Transfer Application – Academic History Updates 2022-23

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About the academic update

The academic update includes the Colleges Attended, College Coursework and General Education sections within the Academic History tile of your application, as well as Standardized Tests if needed.

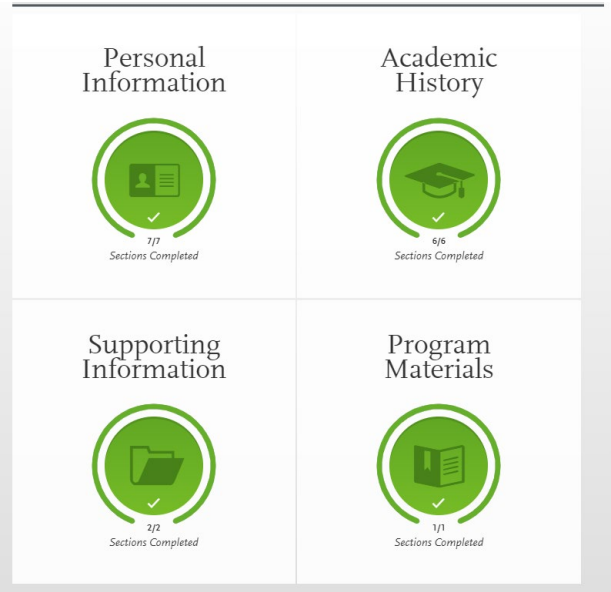
As part of the academic update, you will be able to:

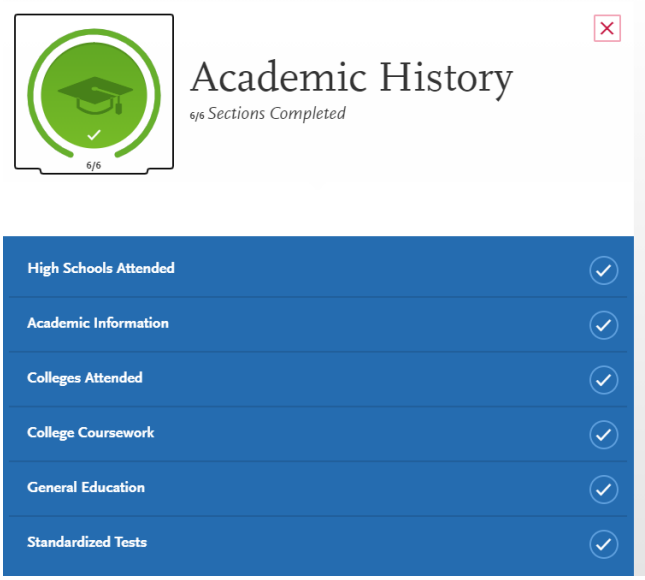
- Update any courses that have a status of In Progress/Planned, including fall courses or updating grades for repeated courses or Academic Renewal
- Edit course grades and transferable flags on any prior coursework
- Add new colleges and coursework, if needed
- Add/update Standardized Test scores, if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

Academic Updates for fall term should be made by **January 31st**.

Getting started

To begin, log into your Cal State Apply account. Then, click the Academic History quadrant.





