Thank you for your interest in applying to Cal Poly!

We have some tips below to help guide you through your application.
APPLICATION LINK

www2.calstate.edu/apply

DEADLINE

Apply between October 1st and November 30th. Cal Poly only accepts undergraduate applicants for the Fall term.

PREFERRED BROWSERS

Google Chrome, Safari, and Firefox.

NEED HELP ON THE CAL STATE APPLY SITE?

Within the application you can navigate to the blue question circle in the upper right corner for detailed instructions. You must disable your pop-up blocker. You can also download the CSU detailed application guide here.

See the international students application guide here.

PREPARING TO APPLY TO CAL POLY

MATERIALS NEEDED

- Have your unofficial transcript(s) from all high schools and colleges (if applicable) that you’ve attended on hand as a guide for entering courses on the application.
- Have your 12th grade Fall and Spring course schedules on hand, as you will be asked to include in-progress and planned coursework on the application.
- Only include courses planned through the end of this school year on your application. Do not include planned Summer 2018 courses, as they are not taken into consideration for our process.
- Our selection process is based on your self-reported information. Do not send us official transcripts unless we specifically request them.
SUBMITTING YOUR APPLICATION TO CAL POLY

Creating Your Account

Sign in or create an account

In Complete Your Profile choose “Undergraduate”, and then “graduating high school or equivalent.” Complete the following questions and follow prompt to next screen.

In Start Your Application, program plans section, enter “Fall, 2018.”

In Select the Programs to Which You Want to Apply complete the box as shown below. Then select your major.

PROGRAM SELECTION

- If you are a current high school student, the “degree level” you are seeking is Undergraduate.
- All applicants to Cal Poly must select a major, undeclared is not an option for our campus.
- Applicants only compete for admission against other first-time freshman applicants applying to the same major.
- Applicants have the option to select an alternate major. Please note: very few applicants are offered admission based on their alternate major.
- Applicants can change their primary or alternate majors until the change deadline for their program. After that, admitted students must wait until the completion of Fall quarter before applying for a major change.

In Review Your Program Selections, review and continue on by clicking “Continue to my Application.”
The four blocks represent the four sections of the application. Click on Personal Information section to begin your application. Navigate with the sidebar if you aren’t prompted to move to the next screen.

Following are details on each of the four sections.

**Personal Information Section**

Complete all sections.

**Academic History Section**

**7TH AND 8TH GRADE COURSEWORK**

- Applicants are allowed to enter coursework from junior high under the following conditions only:
  - For Mathematics, Language other than English, and any additional A–G course that the applicant was given high school credit for on their high school transcript.
  - Applicant must have continued progression in 9th grade. Applicant cannot have repeated the class to receive credit in our process for that course. Examples: If applicant takes Algebra 1 in 8th grade, they must take Geometry in 9th in order to use that Algebra course. If applicant takes Spanish 1 in 8th grade, and then takes Spanish 1 in 9th grade they cannot use that Spanish 1 course.
  - Applicant will enter this coursework in the 9th grade section and will enter the grade earned for that course.

<table>
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<th>COURSE TITLE</th>
<th>FALL</th>
<th>SPRING</th>
<th>COURSE TYPE</th>
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</thead>
<tbody>
<tr>
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<td>A</td>
<td>B</td>
<td>None</td>
</tr>
<tr>
<td>8th Spanish 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>A</td>
<td>None</td>
</tr>
</tbody>
</table>

9th Grade 2012-2013 at Templeton High School
SUBMITTING YOUR APPLICATION TO CAL POLY (CONT.)

Academic History Section (Cont.)

HIGH SCHOOL COURSE ENTRY

• Not sure which A-G area your course falls under? Look it up here on the UC Doorways A-G course list.
• Have you taken AP, IB, or Honors courses? Be sure to select the appropriate option from the dropdown menu of course type. For all other courses, select “None”.
• Be sure to enter all 12th grade coursework as either “In Progress” or “Planned” to get credit for those semesters.
• Enter all failing grades for courses unless you have successfully repeated the same exact course at the same institution and your transcript reflects this accordingly. In this scenario, you will only report the passing grade.
• If you are currently retaking a failed course with an in-progress or planned course, you must report the failing grade.
• Remember: You are being given consideration for all 12th grade courses you indicate as planned! Dropping reported Spring coursework later could have an impact on your admissions status.
• Does your school operate on a true trimester system where you receive 3 grades per course? If so, go ahead and select trimester as your term type. You will notice that the application will not give you a full year’s worth of credit in the A–G course Matching Tile. That is okay. Our system will know to give you the appropriate credit when we upload your application. If your school operates on a trimester system where you only get two grades per course, you will select semester as your term type.
• Did you take an A–G course over the Summer and receive two grades? You will need to enter TWO rows for that course, in order to enter in both grades under the Summer terms.
• For applicants who do not have two semesters Electives, you may fulfill the one year requirement by entering one semester of US Government and one semester of Economics (if 4 semesters of Social Science have already been completed). Should the applicant not have US Government and Economics, the applicant may report a course entitled “Elective Credit” with two grades of Pass.
SUBMITTING YOUR APPLICATION TO CAL POLY (CONT.)

