
UC application 201

Leveling up the Academic History section

September 2024



UC application

SECTIONS

- About you
- Campuses & majors
- Academic History
- Test Scores
- Activities & awards
- Scholarships & support programs
- Personal insight questions

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An updated copy of "Presenting yourself on the UC application" is available in the UC Counselors Resource Library. This is an excellent resource for you to conduct UC application workshops for your students, it is thorough and goes into depth on each particular section.

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

Today's session will focus on the critical Academic History section of the UC application by reviewing a range of unique coursework scenarios and by going more in depth with how to report these instances in the UC application.

Reporting high school coursework



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Comprehensive review

SELECTION PROCESS

Using comprehensive review, readers consider multiple factors beyond courses and grades to evaluate applicants' academic achievements in light of the opportunities available to them and the capacity students demonstrate to contribute to the intellectual community.

Factors considered include involvement in activities, community service, special programs and leadership.



There are 13 criteria that faculty have approved for first-year admission consideration. We may consider:

- GPA
- Number of A-G courses
- Number UC-approved honors and Advanced Placement courses.
- ELC
- Quality of a student's senior-year program
- Outstanding work in one or more special projects in any academic field of study
- Special talents, achievements and awards
- Meaningful insights about student in the personal insight questions

Self-reported academic coursework

USING TRANSCRIPTS AS A REFERENCE

- Official transcripts are not submitted with the UC application
- Eliminates confusion on course titles
- Ensures courses and final grades are reported accurately and in the correct terms
- Helpful to have copies of transcripts for all schools attended, even if unofficial
- Applicants who attend CCGI partner schools can import their courses and grades directly into the UC application
- Relying on memory alone may lead to critical errors and/or omissions



Transcripts are not required for submission at the time a student applies, only final transcripts are required for admitted students and at that point we verify that the courses and grades match what is on the official transcripts.

Additionally, UC has a verification process in place: we randomly identify students who may be asked to submit an official transcript during the application period.

Finally, for some supplemental applications, students may have to submit official copies of transcripts.

Even if a student is importing their HS coursework using the new CCGI import option, they should still utilize a transcript to review their courses and grades prior to submitting the UC application

Not all campuses accept changes to application after submission

If there are changes to your academic record: <https://admission.universityofcalifornia.edu/how-to-apply/applying-as-a-freshman/after-you-apply/>

- If there are changes to a student's academic record after they submit their application, they might need to notify the campuses to which they've applied.
- If they change schools or add or drop a course after they submit their application, they should notify all the campuses they applied to except for UC Berkeley, UC San Diego and UC Santa Barbara.
- If they failed to earn a C or better in a course after they submit their application, they should notify all the campuses they've applied to except for UC Berkeley.
- If they receive an offer of admission, be sure to confirm with the campus admission office that they are aware of any deficient grades or schedule changes.

Keep in mind: We cannot guarantee that a campus can go back to review an application after correspondence

has been received. Students should save a copy of their correspondence, just in case.

Reporting 7th and 8th grade coursework

MATHEMATICS AND LOTE

- High school-level Math courses (Algebra 1 or higher level) and Language other than English (LOTE) courses can meet subject requirements
- These are the **only** subject areas that can be met with 7th or 8th grade coursework

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Did you take any courses in a language other than English in 7th or 8th grade?

No Yes Clear

You can enter information about the course below. If you took more than one course, click the "Add another course" button. Remember, you should enter these courses only if you earned a grade of C or better.

Course name *	Term period *	Course category *	Language *	
<input type="text" value="Course name *"/>	--select--	--select--	--select--	Delete
+ Add another course	Full year Less than full year	Yr 1 Lang Other Than English Yr 2 Lang Other Than English Yr 3 Lang Other Than English Yr 4+ Lang Other Than English	American Sign Language Arabic Armenian Chinese Farsi Filipino French German Greek Hebrew Hindi Hmong Italian Japanese Khmer Korean Latin Other Language Portuguese	Clear

International school experience

Did you attend school outside the United States for any part of 6th grade?

This excludes high school summer sessions, or American International or Department of Defense High School.

No Yes Clear

Seventh/Eighth Grade

- This is its own section of the Academic History section and these courses should not be listed in the high school section
- 7th & 8th grade courses do not need to appear on the high school transcript.
- Math and Language other than English (LOTE) are the only subject areas that can be met by course work in middle school.
- UC will accept a geometry course completed in 7th or 8th grade.

