STEPS TO SUCCESS

- Join student government, clubs, sports, or Greek life
- Explore career development opportunities: internships, panels, workshops, career fairs
- Build your professional network: faculty, staff, students, and recruiters
- Create a LinkedIn profile for networking and future job searches
- Utilize campus facilities while they are free
- Stay in touch, email us at cbeadvising@csueastbay.edu

BaySync

BaySync is your way to connect to organizations, communicate with the Cal State East Bay community. Our office has a robust page where students can submit and monitor the status of their forms, RSVP for various events, and stay informed about courses.

Login with your Net ID and join our page: orgsync.com/127224

Also, be a part of the CBE Leadership Council by joining one of the many CBE student organizations. Below are only a few:

CBE OFFICE OF CAREER & PROFESSIONAL DEVELOPMENT

The CBE Office of Career & Professional Development is your partner for career and professional success. Our office provides quality services and customized support for all CBE students, alumni, and employers. It's never too early to begin thinking about your career!

Location: VBT, Room 132
Phone: (510) 885-2275
Email: cbecareer@csueastbay.edu
Website: www.csueastbay.edu/cbecareer

PIONEER SPEAK (ACRONYMS AND ABBREVIATIONS)

A - F Grading Pattern - All major courses must be taken in this pattern
AACCE - Academic Advising & Career Education
AACSB - Association to Advance Collegiate Schools of Business
ACCT - Accounting
ALPFA - Association of Latino Professionals for America
AMA - American Marketing Association
ARTS - Arts & Education Building
ASS - Associated Students, Inc.
BAP - Beta Alpha Psi
Bay Advisor - CSUEB/CBE Appointment Scheduling System
BUS - Business Administration
BUEC - Business Economics
Capstone - BUS 499
CBE - College of Business & Economics
CFAS - College of Education & Allied Studies
CIE - Center for International Education
CLASS - College of Letters, Arts & Social Sciences
Concentration - Focus or emphasis within student’s major
CR/NC Grading Pattern - Credit/No Credit
CSCI - College of Science
DAR - Degree Audit Report
DEP - Department
DQ - Disqualification
DSP - Delta Sigma Pi
ECON - Economics
EDUC - Enrollment Information Center
ENTR - Entrepreneurship
FRS - Family Educational Rights and Privacy Act
FIN - Finance
CE - General Education
CMGT - General Management
CDA - Grade Point Average
HRM/OB - Human Resources Management & Organizational Behavior
IAO - Intern Admissions Office
IAP - Individualized Advisement Plan
ITM - Information Technology Management
LD - Lower Division (100-299 level) courses
ML - Meiklejohn Hall
Minor - Program in a field outside of student’s major
MKTG - Marketing
MyCSUEB - Online student self-service system
Net ID - Student ID/Login name (example: ab7234)
OCIO - CBE Office of Career & Professional Development
OSCM - Operations & Supply Chain Management
RAW - Recreation and Wellness Center
RD - Robinson Hall
SA - Student Services & Administration Building
SB440 - Senate Bill 1440 Student Transfer Achievement Reform Act
SCAA - Student Center for Academic Achievement
SF - Student & Faculty Support Building
SHC - Student Health & Counseling Services
SI - Supplemental Instruction
SSHRM - Student Society for HRM
UD - Upper Division (300-499 level) courses
UWRS - University Writing Skills Requirement
VBR or VBT - Valley Business & Technology Center
WRT - Writing Skills Test

STUDENT GUIDE
ACADEMIC YEAR 2018-19
College of Business & Economics
OFFICE OF UNDERGRADUATE ADVISING

WELCOME TO THE COLLEGE OF BUSINESS & ECONOMICS

We are glad that you have chosen to become a Pioneer! Whether you are a first-time freshman or transfer student, our office is here to help you transition and persist to graduation.

As you think about the terms ahead, realize that the College is here to support you. Please visit us in the Office of Undergraduate Advising for academic advising, connect with our faculty through the Undergraduate Mentoring Program, attend the free career workshops, or get tutoring from the Student Center for Academic Achievement.

