Educator Resource Sheet: UC Application Guide

Objective

Students will connect their CaliforniaColleges.edu account to the University of California (UC) application as part of the process of successfully launching and submitting their application.

Student Materials

This activity does not include a Lesson Plan. Instead, it is a resource worksheet for students applying to college and tracking this process from within their accounts on CaliforniaColleges.edu.

Tips for Educators

1. Ensure that students have a copy of their transcripts and know how to log in to CaliforniaColleges.edu.

2. CaliforniaColleges.edu provides a **printable PDF** of the **CSU/UC Eligibility Tool**; this can be individually printed by students or mass printed for groups of students by educators with the correct permissions.

    - Tip: Printing this PDF may require collaboration with your district administration or school counselors. Review **How to Download and Print Students' CSU and UC Eligibility Tool Pages**.

3. Review these step-by-step tutorials to see each of the steps your students will take on CaliforniaColleges.edu:
    - **How to Launch Your UC Application**
    - **How to Import Courses and Grades Into Your UC Application**
    - **How to Review and Finalize Your Courses and Grades in the UC Application**

    - Tip: Download PDFs of video tutorials in landscape orientation to create a printable packet with step-by-step instructions.

    - Not familiar with the type of tutorial linked above? Review **How to Use the Interactive Tutorials**.

Tracking Application Completion

- Students can track all college applications within their **My Plan** on CaliforniaColleges.edu.

    - Review **How to Track Your UC Application Status**. Educators have associated reports.

- Application submission dates for the **UC Application** are verified. Application status information in CaliforniaColleges.edu is updated nightly based on data provided by the University of California (UC). A student must select at least one campus within the UC application to appear in nightly reporting.

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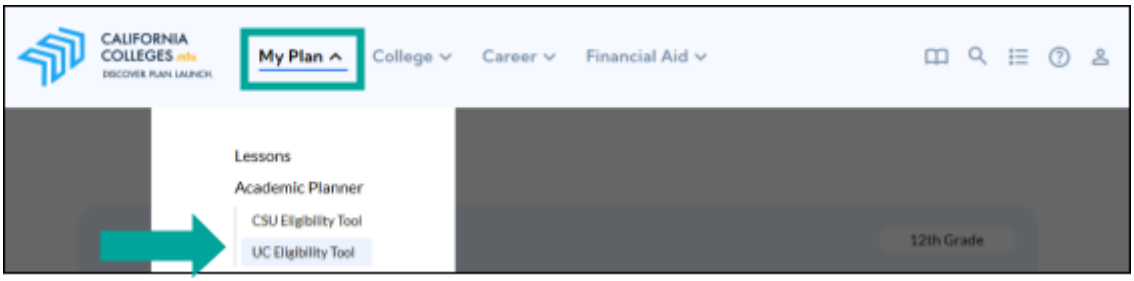
What is the UC Application?

The UC Application is the application you use to apply to all of the University of California (UC) campuses.

- While the application opens August 1, applications cannot be submitted until October 1.
- The standard application period closes on November 30.

What should I do before I launch the UC Application?

1. Sign in to **CaliforniaColleges.edu**.
2. From the top navigation bar, click on **My Plan** to see if you have the **UC Eligibility Tool**:



If the UC Eligibility Tool does not show for you, skip to:
How do I launch the UC Application? on Page 2 of this guide.

3. Review your coursework in the **UC Eligibility Tool**. Talk to your counselor if you have questions about your coursework or eligibility for UC admission.
4. Select **Download PDF** for a print version of the UC Eligibility Tool. You can use it, along with your high school transcript, when completing your UC Application:



   - Tip: The **UC Application Info** tab has additional helpful information that you may also want to review or print in advance:

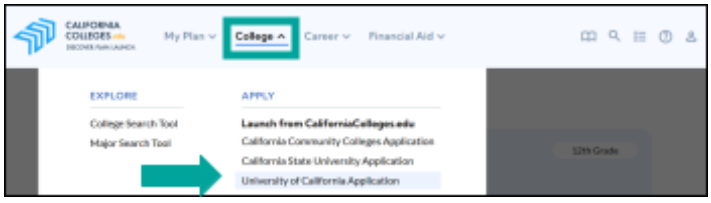


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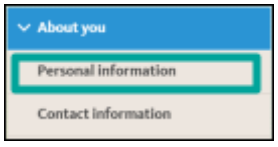
How do I launch the UC Application?

