



**ADMISSION
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TRANSFER
STUDENTS**

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INFORMATION ON CSUS

California State University, Sacramento outreach representatives visit northern California community college transfer day and regional college night programs to provide general information on CSUS educational opportunities and specific information on matriculation procedures. They also visit selected northern California community college transfer centers on a regular basis and provide general information on educational opportunities, specific information on CSU matriculation procedures, eligibility for admission, evaluation of credit and on-site admission decisions.

When you visit the campus, you can schedule pre-admission sessions with an admission counselor who provide general information on educational opportunities and specific information on matriculation procedures, eligibility for admission, registration procedures, academic policies, unofficial evaluation of transfer credits and referrals to academic and student

service offices as needed. Unofficial transcripts should be brought by the applicant.

You also may meet with academic department faculty to discuss academic program requirements and career alternatives. Appointments should be scheduled by calling the department office.

Student-led week-day campus tours (please schedule one week in advance), approximately one hour in length, are offered for small and large groups.

A day-long open-house is held on campus each year at the end of April. River City Days provide demonstrations and exhibits related to academic programs; student affairs representatives are available to discuss their services (e.g., financial aid, housing, admissions, services for students with disabilities, student activities, etc.).

PRIOR APPROVAL OF TRANSFER COURSES

CSU, Sacramento enrolled more than 5,000 new transfer students from more than 250

different colleges and universities during the 1995-1996 academic year. Most came from California community colleges.

Frequently, course titles and numbers differ from campus to campus making it difficult for transfer students to know in advance which courses will be accepted for transfer to another college. In order to provide students with the assurance that courses taken at their campus prior to transfer will meet lower-division requirements for either (1) General Education or (2) a specific major, three systems of prior approval exist at CSU, Sacramento.

General Education

The CSU system has authorized California community colleges and other approved colleges to designate "transferable" courses planned for use in a four-year baccalaureate program. In addition, they have jointly designated courses that may be used to certify CSU General Education objectives to a maximum of 39 semester units. CSU, Sacramento will apply courses completed at a California community college toward CSU General Education objectives as listed on the community college certification form.

Courses completed at other than California community colleges and CSU campuses will be evaluated by the Evaluations Office with regard to the CSU, Sacramento General Education pattern.

Students may have their lower division General Education courses certified by a California community college as meeting the CSU G.E. Breadth Requirements or the new Intersegmental General Education Transfer Core Curriculum. See page 97 for more information on G.E. requirements for transfer students.

Lower Division Major Prerequisites

CSU, Sacramento also has developed an extensive program of major preparation agreements called "Articulation" or "Transfer Credit Agreements." These are



official documents prepared by the CSU, Sacramento faculty who carefully review coursework at other institutions and identify courses at those campuses that would be acceptable in lieu of our own courses. Students who take those courses can be assured they will receive credit toward their academic major at CSUS.

Currently, CSU, Sacramento has 2,500 Articulation Agreements with 90 community colleges and more than 325 Articulation Agreements with 21 four-year institutions throughout the state. These Articulation Agreements are widely distributed and should be readily available to students at their home campus Counseling Centers.

California Articulation Number System (CAN)

In addition to the above "course approval" systems, a comprehensive system for equating courses in California colleges has been developed: the California Articulation Number (CAN) System. This system identifies some of the transferable, lower-division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.

The system assures students that CAN courses at one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. Example: CAN ECON 2 on one campus will be acceptable for CAN ECON 2 at another participating campus. Each campus retains its own numbering system.

Check with counseling offices, academic advisors and the Evaluations Office for the CAN catalog which identifies participating campuses and courses.

California Articulation Numbers (CANs) are listed parenthetically by the course description in this catalog. A listing of CSUS courses and the assigned CANs may be found in Appendix K of this catalog.

*Requirements for admission to CSU, Sacramento are in accordance with Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations.

TRANSFER CENTERS

CSU, Sacramento participates in the statewide Transfer Center Project. In the Sacramento area, the project includes the Los Rios Community College District, the University of California, Davis, the University of the Pacific, and CSU, Sacramento.

