Fall 2019
Transfer Supplemental Application Tutorial
Accessing Your Supplemental Application

The Supplemental Application must be completed by SDSU upper division transfer applicants, including Transfer Nursing and Second Bachelor’s Nursing applicants, and upper division readmission applicants.

The Transfer Supplemental Application is accessible in your SDSU WebPortal account under the Admission Status menu option.

Click here to access your Supplemental Application.
The deadline to complete the Supplemental Application is January 22, 2019. No changes will be accepted after 11:59 p.m. (PST).

Information entered by 11:59 p.m. on January 22, 2019, will be submitted automatically.
Documents You Will Need

Admission decisions are based on the information provided in the Supplemental Application. Please provide complete and accurate information. You will be required to provide information about your overall grade point average (GPA), transfer credits, General Education and Preparation for the Major courses.

Before you start the application, you will need to collect the following documents:

- All college transcripts
- Military transcripts (if applicable)
- Advanced Placement score reports (if applicable)
- International Baccalaureate certificates or diplomas (if applicable)
- General Education Certification Worksheet (if applicable)

You should refer to these documents as you complete the Supplemental Application.
Important Information About the Admissions Process

**SDSU WebPortal**
Refer to the SDSU WebPortal for important dates and updates regarding your admission status. Admission decisions will be available in your Admission Status menu option beginning in March 2019.

**Course Equivalencies**
Visit [www.assist.org](http://www.assist.org) or [www.sdsu.edu/tap](http://www.sdsu.edu/tap) to view information about course equivalencies that may satisfy General Education and Preparation for the Major at SDSU.

**Official Transcripts**
If you are offered admission to SDSU, you will be required to submit official transcripts that verify the information you provided. If there is a discrepancy between your transcripts and the information you provide on the Supplemental Application, your offer of admission may be withdrawn.

**Grade Point Average**
You must maintain the overall college grade point average (GPA) reported on your Supplemental Application throughout the admission process. If you do not complete all in progress or planned courses with grades of “C-” or higher by the end of spring 2019, your offer of admission may be withdrawn. Note: Some impacted majors require grades higher than “C-” in specific Preparation for the Major courses.
### GPA and Transfer Units

#### Web Portal

**Supplemental Application for Fall 2019 Admission**

**Deadline:** 11:59 PM (PST) on January 22, 2019

*Introduction to GPA & Transfer Units* | General Education | Major Preparation | AA-T/AS-T | Summary

**Grade Point Average (GPA)**

Enter your overall college Grade Point Average (GPA) for all transferable units, including fall 2018 grades.

**Tip:** If you have attempted courses from both quarter and semester schools, first convert quarter units to semester units by multiplying quarter units and grade points by 2/3, then proceed with calculating all semester units and grade points using the instructions above.

Transferable units are those that apply to the bachelor’s degree (baccalaureate level) and are not remedial, vocational, professional or technical in nature.

**Grade Point Average (GPA) Formula:**

\[
\text{Grade Point Average (GPA)} = \frac{\text{Total grade points}}{\text{Total units attempted}}
\]

#### Grade Point Chart

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A−</td>
<td>3.7</td>
</tr>
<tr>
<td>A+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B−</td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>2.3</td>
</tr>
</tbody>
</table>

To calculate your grade points, multiply the number of course units by the number of grade points for the grade you earned. Use the chart above and your transcript(s).

#### How to determine units attempted:

- Calculate all transferable units attempted at all regionally accredited colleges and/or universities attended.

#### How to determine Grade Point Average (GPA):

- Divide the total grade points by the total units attempted to get the grade point average (GPA).

- **Tip:** If you have attempted courses from both quarter and semester schools, first convert quarter units to semester units by multiplying quarter units and grade points by 2/3, then proceed with calculating all semester units and grade points using the instructions above.
Military Service Credit

Complete this section to indicate if you have or have not earned military service credit.

If you answered **yes** to this question, you will need to indicate:
- The number of military service credits earned
- Military status
- Military branch of service
- Date of separation (if applicable)

For more information on military service credit, click on “See University Policies.”

Indicate military status.

Indicate military branch of service.

