

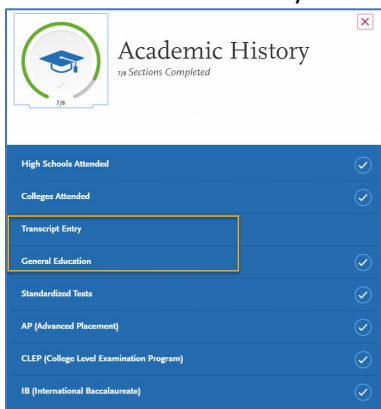
Transfer Academic Update Instructions

Before you Begin

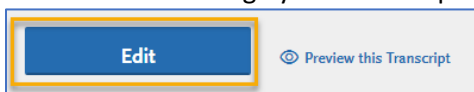
- [Log in](#) to your Cal State Apply Account and navigate to the “Check Status” page to download a PDF copy of your application to review your information.
- Refer to the Transfer Coursework Entry guide in the [Help Center](#) for further information.

Step 1 – Update your College Coursework

- Navigate to the Academic History section of your application.



- Select “Transcript Entry”.
- Select “Edit” under the college you wish to update.



- **You will be able to:**
 1. Update any information for courses that have a status of In Progress/Planned.
 2. Edit course grades and transferable flags on any prior coursework.

TERM	YEAR	ACADEMIC STATUS	COMPLETION STATUS	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	TRANSFERABLE
Fall	2019	In Progress	Completed	ENGL303	Introduction to	English	3	C	C	<input checked="" type="checkbox"/>
				MATH300	Introduction to	Mathematics	3	B	B	<input checked="" type="checkbox"/>
				SOC300	Introductory So	Sociology	3	A-	A-	<input checked="" type="checkbox"/>
				PSYC300	General Princip	Psychology	3	B	B	<input checked="" type="checkbox"/>
				ENGCW433	Writing as a Ho	English	3	A	A	<input checked="" type="checkbox"/>
e.g. BIO 101		e.g. Introduction to Biology		e.g. 3.00		e.g. 85 or E				

3. Add new colleges and coursework, if needed.



If you need to extend your dates of attendance for a college, you will need to contact Cal State Apply Support. Contact at **857-304-2087**; CalStateApply@liaisoncas.com, or chat via the [Applicant Help Center](#).

- Once you have completed your updates:
 1. Navigate back to “Transcript Entry” (on left).
 2. Scroll down to the bottom of the page and answer “Yes” to the question “Have you completed entering your transcript?”
 3. Click on “Save Your Transcript”.

* Have you completed entering your transcript?

Yes
 No

✓ **Save Your Transcript**

The following message will display once your changes have been saved:

Transcript Entry

Congratulations, Transcript Entry is complete.

Your transcript entry has been saved and submitted.

Continue to Next Section

If you entered a college, never attended that college, and would like to remove the college/coursework, you will need to contact Cal State Apply Support. Contact at **857-304-2087**; CalStateApply@liaisoncas.com, or chat via the [Applicant Help Center](#).

Step 2 – Review/Update General Education

- Review your General Education Tile and make any necessary updates.

General Education	
Subject	Selected Courses
Area A - English Language Communication and Critical Thinking	
* A1 - Oral Communication	ENGL303 - Introduction to L... ▼
* A2 - Written Communication	ENGCW433 - Writing as a He... ▼
* A3 - Critical Thinking	SOC300 - Introductory Sociol... ▼
Area B - Scientific Inquiry and Quantitative Reasoning	
* B4 - Math Concepts/Quantitative Reasoning	MATH300 - Introduction to M... ▼
<input type="checkbox"/> I am not adding any General Education courses.	
<div style="background-color: #0056b3; color: white; padding: 10px; text-align: center; margin: 10px auto; width: 150px;"> Save and Continue </div>	

- Once you have completed your updates. Select “Save and Continue”.

Step 3 – Verify Your Updates

- Once you have completed and saved all your updates, you can download a new PDF copy of your application to verify.
- Navigate to the “Check Status Page” and download a new copy of your application.

My Application	Add Program	Submit Application	Check Status
My Programs			
		Application Status	Download Application (PDF)
Biology - Traditional Bakersfield Undergraduate		Complete	↓
Business Administration (Management) at College of Marin - Fall Sonoma Extension		Complete	↓



Notes:

- If you forget an update, you can come back until January 31 to make changes.
- If you forgot to add test credit, add it to the current spring term coursework.
- Some CSU campuses require that you complete their campus specific: supplemental application. Please ensure that you complete both processes. You will receive information directly from the campus about how to complete their supplemental application.