CAL STATE APPLY

Transfer credit entry guide

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# Cal State Apply – Transfer Credit Entry

Introduction

The CSU uses self-reported coursework to calculate an 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.

In the Academic History quadrant, transfer applicants enter detailed information about their education background. All tiles within the quadrant must be completed. The following pages provide detailed instructions for completing the first four tiles in the quadrant High Schools Attended, Colleges Attended, Transcript Entry, and General Education.
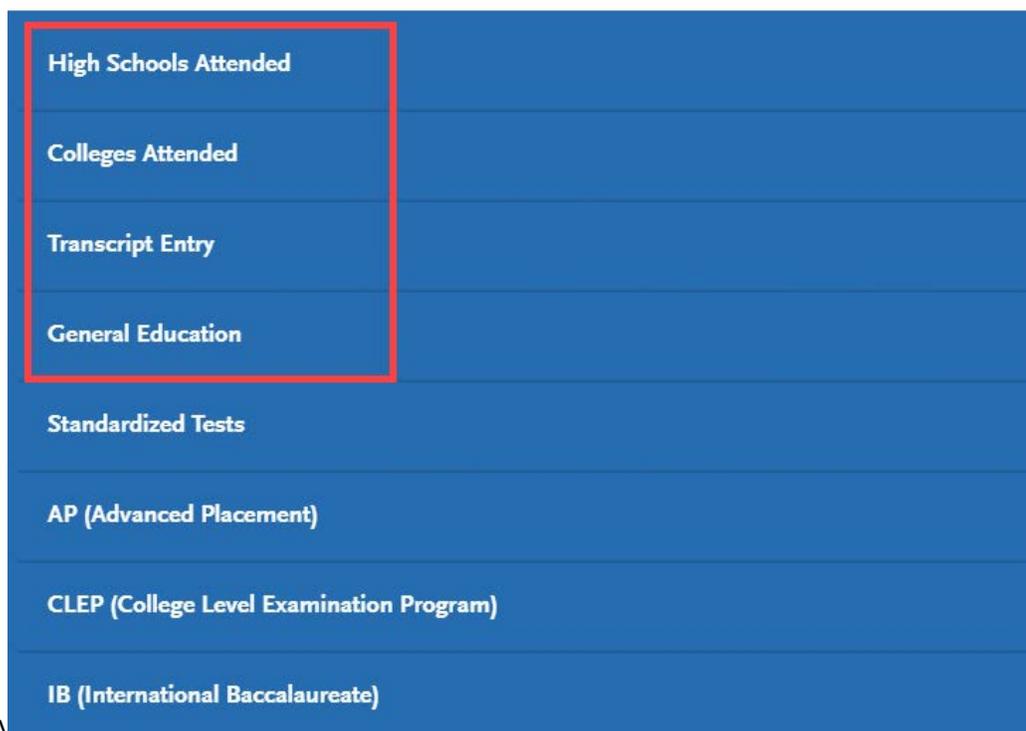
High Schools Attended

All transfer applicants enter the high school where they earned their diploma.

Select Add High School.
Select the Country, State/Province and enter City to complete the location information.
Enter High School Name or Home School and Dates Attended
Select Term Type
Identify Graduation Status and complete diploma information if applicable

Once you enter all required information, the Save This School button will activate and change to blue.

Lower-division transfer (LDT) applicants must enter all high schools attended and complete the High School Coursework and A-G Matching tiles in the Academic History quadrant. These only show on the application for lower division transfers. For information regarding LDT admission requirements see the Cal State Apply website and the Freshman Coursework Entry Guide for instructions on how to enter high school courses and complete the A-G Matching section.

