

# CAL STATE **APPLY**



## Freshman Application Guide 2022-2023

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# INTRODUCTION AND PREPARING TO APPLY

## What is Cal State Apply?

Cal State Apply is the Centralized Application System for all 23 campuses 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 campuses (note: each campus 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:

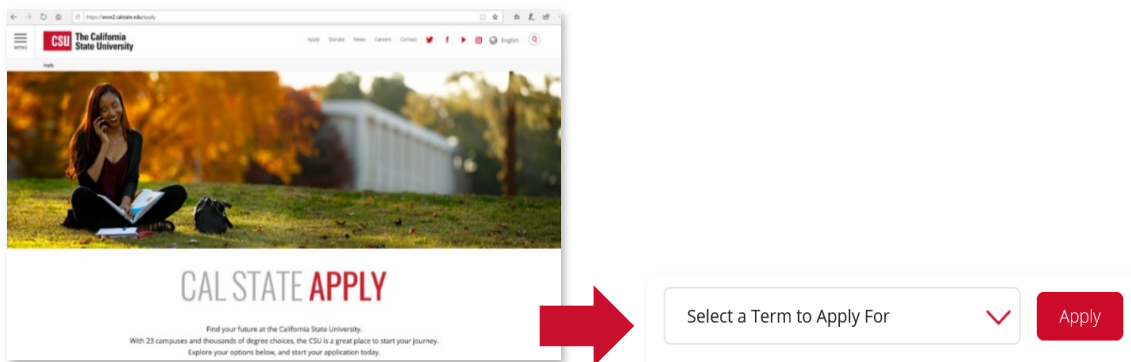
Term	Application Opens	Application Priority Deadline
Fall 2022	October 1, 2021	November 30, 2021
Spring 2023	August 1, 2022	August 31, 2022

Review the [Application Dates & Deadlines](#) information on [calstate.edu/apply](http://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 [campus admission office](#).
- **There may be supplemental materials and/requirements you are asked to provide.** 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](http://calstate.edu/apply). Then, click the term you are applying for in the drop-down menu.



# About this guide

This guide walks 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.

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 EOP (if applying)



# FIRST STEPS IN YOUR APPLICATION

## Setting up your Cal State Apply account

Once you've selected the appropriate term and hit "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

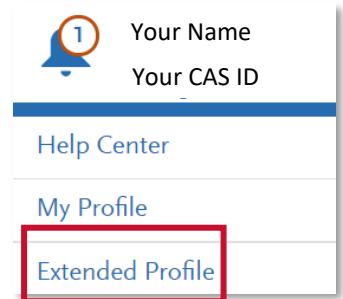
**Common mistake to avoid:** Not checking the email address you provided. Official communication is sent via email regarding your application, admissions requirements, etc. Be sure you enter the email address you check regularly.

## 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.



### 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

## FIRST STEPS IN YOUR APPLICATION

### 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.

A screenshot of a drop-down menu. The selected option is "No. I have not served in the US military". Other options include "Yes. I am currently serving on Active Duty", "Yes. I am currently serving in the National Guard", "Yes. I am currently serving in the Reserves", and "Yes. I served in the US military, but I have been discharged".

### 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.

A screenshot of a form titled "4. International Applicant". It contains two questions: "Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?" with radio buttons for Yes and No (No is selected), and "What U.S. State/Possession do you regard as your permanent home?" with a dropdown menu.

**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.

A screenshot of the "Add Program" page. It shows a search bar with the text "Search for a Program or Organization" and a magnifying glass icon. To the right of the search bar is a "Filters" button with a funnel icon.

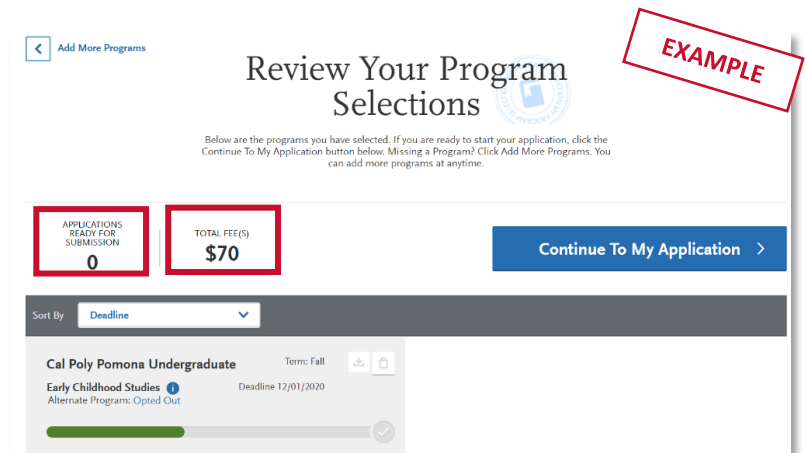
### Selecting a program

Once you have found 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.

