Requirements for admission to California State University, Bakersfield are in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. Complete information is available at www.csumentor.edu/planning/.

Electronic versions of the CSU undergraduate and graduate applications are accessible on the World Wide Web at http://www.csumentor.edu. The CSUMentor system allows students to browse through general information about CSU’s twenty-three campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

Applying online via www.csumentor.edu is expected unless electronic submission is impossible, when online applications have been submitted. Application in “hard copy” form may be obtained online via www.csumentor.edu as a portable data format (PDF). [Paper applications may be mailed to the campus admission office(s).]

Importance of Filing Complete, Accurate, and Authentic Application Documents. CSU, Bakersfield advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must, when requested, submit authentic and official transcripts of all previous academic work attempted. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of registration or academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, California Code of Regulations).

Limitation of Enrollment. Applicants for admission are notified that pursuant to Section 40650 of Title 5 of the California Code of Regulations concerning limitation of enrollment, admission to California State University, Bakersfield does not guarantee admission to a particular major or to any courses required for that major. Although every effort will be made to notify students of majors which are at capacity, such notification cannot be guaranteed.

Use of Student Data for Marketing Programs. Please note that your name, address, phone number, school or college, and year of graduation may be used by California State University, Bakersfield for the development of university affiliated marketing programs. If you do not wish to have this information used, please notify the University Advancement Office by writing to the office at 9001 Stockdale Highway, Bakersfield, California 93311-1022.

Late Registration Dates. Registration dates and the last day to register for classes are published in the Class Schedule and the University Catalog. Late registrants may experience difficulties arranging their programs due to closed classes. A $25.00 fee is assessed for late registration.

Reservations to Admission. The University reserves the right to select its students and deny admission to the University or to any of its programs as the University, in its sole discretion, determines the appropriate action based on the applicant’s suitability and the best interests of the University.

UNDERGRADUATE APPLICATION PROCEDURES

Prospective students applying for part-time or full-time undergraduate programs of study in day or evening classes must file a complete undergraduate application. The $55 nonrefundable application fee should be in the form of a check or money order payable to “The California State University” or by credit card if submitting the online application, and may not be transferred or used to apply to another term. An alternate major may be indicated on the application. The applications of persons denied admission to an
impacted and/or closed campus may be re-routed to another campus at no cost, but only if the applicant is CSU eligible.

**Impacted Programs.** The CSU designates programs as impacted when more applications from minimally CSU eligible students are received in the initial filing period (October and November for fall terms, June for winter terms, August for spring terms, February for summer terms) than can be accommodated. Some programs are impacted at every campus where they are offered; other programs are impacted only at some campuses. Candidates for admission must meet supplementary admission criteria if applying to an impacted program or campus.

The CSU will announce during the fall filing period those programs or campuses that are impacted and the supplementary criteria campuses will use. Systemwide impaction of admission may be announced, when unexpected circumstances necessitate a curtailment of admission to specific campuses. Detailed information on campus and programs impaction is available at www.calstate.edu/impactioninfo.shtml and www.csumentor.edu. That announcement will also be published in official CSU publications distributed to high school and college counselors, and made available online at www.calstate.edu. Information about the supplementary criteria is also provided to program applicants.

Applicants must file applications for admission to an impacted program during the initial filing period. Applicants who wish to be considered in impacted programs at more than one campus should file an application at each campus for which they seek admissions consideration.

**Supplementary Admission Criteria.** Each campus with impacted programs uses supplementary admission criteria in screening applicants. Supplementary criteria may include ranking on the freshman eligibility index, the overall transfer grade point average, completion of specified prerequisite courses, or a combination of campus-developed criteria. Applicants are required to submit scores on either the SAT or the ACT. For fall admission, applicants should take tests as early as possible and no later than October of the preceding year.

The supplementary admission criteria used by the individual campuses to screen applicants are made available by the campuses to all applicants seeking admission to an impacted program. Details regarding the supplemental admissions criteria are also provided at http://www.calstate.edu/impactioninfo.shtml.

**GRADUATE AND POST-BACCALAUREATE APPLICATION PROCEDURES**

All graduate and post-baccalaureate applicants (e.g., Ed.D., joint Ph.D and Ed.D applicants, master’s degree applicants, those seeking educational credentials, and holders of baccalaureate degrees interested in taking courses for personal or professional growth) must file a complete graduate application as described in the graduate and post-baccalaureate admission materials at www.csumentor.edu. Applicants seeking a second bachelor’s degree should submit the undergraduate application for admission. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit the complete graduate application and the $55 nonrefundable application fee. Since applicants for post-baccalaureate programs may be limited to the choice of a single campus on each application, re-routing to alternate campuses or later changes of campus choice are not guaranteed. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. Applications submitted by way of www.csumentor.edu are excepted unless submission of an electronic application is impossible. An electronic version of the CSU graduate application is available on the World Wide Web at http://www.csumentor.edu.
APPLICATION FILING PERIODS
(Undergraduate & Graduate-Post-baccalaureate)

