

Tips For Completing the UC Application Online – 2011
Apply Nov. 1 – Nov. 30th* 2011 on www.universityofcalifornia.edu/apply
* application opens Oct. 1

General Information:

Settings

- Note that if you create a user name and lose it, you must start from scratch.
- Be sure communications are not being routed to your junk-mail email folder; I suggest a dedicated email account for college communications.
- **Navigate using the application system's action buttons and not your browser's** to avoid losing work or timing out after 30 min. of "inactivity".
- Turn off pop-up blockers!

Tracking

- You can complete the application sections in any order you wish. Use the tabs at the top of the page to select a section to work on. Once you've started a section, the color of the tab will change to dark grey.
- There is a "Questions?" section with topics relevant to the step you are working on within a section of the application. Click on the topic to get a brief explanation of the task you're working on.

START YOUR APPLICATION

- You are applying for the Fall 2012 term.
- Even if you've taken lots of community college courses, you are applying as a freshman applicant. Make a classification mistake and you'll need to start all over!
- If you will apply for need-based financial aid, we recommend you enter your Social Security Number on the application.

CAMPUSES AND MAJORS

- Apply to all the campuses desired.
- Select majors. If a major is listed as "closed", do not be alarmed; it is not open to freshmen (either it's only transfer students or has been discontinued).
For more information about selective majors and if campuses admit by major, see "UC Campus Policies and Procedures for Evaluating Freshman Applicants" in Naviance; from the Home page > Document Library > CSU and UC Information folder

SCHOLARSHIPS

- Select scholarship eligibility criteria; a maximum of 16 are allowed.
- Check both UC-system scholarships by characteristics and also click the "Undergraduate scholarships" link to check individual campus scholarships. Don't forget to submit supporting

documentation separately, if required.

ABOUT YOU

Students applying for EOP (Educational Opportunity Program which provides academic support and scholarship for low-income, first-generation college students) should write a brief statement to explain why they think they need additional support and how it will help as they transition to college. The family size and income information you enter in the next few steps will be used to determine your eligibility for this program (as well as eligibility for an application fee waiver); **be sure to enter this information accurately!**

ACADEMIC HISTORY

- Paly is on the semester term system.
- List 7th/8th grade courses in Math and Foreign Language, if appropriate. If you've forgotten the grades you earned, one of the counselors, college advisors, or the Registrar can look them up for you.
- Be sure to select "Palo Alto *Senior* High School" to access the list of approved A-G classes for our school. If you've taken classes elsewhere, be sure to add the appropriate school before entering those classes.
- You must report classes taken at every school you've attended since 9th grade—and well as include classes in which you are currently enrolled and have planned for Spring semester. Have copies of all transcripts in hand to accurately report information (dates, term type [we have semesters at Paly], course designation abbreviation) from high school classes, community college classes, summer school, and online classes.
- When entering grades, be sure to choose "NO" (for 'no course') for the respective "blank" semester grade of a one-semester class. Also, use "IP" for courses 'in progress' and "PL" for those 'planned'.
- If you repeated a course, you must report both occurrences. Failure to report all classes taken from all schools will jeopardize your enrollment after you accept admission.
- If you took any college courses, add the college and courses in Step 3. If you took the course during summer, list a course taken the summer after 9th grade as part of 10th grade; list a course taken after 11th grade as part of 11th grade. Don't worry if you have both 9th grade summer courses and 10th grade summer courses both listed as 10th grade; the dates of the courses will be different. Entering the information this way is important for the computer to accurately compute your UC GPA.
- Your California SSID (State Student ID) # is printed on your transcript.
- If you have been designated by the UC as Eligible in the Local Context, you will have received a letter; enter the ELC # in the application. There are several campuses that guarantee admission to ELC students. See the "Fall 2012 Application Cycle Update" section below for more information.
- In this Additional Comments section, it is appropriate to explain something about your academic record. For example, you might want to explain if you chose not to continue to take a course in a subject area (e.g. foreign language) due to a conflict with the offerings in the school's master schedule (e.g. there is only one section each of Theater 4 and Japanese AP and they're offered during the same period).

ACTIVITIES AND AWARDS

- For the Coursework Other Than A-G step, enter other coursework taken (e.g. career/vocational education courses [e.g. Work Experience], yearbook, student government, etc.). You are limited to 5 entries.
 - For the next several steps, you'll need the dates and hours you've performed each kind of activity; in addition, you'll need to provide a brief description. Include work experience (even babysitting) as well as religious activities.
 - Describe your level of involvement in an activity if it's not a defined role like "treasurer" (e.g. key contributor). For theater, rather than the name of the role you played, specify if it's a lead or supporting role.
 - For awards, specify if it's a school, regional, state, or national award (i.e. Presidential Service).
 - If a club name is specific to a specific school and not obvious, give a brief description.
- You are limited 5 entries for each kind of activity.
- In the Educational Prep Programs step, enter any special programs (college-prep or subject-specific) or internships/research you've participated in (e.g. AVID, Focus on Success, Foundation for a College Education).

TEST SCORES

- Enter test scores and dates (taken and planned). Include all SAT Subject Tests taken, not just the two with your best scores. **If you're taking a December SAT or ACT test, you can update your application with the scores, once they are received.**
- **You must request that the testing companies (the College Board or ACT) send official test scores to each campus to which you apply or you can authorize the release of your application information with other campuses** (there is a selection you make in the Review and Submit section in the Affidavit step). **If you do so, then, official SAT score reports sent to any one UC campus will be funneled to the UC Office of the President and shared with other campuses which can save you money!**
- Despite Score Choice, the UC requires scores from all tests taken.
- It is not necessary to send official AP test scores since these are not required for admission; save your money and simply self-report your scores. Once you're admitted and decide to which college you will matriculate, official AP scores should be requested.

