
Decoding your (Academic history) DNA

September 2025

UNIVERSITY OF CALIFORNIA
COUNSELOR
CONFERENCE

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



It is important that students have access to all unofficial transcripts for all schools attended. This will ensure accuracy in reporting courses and final grades. Keep in mind, official records are not required when submitting 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](#)

Students will be able to select the applicable grading system for each school attended. If needed, more than one grading system & term type can be selected for each school. They should provide clarification in the additional comments section if they select other.

More than one grading system & term type can be selected for each school

Grade system:

If student's option is not available, they must select "other" then provide clarification in the additional comments section clarifying system.

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

If a student is unsure of their term type, they should go by the number of official grades they receive for the year.

If there are multiple term types, the system will recognize this.

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)

Course Name	Honors Type
<input checked="" type="checkbox"/> AP European History (AP)	AP
<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

In the case of a student reporting multiple term types, they will be able to select via the drop-down menu, as circled on the slide in orange, which term type applies to each course. Scenarios when this would be relevant could be when the school has a block schedule or changes term types (e.g. semester to quarter).

Once a student has selected multiple term types, the system will allow them to select a term type via a drop down for each individual course.

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

The screenshot shows a web form for manually entering courses. At the top, there is a checkbox labeled "I don't see my courses." which is checked. Below it, a text prompt says "Manually enter any courses you took that are not listed above." The form has three main input fields: "Subject Area/Course Category", "Course Name", and "Honor Type". The "Subject Area/Course Category" dropdown menu is open, showing a list of categories including History/Social Science, English, Mathematics, and others. The "Honor Type" dropdown menu is also open, showing options like HL, IB, NH, and AP. At the bottom of the form, there are tabs for "IVERSIDE", "SAN DIEGO", and "SANTA BARBARA".

When students can't find their course in the approved drop-down list of A-G courses from their school, we recommend they manually enter the course in the correct section. This may be the case for high schools that do not have an A-G course list or if a course was mistakenly not submitted to the A-G course list.

If a student does manually enter courses, they should also then include a comment in the Additional Comments section, this could be generated by a counselor to copy & paste, that notes the course is pending A-G (retroactive) approval if applicable.

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	

Students should enter every high school attended even if they only took one summer course at the school. It is necessary to list each school even if the graduating high school reflects the coursework on their transcript.

What about summer courses completed before 9th grade? Since there is no check box for this, students can instead add this into their 9th grade coursework and clarify in additional comments.

What they should NOT do is add it into summer 9th grade as it then gets factored in their UC GPA.

**This is an exception to our policy about courses only being accepted from 9-12th grade.*

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

This a reminder that students are required to list all A-G courses taken, original and repeated, on their admissions application. The new grade will replace the original grade in the GPA calculation if the repeat is completed by the summer following 11th grade. UC does not average the grades.

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



This is the process where a student's current high school can review coursework completed from an institution, organization or program without an A-G course list. It is becoming more common, specifically for online publisher coursework that students are independently enrolling in. When this is the case, students will need to manually enter the course under their home high school and should clarify in additional comments that they are receiving principal certification for the course. **We expect that it will be reported on the final transcript with credits granted and letter grade(s) earned.**

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](#)

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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

Authorized SSID release: Yes

[Edit](#)

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](#)



Applicants who are graduating from a (California College Guidance Initiative) partner school also known as CCGI, have the option to import their course and grades directly into the UC application. In order to do so, applicants must either: Start their UC application from the CCGI website **OR** Create their UC application and indicate they are graduating from a CCGI partner school. If they do so, they will see the messaging as shown on the slide, prompting them to update their information in Personal Information (About you), if needed..

In the "About you" section, applicants must:

- Indicate that they attended a CA public school
- Provide their SSID number
- Authorize the release of their information to CCGI
- If they do so, it may take up to 12 hours for the courses to import. Students are able to select "Skip" to manually enter their coursework.

Once the student's data is verified by CCGI, they will be able to import their courses and grades.

Even if applicants import their CCGI course data, they will need to review all of the courses and grades and make any edits as needed. They can manually make corrections to any courses/grades using the "Edit" button.

Note: The import function is only available for CCGI partner schools. If students also attended a non-partner high school, they will need to add that additional high school and coursework themselves as shown previously, and in the following slides.