Terms in 2010-2011
Applications First Accepted
Summer Quarter 2010 ............... February 1, 2010
Fall Quarter 2010 ....................... October 1, 2009
Winter Quarter 2011 ............... June 1, 2010
Spring Quarter 2011 ................... August 1, 2010

Initial Filing Period
Summer Quarter 2010 ............... February 1-28, 2010
Fall Quarter 2010 ....................... Oct. 1 - Nov. 30, 2009
Winter Quarter 2011 ............... June 1-30, 2010
Spring Quarter 2011 ................... August 1-31, 2010

Application Acknowledgment. Applicants who have submitted their application by the filing deadline for the quarter may expect to receive an acknowledgment from the campuses to which they have applied within two to four weeks of filing the application. The notice may also include a request that additional records necessary to evaluate academic qualifications be submitted. Applicants may be assured of admission if the evaluation of relevant qualifications indicates that applicants meet CSU admission requirements and campus requirements for admission to a program. Unless specific written approval/confirmation is received, an offer of admission is not transferable to another term or to another campus.

Filing Period Duration. Each campus accepts applications until capacities are reached. Many campuses limit undergraduate admission in an enrollment category because of overall enrollment limits. If applying after the initial filing period, consult the campus admission office for current information.

Hardship Petitions. The campus has established procedures for consideration of qualified applicants who would be faced with extreme hardship if not admitted. Petitioners should contact the campus Admissions Offices regarding specific policies governing hardship admission.

UNDERGRADUATE ADMISSION REQUIREMENTS

Freshman Requirements. Generally, first-time freshman applicants will qualify for regular admission if they meet the following requirements:
1. Have graduated from high school, have earned a Certificate of General Education Development (GED) or have passed the California High School Proficiency Examination; and
2. Have a qualifiable minimum eligibility index (see section on Eligibility Index); and
3. Have completed with grades of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements also known as the “a-g” pattern (see “Subject Requirements” page 31).

Eligibility Index. The eligibility index (see page 31) is the combination of the high school grade point average and scores on either the ACT or the SAT. Grade point averages (GPA) are based on grades earned in courses taken during the final three years of high school. Included in calculation of GPA are grades earned in all college preparatory “a-g” subject requirements, and bonus points for approved honors courses.

Up to eight semesters of honors courses taken in the last three years of high school, including up to two approved courses taken in the tenth grade can be accepted. Each unit of A in an honors course will receive a total of 5 points; B, 4 points; and C, 3 points.

A CSU Eligibility Index (EI) can be calculated by multiplying a grade point average by 800 and adding your total score on the mathematics and critical reading scores of the SAT (SAT I has changed its name
to SAT Reasoning Test). Students who took the ACT, multiply your the grade point average by 200 and add ten times the ACT composite score. Persons who are California high school graduates (or residents of California for tuition purposes), need a minimum index of 2900 using the SAT Reasoning Test or 694 using the ACT. The Eligibility Index Table illustrates several combinations of required test scores and averages.

For admission to terms during the 2009-2010 college year, the university has no current plans to include the writing scores from either of the admissions tests in the computation of the CSU Eligibility Index.

Persons who neither graduated from a California high school nor are a resident of California for tuition purposes, need a minimum index of 3502 SAT Reasoning Test or 842 (ACT). Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section.

An applicant with a grade point average of 3.00 or above (3.61 for nonresidents) is not required to submit test scores. However, all applicants for admission are urged to take the SAT or ACT and provide the scores of such tests to each CSU to which they seek admission. Campuses use these test results for advising and placement purposes and may require them for admission to impacted majors or programs. Impacted CSU campuses require the SAT or ACT scores of all applicants for freshman admission.

High School Students. Students still enrolled in high school will be considered for enrollment in certain special programs if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates. Such admission is only for a given specific program and does not constitute a right to continued enrollment. Students wishing to continue their studies after high school graduation must apply and meet the CSU admission requirements.

Making Up Missing College Preparatory Subject Requirements. Lower division applicants who did not complete subject requirements while in high school may make up missing subjects in any of the following ways:

1. Complete appropriate courses with a C or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a C or better. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.
3. Earn acceptable scores on specified examinations.

Please consult with any CSU Admissions Office for further information about alternative ways to satisfy the subject requirements.

Due to enrollment pressures, many CSU campuses do not admit or enroll lower division transfer students.

