

**TIPS FOR COMPLETING THE CSU APPLICATION ONLINE**  
Apply Oct. 1 – Nov. 30th\* 2011 on [www.csumentor.edu](http://www.csumentor.edu)

General Information

Settings

- Be sure communications are not being routed to your junk-mail email folder; I suggest a dedicated email account for college communications.
- Navigate using the application system's action buttons and not your browser's to avoid losing work or timing out after "inactivity". Save often.
- Turn off pop-up blockers!

Application

- Once you logon to the system (after creating a username and password), select the Apply Online tab. Then, choose Undergraduate Admission Application. Select the Fall 2012 term.
- Select a campus from the list and start an application. After working on one application, when you go to start another, the system will copy over the information you stored in the first application into the next application you start.
- Read the message from the campus; often there is information about majors, how to make changes after submitting your application, and important deadlines. Then, scroll to the bottom of the page to begin your application for the selected campus.

Tracking

- The panel on the left side of the screen displays a push-pin to indicate which step you are working on. As you complete a step, there is a check box to remind you that the task is done. Be aware that partial-completion may result in a checked box. You can complete the application sections in any order you wish by using the "Skip and Jump" button below the left summary panel; if you skip ahead, you'll often receive a warning notice to let you know some of the required entry fields are missing.
- There are question-mark icons in the section headers that you can click on to launch a brief tutorial with instructions for the specific the task you're working on. Alternately, you might want to get an overview, watch the Help Movies, or read detailed instructions to understand how the application works.

Application Steps

ENROLLMENT INFORMATION

- Select the Fall 2012 term.
- Choose your intended major carefully; some are impacted and more selective. You can find more information here: <http://www.calstate.edu/sas/publications/documents/ImpactedProgramsMatrix.pdf>
- Your entry status is "graduating senior" but be sure to indicate whether or not you have earned any college credit (e.g. classes at Foothill).

NAME AND ADDRESS

If you might have used another name on your SAT or ACT test, or your name appears differently on your transcript or social security card, be sure to indicate so.

PERSONAL INFORMATION

- If you don't have a Social Security Number (or don't want to include it), leave that field in the application blank. If you plan to apply for need-based financial aid, we recommend including your SSN.
- Your California SSID (Statewide Student ID) # is printed on your transcript.

\* Early Decision (ED) is an application option for Cal Poly, San Luis Obispo; the ED deadline is Oct. 31.

- The information about your parents' level of education, family size, and income will be used to qualify you for an application fee waiver and/or candidacy for the Educational Opportunity Program (EOP) program (more info about EOP later on this tip sheet). Enter accurately; you cannot change it if you make a mistake!

#### CA RESIDENCY

(The CSUs give preference to CA residents; CA residents pay lower fees than out-of-state students.)

#### DEMOGRAPHIC INFORMATION

(no tips)

#### HIGH SCHOOL INFORMATION

- Be sure to select "Palo Alto **Senior** High School" to access the list of approved A-G classes for our school. If you've taken classes elsewhere (e.g. St. Francis H.S.), be sure to find and add those schools too. Later in the High School Preparation section, you'll change to the appropriate school to enter classes at the schools you've taken them.
- Even if you don't have test scores yet, you should indicate the date when you took (or will take) the test. You must request that the testing companies (the College Board, ACT) send official test scores to each campus to which you apply—unless you follow the tip in the Test Score section below. So many CSU campuses are impacted so it is important to report test scores even if you exceed the minimum eligibility requirements for the system with your CSU GPA alone.
- The Early Assessment Program (EAP) consists of three optional tests (writing, reading, and math) taken with the STAR test last May. If you participated in the EAP (even if you can't find the results that were mailed to you in August), choose yes; doing so will release the scores to the CSU and may save you from having to take placement tests once you're admitted.

#### COLLEGE INFORMATION (if applicable)

If you've taken college courses, search for the college name and select it to access the list of their approved A-G courses. Later in the College Courses section, you'll enter the courses taken.

