

CAL STATE **APPLY**

Transfer credit entry guide

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Introduction

Cal State Apply – Transfer Credit Entry

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 your 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 three tiles in the quadrant pertaining transfer credit.

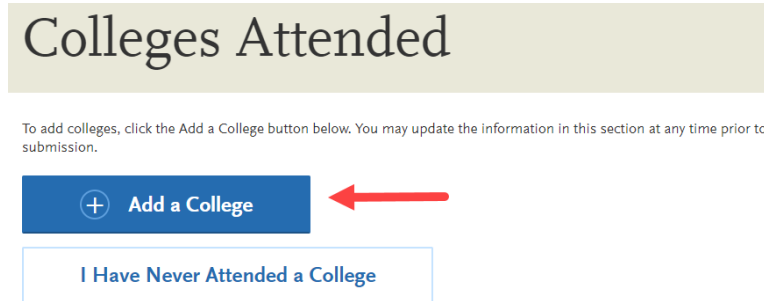


| | |
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| Standardized Tests | |
| AP (Advanced Placement) | |
| CLEP (College Level Examination Program) | |
| IB (International Baccalaureate) | |

Colleges Attended

In this tile you will add all 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.

Add Your Colleges



Please add all undergraduate, graduate or professional institutions you attended or are currently attending.

You may update the information in this section at any time prior to submission.

The screenshot shows a form titled "What college did you attend?". It has a search input field containing "City Colle|". Below the input field is a list of search results:

| |
|--------------------------------|
| BERKELEY CITY COLLEGE |
| California, United States |
| CITY COLLEGE - CASSELBERRY |
| Florida, United States |
| CITY COLLEGE - FORT LAUDERDALE |
| Florida, United States |
| CITY COLLEGE - GAINESVILLE |
| Florida, United States |
| CITY COLLEGE - MIAMI |
| Florida, United States |
| CITY COLLEGE OF SAN FRANCISCO |
| California, United States |


At the bottom of the list is a link: "? Can't find your school?". A red arrow points to the search input field, and a red box highlights the dropdown arrow at the bottom right of the list.



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.

What college did you attend?

 ? Can't find your school? 

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

What college did you attend?

If you can't find your school in our list, select one of the options below:

| | | |
|--|---|--|
| <input type="radio"/> Unlisted English Speaking Canadian Institution | <input type="radio"/> Unlisted US Institution | <input type="radio"/> Unlisted French Speaking Canadian or Other Foreign Institution |
|--|---|--|


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.

ADT applicants select either an Associate of Arts or Associate of Science and the major/discipline.

Did you obtain or are you planning to obtain a degree from this college?

Yes No

Degree Awarded Degree In Progress 

What type of degree are you planning to earn? When will you earn that degree?

What is your major? What is your minor? optional

Check if you were a double major

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.

What type of term system does this college use?

Quarter Semester Trimester

When did you attend this college?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

First Semester Last Semester

Check if you are still attending this college

Transcript Entry

Complete the Transcript Entry tile, entering ALL courses.

Initial admission eligibility determination is made based on applicant reported courses and grades. Undergraduate degree applicants are required to enter all 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.

Transcript Entry

Enter transcript information exactly as it appears on your transcript. Your transcript details will be reviewed by a quality assurance team. If there are inaccuracies, your application will be sent back to you, and this will result in delays in submitting your application. All courses must be included, even if you did poorly or later repeated the course. If you have transfer credits, enter these credits from the institution where you originally took the course.

After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

General Guidelines: Enter courses under the institution where you originally took the course, and enter information exactly as it appears on your transcript (include any planned and in-progress coursework). Include all courses, even if you did poorly or later repeated the course. If you are using Advanced Placement (AP), CLEP, or International Baccalaureate (IB) tests to satisfy general education requirements, add a course for each test. For the course title, enter AP and the name of the exam (for example AP Exam Calculus).

