ADMISSIONS INFORMATION AND STUDENT SUPPORT

Enrollment Management
Associate Vice President: Dr. Jacqueline M. Mimms
Division: Division of Enrollment Management
Division Office: SA 104
Telephone: (661) 654-2160
e-mail: jmimms@csub.edu
Website: www.csub.edu/admissions/

ADMISSIONS, RECORDS, AND EVALUATIONS OFFICES

Admissions
The Admissions Office is responsible for admitting freshman, transfer, and graduate students into the university. The office works closely with university’s administration, district superintendents and staff, 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. Students interested in enrolling at CSU Bakersfield should contact this office.

Records
The Records Office is primarily responsible for registration, keeping records, and processing student grades. The Records Office also handles academic renewals, audits, grade changes, transcript requests, enrollment verifications, and course withdrawals for both undergraduate and graduate students.

Evaluations
The Evaluations Office is responsible providing evaluations of transfer credit and for the 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 Evaluations Office performs the required evaluation of all graduation requirements (grad check).

ADMISSION REQUIREMENTS UNDERGRADUATES

Freshmen Requirements
Generally, applicants will qualify for consideration for first-time freshman 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 (CHSPE);
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” under the Eligibility Index Table).

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 the following “Eligibility Index” section), 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 November or December. Test scores also are 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 (the CSUB Testing office is located in the Modular Building (next to Campus Police) or call (661) 654-3373. 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

Eligibility Index
The eligibility index 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. For students who took the ACT, multiply 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 or 694 using the ACT. The Eligibility Index Table illustrates several combinations of required test scores and averages. 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.
Eligibility Index Table for California High School Graduates or Residents of California

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The CSU uses only the ACT score or 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

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) 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 SAT or ACT scores of all applicants for freshman admission.

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, e.g., SAT subject tests.

Please consult with the CSU campus admission office, to which you are applying for further information about alternative ways to satisfy the subject requirements. Due to increased enrollment demands, most CSU campuses do not admit lower-division transfer applicants.

Provisional Admission—First-Time Freshmen
CSU Bakersfield may provisionally admit first-time freshman applicants based on their academic preparation through the junior year of high school and planned coursework for the senior year. The campus will monitor the final terms of study to ensure that admitted students complete their secondary school 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 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 or campus, have met all supplementary criteria.

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 www.sss.gov/.

ADMISSION REQUIREMENTS TRANSFER STUDENTS

Transfer Policies of CSU Campuses
Most commonly, college level credits earned from an institution of higher education accredited by a regional accrediting agency is accepted for transfer to campuses of the CSU; however, authority for decisions regarding the transfer of undergraduate credits is delegated to each CSU campus.

California Community Colleges and other authorized certifying institutions can certify up to 39 semester (58.5 quarter) units of General Education-Breadth (GE-Breadth) or 37 semester (55.5 quarter) units of the Intersegmental General Education Transfer Curriculum (IGETC) for transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer.

“Certification” is the official notification from a California Community College or authorized institution that a transfer student has completed courses fulfilling lower-division general education requirements. The CSU GE-Breadth and the Intersegmental General Education Transfer Curriculum (IGETC) certification course lists for particular community colleges can be accessed at www.assist.org.

CSU campuses may enter into course-to-course or program-to-program articulation agreements with other CSU campuses and any or all of the California community colleges, and other regionally accredited institutions. Established CSU and CCC articulations may be found on www.assist.org. Students may be permitted to transfer no more than 70 semester (105 quarter) units to a CSU campus from an institution which does not offer bachelor’s degrees or their equivalents, for example, community colleges. Given the university’s 30-semester (45-quarter) unit residency requirement, no more than 90-semester (135-quarter) units may be transferred into the university from all sources.
Transfer Requirements
Applicants who have completed fewer than 60 transferable semester college units (fewer than 90 quarter units) are considered lower division transfer students. Applicants who have completed 60 or more transferable semester college units (90 or more quarter units) are considered upper division transfer students. Applicants who complete college units during high school or through the summer immediately following high school graduation are considered first-time freshmen and must meet the CSU minimum eligibility requirements for first-time freshman admission. Transferable courses are those designated for baccalaureate credit by the college or university offering the courses and accepted as such by the campus to which the applicant seeks admission.

