

Am7G 96

Student Center Guide



CALIFORNIA STATE
UNIVERSITY
EAST BAY

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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.

My CSUEB Home

Schedule & Catalog

- [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](#)

My HELP

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](#)

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.](#)

Announcements

There are currently no new announcements.

User ID

Password

[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.

Student Information

Student Center
Use the student center to manage school related activities.

Schedule & Catalog

- 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
- Purchase textbooks

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.

Student Announcements

Mandatory Sexual Assault Prevention Training

CSUEB is committed to a community free from sexual assault and violence. All students are required to complete the online Sexual Assault Prevention Training by **November 4, 2014**. **Login** now to take the training. You may also view the **Frequently Asked Questions** page or if you have any questions please contact title9@csueastbay.edu

Enrollment Information

Visit **Important Dates** for enrollment deadlines, final exams, and grade schedules.

University Writing Skills Requirements

Students who have completed 90 units are required to begin steps to satisfy the UWSR as soon as possible. Delaying this requirement may jeopardize your ability to graduate in a timely fashion. For further information, please visit www.csueastbay.edu/WST.

Applicant Deadlines

HELP

There is a HELP link at the top of the page "hUhcYbgU'dcd!i d'\Y'd"

[About CSUEB](#) [Academic Programs](#) [Library](#) [Athletics](#) [News](#) [Calendar](#)

CALIFORNIA STATE UNIVERSITY EAST BAY

Prospective Student

[CSUEB Home](#) > [ITS](#) > [ITS](#) > [MyCSUEB Help](#)

STUDENT HELP

- [Login Information](#)
- [General Questions](#)
- [Enrollment Questions](#)
- [Finance Questions](#)

STUDENT GUIDES

- [MyCSUEB Student Center guide](#)
- [Search Class Listings](#)
- [Use Section List by subject](#)
- [Use Online Registration](#)
- [How to enroll in the Direct Deposit Program](#)

FACULTY HELP

- [Login Information](#)
- [How do I report and issue with MyCSUEB](#)
- [Grade a class online](#)
- [Class and Grade Rosters](#)
- [Why can't I see my class roster?](#)
- [How do I print out all the pages of the Class Roster on a Macintosh?](#)

TECHNICAL HELP

- [Is there a preferred browser for working in MyCSUEB?](#)
- [Known browser issues when accessing MyCSUEB](#)

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

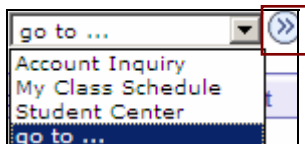
The screenshot displays the Student Center interface for a user named Johnny. It is organized into several main sections:

- Academics:** Includes links for Enrollment (My Class Schedule, Add a Class, Drop a Class), Academic History (Grades), and a search box for "other academic...". A notification box states "You are not enrolled in classes."
- Finances:** Includes My Account (Account Inquiry, 1098T Detail Inquiry, 1098T Print Option Inquiry), Financial Aid (View Financial Aid, Accept/Decline Awards, Student Agreement), and a search box for "other financial...". An Account Summary box shows "You owe 364.00," with details for Due Now (0.00) and Future Due (364.00).
- Personal Information:** Includes Emergency Contact and Contact Information (Home/Permanent Address, Mailing/Local Address). The contact info shows 12308 Hacienda Blvd, Pleasanton, CA 94566.
- Right-hand navigation:** Includes a "SEARCH FOR CLASSES" button, Holds (Library Hold, Write Off), To Do List (No To Do's), Enrollment Dates (Enrollment Appointment for Summer Quarter 2007), and Make A Payment (Pay with Credit Card or eCheck).

Navigating in the Student Center



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.



*After selecting the desired location, hit the GO!
icon to be directed to that page.*

ACADEMICS

The Academics menu is shown with a dropdown menu open. The dropdown options are: other academic..., Apply for Graduation, Edit a Class, Enrollment Verification, Exam Schedule, Swap Classes, and other academic... (highlighted). The background shows the 'Summer Quarter 2007 Schedule' table with one row: ART 1010-01 LEC (1319) with a TBA schedule. Other menu items include 'My Class Schedule', 'Add a Class', 'Drop a Class', 'Academic History', 'Grades', and 'Account Summary' (showing 'You owe 638.00.').

Enrollment

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

Class Schedule

The 'Class Schedule' page for Johnny Smith shows a 'My Class Schedule' section. It includes a 'Select Display Option' with 'List View' selected and 'Weekly Calendar View' as an alternative. The 'Select Term' is 'Summer Quarter 2007'. A message states: 'You are not registered for classes in this term.' Navigation buttons include 'My Class Schedule', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit'.

Class Search

The 'Class Search' page has search criteria: Institution: CSU East Bay, Term: Summer Quarter 2007. The search method is 'Search for Classes'. A 'Go' button is present at the bottom.

Add Classes

The 'Add Classes' page shows a table titled 'Summer Quarter 2007 Enrollment Shopping Cart'. The table has columns: Delete, Class, Description, Days/Times, Location, Instructor, Units, and Status. One class is listed: ART 1010-01 (1319) Intro to World Art History (Lecture), TBA, TBA, Staff, 4.00, and a green status icon. A 'PROCEED TO STEP 2 OF 3' button is at the bottom.

Drop Classes

The 'Drop Classes' page shows a message: 'None of your classes can be dropped at this time.' The 'Select Term' is 'Summer Quarter 2007'. A 'Summer Quarter 2007 Class Schedule' section is visible at the bottom, containing the message: 'You are not registered for classes in this term.'

