

COLLEGE COURSEWORK

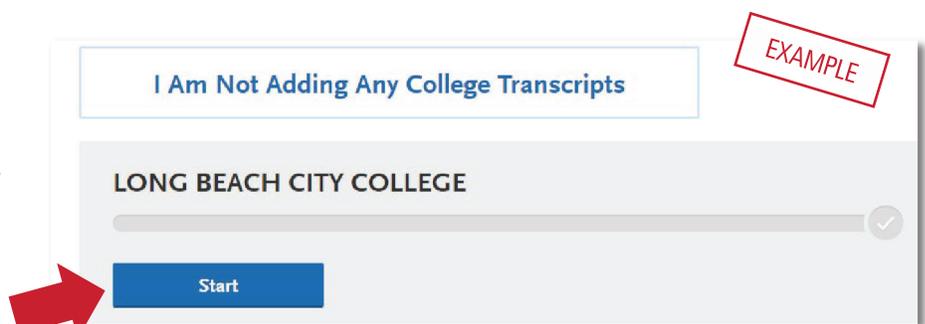
What to include in College Coursework

Complete the College Coursework section by entering all college courses you've taken, have planned, or have in progress. This includes non-transferable courses and repeated courses. College Coursework for foreign institutions is not required.

Use official copies of your transcripts and enter courses carefully as they appear on your transcripts. Initial admission eligibility determination is made based on applicant reported courses and grades. Domestic undergraduate degree applicants are required to enter all college coursework based on transcript information as it appears on the transcript.

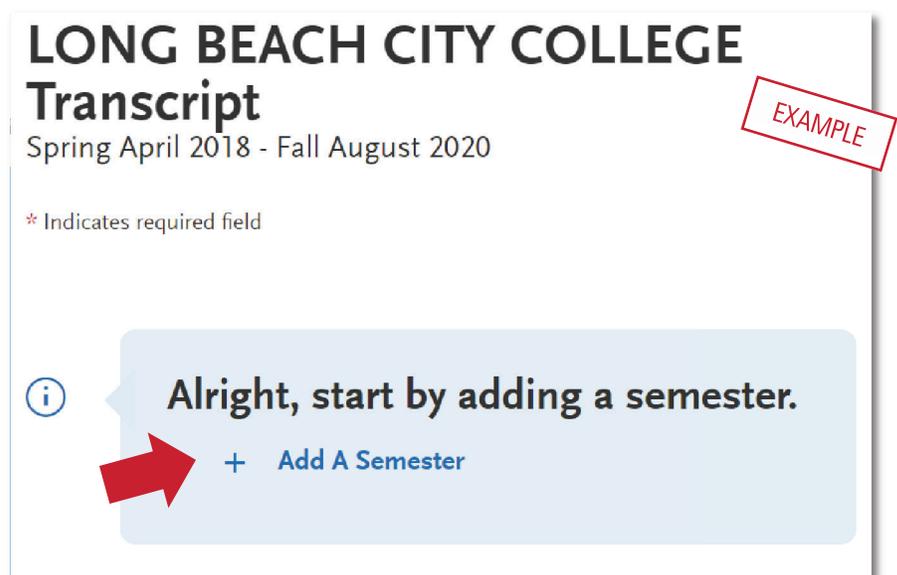
Adding college coursework

On the College Coursework main page, you should see each college/university you entered into the Colleges Attended section. Under the college/university name, you will have a progress bar and a Start button. Hit the **Start** button to begin entering courses for that college/university.



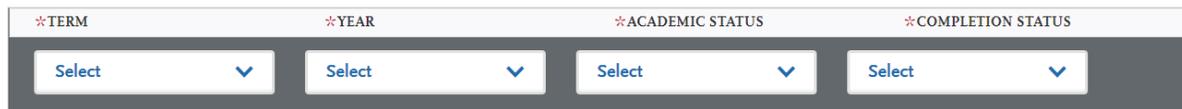
Adding a term

You will enter your courses by term. Start by adding your first term. Depending on the term type you selected in Colleges Attended, it will prompt you to add a semester, trimester, or quarter (example shows "add a semester")



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Then, enter term, year, academic status and completion status.



- Term and Year: The options that appear are based on information you entered in the Colleges Attended section. If you are still attending the college/university, future years display to allow entry of in-progress and planned courses, If the year is missing you can go back to Colleges Attended to update the dates of attended for the college/university.
- Academic Status: Corresponds to the number of credits completed at the time you began that term. Use the guide on the right to help determine academic status. For any courses that were taken outside of the typical academic statuses, select Freshman.

