

The California State University (CSU)

Admission Application

Congratulations! You are on your way to start the next step in your educational endeavors – a Bachelor Degree from a CSU of your choice!

The application workshop that you signed up for is designed to assist you in **FINISHING** the admission application that you will have started **BEFORE** attending the workshop. The workshops are one hour long, but they are not long enough to assist you with the complete application, which is why you need to complete as much as possible on your own before you attend the workshop. During the workshop our staff will assist you in completing the sections that you were not able to complete yourself.

IMPORTANT FIRST STEPS:

To ensure that you have all the information you need to complete a CSU online Admission Application you will need to:

- 1) **Set an appointment to see a Transfer Counselor to have your transcript(s) evaluated.**
- 2) Have a Student Educational Plan (SEP) completed.
- 3) Read this instructional sheet, it will provide you with the rest. ☺

Note:

If you have attended other colleges besides Butte, you will need to **SET A COUNSELOR APPOINTMENT** to have the counselor evaluate your college transcripts for your transferable GPA, the transferable units that you have completed and the Area A1, A2, A3, and B4 classes that you have completed with a letter grade of “C” or better. Note that the Transfer Counseling Center books two weeks in advance, so make sure you get one as soon as possible!

If you have NOT attended any other community college besides Butte, you can **SEE A COUNSELOR DURING DROP-IN TIMES** to have your Butte transcript evaluated for admission purposes. Drop-in times vary each week and sign-ups are taken the day the Drop-in time is offered. Drop-in times are posted weekly in and around the Transfer Counseling Center and the SAS building.

The CSUMentor System

Because CSUMentor is a secure system, **DO NOT** use the **BACK** button at any time when in CSUMentor or you will be “kicked out” of the system.

When you are in the CSUMentor online application, scroll down and get familiar with the options on the navigation bar (on the left of the screen). The navigation bar will indicate which screens you have completed, which screen you are currently working on, and which screens you still need to complete. In the middle of the navigation bar you will see a drop-down menu that will allow you to skip, jump and go to individual pages within the application. Choose where you want to jump to and then click on the word “**GO**”.

NOTE: If you find you are having difficulty within a particular screen, you **MUST CLEAR** any information you placed in that screen before CSUMentor will allow you to *jump* to another screen.

Below the *Skip, Jump, GO* menu bar, you will see the words *SAVE* and *LOG OFF*. You can save and log off the online application in CSUMentor anytime, and you can return later to finish it by clicking on *SAVE* and then *LOG OFF EXCEPT* for the pages that address the Application Fee Waiver (Read the section in this document on the Fee Waivers for further information on this online application constraint).

NOT SURE WHAT YOUR STATUS IS?

- If you will have 59 transferable units or less completed at a community college **BY THE TIME** you transfer to a university, then you will be transferring as a freshman, and you will need to enter your high school information, including SAT/ACT scores. If you are transferring as a freshman or sophomore, you will also need an unofficial high school transcript.
- If you will have 60 transferable units or more completed at a community college **BY THE TIME** you transfer to a university, then you will be transferring as a junior, and you will **NOT** need to enter your high school information or SAT/ACT scores. You will, however, be asked to enter the name of the high school from which you graduated or received a GED and the month you received your high school or GED diploma.

Read This Thoroughly BEFORE Starting Your Application as it is designed to assist you in completing the application on your own:

PAGE ERRORS

The system will not let you advance to the next screen if you have errors on the page you are working on. When the system views your answer as invalid, it will display red lettering in the top section of the screen indicating what it wants you to correct. Within the body of the screen it will also show red lettering next to the question it wants you to correct.

If you are stumped or not clear about what you need to enter in a particular area or screen, clear out all answers that you entered on that screen and go to the *SKIP & JUMP TO* section of the navigation bar, select a different screen and click on *GO*.

- **The screens you were not able to complete or did not understand are the areas that we will assist you with during the Admission Application workshop. ☺ If you successfully complete the application on your own, CONGRATULATIONS!**
- **If this is the case, please be sure to contact us and cancel your workshop so we can open it to others who need our assistance. You can cancel in person or by phone (530-895-2264).**

Below are some tips to assist you in completing as much of the application as possible on your own.

