CAL STATE APPLY

Freshman Application Guide
2024-2025

Table of Contents

INTRODUCTION AND PREPARING TO APPLY

What is Cal State Apply?

Cal State Apply is the Centralized Application System for all 23 universities in the California State University (CSU) system. **You only need to submit ONE Cal State Apply application** even if you are applying to multiple CSU universities (note: each university you apply to has a $70 fee).

When to fill out the application

Use this chart and the information below to help guide you on application deadlines:

Term	Application Opens	Application Priority Deadline
Fall 2024	October 1, 2023	November 30, 2023
Spring 2025	August 1, 2024	August 31, 2024

Review the Application Dates & Deadlines information on calstate.edu/apply before starting your application to find out which programs are available and the deadlines for each term.

- **Be sure to apply for the correct term.** Do not apply before the "application opens" date listed in the chart above. A submitted application is only considered for the term which you applied.
- **Deadlines vary from campus to campus**, and not all campuses accept applications each term, nor for every program. For details, contact the university admisshandion office.
- **You may be asked to provide supplemental materials and/requirements.** Check the campus website(s) for more details and be sure to check your email regularly.

How to apply

Start by visiting calstate.edu/apply. Then, click the term you are applying for in the drop-down menu.
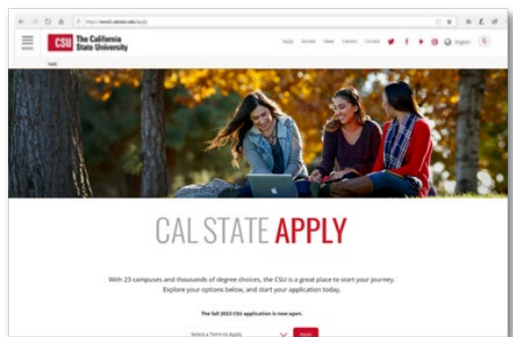
About this guide

This guide takes first-time freshman through completing most parts of the Cal State Apply application, including: preparing to apply, first steps in your application, completing the Academic History, Supporting Information, and Program Materials quadrants (quadrants 2, 3 and 4), and lastly, submitting your application. This guide also assists lower-division transfer applicants with completing the high school coursework and A-G matching sections.

While some parts of the application may not be covered in this guide, you can find detailed help text within the Cal State Apply application and the Applicant Help Center.

About the Applicant Help Center

Use this guide as a supplement to the instructions provided in the Applicant Help Center. To access the Applicant Help Center, click on your name in the upper-right hand corner of the Cal State Apply application.

Required information and materials

Be sure to have the following before you begin your application:

✓ **Unofficial transcripts (both high school and college transcripts, if applicable):** You'll use these to enter the courses you've completed to fulfill A- G requirements; including courses currently in progress, and those you plan to take

✓ Your **Social Security number** if you have one

✓ Your **Citizenship Status**

✓ **Credit Card** or **PayPal account**: Application fees are due at time of submission and are paid by credit card or PayPal

✓ **Annual income:** Your parent's annual income if you are a dependent, or your income if you are independent

✓ **Educational Program, Work and Extracurricular Participation Information:** You will need to provide the years you participated in college preparation programs and your average number of hours per week you work or participate in extracurricular activities

✓ Information needed to apply to the Educational Opportunity Program (EOP) (if applying)

FIRST STEPS IN YOUR APPLICATION

Setting up your Cal State Apply account

Once you've selected the appropriate term and click "apply" from the Cal State Apply website, you will be taken to the application portal for that term.

STEP ONE: CREATE AN ACCOUNT

Create an Account

Common mistake to avoid: Not checking the email address you provided. Official communication.is sent via email regarding your application, admissions requirements, etc. Be sure you enter the email address you check regularly.

Completing your Extended Profile

After creating an account, you will complete the questions on the Extended Profile.

Be sure to answer questions on the Extended Profile correctly. The answers you provide on the Extended Profile determine what question blocks (tiles) appear for the remainder of the application and what programs (majors) are available for you to choose.

Come back to your questions on the Extended Profile any time if you need to make corrections by clicking your name on the top right-hand corner.

Your Name
Your CAS ID

Help Center

My Profile

Extended Profile
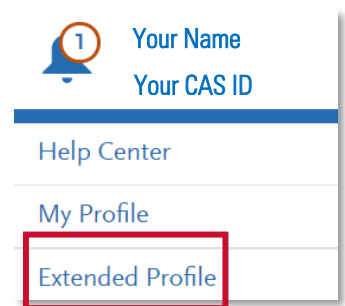
Degree Goal

All freshman students should select **First Bachelor's Degree**.

Then, select **Graduating High School Senior or equivalent** for your educational status.

Specify if you have taken and earned any college credits through a community college or university (e.g. through "dual enrollment")

1. Degree Goal

* What degree, credential or certificate are you applying for?

○ First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

○ Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

* Which of the following best describes your current educational status?

EXAMPLE

* Have you taken and earned college credits through a community college or university?

○ Yes

○ No

US Military Status

If you have never served in the United States Military, select "No. I have not served in the US military." Otherwise, select the appropriate response from the drop-down menu.

International Applicant

If you have or will require an F1 Visa (student) or J1 Visa (exchange) to study at the CSU, select Yes. If not, select No. Applicants who answer No will be prompted to select the state of their permanent home.

Common mistake to avoid: Checking yes classifies you as an international applicant. U.S. Citizens, legal residents, and other visa holders should select No.

Selecting what program(s) you will apply to

After you complete your Extended Profile, you will be taken to the **Add Program** page. This is where you can select the specific program(s) you will apply to.

Finding a program

You can begin by typing in a campus name or a program (major) in the search box. You can also use the filters to narrow down your search quickly.

Selecting a program

Once you find a program you wish to apply to, click the plus sign to the far left of the program name. This will add it to your application.

Common mistake to avoid: Applying to the wrong campus. Check the entire name of the campus and program carefully.

NOTE: Programs offered through a campus' Extended Learning Office are self-support programs with their own tuition, fee, registration, and financial aid structures. For this reason, programs offered through the Extended Learning Office may not qualify for state or federal financial aid. Students who choose to enroll in a self-support program may not switch between self-support and state-funded degree programs offered on this campus.

You can apply to as many campuses as you wish, but you can only apply to one program per campus. Once you are done making your selection(s), click Continue.

Reviewing your selection(s)

Before moving on, review your program selections. This page shows you all programs you are applying to, your application status, and total fees due. You will review this information again on the **Submit Application** tab to ensure you are ready to submit.

How the information you enter is used

The CSU uses self-reported coursework to calculate overall GPA and to determine admission eligibility. Failure to report all coursework completed may adversely affect admission eligibility and could result in a denial decision.

The four parts (quadrants) of your application

Click the My Application tab to complete the rest of your application. You must complete all sections for a quadrant to show as complete. All quadrants must be complete to submit your application.

This shows your progress towards completing all the required information for this quadrant.

*Don't skip the Program Materials section. Even if it appears complete, be sure to click and read the Program Materials quadrant as there is usually important information about the program(s) you are applying to in this section.

HIGH SCHOOLS ATTENDED

My High Schools

Add **up to** five (5) high schools attended, from grades 9-12. Add each high school you attended individually. Do not add middle school, nor colleges attended in this section.

