CSU Mentor Worksheet

www.csumentor.edu 2015 – 2016

For Transfer Applicants

Screen 1 Enrollment Information	Select according to the total number of CSU transferable units you will have at the time of transferring. (should be 60 – 89.5 semester units / 90– 134.5 quarter units.) Authorization Number: **YOU DO NOT NEED AN AUTHORIZATION NUMBER TO APPLY.** If you have NOT received an authorization number from the admissions office, please leave the box empty.
Screen 2 Name & Address	List both your Current mailing address and Permanent mailing address. Valid e-mail address: _____
Screen 3 Personal Information	Social Security # (if you have one): _____ California Statewide Student Identifier (SSID): **This is for high school students leave blank** County – List county you live in (**most GCC students live in Los Angeles county**) Citizenship Status – Select your current citizenship status **AB 540 Students** Social Security – Leave Blank Citizenship Status – Select "None of the Above" ***Family Education, Income, and Size Information*** ***This information is required for EOP applicants and admission application fee waiver applicants***
Screen 4 CA Residency Information	Answer the following questions as they pertain to you What state do you regard as you permanent home? _____ Do you claim CA residency? ☐ yes ☐ no Have you lived in CA continuously since birth? ☐ yes ☐ no If no, when did your present stay in California begin? _____ (mm/dd/yyyy) List the last 2 places you have lived *before* your present stay in California began and with whom you traveled with.
Screen 5 Demographic Information	Enter in information about your ethnic and racial background. – *Mandated by the Federal Government* Enter Parents current mailing address
Screen 6 High School Information	Last High School Attended _____ Graduation or GED Date _____ If you attended High School in another country select find and change the country where you attended high school click select country, then you will click on not on list located at the bottom of the page, then you will be able to write in your school name. **Transfer Students do not have to list SAT or ACT test scores.

Screen 7
College Information

List all colleges attended, even if no coursework was completed

Colleges Attended (begin with last institution attended)	State	From (MM/YYYY)	To (MM/YYYY)	Units completed to date	Units attempted to date	Grade Points	Cumulative GPA
Glendale Community College	CA	(when you started taking classes)	(your last semester to take classes)	Enter in the number of CSU transferable semester or quarter units that you have completed to date. **Include Pass/No Pass units.**	Enter the number of CSU transferable units attempted this will include "D or F" grades **only** if the courses are not repeated. **Don't include Pass/No Pass units.**	Grade Point Values A= 4 points per unit B= 3 points per unit C= 2 points per unit D= 1 point per unit F= 0 points per unit P/NP are not calculated in GPA	List CSU transferable cumulative GPA for each college attended.

Screen 7 *Advanced Standing Credit*	If you have earned college credit through a program listed below, please check the box next to that program.
Screen 7 Transfer Information	All transferable undergraduate college work at the time of application: GPA Are you eligible to reenroll at all institutions previously attended? Yes☐ NO☐ Are you a Registered Nurse? Yes☐ NO☐
Screen 7 California Community College Students	If you are presently enrolled in a special 60 units Associate of Arts or Associate of Science Transfer degree (AA-T or AS-T) at you California Community College, pleas answer the following Most GCC students have not completed the AA Transfer Degree: these were approved by the state of California. This may be required for students to transfer during the Spring Semester/Quarter; this is not required for Fall. Leave blank or check with a counselor to see if you qualify Currently GCC offers Administration of Justice, Anthropology, Business Administration, Communication Studies, English, Geography, History, Kinesiology, Mathematics, Philosophy, Physics, Political Science, Psychology, Sociology Spanish, Theatre Arts.
Screen 7 Transfer Guarantee/Dual Admission Program	Are you currently in a dual admission or transfer guarantee program involving your community college and a CSU campus? Yes☐ NO☐ Most GCC students have not participated in Transfer Guarantee/Dual Admission Program, so you can answer "**NO**"

Screen 10
College courses

Courses in progress
click on the link above if your course is not listed below in the drop down list

Institution	Term/Year	Dept./Course #	Course Title	Unit Value
Glendale Community College	*FA 2010*	*Math 101*	*Intermediate Algebra*	*5*

Tip: For courses not listed on the drop down list click above the drop down list box on Click here if your course is not in the list below, you will be taken to a new window and be able to type in the course number and title of course and units. (**GCC is a semester school**)

Screen 10 College courses	**Courses planned** *click on the link above if your course is not listed below in the drop down list*				
Institution	Term/Year	Dept./Course #		Course Title	Unit Value

Tip: List the classes you are planning on taking for Spring Semester. GCC is offering a Winter Session.

