



Notes and FAQs about applying to Cal Poly – SLO

1. Before starting, review the Cal Poly Transfer Selection Criteria located at <http://admissions.calpoly.edu/applicants/transfer/criteria.html> (The selection criteria is summarized in the Cabrillo hand-out given in this workshop).
2. Create a CSU Mentor account and apply to Cal Poly – SLO. Selecting SLO will generate pages in the CSU Mentor that are specific to Cal Poly – SLO. These pages are “supplemental” and are numbered 13, 14, and 15. How you complete these pages (especially pages 14 and 15) will have a large impact on whether or not you are accepted. Pages 1-12 on CSU Mentor are the same for all CSU campuses.
3. November 30th is the application deadline. Start early and have transcripts from all colleges ready. You will even need transcripts for colleges where you attempted units but did not complete courses. You can NOT elect to omit coursework from one community college because you are unhappy with the grades at that particular college. You must have at least 60 CSU transferable units completed by the end of spring semester prior to transferring to Cal Poly. If you already have a baccalaureate degree you must apply to a graduate degree program – Cal Poly does not accept students with BS/BA degrees into a baccalaureate program.
4. Once you submit one CSU Mentor application, you can apply to another CSU and many of the online screens in CSU Mentor will be auto-populated. Only submit one application to each CSU. Once you hit “submit” you cannot change the application or major, except by going to the “Request a Change of Information” screen and making changes by January 15th. In short, it is optimal to make sure all submitted information is correct and you have selected the major you wish to apply for BEFORE hitting the submit button. You may only submit one application per term to Cal Poly SLO, therefore you can only choose **one major**.
5. Try to complete the CSU Mentor application pages in order (within reason) because some information entered will cause later entries to be auto-filled. Working in order will save time in completing the application. It is ok to save a page and return to it later however.
6. On screen 5 you will need parent/guardian info if you are a dependent.

7. On screen 6, do not enter any test scores (SAT or ACT) if you are applying as a transfer student (60+ transferable units).
8. If a student has AP credit based on acceptable scores from AP exams and has less than 60 units at the community college, but the AP advanced placement units + the CC units are ≥ 60 units by the spring semester prior to transferring, then that student may apply as a transfer student.
9. On screen 7 you will list all colleges attended. You must list all colleges because omitting a transcript/college could cause a Cal Poly SLO acceptance to be rescinded. The GPA you enter for each college on screen 7 **MUST MATCH** the CSU transferable GPA from the college transcript. Use the GPA calculated from “CSU transferable” units as shown at the bottom of your Cabrillo transcript. For units attempted, only use CSU transferable units. Consult with a counselor to determine your transferable unit totals from colleges other than Cabrillo.
 - a. Units attempted are: As, Bs, Cs, Ds, Fs, Ws, P, NP
 - b. Units completed are: As, Bs, Cs, Ds, and Ps
10. On screen 7 after entering colleges attended and the GPAs for each, Screen 7 will ask for your cumulative GPA for all colleges. This GPA is called your self-reported GPA. Use this formula to calculate this: $(\text{Sum of grade points earned in all CSU transferable courses}) / (\text{Sum of units attempted in all CSU transferable courses})$. Try your best to make an accurate calculation. Consult with a counselor if you have questions on your GPA calculation.
 - a. What if you got a D or F in a course and repeated that course and earned a better grade? If the transcript does not factor the lower grade into the GPA then the lower grade will not affect the application, so it should not be calculated into areas where the GPA is reported or on screens 14 and 15 of the application. However if the repeated course was taken at another community college then the D or F will be impacting your GPA – in other words, both the bad grade and the better grade will be factored into your overall transferable GPA. To avoid this you will want to get the transcript that shows the lower grade **ANNOTATED (Academic Renewal)** so that the lower grade can be removed from the GPA calculation. This takes time so do not delay this effort.
 - b. What if you received some bad grades earlier in your life but you have since turned things around and your academic performance is currently acceptable? If that is the case you may want to apply for **Academic Renewal** and request that poor grades be removed from your GPA. Most colleges have some sort of Academic Renewal process with published criteria and processes. Do not wait until the last minute to request academic renewal or an annotation to your transcript.

