

# CAL STATE **APPLY**

**Transfer credit entry guide**

# 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.



First complete the [Colleges Attended](#) tile, including all post-secondary institutions attended.

Next complete the [Transcript Entry](#) tile, entering ALL courses.

Lastly, in the [General Education](#) tile, assign transfer courses to the required CSU GE subject categories

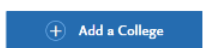
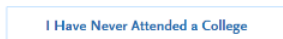
## 1.0 Colleges Attended

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 that are not regionally accredited.

Step 1: Select Add a College


### Colleges Attended

To add colleges, click the Add a College button below. You may update the information in this section at any time prior to submission.



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  and complete the degree, term and attendance information.

Step 2: Begin typing the full institution name. The system will display results that match the information. Select the correct matching

### Add Your Colleges


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

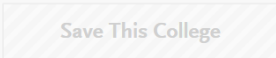
You may update the information in this section at any time prior to submission.

What college did you attend?

ARGOSY UNIVERSITY - LOS ANGELES / SANTA MONICA...  
California, United States

SANTA MONICA COLLEGE  
California, United States








What college did you attend?

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

☒ Yes ☐ No

☒ Degree Awarded ☐ Degree In Progress 

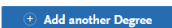
What type of degree did you earn?

When did you earn that degree?

What was your major?

What was your minor? optional

☐ Check if you were a double major



What type of term system does this college use?

☐ Quarter ☒ Semester ☐ Trimester

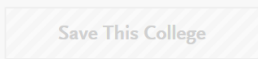
**When did you attend this college?**

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



Identify whether or not you completed or will complete an associate degree or other degree prior to transfer. If Yes, degree information is asked.



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

Select the term system the institution follows, either semester, quarter or trimester

Identify first and last terms attended.

First semester: select term, month and year. For month select the month classes started.

Last Semester: If you are still attending at the time of the application check the box indicating you are still attending. If you are no longer attending select the last term, month and year. For month indicate the month courses ended.

Once all information is complete you will be able to select Save This College.

Continue to add a new college if you have attended more than one. **All colleges you have attended must be entered.**

## 2.0 Transcript Entry

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.

### SANTA MONICA COLLEGE Transcript

Fall August 2016 - null Still Attending

### SANTA MONICA COLLEGE Transcript

Fall August 2016 - null Still Attending

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

Year: Select the 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.

Academic Status: Select the 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 the future term. Enter these courses without grade information.

2.2 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.

Examples: BIO 101 Introduction to Biology Biology 3.25 85 or B 85 or B

ENGL1

ENGL11

ENGL10

ENGL15

ENGL14

ENGL18

ENGL17

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

Save All Cancel

any 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.

Examples: BIO 101 Introduction to Biology Biology 3.25 85 or B 85 or B

ENGL1 Reading ar Select Subj... 3 00

+ Add A Course Add Semester Save All Cancel

**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.

**If there is no corresponding subject select Special Topics.**

Examples: BIO 101 Introduction to Biology Biology 3.25 85 or B 85 or B

ENGL1 READING English 3 00 B+ B+

HIST5 HISTORY History 3 00 C C

COM ST11 Elements Select Subj... 3 00

In the COM ST11 Elements of Public Speaking example, the subject area could be either Communications or Public Speaking. The preferred subject selection is Public Speaking.

The recommendation is to select the more specific subject if available.

**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.

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	English	3	00	B+	B+	
HIST5	History of	History	3	00	C	C	
COM ST11	Elements	Public Spe...	3	00	A	A	<input checked="" type="checkbox"/>
TH ART52	Advanced	Theater	1	50	P	None	
TEST123	Test Strate	Special To...	1				

00  
25  
33  
50  
67  
75

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.

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	READING	English	3	00	B+	B+
HIST5	HISTORY	History	3	00	C	C
COM ST11	Elements	Public Spe...	3	00	A	A
TH ART52	ADVANCE	Theater	1	50	P	None
TEST123	Test Strate	Special To...	1	00	NC	None
MATH21	Finite Mat	Mathemati...	3	00	W	None



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. 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.