Upper Division Transfer Applicants without High School completion

Upper division transfer applicants with 60 or more college credits are not required to have a high school diploma or equivalent. If you attended a high school but did not graduate, enter the high school and dates of attendance. Then select 'I Didn't Graduate from High School'.
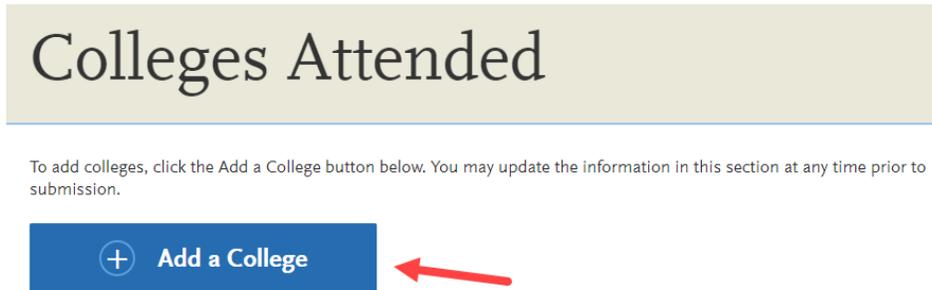
Colleges Attended

In the tile you will add <u>all</u> colleges attended and for each entry, the degree awarded or in progress, type of term system, and dates of attendance. Include international post-secondary institutions and U.S. institutions you attended regardless of accreditation status.

1. Select Add a College

2. Type in name of institution
   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 on list. Scroll down using mouse or the down arrow to see potential matches.

Lookup table includes all institutions, domestic and international with a College Board CEEB code.

If you are unable to find your institution, verify name is entered without abbreviations and matches official name on transcript. If the institution is not found, select 'Can't find your school' and complete the degree, term and attendance information.

Select the option that corresponds to the college you want to add.

Identify whether or not you completed or will complete an associate degree or other degree(s) prior to transfer.

If yes, degree information is asked. Select if degree has already been awarded or is in progress. Then select degree type, month and year earned/will be earned, and major.

Associate Degree for Transfer (ADT) applicants can select Associate of Arts for Transfer or Associate of Science for Transfer and the closest major/discipline. Entering your degree information here does not classify you as an ADT applicant. The Extended Profile is where you identify your applicant type.

Select the type of term system and first and last semesters.

- If your last semester is in the future you can identify the term, month and year.
- If you are pursuing a degree that is in progress check the box indicating your are still attending this college.

When selecting the month, for the First Semester use the month the term began. For the Last Semester, use the month the term ended.

Once you complete all required fields you will be able to select 'Save This College'.

Transcript Entry

Complete the Transcript Entry tile, entering ALL courses. This includes repeats and non-transferable courses.

Initial admission eligibility determination is made based on applicant reported courses and grades. Undergraduate degree applicants are required to enter <u>all</u> college coursework based on transcript information as it appears on the transcript.

Transcript entry for foreign institutions is not required.

In the Transcript Entry tile, **select 'Start'** to begin course entry for a college.

Select Add Semester, Quarter or Trimester. Add button displays based on term system identified. Prerequisite information may display depending on selected programs.

Select a Term, beginning with the first term attended at that institution.

Select a Year that corresponds to the term. Only years you indentified in the Colleges Attended page will appear. If you are still attending the institution, future years display to allow entry of in-progress and planned courses. If the year missing, go back to the Colleges Attended page to update the dates of attendance for the institution.

Select Academic Status that corresponds to the number of credits completed at the time you began that semester. Status definintions are as follows:
Freshman 0-29 semester credits
Sophomore 30-59 semester credits
Junior 60-89
Senior 90 or >

Select Completed for terms that are graded. You will be prompted to enter grades.
Select In-Progress/Planned for courses that you are currently enrolled in or planned for a future term. These courses are entered without grade information.

SANTA ANA COLLEGE Transcript
Spring February 2017 - Still Attending

Enter course information for the term line by line, following the sequence of the transcript copy you are using for reference. Complete all fields for a course before selecting to add another course. After each line, select 'Add A Course' to continue entering courses for the specified term.