University representatives advise community college students on transfer issues. Transfer Centers are located on community college campuses and are excellent resource centers for you as a prospective transfer student.

Transfer Student Assistance

Transfer students may receive assistance in transferring to CSU, Sacramento through the Transfer Centers at the following campuses:

- American River College (916) 484-8122
- Cosumnes River College (916) 688-7479
- Sacramento City College (916) 558-2181
- Sierra College (916) 632-1111 x2331
- Solano College (707) 864-7101
- Yuba College (916) 741-6797

Students from California but outside of the Sacramento area may call for information on the Transfer hotline, 1-800-722-4748.

ADMISSION REQUIREMENTS

You will qualify for admission as a transfer student* if you have a grade point average of 2.0 or better in all transferable units attempted, are in good standing at the last college or university attended, and meet any of the following standards:

1. You will meet the freshman admission requirements in effect for the term to which you are applying (see "Freshman Requirements" section).

2. You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.
3. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects, and have been in continuous attendance in an accredited college since high school graduation.
4. You have completed at least 56 transferable semester (84 quarter) units and have made up any missing subject requirements. (Non-residents must have a 2.4 GPA or better.)

Applicants Who Graduated from High School 1988 or Later

You have completed all subject requirements in effect when you graduated from high school (you can use both high school and college coursework) **OR**

You have completed at least 30 semester (45 quarter) units of college coursework with a grade of C or better in each course, to be chosen from courses in English, arts and humanities, social science, science, and mathematics at a level at least equivalent to courses that meet General Education requirements.

The 30 units must include all of the General Education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units) **OR** the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Applicants Who Graduated from High School Prior to 1988

You have completed four years of high school English and two years of high school math, with grades of C or better, OR

You have completed a baccalaureate course with a grade of C or better that meets the General Education requirement in written communication, and a course with a grade of C or better that meets the General Education requirement in mathematics/quantitative reasoning OR IGETC requirements in English composition and mathematical concepts and quantitative reasoning. The course meeting either General Education math requirement must be above the level of intermediate algebra.

Transferable courses are those designated for baccalaureate credit by the college or university offering the courses. Continuous attendance for admission purposes is defined as enrollment in one semester or two quarters each calendar year in a regionally accredited college or university.

Making Up Missing College Preparatory Subject Requirements

Undergraduate applicants who did not complete the subject requirements while in secondary school may make up missing subjects in any of the following ways:

1. complete appropriate courses with a C or better in adult school or high school summer sessions;
2. complete appropriate college courses with a C or better. One college course of at least three semester (four quarter) units will be considered equivalent to one year of high school study;
3. earn acceptable scores on specified examinations.

Please consult with the CSU Admissions Office for more information about other ways to satisfy the subject requirements.

Conditional Admit

Transfer applicants with fewer than 56 transferable units who are otherwise admissible except for a limited number of the high school college preparatory subject requirements may be admitted "on condition" if they have been continuously enrolled since high school graduation. Consult with your college counselor, a Transfer Center, or a CSU Admissions Office for more information.

Test Requirements

Transfer applicants who have fewer than 56 semester (84 quarter units) of transferable college work must submit scores from either the Scholastic Aptitude Test of the College Board (SAT) or American College Test (ACT), unless their high school grade point average qualifies for test score waiver. If you are applying to an impacted program, and are required to submit test scores, you should take the test no later than early December if applying for Fall admission, or no later than November if applying to San Luis Obispo. Test scores also are used for advising and placement purposes. You may get registration forms and the dates for either test from school or college counselors or from a campus Testing Office; or you may write to:

The College Board (SAT I)
Registration Unit, Box 592
Princeton, New Jersey 08541
(609) 771-7588

American College Testing
Program (ACT)
Registration Unit, Box 168
Iowa City, Iowa 52240
(319) 337-1270

INTERNATIONAL (FOREIGN VISA) STUDENTS

CSUS must assess the academic preparation of international students. For this purpose, international students include those who hold U.S. visas as students, exchange visitors, or for other non-immigrant classification.

CSUS uses separate requirements and application filing dates for the admission of international students. Verification of your English proficiency (see TOEFL Requirement below), financial resources, and academic performance are all important considerations for your admission. Official academic records from foreign institutions must be on file at least eight weeks before registration for the first term and if not in English, must be accompanied by certified English translations.