Screen 10	**CSU General Education – The Golden Four (required for admission)**				
Course Subject	Institute	Term/Year	Dept./Course # and Title	Unit Value	Grade *
A1- Oral Communication	*Glendale Community College*		*Speech 101*		
A2 – Written Communication	*Glendale Community College*		*English 101*		
A3 – Critical Thinking	*Glendale Community College*		*English 102, 104, 118, Humanities 105, 110, Philosophy 117, Speech 100, 103, 104*		
B4 – Math/Quant. Reasoning	*Glendale Community College*		*College level Math course*		

ENTERING ADVANCED PLACEMENT (AP) CREDIT TO SATISFY CSU GE REQUIREMENTS

PLEASE CHECK THE CAMPUS CATALOG OR SPEAK WITH THE CAMPUS OFFICE OF ADMISSION FOR INFORMATION ABOUT HOW ADVANCED STANDING CREDIT EARNED THROUGH ADVANCED PLACEMENT (AP), INTERNATIONAL BACCALAUREATE (IB) OR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CAN BE APPLIED TO THE CSU GE REQUIREMENTS IN AREAS A1, A2, A3, AND B4. IF APPROPRIATE, ADD THE CREDIT IN THE FOLLOWING MANOR.

- CLICK ON THE "ADD" BUTTON FOR THE APPROPRIATE GE SUBJECT.
- IN THE NEW WINDOW, SELECT ONE OF THE COLLEGES THAT YOU HAVE ATTENDED FROM THE COLLEGE DROP DOWN LIST, PICK A TERM AND YEAR, AND THEN CLICK ON THE [NEXT] LINK.
- IN THE NEXT WINDOW, THEN:
  - IF YOU SELECTED A CALIFORNIA COMMUNITY COLLEGE (CCC), CLICK ON THE LINK "CLICK HERE IF YOUR COURSE IS NOT IN THE LIST BELOW". ON THE POP UP WINDOW IN THE "DEPARTMENT/COURSE NUMBER" BLOCK, ENTER "AP EXAM". IN THE "TITLE" BLOCK, ENTER "AP CREDIT" AND THE EXAM TITLE (I.E., AP CREDIT BC CALCULUS). IN THE "UNIT VALUE" BLOCK, ENTER "3". SELECT THE "SEMESTER" TERM TYPE AND ENTER THE VALUE "PASS" IN THE "GRADE" BLOCK.
  - IF YOU SELECTED AN INSTITUTION OTHER THAN A CCC, IN THE "DEPARTMENT/COURSE NUMBER" BLOCK, ENTER "AP EXAM". IN THE "TITLE" BLOCK, ENTER "AP CREDIT" AND THE EXAM TITLE (I.E., AP CREDIT BC CALCULUS). IN THE "UNIT VALUE" BLOCK, ENTER "3". SELECT THE "SEMESTER" TERM TYPE AND ENTER THE VALUE "PASS" IN THE "GRADE" BLOCK.
- SELECT THE [ADD COURSE] LINK TO ADD THIS COURSE TO YOUR APPLICATION PAGE.

THE EXAMPLE ABOVE IS FOR AP. FOR SATISFACTORY RESULTS FOR IB OR CLEP, FOLLOW THE EXAMPLE ABOVE BUT SUBSTITUTE THE APPROPRIATE IB OR CLEP INFORMATION.

NOTE: YOU MUST SUBMIT OFFICIAL SCORE REPORTS FROM THE ISSUING AGENCY SO THAT YOU CAN RECEIVE THE COLLEGE CREDIT

Screen 11 EOP	Are you interested in applying to EOP? Yes☐ NO☐ Are you currently in EOP/EOP'S program List Campus _____ The priority deadline for EOP is November 30, 2014 some campuses may accept after this deadline. Check with each campus.

If you are interested in applying to EOP, you **MUST complete the EOP application online**.

If you ever participated in EOPS at GCC, Select GCC from the list of colleges

Screen 12 Fee Waiver	**The fee waiver can only be completed once. If you are approved for a fee waiver you can waive 4 applications.** **NOTE**: You must enter the appropriate estimated income and family size information on the Personal Information screen in order to apply for a fee waiver. *You may go back to the Personal Information screen to make corrections to your answers. **If you are a EOPS student or were an EOPS student at GCC and you did not qualify for a fee waiver. Select pay by check, and pick up a paper fee waiver to mail to the CSU campus along with yur receicpt of your completed CSU application.**
Screen 13 Review Application	**Review your application and make any necessary corrections before you submit your application.** **You can come to the transfer center for our office to review your application before you submit.** **If you submitted the application and need to make a correction. Contact the CSU you applied to.**

The CSU Mentor Express Application Mode Key Points to Remember

Once you submit your first application, you can now apply to multiple campuses quickly and easily!

- Screens 2 through 12 will now be auto-populated. The data will be retrieved from your most recently submitted application.
- The Express Mode is only applicable for the same admission application cycle (i.e. 2015-2016).
- You have 90 days from your last submitted application to use the Express Mode.
  - Why, you may ask? After 90 days, it is unlikely that your information will remain the same when you apply again.
  - Will your basic data still be saved? Absolutely! You just won't be able to use the Express Mode.
  - Will you be able to EVER use Express Mode again? Yes! You will have to repeat the above process to regain access to this mode. Submit your initial application, then voila!
- What is NOT part of the Express Mode:
  - Supplemental questions – this will remain in the Standard Mode.
  - EOP Application - this will remain in the Standard Mode.