

2024-25

# Academic History Update Guide for Transfer Applicants

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# About the academic update

After applying to the California State University (CSU), transfer applicants should update their academic history in [Cal State Apply](#) to ensure the CSU campus(es) they applied to have their most recent grades and courses. The academic update includes the ability to edit the Colleges Attended, College Coursework, General Education and standardized test sections within the Academic History quadrant of your Cal State Apply application.

**The academic update in Cal State Apply can be completed between January 5, 2024 and January 31, 2024.**

As part of the academic update, you will be able to:

- Update any courses that have a status of In Progress/Planned, including fall courses or updating grades for repeated courses or Academic Renewal
- Edit course grades and transferable flags on any prior coursework
- Add new colleges and coursework, if needed
- Add/update Standardized Test scores, if needed
- Add/update courses matched to a prerequisite

## Academic Update Abilities

ABILITY TO UPDATE?	YES	NO
Fall 2023 in progress coursework grades	X	
Spring 2024 planned coursework grades	X	
Spring 2024 planned coursework*	X	
Winter 2024 planned coursework*	X	
Completed course title and course number prior to fall 2023		X
Completed coursework grades prior to fall 2023	X	
Repeated or Academic Renewal (AR) course grades	X	
Transferable flags	X	
Standardized test scores		X
Courses matched to a prerequisite	X	
Courses used to meet General Education	X	

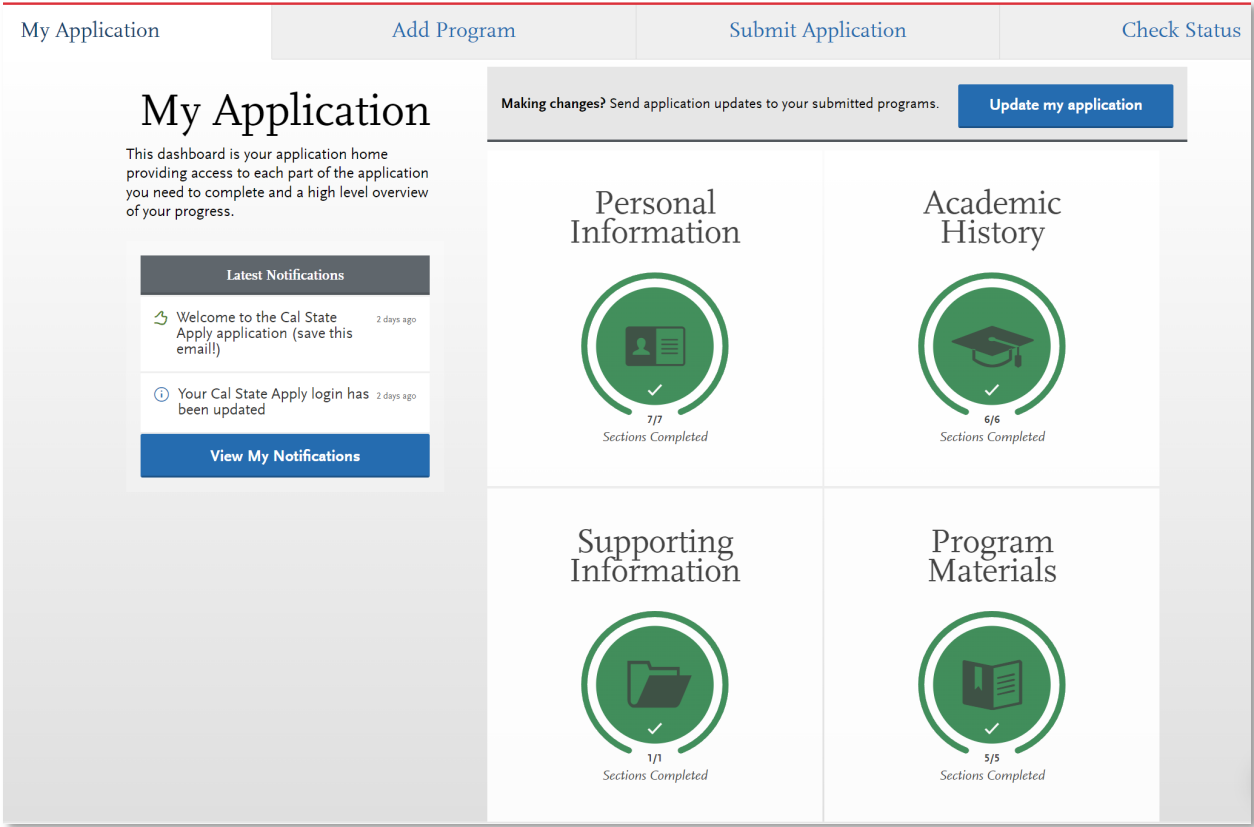
ABILITY TO ADD?	YES	NO
New colleges attended	X	
New coursework to an in progress term	X	
New coursework to a completed term	X	
Standardized test scores	X	
Courses matched to a prerequisite	X	
New term (semester, quarter, trimester)	X	