If you have separated from military service, provide date of separation in month and year format.
Advanced Placement

Complete this section to indicate if you have earned Advanced Placement Examination credit. SDSU grants credit toward undergraduate degrees for successful completion of Advanced Placement Examinations of the College Board.

If you answered yes to this question, you will need to indicate the number of credit units earned for Advanced Placement. For more information, click on “See University Policies.”
International Baccalaureate Certificates or Diplomas

Complete this section to indicate if you have completed an International Baccalaureate Higher Level Subject Examination.

If you answered yes to this question, you will need to indicate the number of credit units earned for International Baccalaureate. For more information, you can click on “See University Policies.”
For each institution, enter the total number of transferable units you have completed through fall 2018 and the total number of transferable units you have in progress/planned for winter and/or spring 2019.

The institution(s) displayed reflects the information SDSU has on record for you. If you have attended or plan to attend an institution not currently listed on your Supplemental Application, you will need to add it in this section.

To add a new institution or other examination to your current list, use the Add Institution or Other Examination menu below. Only new institutions and other examinations added using the Add Institution or Other Examination menu will display “Attend From” and “Attend To” dates in the chart below.

To add a new institution or other examination to your current list, use the Add Institution or Other Examination option. Select institution and provide “Attend From” and “Attend To” dates.

After you select the correct institution, click the “Add” button.
General Education

Complete this section to provide information regarding General Education Courses.

Refer to your college transcript(s), Advanced Placement Score Reports (if applicable) and/or International Baccalaureate Certificates or Diplomas (if applicable) to identify courses you have completed or will complete by spring 2019 that fulfill the following courses:

• Oral Communication (A1)
• Written Communication (A2)
• Critical Thinking/Advanced Composition (A3)
• Mathematics/Quantitative Reasoning (B4)

Indicate if you have or have not completed an approved California Lower Division General Education Pattern.

Check the box for any courses that have a similar title to your courses. You must pass these courses with a grade of “C-” or higher for you to be eligible for admission to SDSU as a transfer student.
Create a Custom Course Option

If your General Education “Golden Four” Course(s) does not appear in the expanding list either as an exact match or a similar title, you may enter the “Golden Four” Course under Specify Custom Course.

Once the information is entered, it will appear under your list of courses.

Please make sure to only use the Specify Custom Course option to enter Oral Communication, Written Communication, Critical Thinking/Advanced Composition, or Mathematics/Quantitative Reasoning courses for which no similar title can be found in the corresponding expanding lists.
Preparation for the Major

To complete this section, check the box(es) next to any course(s) you have completed or plan to complete, by spring 2019, that satisfy the course requirements listed.

Refer to copies of your college transcripts in order to provide complete and accurate information.

Visit www.assist.org or www.sdsu.edu/tap to view information about course equivalencies that may satisfy Preparation for the Major at SDSU.
Nursing Applicants Only

Nursing applicants will indicate if they are:

• seeking to continue pre-licensure coursework in pursuit of the BS in Nursing; or

• hold a bachelor’s degree from a regionally accredited U.S. college/university; or

• hold a bachelor’s degree from a regionally accredited U.S. college/university and Associate Degree in Nursing (ADN) or Diploma in Nursing; or

• have completed an Associate Degree in Nursing (ADN) or Diploma in Nursing.

Transfer and Second Bachelor’s students applying to Nursing’s pre-licensed program will be asked to provide information regarding the Test of Essential Academic Skills (TEAS).

All Nursing applicants must answer additional nursing program questions.
Nursing Applicants Only (continued)

- Nursing applicants will provide information on the course attempts, grades, terms and years for Nursing Major Preparation courses.
- Attempts in a course include: enrollment and successful completion of course; enrollment and unsuccessful completion of course, e.g. "F", Fail or No Credit grade; in progress enrollment and planned enrollment.
- Official withdrawal from a course will not count as an attempt in the course, e.g. "W", authorized withdrawal grade.
- If no attempts in a course have been made and there is no in progress or plan to complete the course, indicate such by leaving the fields empty under the appropriate category.
- Course(s) satisfied by Advanced Placement examination credit or International Baccalaureate higher level subject examinations may be indicated in the Grade Earned, In Progress or Planned of the course category using a “Credit/Pass” grade.
- When using Advanced Placement or International Baccalaureate examinations in a course category, use the month and year of the examination to indicate the attempt’s term and year.
Applicants who indicated that they were completing an SDSU major with an approved corresponding Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degree must indicate if they have earned or are on track to complete the AA-T/AS-T degree, by spring 2019. Applicants who respond "yes" must complete additional questions.
Carefully review the instructions for ADT verification options.

