Suzy Fairview, Class of 2020, has decided to apply to Cal Poly San Luis Obispo. Use this screen by screen guide to help you navigate through the California State Application process.

Before you begin, it may be helpful to having 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 (SAT, ACT, AP or IB)** Report test results so far as well as any future test dates.

**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 Coursework Entry](#)

Link: [Cal Poly San Luis Obispo Freshman Selection Criteria](#)

Link: [Cal Poly Freshman Applicant Tips 2020](#)

Link: [Cal Poly Videos for Prospective Admissions](#)
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Your profile will ask you what type of degree you are seeking and U.S. military and citizenship status.

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.

Good news! This application does not require any essays for most of its programs.
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.
This is the application’s dashboard. You can work on any of the four sections in any order.
These questions are straightforward. Some sections are optional, such as “Race & Ethnicity” and “Parent/Guardian Information”.

If the page does not have a “Save and Continue” button, click on the next section on the menu bar.
The “Dependent” questions will ask your parents’ income and benefits for 2018.

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

If you started Fairview as a freshman, your start date would be August 2016.
If necessary, add another high school you attended.

Helpful link “Freshman Coursework Entry Guide”
You must select the academic year for each grade:

- 9th grade: 2016-2017
- 10th grade: 2017-2018
- 11th grade: 2018-2019
- 12th grade: 2019-2020

Begin with 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.
California high school students: the course title appears once you enter the first few letters of the title. If courses do not appear, return to the High Schools Attended section and confirm that your high school was selected from the available options. Manually entering a California high school or high school courses is highly discouraged and will delay the processing of your application.

Visit the Applicant Help Center for more information.

If you completed college courses while in high school, report these courses in the Transcript Entry section.

Once you submit your application, you cannot edit previously entered coursework, but you can add new 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.
High School Coursework

You must enter high school coursework to verify completion of A-G subject requirements and to allow for an accurate GPA calculation. Enter only approved college preparatory coursework that is used to fulfill A-G subject requirements.

A-G requirements are a sequence of high school courses that represent the basic level of academic preparation for post-secondary education. Each subject requires a certain number of years of study and a pass grade of C or better. Any courses that your report for which you have received a D or F grade will not be included in your Total Years calculation. These courses will still be included in your calculated GPA.

California high school students may view the college preparatory courses offered at their high school by visiting the University of California Course Management Portal.

NOTE: College courses taken concurrently while in High School are not considered post-secondary education for college attended. Be sure to visit the A-G Matching spreadsheet before you begin and subject area counts.

Click here to review a coursework entry guide that provides examples of coursework.

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.

For high school courses, use the exact course name as it appears on your unofficial high school transcript (include all abbreviations, letters, and numbers).

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”.

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 since a new grade has not yet been earned.
Use the **exact course name** as it appears on your unofficial high school transcript (include all abbreviations, letters, and numbers).

**12th grade** Fall courses are entered as “In Progress”; Spring courses, “Planned”.

Suzy’s summer school course 10th Grade IB Summer Math Academy.
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.

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, and Intro to Marketing classes as “G” subjects.

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 (Must include 1 year of a Biological Science and 1 year of a Physical Science)</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>A: Social Sciences (Must include 1 year of US History or US History and Government)</td>
<td>4</td>
<td>4</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>
</tr>
</tbody>
</table>

For the English requirement, only LA courses taken during high school or community college will count (no middle school LA classes).
You may not use LA elective classes to fulfill this requirement.
Cal Poly applicants: Cal Poly will apply the best score for each area for ACT and SAT I. If you are applying for the Fall Quarter, scores from ACT or SAT tests taken after November are not guaranteed to be used in the selection process.

For more information, go to Cal State Freshman Testing Requirements.
For future AP tests, select “Yes” under “Do you have any AP Scores to enter?”. Enter the date you plan to take the test. AP scores will not be used to determine admission; rather, the scores will be used to determine college credit once Suzy has accepted the college’s offer of admission.

Cal State only uses ACT or SAT scores (SAT subject scores are not used).
The Supporting Information section addresses the Educational Opportunity Program. You must answer “yes”, “no”, or “not applying to EOP” to each question.
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.
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.