

# Helpful **Tips** for New Students:



## Understanding conditional admission

[csueastbay.edu/admission](http://csueastbay.edu/admission)

Initial admission is based upon self-reported information and/or a review of in-progress partial transcripts indicating that admissions requirements have been met. All initial admission offers are conditional and contingent upon the completion of coursework and a final review by the Office of Admissions confirming satisfactory progress and the completion of all admission requirements.

Most applicants meet the conditions of admission but occasionally others do not. Common reasons are:

- Failure to submit required documents by the deadline
- Failure to meet the published admission requirements, such as:
  - An official final transcript that does not reflect the courses and grades indicated on your admission application
  - Failure to complete planned or in-progress courses listed on your admission application
  - Your cumulative grade point average falling below the required minimum

It is important that you call 510-885-3500 and speak with an admissions counselor if you believe that you are at risk for not completing the terms of your conditional admission offer.

## Educational Opportunity Program

[csueastbay.edu/EOP](http://csueastbay.edu/EOP)

Cal State East Bay only accepts applications for the Educational Opportunity Program for the fall semester. Please contact the EOP Office at 510-885-4683 or [eopadmissions@csueastbay.edu](mailto:eopadmissions@csueastbay.edu) with any questions.



## Frequently asked questions

- Q:** What if I do not complete required courses or miss a deadline?
- A:** You will have your admission to Cal State East Bay revoked and your registration canceled. Failure to submit your transcript will result in your application being withdrawn, even if you have signed up for housing and attended orientation.
- Q:** What if I am taking courses during the fall term required for spring admission?
- A:** You may not use coursework from the fall term to complete spring admission requirements. All requirements must be completed by the end of the summer prior to the spring term of entry.
- Q:** Can I defer my admission to another term?
- A:** No, your admission is good for one term only. If you wish to be considered for a later term, you must submit a new Cal State Apply application for the next available term for which you meet the minimum requirements.

# University Offices

**Academic Advising  
and Career Education**  
510-885-3621  
[csueastbay.edu/aace](http://csueastbay.edu/aace)

**Accessibility Services**  
Hayward Campus  
510-885-3868  
Concord Campus  
925-602-6716  
[csueastbay.edu/as](http://csueastbay.edu/as)

**Admissions**  
510-885-3500  
[csueastbay.edu/admissions](http://csueastbay.edu/admissions)

**Concord Campus**  
925-602-6700  
[csueastbay.edu/concord](http://csueastbay.edu/concord)

**Financial Aid  
and Scholarships**  
510-885-2784  
[csueastbay.edu/financialaid](http://csueastbay.edu/financialaid)

**General Education**  
510-885-2941  
[csueastbay.edu/ge](http://csueastbay.edu/ge)

**Office of the  
Registrar/Records**  
510-885-2784  
[csueastbay.edu/registrar](http://csueastbay.edu/registrar)

**Online Campus**  
510-885-2100  
[csueastbay.edu/online](http://csueastbay.edu/online)

**Orientation**  
510-885-3872  
[csueastbay.edu/orientation](http://csueastbay.edu/orientation)

**Student Financial  
Services**  
510-885-3767  
[csueastbay.edu/student-financial-services](http://csueastbay.edu/student-financial-services)

**Student Housing  
and Residence Life**  
510-885-7444  
[csueastbay.edu/housing](http://csueastbay.edu/housing)

**Welcome Center/  
Campus Tours**  
510-885-2556  
[csueastbay.edu/visit](http://csueastbay.edu/visit)

[csueastbay.edu](http://csueastbay.edu)

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CAL STATE  
**EAST BAY**  
Rising in the East

# Continuing Your Journey as a Pioneer

Information for Admitted Transfers  
Spring 2019



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# CONGRATULATIONS ON YOUR ACCEPTANCE TO CAL STATE EAST BAY AND WELCOME TO OUR COMMUNITY OF PIONEERS!

Please follow these steps in order to confirm your place in the entering class and ensure a seamless transition.

## 1. Apply for financial aid

[fafsa.ed.gov](http://fafsa.ed.gov)

If you haven't yet applied for financial aid, please submit a 2018-19 FAFSA application as soon as possible at [fafsa.ed.gov](http://fafsa.ed.gov). Use the Cal State East Bay School Code 001138 when applying.

U.S. citizens, permanent residents and other eligible non-citizens can apply for financial aid, and all non-citizens who attended a California high school for at least three years can fill out a California Dream Act application at [dream.csac.ca.gov](http://dream.csac.ca.gov).

Monitor your MyCSUEB portal for any document requests. Students are encouraged to quickly submit requested documents to avoid delays in the processing of their financial aid awards. Visit [csueastbay.edu/financialaid](http://csueastbay.edu/financialaid) to learn more.

## 2. Set your NetID password

[csueastbay.edu/netid](http://csueastbay.edu/netid)

Your NetID is your personal Cal State East Bay identification number that provides online access to student self-service systems such as your CSUEB email, Blackboard and MyCSUEB.

