

# Application Tips for the CSU Online Application

- You only need to pay a single fee to have your SAT scores sent to multiple CSU campuses! The Mentor code is 3594.
- If you have financial need, you may apply for a fee waiver online and find out immediately if you qualify. You can apply to up to six campuses with the fee waiver. Check out the Educational Opportunity Program for students who are low income and are first generation to go to college.
- When applying to multiple campuses, add a campus after you finish completing the information for your first campus by going to Application Manager.
- Many campuses are impacted and will turn away qualified applicants. For detailed and updated information on impacted campuses and programs, go to <http://www.calstate.edu/ar/impactioninfo.shtml> or when you start your application, it will give you the opportunity to look at impacted schools/majors. Impacted programs and campuses are competitive, and may require more than basic eligibility to be admitted. If applying to an impacted campus, you should list a second choice campus that is not impacted. For many campuses, if you apply early, you will be notified early of your admissions status.
- You must declare a major only at Cal Poly San Luis Obispo.
- If you are not applying to an impacted major or school, you do not need to apply to more than one campus.
- The ACT or SAT Reasoning Test must be completed by December. Earlier test dates are recommended for some impacted campuses. The SAT Subject Tests are not required for the CSU system.
- Each individual campus handles housing applications differently. It's best for you to contact the housing office of each campus to which you are applying to check their procedures. Some campuses suggest that you apply for housing at the same time as admissions.
- Integrated Physical Science in combination with a life science lab class (Biology) will fulfill the science requirement for the CSU system.
- You must list all courses that you took and grades that you received in grades 9-11 that are on the UC/CSU Course List, even if they are above and beyond the required classes for admission. However, if you are repeating a class because of a low grade, you only need to post the repeated grade or planned class on your application self-report. Also be sure to list all community college courses taken, with the name of the community college added as a "High School Attended".
- If you went to high school in another country and have foreign transcripts, check for special instructions.
- Undocumented students should not enter a social security number, and should mark "Other" for citizenship status. This information is secure and confidential to the University. Talk with your counselor for more information. You will need your California Statewide Student ID number instead. See your counselor for your ID number.
- Do not send transcripts unless they are requested. Transcripts will be sent upon request at the end of the school year to the campus you will be attending. In May, students must fill out a Transcript Request Form in the counseling office. Final transcripts need only be sent to the campus you will be attending in the fall.
- Many campuses have special honors programs. Check with each campus.

- Your C.S.U. g.p.a. can be calculated at the end of your application.
- For detailed admissions information and the Eligibility Index, follow this path: go to [www.csumentor.edu](http://www.csumentor.edu), click “plan for college”, click “high school students”, and then look at the gray box on the right titled “Admission Requirements”. Click on the desired topic.

### **Directions for completing the online application**

- Log on: [www.csumentor.edu](http://www.csumentor.edu)
- Note box “English/Math Placement for New Students” which talks about your **EAP** placement test.
- Click on “apply online”. You can check on impacted schools and majors and if schools/majors are closed under “Still accepting applications?” on the home page.
- When you are ready to start you application, click on “Apply Today”
- Click on “undergraduate admission applications”
- Click on the year you will be entering college- “Fall 2010”
- If you have a password, put it in and log on
- If you do not have a password, click on “Create an Account”
  - Enter the information needed
  - **Choose a user name and password you can remember**
  - **Note your user name and password so you won’t lose it**
- After logging on, you will see a screen that lists all the campuses of the system
  - Pick the campus to which you want to apply first.
  - **If you are going to apply to Cal Poly, San Luis Obispo, start with that campus. Cal Poly, San Luis Obispo also wants you to fill out a section called ”Activities Supplemental” (part 11). Enter zero, “0” in the “Class rank” box. For class size enter “246.”**
- Highlight the campus and click on start application.
- Read all the directions to begin the application process.
- If you make any mistakes the program will not allow you to go to the next page.

### **Entry Status**

- Choose: “Graduating high school senior with no college credit” or “Graduating senior with college credit”.
- If your current address is the same as your permanent address, leave permanent address empty.
- Name: must be same name as on your birth certificate or passport.
- You will need your social security number. If you do not have one or you are an undocumented citizen, then you must put in your California Statewide Student ID number, which you can obtain from your counselor.

