CSU Mentor Online Instructions for Freshman Admission 2016-2017

The online admission application enables students to provide information in a uniform manner.

If you would like to begin entering your academic information before your actually apply for admission, please use the CSUMentor High School Planner.

Grades and coursework entered into your CSUMentor High School Planner will carry over to the admissions application when you are ready to formally apply for admission. Have your transcript(s), test results, and personal information such as SSID, SSN, email address, phone numbers, etc., at hand so that you can complete the application questions with ease.

ENROLLMENT INFORMATION

Application Information

Term: Select the term for which you are applying. If the term you wish to apply for is not listed, the campus may no longer be accepting applications for that term, or you may already have submitted an application for that term.

Main campus/Off-campus center: Select the appropriate option. Please note that some campuses do not have off-campus centers. This question will only be displayed for those CSU campuses that offer an off-campus center option.

Intended major: Select your intended major and enter the emphasis/concentration, if applicable.

You should review program descriptions in campus catalogs before you submit your application. Options within major programs at one campus may be similar to differently named programs at other campuses. If you are uncertain about your major, you may select 'Undeclared' from the dropdown menu if this campus offers it. We encourage you to use this category if you are unsure about what field to pursue. There are advising and information resources available on each campus to help you select an appropriate major.

Alternate major: Select your alternate major.

Degree objective: Select the degree which you are seeking.

Teacher or other credential program: If you are seeking a California teacher credential or other credential, select the program name and the credential objective.

Campus Housing: Select whether or not you intend to seek campus housing. Please note that some campuses will not ask about your intention to seek campus housing. This question will only be displayed for the CSU campuses that seek that information. Answering "yes" to this question does NOT guarantee housing. If you are interested in campus housing, you will need to follow the requirements of the campus for application and eligibility.

Entry Status

Select the entry status with the total number of transferable semester/quarter units of college coursework you will have completed at the time of your entry/re-entry to CSU, including units in progress and planned.

"Graduating high school senior with no college credit" means you:
•   Are currently a senior in high school or have graduated from high school AND have *not,* or *will not* have earned any college credit – either by taking college courses or earning credit via AP or IB exams.

"Graduating high school senior with college credit" means you:
•   Are currently a senior in high school and *have* or *will have* earned some college credit - either by taking a college course (prior to the end of the summer immediately following high school graduation) or earning credit via AP or IB exams.   –OR–

 Have graduated from high school and have earned college credit while in high school BUT HAVE NOT completed any college courses SINCE the summer immediately following high school graduation.

"Transfer student with fewer than 30 semester/45 unit quarter units" means you:

- Have graduated from high school.

–AND–

- Will have fewer than 30 semester/45 quarter college units completed at the time of entry.

"30-59.5 semester units/45-89.5 quarter units" means you:

- Have graduated from high school.

–AND–

- Will have between 30-59.5 semester/45-89.5 quarter college units completed at the time of entry.

"60-89.5 semester units/90-134.5 quarter units" means you:

- Have graduated from high school.

–AND–

- Will have between 60-89.5 semester/90-134.5 quarter units college completed at the time of entry.

"90 or more semester units/135 or more quarter units" means you:

- Have graduated from high school.

–AND–

- Will have 90 or more semester/135 or more quarter units completed at the time of entry.

"Have bachelor's degree or equivalent" means you:
- Currently possess a bachelor's or equivalent degree from an accredited United States university or college and plan to pursue another bachelor's degree.

Previous Application

If you previously sought admission to this California State University campus, enter the most recent term and year (yyyy) for which you applied. If this is the first time you have applied to this California State University campus, select 'Never applied'.

If you previously attended this California State University campus, enter the most recent term and year (yyyy) during which you were enrolled. If you never attended this CSU campus, select 'Never attended'.

If you have previously applied or attended this California State University campus, please provide your campus identification number. This number *is not* your Social Security Number.

Campus Authorization Information

Prospective students who have been in communication with a specific CSU campus may be provided an authorization number in order to track a student's application. Authorization numbers may be provided in special cases, such as student veterans, in order to track the submission of a specific application. **NOTE: YOU DO NOT NEED AN AUTHORIZATION NUMBER TO APPLY FOR ADMISSION.** If you do not have an authorization number, skip this question.

NAME AND ADDRESS

Name(s)

Enter your full *legal* name (last, first, middle) in upper and lower case in the space provided. You may use your middle initial in place of your full middle name. Leave the middle name blank if you have none. If applicable, select the suffix (e.g., Jr., Sr., II, III). Use this name on all correspondence to the university.

Other name(s): If the names that appear on any of your academic records are different from your legal name, type them in the spaces provided, in upper and lower case.

Sometimes students have nicknames or names by which they prefer to be called. For the purpose of this application, however, be sure to provide *only* the *name(s)* by which you are listed on *official transcripts* and documents from testing agencies and other official records so that all documents can be matched.

If your legal name and the names on all of your academic records are the same, leave this section blank.

Current Mailing Address

Type your number and street, P.O. Box, or c/o into Address Line 1; Apartment, suite, unit, building, floor, etc. into Address Line 2; city, and zip code (or the international postal code if applicable). Select the U.S. state/territory, international state/province, and country from each respective dropdown menu.

If your address changes after you apply, send your new address to the campus' office of admissions.

Permanent Address

If your permanent address is the same as your current mailing address, click on the link to copy your current address information into the permanent address boxes.

If your permanent address is not the same as your current mailing address, type your number and street or P.O. box, city, and zip code (or the international postal code if applicable). Select the U.S. state/territory, international state/province, and country from their respective dropdown menus.

PLEASE NOTE: Some of the address questions on this screen are compared with a national U.S. database maintained by the United States Postal Service. In order to conform to USPS address standards, some of the address information you enter may be reformatted or modified slightly.

If an address cannot be recognized by the database, an error message will appear. You may correct any errors or, if you believe the information to be correct, override this application's checks and proceed with your entry.

If you choose to override this address validation, please make absolutely certain the address you entered is correct. Any errors could delay the processing of your application or the receipt of communications from the CSU campus(es).