PERSONAL STATEMENT

- You have 1000 words to use across 2 writing prompts; write at least 250 words for one of the responses.
- If you exceed the word count, the text will be cut off. You won't receive an error message until after you submit—and even then, only on the summary page—at which point it's too late to make changes!
- **Typing is not an "activity", so don't compose your responses online because the system will time out.** Write responses using word-processing software, then cut and paste the text into the application.
- Follow directions for formatting very closely.

- Visit <http://www.californiacolleges.edu/admissions/university-of-california-uc/personal-statement.asp> for a tutorial to help with the personal statement. View these essays as a personal interview on paper—not a creative writing assignment or writing sample. Be sure to respond to all parts of the writing prompts. The focus should be on you. Use concrete details to support your writing.
- This “Additional Comments” section can be used to indicate special notes (e.g. name changes, citizenship/visa issues) or other background/contextual information you think would be helpful for the UC know about you. Think of this section as the opportunity to have an extra 10 minutes in an interview; what else do you want the UC to know about you?

REVIEW AND SUBMIT

- Review the progress and information for each application step on the summary page carefully. You can expand to view the entire application, and print it, prior to submitting your application.
- Don't forget your “electronic signature”.
- **You can request a fee-waiver for applications to 4 campuses.** The system will use the information about parent income, family size, etc. entered earlier in the application to determine eligibility. If you used a fee-waiver for an SAT, you can also mail in a College Board application fee-waiver; see a college advisor for more information. If your request is denied and there are special circumstances you need to explain, don't enter credit card information, but ask for a bill and send a letter instead of a check payment; do this promptly so that your application does not remain “incomplete” for lack of payment!
- Print and keep a copy of your receipt with your application ID #.
- If your academic information changes after submitting your application (e.g. dropping or changing classes), you must contact each campus to notify them.

OTHER

After you apply, most UC campuses will send you an email with information about how to logon to one of their websites so you can track your application status. This is vitally important because any messages with requests for more information will be communicated through these websites. So, check email often and be sure messages don't get lost in your SPAM folder.

*** We strongly recommend you submit your applications before Thanksgiving** as the closer we get to the November 30 deadline, the application system's network slows down dramatically as it gets overloaded by applicants; you don't want to risk losing information on your application or being unable to meet the deadline. Last year 40% of the applications submitted to the UC system were received the last weekend in November!!

Web and Phone Resources

- Online Application: www.universityofcalifornia.edu/apply
- UC Application Center: ucinfo@ucapplication.net; 800-523-2048

Other

- UC Virtual College Fair: Thursday, October 6, 12 p.m. – 12 a.m. PDT, at http://www.collegeweeklive.com/en_CA/guest/app-agenda

- University of California StatFinder presents detailed data on undergraduate admissions, enrollment, persistence and graduation at the University of California. Summary data on financial aid is also available: <http://statfinder.ucop.edu/>
- UC Campus Policies and Procedures for Evaluating Freshmen Applicants: Naviance > home page > Document Library > CSU and UC Information folder
- Freshman Selection by Campus: Each UC campus designs its own method for evaluating the 14 factors considered in selection. For the most current information on how each campus selects its freshmen, visit these websites:
 - Berkeley - <http://students.berkeley.edu/admissions/freshmen.asp>
 - Davis - http://admissions.ucdavis.edu/admissions/fr_selection_process.cfm
 - Irvine – http://www.admissions.uci.edu/admissions/admission_requirements.html
 - Los Angeles - http://www.admissions.ucla.edu/Prospect/Adm_fr/fradms.htm
 - Merced - <http://admissions.ucmerced.edu/selection>
 - Riverside - www.My.UCR.edu/admissions/paths.aspx
 - San Diego - <http://www.ucsd.edu/prospective-students/freshmen/eval-process.html>
 - Santa Barbara - http://www.admissions.ucsb.edu/SelectionProcess.asp?section=selectionprocess&subsection=reviewprocess&selectiontype=prospective_freshman
 - Santa Cruz - http://admissions.ucsc.edu/apply/freshman_guide.cfm

Fall 2012 Application Cycle Update

- Students who have a 3.0 UC GPA and have taken the SAT or ACT, and have completed 11 of the 15 minimum required year-long UC courses by the end of junior year, are eligible for application review at the UC. This worksheet can help you determine your UC GPA and course completion: http://paly.net/college/Compute_Your_UC_Grade_Point_Average.pdf
- Students whose GPA and SAT/ACT scores place them on the UC Admissions Index are guaranteed admission someplace in the system (not necessarily the campus of your choice so you still need to apply broadly to campuses with a range of selectivity). Perform the calculations described on the UC Admissions Index to check if the guarantee is applicable: <http://www.universityofcalifornia.edu/admissions/freshman/california-residents/admissions-index/index.html>
- There will not be referrals if you are not admitted to any of the campuses to which you applied; so if you meet the Admissions Index criteria, you should apply to UC Merced to take advantage of the guarantee.
- Selective majors:
 - UCR's science majors and studio art majors are more selective
 - UCSD's impacted majors are: bioengineering, bioengineering biotechnology, aerospace engineering, and mechanical engineering
 - UCSB encourages you to declare engineering as a major if you're considering it because it's hard to declare it later due to specific course sequencing
 - UCB recommends those who declare chemistry as a major to have taken AP Chem or a community college chemistry class

For more information, see "UC Campus Policies and Procedures for Evaluating Freshmen Applicants": Naviance > home page > Document Library > CSU and UC Information folder

- Waitlists will be used again for this application cycle. Students offered a spot on a waitlist need to opt in if they want to be considered.
- Only UC Merced will guarantee admission to students who are designated ELC eligible (if you're ELC eligible, you'll be notified by the UC after applying) and apply to the campus.