

Application Information and Forms

Office of University Outreach Services
Lassen Hall 3000
(916) 278-7362
www.csus.edu/admr/outreach.html

The Office of University Outreach Services provides prospective students with information about academic programs, admission requirements, and the application process.

Effective October 1, 2004 and thereafter, the California State University will require that all students applying to a CSU campus submit an electronic application (except students who have no access to a computer). Electronic versions of the CSU undergraduate and graduate applications are accessible on the CSUMentor web site: www.csumentor.edu. This web connection also allows students to browse through general information about each CSU campus, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

Students who want to enroll for residence credit in either a Fall or Spring semester must file an application for admission. A student who has been in attendance at CSUS in either of the two preceding semesters is considered a continuing student and does not need to reapply or pay the \$55 application fee. The application and fee are necessary when reentering California State University, Sacramento after an absence of two or more semesters, but are not required for students desiring to enroll only in extension or intersession.

CSUS Affirmative Action and Non-Discrimination Policy

California State University, Sacramento seeks the participation in all its activities of all individuals without regard to race, ethnicity, religion, national origin, gender, sexual orientation, marital status, pregnancy, age, disability or Vietnam veteran status. Discrimination based on these factors is prohibited by University policy. CSUS has established non-discrimination and affirmative action programs that conform to applicable federal statutes, as well as pertinent laws, regulations and directives of the State of California. These statutes prohibit discrimination and harassment (including sexual harassment) against applicants, students and employees. CSUS is committed to provide equal opportunities to men and women CSU students in all campus programs, including intercollegiate athletics. For further information, or should you feel that you have been discriminated against in any one of the areas mentioned, including Title IX, Section 504 of the Rehabilitation Act of 1973 and the provisions of the Americans with Disabilities Act of 1990, contact the Office of Equal Opportunity/Affirmative Action, Sacramento Hall 259, (916) 278-6907.

Social Security Number

Applicants are required to include their correct social security numbers in designated places on applications for admission, pursuant to Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109)

The University uses the social security number to identify records pertaining to the student as well as to identify the student for purposes of financial aid eligibility and disbursement, and the repayment of financial aid and other debts payable to the institution. The Internal Revenue Service also requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Undergraduate Students

Prospective students applying for part-time or full-time undergraduate programs of study in day or evening classes must file a complete undergraduate application. The \$55 nonrefundable application fee should be in the form of a check or money order payable to "The California State University" or by credit card if submitting the online application and may not be transferred or used to apply to another term.

Applications for admission, residence questionnaires, and financial aid forms must contain complete and accurate information. Applicants must also submit authentic and official transcripts of all previous academic work attempted, sent directly from the transfer school to the CSUS Admissions Office. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, California Code of Regulations).

CSU Impacted Programs

The CSU designates programs as impacted when more applications are received in the initial filing period (October and November for Fall terms, June for Winter terms, August for Spring terms, February for Summer terms) than can be accommodated. Some programs are impacted at every campus where they are offered; others are impacted only at some campuses. Students must meet supplemental admission criteria if applying to an impacted program.

The CSU will announce, during the fall filing period, those programs that are impacted and the supplemental criteria campuses will use. That announcement will be published in *The CSU Review* distributed electronically to high school and college counselors and available online at <http://www.calstate.edu/AR/csureview/>. Information about the supplemental criteria is also sent to program applicants.

application to csus

Application for admission to an impacted program must be filed during the initial filing period. Beginning Fall 2005, one alternate campus that is not impacted may be indicated on the application at no extra charge.

Supplemental Admission Criteria

Each campus with impacted programs uses supplemental admission criteria in screening applicants. Supplemental criteria for impacted program eligibility may include ranking on the freshman eligibility index, overall transfer grade point average, and a combination of campus-developed criteria. If scores on either the SAT I or ACT are required, the test should be taken as early as possible and no later than November of the preceding year if applying for Fall admission.

Unlike applicants unaccommodated by locally impacted programs who may be redirected to another campus in the same major, applicants unaccommodated by systemwide impacted programs may not be redirected in the same major but may choose an alternate major either at the first choice campus or another campus.

Recent California veterans submitting a timely application for admission who meet University admission requirements and the minimum eligibility requirements for the program to which they are applying will be given first priority in the allocation of available space in impacted programs. A recent California veteran is an individual who has served on active duty and who:

1. qualifies as a resident for tuition purposes and
2. has been honorably discharged within four years of her/his application for admission.

