



SAN DIEGO STATE  
UNIVERSITY

## Tips for Seniors Completing the CSU Mentor Application

**High School Planner:** Students may enter their academic information in the High School Planner section before actually completing the application. Grades and coursework entered into the CSU Mentor High School Planner **will carry over to the admissions application** when your students are ready to apply for admissions. Students should have their transcripts and test results on hand in order to complete this section.

**Main campus/Off-Campus center:** Students should select the appropriate option. SDSU has an Imperial Valley campus so students need to be careful when selecting which campus they want their application routed to.

**Intended Major:** Students should indicate the major and emphasis/concentration on this section. **All majors at SDSU are impacted.** The application is major so students need to choose carefully when selecting a major. Students are encouraged to review program descriptions for each major before choosing a major and submitting the application.

- Students who are uncertain about their major may select 'undeclared' from the dropdown menu if the campus offers it. Students should only use the category if they are unsure about what field to study. Note: Undeclared is also an impacted major.
- The 'Degree Objective' (BA or BS) needs to match the selected intended major.
- Nursing is a highly impacted major. SDSU requires students to have at least "B" grades or higher in high school intermediate algebra, biology and chemistry with lab courses in order to be considered for the Nursing major.
- SDSU's performing arts majors (Music, Dance and Theatre Arts: Performance) require an audition. Eligible students will be contacted regarding an audition. Auditions are usually held in February and students must pass the audition in order to be admitted to the major.
- **SDSU DOES NOT take into consideration the alternate major on the application,** however some other CSU campuses may. Students should check with individual CSU campuses regarding their policy towards admitting students into an alternate major.

**Entry Status:** A student should select "Graduating high school senior with college credit" if they will earn college units via college-level coursework or AP/IB exams.

**Social Security Number:** Students are asked to include a social security number on their admissions application. If a student has qualified for DACA and subsequently has been issued a SSN please have your student enter that number. If the student does not know their social security number they can leave this section blank, continue completing the application and the campus will assign them a number.

**Family Education and Income:** If your student is applying to EOP or seeking an application fee waiver, the data entered in this section will be used to determine their eligibility for both programs; therefore, the student must submit accurate information.

- Please note this information **is only necessary if the student is interested in EOP and/or the application fee waiver**. For our application purposes, the students must meet the criteria listed in order to be considered independent.
- There may be situations when a student is estranged from their parents. If the student does not have legal paperwork indicating that they are emancipated or someone else has legal guardianship over them, they are considered a dependent of their parent. If they do not have a legal guardian, they should complete the form with the information of the person that is providing support to them. This can be tricky however, because if we request additional documentation, or when it comes to apply for financial aid, they may need to provide tax documentation that shows who is claiming them on their taxes.

**Applying to EOP:** Many students inquire about the definition of “first generation” college student. The technical term of First Generation (FG) means that the parents or guardians have NOT received a bachelor’s degree from a University. **However, here at SDSU, we are using the term FG to mean the parents or guardians have NO college experience at all.** We are advising students to put No College Education for their parent or guardian unless they actually graduated and received a degree from a 2yr or 4 yr. institution. If a student’s parent/guardian has an AA degree from the community college level, we suggest students report that in the application. If your students are unsure if they will be considered for EOP they are still encouraged to apply and the EOP office will communicate further information to the student.

- Students must submit the supplemental EOP application by **November 30<sup>th</sup> as well.**

**Application Fee Waiver:** Students will be asked to provide personal information (ie: family income/size) to submit the request ONCE for an application fee waiver on CSU Mentor. The application will notify students automatically whether they are approved or denied a fee waiver. Fee waivers may be used to apply up to 4 CSU campuses.

- SDSU only accepts the CSU Mentor fee waiver. No other fee waivers (ie: CollegeBoard) will be accepted.
- If a student is denied a fee waiver in the application, they may submit a paper [Request for Application Fee Waiver](#) and fax the forms and additional documentation to the SDSU Office of Admissions at (619) 594-1250.

**Test Information:** Students should enter the date they took the SAT or will be taking it on the application. **Students need to complete the appropriate test score results section according to whether they took the test prior to March 2016, during or after March 2016.** This will be indicated on the SAT section of the application. The form will check to ensure that the date matches the test score results section completed.

- November is the last month for students to take the SAT for SDSU
- October is the last month for students to take the ACT for SDSU
- If a student has taken the SAT/ACT more than twice, they need to either send us an email with the additional test dates and scores or have **the official scores** sent to our office.
- If a student has scheduled an exam for a future date, they will indicate the date of the exam and leave the scores blank on CSU Mentor. Once the student receives the scores, they will email [admissions@sdsu.edu](mailto:admissions@sdsu.edu) (include name and Red ID) to update our office with the scores.
- Students can list CSUMentor as an SAT recipient (CSUMentor code is **3594**) which will allow the scores to be sent to ALL CSU campuses and students to save money.

- Students can use ACT Scores Manager to release their score to additional CSU campuses after they have arranged for a first set of scores to be sent to at least one CSU campus.

**High School Preparation:** Students SHOULD NOT enter the same high school course in more than one subject area section on the application. **Assigning the same course to two or more subject areas could delay processing of their application.**

- If your student has repeated a course by taking the **exact course** at a later time, the student only needs to list the highest grade(s) earned on the application
- If the repeated course is “in progress” or “planned” the student must enter the original grade on the application.

**Last minute reminders:**

- Each CSU Mentor screen and will have instructions available which reviews exactly how students should self-report information.
- Please encourage your student to have their application reviewed by another staff member at your site (counselor, AVID teacher, etc...) prior to submitting their application.
- If your student wishes to change majors or make updates on their application they must email our office at [admissions@sdsu.edu](mailto:admissions@sdsu.edu) (include their name & RedID) by **November 30<sup>th</sup>**. No request for changes will be processed after the application period has closed and as the application will be under review.