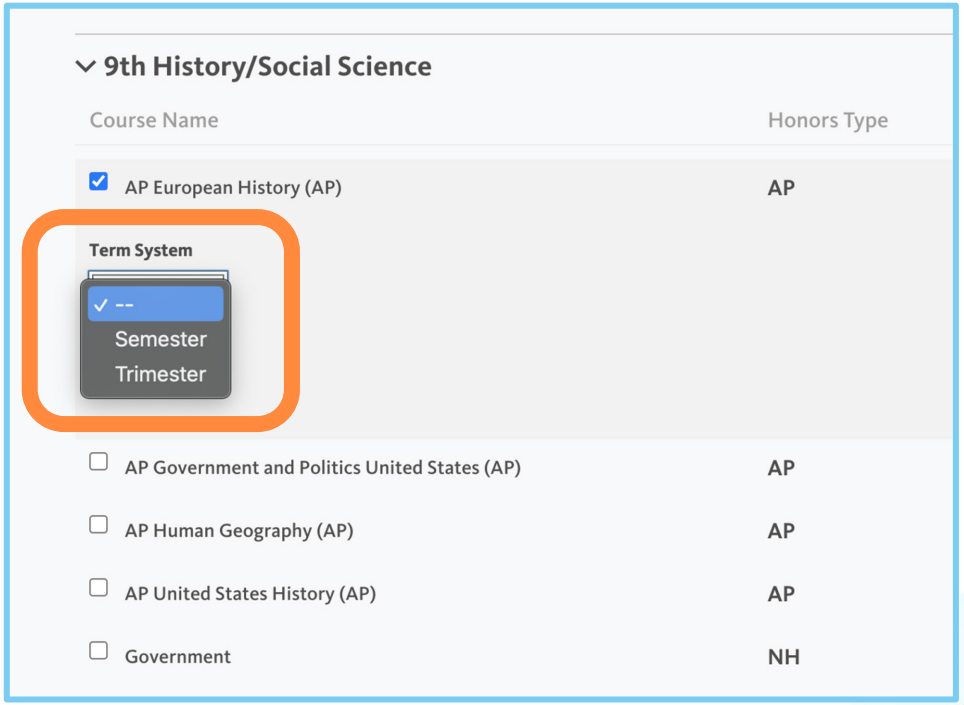
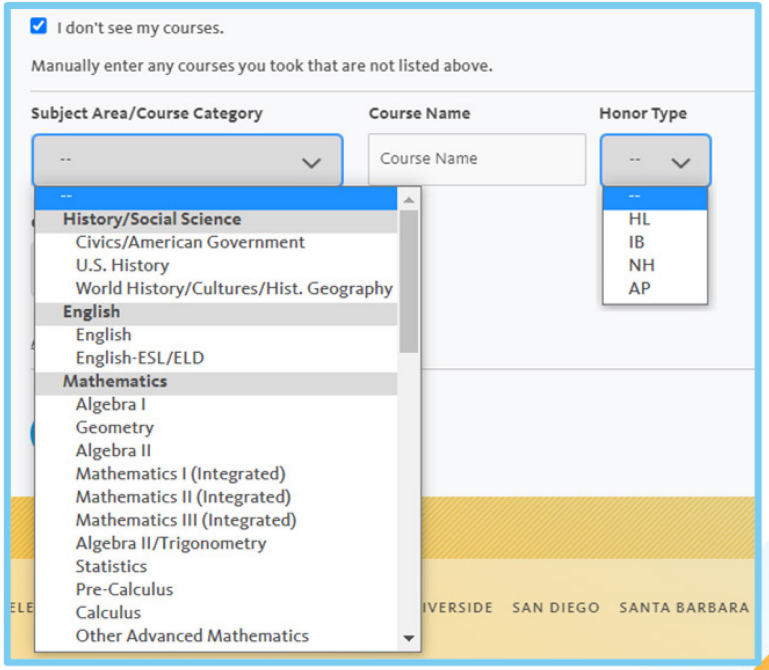
Reporting multiple term types

- 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)



