



**SADDLEBACK COLLEGE  
TRANSFER CENTER**

# CHECKLIST



TRANSFERRING TO A

# CSU

IN FALL 2018

## BEFORE YOU APPLY

- Send **Official Transcripts** from all high schools & colleges attended to the Saddleback College Admissions & Records Department.
- Send **Official AP and/or IB test scores** to the Saddleback College Admissions & Records Department.
- Schedule an appointment with a counselor for one or more of the following pre-application processes:
  - To complete an AP and/or IB petition (if applicable).
  - To review your courses from another college to determine applicability to the Saddleback College General Education (GE) patterns (only if you attended a college other than Saddleback College or Irvine Valley College).
  - To find out if you're eligible for an **AA, AS or Associate Degree for Transfer (ADT)**.
- Check your transcripts and MAP to find out if you have completed or plan to complete your **CSU Golden Four** (Oral Communication, English Composition, Critical Thinking, College Level Math) courses by the CSU Campus deadlines (generally by the end of spring semester for fall admission, check with individual CSU's for specific deadlines).
- Compute your **CSU Grade Point Average** (GPA) by removing grades for any Saddleback or IVC classes numbered higher than 199 (e.g. Math 253, English 300). Classes numbered 200 and 300 level do not transfer to the CSU System. If your GPA is low, consider applying to a non-impacted CSU Campus **and** to CSU Fullerton.

## MONTH TO MONTH CHECKLIST

### OCTOBER 2017

- The **Free Application for Federal Student Aid (FAFSA®)** will open on **October 1, 2017** for the 2018-2019 academic year. Your college expenses will increase after transferring so complete your application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and get a head start on planning for your future expenses.
- Submit your online CSU application between October 1-November 30, 2017 for FALL 2018 admission. The website to apply is [www.calstate.edu/apply](http://www.calstate.edu/apply)
- Reserve a seat at a Transfer Center **CSU Application Workshop** or **CSU Degree with a Guarantee** this month at [www.saddleback.edu/transfer/workshops](http://www.saddleback.edu/transfer/workshops)

### NOVEMBER 2017

- Complete your CSU application before **November 15**, since the CSU servers become overloaded near the end of November.
- The Transfer Center has **CSU Application Workshops** available to provide an overview of the CSU application.
- Participate in the Transfer Center's **UC/CSU Open Labs** in case you want a final check of your CSU application before submitting.
- When you are finished with your application, be sure to print copies & keep a file of your application materials.
- If your final courses for an AA, AS or ADT degree are in-progress this semester, submit your degree petition by going to MySite > My Information > Degrees/Certs/Transfers. You can file your petition (request for degree) between November 1, 2017 – March 1, 2018. ADT deadlines may be sooner than March 1. See a counselor if you're not sure about your eligibility for a degree.

### DECEMBER 2017

- Sign up to attend a **CSU, Now What Workshop** in the Transfer Center.
- Check your email & CSU student portals daily for messages from CSU campuses. Don't forget to check your junk or spam folders just in case.
- Some CSU campuses require an online supplemental application and some majors have separate supplemental application requirements and deadlines. Check your university student portal and your email often for requests to complete supplemental applications and submit them by the deadline.

### JANUARY 2018

- The CSU will require official transcripts that include fall 2017 grades and spring 2018 classes in progress be received by a specific deadline. To order Saddleback College transcripts, go to [www.saddleback.edu/admissions/transcripts#order](http://www.saddleback.edu/admissions/transcripts#order)

## JANUARY 2018 (CONTINUED)

- Some CSU's will require that you enter your grades on an online portal, others will ask for a paper transcript. Follow the instructions of your transfer campus and meet deadlines.
- Remember to check your email, CSU Portals and spam or junk folders often for supplemental applications, deadlines and/or supplemental materials.
- Petition for your CSU-GE or IGETC-CSU Certification this month if you have courses in progress to complete your certification. To petition, go to MySite > My Information > Degrees/Certs/Transfers > Apply for Award > Transfer Certification. Then, choose the transfer pattern you are completing (either CSU-GE or IGETC-CSU).
- If your final courses for an AA, AS or ADT degree are in-progress this semester, submit your degree petition by going to MySite > My Information > Degrees/Certs/Transfers. Visit [www.saddleback.edu/admissions](http://www.saddleback.edu/admissions) for deadlines. See a counselor if you are not sure about your eligibility for a degree.