#### HIGH SCHOOL PREPARATION

- You must report classes taken at every school you've attended since 9th grade—and include classes in which you are currently enrolled ("in progress") and have scheduled ("planned") for Spring semester. Have copies of all transcripts in hand to accurately report information (dates, term type, course designation abbreviation) from all high school classes—those taken during the school year, during summer school, and online classes.
- It is important to select the correct term type when adding a course.
- Don't forget to list 7th/8th grade courses in Math and Foreign Language, if appropriate to indicate you fulfilled the subject requirements (# of years and level of required courses). If you've forgotten the grades you earned, the Registrar, counselor, or college advisor can look them up for you.
- Notice that there is a running total of completed semester by subject area. It is important this information is accurate; when you submit your application the computer will flag those applications missing the required number of semester courses for each subject. Errors could delay or jeopardize your acceptance.
- If you have repeated a course, enter **ONLY** information for the course in which you received the **HIGHER** grade *except for Cal Poly, SLO* where you must enter both courses and grades.
- For courses taken in the summer, select the grade level **AFTER** the summer in which you took the course in (e.g., Geometry taken between the 9th and 10th grades is listed as a 10th grade class). When listing summer coursework, use another line on the application and enter your summer school grade under Summer semester 1. If the course was worth one semester of credit, enter the grade in Summer semester 1. If the course was worth a year of credit but you only received one grade, enter the same grade in both Summer semester 1 and Summer semester 2.
- In the Additional Non-A-G Courses section, you can enter other coursework taken (e.g. career/vocational education courses, yearbook, student government, etc.).

### COLLEGE COURSES (if applicable)

You must report classes taken at every college you've attended since 9th grade—and include classes in which you are currently enrolled (“in progress”) and have scheduled (“planned”) for Winter or Spring quarter/semester. Have copies of all transcripts in hand to accurately report information (dates, term type, course designation abbreviation, title, etc.) for your college classes.

### CSU GPA CALCULATION

Use this worksheet with your transcript to calculate your CSU GPA:

<http://www.paly.net/college/CompYourGPA.pdf>

### EOP and APPLICATION FEE WAIVER

See comments in the last bullet point of the Personal Information section above. If you'd like to apply for the EOP (Educational Opportunity Program), there is an additional application to complete; see directions later in this document.

You can apply for four campus application fee waivers. The system will use the information about parent income, family size, etc. entered earlier in the Personal Information section to determine eligibility. Once you click the “I have verified the information above and want to apply for an application fee waiver” button at the bottom of the screen you cannot go back and change data if your fee waiver application is denied. If you used a fee-waiver for an SAT, you can also mail in a College Board application fee-waiver; see a college advisor for more information.

If your request is denied and there are special circumstances you need to explain, don't enter credit card information, but ask for a bill and send a letter rather than check payment; do this promptly so that your application does not remain “incomplete” for lack of payment!

### ACTIVITIES SUPPLEMENT

This step is only relevant for the Cal Poly, San Luis Obispo campus.

### REVIEW AND SUBMIT

- If applicable, select the checkbox to release your ACT scores to CSU Mentor to use for subsequent applications. See the next section for more information.
- Review information for each application step on the summary page carefully before submitting your application and paying the application fee. After submitting your application, the campus will email you information about how to check the status of your application via a special campus website. Be sure to check the email account you register on this webpage often.
- Print and keep a copy of your receipt with your application ID #.
- If your academic information changes after submitting your application (e.g. dropping or changing classes), you must contact each campus to notify them.

### AFTER YOU APPLY

Most CSU campuses will send you an email with information about how to logon to one of their websites so you can track your application status. This is important because any messages with requests for more information will be communicated through these websites. So, check email often and be sure messages don't get lost in your SPAM folder.

**We strongly recommend you submit your applications before Thanksgiving** as the closer we get to the November 30 deadline, the application system's network slows down dramatically as it gets overloaded by applicants; you don't want to risk losing information on your application or being unable to meet the deadline.

### Sending College Entrance Test (SAT and ACT) Scores to CSUs

Check each campus' deadline for receiving official test scores as they vary by campus. While some of the CSUs will accept scores until the end of December, others have earlier deadlines so check the individual campus websites for the most up-to-date information. Several campuses require official test scores even for students with

a CSU GPA above 3.0.

Send scores to multiple campuses for free or the price of one campus! Request an official score report to be sent to one CSU after you take the test (for a modest fee) and later release scores to additional campuses for free.

**SAT:** Use school code: 3594 for CSU Mentor. This code will send your SAT scores to CSU Mentor at the Office of the President in Long Beach (i.e. all of the CSU campuses for the price of one).

**ACT:** Request that your ACT scores are sent to one of the CSUs; doing so also files the score in the CSU Mentor application system for you to release them to other CSU campuses. On the Application Submittal screen, select the checkbox to release your ACT scores to CSU Mentor to use for subsequent applications.