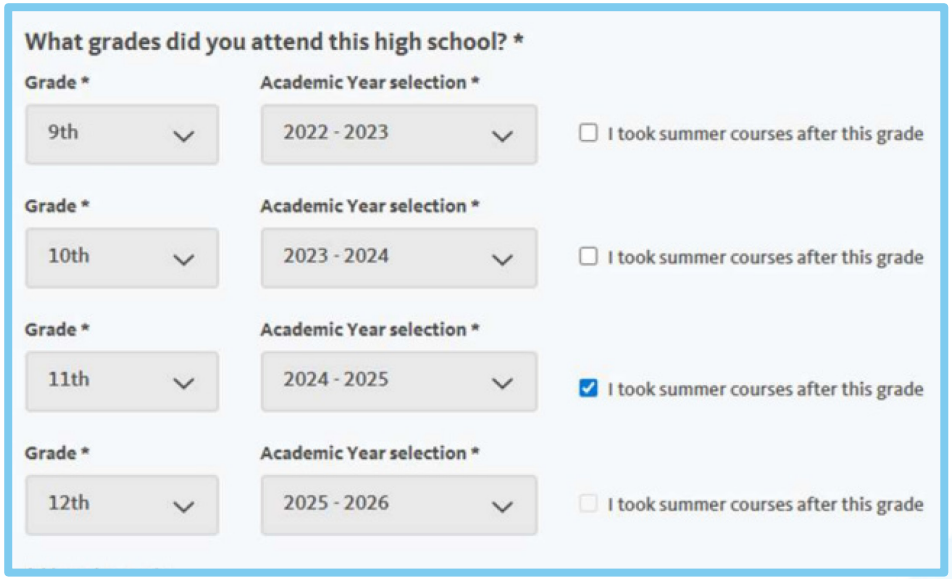
Manually entering grades

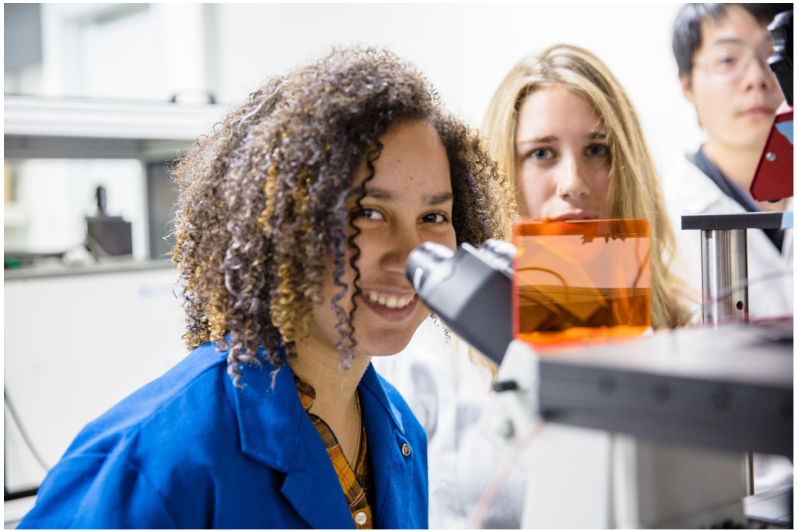
- Courses can be manually added if they are not in the drop-down menu
- Scenarios when this would apply include:
  1) When the HS does not have an A-G list
  2) A course was mistakenly not submitted to the A-G list



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?