Freshman: 0-29 semester credits
Sophomore: 30-58 semester credits
Junior: 60-89 semester credits
Senior: 90+ semester credits

Enter course information for the term line by line, following the sequence of the transcript copy you are using for reference. Complete all fields for a course before selecting to add another course. After each line, select “Add A Course” to continue entering courses for the specified term.

Enter a course

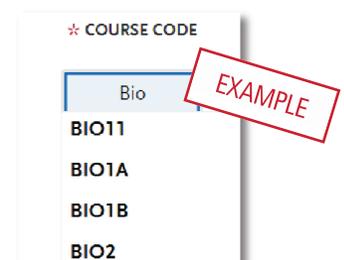
Enter course information for the term line by line, following the sequence of the transcript copy you are using for reference. Complete all fields for a course before selecting to add another course. After each line, select “Add a Course” to continue entering courses for the specified term, until all your courses are entered for that term.



STEP ONE – Click Add a Course to add courses for that term.

STEP TWO – Enter the course code.

- Department prefixes (Subject) and course numbers must exactly match what appears on your official transcript. **Do not enter any space between the subject and the number (e.g. enter “BIO2,” not “BIO 2”)**
- As you type in the course, those listed in the ASSIST transferable course table appear in the drop-down list.
- If your course does not appear on the drop-down list automatically, manually enter the course subject and number exactly as it is listed on your transcript.



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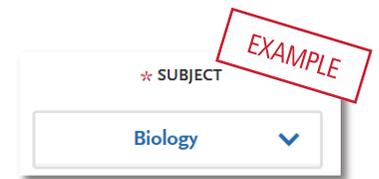
STEP THREE – Enter the **course title**.

- Course title and course credits will pre-populate if selected from the Course Code results list (previous step).
- If you manually entered a Course Code, you must also manually enter the Course Title.
- This box allows you to enter the full title even though only part of the title is visible on the screen.



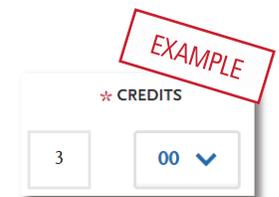
STEP FOUR – Select the course subject area.

- Select the subject area from the drop-down list. In most cases, it is the same as the Course Code entered before.
- This field does not default with a value so make sure you select a subject for each course line as you cannot save the page without entering this information.
- It is recommended that you select the more specific subject, if available. If there is no corresponding subject, select Special Topics.



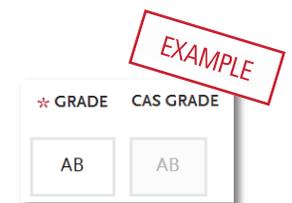
STEP FIVE – Enter the **course credits** exactly as they appear on your transcript.

- Enter the first digit, and then use the pulldown to select the decimal value.
- If credits automatically populate from Course Code entry earlier, double-check that the values match what is listed on your transcript. You may need to adjust credit amounts for variable credit courses.



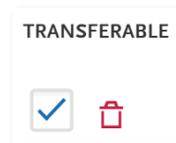
STEP SIX – Enter the **grade** exactly as it appears on your transcript, including any pluses or minuses. All attempts and grades should be included.

- Enter Pass grades as "P" and Credit grades as "CR."
- EW grades should be entered as "EW" per the transcript.
- If your grades are listed as "BA," "CB," or "DC," you must list them as "AB," "BC," and "CD" in order for the system to recognize them (higher grade first).
- If your grades are listed as numbers (e.g., 93), enter them exactly as they appear on your transcript. They will automatically convert to the equivalent CAS letter grade.
- If you have repeated courses or Academic Renewal courses to report, [see this section of the guide](#) for details.
- The CAS Grade populates automatically. This allows us to standardize your coursework for all programs and cannot be edited.



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STEP SEVEN – Click the checkbox if the course is CSU transferable. Generally, most courses from other CSUs, UCs, and private universities are CSU transferable. Mark the transferable box for these courses even if you are unsure. This box is defaulted to be unchecked so you must check the box to note the course is transferable.



Be sure to click Save.

A screenshot of a course entry form. The form has columns for COURSE CODE, COURSE TITLE, SUBJECT, CREDITS, GRADE, CAS GRADE, and TRANSFERABLE. The example shows "BIO11" in the course code, "Environmental" in the course title, "Biology" in the subject dropdown, "3" in credits, "00" in grade, and "AB" in CAS grade. The TRANSFERABLE column has an unchecked checkbox. Below the form are buttons for "+ Add A Course", "+ Add A Semester", "Cancel", and "Save". A red box highlights the "Save" button. A red stamp in the top right corner says "EXAMPLE".

