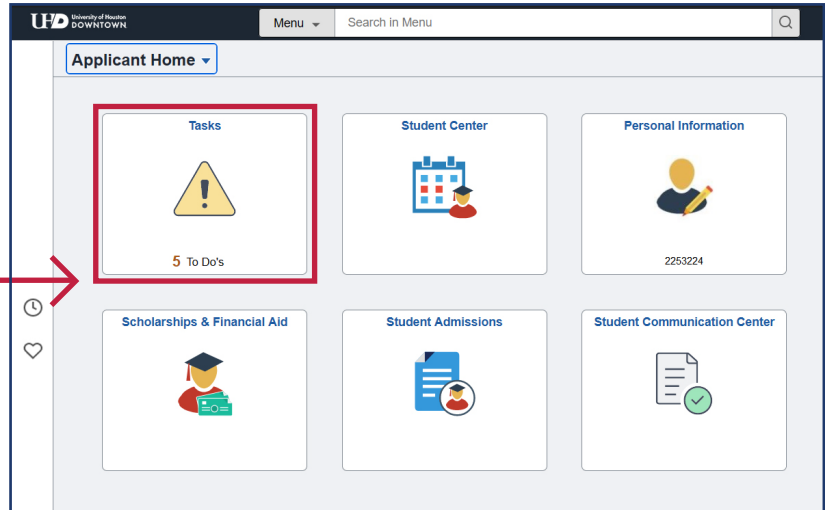


SELF-REPORTING TRANSCRIPT DATA

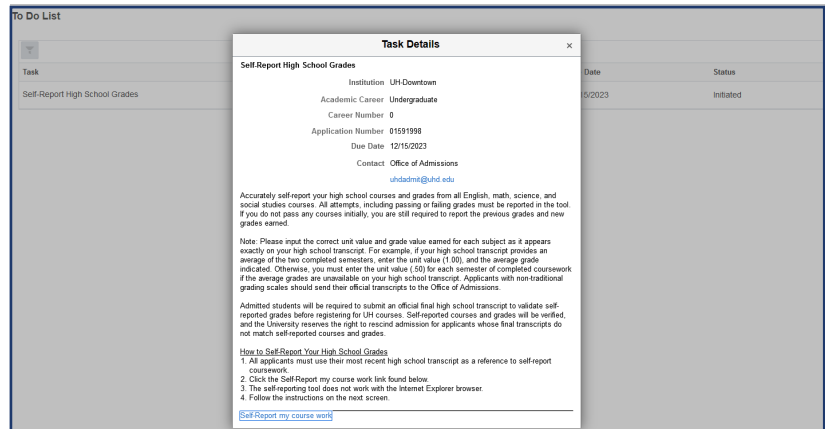
Step-by-Step Guide

STEP 1: After applying for admission, you'll receive a UHD ID number and access to uhd.edu/myuhd self-service portal.

Log into the uhd.edu/myuhd self-service portal and click on **Tasks**.



STEP 2: Click on **Self-report High School Grades**.



STEP 3: A new tab will open for the self-reporting tool.

Click on **Add Course**.

Instructions: Self-report high school courses and grades from all English, math, science, and social studies courses. Failing to accurately self-report grades may result in rescinding admission.

Self-Reporting Steps

1. Have a copy of your most recent high school transcript.
2. Click "Add Course" button to add each English, math, science, and social studies course.
3. After entering all courses and grades, enter your class rank and size. Skip if your school does not rank.
4. When complete, click the "Submit" button. Double check your self-reported information before submitting. **You will not be able to edit or resubmit your self-reported grades.**
5. Applicants from high schools with non-traditional grading scales should send their official transcripts to the Office of Admissions. If errors are determined after using the self-reporting feature, applicants may be required to submit an official transcript directly from their high school.
6. You must use your transcript to determine and enter the appropriate high school graduation plan and expected graduation date. For example, Out of state applicants would select "Other/Out of State HS Diploma." If your HS Diploma type/plan is not visible on your high school transcript, please verify the appropriate High School Diploma Type with your high school counselor or contact the Office of Admissions for assistance before submission.

This self-reporting tool does not work with Internet Explorer browser.

#	Year	Term	Course Name	Course Level	Units	Grade
Add some courses!						
Class Rank <input type="text"/>						
Out of Class Size <input type="text"/>						
Expected HS Diploma Type <input type="text"/>						
Expected HS Graduation Date <input type="text"/>						

SELF-REPORTING TRANSCRIPT DATA

Step-by-Step Guide

STEP 4: Enter your coursework for English, Math, Science, and Social Studies **only**.

The first screenshot shows the 'Add new course' form with dropdown menus for Year, Term, Subject, Course Level, and Units. The Term dropdown is open, showing options: Full Year, Fall, Spring, Summer, Winter. The second screenshot shows the Subject dropdown open with options: ENGLISH, MATH, SCIENCE, SOCIAL STUDIES. The third screenshot shows the Course Name dropdown open with options: English I For SOL, English II For SOL, English Lang Dev & Acquis I, English/Language Arts I, English/Language Arts II, English/Language Arts III, English/Language Arts IV. The fourth screenshot shows the Course Level dropdown open with options: Advanced Placement, Honors, International Baccalaureate, Regular.

STEP 5: After your coursework is entered, enter your class rank and size.

Click **Submit**.

The screenshot shows the 'Self-Reporting Steps' page with instructions and a list of steps. The 'Submit' button is highlighted with a red box. Below the instructions is a table with columns: #, Year, Term, Course Name, Course Level, Units, Grade. Below the table are input fields for Class Rank, Out of Class Size, Expected HS Diploma Type, and Expected HS Graduation Date. The 'Submit' button is highlighted with a red box.

STEP 6: Double check your information and confirm.

The screenshot shows a 'Confirm' dialog box with the text: 'Before submitting your coursework, confirm all information is accurate and complete. You will not be able to edit or resubmit your self-reported grades. Failing to accurately self-report grades may result in rescinding admission.' The 'Yes' button is highlighted with a red box.

The screenshot shows a thank you message from the University of Houston - Downtown. The text reads: 'Thank you for submitting your courses to the University of Houston - Downtown. This tool allows you to submit your self-reported grades only once. Attempting to submit this form again may result in significant errors and delays in your admission. If you have questions about your self-reported grades, contact us at uhd admit@uhd.edu. If admitted, you will be required to submit an official final high school transcript, which includes your graduate date, after you graduate from high school.'