

# CAL STATE APPLY

**Freshman Coursework entry guide**

## High Schools Attended

- Multiple term types - Schools that offer courses with various term types, or have converted term types during the student's attendance
  - On the High Schools Attended tile, report the High School first with the dominant term type, report the same high school with a second entry for the alternate term type. Dates may overlap if necessary.
  - When reporting courses and grades for each grade level, select the first or second high school entry, which matches the term type needed. It may be necessary to report a portion of a grade level as Semester, with a secondary portion as quarter.
  - For the courses where the student has only earned two grades, the courses should be reported as semester, for the courses where a student earns three grades, they would be reported as trimester.
  - Entering the incorrect attendance dates will prevent you from entering coursework on the High School Coursework tile.
  - You MUST select the appropriate term type(s) before entering coursework. Changing the term type after entering coursework will delete all entered coursework.



## High School Coursework

- Middle School Courses to fulfill A-G
  - Enter the course and grades in your 9<sup>th</sup> grade year along with your other 9<sup>th</sup> grade courses. It is not necessary to provide the name of your middle school
- Entering Summer School
  - After selecting your grade level, school and academic year, click on the Include Summer box.
    - Enter the Summer School course title, as well as the grade earned
    - If you completed two Summer sessions or the full year, enter each semester or sessions on individual consecutive rows
- College courses used to fulfill A-G requirements
  - Report the College course in the high school grade level in which the course was completed
  - Enter the Course title and the semester/quarter grade earned
  - Under Course Type, select College
  - In Colleges Attended, list the campuses where the courses were completed
  - If the courses are not being used to fulfill A-G subjects, report the courses and grades in the Transcript Entry tile
- Repeated Courses
  - CSU defines repeated courses as the exact same course with the exact same course title taken at the same school at a later time.
    - If you repeated a course, enter the highest grade(s) earned for the course. Do not enter this repeated course twice.
    - If the repeated course is planned or in progress, enter the original grade earned, as well as the planned or in progress course as a new grade has not yet been earned.
- Credit Recovery – Variable Units

- Only full semester courses may be used to repeat a course. In the event that a course is completed for less than the standard 5 units (1 semester), the applicant must complete a full 5 units before the course may be reported with a grade earned. In the event that only a portion of the 5 units is completed, it will not rectify the originally earned grade.
- Validation
  - Area C – Math
    - A grade of C or higher in the second semester validates a D or F earned in the first semester
      - Enter the valid grades earned with a consecutive row with the same course title, and a grade of Pass for the first semester.
    - A grade of C or higher in the second semester of an Advanced Mathematics course validates the entire three year subject requirement
      - Enter the valid grades earned with a consecutive row with the same course title, and grades of Pass until the 3 year requirement is completed.
        - Advanced Math courses as designated on the UC Course Management Portal
  - Chemistry
    - A grade of C or higher in the second semester validates a D or F earned in the first semester
      - Enter the valid grades earned with a consecutive row with the same course title, and a grade of Pass for the first semester.
  - Area F – Language other than English
    - A grade of C or higher in the second semester validates a D or F earned in the first semester
      - Enter the valid grades earned with a consecutive row with the same course title, and a grade of Pass for the first semester.
    - A grade of C or higher in the second semester of a second year or higher of foreign language will validate the entire two year subject requirement
      - In the event that a grade lower than a C is earned, the original grade(s) must be reported
      - If only the second level or higher has been completed, enter the actual course completed, with grades earned. On a consecutive row with the same course title, and grades of Pass until the 2 year requirement is completed.
    - Please see the AP Exam section when utilizing an AP Exam result of 3 or higher to fulfill the LOTE requirement.
- Language other than English – The Area F – LOTE requirement may be fulfilled with various methods as outlined in the CSU Admission Handbook
  - Enter the method of fulfillment as the course title with four semester grades of Pass on consecutive rows
- AP Exam credit
  - If you have scored 3 or higher on an AP Exam, and would like to use that score to full an A-G subject requirement
    - Area C – Mathematics -Select the grade level and year the test was taken and enter “AP Exam” and the exam name in the Course Title field (e.g. “AP

Calculus”), and then enter grades of “Pass.” Enter this “AP Exam” course title for three consecutive academic years to obtain the appropriate Mathematics credit

- Area E – Language other than English - Select the grade level and year the test was take and enter “AP Exam” and the exam name in the Course Title field (e.g. “AP Exam French”), and then enter grades of “Pass.” Enter this “AP Exam” course title for two consecutive academic years to obtain the appropriate LOTE credit
- All other subject areas - If you did not complete the required number of subject matter course units in one of the following subject requirement areas: History/Social Science, English, Science, or Visual/Performing Arts, but you took a subject area related AP test and received a score of 3 or better, you may enter the test for course credit in the appropriate area. Select the grade level and year the test was taken, enter “AP Exam” and the exam name in the Course Title field (e.g. “AP Exam Psychology”), and then enter grades of “Pass.” Enter this “AP Exam” course title for the appropriate number of consecutive academic years to obtain the appropriate subject credit.
  - To provide you with proper credit toward your degree for Advanced Placement exams, the Cal State Apply campus must receive an official test score report from the College Board

## A-G Matching

- Review totals for each subject area
  - Courses reported with a Trimester term type will with .33, .66 or .99 totals based on the number of terms reported. Totals ending in .99 will be rounded to a full year.
  - Should course totals appear to be doubled, review Course Type entries on High School Coursework tile to ensure that ‘College’ is not utilized inappropriately
  - Should course totals appear to be deficient, click on Update A-G Courses at the bottom of the page to confirm that all courses have an A-G category attached
    - Manually entered courses will need to have an A-G category attached
  - Courses reported with a D or F will not be counted
- Area G – Electives
  - All A-G subject areas must be complete before an applicant may proceed through the application
    - In most cases, applicants may fulfill the one year requirement with one semester of US Government and one semester of Economics (when two other History/Social Science courses have been completed successfully). Applicants should manually change the A-G category for these courses to area G to fulfill one year.
    - Should the applicant not have completed US Government and Economics, the applicant may:
      - Manually change the A-G category of one course that has been completed in excess of the minimum subject requirement to area G
      - OR
      - If other subject requirements have been exceeded, and the applicant would prefer to retain those totals, the applicant may report a course

entitled "Elective Credit" with two grades of Pass (Recommended for applicants to San Luis Obispo)

- GPA calculation is based on the grade level and A-G categories assigned to each course. A 9<sup>th</sup> grade course or course without an A-G category will not counted in the GPA.
- Honors/AP/IB courses must be specified in the Course Type pulldown on the High School Coursework tile to earn the extra point in the GPA calculation
- Courses with College selected as the Course Type will be given the extra point in the GPA calculation