

Easy Reference to the “Whole Admission Process” For First-Time Freshmen

Important Websites with Pertinent Information:

- ❑ **Student Portal Login Instructions:** <http://admissions.fullerton.edu/portal/>
- ❑ **Deadline Dates:** <http://admissions.fullerton.edu/deadlines/>
- ❑ **FTF Overview:** http://admissions.fullerton.edu/prospectivestudent/admissions_ftf.php
- ❑ **Application Process Information:** www.calstatefullerton.com
- ❑ **Student Center:** <http://www.fullerton.edu> > Titan Online link > Student Center

Mailing Address: Admissions Office/CSUF, PO Box 6900, Fullerton, CA 92834-6900

Contact Information: Phone (657) 278-2300 - Fax (657) 278-7699 – admissions@fullerton.edu

Hours: 8 am- 5 pm, M-F

- ❑ **Log into your Student Center** through the Student Portal for documents needed and their deadlines. We do not mail any additional information until an admission decision is made. We send **important updates** to both your campus email address and your home email address or post them in your Student Center. See above for the link to instructions to log into your Student Portal and the Student Center. **Keep your CWID** handy for any contact with the University.
- ❑ **Know the basic coursework** requirements. (Below) If you do not currently meet these, consult with your counselor immediately to rectify the missing coursework. All work must be completed before you graduate.
- ❑ **Take the SAT or ACT no later than December** and submit your scores, your own copies or an official report, **by mid-January**. See our deadlines page for more information and your **To Do List** in your Student Center. Everyone needs to submit official test scores (ACT and SAT) by **mid-March**.
- ❑ **Send** transcripts only after your first semester grades are posted **and only if** “7th Sem High School Trans” is on your “**To Do List**” in your Student Center. Allow four weeks from the time you request a transcript for us to receive it and receipt it. *Do not* send or fax us an additional copy during this time.
- ❑ **Send** other documents, *i.e.*, green cards or AB 540 paperwork, if required.
- ❑ **Maintain** your GPA earning a “C” or better in every class you are taking.
- ❑ **Familiarize** yourself with the Cal State Fullerton catalog and class schedule available on line at www.fullerton.edu.

Basic Admission Requirements:

CSUF is an impacted campus and determines the admissibility of an applicant using an eligibility index and college prep coursework completed in high school. For you to be admitted before February, you must have already completed these minimum coursework requirements by the end of the junior year (see below) with a “C” or better as well as meet the qualifying eligibility index. If any of these required courses is in progress during the senior year, you will need to submit a high school transcript after the first semester senior year (7th semester) grades are posted. ***We will destroy any transcripts received before first semester grades are posted.*** Use the checklist below to measure your progress towards satisfying the **coursework requirements**.

- ❑ 6 semesters of college prep English and enrolled in 2 semesters
- ❑ 6 semesters of math including or equivalent to Algebra 1, Geometry, Algebra 2
- ❑ 2 semesters of US History or Government
- ❑ 2 semesters of other social sciences such as World History or Geography
- ❑ 2 semesters of a life science such as Biology or Human Anatomy, should be a year-long course
- ❑ 2 semesters of a physical science such as Chemistry or Physics, should be a year-long course
- ❑ 4 semesters of the same foreign language or verified proficiency (e.g. SAT II or native speaker)
- ❑ 2 semesters of a year-long course in a visual or performing art— be sure to verify the course you took is on the UC a-g list

If the grade in any of these semesters is lower than a “C”, the class **must be** repeated. The only exceptions are a D in the first semester of a math, foreign language, or chemistry class where the final grade is a “C” or better.

Test Information:

* **SAT I or ACT scores** are required for all applicants. If you did not authorize CSUMentor to submit your scores, then request them directly from the College Board or send a copy of your own score report by mid-January. If you have had them sent directly to another school, you will need to have them sent to us, too. **Do not rely on your high school to submit this information.** If your SSN on the test report is not the same as on the application, the test scores will not be matched to your file, so send us a copy of your score report and include your CWID. We will accept photocopies of your score report. Be sure to include your full name and CWID.

* **Early Assessment Program (EAP)** tests taken in the junior year of high school can exempt you from taking the required placement exams if satisfactory scores are received. If you are conditionally exempt from the ELM, then **you must be taking** a higher-level math or AP physics class during your senior year and complete it with a “C” or better. If you are not enrolled in this class or are not doing well, we recommend you take the ELM.

* **TOEFL:** The TOEFL is required of all applicants whose language of instruction has not been English. You can submit a request to waive this requirement if you have completed at least 3 years of high school where the medium of instruction is English.

* **ELM and EPT** are required placement exams. They are **not** requirements for admission, but are a requirement for enrollment. You may take these before you are admitted but **no later than the first test date in May** and scores must be received by mid-June. See below for more specific information. Contact the Testing Center for a schedule of test dates for the ELM and the EPT on the Fullerton campus by visiting <http://www.fullerton.edu/testing> or calling (657) 278-3838 or visit www.ets.org/csu and select “test dates” for a listing of test dates at other campuses. Online registration for the EPT is available at <https://ept-elm.ets.org/CSU/>. If you reside out-of-state, email csuout-of-state@ets.org or call (925) 808-2142 to arrange for a testing date in your hometown. International students will take the exams upon arrival in the U.S. in mid-August.

