

IN FALL 2012

# CSU

TRANSFERRING TO A



# CHECKLIST

SADDLEBACK COLLEGE  
TRANSFER CENTER



IN FALL 2012

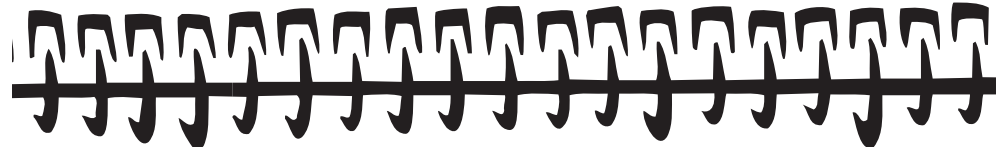
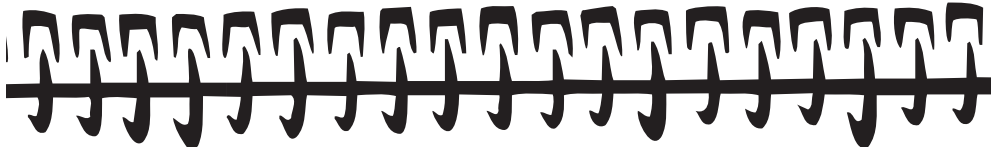
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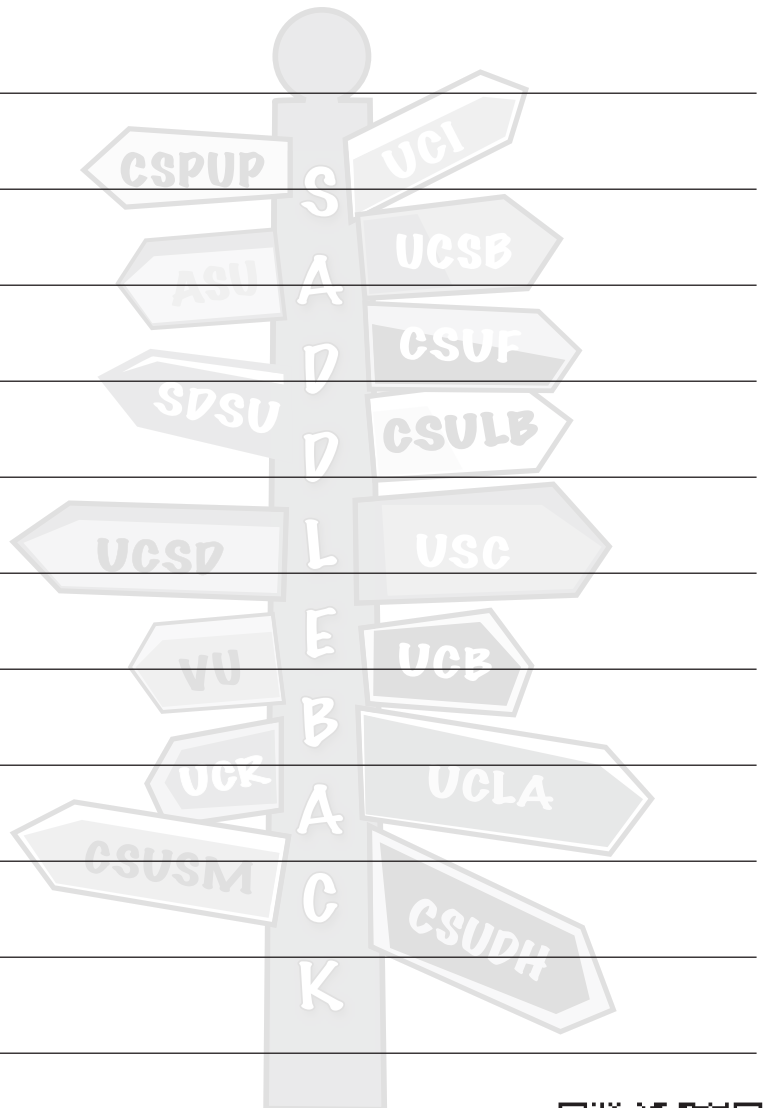
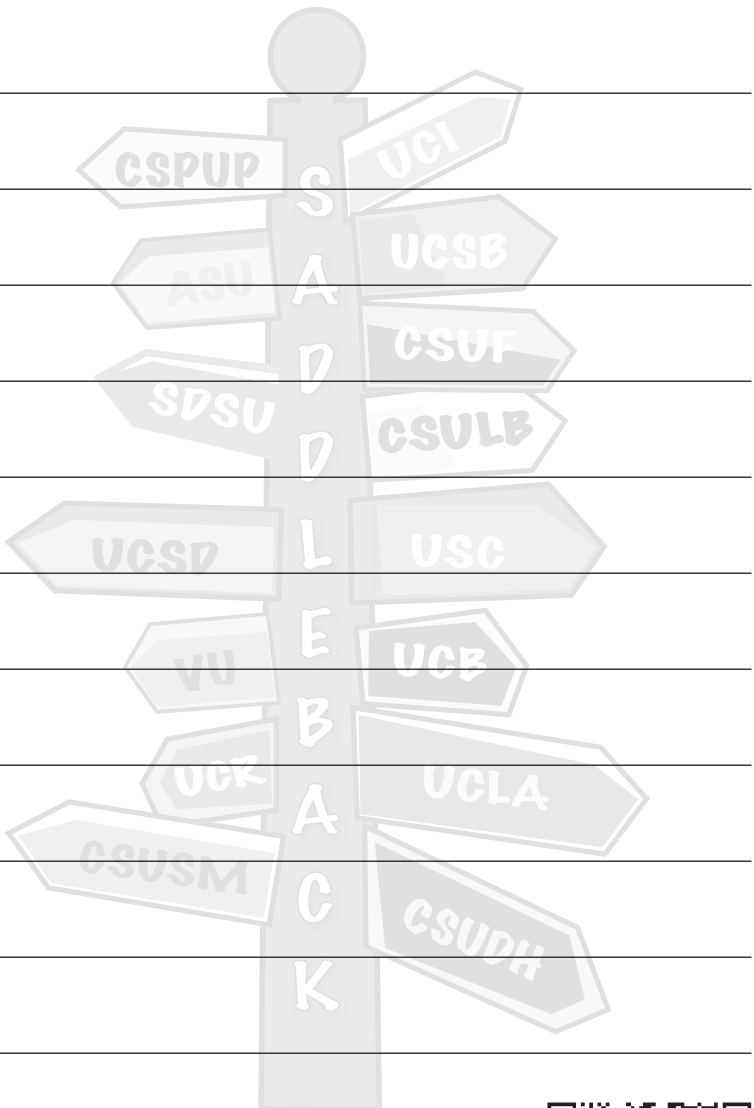


