Welcome to the College of Business & Economics

We are glad that you have chosen to become a Pioneer! Whether you are a first-time freshman or transfer student, our office is here to help you transition and persist to graduation.

As you think about the terms ahead, realize that the College is here to support you. Please visit us in the Office of Undergraduate Advising for academic advising, connect with our faculty through the Undergraduate Mentoring Program, attend the free career workshops, or get tutoring from the Student Center for Academic Achievement.

You are about to embark on a life-changing journey that will challenge you, but also help you become a successful business professional and leader.
BE A PREPARED PIONEER

- Check your CSUEB Horizon email and MyCSUEB daily.
- Get a Bay Card
- Get major and GE advising regularly (orientation, group advising, or one-on-one appointments)
- Run your Degree Audit Report and monitor your own progress
- Register for classes on time
- Be aware of important dates, deadlines, and registration holds
- Pay fees (or ensure Financial Aid will cover fees)
- Go to Class and Engage with your Professors
- Read Everything

OFFICE OF UNDERGRADUATE ADVISING

The College of Business & Economics (CBE) Office of Undergraduate Advising serves as your “one-stop shop” for all undergraduate business or economics students and offers:

- one-on-one major/option advisement
- group major/option advisement
- workshops
- assistance with college registration processes, and assistance with college and university forms.

Because we are a high volume office, we provide students with many online tools and resources. Students can do the following online:

- schedule one-on-one advising appointments
- RSVP for group advising sessions, workshops, or events.
- view road maps, annual schedules, or open class list.
- submit and/or download college forms, and
- download frequently used university forms.

BOOKMARK THIS PAGE NOW!  www.csueastbay.edu/cbeadvising

ACADEMIC ADVISING & CAREER EDUCATION

AACE assists all students with understanding General Education (GE), non-major graduation requirements and university policies and procedures, in addition to helping students clarify and attain their career goals. Requirements that all transfer students should be aware of and must complete:

- University Writing Skills Requirement (UWSR)
- Unit and GPA Requirements
- American Institutions (Code) Requirement
- Writing II/2nd Composition
- Social Justice Requirement
- Diversity Requirement
- Sustainability Requirement
- Upper Division General Education

To discuss these requirements, schedule an appointment with an AACE counselor on the Hayward campus, please call (510) 885-3621. For an appointment on the Concord campus, call (925) 602-6700.

DEGREE AUDIT REPORT ON MYCSUEB

Your Degree Audit Report (DAR) is an individualized report that lists your progress towards satisfaction of all General Education (GE), degree, and major requirements. It is a great tool to use when planning your schedule and staying on track to graduation.

You will receive two official evaluations via Horizon email, one from Degree Audit Evaluations (GE) and another from your CBE academic advisor (major). Please note that the Office of Admission must have received your final official transcripts and posted your transwerk to MyCSUEB before official evaluations can be done.

How to Access Your Degree Audit Report

1. Log in to MyCSUEB, select “Classic View”
2. Click on the “Student” tab.
3. Then click on “Student Center”.
4. Click on the drop down menu labeled "other academic" and select ‘Degree Audit Report’.
5. Click on the blue arrows to get your report.

Quick Question Advising

Students DON’T need appointments to get assistance. Quick question advisement is always available for any student. It is conducted over-the-counter and is meant to address immediate student needs. All students must check-in and provide their CSUEB Bay Card or a valid photo ID.

Issues that can be addressed:

- Obtain department stamps for undergraduate courses in ACCT, BUS, ECON, FIN, ITM, MGMT and MKTG
- Obtain major advisor signature
- CBE Registration Issues
- Major Requirement Verification
- Graduation Issues

Online forms are also available for students to obtain course recommendations, permission numbers, or to submit a variety of requests, go to www.csueastbay.edu/cbeufoms.

KNOW YOUR DEADLINES!  www.csueastbay.edu/importantdates

STUDENT CENTER FOR ACADEMIC ACHIEVEMENT

The Student Center for Academic Achievement (SCAA) provides FREE tutoring for math, writing, and statistics and other student learning services and programs.

Location: Library Upper Mall
Phone: (510) 885-3674
Email: scaa@csueastbay.edu
Web: www.csueastbay.edu/sca

USE YOUR UNIVERSITY EMAIL!  http://horizon.csueastbay.edu

STUDENT HEALTH & COUNSELING SERVICES

Student Health & Counseling Services is a fully accredited outpatient clinic staffed by Board Certified Physicians, and licensed Nurse Practitioners. Nurses, and Counselors. They offer basic medical care for most illnesses and injuries, counseling, psychiatry, and health education.

