COUNSELOR CONFERENCE

Sharing Their Stories: Helping Your Students Present Themselves on the UC Application

September 2020

UNIVERSITY OF CALIFORNIA

This session of the UC High School Counselor Conference sessions occurred on September 3, 2020. The presentation slide deck was created earlier.

Note: Recent legal developments related to the University's admissions process may affect the content of these materials.

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Agenda

1. UC Application Basics
2. About You
3. Campuses & Majors
4. Academic History
5. Test Scores
6. Scholarships and Programs
7. Review & Submit
8. Post-Submit

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UC Application Basics

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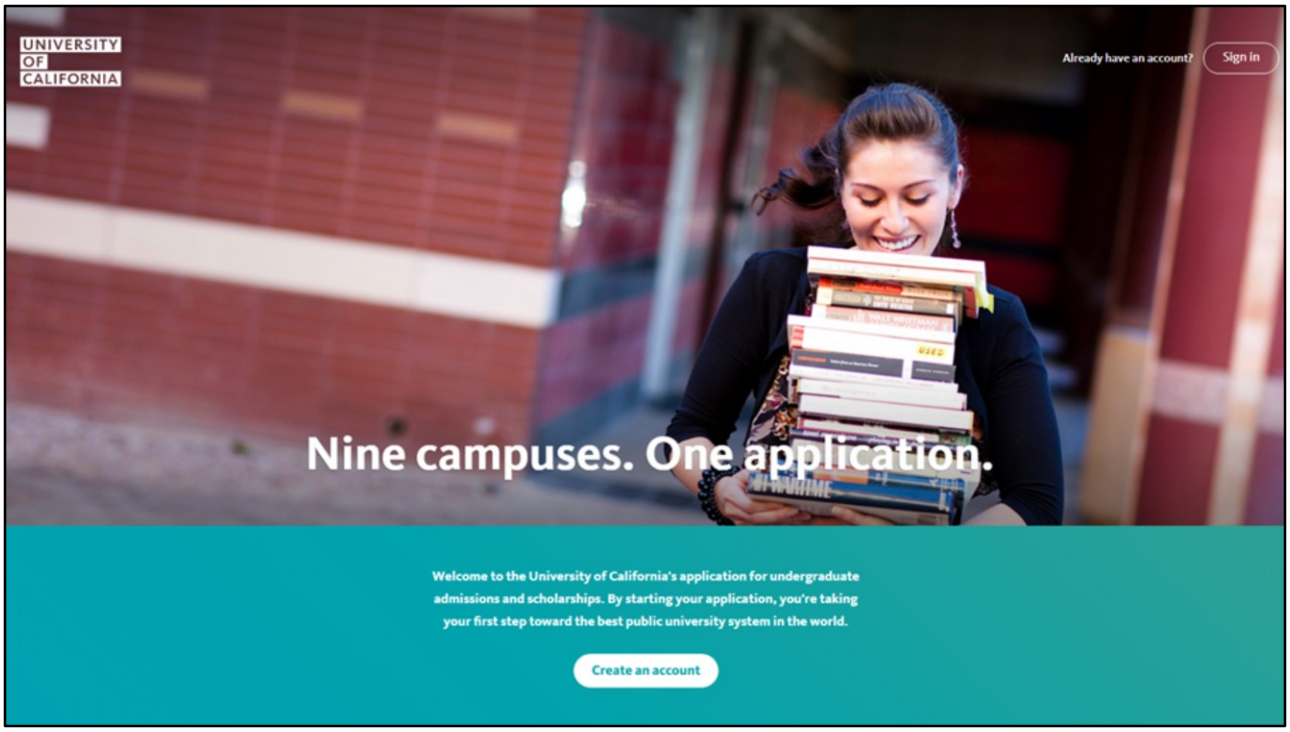
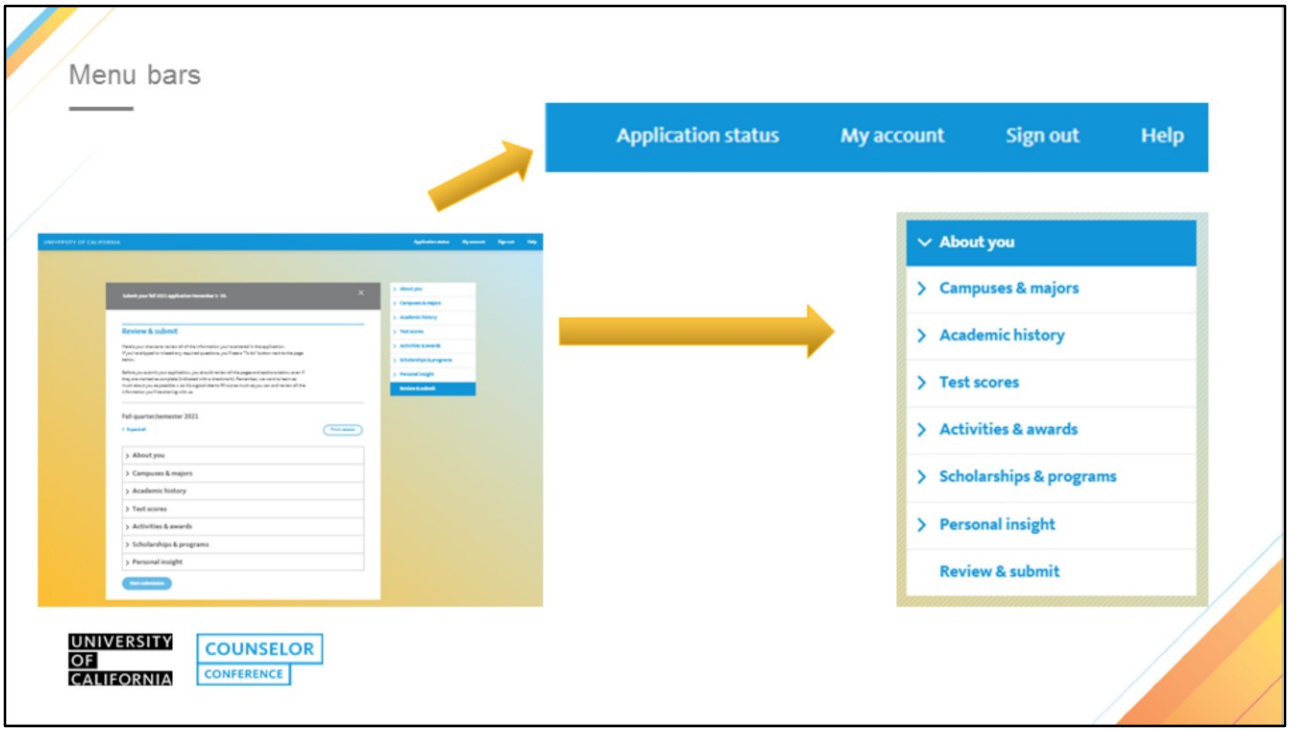
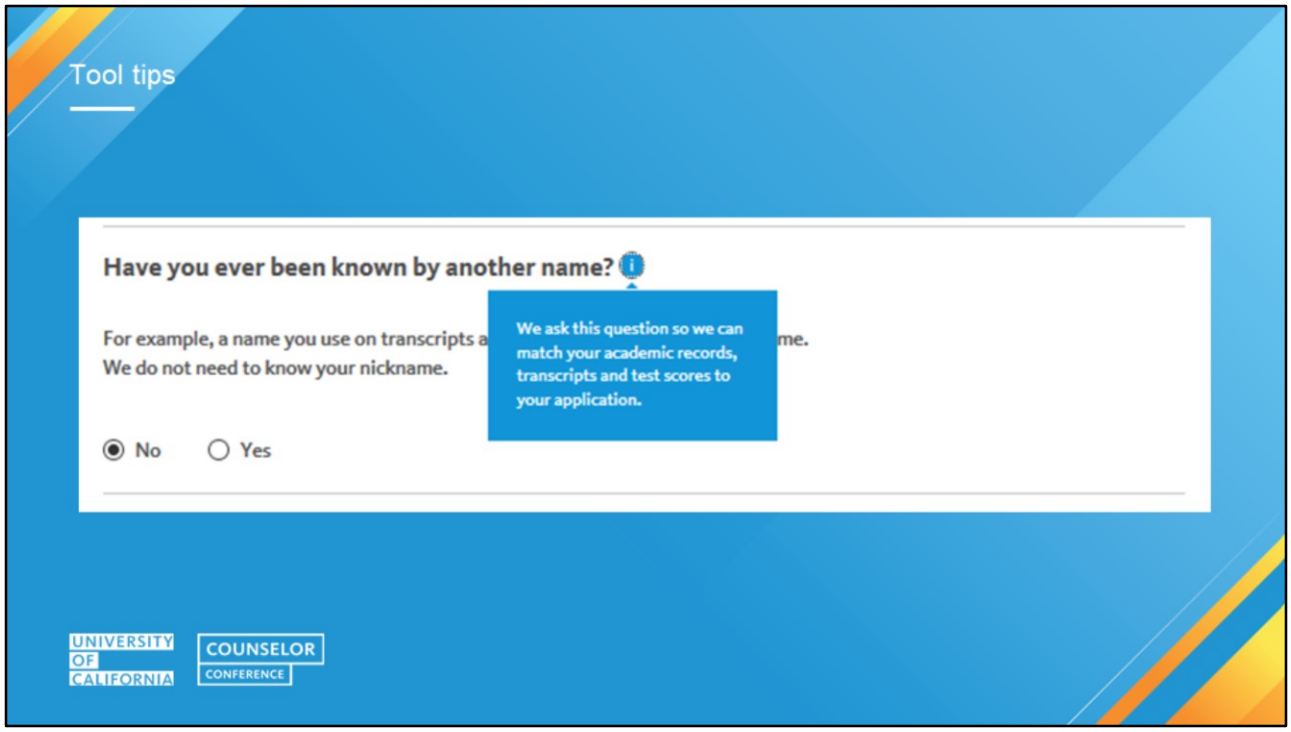


The nine UC campus have one shared UC application. Today we'll be taking a deeper look at the nuts and bolts of the application and address a few minor updates to the application for Fall 2021 applicants.

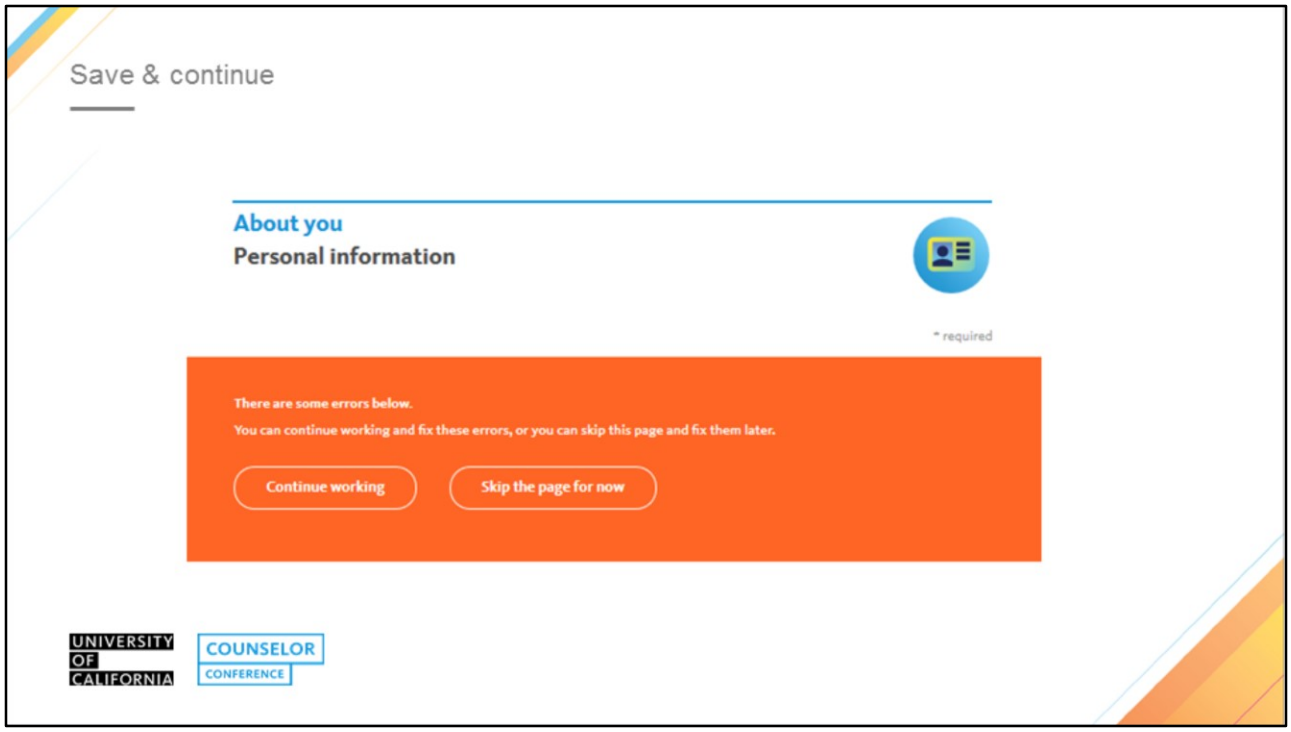


The application still has two menu tabs. The application allows the first menu bar to be constant at the top of the page. This menu bar shows the application status **– which is where applicants will visit post-submission. "**My account" shows the account details of the student – their password and personal information. The sign out link allows them to leave the application. The HELP button is clearly defined to allow students an interactive set of questions. It's also intuitive to students, in that they expect to ask for help by clicking on the button.

The second menu bar, the navigation bar, is a vertical bar on the right side of the screen. What you need to remember is that the tabs are formatted with conditional information. Students should be advised to fill out the application in the order that they are stacked. Information in the "about you" section (and in particular family income) will trigger recommendations for fee waivers which will showcase how many campuses a student can (should) apply to in the campus and major section. The campus that a student applies to will trigger scholarship questions in the scholarships & programs section, etc.



Tool tips help provide context or define a word/phrase/terminology to help applicants navigate through the application with ease to avoid having to pause to look something up before they answer with confidence.



In order to save all information input on the page, applicants must click on save & continue. While the application does allow applicants to navigate to any section of the application, many sections rely on previously input data. Our recommendation is the application be filled out in sequence to avoid confusion and/or forgetting to enter important data. If an applicant has entered data on the page and tries to navigate from that page without clicking save & continue, they will receive a message asking them to confirm they wish to leave that page and not save their work.

If an applicant attempts to save a page that is incomplete, they will see an error message prompting them to either fix the error or leave the page and fix the errors later. If they choose to leave the page and fix the error later, that page will remain "unchecked" and visually prompts them to return to that page before submitting.