CSU Sacramento Designated Impacted Programs

The upper division Clinical Nursing Program* has been officially designated as an impacted program on the CSUS campus. Admission to this Program is based upon two evenly weighted factors:

1. transferable grade point average based on the last 30 graded units AND prerequisites not taken in the last 30 units.
2. scores on either SAT I (Verbal plus Math) total or ACT composite score AND bonus points granted for bilingual language proficiency, multicultural experience and economic, education and environmental background.

Check with the Division of Nursing, (916) 278-6525, to confirm current criteria.

*See Academic Programs/Nursing, page 525.

Graphic Design has also been designated as an impacted program on the CSUS campus. The program will admit students to the fall semester only (no spring admission cycle). Check with the Department of Design, (916) 278-3962, to confirm current criteria.

*See Academic Programs/Graphic Design, page 427.

In addition to the Clinical Nursing and Graphic Design programs, it is possible that any class level or program categories may be impacted if more applications are received in the initial application filing period than can be accommodated by the University. Pre-approved criteria are announced prior to the beginning of each application cycle. Admission criteria are subject to revision.

Graduate and Postbaccalaureate Students

All graduate and postbaccalaureate applicants *(e.g., joint PhD and EdD applicants, master's degree applicants, those seeking credentials and those interested in taking graduate level courses for personal or professional growth) must file a complete graduate application as described in the graduate and postbaccalaureate admission booklet. CSUS students who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 non-refundable application fee.

Since applicants for postbaccalaureate programs may be limited to the choice of a single campus on each application, redirection to alternate campuses or later changes of campus choice are minimal. To be assured of initial consideration by more than one campus, applicants should submit separate applications (including fees) to each. An electronic version of the CSU graduate application is available on the World Wide Web at <http://www.csumentor.edu/>.

The application and fee are not required for students desiring to enroll only in extension, intersession or Summer school work.

*See Graduate Degree Requirements, page 100.

International Students

International students seeking entry to the United States on the basis of acceptance by CSUS must file a special foreign student application available from the International Admissions Office at least six months before the desired semester of admission. Applications received during the initial filing period of each admission cycle receive highest consideration for admission. Undergraduate international and non-California resident students are not admitted to impacted programs.

Both undergraduates and graduates must have adequate financial resources and be in good health. Students usually must have completed at least two years of acceptable college work before applying for admission to CSUS, unless they are eligible for admission based on secondary school course work and graduation. Courses taken at colleges must be baccalaureate level to qualify for full-time status.*

Students with foreign academic work are required to submit official copies of academic records directly from their school, college or university, along with a certified English translation.

Academic records should include:

1. secondary school records
2. yearly records from each college or university attended, indicating the number of hours per semester or per year devoted to each course and the grades received
3. official documents that confirm awarding of a degree or diploma, with the title and date, if a postbaccalaureate applicant

All official documents submitted become the property of the University. The University will determine the acceptability of any foreign work. The U.S. Immigration Service requires F-1 foreign visa students to enroll full-time, defined as follows:

- a minimum of 12 semester units for credit for undergraduates
- a minimum of 9 semester units for graduate students

International students must comply with all University and U.S. Immigration Service regulations.

Test of English as a Foreign Language (TOEFL) Requirement

All undergraduate applicants (regardless of citizenship) who do not have at least three years of full-time study in schools at the secondary level or above where English is the principal language of instruction must present a minimum score of 510 or above on the Test of English as a Foreign Language (TOEFL).** On the computer-based TOEFL test, the minimum score required is 180. Those who have graduated from an accredited four-year U.S. college or university or who come from countries where English is the primary language need not take the TOEFL.

At the graduate level, a TOEFL score of 550 (or 213 on the computer-based test) is required for admission for all students, with the following exceptions:

- those applying for International Affairs, 570 or 230
- those applying for Communication Studies, Speech Pathology, and Audiology, 560 or 220
- those applying for English, 600 or 250

***Note:** Refer above for the admissions requirement for undergraduate applicants.

****Note:** CSUS interprets “where English was the principal language of instruction” to mean that a school is located in a country where English is the native language (the daily medium of communication of the majority of residents is English), and that the students receive academic instruction in all subjects (except foreign language courses) at all levels of education in English.

Returning and Adult Students

Returning Students

CSUS students are granted an automatic leave of absence for one semester. This leave maintains the continuous attendance status of the student with eligibility to register in the following semesters and holds the catalog that determines degree requirements.

Former CSUS students who have been absent for two or more semesters must apply for readmission, and an application fee is charged. Following a mandatory interruption of one or more semesters, students who have been academically dismissed must file an appeal for readmission following dismissal.*

*See Academic Policies/Readmission of Academically or Administratively Dismissed Students, page 110.