Lower Division Transfer Requirements
Generally, applicants will qualify for CSU admission consideration as a lower division transfer student if they have a grade point average of at least 2.0 (C or better) in all transferable units attempted, are in good standing at the last college or university attended, and meet any of the following standards:

1. Will meet the freshman admission requirements (grade point average and subject requirements) in effect for the term to which they are applying (see the previous section on “Admission Requirements- Undergraduates”); or
2. Were eligible as a freshman at the time of high school graduation except for missing college preparatory subject requirements, have been in continuous attendance in an accredited college since high school graduation, and have made up the missing subject requirements with a 2.0 or better GPA.

Applicants who graduated from high school prior to 1988 should contact the Admissions Office to inquire about alternative admission programs. (Due to increased enrollment demands, many CSU campuses do not admit lower-division transfer applicants.)

Upper Division Transfer Requirements
Generally, applicants will qualify for consideration for upper-division transfer admission if they meet all of the following requirements:

1. The have a grade point average of at least 2.0 (C or better) in all transferable units attempted;
2. They are in good standing at the last college or university attended; and
3. They have completed at least sixty (60) transferable semester (90 quarter) units of college level coursework with a grade point average of 2.0 or higher and a grade 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.

Transfer Credit
Transfer students are required to submit transcripts from all institutions attended. 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 their evaluator. Additionally, students may view their completed transfer evaluation and credits in myCSUB under the Student Center.

Associate Degrees for Transfer (AA-T or AS-T)/Student Transfer Achievement Reform (STAR) Act (SB 1440)
The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees offered at the California Community Colleges (CCC) are designed to provide a California community college student a clear transfer preparation and admission pathway to the CSU degree majors.

California Community College students who earn an associate degree for transfer (AA-T or AS-T) degree are guaranteed admission with junior standing to a CSU and given priority admission over other transfer applicants when applying to a local CSU campus, or non-impacted CSU program. AA-T or AS-T admission applicants are given priority consideration to an impacted campus/program or to campuses/programs that have been deemed similar to the degree completed at the community college. Students who have completed an AA-T/AS-T in a program deemed similar to a CSU major are able to complete remaining requirements for graduation within 60 semester (90 quarter) units.

Provisional Admission—Transfer Applicants
CSU 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 an official transcript of all college level work completed. Campuses may rescind admission for any student who is found not to be eligible after the final transcript 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.

**Bridging the Gap for Transfers**

CSU Bakersfield provides services designed to assist transfer students in making a seamless transition to the university academic and social environment. The collaborative efforts and support of our community college partners help transfer student bridge the gap between community college and CSUB.

The long standing partnership with Bakersfield College has provided CSUB the opportunity to establish a CSUB Satellite Transfer Center on the Bakersfield College campus. The CSUB Transfer Matriculation Specialist is located in Bakersfield College’s Student Services Building and is available to assist community college students as they prepare to transfer to CSUB.

The Transfer Matriculation Specialist is also available to assist students attending the additional community colleges within the CSUB service region (Porterville College, Cerro Coso College, Antelope Valley College, Taft College, and the Bakersfield College Delano Satellite campus). The Transfer Matriculation Specialist is housed at these sites on a monthly basis to provide direct assistance to community college students in their preparation to transfer to CSUB and can provide conditional on-site admissions for potential transfer students.

**ADMISSION REQUIREMENTS**

**SPECIAL APPLICANTS**

**High School Students**

High school students may 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.

**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.

**Re-entry Students**

Returning students in good standing must apply for re-entry if absent for more than two full consecutive quarters (excluding summer session) immediately preceding the quarter in which re-entry is sought. If the student has attended another institution during that time, transcripts (two copies for each institution) must be sent to the Office of Admissions indicating all work for which the student was registered. Policies relating to application fees, statements of residence, and transcripts apply to re-entering students. Students on Academic Dismissal status should refer to the section on “Readmission of Academically Disqualified Undergraduate Students” in the Academic Information section of the catalog.