## 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. Add test credit to first term of attendance.

Field entry instructions:

Sample entry for AP and IB tests

Course Code: Enter test + abbreviated subject

Course Title: Enter test + full subject description

Subject: Select Test Credit – No Subject

Credits: Enter credits awarded by transfer institution.

Grade: Enter C for all tests no matter the passing score

Transfer: **Do not check Transferable box.** This excludes the C grade from GPA but allows eligible credit for GE designation.

Fall 2016 Freshman						
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	TRANSFERABLE
AP ENG LANG	AP English Lang Test Credit - No		3.00	C	C	<input type="checkbox"/>
AP CALC AB	AP Calc AB Test Credit - No		4.00	C	C	<input type="checkbox"/>
AP FREN	AP French Test Credit - No		6.00	C	C	<input type="checkbox"/>
IB Biol HL	IB Biology HL Test Credit - No		4.00	C	C	<input type="checkbox"/>
HIST1	History of Weste	History	3.00	B	B	<input checked="" type="checkbox"/>
COM ST11	Elements of Pub	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 calculated based on reported test scores and not what is awarded by another college or university.

## International Credit and CSU GE

California community colleges may certify international transfer credit to meet one or more of the four required General Education subjects, also referred to as the Golden Four. Since coursework entry is not done for international institutions, in order to designate international CSU GE pass-along credit, the applicant must enter the course as coursework under the community college that approved the pass-along.

Sample entry for International Golden Four credit

Fall		2016		Sophomore		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							
INTL TR	Transfer M	Mathemati...	4	00	C	C	<input type="checkbox"/>
MATH110A	Calculus I	Mathemati...	4	00	C	C	<input type="checkbox"/>
INTL TR	Transfer Lc	Philosophy	3	00	C	C	<input type="checkbox"/>
PHIL40	Logic: An I	Philosophy	3	00	C	C	<input type="checkbox"/>
+ Add A Course		+ Add Semester		Save All		Cancel	

If the CCC granted equivalent course credit, enter the equivalent course, units and grade of C. **Uncheck the Transferable box.**

If the CCC issued general subject credit, enter the course with course code INTL TR, Course Title of Transfer + subject, units accepted by CCC and grade of C. **Do not check the Transferable box.** Coursework is entered this way only for GE designation and should not be included in transferable GPA for the community college.

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.

2.4 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.

Select a Term	Select a Year	Select Academic Status	In Progress/Planned
+ Add A Course			
+ Add Semester			
Save All		Cancel	



## Transcript Entry

Fall 2017 Sophomore is in progress

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	TRANSFERABLE
POL SC1	National and Ca Political Science		3.00			<input checked="" type="checkbox"/>
PSYCH1	General Psychol	Psychology	3.00			<input checked="" type="checkbox"/>
HEALTH10	Fundamentals o	Health	3.00			<input checked="" type="checkbox"/>
ENGL51	Literature of the	Literature	3.00			<input type="checkbox"/>

+ Add A Course + Add Semester

Fall 17 and Spring 18 are listed as in progress. No grade information is recorded.

Missing Transferable example: Four courses are missing the transferable check.

Select the pencil image next to the term if any information needs to be updated.

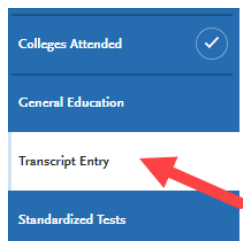
Select the trashcan image to delete the entire term. A warning message appears asking if you are sure you want to delete.

Spring 2018 Sophomore is in progress

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	TRANSFERABLE
SPAN2	Elementary Spa: Foreign Language		5.00			<input type="checkbox"/>
PHILOS2	Ethics	Ethics	3.00			<input type="checkbox"/>
ANTHRO1	Physical Anthro: Physical Anthro		3.00			<input type="checkbox"/>

+ Add A Course + Add Semester

2.6 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.



2.7 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.

## 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.

**Hogwarts School of Magic**

☒

You do not need to enter transcript information for foreign colleges

**CONTRA COSTA COLLEGE**

☐

Start

**SANTA MONICA COLLEGE**

☒

Edit Preview this Transcript

The foreign institution in this example does not require transcript entry.