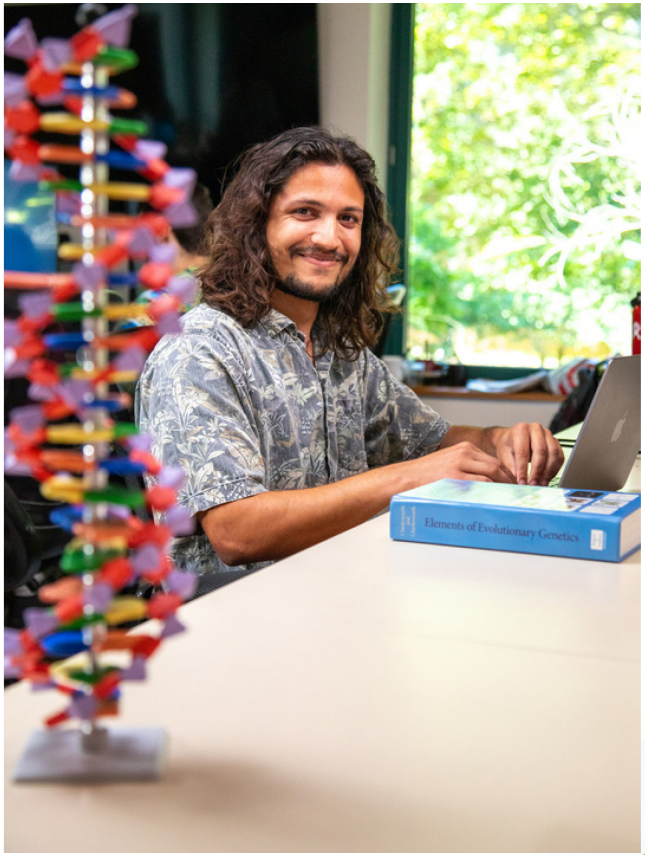


Repeat coursework

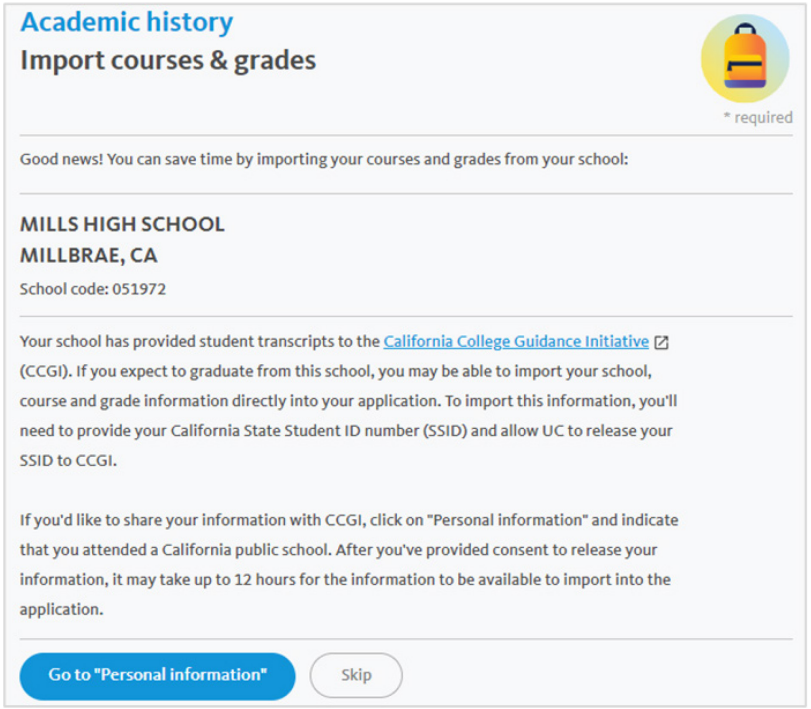
- Students are required to list the original course with the non-passing grade even if they repeated the course with a better grade

