

Transcript Entry

Complete the Transcript Entry section by entering ALL courses. This includes repeats and non-transferable courses.

Initial admission eligibility determination is made based on applicant reported courses and grades. Domestic undergraduate degree applicants are required to enter all college coursework based on transcript information as it appears on the transcript.

Transcript entry for foreign institutions is not required.

In the Transcript Entry tile, **select “Start”** to begin course entry for a college.

Transcript Entry

Review the instructions below very carefully. Failure to follow instructions will delay your admission decision and can ultimately impact your admission decision.

To complete this section accurately:

- Report all courses on your transcripts. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations, or other non-graded courses.
- Use official copies of your transcripts. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.
- Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript.

After you enter transcript information for all colleges attended, you can review your calculated GPA on the right side. You can recalculate if you add additional courses after the initial calculation.

First-time Freshman Applicants: report all college coursework while enrolled in high school. You must manually match college courses with the appropriate A-G category in the **A-G Matching** section.

Lower-division, Upper-division, and Associate Degree for Transfer Applicants: report all courses completed at all colleges attended.

Returning Applicants: if you are returning to the same CSU that you last attended and have not taken any college courses at another institution, select **I Am Not Adding Any College Transcripts**. If you have taken courses at another institution, enter the coursework for that institution. If you are applying to an additional campus as a new applicant, you must report all courses completed at all colleges attended.

Review the [Transcript Entry Guide](#) and [Applicant Help Center](#) for more information, including details on Repeated Courses, Academic Renewal, and Advanced Placement (AP), CLEP, and International Baccalaureate (IB) tests to satisfy general education requirements.

Once you submit your application, you cannot edit previously entered coursework, but you can add new coursework.

BEIJING POLYTECH UNIVERSITY ✓

You do not need to enter transcript information for foreign colleges

SIERRA COLLEGE ✓

Start ←

* Have you completed entering your transcript?

Yes No

Save Your Transcript

Select Add Semester, Quarter or Trimester. Add button displays based on term system identified. Prerequisite information may display depending on selected programs.

ORANGE COAST COLLEGE Transcript

Summer July 2016 - Still Attending

* Indicates required field.

Alright, start by adding a semester.

+ Add A Semester



Prerequisites Information:

Some programs to which you are applying have prerequisites. Please enter coursework that fulfills these prerequisites.

Los Angeles Undergraduate

Business Administration - Business Economics

REQUIRED: Microeconomics

REQUIRED: Financial Accounting

Select a Term, beginning with the first term attended at that institution.

Select a Year that corresponds to the term. Only years you identified in the Colleges Attended page will appear. If you are still attending the institution, future years display to allow entry of in-progress and planned courses. If the year missing, go back to the Colleges Attended page to update the dates of attendance for the institution.

Select Academic Status that corresponds to the number of credits completed at the time you began that semester. Status definitions are as follows:

Freshman 0-29 semester credits

Sophomore 30-59 semester credits

Junior 60-89

Senior 90 or >

Select Completed for terms that are graded. You will be prompted to enter grades.

Select In-Progress/Planned for courses that you are currently enrolled in or planned for a future term. These courses are entered without grade information.

SIERRA COLLEGE Transcript

Summer August 2018 - Still Attending

* Indicates required field.

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Select	Select	Select	Select
Winter	2030	Freshman	In Progress/Planned
Spring	2029	Sophomore	Completed
Summer 1	2028	Junior	
Summer 2	2027	Senior	
Fall	2026	Graduate	
	2025	Post-Baccalaureate	
	2024		
	2023		
	2022		
	2021		
	2020		
	2019		
	2018		

Enter course information for the term line by line, following the sequence of the transcript copy you are using for reference. Complete all fields for a course before selecting to add another course. After each line, select “Add A Course” to continue entering courses for the specified term.

COURSE CODE: Enter Subject and Number code for the course as listed on transcript without any space between the subject and number. As you type in the course, those listed in the ASSIST transferable course tables appear in the drop down list. Select a course code course from the list. If the course does not appear on the list or no list exists, manually enter in the course code.

* Indicates required field.

