

# CAL STATE **APPLY**

**Freshman Coursework Entry Guide**

**Last Revised: 09/30/2019**

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## 1.0 Introduction

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This guide is intended to provide very specific instruction for First-time freshman applicants in the area of High Schools Attended, High School Coursework, A-G Matching and College Transcript Entry (for applicants that have completed College units while enrolled in High School). This guide should serve as a supplement to the instructions provided in the Applicant Help Center, as well as the Freshman Applicant Tutorial PowerPoint presentation.

You may visit the Applicant Help Center by clicking on your name in the upper right hand corner of the Cal State Apply application, and selecting Instructions and FAQs or by visiting [https://help.liasonedu.com/Cal State Apply Applicant Help Center](https://help.liasonedu.com/Cal_State_Apply_Applicant_Help_Center)

Before you begin, have the following items on hand:

- ✓ **Unofficial transcripts** You'll be asked 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 parents if you are a dependent, your income if you are independent
- ✓ **Your parent's employment background and two recommendations** Applies only if you are applying to EOP.

The [calstate.edu/apply](https://calstate.edu/apply) website provides general information about campuses, programs and minimum admission requirements. For detailed information, please contact the campus.

### 1.1 Application Cycles

The Cal State Apply application updates each cycle

Cycle	Terms	Cycle Application Dates
2020-2021	Fall 2020, Winter 2021, Spring 2021, Summer 2021	October 1, 2019 - June 30, 2021
2019-2020	Fall 2019, Winter 2020, Spring 2020, Summer 2020	October 1, 2018 - June 30, 2020

- Only Username/Password and basic Biographic information will carry over from cycle to cycle
- Course information entered in a prior cycle application will NOT move over to the subsequent cycle

## 1.2 Application Dates and Deadlines

Priority application dates for each term are the same every year.

Application Term	Application Opens
Fall	October 1 – November 30
Winter	June 1 – June 30
Spring	August 1 – August 31

### Important Considerations Before Applying:

- Not all campuses offer summer admission.
- Not all campuses accept applications for all programs each term
- Deadlines vary campus to campus.
- Review the [Applications Dates & Deadlines](#) information on the calstate.edu/apply website prior to beginning your application to determine which programs are available for each term
- Direct questions about program availability and deadlines to the campus admission office.

## 1.3 General Application Information

- Once an application is submitted, any changes must be made with each campus to which the applicant has applied
- A submitted application is only considered for the term which you applied
- Application Fee Waivers are granted based on the information provided in the application, once the entire application has been filled in. For more information, visit <https://www2.calstate.edu/apply/paying-for-college/Pages/fee-waiver.aspx>

## 2.0 High Schools Attended

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### 2.1 My High Schools

- Add up to five high schools attended, from grades 9-12. Do not add Middle School, nor Colleges attended.
- If you have attended more than five high schools, please list the schools where you have completed most of your courses. Upon submission of your application, you must contact each campus to which you've applied to provide additional information regarding the additional high schools attended
- Entering the incorrect attendance dates will prevent you from entering coursework on the High School Coursework tile.
- If you attended a High School outside of the Country, you may enter the name, location and dates of attendance as well as your Academic Performance and Name of Degree.

Follow the steps below to add your high school(s) to the application. Be sure to add each high school you attended individually.

1. Click Add a High School.
2. Use the Country, State, city, zip code or CEEB code fields to narrow down your search.
3. In the High School Name field, enter your school's name and click on the appropriate school as it appears.
  - A. If your school does not appear in the list, attempt to enter any abbreviations of your school's name or attempt a second word in your school name. If your school does not appear in the list, you may manually enter the full name of your High School. (If you are reporting a California high school, manual entry of your high school is not recommended.)
4. If you attend a Home School, click on the Home School tab and manually enter the name of your Home School, Associated School or Organization.
5. Enter the dates of attendance 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.
6. Select your high school's term type from the drop-down.
  - A. Please review the chart below if you are unsure of your school's term type.

Grades earned per course per academic year	Term Type
One grade	Full Year
Two grades	Semester
Three grades	Trimester
Four grades	Quarter

#### 2.1.1 Multiple term types

If your school offers courses with various term types, or has converted term types during your attendance, you must report the high school once for each term type. Please speak to your high school counselor if you are unsure of your school's term type.

- Report the High School first with the dominant term type, report the same high school with a second entry for the alternate term type. Dates may overlap if necessary.
- When reporting courses and grades for each grade level, select the appropriate school entry based on the term type. You may report a portion of a grade level as one term type, with a secondary portion as a second term type.
- Entering the incorrect attendance dates will prevent you from entering coursework on the High School Coursework tile.
- You **MUST** select the appropriate term type(s) before entering coursework. Changing the term type after entering coursework will delete all entered coursework.

