MyCSUEB
Student Center Guide

Table of Contents

OVERVIEW

MyCSUEB is the student's online self-service center for enrollment transactions and personal information about their educational record.

- x General information is provided here.
- x 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.
- x A Help link is available here and on the Student Center Home page.
- x This is where the Sign-in is located to access the Student Center with the NetID and Password.
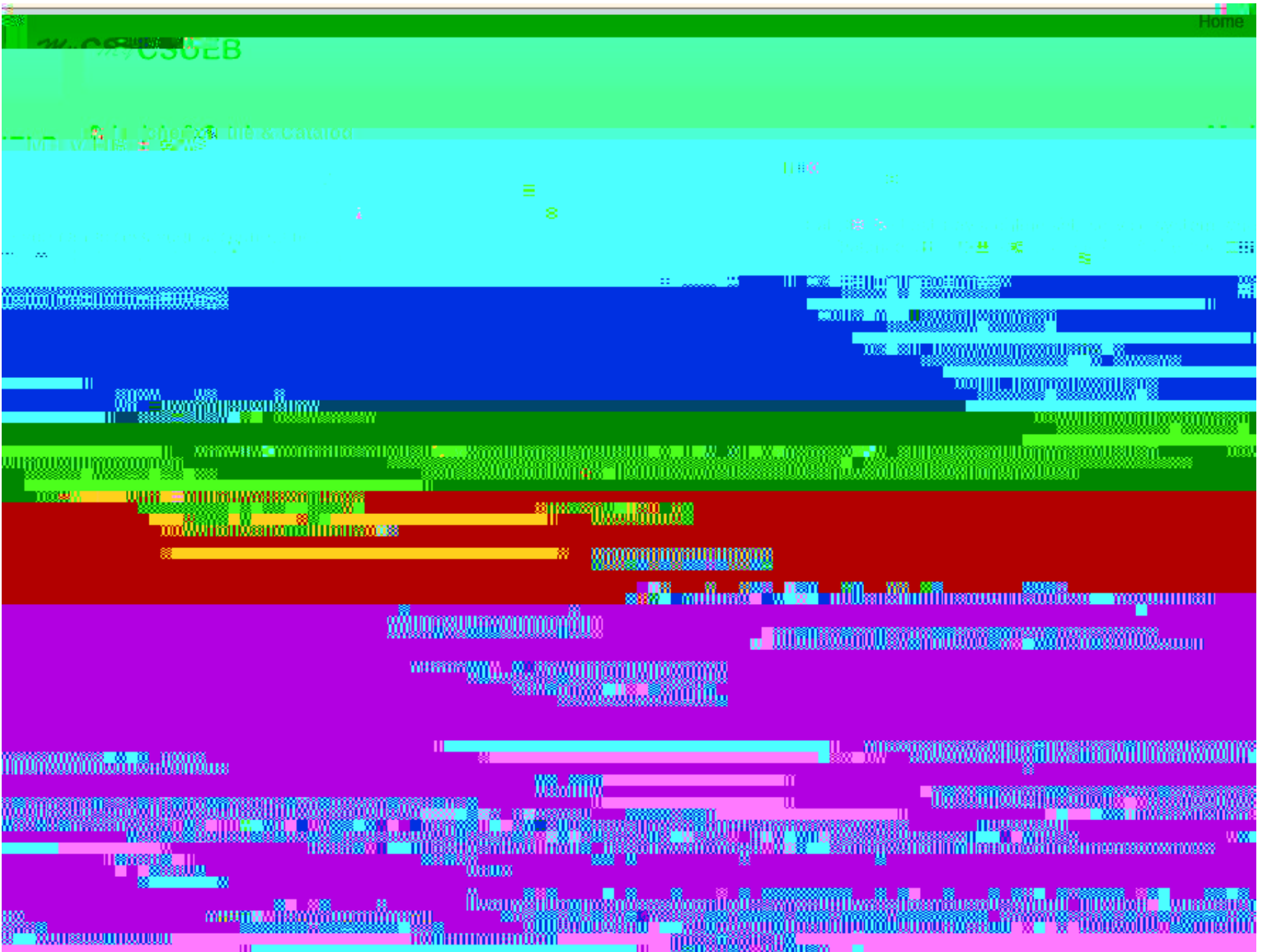
MyCSUEB STUDENT HOME PAGE

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STUDENT CENTER

Students use the Student Center to access their academic, financial, and registration information.