COURSE CODE: **Enter Subject and Number code for the course as listed on transcript**. As you type in the course, those listed in the ASSIST transferable course tables appear in the drop down list. Select a course code course from the list. If the course does not appear on the list or no list exists, manually enter in the course code.

COURSE TITLE: Title and Credits will pre-populate if selected from the Course Code results list. If you manually entered a course code you must manually **enter a course title.** The box allows for entry of the full title even though only part of the title is visible.

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Spring ⌄	2018 ⌄	Sophomore ⌄	Completed ⌄

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS		* GRADE	CAS GRADE	TRANSFERABLE
ENGL1A	Introduction to	Select Subject ⌄	3	00 ⌄			✓ 🗑
e.g., BIO 101	e.g., Introduction to Biology		e.g., 3.00		e.g., 85 or B		

+ **Add A Course**   + Add A Semester

Cancel   Save

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SUBJECT: Select the subject area. In most cases it is the same as the course subject code. This field does not default with a value. **Make sure to select a subject for each course line**. The system will not let you save the page without a subject identified for each course.

The recommendation is to select the more specific subject if available. If there is no corresponding subject select Special Topics.

CREDITS: Assign credit for each course, entering values for both boxes. In the first box enter whole credit values. In the second box the fractional value defaults to 00. Select a value from the drop down list to update if needed.

If credits automatically populate from Course Code entry, double-check the values match what is listed on your transcript. You may need to adjust credit amounts for variable credit courses.

If you manually enter the course, select a credit value for the fractional credit box from the drop down list. Select 00 if the course credit does not have a fractional value.

GRADE: Enter in the grade as listed on your transcript. All attempts and grades should be included.

Enter repeated courses noted on the transcript with a grade of RP. Enter Academic Renewal courses with a grade of AR.

Fall 2017 Freshman						
✷ COURSE CODE	✷ COURSE TITLE	✷ SUBJECT	✷ CREDITS	✷ GRADE	CAS GRADE	TRANSFERABLE
ENGLA100	Freshman Compositio	English	3.00	A	A	✓
ARTA130	Painting 1	Art	3.00	B+	B+	✓
MATHA140	Business Calculus	Mathematics	4.00	RP	Noi	✓
FRENA180	Elementary French 1	Foreign Languages	5.00	W	Noi	✓

+ Add A Course   + Add A Semester

Spring 2018 Freshman						
✷ COURSE CODE	✷ COURSE TITLE	✷ SUBJECT	✷ CREDITS	✷ GRADE	CAS GRADE	TRANSFERABLE
HISTA18	Western Civilization 1	History	3.00	A-	A-	✓
MATHA140	Business Calculus	Mathematics	4.00	B	B	✓

TRANSFERABLE: Check all courses that are transferable.

The transferable flag is checked off automatically for all courses that were selected from the course drop down list at time of entry. Courses entered manually will need to have the box checked if the course is transferable. In the example below, the course not checked off is not transferable.

✷TERM	✷YEAR	✷ACADEMIC STATUS	✷COMPLETION STATUS
Spring ⌄	2018 ⌄	Sophomore ⌄	Completed ⌄

✷ COURSE CODE	✷ COURSE TITLE	✷ SUBJECT	✷ CREDITS		✷ GRADE	CAS GRADE	TRANSFERABLE
ENGL1A	Introduction to	English ⌄	3	00 ⌄	A	A	✓ 🗑
MATH000D	Intermediate A	Mathematics ⌄	5	00 ⌄	C	C	☐ 🗑
COMM1	Fundamentals	Communications ⌄	3	00 ⌄	B	B	✓ 🗑
KIN54	Modern Dance	Dance ⌄	0	50 ⌄	P	None	✓ 🗑
PSYC100	General Princi₂	Psychology ⌄	3	00 ⌄	B	B	✓ 🗑

e.g., BIO 101   e.g., Introduction to Biology   e.g., 3.00   e.g., 85 or B

+ Add A Course   + Add A Semester   Cancel   Save

Tips for determining course transferability:

- California Community College students can use ASSIST.org to view CSU transferability.
- Course numbering system on the back of the transcript or in course catalog often indicates college level, bachelor degree applicable courses.
- CCC course catalog may indicate CSU in the course description.
- Does not include college preparatory or remedial level coursework.
- Check with transfer counselor at community college

Select 'Save All' once all courses for the term have been entered.
Verify all courses for the term are listed with the correct credit, grades and transferable status before saving.