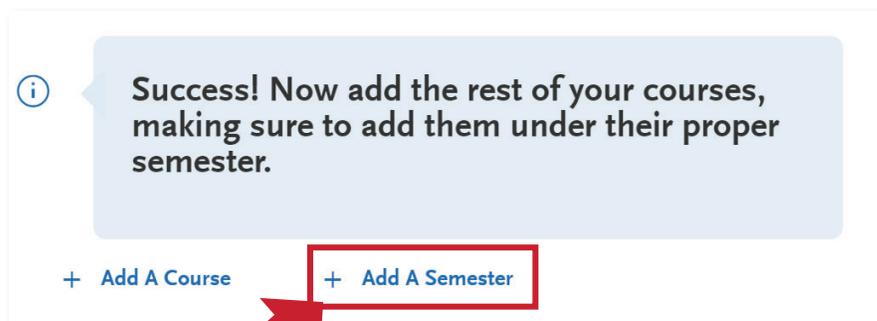
Tips for determining course transferability

- Generally, most courses from other CSUs, UCs, and private universities are CSU transferable.
- California Community College students can use ASSIST.org to view CSU transferability.
- Course numbering system on the back of the transcript or in course catalog often indicates college level, bachelor degree applicable courses.
- CCC course catalog may indicate CSU in the course description.
- Does not include college preparatory or remedial level coursework.

Add additional terms/semesters

Select "Add A Semester" to add courses for another term. Repeat steps until all terms have been entered.

For terms that are in progress or planned, select In Progress/Planned in the drop-down box in the term header. Grades are not required for in progress or planned terms.



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Once coursework entry is completed for all reported colleges, double check your information by visiting the main page of the College Coursework section (click “College Coursework” on the left). Run through these steps to make sure you’ve reported everything accurately. **Remember, no changes can be made to coursework entry once you submit your application.**

- Compare the information to your transcript. Make sure to enter ALL courses with correct unit and grade values. This includes non-transferable courses, withdrawals and repeats.
- Verify the Transferable box selection for all transferable courses, regardless of grade entered.

Checking your transfer GPA

Once all coursework has been entered you can preview your Transfer GPA by selecting Calculate my Transfer GPA at the top right of the main College Coursework page. If you add additional courses, you can recalculate.

Would you like to preview your Transfer GPA?

Please enter all your coursework to make sure your Transfer GPA is calculated correctly. For details on how the Transfer GPA is calculated, [click here](#).

Calculate my Transfer GPA

Repeats and Academic Renewal

For admission purposes, the CSU honors “the grading policies of the institution where credit was earned by accepting official transcript entries including those reflecting academic renewal, repeat, and incomplete grades” ([Admission Handbook 2020-2021](#)).

How to enter grades for repeats and academic renewal

Repeats: If transcript identifies the course as repeated and excludes the course from the college/institution GPA, enter a grade of “RP,” unless the repeat is in progress. If a repeat is in progress, the original grade is reported.

Academic Renewal: If your college offers academic renewal, use a grade of AR for courses noted as such on the transcript.

Military Credit

Applicants can upload copies of the DD214 and Joint Services Transcript in the Documents area of the application (Program Materials tile). Credit awarded for the military service and training is not entered under College Coursework. Campuses will review the uploaded documentation and request official copies later on in the admission process if needed.

If the community college is applying military credit to meet the 60 credit minimum for transfer and/or associate degree credits, those may be entered as one course under the community college course entry as follows:

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE
Military <small>e.g., BIO 101</small>	DD214 <small>e.g., Introduction to Biology</small>	Special Topics	3 <small>e.g., 3.00</small>	CR <small>e.g., 85 or B</small>

Course code: Military
Course Title: DD214
Subject: Special Topics
Credits: Enter 3 - 6 credits depending on the value assigned on the community college transcript.

Reporting your standardized test credit

Enter credit awarded for AP, IB, CLEP or other exams noted on the primary college transcript as coursework. Add test credit to first term of attendance. The application will then include earned test credit in calculated transfer credit totals and allow you to apply it towards the eligible GE area in the General Education section.

Course code: Enter test + abbreviated subject
Course Title: Enter full subject description starting with the test type AP, IB or CLEP
Subject: Select 'Test Credit – No subject' from drop-down menu
Credits: Enter credits awarded by transfer institution
Grade: Enter grade of CR
Transferable: Check the transferable box

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE
AP ENGL LAN	AP English Language	Test Credit - No Subject	3.00	CR	No	<input checked="" type="checkbox"/>

YOU MUST REPORT TEST CREDIT IN BOTH COLLEGE COURSEWORK AND STANDARDIZED TEST SECTIONS.