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS																																																																						
Spring	2018	Sophomore	Completed																																																																						
<table border="1"> <tr> <td>* COURSE CODE</td> <td>* COURSE TITLE</td> <td>* SUBJECT</td> <td>* CREDITS</td> <td>* GRADE</td> <td>CAS GRADE</td> <td>TRANSFERABLE</td> </tr> <tr> <td>ENGL1</td> <td></td> <td>Select Subject</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ENGL1C</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ENGL11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ENGL12</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ENGL1A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ENGL1B</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ENGL16</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ENGL19</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ENGL18</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE	ENGL1		Select Subject					ENGL1C							ENGL11							ENGL12							ENGL1A							ENGL1B							ENGL16							ENGL19							ENGL18						
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<p>In order to find courses in table, enter number after subject code without a space</p>																																																																									
<p>Add A Semester</p>																																																																									
<p>Cancel Save</p>																																																																									
<p>courses you took that fall outside of the typical academic statuses, choose courses, you will start Transcript Review where you will be asked to identify</p>																																																																									
<p>Placement, Other Tests, Honors, and Study Abroad.</p>																																																																									

COURSE TITLE: Title and Credits will pre-populate if selected from the Course Code results list. If you manually entered a course code you must manually **enter a course title**. The box allows for entry of the full title even though only part of the title is visible.

* Indicates required field.

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS																					
Spring	2018	Sophomore	Completed																					
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<p>+ Add A Course + Add A Semester</p>																								
<p>Cancel Save</p>																								

SUBJECT: Select the subject area from the drop down list. In most cases it is the same as the course subject code. This field does not default with a value. **Make sure to select a subject for each course line.** The system will not let you save the page without a subject identified for each course.

The recommendation is to select the more specific subject if available. If there is no corresponding subject select Special Topics.

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE	
ENGL1A	Introduction to	English	3	00	A	A	<input checked="" type="checkbox"/> 
MATH000D	Intermediate A	Mathematics	5	00	C	C	<input type="checkbox"/> 
COMM1	Fundamentals	Select Subject	3	00			<input checked="" type="checkbox"/> 
e.g., BIO 101		e.g., Introduction to Biology		e.g., 3.00		e.g., 85 or B	

CREDITS: Assign credit for each course, entering values for both boxes. In the first box enter whole credit values. In the second box select a value of 00 or other fractional value if applicable.

If credits automatically populate from Course Code entry, double-check the values match what is listed on your transcript. You may need to adjust credit amounts for variable credit courses.

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS				
Spring	2018	Sophomore	Completed				
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE	
ENGL1A	Introduction to	English	3	00	A	A	<input checked="" type="checkbox"/> 
MATH000D	Intermediate A	Mathematics	5	00	C	C	<input type="checkbox"/> 
COMM1	Fundamentals	Communications	3	00	B	B	<input checked="" type="checkbox"/> 
KIN54	Modern Dance	Select Subject	0	50			<input checked="" type="checkbox"/> 
e.g., BIO 101		e.g., Introduction to Biology		e.g., 3.00		e.g., 85 or B	
+ Add A Course + Add A Semester				<input type="button" value="Cancel"/> <input type="button" value="Save"/>			

GRADE: Enter in the grade as listed on your transcript. All attempts and grades should be included.

Enter repeated courses noted on the transcript with a grade of RP. Enter Academic Renewal courses with a grade of AR.

Fall 2017 Freshman						
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE
ENGLA100	Freshman Composition	English	3.00	A	A	<input checked="" type="checkbox"/>
ARTA130	Painting 1	Art	3.00	B+	B+	<input checked="" type="checkbox"/>
MATHA140	Business Calculus	Mathematics	4.00	RP	No	<input checked="" type="checkbox"/>
FREN180	Elementary French 1	Foreign Languages	5.00	W	No	<input checked="" type="checkbox"/>

[+ Add A Course](#)

[+ Add A Semester](#)

Spring 2018 Freshman						
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE
HISTA18	Western Civilization 1	History	3.00	A-	A-	<input checked="" type="checkbox"/>
MATHA140	Business Calculus	Mathematics	4.00	B	B	<input checked="" type="checkbox"/>

TRANSFERABLE: Check all courses that are transferable.

The transferable flag is checked off automatically for all courses that were selected from the course drop down list at time of entry. Courses entered manually will need to have the box checked if the course is transferable. In the example below, the course not checked off is not transferable.

