

## TIPS FOR COMPLETING THE CSU APPLICATION ONLINE

Apply Oct. 1 – Nov. 30th\* 2009 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 2010 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 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

#### Step 1: Enrollment Information

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).

#### Step 2: 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.

#### Step 3: 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.
- Your California SSID (Statewide Student ID) # is printed on your transcript.
- 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.

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

#### Step 4: CA Residency

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

#### Step 5: Demographic Information (no tips)

#### Step 6: 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 (including college [e.g. Foothill]), 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 test scores to each campus to which you apply—unless you follow the tip in the Test Score section below.
- 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.

#### Steps 7 and 8: High School Preparation

- You must report classes taken at every school you’ve attended since 9th grade—and well as include classes in which you are currently enrolled (“in progress”) and have scheduled (“planned”) for Spring semester. Have copies of all transcripts in hand (and the Paly UC/CSU Approved Course List [p. 9 of the Course Catalog]) to accurately report information (dates, term type, course designation abbreviation) from high school classes, community college classes, summer school, and online classes.
- It is important to select the correct “Term Type” when adding a course; Paly uses “semester” terms and therefore award grades at the end of each semester.
- 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).
- 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.
- Reporting classes you repeated to earn a passing grade can be tricky. Please ask a college advisor to check this section of your application before you submit it.
- In the Additional Non-A-G Courses section, you can enter other coursework taken (e.g. career/vocational education courses, yearbook, student government, etc.).
- You’ll need to calculate your CSU GPA. For help how to do that, see:  
<http://www.paly.net/college/CompYourGPA.pdf>.

\*Note: While Cal Poly, SLO uses a 9-12 CSU GPA for selection, you should enter the traditional 10-12 CSU GPA on the application.

#### Steps 9 and 10: College Information and College Courses

This is intended for transfer students—students who *after* graduating high school took college courses.

#### Steps 11 and 12: EOP and Application Fee Waiver

See comments in the last bullet point of Step 3. Once you click the button at the bottom of the screen in step 12 you cannot go back and change data if your fee waiver application is denied. You may be granted up to a total of 4 fee waiver requests; requests are reviewed by individual campuses for approval.

#### Step 13: Activities Supplement

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

## Review and Submit

- 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.

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

Check each campus' deadline for receiving official test scores. Most of the CSUs will accept scores until the end of December but this might change. **Currently, San Jose State and Cal Poly – San Luis Obispo require official test scores by November 30. Several campuses now 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 a 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. (1) Once scores are received, you can access the ACT Scores Manager in CSU Mentor (under the Apply Online section) to release those scores to other campuses without additional fees. (2) On the Application Submittal screen, select the checkbox to release your ACT scores to CSU Mentor to use for subsequent applications.

## Transcripts

Unless you apply to Cal State East Bay, you are not required to send an official transcript to the CSUs when you apply; nor is it recommended you do so. Typically, you won't be asked to send an official transcript until you are admitted and decide to attend one of the CSUs. However, sometimes a CSU will email you to request an official transcript before an admissions decision is made. **For Fall 2010 applicants, this year Cal State East Bay requires that you request an official transcript from all the schools you've attended; the receipt deadline is March 1.** Be sure to check your email often and comply with any requests promptly so your application will be considered. If you took college courses that are not listed on your Paly transcript, you'll need to ask the college to send that official transcript too.

## Impacted Campuses for 2009-10 Freshmen Applicants

- CA Maritime Academy
- Cal State Chico
- Cal State Fresno
- Cal State Fullerton
- Cal State Long Beach
- CSU Northridge
- Cal Poly, Pomona
- Cal Poly, San Luis Obispo
- CSU San Marcos
- San Diego State
- San Francisco State
- San Jose State
- Sonoma State

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. Impacted majors may require supplemental criteria for selection; select majors carefully. For more information, see <http://www.calstate.edu/SAS/impactioninfo.shtml>. For a list of impacted majors, see <http://www.calstate.edu/sas/annual-publications/documents/ImpactedProgramsMatrix.pdf>. For more specifics about impactation at San Jose State, see <http://info.sjsu.edu/web-dbgen/narr/admission/rec-1156.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 San Jose State; Paly students are considered to reside in the campus' local service 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.

Priority deadline is November 30 at San Jose State. Other campuses may have a December deadline; 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).

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

Available in English and Spanish

1-800-GO TO XAP

support@csumentor.edu

- 6:30 AM – 6:30 PM Monday – Friday
- extended hours in October and November:
  - M – F open until 9 PM
  - weekends in October and November, Thanksgiving, and the day after Thanksgiving 11 AM – 6PM
  - November 30th - open until 2 AM the next morning