

Transfer Application – Academic History Updates 2023-24

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About the academic update

The academic update includes the Colleges Attended, College Coursework and General Education sections within the Academic History tile of your application, as well as Standardized Tests if needed.

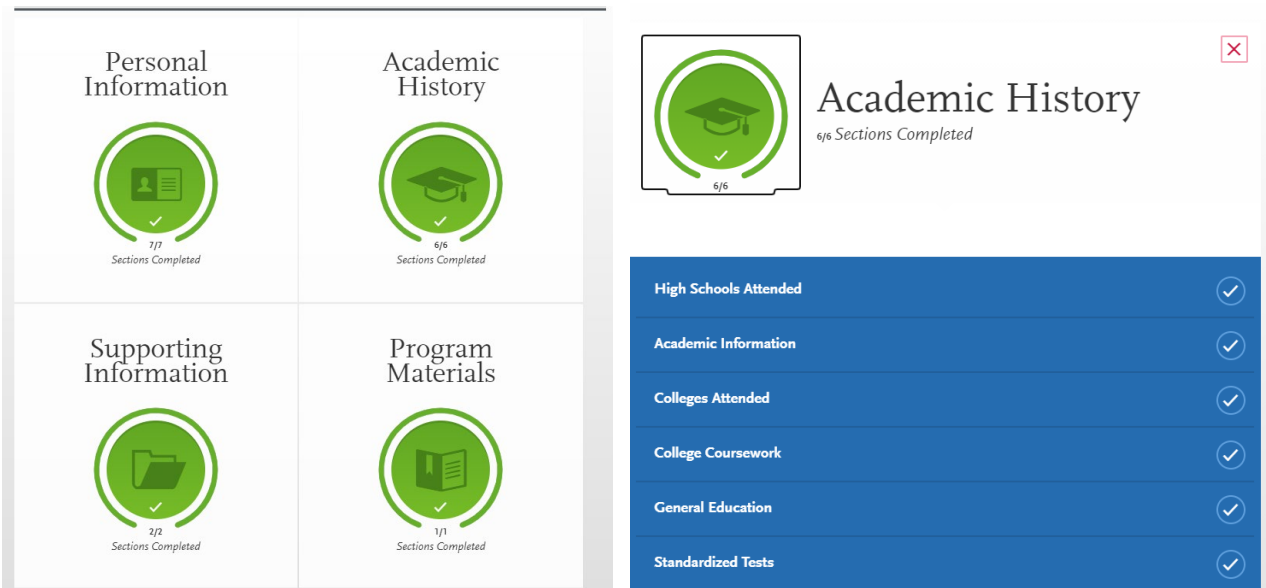
As part of the academic update, you will be able to:

- Update any courses that have a status of In Progress/Planned, including fall courses or updating grades for repeated courses or Academic Renewal
- Edit course grades and transferable flags on any prior coursework
- Add new colleges and coursework, if needed
- Add/update Standardized Test scores, if needed
- Add/update courses matched to a prerequisite

Academic Updates for fall term should be made by Tuesday, January 31, 2023.

Getting started

To begin, log into your Cal State Apply account. Then, click the Academic History quadrant.



Updated colleges attended

To update last semester attended date or add a new college attended, click Colleges Attended and following the instructions below to make necessary edits.



Updating last semester attended

To update your last semester attended, click the pencil icon.

If you are still attending the college or university, check the box **“Check if you are still attending this college or university.”**

LOS MEDANOS COLLEGE

September 2021 - Still Attending | Semester System | Associate of Arts and Sciences Degree Expected: May 2023

When did you attend this college or university?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

* First Semester * Last Semester

Fall ▼ | September ▼ | 2021 ▼

Semester ▼ | Month ▼ | Year ▼

Check if you are still attending this college or university

You will need to update your dates of attendance for a college in order to add the **current/upcoming spring coursework**. To add a Last Semester attended, select the term, month and year from the drop down.

When did you attend this college or university?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

* First Semester * Last Semester

Fall ▼ | September ▼ | 2020 ▼

Fall ▼ | December ▼ | 2022 ▼

Check if you are still attending this college or university

Saving your changes

When you are done entering all updates, click Save.