Provisional Admission First-Time Freshman. California State University, Bakersfield may provisionally admit first-time freshman applicants based on their academic preparation through the junior year of high school and planned for the senior year. The campus will monitor the senior year of study to ensure that admitted students complete their senior year of studies satisfactorily, including the required college preparatory subjects, and graduate from high school. Students are required to submit an official transcript after graduation to certify that all course work has been satisfactorily completed. Official high school transcripts must be received prior to deadline set by the university. In no case may documentation of high school graduation be received any later than the census date for a student’s first term of CSU enrollment. A campus may rescind admission decisions, cancel financial aid awards, withdraw housing contracts, and cancel any university registration for students who are found not to be eligible after the final high school transcript has been evaluated.

Applicants will qualify for regular (non-provisional) admission when the university verifies that they have graduated and received a diploma from high school, have a qualifiable minimum eligibility index, have completed the comprehensive pattern of college preparatory “a-g” subjects, and, if applying to an impacted program, have met all supplementary criteria.
Provisional Admission Transfer Applicants. California State University, Bakersfield may provisionally or conditionally admit transfer applicants based on their academic preparation and courses planned for completion. The campus will monitor the final terms to ensure that those admitted complete all required courses satisfactorily. All accepted applicants are required to submit two official transcripts of all college level work completed. Campuses may rescind admission for any student who is found not to be eligible after the final transcripts has been evaluated. In no case may such documents be received and validated by the university any later than a student's registration for their second term of CSU enrollment.

Upper Division Transfer Requirements. Generally, applicants will qualify for admission as an upper division transfer student if they meet the following requirements:
1. They have a grade point average of at least 2.0 (C or better) in all transferable units attempted; and
2. They are in good standing at the last college or university attended; and they have completed at least sixty (60) transferable semester units of college coursework with a grade point average of 2.0 or higher and a grade of C or better in each course used to meet the CSU general education requirements in written communication, oral communication, critical thinking and quantitative reasoning, e.g. mathematics. The 60 units must include at least 30 units of courses, which meet CSU general education requirement including all of the general education requirements in communication in the English language (both oral and written) and critical thinking and the requirement in mathematics/quantitative reasoning (usually 3 semester units) OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

TEST REQUIREMENTS

Freshman and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit are strongly encouraged to submit scores, unless exempt (see “Eligibility Index” on page 31), from either the ACT or the SAT of the College Board. Persons who apply to an impacted program may be required to submit test scores and should take the test no later than October or November. Test scores are also used for advising and placement purposes. Registration forms and dates for the SAT or ACT are available from school or college counselors or from a CSU campus testing office or students may write to or call:
The College Board (SAT)
Registration Unit, Box 6200
Princeton, New Jersey 08541-6200
(609) 771-7588
www.collegeboard.org

ACT Registration Unit
P.O. Box 414
Iowa City, Iowa 52240
(319) 337-1270
www.act.org

Adult Students. As an alternative to regular admission criteria, an applicant who is twenty-five years of age or older may be considered for admission as an adult student if he or she meets all of the following conditions:
1. Possesses a high school diploma (or has established equivalence through either the General Educational Development or California High School Proficiency Examinations).
2. Has not been enrolled in college as a full-time student for more than one term during the past five years.
3. If there has been any college attendance in the last five years, has earned a C average or better in all college work attempted.
Consideration will be based upon a judgment as to whether the applicant is as likely to succeed as a regularly admitted freshman or transfer student and will include an assessment of basic skills in the English language and mathematical computation.

**System-wide Placement Test Requirements.** The California State University requires that each entering undergraduate, except those who qualify for an exemption, take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. They are designed to identify entering students who may need additional support in acquiring college entry-level English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills both in English and in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in remedial programs in either English or mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms.

To register for the EPT/ELM exam at our CSUB campus go to our CSUB Testing Center website: www.csub.edu/testing

**Note:** Students may take the EPT/ELM exam at the most convenient CSU campus. Many CSU campuses have online registration available. To take the EPT/ELM exam at another CSU campus or obtain further information visit: www.ets.org/csuc

**Test Preparation.** The CSU has a Math Success Website and an English Success Website which include diagnostic tests, review courses, videos and an individualized Roadmap for student success geared toward the EPT/ELM program. **Websites:** www.csuenglishsuccess.org  
www.csumathssuccess.org

California State University, Bakersfield  
Testing Center  
9001 Stockdale Highway  
Bakersfield, California 93311-1099  
Office: (661) 654-3373  
Fax: (661) 654-6239  
Website: www.csub.edu/testing

**TOEFL Score Requirement.** All undergraduate and graduate applicants whose native language is not English and who have not attended schools at the secondary level for at least three years full time where English is the principal language of instruction must present a score on the Test of English as a Foreign Language (TOEFL). The minimum requirements for consideration are:

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<td>Undergraduate</td>
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<td>173</td>
<td>61</td>
</tr>
<tr>
<td>Graduate</td>
<td>550</td>
<td>213</td>
<td>80</td>
</tr>
</tbody>
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**GRADUATE AND POST-BACCALAUREATE ADMISSION REQUIREMENTS**

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective, or may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