Graduate and Credential Applicants: Only enter courses that are in-progress or planned. Select "I am Not Adding Any College Transcripts" if you don't have in-progress or planned coursework.

Returning Applicants: If you are returning to the same CSU that you last attended and have not taken any college courses at another institution, select "I Am Not Adding Any College Transcripts." If you have taken courses at another institution, enter the coursework for that institution. If you are applying to an additional campus as a new applicant, you will need to enter all transcript information.

IMPORTANT: You must enter coursework so that a CSU GPA can be calculated properly.

MISSION COLLEGE

Start

SANTA ANA COLLEGE

Start

BEIJING INSTITUTE OF TECHNOLOGY

You do not need to enter transcript information for foreign colleges

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 identified 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.

Select Academic Status that corresponds to the number of credits completed at the time you began that semester. Status definitions 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. Enter these courses 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 course tables appear in the drop down list. Select course from the list. If the course does not appear on the list or no list exists, manually enter in the course code.

Fall 2016 Freshman Completed

| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE |
|-------------------|-------------------------|----------------|---------|---------|-----------|--------------|
| Examples: BIO 101 | Introduction to Biology | Biology | 3.25 | 85 or B | 85 or B | |
| ENGL1 | | Select Subj... | | | | |

In order to find courses in table, enter number after subject code without a space.

...y courses you took that fall outside of the typical academic statuses, choose courses, you will start Transcript Review where you will be asked to identify Advanced Placement, Other Tests, Honors, and Study Abroad.

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 viewable.

| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE |
|-------------------|-------------------------|----------------|---------|---------|-----------|--------------|
| Examples: BIO 101 | Introduction to Biology | Biology | 3.25 | 85 or B | 85 or B | |
| ENGL1 | Reading ar | Select Subj... | 3 | 00 | | |

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 at this time. **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.

| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE |
|-------------|--------------|----------------|---------|-------|-----------|--------------|
| ENGL1 | READING | English | 3 | 00 | B+ | B+ |
| HIST5 | HISTORY | History | 3 | 00 | C | C |
| COM ST11 | Elements c | Select Subj... | 3 | 00 | | |

CREDITS: Assign credit for each course, entering values for both boxes. In the first box enter whole credit values. In the second box select a fractional credit value from the drop down list.

If credits automatically populate from Course Code drop down selection, double-check the values match what is listed on your transcript.

If you manually enter in credit, remember to select a value for the fractional credit box, even if that value is 00.

| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE |
|-------------|--------------|---------------|---------|-------|-----------|--------------|
| ENGL1 | Reading ar | English | 3 | 00 | B+ | B+ |
| HIST5 | History of | History | 3 | 00 | C | C |
| COM ST11 | Elements c | Public Spe... | 3 | 00 | A | A |
| TH ARTS2 | Advanced | Theater | 1 | 50 | P | None |
| TEST123 | Test Strate | Special To... | 1 | | | |

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 | | 2016 | | Freshman | | Completed | |
|-------------|--------------|---------------|---------|----------|-----------|--------------|-------------------------------------|
| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE | |
| ENGL1 | READING | English | 3 | 00 | B+ | B+ | <input checked="" type="checkbox"/> |
| HIST5 | HISTORY | History | 3 | 00 | C | C | <input checked="" type="checkbox"/> |
| COM ST11 | Elements c | Public Spe... | 3 | 00 | A | A | <input checked="" type="checkbox"/> |
| TH ART52 | ADVANCE | Theater | 1 | 50 | P | None | <input checked="" type="checkbox"/> |
| TEST123 | Test Strate | Special To... | 1 | 00 | NC | None | <input type="checkbox"/> |
| MATH21 | Finite Mat | Mathemati... | 3 | 00 | W | None | <input checked="" type="checkbox"/> |

TRANSFERABLE: Check all courses that are transferable. Box may default as transferable from ASSIST tables.

