

Date: August 30, 2018

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

Subject: Transfer Admission Guarantee Application Instructions

California Community College Colleagues:

With the Fall 2019 Transfer Admission Guarantee (TAG) filing period set to open on September 1, 2018, UC is providing the following guidance to counselors, advisers, and other staff who will be assisting students with their TAG application:

- The UC Transfer Admission Planner (UC TAP) is the portal through which students apply for a TAG.
- Students must enter their college courses under the “My Coursework” tab in the UC TAP portal. UC TAP is linked to ASSIST, which allows students to select UC transferable courses.
- With the current inaccessibility of new or updated courses in ASSIST since 2017, students must adhere to the following instructions:
 - *If a course is **new** for 2017-18 and/or 2018-19 and does not appear in the search results,* students should manually enter the course into UC TAP 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.),* students should manually enter the course into UC TAP exactly as it will appear on the transcript (with the current subject name, course number, title, grade and number of units). They should **not** choose the former/obsolete course from the search results, as this could impact their eligibility for transfer.
 - As always, students must also manually enter all non-transferable courses into UC TAP, as well as all coursework from any non-CCC institution.

For the UC admission application, which must be submitted in November, students are advised to **wait until the end of October** to complete the coursework section of the application. At that time, UC will provide additional instructions and guidance, if necessary.