Add more high schools, as needed.

## 2.2 Graduation Status

Select whether you have received or expect to receive a High School Diploma or High School Equivalency (e.g. GED, HiSET, or TASC). *If you did not or will not graduate from High School, please select that option.*

If you have received, or expect to receive a high school diploma, select the school granting the diploma.

Enter the date that you received or expect to receive your diploma/equivalent 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.

## 2.3 Academic Information for International Applicants only

1. Enter your high school GPA, Standing, Percentage or other related information in the
2. **Academic Performance** field.
3. Enter the name of the degree or diploma you received (e.g. Diploma, GED Certificate, HiSET Certificate, TASC Certificate, A-Level, Abitur, Certificado, etc.) in the **Degree/Diploma** field.
4. Click **Save**.

## 3.0 High School Coursework

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- **College courses** taken concurrently while in High School must be reported on the Transcript Entry Screen for each college attended. Be sure to visit the A-G Matching screen after completing the Transcript Entry page.
- If you have attended only foreign high schools, then you are not required to complete High School Coursework Entry or A-G Matching. This includes applicants who are US Citizens and only attended foreign high schools, as well as applicants who only attended foreign high schools but may have taken a US course.
- Repeated Courses
  - CSU defines repeated courses as the exact same course with the exact same course title taken at the same school or school district at a later time.
    - If you repeated a course, enter the highest grade(s) earned for the course. Do not enter this repeated course twice.

- If the repeated course is planned or in progress, enter the original grade earned, as well as the planned or in progress course as a new grade has not yet been earned.

### 3.1 Credit Recovery – Variable Units

- Only full semester courses may be used to repeat a course. In the event that a course is completed for less than the standard 5 units (1 semester), the applicant 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 rectify the originally earned grade.

### 3.2 Validation

#### 3.2.1 Area C – Math

- A grade of C or higher in the second semester validates a D or F earned in the first semester
  - Enter the valid grades earned with a consecutive row with the same course title, and a grade of Pass for the first semester and select No Grade for the second semester.
- A grade of C or higher in the second semester of an sequential Mathematics course validates the prior year
  - Enter the valid grades earned with a consecutive row with the same course title, and a grade of Pass in the both semesters.
- A grade of C or higher in the second semester of an Advanced Mathematics course validates the entire three-year subject requirement
  - Enter the valid grades earned with a consecutive row with the same course title, and grades of Pass until the 3-year requirement is completed.
    - Advanced Math courses as designated on the UC Course Management Portal

#### 3.2.2 Chemistry

- A grade of C or higher in the second semester validates a D or F earned in the first semester
  - Enter the valid grades earned with a consecutive row with the same course title, and a grade of Pass for the first semester and select No Grade for the second semester.

#### 3.2.3 Area F – Language other than English

- A grade of C or higher in the second semester validates a D or F earned in the first semester
  - Enter the valid grades earned with a consecutive row with the same course title, and a grade of Pass for the first semester and select No Grade for the second semester.
- 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
  - In the event that a grade lower than a C is earned, the original grade(s) must be reported
  - If only the second level or higher has been completed, enter the actual course completed, with grades earned. On a consecutive row with the same course title, and grades of Pass until the 2-year requirement is completed.
- Please see the AP Exam section when utilizing an AP Exam result of 3 or higher to fulfill the LOTE requirement.

**Language other than English – Area F – LOTE** requirement may be fulfilled with various methods as outlined in the CSU Admission Handbook

- Enter the method of fulfillment as the course title with four semester grades of Pass on consecutive rows

### 3.3 AP Exam credit

- If you have scored 3 or higher on an AP Exam, and would like to use that score to full an A-G subject requirement
  - Area C – Mathematics -Select the grade level and year the test was taken and enter “AP Exam” and the exam name in the Course Title field (e.g. “AP Calculus”), and then enter grades of Pass. Enter this “AP Exam” course title for three consecutive academic years to obtain the appropriate Mathematics credit
  - Area E – Language other than English - Select the grade level and year the test was take and enter “AP Exam” and the exam name in the Course Title field (e.g. “AP Exam French”), and then enter grades of Pass. Enter this “AP Exam” course title for two consecutive academic years to obtain the appropriate LOTE credit
  - All other subject areas - If you did not complete the required number of subject matter course units in one of the following subject requirement areas: History/Social Science, English, Science, or Visual/Performing Arts, but you took a subject area related AP test and received a score of 3 or better, you may enter the test for course credit in the appropriate area. Select the grade level and year the test was taken, enter “AP Exam” and the exam name in the Course Title field (e.g. “AP Exam Psychology”), and then enter grades of Pass. Enter this “AP Exam” course title for the appropriate number of consecutive academic years to obtain the appropriate subject 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.