Minimum Eligibility Requirements for admission to a CSU:

1. You must have completed courses within Area A1, A2, A3 and B4 general education courses (Speech, English, Critical Thinking, and transferable Math – numbering 1-99) with a letter grade of “C” or better **by the time you transfer**. (See a CSU G.E. Sheet for a list of courses that are in Area A1, A2, A3 and B4.)
 - a. If you have not yet completed any of the above courses, be sure to show them in the “Courses in Progress or Planned” section of the application with “IP” (In-progress) in place of a grade.
 - b. Note that if any of these courses are still in progress, you will not be able to sign up for courses at the university until the grades for these courses are posted to your transcript and you submit a final OFFICIAL transcript (you must have passed with a letter grade of “C” or better).
2. You need a minimum transferable GPA of 2.0 to apply to a CSU.

Tips on Tricky Questions:

WHEN ENTERING DATES OR PHONE NUMBERS, be sure to enter them exactly as they are shown in the example in gray next to the question or your answer will be rejected. For example, dates should be entered in either mm/yyyy or dd/mm/yyyy format. Phone numbers are in (xxx) xxx-xxxx format.

In the **ENTRY STATUS SECTION** (on “Enrollment” screen), select **60 to 89.5 semester units/90-140.5 quarter units** from the drop-down answer menu if you are transferring at junior status. You will notice that screens 6 & 7 on the navigation bar will “gray out”. This occurs because junior-status transfer students do not have to provide high school information. You only need to enter the high school you graduated from and when you graduated. You will note that on the screen that asks for the high school that you graduated from it also asks for SAT/ACT scores. As a junior you do not have to fill out this section of the screen.

In the **PRIOR RESIDENCY SECTION**, these questions are asked to determine how long you have been in California. To be considered a California resident you had to have resided in California consistently for one year and one day. If you were born in another country or state, enter the date you first moved to California.

In the **PRIOR RESIDENCY SECTION**, you only need to select answer A, B, or C. Be careful – Question A is a two-part question. (Most likely you will answer question A as you will either be younger or older than 19 by the time you transfer.)

In the **PERSONAL INFORMATION SECTION**, on the screen that asks you to fill in your social security number, you will also be asked for your California Standard ID – If you have a social security number then you do not have to enter in a California ID and you will leave this question blank and enter only your social security number. If you are not a citizen of the United States, and you do not have a social security number, then you will enter “9” for your California Standard ID and you will need to go online, printout a 540 AB form

(<http://www.cccco.edu/ChancellorsOffice/Divisions/StudentServices/ImplementationGuidelinesforAB540Firebaugh/tabid/799/Default.aspx>) and submit that to the university you are applying to. Please refer to Bill Brown in General Counseling 895-2378 for any questions relating to 540 AB.

ENTERING COURSEWORK

When you are entering coursework, you will use a drop-down menu to select your community college courses. If you do not see a course that you took on the list, click on **NOT ON LIST** to manually type your course. Enter the department name, number and

title of a course exactly how it shows on your transcript. For example, the department name, number and title of an English course would be:

Department name and Number: ENGL 2

Title: English Composition I

Applying to more than one university:

If you are going to apply to more than one CSU, once you have completed an application:

1. Start another application
2. After you answer a few questions pertaining to the university that you are now applying to, the system will transfer all information you entered on the first application to this one – and will do so for each university you apply to.
3. If you are going to pay the nonrefundable admission application fee by check, money order, or credit card, you can apply to as many CSUs as you want, but be aware that you will be charged \$55.00 for each CSU application you submit. If you are granted a fee waiver, you can complete up to 4 CSU applications without additional charges.

YOU ARE NOW READY TO BEGIN YOUR APPLICATION

Step 1:

To start your application, go to: <http://www.csumentor.edu>

Step 2:

In CSUMentor, Select the “Apply Online” tab (on the horizontal menu bar).

Step 3:

Select “Undergraduate Admission Applications.”

Step 4:

Select the appropriate box that has your transfer semester and year in it.

Scroll down and click on “Create an Account” to create a login.

** Be sure to remember the user name and password that you use as it links the information to your email address. If the system says that the email address has already been used then check the box next to “Don’t Have Email.” The CSU will then send you information via U.S. mail rather than through your email.

Step 5:

Repeat steps 2, 3 and 4.

If you have already started your application and you *SAVE* and *LOG OFF* to return later and complete it, in step 4, rather than create your account (because you will have already

done this in step 5) scroll down and find the tables on the screen. Click on *RESUME* to resume working on your unfinished online application.

IMPORTANT NOTE:

ONCE THE ONLINE APPLICATION IS COMPLETED YOU CANNOT GO BACK TO IT- you can only review and print the confirmation page. You can do this by scrolling to the table on the opened page and click on “completed.”

