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

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.

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.

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

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.
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.

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

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.

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. Box may default as transferable from ASSIST tables.

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:
- 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.

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.

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

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>SUBJECT</th>
<th>CREDITS</th>
<th>GRADE</th>
<th>UNITS</th>
<th>TRANSFERABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTL TR</td>
<td>Transfer M</td>
<td>Math</td>
<td>4</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 110A</td>
<td>Calculus I</td>
<td>Math</td>
<td>4</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTL TR</td>
<td>Transfer Lc</td>
<td>Phil</td>
<td>3</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 40</td>
<td>Logic</td>
<td>Phil</td>
<td>3</td>
<td>C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
2.5 Review entry for college, making sure all courses are listed and transferable status noted.

Review entry and compare to transcript. Make sure all courses are entered with correct unit and grade values. Non-transferable courses should also be entered.

The Transferable box should be selected for all transferable courses, regardless of grade entered.

Repeat coursework example: CHEM 10 was repeated for a higher grade. Both attempts are listed but the attempt with the replaced grade was entered with RP.
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.

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.

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.

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.
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.

2.8.3 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.
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.

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

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.