**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 assess 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 credit evaluation should submit a DD214 (separation papers), DD295 (evaluation of military experience), or a Military Registry Transcript.

The Veterans Coordinator is responsible for working with the CSU community and the Veterans Administration to ensure certified veterans are receiving their benefits. Please contact this office if you are a veteran or have any questions regarding veterans’ affairs. The Veterans Coordinator is located in the Financial Aid and Scholarships office in the Student Services building or call (661) 654-2592.

**Applicants Not Regularly Admissible**

Applicants not admissible may enroll in courses at 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. Applicants not
meeting eligibility for admission may consult with an evaluator to determine appropriate steps or alternatives to enroll at CSU Bakersfield.

ADMISSION REQUIREMENTS
STUDENTS WITH DISABILITIES

Student 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.

Students with Disabilities–Special Admission Policy
CSU 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:

1. 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

2. 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).

3. 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 member. The SSD office may be reached at (661) 654-3360 (voice) or (661) 654-6288 (TDD).

ADMISSION REQUIREMENTS
INTERNATIONAL (FOREIGN) STUDENTS

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 non-immigrant classifications.

The CSU uses separate requirements and application filing dates in the admission of “foreign students.” Verification of English proficiency (see the section on the English Language Requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file by August 15 for the first term and, if not in English, must be accompanied by certified English translations.

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

Eligibility Requirements
An international applicant who just completed high school must have a 3.0 grade point average (a “B” or better where “A” = 4.0) from a secondary school. An international applicant who attended any post-secondary institution must have a minimum 2.0 GPA (a “C” or better where “A” = 4.0) from a college or university with 60 semester or 90 quarter units completed. For an admission to a graduate program, applicants must have already earned a bachelor’s degree from an accredited institution. See www.csub.edu/admissions for more detailed information.
Undergraduate English Language Requirement
All undergraduate applicants whose native language is not English and who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of 500 or above on the Test of English as a Foreign Language (TOEFL). Some majors may require a score higher than 500. Some majors and some campuses may require a higher score. A few campuses may also use alternative methods of assessing English fluency: Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP). Each campus will post the tests it accepts on its website and will notify students after they apply about the tests it accepts and when to submit scores.

CSU minimum TOEFL standards are:

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<td>173</td>
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<tr>
<td>Graduate</td>
<td>80</td>
<td>550</td>
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</tbody>
</table>

International English Language Testing System (IELTS) minimum standards are:
Undergraduate 6.0
Graduate 7.0

Supporting Documents
Please see the Admissions and Records website at www.csub.edu/admissions/ for more detailed information on supporting documents required for international applicants.

The International Students and Programs Office (661-654-6113) provide services for international students enrolled in classes at CSUB, including:

a. Responding to inquiries from all prospective international students.

b. Maintaining close contact and follow-up with international student applicants.

c. Providing pre-departure orientation for students returning home at the end of their studies.

d. Scheduling workshops to provide updated information on immigration issues, academic policies and procedures, cultural and social adjustment to life in the US, resume and job interview preparation, etc.

f. Providing general assistance to international students with academic, immigration, and personal issues.

g. Providing initial academic advising for lower-division international students.

h. Advising and assisting the International Student Club to plan campus events and social activities.

All international students should contact the Office for International Students and Programs upon their arrival at CSUB.

ADMISSION REQUIREMENTS
GRADUATE AND POST-BACCALAUREATE STUDENTS

Admission Requirements
Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective, or where approved, 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 earned a grade point average of at least 2.5 on the last degree completed by the candidate or have attained a grade point average of at least 2.5 (A=4.0) in the last 60 semester (90 quarter) units attempted; 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.

5. It is extremely important that the applicant complete Part B of the CSUB Post-Baccalaureate Application in its entirety, listing the program code number, to ensure the applicant’s application is sent to the appropriate masters or credential program.