Contact Information

Primary telephone: If your current mailing address is in the United States, type your area code and telephone number at your current address in the format: (###) ###-####.

If you do not have a current telephone number in the United States, leave this entry blank.

Cell telephone: Indicate an area code and cell number where you may be contacted, different from your primary telephone number in the format: (###) ###-####.

If you do not have a second telephone number where you can be reached, leave this entry blank.

E-mail address: Please enter your full e-mail address in the space provided. If you have more than one email account, enter the address at which you may be easily contacted or reached. E-mail is a primary means of communication with applicants. CSU campuses will send important messages to you using the e-mail address that you list on this application.

It is your responsibility to check this e-mail account regularly and read your messages from the CSU. Be sure to notify the campus(es) if this e-mail address changes.

PERSONAL INFORMATION

Applicant Information

Social Security Number: *Please check your Social Security Number (SSN) for accuracy before submitting your application to ensure your identification and application are correct.*

Enter your full nine-digit Social Security Number (SSN) in the space provided (###-##-####). For verification purposes, retype your Social Security Number in the verification field. Please check your SSN for accuracy before submitting your application to ensure your identification and application are correct.

You are required to include your Social Security number on admission application forms to all CSU campuses pursuant to Section 41201, Title 5, Code of California Regulations and Section 6109 of the Internal Revenue Code. CSU campuses may use the Social Security number to identify your student records maintained in your association with the campus and, if needed, to help collect debts owed the university. Also, the Internal Revenue Service requires the university to file information returns that include the student's Social Security number and other information, such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether you, or a person claiming you as a dependent, may take a credit or deduction to reduce federal income taxes. In addition, this information is utilized to match your application to academic records, financial aid applications, and other documents.

If you have qualified for Deferred Action for Childhood Arrivals (DACA) from the United States Citizenship and Immigration Services and subsequently been issued a Social Security Number, please enter the number above. If you do not have a Social Security number at the time you file the application, you may leave the item blank and the campus will assign a temporary number. However, you should obtain a Social Security number, unless you are prohibited by law from doing so, and submit it to the university by the time you begin enrollment. Failure to furnish your correct Social Security number may result in the imposition of a penalty by the Internal Revenue Service.

California Statewide Student ID (Optional: for California residents only, if known): Providing the ten digit Statewide Student Identifier or SSID is optional. The SSID allows individual student data to be uniquely distinguishable from that of other students. California public school students that attended a California public school anytime since 2006 were assigned a SSID. The SSID may be indicated on your high school transcripts or other school documentation. If you don't know your SSID and would like to include it in this application, contact your last public school or district office.

Date of birth: Please enter your date of birth using the drop down options for month and day and enter in the year in the text box using yyyy format.

Are you a foster youth, orphan or ward of the court or were you until age 18? Select the appropriate option or all that apply.

Place of birth: Enter the city in which you were born. For the U.S. state/territory and country fields, select the state/territory or country in which you were born.

Country of citizenship: Select from the dropdown list the country of which you are a citizen.

Citizenship status: Select the status of your citizenship. For applicant without a current status, select "None of the Above."

Permanent Residence

California county of residence: Select the California county in which you reside. If you live outside California, leave this field blank and fill in the next entry.

U.S. State/territory of residence: If you live outside of California, select the U.S. state or territory in which you reside. If you do not reside in the United States, leave this field blank.

Country of residence: If you live outside the U.S., list the country in which you reside.

Family Education, Income and Size Information

If you are applying to EOP, or seeking an admission application fee waiver, the data entered will be used to determine your eligibility for both programs. Please provide accurate information. This information will not otherwise affect any student's application for admission to the CSU.

Parents'/Guardians' highest levels of formal education: Select the highest level of formal education completed by both of your parents/guardians. This data will identify first-generation college students and will allow for the analysis of the CSU applicant pool in relation to a changing California demography.

Total annual family income and family size

Under federal regulations, you are considered a dependent student if you are under 24 years of age unless you are a graduate student, are married or registered with the California Secretary of State as a domestic partner, have dependents other than a spouse, are a foster youth/orphan/ward of the court, or are a veteran or active duty member of the U.S. armed services.

If you are a **dependent** student, enter your parents/guardians' 2015 total annual income and enter your family size including your parents/guardians (or registered domestic partner), yourself, other dependent children, and other dependents.

 If you are an **independent** student, enter the 2015 total annual income for you (and your spouse if married) and enter your family size including yourself, spouse or registered domestic partner, other dependent children, and other dependents.

Miscellaneous Information

Intercollegiate sports: Indicate whether you are interested in participating in NCAA-sanctioned sports.

CALIFORNIA STATE RESIDENCY INFORMATION

Your responses to these questions are required for the campus to make a preliminary assessment of your California residency status for admission and tuition purposes. The campus may request additional information prior to making a final residence determination. (Education Code Section 68041)

Residence Classification Information

Under California law, each campus must determine the residency status of all new and returning students. Nonresidents are required to pay nonresident tuition and meet other conditions. Generally, to be eligible for a resident classification, an adult (independent) student must have established and maintained permanent residence in California at least one year prior to the residence determination date. Minors (dependent students) derive residency status from their parents. The residence determination dates for each academic term are:

RESIDENCE DETERMINATION DATES

	Quarter Calendars	**Semester Calendars**
Fall	September 20	September 20
Winter	January 5	
Spring	April 1	January 25
Summer	July 1	June 1

Proof of residence requires evidence of both physical presence and intent to remain indefinitely in California at least one year before the residence determination date. In addition, other rules and exceptions apply. Failure to complete all residence questions may result in a nonresident classification or denial of admission. For more detailed information, please consult the campus catalogs.

If you are considered a minor or dependent student based on your date of birth, term of enrollment and foster youth/orphan/ward of the court status, you will be presented with the following questions. You should respond to these questions as they pertain to the parent/guardian with whom you most recently resided.

What U.S. state/territory does your parent/guardian regard as his/her permanent home? Select the appropriate answer

Does your parent/guardian claim California residency? Select the appropriate answer.