About You

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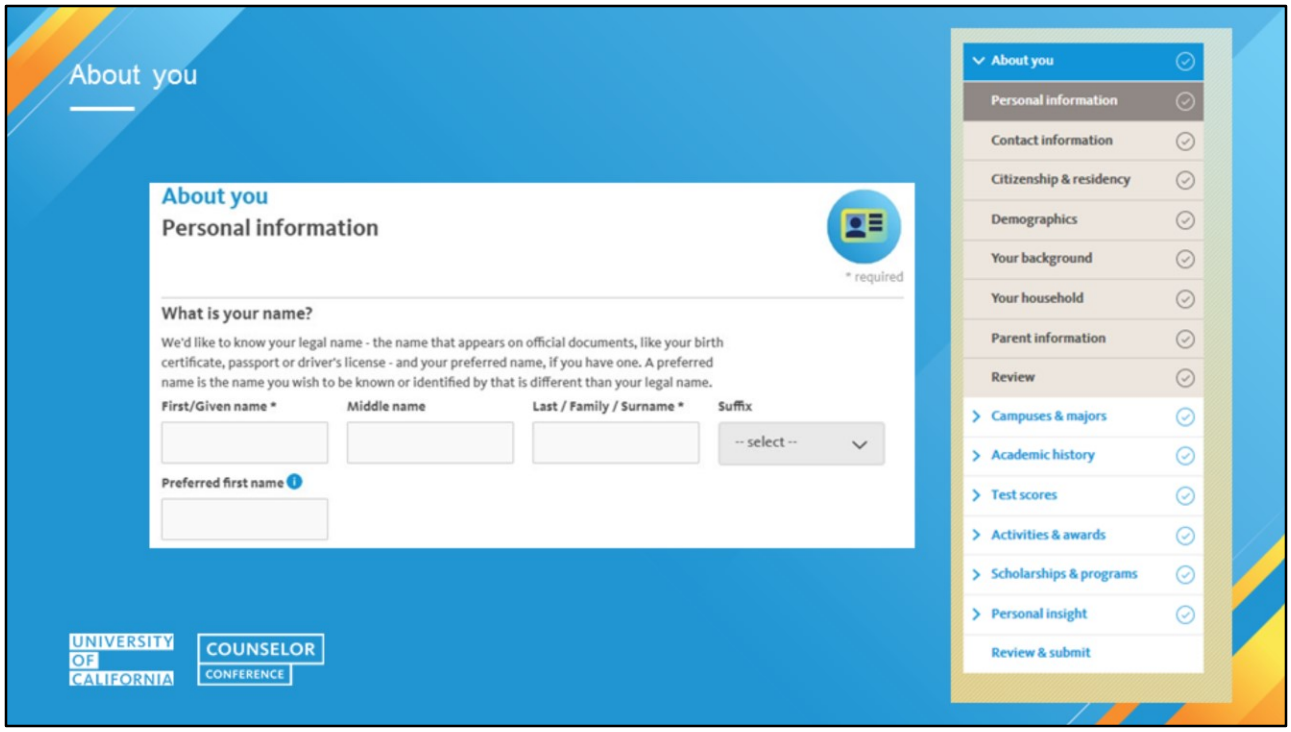
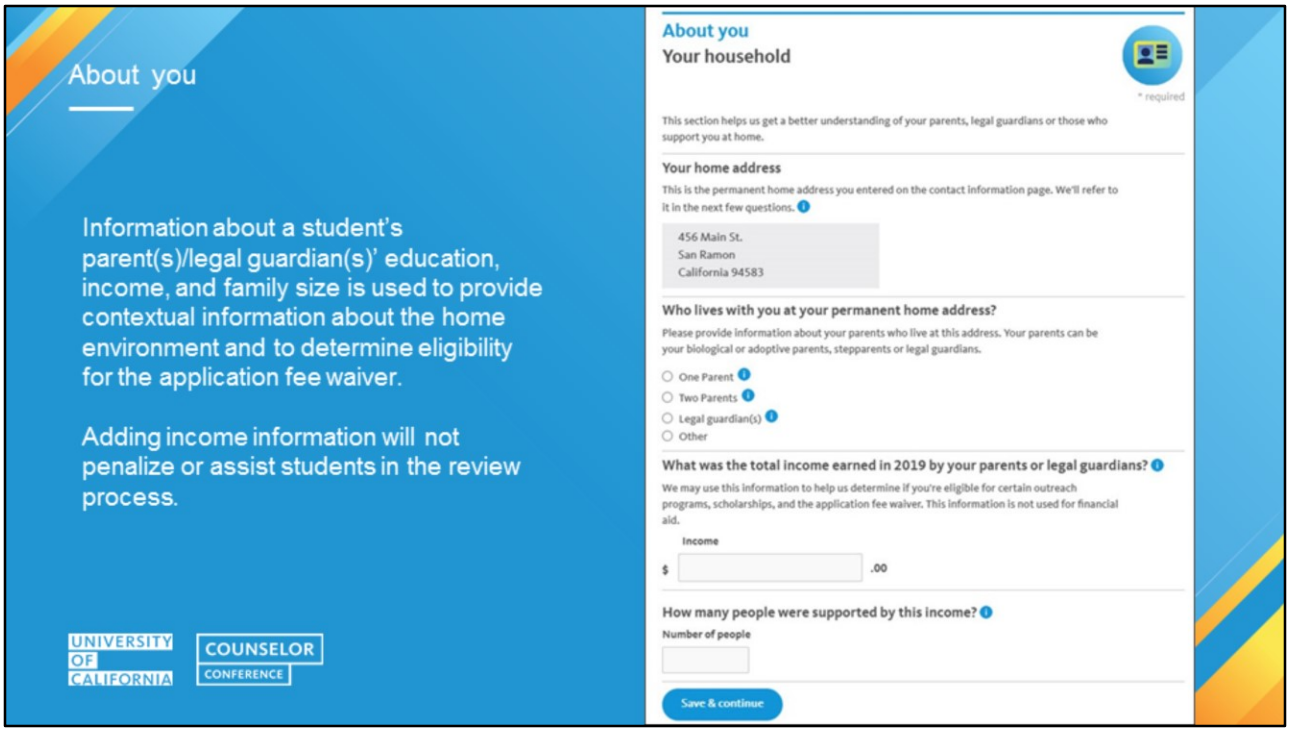


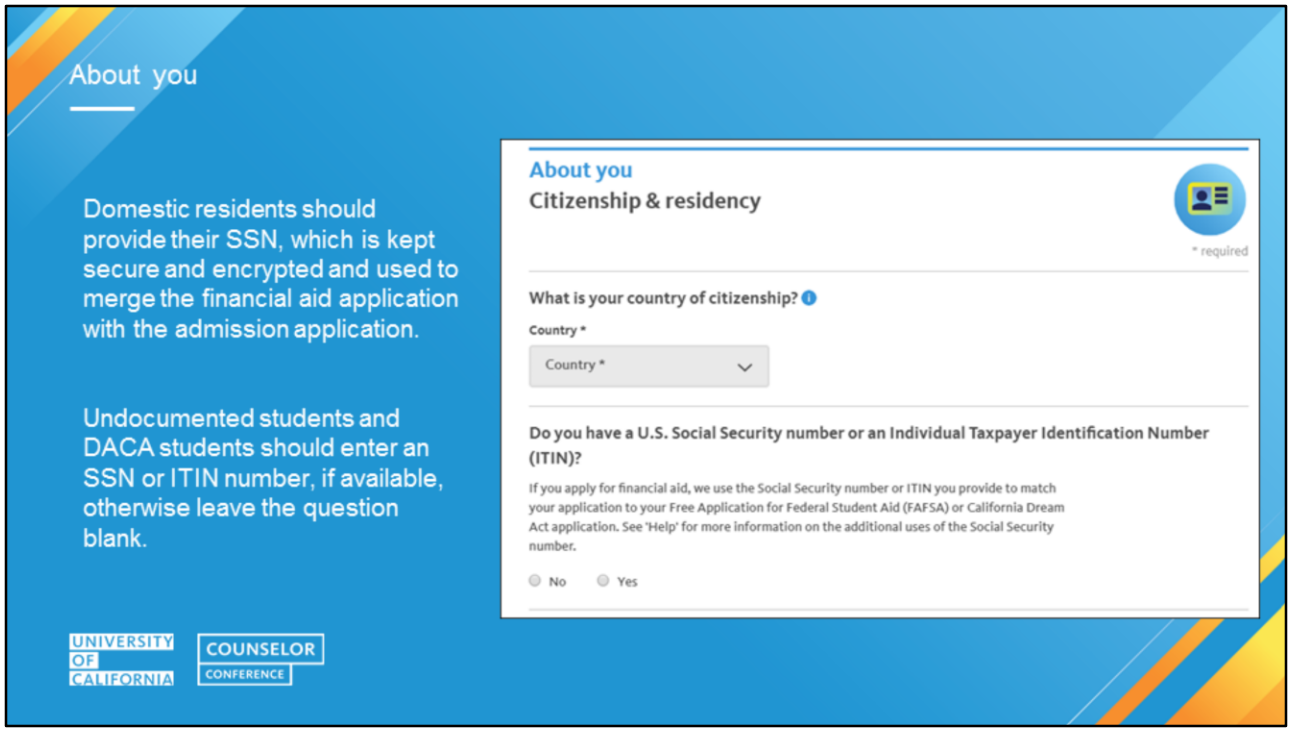
The first section in the application is About you – which is exactly as it states – information that is personal in nature. Just a reminder that several sections further on in the application rely on information input here in About you.

A new feature this year under Personal Information is the option for students to include a preferred name.



Family Size and Income

- Information about a student's parent(s)/legal guardian(s)' education, income, and family size is used to provide contextual information about the home environment and to determine eligibility for the application fee waiver.
- For more information, students can click on the "I" icon.
- This information is **not** used to determine residency status or eligibility for financial aid.



Citizenship

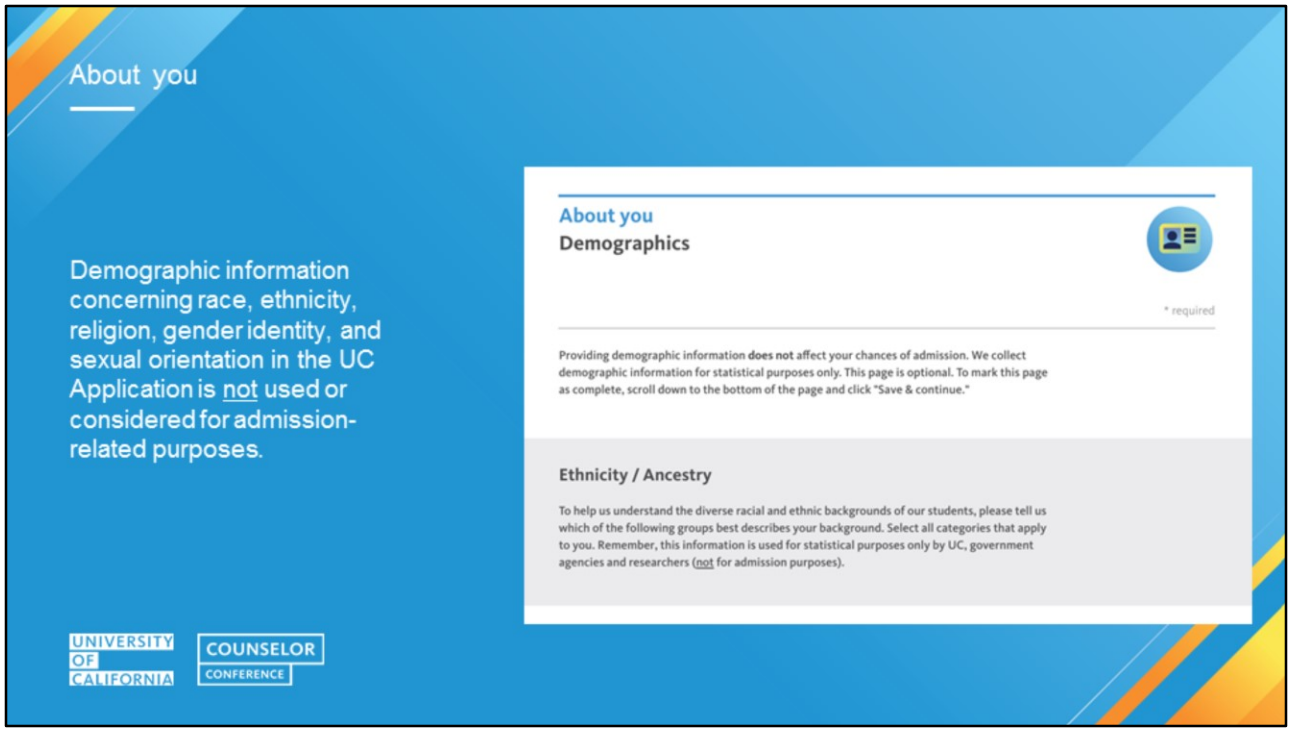
- Applicants must select a country of citizenship from the country drop-down menu.
- Those who choose a country other than the United States will have follow-up questions on permanent residency and/or visa status.

Undocumented Students

- For country of citizenship, select “No Selection” and follow the directions for the SSN below.

Social Security Number (SSN)

- All applicants who have a social security number (SSN) are required to enter it.
- **Deferred Action for Childhood Arrivals (DACA) participants and Undocumented students:**
    - Enter a valid SSN, SSN for work purposes, or ITIN if available. Otherwise, leave it blank.
- If an applicant does not have an SSN, he/she may skip that item.
- We use the SSN to accurately and reliably merge test scores, if submitted, and the federal financial aid application with the admission application.
- SSN, SSN for work purposes and ITIN numbers are encrypted and kept secure.



[If you get questions about Prop 16 and whether that will change how demographic information is used in admission, indicate that we don't have answers yet and that even if Prop 16 passes, there are still federal rules/criteria that UC still needs to adhere to. Race/ethnicity cannot be the sole factor, nor can it be the most important factor, in university admissions.]

Campuses & Majors

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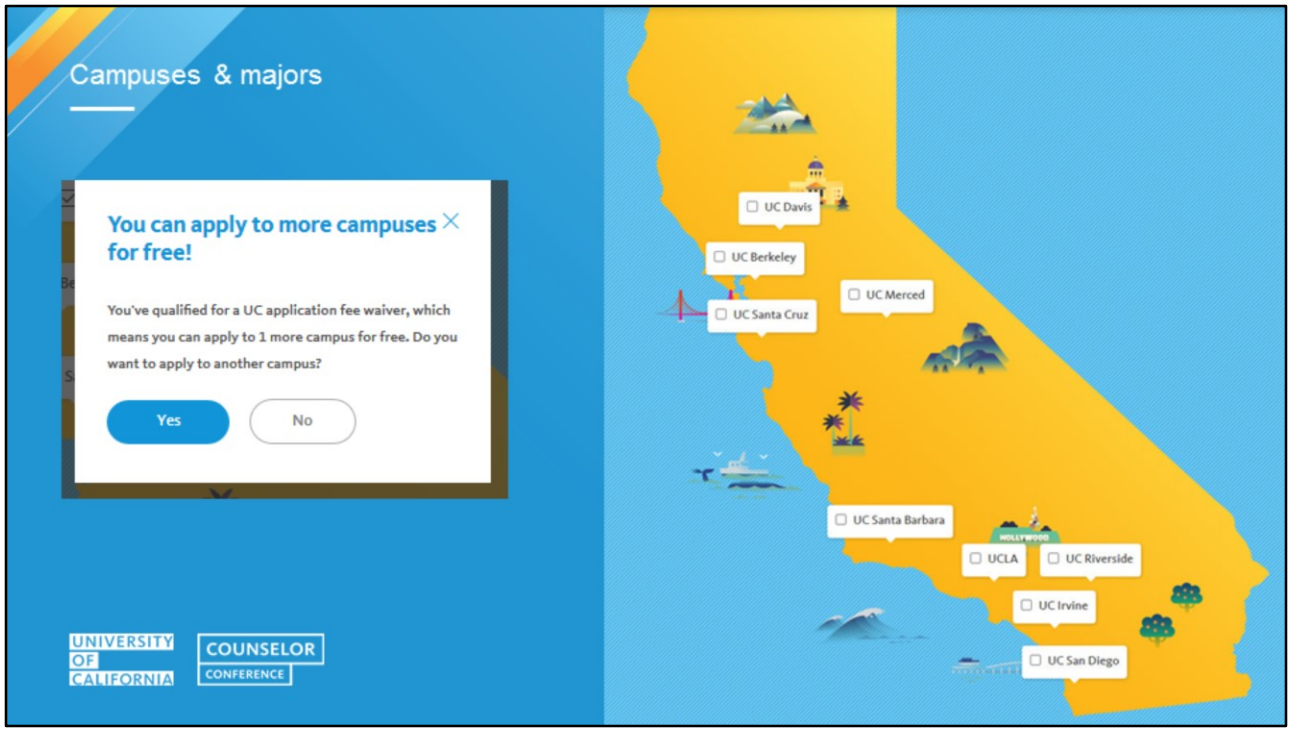