Students who indicate that they attended school outside of the U.S. will be prompted to select the language of instruction for those years.

Reporting term types and grading scales

UNIQUE GRADING SYSTEM

- If the grading system is not an option, students should select “other”
- Students should use Additional Comments to provide clarification.

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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

Unique grading systems:

Opportunity to choose from a variety of grading systems in the app.

If theirs is not available, ability to choose “other.” Students should use Additional Comments to provide clarification. Students can select more than one grading system for each school.

Reporting multiple term types

TERM SYSTEMS

- Students can select multiple term types for the same school.
- The term type is determined by the number of grades received.



2020 - 2021 academic year

▼ 9th History/Social Science

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

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

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

Reporting summer school courses

SUMMER SCHOOL COURSES

- 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 in their transcript.

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What grades did you attend this high school? *

Grade *	Academic Year selection *
9th	2021 - 2022
<input type="checkbox"/> I took summer courses after this grade	
Grade *	Academic Year selection *
10th	2022 - 2023
<input checked="" type="checkbox"/> I took summer courses after this grade	
Grade *	Academic Year selection *
11th	2023 - 2024
<input type="checkbox"/> I took summer courses after this grade	

Reporting courses only for the Summer term:

- Students will still need to enter every high school attended in order to include coursework, even if they *only* took summer coursework at that school.
- Even if the high school will reflect the coursework in their transcript, they need to list it as a separate school
 - Option to select "summer coursework" when entering their years of attendance at the school. If they **ONLY** took summer coursework at that school, they will need to leave the academic year blank (and proceed through the error messages).

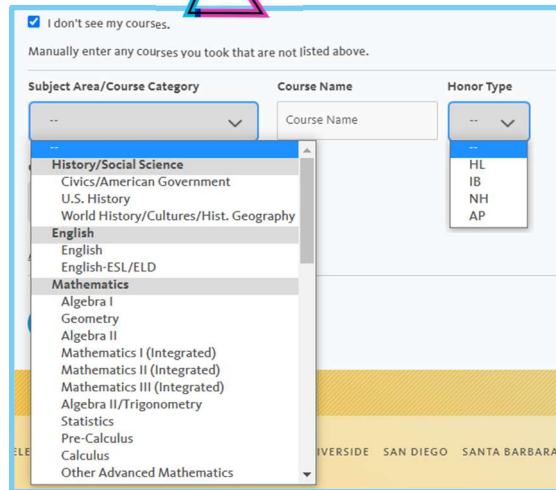
Entering coursework manually

MANUALLY ADDING COURSES

If students do not see a course in the drop-down menu, course must be entered manually.

Students with out-of-state or international coursework will have to manually enter those courses.

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The screenshot shows a web form for manually adding courses. At the top, there is a checked checkbox labeled "I don't see my courses." and a note: "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 and sub-categories. The "Honor Type" dropdown menu is also open, showing options HL, IB, NH, and AP. The "Course Name" field is empty. At the bottom of the form, there are three radio buttons for "IVERSIDE", "SAN DIEGO", and "SANTA BARBARA".

If students do not see their courses, they must be manually entered as they appear on the student's academic record.

- When entries for each grade level are complete, click save and continue.
- Repeat this process for each grade level, including 12th grade.
- 12th grade course grades will default to "IP – In Progress" and "PL – Planned". If students have already graduated and have senior year grades, manually enter each grade.
- For courses that are only one semester long, select "NO" for the term for which the course was not offered (e.g., Economics offered fall term, for spring term select "NO").
- Include all original courses/grades and enter repeated courses/grades for courses in which an original grade of D or F was earned and subsequently repeated.
- Students who attended more than one school should be sure to enter courses under the correct school.


Pending A-G Classes:

We don't want students to disadvantage themselves, if 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.

They should also then include a comment in Additional Comments (potentially generated by their counselor to copy & paste) that notes the course is pending A-G (retroactive) approval.


Reporting coursework when graduating early

Academic history
11th grade

 * required

There is no high school associated with this grade. If you need to add a high school for this grade level, you'll need to enter information on the "High schools" page.

I skipped this grade.



Save & continue

EARLY GRADS

If student graduates early, leave the 9th grade coursework blank and start with 10th.