Has your parent/guardian lived in California continuously since his/her birth? Select the appropriate answer. .

If no, when did his or her stay in California begin? Please enter in mm/yyyy format.

If you are considered a majority/adult or independent student based on your date of birth, term of enrollment and foster youth/orphan/ward of the court status, you will be presented with the following questions. You should respond to these questions as they pertain to you.

What U.S. state/territory do you regard as your permanent home? Select the appropriate answer.

Do you claim California residency? Select the appropriate answer.

Have you lived in California continuously since birth? Select the appropriate answer.

If no, when did your stay in California begin? Please enter in mm/dd/yyyy format.

Previous Residences outside the State of California: If applicable, indicate the places you lived before your/your parent's/guardian's present stay in California began. For each location, enter the state or country, the dates of your stay (in mm/yyyy format), and the parent or guardian with whom you resided. (If you are an adult/independent student, you should enter "Not Applicable" in the "Parent:" box.)

DEMOGRAPHIC INFORMATION

To conform to guidelines from the Federal government, the California State University must collect from students detailed information about their ethnic and racial backgrounds. **[This information will not affect any student's application for admission.]**

New guidelines from the Federal Office of Management and Budget (OMB) define ethnicity and race as separate concepts. The guidelines advise that, wherever possible, separate questions should be asked on each concept. According to OMB, the new guidelines accommodate "the increasing diversity of our Nation's population, stemming from growth in interracial marriages and immigration." The CSU application reflects the intent of the new guidelines. Applicants are first asked to self-identify their ethnic origin and then they are asked to choose the race or races with which they most closely identify.

Ethnicity

In accordance with the OMB guidelines, ethnicity is defined as being "Hispanic or Latino" and "Not Hispanic or Latino." In general, OMB defines ethnicity or origin as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. The CSU application lists 23 separate Hispanic or Latino identities that are associated with the peoples of Mexico, Central America, South America, the Caribbean, and Spain. People who identify their origin as Spanish, Hispanic, or Latino may be of any race.

Race

The racial identifications listed in the CSU application span the minimum 5 racial categories called for by the OMB guidelines:

•White
•Black or African-American
•American Indian or Alaska Native
•Asian
•Native Hawaiian or other Pacific Islander

The new racial categories are similar to the categories found in older versions of the CSU application. The important difference now is that applicants can select two or more categories to self-identify their racial origins. A second difference is that applicants can now respond to more explicit options.

Below are the U.S. Census definitions for the minimum 5 race categories required by OMB:

1."White" refers to people having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race or races as "White" or self-identify with terms like Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

2."Black or African American" refers to people having origins in any of the Black racial groups of Africa. It includes people who indicate their race or races as "Black," "African American," "Nigerian," or "Haitian."

3."American Indian and Alaska Native" refers to people having origins with the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. The 30 tribal entities listed in the CSU application focus on tribal affiliations found in California. For example, the list includes "Chumash," "Paiute," or "Shoshone." The list also contains three generic categories for tribal entities whose origins are outside California.

4."Asian" refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. It includes people who indicate their race or races as "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," "Burmese," "Hmong," "Pakistani," or "Thai."

5."Native Hawaiian and other Pacific Islander" refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race or races such as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," or "Tahitian." In all, the categories listed in the CSU application span 24 identities associated with Polynesia, Micronesia, and Melanesia.

Question 1a: With regard to your ethnicity, do you consider yourself Hispanic or Latino? Select the appropriate answer. If you answer "Yes", you must answer Question 1b. If you answer "No" or "Decline to State", please proceed directly to Questions 2 and 3.

Question 1b: If you indicated above that you consider yourself Hispanic or Latino, please select the ONE category that best describes your background. Select the appropriate answer. If you select "Other Hispanic or Latino", please provide more detailed information in the text box provided.

Question 2: Regardless of your answer to question 1a above, please select below one or more of the following groups in which you consider yourself to be a member. There are five sub-questions, an option to Decline to State, and an option for None of the Above. You cannot select both Decline to State and None of the Above. Select the option or options that best describe you. You can select up to five total responses. If you select one of the "Other…" categories, please provide more detailed information in the appropriate text box.

Question 3: California State University often needs to report ONLY ONE summary race/ethnicity description for a person. Please select your reporting preference. Select the appropriate answer.

Question 4: **For informational purposes only; no information you provide will be used in a discriminatory manner. This information will not affect any student's application for admission.**

California bill AB 620 (2011) requests, California State University (CSU) "to collect aggregate demographic information regarding sexual orientation and gender identity of staff and students within other aggregate demographic data collected, and would require annual transmittal of any report to the Legislature, as specified, and posting of the information on the Internet Web site of each respective institution". The data is being collected to "develop recommendations to improve the quality of life for lesbian, gay, bisexual, and transgender faculty, staff and students". CSU collects voluntary demographic information regarding the sexual orientation, gender identity or gender expression of students.

* This information is only used for summary demographic reporting
* Your responses are kept private and secure
* Providing this information is optional
* The aggregate data will not be used for a discriminatory purpose

The information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. "Gender", in this context, as protected in The Equity in Higher Education Act, is understood to include "gender identity" and "gender expression".

Sex: Select your legally assigned sex.

Do you identify as Lesbian, Gay, Bisexual, or Transgender (LGBT)? (Optional)
      Select the appropriate response.

What is your gender identity?   Select the appropriate response. If you select "Other", you may specify using the text box.

Question 5: United States Military Information

If you are currently serving or have ever served in U.S. Military, submit a copy of your Joint Services Transcript or your Community College of the Air Force transcript for evaluation by the campus admissions office. If you are a Veteran or the dependent of a veteran who is eligible to receive GI Bill benefits and you believe you are eligible under Veterans Access, Choice, and Accountability Act of 2014 (Public Law 113-146), Section 702 for in-state tuition, please send a copy of your DD 214 and GI Bill Certificate of Eligibility (COE) to the campus Admissions Office to determine your status for a non-resident tuition waiver.