CAL POLY POMONA UNDERGRADUATE							
	Early Childhood Studies	BA	Fall	2021	Main Campus	Cal Poly Pomona	12/01/2020

You can apply to as many campuses as you wish, but note 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.

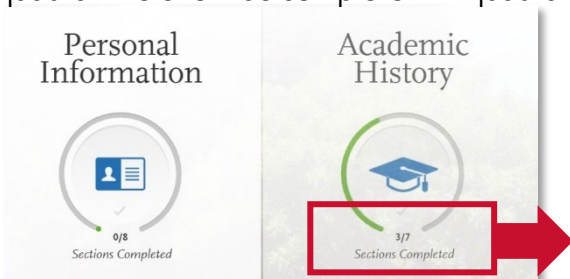
You will review this information again later on the **Submit Application** tab to ensure you are ready to submit.

## 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

## 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

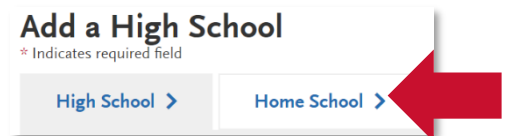
**STEP 1** – Click Add a High School.

A rectangular button with a light blue border, containing a plus sign icon and the text "Add 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.



**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, manually entering your high school is not recommended.

**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.

## HIGH SCHOOLS ATTENDED

**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 once for each term type. **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.

Graduation Status

\* Select your anticipated or current graduation status from high school or equivalent?

I have or will graduate with my high school diploma

I have or will have a high school equivalency

I will not be receiving a high school diploma or equivalent

\* Which high school did you receive or do you intend to receive your high school diploma from?

Select a High School

ARTESIA HIGH SCHOOL

BALEARES INTERNATIONAL SCHOOL

**EXAMPLE**

# 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.** 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've applied 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. So, if you attended a community college for two different summers, just write in 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 speed the processing of your application.

## Add a College of University

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



attended or are

**STEP ONE** – Select Add a College or University.

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

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.

**EXAMPLE**

A screenshot of a web form. At the top, it says "\* What college or university did you attend?". Below this is a search input field containing the text "long beach city". A dropdown menu is open below the input field, showing a single result: "LONG BEACH CITY COLLEGE" in blue text, with "California, United States" in smaller grey text below it.

long beach city
<b>LONG BEACH CITY COLLEGE</b>
California, United States

## COLLEGES ATTENDED

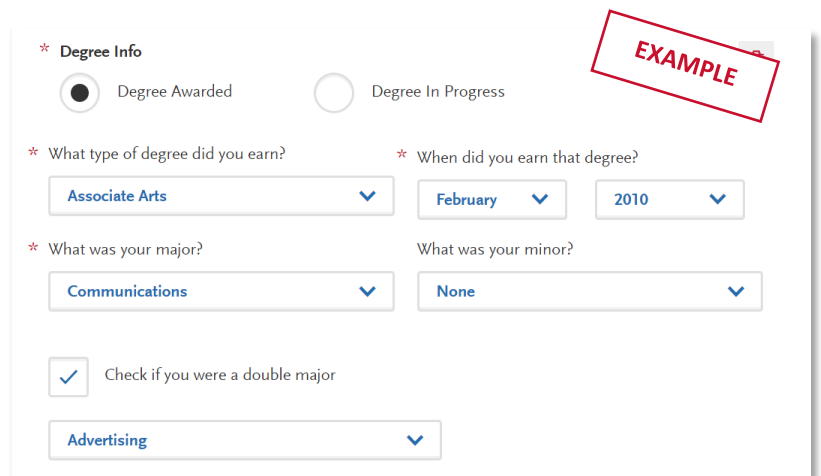
### Can't find your college/university?

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.

 **Can't find your school?**

### Degree information

Identify whether or not you completed **(Degree Awarded)** or will complete **(Degree In Progress)** an associate degree or other degree(s) prior to transfer. 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.



\* Degree Info

Degree Awarded  Degree In Progress

\* What type of degree did you earn?

\* When did you earn that degree?