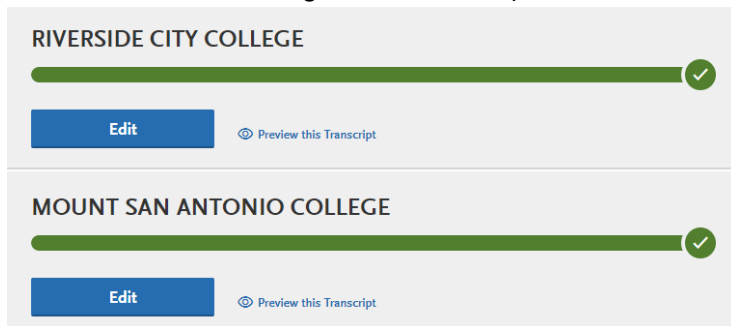
Updating your College Coursework

To update fall grades or make changes to previously entered grades (e.g. repeated courses, Academic Renewal), follow steps 1-3 below and then read the next sections of this guide for more instruction.

1. Select College Coursework.



2. Click Edit for the college that needs updates.



3. Select the pencil icon to edit a term.

Fall 2022 Sophomore is in progress						
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	GRADE	CAS GRADE	TRANSFERABLE
SOCIO12	Introduction to Marriage	Sociology	3.00			<input checked="" type="checkbox"/>
ART10	Introduction to Two-Dim	Art	3.00			<input checked="" type="checkbox"/>
PHIL132	History of Modern Philo	Philosophy	3.00			<input checked="" type="checkbox"/>
MATH240	Differential Equations	Mathematics	3.00			<input checked="" type="checkbox"/>

Updating fall grades

To update fall grades, follow steps 1-3 above. Then, change Completion Status from In Progress/Planned to Completed. This will then unlock the Grade fields to allow you to enter grades for each course. Be sure to click Save for each term you edit.

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS	
Fall	2022	Sophomore	In Progress/Planned	
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	GRADE
SOCIO12	Introduction to	Sociology	3	00
ART10	Introduction to	Art	3	00
PHIL132	History of Mod	Philosophy	3	00
MATH240	Differential Eq	Mathematics	3	00

e.g., BIO 101 e.g., Introduction to Biology e.g., 3.00 e.g., 85 or B

Updating grades for repeated courses or Academic Renewal

For completed terms, you are able to update grades to reflect repeats (enter a grade of RP) and Academic Renewal (enter a grade of AR), and add additional courses. **NOTE: Courses previously entered as Complete cannot be deleted.**

Saving your changes

When you are done entering all updates, select Yes and then click Save Your Transcript.

* Have you completed entering your transcript?

Yes
 No

Save Your Transcript

Updating General Education

General Education

When changes have been made to the Colleges Attended and/or College Coursework sections of your application, you must also go back into the General Education section, review, and click Save and Continue to successfully complete your academic updates.

General Education

Area A - English Language Communication and Critical Thinking

* A1 Oral Communication	<input type="text" value="Please Select a Course"/>	<input type="checkbox"/>	Opt Out
* A2 Written Communication	<input type="text" value="Please Select a Course"/>	<input type="checkbox"/>	Opt Out
* A3 Critical Thinking	<input type="text" value="Please Select a Course"/>	<input type="checkbox"/>	Opt Out

Area B - Scientific Inquiry and Quantitative Reasoning

* B4 Math Concepts/Quantitative Reasoning	<input type="text" value="Please Select a Course"/>	<input type="checkbox"/>	Opt Out
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Updating Standardized Tests

Standardized Tests

If you have new standardized test information to enter, click the Standardized Tests tab and enter it accordingly.

Updating Prerequisites (if applicable)

For campuses that are using prerequisites as part of their application, once you update your grades in the college coursework section, it will automatically update grades in the prerequisite section provided the coursework has been matched to the prerequisite. If it is not, you can match the appropriate course to the prerequisite. If you add additional coursework in your academic update, you can also add course(s) to the prerequisite section.

How to be sure your application is updated

Once you have completed and saved your updates within each section of the application, you are done with your academic updates.

You will see an “Update my application” button above the four quadrants on your application. You do not need to click this button for the updates to be sent to the campus(es) in which you applied. As long as you’ve saved your transcripts as instructed above, your information will be updated.

Making changes?

Send application updates to your submitted programs.

Update my application