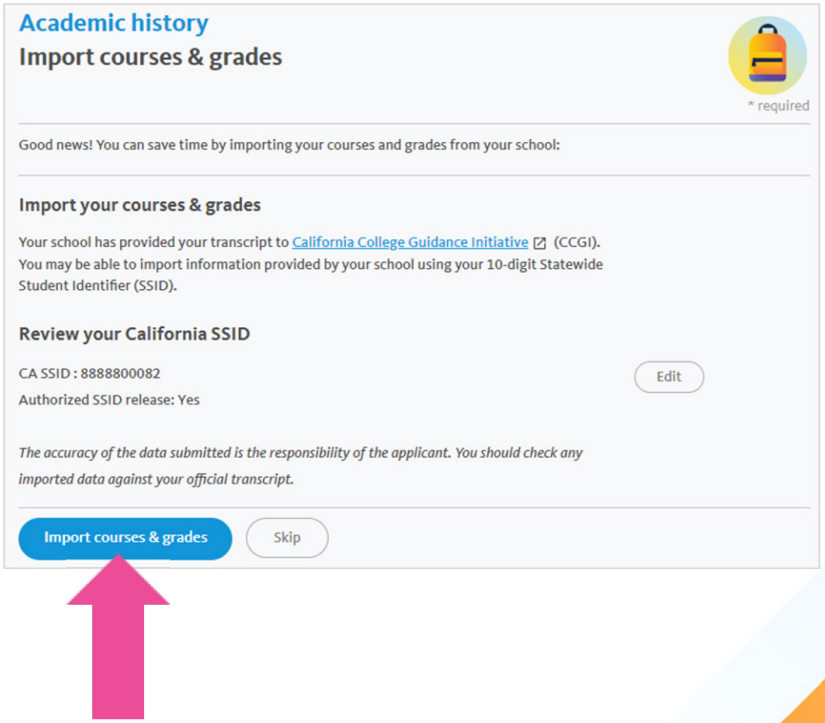
Principal certification

- 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



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





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Mixed records:
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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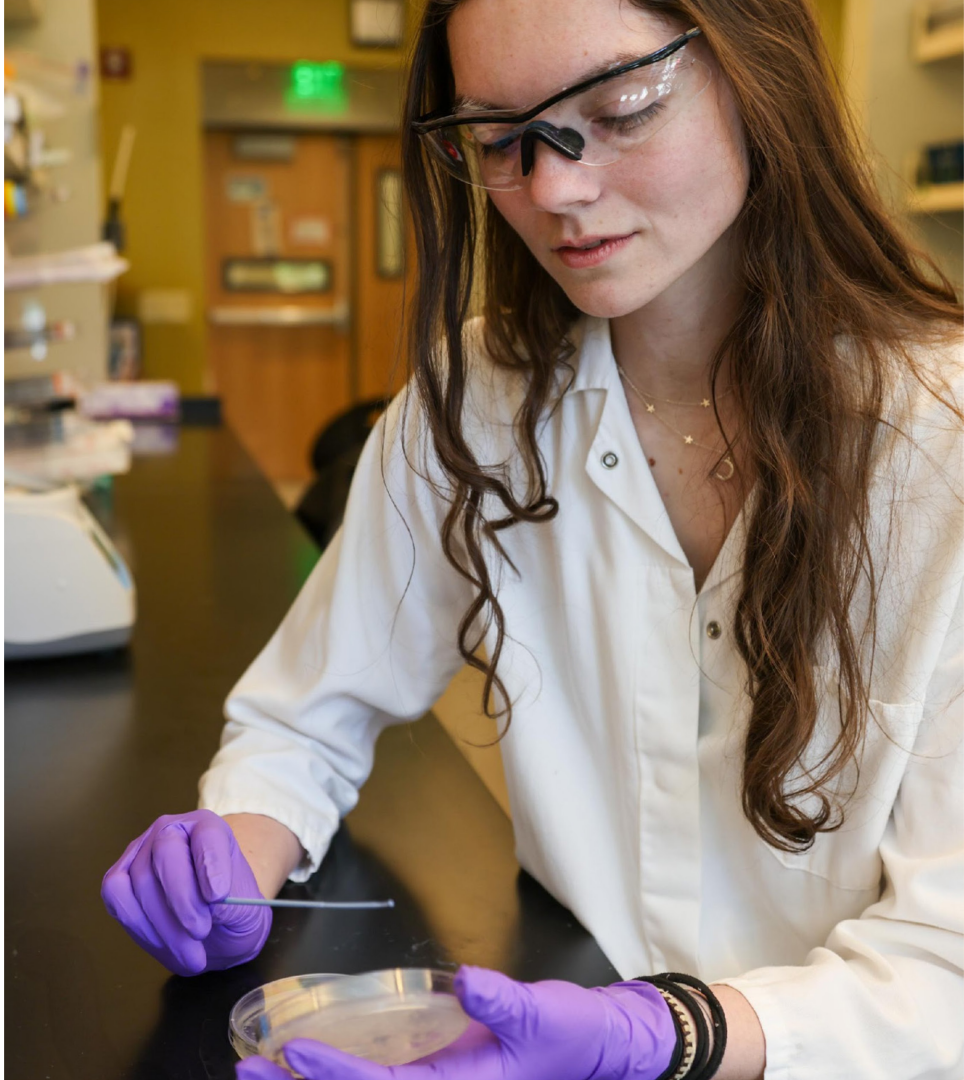

International coursework considerations

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!