Priority for admission is given to residents of California. There is little likelihood of non-resident applicants, including international students, being admitted either to impacted majors or to those with limited openings.

International transfer students must have completed at least two years (56 semester units or the equivalent) of college work with a 2.4 grade point average. An exception to the two-year requirements may be made for foreign visa students whose secondary school preparation is equivalent to that of eligible California high school graduates.

TOEFL Requirement

All undergraduate applicants, regardless of citizenship, whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who have not attended schools at the secondary level or above, for at least three years full-time, where English is the principal language of instruction, must earn a minimum of 510 on the Test of English as a Foreign Language (TOEFL). Please contact the Evaluations Office in Lassen Hall for a precise definition of the acceptable level of English language coursework.

SPECIAL ADMISSION CATEGORIES

Adult Students

As an alternative to regular admission criteria, an applicant who is twenty-five years of age or older may be considered for admission as an adult student if he or she meets the following conditions:

1. Possesses a high school diploma (or has established equivalence through either the Tests of General Educational Development or the California High School Proficiency Examination).
2. Has not been enrolled in college as a full-time student for more than one term during the past five years.
3. Has earned a C average or better if there has been any college attendance in the past five years.

Consideration will be based upon a judgment as to whether the applicant is as likely to succeed as a regularly admitted transfer student and will include an assessment of basic skills in the English language and mathematical computation.

Educational Opportunity Program

EOP provides assistance to students from low-income and low-education families among California residents who wish to pursue a college education. It is designed as a special admission and support program for students who possess the potential and motivation to succeed.

Veterans

Veterans of United States active duty military service with honorable discharges who apply for admission within four years of their date of discharge, and who are also California residents, may be admitted as undergraduate transfers, even though such applicants are not otherwise eligible. Veterans who wish to be admitted under this provision should contact an admission counselor.

Applicants Not Regularly Eligible

Applicants not admissible under one of the above provisions should enroll in a community college or another appropriate institution in order to meet eligibility requirements. Only under the most unusual circumstances and only by special action will such applicants be admitted to CSU, Sacramento.

CATALOG RIGHTS FOR DEGREE REQUIREMENTS

Transfer students who maintain continuous attendance in any combination of California community colleges and campuses of the California State University receive "catalog rights" for determination of graduation requirements at CSU, Sacramento.

Transfer students may choose CSU, Sacramento requirements in effect (1) at the time they began their college study at a California community college or a CSU, (2) at the time they entered CSU, Sacramento, or (3) at the time they graduate from CSU, Sacramento, provided they maintain "attendance" in college.

"Attendance" is defined as matriculated enrollment in at least one semester (or two quarters) each calendar year. Once "catalog rights" are established, absence related to an approved Educational Leave or for attendance at another regionally accredited* college or university is not considered an interruption, providing the above criteria is met and the absence does not exceed two years.

Medical and military leaves also hold catalog requirements (see Leaves of Absence, page 74).

At CSU, Sacramento, a change of major or minor does not change a student's catalog rights for degree requirements.

ADMISSION OF AUDITORS FOR BOTH UNDERGRADUATE AND GRADUATE COURSES

An auditor is a student who enrolls in a course for informational

purposes only. Regular attendance is customary, but the auditor does not participate in the class, does not take examinations and does not receive credit for the course. Auditors should submit an application for admission (without payment of the \$55 application processing fee required of credit students) and the transcripts necessary to show that they possess the background needed to profit from attending audited courses.

Enrollment as an auditor is subject to the permission of the instructor. Enrollment in any course as an auditor is permitted only after other eligible students have had an opportunity to enroll on a credit basis. Auditors are subject to the same registration fee structure as credit students. Once enrolled as an auditor, a student may not change to credit status unless such a change is processed prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the fourth week of instruction.

Students in a disqualified status from a collegiate institution are not eligible to enroll as auditors without the approval of the Admissions Office. Admission as auditor may be restricted during periods of over-enrollment. Applicants should check with the Admissions Office before applying for auditor status.