\* What was your major?

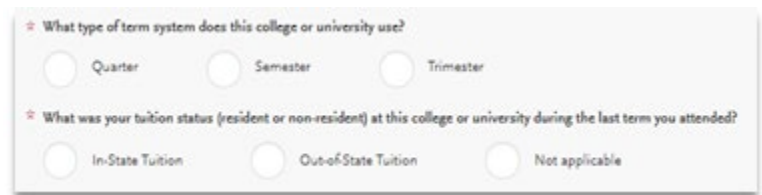
What was your minor?

Check if you were 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.**

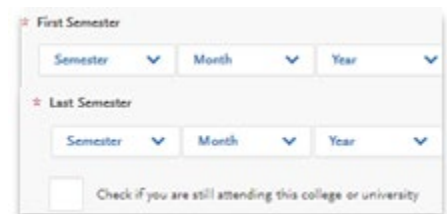


\* What type of term system does this college or university use?

Quarter  Semester  Trimester

\* What was your tuition status (resident or non-resident) at this college or university during the last term you attended?

In-State Tuition  Out-of-State Tuition  Not applicable



\* First Semester

\* Last Semester

Check if you are still attending this college or university

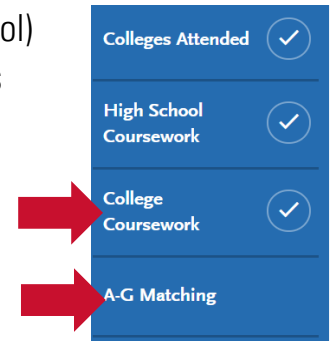
# HIGH SCHOOL COURSEWORK

## 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 such as Health or Physical Education.

### 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 your Colleges Attended, report any college courses you've taken on the **College Coursework** screen. Then, visit the **A-G Matching** screen after completing College Coursework to report how these may satisfy your A-G requirements, if applicable.



### Reporting foreign (outside US) high schools

You are not required to complete High School Coursework or A-G Matching sections for foreign high schools. 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.

### Reporting repeated courses

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

**Do not enter the repeated course twice.** If you repeated a course, enter the highest grade(s) earned for the course. 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.

### 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 be adding a high school grade level in (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.

### 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

EXAMPLE

### Middle School Courses

If you took 7<sup>th</sup> and 8<sup>th</sup> grade courses taken to fulfill A-G requirements, select the appropriate grade level (e.g. 7<sup>th</sup> grade, 8<sup>th</sup> grade). Then, enter your first high school 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 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. **However, if you did not attend a California high school, you may need to manually enter the course title.**

EXAMPLE

## HIGH SCHOOL COURSEWORK

**STEP TWO** - Select the Course Type. Use this chart for guidance:

Course Type	Definition
None	Standard level course ( <b>not</b> 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 href="#">A-G course list.</a> )

**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 for a future term.
- Only taking the course for one term? Select No Course 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 Course in the other field)
- NOTE: Please see the [Course Validation section](#) of this guide for information on how courses are validating 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 9<sup>th</sup> and 10<sup>th</sup> grade, the summer grade level should be set to 10<sup>th</sup> 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](#).