Have you ever served in the U.S. Military? If YES, please choose your CURRENT status: If your choice is other than No, please indicate your military status; Active Duty, National Guardsman, Reservist, or Veteran. If yes, please indicate the branch of service for your above stated military status.

If you are the dependent of a US military service member, including active duty, National Guard, Reserves, or a Veteran discharged from military service, please indicate the status of the service member's military service. Otherwise choose No.

Parent/Guardian Information

If you would like to provide contact information for two parents or guardians, please provide the information in this section. If the information is the same as your permanent mailing address you may click the link to automatically fill the form with that information. Please indicate whether you would like this information used for general communications from the university and for emergency purposes by checking the box for each parent/guardian section.

HIGH SCHOOL INFORMATION

Please enter the high schools you attended, beginning with your current or the last high school you attended. If you are a senior in high school and *have* or *will have* earned any college credit by taking a college course (prior to the end of the summer immediately following high school graduation), please indicate the college on the College Information screen.

Current or Last High School Attended

To enter your high school, click the "Add a High School" button.

From the new browser window (List of High Schools), select your school.

Steps for using the "List of High Schools" window: 1) At the top, if your school in located in either the U.S. or one of the U.S. territories, click on the drop down list of values for the "U.S state/territory", highlight the appropriate selection – your state or territory (i.e., Maryland or American Samoa), and click on the "Select state" button. If your school is located in another country, click on the drop down list of values for the "Country", highlight the appropriate selection and click on the "Select country" button. 2) Once you have selected your state or country, you can search for your individual school either by selecting a button for the first letter in the school name, or – in the "Search" box - by CEEB code, school name and/or city. 3) Once you have identified your school, highlight it and click on the [next] link at the bottom of the page.

Once you click on the [next] link at the bottom of the "List of High Schools" window, a new window will open where you should enter your dates of attendance at this school in *mm/yyyy* format. If you are entering dates of attendance for your current school, enter your future "to" date in that field. Do not leave this field blank. Then, click on the [add high school] link at the bottom of the window. The CEEB code, city, state, and country will automatically be filled in on the application screen for your listed schools.

If your high school is not on the list in the "List of High Schools" window, try searching at least 3 times and then click [not on the list] link at the bottom of the page and a new window will open (High School Information Manual Entry). Enter your high school name, city, state and country in this window and click the [next] link at the bottom. Another window will open where you should enter your dates of attendance in *mm/yyyy* format. Then click the [add high school] link to add this school to your application screen.

If you attended a home school that does not have a CEEB code, click on the "Enter homeschool information" button and follow the prompts to enter your school, city, state, country, then click [next], then enter dates of attendance in the new window and finally click the [add high school] link to add this school to your application screen. If your home school has been assigned a CEEB code (i.e., Heartland Christian Homeschool Center, CEEB 051397), find the school via the "List of High Schools" search process described above.

Answer **ONE** of the Three Options Below:

1. **High School Graduation date (or expected graduation date):** Enter the date (mm/yyyy) on which you graduated or intend to graduate from high school.   -OR-

2. **GED date:** If you received or will receive a GED certificate, enter the date (mm/yyyy) on which you have or will receive your GED.   -OR-

3. If you will not have graduated from high school OR received a GED certificate, please check the box provided.

Note: You can only respond to one of the three options above. For instance, you cannot enter in both a high school graduation date and a GED date.

Other High School(s) Attended

Please be certain to list all other high schools you have attended. If you have/are taking *high school classes* via distance education – i.e., via BYU Independent Study High School (CEEB = 450312) or University of Nebraska, Lincoln Independent Study High School (CEEB = 281316) - be certain to list any such additional alternate high school coursework programs. To enter your other high school(s) attended, click the "Add a High School" button and follow the same steps outlined above for entering the school name, city, state, country and dates of attendance.

Freshman applicants: If you have or are taking college-level courses at an accredited college - in addition to your high school studies - please be certain to enter the college name, dates of attendance, et al, on the "College Information" page.

Test Information

Enter test score(s) and date(s) taken or will be taken. Please note: CSU campuses will not use the SAT or ACT writing scores for 2016-2017 admission decisions.

 Transfer applicants: You are not required to complete SAT or ACT information if you will have 60 or more semester units (90 or more quarter units).

SAT - The redesigned SAT will be offered beginning in March 2016. Visit www.collegeboard.org/delivering-opportunity/sat for more information.

Enter the date you took or have scheduled the SAT using a mm/dd/yyyy format. Complete the appropriate test score results section according to whether you took the test prior to March 2016, during or after March 2016. The form will check to ensure that the date matches the test score results section completed. If you have two sets of score results you may enter both.

ACT

Enter the date you took or have scheduled the ACT using a mm/dd/yyyy format. Complete the test score results section. Enter your writing score into the appropriate box based on when you took the test, prior to 9/2015 or not. The form will check to ensure that the date matches the test score section completed. If you have two sets of scores you may enter both.

NOTE: Official Test Results Reports

SAT – CSUMentor Code is 3594

You can list CSUMentor as an SAT score recipient. The SAT institution code for CSUMentor is 3594. Listing 3594 will send your score to all CSU campuses for one price. CSUMentor will then store your scores for ALL CSU campuses to utilize. If you have not yet sent your scores to either a CSU campus or to CSUMentor, you can request this at http://www.collegeboard.com/student/testing/sat/reg.html.

ACT

If you have listed a CSU campus as an ACT score report recipient, you can include these results with your online admissions application and also share your scores with additional CSU campuses by using the ACT Scores Manager. Before you can use the ACT Scores Manager, you must first have arranged for your scores to be sent to a CSU campus. To use the ACT Scores Manager, you must log on with your CSUMentor account and complete an online form. If the system locates your ACT information, the ACT test information available for release will appear. You may select any of these ACT tests available for release and send them to any CSU campus or campuses.

If a match is made from data in your undergraduate admissions application, available ACT test information will be displayed at the end of the application process and you may release these scores to the campus to which you are applying. If you have not yet arranged for your ACT scores to be sent to a CSU campus, you can learn how to request this at http://www.actstudent.org/scores/send/index.html.

