To fill out the CSU Online Application, go to [www.csumentor.edu](http://www.csumentor.edu).

The deadline to fill out and submit the CSU Online Application is:

**For FALL 2015 transfer—October 1–November 30**

Be sure to have your unofficial transcripts handy from ALL colleges and universities you have attended.

Please read through the CSU Online Application very carefully and make sure that you answer all questions accurately.

Have a copy of the CSU GE-Breadth Requirements handout when filling out the application. It is the blue sheet available in the CRC Counseling Office and the CRC Transfer and Career Center.

If the major and/or CSU campus you are applying to is IMPACTED, you may need to complete a supplemental application. Check the website of the CSU you are applying to for this information and any important deadlines.

**If you have questions, you can stop by the Transfer and Career Center, L217 or call (916) 691-7479.**

### Creating Your Account

- Go to [www.csumentor.edu](http://www.csumentor.edu).
- Click on the “Apply Online.”
- Click on “Undergraduate Admissions Application.”
- Next click on the box for the term that you are applying for.
- If you are a new user, click on “Create an Account.”
- Fill in all pertinent information. Create your own username and password. Make sure you write this information down to allow yourself to login and out of your account.
- After you create your account, you will be taken to the “Application Manager.” Find the school you would like to apply to and start your application.

***PLEASE NOTE THAT IF YOU ARE HAVING TROUBLE CREATING AN ACCOUNT:*** Often times this is due to the fact that the XAP system recognizes your email address. The Los Rios Application and CSU Application both use the XAP system. You can try to recover your username and password by clicking “Can’t log on? Forgot your username or password?” If that doesn’t work, you may need to use a different email address or create a new email address and use that email to create a new CSU Online Application account. That new email account maybe used by the CSU you apply to send messages related to your application. **Be sure to check your email account regularly.***
In the “Entry Status” portion of the Enrollment Information section, as an upper division transfer student be sure to indicate that you will have **60-89.5 semester transferrable units**. This will grey out the High School Preparation portion later on in the application that you will **not** need to fill out as an upper-division transfer student.

Under the **College Information** section of the application, enter all colleges/universities that you have attended or will attend, dates of attendance, the term type (e.g.: semester/quarter), the number of **transferrable** units you have completed to date, the number of **transferrable** units you have attempted to date, your cumulative (overall) **transferrable** GPA, the number of grade points you have earned in your **transferrable** course, if you will receive an AA/AS degree, and your fee status. Click on “Add a College” and in the pop-up box fill in all pertinent information outlined above. Finally, click on “Add College” to add the school to your list.

Generally speaking, 300-level course within the Los Rios Community College District are the TRANSFERRABLE level courses/units.
Under the Transfer Information section enter your transfer GPA. To calculate your transfer GPA you will want to total up all transferrable Units Attempted (UA) and separately total up all the transferrable Grade Points (GP). You will divided your total transferrable Grade Points by your total transferrable Units Attempted to get the GPA.

\[
\text{Total Transferrable Grade Points} \quad = \quad \text{GPA} \\
\text{Total Transferrable units Attempted}
\]

Example: \(150 \text{ GP} \quad = \quad 3.00 \text{ GPA}\)

For this section, answer “YES” to this question if you will be obtaining an Associates Degree for Transfer (ADT, AA-T, AS-T) by of the end of Spring 2015 for a Fall 2015 transfer. There are certain majors that are consider Associate Degrees for Transfer. For more information about CRC’s AA-T/AS-T go to: www.crc.losrios.edu/transfer.

Click on the “Associate Degrees for Transfer” link on the left-hand side of the screen to view more information.

If you are not pursuing an AA-T/AS-T, then answer “NO” and continue to the next page.

In addition, you must also indicate if you are eligible to re-enroll at all institutions previously attended. Choose either “Yes” or “No.” If “No” explain the reason you cannot re-enroll in the space provided.

Click on the Community College you will be obtaining your AA-T/AS-T from. In the pop-up box, indicate the major in which you are getting your AA-T/AS-T. Next click “continue to the next screen.” Put the dates attended, units completed, and the anticipated degree date, then click “save information.”
For this section, you will include Fall 2014 course in-progress and planned courses for Spring 2015. Click on “Add a Course,” then pick the college, term, and year for the course you are in-progress in/plan to take. Find your course on the list provided then click “Add Course.” If you don’t see your course on the list, go to “Click here if your course is not in the list below.” You will have to manually add your course to the application.

In this section, you will have to add the courses you completed, when & where you completed them, and the grades you earned for your A1, A2, A3, & B4 requirements. For this portion you will want the CSU GE Breadth Requirement handout in front of you, so you can refer to it. This is the blue sheet that you can get in the CRC Transfer and Career Center or CRC Counseling Office. Click on “Add” on the right hand side of the screen. Fill in the College, Term, and Year that you completed the course, then click “Next.” Find your course on the list provided, then click “Add Course.”