Add a Grade Level | Add a Summer Grade Level

10th Grade ▾ (Semester) MAYFAIR HIGH SCHOOL ▾

2018-2019 ▾ ✓

EXAMPLE



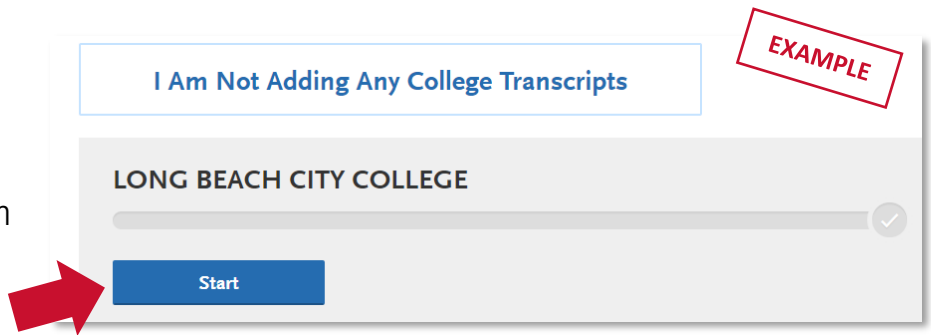
COLLEGE COURSEWORK

## 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.

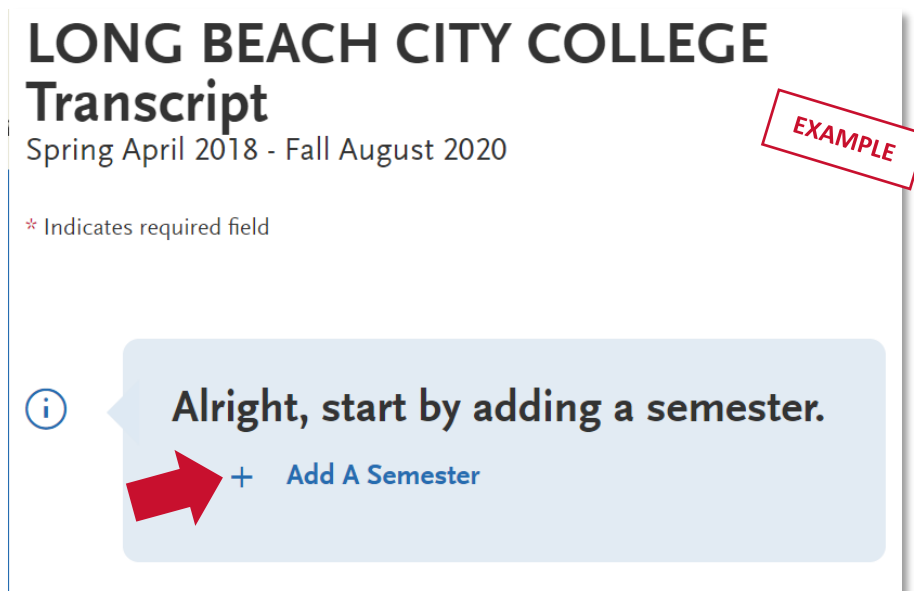


**Important note:** Use official copies of your transcripts. Coursework must exactly match your official transcripts; don't use an unofficial version, like a printout from your school's website. List your courses under the correct term, year, and class level. Department prefixes and course numbers must 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

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Select ▼	Select ▼	Select ▼	Select ▼

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

- Term and Year: The options that appear are based on information you entered in the Colleges Attended section.
- Academic Status: 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.**

**EXAMPLE**

* GRADE	CAS GRADE
AB	AB

## 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 as it is listed on your transcript.

**EXAMPLE**

* COURSE CODE
Bio
BIO11
BIO1A
BIO1B
BIO2

**EXAMPLE**

* COURSE TITLE
Environmental

**EXAMPLE**

* SUBJECT
Biology ▼

**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.

**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**

* CREDITS
3
00 ▼

**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.

## COLLEGE COURSEWORK

**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 first 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.

### 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.

A screenshot of the 'CREDITS' input field. The field is labeled '\* CREDITS' and contains the number '3'. Below the input field is the text 'e.g., 3.00'. A dropdown menu is open, showing a list of values: '00', '25', '33', '50', '67', and '75'. The value '50' is highlighted in blue. A red box labeled 'EXAMPLE' points to the dropdown menu.

Click Save All. Continue adding courses, as needed.

A screenshot of the course entry form. The form has a table with the following columns: '\* COURSE CODE', '\* COURSE TITLE', '\* SUBJECT', '\* CREDITS', '\* GRADE', 'CAS GRADE', and 'TRANSFERABLE'. The first row contains the following values: 'BIO11', 'Environmental', 'Biology', '3', '00', 'AB', 'AB', and a checkbox. Below each input field is an example: 'e.g., BIO 101', 'e.g., Introduction to Biology', 'e.g., 3.00', and 'e.g., 85 or B'. At the bottom of the form, there are two buttons: '+ Add A Course' and '+ Add A Semester'. At the bottom right, there are two buttons: 'Cancel' and 'Save'. A red box labeled 'EXAMPLE' points to the 'Save' button.

**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.

\* Have you completed entering your transcript?

Yes  No

[Save Your 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.

**LONG BEACH CITY COLLEGE**

[Edit](#) [Preview this Transcript](#)

**EXAMPLE**

# A-G MATCHING

## Checking your A-G Totals

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

*EXAMPLE*

## Updating your A-G courses

If you notice that you have not 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.

