

## **CSU Applications**

### **1. How do I enter my middle school courses like math and language other than English?**

If you took 7th and 8th grade courses taken to fulfill A-G requirements, select the appropriate grade level (e.g. 7th grade, 8th grade). Then, enter your first high school attended in 9th grade and your 9th grade academic year. ([CSU Guidebook](#))

### **2. I took a community college class to meet an A-G requirement, how do I enter the course?**

You do not report dual enrollment courses (college courses taken during high school) within the High School Coursework section. After you've completed your Colleges Attended, report any college courses you've taken on the College Coursework screen. Then, visit the A-G Matching screen after completing College Coursework to report how these may satisfy your A-G requirements. ([CSU Guidebook](#))

### **3. I took a language other than English course in community college but it's only giving me one year credit, what do I do?**

If you take a one-year, LOTE college-level course that qualifies for two years of LOTE credit, add the one-year LOTE course again and select **CR** or **P** (for Pass) for the grade and enter "0.00" for the credits. The two-year requirement is then completed. ([CSU Guidebook](#))

### **4. How do I enter a repeated course?**

CSU defines repeated courses as taking the exact same course with the exact same course title taken at the same school or school district at a later time. **Do not enter the repeated course twice.** If you repeated a course, enter the highest grade(s) earned for the course. If the repeated course is planned or in progress, enter the original grade earned, as well as the planned or in progress course as a new grade has not yet been earned. ([CSU Guidebook](#))

### **5. The honors course I took isn't showing up as honors, how can I fix that?**

The CSU/UC system will give honors credit to courses designated by [UCOP](#) at a maximum of 8 semester (4 one-year courses) points. The rigor of the courses you took are still a part of the application review.

## **UC Applications**

### **1. I made up a D/F grade in credit recovery. Do I need to report the course with the low grade or just the remediated grade?**

Academic History: MUST be accurately reported--all enrollment, every school/college, all courses and grades (even/especially if a course was repeated). If a student accepts an offer of admission, UC requires official academic records to verify the information reported.

- 2. I had difficult circumstances one semester and my grades went down. How will that look to the university? I wasn't able to take a certain class because there was a conflict in the schedule. Will this hurt my chances of getting admitted because the university will wonder why I didn't take the class?**

The "Additional Comments" box in the Academic History section can be used to provide detailed information or explanations about specific academic issues – declining grades, course selection issues, etc.

### **Common App**

- 1. Do I need to send an official transcript to all the schools on my Common App list?**

No. You only need to send one transcript to the Common App.

- 2. How do I send an official transcript to my Common App?**

You can request an official transcript on [parchment.com](https://parchment.com) and list the Common App as the school/location you are sending the transcript to. You will need your Common App ID # to link it to the correct application.

- 3. How do I list college credit courses?**

If a course grants the student both high school and college credit, then the student should list the course in the Current Year Courses section since it satisfies a high school requirement. However, if a student takes a course through a college that is independent of their high school (i.e. they do not receive any high school credit), then they should list the course in the Colleges & Universities section.

### **Transcripts**

- 1. How do I send my transcript to a college/university/NCAA?**

All current Canyon High School students must order their official transcripts from the website called [Parchment](https://parchment.com). Create an account and follow the prompts to request your transcripts to be sent to the correct organizations. Even if the schools instruct you to ask your counselor to upload your official transcript, you still have to request and send it via the Parchment website.

- 2. When do I send my transcripts?**

For most UC's and CSU's, you only need to send your official transcript AFTER you have been accepted and decided to enroll, which is typically after the school year is over.

For the Common Application, schools, you have to send the most recent transcript at the time of application, which is during the first semester of your senior year.