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 ...

View My Mid-Term Grades

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

CANCEL

go to ...
PRINTER FRIENDLY VERSION

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

Johnny Smith

summary activity charges due payments

Account Activity

View by

From To

Posted Date	Item	Term	Charge	Payment	Refund
04/10/2007	Debit Balance Forward	Spring Quarter 2007	364.00		

Currency used is US Dollar.

[Summary](#) [Activity](#) [Charges Due](#) [Payments](#)

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

summary activity charges due payments

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Summary of Charges by Due Date	Find View All	First	1 of 1	Last
Due Date	Due Amount	Running Total		
07/01/2007	364.00	364.00		

Currency used is US Dollar.

Details by Due Date

Currency used is US Dollar.

View By

Details by Charge	Find View All	First	1-3 of 3	Last
Charge	Due Date	Term	Amount	
Debit Balance Forward	07/01/2007	Spring Quarter 2007	364.00	
Total due for this view			364.00	
Total due			364.00	

Currency used is US Dollar.

Account Inquiry – Payments

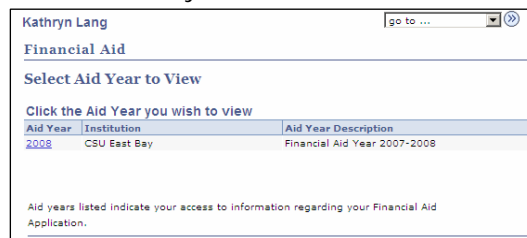
This page shows all payments that have been posted to their account.

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

Amanda Gibson go to...

Financial Aid

Award Summary

Financial Aid Year 2007-2008

Select the term hyperlinks below to see more detailed information.

Aid Year			
Award Description	Category	Offered	Accepted
Estimated Pell Grant	Grant	4,310.00	0.00
Estimated Perkins Loan	Loan	1,500.00	0.00
Estimated Subsidized Loan	Loan	5,500.00	0.00
Aid Year Totals		11,310.00	0.00

Currency used is US Dollar.

Terms

Fall Quarter 2007

Award Description	Category	Offered	Accepted
Estimated Pell Grant	Grant	1,438.00	0.00
Estimated Perkins Loan	Loan	500.00	0.00
Estimated Subsidized Loan	Loan	1,834.00	0.00
Term Totals		3,772.00	0.00

Winter Quarter 2008

Award Description	Category	Offered	Accepted
Estimated Pell Grant	Grant	1,436.00	0.00
Estimated Perkins Loan	Loan	500.00	0.00
Estimated Subsidized Loan	Loan	1,833.00	0.00
Term Totals		3,769.00	0.00

Spring Quarter 2008

Award Description	Category	Offered	Accepted
Estimated Pell Grant	Grant	1,436.00	0.00
Estimated Perkins Loan	Loan	500.00	0.00
Estimated Subsidized Loan	Loan	1,833.00	0.00
Term Totals		3,769.00	0.00

PERSONAL INFORMATION

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

Personal Information

[Emergency Contact](#)

other personal... go to...

Contact Information

Home/Permanent Address	Mailing/Local Address
None	5500 Hungry Heights Fremont, CA 94539
Home	Horizon email
510/781-0923	wtanabe@horizon.csueastbay.edu

Emergency Contact

Wesley Tanabe

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

No current emergency contact information found.

[ADD AN 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	edit
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](#)

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:

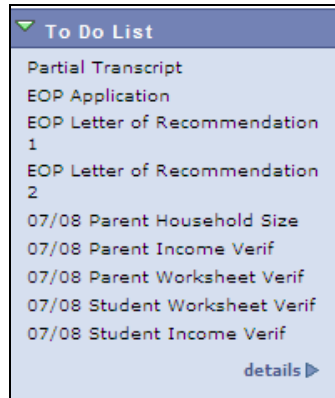
Instructions

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

[Return](#)

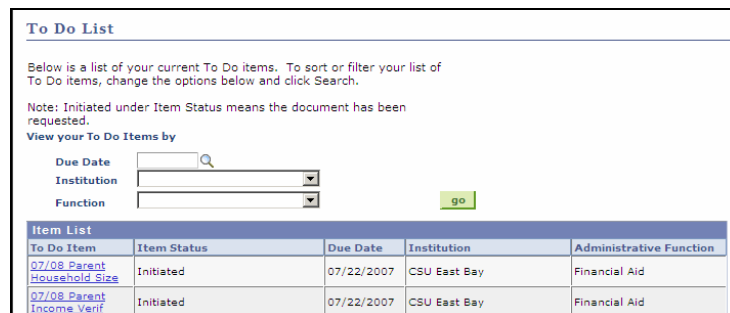
TO DO LIST

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.



A screenshot of the 'To Do List' details page. The page has a title 'To Do List' and a sub-header 'Below is a list of your current To Do items. To sort or filter your list of To Do items, change the options below and click Search.' Below this is a note: 'Note: Initiated under Item Status means the document has been requested.' There is a section 'View your To Do Items by' with three dropdown menus: 'Due Date', 'Institution', and 'Function'. A 'go' button is to the right of the 'Function' dropdown. Below the filters is a table titled 'Item List' with the following data:

To Do Item	Item Status	Due Date	Institution	Administrative Function
07/08 Parent Household Size	Initiated	07/22/2007	CSU East Bay	Financial Aid
07/08 Parent Income Verif	Initiated	07/22/2007	CSU East Bay	Financial Aid

“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 [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](#)