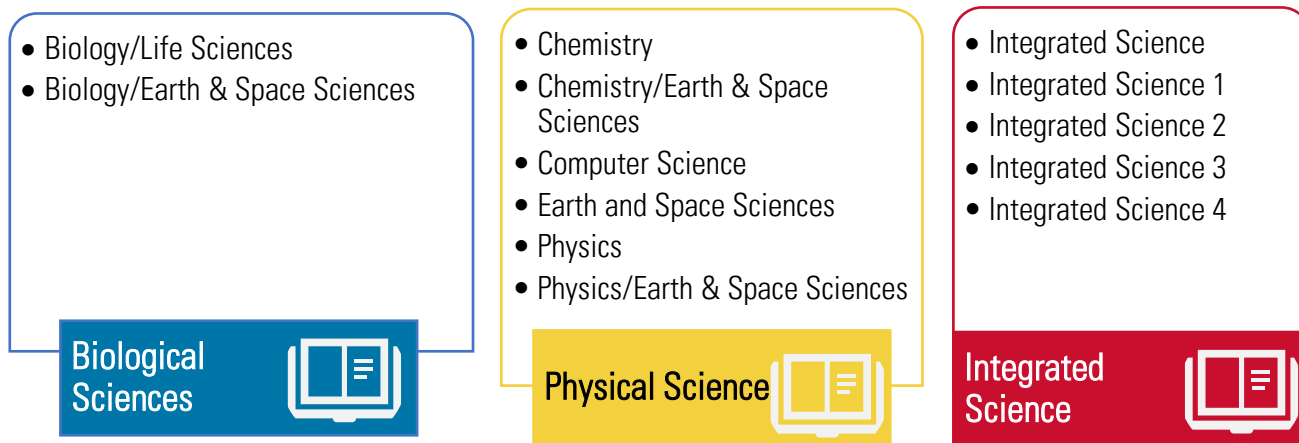
## College courses taken while in high school (dual enrollment)

College courses taken while in high school must be reported on the College Coursework screen for each 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](#).

- **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) **and** 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 determine how the course should be reported.



## A-G MATCHING

### 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	
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 10<sup>th</sup> – 12<sup>th</sup> grade years (9<sup>th</sup> 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 not be counted towards the total GPA.

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.

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.

The diagram illustrates the course validation process for California high schools. It shows two input fields for "Course Name". The left field contains "math" and "Finite Math (SUI)". A red box highlights "Finite Math (SUI)". A central red box contains the text: "EXAMPLE: Automatically populates list of courses for California high schools with A-G list; select from choices". The right field contains "Finite Math (SUI)".

## 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 only 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	<input type="text"/>
Algebra II	Pass, No Course	0.5	<input type="text"/>

**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."

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

EXAMPLE

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

## COURSE VALIDATION

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:

A screenshot of a course validation form. It shows a text input field containing 'Calculus I'. To its right is a dropdown menu with 'None' selected. Further right is another dropdown menu with 'C' selected. To the right of that is a third dropdown menu with 'B' selected. A red box highlights the 'C' dropdown, and another red box highlights the 'B' dropdown. A red stamp with the word 'EXAMPLE' is placed over the 'B' dropdown.

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

A screenshot of a table with two rows. Each row has four columns. The first column contains 'Calculus 1', the second column contains 'None', the third column contains 'Pass', and the fourth column contains 'Pass'. Red boxes highlight the 'Pass' entries in the third and fourth columns of both rows. A red stamp with the word 'EXAMPLE' is placed over the top-right corner of the table.

## 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"

A screenshot of a course validation form for 'Chemistry 1-2'. The form has four columns: 'Course Title', 'Course Type', 'Fall', and 'Spring'. The first row shows 'Chemistry 1-2' in the first column, 'None' in the second, 'D' in the third, and 'B' in the fourth. The second row shows 'Chemistry 1-2' in the first column, 'None' in the second, 'Pass' in the third, and 'No Course' in the fourth. Red boxes highlight the 'D' and 'Pass' dropdowns in the third column, and the 'B' and 'No Course' dropdowns in the fourth column. A red stamp with the word 'EXAMPLE' is placed over the top-right corner of the form.

## How to validate Language other than English 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 Course."

☆ Course Title	☆ Course Type	☆ Fall	☆ Spring
Spanish I	None	D	C
Spanish I	None	Pass	No Course

**EXAMPLE**

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.