- **General Requirements.** The minimum requirements for admission to graduate and post baccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations.
Specifically, a student shall at the time of enrollment: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have attained a grade point average of at least 2.5 (A=4.0) in the last 60 semester (90 quarter) units attempted or have earned a grade point average of at least 2.5 on the last degree completed by the candidate; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

Students who meet the minimum requirements for graduate and post-baccalaureate studies may be considered for admission in one of the four following categories:

- **Post-Baccalaureate Unclassified.** To enroll in graduate courses for professional or personal growth, applicants must be admitted as post-baccalaureate unclassified students. By meeting the general requirements, applicants are eligible for admission as post-baccalaureate unclassified students. Some departments may restrict enrollment of unclassified students because of heavy enrollment pressure. Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program; or

- **Post-Baccalaureate Classified** (e.g. admission to an education credential program). Persons wishing to enroll in a credential or certificate program, will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or

- **Graduate Conditionally Classified.** Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authorities, deficiencies may be remedied by additional preparation; or

- **Graduate Classified.** To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

**Graduate-Post-Baccalaureate TOEFL Requirement.** All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor’s degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). Some programs require a higher score. Applicants taking the Computer-Based Test of English as a Foreign Language must present a score of 213 or above. Some programs may require a higher score. Some CSU campuses may use alternative methods for assessing fluency in English.

**UNDERGRADUATE AND GRADUATE NON-STANDARD ADMISSIONS AND ENROLLMENT**

**CSU Intrasystem Concurrent and Visitor Enrollment.** Matriculated students in good standing may enroll at both their home CSU campus and a host CSU campus during the same term through the CSU Concurrent Enrollment program. Program participants pay the full-time enrollment fees to the home campus. Credit earned at the host campus is reported to the home campus to be included as transfer credit on the student’s transcript.

**Intrasystem and Intersystem Enrollment Programs.** Students enrolled at any CSU campus will have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted or admission to the desired program or admission categories are closed. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the student’s home CSU campus as elective credit, students should consult their home campus academic advisors to determine how such courses may apply to their specific degree programs before enrolling at the host campus.
There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California Community Colleges.

**CSU Concurrent Enrollment.** Matriculated students in good standing may enroll on a space available basis at both their home CSU campus and a host CSU campus during the same term. Credit earned at the host campus is reported at the student’s request to the home campus to be included on the student’s transcript at the home campus.

**CSU Visitor Enrollment.** Matriculated students in good standing enrolled at one CSU campus may enroll on a space available basis at another CSU campus for one term. Credit earned at the host campus is reported at the student’s request to the home campus to be included on the student’s transcript at the home campus.

**Intersystem Cross Enrollment.** Matriculated CSU, UC, or community college students may enroll on a “space available” basis for one course per term at another CSU, UC, or community college and request that a transcript of record be sent to the home campus.

**International (Foreign) Student Admission Requirements**
The CSU must assess the academic preparation of foreign students. For this purpose, “foreign students” include those who hold U.S. temporary visas as students, exchange visitors, or in other nonimmigrant classifications.

The CSU uses separate requirements and application filing dates in the admission of “foreign students.” Verification of English proficiency (see the section on TOEFL Requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file at least by the census date for a student’s first term of CSU enrollment and, if not in English, must be accompanied by certified English translations.

Priority in admission is given to residents of California. There is often little likelihood of nonresident applicants, including international students, being admitted either to impacted majors or to those majors or programs with limited openings.

**Students with Disabilities Special Admissions Policy.** California State University, Bakersfield, offers an admissions process for applicants who have been denied university admission, but who have a disability that impacts their academic achievement.

To petition for special admissions, the applicant will need to submit the following documentation to the Services for Students with Disabilities Office (SSD), located in SA 140.

**Written Petition:**
- The petition should include a description of the disability and its impact on academic achievements.
- Disability Verification (Please contact the SSD office for disability verification guidelines):
- Documentation must be recent, from an appropriate professional and contain the diagnosis, functional limitations, and factors that impact the student in an educational setting
- Students with learning disabilities must have recent documentation that is based on appropriate testing instruments using adult norms
- Information regarding missing requirements:
- A letter from the SSD office of your prior college or high school, which includes the following information:
  - The nature of the disability and the functional limitations imposed by the disability.
  - The accommodations provided while attempting the missing requirement(s).
  - Verification that attempts were made, using appropriate accommodations, to fulfill the missing requirement(s).
- **SSD Special Admission Agreement:**
- Complete and return the agreed upon conditions outlined in the Special Admissions Agreement with SSD.
No review will be made until all documentation is received. An interview may be required should additional information be needed. If all criteria for Special Admission support are met, SSD will forward a letter of support to the Admissions Review Committee. The Admissions Office will notify the applicant of the Committee’s decision. If admitted to CSUB, the applicant must call to schedule an intake appointment with an SSD staff. The SSD office may be reached at (661) 654-3360 (voice) or (661) 654-6288 (tdd).