TOEFL/IELTS/PTE Academic

TOEFL scores are required of applicants who have not studied full time for at least three years in environments where English is the language of instruction. Some campuses allow students to substitute the **IELTS (International English Language Testing System)** results or the **PTE (Pearson Test of English) Academic** results for the TOEFL.

Enter the dates and test results in the appropriate boxes.

TOEFL (Official TOEFL results should be sent directly to the *CSU campus* admissions office.)

IELTS (Official IELTS results should be sent directly to the *CSU campus* admissions office.)

PTE (Official PTE results should be sent directly to the *CSU campus* admissions office.)

Advanced Placement Exams (Please arrange to have official results for your Advanced Placement exams sent directly to the *CSU campus* Office of Admission.)

COLLEGE INFORMATION

Note: This college information section is only applicable to graduating high school seniors with college credit earned either by completing college courses or through exams (i.e., AP, IB, etc.)

Current, Previous and Planned Colleges Attended

Please list all colleges and universities you will have attended before you enroll at a CSU campus, even if no coursework was completed.

Begin with the last (most recent or current) institution attended.

Please make sure that you enter your California Community College ID (CCCID) and your campus Community College Student ID if you attend(ed) a California Community College.

Complete this section regardless of your length of attendance, whether courses were completed, whether you believe the record will affect your chances for admission, or whether you earned transferable credit.

- To select your college, click the "Add a College" button. In the new window (List of Colleges/Universities), select the school's state and country, then search for the college name, highlight the name of your college, and click the [next] link at the bottom of the window. Note: The lists are in alphabetical order and you should try searching for the school in several ways. For instance, University of Nevada, Las Vegas may be alphabetized under U, N, or L. Once you click [next], another window ("Add College") will open. Enter: the "from" and "to" dates of your attendance (in mm/yyyy format); the number of semester or quarter units and grade points that you calculate you have completed to date; the term type; the type of degree and date (in mm/yyyy format); and the fee status (if you paid fees as a resident or nonresident while attending that college). Once this information is entered, then select the [add college] link to add this college to your application.

- If you cannot find your college in the listing provided on the "List of Colleges/Universities" window, click the [not on the list] link. You will then be prompted to enter the unlisted institution name and U.S. state/territory on the "College/University Manual Entry" window. Once you have entered this, click on the [next] link. This will open the "Add College/University" window where you enter: the "from" and "to" dates of your attendance (in mm/yyyy format); the number of semester or quarter units and grade points that you calculate you have completed to date; the term type; the type of degree and date (in mm/yyyy format); and the fee status (if you paid fees as a resident or nonresident while attending that college). Once this information is entered, then select the [add college] link to add this college to your application.

Your application is _not complete_ unless you list all schools you have attended. You will jeopardize your admission or enrollment status in the California State University if you do not:

   (1) provide correct information about all schools you have attended, or

   (2) notify the admissions office if you have enrolled in another institution after filing this application.

Advanced Standing Credit

If you have earned college credit based on exam results for International Baccalaureate (IB), College Board Advanced Placement (AP) or College Level Examination Program (CLEP), etc., please check the box or boxes.

The CSU awards college credit generally for scores of 3, 4 or 5 on AP. Please consult the campus catalogs for more specific information about credits for AP, IB or CLEP.

HIGH SCHOOL PREPARATION

Have your high school transcript handy to refer to as you complete this section. You will need to know your exact classes and grades.

Complete the High School Preparation sections only if:

1. you are a graduating high school senior, OR
2. you have fewer than 60 semester/90 quarter transferable college units.

REMINDER: Please have your transcripts in front of you while completing this section. This section requires detailed and accurate course information.

Enter your high school courses in the appropriate subject area requirement section. If you attend a California high school and you are uncertain about how your courses apply to the subject area requirements, please refer to the "a-g" course lists posted on the A-G Course Management Portal (CMP). College prep courses taken at a California high school must be on the UC approved "a-g" course list.

Do NOT enter the same high school course in more than one subject area. Each course may only be assigned to ONE area. Assigning the same course to two or more subject areas will delay the processing of your application.

Be sure to enter your course titles precisely as they appear on your transcript.

Examples: 1. If you took Contemporary Composition/American Literature in the 11th grade, enter it precisely as it is shown on your transcript, e.g., AMLIT/CC. 2. If you took Intermediate Algebra in the 10th grade, enter it as INT ALG 1/INT ALG 2 - if this is what is shown on your transcript.

Enter all college preparatory high school courses that you have completed, that you are currently enrolled in, *or* that you plan to complete prior to enrollment at a CSU campus.

- Click on the "Add a…Course" button. In the new window, select the school, grade level and the year in which course was/will be taken.

- Select the course title, term type, the grade(s) earned and note if the course(s) were eligible for "honors" credit for the GPA calculation. NOTE: If you have not received the full grade for the course you are entering because you are currently enrolled in it or have it scheduled for a future academic period, DO NOT select a letter grade, but rather select either the "in progress" or "planned" grade option for that course.

- Enter this information for each of your courses in the 9th through 12th grade years.

- If you took Algebra 1 or a Language Other Than English (LOTE) course in the 7th or 8th grade, report your grades under the Miscellaneous Other Schools.

- If you have taken two different one-semester courses in the same subject area during the same year, enter them on the same subject line. For the course title, select "Other (specify)" from the drop down menu and enter the name of the first course, slash (/), and then the name of the second course. Enter grades in fall and spring as appropriate. Example: "U.S. history/American government", Fall: A, Spring: A.

- If the course has been completed, select the grade earned; if you received a 'pass' instead of a letter grade, select 'Pass'; if it is in progress or planned, select the appropriate option INSTEAD of a grade.