We recommend that students provide additional information in the comments section as to why they chose to skip a year and graduate early.

Students should work backwards - so their last year (11th) is reported in the 12th grade year and so on.

This will likely mean that the 9th grade year is blank.

Reporting college coursework



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Reporting college coursework

Students begin by adding college(s) they attended, regardless of:

- How long they have attended
- If they believe it will affect their chances of admission

Dual enrollment coursework should not be reported in high school coursework

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](#)



We strongly recommend students use an unofficial transcript while working through this section!

This is the first screen students will see when beginning to add college coursework. Students must report all college coursework completed regardless of A) how long they have attended and B) if they believe it will affect their chances of admission. Note that dual enrollment coursework (college courses taken during high school) should not be reported under high school coursework – it should be reported under each college attended. Lastly, we **STRONGLY** recommend students use the unofficial transcripts provided by their community college to complete this section.

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
- Use the "Add another grade" button to ensure each term is listed correctly under the right grade



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 ▾	.. ▾
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 it spans multiple terms. It's especially helpful to use a transcript when determining these. You can see that we've entered in dates that for a student graduating in 2024, span their 11th and 12th grade.

Also note the term type - we selected "Semester with Winter session" because in this example, the student attended in winter. If the student did not attend in winter, then they would just select "semester system". The other options are Semester and Quarter systems.

This is a great example that shows a student taking college courses during the winter and spring of their Junior year and Fall of their Senior year. Selecting the correct term system is important so that the student can fill out the Winter coursework section.

Important: leave the terms where no courses were taken blank. Note how we selected "Add another grade" to accurately report the grades being taken in Fall 2023 rather than entering in the Fall term attended under 11th grade.

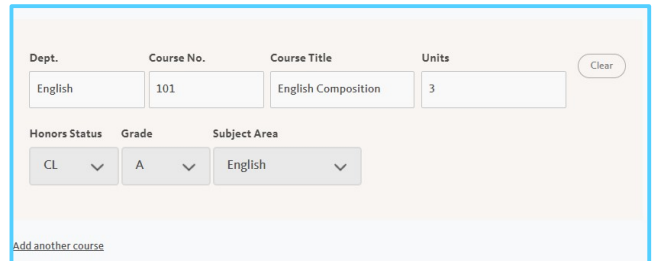
Lastly, students select the appropriate grading system, which most of the time is A - F. If "Other" is selected, the grades may not calculate into the student's GPA.

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

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

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

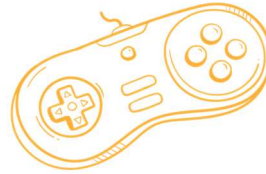
- Department and course number
- Course title
- Number of units
- Honors Status to CL
- Correct subject area



The screenshot shows a form with the following fields and values:

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

Below the form is a link that says "Add another course".



Another common scenario is when students need to report coursework from out-of-state, 4-year, or other non-CCC institutions.

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

Students oftentimes will incorrectly report these courses – advise them to work off their transcripts and always select "CL" for college coursework.

*For CCC students, they can simply select courses from the drop down menu

Non-A-G and non-transferable courses

However, not all courses should go under the college coursework section.

- Courses such as real-estate courses, trade school courses, leadership seminars, etc.
- Courses completed at non-accredited institutions
- Summer enrichment programs that do not provide units/grades and/or official transcripts

Courses that are not UC-transferable or do not fulfill A-G requirements should be reported in the Activities & Awards section in "Other coursework". Students can report the course name and description, grade earned, and the average number of hours they participated.



Transferable college course:

- 1) Offered by regionally accredited college/university
- 2) Worth at least 3 semester/4 quarter units
- 3) Completed with a letter grade of C or better

UC-transferable from a college/university with formerly regional accreditation, worth at least 3 sem/4 qtr units, clearly falls within an A-G area, completed with letter grade of C or better. This means that even some UC-transferable courses will not meet A-G requirements (like P.E. courses, guidance/intro to college courses, etc.).

There are many courses that may not be UC-transferable or that are UC-transferable but simply don't fulfill A-G requirements, either from California community colleges or out-of-state and four-year institutions.

Some common examples include real-estate courses, trade courses, P.E. courses, leadership seminars and programs (especially over the summer), and courses from non-accredited institutions. In these cases, students should not report the institutions and courses under the college coursework section. Instead, they should utilize the Activities and Awards section. 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.