Adult Students

Application procedures are the same for adult students (age 25 or older). These procedures also apply to students who are coming back to school after a break in education or are transferring to CSUS from another college or university.

Academically eligible applicants 60 years or older may qualify for a waiver program.*

*See Admission to CSUS/Special Categories/Adult Students, page 63.

Reservation

The University reserves the right to select its students and deny admission to the University or any of its programs as the University, in its sole discretion, determines appropriate based on an applicant’s suitability and the best interests of the University.

Steps in the Application Process

1. Application Filing Periods

CSU Sacramento is on the semester system. The initial filing periods for applications are the previous October through November for Fall semester and the previous August for Spring semester. All applications postmarked or received during the initial filing period will be given equal consideration within established enrollment categories and quotas.

Additional selection criteria may be used to select applicants if more applications are received during the initial filing period than can be accommodated in specific enrollment categories. If the campus is designated an "impacted campus," supplemental criteria may be used to select applicants.

If any enrollment categories are not filled during the initial filing period, the University will continue to accept applications during an extended filing period until capacity is reached. Enrollment priorities within the extended period will be in chronological order of receipt of applications.

Semesters in 2004-2006	Applications First Accepted	Student Notification Begins
Fall 2004	Oct. 1, 2003	Dec. 2003
Spring 2005	Aug. 1, 2004	Sept. 2004
Fall 2005	Oct. 1, 2004	Dec. 2004
Spring 2006	Aug. 1, 2005	Sept. 2005

2. Application Acknowledgment

You may expect to receive an acknowledgment of your application from your first choice campus within two to four weeks of filing the application. A notice that your application has been received may also include a request to submit additional records necessary for the campus to evaluate your qualifications.

You may be assured of admission if the evaluation of your qualifications indicates that you meet CSU admission requirements and campus requirements for admission to overcrowded or impacted programs. An offer of admission is neither transferable to another term nor to another campus.

3. Transcript and Test Score Requirements

Undergraduate students are required to comply with the following transcript and test score requirements as part of the application procedures for admission. Applicants project their class level as of the date of intended initial enrollment. Undergraduate applicants must also submit high school transcripts unless subject requirements are satisfied by transfer general education courses (see page 65).

- Applicants with No College Units:
Transcripts: One from high school showing work-in-progress through first senior semester; follow-up copy showing second semester senior grades and date of graduation. Tests: Either ACT or SAT I score unless high school GPA is 3.00 or higher.
- Applicants with Fewer Than 56 Semester Units:
Transcripts: One from high school of graduation; one copy of final record from each college attended, one showing

work-in-progress if currently enrolled. Tests: Either ACT or SAT I score unless high school GPA is 3.00 or higher.

- Applicants with 56 or More Transferable Semester Units and Postbaccalaureate Applicants Seeking a Second Bachelor's Degree:
Transcripts: One copy of final record from each college attended; one showing work-in-progress if currently enrolled.
- Returning Students:
Transcripts: One copy of final record from each college attended since last enrollment at CSUS; one showing work in progress if currently enrolled.
- Beginning Fall 2005, upper division transfers will be required to complete 60 units of transferable courses before transfer.
- Postbaccalaureate Students:
Transcripts: One from each college attended. Tests: Check with major department.

All transcripts become the property of the University and will not be released or copied. Processing of applications cannot be guaranteed unless all required documents and test scores are received during the appropriate application period. Individuals who do not file an application for admission are advised that transcripts are retained for one year only. Failure to disclose enrollment in each college or university attended constitutes grounds for denial of admission or dismissal from the University for unethical conduct. The University reserves the right to determine whether or not a record can be accepted as official.

4. Notification of Admission

Applicants will receive confirmation of their admission or a statement of ineligibility beginning in December for Fall semesters and September for Spring semesters, if they filed during the first month of the filing periods and all necessary documents have been received. If the campus has been designated an "impacted campus," notification of admission status may be delayed while supplemental criteria are applied to applications received after the initial filing period.

Applications filed later will be processed within approximately three weeks after necessary documents are received. Information about placement testing, advising, orientation and registration will be mailed to all admitted students before CASPER when possible. Late applicants may miss some of the options open to timely applicants.

Students transferring to CSU Sacramento after July 15 (for Fall semester), or December 1 (for Spring semester) should go to the admissions office (Lassen Hall) to expedite admission clearance if applications are still being accepted.

5. Hardship Petitions

The University no longer accepts applications for admission once class level or program capacity is reached. In this event, there are established procedures for consideration of qualified applicants who would be faced with extreme hardship if not admitted. Prospective hardship petitioners should contact the Admissions Office for specific policies governing hardship admission.