- If you have taken an Algebra 1 course that is taught in high school over two years (4 semesters), you may only enter two (2) semesters worth of credit for these Algebra 1-classified classes. CSU policy only allows for two semesters worth of credit for Algebra 1-classified courses, regardless of how many semesters were taken. Enter the course only once and enter only the second grade received for each year into the Fall and Spring grade menus. For example, if you received a "B" in Fall and an "A" in Spring of the first year, enter "A" in the Fall grade menu. If you received a "C" in Fall and a "B" in Spring of the second year, enter "B" in the Spring grade menu.

Honors/AP/IB Courses and GPA Calculation

- You may claim honors points in calculating the GPA for a maximum of eight semester courses taken in the <u>11th or 12th grade</u>, including up to two IB, AP or honors courses with 11th- or 12th-grade course content taken in the10th grade.

- Honors courses must be designated as honors or advanced placement on the University of California's "a-g list". (See: https://doorways.ucop.edu/list/). Your counselor can help you determine which courses are considered honors. Make sure that you indicate the type of honors course taken and the terms for which honors credit was granted.

College Courses (Baccalaureate-Level), Subject Matter Requirements and GPA Calculation

- If you are listing baccalaureate-level courses taken at a college to satisfy "a-g" high school subject matter requirements, select the college where you took the course from the "Institution" list.
- Select "College" from the Grade level dropdown.
- Select the year during which your college course was taken.
- Type in the title of the course.
- Select "College course (one grade given per class)" in the Term type menu.
- Enter the grade you received into the term you took the college course. You must only report one grade earned for a college course. The college course will be counted by the application system as two semesters of high school credit provided you select "College Course" in the Honors/AP/IB/College Course field below. *CSU policy treats one semester of a baccalaureate-level college course taken while in high school as equivalent to one year (two semesters) of a high school course.*

- Select "College Course" from the Honors/AP/IB/College course dropdown list. You must indicate the course as a "College Course" here in the Honors/AP/IP/College course field in order for the system to award two semesters of high school subject credit for the college course.
- Select the appropriate academic term in which the baccalaureate-level college course was taken under "Honors/AP/IB/College course credit for". Baccalaureate-level college courses in English, Language Other Than English (LOTE), history, lab science, and advanced mathematics (e.g., advanced algebra, math analysis, trigonometry, pre-calculus or calculus) completed at a regionally accredited college or university will be considered "honors" level for the GPA calculation.
- Please note that a college-level semester course in a Language Other Than English must be equivalent to the second year of high school LOTE in order to meet the full LOTE subject matter requirement (2 years/4 semesters).
- In order to provide you with proper credit toward your degree for any baccalaureate-level college course work, the CSU campus admission office must receive an official transcript from the college(s) you attended.

Repeated Courses

If you have repeated a course by taking the exact course at a later time, list the highest grade(s) you earned in this course. "Exact course" is defined as the exact same course with the exact same course title taken at the same school. Do NOT enter this repeated course – as defined here – twice.

Summer Coursework

For courses taken in the summer, select the grade level AFTER the summer in which you took the course in (e.g., Geometry taken between the 9th and 10th grades is listed as a 10th grade class). When listing summer coursework, use another line on the application and enter your summer school grade under Summer Semester 1. If the course was worth one semester of credit, enter the grade in Summer Semester 1. If the course was worth a year of credit but you only received one grade, enter the same grade in both Summer Semester 1 and Summer Semester 2.

"a-g" Subject Requirements Satisfied by an Alternate Method

If you have not satisfied the "A-G" Subject Requirements through your high school coursework units, you may meet these requirements via test results, validation or via waiver (i.e., in the case of proficiency in a LOTE). However, you *must* still report any high school *coursework completed* and the *grades earned* in order to calculate your high school GPA correctly.

If you think that you will satisfy an "a-g" subject requirement by way of "validation", be sure to contact the office of admission at the campus(es) where you apply and request that your application be manually reviewed for this subject matter eligibility via validation.

Subject Matter Validation

For all courses in Mathematics (Area C), all courses in Language Other Than English (Area E), and for all Chemistry courses (Area D2), if you receive a grade of "D" in the first semester and a grade of "C" or higher in the second semester, you will receive two semesters of *subject requirement* credit. Satisfactory completion of a final year of study validates prior study in math, chemistry, and Languages Other Than English (LOTE). Completion of an advanced course in the same subject presupposes knowledge of the previous course(s).

For example, satisfactory completion of a second year of LOTE (Language Other Than English) will validate the first year.

Satisfactory completion of Algebra II (intermediate) will validate Algebra 1 (elementary), but will NOT validate geometry.

Satisfactory completion of a statistics course for which Algebra II is a stated prerequisite can validate both years of algebra, but NOT geometry. The CSU high school requirements in mathematics (algebra 1, geometry, and intermediate algebra) may be validated with higher-level college preparatory mathematics courses such as trigonometry, analytic geometry or calculus. Integrated math studies that appear on the UC "a-g" list will satisfy the subject requirements certified on the UC list. CSU policy allows for a maximum of two (2) semesters worth of credit for Algebra 1-classified classes, regardless of how many semesters were taken. This applies to two-year Algebra 1 classes offered at some high schools.

Language Other Than English (LOTE) Requirement – Validation and Waiver

- If you are fluent in another language, you may qualify for a waiver of the CSU LOTE subject requirement. Check with your high school counselor to see if you qualify for this waiver. The LOTE waiver must be noted on your official high school transcript. You may enter this waiver for subject requirement credit on your application. Select the institution you attended during 10th grade. Select 10th grade for the "grade level" and then the year in which you completed 10th grade. Select the course title, "Other" and enter "Waiver of LOTE" in the course title field. Select the "Semester" for the term type. Then enter grades of "Pass" in the four (4) fields – Fall semester; Spring semester, Summer semester 1 and Summer semester 2.

- If you complete with a grade of "C" or better *only* the final year course (12th grade course/AP course) in a Language Other Than English (LOTE), you have met the CSU LOTE, Area E subject requirement. Record the year and the grades you earned in that final year course. Then be sure to contact the office of admission at the campus(es) where you apply and request that your application be manually reviewed for subject matter eligibility via validation.