**Mixed records:
Reporting international coursework**

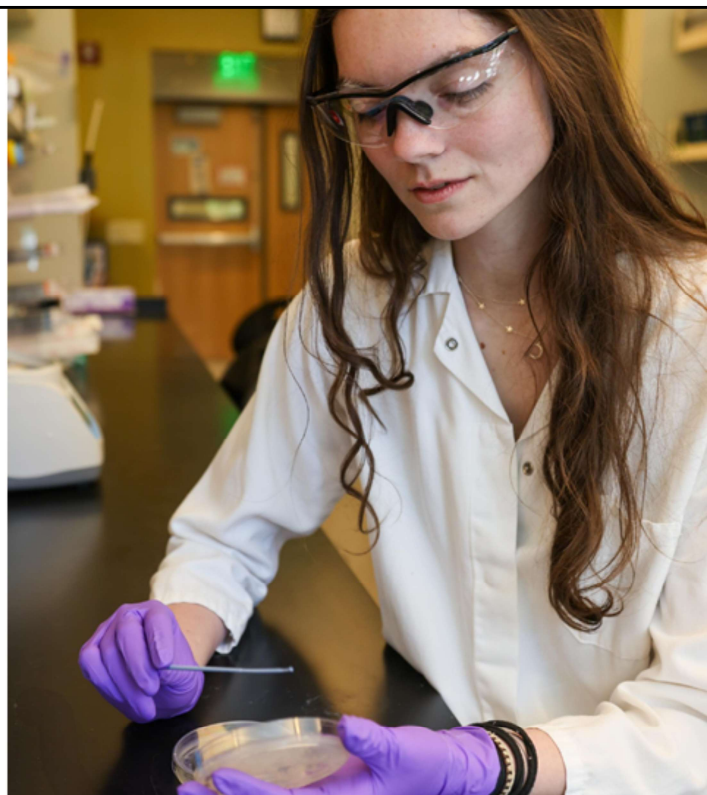
Reporting international coursework

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.



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

In order for us to get a complete academic history for a student, we need the complete 9th through 12th grade academic history...even if 9th grade is considered middle school in that country.

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!



If a school's assessments are based on external exams, then we need those exams. Most commonly, we see this in UK schools (IGCSE) and Indian schools (Standard 10 and 12). These exams should be entered in the international exams section.

We want to see all classes and grades. Student should translate these into English, but they do not need a certified translation.

Finally, while we want the class titles translated, we need to see the original grades in the original system: do not “translate” international grades to domestic grades. There are built in dropdowns for most systems in our application. If the system is not in our app, then mark these as Other and use the additional comments to explain the grading system.



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




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

This is the first screen students will see when they begin to add college coursework. Students must report all college coursework completed no matter how long they have attended or if they believe it will affect their chances of admission. Please note that dual enrollment coursework should not be reported under high school coursework – it should be reported under each college attended.

A common mistake students make is entering the course in the college section AND in their high school coursework as a CL or HL class. Lastly, we **STRONGLY** recommend students use the unofficial transcripts provided by their community college to complete this section. Using a transcript can also ensure students match classes to the right school if taken through a district, especially as online courses become the norm.

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



SANTA MONICA COLLEGE
ALL LOCATIONS, CA

College Code: 004691-3

When did you attend this college? *

Start date: Month Year
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	--

Grade	Fall	Winter	Spring
12th	2023	--	--

Add another grade

What is this college's grading system? *

☒ A B C D F ☐ Other

A common complex scenario for students is how to correctly report college coursework when taken across multiple terms. This is why we stress using a transcript. You can see that we've entered in dates that for a student graduating in 2024, with college courses taken in 11th and 12th grade.

The term type is also an important detail. We selected "Semester with Winter session" because in this example, the student attended in winter. If the student did not attend a winter session, even if the school offers one, then the student should select "semester system". The other option is for the Quarter system.

Another note for this example, the student should leave terms where no courses were taken blank. Instead, we selected "Add another grade" to accurately report the grades being taken in Fall of 12th grade rather than entering them in the Fall term attended under 11th grade.

Lastly, students will select the appropriate grading system, which most of the time is A - F. If "Other" is selected, the grades may not be calculated into the student's GPA.

Note: +/- grades ARE factored into the GPA calculation for college courses, only those CCCs that use +/- grades will display the option to select +/- grades.

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



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

ALL LOCATIONS, CA

College code: 004070

Grading system: A B C D F

Term system: Semester

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



For California Community College students:

Transferable courses for California community colleges are pulled directly from the ASSIST database - <https://assist.org/>.

Each department can be expanded to display the transferable courses by clicking on the plus (+).

Applicants should use unofficial transcripts to ensure they report the correct term, course number, title, units and grade received for each course.

Grade codes are also available in the dropdown.

For all students:

Students should be advised to enter all courses taken even if they believe they are not transferable; they don't want credit for them; they believe the "old grades" are not reflective of their current academic abilities; an Academic Renewal (AR) or Incomplete (I) grade was earned; they withdrew from the course; or they later repeated the course.

Note: Non-transferable UC coursework can only be used towards the math and English requirements.

Missing/inaccurate information may be viewed as falsification and result in cancellation of the application at all UC campuses.

More information about how to determine if a CCC course can be used for A-G can be found at <https://admission.universityofcalifornia.edu/counselors/preparing-freshman-students/dual-enrollment.html>.

