• Q: Do I have to take all the MPA Foundation courses before taking 6000 level courses?  
A: In most cases, you should complete all of the foundation courses first. However, MPA students may take PUAD 5000 and 6801 at the same time. Remember that you must pass all Foundation courses with a “B” or better.

• Q: How do I get my Statistics class requirement waived (for MS-HCA students)?  
A: You must have taken a basic Statistics class within the last five years and have received a grade of “C” or better. You need to bring a copy of your transcript (unofficial is fine) for the course (if it wasn’t taken at CSUEB) to the Department and we will waive the class for you. Many students choose to take Statistics at a junior college. You should meet this requirement before the end of your third quarter in the program.

• Q: How do I contact an Advisor about my program?  
A: For the MPA program, Prof. Michael Moon is the Graduate Coordinator. For the MS-HCA program, please contact Prof. Toni Fogarty. Usually, the best way to reach your advisor is by email. Office Hours and email addresses are posted on our web site.

• Q: Do I need to meet with an Advisor before I start my program?  
A: No, it is not necessary to meet with your Advisor before you begin because all MPA students must take the Foundation courses first. All MS-HCA students will follow the Degree Roadmap for their classes in the first few quarters. You may meet with your Advisor when you are about to complete the Foundation or Core courses if needed. He/she can assist you in completing your Planning Sheet.

• Q: What are Permission Numbers and how do I get them?  
A: All of our classes each quarter require permission numbers to enroll (with the exception of PUAD 4800, 4830, and 4840). We will notify you when to request permission numbers prior to registration. You will then email us with your name, Net ID, and all the class information. We then have to look up your record to verify that you have completed the required pre-reqs and send you the permission numbers.

• Q: I’m having problems with MyCSUEB and/or Blackboard? Who do I contact?  
A: Contact the main Student Information Lobby number at 510 885-2784. Or you may submit a Service Desk ticket to the IT Department for assistance at: https://www20.csueastbay.edu/its/service-desk/index.html

• Q: I was told I need to complete the University Writing Skills Test. Where do I go to find out more information about the WST?  
A: Contact the University Testing Office at http://www.testing.csuhayward.edu/ home.php or 510 885-3661.

• Q: Who can answer my questions about my Financial Aid?  