ABILITY TO DELETE?	YES	NO
Fall 2023 in progress coursework	X	
Spring 2024 planned coursework*	X	
Winter 2024 planned coursework*	X	
Completed coursework prior to fall 2023		X
Transferable checkmark for a course	X	
Standardized test scores		X

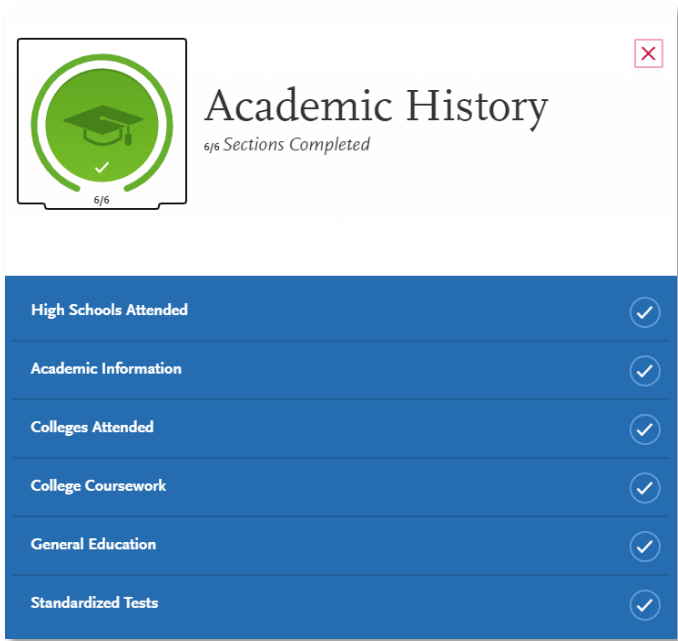
\*If you accidentally change a term's completion status from "in-progress" to "completed" you can no longer change the term's status back to "in progress" or delete courses from that term. **Be sure to double-check your entries before saving to ensure courses and grades are updated in the correct term.**

# Getting started

To begin, [login](#) to your Cal State Apply account.



Then, click the Academic History quadrant.



## Updating colleges attended



To update last semester attended date or add a new college attended, click Colleges Attended and following the instructions below to make necessary edits.



### Updating last semester attended

To update your last semester attended, click the pencil icon.

If you are still attending the college or university, check the box **“Check if you are still attending this college or university.”**

**CYPRESS COLLEGE**



September 2022 - Still Attending | Semester System | Associate of Arts and Sciences Degree Expected: May 2024

### When did you attend this college or university?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

\* First Semester

Fall
 August
 2022

\* Last Semester

Semester
 Month
 Year

☒ Check if you are still attending this college or university

You will need to update your dates of attendance for a college in order to add the **current/upcoming spring coursework**. To add a Last Semester attended, select the term, month and year from the drop down.

### When did you attend this college or university?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

\* First Semester

Fall
 September
 2022

\* Last Semester

Fall
 December
 2023

☐ Check if you are still attending this college or university

### Saving your changes

When you are done entering all updates, click Save.