EPT- English Placement Test is a test **required** for course registration and must be taken no later than the first test date in May. All first-time freshmen must take the test unless they are exempt with a requisite score from another standardized test (see below) or with the completion of a college-level English composition class.

EPT Exemptions:

- **EAP:** A score of 1 or 2 (and meeting the conditions) on the English Language Arts portion
- **SATI:** A score of 460 or above on the Critical Reading portion
- **ACT:** A score of 19 or above on the English test
- **AP Exam:** A score of 3, 4, or 5 on Language and Composition or Literature and Composition
- **IB:** A score of 4, 5, or 6 on the higher level English exam
- **SAT II:** A score of 680 or above on the Writing Test
- **College Course:** A transferable English Composition course completed with a grade of C or better

ELM- Entry Level Math Exam is a test **required** before course registration and must be taken no later than the first test date in May. All first-time freshmen must take the exam unless they are exempt with a requisite score from another standardized test (see below) or with the completion of a college-level math class.

ELM Exemptions:

- **EAP:** A score of 1 or 2 (and meeting the conditions) on the Mathematics portion of the EAP
- **SATI:** A score of 490 or above on the Math reasoning portion
- **ACT:** A score of 20 or above on the Math test
- **AP Exam:** A score of 3, 4, or 5 on Calculus AB or BC
- **IB:** A score of 4, 5, or 6 on the higher level math exam
- **SAT II:** A score of 550 or above on the Level I, IC, II, or IIC Mathematics Test
- **College Course:** A transferable Math course completed with a grade of C or better

* **Early Start Program (ESP):** Freshmen who would require remediation in mathematics or English based on their ELM or EPT score or were Conditionally Exempt (EAP, SAT or ACT) and did not meet their exemption by completing a higher level math and/or English course their full senior year will be required to begin remediation during summer.

Early Start Program (ESP) participation over the Summer is required if test results are as follows:

- **ELM:** A score of less than 50
- **EPT:** A score of less than 147

Definitions of Terms:

Official transcripts are transcripts received in sealed envelopes from the issuing institution either hand carried or mailed directly to us or a fax sent from the institution or one sent through Parchment/Docufide. All final transcripts must be official. **Unofficial transcripts** can be printouts from the institution's website or opened or copied transcripts mailed, hand carried, or faxed to us. We will only use unofficial copies to verify final grades for courses in progress, such as Algebra 2, which are needed before you can register for classes or attached to AB540 paperwork. *Other unofficial transcripts will be destroyed without being reviewed.* Be sure your name and CWID are on all documents.

High School Transcript is a final official transcript with your graduation date posted. These must be official documents. If you have been admitted before the end of the first semester of your senior year, you only need to send the final transcript. Do not send a 7th semester transcript. We adhere to our deadline dates so submit it before the posted date.

7th Sem High School Transcript is a full official transcript showing all grades through the first semester of your senior year. It is requested **if** you are not admitted on your self-reported college prep coursework, GPA, and test scores. We need to receive it before the posted deadline date. **We withdraw applications from processing if these transcripts are not received by the deadline.** If you order your transcript through Parchment/Docufide, read the instructions carefully so that the transcript will include your first semester's grades. *Transcripts sent without the first semester senior year grades will be destroyed.*

Additional Information:

First-time Freshman applicants who have

- **attended an international high school in addition to an U.S. high school or the 9th grade year** is not on the current high school transcript should submit transcripts from these previous schools immediately.
- **taken courses in college while in high school** should submit a transcript from the college unless the course is posted on the high school transcript.
- **graduated from high school a previous year** must submit an Educational History since HS letter (commonly called a "Before Now Letter") describing what you have been doing since graduating from high school and submit your final high school transcript.

Nonresident Status is determined by your responses on your application and means that you are not a resident of California or have not yet submitted the documentation to verify your residency status. Documentation includes alien registration cards, 194s, parents' tax forms, or a request for Nonresident Tuition Exemption (AB540).

All International Students need to submit to the Office of International Student Recruitment and Retention, a Financial Statement and Bank Statement prior to receiving the I-20. Please see the information and the form on line at www.fullerton.edu/international.

Corrections to your application: The only correction we can make on your application is the SSN. To correct the SSN that you stated on the application, fax a copy of your social security card with your CWID. If you have not received your acknowledgement email with your CWID and one-use PIN and suspect that your email address is incorrect, please call us at (657) 278-2300. All other address changes you can do through your Student Center.

Holds on your record do not allow you to register for a semester until you have complied with the request. They can come from many different departments on campus. The most common one from Admissions and Records for first-time freshmen is the **Evaluation Docs Required** hold that is placed when we need to verify the satisfactory completion of college prep coursework. This will always be required for applicants taking Algebra 2, Geometry, or a previous year's English class during the senior year. An unofficial transcript or final grade card is an acceptable verification document.

The Final Official Transcript Hold is the need for all final documents that should have been submitted before the beginning of the first semester of attendance. These must be complete and official. Please allow three days for the receipt and clearance of this hold when the document is hand-carried.

If admitted to CSU Fullerton, you must **accept your offer of admission** and pay your non-refundable enrollment deposit by **May 1st**. In addition, you must register and attend **New Student Orientation (NSO)**. These are mandatory requirements for all first-time freshmen who plan to attend CSU Fullerton. NSO will send you additional information at a later date. Please note that if you are required to participate in Early Start Program (ESP), you must complete it over the Summer prior to enrollment.