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

- **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; 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

- **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

- **Post-Baccalaureate Unclassified.** To enroll in undergraduate courses as preparation for advanced degree programs or 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. Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program (Most CSU campuses. CSUB included, do not offer admission to unclassified post-baccalaureate students).

(These and other CSU admission requirements are subject to change as policies are revised and laws are amended. The CSU website [www.calstate.edu/](http://www.calstate.edu/) and the CSU admissions portal [www.csumentor.edu/](http://www.csumentor.edu/) are good sources of the most up-to-date information.)

**Returning Students**

Graduates of CSUB must reapply to the university under the same conditions and deadlines as all other post-baccalaureate applicants.

- Any student who earned a bachelor’s degree at CSU Bakersfield and subsequently applies for graduate or post-baccalaureate status at this institution is not required to request and pay for transcripts from CSUB.
- Applicants who have been inactive for three consecutive terms must reapply to the university.

**Seeking a Master’s Degree**

Some programs may require a separate department application. Graduate applicants to masters and credential programs must apply to both the university and the program intended.

To be offered admission to a Master’s degree program a student must meet general university admission requirements as well as specific admission requirements of the program.

Each graduate program has its own application deadline. Some graduate programs accept students only in the fall quarter. Individual programs must be consulted for deadline dates and admissions policies.

Upon receipt of all necessary documents, the university Admissions office will review the student’s eligibility based on the minimum university requirements listed above. If the student is eligible, his/her academic program will be notified. An admission letter will be sent upon completion of the departmental review of the student’s qualifications for admissions into the degree graduate program.

**Seeking a Credential**

CSU Bakersfield offers several credentialing programs accredited by the Commission on Teacher Credentialing. Visit the School of Social Sciences and Education department for more information.

Credentials and/or Certificates must be earned either concurrently while pursuing a Bachelor’s degree or following the award of a Bachelor’s degree.

Credentials are not terminal degrees. Credentials can be completed in stages and may expire. Students interested in obtaining a teaching credential must meet the graduate admission requirements above, and the additional requirements specified by the Department of Teacher Education.

**Seeking a Second Baccalaureate Degree Graduate-Post-Baccalaureate**

A post baccalaureate student who holds a recognized bachelor’s degree from an accredited institution may pursue a program leading to a second bachelor’s degree in approved majors.

Candidates for a second baccalaureate degree must apply using the graduate application.

The major may not be the same as the previously conferred degree. All students are urged to consult with a department advisor to determine whether a second bachelor’s or a graduate program better meets their needs.

Students seeking a second or additional baccalaureate degree must satisfy all requirements for the major. However, as post baccalaureate students, they are also subject to additional requirements. Students must submit official transcripts from all accredited institutions and course work currently in progress.

**Graduate-Post-Baccalaureate English Language 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. Several CSU campuses may use alternative methods for assessing fluency in English including Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).
Documentation must be provided in original form by the testing institution; copies submitted by the applicant are not acceptable. Exceptions to the 550 minimum score may be granted by the AVP Academic Programs or other appropriate campus authorities when there is convincing evidence that the applicant’s competence in English is at a level which will allow satisfactory participation in and benefit from graduate study at CSUB.

CSU minimum TOEFL standards are:

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APPLYING FOR ADMISSION-UNDERGRADUATES

ADMISSION PROCEDURES AND POLICIES

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 www.csumentor.edu. The CSU Mentor 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. An acknowledgement will be sent 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). Application forms (in PDF) may also be downloaded www.calstate.edu/sas/publications/. Paper applications should be mailed to the campus admission office:

California State University, Bakersfield
Office of Admissions and Records, 47A 9001 Stockdale Hwy
Bakersfield, CA 93311-1099

Application Filing Periods
(Not all campuses/programs are open for admission to every term.)