Veterans. Veterans are given priority admission status although they must meet the same admission criteria established for all students. Eligible veterans who attend California State University, Bakersfield may receive all appropriate Veteran Educational Benefits. For additional information concerning veteran benefits, please check with the Office of Veteran Affairs in the Division of Enrollment Management. Veterans who do not meet the regular admissions criteria may apply for a hardship consideration.

The Evaluations Office will evaluate all military educational training and experience for applicability to your chosen educational program. Credit is awarded based on recommendations provided by the American Council on Education (ACE). Veterans seeking a military evaluation should submit a DD214 (separation papers), DD295 (evaluation of military experience), or a Military Registry Transcript.

GENERAL INFORMATION ABOUT ADMISSION AND EVALUATION OF ACADEMIC RECORDS

Cancellation of Admission. A student admitted to the University for a given term who decides not to take advantage of such admission, should notify the Office of Admissions immediately of the change in plans. A student who is admitted but does not enroll, and who later wishes to undertake course work at the University must file a new application, pay a new application fee, and meet all current requirements for admission. Material supporting the application for admission, such as transcripts and entrance examination scores, are retained only for one year from the date of their original submission.

Change of Address. A student who changes a local or permanent mailing address after admission should immediately update the information online via myCSUB or notify the Admissions/Records Office in order that registration materials, correspondence, and other information reach the student without unnecessary delay.

Credit for Non-collegiate Instruction. California State University, Bakersfield grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed is recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

The Federal Military Selective Service Act. The federal Military Selective Service Act (the “Act”) requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959, may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available online and the registration process may be initiated at http://www.sss.gov.
Use of Social Security Number. Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the social security number to identify students and their records, including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Career Placement. The Center for Community Engagement and Career Education may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. Any such data provided must be in a form that does not allow for the identification of any individual student. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University system.

ALTERNATE ADMISSION CRITERIA

Applicants Not Regularly Eligible. Applicants not admissible under one of the above provisions should enroll in Extended University courses, a community college, or another appropriate institution in order to meet the university admission requirements. Only under the most unusual circumstances, and only by applying for special consideration, will such applicants be admitted to California State University, Bakersfield.

Students with Disabilities Subject Requirement Substitution. Applicants with disabilities are encouraged to complete college preparatory course requirements if at all possible. If an applicant is judged unable to fulfill a specific course requirement because of his or her disability, alternate college preparatory courses may be substituted for specific subject requirements. Substitutions may be authorized on an individual basis after review and recommendation by the applicant's academic adviser or guidance counselor in consultation with the director of a CSU disabled student services program. Although the pattern of courses may be slightly different from the course pattern required of other students, students qualifying for substitutions will still be held to the same number of courses of college preparatory study. Students should be aware that course substitutions may limit later enrollment in certain majors, particularly those involving mathematics. For further information and substitution forms, please call the director of disabled student services at your nearest CSU campus.

CANCELLATION OF REGISTRATION OR WITHDRAWAL FROM THE INSTITUTION

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from [name of officer, campus address, and phone number].

Students who receive financial aid funds must consult with the Financial Aid Office prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.
Medical Withdrawal. A student who finds it necessary to withdraw from the University for medical reasons must report to the Student Health Services with written verification of illness or incapacity from a physician. Upon approval of the verification, the Student Health Services will refer the student to the Admissions/Records Office to initiate withdrawal procedures. A student who is given a medical withdrawal during a quarter may return to the University as a continuing student (application for readmission is not necessary) if no more than two full quarters have elapsed. The student must apply for readmission according to regular admission procedures if absent for more than two quarters.

Military Service Withdrawal. Any student who presents evidence of entering the armed forces during a term may petition through the Admissions/Records Office for withdrawal. No academic penalties will be assessed under these conditions. This provision also applies to individuals called to active military service.

Other Withdrawals. A student contemplating withdrawal from the University because of personal or academic problems is encouraged to consult with the Counseling Center. Students deciding to withdraw may initiate procedures through the Office of Admissions/Records. Clearance signatures to be obtained are listed on the withdrawal form.

REQUIRED DOCUMENTS AND TRANSCRIPTS

Applicants with Courses in Progress. An applicant who is in attendance at a school or college at the time of application must file a transcript which includes a listing of the subjects in which they are currently enrolled. After the applicant has completed these subjects, the applicant must notify that school or college to forward two supplementary records showing the final grades for that term. Final admission is subject to the receipt and approval of any outstanding credentials.

CSU Immunization Requirements

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment. Measles and Rubella: All new and readmitted students born after January 1, 1957 must provide proof of full immunization against measles and rubella prior to enrollment. Hepatitis B: All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult the Student Health Services. Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination. These are not admission requirements, but are required of students as conditions of enrollment in CSU.