Additional comments

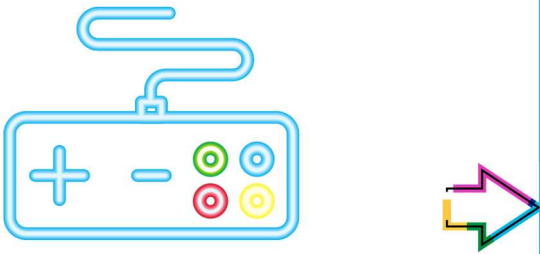


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Additional comments

CONTEXT. CLARITY. CURRICULUM.


The Additional Comments box can be used to provide detailed information or provide explanations about specific academic 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

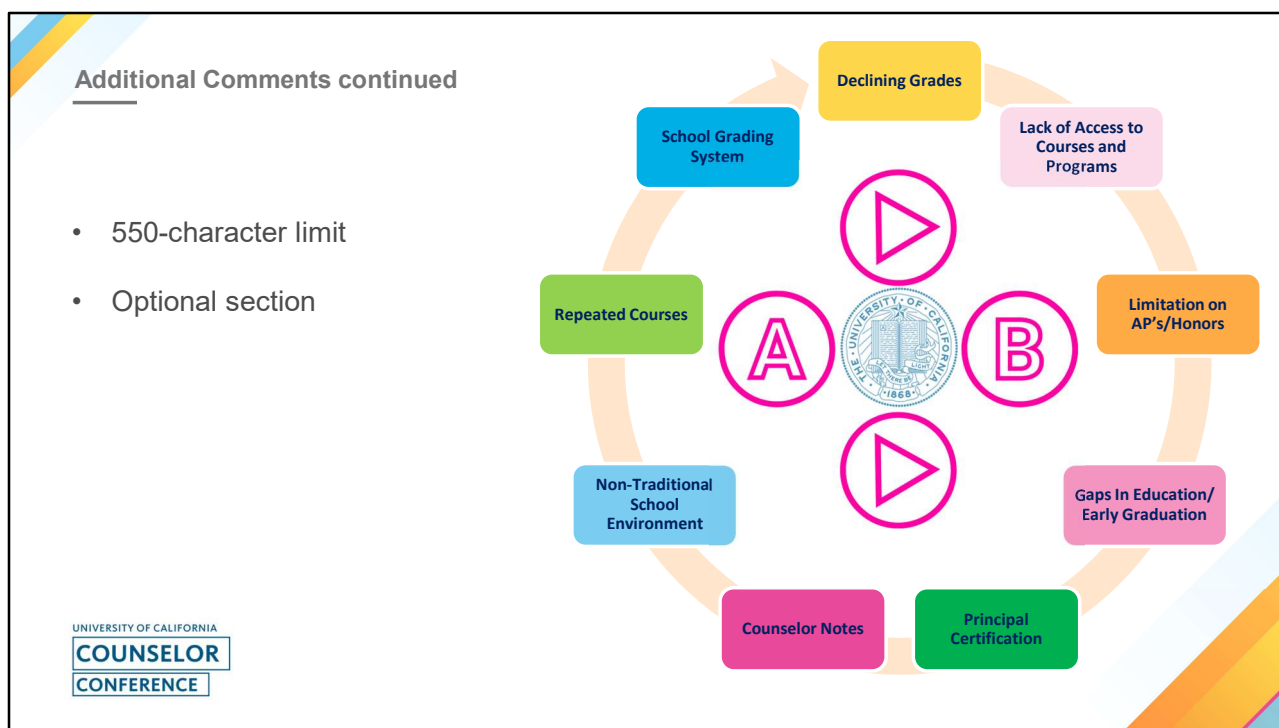
Provide necessary academic clarification, such as explaining grading system changes, edits to A-G or pending A-G course approvals, limits to AP or honors courses or attending an academy or magnet program. Personal circumstances that might have impacted academics can also be shared.

Curriculum Options – Students choice of class schedule, share reason for decision not to take advanced level courses

Counselors 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.)

Application Statement:

“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).”