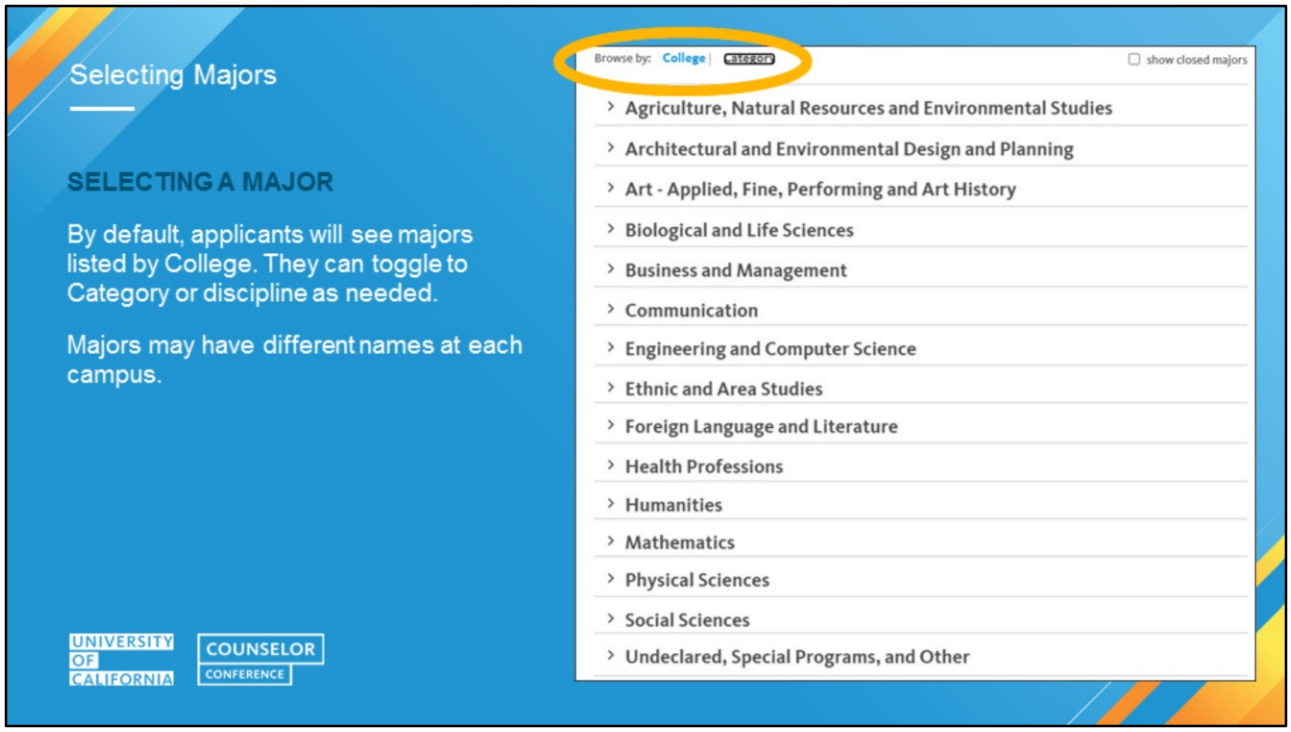
The application showcases the cost a student is going to pay based on the campuses they selected and whether they qualify for a fee waiver. If an applicant completes “your household” with income information, the application will automatically calculate whether they are eligible for a fee waiver. If an applicant who has qualified for a fee waiver initially only selects 3 or fewer campuses, they will be prompted reminding them they will receive a waiver for up to 4 UC’s.

Even though students complete one application for all UC’s checked, UC campuses will not share or collaborate on the decision process. Each campus will make final decisions independently from one another.

Additional Notes for reference:

Campuses with medical centers:
UC Davis
UC Irvine
UCLA
UC San Diego
UC San Francisco

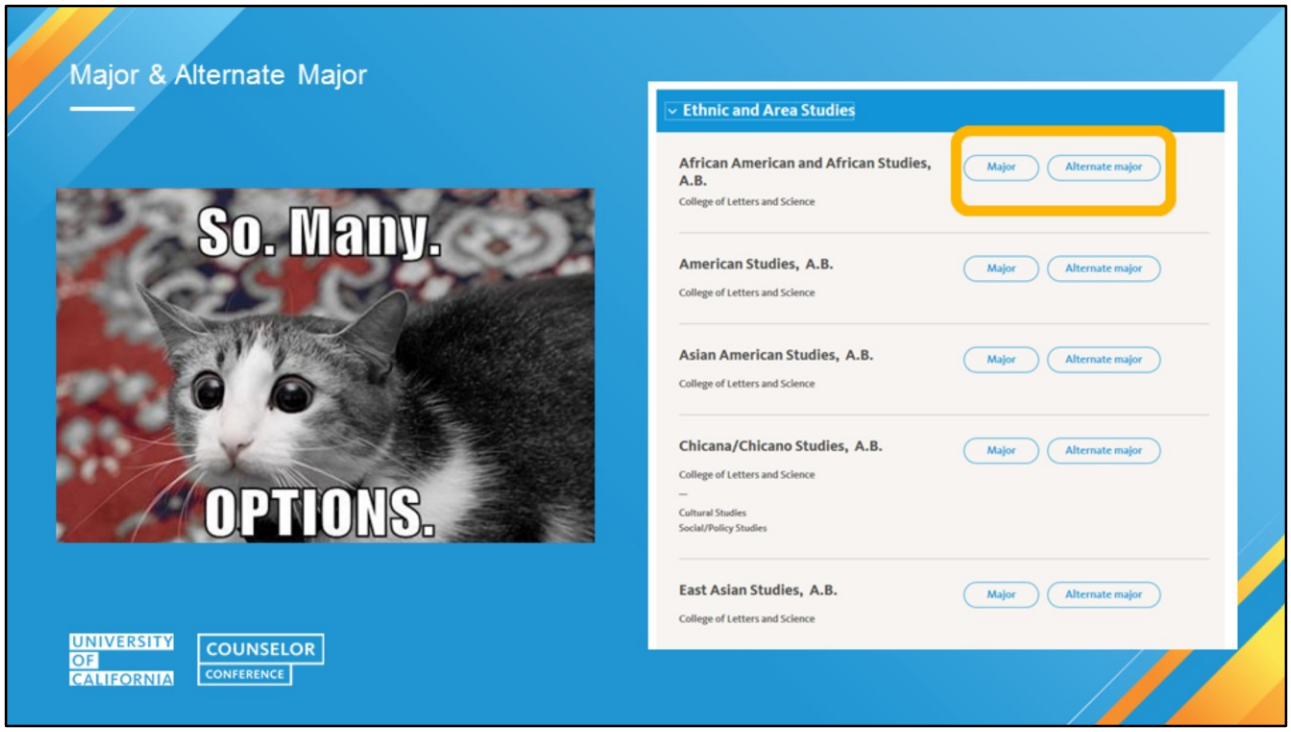
Campuses with schools of law:
UC Berkeley
UC Davis
UC Irvine
UCLA
US Santa Cruz
UC Hastings College of Law (located in San Francisco)



Under campuses and majors students will be able to select their major by campus. Keep in mind that similar majors may have different names at each campus. Check with the UC to see if they have the major or field your student is seeking. Students can select different majors at different campuses; for instance, a student might select Biology at one campus but Art History at a different campus.

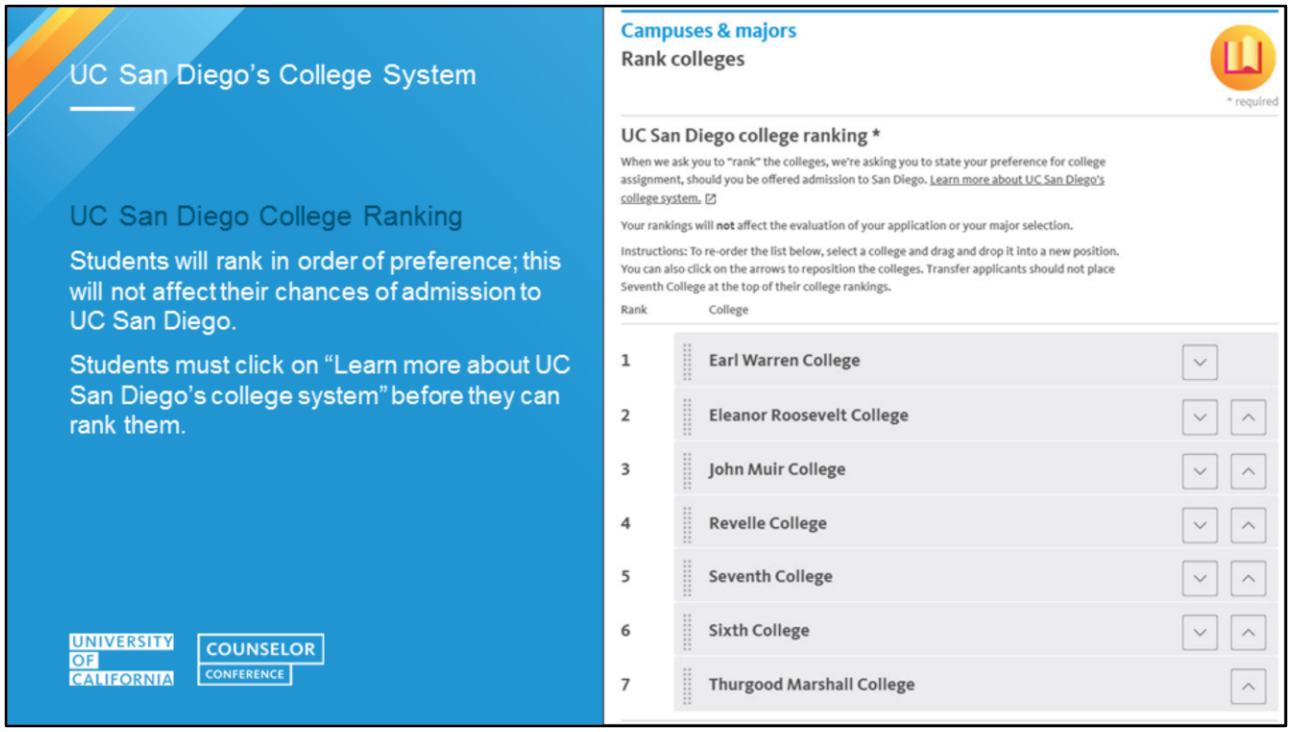
One change this year: the default major display is the College view. Students can view majors under the College or Category. One thing to note is that a major could be found under several of the different Categories but will only appear under one College.

As always, there is an Undeclared option for each UC campus.



All UC campuses, except UCB, will have a Major and Alternate Major available. This does NOT mean that every campus will actually consider the alternate major; this will vary by campus.

Major buttons are large buttons which showcase MAJOR and ALTERNATE MAJOR clearly.



San Diego Colleges

If a student is applying to UC San Diego, they must rank the colleges in order of preference to have the best chance of assignment to the college of their choice. It is the only UC that requires students to rank the colleges.

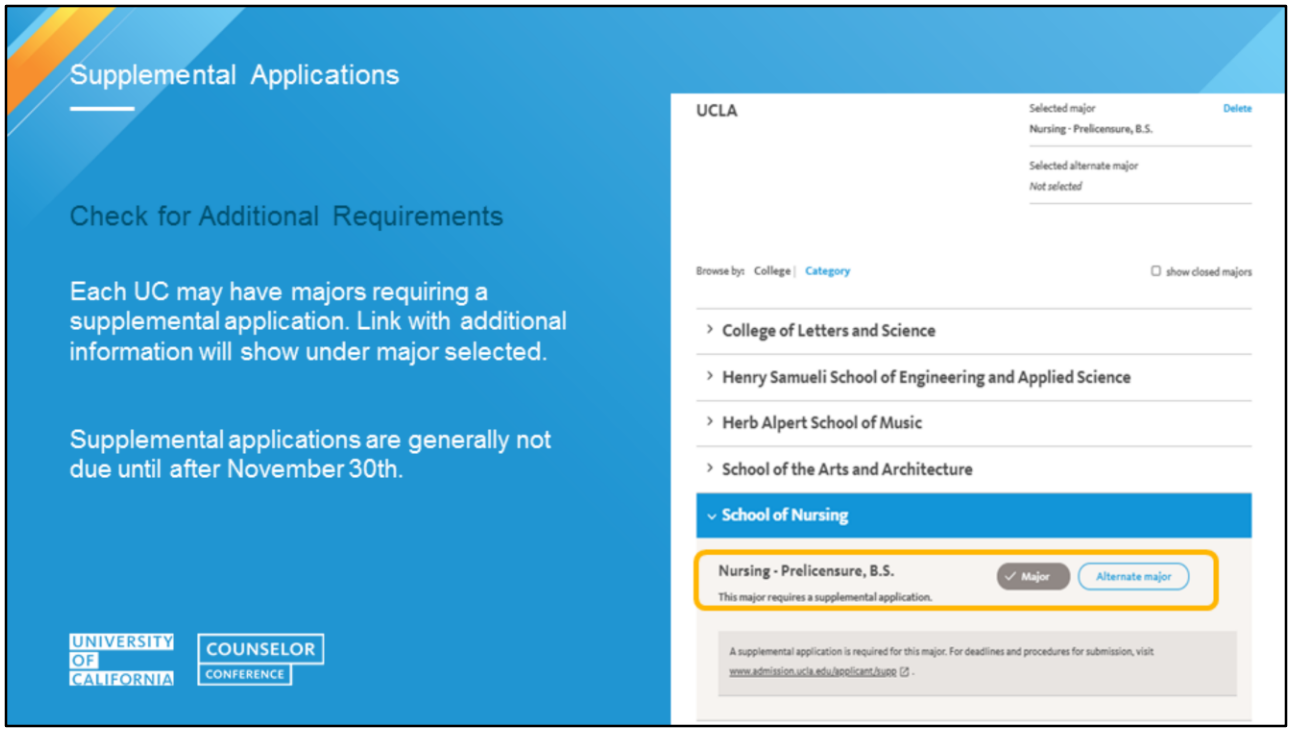
The order of ranking of colleges does not affect the chances for admission to UC San Diego; all UC San Diego majors are available in every college.

Boxes to rank the colleges only appear once the student clicks the "Learn more about UC San Diego's college system" link (opens a pop up window). Students should carefully read the information provided to understand the "philosophy" of each college at UC San Diego.

College placement happens after the student has been admitted and has no impact on the admission decision.

The College impacts your GE and living community, not your major.

It is important that students research the different colleges and rank them according to their preference as UC San Diego does not allow for College changes.