Assistance with international coursework

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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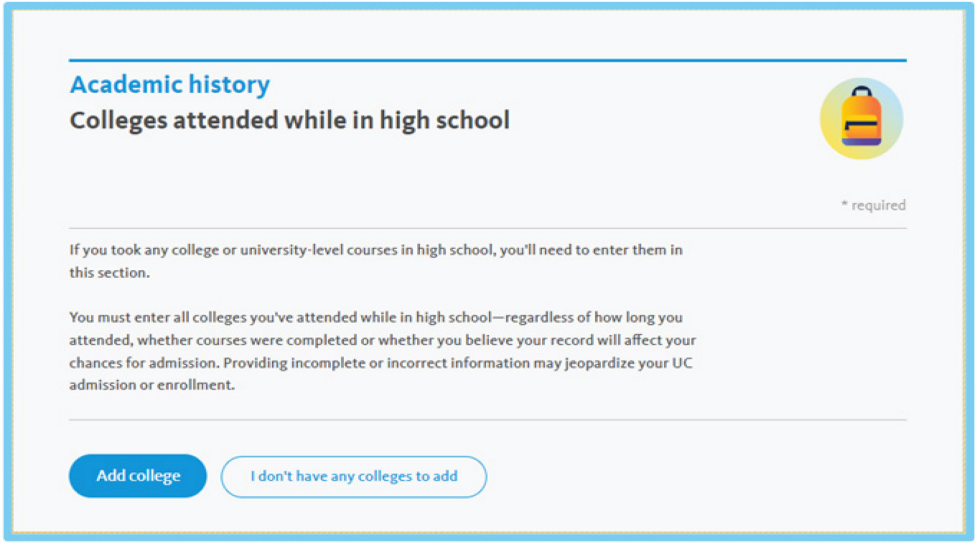
Reporting college coursework

Students should begin by adding all colleges attended regardless of:

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



Under the microscope:

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

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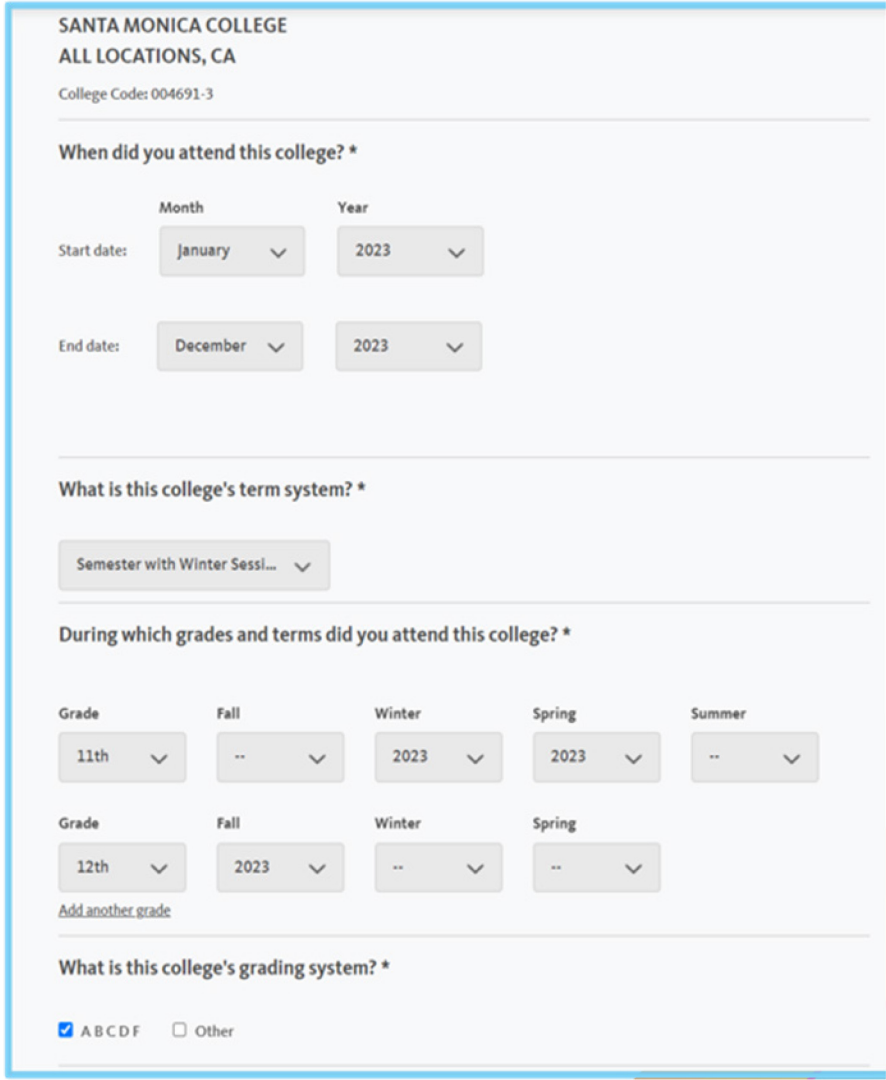
Reporting multiple terms

