**Cal State Apply Tips**

- Have your transcript available prior to starting your CSU application
- Ask Mrs Rasor or your counselor if you have questions after you have read this tip sheet.
- The top right of your application has a question mark button, these can be used to find example, phone number to the application center and chat line.

**Create an Account**

- Use your proper name on the application which should match your Infinite Campus account and your College Board and/or ACT account.

**Extended Profile**

- Have you taken and earned college credits through a community college or university? You would answer yes if you took courses at a community college and/or took a dual enrollment e.g. BC Calc, Bio Manufacturing, BioTech 3-4

**Release Statement**

- Mark this section - **I completed the CAASPP assessment and agree to release my results.** By marking this section this could preclude you from taking additional courses at CSU

**Biographic Information**

- Your SSID (Student State Identification) can be located on your ID and on your transcript

**Academic History**

- Carlmont's zip code is 94002
- Dates attended Carlmont start date Aug 2016 end date June 2020
- Add Carlmont High School as a semester school and then add Carlmont again as a quarter school
- If you took Advanced or Intermediate Dance those courses would be under Carlmont quarter school.
- World Studies 1-2 should first be entered under Carlmont quarter school - with the grade under quarter 2 only. The other quarters for World Studies 1-2 (quarter selection) would be listed as No Grade. The next entry for World Studies 1-2 will be under Carlmont semester school, entering Fall - no Grade and Spring - enter the grade you received.
- Enter all your A-G courses. The A-G courses are the courses on your transcript with a -P at the end.
- 7th and/or 8th grade math or foreign language if you started 9th grade at a second year level or higher level (ie Algebra II, Geometry, Spanish 1, French 1)
- All of our courses will be able to select as you start typing, if you type them correctly. The only exception is AP Research - that course you need to type in
- US History needs to be entered as United States History
- Pre-Calc-HP (honors) needs to be entered as **Analytic Geometry/Calc Honors**
- English IV Exp Wrtg needs to be entered as **CSU Expository Reading and Writing**
- Use the capital i for the courses that use Roman Numerals after course name (e.g. English I)
- Senior year courses (Planned=PL In Progress=IP None means not taken that semester)
  - Economics either Fall No Grade and Spring PL or Fall IP and Spring No Grade-depends on your schedule
  - American Government either Fall No grade and Spring PL or Fall IP and Spring No grade-depends on your schedule
  - AP American Gov is AP Government & Politics United States - enter PL or IP depends on your schedule
  - AP Econ is AP Microeconomics-enter PL or IP or No grade- depends on your schedule
- Life Skills, Support class, Student Clerk, regular PE are not A-G therefore should not be on your CSU application
- I would suggest adding ASB or any leadership course you took although it will not be matched on A-G.
• Do Not use the course choice with a prefix ACAD or LED
• APEX is only used for Independent Study students and some Middle College students.
• Only use the suffix Cyber if you took the course in Cyber High
• Students can use the CSU/UC A-G course list as a reference point for course entry. Use this link if you cannot find one of your courses in the pull down
   https://hs-articulation.ucop.edu/agcourseList#/list/search/institution
This reference guide translates our courses on your transcript to how they should be indicated on the application

Colleges Attended - Transcript Entry
• When adding semesters and courses, you academic status in this section will always be Freshman
• All courses you took at community college must be entered
• If you took BC Calc
  Canada College
  Math251   Analytical Geometry & Calculus I   Mathematics   5 units   transferable(1st semester)
  Math 252  Analytical Geometry & Calculus II  Mathematics   5 units   transferable (2nd semester)
• If you took Biotech 3-4
  Skyline College  (list both in Spring semester)
  BTEC170 - Principles of Applied Bioscience-Biotech- 3 units- transferable (2nd semester)
  BTEC171- Laboratory Principles of Applied Biology- Biotech- 1 unit-transferable (2nd semester)
• If you are taking Biomanufacturing (senior year, List 480 in Fall and 482 in Spring)
  Skyline College
  BTEC480  Biotechnology Project 1  Biotechnology  1.5  (first semester)
  BTEC482  Biotechnology Project 2  Biotechnology  1.5 (second semester)

A-G Matching
• When using the autofill all your courses should be added automatically matched in A-G
• The maximum amount of honors/AP accepted is 8 semester.

Standardized Tests
• You will be given the option to enter scores from standardized testing with essay, it is not required for admission but if you took it, then include it.
• Add all the exams you took using the add another standardized test
• Very important that you indicate your ACT ID or SAT ID
  ACT ID or SAT ID is located on the top of your score report (must be downloaded to see it)

AP Exams
• Enter scores and exams already taken, NOT future dates. CSU does not use scores from AP exams for admissions.

• Before you submit the application, please have your counselor or Mrs Rasor review it. Please do not wait until the last moment to have your application reviewed. Deadline to submit is November 30th, although DO NOT wait til the last day!