If you attended **more** than five (5) high schools:

- List the schools where you have completed *most* of your courses.
- After submitting your application, you must contact each campus to which you've applied to provide additional information regarding the additional high schools attended.

If you have attended a high school/secondary school **outside** of the United States:

- Enter the name, location and dates of attendance. In the next section (Academic Information) you will be asked to complete additional information.

Steps to add your high school(s) to the application

STEP 1 – Click Add a High School.

STEP 2 – To narrow your search, enter Country. Enter either State, city, zip code, or CEEB code.

STEP 3 – In the search box, begin to enter your school's name. Click on the appropriate school as it appears.

STEP 4 – If you attend a home school, click on the Home School tab. Manually enter the name of your home school, associated school or organization.

Add a High School
* Indicates required field

High School >   Home School >
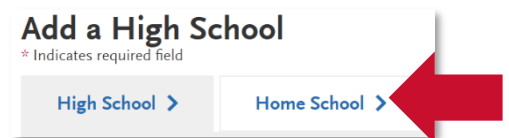
Not seeing your high school on the list? Try entering any abbreviations of your school's name or attempt a second word in your school name. If the name of the school still does not appear, you may manually enter. If you are reporting a California high school, contact your high school for the CEEB code and follow instructions listed above.

STEP 5 – Enter the dates you attended the school. Incorrect attendance dates will prevent you from entering coursework on the High School Coursework part of the application.

STEP 6 – Select your high school's term type. Use the guide below to determine your high school's term type:

What if your high school has multiple term types? If your high school offers courses that have various term types, or has converted term types during your attendance then you must report the high school for each term type. e.g. enter the high school twice with the different term types each time. **Unsure about what term type(s) fit your school?** Speak with your high school counselor.

> **TERM TYPE GUIDE**
> How many grades does your high school give you per course each academic year?
>
> 1 grade given = **Full year** term type
> 2 grades given = **Semester** term type
> 3 grades given = **Trimester** term type
> 4 grades given = **Quarter** term type

Uploading your transcripts using CaliforniaColleges.edu

SAVE TIME UPLOADING YOUR TRANSCRIPTS. California residents that have a CaliforniaColleges.edu account can use this account to add high school transcript information to their application. View this how-to video about importing your courses.

Graduation Status

If you have received or expect to receive a **high school diploma**, select that option. Then, select the school granting you the diploma. Enter the date you received/expect to receive the diploma.

If you have or will have received a **high school equivalency (e.g. GED, HiSET, or TASC),** select that option. Then, enter the date you received/expect to receive it by clicking on the calendar icon. Use the left or right arrows to change the year. Once you are in the correct year, select the appropriate month.

ACADEMIC INFORMATION

Academic Information

If you have not and **do not** expect to earn a high school diploma or high school equivalency, please select that option.

If you **have not** attended high school/secondary school outside of the United States:

- Select No.
- You are complete with this section and may move onto the next section of the application.

Academic Information

* Did you attend high school/secondary school outside the United States?

    ◯ Yes   ⬤ No

If you **have** attended high school/secondary school outside the United States:

- Select yes.
- List your Academic Performance (High School GPA, Standing, Percentage, etc.).
- List the name of Degree/Diploma (e.g. Diploma, A-Level, Abitur, Certificado).

Academic Information

* Did you attend high school/secondary school outside the United States?

    ⬤ Yes   ◯ No

* Academic Performance (High School GPA, Standing, Percentage, etc.) [_____]

* Name of Degree/Diploma (e.g. Diploma, A-Level, Abitur, Certificado) [_____]

COLLEGES ATTENDED

What to include for Colleges Attended

✓ This section is only for freshmen applicants that are currently taking or have completed college coursework and indicated this by answering Yes to the question in the Extended Profile. If you have never taken a college course, and correctly indicated this in your Extended Profile, you will not see this section on the application.

* Have you taken and earned college credits through a community college or university?

● Yes   ○ No

✓ Report all colleges attended, including but not limited to:
- Courses taken during high school for college credit
- Summer college courses

✓ Report all colleges attended regardless of their relevance to the programs you are applying to.

✓ List all colleges on your application even if the coursework completed there was transferred (sent) to another college/institution.

Report each college only once, even if you had gaps in the dates of attendance. For example, if you attended a community college for two different summers, add the community college **once** in this section and include all courses ever taken there.

For college credit outside the United States/Canada

For a college/institution outside the United States/Canada, you will be given the option to upload an unofficial copy of your transcript. This is **not** required but will help expedite the review of your application.

Add a College of University

Follow these steps for each college/university you've attended or are currently attending.

STEP ONE – Select Add a College or University.

STEP TWO – Type in the name of the college/university.

EXAMPLE

* What college or university did you attend?

long beach city

LONG BEACH CITY COLLEGE
California, United States
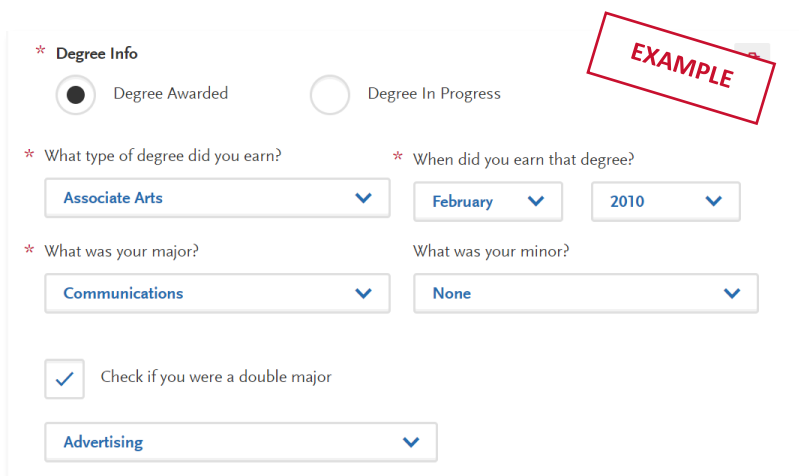
Begin typing the full institution name. The system will display results that match the information. Select the correct matching institution. Additional matches may be further down the list. Scroll down using your mouse or the down arrow to see potential matches.

Can't find your college/university?

The lookup table includes all domestic and international institutions with a College Board CEEB code. If you are unable to find your institution, verify the name is entered without abbreviations and matches the official name on your transcript. If the institution is still not found, select **"Can't find your school"** and complete the additional information requested.
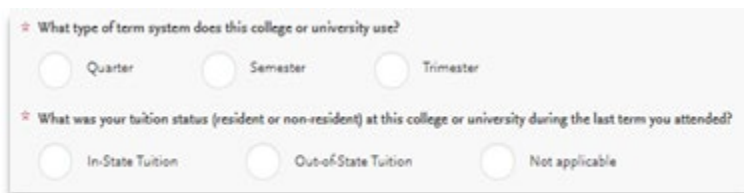
Degree information

INSERT select whether or not we are planning to obtain a degree.

Identify whether or not you completed **(Degree Awarded)** or will complete **(Degree In Progress)** an associate degree or other degree(s). If yes, you will be asked to provide details on the type of degree, date earned/will earn, your major, minor, and whether you had a double major.