If you are unable to select 'Save All' double-check entry, making sure all fields for each course entry have information, including the Subject field.

Select Add Semester to add courses for another term. Repeat steps until all terms have been entered.

For terms that are in-progress or planned, select In Progress/Planned in the drop down box in the term header. Grades are not required for in progress or planned terms.

Review entry and compare to transcript. <u>Make sure to enter ALL courses with correct unit and grade values. This includes non-transferable courses, withdrawals and repeats</u>. Verify the Transferable box selection for all transferable courses, regardless of grade entered.

No changes can be made to coursework entry once you submit your application.

After entering and verifying course entry for a college, return to the Transcript Entry tile by selecting the tile on the left of the screen.

Select the next institution to enter. Repeat until all college coursework has been entered for all required institutions. Each institution should have a fully green status bar and check mark.

Repeats and Academic Renewal

For admission purposes, the CSU honors "the grading policies of the institution where credit was earned by accepting official transcript entries including those reflecting academic renewal, repeat, and incomplete grades" (*Admission Handbook 2019-2020*).

If transcript identifies the course as repeated and excludes course from institution GPA, enter a grade of RP. This applies to district transcripts that may include repeats at different colleges within the district and note them on one transcript.

Do not mark repeats for in progress courses. If a repeat is in progress, the original grade is reported.

Fall 2017 Freshman

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	TRANSFERABLE
ENGLA100	Freshman Compositio	English	3.00	A	A	✓
ARTA130	Painting 1	Art	3.00	B+	B+	✓
MATHA140	Business Calculus	Mathematics	4.00	RP	Noi	✓
FRENA180	Elementary French 1	Foreign Languages	5.00	W	Noi	✓

\+ Add A Course \+ Add A Semester

Spring 2018 Freshman

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	TRANSFERABLE
HISTA18	Western Civilization 1	History	3.00	A-	A-	✓
MATHA140	Business Calculus	Mathematics	4.00	B	B	✓

\+ Add A Course \+ Add A Semester

If your college offers academic renewal, use a grade of AR for courses noted as such on the transcript.

Fall 2017 Sophomore

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	TRANSFERABLE
BIOL130	Marine Biology	Biology	4.00	AR	Noi	✓
MATH140	Calculus with Analytic	Calculus	5.00	AR	Noi	✓
COUN110	College Success	Special Topics	3.00	AR	Noi	✓

Test Credit and CSU GE

Enter credit awarded for AP, IB, CLEP or other exams noted on the primary college transcript as coursework. Add test credit to first term of attendance. The application will then include earned test credit in calculated transfer credit totals and allow you to apply towards eligible GE area in the General Education section that follows.

Field entry instructions
Course Code: Enter test + abbreviated subject
Course Title: Enter full subject description starting with the test type AP, IB, or CLEP
Subject: Select 'Test Credit – No Subject' from the drop down menu
Credits: Enter credits awarded by transfer institution
Grade: Enter grade of CR
Transferable: Check the Transferable box.