Students may fulfill the immunization requirement by bringing or sending medical documentation of immunization to the Student Health Services. Students may also receive the immunization at Student Health Services. Important: Students who have not complied with these California State University mandates prior to the registration deadline will not be able to register for their second quarter.

Transcripts Required. All beginning freshmen and those transfer students with less than 90 quarter units (60 semester units) of completed college work at time of enrollment must request that complete official transcripts (two copies of each) from the high school of graduation be sent directly to the Office of Admissions. Upper division students are not required to submit high school transcripts and test scores. All students who have attempted college work at another institution must request transcripts (two copies of each) from each college or university attended. Transcripts presented by students cannot be accepted unless they are in sealed envelopes originating directly from the high school, college or university.

No determination of admission eligibility will be made until all required documents have been received. Official transcripts must include a complete record of all previous high school and college work attempted,
whether or not the applicant desires to enroll for college credit. Two separate official transcripts are required from each college or university attended. All records submitted become the property of the University and cannot be returned to the applicant or duplicated.

All post-baccalaureate students must submit two official copies of transcripts indicating at least the last 90 quarter or 60 semester units attempted.

**DETERMINATION OF RESIDENCE FOR NONRESIDENT TUITION PURPOSES**

University requirements for establishing residency are independent from those of other types of residency, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay University fees on an in-state or out-of-state basis. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residence Requirements. These laws governing residence for tuition purposes at the California State University are California Education Code sections 68000-68090, 68120-68134, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41900-41916. This material can be viewed on the Internet by accessing the California State University’s website at www.calstate.edu/GC/resources.shtml. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay University fees on an in-state or out-of-state basis.

Each campus’s Admissions Office is responsible for determining the residence status of all new and returning students based on the Application for Admission, Residency Questionnaire, Reclassification Request Form, and, as necessary, other evidence furnished by the student. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

Generally, establishing California residence for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least one full year prior to the residence determination date for the term in which enrollment is contemplated, can demonstrate both physical presence in the state combined with evidence of intent to remain in California indefinitely may establish California residence for tuition purposes. A minor normally derives residence from the parent(s) they reside with or most recently resided with.

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver’s license, maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire including questions concerning their financial dependence on parents who cannot satisfy University requirements for classification as residents for tuition purposes, which will be considered along with physical presence and intent in determining reclassification.

Non-citizens establish residence in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residence requirements are contained in California Education Code sections 68070-68084 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.5, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three years of high
school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor’s Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal advisor.

Residence determination dates are set each term. They are:

**Quarter Term Campuses**
- Fall: September 20
- Winter: January 5
- Spring: April 1
- Summer: July 1

**Semester Term Campuses**
- Fall: September 20
- Winter*: January 5
- Spring: January 25
- Summer: June 1

The residence determination dates for the four stages of CalStateTEACH are as follows:
- Stage 1: September 20
- Stage 2: January 5
- Stage 3: June 1
- Stage 4: September 20

* Applies only to winter term at California State University, Stanislaus.

Students classified as nonresidents may appeal a final campus decision within 120 days of notification by the campus. A campus residence classification appeal must be in writing and submitted to:

The California State University  
Office of General Counsel  
401 Golden Shore, 4th Floor  
Long Beach, CA 90802-4210

The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review.

Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations.

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Admissions Office.

Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residence for tuition purposes in California between the time this information is published and the relevant residence determination date. Students are urged to review the statutes and regulations stated above.

**ADMISSIONS, RECORDS, AND EVALUATIONS**

Three major sections make up the Admissions/Records Office; they are Admissions, Records and Evaluations. In addition to administering the three offices, Admissions and Records is responsible for conducting the National Student Exchange Program and the Veterans Affairs Program.

**Admissions.** The Admissions office is responsible for admitting freshman, transfer and graduate students into the University. The office provides pre-admission advising to prospective students and veterans seeking admissions into the undergraduate, graduate and credential programs of the university. The
office works closely with university deans, district superintendents, high school principals and counselors, and community colleges in providing admissions information on required course patterns and other admission changes approved by the Board of Trustees for the California State University. The Office of Admissions also provides applications to prospective students and to high schools and community colleges in the service area while assisting the University Outreach Services in their recruitment efforts. Students interested in enrolling at California State University Bakersfield (CSUB) should contact this office.

Records. The Records office is primarily responsible for registration. In addition, the office works closely with faculty, school deans, and Extended University in keeping records and processing grades of students. The Records office also processes academic renewals, auditing, grade changes, transcript requests, and course withdrawals for both undergraduate and graduate students.

Evaluations. The Evaluations Office is responsible providing evaluations of transfer credit and for certification of General Education breadth requirements. Transfer students enrolled in the university may check with this office to determine if course credit has been given for courses taken at another institution. For students nearing graduation from CSUB, the office does a complete evaluation of all graduation requirements.