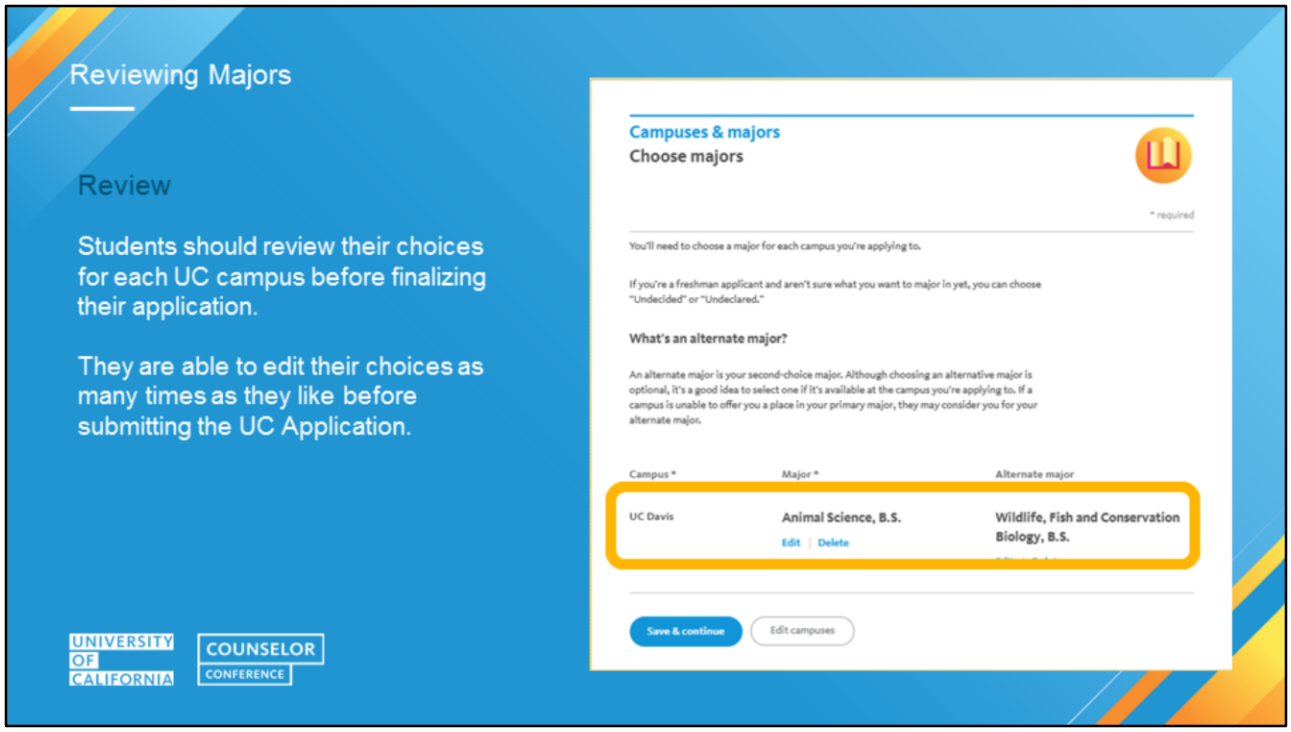


If a major has a supplemental application it will be stated under the “Major” they are choosing.

Students will receive a “next steps” email on how to complete the supplemental application after November 30th. However, it is in the students best interest to begin to gather materials as early as possible. Some programs require supplemental applications to be completed in early December, which may include essays, letters of recommendation or scheduling auditions. If a student does not submit all supplemental application materials by the deadline, the program may not consider the application at all.

UC’s will not review any additional information or documents submitted unless they have been requested by the specific campus.

All communication will be done through the email associated with the UC Application.



Each major and alternate major (if applicable) will be visible for each UC the student is applying for. Note that some campuses may not consider alternate majors.

Students can edit their choices before submitting their application.

Students may be able to change their major after submission, but this will vary by campus and may depend on the major the student wants to change into.

Academic history

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Academic History

Students should have all transcripts (academic records) from all schools attended since the 9th grade.

It is important to report all of the **schools**, **courses** and **grades** exactly as they would appear on the official academic record.

This includes ALL repeated courses.

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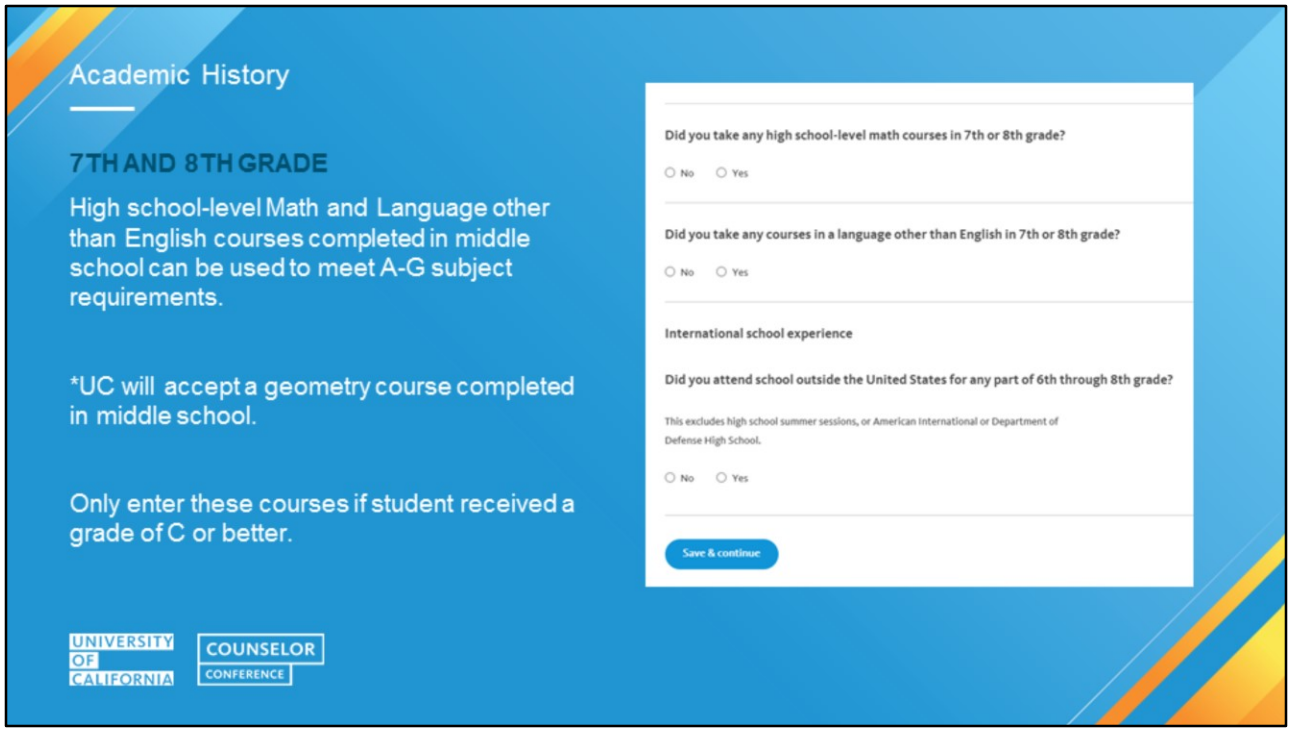
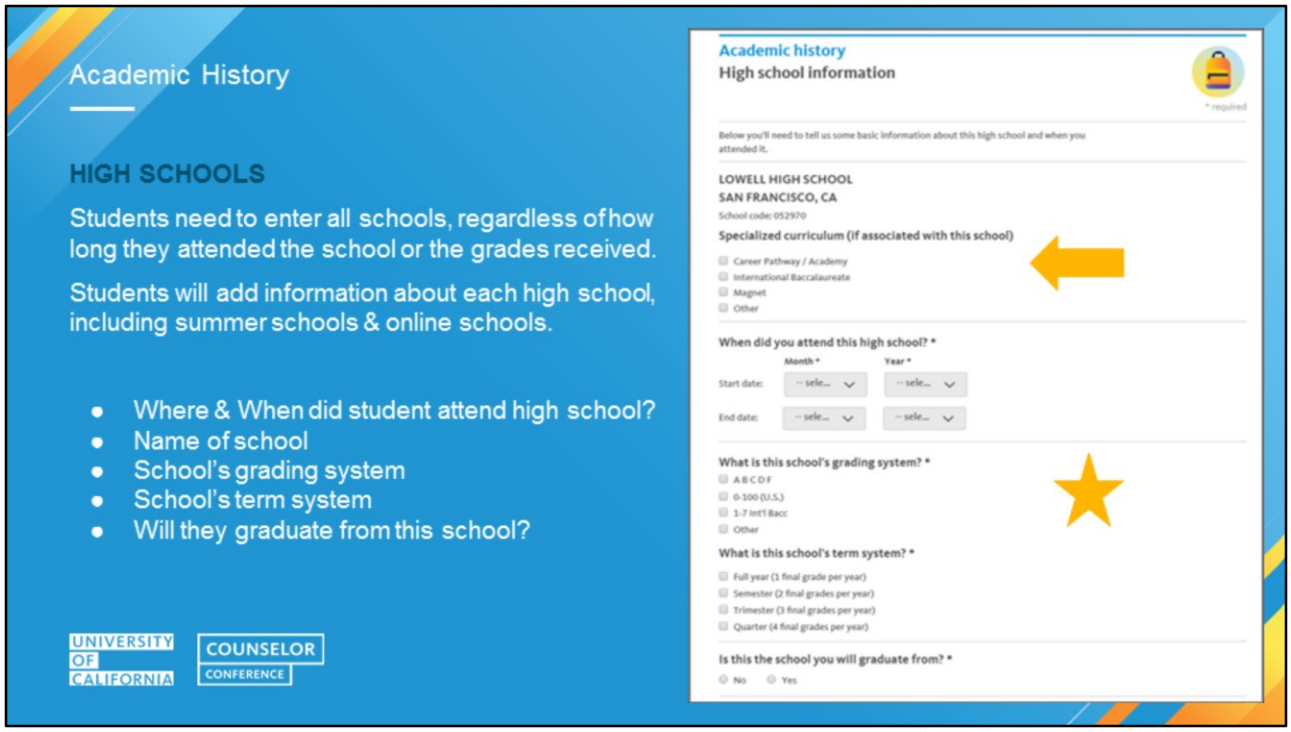


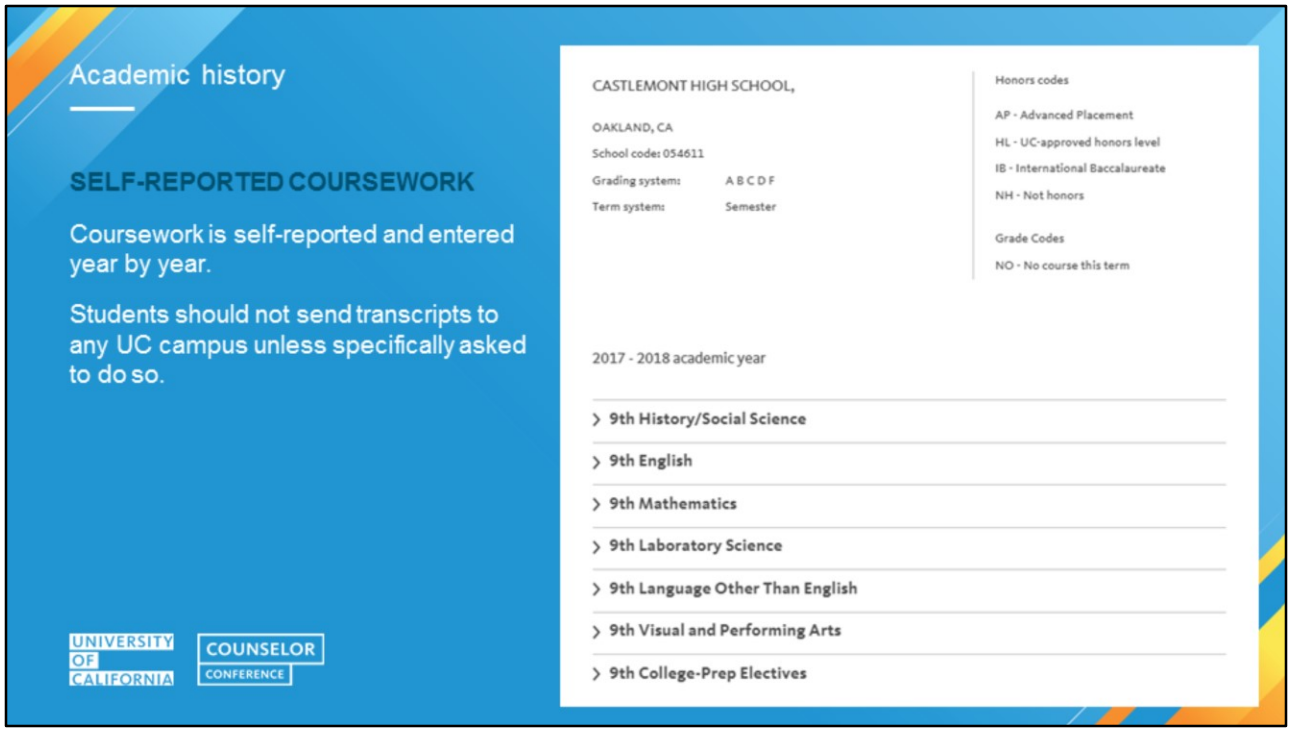
Seventh/Eighth Grade

- 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 middle school.



High School Attendance (continued)

- Enter the dates of attendance.
- Students can also choose a specialized curriculum on this screen.
- If this is the same school the student is going to graduate from, enter the certificate/diploma information.
- Enter the grading and term system for the school [multiple term systems and grading systems may be selected for one school].

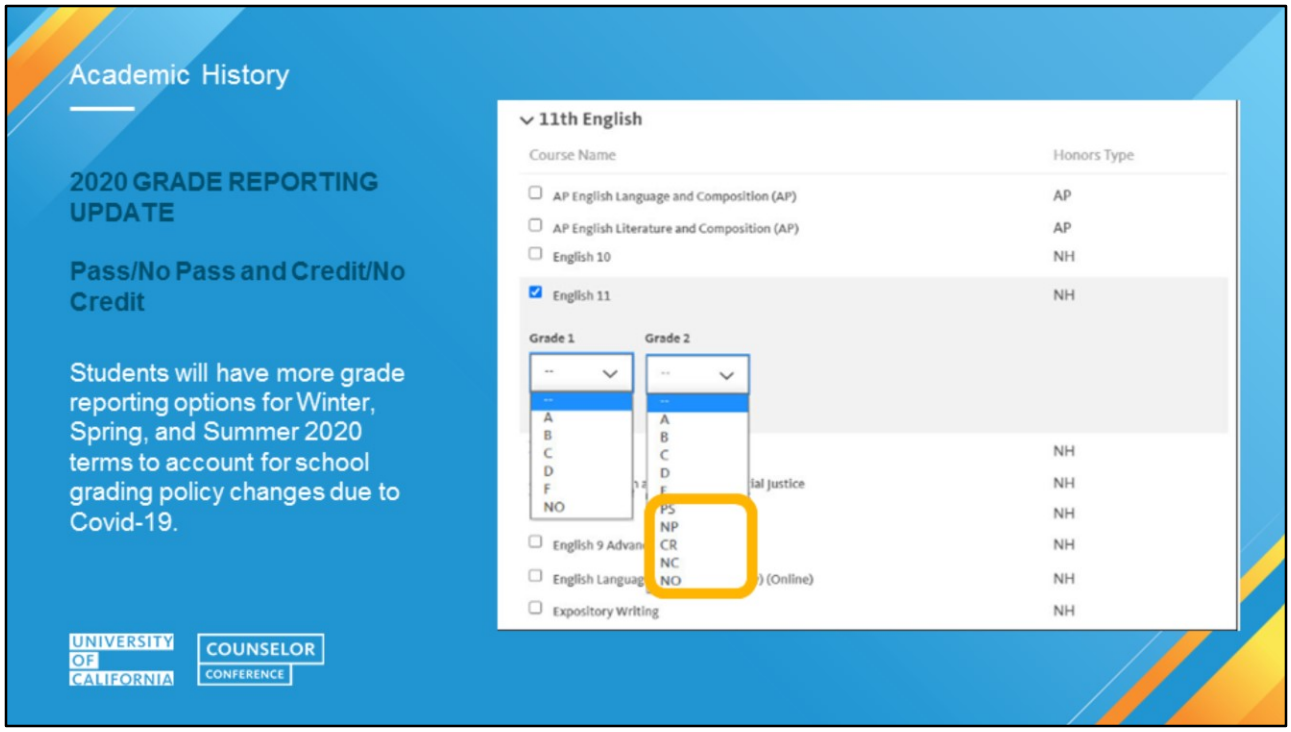


High School Coursework

•Courses are selected or entered by grade level beginning with ninth grade.