Location: SHCS 1000
Phone: (510) 885-3735
Email: shcs@csueastbay.edu
Web: www.csueastbay.edu/shcs

FALL SEMESTER 2020 IMPORTANT DATES

- April 6, 2020  Class Schedule Goes Live
- April 13 - 26, 2020  First Enrollment Period - 18 unit maximum includes enrolled and wait-listed classes
- April 27 - May 3, 2020  2nd Enrollment Period - 22 unit maximum for graduating students
- May 4 - July 12, 2020  Open Enrollment Period
- July 14, 2020  First Fee Payment Deadline*
- July 15 - 18, 2020  Registration Closed
- July 16 - August 9, 2020  Open Enrollment Period
- August 10, 2020  Second Fee Payment Deadline*
- August 10 - 12, 2020  Registration Closed
- August 13 - 17, 2020  Open Enrollment Period
- August 18, 2020  First Day of Class
- August 18 - 24, 2020  Add/Drop without Instructor/Dept. Permission ($25 Late ADD Fee)
- August 27, 2020  Third Fee Payment Deadline*
- August 25 - 31, 2020  Add/Drop WITH Instructor/Dept. Permission ($52 Late ADD Fee)
- August 31, 2020  Drop Deadline [no permission required]

* Any outstanding balance of new fees (including tuition, housing, or other fees) incurred after the last payment deadline are due on this date. Fees must be paid by 4:00 p.m. Pacific Time on the due date, and installment forms must be submitted by noon on the due date.

Dates are subject to change.
Academic Advising & Career Education

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Online forms are also available for students to obtain course recommendations, permission numbers, or to submit a variety of requests, go to www.csueastbay.edu/cbeugforms.

Know Your Deadlines!

www.csueastbay.edu/importantdates

Student Center for Academic Achievement

The Student Center for Academic Achievement (SCAA) provides FREE tutoring for math, writing, and statistics and other student learning services and programs.

Location: Library Upper Mall
Phone: (510) 885-3674
Email: scaa@csueastbay.edu
Web: www.csueastbay.edu/scaa

Use Your University Email!

http://horizon.csueastbay.edu

Student Health & Counseling Services

Student Health & Counseling Services is a fully accredited outpatient clinic staffed by Board Certified Physicians, and licensed Nurse Practitioners, Nurses, and Counselors. They offer basic medical care for most illnesses and injuries, counseling, psychiatry, and health education.

Location: SHCS 1000
Phone: (510) 885-3735
Email: shcs@csueastbay.edu
Web: www.csueastbay.edu/shcs

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- August 18 - 24, 2020: Add/Drop Without Instructor/Dept. Permission ($25 Late ADD Fee)
- August 27, 2020: Third Fee Payment Deadline
- August 25 - 31, 2020: Add/Drop WITH Instructor/Dept. Permission ($25 Late ADD Fee)
- August 31, 2020: Drop Deadline: no permission required
- September 8, 2020: Last Day to Change Grade Type
- October 1, 2020: Priority Deadline to File for Spring 2021 Graduation
- November 6, 2020: Last Day to Withdraw from Classes
- November 23 - 27, 2020: Fall Reces
- December 6, 2020: Last Day of Classes
- December 7 - 12, 2020: Final Exam Week
- December 21, 2020: Official Grades on MyCSUEB

*Any outstanding balance of new fees (including tuition, housing, or other fees) incurred from the last payment deadline are due on this date. Fees must be paid by 4:00 p.m. Pacific Time on the due date, and installment forms must be submitted by noon on the due date.

Dates are subject to change.
Baysync

Baysync is your way to connect to organizations, communicate with the Cal State East Bay community. Our office has a robust page where students can submit and monitor the status of their forms, RSVP for various events, and stay informed about courses.

Login with your Net ID at: www.baysync.csueastbay.edu

Also, be a part of the CBE Leadership Council by joining one of the many CBE student organizations. Below are only a few:

CBE Office of Career & Professional Development

The CBE Office of Career & Professional Development is your partner for career and professional success. Our office provides quality services and customized support for all CBE students, alumni, and employers. It’s never too early to begin thinking about your career!

Location: VBT, Room 132
Phone: (510) 885-2275
Email: cbecca@csueastbay.edu
Website: www.csueastbay.edu/cbecca