Term Type and Tuition Status

Select the type of term the college/university used while you attended. Refer to your college transcript term headers or transcript legend for assistance with identifying the term type.
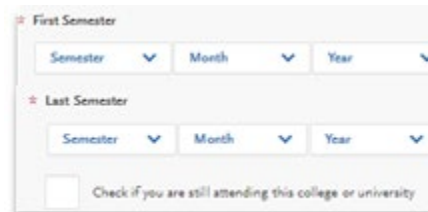
Designate the tuition status during the last term attended and then provide dates of attendance, selecting the term, month, and year that you first attended and you last attended. **If you are still attending, be sure to check the box "Check if you are still attending this college of university" under the Last Term drop downs.**

HIGH SCHOOL COURSEWORK

Important notes about reporting high school coursework

You will report all A-G courses, including courses in addition to those used to satisfy subject requirements. Do not include non A-G courses.

Dual enrollment – reporting college courses taken during high school

You **do not** report dual enrollment courses (college courses taken during high school) within this **High School Coursework** section. After you've completed **Colleges Attended**, report any college courses you've taken in the **College Coursework** section. Then, visit the **A-G Matching** section after completing **College Coursework** to report how these may satisfy your A-G requirements.
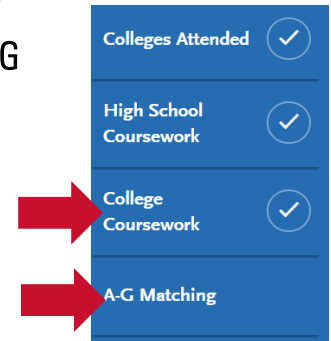
Reporting foreign (outside U.S.) high schools

You are <u>not</u> required to complete High School Coursework or A-G Matching sections for foreign high schools. This includes applicants who are U.S. citizens and only attended foreign high schools, as well as applicants who only attended foreign high schools but may have taken a U.S. course.

Reporting repeated courses

CSU defines repeated courses as taking the exact same course with the exact same course title taken at the same school and/or same school district at a later time.

- If you repeated a course, only enter the course once with the highest grade(s) earned.
- If the repeated course is planned or in progress, enter the course with the original grade earned and the planned or in progress course as a new grade has not been earned.
- If you repeated (remediated) a course at a different high school and different school district you will include both courses and grades.
- If you remediated a different course (i.e. Honors English vs English) you will include both courses and grades.

Note: For courses like journalism, band/orchestra, film production etc. that are repeatable for credit and approved to meet A-G requirements, you can leave the multiple entries on the application, ignore the repeat credit warning when submitting the application.

About credit recovery with variable units

Only full semester courses may be used to repeat a course. In the event that a course is completed for less than standard 5 units (1 semester), you must complete full 5 units before the course may be reported with a grade earned. In the event that only a portion of the 5 units is completed, it will not correct the originally earned grade.

Steps for entering your high school coursework

To start, you will add a high school grade level (and the corresponding school and academic year for that grade) for each year of high school. For each grade level, you will input all A-G courses that were taken during that grade level.

Add a high school grade level

Begin with selecting the earliest grade level that you completed courses to fulfill an A-G subject.

Steps to add a grade level:

1. Select the school that you attended for that grade level
2. Select the appropriate academic year
3. Click the green check mark to continue

Middle School Courses

If you took mathematics or foreign language courses in 7th and 8th grade to fulfill A-G requirements, select the appropriate grade level (e.g. 7th grade, 8th grade). Then, select the high school you attended in 9th grade and your 9th grade academic year.

Add a high school course

STEP ONE - Start by entering the course title.

- If you attend a California high school, once you begin typing, you will be presented with a list of courses that contain the letters entered (see example to the right). To refine the list of courses, continue typing until the correct course appears.
- It is recommended that you select the course from the list, and not manually enter a course title. **However, if you did not attend a California high school, you will need to manually enter the course title.**

STEP TWO - Select the course type. Use this chart for guidance:

Course Type	Definition
None	Standard level course (**not** AP, IB, or approved honors course)
Advanced Placement	AP course, eligible for an additional point to your GPA calculation
International Baccalaureate	IB course, eligible for an additional point to your GPA calculation
Honors*	Approved Honors course, eligible for an additional point to your GPA calculation (must be designated in high school's A-G course list.)

STEP THREE - Enter the Grade earned for each term.

- If the course is completed, select the letter grades you received for the course during each term.
- Select In Progress if you are currently taking the course.
- Select Planned if you are planning to take the course in a future term.
- Only taking the course for one term? Select No Course for term which you will not earn a grade for.

NOTE: Please see the Course Validation section of this guide for information on how courses are validated to fulfill A-G requirements.

STEP FOUR - Click the green checkmark to save each course. Continue adding courses until all A-G coursework for the grade level is entered.

STEP FIVE - Click Add a Grade Level. Repeat the steps above to add additional grade levels and courses until all A-G coursework from your high school transcripts is completely entered.

Adding a summer grade level

Grade levels for summer courses should be reported as the grade you were going into after that summer. For example, if you took a summer class between 9th and 10th grade, the summer grade level should be set to 10th grade. Each summer you have attended should be entered individually by grade level. Once you've added a summer grade level, follow the same steps outlined above to Add a course.

COLLEGE COURSEWORK

Entering your college courses

This section is only for first-time freshman who have taken one or more college courses. If you have taken one or more college courses, you will be reporting all courses from your college transcripts that you have used to fulfill the A-G subject requirements.

Colleges listed

You should see the college(s) you entered in the Colleges Attended section listed in separate gray boxes. To begin entering coursework for the college, click the **Start button.**
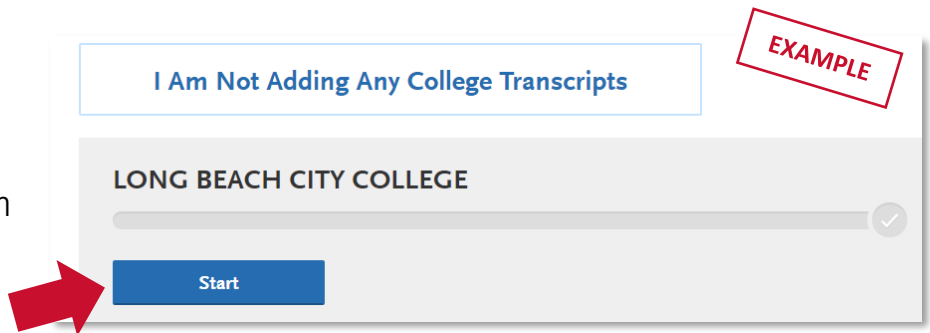
> **Important note:** Use official copies of your transcripts. Coursework must exactly match your official transcripts; don't use an unofficial version, like a printout from your school's website. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.

