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
Cheer for your fellow Pioneers at a home game
Stay connected: orgsync.com/127224, orgsync.com/133957

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

Pioneer Speak (Acronyms and Abbreviations)

ACCT - Accounting
ALPFA - Association of Latino Professionals for America
AMA - American Marketing Association
AE - Arts & Education Building
AGS - Associated Students, Inc.
BAP - Beta Alpha Psi
Bay Advisor - CSUEB/BCEP Appointment Scheduling System
BUS - Business Administration
BUEC - Business Economics
Capers - BUS 409
CBE - College of Business & Economics
CEA - College of Education & Allied Studies
CIE - Center for International Education
CLASS - College of Letters, Arts & Social Sciences
CMCT - General Management
CS - College of Science
CSOA - College of Social Sciences
DMAT - Degree Audit Report
DEPT - Department
DQ - Disqualification
DSP - Delta Sigma Pi
ECON - Economics
EIC - Enrollment Information Center
ENTR - Entrepreneurship
FEDERA - Family Educational Rights and Privacy Act
FIN - Finance
GE - General Education
GMCP - General Management
GPA - Grade Point Average
HREM - Human Resources Management
IAO - International Admissions Office
IAP - Individualized Advancement Plan
ITM - Information Technology Management
LDO - Lower Division (100-299 level) courses
MC - Medley John Hall
MKTG - Marketing
MyCSUEB - Online student self-service system
Net ID - Student ID (Login name: example ab0234)
OCFD - CBE Office of Career & Professional Development
OSCM - Operations & Supply Chain Management
RAW - Recreation and Wellness Center
RC - Robinson Hall
SA - Student Services & Administration Building
SB440 - Senate Bill 440 (The Student Transfer Achievement Reform Act)
SCEAA - Student Center for Academic Achievement
SF - Student & Faculty Support Building
SHCS - Student Health & Counseling Services
SI - Supplemental Instruction
SSHRM - Student Society for Human Resource Management
UD - Upper Division (300-499 level) courses
UWSR - University Writing Skills Requirement
VIB or VBT - Valley Business & Technology Center
WST - Writing Skills Test

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.

Important Dates - 3
Student Resources - 3
Steps to Success - 4
**BE A PREPARED PIONEER**
- Check your CSUEB Horizon 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

**ACADEMIC ADVISING & CAREER EDUCATION**

AAACE 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 include:

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

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

**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 transwork to MyCSUEB before official evaluations can be done.

**How to Access Your Degree Audit Report**

1. Login to MyCSUEB, select "Classic View"
2. Click on the ‘Student’ tab
3. Then click on 'Student Center'.
4. Click on the drop down menu labeled ‘other academic’ and select ‘Degree Audit Report’.
5. Click on the blue arrows to get your report.

**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/option advisement
- group major/option 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 advisement sessions
- RSVP for group advising sessions, workshops, or events.
- view road maps, annual schedules, or open class lists
- submit and/or download college forms
- download frequently used university forms.

**BOOKMARK THIS PAGE NOW!** [www.csueastbay.edu/cbeadvising](http://www.csueastbay.edu/cbeadvising)

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- Curious about what careers you can pursue with an Economics or Business degree?
- Can’t decide which option 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. Mentees 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/asresources](http://www.csueastbay.edu/asresources)

**KNOW YOUR DEADLINES!** [www.csueastbay.edu/importantdates](http://www.csueastbay.edu/importantdates)

**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: scca@csueastbay.edu
Web: [www.csueastbay.edu/scca](http://www.csueastbay.edu/scca)

**USE YOUR UNIVERSITY EMAIL!** [http://horizon.csueastbay.edu](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](http://www.csueastbay.edu/shcs)

**FALL SEMESTER 2019 IMPORTANT DATES**

- April 8, 2019
  - Class Schedule Goes Live
- April 15 - 28, 2019
  - First Enrollment Period - 17 unit maximum
- April 29 - May 5, 2019
  - 2nd Enrollment Period - Graduating Students
- May 6 - July 14, 2019
  - Open Enrollment Period
- May 20, 2019
  - Newly Admitted Transfer Students Begin Enrollment for Fall 2019
- July 15, 2019
  - First Fee Payment Deadline*
- July 15 - 17, 2019
  - Registration Closed
- July 18 - August 11, 2019
  - Open Enrollment Period
- August 12, 2019
  - Second Fee Payment Deadline*
- August 12 - 14, 2019
  - Registration Closed
- August 15 - 19, 2019
  - Open Enrollment Period
- August 19, 2019 at 6:00pm
  - First Day of Class
- August 22, 2019
  - Third Fee Payment Deadline*
- August 20 - 26, 2019
  - Add/Drop without Instructor/Dept. Permission ($25 Late Add Fee)
- August 27 – September 3, 2019
  - Add/Drop WITH Instructor/Dept. Permission ($25 Late Add Fee)
- September 3, 2019
  - Drop Deadline (no permission required)
  - Last Day to Add/ Swap Class Sections WITH Instructor/Dept. Permission
- September 10, 2019
  - Last Day to Change Grade Type
- October 1, 2019
  - Priority Deadline to File for Spring 2020 Graduation
- November 8, 2019
  - Last Day to Withdraw from Classes
- November 25 - 29, 2019
  - Thanksgiving Recess
- December 8, 2019
  - Last Day of Classes
- December 9 - 14, 2019
  - Final Exams Week
- December 23, 2019
  - Official Grades on MyCSUEB

*Any outstanding balance of new fees (including tuition, housing, or other fees) incurred from the last payment deadline are due on this date. 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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- AACSBS - Association to Advance Collegiate Schools of Business
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- AGS - Associated Students, Inc.
- BAP - Beta Alpha Psi
- Bay Advisor - CSUEB/CEBE Appointment Scheduling System
- BUS - Business Administration
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- Captions - BUS 409
- CBE - College of Business & Economics
- CEAS - 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
- CS/NC Grading Pattern - Credit/No Credit
- CSSCI - College of Science
- DAA - Degree Audit Report
- DEPT - Department
- DQ - Disqualification
- DSP - Delta Sigma Pi
- ECON - Economics
- EIC - Enrollment Information Center
- ENTR - Entrepreneurship
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- FIN - Finance
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- SB1440 - Senate Bill 1440 (The Student Transfer Achievement Reform Act)
- SCAA - Student Center for Academic Achievement
- SF - Student & Faculty Support Building
- SHCC - Student Health & Counseling Services
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