### 3.4 Add a Grade Level

1. Begin with selecting the earliest grade level that you completed courses to fulfill an A-G subject.
  - A. If you completed courses in 7<sup>th</sup> or 8<sup>th</sup> grade to fulfill A-G subject requirements, please select the appropriate grade level, along with your first high school attended in 9<sup>th</sup> grade and your 9<sup>th</sup> grade academic year.
2. Select the School that you attended for that grade level
3. Select the appropriate Academic Year
4. Click the green check mark to continue

### 3.5 Add a Course

Add the courses you took during each grade level.

1. Enter the course title.
  - A. 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. To refine the list of courses that that appears, 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)
  - B. If you did not attend a California high school, manually enter the Course Title
2. Select the Course Type.

Course Type	Definition
None	Standard level course

Course Type	Definition
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

- **NOTE:** The CSU only recognizes Honors courses as designated in the High School's [University of California Course Management Portal A-G Course List](#).

3. Enter the Grade earned for each term
  - A. If the course was completed, select the letter grade you received for the course during each term
  - B. If the course is currently In Progress, please select that option
  - C. If the course is Planned for a future term, please select that option
  - D. If you are only enrolled in the course for one term, please select No Grade for term which you will not earn a grade (Example: If you take a course for one semester, one field would contain a Grade or Planned or In Progress, then No Grade in the other field)
4. Click the green checkmark to save.
5. Continue adding courses until all A-G coursework for the grade level is entered
6. Click **Add Grade Level** and repeat the steps above to add additional grade levels and courses until your high school transcript is completely entered.

- **NOTE:** College courses taken concurrently while in High School must be reported on the Transcript Entry Screen for each college attended. Be sure to visit the A-G Matching screen after completing the Transcript Entry page.

### 3.6 Add a Summer Grade Level

If you completed courses during the Summer, click on Add Summer Courses

- a. If you took a summer class between 9<sup>th</sup> and 10<sup>th</sup> grade, the summer grade level should be set to 10<sup>th</sup> grade.
- b. Each Summer should be entered in individually by grade level

#### 3.6.1 Add Summer Courses

1. Enter the course title.
  - A. 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. To refine the list of courses that appears, continue typing until the correct course appears.
  - B. If you did not attend a California high school, manually enter the Course Title
2. Select the Course Type.

Course Type	Definition
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None	Standard level 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

3. Enter the Grade earned
  - A. If the course was completed, select the letter grade you received for the course during each term
  - B. Summer courses should not be reported with Planned or In Progress
  - C. NOTE: All A-G subject requirements must be completed by the High School graduation date.
4. Click the green checkmark to save.
5. If you received two grades for your summer course, please enter the course title and then add 'Summer 1' or 'Summer 2' following the course title (Example: English – Summer 1 or English – Summer 2)
6. Click **Add Summer Courses** and repeat the steps above to add additional grade levels and courses

#### **4.0 Colleges Attended (For Freshman applicants with College Coursework)**

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- Report all institutions attended regardless of their relevance to the programs you are applying to. Report all institutions attended, including but not limited to:
  - courses taken in high school for college credit
  - summer courses
- List all institutions on your application even if the coursework completed there was transferred to another institution
- Report each institution only once, regardless of gaps in the dates of attendance

#### **4.1 Adding a College**

1. Click Add a College
2. Type and select your college
  - A. Begin typing the full institution name. The system will display results that match the information you typed. Select the correct matching institution. Additional matches may be further down on the list. Scroll down or use the down arrow to see additional potential matches
  - B. It may take several tries to find your school, especially if it shares its name with others or could be spelled differently. For example, if you attended "Saint John's University," you may need to try "Saint John," "St. John," or "St John" (no period) to bring the school up on the list
  - C. If you exhausted all options and it does not appear, select Can't find your school? You can then manually add the college or university. This is common for international institutions
3. Select if you obtained (or plan to obtain) a degree from the selected institution
  - A. If you earned or plan to earn a degree, provide details about the earned or expected degree. If your major is not found exactly as your school identifies, select the closest related major.
4. Select your college's term system. You can usually find this on the back of your official transcripts, or you can contact your college's registrar.
  - A. Term system refers to the type of hours your credits are worth, not the length of the term or how many terms a year your college offered.
5. Enter dates of the first and last terms you attended

6. Click Save This College to complete the college entry

## 4.2 Transcript Entry (For Freshman applicants with College Coursework)

- Complete the Colleges Attended section before entering your courses.
- Report all courses on your transcripts used to fulfill A-G subject requirements.
- 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.