•First select the Subject Area/Course Category of the course to be entered (e.g. English, Math, etc.).

If a student attended more than one high school in an academic year, they'll need to enter courses separately for each school.



If students do not see their courses, and for all students not enrolled in a California high school, courses must be manually entered as they appear on the student's academic record.

•Students will be able to select grades from the drop down menu as always. The example here shows the adjustments for Spring 2020 due to Covid-19. If a student's school used PS/NP or CR/NC grades a student can select them here. For Winter, Spring, and Summer 2020, first year applicants can use Pass or Credit grades to meet A-G requirements rather than the usual letter grade requirement. It's important to note that the student should always report exactly what will appear on their transcript. If the student received a letter grade in one of these terms they must report that grade.

When entries for each grade level are complete, click save and continue.

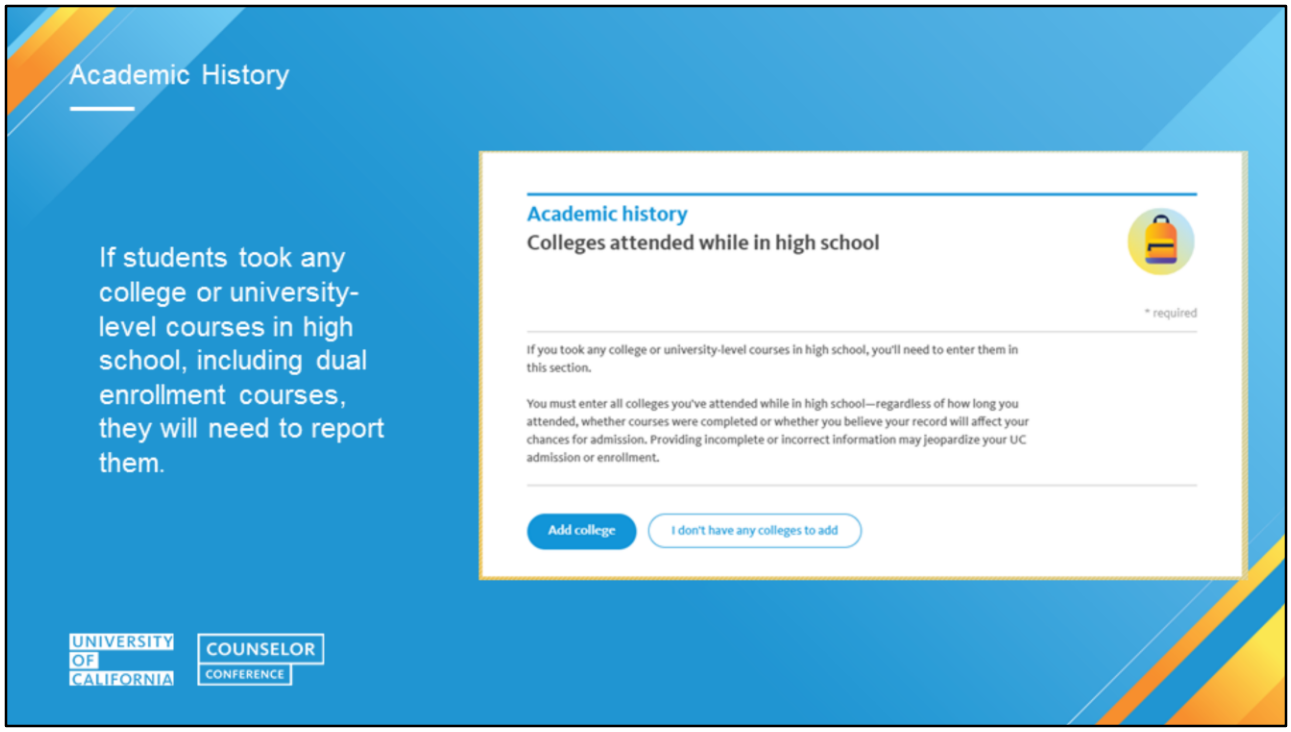
•Repeat this process for each grade level, including 12th grade.

•12th grade course grades will default to "IP – In Progress" and "PL – Planned". If students have already graduated and have senior year grades, they'll need to 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.



Colleges courses taken during high school

•If any college/university-level courses were completed while in high school, add the college information AFTER the high school information.

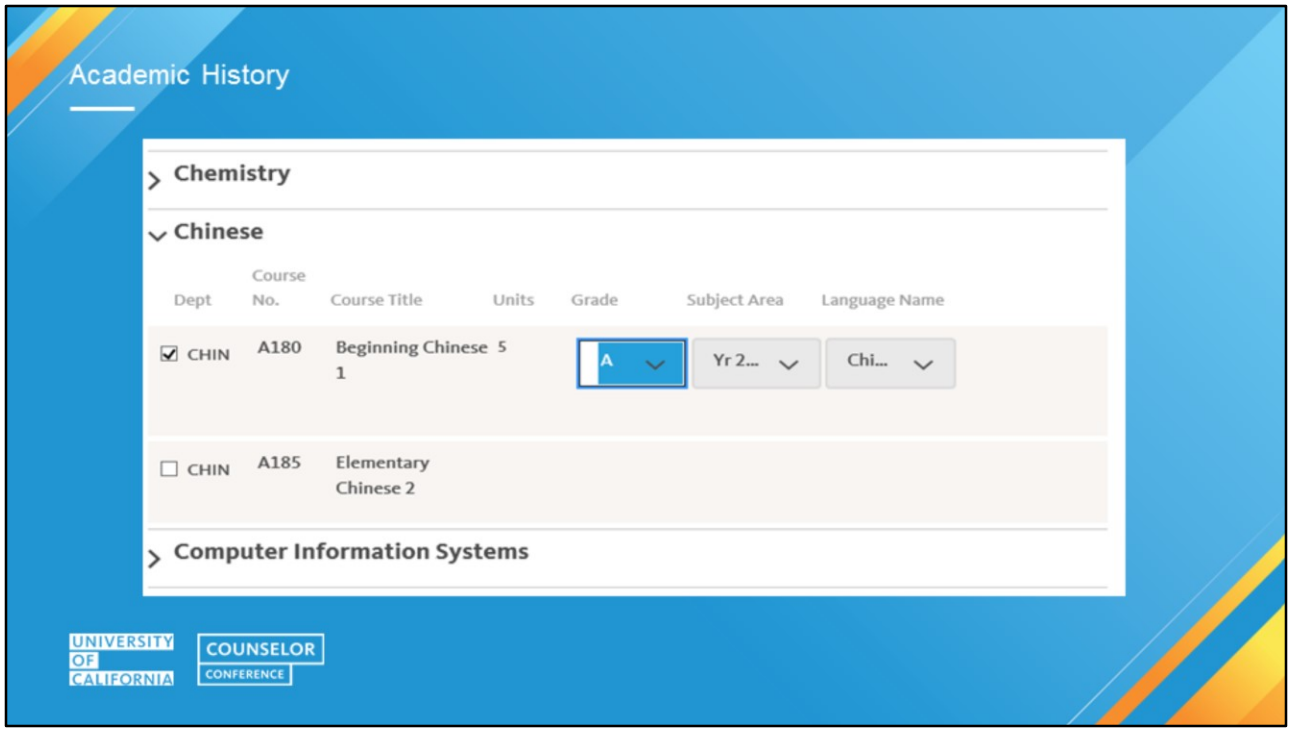
•The process is very similar to entering the high school information.

•Report all college work.

• College courses are college courses, even if they are taught on the high school campus by an approved high school faculty member.

• Students must report dual enrollment college courses under the appropriate college name on the UC application for undergraduate admission. Dual enrollment courses cannot be reported on the application as high school coursework.

• Students who are offered admission to UC will be required to submit an official college transcript for all college courses completed, including courses completed through a dual enrollment program. This is in addition to the final official high school transcript



College courses taken in high school

If courses were taken at a California Community College (CCC), a UC-transferable course list will appear.

•Select the course(s) taken, grade earned (or enter IP for In Progress, PL for Planned courses), and the A-G subject area in which the course fits.

- Note: students need to be sure to select the correct LOTE discipline to ensure the Area E requirement is met. For instance, if SPAN 101 is the course that corresponds to the 2nd level of high school study (per ASSIST), the student needs to report the discipline as LOTE Level 2, even though it may be the first semester of Spanish at that community college.

•Non UC-transferable English and math courses can also be reported in this section of the application, but will need to be entered manually.

•If there are other CCC courses that are not UC-transferable, report them in the "Other coursework" area later in the application.

•**IF** college/university courses were not taken at a CCC, enter each course and grade earned as it appears on the official academic record from the college/university attended.

Students must enter all UC-transferable, as well as non-transferable English and

math, courses taken in A-G subject areas; missing/inaccurate information may be viewed as falsification and result in cancellation of the application.

Test scores

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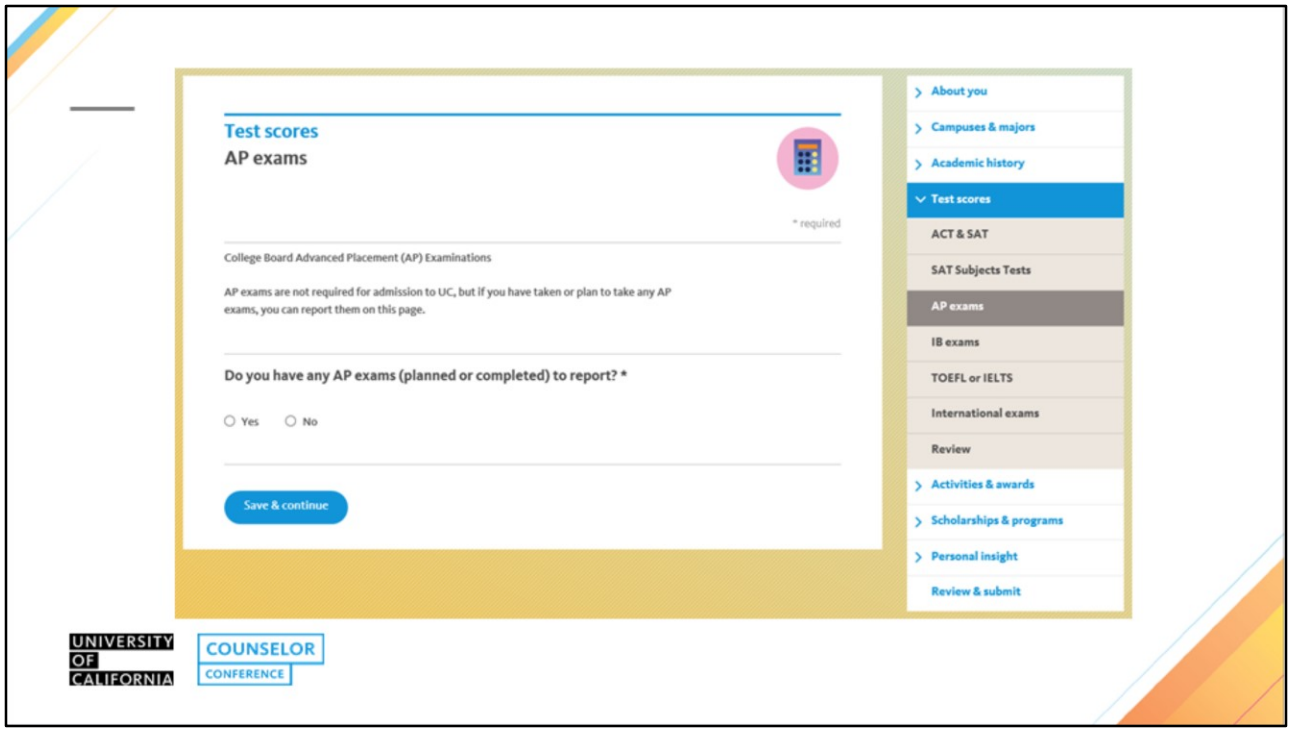

The Test Scores section has multiple sections for the various exams students might present.

Official scores for any tests reported in the application are not required unless a student is offered admission.

- **SAT Subject tests**: Are not required but may be considered for specific programs at some campuses as an additional piece of information during the review process.
    - SAT Subject Test Recommendations can be found at: https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/exam-requirement/sat-subject-tests.html

Advanced Placement & International Baccalaureate Exams:

- Scores can demonstrate academic mastery in individual subjects and can be used to satisfy freshman admission subject requirements not satisfied with coursework.
- Scores must be self-reported on the application. Students shouldn't worry about "low" scores, UC treats them as neutral but does acknowledge an attempt was made.
- Official AP/IB scores are **not** required until *after* a student has accepted an offer of admission; students should not send scores at the time of application submission.

TOEFL/IELTS Exams:

- Official **TOEFL** scores can be submitted to ONE UC campus and the scores will be shared with all campuses to which the applicant applies. **NOTE**: IELTS scores must be sent to each campus.
- **Official TOEFL/IELTS score report must be submitted no later than January.**

The Activities & Awards section of the application is an important and critical part of our comprehensive review process.
That's why we have an entire session dedicated to this section alone:

- Outside the classroom: How to maximize the Activities & Awards section, September 10, 2-2:45 p.m.

Don't forget: if you can't join the live webinar on September 10, you'll have access to the slides and recording of that session after the Counselor Conference has concluded.

