MyCSUEB
Student Center Guide
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OVERVIEW

MyCSUEB is the student’s online self-service center for enrollment transactions and personal information about their educational record.

- General information is provided here.
- The Class Search is located here; no log-in is required to view the Class Schedule. The link to the Class Search is located on the left bottom side of the page.
- A Help link is available here and on the Student Center Home page.
- This is where the Sign-in is located to access the Student Center with the NetID and Password.
MyCSUEB STUDENT HOME PAGE

- Student Center link – is the heart of the student’s relationship with us.
- There are various links here to help the student; many of these link to CSUEB web pages.
- Links are available to quickly make electronic payments and access student record information.
- The messages will change from time to time.
- Help link as well as department names, phone numbers and email addresses are readily available.

HELP
There is a HELP link at the top of the page that opens a pop-up help.
STUDENT CENTER

Students use the Student Center to access their academic, financial, and registration information.

- There are various links here to provide enrollment services as well as information on student accounts.
- Many of the links lead to more detailed information.
- Holds, which can impact a student’s ability to register, are listed on the right hand side of this page.

Navigating in the Student Center

On many of the pages there is a “go to...” drop down menu located at the top and bottom of the page. This menu allows quick navigation to various parts of MyCSUEB.

After selecting the desired location, hit the GO! icon to be directed to that page.
Enrollment
The Enrollment area provides class schedule information as well as the ability to enroll, drop, swap and edit classes.

Class Schedule
Add Classes

Drop Classes

Class Search

Select Search Method

Institution

Term

Search for Classes

Go
**Academic History - Grades**

Students can view their grades on a term by term basis for the last year.

![Academic History - Grades](image)

- **Wesley Tanabe**
- **View My Grades**
- **Select Term**: Summer Quarter 2007
- **Course**: ART 1010, **Intro to World Art History**
- **Official Grade**: 4.00

**Courses Attempted**: 1

<table>
<thead>
<tr>
<th>Units In Progress - GPA</th>
<th>Current</th>
<th>Cumulative</th>
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<table>
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<th>Cumulative</th>
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<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Current GPA</th>
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</thead>
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<td>2.297</td>
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</table>

**View My Mid-Term Grades**

- **No mid-term grades have been recorded for Summer Quarter 2007 term.**

![View My Mid-Term Grades](image)
**FINANCES**

From the MyCSUEB log-in page, there is the ability to click on the Pay with Credit Card or eCheck and make electronic payments. By clicking Student Center from the log-in page students can view account balance and additional financial information.

**Account Inquiry – Summary Page**

Use the Summary page to review a summary of outstanding charges and deposits, pending payments, pending financial aid, and total due.

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**Summary With Outstanding Balances**

[Image of Summary With Outstanding Balances]

**Summary With Financial Aid**

[Image of Summary With Financial Aid]
Account Inquiry – Activity Details

Use this page to review all of the account activity that has transpired over a fixed period of time – activity includes anything that has been posted to the student's account, including charges, cash, check, or credit card payments, financial aid, refunds, etc.

Account Inquiry – Charges Due

Use this page to view all outstanding charges and deposits incurred to date, including charge details. Also, this page shows the multiple due dates associated with a charge.

Account Inquiry – Payments

This page shows all payments that have been posted to their account.
Financial Aid

Financial Aid information can be found under the Finances area of the Student Center. There are usually several “To Do's” associated with students receiving aid.

Clicking “View Financial Aid” from the Student Center will then take you to a page that asks you to select the applicable aid year. The first available aid year to select is 2008. In subsequent years there will be other years to choose from.

Choosing the aid year will display the student’s award by both the total award for the year, as shown at the top, and by Term as shown below. Depending on the time this information is viewed, students may only have an ESTIMATED package and will not need to Accept or Decline any particular funds.

Aid Year Details
PERSONAL INFORMATION

Students can add or make changes to their contact information in MyCSUEB.

Emergency Contact

Contact Information

Home/Permanent Address
None
3500 Hungry Heights
Pompano, CA 94559

Home
510/761-0922

Mailing/Local Address
Wesley Tanabe

Horizon email
wtanabe@horizon.csueastbay.edu

No current emergency contact information found.

ADD AN EMERGENCY CONTACT
Contact Information

Addresses, e-mail, and phone numbers are identified by “type.” For addresses, they must be identified as a home/permanent address or a mailing address. The mailing/local address is where bills, financial aid correspondence, and enrollment communications are sent. The University sends diplomas to the home/permanent address.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
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<tbody>
<tr>
<td>Home</td>
<td>5800 Hungry Heights</td>
</tr>
<tr>
<td>Permanent</td>
<td>Fremont, CA 94538</td>
</tr>
</tbody>
</table>

HOLDS

Students are able to view any holds on their accounts. Some Holds may block registering into classes. Details on these holds are available by clicking on the “details” link.
**TO DO LIST**

This list indicates any tasks or required documents requested by various administrative offices.

![To Do List](image)

**To Do Details**

The detail provides the item status, due date and the Administrative Function associated with the item request.

![To Do List](image)

"View Your To Do Items By" - Sorting the To Do List

MyCSUEB provides the ability to filter items on the To Do List based on Administrative function. For instance students can choose Financial Aid from the drop down box and click the “go” button and the list will be filtered for just Financial Aid items.

**To Do Item Hyperlink**

To get a description of the requested item, the student can click on the document hyperlink. The Item Detail page provides both a Contact section and a Description section. The Contact sections will have a hyperlink that will take the student either to the Financial Aid Forms page where the student can download the applicable form or in some cases the hyperlink will direct the student to an online form.

**Item Status**

Under item status the student will see items that are Initiated (requested) and items that have been Received. Items will not drop off the student’s To Do List until the item has been set to a Completed status by the associated administrative office.
**ENROLLMENT DATES**

Enrollment Appointment(s) will determine when students can begin registration activities for each term. You may click on the "details" link to view more information on enrollment dates and deadlines.

<table>
<thead>
<tr>
<th>Enrollment Dates</th>
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<tbody>
<tr>
<td>To view appointments and enrollment dates for another term, select the term and click Change.</td>
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</table>

<table>
<thead>
<tr>
<th>Select Term</th>
<th>Summer Quarter 2007</th>
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</table>

<table>
<thead>
<tr>
<th>Enrollment Appointments</th>
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</thead>
<tbody>
<tr>
<td><strong>Session</strong></td>
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<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Regular Academic Session</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Open Enrollment Dates by Session</th>
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</thead>
<tbody>
<tr>
<td><strong>Session</strong></td>
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<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Regular Academic Session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Enrollment Limits</th>
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<tbody>
<tr>
<td><strong>Max Total Units</strong></td>
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<tr>
<td>---------------------</td>
</tr>
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<td>22.00</td>
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