Terms in 2014-15:
Applications First Accepted:
Summer Quarter 2014................. February 1, 2014
(Some campuses do not admit students to Summer term.)
Fall Quarter 2014.................... October 1, 2013
Winter Quarter 2015................. June 1, 2014
Spring Quarter 2015.................. August 1, 2014

Initial Filing Period:
Summer Quarter 2014.................. February 1-28, 2014
Fall Quarter 2014..................... Oct. 1 - Nov. 30, 2013
Winter Quarter 2015.................. June 1-30, 2014
Spring Quarter 2015.................. August 1-31, 2014

Filing Period Duration
Each non-impacted campus accepts applications until capacities are reached. Many campuses limit undergraduate admission in an enrollment category due to overall enrollment limits. If applying after the initial filing period, consult the campus admission office for current information. Similar information is conveniently available at www.csumentor.edu/filing_status

Transcript Requirement
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 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 (although it is recommended as proof of the language requirement). All students who have attempted college work at another institution must request transcripts 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. 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 an official copy of all transcripts from all institutions attended.

Transcripts from schools outside the United States should be evaluated for equivalency and, in some cases, translated into English. Several agencies exist to provide this service for a fee; some are listed below. CSU Bakersfield not affiliated nor endorses any of the agencies listed below:

- World Education Services: www.wes.org
- International Education Research Foundation, Inc.: www.iert.org
Institute for International Credentials Evaluations at CSU
Fresno: www.fresnostate.edu/studentaffairs/issp/iice/

Application Fee
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.

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, residency 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). This includes up-to-date contact information such as email, telephone, and address information. CSU Bakersfield utilizes email as its primary method of communication. It is essential and the responsibility of the student to maintain his or her email account in order to receive important communication during and after the application process.

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 information 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.

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.

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

Supplemental Admission Criteria
Each campus with impacted programs or admission categories uses supplementary admission criteria in screening applicants. Supplementary criteria may include rank-ordering of freshman applicants based on the CSU eligibility index or rank-ordering of transfer applicants based on verification of AA-T or AS-T degree, the overall transfer grade point average (GPA), completion of specified prerequisite courses, or a combination of campus-developed criteria. Applicants for freshman admission to impacted campuses or programs are required to submit scores on either the SAT or the ACT. For fall admission, applicants should take tests as early as possible, but no later than November or December 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 published at www.calstate.edu/sas/impactioninfo.shtml.

Impacted Programs
The CSU designates programs as impacted when more applications from regularly 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 a few campuses. Candidates for admission must meet all of the campus’ specified supplementary admission criteria if applying to an impacted program or campus.

The CSU will announce during the fall filing period those campuses or programs that are impacted. Detailed information on campus and programs impaction will be available at the following websites:
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 admission consideration.

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 the school or college to forward a supplementary record showing the final grades for that term. Final admission is subject to the receipt and approval of any outstanding credentials.

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. Returned mail with forwarding labels by the US Postal Service does not constitute a change in address in student records.

Application Acknowledgment
On-time applicants 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 applicants submit additional records necessary to evaluate academic qualifications. Applicants may be assured of admission if the evaluation of relevant qualifications indicates that applicants meet CSU admission requirements, and in the case of admission impaction, supplemental criteria for admission to an impacted program. Unless specific written approval/confirmation is received, an offer of admission is not transferable to another term or to another campus.

APPLYING FOR ADMISSION
OTHER APPLICANTS

CSU Intrasystem and Intersystem Concurrent and Visitor Enrollment
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. Additional information about these programs is available from the Admissions and Records Office in the Student Services building, (661) 654-3036.

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 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.
APPLYING FOR ADMISSION
GRADUATE AND POST–BACCALAUREATE STUDENTS

All graduate and post-baccalaureate applicants (e.g., Ed.D, joint Ph.D. applicants, master’s degree applicants, those seeking educational credentials or certificates, and where permitted, 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 unless specifically requested to do otherwise. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an 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 expected unless submission of an electronic application is impossible. An electronic version of the CSU graduate application is available on the World Wide Web at www.csumentor.edu. Application forms may also be obtained from the Graduate Student Center in DDH 100C, or at the Admissions Office of any California State University campus.