Transfer Credit. Transfer students are encouraged to submit transcripts from all institutions attended at the earliest date possible prior to their first quarter of attendance. Students who provide all transcripts may expect a completed transfer credit evaluation within ten days. Copies of the evaluation will be made available to the department of your major and personal copies will be mailed to the student’s local address.

Students who are admitted on a “conditional” basis or who provide only partial transcripts, will not be provided a transfer credit evaluation. Transfer credit evaluations are available only to CSUB student applicants who transfer from other institutions. Continuing students, graduate and Extended University students do not have their transcripts evaluated. Community College transfer students are encouraged to request a “full” or “partial” general education certification from the college attended. A general education certification is available only to students transferring from a California Community College. Students who have specific questions regarding transfer credit should make an appointment with the evaluator listed on their transfer credit evaluation letter.

Veterans Affairs. The Veterans Office is located in the Admissions and Records Office. The Veterans Coordinator is responsible for working with the Cal State University community and the Veterans Administration to insure that certified veterans are receiving their benefits. Please contact this office if you are a veteran or have any questions regarding veterans affairs.

EDUCATIONAL SUPPORT SERVICES

The Educational Opportunity Program (EOP) at California State University, Bakersfield is designed to help those students who are historically disadvantaged because of their economic or educational background, but who have the potential and motivation to succeed in a college environment. The EOP serves California residents who do meet regular admission criteria as well as those who do not qualify for regular admission, as long as they have a history of low income and need academic and financial aid assistance.

All EOP applicant documents and forms must be completed and returned as soon as possible, as there are a limited number of spaces allocated for the program. The priority filing deadline is November 30 and the final deadline to apply is March 2.

Academic Advancement Center (AAC). Under the aegis of Enrollment Management and with the cooperation of the entire campus, an academic support program is available for students experiencing scholastic difficulties or students simply interested in especially strengthening their academic skills.
Courses, programs, and activities are designed to assist in the retention of the under-represented students on campus. Services provided by the AAC include, but are not limited to, the following:

**Subject Tutorials.** Tutors are available for most academic disciplines. The tutors work closely with the faculty in the academic departments and are trained to provide academic assistance outside of the classroom. Small groups and individual tutoring are both successfully utilized.

**Basic Skills Development.** In addition to course subject tutorials, the AAC provides assistance in basic skills development in the following areas:
- Study Skills Classes (e.g. research skills, note-taking techniques, exam preparation)
- Reading, Writing, and Mathematics

**Counseling Services.** Counseling services include: academic advising assistance, career counseling and goal setting, personal counseling, cultural enrichment, peer counseling, bilingual counseling, and special services for physically or educationally handicapped students.

**STUDENT SUCCESS AND RETENTION CENTER**

**Director:** Dr. Isabel Sumaya  
**Office:** Student Success and Retention Center  
**Location:** Administration East 100  
**Telephone:** (661) 654-2700  
**email:** ssrd@csub.edu  
**Website:** www.csub.edu/ssrc/

The Student Success and Retention Center (SSRC) (Administration East, 100) offers academic advising and informational support services. The Center operates as an important academic component of the Division of Enrollment Management at California State University, Bakersfield.

One important feature of the SSRC is we serve undeclared students. The Center specializes in advising of the general education and other graduation requirements, Roadrunner Academic Achievement Program advising (English and Mathematics development), academic probation intervention (REACH Workshops), and Orientation to undeclared students. The Center also disburses information relative to various academic majors (roadmaps), university programs, and other services available to students.

The SSRC website has invaluable information to students and advisors. Students can locate who their advisor is, retrieve the General Education and Other Graduation Requirements checklists, retrieve information about academic probation, and utilize a probation GPA calculator to estimate grades needed to clear probation. Academic counselors, student peer counselors, and School counseling interns are all available to assist students. Both scheduled and walk-in appointments are accommodated at the SSRC.

**TESTING CENTER**

The Testing Center administers two general types of tests: (1) national admission and matriculation tests for undergraduates and graduates, and (2) English and math placement tests for CSUB and other CSU campuses. For information and registration bulletins concerning the following tests, inquire at the Testing Center located in Modular West (next to the Children's Center) or call us at (661) 654-3373. The Testing Center administers the following tests:
- Chemistry Placement Test
- COMPASS exam (math only)
- General Education waiver exams (Area A1, Area A2, Area A3, Area A4)
- American College Test (ACT)
- Scholastic Assessment Tests I & II (SAT Reasoning & Subject exams)
- Graduate Record Examination (GRE)
- Miller Analogies Test (MAT)
- Graduate Management Admissions Test (GMAT)
Praxis I & II Series: Subject, Specialty (MSAT)
Test of English as a Foreign Language (TOEFL)
English Placement Test (EPT)
Entry Level Math Exam (ELM)
California Basic Education Skills Exam (CBEST)
California Subject Examinations for Teachers (CSET)
Graduation Writing Assessment Requirement (GWAR)
College Level Examination Program (CLEP)
Campbell Interest and Skills Survey (CISS)
Myers-Briggs Type Indicator (MBTI)
Reading Instruction Competence Assessment (RICA)
Single Subject Assessments for Teaching (SSAT)

Testing information and registration bulletins are available for various other tests. However, CSUB is not yet a designated test center to offer the computer (only) based testing for the GRE and GMAT, the Law School Admission Test (LSAT), and the Medical College Admission Test (MCAT).