## 4.3 Enter a Term

1. Click Start to begin entering courses for a college
2. Click Add a Semester or Quarter, or Trimester depending on the term system you selected in the Colleges Attended section
3. Select a term
4. Select a year (Options are based on the time spans you selected in the Colleges Attended section)
5. Select an Academic Status - Academic Status refers to your status during the term you are inputting, not your current status
  - A. As a High School student, you may select Freshman for all courses completed
6. Click Save All
7. Continue adding terms, as needed

### 4.3.1 Enter a Course

1. Click Add A Course under the appropriate term
2. Enter the course code
  - A. 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. These are pre-loaded courses from ASSIST. If your course does not appear on the list, please complete the entry as the course subject and number is listed on your transcript.
3. Enter the course title. You can abbreviate it if it does not fit in the text box.
4. Select the course subject area.
  - A. You must select a subject for each course line. If you are unable to find a similar subject, select Special Topics.
5. Enter the course credits exactly as they appear on your transcript.
  - A. 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.
6. Enter the grade exactly as it appears on your transcript, including any pluses or minuses.
  - A. If your grades are listed as "BA," "CB," or "DC," you must list them as "AB," "BC," and "CD" in order for the system to recognize them.
  - B. 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.
  - C. The CAS Grade populates automatically. This allows us to standardize your coursework for all programs and cannot be edited.

7. Click Save All.
8. Continue adding courses, as needed.
9. Once entry is completed for all reported institutions, 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.

## 5.0 A-G Matching

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All courses entered should be matched to an A-G category so proper years of credit is provided.

### 5.1 Area B – Mathematics

- 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.

### 5.2 Area D - Laboratory Science

- The CSU requirement in Area D is one year of Biological Science (D1) and one year of Physical Science (D2). California applicants may visit the [UC Course Management Portal](#) to review course disciplines attached to each course to determine how the course should be reported.
  - Biological Science course disciplines include
    - Biology/Life Sciences
    - Biology/Earth & Space Sciences
  - Physical Science course disciplines include
    - Chemistry
    - Chemistry/Earth & Space Sciences
    - Computer Science
    - Earth and Space Sciences
    - Physics
    - Physics/Earth & Space Sciences
- Integrated/Interdisciplinary Laboratory Science courses may be used as a Wild Card to fulfill either area as needed. Applicants should select the appropriate category as needed to fulfill the two-year requirement.
  - Integrated Science
  - Integrated Science 1
  - Integrated Science 2
  - Integrated Science 3
  - Interdisciplinary Sciences

### 5.3 Area G – Electives

- In most cases, applicants may fulfill the one-year requirement with one semester of US Government and one semester of Economics (when two other History/Social Science courses have been completed successfully). Applicants should manually change the A-G category for these courses to area G to fulfill one year.
- Should the applicant not have completed US Government and Economics, the applicant may:

- Manually change the A-G category of one course that has been completed in excess of the minimum subject requirement to area G
- If other subject requirements have been exceeded, and the applicant would prefer to retain those totals, the applicant may report a course entitled “Elective Credit” with two grades of Pass (Recommended for applicants to San Luis Obispo) Any courses that your 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.
- Courses reported with a Trimester term type will with .33, .66 or .99 totals based on the number of terms reported. Totals ending in .99 will be rounded to a full year.
- Manually entered courses will need to have an A-G category attached
- 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.
- All A-G requirements must be completed by your high school graduation date.
- GPA calculation is based on the grade level and A-G categories assigned to each course. A 9<sup>th</sup> grade course or course without an A-G category will not counted in the GPA
- College courses taken concurrently while in High School must be reported on the Transcript Entry Screen for each college attended. Be sure to visit the A-G Matching screen after completing the Transcript Entry page.
- College courses entered on the Transcripts entry screen for one semester will be automatically counted as one full year of high school credit.
- For more information on fulfilling the A-G requirements, please visit [https://www2.calstate.edu/apply/freshman/getting\\_into\\_the\\_csu/Pages/admission-requirements.aspx#hsReqScroll](https://www2.calstate.edu/apply/freshman/getting_into_the_csu/Pages/admission-requirements.aspx#hsReqScroll)

#### **5.4 Update A-G 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