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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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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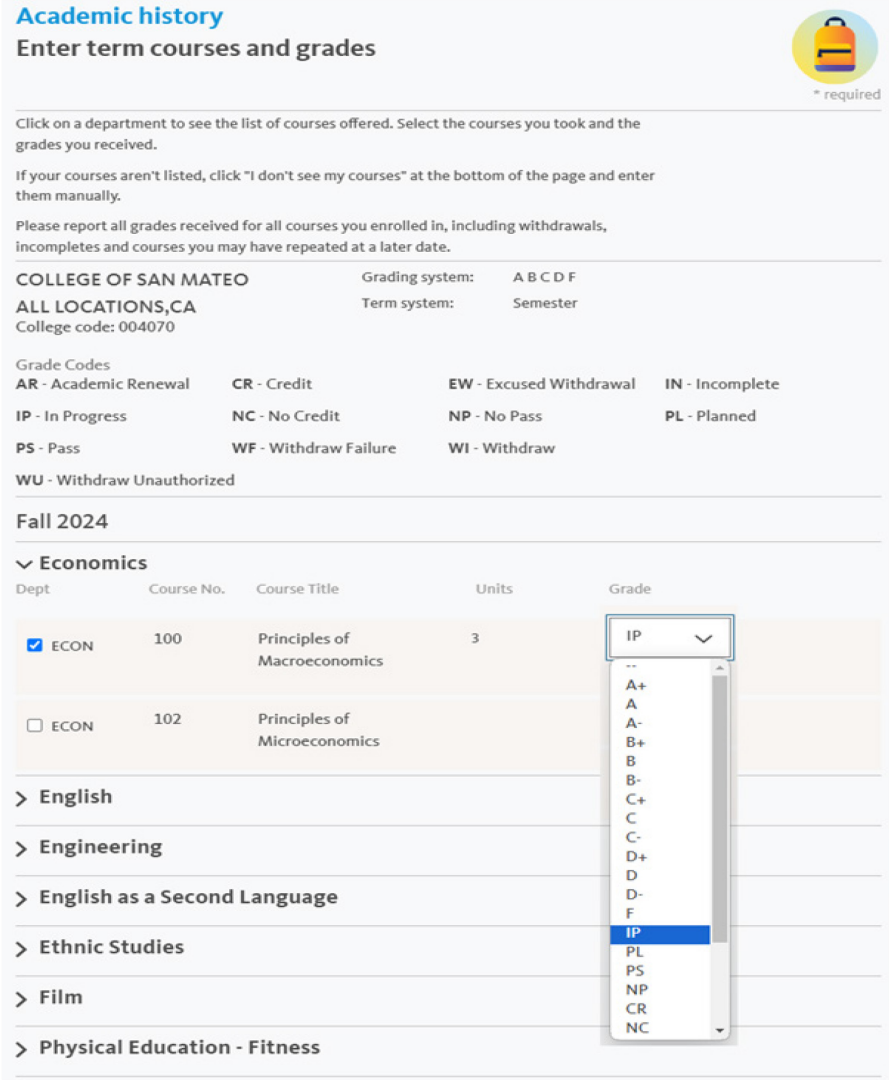
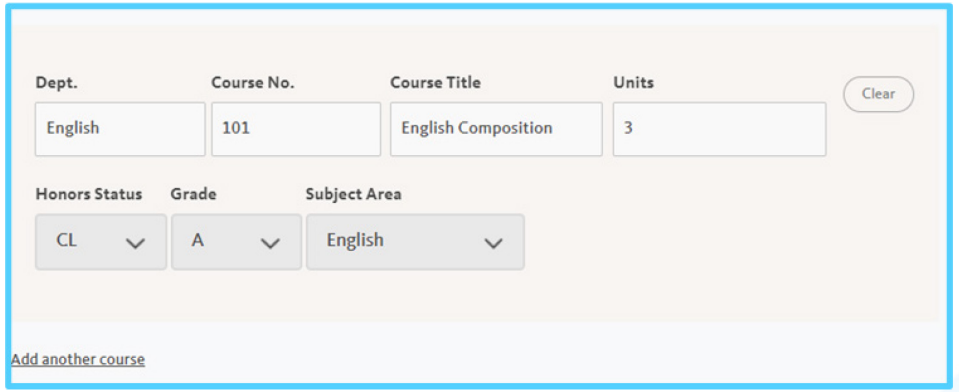