UNIVERSITY OUTREACH SERVICES

The University Outreach Services Department coordinates many of the university's ongoing outreach and recruitment activities. California State University, Bakersfield concentrates its major outreach activities in high schools and community colleges located in the following counties: Kern, Kings, Tulare, Inyo and Mono. The primary focus of University Outreach Services is to assist prospective students with the pre-admission procedures necessary to attend CSUB. The department also attempts to improve access to higher education for students who are from educationally and/or economically disadvantaged families. University Outreach coordinates campus tours, the College Ambassador Program, and assists with CSUB's orientation programs.

OTHER SPECIAL PROGRAMS

Educational Talent Search Program. The CSUB Educational Talent Search Program provides fundamental support to 1,000 youths in grades six through twelve attending schools in the Bakersfield City School or Kern High School Districts. ETS is a federally-funded program designed to assist low-income and first-generation students meeting the following eligibility criteria:

1. two-thirds of the 1,000 participants must be low-income and first-generation potential college students;
2. must be citizens, nationals, or permanent residents of the United States;
3. must have completed five years of elementary education or be at least 11 to 27 years of age;
4. can be United States veterans, regardless of age.

The purpose of the Educational Talent Search Program is to encourage participants to continue in and graduate from secondary schools and to enroll them in post-secondary schools. ETS provides academic and personal enrichment activities, college and career planning and preparation, high school course planning, college admissions and financial aid application assistance, community service opportunities, field trips to colleges and universities, and cultural trips and activities.

Schools currently participating in the Educational Talent Search Program include Compton, Emerson, Sierra, and Stiern Middle Schools and Bakersfield, East, Foothill, Highland, Shafter, South, and West High Schools.

For additional information regarding the Educational Talent Search Program call (661) 654-2261 or visit the ETS office in Administration East Building.

Student Achievement, Academic, & Retention Program (STAAR). The STAAR Program is a federally-funded Student Support Services program committed to providing services to first-generation, low-income, or physically- and/or learning-disabled students. Developing academic skills and confidence are
essential for retention and academic success. STAAR's professional staff and paraprofessionals help students succeed by utilizing both traditional and non-traditional methods of instruction, advising, and counseling. The utilization of cultural activities, background experience, motivation, and counseling support distinguishes STAAR's support services from mainstream academic assistance.

Applications for participation in the STAAR program are available in the STAAR office. Staff will verify eligibility and conduct an interview with qualified applicants.

Throughout the year, STAAR offers many services that are both academically and socially focused. These services include math, reading, and writing assistance, financial aid assistance, networking, peer counseling, career planning, tutoring referral, academic advising and counseling, graduate school counseling, personal counseling and cultural and academic enrichment activities. The program sponsors the TRiO Parapro club, the Chi Alpha Epsilon National Honor Society, the Student Activities club, TRiO Day, graduate field trips, Funfest, the Student Leadership Conference, the Transition from Student to Teacher Conference, campus trips and tours, GWAR and CBEST workshops, and academic and personal enrichment workshops.

STAAR provides math tutors to assist with math classes, CBEST preparation, and computational or basic skills development. Reading tutors are available to STAAR participants to address reading or writing difficulties. They also provide CBEST preparation.

For more information regarding any of STAAR's services, please call (661) 654-2281 or visit the STAAR office in the Administration East building (AE 102). Visit us on the web at www.csub.edu/STAAR.

The CSU uses only the SAT mathematics and critical reading scores in its admission eligibility equation. The SAT or ACT writing scores are not currently used by CSU campuses.

**Subject requirements.** The California State University requires that first-time freshman applicants complete, with grades of C or better, a comprehensive pattern of college preparatory study totaling 15 units. A "unit" is one year of study in high school.

2 years of social science, including 1 year of U.S. history, or U.S. history and government.

4 years of English.

3 years of math (algebra, geometry and intermediate algebra).

2 years of laboratory science (1 biological and 1 physical, both must include laboratory instruction).

2 years in the same foreign language (subject to waiver for applicants demonstrating equivalent competence).

1 year of visual and performing arts: art, dance, drama/theater, or music.

1 year of electives: selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts or other courses approved and included on the UC/CSU "a-g" list.