Adding a college term

You will enter your courses by term. Start by adding your first term. **Depending on the term type you selected in Colleges Attended for that college,** it will prompt you to add a semester, trimester, or quarter (example shows "add a semester")
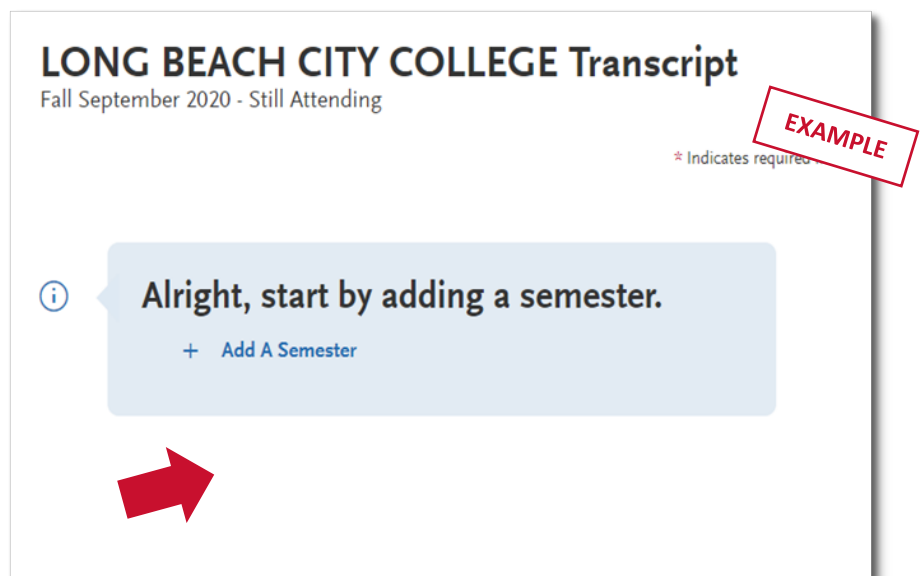
Adding Term, Year and Academic Status

Add a term, year, academic status and completion status. Hit SAVE once done.

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Select ∨	Select ∨	Select ∨	Select ∨

- <u>Term and Year:</u> The options that appear are based on information you entered in the Colleges Attended section.

- <u>Academic Status:</u> Your status during the term you are inputting, not your current status. **As a High School student, you may select Freshman for all courses completed.**

* GRADE	CAS GRADE
AB	AB

EXAMPLE

Enter a college course

STEP ONE – Click Add a Course to add courses for that term.

STEP TWO – Enter the course code.

- Department prefixes and course numbers must exactly match what appears on your official transcript.
- Some courses may populate from a drop-down selection box that appears as you type the course (see example). These are pre-loaded courses from ASSIST.
- If your course does not appear on the drop-down list automatically, manually enter the course subject and number exactly at it is listed on your transcript.

☆ COURSE CODE

Bio
BIO11
BIO1A
BIO1B
BIO2

EXAMPLE

STEP THREE – Enter the course title. You can abbreviate it if it does not fit. Some course titles may populate from a drop-down selection box that appears as you type the course. These are pre-loaded from ASSIST.

EXAMPLE

☆ COURSE TITLE

Environmental

STEP FOUR – Select the course subject area. You must select a subject for each course line. If you are unable to find a similar subject, select Special Topics.

EXAMPLE

☆ SUBJECT

Biology ∨

STEP FIVE – Enter the course credits exactly as they appear on your transcript. In most cases, the course credit will be a full number of 3.00 or 4.00. Enter the first digit, and then use the pulldown to select the decimal value.

EXAMPLE

☆ CREDITS

3	00 ∨

STEP SIX – Enter the grade exactly as it appears on your transcript, including any pluses or minuses. **See the next section if you have variable unit grades to enter.**

- If your grades appear on your transcript as "BA," "CB," or "DC," (higher grade in second semester), you must list them as "AB," "BC," and "CD" (higher grade in <u>first</u> semester) for the system to recognize them.
- For Pass grades, enter "P," and for Credit grades, enter "CR."
- The CAS Grade populates automatically. This allows us to standardize your coursework for all programs and cannot be edited.
- If your grades are listed as numbers (e.g., 93), enter them exactly as they appear on your transcript. They will automatically convert to the equivalent CAS letter grade.

Entering Variable Unit Grades

There are two box values for credit. The first is the whole credit value. The second box is for fractional credit values and defaults to 00. To change this, select a value from the drop-down. For example, a course that is 3.50 credits would have a value of 3 in the first box and then 50 in the second. For more help, see the [Course Credit section] of the Applicant Help Center.

Click Save All. Continue adding courses, as needed.
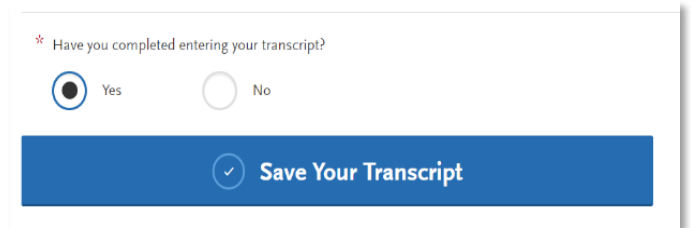
STEP SEVEN – Save your transcript. **Once coursework entry is completed for all reported colleges,** at the bottom of the page, select Yes confirming you have completed entry and then "Save Your Transcript". If you decide to go back and edit coursework entry after saving, be sure to select Save Your Transcript again.
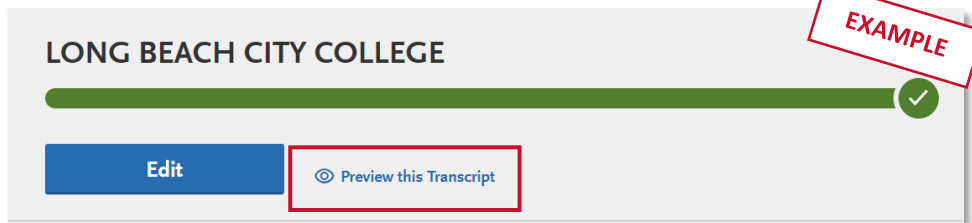
You can preview what you submitted by clicking Preview this Transcript.

Important note about A-G credit for college courses: Applicable courses entered should be matched to an A-G category so proper years of credit is provided. Be sure to do this in the A-G Matching section by clicking Update A-G.

A-G MATCHING

Checking your A-G Totals

A-G Subject Totals

Subject	
A	History / Social Science (2 Years)
B	English (4 Years)
C	Mathematics (3 Years)
D1	Biological Science (1 Year)
D2	Physical Science (1 Year)
E	Language Other than English (2 Years)
F	Visual & Performing Arts (1 Year)
G	College-Preparatory Elective (1 Year)

On the A-G matching, you will see the guide of A-G subjects (left picture) with the **total minimum years required in parenthesis**. To check that you have met all A-G areas, look at your totals on the right-hand column under "Years." Your totals should be equal to or greater than the number of minimum years for that subject.

In the below example, Subject A – History/Social Science requires a minimum of 2 years. The applicant has met at least the 2-year requirement for this subject. They completed 3 years.

A-G Subject Totals

EXAMPLE

Subject	Years
A History / Social Science (2 Years)	3

Updating your A-G courses

Update A-G Courses

If you notice that you have <u>not</u> met the minimum number of years in any of the A-G subject areas, follow these directions to revise your courses:

1. Click on the arrows next to each Academic Year to display all courses for that year/Grade Level
2. Ensure that each course contains an A-G area in the far-right column (use the guide on the right if you are unsure which area should be chosen
3. Once you have completed your updates, click Save and Continue to return to the Summary Screen.

Reminder: All A-G requirements must be completed by your high school graduation date.

Important notes about A-G courses

This information will be used by the campus to make an initial admissions decision, accuracy is imperative. If you have any questions about requirement matching, contact your high school counselor or the campus to which you are applying.

