# Table of Contents

- Introduction .......................................................................................................................... 3
- Colleges Attended .................................................................................................................. 4-6
- Transcript Entry ..................................................................................................................... 7-12
- Repeats and Academic Renewal ............................................................................................. 13
- Test Credit and CSU GE ......................................................................................................... 14
- International Credit and CSU GE ........................................................................................... 14
- Military Credit ......................................................................................................................... 15
- Transfer Applicants Without High School Completion ......................................................... 15
- Review and Finalize My Transcripts ..................................................................................... 16
- General Education .................................................................................................................. 18
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.
Colleges Attended

In the 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.
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.

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

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

**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.
**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.*

**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.
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.

TRANSFERABLE: Check all courses that are transferable.

Only ASSIST GE courses will default as transferable. Transferable courses that are not GE applicable will need to have the box checked manually.

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.

\[ 	ext{No changes can be made to coursework entry once you submit your application.} \]

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. 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.

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

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSETITLE</th>
<th>SUBJECT</th>
<th>CREDITS</th>
<th>GRADE</th>
<th>CAS GRADE</th>
<th>TRANSFERABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP ENG LANG AP English Lang Test Credit - No</td>
<td>3.00</td>
<td>CR</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP CALC AB AP Calculus AB Test Credit - No</td>
<td>3.00</td>
<td>CR</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP FREN AP French Test Credit - No</td>
<td>6.00</td>
<td>CR</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IB BIOL HL IB Biology HL Test Credit - No</td>
<td>4.00</td>
<td>CR</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST101 World Civilization History</td>
<td>3.00</td>
<td>B</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMST102 Public Speaking Public Speaking</td>
<td>3.00</td>
<td>A</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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 admission 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

Upper Division Transfer Applicants without High School completion

Upper division transfer applicants with 60 or more credits are not required to have a high school diploma or equivalent. Currently the application requires all transfer applicants to enter high school information, preventing those without high school equivalency from completing the application. In this scenario the applicant does the following:

- Select High School Equivalency
- Designate the date they entered the community college as the Date Received/Expected
- Add the community college (where you are completing 60 units) as the high school under Add a High School
- Enter term type and dates attended based on college attendance dates
- Select No for Did You Graduate or Do You Expect to Graduate
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 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.
**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.

- [ ] Yes
- [ ] No

**Did you take any Honors Courses?**

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

- [ ] Yes
- [ ] No

**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.

- [ ] Yes
- [ ] No

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. The status will be visible only after you have paid and submitted your final 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.

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.