How to Register in a CSUEB Early Start Class and Submit Payment

**Step 1:** Log into MyCSUEB at my.csueastbay.edu. On the Student Tab click the “Student Center” link.

**Step 2:** On the Student Center page, click on the “Enroll in Early Start” link.

**Step 3:** Click the Green search button. On the Class Search page under “Subject” select either Early Start English or Early Start Math. Check the “Show Open Classes Only” box. Leave all other defaults as is. Click the Search button.

**Step 4:** Determine the class date, time and section you prefer. Click the Select Class button.

**Step 5:** On the Class Details screen, verify the information. Click Next.

**Step 6:** The course is now in your shopping cart. If you wish to add another class repeat steps 4-6. If you are finished, select “Proceed to Step 2 of 3.”

**Step 7:** Select “Finish Enrolling.”

| If you would like to submit payment for your course now, proceed to Step 8. Otherwise, complete step 8 before the payment deadline listed at www.csueastbay.edu/csuearlystart. |

**Step 8:** Submit your Early Start fee payment before the deadline. Each Early Start class costs $182. There is also a one-time $2 campus-based fee that must be submitted with your payment. Fees can be paid the following ways:
- Online with an electronic check or credit card through MyCSUEB.
- In person with check, money order, cashier’s check, or cash at either of the Cashier’s Offices on the Hayward or Concord campus.
- By Mail to: Cashier’s Office, Cal State East Bay, 25800 Carlos Bee Blvd., Hayward, CA 94542

If you have applied for Financial Aid and have an Estimated Family Contribution (EFC) of $5,000 or less you are eligible for a waiver of the course fee. The waiver is automatically applied when you enroll in the class and your balance will be $0.

**Step 9:** Be on the lookout for a confirmation email (sent to your Horizon email account) a few days before your class with details on your course(s). You can log into your Horizon email account using your NetID and password at horizon.csueastbay.edu.

If you have questions, contact the Early Start Office at earlystart@csueastbay.edu or (510) 885-3910

www.csueastbay.edu/csuearlystart