Adding coursework from a non-California community college (CCC)

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



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Activities and awards: Other coursework

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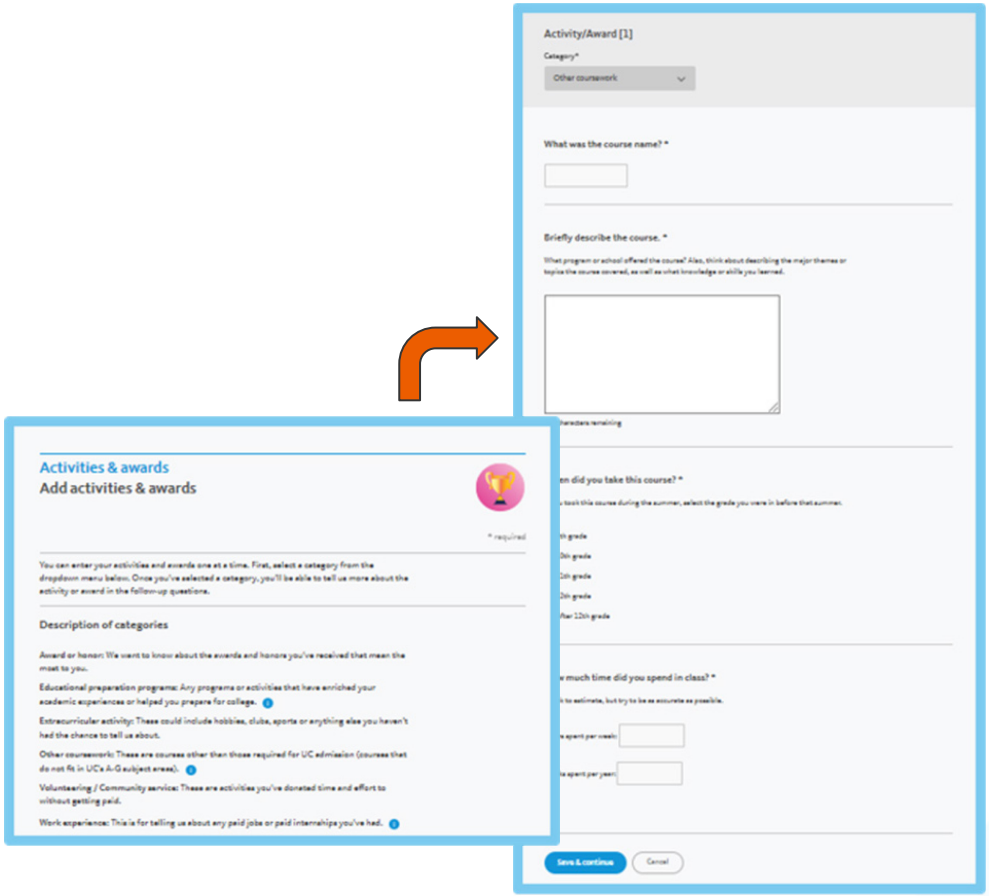
Activities & awards: Other coursework

Other coursework to include

- Courses that do not fit in the UC A-G subject areas
- Non-transferable CCC coursework such as real-estate, EMT, and leadership classes
- Summer enrichment programs that don't include a transcript