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

**EXAMPLE 1**

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

## COURSE VALIDATION

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

**EXAMPLE 2**

Language other than English – Area F – LOTE requirement may be fulfilled with various methods as outlined in the [2020-2021 Admission Handbook](#). Enter the method of fulfillment as the course title with four semester grades of Pass on consecutive rows. **Please see the AP Exam section when utilizing an AP Exam result of 3 or higher to fulfill the LOTE requirement.**

## Using test scores to validate A-G requirements

(for both California and non-California high schools)

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, and would like to use that score to full an A-G subject requirement follow these steps based on subject area:**

### How to receive AP credit for Area C – Mathematics

1. Select the grade level and year the test was taken.
2. Add “AP Exam” and then the exam name under Course Name (e.g. For an AP Calculus exam, enter “AP Exam Calculus” as the Course Name).
3. Then enter grades of Pass. Enter this “AP Exam” course title for **three consecutive academic years to obtain the appropriate Mathematics credit.**



## How to receive AP credit for Area F – Language other than English (LOTE)

1. Select the grade level and year the test was taken.
2. Add “AP Exam” and then the exam name under Course Name (e.g. For an AP Spanish Language exam, enter “AP Exam Spanish Language” as the Course Name).
3. Then enter grades of Pass. Enter this “AP Exam” course title for **two consecutive academic years to obtain the appropriate LOTE credit.**

## How to receive AP credit for 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.

1. 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”)
2. Then enter grades of Pass.
3. Enter this “AP Exam” course title for the appropriate number of consecutive academic years to obtain the appropriate subject credit

# 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 Fall 2022 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 elected 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 Fall 2022 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

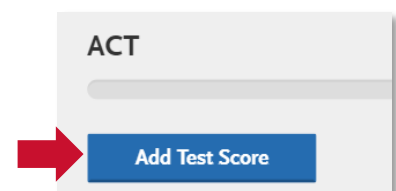
**No tests to report?** If you have not taken any standardized tests and do not have any planned, click:

[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 and enter your score or the date you plan to take the test.

As a first-time freshman applicant, report your SAT and/or ACT results with the associated College Board ID or ACT ID number. If you have not yet taken the exam, simply add the date that you plan to take the exam.

Once you've entered test information, click Save This Test.



# EDUCATIONAL PROGRAMS & WORK EXPERIENCE

## Completing the Educational Programs & Work Experience

This section is specific to freshman Fall 2022 admissions. To assist programs in evaluating student's admissions eligibility, the Cal State Apply application is collecting this supporting 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 Fall 2022 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 12 months using the drop down box to select 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 select 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.



## About Cal Poly Pomona

[Cal Poly Pomona](#) is among the best public universities in the West and is nationally ranked for helping students achieve economic success. Our polytechnic model, unique in Southern California, helps ensure that graduates are ready to succeed in the professional world, as well as graduate and professional studies, on Day 1.

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.

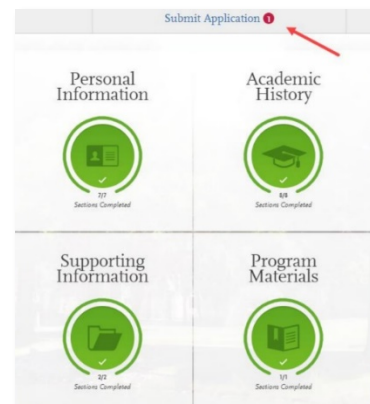
# SUBMITTING YOUR APPLICATION



## 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 when the four quadrants show complete (green) **and** when the status on the program (in the Submit Application tab) has also turned green.



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
EXAMPLE
Need any changes? [Go to Test Scores](#)

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.

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

↑ Explains where to make updates to your information, if

**Review your programs.** You can remove a program by clicking the red X. This is the last chance to review, so please do it carefully. There are no refunds issued if you make a mistake.

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. Select Check My Fee Waiver Status on this Submit Application tab to view your eligibility.

[CHECK MY FEE WAIVER STATUS](#)

[Visit the fee waiver page](#) for more information on fee waivers, including how eligibility is determined.

# FREQUENTLY ASKED QUESTIONS

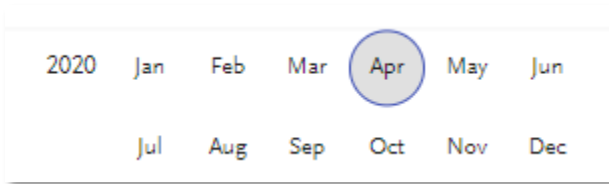
## Frequently Asked Questions

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.

## 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 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 2020-2021](#).

## **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 B1 AND B3** per ASSIST.

## **Area E: Languages Other Than English**

To fulfill this requirement through college coursework, you can either:

- 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.