



APPLICATION TO THE UNIVERSITY

Undergraduate
Students
Impacted Courses,
Programs
Graduate and
Postbaccalaureate
Students
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Steps in the
Application Process

The Office of University Outreach Services provides prospective students with information about academic programs and information on the application process and admissions requirements. Information is available in the Outreach Services Office, by mail, or by phoning (916) 278-7362. Applications for admissions to CSU campuses are available at any California high school or community college, or from any CSU Outreach Office.

WHO MUST APPLY

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 is necessary when reentering California State University, Sacramento after an absence or two or more semesters. The application and application fee are not required for students desiring to enroll only in extension, intersession or summer school work. (See Regional and Continuing Education, page 106.)

SOCIAL SECURITY NUMBER

Applicants are required to include their Social Security account number in designated places on applications for admission pursuant to the authority contained in Title 5, California Code of Regulations, Section 41201. The Social Security account number is used as a means of identifying records pertaining to the student as well as identifying the student for purposes of financial aid eligibility and disbursement, and the repayment of financial aid and other debts payable to the institution. International students who do not have a U.S. Social Security account number will be assigned an identification number for use with campus record keeping and other matters.

APPLICATION PROCEDURES FOR UNDERGRADUATES

Prospective students, applying for part-time or full-time undergraduate programs of study, in day or evening classes, must file a complete undergraduate application as described in the undergraduate application booklet. The \$55 non-refundable application fee should be in the form of a check or money order payable to the California State University and may not be transferred or used to

apply to another term. An alternate campus and major may be indicated on the application, but applicants should list as an alternate campus only a campus of the California State University that offers the major. Generally, an alternate degree major will be considered at the first choice campus before an application is redirected to an alternate choice campus. For a complete description of additional steps necessary before you enroll for classes, see page 44.

Prospective students, applying for part-time or full-time programs of study in day or evening classes, must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must submit authentic and official transcripts (sent directly from the transfer school to the CSUS Admissions Office) of all previous academic work attempted. 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).

IMPACTED PROGRAMS

The CSU designates programs as impacted when more applications are received in the first month of the filing period than can be accommodated. Some programs are impacted at every campus where they are offered; others are impacted only at some campuses. You must meet supplementary admissions criteria if applying to an impacted program.

The CSU will announce before the opening of the fall filing period which programs are impacted and the supplementary criteria campuses will use. That announcement will be published in *The CSU Review*, distributed to high school and college counselors. Information about the supplementary criteria also is sent to program applicants.

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 nondiscrimination and affirmative action programs which 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 Affirmative Action Office, SAC-259, 278-6907.

You must file your application for admission to an impacted program during the first month of the filing period. Further, if you wish to be considered for impacted programs at two or more campuses, you must file an application and application fee to each.

Supplementary Admission Criteria

Each campus with impacted programs uses supplementary admission criteria in screening applicants. Supplementary criteria may include ranking on the freshman eligibility index, the overall transfer grade point average, and a combination of campus-developed criteria. If you are required to submit scores on either the SAT I or ACT, you should take the test no later than December if applying for fall admission.

The supplementary admission criteria used by the individual campuses to screen applicants appear periodically in *The CSU Review* and are sent by the campuses to all applicants seeking admission to an impacted program. Unlike unaccommodated applicants to locally impacted programs who may be redirected to another campus in the same major, unaccommodated applicants to system-wide 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, who submit a timely application for admission, meet University admission requirements, and meet 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 Impacted Programs

Upper division Clinical Nursing and Physical Therapy have been officially designated as impacted programs on the CSUS campus.

Admission to the Clinical Nursing Program is based upon two evenly weighted factors: (1) transferable grade point average and (2) scores on either SAT I (Verbal plus Math) total or ACT composite score - AND bonus points granted for (1) bilingual language proficiency, (2) multicultural experience, and (3) economic, education and environmental background. For further details on admission to the program, see the Nursing Program section. Grade point average is based on the last 30 graded units AND prerequisites not taken in the last 30 units.

To be considered for admission to the Physical Therapy program, students must:

1. enroll or apply to the University in the month of November,
2. be a California resident,
3. have a minimum GPA of 3.0 or last 60 units,
4. complete General Education and other University requirements (may complete two in the Spring semester prior to anticipated enrollment),
5. have a minimum of 160 hours of volunteer or paid experience in a variety of physical therapy settings under the direct supervision of a physical therapist, and
6. submit the Physical Therapy program application and all supporting documents to the Physical Therapy office by the January deadline.

In addition to the Clinical Nursing and Physical Therapy programs, it is possible that all class level and program categories may be impacted if more applications are received in the first

month of the application filing period than can be accommodated by the University. These pre-approved criteria are announced prior to the beginning of each application cycle.

Admission criteria are subject to revision. Check with the Admissions and Records Office, 278-3901, to confirm current criteria starting with the Fall admission cycle, which opens in November.

APPLICATION PROCEDURES FOR GRADUATE AND POSTBACCALAUREATE STUDENTS

All graduate and postbaccalaureate applicants (e.g., 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. CSU, Sacramento students who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable 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 will be minimal. To be assured of initial consideration by more than one campus, it will be necessary for any applicant to submit separate applications (including fees) to each. Applications may be obtained from the Graduate Studies Office of any California State University campus in addition to the sources noted for undergraduate applicants. (See Graduate Studies, page 98 for more information.)

