Suzy Fairview, Class of 2023, has decided to apply to Cal Poly San Luis Obispo (part of the California State University (CSU) system). Use this screen by screen guide to help you navigate through the CSU process.

One application for all 23 CSU campuses.

Before you begin, it may be helpful to have these items readily available:

**Unofficial transcripts.** On your Cal State University application, you’ll be asked to enter the courses you’ve completed in high school, including the ones that are currently in progress; and any you plan to take. You will also be asked to enter some math and world language classes from middle school. Your official high school transcripts will be requested by campuses after you have been accepted.

**Test scores:** The California State University (CSU) no longer uses ACT or SAT examinations in determining admission eligibility for all CSU campuses. If accepted to a CSU campus, ACT or SAT test scores can be used as one of the measures to place students in the proper mathematics and written communication courses. AP, IB scores may be used to determine eligibility for college credit.

**Your Social Security number, if you have one.**

**Your citizenship status.**

**A method of payment.** You can pay the application fee by credit card or PayPal.

**Your parent’s citizenship status.**

**Annual income.** Your parents’ if you are a dependent; your income if you are independent

**Your parent’s employment background and two recommendations.** Applies only if you’re applying to Educational Opportunity Program.

Cal State Application can be found here: [Cal State Apply](#)

**Link:** California State University Freshman Admission Requirements

**Link:** Cal State Freshman Application Guide & Coursework Guide

**Link:** Cal Poly San Luis Obispo Freshman Selection Criteria

**Link:** Cal Poly Freshman Application Guide

**Link:** Cal Poly & Cal State Video Tutorials for Application Process
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Complete Your Profile

Good news! This application does not require any essays for most of its programs.

Click on the blue & white icon for instructions and FAQs. Also has a direct email app and live chat. You may have to allow pop-ups in your browser for this feature to work.

This is the dashboard you will see next time you login.

You may work on any of the four sections in any order.

You may add an additional campus under the Add Program tab. “Program” refers to a campus & major.
For Cal Poly applicants: Art and Design and Music majors will be invited to submit either a portfolio for Art and Design or schedule an audition for the Music department (or submit an audition recording). Qualified applicants for both programs will be notified in mid-January with submission information.
If your major is impacted (restricted number of admissions), you will be asked to choose an Alternate Program (backup major).

Several majors at most campuses are impacted. Check qualifications factors for your intended major/campus when applying.
These questions are straightforward. Some sections are optional, such as “Race & Ethnicity” and “Parent/Guardian Information”.

You will need your Social Security Number to complete the “Other Information” section.

International students, undocumented students, and other exceptions may not have a SSN and should check the appropriate box.
The “Dependent” questions will ask your parents’ income and benefits for 2020.

The “CA Promise” is only for California residents. Colorado residents should answer “No”.

Personal Information
If you started Fairview as a freshman, your start date would be August, 2019.

Your end date should be May 2023. Term type is Semester.
Academic History

Helpful link “Freshman Coursework Entry Guide”

If necessary, add another high school you attended.
You must select the academic year for each grade:

- 9th grade: 2019-2020
- 10th grade: 2020-2021
- 11th grade: 2021-2022
- 12th grade: 2022-2023

Begin by selecting the earliest grade level that you completed courses to fulfill an A-G subject.

a. If you completed courses in 7th or 8th grade to fulfill A-G subject requirements, please select the appropriate grade level, along with your first high school attended in 9th grade and your 9th grade academic year.

b. Select the School that you attended for that grade level.

c. Select the appropriate Academic Year.

d. Click the green check mark to continue.

Click on “Include Summer” box to include courses taken before the grade level.

Click on green checkmark to continue (to enter your coursework).
**7th and 8th Grade Coursework**

If you took Mathematics or a Language Other Than English (LOTE) in the 7th or 8th grade, report it under the appropriate year. You may not count English (LA) classes taken in middle school. Use your 9th grade high school name and your 9th grade academic year (see previous page’s tips).

The coursework **must** be entered into the application to receive consideration; it will not be assumed. Cal Poly will only consider math and LOTE middle school courses.

Course types are None, Advanced Placement (AP), College, International Baccalaureate (IB), or Honors. **Weighted courses** without a AP, IB, or Honors name in the title, such as Pre-IB, Advanced Physics, or Latin 4, **should be selected as “Honors”**.

College course type refers to college credit classes, not college prep classes taken in high school.