You are about to embark on a life-changing journey that will challenge you, but also help you become a successful business professional and leader.

INSIDE

Academic Advising - 2
Important Dates - 3
Student Resources - 3
Steps to Success - 4
BE A PREPARED PIONEER

Check your CSU East Bay email and MyCSUEB daily
Get a Bay Card
Get major and GE advising regularly (orientation, group advising, or one-on-one appointments)
Run your Degree Audit Report and monitor your own progress
Register for classes on time
Be aware of important dates, deadlines, and registration holds
Pay fees (or ensure Financial Aid will cover fees)
Go to Class and Engage with your Professors
Read Everything

OFFICE OF UNDERGRADUATE ADVISING

The College of Business & Economics (CBE) Office of Undergraduate Advising serves as your “one-stop shop” for all undergraduate business or economics students and offers:
- one-on-one major/concentration advisement.
- group major/concentration advisement.
- workshops
- assistance with college registration processes, and
- assistance with college and university forms.

Because we are a high volume office, we provide students with many online tools and resources. Students can do the following online:
- schedule one-on-one advising appointments.
- RSVP for group advising sessions, workshops, or events.
- view road maps, annual schedules, or open class list.
- submit and/or download college forms, and
- download frequently used university forms.

UNDERGRADUATE MENTORING PROGRAM

Curious about what careers you can pursue with an Economics or Business degree?
Can’t decide which concentration is right for you?

Let one of our knowledgeable CBE professors help you find the answers to these questions through the Undergraduate Mentoring Program! Participants will be partnered with a dedicated mentor to provide guidance, career advice, and other useful tips to help set students up for success after graduating from Cal State East Bay. Mentors will have the opportunity to get expert advice from CBE instructors who have first-hand experience in the world of Business and Economics.

To sign up, submit the Undergraduate Mentoring Program interest form online at www.csueastbay.edu/scaaresources

STUDENT CENTER FOR ACADEMIC ACHIEVEMENT

The Student Center for Academic Achievement (SCAA) provides FREE tutoring for math, writing, and statistics and other student learning services and programs.

Location: Library Upper Mall
Phone: (510) 885-3674
Email: scaa@csueastbay.edu
Web: www.csueastbay.edu/scaa

USE YOUR UNIVERSITY EMAIL!

http://horizon.csueastbay.edu

STUDENT HEALTH & COUNSELING SERVICES

Student Health & Counseling Services is a fully accredited outpatient clinic staffed by Board Certified Physicians, and licensed Nurse Practitioners, Nurses, and Counselors. They offer basic medical care for most illnesses and injuries, counseling, psychiatry, and health education.

Location: SHCS 1000
Phone: (510) 885-3735
Email: shcs@csueastbay.edu
Web: www.csueastbay.edu/shcs

BOOKMARK THIS PAGE NOW!

www.csueastbay.edu/cbeadvising

KNOW YOUR DEADLINES!

www.csueastbay.edu/importantdates

FALL SEMESTER 2018 IMPORTANT DATES

May 29 - July 15, 2018
Open Enrollment Period
(Newly admitted transfer students begin enrollment)

July 16, 2018
First Fee Payment Deadline*

July 16 - 18, 2018
Registration Closed

July 19 - August 12, 2018
Open Enrollment Period

August 13, 2018
Second Fee Payment Deadline*

August 13 - 15, 2018
Registration Closed

August 16 - 19, 2018
Open Enrollment Period

August 20, 2018
First Day of Classes

August 20 - 26, 2018
Add/Drop without Instructor/Dept. Permission ($25 Late ADD Fee)

August 27 - 31, 2018
Add/Drop WITH Instructor/Dept. Permission ($25 Late ADD Fee)

August 29, 2018
Third Fee Payment Deadline*

August 31, 2018
Drop Deadline (no permission required)