SANTA MONICA COLLEGE Transcript

Fall August 2016 - null Still Attending

| Fall | | 2016 | | Freshman | | Completed | |
|-------------|--------------|---------------|---------|----------|-----------|--------------|-------------------------------------|
| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE | |
| ENGL1 | Reading ar | English | 3 | 00 | B+ | B+ | <input checked="" type="checkbox"/> |
| HIST5 | History of | History | 3 | 00 | C | C | <input checked="" type="checkbox"/> |
| COM ST11 | Elements c | Public Spe... | 3 | 00 | A | A | <input checked="" type="checkbox"/> |
| TH ART52 | Advanced | Theater | 1 | 50 | P | None | <input checked="" type="checkbox"/> |
| TEST123 | Test Strate | Special To... | 1 | 00 | NC | None | <input type="checkbox"/> |
| MATH21 | Finite Mat | Mathemati... | 3 | 00 | W | None | <input checked="" type="checkbox"/> |

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.

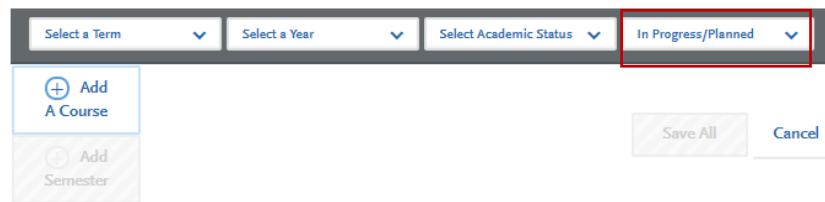
Select 'Save All' once all courses for the term have been entered.

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. Make sure all courses are entered with correct unit and grade values. This includes non-transferable courses, withdrawals and repeats. The Transferable box should be selected 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.”

If transcript identifies the course as repeated and excludes course from institution GPA, enter a grade of RP.

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

| Fall 2015 Freshman | | | | | | |
|--------------------|---------------------------------|-------------|---------|-------|-----------|-------------------------------------|
| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE |
| FRNCH3 | Third Semester Foreign Language | | 5.00 | A | A | <input checked="" type="checkbox"/> |
| MATH2 | Pre-Calculus and Mathematics | Mathematics | 6.00 | RP | None | <input checked="" type="checkbox"/> |
| ENGL1A | English Composition | English | 3.00 | B | B | <input checked="" type="checkbox"/> |

| Spring 2016 Freshman | | | | | | |
|----------------------|-----------------------------------|-------------|---------|-------|-----------|-------------------------------------|
| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE |
| ASTRO1 | Astronomy | Astronomy | 3.00 | A | A | <input checked="" type="checkbox"/> |
| HIST15 | World History | History | 3.00 | B | B | <input checked="" type="checkbox"/> |
| CAP 033A | Word Processing, Computer Program | | 1.00 | P | None | <input type="checkbox"/> |
| MATH2 | Pre-Calculus and Mathematics | Mathematics | 6.00 | C- | C- | <input checked="" type="checkbox"/> |

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

| Spring 2016 Freshman | | | | | | |
|----------------------|------------------------------|-----------|---------|-------|-----------|-------------------------------------|
| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE |
| ECO1 | Principles of Microeconomics | Economics | 3.00 | AR | None | <input checked="" type="checkbox"/> |
| MAT2 | Calculus for Mathematics | Calculus | 4.00 | AR | None | <input checked="" type="checkbox"/> |

Test Credit and CSU GE

Credit awarded for AP and IB exams noted on the primary college transcript that is used to fulfill one or more of the four required General Education subjects is entered as coursework. This allows the credit to be assigned to GE categories where eligible. Only enter exams awarded credit at your transfer institution that meet the GE categories. Add test credit to first term of attendance.

Field entry instructions

Course Code: Enter test + abbreviated subject

Course Title: Enter full subject description starting with the test type AP or IB.

Subject: Select Test Credit – No Subject from the drop down menu

Credits: Enter credits awarded by transfer institution

Grade: Enter grade of CR

Transferable: Do not check Transferable box.