Sample entry for AP and IB tests

Spring 2017 Freshman						
☆ COURSE CODE	☆ COURSE TITLE	☆ SUBJECT	☆ CREDITS	☆ GRADE	CAS GRADE	TRANSFERABLE
AP ENGL LANG	AP English Language	Test Credit - No Subject	3.00	CR	Noi	✓
AP CALC AB	AP Calculus AB	Test Credit - No Subject	4.00	CR	Noi	✓
AP FREN	AP French	Test Credit - No Subject	6.00	CR	Noi	✓
IB BIOL HL	IB Biology HL	Test Credit - No Subject	4.00	CR	Noi	✓
CMSTA110	Public Speaking	Public Speaking	3.00	B+	B+	✓
ENGLA109	Critical Reasoning and	English	3.00	A	A	✓

Applicants still need to enter AP and/or IB test information in the corresponding tiles in the Academic History quadrant. The CSU awards credit for tests based on CSU policy and not what another college or university awards. You can review CSU test credit policies for AP, IB, and CLEP online.

International Credit and CSU GE

Transfer credit entry is not required for international institutions. Applicants are not able to designate GE credit for international credit. The GE tile will be checked off stating you opted not to add any General Education courses for applicants with only international credit to report.

Military Credit

Applicants can upload copies of the DD214 and Joint Services Transcript in the Documents area of the application. Credit awarded for the military service and training is not entered under Transcript Entry. Campuses will review the uploaded documentation and request official copies later on in the addmission process if needed.

If the community college is applying military credit to meet the 60 credit minimum for transfer and/or associate degree credits, those may be entered as one course under the community college course entry as follows:

Course code: Military
Course Title: DD214
Subject: Special Topics
Credits: Enter 3 - 6 credits depending on the value assigned on the community college transcript.
Grade: CR

☆ COURSE CODE	☆ COURSE TITLE	☆ SUBJECT	☆ CREDITS	☆ GRADE	CAS GRADE	TRANSFERABLE
Military	DD 214	Special Topics ⌄	3 00 ⌄	CR	None	☑ 🗑
e.g., BIO 101	e.g., Introduction to Biology		e.g., 3.00	e.g., 85 or B		

Blended Courses

Blended courses offered by a California community college include college level and remedial content combined in one course and only partial credit transfers to the CSU. Enter the course code, title, subject and in the 'Credits' box indicate the CSU transferable credit value. Then enter the grade earned if completed and then check the Transferable box. This ensures the appliction calculates an accurate transferable credit total.

For example, a blended or intensive English Composition and Reading course offered for 5 credits, with 3 of the 5 units transferable will be entered with three credits and the transferable box checked. If the applicant chooses, the course can be entered a second time with the non-transferable/remaining credit value and the Transferable box unchecked.

Review & Finalize My Transcripts

Once entry is completed for all required colleges, select Review & Finalize My Transcript. Responses collected in this process are informational only.

Select Primary College.
For transfer applicants, the primary college is where you will earn or have earned the Associate degree, or where the majority of credits has been completed.

Select Repeated Courses.
This process does not impact GPA calculation. Make sure you identified repeated courses following the instructions previously listed in this guide.

Answer remaining review questions and select Continue to Next Section.
The questions will prompt you to identify credit earned by AP or IB tests, honors courses and study abroad courses.

General Education

After entering and reviewing transfer credit, go to the General Education tile and complete the required GE course identification. Designate courses for each of the four categories. Select a course from the drop down list for each subject. Courses may pre-populate for some categories.

The dropdown selection of courses includes course titles for all courses with letter grades of C- or higher. Pass grades and In Progress/Planned courses are also eligible for selection.

Assign courses that meets the GE subject category. Use ASSIST.org or GE category notations on transcript for help matching California community college courses.

Verify each category has a designated course and **select Save and Continue**.

Upper division transfer applicants must complete transferable courses with a letter grade of "C-" or higher in all four GE categories listed.

Do not select I am not adding any General Education Courses. Do not leave any Subject areas incomplete.

Applicants with only international coursework select 'I am not adding any General Education courses'. If credit history includes some U.S. credits that qualify for GE, designate credit towards the eligible subject categories.

Students applying to high-unit majors with an authorized exception for GE Breath requirements may leave area A3 blank. See the website for a list of majors with authorized exceptions.