- If you have *not* completed all of the required number of subject matter course units (4 semesters) in the LOTE area, but you have earned a score that is equal to or higher than the minimum required score (see chart) on an SAT subject test in LOTE, you may enter the test for subject course credit in Area E. Select the institution you attended when the test was taken. Select the grade level and the year the test was taken. Select the course title "Other" and enter "SAT ST" along with the exam name in the course title field. Example: "SAT ST Spanish". Select the Semester term type. Enter the number of semesters of subject requirement course credit units that you *lack*, up to a maximum of four (4) semesters of credit, and select 'Pass' for the grade in these semesters.

- If you have *not* completed all of the required number of subject matter course units in the LOTE Area E, but you have earned a score of three (3) or higher on an AP Test in LOTE, you may enter the test for subject matter credit in Area E. Select the institution you attended when the test was taken. Select the grade level and year the test was taken. Select the course title, "Other" and enter "AP Exam" and the exam name in the course title field. Example: "AP Exam French". Select the Semester term type. Enter the number of semesters of course credit that you *lack*, up to a maximum of four (4) semesters of credit, and select 'Pass' for the grade in these semesters. In order to provide you with proper credit toward your degree for AP exams, the university must receive an official test score report from the College Board.

Advanced Placement (AP) Test Results and Subject Matter Requirements

- If you have taken both an AP exam and an AP course in the same subject, please report *only* the AP course and course grades on this application.

- If you have *not* completed all of the required number of subject matter course units (4 semesters) in the LOTE area, but you have earned a score of three (3) or higher on an AP Test in a LOTE, you may enter the test for subject matter credit in Area E. Select the institution you attended when the test was taken. Select the grade level and year the test was taken. Select the course title, "Other" and enter "AP Exam" and the exam name in the course title field. Example: "AP Exam French". Select the Semester term type. Enter the number of semesters of course credit that you *lack*, up to a maximum of four (4) semesters of credit, and select "'Pass" for the grade in these semesters.

- If you have *not* completed all of the required number of subject matter course units in Mathematics, but you have earned a score of three (3) or higher on an AP Test in Mathematics, you may enter the test for subject matter credit in Area C. Select the institution you attended when the test was taken. Select the grade level and year the test was taken. Select the course title, "Other" and enter "AP Exam" and the exam name in the course title field. Example: "AP Calculus". Select the Semester term type. Enter the number of semesters of course credit that you *lack*, up to a maximum of six (6) semesters of credit, and select 'Pass' for the grade in these semesters.

- If you have *not* completed all of the required number of subject matter course units in one of the following subject requirement areas: history/social science; English; science; visual arts or college prep electives, but you have taken a subject area related AP test and have received a score of three (3) or better, you may enter the test for course credit in the appropriate area. Select the institution you attended when the test was taken. Select the grade level and year the test was taken. Select the course title, "Other" and enter "AP Exam" and the exam name in the course title field. Example: "AP Exam Biology". Select the Semester term type. You may enter a maximum of two (2) semesters of credit and select 'Pass' for each grade.

- In order to provide you with proper credit toward your degree for Advanced Placement exams, the CSU campus must receive an official test score report from the College Board.

SAT Test Results and Subject Matter Requirements

- If you have completed both an SAT subject test and a course in that same subject, please report *only* the courses taken and grades earned on this application.

- If you have *not* completed all of the required number of high school subject matter course units in the Language Other Than English (LOTE) area, but you have earned a score that is equal to or higher than the minimum required score (see chart) on an SAT subject test in a Language Other Than English (LOTE), you may enter the test for subject credit in Area E. Select the institution you attended when the test was taken. Select the grade level and the year the test was taken. Select the course title "Other" and enter "SAT ST" along with the exam name in the course title field. Example: "SAT ST Spanish". Select the Semester term type. Enter the number of semesters of subject matter course credit that you *lack*, up to a maximum of four (4) semesters of credit, and select 'Pass' for the grade in these semesters.

- If you have *not* completed all of the required number of high school subject matter course units in Mathematics, but you have taken an SAT subject test in this area and have earned a score that is equal to or higher than the minimum required score (see chart), you may enter the test for subject credit (to a maximum of 6 semesters of subject credit) in Area C. Select the institution you attended when the test was taken. Select the grade level and the year the test was taken. Select the course title "Other" and enter "SAT ST" along with the exam name in the course title field. Example: "SAT ST Mathematics Level I". Select the Semester term type. Enter the number of semesters of subject matter course credit that you *lack,* up to a maximum of six (6) semesters of credit in Mathematics, Area C and select 'Pass' for each grade.

- If you have *not* completed all of the required number of high school units in one of the following subject requirement areas: history/social science; English; science; visual arts or college prep electives, but you have taken the SAT subject test in these areas and have earned a score that is equal to or higher than the minimum required score (see chart), you may enter the test for subject matter course credit (a maximum of 2 semesters of subject credit) in the appropriate subject area.* Select the institution you attended when the test was taken. Select the grade level and the year the test was taken. Select the course title "Other" and enter "SAT ST" along with the exam name in the course title field. Example: "SAT ST English". Select the Semester term type. You may enter a maximum of two (2) semesters of subject matter course credit in English, Area B and select 'Pass' for each grade.

* NOTE: Please do not claim subject matter credit based upon SAT tests when you have already completed with a grade(s) of "C" or better the appropriate high school or college course(s).

The chart (provided below) shows the test and the minimum required SAT score that can be used to meet the subject requirements.

A-G Subject Area	SAT Subject Test Name	Minimum Score Required
Social Sciences/US History/Government	American History	520
Social Sciences/US History/Government	World History	470
English	Writing Subject Test, taken in May 1998 or after	680
Mathematics	Mathematics Level I	540
Mathematics	Mathematics Level II	510
Laboratory Science	Biology	540
Laboratory Science	Chemistry or Physics	530
Language Other Than English	Chinese	460
Language Other Than English	French or French with Listening	490
Language Other Than English	German or German with Listening	460
Language Other Than English	Modern Hebrew	440
Language Other Than English	Italian	460
Language Other Than English	Japanese	460
Language Other Than English	Korean	460
Language Other Than English	Latin	480
Language Other Than English	Spanish or Spanish with Listening	460

A-G Subject Area	SAT Test	Minimum Score Required
English	SAT Writing Sub-Score	680

Academic Calendars

High Schools Using a Block System

- If your school uses a block system (full year course completed in one half of a school year), list the course name once and final grade earned twice. Select the Semester term type.