Sample entry for AP and IB tests

| Spring 2017 Freshman | | | | | | |
|----------------------|----------------------------------|-----------------|---------|-------|-----------|-------------------------------------|
| COURSE CODE | COURSE TITLE | SUBJECT | CREDITS | GRADE | CAS GRADE | TRANSFERABLE |
| AP ENG LANG | AP English Lang Test Credit - No | | 3.00 | CR | None | <input type="checkbox"/> |
| AP CALC AB | AP Calculus AB Test Credit - No | | 3.00 | CR | None | <input type="checkbox"/> |
| AP FREN | AP French Test Credit - No | | 6.00 | CR | None | <input type="checkbox"/> |
| IB BIOL HL | IB Biology HL Test Credit - No | | 4.00 | CR | None | <input type="checkbox"/> |
| HIST101 | World Civilization | History | 3.00 | B | B | <input checked="" type="checkbox"/> |
| CMST102 | Public Speaking | Public Speaking | 3.00 | A | A | <input checked="" type="checkbox"/> |



You will still need to enter in AP and/or IB test information in the corresponding tiles in the Academic History quadrant. Test credit is assigned based on reported test scores and not what is awarded by another college or university.

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. If you completed international credit that cannot be entered, leave the corresponding area blank on the General Education page. Potential GE courses will be evaluated by the CSU campus.

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.

Transcript Review
Ready to finalize your transcripts? First, preview each transcript to ensure you have entered all of your coursework exactly as it appears on your transcripts.

Next, continue to Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.

[Review & Finalize My Transcripts](#)

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

SANTA ANA COLLEGE
[Edit](#) [Preview this Transcript](#)

BEIJING INSTITUTE OF TECHNOLOGY
You do not need to enter transcript information for foreign colleges

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 have been completed.

Select Repeated Courses

This process does not impact GPA calculation.

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.

Transcript Review

Did you receive credit for any Advanced Placement exams?

If you have any course credits fulfilled by Advanced Placement exams and clearly marked as Advanced Placement on your transcript, then you should select "Yes" below.

| | |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

Continue

Did you take any courses while studying abroad?

If any of the courses you entered in your transcripts are studied abroad, then you should select "Yes" below.

| | |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

Continue

Transcript Review


Did you take any Honors Courses?

If you had any honors courses you entered in your transcripts, then you should select "Yes" below.

| | |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

Continue

Transcript Review

 **Congratulations,
Transcript Entry is complete.**

To get updates on the quality assurance review of your transcript entry and receipt of your official transcripts, visit the My Programs section. This status will be visible only after you have paid and e-submitted your first application.

Continue to Next Section

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.



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.

General Education

As a UDT applicant, you must have completed four General Education courses. For each subject below, use the corresponding drop-down box to identify the course that fulfills t

Note that in order to match the credits you earned from passing either a Pass/Fail course or a standardized test – i.e. Advanced Placement (AP), International Baccalaureate (IB

| Subject | Selected Courses |
|--------------------------------------|-----------------------|
| Critical Thinking | Please Select a Value |
| Math Concepts/Quantitative Reasoning | Please Select a Value |
| Oral Communication | Please Select a Value |
| Written Communication | Please Select a Value |

I am not adding any General Education courses.

Save and Continue

Please Select a Value

- English Composition (B)
- Astronomy (A)
- World History (B)
- Third Semester French (A)
- Chemistry in the Community (In Progress/Planned)
- Financial Accounting (In Progress/Planned)
- Public Speaking (A)
- AP Calculus AB (CR)
- AP French (CR)
- IB Biology HL (CR)
- World Civilizations (B)
- AP English Lang (CR)
- Word Processing (P)
- Pre-Calculus and Trig (C-)

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



Transfer applicants must complete transferable courses with a letter grade of “C-” or higher in the four GE categories listed.

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

Applicants with international coursework that cannot be entered 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.