Character Limit: Additional Comments after the PIQ's are 550 words and in this section the limit is only 550 characters


- Declining Grades
 - Personal circumstances that might have 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
- Limitation on AP's/Honors
 - 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.
- 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.
 - 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.
- Counselor Note
 - Blurb provided by counselors for all students to share, ie, change in number of HL/AP courses

- available)
- Principal Certification
 - 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.
- Non-Traditional School Environment
 - Specialized Curriculum, Homeschooling, Online Programs, Explanation of Magnet and Academies
- Repeated Courses -
 - Explanation of why students feel they needed to repeat any of their courses.
- School Grading System
 - Explain a change in grading system during time in HS
 - Explanation of grading scale
- Personal circumstances that might have impacted academics
- Section Not Used For –
 - Additional PIQ
 - Etc.....

Principal certification

PROCESS

Principals will designate their certification by granting permission for the course(s) to be listed on the student's official high school transcript, along with credits granted and letter grades earned.



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Courses from an online publisher with no CEEB code should be reported under the high school but they should make a note in the comments that this was a publisher course for which they received principal certification.

Courses from accredited high schools should be reported under the appropriate high school (manually) with a note in the comments that they received principal certification.

Annual course submission: February 1 – June 30

Review of course: UC faculty expect that principal certification follows a careful review of the course by the principal, dept chair, district curriculum, director, or other qualified school/district

Principals will need to designate their certification by granting permission for the course(s) to be listed on the student's official high school transcript, along with credits granted and letter grades earned.

UC faculty expect that principal certification follows a careful review of the course by the principal, department chair, district curriculum director, or other qualified school/district personnel.

UC strongly recommends such reviews be conducted using national standards for quality K-12 courses, as issued by [Quality Matters](#) or the [National Standards for Quality Online Courses](#).

To add online course publisher courses to their A-G course lists, high schools will self-report principal-certified online publisher courses via the [A-G Course Management Portal \(CMP\)](#) during the [annual A-G course submission period](#) (February 1 - June 30).

Activities & Awards: Other coursework



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Activities & Awards: Other coursework

OTHER COURSEWORK

Courses other than those required for UC admission (courses that do not fit into UC's A-G subject areas)

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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.

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).

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 job or paid internship you've had.

Activity/Award [1]

Category*

Other coursework

What was the course name? *

Briefly describe the course. *

When 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? *

To track the 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? *

It's to estimate, but try to be as accurate as possible.

How many per week:

How many per year:

Save & Continue Cancel

- Leadership Courses
- Religious Studies
- Career and Vocational Courses
- Nontransferable CCC Courses
- Non-academic credit bearing Courses

Courses reported as "Other coursework"

Non A-G courses

Language school courses

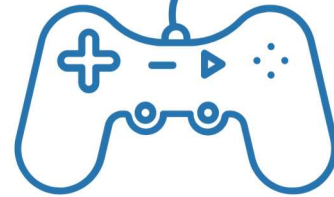
Religious studies courses

Career and vocational courses

Non-transferable college courses

University summer program courses

Note: Use this section wisely not to take away from other important Activities and Awards



- Non-A-G courses
- Leadership Courses
- Religious Studies
- Career and Vocational Courses
- Nontransferable CCC Courses
- University summer program courses

Pro Tip - Don't include PE, Health, Teachers Aid or other courses that may not add value to this section

Pro Tips

ACADEMIC HISTORY SECTION

Courses and grades are just one of many factors UC considers when reviewing applications.

7TH AND 8TH GRADE COURSES

Students should report high school-level math and language courses.

TRANSCRIPTS

Students should refer to transcripts/academic records. They should not fill out this section from memory!

COLLEGES ATTENDED

All colleges attended while in high school must be reported.

ADDITIONAL COMMENTS

Students should add critical information such as an explanation of a different grading system/scale, lack of access to classes, etc.

OTHER COURSEWORK

Courses that do not fall within UC's A-G subject area can be added to this section.



Transcripts

- UC does not require transcripts to be submitted at the time that students apply
- May be required if they are chosen for verification
- May be requested for supplemental/secondary application (i.e., School of Nursing at UCLA)

Other coursework:

- Students have limited number of activities and awards they can include, and therefore courses like PE, Office Assistant, Teacher Assistant do not need to be included.

After submission

- You can log in to your application to review and, if necessary, change your telephone number, email, mailing address or exam scores. You can also apply to additional campuses if they're still open.
- **If there are changes to other sections of your application:** Minor changes to your activities, awards, volunteer work or employment are unlikely to have an impact on your admission decision.

Thank you

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