



# STEPS for ADT VERIFICATION

For students who apply for the ADT by the appropriate deadline, and correctly identify their intention to receive the ADT degree on the CSU Admissions Application, Moorpark College will electronically verify their ADT status with the CSU Chancellor's Office system once applications have been reviewed. This official verification acknowledges that a student is on-track, is expected to receive the Associate Degree for Transfer and has submitted the degree application. It is the students' responsibility to notify the CSU system of any changes that result in a failure to complete the degree.

Late Verification of ADT Requests: ADT Degree Applications received after the filing deadline will still be processed to award the degree BUT the CSU Verification will be mailed to the student (virtually). It is the student's responsibility to submit the verification letter to all CSU's they applied to for transfer.

- 01** Student reports Associate Degree (AA-T/ AS-T) on their Cal State Apply app.
- 02** Community College verifies degree status
- 03** Notification sent to applicants who were not verified or will complete the ADT after required term
- 04** CSU campuses download verification data and use to make priority admission decision
- 05** Final Verification is receipt of official transcript
- 06** FINAL Date by Which CCC Verification Reviews Complete and Entered in ADT E-Verify Site: March 15, 2021\*
- 07** Students follow-up with CSUs for updates to admission file.

**\*NOTE Make Counseling Appointment if ADT was NOT indicated on CSU Application.  
Hard Copy verification will need to be completed if applicable.**

# ADT QUESTIONS & ANSWERS

## CSU ADT VERIFICATION INFORMATION

**01**

### **What is an ADT-Verification?**

The ADT-verification is a means by which California Community Colleges can verify their students' progress towards ADT completion to help CSU campuses appropriately apply ADT benefits when reviewing admission applications. Since admission applications are reviewed before most students are awarded the ADT, CSU campuses can integrate ADT-verifications into their application review process.

**02**

### **How do I get my ADT status verified?**

Step 1: Apply to CSU during the priority filing period and report your plan to transfer with the ADT from Moorpark College. By reporting your intent to transfer with the ADT within the CSU Application, your name will be added to the CSU e-Verify System (see Q3).

Step 2: Meet with a Moorpark counselor or academic adviser and submit your ADT Graduation Application by the following verification deadlines: For winter/spring 2021 transfer, October 29, 2020 (1:00 p.m.); For fall 2021 transfer, March 4, 2021 (12:00 p.m.) Note: The "Required for Verification" section of the ADT Graduation Application must be filled-out completely.

**03**

### **What is e-verify?**

Moorpark can electronically verify (or e-Verify) your ADT status via a shared online CSU portal, the e-Verify Site. All CSU campuses can access the e-Verify Site and most prefer this verification method; the system is only open a few weeks each cycle and can only be used for students who reported to CSU (within their CSU Application) their intent to transfer with the ADT. Moorpark College cannot add names to e-Verify. Students cannot access the e-Verify Site.

**04**

### **Can I get my ADT status verified if I did not report my plan to receive the ADT when I applied to CSU?**

Yes, but you will be responsible for notifying CSU. Meet with a Moorpark counselor or academic adviser to complete the ADT Graduation Application (be sure to fill out the "Required for Verification" section) and submit it by the verification deadline for your transfer term. If you are on track to complete degree requirements by your reported award date and this date aligns with your transfer term, the counselor/adviser can provide you with a paper-verification.

You must fill out the top section of the form, make copies (as needed), and send this paper-verification to all CSU campus(es) that you applied to. See mailing addresses here. You could check with each campus to see if the verification could be sent via email or fax. Policies differ by campus.

**05**

### **Can I get my ADT status verified if I missed the verification deadline?**

Graduation Applications received after the Moorpark deadline will be processed, but verifications may not be completed in time to meet CSU's deadline. (CSU ADT Verification Deadlines: October 30, 2020 for winter/spring 2021 transfer; March 15, 2021 for fall 2021 transfer. The e-Verify Site will close on those date. Campuses' individual deadlines may vary).

**06**

### **What should I do if I am not able to receive the ADT as reported to CSU?**

You should report this change in your ADT status to each CSU campus that you applied to.

**07**

### **Could my CSU admission be rescinded if I reported I was getting The ADT ; however, ended up not doing it?**

Yes, if your admissions offer was contingent on receiving the ADT . You should discuss your situation with the CSU campus.

# ADT QUESTIONS & ANSWERS

## **CSU ADT VERIFICATION INFORMATION cont.**

**08** I reported I would be transferring with an ADT, but I received a CSU admission offer before The ADT verification deadline. Do I still need to complete The ADT & do I need to have ADT status verified?

Some campuses process admission applications before the ADT verification deadline and their admissions offers are based solely on what students reported on their applications. This means your admissions offer could be contingent on receiving the ADT before transfer, so if you know the campus accepts the ADT (similar major – see Q9) it's best to proceed as planned by working to complete the ADT, and submitting the ADT Graduation Application by the verification deadline. Discuss your situation with a MC counselor or academic adviser, or contact the CSU campus directly. See Q5.

**09** How do I check to see if the CSU campus I applied to accepts my ADT?

The admission and graduation benefits associated with the ADT are limited to CSU campuses that have determined their majors are 'similar' to an ADT. Similar majors may be further limited to specific concentrations within each major. For example, the Business Administration ADT may be accepted towards a Business Administration: Marketing concentration at a CSU campus, but not the Business Administration: Accounting concentration. To identify CSU campuses that will accept your ADT, use this search tool: <https://www2.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx> AND be sure to check CSU campus websites for updates.

**10** Can I request to have my ADT status verified early?

No. You shouldn't have to request the verification at all if you correctly report your plan to transfer with the ADT from Moorpark College on your CSU Application and you submit your ADT Graduation Application by the verification deadline.

**11** Do I need to have my status verified if I already received The ADT from Moorpark?

If you sent your final transcript (showing the ADT was awarded) to the CSU campus, then the verification isn't necessary, but Moorpark will verify your status if your name is in the e-Verify system. You could check with Moorpark's Admissions and Records Office before the verification deadline to make sure this was done.

**12** Do I need to request a second verification after I am awarded The ADT?

No, The ADT awarded will be noted on your Moorpark transcript. CSU will reference your official Moorpark College transcript to verify degree completion.

**13** Do I need to have my ADT status verified if I am not transferring to a CSU?

No, at this point in time the ADT verification process is for CSU only. However, you may request to receive a paper-verification when you apply for the ADT if another college/university is requesting this verification. (You may be asked to provide a copy of the request sent by the college/university.)

DISCLAIMER: The final responsibility for successful transfer rests with the student. The information posted is designed to assist students in obtaining the most accurate transfer-related information possible. However, this information is subject to change without notice, which may subsequently impact admission to a transfer college or university. Students are encouraged to meet as early as possible in their academic careers and periodically with a MC counselor to develop a Student Education Plan and with a transfer college or university admissions representative to confirm their choice of classes.