## FEBRUARY 2018

- Transfer scholarships are available to students transferring to four-year institutions in the fall semester 2018, visit: [www.saddleback.edu/fao](http://www.saddleback.edu/fao) for information and an online application.
- To be eligible for a **Saddleback Transfer Scholarship**, you must have completed at least 24 units at Saddleback College & be enrolled in a minimum of six (6) units in the spring 2018 semester. If you received a transfer scholarship from Saddleback College in the past, you are not eligible.
- Have you completed your FAFSA yet? If not, go online today to complete your application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## MARCH 2018

- The priority filing deadline for FAFSA is March 2, 2018.

## APRIL 2018

- All CSU's notify students of their admission at different times and have varied deadlines for an enrollment deposit. Enrollment deposits range from \$100.00 to \$400.00. If you are admitted, follow the instructions and meet the deadlines of your CSU campus. Deadlines for enrollment deposits can be as early as May 1, 2018 for fall 2018 transfer students.

## MAY 2018

- Send your **Final Transcripts** as requested by individual CSU campuses. Some CSU campuses (e.g. San Diego State) require that you request electronic transcripts from your community college instead of mailed or hand-delivered copies. To request electronic OR paper transcripts, go to [www.saddleback.edu/admissions/transcripts#order](http://www.saddleback.edu/admissions/transcripts#order). You will need to request both Saddleback College and Irvine Valley College transcripts if you have coursework at both institutions.
- Before you send your final transcripts, check your **academic history** on MySite to make sure that your spring 2018 grades & CSU-GE or IGETC-CSU Certification (if applicable) is posted on your transcripts.
- Send AP & IB score reports (when requested) to the CSU you plan to attend before the deadline.
- Congratulations on your CSU college admission...let's celebrate! RSVP for the **Transfer Celebration & Honors Recognition Event** scheduled for Friday, May 11, 2018. Please RSVP well in advance with the name of the college you plan to attend to be included in the Saddleback College commencement program (inclusion in program subject to deadline).
- Saddleback College has a commencement ceremony for students completing degrees & certificates. If you are completing a degree or finished your CSU-GE or IGETC-CSU certification, please participate in the commencement on Thursday, May 24, 2018. For details, visit: [www.saddleback.edu/commencement](http://www.saddleback.edu/commencement)

## JUNE & JULY 2018

- Submit final transcripts as requested by your CSU Campus, participate in campus orientation & registration programs.

## FALL 2018

- Start at your CSU Campus! Congratulations on a successful transfer!

**Please note:** This information is accurate as of 10/2017, please check with the Transfer Center for any updates. The Saddleback College Transfer Center is located in SSC 225B. Call us at (949) 582-4328 or stop by during normal business hours.



# Cal State Apply Applicant Help Center:

[https://help.liasonedu.com/Cal\\_State\\_Apply\\_Applicant\\_Help\\_Center](https://help.liasonedu.com/Cal_State_Apply_Applicant_Help_Center)

## Cal State Apply Customer Service

### GENERAL INFORMATION

For faster service, contact Cal State Apply using the Live Chat feature at the bottom of each page in the help center.

Alternative contacts: 857-304-2087 or [CalStateApply@liaisoncas.com](mailto:CalStateApply@liaisoncas.com)

- Hours of operation: Monday-Friday, 6am-5pm PT.
- They typically provide responses to emails within 2 business days; however, response times can take up to 3 business days when they're at their busiest.
- Be sure to have your CAS ID # (located under your name in the upper-right corner of the application) when contacting Cal State Apply via phone or email.

### SOCIAL MEDIA PAGES

For real-time news, updates, and information: Follow Cal State Apply on Facebook: <https://www.facebook.com/calstate> and Twitter: <https://twitter.com/calstate>

### WHEN YOU SHOULD CONTACT A PROGRAM DIRECTLY

Cal State Apply can assist with application-related questions. For all other inquiries, including the following, please contact your program directly:

- Admission requirements and policies
- Deadline requirements
- Prerequisites
- Supplemental materials
- Requirements regarding the identity of references
- Status of your application after it has been verified
- Admission decisions and interview questions
- Content and duration of a particular school's program

### A NOTE ABOUT ETIQUETTE

Cal State Apply expects all applicants to exhibit professionalism when contacting customer service.



## TRANSFER CENTER

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