## THINK TRANSFER!

HELPING STUDENTS GET FROM HERE TO THERE

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### TRANSFER CENTER

28000 Marguerite Parkway  
Mission Viejo, CA 92692  
sctco@saddleback.edu  
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## 1. OFFICIAL TRANSCRIPTS

- a. Request official transcripts from all colleges/universities attended. Send transcripts to the Admissions & Records Office at Saddleback College.
- b. Request official Advanced Placement (AP) and/or International Baccalaureate (IB) test scores. Send test results to Saddleback College's Admissions & Records Office.
- c. AP and/or IB Petition form(s), signed by a Counselor, must be on file in Admissions & Records, if you plan on using AP and/or IB scores to fulfill any part of the CSU General Education certification (CSU GE) or CSU IGETC certification.
- d. If you have taken courses from other community colleges (except Irvine Valley College) or 4 year colleges, make a "pass along" appointment with a counselor. Bring a copy of your transcript and course descriptions to your appointment. A counselor will advise you what courses may be used for general education certification.

## 2. SUBMIT YOUR APPLICATION

- a. Submit your online application(s) between **Oct. 1 - Nov. 30, 2011 for Fall 2012 at: [www.csumentor.edu](http://www.csumentor.edu)**
- b. Complete your online application(s) no later than **November 15th**, as the servers can get overloaded.
- c. Attend a Transfer Center workshop to complete your CSU Application: [www.saddleback.edu/transfer/workshops.html](http://www.saddleback.edu/transfer/workshops.html)

## 3. FALL 2011 GRADES

- The CSU will require official transcripts that include **Fall 2011 grades be received by a specific deadline**. Some CSU campuses will ask that you enter your final Fall 2011 grades and/or Spring 2012 courses (work in progress) on an internet site. In either case, follow their request immediately. Visit Saddleback College's Admissions & Records Office for your transcript request form.

## 4. FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

- Beginning **January 1, 2012**, students can apply for 2012-2013 federal and state financial aid using the FAFSA application. The deadline to submit a FAFSA application is **March 2, 2012**. Saddleback College scholarship applications are available online beginning December 2011. Refer to the Financial Assistance Office: [www.saddleback.edu/fao](http://www.saddleback.edu/fao) for scholarship dates and deadlines.

## 5. SADDLEBACK COLLEGE PETITION FOR DEGREE

- Download and file a Petition for Degree to the Office of Admissions and Records between: **December 1, 2011** and **March 1, 2012**. The form is available on the Admissions website: [www.saddleback.edu/admissions/](http://www.saddleback.edu/admissions/)

## 6. PETITION FOR GENERAL EDUCATION CERTIFICATION

- a. Download and file a Petition for Certification to the Office of Admissions and Records. The form is available at the Admissions website. (A transcript request form or online authorization form for online transcript orders must be attached.)
- b. FINAL TRANSCRIPTS: After final exams, check to see that all your grades have been submitted for the semester in progress. Your unofficial grades may be reviewed through MySite. Once you see that all grades have been submitted, visit the Admissions and Records web page and submit a request for a transcript to be sent to the university that you will attend in Fall 2012. (The online request system is the quickest method.) **Be sure to check the appropriate boxes in the "Hold for Certification" section. (Attach transcript request or online authorization form to the Petition for GE Certification.)** **Deadline dates vary from June 10 - July 15, 2012; check with the Transfer Center.**
- c. Be sure to have official transcripts sent from all colleges and universities attended, including Irvine Valley College, to the college/university you will be attending. You may also need to submit official AP and/or IB test scores.
- d. It is VERY important that you apply for lower-division general education (GE) certification (CSU GE or CSU IGETC) and that the last official transcript that is sent to your chosen university contains this certification. Credit for completion of lower-division GE will be certified by the CSU ONLY if this is done.
- e. VERY IMPORTANT! Read your CSU email and check your student portal on a regular basis.

## 7. STATEMENT OF INTENT TO REGISTER/ENROLL (SIR/SIE)

- a. Some CSU campuses require students to submit a Statement of Intent to Register/Enroll (SIR/SIE) with a deposit. Failure to do so by their deadline could result in your acceptance being rescinded. Check your student portal or contact the Transfer Center for further information.
- b. CSU Fullerton requires a grade card if you are taking college math, English, critical thinking or speech in the spring semester and are applying for fall admission. You must submit a grade card for each of these classes. See a Transfer Center counselor for more information.

## 8. ATTEND SADDLEBACK COLLEGE'S TRANSFER CELEBRATION ON THURSDAY, MAY 3, 2012 • 3-5 pm

- To have your name and your college of acceptance included in the Commencement Program, contact the Transfer Center.

As of August 2011, this information is accurate. Please check with the Transfer Center for changes.

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