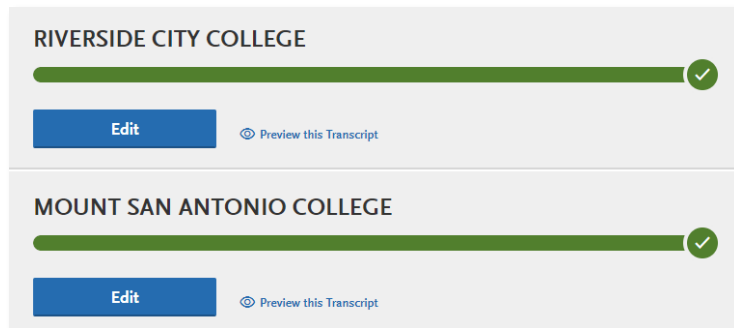
# Updating your College Coursework

To update fall grades or make changes to previously entered grades (e.g. repeated courses, Academic Renewal), follow steps 1-3 below and then read the next sections of this guide for more instruction.

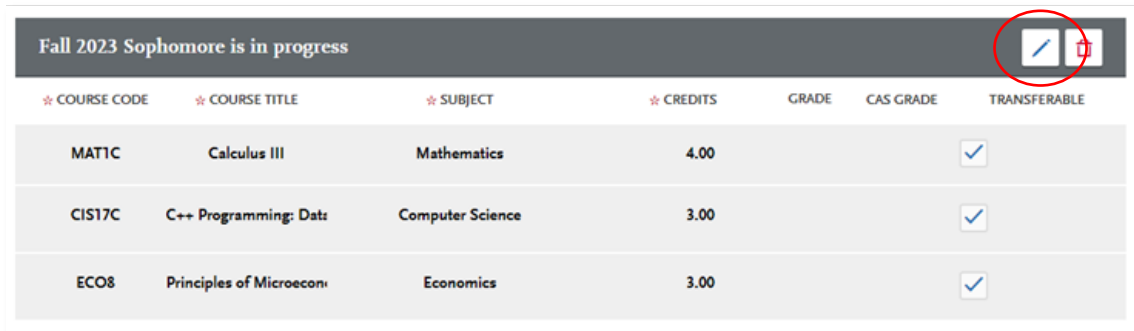
1. Select College Coursework.



2. Click Edit for the college that needs updates.

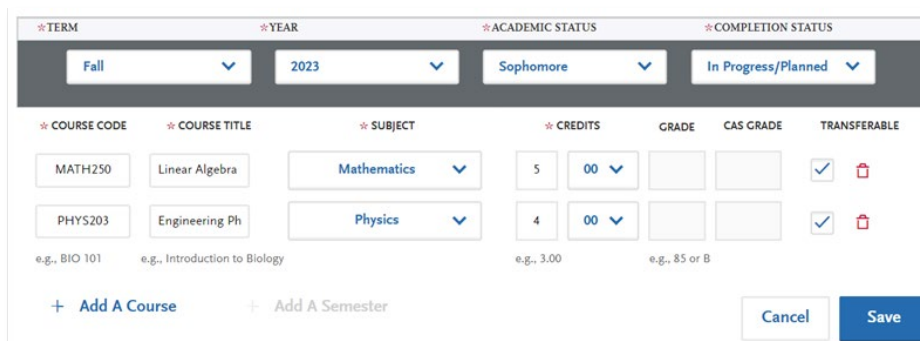


3. Select the pencil icon to edit a term.



## Updating fall grades

To update fall grades, follow steps 1-3 above. Then, change Completion Status from In Progress/Planned to Completed. This will then unlock the Grade fields to allow you to enter grades for each course. Be sure to click Save for each term you edit.



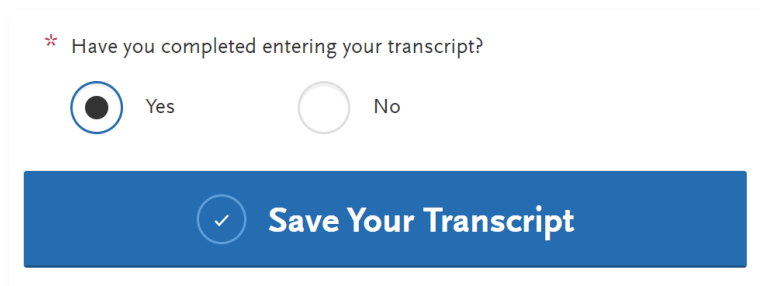
## Updating grades for repeated courses or Academic Renewal

For completed terms, you are able to update grades to reflect repeats (enter a grade of RP) and Academic Renewal (enter a grade of AR), and add additional courses. **NOTE: Courses previously entered as Complete cannot be deleted.**

## Saving your changes

Be sure to double-check your entries before saving to ensure courses and grades are reported in the correct term. Once you update and save a term's completion status from "in-progress" to completed" and report grades, you can no longer change the term's status back to "in progress" or delete courses from that term. You may continue to update your course grades.