### Transcripts

An official transcript is not required at the time of application. However, it is becoming more common for campuses to send applicants messages via their webpages requesting additional information. It is important to check your email often, login to the campus application status website often to check your action items, and follow through for requests for additional information (like an official transcript) in a timely manner promptly so your application will be considered.

If a campus requests a transcript and you took courses that are not listed on your Paly transcript, you'll need to ask the high school/college to send that official transcript too.

### Impacted Campuses for 2011-12 Freshmen Applicants

- Chico
- Fresno
- Fullerton
- Humboldt
- Long Beach
- Los Angeles
- Northridge
- Cal Poly, Pomona
- Sacramento
- San Bernadino
- San Diego
- San Francisco
- San Jose
- Cal Poly, San Luis Obispo
- San Marcos
- Sonoma

If a campus is impacted that means they receive more qualified applicants that they can admit. Therefore, they are more selective in the application review process; they will look for students who exceed the minimum CSU eligibility requirements. For more information, see <http://www.calstate.edu/SAS/impaction-campus-info.shtml>. Priority is given to applicants from a campus's local admission area; for more information, see: <http://www.calstate.edu/sas/publications/documents/CSULocalAdmission-ServiceAreas.pdf>. For more specifics about impaction at San Jose State, see <http://info.sjsu.edu/web-dbgen/narr/admission/rec-1199.html>. To get an idea of the Out-of-Local-Area Selection Index Cut Offs from last year, go to the Naviance Document Library and select that document in the UC/CSU folder.

### Impacted Majors

Even if a campus isn't impacted, it might have impacted majors. Impacted majors might be more selective and/or require supplemental criteria for selection; select majors carefully. Nursing is an impacted major at all CSU campuses. Every major at Cal Poly, SLO is impacted and you must declare a major in your application; all majors at CSU Fullerton, San Diego State, and San Jose State are also impacted. For a list of impacted majors, see <http://www.calstate.edu/sas/documents/impactedprogramsmatrix.pdf>. Although San Jose State is the CSU in our local admission area, all majors there are impacted; for minimum eligibility criteria by major, see: <http://info.sjsu.edu/web-dbgen/narr/admission/rec-1231.html>.

### Rerouting Applications

When CSU eligibility requirements are met, but enrollment at a campus is filled and you are not admitted to a campus, that campus will send you a letter, giving you permission to re-route your application to another CSU that is still accepting applications at that time. The benefit is that you don't have to pay an additional application fee. But, in this economy, it's unclear which, if any campus, will still accommodate your application so late. ***You are encouraged to apply to a non-impacted campus (e.g. Cal State East Bay) in a non-impacted major--as well as San Jose State in a non-impacted major since Paly students are considered to reside in the campus' local admission area and therefore your applications will receive priority consideration.***

### **Educational Opportunity Program (EOP)**

Program Benefits: The program offers low-income, first-generation (neither parent completed a college degree) college students with orientation to campus program and services, academic advising, tutoring, transition support, and grants. The EOP department reviews applicants and collaborates with the admissions office to make decisions.

#### Application:

- You must submit your undergraduate application to a campus via CSU Mentor before you can apply for the EOP program at that campus. There is no fee to apply to EOP.
- The EOP application supplement is also available on CSU Mentor and works like the undergraduate application; information you enter is stored electronically and populates subsequent applications you create to save you time.
- You must write 2 short essays. There is no word limit; be honest and explain both strengths and weaknesses; they are used to determine which EOP program services you might benefit from— not hurt your CSU application!

Recommendation Letters: 2 are required; likely, one from your TA, the other from a teacher. You enter the recommenders' contact information (name, school address, email address, and phone number) online in the application supplement. Then, the recommendation forms are sent to the student via email to forward to the teachers. Teachers should cut and paste letters written in a word processing program into the application. Be sure to ask your teachers about writing a letter *before* you enter their information online.

EOP application deadlines vary by campus; check with individual campuses. Better yet, simply plan to complete the EOP application also by November 30. For more information, go to [www.csumentor.edu/planning/eop](http://www.csumentor.edu/planning/eop).

For complete application instructions for the Freshman 2012 CSU Application, see:  
[http://www.csumentor.edu/AboutMentor/counselor\\_educator/pdfs/freshman\\_instructions.pdf](http://www.csumentor.edu/AboutMentor/counselor_educator/pdfs/freshman_instructions.pdf)

### **Tech Support for CSU Mentor**

Available in English and Spanish  
1-800-468-6927; [support@csumentor.edu](mailto:support@csumentor.edu)