Suzy Fairview, a fictitious Fairview student, is applying to several University of California colleges. The application can be found at University of California application. Use these screen by screen tips to help you navigate through the UC Application. Also see the following links for helpful information:

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1. About You

- The side bar will show where you are in the application and which sections have been completed.
- Hover over blue “i” icon for more information.
- Only questions with an asterisk * require an answer.
- Undocumented applicants have the option to choose “No selection”.

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Providing demographic information does not affect your chances of admission. It is used for statistical purposes only. This page is optional to complete.

NOTE: A student must provide Income and Number of Family Members in the About You section if they are interested in being eligible for Fee Waivers. The Fee Waiver option will not appear unless this information is provided.
You must select a major for each campus you are applying to. Some campuses have “Undeclared” as a major, just as Suzy did below.

If you select a “capped” major, you will be asked to select a “non-capped” alternate major. A capped major is a major that limits enrollment.

If a student chooses a major that requires Supplemental Material for admittance (i.e., UCLA Architecture), a drop down box will alert them, however always check the requirements for your major at the university website.

Also, if a student wishes to double major, they will apply for the 2nd major once enrolled and on campus.
UC San Diego applicants: You must also rank the seven Undergraduate Colleges on that campus (e.g., Revelle, Muir, Warren). UCSD’s College System can provide more information.
While in middle school, if you completed high school level math or a Foreign Language 1 (or higher), you will need to fill this out. You must have received a “C” or better to be considered.

Enter all high schools you attended.
For Fairview, you should mark “International Baccalaureate” and “Other” as specialized curriculum for AP classes. Specify “AP”.

** If in Spring 2020 (due to COVID-19) you chose to receive a Pass/No Pass grade for your classes, add P/NP here also. If you received letter grades in Spring 2020, you will not need to add P/NP to this line. UC will accept any P/NP grades from Spring 2020-Summer 2021.

P/NP classes will not be factored into total GPA.

If you only attended Fairview High School, your start date would be August 2019 and end date May 2023.
For the Academic History section, you will need a copy of your current (unofficial) transcript from Infinite Campus. You will essentially be copying your transcript into the application.

Go to Infinite Campus > Reports > Portal Transcript

You need to enter your academic classes (past and present) in the following core subject areas. You will want to maximize the number of classes in these A-G areas (refer to UC's out-of-state requirements):

A. History/Social Science  
B. English  
C. Mathematics  
D. Laboratory Science  
E. Language other than English  
F. Visual and Performing Arts  
G. College Preparatory Electives

For classes that do not easily fit into these categories, or core classes that are one semester long (i.e., Anatomy), you can add these classes to the “Other Coursework” list in the Activities and Awards section. Only list courses once in the application.

Do not list non-academic courses such as PE, study hall, office aide, etc.
For one-semester classes, you should enter a grade of 'NO' for the semester that you didn’t take the class.

Starting with 9th Grade, pick the subject area that best matches your academics. Then write the course name, using your transcript to copy the exact title of the course. Use the codes and abbreviations given, so admissions can match your application to your transcript. You do not need to include the “A” and “B” semester codes for a yearlong class.

Designate the Honors Type using:

- AP, IB, HL (Honors Level) or NH (Not Honors).
- Pre-IB courses should be designated as ‘Honors Level’.
- All other Advanced and weighted classes should be designated as HL (Honors Level), even though they are not designated as University of California Honors classes. UC reps have suggested using this designation.
- In the ‘Additional Comments' box at the end of the Academic History section, explain that you have marked Pre-IB classes as ‘Honors Level' and Advanced classes as ‘HL' because they are weighted classes with an advanced curriculum.

TIP: Enter World Humanities as two semesters of Lang. Arts, and two semesters of Social Studies. Be sure to differentiate between the two entries (L104A World Humanities 1 (LA), L104A World Humanities (Soc. Studies).
For 12th grade, enter classes you are currently taking and intend to take 2nd semester. Current semester classes should be listed as ‘IP’ (In Progress); 2nd semester classes as ‘PL’ (Planned). If it is a one-semester class, be sure to enter ‘NO’ in the semester you will not be taking the class.

UC will accept Pass/No Pass grades for Spring 2020 - Summer 2021, where you do not have an ABCDF grade to enter. You will enter a letter grade for Fall 2019 classes and either a letter grade or PS/NP for Spring class (whichever option is on your transcript). PS/NP classes will not be included in your application GPA.
Use this section to explain any FHS courses you took that are weighted but did not carry an IB, AP, or Honors designation (e.g., Pre-IB, Latin 4, Advanced Physics).
As of May 2021, UC no longer considers SAT or ACT test scores as a factor in its admissions decisions. In light of this change, and the College Board’s discontinuation of SAT Subject Tests, Admission by Examination has been suspended.