Scholarships & Programs

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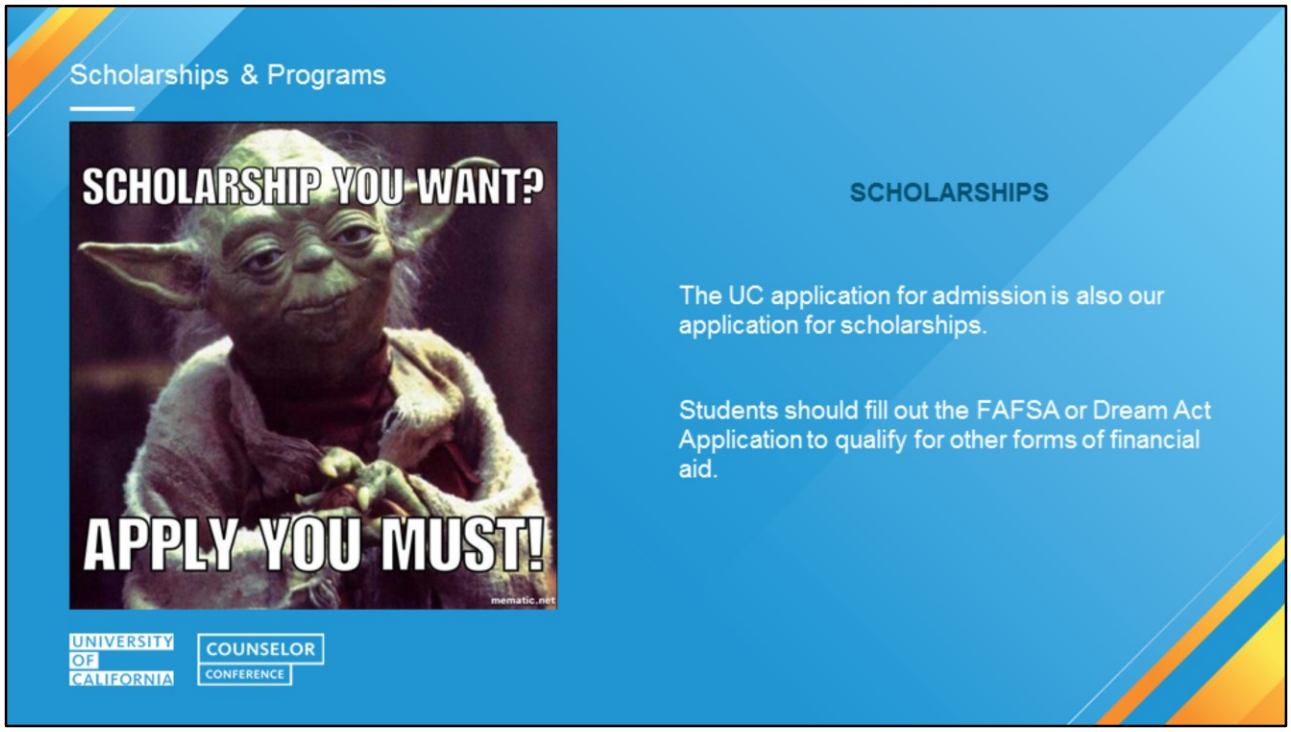
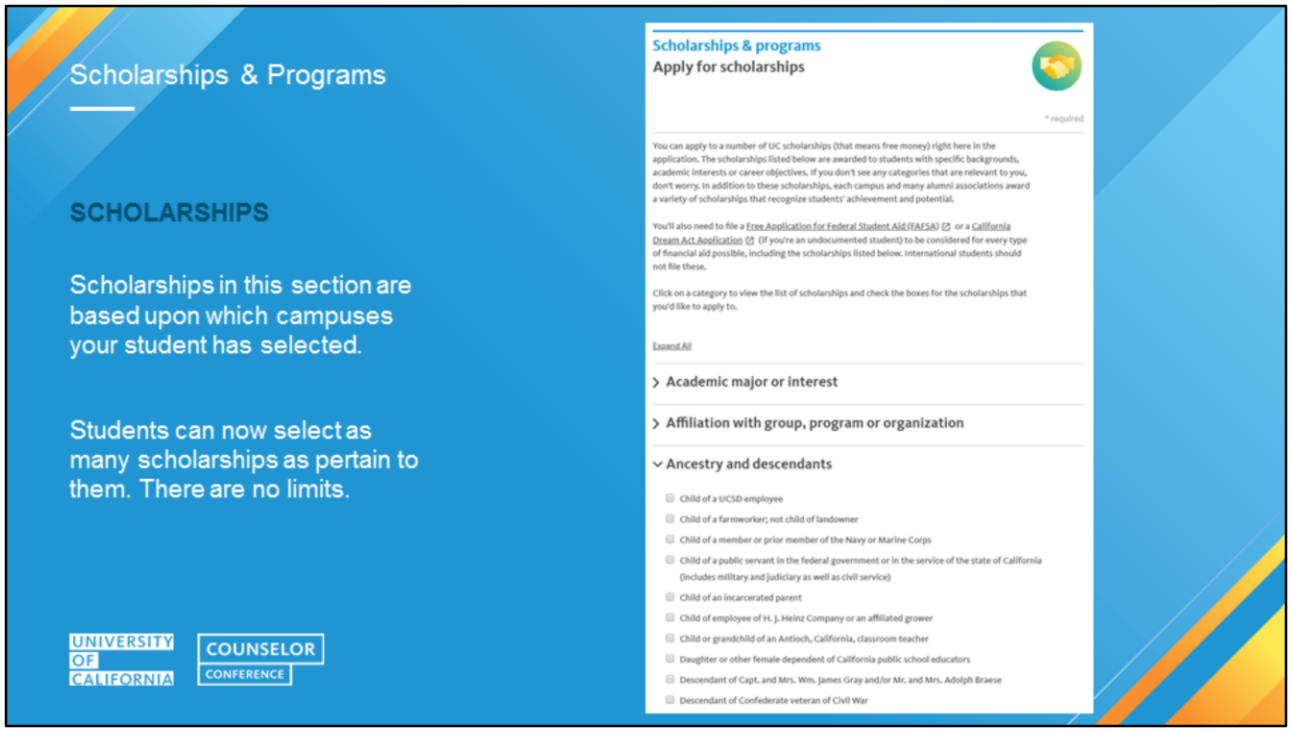
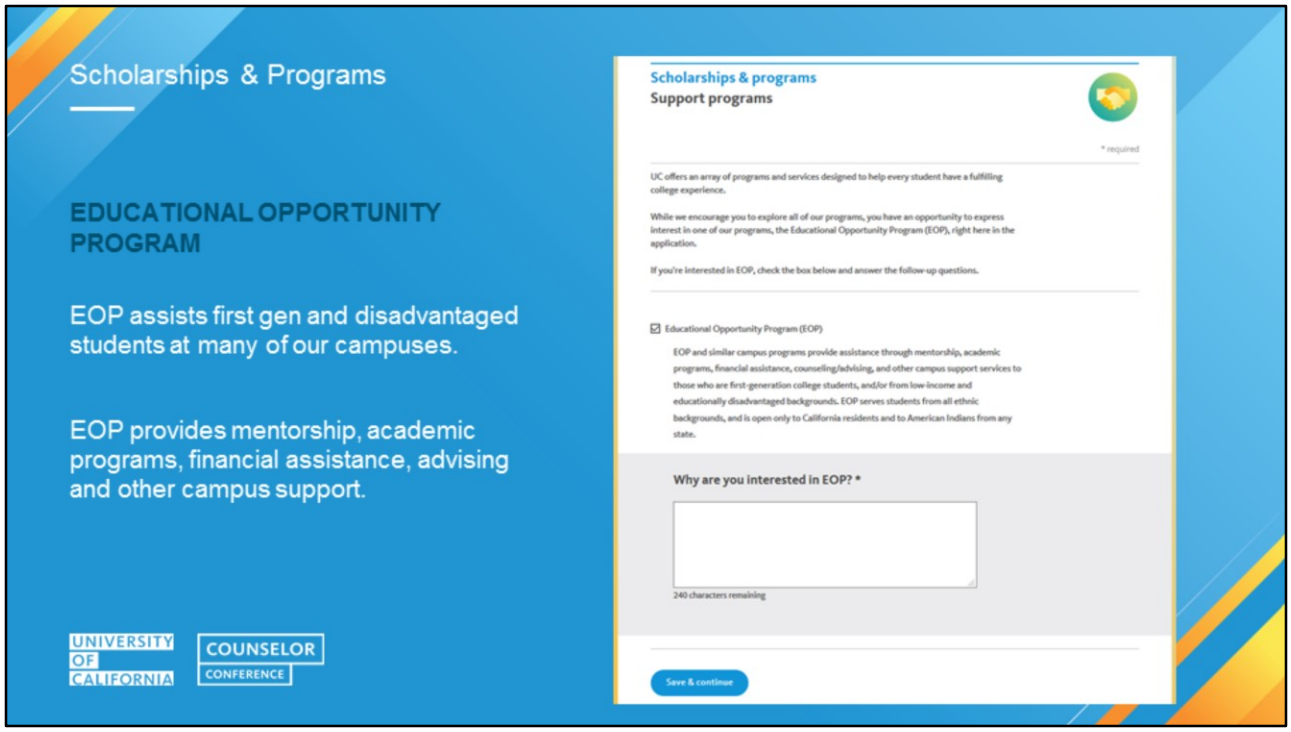


The UC application for admission is also our application for our scholarships.

However, students should also fill out the FAFSA or Dream Act Application to qualify for other forms of financial aid. The Middle Class Scholarship requires a FAFSA/Dream Act application.



Our application for admission is also our application for scholarships. Student may select all scholarships that apply to them. There are no limits on scholarships that they can request. They should click through all of the categories.



All of our campuses offer either EOP or a similar program with a different name. If your students are interested in the Educational Opportunity Program (EOP), which provides support services while they're enrolled at UC, they'll need to check the box on this page and provide a brief statement about why they're interested in the program.

As with Activities & Awards, the PIQs are an essential part of the application that can provide additional context for a campus's comprehensive review.
Because the PIQs are so important, we have an entire session dedicated just to that topic:

- Utilizing the PIQs, September 9, 2-3 p.m.

We will not discuss the PIQs in this session, but please join the live webinar on September 9th or access the recording and slides after the conference has ended.

Review & submit

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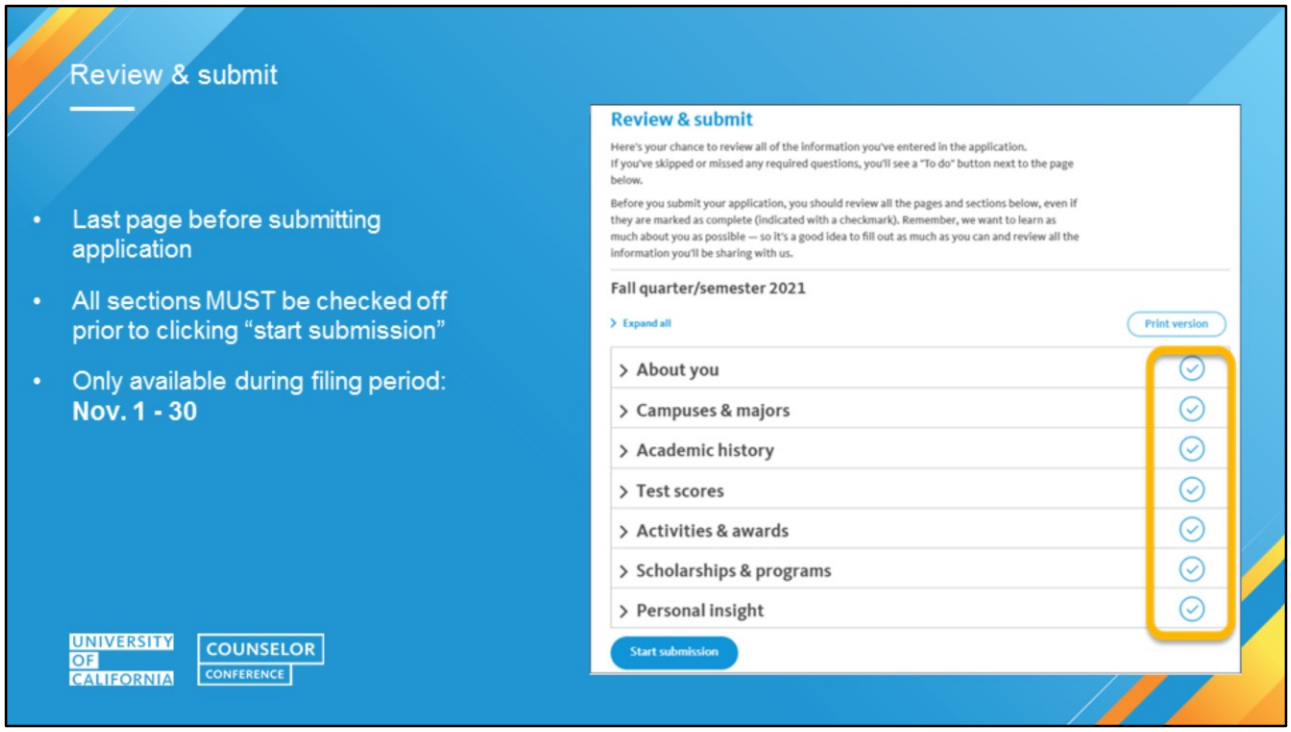
After all sections have been completed, students can begin the review and submission process. They should make sure they've filled out everything correctly to avoid any issues and present the best story possible!

Maya Rudolph is a UC alumna (UCSC)!

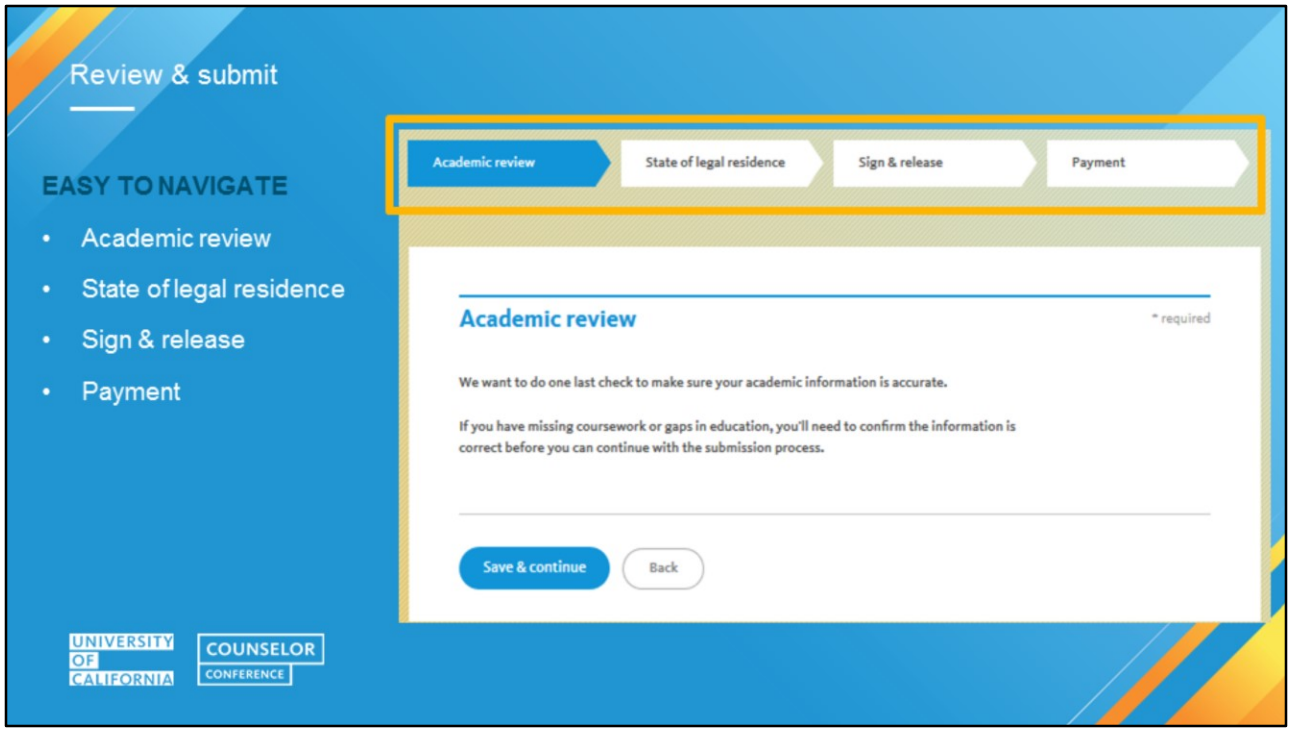


Review & submit is the last page before an applicant begins the submission process. Here all sections must be checked off prior to clicking "start submission". This option is only available during the filing period of November 1 – 30 for the fall cycle.