APPLICATION PROCEDURES FOR INTERNATIONAL (FOREIGN VISA) STUDENTS

International students seeking entry to the United States on the basis of acceptance by CSU, Sacramento must file a special foreign student application available from the Office of Admissions and Records at least six months before the desired semester of admission. Applications received during the first month of each admission cycle receive highest consideration for admission.

Undergraduate international and non-California resident students are not admitted to impacted programs.

In addition to the academic requirements outlined for undergraduate admission, undergraduate international students must have a minimum score of 510 on the Test of English as a Foreign Language (TOEFL). At the graduate level, a TOEFL score of 570 is required for International Affairs; 560 for Communication Studies and Speech Pathology and Audiology; 600 for the graduate program in English and 550 for all other programs.

Both undergraduates and graduates must have adequate financial resources and be in good health. 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.

Students usually must have completed at least two years of acceptable college work before applying for admission to CSU, Sacramento, unless they were eligible for admission to a recognized University in their home country following secondary school graduation.

Students with foreign academic work are required to submit official copies of academic records, 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; and (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 acceptability of any foreign work will be determined by the University. The U.S. Immigration Service requires F-1 foreign visa students to enroll full-time, defined as a minimum of 12 semester units for credit or the equivalent. For graduate students, graduate courses (numbered 200 or 500) count 1 times the course unit value for this purpose. International students must comply with all University and U.S. Immigration Service regulations.

APPLICATION PROCEDURES FOR INTERNATIONAL (NON-VISA) STUDENTS

All international undergraduate applicants (regardless of citizenship) who are not on a student visa will have their eligibility based upon the same standards as international students (student visa) unless they have completed 56 or more transferable semester units from an accredited college in the United States. They are expected to have proficiency in the English language sufficient to meet the academic standard of each individual course and overall University standards. (See above for a statement of the undergraduate requirement.)

Students seeking admission to graduate programs in Communication Studies and Speech Pathology and Audiology should have proficiency equivalent to a TOEFL score of 560; those seeking admission to the graduate program in English should have a proficiency equivalent to a TOEFL score of 600; those seeking admission to the International Affairs program should have a proficiency equivalent to a TOEFL score of 570; and those seeking admission to all other graduate programs should have proficiency equivalent to a TOEFL score of 550.

APPLICATION PROCEDURES FOR RETURNING AND MATURE ADULT STUDENTS

Returning Students

CSU, Sacramento students are granted an automatic leave of absence for one semester. This leave maintains the "continuous attendance" status of the student with eligibility for CASPER (Computer Access Student Phone Entry Registration) in the following semesters, and holds the catalog which determines degree requirements.

Former CSU, Sacramento students who have been absent for two or more semesters must apply for readmission, and an application fee is charged. Following their last term of attendance, students who have been academically dismissed must file an application for readmission as a returning disqualified student. For details see "Readmission," page 82.)

Mature Adult Students

Mature adult students (age 25 or older) who are coming to school after either a break in education or transferring to CSUS from a community college may contact the Reentry Services Office in Admissions and Records for assistance in making academic decisions. Application procedures are the same as for other undergraduate and postbaccalaureate students. (See admission of adult students, pages 48 and 53.) Academically eligible applicants 60 years or older may qualify for a waiver or reduction of fees. Information on policy and procedures are available at the Reentry Office (278-6750).

A special orientation program for mature adults is conducted by the Reentry Office. The half-day program includes a campus tour and workshops on registration, academic requirements, and services of particular interest to returning students.

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 November for Fall semester and the previous August for Spring semester. All applications postmarked or received during the initial filing period (the first month of the 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," supplementary criteria may be used to select applicants.

If any enrollment categories are not filled during the first month of the 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.

<i>Semesters in 1996-98</i>	<i>Applications First Accepted</i>	<i>Student Notification Begins</i>
Fall 1996	Nov. 1, 1995	Dec., 1995
Spring 1997	Aug. 1, 1996	Sept., 1996
Fall 1997	Nov. 1, 1996	Dec., 1996
Spring 1998	Aug. 1, 1997	Sept., 1997

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 will also include a request to submit the records necessary for the campus to evaluate your qualifications.

You are assured of admission if the evaluation of your qualifications indicates that you meet admission requirements. Notification of your qualification is not transferable to another term, or 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. Class levels of applicants apply as of the date of intended enrollment. Undergraduate applicants must also submit high school transcripts unless subject requirements are satisfied by transfer general education courses (see page 50).

• Applicants With No College Units

Transcripts: One from high school showing work-in-progress through first senior semester; follow-up original 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 CSU, Sacramento; one showing work-in-progress if currently enrolled.

• 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, except for students who request that their applications be redirected to another CSU campus. 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 declare 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 February 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 supplementary criteria are applied to applications received in the first month of the filing period.

Applications filed later will be processed approximately three weeks after necessary documents are received. Information about advising, orientation, and registration will be mailed to all admitted students before their participation in 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 make an appointment with an Admissions Counselor (Lassen Hall) to expedite admission clearance.

Hardship Petitions

Applications for admission are no longer accepted by the University 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 and Records Office for specific policies governing hardship admission.