### **Personal Information/ Family Income**

- Family income- you must fill this out if you are applying for financial aide, EOP, or a fee waiver.

### **Demographics**

- Answer these ethnicity questions. You can decline to state if you wish. Choose the ethnicity you most identify with if you have multiple ethnicities.

### **Residency Information**

- Residency- For students who attended schools outside of the United States, you must put down your residency status.

### **Family Income**

- Family income- you must fill this out if you applying for financial aide, EOP, or a fee waiver.

### **High School Information**

- State all high schools and colleges you have attended over the last four years.
- For a school outside of the United States, you will click on “Country” then enter and click on “Not on list” and type in your school name.
- Put in all test scores, the CSU takes the highest Reading and Math scores. If you are testing in Oct, Nov, or Dec, put in dates.
- **EAP**- Click yes to send your results you took during the STAR testing last year. You should have gotten your results on the back of the STAR report sent home. If you are Non-Exempt in either math or English, you must retest. See your counselor for more information about the test dates, etc.

### **High School Preparation 1 and 2**

- **Be sure to use the list of approved courses- “Courses and grades accepted by UC and CSU.”** These courses are marked with a “P” on your transcript. This section is tricky.
  - First click on “Add a Course”
  - Indicate the grade level and year.
  - Click on the title of the course as it appears on your transcript.
  - Click on the grade in the proper semester.
    - We are a “Semester/ two grades for a full academic year” school
    - For your senior year classes, if you are taking the course this semester it is considered “in progress”.
    - For you senior year classes, if you are taking the course next semester it is considered “planned”.
    - For college courses, click on the school, grade, year, and type in the title of the class (i.e. Sign 280, Bus 120, etc) Select “College” for term type, select semester you took course, report grade, and click on “College Course” and “College” for credit.
    - Honors, AP, or college courses - click on the bottom of the page and choose when you took the course
    - For repeated courses, you will only put the better grade that you got after repeating the class.
    - For Integrated Physical Science, World Geography or World History 2/3- you need to click on “Other Specify” under class and then type in Integrated Physical Science, World Geography or World History 2/3 and then do the rest.
    - Don’t forget to report 8<sup>th</sup> grade Algebra 1 or Geometry and 8<sup>th</sup> grade World Language (Spanish A and Spanish B = Spanish 1.
  - Be sure you have put in all possible courses in each category. Feel free to ask your counselor for help

- **Economics** should be listed in the elective category. If you do not have more than one semester class to put in this category, put in **World Geography (World History 1)** and drop it from Social Science.
- **Students with International transcripts:** You will still fill each subject area with the classes you took outside of the United States. Follow the directions on the online application. You will need to send a copy of your foreign transcript to each of the CSU's you are applying to.
- You will come to a page after you have entered your grades called the GPA Calculation. Put in the number of courses with A's, B's, C's for your sophomore and junior years only and it will calculate it for you.
- Do not fill out the sections "College Information and College Classes"- these are for transfer students.
- **Additional Non A-G courses**  
Add any course related to your major that are non-college prep classes (i.e. Child Development, Careers in Teaching, Computer 1, etc.)

#### **EOP- Equal Opportunity Program**

- Fill this section out if you have financial need or are the first generation to go to college.

#### **Fee Waiver**

- If you have filled out the family financial information in Section 3 "Personal Information" and EOP, and think you want to apply for a fee waiver, fill this section out.

**Taking a break – saving your application:** You may save your application in progress and complete it at another time. You must complete the page you are on then select "save" on the left-hand side of the page.

- If you stop, you can go back later. You simply log in again. On the first page, scroll down to the list of campuses where you have started applications and click on "resume".
- When you are finished with the application, you select the "submit" button. You can pay for the application by credit card or check. If you pay by credit card, your payment and application process is complete. If you pay by check, you will need to send in the check or money order.
- After you have submitted the application, you should print the confirmation screen with the confirmation number.
- If you want to apply to another campus, click the "Applications Manager" button. On the main page, click on another campus. You will be asked to do page one of the application with the term you want, major, etc. All of the other information will be transferred from the previous application (courses and grades, etc).

**DEADLINE: November 30 Do not wait until this date to submit- BAD IDEA!!!**

**All students are welcome to bring questions and completed applications (not submitted) to the Counseling Office for review.**