A-G courses taking during a Trimester term

Courses reported with a Trimester term type will show with .33, .66 or .99 totals based on the number of terms reported. Totals ending in .99 will be rounded to a full year.

Advanced Placement (AP) or International Baccalaureate (IB) tests

Any passing AP or IB test scores reported in the Standardized Test section of the application that fullfill an A-G subject requirement will automatically be applied to respective A-G subject totals.

EXAMPLE

▼ Standardized Tests			
If you don't have a high school or college course that fulfills an A-G subject requirement, you can use your AP or IB test as a substitute. Any test scores used to fulfill A-G subject requirements will be noted in the Years column.			
Test Name	**Score**	**Years**	**A-G**
AP United States History	3	2	A

A-G Subject Totals	
Subject	**Years**
A History / Social Science (2 Years)	2

College courses taken while in high school (dual enrollment)

College courses taken while in high school must be reported on the College Coursework screen for <u>each</u> college you attended. You can then match these to A-G. College courses entered on the College Coursework section for one semester will be automatically counted for one full year of high school credit.

A-G Areas C, D and G

The next section walks you through a few important notes, by A-G subject area, to consider when reporting high school A-G courses. For more information on fulfilling the A-G requirements, please visit the [Freshman Admission Requirements webpage](#).

- Biology/Life Sciences
- Biology/Earth & Space Sciences

Biological Sciences

- Chemistry
- Chemistry/Earth & Space Sciences
- Computer Science
- Earth and Space Sciences
- Physics
- Physics/Earth & Space Sciences

Physical Science

- Integrated Science
- Integrated Science 1
- Integrated Science 2
- Integrated Science 3
- Integrated Science 4

Integrated Science

Mathematics – Area C: A two-year Algebra 1 course should be reported with only two semester grades. Enter the course title only once and enter the grades earned in the second year.**Laboratory Science – Area D:** Area D requires one year of Biological Science (D1) <u>and</u> **one year** of Physical Science (D2). Courses in Integrative/Interdisciplinary Laboratory Science are "wild cards," meaning they can be used to fulfill **either** Biological Science **or** Physical Science area, as you need them. This guide shows which disciplines are included in Laboratory Science – Area D:

California applicants may visit the [UC Course Management Portal](#) to review course disciplines attached to each course and detrermine how the course should be reported.

College Preparatory Electives – Area G

You can fulfill Area G – College Preparatory Electives a few different ways but the following is the most common way applicants do so. Most applicants fulfill their Area G – Electives with one semester of US Government and one semester of Economics. This is only when their 2 years of Area A – History/Social Science have already been completed by other courses, other than US Government and Economics since courses can only count once.

In the example, the applicant fulfilled their History/Social Science requirement with other courses. So, when they entered US Government and Economics, those courses were used to complete the 1 year of Area G.

A-G Subject Totals	EXAMPLE	
Subject		**Years**
A History / Social Science (2 Years)		2
G College-Preparatory Elective (1 Year)		1

If you cannot complete area G with using US Government and Economics, you can manually change the A-G category of **one course** from another A-G area, if it has been completed **in excess** to the minimum subject requirement. If other subject requirements have been exceeded, and you would prefer to retain those totals, you may report a course entitled **"Elective Credit"** with two grades of Pass **(Recommended for applicants to San Luis Obispo).**

A-G GPA

GPA calculation is based on the grade level and A-G categories assigned to each course, from 10th – 12th grade years (9th grade courses and Middle School courses are not included in the A-G GPA, even if you took A-G courses in those grades). If you report a high school course that you do not assign to an A-G category, this course will <u>not</u> be counted towards the total GPA.

A-G MATCHING

Any courses that you report for which you have received a D or an F grade will not be included in your Total Years calculation. These courses will still be included in your calculated GPA. Manually entered courses will need to have an A-G category matched.

"+" (plus) and "-" (minus) are not included for grades. Courses designated as honors courses on the UC's "a-g" list receive additional points for GPA calculations. Honors, AP and IB courses approved additional honors credit are identified on the UC "a-g" list. If you have questions about how the A-G GPA is calculated, you can use the [CSU Calculator](#).

COURSE VALIDATION

What is course validation?

There are two kinds of validation:

1. Validation of coursework is when a lower-level course is granted credit ("validated") even if the lower-level course was not actually completed. This is called "subject omission."
2. Validation of a D or F grade (called a "grade deficiency") in a lower-level course after completing a higher-level course with a grade of C or better.

A final grade of C or better in the second semester or third trimester of a yearlong course is recognized as validation of satisfactory completion of subject performance requirements only in the subjects of mathematics, chemistry or languages other than English.

Course validation may allow you to meet the minimum A-G requirements by granting credit for lower-level courses you may not have passed, if they fall within the validation rules that are outlined below in this section.

Course validation for California high schools (with A-G list)

Course validation happens **automatically** for California high schools that have the UC A-G course list. In order to have this automatically validate for you, you must be sure that you enter the correct high school (with matching CEEB code) and you carefully enter your courses to match your transcripts.

For California high schools, do not manually enter your high school nor your high school courses. Be sure to select from the choices that populate in order for your courses to be properly validated and for your credit to be reflected accurately.

If your California high school courses do not appear on the A-G list linked above, or you have courses from a non-California high school, see the next section for details on how to manually validate your courses within Cal State Apply.

EXAMPLE: Automatically populates list of courses for California high schools with A-G list; select from choices

How to manually validate courses

(Validating courses: Non-California high schools and validating courses that do not appear on the A-G list)

As mentioned above, automatic course validation occurs <u>only</u> for California high schools that have the UC A-G course list.

If you attended a non-California high school or if your courses are not on the UC A-G list, you may not see your courses in the search and may need to manually type in the courses. When you get to the High School Coursework section, you will need to manually match your courses to meet the A-G requirements.

Course Name

Math 10

No results found

EXAMPLE: No courses will populate for non-California high schools or ones without A-G list; type course in manually.

Steps to manually validating your courses by GE subject area

For non-California high schools and courses not on the A-G list requiring manual validation, it is very important to use the guide below to ensure your courses validate correctly (California high schools with A-G list can skip the following notes since their courses automatically validate).

Checking your validations to confirm years of credit received and designate A-G

Click the A-G Matching tab, click Update A-G courses and then click the drop-down menu of your high school to see the list of courses that include Years of credit received. Here is where you will need to **manually** input the A-G category for these courses to receive credit.

Course Title	Grades	Years	A-G
Algebra II	D, C	0.5	
Algebra II	Pass, No Course	0.5	

This is an example from the first math validation rule below. Years = years of A-G credit received (must manually type in A-G category)

How to validate Mathematics credit

A grade of C or higher in the second semester validates a D or F in the first semester.

To validate courses based on the above scenario, please follow these steps:

1. Enter course with grades earned.
2. Then, enter a **second time** with the same course title. For the first semester grade, select "Pass," and for the second semester grade, select "No Course."

EXAMPLE

	★ Course Title	★ Course Type	★ Fall	★ Spring
1.	Algebra II	None	D	C
2.	Algebra II	None	Pass	No Course

A grade of C or higher in the second semester of a sequential Math course validates the prior year.

To validate courses based on the above scenario, please follow these steps:

1. Enter course with grades earned.
2. Then, enter a second time with the same course title. Select grade of "Pass" for both semesters to validate the entire first year. If only one semester needs validating, select "Pass" for one semester and "No Course" for the other.