Click on the green checkmark to add and save the course.
Enter the courses found on your transcript that will fall in the A-G subject requirements. Read this paragraph carefully. Maximize the number of your courses that would meet the A-G requirements.

Suzy entered her math and LOTE courses that she took in 7th and 8th grade. Since these are not on the transcript, there is no department code or course number; Suzy simply entered “Algebra 1”.

For high school courses, use the exact course name as it appears on your unofficial high school transcript from your IC reports section (include all abbreviations, letters, and numbers). You do not need to add the “A/B” semester designation, (ex. I20 BVSD Grade 9 PIB…, not I20A BVSD Grade 9 PIB…)

Cal State 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 since a new grade has not yet been earned.

7th and 8th Grade Coursework
If you took Algebra 1, Geometry, or a Language Other Than English (LOTE) in the 7th or 8th grade, report your course(s) and grade(s) earned as 9th grade. You may not count English (LA) classes taken in middle school.
Enter World Humanities as two semesters of Lang. Arts, and two semesters of Social Studies. Be sure to differentiate between the two entries (L104A World Humanities 1 (LA), L104A World Humanities 1 (Soc. Studies)).

For the Spring 2020 semester, Suzy used the “Pass/No Pass” grading for the classes she officially opted not to receive a letter grade.

Use the exact course name as it appears on your unofficial high school transcript (include all abbreviations, letters, and numbers).
If you have taken College Coursework as dual enrollment during high school, refer to the Cal State Apply Freshman Application Guide for instructions on how to enter this coursework.

12th grade Fall courses are entered as “In Progress”; Spring courses, “Planned”.
You must now label your courses into 8 different categories. For more info, see Cal State’s Freshman Coursework Entry Guide. It is important to list all of your classes that can be included in the A-G course descriptions. These are totaled and counted as a statistic for your admissions consideration. Be sure to label 7th-12th grade classes and any College coursework you have completed.

If you make changes to your coursework, remember to update this section also.

Only courses that earned a grade of A, B or C will be counted in “Total Years”. Courses with a grade D or F (along with A, B or C) will be counted in the calculated GPA.
Suzy categorized her Economics, Psychology, US History and Intro to Marketing classes as “G” subjects. Earth Science & Environment Science is counted as “D”.

The “Calculated GPA” will be different than your Fairview GPA since it only uses your academic courses from 10th and 11th grade.

Cal Poly San Luis Obispo has more competitive characteristics of their applicants than the other Cal State campuses. Remember, the CSU requirements must be met to be considered for acceptance. You must show 2 years of algebra and 1 year of geometry to meet requirements (can be satisfied with middle school coursework).

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CSU SEMESTERS REQUIRED</th>
<th>CAL POLY SEMESTERS DESIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>B: English</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>C: Algebra</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>C: Geometry</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>C: Advanced Math</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>E: Language Other than English</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>D1 &amp; D2: Lab Science</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>(Must include 1 year of a Biological Science and 1 year of a Physical Science)</td>
<td></td>
<td></td>
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<tr>
<td>A: Social Sciences</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>(Must include 1 year of US History or US History and Government)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F: Visual &amp; Performing Arts</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>G: Electives</td>
<td>2</td>
<td>2</td>
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</tbody>
</table>
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College Board institution codes for Cal Poly SLO: (ACT: 0188) (SAT: 4038).

To add additional ACT/SAT scores, scroll to the bottom and click “Add a Standardized Test”.

revised 10/2022
If you are accepted, your SAT and ACT results will be used as one of the measures to place you in the proper mathematics and written communication courses.

AP scores will not be used to determine admission; rather, the scores will be used to determine college credit once a student has accepted the college’s offer of admission.
This section covers work experience and extracurricular activities, as well as the Educational Opportunity Program (EOP).

Your work experience can be paid or not. You may also enter internships or volunteer programs in this section.
Program Materials

The “Questions” tab is only available for certain programs and Cal Poly applicants.
On the “Submit Application” or “Submit” page, click the download icon for a pdf version of your application. Double and triple check your entries before submitting.

PDF version of Suzy’s application
Relief!!

Congratulations!
You’ve completed your Cal State application. Click “Submit Application” and have your payment method on hand. Best of luck to you!!

Cal Poly applicants: Be sure to add ecoms@calpoly.edu to your contact list. After submitting an online application, you will be emailed by Cal Poly the following business day, acknowledging receipt of your application.