  - 1 block unit (where only 1 grade is earned) = 2 semester units (report that grade twice – once for Fall semester and again for Spring semester)
  - 1 block unit (where 2 grades are earned) = 2 semester units (report both grades – one in fall and one in spring)
  - 1/2 block unit = 1 semester unit (enter the grade once in the appropriate term)

High Schools with a Trimester System

- For high schools that are on a trimester system (versus semester or quarters), please put each trimester grade in the Fall semester, Spring semester, and Summer semester 1 terms. To report the grade earned for your third trimester, select a grade preceded by a "T-" from the Summer semester 1 menu.

- It is IMPERATIVE that you include "tri" in the course title, so that the CSU campus knows that your high school is on a trimester system and will evaluate your transcripts accordingly.

- If you took summer coursework and need to report those grades, use another line on the application and enter your summer school grade under summer.

- If, in your trimester system, a course is taken over one trimester (1/2 unit/1 semester grade) or two trimesters (1 unit/2 semester grads), enter the semester grades and select "Semester" as the term type.

High Schools with a Quarter System

If the four quarter grades convert to two semester grades on your transcript, enter the semester grades and select "Semester" as the term type.

If four separate grades are recorded on your transcript, enter all four grades into the Fall semester, Spring semester, Summer semester 1, and Summer semester 2 and select "Quarter" as the term type.

High Schools with Year-long Courses

If you are on a yearly schedule (receiving a grade once for a year-long class), specify each course grade twice. For example, if you received an "A" for the course, enter the grade into both Fall semester and Spring semester.

High School GPA

Your high school grade point average (GPA) is calculated using the total number of grade points you earned, divided by the total number of units you took.

For all your college prep "a-g" (UC A-G course list) work completed in the 10th, 11th, and 12th grades, you receive the following number of points per grade earned: *A*=4, *B*=3, *C*=2, *D*=1, *F*=0.

9th-grade courses do not count in your GPA calculation.

"+" and "-" do not affect the GPA calculation.

Extra grade points are granted for each junior and senior honors, advanced placement, international baccalaureate or baccalaureate-level college course you have completed with a grade of *C* or better, up to a maximum of eight semester courses. For example, if you took an English honors course the first semester of your junior year and earned an *A*, you would receive 5 grade points instead of 4.

If you have any questions about how to calculate your GPA, contact your high school counselor or use the CSUMentor GPA Calculator to help compute your high school GPA.

Transcripts (Freshman)

Submit your official high school transcript only when instructed to do so by the CSU campus to which you have applied. Transcripts must be received in sealed envelopes from the high school from which you graduated in order to verify your self-reported high school information.

EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

Each CSU campus has an Educational Opportunity Program for low-income undergraduate students who are disadvantaged because of their economic and educational backgrounds. EOP serves California residents who do not meet regular admission criteria, as well as those who qualify for regular admission, if they have a history of low income and need academic and financial assistance.

If you wish to be considered for the EOP, select "Yes" to the question: "Are you interested in applying to EOP?"

If you are currently enrolled in any EOP/EOP&S programs, list the CSU or CCC campus.

In addition to these questions, you MUST complete and submit the additional EOP application. You may do so online with your CSUMentor account. Please note that in order to apply to the Educational Opportunity Program online, you MUST submit an undergraduate application for that campus first.

APPLICATION FEE WAIVER

If you wish to be considered for an application fee waiver, you will only be able to submit this fee waiver determination screen ONCE.   It is important that you pay special attention to your responses to the questions.

If you submit this screen information and you do not qualify for the fee waiver, you WILL NOT BE ABLE TO RETURN TO THIS SCREEN in the application AND you will be REQUIRED to pay the $55 application fee.

Many questions on this page display the answers you provided to similar questions on the Personal Information Screen 3. If you need to correct this information, GO BACK to Screen 3 – Personal Information and update this information THERE.

A student may be eligible for a maximum total of 4 application fee waivers per application term.

Note: The results of this fee waiver determination are preliminary. Final application fee waiver determination must be made by the CSU campus.

Do you want to apply for an application fee waiver? Select "Yes" or "No" to indicate whether or not you want to apply for an application fee waiver.

> **1. Are you currently an active duty member or a veteran of the U.S. armed forces?** Your answer from Screen 5 is displayed here.
>
> **2. Are you an orphan or ward of the court or were you until age 18?** Your answer from Screen 3 is displayed here.
>
> **3. Do you have legal dependents other than a spouse?** Select the appropriate answer.
>
> **4. Are you married or registered with the California Secretary of State as a domestic partner?** Select the appropriate answer.
>
> - If you answered '**NO**' to questions 1 – 4 above AND you were born after December 31, 1990, you are considered a "dependent" student and your fee waiver eligibility determination will be based on the family income and household size answers displayed under "Dependent students only".
>
>   Confirm this information before your submit this page. If you need to change your answers, return to Personal Information Screen 3 and update the answers there.
>
> - If you answered '**YES**' to any questions 1- 4 above OR if you were born BEFORE January 1, 1991, your fee waiver eligibility determination will be based on the answers displayed under "Independent students only".
>
>   Confirm this information before your submit this page. If you need to change your answers, return to Personal Information Screen 3 and update the answers there.
>
>   Once you are satisfied with your answers to the application fee waiver questions, click the button at the bottom of the page to apply for an application fee waiver.

REVIEW YOUR APPLICATION

This screen allows you to verify the information you entered before submitting your online application. If you need to make changes to any of your responses, click the appropriate screen and make the change.

Once you have verified all of your responses, click the "**Submit Your Completed Application**" button.

▪ End of Instructions ▪

October 2015