	★ Course Title	★ Course Type	★ Fall	★ Spring
	Math I	None	C	D
1.	Math II	None	C	C
2.	Math II	None	No Course	Pass

A grade of C or higher in the second semester of an Advanced Mathematics course validates the entire three-year subject requirement. (Advanced Math courses are designated on the UC Management Portal.)

To validate courses based on the above scenario, please follow these steps:

Calculus I	None	C	B	*EXAMPLE*

1. Enter course with grades earned. Then, enter a second time with the same course title.
2. Select "Pass" grades until the 3-year requirement is completed

Calculus 1	None	Pass	Pass
Calculus 1	None	Pass	Pass

EXAMPLE

How to validate Chemistry credit

A grade of C or higher in the second semester validates a D or F earned in the first semester.

To validate courses based on the above scenario, please follow these steps:

1. Enter the valid grades earned with a consecutive row with the same course title.
2. For the first semester grade, select "Pass," and for the second semester grade, select "No Grade"

⋆ Course Title	⋆ Course Type	⋆ Fall	⋆ Spring	
Chemistry 1-2	None	D	B	
Chemistry 1-2	None	Pass	No Course	

EXAMPLE

How to validate Language other than English credit

A grade of C or higher in the second semester of a second year or higher of foreign language will validate the entire two-year subject requirement.

To validate courses based on the above scenario, please follow these steps:

1. If a grade lower than a C is earned, the original grade(s) must be reported in addition to the next steps.
2. If only the second level or higher has been completed, enter the actual course completed, on a consecutive row with the same course title.

3. Then, select grades of "Pass" until the 2-year requirement is completed.

EXAMPLE 1

☆ Course Title	☆ Course Type	☆ Fall	☆ Spring
French I	None	C	D

☆ Course Title	☆ Course Type	☆ Fall	☆ Spring
French II	None	C	C
French II	None	No Course	Pass

EXAMPLE 2

☆ Course Title	☆ Course Type	☆ Fall	☆ Spring
Spanish III	None	No Course	A
Spanish III	None	Pass	Pass
Spanish III	None	Pass	No Course

COURSE VALIDATION

You took met the LOTE requirement through another means other than a course as outlined in the [CSU Admission Handbook](#).

To validate a courses base on the above scenario, please follow these steps:

1. Students applying to the CSU should indicate the specific language in the "High School Coursework" section of the application for admission. Students should indicate completion of two years of one language with a grade of "Pass" on consecutive rows.

⁎ Course Title	⁎ Course Type	⁎ Fall	⁎ Spring	Actions
Spanish I	None ⌄	Pass ⌄	Pass ⌄	✓ 🗑
Spanish II	None ⌄	Pass ⌄	Pass ⌄	✓ 🗑

EXAMPLE

You took a LOTE course at a community college listed in their catalog as equivalent to 2 years of high school credit and only one year of credit is automatically applied in Cal State Apply.

To validate a courses base on the above scenario, please follow these steps:

1. Manually enter the additional year in the High School Coursework section of the application and enter Pass as the grades for both terms.

⁎ Course Title	⁎ Course Type	⁎ Fall	⁎ Spring	Actions
College ASL Course	None ⌄	Pass ⌄	Pass ⌄	✓ 🗑

EXAMPLE

Using test scores to validate A-G requirements
(for both California and non-California high schools)

How to receive Advanced Placement (AP) subject test credit

To provide you with proper credit toward your degree for Advanced Placement exams, the Cal State Apply campus must receive an official test score report from the College Board. **If you have scored 3 or higher on an AP Exam, add your test scores in the** Standardized Test **section of the application.**

A score of 3 or higher may automatically fulfill an A-G subject requirement such as mathematics, language other than English (LOTE), history/social science, English, science and/or visual performing arts. See the A-G matching section for more information.

How to receive SAT II subject test credit (taken prior to 2021)
Required A-G courses may be satisfied with appropriate test scores on SAT Subject Tests (taken prior to 2021). You need to enter the SAT Subject Test in the High School Coursework section of Cal State Apply.

Enter it under the year you took it in (10th, 11th, etc.), manually enter the course name as SAT II Subject (name) Test, and then enter Pass for each semester. If you need a second year of credit from passing the test, you can enter another line and re-enter the same information. Once this is done, you will have to manually designate the tests on the A-G section of the application.

STANDARDIZED TESTS

Reporting standardized tests

In this section, you can self-report your standardized test scores or self-report tests you plan to take, such as **SAT, ACT, AP, IB and CLEP exams.**

ACT and SAT test scores for freshman

ACT and SAT test scores will not be used for any admission purposes and applicants are not required to submit these scores. If you have taken the ACT or SAT and have already sent your scores to a CSU campus, you can add your information into Standardized Tests. If this is the case, we encourage you to include your College Board or ACT ID number.

If you have not sent your scores to a CSU campus, **no further action** is needed at this time. If you are accepted and you elect to submit your SAT and ACT scores, these results will only be used as one of the measures to place you in the proper mathematics and English courses. To reiterate, applicants who have not yet taken the ACT or SAT test do not need to for admission to the CSU, as the CSU will not consider them in any way for the purposes of admissions. For more information, please visit the First-time Freshman Frequently Asked Questions page of the website.

How to complete the standardized test section

No tests to report? If you have not taken any standardized tests and do not have any planned, click:

> **I Am Not Adding Any Standardized Tests**

To add a test score or planned test, simply click Add Test Score under the related test name. If applicable, select the test subject. It will ask if you have taken the test or exam. If no, add the date you plan to take the test. If yes, add your test ID, the date you took the test and the test score. Once you've entered test information, click Save This Test.

Note: An AP test score of 3 or higher may automatically fulfill an A-G subject requirement. See the A-G matching section for more information.

ACT
Add Test Score

AP (Advanced Placement)
Add Test Score

CLEP (College Level Examination Program)
Add Test Score

IB (International Baccalaureate)
Add Test Score

SAT
Add Test Score

EDUCATIONAL PROGRAMS & WORK EXPERIENCE

Completing the Educational Programs & Work Experience

This section is specific to freshman Fall 2024 admissions. To assist programs in evaluating student's admissions eligbility, the Cal State Apply application is collecting this suporting information of all freshman applicants. If you do not have additional information to provide in this section, this does not automatically make you ineligible for admission to a CSU campus. For more information, please visit the Cal State Apply High School Guidance page.

Educational Programs Participation

Select Yes for any of the programs you have participated in during your high school experience. If you have not participated in the program, select No. If you select Yes, please write in the number of years you participated in that specific educational program (e.g. 1 year).

Work Information

Please select the average number of hours you worked per week over the most recent 36 months using the drop down box to selec the appropriate range.

## Extracurricular Programs Hours of Participation and Leadership

Please select the average number of hours you have participated in extracurricular and/or leadership participation over the most recent 12 months using the drop down box to selec the appropriate range. Once you complete this section, select Save and Continue.

PROGRAM MATERIALS

Program Materials

For each program you are applying to, you will see one blue tile. So, if you are applying to two programs, you will see two tiles.