DENIAL OF ADMISSION

Appeal of Admission Decision
Section 89030.7 of the California Education Code requires the California State University establishes specific requirements for appeal procedures for a denial of admission. Each CSU campus must publish appeal procedures for applicants denied admission to the University. The procedure is limited to addressing campus decisions to deny an applicant admission to the University.

Admissions appeal procedures must address the basis for appeals, provide 15 business days for an applicant to submit an appeal, stipulate a maximum of one appeal per academic term, provide specific contact information for the individual or office to which the appeal should be submitted, and indicate a time estimate for when the campus expects to respond to an appeal. The appeal procedures must be included in all denial of admission notifications to students, and must also be published on the campus website. For the CSUB admissions appeals process, see www.csub.edu/admissions/applying/appeal.shtml.

Appeal Process
You may be able to appeal your admission decision if you were not offered admission due to one of the following reasons:

- Freshman Low Eligibility Index
- Freshman Missing College Prep Course
- Transfer “Golden 4” Requirement
- Transfer GPA
- Graduate program requirements
- Credential program requirements

All requests must include documentation related to the extraordinary circumstances you wish to be considered for the appeal.

Submitting Your Appeal

There is a limit of one appeal per academic term. Decisions rendered are final and non-negotiable. Appeals must be received no later than 15 days from date of admissions decision notification. Appeal packets should include:

- Letter of Appeal
- Documentation to support your appeal (e.g., transcripts, SAT/ACT scores, proof of mailing submission of requested information, etc.)

Submit the appeal packet in person or by mail to (faxes and email appeals will not be accepted):

California State University, Bakersfield
Office of Admissions and Records, SA 47
9001 Stockdale Highway
Bakersfield, CA 3311-1099

Students submitting appeals will be notified of the final appeal decision via U.S. mail within three to four weeks from the date the appeal was received.

Hardship Petitions

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

CSU Bakersfield has established procedures for reviewing petitions of applicants who have received official denial from the campus or will be denied admission due to not meeting the requirements for admission. A petition may be submitted in the form of a letter explaining the extenuating circumstances should the admission be denied.
TESTING REQUIREMENTS

Systemwide Placement Test Requirements
The CSU 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. These examinations 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. Students who have maintained a CSUB grade point average (GPA) of 2.0 or higher and have made “good faith effort” to complete required developmental remedial course work in English and/or mathematics may be allowed an additional quarter based upon the recommendation by the Director of the Academic Advising and Resource Center (AARC).

Students register for the EPT (www.csuenglishsuccess.org/ept) and/or ELM (www.csuenglishsuccess.org/elm_exam). Campus may establish deadlines by which new students must register for and/or take placement exams as a requirement for enrollment. Questions about the test dates and registration materials may be addressed to the CSUB Testing Center:

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

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/csu

English Placement Test (EPT)
The English Placement Test (EPT) is designed to assess the level of reading and writing skills of students entering the California State University. The CSU EPT must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 147 or above on the EPT will be placed in college-level composition classes.

Exemptions from the EPT are granted only to those who present proof of one of the following:
• A score of “Exempt” or “Ready for college-level English courses” on the CSU Early Assessment Program (EAP) taken along with the English Language Arts California Standard Test in grade 11
• A score of “Conditionally ready for college-level English courses” or “Conditional” on the CSU Early Assessment Program (EAP) taken on grade 11, provided successful completion of the Expository Reading and Writing Course (ERWC), AP English, 1B English or an English course approved for extra honors weight on the University of California “a-g” Doorways course list.
• A score of 500 or above on the critical reading section of the College Board SAT Reasoning Test
• A score of 22 or above on the American College Testing (ACT) English Test
• A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program
• Completion and transfer to CSU of the credits for a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better

Entry Level Mathematics (ELM) Examination
The Entry Level Mathematics (ELM) Examination is designed to assess and measure the level of mathematics skills acquired through three years of rigorous college preparatory mathematics coursework (Algebra I and II, and Geometry) of students entering the California State University (CSU). The CSU ELM must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 50 or above on the ELM will be placed in college-level mathematics classes.