Instructions for creating your NetID password and security questions will be sent to your personal email account. You will need your NetID in order to submit your Statement of Intent to Register and pre-enrollment fee.

## 3. Prepay your pre-enrollment fee to accept admission

[my.csueastbay.edu](http://my.csueastbay.edu)

All enrolling transfers must participate in a mandatory orientation session; \$110 is required as a pre-enrollment fee. This fee must be submitted prior to accepting your admission offer.

Upon being admitted to Cal State East Bay, a to-do item will appear in your MyCSUEB portal advising you that a pre-enrollment fee must be paid in order to accept your admission offer and secure your place in the entering class. Within 24 hours following payment of this pre-enrollment fee, you will be able to accept your admission offer.

Please note that this fee is nonrefundable and due by Nov. 1 if offered admission for the spring semester, or 30 days following your acceptance (e.g. spring semester), whichever date is later.

Fee deferments can be considered for those who have submitted a FAFSA, received a preliminary notification of Cal State East Bay financial aid and demonstrated high financial need. Students meeting these criteria should email [transferadmission@csueastbay.edu](mailto:transferadmission@csueastbay.edu) to request consideration for their pre-enrollment fee to be deferred.

## 4. Accept your offer of admission

[my.csueastbay.edu](http://my.csueastbay.edu)

After first submitting your pre-enrollment fee, select "Accept Admission" from the list of links on the left side of the page to accept the offer of admission in MyCSUEB.

## 5. Apply for campus housing

[csueastbay.edu/housing](http://csueastbay.edu/housing)

The Student Housing Portal opens Nov. 15 for those admitted for the spring semester. Both the housing application and contract can be found on the portal and be completed online.

Please note, there is a \$40 application fee and \$500 initial payment due with the completion of your housing contract.

## 6. Submit immunization documentation

[csueastbay.edu/shcs](http://csueastbay.edu/shcs)

Complete your immunization requirement form. Submit it to Cal State East Bay's Student Health and Counseling Services. Only those enrolled in fully online degree programs (without on-campus meetings or examinations) are exempt from completing this form.

## 7. Check your Horizon email account

[horizon.csueastbay.edu](http://horizon.csueastbay.edu)

Your Horizon email account is where Cal State East Bay communications are sent regarding admission, classes, fees, financial aid and messages from your instructors.

Access your account through [horizon.csueastbay.edu](http://horizon.csueastbay.edu) and check it frequently. You can forward your Horizon email to your personal email account if you find that more convenient.

## 8. Attend Transfer Orientation

[csueastbay.edu/orientation](http://csueastbay.edu/orientation)

Attending Transfer Orientation is mandatory. If admitted for the spring semester, you will receive an email in October, and you will need to register through MyCSUEB (listed below). You will want to respond early to secure your spot.

## Spring semester 2019 Orientation date

Dec. 7, 2018 - All majors

## 9. Check MyCSUEB and submit all "To-Do List" items

[my.csueastbay.edu](http://my.csueastbay.edu)

It is important to check your personal "To-Do List" regularly for items that need to be completed and submitted through your

MyCSUEB portal. An item status listed as "initiated" indicates that this item is needed and action is required on your part. Please click the hyperlink to learn what is required. You must submit all requested documents by their deadlines.

All spring semester conditionally admitted transfers must submit all final, official transcripts by Jan. 15 from any colleges or universities that have been attended. These transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll and will be used by the Admissions Office for a final admissions review confirming that you have fulfilled the conditions of admission.

You are encouraged to request that your institutions send electronic transcripts to Cal State East Bay to speed up transcript processing time. Once submitted to Cal State East Bay, documents become the property of the university and cannot be released. We cannot accept unofficial copies of transcripts or opened transcripts.

Paper documents should be mailed to:

Cal State East Bay Office of Admissions  
25800 Carlos Bee Blvd.  
Hayward, CA 94542

Official documents in sealed envelopes can be delivered in person to the Enrollment Information Center in the Student Services and Administration Building on the Hayward campus or at the Academic Services Center on the Concord campus.

After your documents have been received, it may take up to three weeks for your "To-Do List" items in your MyCSUEB account to be reviewed and updated. Avoid delays — apply early and submit documents as soon as possible in the approved format.

Test Scores (AP exams, SAT and ACT) and International Baccalaureate diplomas must also be sent directly to Cal State East Bay from the testing agency. Students with Advanced Placement or IB exam results may receive credit depending on their scores. Please visit [csueastbay.edu/APscores](http://csueastbay.edu/APscores) to learn how credit applies. A complete list of admission deadlines can be found at [csueastbay.edu/deadlines](http://csueastbay.edu/deadlines).

## 10. Pay your tuition and fees

[csueastbay.edu/student-financial-services](http://csueastbay.edu/student-financial-services)

Fees are due after registering for your classes. Check your MyCSUEB account under the "Finances" section to see your payment due date. You have the option to pay in full or sign up for a payment plan. Visit [csueastbay.edu/registrar/register/fees.html](http://csueastbay.edu/registrar/register/fees.html) for details.