Click into each tile to find information for the specific program and if applicable, questions or documents for you to complete.
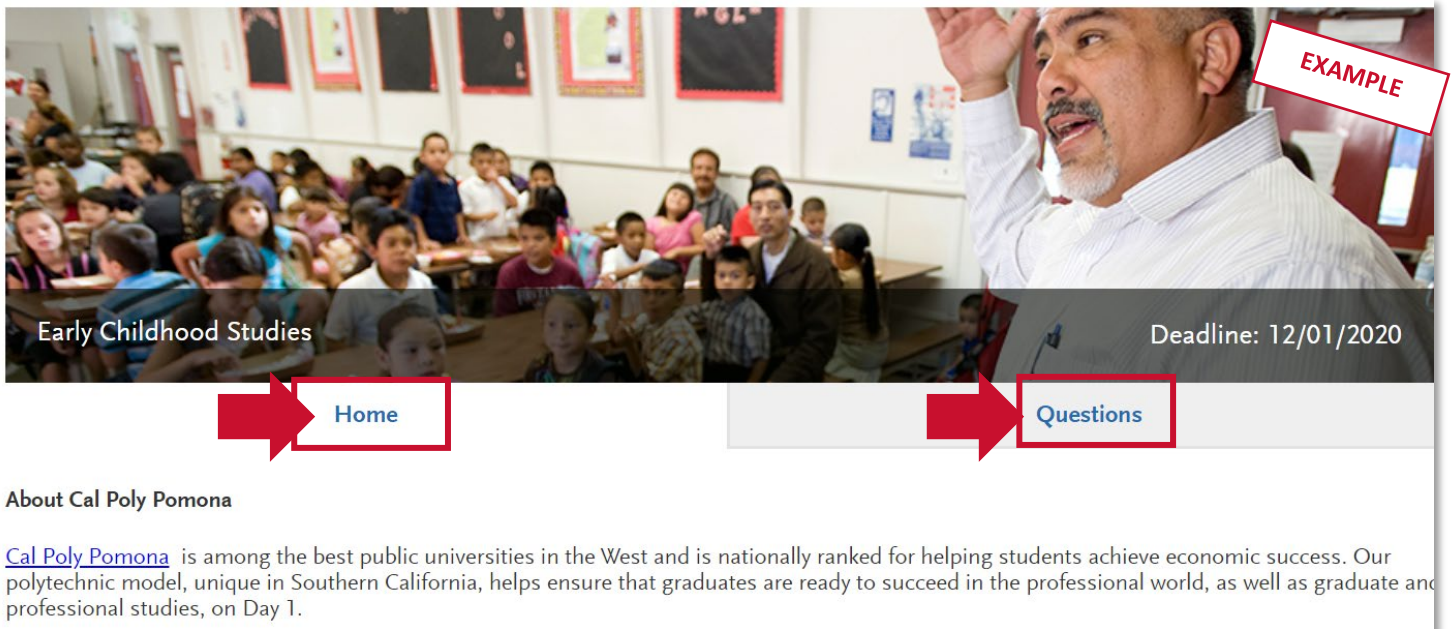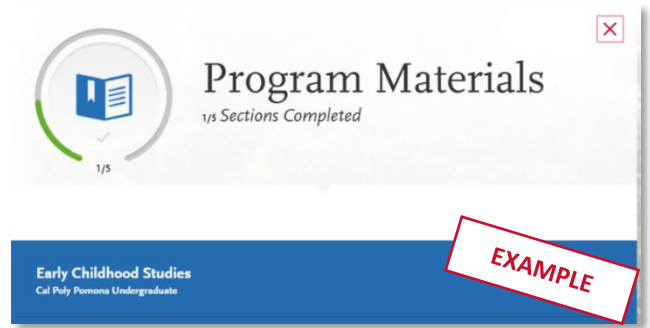
Once you have selected the tile, you will see information about that program on the Home tab.

Some programs have included additional required and/or optional questions or documents as well. In the example, the applicant is asked some additional questions to apply, which can be found by clicking the Questions tab.

Note that you cannot submit your application if you do not complete all required information in Program Materials, similar to the other quadrants.

Financial Aid Housing Question

Effective fall 2024, applicants will be required to report their housing interest within the Cal State Apply application. This information is used for financial aid planning purposes. The question can be found in the Questions section in the Program Materials quadrant.

Housing Inquiry

Please complete the question below. Your response will not have any effect on your admission decision.

* Where do you plan on living during the 2024/2025 academic year?

◯ On campus   ◯ Off campus, not with family   ◯ With parents/family

SUBMITTING YOUR APPLICATION

Submitting your application

Once submitted, your application cannot be changed with minor exceptions (see FAQ at the end of this guide for details). Incomplete or inaccurate information may affect admission eligibility.
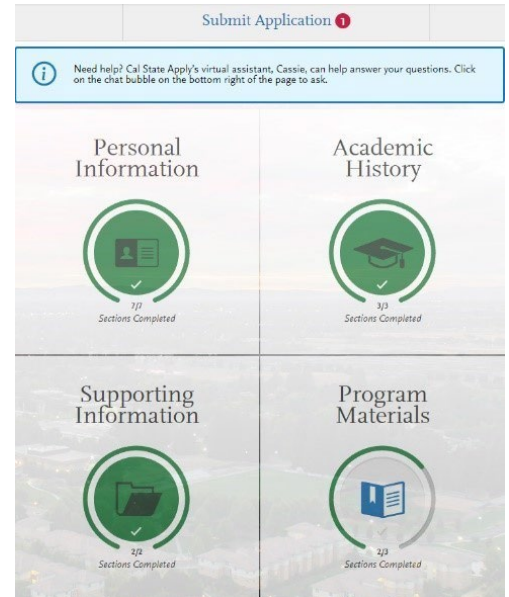
You are ready to submit the application when the first three quadrants highlight (green), at least one of the program materials sections is completed, and a red 1 appears in the Submit Application tab.

Submit Application ❶

Click on the Submit Application tab. If you are applying to more than one program, you can either click Submit All or click Submit under each program that you wish to apply to. You can submit to programs at different times if you wish, as long as it is prior to the application deadline.

Review your programs. This is the last chance to review, so please do it carefully. There are no refunds issued if you make a mistake. You can remove a program by clicking the trashcan icon on the submit application tab.

If you are applying to more than one program, you can either click Submit All or click Submit under each program that you wish to apply to. You can submit to programs at different times if you wish, as long as it is prior to the application deadline. Review the Summary Page carefully before submitting
Note any warning symbols and red text that may require you to update or fix something in your application before submitting.

Attention needed

EXAMPLE

The following test scores are self reported. Please remember to send your official test scores to Cal State Apply to be fully considered.

⚠ You have reported a test date that is in the future. Please remember to return to Test Scores and self-report your scores once received. Also remember to send your official scores to Cal State Apply.

⚠ You have not included your ID. Please go to test scores and include this information.