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Reporting other coursework

Non A-G courses

Career and vocational courses

Language school courses

Unless they're getting principal certification

Non-transferable college courses

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

Religious studies courses

University summer programs courses

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

Under the microscope:

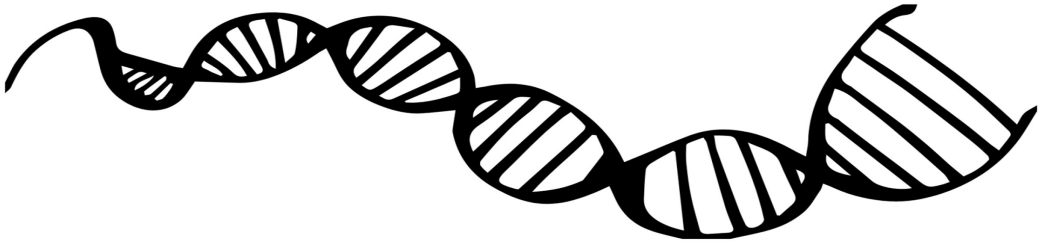
Should not include high school PE, Health, Teachers Aid or other courses that may not add value to this section

Additional comments

Additional comments

Purpose & context

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



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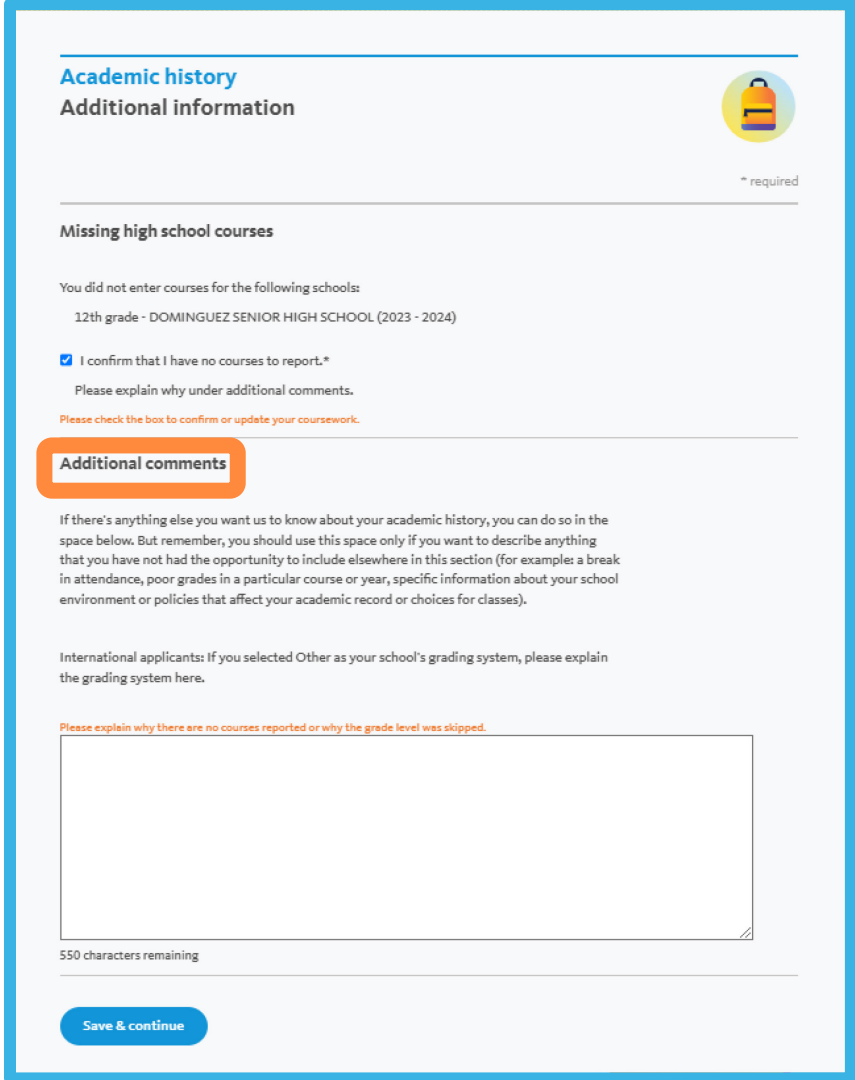

Additional comments: What to include

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

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

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Thank you

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