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Student Center Guide

CALIFORNIA STATE
UNIVERSITY
E A S T   B A Y

Table of Contents

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.

Home

My CSUEB

Schedule & Catalog   **My HELP**

- Search Class Listings
- Section List by Subject
- University Catalog
- Fall Online Courses
- Fall Hybrid Courses
- Fall Five Week Sessions
- Fall Concord Courses
- Winter Online Courses
- Winter Hybrid Courses
- Winter Five Week Sessions
- Winter Concord Courses

Welcome to MyCSUEB

Cal State East Bay's online self-service system where you can access your accounts and balances, course enrollment, grades, holds, and financial aid. You can also view the class schedule and make payments on your account. If you need assistance, visit the **My Help** page for instructions & FAQs.

Make a Payment

Pay with Credit Card, Check or International Bank Transfer. Visa, Mastercard, Discover, American Express, and International Bank Transfer are accepted methods of online payment.

- PAY HERE

Payment instructions:

- International Bank Transfer - All nations except China
- International Bank Transfer - From China ONLY

Announcements

There are currently no new announcements.

Direct Deposit of Financial Aid and General Refunds

In order to better serve our students, California State University, East Bay will now offer direct deposits via an Electronic Fund Transfer for all general refunds and financial disbursements (excluding parent Plus Loans and Student Payroll). This service provides faster deposit of funds and reduces the risk of check fraud.

If you wish to enroll please log on to the MYCSUEB web site and use the **"Enroll in Direct Deposit"** link to fill out the Electronic Fund Transfer Enrollment Form online. **Click here for instructions to Enroll in Direct Deposit.**

User ID [   ]
Password [   ]
[Sign In]

NetID Activation and Maintenance

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 ˙h\Uh˙cdYbg˙U˙dcd!i d˙\Y˙d"

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.

Johnny's Student Center

▼ **Academics**

Enrollment
My Class Schedule
Add a Class
Drop a Class

(i) You are not enrolled in classes.

Academic History
Grades

[other academic...] ▼ (»)

▼ **Finances**

My Account
Account Inquiry
1098T Detail Inquiry
1098T Print Option Inquiry

Account Summary

You owe 364.00.
- Due Now   0.00
- Future Due   364.00

Currency used is US Dollar.

Financial Aid
View Financial Aid
Accept/Decline Awards
Student Agreement

[other financial...] ▼ (»)

▼ **Personal Information**

Emergency Contact

Contact Information

Home/Permanent Address   Mailing/Local Address
12308 Hacienda Blvd   None
Pleasanton, CA 94566

[other personal...] ▼ (»)

SEARCH FOR CLASSES

▼ **Holds**
Library Hold
Write Off
details ▶

▼ **To Do List**
No To Do's.

▼ **Enrollment Dates**

Enrollment Appointment
You may begin enrolling for the Summer Quarter 2007 Regular Academic Session session on May 11, 2007.
details ▶

▼ **Make A Payment**
Pay with Credit Card or eCheck

Navigating in the Student Center

[go to ...] ▼ (»)

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.

[go to ...] ▼ (»)
Account Inquiry
My Class Schedule
Student Center
go to …
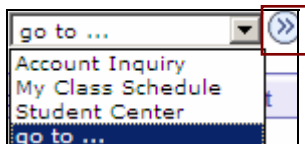
After selecting the desired location, hit the GO! icon to be directed to that page.

ACADEMICS

Enrollment

The Enrollment area provides class schedule information as well as the ability to enroll, drop, swap and edit classes.

Class Schedule

Class Search

Add Classes

Drop Classes

Academic History - Grades

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

	Final Grades	Midterm Grades				

Wesley Tanabe

go to ... [»]

View My Grades

Select Term Summer Quarter 2007 [change]

My Grade Report > Summer Quarter 2007 > Undergraduate > CSU East Bay			
Course	**Class Name**	**Official Grade**	**Units**
ART 1010	Intro to World Art History		4.00

Courses Attempted 1

GPA, Grade Points, and Unit Totals	Current	Cumulative
Units In Progress - GPA	4.000	21.000
Units Taken Toward GPA	0.000	83.000
Units Taken Not Toward GPA	0.000	0.000
Units Passed Toward GPA	0.000	71.000
Grade Points	0.000	190.700
Current GPA	0.000	2.297

go to ... [»]   PRINTER FRIENDLY VERSION

Final Grades	Midterm Grades

Wesley Tanabe

go to ... [»]
Account Inquiry
My Class Schedule
Student Center
go to ...

View My Mid-Term Grades

(i) No mid-term grades have been recorded for Summer Quarter 2007 term.

CANCEL

go to ... [»]

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.

