

## QUICK REFERENCE GUIDE ON COLLEGE APPLICATIONS

### **General Tips and Suggestions:**

- Do your research thoroughly to stay up-to-date on application requirements and deadlines for each school you're applying to rather than trusting vague sources.
- Organize the information in a way that makes sense to you.
- Take every deadline *seriously*, including any "internal" ones.
- Every application platform has their version of "application guide." Take advantage of it!

### **Reminders about Senior Year Classes:**

- Quality of 12th grade courses and final grades MATTER!
- Final grade of "D" or lower or dropping a year-long course, can cause the conditional admissions offer to be withdrawn
- Contact the university admissions office in writing as soon as possible with any course changes or a significant drop in grades (**D** or **F**)

### **Facts You'll Need for the Common Application:**

- Ranking - DECILE ranking (weighted). Ask your counselor individually for your decile rank.
- Senior (graduating) class size - 528 students
- GPA Scale - 5.0 (weighted)

### **If You Need Letters of Recommendation or School Report:**

- UCs and CSUs do NOT require any letters of recommendation for admissions
- If you need teacher recommendation(s) - Contact them directly as soon as possible and follow all instructions in a respectful manner, including following their set deadline and policies.
- If you need one from your counselor - Complete the online request form by the **deadlines**.
  - **October 21** for application deadlines *on or before December 1, 2024*
  - **November 18** for application deadlines *after December 1, 2024*

### **Requesting an official or unofficial Canyon High School transcript:**

- Order an unofficial transcript for FREE to use for reference while completing the applications via [Parchment.com](https://Parchment.com). You (or your guardian) must create an account as a learner in order to place an order.
- **UCs and CSUs** - Do NOT send your transcript until you're requested to do so. Most of them want a final transcript with all of your senior grades, which is usually AFTER graduation in June or July.
- If you're using the **Common Application** to apply to multiple schools, order only **ONE to the Common Application itself** through the Parchment website. No need to send one to each and every school.

## FREQUENTLY ASKED QUESTIONS\*

### The Common Application

- **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 Application itself through Parchment. You would need to enter your Common Application ID number when you place an order.

- **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.

### The UC Application

- **Do I have to enter my middle school grades?**

If you took any high school-level math (Math I or Algebra I and higher level) or a language other than English courses (ex. Spanish or French) in 7th or 8th grade, you can enter them in the Academic History section of the application.

- **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: It 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.

- **I had difficult circumstances one semester and my grades went down. How will that look to the university?**

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.

- **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 semesters (4 one-year courses) points. The rigor of the courses you took are still a part of the application review.

- **Where can I get help or more information as I’m working on the application?**

Visit the [UC application website](#) and click the “[How to apply](#)” section to find resources and guidance on specific sections.

*\*The information on this document may be outdated as the application platforms continually change and update. We strongly advise students to verify the information by utilizing the provided resources (ex. Application guides) as they work on the applications.*

## The CSU Applications

- **How do I enter my middle school courses like math and Language Other than English (ex. Math I Honors, Spanish, etc.)?**

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

- **I took a community college class to meet an A-G requirement (ex. History of Cinema or ASL 110). 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.

- **I took a Language Other than English course in community college (ex. ASL 110), but it's only giving me one-year credit.**

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.

- **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](#))

- **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 semesters (4 one-year courses) points. The rigor of the courses you took are still a part of the application review.