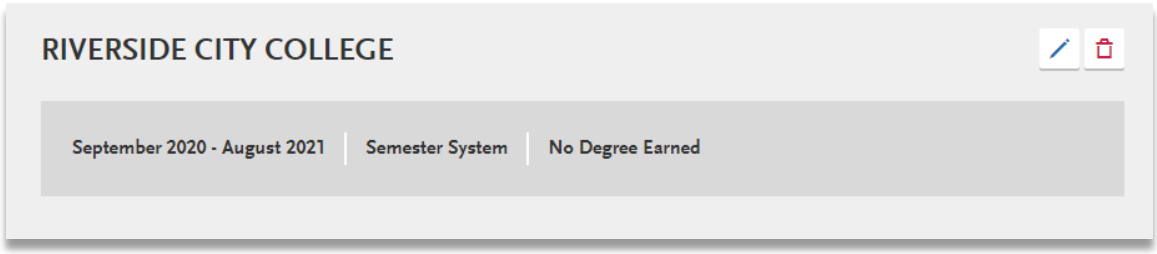
Updated colleges attended

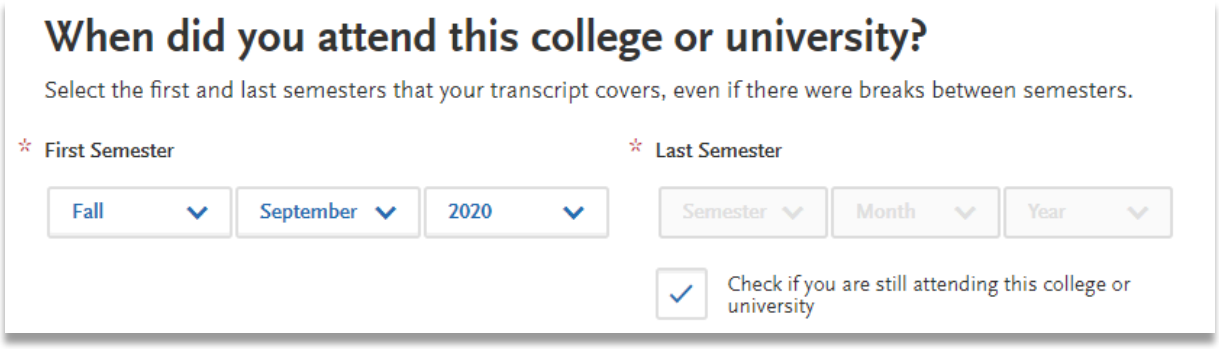
To update last semester attended date or add a new college attended, click Colleges Attended and following the instructions below to make necessary edits.

Updating last semester attended

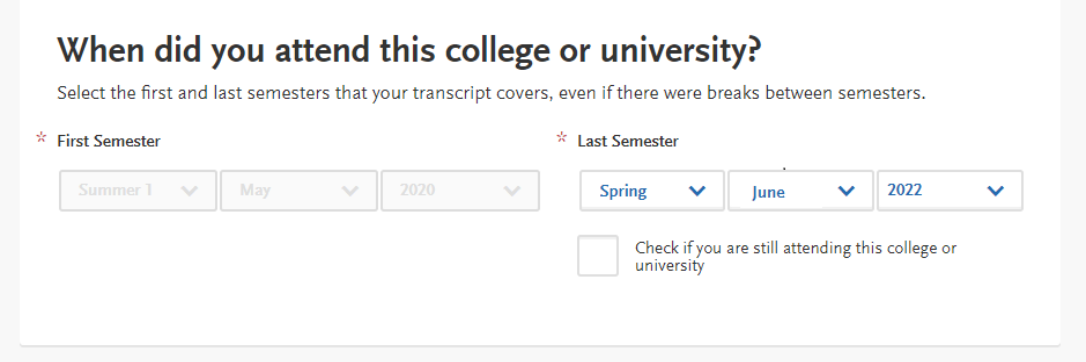
To update your last semester attended, click the pencil icon.

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





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.



Saving your changes

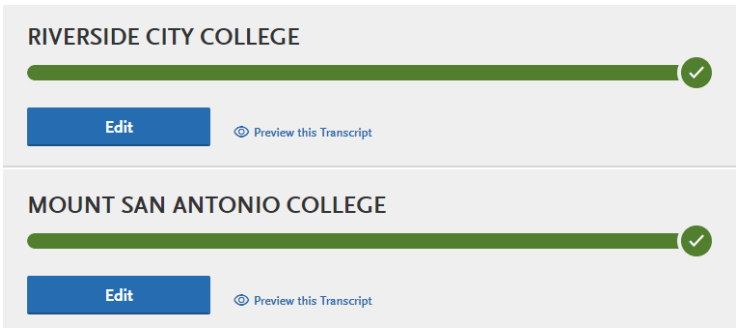
When you are done entering all updates, click Save.

Updating your College Coursework

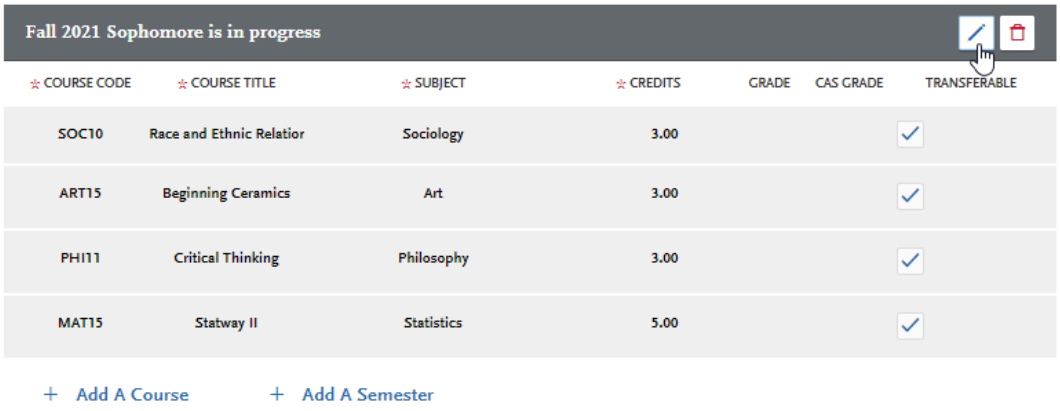
To update fall grades or make changes to previously entered grades (e.g. repeated courses, Academic Renewal), follow steps 1-3 below and then read the next sections of this guide for more instruction.