Summary With Outstanding Balances

Johnny Smith			go to ... ▼ ⟫

summary	activity	charges due	payments

Account Summary

You owe 364.00. For the breakdown, access   Charges Due
- Due Now   0.00
- Future Due   364.00

What I Owe

Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
Spring Quarter 2007	364.00		364.00
Total	**364.00**		**364.00**

Currency used is US Dollar.

▷ Remittance Addresses

Financial Aid

Summary   Activity   Charges Due   Payments
| go to ... ▼ ⟫ |

Summary With Financial Aid

Kathy Lang			go to ... ▼ ⟫

summary	activity	charges due	payments

Account Summary

What I Owe

Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
Fall Quarter 2007		5,817.00	
Winter Quarter 2008		5,811.00	
Spring Quarter 2008		5,811.00	
Total		**17,439.00**	

Currency used is US Dollar.

Financial Aid

Summary   Activity   Charges Due   Payments
| go to ... ▼ ⟫ |

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.

Activity Details

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.

Charges Due

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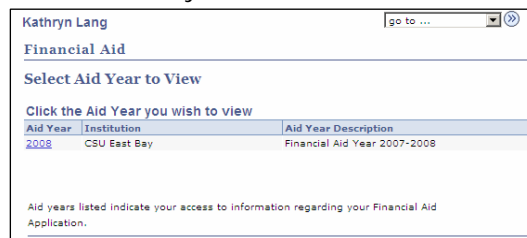
Choosing the aid year will display the student's award by both the total award for the year, as shown at the top, and by Term as shown below. Depending on the time this information is viewed, students may only have an ESTIMATED package and will not need to Accept or Decline any particular funds.

Aid Year Details

PERSONAL INFORMATION

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

Emergency Contact

Contact Information

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.

Wesley Tanabe

Addresses

View, edit, or add your address. Your mailing/local address is where your bills, financial aid correspondence, and enrollment communications will be sent. Your home/permanent address is where your diploma will be sent.

Address Type	Address	
Mail	5500 Hungry Heights Fremont, CA 94539	edit

ADD A NEW ADDRESS

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.

▼ **Holds**

Library Hold
Write Off

details ▶

Hold Detail

John Smith

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

View your Holds by

Institution	▼
Term	▼
Department	▼	go

Item List

Hold Item	Amount		Institution	Term	Department
Library Hold		USD	CSU East Bay	Spring Quarter 2007	Accounting & Fiscal Services
Write Off		USD	CSU East Bay	Begin Term - Srvc Indicatr Use	Accounting & Fiscal Services

Additional Details

Your Holds

Hold Item

John Smith

Library Hold

Reason and Contact

Description: CSU East Bay

Term   Spring Quarter 2007

Reason: Conversion

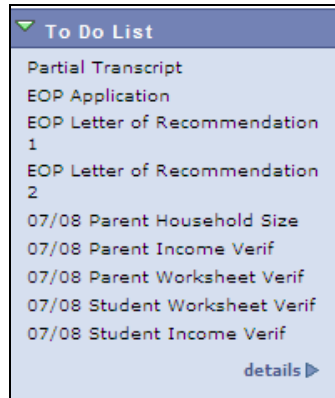Department: Accounting & Fiscal Services

Contact:

Instructions

Please contact the Library at (510) 885-3612 for questions concerning your outstanding balance.
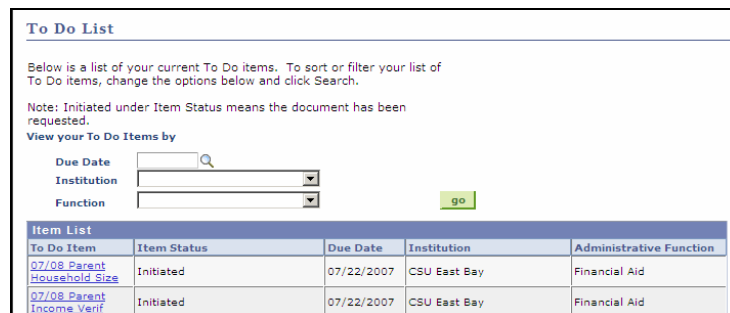
Return

TO DO LIST

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

To Do Details

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

"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.

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

Select Term | Summer Quarter 2007 ▼ | [change]

Enrollment Appointments

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	May 11, 2007 8:00 AM	May 20, 2007 9:00 PM	22.00	22.00	22.00	22.00

Open Enrollment Dates by Session

Session	Begins On	Last Date to Enroll
Self Support Standard Dates	June 25, 2007	July 9, 2007
Regular Academic Session	July 9, 2007	July 9, 2007

Term Enrollment Limits

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
22.00	22.00	22.00	22.00

[ADD CLASSES]