IMPACTED PROGRAMS

CSU, Sacramento programs may experience impactation in all class level and program categories if more applications are received in the first month of the application cycle than can be accommodated in specific class level or program categories. Pre-approved supplementary selection criteria are announced prior to the beginning of each application cycle.

Junior/senior level programs in Nursing and the Physical Therapy program are impacted, that is, more applications for admission

*For a list of regional accreditation associations, see Baccalaureate Degree Requirements, page 89.

are received in the first month of the admissions cycle than there are openings in the programs. Therefore, secondary screening criteria are used in selecting from among eligible applicants. Refer to the Nursing and Physical Therapy sections in this catalog for additional information on selection criteria. See also Application Procedures, page 41.

EVALUATION OF TRANSFER CREDIT

Allowance of Transfer Credit From Accredited Colleges and Universities

Generally, students will be granted credit for baccalaureate level courses successfully completed at regionally accredited two or four-year colleges.

All courses, except remedial, are accepted for degree credit from institutions awarding four-year degrees. Credit is reviewed by the Evaluations Office and is granted in compliance with applicable national, state, Title V, CSU system, and University policies and procedures. Such credit may be applied toward fulfillment of major, minor or general education requirements when applicable; other courses may count as elective credit toward the baccalaureate degree. This credit will be listed in summary form on the CSUS transcript of academic record.

Transfer credit generally is not posted to the CSUS transcript of postbaccalaureate students, including those seeking a Second Bachelor's degree. Check with the Office of Graduate Studies for exceptions.

Advanced Placement Examinations

CSU, Sacramento grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Boards. Students who present scores of three or better will be granted from three to six semester units of college credit for each examination.

Credit For Instruction In Non-Collegiate Settings

CSU, Sacramento grants undergraduate degree credit for successful completion of noncollegiate instruction appropriate to the baccalaureate, either military or civilian, as recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those recommended in the *Guide to the Evaluation of Educational Experience in the Armed Services* and the *National Guide to Educational Credit for Training Programs*. Contact the CSUS Evaluations Office (Lassen Hall) for more information.

Up to six units of credit for learning, knowledge or skills-based experience which has been documented and evaluated according to campus policy may be awarded under the auspices of the CSUS Academic Advising Center (Lassen Hall, 278-6351).

Transfer Credit From Overseas Institutions

Credit is granted from recognized overseas institutions. Awarding of advanced standing varies depending on the educational system of the country. Certified copies of transcripts and degrees must be submitted in English translation. CSU students planning to attend overseas institutions should check acceptance of credit prior to departure.

Limitations on the Transfer of Credit

Unit limitations apply to specific categories of credit which may be used to meet baccalaureate degree requirements:

1. A maximum of 24 hours in extension and correspondence (transfer, CSUS, or in combination).
2. A maximum of 30 hours of any combination of correspondence, extension, and military service credit.

3. A maximum of 30 hours of examination credit.
4. A maximum of 70 hours may be transferred from two-year colleges.

TRANSFER GRADE POLICIES

CSU, Sacramento utilizes the following policies in evaluating grades earned in courses accepted for transfer:

1. The grading policies of the regionally accredited institution where credit was earned is honored by accepting at face value all official transcript entries including those:
 - a. reflecting academic renewal efforts,
 - b. reflecting acceptance of grade point remediation for repeated courses, and
 - c. regarding "incomplete" grades (e.g., I, IS, and IU).
2. All transfer courses graded Pass/No Pass or Credit/No Credit are computed at neutral value, except in those cases where the specific grading symbol is identified by the source institution as equivalent to a grade less than C in which case it will be taken at face value.
3. All transfer course grades or symbols used to designate unsatisfactory, failing, or non-passing work at time of withdrawal such as UW, WU or WF are evaluated as failing grades (F) unless otherwise defined by the source institution.

OFFICIAL TRANSFER EVALUATIONS

An official transfer credit evaluation, summarizing prior college credit and indicating CSUS General Education requirements, will be prepared by the Evaluations Office and mailed to first-time CSUS students. Questions about the evaluation should be discussed with the Evaluations Office (Lassen Hall) 278-3901.