1. Select College Coursework.

2. Click Edit for the college that needs updates.

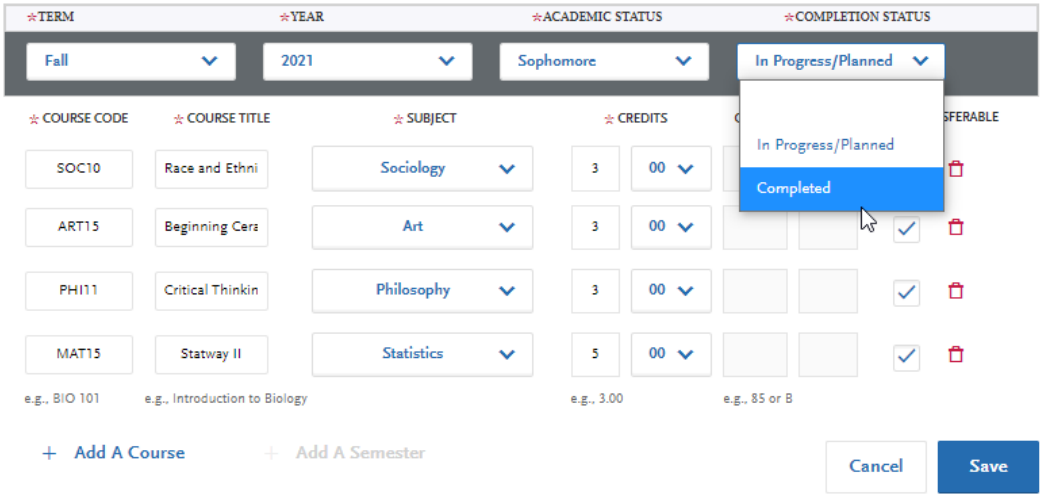


3. Select the pencil icon to edit a term.



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.

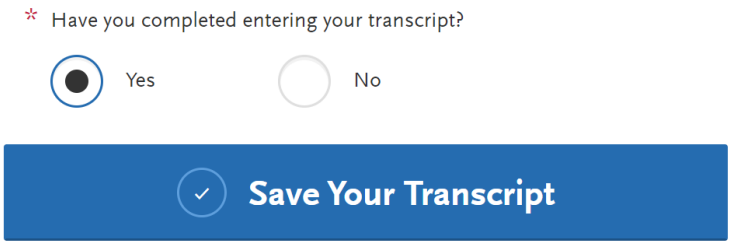


Updating grades for repeated courses or Academic Renewal

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.

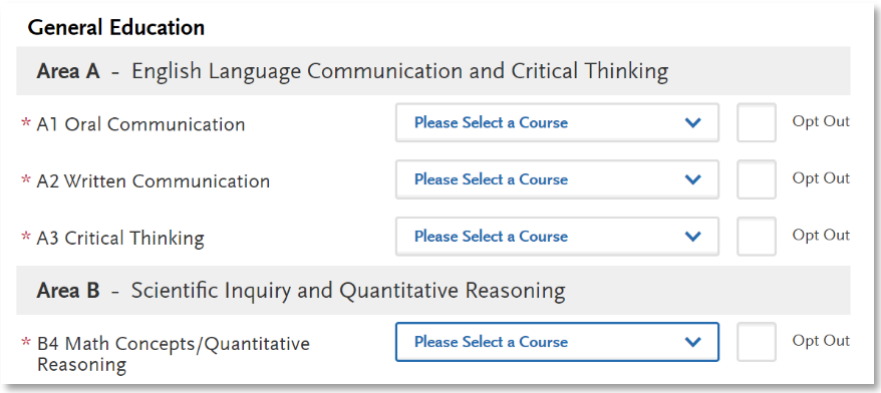
Saving your changes

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



Updating General Education

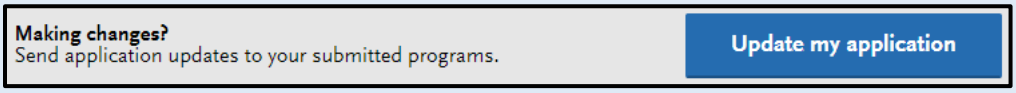
When changes have been made to the Colleges Attended and/or College Coursework sections of your application, you must also go back into the General Education section, review, and click Save and Continue to successfully complete your academic updates.



Updating Standardized Tests

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

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. <u>You do not need to click this button for the updates to be sent to the campus(es) in which you applied</u>. As long as you've saved your transcripts as instructed above, your information will be updated.