When you are done entering and reviewing all updates, select Yes and then click Save Your Transcript.



A screenshot of a web form with a white background and a light gray border. At the top, there is a red asterisk icon followed by the text "Have you completed entering your transcript?". Below this text are two radio button options: "Yes" and "No". The "Yes" radio button is selected, indicated by a black dot in the center of the circle. Below the radio buttons is a large blue rectangular button with a white checkmark icon on the left and the text "Save Your Transcript" in white.



# Updating General Education

General Education

✓

When changes have been made to the Colleges Attended and/or College Coursework sections of your application, you must also go back into the General Education section, review, and click Save and Continue to successfully complete your academic updates.

**General Education**

**Area A - English Language Communication and Critical Thinking**

\* A1 Oral Communication

COMM10 - Elements of Public Speaking (A)

☐

Opt Out

\* A2 Written Communication

ENGL1 - Reading and Composition (A)

☐

Opt Out

\* A3 Critical Thinking

COSA2 - Critical Thinking Using Computers (A)

☐

Opt Out

**Area B - Scientific Inquiry and Quantitative Reasoning**

\* B4 Math Concepts/Quantitative Reasoning

MATH70 - Second Calculus Course (A)

☐

Opt Out

Save and Continue

# Updating Standardized Tests

Standardized Tests

✓

If you have new standardized test information to enter, click the Standardized Tests tab and enter it accordingly.

**AP (Advanced Placement) – AP Chemistry**  
Test taken: 12/12/2022

**CLEP (College Level Examination Program)**  

Add Test Score

**IB (International Baccalaureate)**  

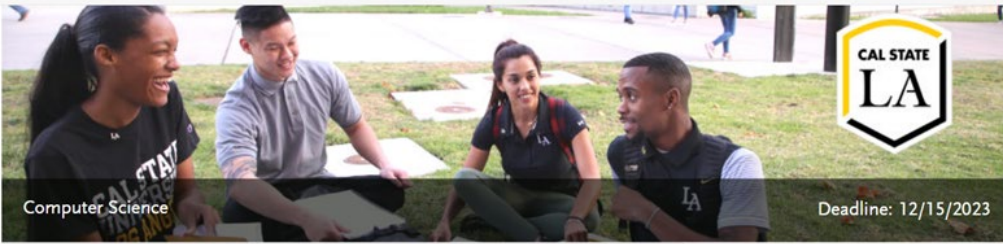
Add Test Score

+

 Add a Standardized Test

## Updating Prerequisites (if applicable)

For campuses that are using prerequisites as part of their application, once you update your grades in the college coursework section, it will automatically update grades in the prerequisite section provided the coursework has been matched to the prerequisite. If it is not, you can match the appropriate course to the prerequisite. If you add additional coursework in your academic update, you can also add course(s) to the prerequisite section.



[Home](#)
[Questions](#)
[Prerequisites](#)

### Prerequisites

REQUIRED: Introduction to Programming I

Save and Exit

CS 2011 - Introduction to Programming I or equivalent including California Community College CI-D COMP 122 courses

Minimum Credits 4 | Minimum Grades 2

LONG BEACH CITY  
COLLEGE Transcript 2

CERRITOS COLLEGE  
Transcript 0

Standardized Tests 0

Fall 2020					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
	COMM10	Elements of Public Speaking	Communications	3.00	A
	HIST11	History of Modern America (Reconstruction-Present)	History	3.00	A
	POLSC1	Introduction to Government	Political Science	3.00	B
	PSYCH1	Introduction to Psychology	Psychology	3.00	A
	CS22	Data Structures and Algorithms	Computer Science	3.00	A

## How to be sure your application is updated

Once you have completed and saved your updates within each section of the application, you are done with your academic updates.

You will see an “Update my application” button above the four quadrants on your application. You do not need to click this button for the updates to be sent to the campus(es) in which you applied. As long as you’ve saved your transcripts as instructed above, your information will be updated.

**Making changes?**

Send application updates to your submitted programs.

**Update my application**