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS			
Spring	2018	Sophomore	Completed			
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE
ENGL1A	Introduction to	English	3	00	A	<input checked="" type="checkbox"/>
MATH000D	Intermediate A	Mathematics	5	00	C	<input type="checkbox"/>
COMM1	Fundamentals	Communications	3	00	B	<input checked="" type="checkbox"/>
KIN54	Modern Dance	Dance	0	50	P	<input checked="" type="checkbox"/>
PSYC100	General Princip	Psychology	3	00	B	<input checked="" type="checkbox"/>

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

[+ Add A Course](#) [+ Add A Semester](#) [Cancel](#) [Save](#)

Tips for determining course transferability:

- California Community College students can use ASSIST.org to view CSU transferability.
- Course numbering system on the back of the transcript or in course catalog often indicates college level, bachelor degree applicable courses.
- CCC course catalog may indicate CSU in the course description.
- Does not include college preparatory or remedial level coursework.
- Check with transfer counselor at community college

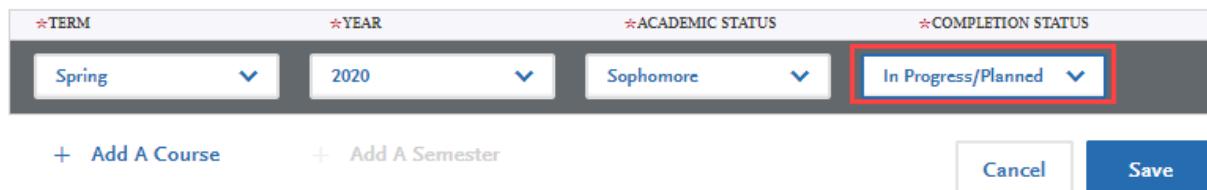
Select “Save” once all courses for the term have been entered.

Verify all courses for the term are listed with the correct credit, grades and transferable status before saving.

If you are unable to select ‘Save’ double-check entry, making sure all fields for each course entry have information, including the Subject field and the Credits fields.

Select “Add A Semester” to add courses for another term. Repeat steps until all terms have been entered.

For terms that are in-progress or planned, select In Progress/Planned in the drop down box in the term header. Grades are not required for in progress or planned terms.



TERM	YEAR	ACADEMIC STATUS	COMPLETION STATUS
Spring	2020	Sophomore	In Progress/Planned

+ Add A Course + Add A Semester Cancel Save

Review entry and compare to transcript. Make sure to enter ALL courses with correct unit and grade values. This includes non-transferable courses, withdrawals and repeats.

Verify the Transferable box selection for all transferable courses, regardless of grade entered.

No changes can be made to coursework entry once you submit your application.

After entering and verifying course entry for a college, return to the Transcript Entry tile by selecting it from the list to the left of the screen.

Select the next institution to enter. Repeat until all college coursework has been entered for all required institutions. Each institution should have a fully green status bar and check mark.

Once all coursework has been entered you can preview your Transfer GPA by selecting Calculate my Transfer GPA at top right of the Transcript Entry page.

Repeats and Academic Renewal

For admission purposes, the CSU honors “the grading policies of the institution where credit was earned by accepting official transcript entries including those reflecting academic renewal, repeat, and incomplete grades” ([Admission Handbook 2020-2021](#)).

If transcript identifies the course as repeated and excludes course from institution GPA, enter a grade of RP. This applies to district transcripts that may include repeats at different colleges within the district and note them on one transcript.

Do not mark repeats for in progress courses. If a repeat is in progress, the original grade is reported.

Fall 2017 Freshman						
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE
ENGLA100	Freshman Composition	English	3.00	A	A	<input checked="" type="checkbox"/>
ARTA130	Painting 1	Art	3.00	B+	B+	<input checked="" type="checkbox"/>
MATHA140	Business Calculus	Mathematics	4.00	RP	No	<input checked="" type="checkbox"/>
FREN1180	Elementary French 1	Foreign Languages	5.00	W	No	<input checked="" type="checkbox"/>

[+ Add A Course](#) [+ Add A Semester](#)

Spring 2018 Freshman						
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE
HISTA18	Western Civilization 1	History	3.00	A-	A-	<input checked="" type="checkbox"/>
MATHA140	Business Calculus	Mathematics	4.00	B	B	<input checked="" type="checkbox"/>

[+ Add A Course](#) [+ Add A Semester](#)

If your college offers academic renewal, use a grade of AR for courses noted as such on the transcript.

Fall 2017 Sophomore						
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE
BIOL130	Marine Biology	Biology	4.00	AR	No	<input checked="" type="checkbox"/>
MATH140	Calculus with Analytic	Calculus	5.00	AR	No	<input checked="" type="checkbox"/>
COUN110	College Success	Special Topics	3.00	AR	No	<input checked="" type="checkbox"/>