Even if you took the SAT or ACT, UC will not consider your scores as a factor in admissions.

UC does not require SAT Subject Tests. However, if you took SAT Subject tests before June 2021, you may choose to submit your scores.

Some UC campuses recommend specific subject tests for certain majors. Check the campus and department websites for the majors you are considering.

Some scores may be used to fulfill A-G requirements or UC graduation requirements.
Enter any AP and IB exams you have already taken or plan to take in the Spring semester. If you have your score, enter it. Be sure to follow up with official scores and send them to the campus where you are enrolling.
5. Activities & Awards

You may enter up to 20 activities and awards, but UC Admissions is looking for quality, not quantity. Include those you plan to do in the Spring semester. You can address activities that were suspended, adjusted, or you had to quit due to the pandemic in the Additional Comments section.

As recommended by Admissions, Suzy selected the ones that are most important to her and demonstrates commitment, responsibility, leadership and most of all, genuine interest.

Suzy included membership of the NHS and an award she received from The Future Business Leaders of America.

Other awards may include National History Day, Science Fair, Music/Theatre, Model UN, Speech and Debate.

AWARDS AND HONORS

For each award or honor, you will need to describe the eligibility requirements for the award/honor (250 characters) and what it took on your part to achieve the award (350 characters).
5. Activities & Awards: Other coursework

A typical semester class is 5 hours/week, 15 weeks/year. A year-long, 2 semester class would be 5 hours/week, 30 weeks/year.

Suzy included Economics as a class she is currently taking that is not part of the previous categories. You can also add one semester core courses here.

Courses to consider are:
- AP Computer Science Principles
- Anatomy
- Philosophy
- Psychology
- Anthropology

There may be other courses in addition to these. A description of the course can be found in the [FHS Course Description Guide](#).
The drop-down list is almost exclusively comprised of California-based programs.

Use the last choice, "Other", to describe a program that is not listed.

Educational Preparation Programs

You may enter programs or activities that helped you prep for college. Examples:
- study abroad programs such as Amigos
- tutoring programs through the Student Achievement Center
- academic support from the I Have a Dream Foundation
- academic summer camps
- research programs
- educational internships
5. Activities & Awards: Extracurricular and Volunteering

**Extracurricular activity**

Include hobbies, clubs, and sports under this category.

**Volunteering**

Include unpaid internships under this category.
It is worth reviewing these categories of scholarships to see if any of the characteristics apply to you. There is no limit to the number of scholarships you can select.

Under “Extracurricular activities & work experience”, there are broad scholarships available for:
- Involvement in athletics
- Participates in extracurricular activities
- Working part-time

Under “School or geographic affiliation”, there is an option for “California born students”.

You will need to file a Free Application for Federal Student Aid (FAFSA) to be considered for any of these scholarships.

See FHS’s FAFSA webpage for additional information.
7. Personal Insight

There may be a time limit for working in each screen, so it is recommended that you compose and save your essays/answers using MS Word or Google Docs, then copy and paste the text into this application.

An entire section of the Fairview Counseling website is devoted to writing college essays. Check it out here. More UC tips on Personal Insight questions can be found here.

Select any 4 of the 8 questions. Responses to each question are limited to 350 words. UC has a helpful how-to video for these essays.

To get started on the writing process, you can use: UC's Personal Insight Questions: Guide for Freshman Applicant Worksheet and in Spanish here. Also in Spanish - Writing Tips.
UC gives you 550 words to describe anything that you have not had the opportunity to include elsewhere in the application. This shouldn’t be an essay, but rather a place to explain unusual personal or family circumstances, or anything that may be unclear in other parts of the application. Can be academic or nonacademic.

Examples:
- Could only take AP classes in my Senior year, because I transferred from a school without AP.
- Due to COVID-19, my sport, activity or immersion trip, etc. was cancelled in my sophomore/junior year. Describe how you pivoted or adjusted your connection to this activity, modified your time or used your time differently.

A chance to review your responses. Double, then triple check your grammar and spelling!
8. Review & Submit

Make sure you are really ready to submit!

If there are remaining items to complete, it will marked as “To Do”.

Double, then triple, check everything using the “Print version” feature to preview your application as an Admissions Officer would see it. If you have time, print the preview and ask a trusted adult to proofread your application before submission.

Relief!

Congratulations!
You’ve completed your UC application. Click “Submit” and have your payment method on hand. You should see a confirmation page indicating the application has been submitted.

Best of luck to you!!