ACADEMIC YEAR 2020-21

STUDENT GUIDE

College of Business & Economics
OFFICE OF UNDERGRADUATE ADVISING

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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.

Quick Question Advising

Students **DON'T** need appointments to get assistance. Quick question advising 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/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**

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 13 - 15, 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
($25 Late ADD Fee)

August 31. 2020
Drop Deadline (no permission required)
Last Day to Add/Swap Class Sections *WITH* Instructor/Dept. Permission

September 8, 2020
Last Day to Change Grade Type

October 1, 2020
Priority Deadline to File for Spring 2021 Graduation

Novemeber 6, 2020
Last Day to Withdraw from Classes

November 23 - 27, 2020
Fall Recess

December 6, 2020
Last Day of Classes

December 7 – 12, 2020
Final Exams 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.

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.

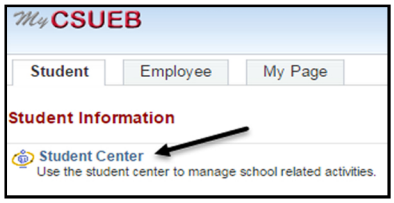
DEGREE AUDIT REPORT ON MYCSUEB

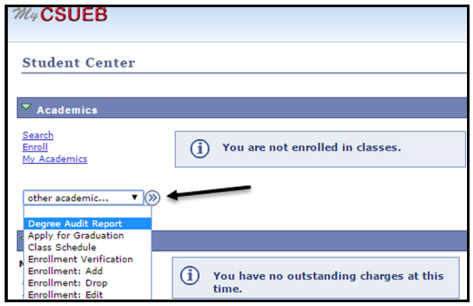
Your Degree Audit Report (DAR) is an individualized report that lists your progress towards satisfaction of all General Education (GE), degree, and major requirements. It is a great tool to use when planning your schedule and staying on track to graduation.

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 transferwork to MyCSUEB before official evaluations can be done.

How to Access Your Degree Audit Report

1. Login to MyCSUEB, **select "Classic View"**
2. Click on the "Student" tab, then click on "Student Center".
3. Click on the drop down menu labeled "other academic" and select "Degree Audit Report".
4. Click on the blue arrows to get your report.





STEPS TO SUCCESS

- ☑ Join student government, clubs, sports, or Greek life
- ☑ Explore career development opportunities: internships, panels, workshops, career fairs
- ☑ Build your professional network: faculty, staff, students, and recruiters
- ☑ Create a **LinkedIn** profile for networking and future job searches
- ☑ Utilize campus facilities while they are **free**
- ☑ Cheer for your fellow Pioneers at a home game
- ☑ Stay connected
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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

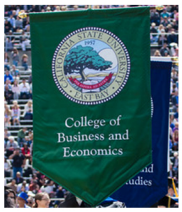
Also, be a part of the CBE Leadership Council by joining one of the many CBE student organizations. Below are only a few :

AMERICAN MARKETING ASSOCIATION

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: cbecareer@csueastbay.edu
Website: www.csueastbay.edu/cbecareer



PIONEER SPEAK (ACRONYMS AND ABBREVIATIONS)

A - F Grading Pattern - All major courses must be taken in this pattern
AACE - Academic Advising & Career Education
AACSB - Association to Advance Collegiate Schools of Business
ACCT - Accounting
ALPFA - Association of Latino Professionals for America
AMA - American Marketing Association
AE - Arts & Education Building
ASI - Associated Students, Inc.
BAP - Beta Alpha Psi
Bay Advisor - CSUEB/CBE Appointment Scheduling System
BUS - Business Administration
BUEC - Business Economics
Capstone - MGMT 499
CBE - College of Business & Economics
CEAS - College of Education & Allied Studies
CIE - Center for International Education
CLASS - College of Letters, Arts & Social Sciences
Concentration - Focus or emphasis within student's major
CR/NC Grading Pattern - Credit/No Credit
CSCI - College of Science
DAR - Degree Audit Report
DEPT - Department
DQ - Disqualification
DSP -Delta Sigma Pi
ECON - Economics
EIC - Enrollment Information Center
ENTR - Entrepreneurship
FERPA - Family Educational Rights and Privacy Act
FIN - Finance
GE - General Education
GMGT - General Management
GPA - Grade Point Average
HRM - Human Resources Management & Organizational Behavior
Horizon - Student's official CSUEB email account
IAO - International Admissions Office
IAP - Individualized Advisement Plan
ITM - Information Technology Management
LD - Lower Division (100-299 level) courses
MI - Meiklejohn Hall
Minor - Program in a field outside of student's major
MKTG - Marketing
MyCSUEB - Online student self-service system
Net ID - Student ID/Login name (example: ab1234)
OCPD - CBE Office of Career & Professional Development
OSCM - Operations & Supply Chain Management
RAW - Recreation and Wellness Center
RO - Robinson Hall
sA - Student Services & Administration Building
SB1440 - Senate Bill 1440: The Student Transfer Achievement Reform Act
SCAA - Student Center for Academic Achievement
SF - Student & Faculty Support Building
SHCS - Student Health & Counseling Services
SI - Supplemental Instruction
SSHRM - Student Society forHRM
UD - Upper Division (300-499 level) courses
UWSR - University Writing Skills Requirement
VB or VBT - Valley Business & Technology Center
WST - Writing Skills Test