

Tips For Completing the UC Application Online – 2009
Apply Nov. 1 – Nov. 30th* 2009 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 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.
- 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.

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. Despite Score Choice, the UC requires scores from all tests taken.

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. Later this month, a video entitled, “Writing the Personal Statement”, with advice from UC admissions staff and current students, will premiere. Access the video at <http://www.universityofcalifornia.edu/admissions/videos>
- The “Additional Information” section should be used only to indicate special notes (e.g. name changes, citizenship/visa issues, schedule conflicts that prevented you from continuing a course of study). One or two factual sentences of explanation only, typically.

STEP 8: Review and Submit

- Review information for each application step on the summary page carefully before submitting your application.
- You are encouraged to authorize the release of your application information with all UC campuses. If you do so, then the official test scores sent to any one UC campus will be shared with the UC Office of the President and accessible to all of the UC campuses system-wide. This can save you money!
- 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. You can apply for up to a total of 4 fee waiver requests; requests are reviewed by individual campuses for approval.
- 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)

Other

- UC Virtual College Fair: Thursday, October 1, 9 a.m. – 7 p.m. EST, at www.collegeweeklive.com.
- 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 > From Your School > 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_info/freshmen_admission/fr_adm.html
 - Los Angeles - www.admissions.ucla.edu/Prospect/Adm_fr/FrSel.htm
 - Merced - <http://admissions.ucmerced.edu/future-students/freshman-admission>
 - Riverside - www.My.UCR.edu/admissions/paths.aspx
 - San Diego - <http://admissions.ucsd.edu/dev3/info/comreview.html>
 - Santa Barbara - www.admissions.ucsb.edu/selectionprocess.asp
 - Santa Cruz - http://admissions.ucsc.edu/apply/freshman_guide.cfm

Fall 2010 Application Cycle Update

It is expected that there will be a decline in the number of admission offers (~ 2300 fewer) that will be made system-wide. Even with the guarantee of admission someplace in the system to students who meet UC minimum eligibility requirements, there will be minimal referrals to other campuses if you are not admitted to any of the campuses to which you applied. It is no longer assumed that UC Riverside will be able to accommodate such redirected applications; UC Merced is likely to be the only option until spots there are filled. So, apply broadly to campuses with a range of selectivity. Several campuses will explore the use of a Waitlist as an alternate to (or in addition to) an Appeal after admission decisions are made.