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 with the following fields and values:

Dept.	Course No.	Course Title	Units	
English	101	English Composition	3	Clear
Honors Status	Grade	Subject Area		
CL	A	English		

Below the form is a link: [Add another course](#)

When students need to report coursework from out-of-state, 4-year, or other non-CCC institutions they will need to manually input each course.

Here we have a screenshot example of what it looks like when adding a course from a non-CCC school. The student has to fill out all details, including the department, course number, title, and number of units. It is important for them to change the honors status to "CL" and to select the appropriate subject area.

Students will frequently report these courses incorrectly – this is another reason we stress using an unofficial transcript during the application process. Working from a transcript can also help a student determine if a course is transferable and should be listed in the college coursework section OR if belongs in the Activities & Awards

More information about how to determine if a CCC course can be used for A-G can be found at <https://admission.universityofcalifornia.edu/counselors/preparing-freshman-students/dual-enrollment.html>.

Activities and awards: Other coursework



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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The image shows two overlapping screenshots of a web form. The background screenshot is titled 'Activities & awards' and 'Add activities & awards'. It contains instructions on how to enter activities and awards, a description of categories (Award or honor, Educational preparation programs, Extracurricular activity, Other coursework, Volunteering / Community service, Work experience), and a 'Add activity' button. The foreground screenshot is a detailed view of the 'Activity/Award [1]' form. It has a dropdown menu for 'Category' with 'Other coursework' selected. It includes fields for 'What was the course name?', 'Briefly describe the course.', 'What grade did you take this course?', and 'How much time did you spend in class?'. There are also checkboxes for 'Required' and 'Optional' and a 'Save & continue' button at the bottom.

These are courses that may not be UC transferable or are UC transferable, but do not fulfill an A-G requirement. These courses can be from a CCC, 4yr, or OOS school. Common examples include real-estate or EMT class which is typically non-transferable as well as PE and Intro to College classes which may be transferable but are outside A-G requirements. Under the Activities and Awards section, there is an option to select "Other coursework". The student will then be able to include the name of the course, describe what they did in the course, what grade they received, and how many hours they committed to the course.

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




There is a character limit of 550, but the section is optional and should be used intentionally.

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

The purpose is to provide academic clarification, such as explaining grading system changes, edits to A-G or pending A-G course approvals, limits to AP or honors courses or attending an academy or magnet program. Personal circumstances that might have impacted academics can also be shared here.

Other examples of what can be included are:

- Curriculum Options** – Students choice of class schedule (share reason for decision not to take advanced level courses)
- Counselor Context** - Counselor's can provide blurb providing context, and students can use copy & paste for any valuable information (e.g., AP courses are limited to seniors only, unique curriculum, etc.)
- More on the next slide...

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



School Grading System explanation

- Explain a change in grading system during time in HS
- Explanation of grading scale

Declining Grades Explanation

- Personal circumstances that impacted academics

Lack of Access to Courses and Programs

- Course Selection Issues
- Limited Access to Prep and Access Programs for certain students
 - Provide example (MESA, EAOP)

Gaps In Education

- Break In Attendance
- Comments are required if a student has no courses to report
- Often students will graduate early or there is an unaccounted for break in education. Students should utilize this section for clarification
- Ensure that students are providing any explanations for gaps in education. This is to ensure that all institutions students may have enrolled in are accounted for.
- A gap in education is any regular school term, excluding summers, when a student was not enrolled in school.

Counselor Notes

- Blurb provided by counselors for all students to share, ie, change in number of HL/AP courses available.

- **Principal Certification**
 - As briefly covered earlier, Principal certification is a process by which a California high school can review coursework that is completed through another institution, organization, or program that does not have an A-G list. Principals must certify online publisher courses are comparable to A-G courses offered at the high school. Principal certification can be applied for the LOTE completion requirement. In the UC application, students must explain in the additional comments section that they have met the LOTE requirement through principal certification.
- **Non-Traditional School Environment**
 - Specialized Curriculum, Homeschooling, Online Programs, Explanation of Magnet and Academies
- **Repeated Courses:**
 - Explanation of why students felt they needed to repeat any of their courses.
- **Limits on AP/IB/Honors Courses**
 - Please note that for CA schools we typically have access to what is offered at the high school and if there are limitations to those offerings this should be shared.
 - Breaks in Education: Allows students to provide explanations for any gap year after high school graduation and upon applying for admission.
 - Also, provides students an opportunity for explanation of any circumstances for breaks in education due to personal circumstances or involvement in activities outside of education.

This section is NOT used to answer additional PIQ, includes links, resumes, etc.

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](#)



Final tips for counselors and students:

- use an unofficial transcript for accuracy
- list all courses no matter the grade or if the course was taken domestically or internationally
- Non A-G courses should be listed in the Activities & Awards section
- Additional comments should be used for critical information, not as extra space for PIQs or resume items

<https://admission.universityofcalifornia.edu/counselors/files/documents/presenting-yourself-on-the-uc-application-first-year.pdf>

Thank you

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