

Tips For Completing the UC Application Online - 2008

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 40 min. of "inactivity".
- Turn off pop-up blockers!

Tracking

- As you complete a step, there is a check box inventory to remind you that the task is done. Be warned that partial-completion may result in a checked box. You can complete the application sections in any order you wish.
- There are "show-me how" icons you can click on to get a brief explanation of the task you're working on. Alternately, you might want to do a tour to understand how the entire application works. Check the FAQs for help too.

STEP 1: Personal Information

- California SSID (Statewide Student ID) # is printed on your transcript.
- 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!

STEP 2: Campus Choices

- Read an entire list before skipping information. There's lots of scrolling on these pages so don't forget to save. Find and press the SAVE button to move ahead (all action buttons are yellow).
- Apply to all the campuses desired. Check the campuses' alternate major requirements. 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 Your School > Document Library > CSU and UC Information*
- Apply to all the scholarships to the maximum allowed (16). 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.

STEP 3: Family Data

Students applying for EOP (Educational Opportunity Program for low-income, first-generation college students) or fee-waivers will need to provide family size and income information for eligibility.

STEP 4: Academic History

- 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, course designation abbreviation) from high school classes, community college classes, summer school, and online classes.
- 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 change to the appropriate school before

entering them.

- Don't forget to list 7th/8th grade courses in Math and Foreign Language, if appropriate.
- When entering grades, be sure to choose "no course" for the second semester grade of a one-semester class. Also, list courses in progress.

STEP 5: Test Results

- Enter test scores and dates (taken and planned).
- You must request that the testing companies (the College Board, ACT) send test scores to each campus to which you apply.

STEP 6: Activities and Awards

- Select category "Coursework Other Than A-G" from the dropdown list to enter other coursework taken (e.g. career/vocational education courses, yearbook, student government, etc.)
- If a club name is specific to a specific school and not obvious, give a brief description.
- Include all volunteer and work experience (even babysitting) as well as religious activities.

STEP 7: The Personal Statement

- You have 1000 words to spread across 2 prompts; write at least 250 words for one of the responses.
- **If you exceed the word count, you won't receive an error message until after you submit—and even then, only on the summary page!**
- 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.
- Visit <http://www.californiacolleges.edu/admissions/university-of-california-uc/personal-statement.asp> for a tutorial to help with the personal statement.
- The "Additional Information" section should be used only to indicate special notes (e.g. name changes, citizenship/visa issues).

STEP 8: Review and Submit

- Review information for each application step on the summary page carefully before submitting your application.
- Don't forget your "electronic signature".
- If you apply for a fee-waiver, you can only enter information about parent income, family size, etc. once and not make changes—so, be careful! If you make a mistake, don't enter credit card information, but ask for a bill and send a letter with the check 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.

Web and Phone Resources

Online Application www.universityofcalifornia.edu/apply

Online Application Tour www.universityofcalifornia.edu/admissions/apptour

UC Application Center ucinfo@ucapplication.net; 800-523-2048

Application Status <https://www.ucapplication.net.ucap> (use to update contact or billing info)