

Date: November 2, 2018

To: California Community College Counselors and Advisers
From: UC Office of the President – Undergraduate Admissions

Subject: Updated Fall 2019 UC Transfer Application Instructions

California Community College Colleagues:

The fall 2019 transfer application cycle opened on November 1, 2018. Though some progress has been made in loading new or updated courses in ASSIST since 2017, not every new or updated course is currently available in the application, UC is providing the following guidance to counselors, advisers, and other staff who will be helping students with their transfer admission applications:

- *If a course is **new** for 2017-18 and/or 2018-19 and does not appear on the list of transferable courses in the UC application (Academic History section), students should manually enter the course into the application exactly as it will appear on the transcript (subject, course number, title, grade and number of units).*
- *If the course is not new but has been **updated** since 2016-17 (department/subject name change, change in number of units, etc.) and the updates are not reflected in the list of transferable courses in the UC application (Academic History section), students should manually enter the course into the application exactly as it will appear on the transcript (subject, course number, title, grade and number of units). They should **not** choose the former/obsolete course from the list, as this could impact their eligibility for transfer.*
- As always, students must also manually enter all non-transferable courses into the UC application, as well as all coursework from any non-CCC institution.

More courses will continue to be loaded into the application throughout the month of November, but this should not discourage a student from filing a transfer application early in the submission period.