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To: CSU Presidents
From: Allison G. Jones 
Subject: Re-Routing of CSU Eligible Applicants

The California State University is continuing to face increased enrollment pressures over the next ten years, and campuses will face considerable challenges as they seek to provide access to all students. As more CSU campuses declare campus impactation and more students apply to the CSU, it may not be possible to accommodate all CSU-eligible applicants at their first-choice campus. Even campuses that are not impacted are closing admission categories earlier, leaving fewer options for applicants. As an example, eight CSU campuses stopped accepting admission applications on November 30, 2004 for fall 2005 from first-time freshmen and upper division transfer students, and three additional campuses stopped accepting applications from first-time freshmen between November 30, 2004 through February 28, 2005.

On April 30, 2004, Chancellor Charles B. Reed sent a memorandum to CSU campus presidents announcing Executive Order No. 903 *Revision to the Policy Governing the Electronic Admission Application Submission to CSU and the Redirection of Unaccommodated Applications*. As originally designed, redirection occurred when a campus received an application for an admission category or major that was closed or when the applicant to an impacted admission campus or major did not meet the supplementary admission criteria for that campus or major. Because redirection as originally envisioned was no longer effective in the current environment, Executive Order 903 implemented a new policy for admission applications to closed or impacted admission categories that became effective October 1, 2004. Under this new policy, applicants who apply electronically are notified by CSUMentor that they have applied to an impacted campus or major and are encouraged at the time to apply to one additional CSU campus that is not impacted with no additional application fee.

While this policy encourages students applying to an impacted campus to apply to a second campus at the time of application, many students do not follow this advice. Many students who are CSU-eligible but who do not meet an impacted campus' supplemental admission criteria will be denied admission. By the time CSU-eligible applicants to

impacted campuses receive notification that they have been denied admission, they need additional guidance and support in applying to campuses that continue to accept applications.

In order to ensure further that all CSU eligible applicants have access to a campus in the CSU, a new process called “re-routing” has been established. Effective for students applying for admission to the fall 2005 term, CSU-eligible students denied admission to an impacted campus will be encouraged to authorize the transfer of their admission application to a campus that is still accepting applications at no additional cost. Because the student has met CSU admission eligibility requirements, the student can be assured that s(he) will be accepted for admission to the campus to which they “re-route” their admission application.

After extensive consultation with CSU campus admission officers, campus undergraduate admission offices will implement the following steps when denying admission to CSU eligible applicants for admission.

1. Include in the denial letter (or other communication) language to the affect that:

“Several other CSU campuses continue to admit applicants to their freshman classes for Fall 2005. Information about those campuses and the status of their Fall 2005 admission process is available at www.csumentor.edu/filing_status/reroute.asp. Using the “Application Reroute Request” feature of this page, select the campus to which you would like your application file to be sent.

Your CSUMentor application will be forwarded (re-routed) to the admission office of the campus that you have selected. You will become a candidate for Fall 2005 admission at that campus. No additional application fee is required.

CSU campuses close their admission categories as soon as enrollment targets are reached. Therefore, it is important to request that your application be re-routed to another CSU campus as soon as possible.”

2. At the same time, campuses that deny eligible students will need to provide the CSUMentor vendor with an Excel file, which includes the name, social security number and CSUMentor confirmation number (if available) of each denied, but apparently CSU eligible, applicant. A screen shot of the new “re-routing” module is provided on the next page.

Home > Application Controls > Application Processing > Reports > Outreach > Preferences > Help

Application Processing

+ add page to My Quicklinks
? get help for this page

Redirect Applicants Redirection Logs

Impact Redirection

By entering students below, you will allow them to self-redirect to a campus of their choice among those still accepting applications.

Impact Redirection

Enter confirmation number(s) and/or Social Security number(s) (###-##-####) -- one per line.

Notify above students via e-mail.

3. Upon receiving the files mentioned in #2 above, the vendor will update the CSUMentor file to permit denied CSU eligible applicants to access a special and “hidden” webpage on which the remaining open campuses and programs are displayed. Each identified applicant may select **one** campus and the vendor will forward the CSUMentor file for that student to the selected campus.
4. Unless otherwise requested by the initial campus, the vendor will send an e-mail to each student indicating that her/his CSU application has been forwarded to the campus selected by the student.
5. No additional application fee will be charged, and campus to which the application is re-routed will use payment code “7” to denote the absence of either a fee or waiver.
6. The campus to which the application is re-routed will determine the final admissibility of each applicant.

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As admission pressures continue to increase and more campuses institute admission impaction and other enrollment management controls, it remains important that authentic access be provided to every CSU eligible applicant. We believe that this new “re-routing” process will help to ensure access to all students who seek admission to a campus in the CSU.

Questions regarding re-routing procedures may be addressed to Dr. James Blackburn, Associate Director, Enrollment Management Services at jblackburn@calstate.edu or (562) 951-4726.

AGJ:JCB/jd

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