**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: orgsny.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: cbcareer@csueastbay.edu
Website: www.csueastbay.edu/cbcareer

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**PIONEER SPEAK (ACRONYMS AND ABBREVIATIONS)**

- A: F Grading Pattern - All major courses must be taken in this pattern
- AACIE - Academic Advising & Career Education
- AACSB - Association to Advance Collegiate Schools of Business
- ACCT - Accounting
- ALPFA - Association of Latino Professionals for America
- AMB - American Marketing Association
- AE - Arts & Education Building
- AG - Associated Students, Inc.
- BAP - Beta Alpha Psi
- Bay Advisor - CSUEB/CBE Appointment Scheduling System
- BUS - Business Administration
- BUSE - Business Economics
- CAPS - MOOM - 400
- CBE - College of Business & Economics
- CEAS - College of Education & Allied Studies
- CFE - Center for International Education
- CLA - College of Letters, Arts & Social Sciences
- Concentration - Focus of emphasis within student's major
- GNC/C Grading Pattern - Credit/No Credit
- CSI - College of Sciences
- DAB - Degree Audit Report
- DEPT - Department
- DQ - Diplomacy
- DSP - Delta Sigma Pi
- ECON - Economics
- ECN - Enrolment Information Center
- ENTRE - Entrepreneurship
- FERPA - Family Educational Rights and Privacy Act
- FI - Finance
- CE - General Education
- CMGT - General Management
- GPA - Grade Point Average
- HRM - Human Resources Management
- Horizon - Student's official CSUEB email account
- IAO - International Admissions Office
- IAP - Individualized Advising Plan
- ITM - Information Technology Management
- LD - Lower Division (100-299 level) courses
- M - MAg/PhD/MLA/MS
- Minor - Program in a field outside of student's major
- MPD - Marketing
- MyCSUEB - Online student self-service system
- Net ID - Student (Login name example: s1234)
- ODEP - Office of Career & Professional Development
- OCSOM - Operations & Supply Chain Management
- RWW - Recreation and Wellness Center
- SA - Student Services & Administration Building
- SB1440 - Senate Bill 1440 (The Students Transfer Achievement Reform Act)
- SCAA - Student Center for Academic Achievement
- SF - Student & Faculty Support Building
- SHCS - Student Health & Counseling Services
- SI - Supplemental Instruction
- SSSRM - Student Society (SB1440)
- UD - Upper Division (300-499 level) courses
- UWR - University Writing Skills (Requirement)
- UWB/VT - Utility Business & Technology Center
- WTC - Writing Test
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

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, workshpops
- assistance with college registration proceses, 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 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.

BOOKMARK THIS PAGE NOW! www.csueastbay.edu/cbeadvising

ACADEMIC ADVISING & CAREER EDUCATION

AACE 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 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 transferwork 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, 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.

UNDERGRADUATE MENTORING PROGRAM

- 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. Memers 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/ascresources

KNOW YOUR DEADLINES! 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: 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

SPRING SEMESTER 2020 IMPORTANT DATES

- October 28, 2019
  - Class Schedule Goes Live
- November 4 - 17, 2019
  - First Enrollment Period - 17 unit maximum
- November 18 - 24, 2019
  - 2nd Enrollment Period - Graduating Students
- November 25 - December 8, 2019
  - Open Enrollment Period
- December 9, 2019
  - First Fee Payment Deadline*
- December 9 - 11, 2019
  - Registration Closed
- December 12 - January 12, 2020
  - Open Enrollment Period
- January 13, 2020
  - Second Fee Payment Deadline*
- January 13 - 15, 2020
  - Registration Closed
- January 16 - 20, 2020
  - Open Enrollment Period
- January 21, 2020
  - First Day of Class
- January 21 - 27, 2020
  - Add/Drop without Instructor/Dept. Permission ($25 Late ADD Fee)
- January 23, 2020
  - Third Fee Payment Deadline*
- January 28 - February 3, 2020
  - Add/Drop WITH Instructor/Dept. Permission ($25 Late ADD Fee)
- February 3, 2020
  - Drop Deadline (no permission required)
- February 3, 2020
  - Last Day to Add/Drop with Instructor/Dept. Permission
- February 10, 2020
  - Last Day to Change Grade Type
- March 2, 2020
  - Priority Deadline to File for Summer or Fall 2020 Graduation
- March 30 - April 3, 2020
  - Spring Break
- April 7, 2020
  - Last Day to Withdraw from Classes
- May 8, 2020
  - Last Day of Classes
- May 11 - 16, 2020
  - Final Exam Week
- May 25, 2020
  - Official Grades on MyCSUEB

*Any outstanding balance of new fees (including tuition, housing, or other fees) incurred from the last payment date 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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- SUD - Upper Division (300-400 level) courses
- SWS - Writing Skills Requirement
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- UNIV - University Writing Skills Test

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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.