The CSU Mentor Express Application Mode

Key Points to Remember

Once you **submit** your **first** application, you can now apply to multiple campuses quickly and easily!

- Screens **2 through 12** will now be auto-populated. The data will be retrieved from your most recently **submitted** application.

- The Express Mode is only applicable for the **same** admission application cycle (i.e. 2013-2014).

- You have **90 days from last submitted application** to use the Express Mode.
  
  • Why, you may ask? After 90 days, it is unlikely that your information will remain the same when you apply again.
  
  • Will your basic data still be saved? Absolutely! You just won’t be able to use the Express Mode.

  • Will you be able to EVER use Express Mode again? Yes! You will have to repeat the above process to regain access to this mode. Submit your initial application, then voila!

- What is **NOT** part of the Express Mode:
  
  • Supplemental questions – this will remain in the Standard Mode.
  
  • EOP Application - this will remain in the Standard Mode.
FIRST Application
Must save **each** screen from left navigation sidebar.
SUBSEQUENT Applications

✓ Select term, then next campus choice.

✓ System determines if subsequent application qualifies for Express Application mode.

✓ Pre-populates data from last **submitted** application.
  ➢ *Do not* close browser while processing.
  ➢ *Do not* click on back-arrow on web page.

✓ First page / left Navigation Bar:
  ➢ Express Mode - Screens 2-12 auto-populated / grayed out
  ➢ How to tell if you are **NOT** in Express Mode
    • Screens 2-12 are *not* grayed out
    • Must restart the application process above.
Confirming eligibility for Express Mode
1. Do not close browser.
2. Do not click back-arrow (web page)
Subsequent Application – Screen 1

1. First Page:
   * Screens 2-12 pre-populated
   * Screen 1 – fill out

1. Message Box:
   * Last application submitted.
   * Fee Waiver Information (if applicable).

3. Entry Status Field:
   * Can’t be modified!
SUBSEQUENT Applications (cont’d)

Screen 1: Fee Waiver Limit Reached

Note:
Campus-Specific screens remain the same
**Subsequent Application – Review Prior to Submittal**

- Message box appears with instruction text / option to edit entire application.
- When applicable, Fee Waiver warning or limit message included.
Subsequent Application – **Unlocked** Version

- If you wish to edit any of your information, you must click the link to make changes to your information.

- Reverts to **Standard** Application Mode
  - Refreshes to display Screen 1

- Can’t revert back to the Express Mode.

- Must review/save each screen.

- Not to worry…all your data will still be visible/auto-populated on each screen. Just make sure you save EACH screen!

Screenshot next page
Your application has been unlocked and all screens are available for editing.
Student Support

Phone Calls
1-800-G0-TO-XAP (1-800-468-6927)

E-mail
support@csumentor.edu

Website
www.csumentor.edu

Bilingual Support in Spanish
Monday through Friday  6:30am – 6:30pm
## Student Support – Extended Hours

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 1 – 31</strong></td>
<td>Monday – Friday</td>
<td>5:00 a.m. – 6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday and Sunday</td>
<td>11:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td><strong>November 1 – 22</strong></td>
<td>Monday – Friday</td>
<td>5:00 a.m. – 6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday - Sunday</td>
<td>11:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td><strong>November 23</strong></td>
<td>Saturday</td>
<td>8:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td><strong>November 24</strong></td>
<td>Sunday</td>
<td>8:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td><strong>November 25-27</strong></td>
<td>Monday – Wednesday</td>
<td>5:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td><strong>November 28</strong> (Thanksgiving)</td>
<td>Thursday</td>
<td>8:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td><strong>November 29</strong></td>
<td>Friday</td>
<td>5:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td><strong>November 30</strong></td>
<td>Saturday Deadline is midnight!</td>
<td>5:00 a.m. – 2:00 a.m. (Dec. 01)</td>
</tr>
</tbody>
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