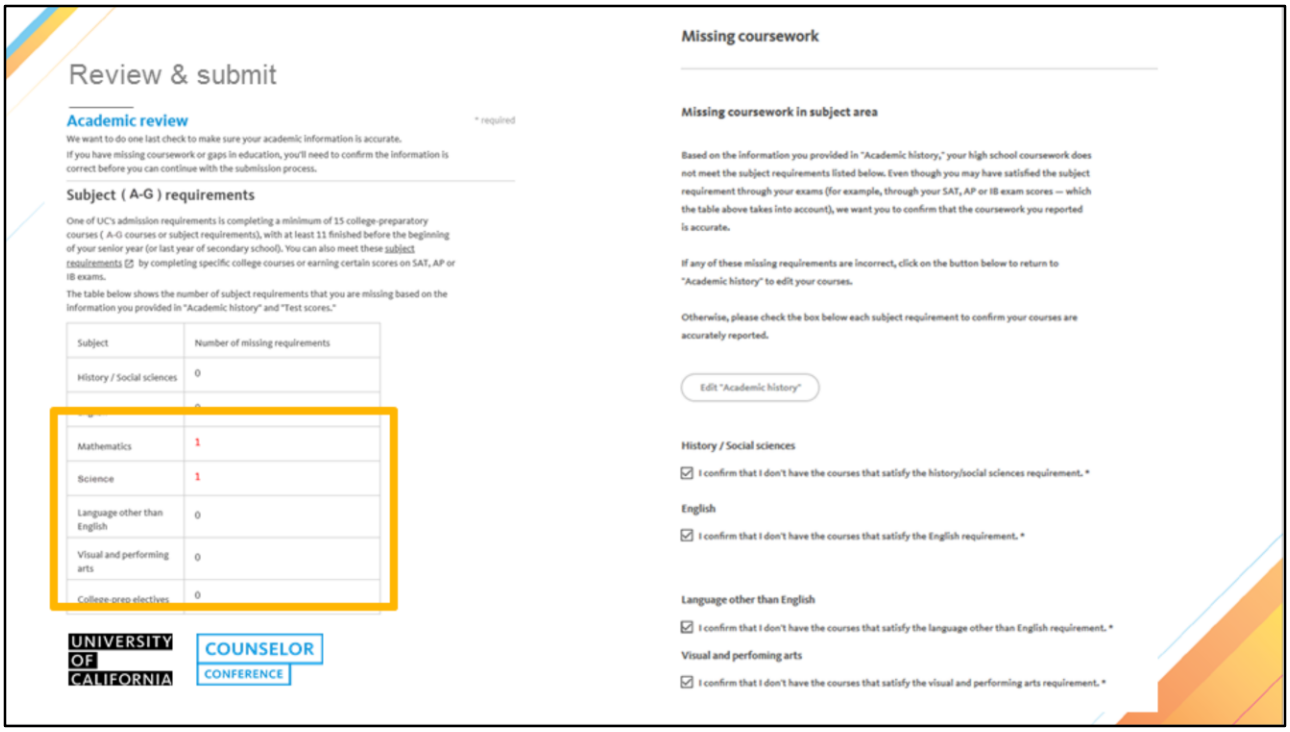
Note: because test scores are optional, the Test scores section will show complete if:

- The student answers "no" to the question about whether or not they want to report ACT/SAT scores; OR,
- The student answers "yes" and reports both the test date and scores received.

- The check marks next to each section indicate whether the section is complete. If applicants do not see a check mark, they can click on that section to reveal what is missing and navigate directly to the incomplete page from there.

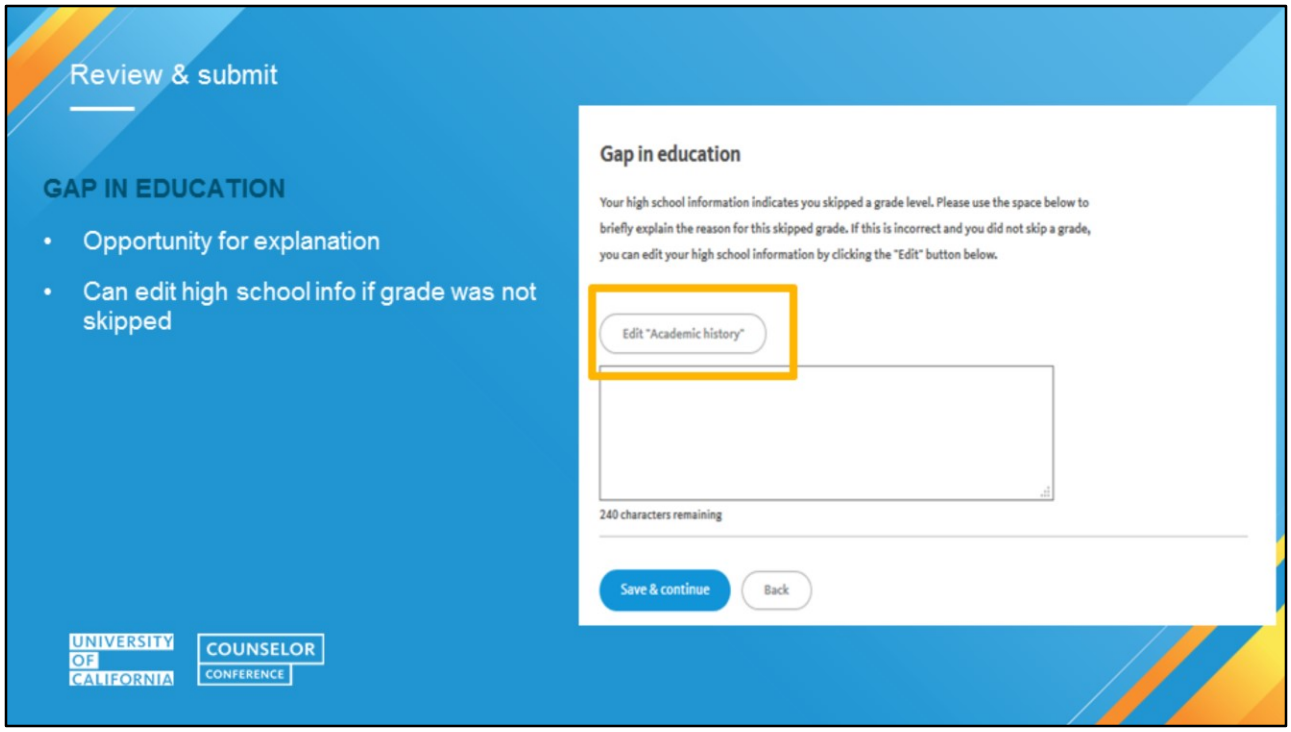


Once all of the sections are marked complete and the start submission button is enabled (during the November filing period), the applicant can proceed to submit the application. There are 4 parts of the submission path – academic review; state of legal residence; sign & release; and payment.



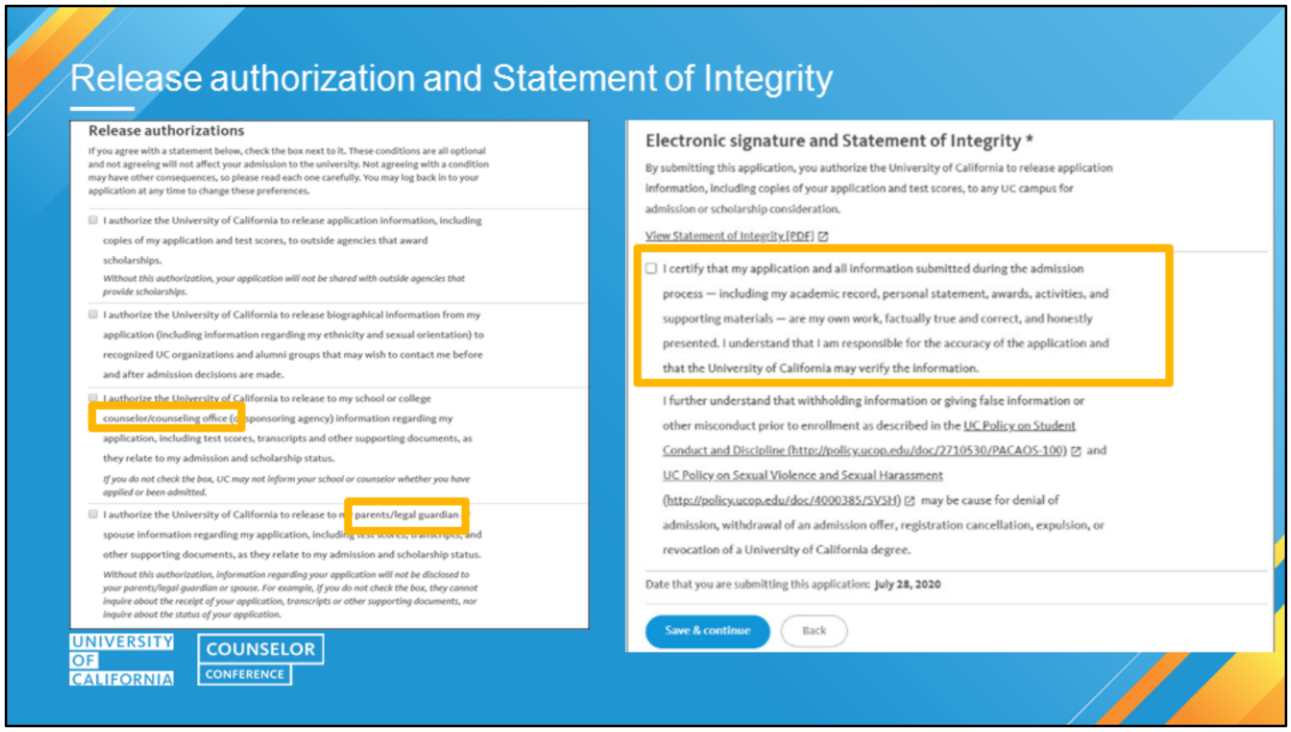
Missing Information

Students will be able to see what is missing on the application after the warning screen. They can click back to the Academic History to fix an errors. If the application is correct, they'll need to click the box confirming that they do not have the courses to meet each missing requirement.



Gap In Education

1. This section designated for students who have skipped a grade level.
2. Opportunity for those students to provide an explanation for the gap.
3. If student did not skip a grade, then he/she can edit the high school info by clicking “Edit” button



Release authorizations and Statement of Integrity

The application cannot be submitted without the applicant's electronic signature and acknowledgement of the Statement of Integrity. This is **NOT** a new process. This will be the same process that occurs every year.

Everything is verified on the UC Application - grades, courses, involvements, etc. A certain percentage of applicants are verified by the UC; students are randomly selected to submit information verifying various pieces of information included in the application (such as completion of specific coursework, involvement/leadership and hours in a particular activity, etc.).

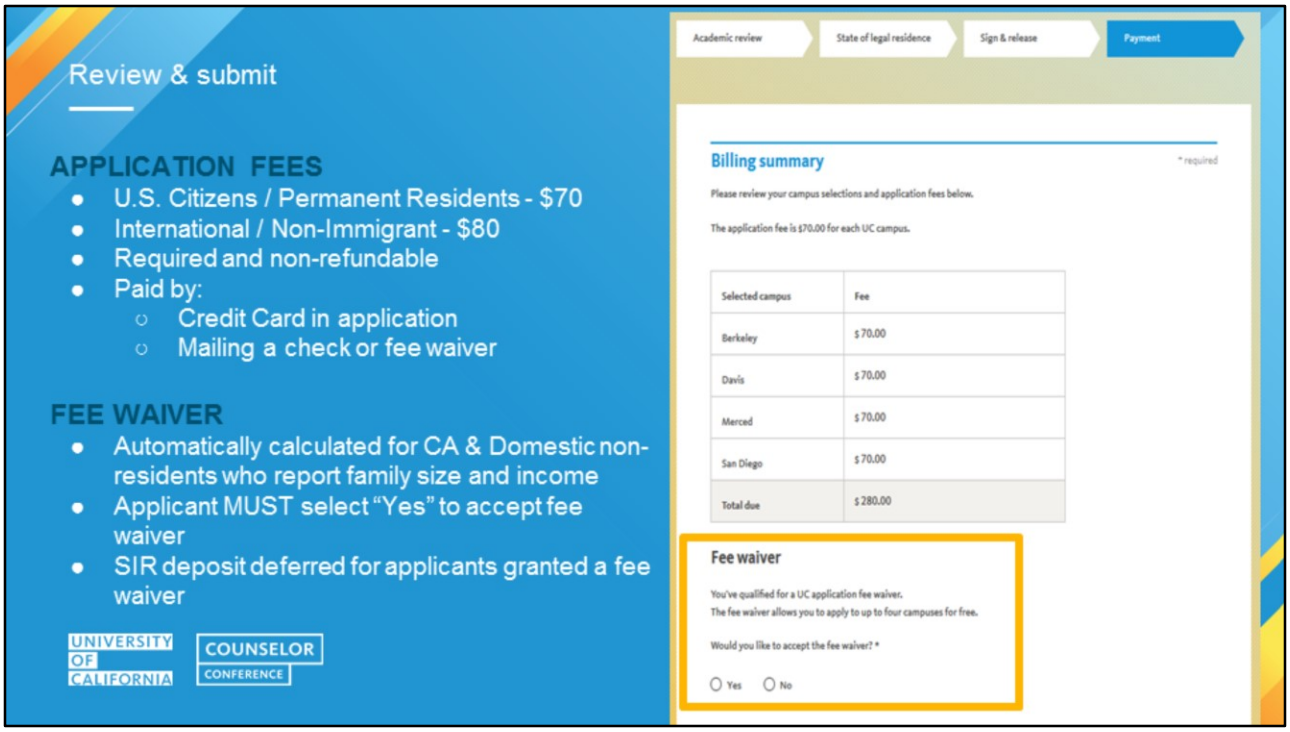
The Statement of Integrity is to affirm that all information in the application is accurate including extracurricular activities and personal insight responses.. **If information is withheld, such as poor grades, or falsification is detected, the application is subject to cancellation.**

Signature Release

- Review and check the release authorizations to share application information with scholarship agencies, parent/guardian, counselors and/or UC organizations and alumni groups. If students have not authorized release of information to their

counselor, UC admissions officers cannot discuss the student's case with you (the counselor).

- Electronically sign and date the application to verify accuracy and acknowledge that the applicant is the author of their personal insight responses.
- The electronic signature also authorizes the release of official examination score(s), if submitted, to all UC campuses to which the student applied.
- Information in the application is subject to verification. If an applicant is selected for verification, non-compliance will result in cancellation of the application and the application fee will not be refunded.



Application Fees:

- For U.S. citizens or permanent resident students, the application fee is $70 per campus.
- For International and non-immigrant applicants the application fee is $80 for each campus selected.
    - If an international or non-immigrant student currently attends school in the U.S., however, they may be eligible to pay the lower application fee of $70 per campus.
- The application tool will advise of the fee amount on this page.

Fee Waiver:

A fee waiver is automatically calculated for California and domestic residents who have reported their family information in About you. The fee waiver calculator is activated from answers about the applicant's family size and income.

- If a fee waiver if granted, ***the applicant must select "Yes" to accept the fee waiver.***
- If an applicant decides not to answer those questions, they *may* qualify for a fee waiver but would not receive one.