Contra Costa College has not been started.

Santa Monica College has been completed. The information can be reviewed by selecting: Preview this Transcript. Information can be edited by selecting the Edit button.

Preview transcript entry for all institutions. When done, select 'Review & Finalize My Transcript' to complete the review process.

### 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

#### 2.8.1 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.

#### Transcript Review

### Which one of these is your Primary College?

Your primary college is the college or university where you will earn (or have earned) your first bachelor's degree.

☐ Hogwarts School of Magic

☐ CONTRA COSTA COLLEGE

☒ SANTA MONICA COLLEGE

Continue

#### 2.8.2 Identify repeated courses

Select yes if you repeated a course at the same institution to improve/replace a grade and this repeat is reflected on the official transcript. You will be prompted to identify the specific courses.

#### Transcript Review

### Did you repeat any classes?

If you had to repeat any of the courses you entered in your transcripts, then you should select "Yes" below.

☐ Yes

☐ No

Continue

## Select Your Repeat Courses Below

Identify courses repeated from each college you attended. Mark all attempts to take a course as Repeated including the final attempt. Cal State Apply will include the credits from all attempts in your overall Cal State Apply GPA.

Note: courses should be marked repeated only if repeated at the same institution. If you took a course at one institution and later repeated it at another institution, it should not be marked repeated. Withdrawn courses and courses taken multiple times for new credit (such as physical education courses) are also not considered repeated.

If you indicate 'Yes' to repeating courses first select the institution. Then select repeated courses by clicking on the plus icon next to the courses. Selected courses are highlighted in green with a check mark.

Do not mark repeats for in progress courses, ungraded courses.

To unselect a course, click on the red x to the right.

Make sure the grade entered for the replaced/repeated course was entered with RP. If not, go back to the Transcript Entry tile and edit the grade.

When done, select the 'I am done, Continue' button.

2 COURSES SELECTED

CONTRA COSTA COLLEGE Transcript 0

SANTA MONICA COLLEGE Transcript 2

I am Done, Continue

I Am Not Adding Any Repeated Courses

Fall 2016

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ ENGL1	Reading and	English	3.00	B+
+ HIST5	History of La	History	3.00	C
+ COM ST11	Elements of	Public Speaking	3.00	A
+ TH ART32	Advanced Pn	Theater	1.50	P
+ TEST123	Test Strategi	Special Topics	1.00	NC
+ MATH21	Finite Mathe	Mathematics	3.00	W

Spring 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ MATH21	Finite Mathe	Mathematics	3.00	C
+ SOCIOL4	Social Analys	Sociology	3.00	B-
+ ART20A	Drawing I	Art	3.00	A
✓ CHEM10	Introductory	Chemistry	5.00	RP ✕

Summer 1 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
✓ CHEM10	Introductory	Chemistry	5.00	B ✕

Fall 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ POL SC1	National and	Government	3.00	

### 2.8.3 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.

☐ Yes
 ☐ 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.

☐ Yes
 ☐ 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.

☐ Yes
 ☐ 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

### 3.0 General Education

After reviewing all transfer credit, go to the General Education tile and complete the required GE course identification.

#### 3.1 Designate courses for each of the four categories

Select a course from the drop down list for each subject. Courses may pre-populate.

General Education	
Subject	Selected Courses
Critical Thinking	Please Select a Value
Math Concepts/Quantitative Reasoning	Please Select a Value
Oral Communication	Elements of Public Speaking...
Written Communication	Please Select a Value

☐ I am not adding any General Education courses.

**Save and Continue**



The dropdown selection of courses includes course titles for all courses with letter grades of C or higher. Select course that meets the GE subject category.

Use ASSIST.org or GE category notations on transcript for help matching California community college courses.

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

General Education	
Subject	Selected Courses
Critical Thinking	Social Analysis (B-)
Math Concepts/Quantitative Reasoning	Finite Mathematics (C)
Oral Communication	Elements of Public Speaking...
Written Communication	Reading and Composition I ...

☐ I am not adding any General Education courses.

**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.**