Need any changes? Go to Test Scores

Explains where to make updates to your information, if

ACT	Test Taken	ACT Student ID	English	Math	Reading	Science	Writing	Composit
	05/30/2020							

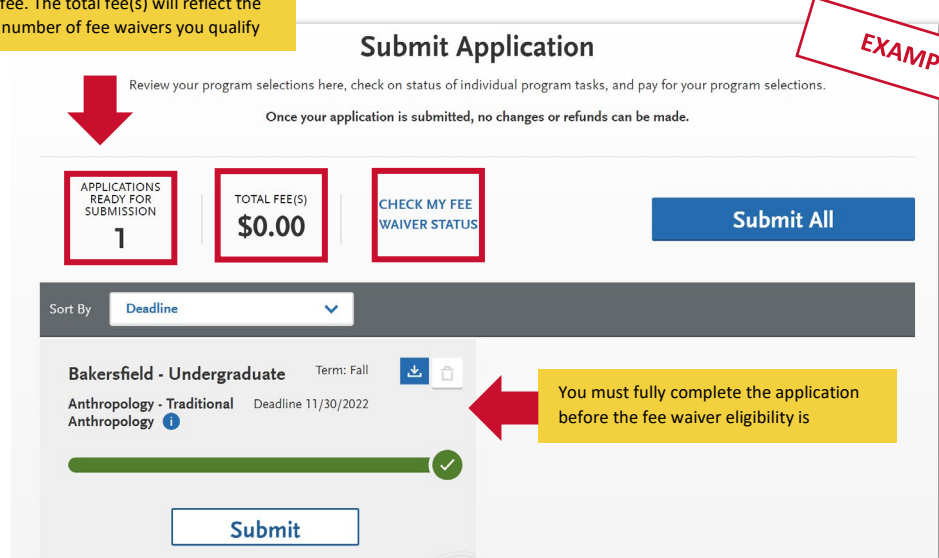| TOEFL	Test Taken	Type	Test Reg ID	Listening	Reading	Speaking	Writing	S & W	Total
	05/03/2020	Internet-based		25	25	23	25		100

When ready, click continue and note the Fee Total. Here, enter payment details including credit card and confirm your billing address. Select Continue to proceed with payment processing.

Application Fee Waivers

A fee waiver is automatically generated based on the information you provided in the application. You must fully complete the application before the fee waiver eligibility is determined. The total fee(s) displayed will reflect the number of fee waivers you qualify for. You can also select **Check My Fee Waiver** Status on this Submit Application tab to view your eligibility. Visit the fee waiver page for more information on fee waivers, including how eligibility is determined.

Each campus application has a $70 fee. The total fee(s) will reflect the number of fee waivers you qualify

EXAMPLE

Submit Application

Review your program selections here, check on status of individual program tasks, and pay for your program selections.

Once your application is submitted, no changes or refunds can be made.

APPLICATIONS READY FOR SUBMISSION
1

TOTAL FEE(S)
$0.00

CHECK MY FEE WAIVER STATUS

Submit All

Sort By Deadline

Bakersfield - Undergraduate   Term: Fall
Anthropology - Traditional   Deadline 11/30/2022
Anthropology ℹ️

You must fully complete the application before the fee waiver eligibility is

Submit

FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions

This section will go over a few frequently asked questions about the Cal State Apply application. For more FAQ, please visit the [Freshmen Cal State Apply website](#).

How To

How do I enter attendance dates on my application?

Enter dates by first clicking on the calendar icon. Then, scroll up or down to change the year (displayed on the left-hand side). Once you are in the correct year, select the appropriate month.
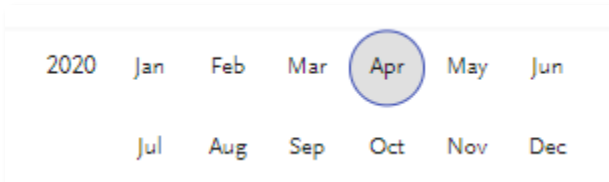
I am having a technical issue with completing the application. How can I get help?

First, please visit the [Cal State Apply Help Center](#), which can assist you with completing your application. If you need additional support from customer service, you will find their contact information and Live Chat options on the Help Center website. Live Chat is the fastest way to receive assistance.

I received a repeated course warning. What changes do I need to make?

A warning message alerts applicants when repeated courses are entered to prompt them to review potentially mis-reported repeats for grade recovery or other course entry mistakes. For courses like journalism, band/orchestra etc. that are repeatable for credit and [approved](#) to meet A-G requirements, you can leave the multiple entries on the application and submit your application.

I took dual enrollment courses at a community college and received warning messages before submitting my application.

These warning messages serve as a check point for applicants before they submit their application and may not necessarily apply. Warnings may include:

"In your Extended Profile, you indicated you are a First Time Freshman applicant. However, based on the college attendance dates you entered, it appears you are a transfer student." If you are a current high school student and are taking college courses, this message does not apply to you. Select **I understand and have reviewed.**

A-G Courses

How do I know if my a-g course is considered honors?

Visit University of California A-G Course List (ucop.edu) to verify if your course is considered UC Honors.

Changes to your application

I have new or updated information to submit. How can I do this?

Once an application has been submitted, the information on the application cannot be edited by logging back into Cal State Apply, except for the Educational Opportunity Program (EOP) program application and adding new test scores. Please contact the campus(es) to which you applied and work with them to provide the new information.

I made a mistake on my application. How can I fix it?

Once an application has been submitted, the information on the application cannot be edited by logging back into Cal State Apply, except Educational Opportunity Program (EOP) program application and adding new test scores. Please contact the campus(es) to which you applied and work with them to provide the new information.

Admissions decisions and redirection

Where/how will I receive the admissions decision?

The admissions decision will not be found within Cal State Apply. You will hear directly from the campus (usually via email) regarding your admissions decisions.

What if I'm not admitted to the CSU campus(es) I apply to?

If you are a first-time freshman, upper-division transfer student or an Associate Degree for Transfer (ADT) student applying to the CSU and you are a California resident for tuition purposes, CSU-eligible and have not been admitted to any CSU to which you applied, there is the chance that the campus(es) you applied to don't have the capacity to admit more students.

If this happens, you will be redirected to an alternate CSU campus. This is called *redirection.* You would receive the redirection details via email from Cal State Apply. For more information, please visit https://www2.calstate.edu/apply/redirection.

APPENDIX

Mapping "a-g" requirements to CSU general education

The information below guides you on how to verify you are meeting A-G requirements through dual enrollment by using the GE categories outlined on [ASSIST](). For more details and information, see the [CSU Admission Handbook]().

Area A: History / Social Science

US HISTORY OR US HISTORY AND GOVERNMENT REQUIREMENT:

- Earn a C- or better in a college level course(s) that per ASSIST meets **GE Area D and also meets US-1, US-2, and US-3**
  (all 3 parts of the CSU graduation requirements in US history, constitution and American ideals).

ADDITIONAL SOCIAL SCIENCE REQUIREMENT:

- Earn a C- or better in a college-level course that meets **General Education Area D** per ASSIST.

Area B: English
Earn a C- or better in a college-level course that falls into **General Education Area A2** per ASSIST.

Area C: Mathematics
Earn a C- or better in a college-level course that falls into **General Education Area B4** per ASSIST.

Area D: Science
Earn a C- or better in a college-level course that fall into **General Education Area B1 AND B3 OR B2 AND B3** per ASSIST.

Area E: Languages Other Than English

To fulfill this requirement through college coursework, you can <u>either:</u>
- Earn a C- or better in one year (two semesters or three quarters) of Language Other Than English college-level courses that fall into **General Education Area C2, Languages Other than English** per ASSIST.

Area F: Visual and Performing Arts
Earn a C- or better in a college-level course that falls into **General Education Area C1** per ASSIST.

Area G: Electives
Earn a C- or better in a college-level course that apply toward CSU **General Education** per ASSIST.