Last Day to Add/Withdraw Classes Without Instructor/Dept. Permission

September 1, 2018
Advising Appointments Open for Fall 2018

September 10, 2018
Last Day to Change Grade Type

October 1, 2018
Last Day to Apply for Spring 2019 Graduation

November 9, 2018
Last Day to Withdraw from Classes

December 9, 2018
Last Day of Classes

December 10 - 16, 2018
Final Exams Week

December 24, 2018
 Officials Graduation on MyCSUEB

*Any outstanding balance of new fees (including tuition, housing, or other fees) incurred from the last payment deadline are due on the due date. If fees must be paid by 4:00 p.m, Pacific Time on the due date, and installment forms must be submitted by noon on the due date.

Dates are subject to change.
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**STUDENT CENTER FOR ACADEMIC ACHIEVEMENT**

The Student Center for Academic Achievement (SCAA) provides FREE tutoring for math, writing, and statistics and other student learning services and programs.

**Location:** Library Upper Mall  
**Phone:** (510) 885-3674  
**Email:** scaa@csueastbay.edu  
**Web:** www.csueastbay.edu/scaa

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**STUDENT HEALTH & COUNSELING SERVICES**

Student Health & Counseling Services is a fully accredited outpatient clinic staffed by Board Certified Physicians, and licensed Nurse Practitioners, Nurses, and Counselors. They offer basic medical care for most illnesses and injuries, counseling, psychiatry, and health education.

**Location:** SHCS 1000  
**Phone:** (510) 885-3735  
**Email:** shcs@csueastbay.edu  
**Web:** www.csueastbay.edu/shcs

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**OFFICE OF UNDERGRADUATE ADVISING**

**Undergraduate Mentoring Program**

- Curious about what careers you can pursue with an Economics or Business degree?
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**STUDENT HEALTH £r COUNSELING SERVICES**

Licensed Nurse Practitioners, Nurses, and Counselors. They staff an outpatient clinic staffed by Board Certified Physicians, and licensed Nurse Practitioners, Nurses, and Counselors. They offer basic medical care for most illnesses and injuries, counseling, psychiatry, and health education.

**Location:** SHCS 7000  
**Phone:** (510) 885-3735  
**Email:** shcs@csueastbay.edu  
**Web:** www.csueastbay.edu/shcs

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**ACADEMIC ADVISING & CAREER EDUCATION**

AACCE assists all students with understanding General Education (GE), non-major graduation requirements and university policies and procedures, in addition to helping students clarify and attain their career goals.

Requirements that all transfer students should be aware of and must complete:

- University Writing Skills Requirement (UWSR)
- Unit and CPA Requirements
- American Institutions (Code) Requirement
- Writing II/2nd Composition
- Social Justice Requirement
- Diversity Requirement
- Sustainability Requirement
- Upper Division General Education
- Unit and GPA Requirements
- University Writing Skills Requirement (UWSR)
- Social Justice Requirement
- Diversity Requirement
- Sustainability Requirement
- Upper Division General Education
- Unit and GPA Requirements

To discuss these requirements, schedule an appointment with an AACCE counselor on the Hayward campus, please call (510) 885-3621. For an appointment on the Concord campus, call (925) 602-6700.

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**DEGREE AUDIT REPORT ON MyCSUEB**

Your Degree Audit Report (DAR) is an individualized report that lists your progress towards satisfaction of all General Education (GE), degree, and major requirements. It is a great tool to use when planning your schedule and staying on track to graduation.

You will receive two official evaluations via Horizon email, one from Degree Audit Evaluations (GE) and another from your CBE academic advisor (major). Please note that the Office of Admission must have received your final official transcripts and posted your transferwork to MyCSUEB before official evaluations can be done.

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**How to Access Your Degree Audit Report**

1. Login to MyCSUEB, select “Classic View”  
2. Click on the “Student” tab, then click on “Student Center”.  
3. Click on the drop down menu labeled “other academic” and select “Degree Audit Report”.  
4. Click on the blue arrows to get your report.
STEPS TO SUCCESS

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