Exemptions from the ELM are granted only to those who present proof of one of the following:
• A score of “Exempt” or “Ready for college-level Mathematics courses” on the CSU Early Assessment Program (EAP), taken in grade 11 in conjunction with the CST in Summative High School Mathematics or Algebra II
• A score of “Conditionally ready for college-level Mathematics courses” or “Conditional” on the CSU Early Assessment Program (EAP) taken in grade 11 along with the California Standards Test in Summative High School Mathematics or Algebra II, provided successful completion of a CSU-approved 12th grade math course that require Algebra II as a prerequisite
• A score of 550 or above on the mathematics section of the College Board SAT Reasoning Test
• A score of 550 or above on a College Board SAT Subject Test in Mathematics (level 1 or level 2)
• A score of 23 or above on the American College Testing (ACT) Mathematics Test
A score of 3 or above on the College Board Advanced Placement Calculus AB or Calculus BC exam
A score of 3 or above on the College Board Advanced Placement Statistics examination
Completion and transfer to CSU of a college course that satisfies the requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better

**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

**Early Start Program**
Entering resident freshmen who are not proficient in math or English will need to start the remediation process before their first regular term.

The goals of the Early Start Program are to:
- Better prepare students in math and English, before the fall semester of freshman year;
- Add an important and timely assessment tool in preparing students for college; and
- Improve students’ chances of successful completion of a college degree.

For 2013, resident students would be required to participate in the Early Start Program if their ELM score is less than 50 and/or their EPT score is less than 147 (at CSU Bakersfield). Newly admitted freshman students who are required to complete Early Start will be notified of the requirement and options for completing the program as part of campus communications to newly admitted students.

**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 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 Student Health Services.
- **Meningococcal Disease Information:** 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. Although immunization against this infection is not a requirement, all entering freshmen, particularly those living in residence halls, are urged to consider vaccination. The meningococcal vaccine is available at Student Health Services.

The above are not admission requirements, but are required of students as conditions of enrollment in CSU.

Students may fulfill the immunization requirements by bringing or sending medical documentation of immunization to the Student Health Services. Students may also receive the immunizations 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.

**Determination of Residency for Tuition Purposes**
University requirements for establishing residency for tuition purposes 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 Residency Requirements. These laws governing residency for tuition purposes at the California State University are California Education Code sections 68000-68085, 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.

Each campus’s Admissions Office is responsible for determining the residency 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 residency 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 residency 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 residency for tuition purposes. A minor normally derives residency 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 that includes questions concerning their financial dependence on parents or others who do not meet university requirements for classification as residents for tuition purposes. Financial independence is required, along with physical presence and intent, to be eligible for reclassification.

Non-citizens establish residency 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 residency requirements are contained in California Education Code sections 68070-68085 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.6, 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.

Residency 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
- Spring.....................January 5
- Summer.....................June 1

**CalState TEACH operates on a trimester system. The residency determination dates for CalState TEACH are as follows:**
- Fall......................September 20
- Spring.....................January 5
- Summer.....................June 1

Students classified as non-residents may appeal a final campus decision within 120 days of notification by the campus. A campus residency 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 also 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 residency for tuition purposes in California between the time this information is published and the relevant residency determination date. Students are urged to review the statutes and regulations stated above.

**WITHDRAWALS**

**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 the Admissions and Records Office (SA 47) at (661) 654-3036 or records@csub.edu.
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. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

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 and 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.

STUDENT SUPPORT

Academic Advising and Resource Center (AARC)
The Academic Advising and Resource Center (Student Services Building) offers academic advising and informational support services. Though the AARC focuses on serving undeclared students, the Center welcomes all 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 provides information for various academic majors (roadmaps), university programs, and other services available to students.