Watch the interactive tutorial **How to Launch Your UC Application** or follow these steps:

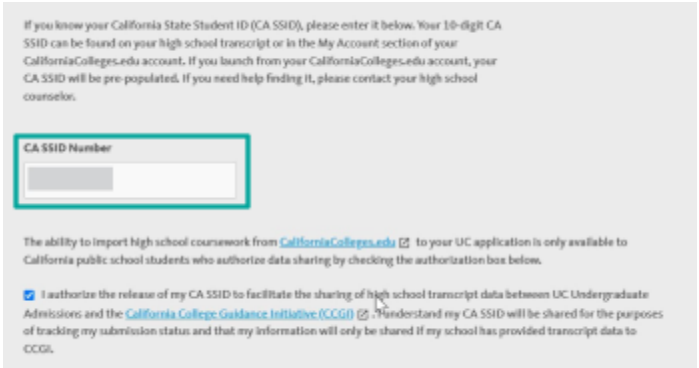
1. Sign in to **CaliforniaColleges.edu**.
2. Click on **College** at the top of the page.
3. Select the **University of California Application**.



4. Click **Confirm** on the pop-up message. **Sign in** to your existing **University of California application** or create a new one.
    - Tip: If you are **creating** a UC Application account, it is recommended that you use a personal email that you check regularly—not your school-issued email address.
    - Tip: If you are **signing into an existing** UC Application account, be advised that it may take up to 4 hours for your high school coursework to be available for Course Import from CaliforniaColleges.edu.
5. Within the UC Application, expand the **About You** section then select the **Personal Information** tab:



6. After answering **Yes** to the question **Have you ever attended a California public school?**, a new box will open. Ensure that your **SSID** is populated and **check the authorization box** to allow transcript and application data to move between CaliforniaColleges.edu and the UC Application.



Your CaliforniaColleges.edu account and UC application are now connected!

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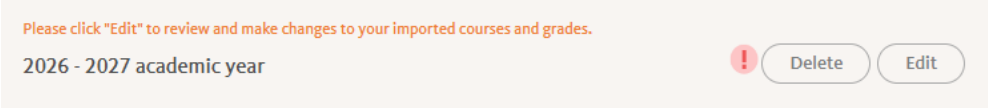
How do I import courses to the UC Application?

If you have **UC Eligibility** tab in **CaliforniaColleges.edu**, follow these steps: **How to Import Courses and Grades Into Your UC Application**. Course import will ONLY be available if your district is providing transcript data and the authorization checkbox is marked.

1. In the **Academic History** section of your UC Application, answer the questions to complete the **Introduction** and **7th and 8th grade** screens.
2. Open the **High Schools** tab. Click the **Add High Schools** button and add the California high school that you are currently enrolled in.
3. Click **Import Courses and Grades**, then click **Yes**. After reviewing the information, click **Save and Continue.**
    - Tip: If you attended multiple high schools, they should be listed in the **High Schools** tab. If you need to add a high school that isn't listed, select **Add another high school**.
4. Once all of your high schools are listed and you've indicated the high school you will graduate from, select **I've finished adding high schools.**
5. Review all imported courses in **9th grade**, **10th grade**, **11th grade**, and **12th grade** tabs of the Academic History section. You can edit, add, or delete courses as needed.

Which Courses Will Import From CaliforniaColleges.edu?	
✔ A-G completed ✔ A-G enrolled	**Yes!** Courses that are "Verified as A-G" and indicated with green tags and checkmark icon will import to the UC application.
! D or lower	**Yes!** Courses that are "Verified as A-G" and indicated with red tags and exclamation point icon will import to the UC application.
?	**No.** Any course found in the "Courses Not Verified as A-G" section will NOT import to the UC application. You can identify these courses by their yellow color and the question mark icon:

6. Follow these steps: **How to Review and Finalize Your Courses and Grades in the UC Application**. If you see a message like the one below in the UC application, **that's okay**! This is just a reminder to review all imported coursework by clicking the **Edit** button.



7. Ensure that any College Credit/Dual Enrollment courses that you have taken are included only in the **College courses taken in the high school** tab of the UC application.
8. **Closely review all courses before you submit your application!**

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How do I track my UC Application?

Follow all directions to complete and submit your application. When you launch the **University of California Application** from **CaliforniaColleges.edu** the date of the application submission will be recorded in your CaliforniaColleges.edu account.

Learn **How to Track Your UC Application Status** or follow these steps:

1. Click on **My Plan** and then click on **My College Plan**.



2. Once in **My College Plan**, click on **College Applications**.



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