Academic History Section (Cont.)

COLLEGE COURSE ENTRY

- Using college classes towards your A-G coursework? Important things to remember:
  - Make sure you add the college to your application.
  - The course needs to be entered on the High School Coursework page to get credit for an A-G course.
  - Do not add a second grade if you only took one semester. The system will know to give you one year’s worth of credit as long as you designate it as a college course from the drop down menu.
  - Non A-G college courses can be entered on the college coursework page.
  - Do not enter the course on both high school coursework and college coursework pages, as this is considered double-reporting.

- If you enter college coursework, you will see the prompt below during the “Transcript Review” process under the Transcript Entry tab. Do not worry that it mentions a first bachelor’s degree. That is not an error on your part, it is an automatic prompt. If you have coursework at multiple colleges, you may select the one where you have the most number of units completed, or the most recent units completed.

Transcript Review

Which one of these is your Primary College?

Your primary college is the college or university where you will earn (or have earned) your first bachelor’s degree.

TEST SCORES

- Send us as many ACT and SAT scores as you’d like. We will apply the best score for each area.
- We guarantee all scores for tests taken prior to November 30th, as long as the official scores are received by our office by the application change deadline for your program.
- We will be looking at English and Math for ACT and Evidence Based Reading Writing and Math for SAT.
- College Board institution codes for Cal Poly SLO: (ACT: 0188) (SAT: 4038)
SUBMITTING YOUR APPLICATION TO CAL POLY (CONT.)

Program Materials Section

EXTRA-CURRICULAR AND WORK EXPERIENCE

• Click on your program, then on questions tab.
• Work experience can be paid or not. Internships or volunteer programs are absolutely applicable to this section.
• Examples of applicable extra-curricular activities may include (but are not limited to) the following: sports teams, official clubs, FFA programs, First Robotics and marching band.
• There is no area on the application to give details regarding these activities. It is simply quantified into hours per week, with an indication of leadership roles and major relatedness.
• Cal Poly reserves the right to request additional documentation to verify your responses if needed.

Supporting Information Section

• Responses in the “Achievements” section will not be considered for admissions purposes at Cal Poly.
• Educational Opportunity Program applicants submit recommendations in this section.

PAYMENT

• You must pay the $55 per campus application fee at the time you submit, unless you qualify for an application fee waiver.
  ○ The application will notify you automatically whether or not you qualify for a fee waiver at the time of submittal.
  ○ The limit is four fee waivers for Cal State Universities. After you have used your four fee waivers, you must pay the $55 per campus application fee.
  ○ If you do not currently own a credit card, the system will accept a pre-paid credit card.
GENERAL TIPS

• Questions about what “residency” means? Read more here.
• You will use Cal State Apply to apply to all California State University (CSU) campuses.
• You must select all campuses and programs you wish to apply to.
• You must enter a social security number (SSN) if you have one. Omit the dashes.
• Enter your SSID and/or campus ID number if you have one. This is optional.

AFTER YOU SUBMIT YOUR APPLICATION TO CAL POLY

CHANGES

• Last day for application changes is January 15th. Applicants to Music or Art and Design have a January 1st deadline for changes.
• Things we will change for Freshmen: primary or alternate majors and biographical information, and new test scores.
• Things we will not change: coursework or grade errors.
• Read more about our policies and submit change requests here.

DECISION TIMELINE

• All applicants will be notified of their admission status by April 1st.
• International (or internationally educated) students must have all required documents submitted by the deadline of March 1st, in order to receive an admissions review and timely decision.
• For details visit the Cal Poly Admissions site.

APPLICATION STATUS

• Cal Poly will update your MyCalPoly Portal in live time. That’s the first place you will see a decision. Make sure you are routinely checking it.
• Portal access issues? Forgot your password? Troubleshooting help can be found here.
• We may need additional information or clarification from you before we can make a decision on your application. Please check your email regularly to ensure you do not miss any correspondence from Cal Poly.
ISSUES WITH THE CAL STATE APPLY APPLICATION?

- Email CalStateApply@liaisoncas.com
- Phone 857-304-2087 Monday – Friday between 6 a.m. – 5 p.m. PT
- Be sure to have your CAS ID# when contacting Cal State Apply by phone or email. Your ID can be found in the upper-right corner of the application. Response times can take up to three business days.

QUESTIONS ABOUT CAL POLY’S ADMISSIONS PROCESS?

- Visit Cal Poly’s viewbook
- Call 805-756-2311 Monday – Friday between 12 p.m. – 5 p.m. PT
- Email admissions@calpoly.edu