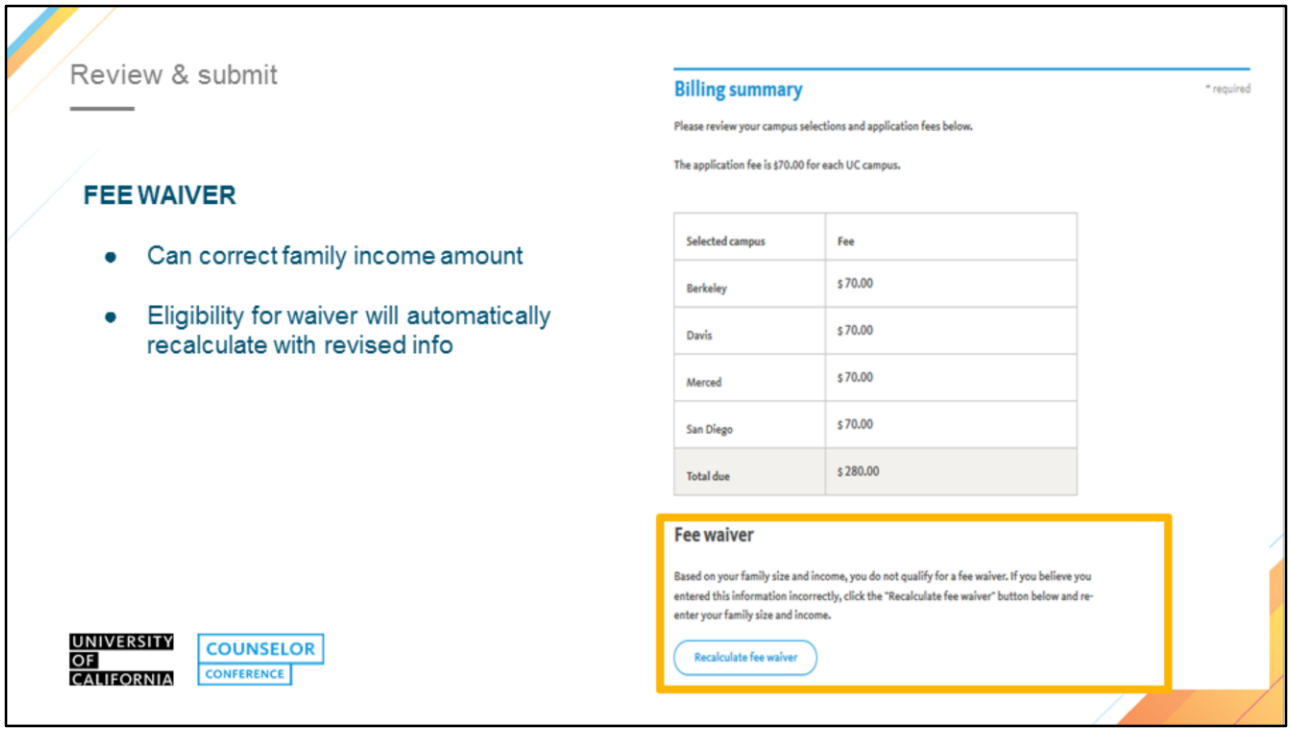
Fee Waiver Eligibility:

- For U.S. citizens or permanent residents or students who have attended a CA high school for at least 3 years, if students meet the low-income criteria used to qualify for free and reduced lunch, they will qualify for a UC application fee waiver for up to 4 campus choices but will be responsible for payment for any additional campus(es) to which they choose to apply.
- Students in California on a visa are not eligible for the UC application fee waiver.
- UC also accepts the College Board, ACT or NACAC fee waiver. Only one waiver

may be used for a total of 4 campuses.

Payment:

- Application fee payment is required and non-refundable.
- Payment may be submitted by credit card in the application tool; **or** by mailing a check or fee waiver if a student didn't qualify for the UC application fee waiver but meets criteria established by the waiver provider.



If the applicant makes a mistake on the family income amount, they can correct the information with an ‘edit’ button; eligibility for the fee waiver will automatically recalculate with the revised information .

Post-submit

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Post-submit

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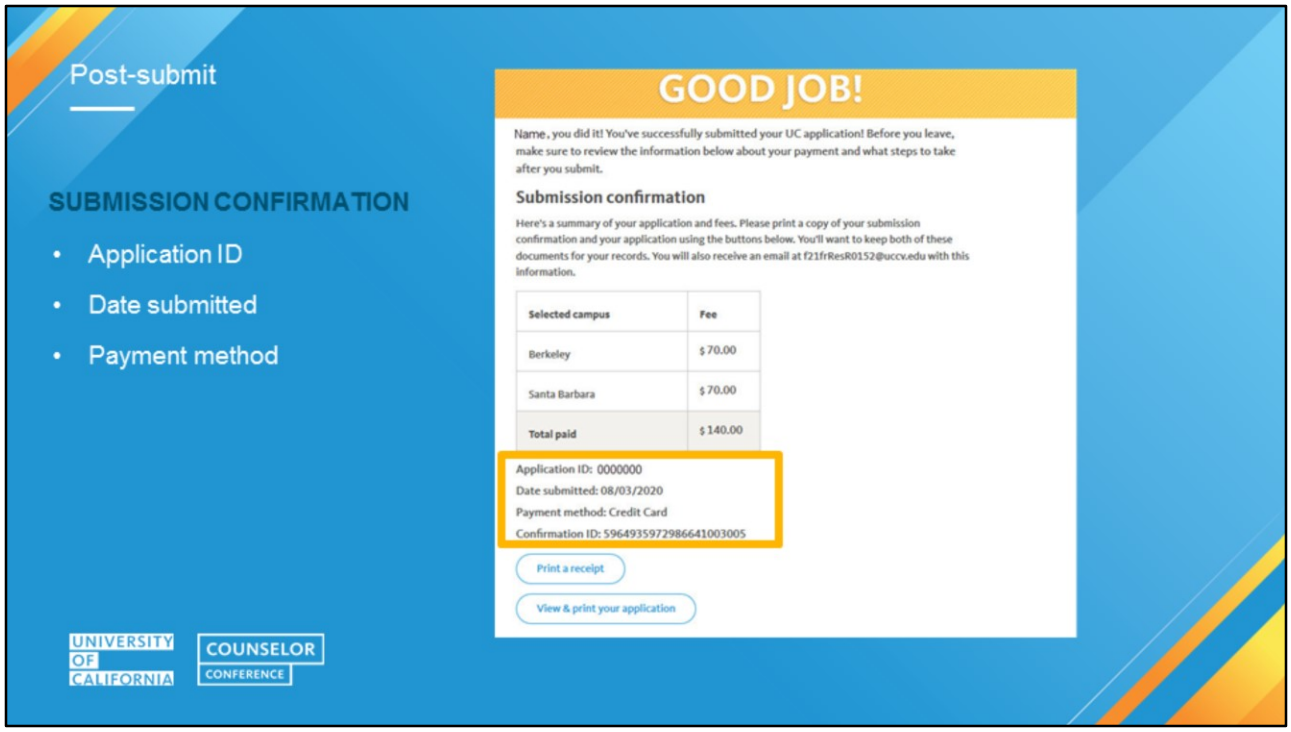
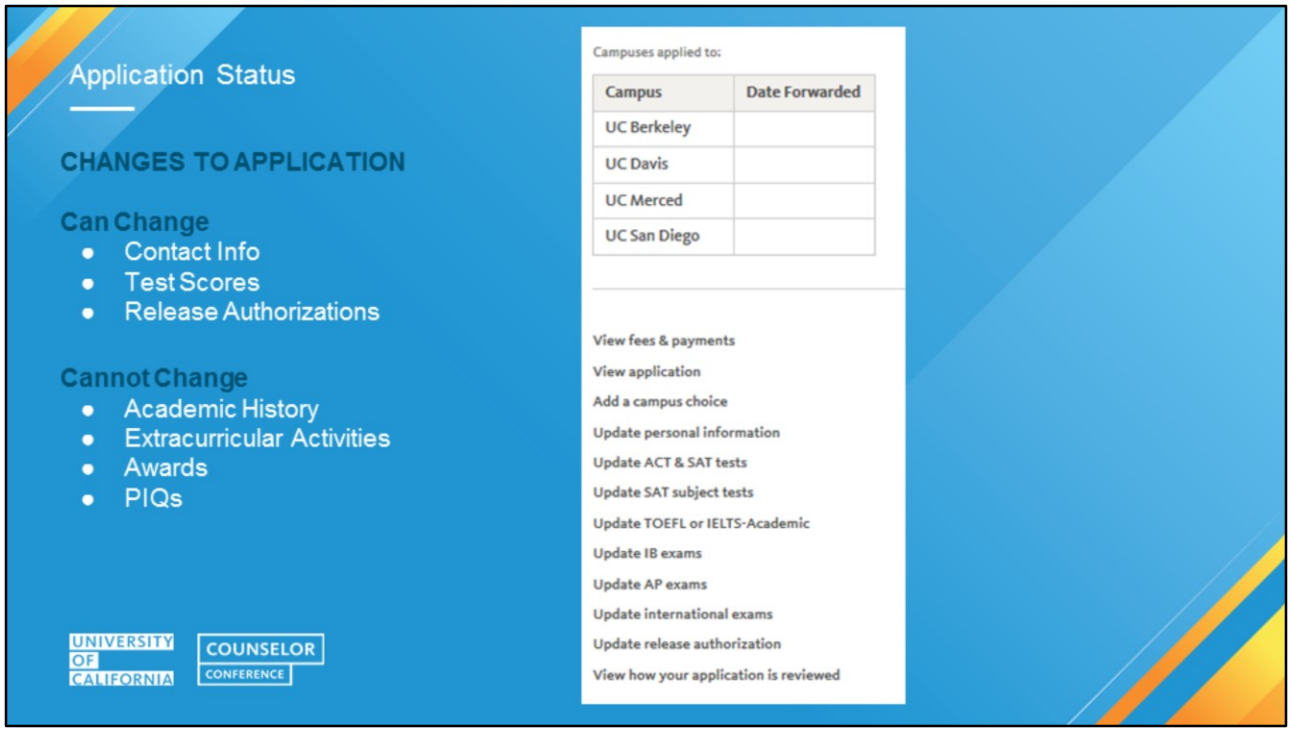
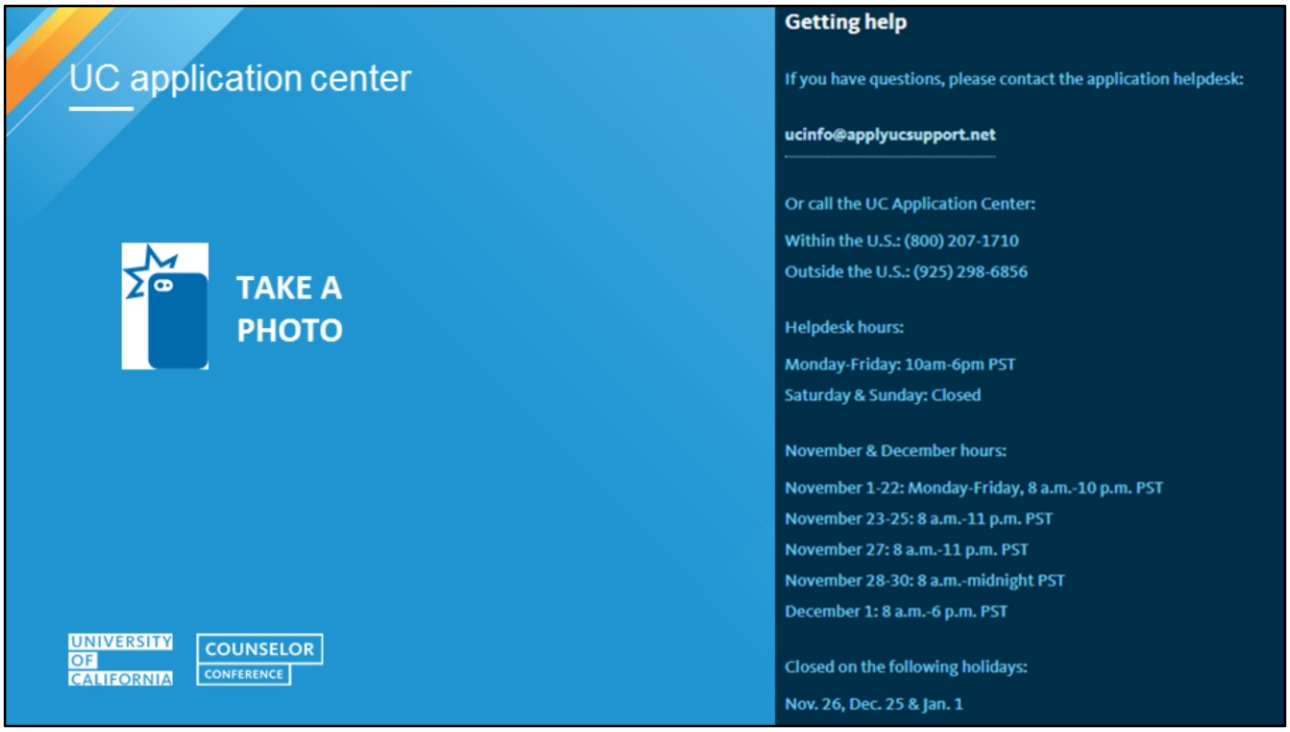
Congratulations! Your students submitted their UC application. What are the next steps they need to take?



Students should keep their application ID in a secure place, as this will be used throughout the admission process, including decision release occurring in the spring. This screen will show the complete list of campuses applied to, fees, fee waiver, application ID, date submitted, and payment method.



After submission, anytime an applicant logs back in they will land in “application status”. Here is where they can see a summary of the campuses applied to, pay any remaining fees due, view and print a pdf of their application, add a campus choice (before Nov. 30) and update a few pieces of information including their personal info and test scores. Note that students who choose to share test scores should self-report their scores no later than the end of December. Additionally, if the applicant clicks on View how your application is reviewed – they will see information about ELC or the Top 9% statewide index.



Best way to contact the UC Application Center is via email or phone.

All of this information is on the Application Login page; contact information for the Application Center is also found on every Help page in the application.

Do you have questions?

We've got answers!

UNIVERSITY OF CALIFORNIA COUNSELOR CONFERENCE

Resources

Admissions website:

https://admission.universityofcalifornia.edu/

Information on applying:

https://admission.universityofcalifornia.edu/how-to-apply/applying-as-a-freshman/

Freshman admission requirements:

https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/

Counselor website:

https://admission.universityofcalifornia.edu/counselors/

COVID-19 FAQs:

https://admission.universityofcalifornia.edu/response-covid-19.html

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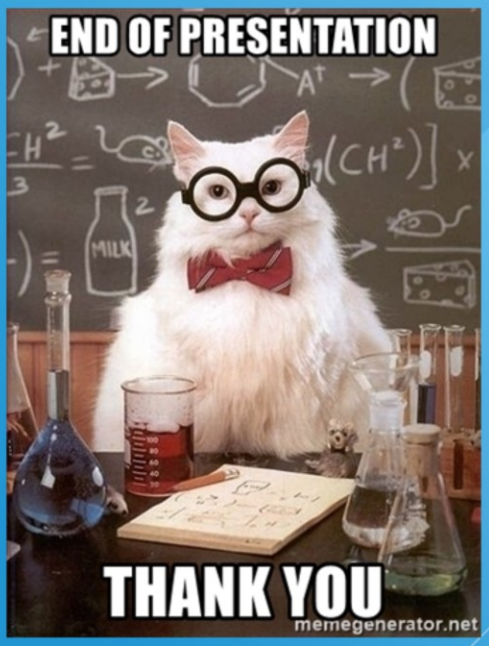
THANK YOU



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