11. NOTE – Cal Poly uses grades in courses entered on screens 14 and 15 to calculate your GPA for admissions. Be honest in all entries because an incorrect self-reported GPA on screen-7 (or other entries that can not be substantiated) could serve as grounds for rescinding an acceptance.
12. On screen 10, any courses listed as in-progress or planned must be completed with a C or better in order to validate an admission decision. List on screen-10 courses in-progress or planned. You may include courses that you plan to take the summer before a Fall transfer, but put these courses only on screen-10. Do not put any courses planned for summer on screens 14 and 15. Make sure you will be able to complete all courses listed as “planned” for spring semester with a C or better. Should you end up enrolling in courses other than those indicated screen 10, notify the Cal Poly admissions office by email. Not completing courses listed as “planned” for spring could cause an acceptance to be rescinded. This may be true even if the course listed as “planned” is not required for transfer or your major. Note: If you complete a course in spring or summer that was NOT on the application and the grade in the course lowers your GPA to an unacceptable level or you received a D or an F, an acceptance offer could be rescinded.
13. On screen-10 you will list courses under “CSU General Education Requirements”. This is the “Golden-Four”. If you have more than one course that fits into a particular area, then enter the course with the highest grade. If GE area A3 (Critical Thinking) is not required for your major and you did not take a course from the A3 area, then leave this entry blank. Courses entered into this area can/should be entered again on screens 14 & 15.
 - a. Consult the following website to see if Critical Thinking is waived for your major: <http://www.calstate.edu/sas/casper/upper-div/high-unit-majors-with-authorized-exceptions-to-admission-and-ge-breadth-requirements.shtml>
 - b. Engineering and Computer Science transfer students to Cal Poly SLO do not need GE area A3 (Critical Thinking).
14. Screen 13: Cal Poly gives a small consideration for work experience and extracurricular activities. Screen 13 allows you to enter the hours you work per week and how related that work is to your major. These entries are your best judgments. I.e. If you work with people in your job and you are applying to engineering and you know engineers work with people, then you may say that more than 25% of your job relates to your major. These entries are somewhat subjective so interpret them liberally to present your self favorably.
15. Screens 14 & 15: Courses from screen 10 should be added again in screens 14 and 15. **However, all courses entered on screens 14 and 15 should only appear once – do not**

plug in a course more than once on screens 14 and 15! Some entries will be blank and that is OK.

16. On Screens 14 & 15, you must fill each entry with ALL courses taken that apply to that entry **until the entry is full** and no additional courses can be entered. Use your best grades first with the highest unit! (i.e. If you got A's in five math classes, then use the four classes with the highest unit counts in order to increase your weighted GPA.) You can fill the entry with courses planned for spring (but not summer). Each entry can be filled with up to four courses. Many entries will be partially filled or empty, but **you may not elect to omit a course if it fits a particular category unless that category filled.**
17. You will not receive grade credit for "Credit/AP (3+)/IB (5+)," "Pass," and "In Progress/Planned" courses, but you will get course credit.
18. Do not report "No credit" or "Withdrawal" grades.
19. Use these directions – as taken directly from the application:

If you have **repeated a course** because you received a grade of "D" or "F" and you have received a higher grade and your current transcript no longer reflects the lower grade in your GPA, you **do not need** to report the course with the lower grade on your application. However, if you are currently repeating a course (in progress), or if you plan to repeat a course, you must list the original grade on your application as it appears on your transcript at the time of application, AND you must list the course to be repeated as "planned" or "in progress". If you took a course and received a grade of "D" or "F" and you are taking a DIFFERENT course to fulfill the course requirement, you must list BOTH courses on the application.

Note: The above information assumes the entry is not full. Fill "the bucket" with your best grades first. You can also enter in-progress/planned courses on screens 14 and 15. Filling the bucket may mean that there is not space left to enter the 'D' or 'F', which will work in your favor.

20. On screens 14 & 15 you must use CSU transferable courses. Refer to your CSU GE sheet to help select appropriate courses for each entry. Have counselors and faculty check your entries before you submit your application. Refer to assist.org and/or your transcript to determine which GE area a course fulfills.
21. If you took an AP test and scored 3 or higher, you can enter 3 semester units of credit by selecting "Credit/AP(3+)/IB(5+)" for your grade.

22. Physics MUST be listed under “Calculus based” not “Trig based” for the majority of STEM majors who took the Physics 4-sequence. Do not put physics under Physical Sciences unless you have more than four transferable physics courses. “Physical Science” will probably be blank unless you took a physical science other than Physics.
23. Make sure you put Calculus 5-series courses in the “Analytical Geo/Calc/DE/Engr Calc” entry. Do not put Calc 5-series courses in the “Technical Calc” entry. The “Technical Calc” entry will be blank for the majority of STEM majors.
24. You may put Linear Algebra in the “Analytical Geo/Calc/DE/Engr Calc” entry unless Linear Algebra is listed in one of the Major Related 1, 2, or 3 areas.
25. The last three entries on screen 15 are for courses listed as Major Related 1, 2, or 3 in the Supplemental Criteria:
<http://admissions.calpoly.edu/applicants/transfer/criteria.html>
26. Put the courses specific to your major listed as Major-Related 1, Major-Related 2, and Major-Related 3 on the selection criteria into these entries. You will NOT be competitive if you do not fill these entries with all of the courses listed for these three areas. Some majors may not have courses listed in Major-Related 1, 2, and/or 3 and if this is the case some or all of these entries will be blank. For the majority of STEM, these entries should be filled with those courses listed on the Cabrillo hand-out provided in the workshop.
27. Cal Poly uses grades from the courses entered on the screens 14 and 15 to determine a weighted GPA. Your application point score is primarily a weighted sum of the grade points derived from those courses.
28. In summary, you must meet the CSU General Education Requirements (The Golden 3 or 4) on screen 10. Once you have checked off this requirement, the selection process then takes the courses and grades entered on screens 14 and 15 to compute a point score. A small number of points are given for screen 13 and that is added to the point score to arrive at an overall score.

Good luck and ask for help if needed!!!

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