

# 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](#), and [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 liked 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 dates. Application status information in CaliforniaColleges.edu is updated nightly based on data provided by the University of California. The dates are populated for students who have completed an application that has been successfully connected to CaliforniaColleges.edu.

## Student Resource Sheet: UC Application Guide

### Objective

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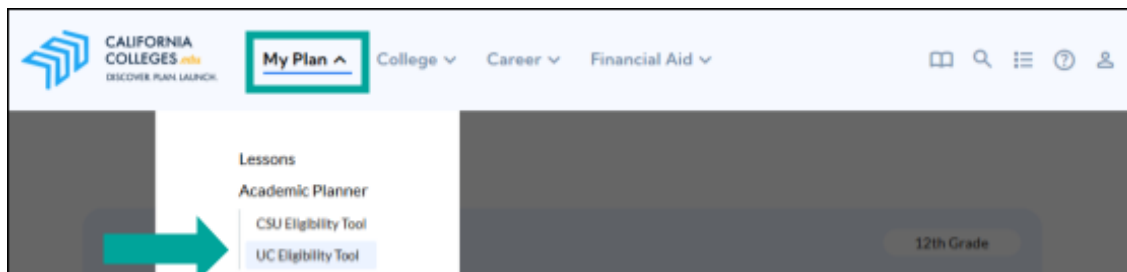
### What is the UC Application?

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 December 1.

### 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 tab**:



**If the UC Eligibility Tool does not show for you, skip to:  
[How do I launch the UC Application?](#) on Page 2**

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:



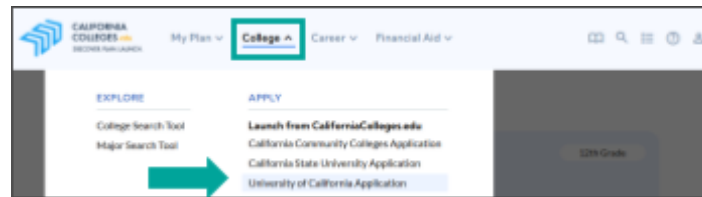
- Tip: The **UC Application Info** tab has additional helpful information about that you may also want to review or print in advance:



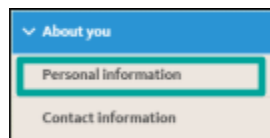
## How do I launch the UC Application?

Watch the interactive tutorial [How to Launch Your UC Application](#) or follow these steps:

1. Sign in to **CaliforniaColleges.edu**.
2. Click over **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.
  - o 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.
  - o Tip: If you are signing into an existing UC Application account, be advised that it may take up to 6 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!**

## 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**.
  - o Tip: If you attended multiple high schools, they should be listed in the **High Schools** tab. For those that are now populated, click **Edit** next to each school to repeat the course import process. 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?   |
|--|
| <p>The <b>UC Eligibility Tool Download (PDF)</b> from <b>CaliforniaColleges.edu</b> shows which courses will import to the UC Application from CaliforniaColleges.edu, and which courses require further review.</p> <ul style="list-style-type: none"> <li>o All courses included in the "<b>Courses that are Verified as A-G</b>" section <b>will import</b> from CaliforniaColleges.edu into the UC application with the A-G Subject area indicated. These courses are indicated with a green checkmark or red exclamation point icon in CaliforniaColleges.edu.</li> <li>o All courses included in the <b>Courses that are not verified as A-G</b> section <b>will not import</b> and <b>must be manually entered</b> if they should be included in your application. These courses are indicated by a yellow exclamation point icon in CaliforniaColleges.edu.</li> </ul> <p>The <b>UC Application Info</b> tab from <b>CaliforniaColleges.edu</b>, which you can also print, is useful in identifying key areas of coursework review and related guidance from the UC.</p> |

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, **don't worry**... It doesn't mean that anything is wrong, it is just a reminder to review all imported coursework by clicking the **Edit** button.



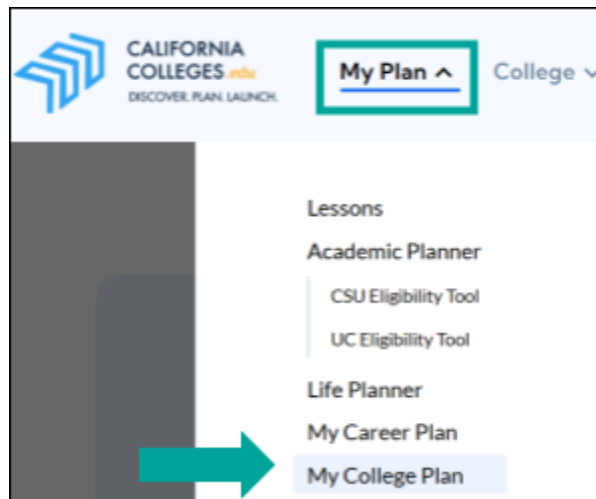
7. Ensure that any College Credit/Dual Enrollment courses that you have taken are included only in the **College courses taken in the high school** tab of the UC application.
8. **Closely review all courses before you submit your application!**

## 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**.