- Preliminary verification of the status of your AA-T or AS-T must be received by SDSU no later than **March 15, 2019**.

- Final verification of an AA-T or AS-T being awarded by spring 2019 must be received by SDSU no later than **June 30, 2019**.
Carefully review the information you provided for accuracy. The information contained in your Supplemental Application as of 11:59 p.m. (PST) January 22, 2019, will be automatically submitted. This information will be the basis for your admission decision.

Review all sections including overall college GPA and Transfer Units, General Education “Golden Four” Courses and Major Preparation courses. If you are offered admission to SDSU, you will be required to submit transcripts that verify the information you provided.

### Overall GPA, Transferable Units listed as completed or will be completed by the end of spring 2019

| Self-Reported GPA: | 3.85 |

| Military Service credit: | Yes, 4 units |
| Advanced Placement Examination credit: | Yes, 6 units |
| International Baccalaureate credit: | Yes, 3 units |

<table>
<thead>
<tr>
<th>Institution</th>
<th>Academic Credit Type</th>
<th>Units Earned</th>
<th>Units in Progress or Planned</th>
<th>Units by Institution Total</th>
<th>Institution Semester Units (Including Quarter Unit Conversion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAN DIEGO COMM COLLEGE DISTRICT</td>
<td>Semester</td>
<td>10.00</td>
<td>0.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>GROSSMONT COLLEGE</td>
<td>Semester</td>
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<td>0.00</td>
<td>24.00</td>
<td>24.00</td>
</tr>
<tr>
<td>CUYAMACA COLLEGE</td>
<td>Semester</td>
<td>0.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>SOUTHWESTERN COLLEGE</td>
<td>Semester</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*The “Total Transferable Semester Units by the end of spring 2019” statement above includes any self-reported Military Service credit, Advanced Placement Examination credit, International Baccalaureate credit and institution quarter units which have been converted to semester units.*
The Supplemental Application link will appear in your SDSU WebPortal and will be available for updates until 11:59 p.m. (PST) January 22, 2019.

Don’t forget to print a copy for your records.
Auto Log Out

After 25 minutes of inactivity (no saving or navigation), a message is displayed:

If you answer “Continue,” the timer starts over.

If you answer “No thanks,” you will be logged out of the system and any unsaved information will be lost.

If there is no response and 5 more minutes elapse, you will be logged out of the system automatically and any unsaved information will be lost.
Important Reminders

• Don't forget to print a copy for your records.

• Only use the Specify Custom Course option if you cannot find a course with a similar title in the expanding lists. The Specify Custom Course option would most likely be used for courses taken outside of the California Community College (CCC) system.

• Information entered by 11:59 p.m. (PST) on January 22, 2019, will be submitted automatically.

• Make sure you include ALL your transferable units, including spring 2019 in progress/planned courses.
Important Dates

January 22, 2019 11:59 p.m. (PST): Deadline to complete SDSU Supplemental Application

March 2, 2019: Deadline to file FAFSA (Free Application for Federal Student Aid)

March 2019: Admission decisions available on your SDSU WebPortal

March 23, 2019: Explore SDSU Open House

May 1, 2019: Deadline to submit Intent to Enroll $400 nonrefundable deposit, official transcripts with fall 2018 grades and official test scores

June 30, 2019: Deadline to submit final transcripts with spring 2019 grades

August 2019: New Transfer Student Orientation
Contact Information

Contact your community college counselor for questions about the courses you have completed or plan to complete in spring 2019.

For any additional questions about the Supplemental Application, contact us:

Office of Admissions / Prospective Student Center
Email: admissions@sdsu.edu
Phone: (619) 594-6336
www.sdsu.edu/admissions