Step 6:

The first thing you will see is general instructions on how to apply, admission information, transfer requirements, browser information, and other information that pertains to the university you are applying to. Once you have reviewed this information, scroll to the bottom of the page and click on the *BEGIN APPLICATION* button.

Step 7:

Start your application.

Many of the answers are found on a drop-down menu that appears when you click on the scroll bar arrow next to each question’s answer cell.

Entering Major

You do not have to show an alternate major unless the major you are initially applying for is impacted.

The system will ask if you are interested in a credential program. Credential programs are for Liberal Study majors (teacher education).

** If you are a Liberal Study major, or you planned to major in a single subject and teach that subject, select from the pull-down menu of answer selections, *YES*....

** If teaching is not part of your future plans, then select *NO*...

Step 8:

Enter your personal information. See Personal Information hints on page 4.

Step 9:

Use your transcripts to enter your academic information, such as semesters in which you took a class, the class title and grade received.

When asked to enter Planned/In Progress courses, these would be the courses you are currently in progress of taking and courses you plan to take the next semester.

NOT SURE WHAT YOU PLAN TO TAKE NEXT SEMESTER?

Check the Student Educational Plan that your transfer counselor provided during your counseling appointment.

WHEN ASKED TO ENTER AREA A1, A2, A3, AND B4 COURSES, refer to a CSU G.E. sheet for a list of these courses, and then look up the courses on your transcripts to see what term you completed them in. CSU G.E. sheets can be obtained in the Transfer Counseling Center or on our website at www.butte.edu/transfer.

The Fee Waiver:

Towards the end of the application you will be asked if you want to apply for a fee waiver. Unlike the application, which allows to you enter and exit multiple times until the application is complete, **YOU HAVE ONLY ONE CHANCE TO APPLY FOR A FEE WAIVER.**

There are two types of fee waivers: one for low-income students and one for EOPS students.

The E.O.P. Fee Waiver

Students who are participants in their current community college EOPS program are eligible to apply for this fee waiver. If you apply, you will be emailed supplemental forms to complete, such as Recommendation and Nomination forms that you must have an instructor and a counselor (preferably your EOPS counselor) complete on your behalf. The instructor should focus his or her nomination form on your academic endeavors. The counselor should focus his or her nomination form on your financial needs. Your admission application will not be processed and your acceptance will not be determined until all EOP forms have been submitted to the university. See your EOPS counselor for more information.

The Fee Waiver for Low Income Students

Students who are not members of a community college EOPS program but are low income (or receive financial aid such as a BOGG Fee Waiver) can still apply for the low income fee waiver. If you are granted a low income fee waiver, then your non-refundable application fee will be waived and you can apply to up to four universities for free!

Information you will need to apply for a Fee Waiver:

- If you are under 24, the system will require you to complete the Dependent Student section and you will enter your parents' taxable income for the last year and the number of people in your parents household.
- If you are 24 or over (married or single, with one or more children) you will complete the independent student section. You will use your own taxable income- not your parents.

When the application asks for the number of dependents in your household, it wants the number of children under 24 that live in the household. If applying as an independent, enter the number of children you have and support. If applying as a dependent of your parents, enter the number of children under 24 (including yourself) that your parents claim on their income tax forms.

Once you have entered all information requested on the fee waiver screen and you click on the *CALCULATE THE FEE WAIVER* button, the system will automatically calculate your eligibility, based on the information you entered, and return indicating whether you were *GRANTED* or *DENIED* a fee waiver.

**** If you are not granted a fee waiver**, you will be asked to select the type of payment that you would like to use to pay for the non-refundable application fee. You will be given the choice of check, money order, or credit card. If you select check or money order your application will not be processed until your fee payment is received. If you select credit card you will be asked to fill in your credit card information at that time.

If you do not have your credit card information at the time the system asks for this information, do not select anything! Instead, *SAVE* and *LOG OFF* so you can return to your application when you have obtained the credit card information, because if you submit your application you will not be able to return to this page!

Good luck, complete as much as you can, and we will see you at the workshop to help you in the sections you could not finish yourself. ☺

Remember, workshop space is limited. If you have completed the application after following these instructions, please contact the Transfer Counseling Center and cancel the application workshop that you signed up for so others who need our assistance can attend the workshop. You can stop by or call 530-895-2264 to cancel. Please do this at least 24 hours in advance so we have time to offer your workshop appointment to others who need our assistance.