The AARC website (www.csueb.edu/aarc/) has valuable information for students and advisors. Students can find out who their advisor is, retrieve the General Education and Other Graduation Requirements checklists, obtain 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 AARC. Contact the AARC staff at (661) 654-2700 or aarc@csueb.edu

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, visit the Testing Center located in the Modular Building (next to Campus Police) or call (661) 654-3373.

The Testing Center administers the following tests:
- American College Test (ACT)
- 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)
- Chemistry Placement Test
- COMPASS exam (math only)
- Entry Level Math Exam (ELM)
- General Education waiver exams (Area A1, Area A2, Area A3, Area A4)
- Graduate Management Admissions Test (GMAT)
- Graduate Record Examination (GRE)
- Miller Analogies Test (MAT)
- Myers-Briggs Type Indicator (MBTI)
- Praxis I & II Series: Subject, Specialty (MSAT)
- Reading Instruction Competence Assessment (RICA)
- Single Subject Assessments for Teaching (SSAT)
- Scholastic Assessment Tests I & II (SAT Reasoning & Subject exams)
- Test of English as a Foreign Language (TOEFL) English Placement Test (EPT)

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).

STUDENT PROGRAMS

New Student Orientation Program
The New Student Orientation Program is designed for newly admitted students and their families as they transition into a
new academic and community environment at the university. The program ensures new students understand the nature and purpose of the CSU Bakersfield community, student support programs, and the advising process. All new students (both freshmen and transfer) are required to attend an orientation program prior to enrollment. Students are allowed to register for courses at all orientation programs. For additional information regarding the New Student Orientation Program, call (661) 654-3388 or visit the office in the Student Administration building.

College Assistance Migrant Program (CAMP)
College Assistance Migrant Program at CSU Bakersfield is a federally funded program designed to assist first-time freshmen here at the university. The purpose of CAMP is to address the educational and social development of low income and first generation college migrant students. CAMP provides the student with academic advising and other support services necessary to successfully complete their first year of higher education. Website: www.csub.edu/camp or call (661) 654-3212.

Educational Opportunity Program (EOP)
The Educational Opportunity Program (EOP) at CSU 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 meet regular admission criteria as well as those who do not qualify for regular admission. Applicants must have a history of low income and need academic and financial aid assistance. Current and former Foster Youth and Wards of the Court should apply to EOP as well as the Guardian Scholars Program.

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 EOP application is online and available at www.csumentor.edu. The priority filing deadline is November 30 and the final deadline to apply is March 2. Information about EOP, the Guardian Scholars Program application, and details about the Summer Bridge program are available on the EOP website at www.csub.edu/aac/eop.html or call (661) 654-2276.

Federal TRIO Programs
The Federal TRIO Programs are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs. For more information, contact the Educational Talent Search office, located in the Administration East building or call (661) 654-2261.

PROGRAMS FOR FUTURE STUDENTS

Cal-SOAP
The California Student Opportunity and Access Program (Cal-SOAP) is a statewide program designed to increase the number of students attending college. The program serves students that are from low-income families, will be the first in their family to attend college, or are from areas or schools with low-eligibility or college-going rates. Cal-SOAP was established by the state legislature in 1978 and today operates projects in 16 locations throughout the state. Cal-SOAP is funded and administered by the California Student Aid Commission (CSAC). More information on Cal-SOAP is available on www.csub.edu/calsoap.

Educational Talent Search (ETS) Program
The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages those who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds to complete high school and enroll in and complete their postsecondary education.

Schools currently participating in the Educational Talent Search Program include: Emerson and Stern Middle Schools and East, 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.

University Outreach Services
The University Outreach Services Office 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 Kern, Kings, Tulare, Inyo, and Mono counties. The primary focus of University Outreach Services is to assist prospective students with the pre-admission procedures necessary to attend CSUB. The Outreach staff also works to improve access to higher education for students who are from educationally and/or economically disadvantaged families, coordinates campus tours, oversees the College Ambassador Program, and hosts CSUB’s orientation programs. To contact University Outreach Services, call (661) 654-3138 or visit the office in the Student Administration Building.