- x There are various links here to provide enrollment services as well as information on student accounts.
- x Many of the links lead to more detailed information.
- x Holds, which can impact a student's ability to register, are listed on the right hand side of this page.
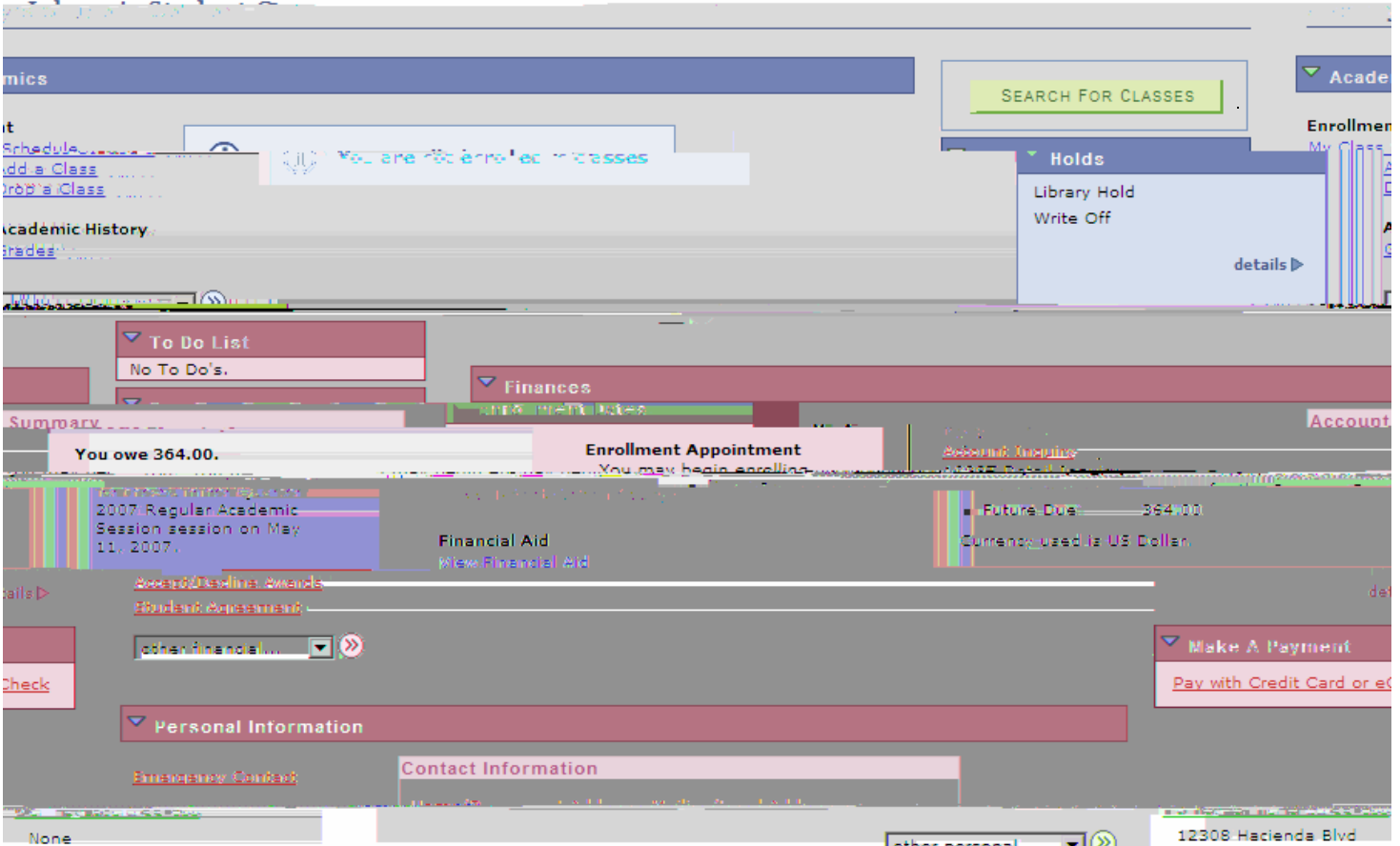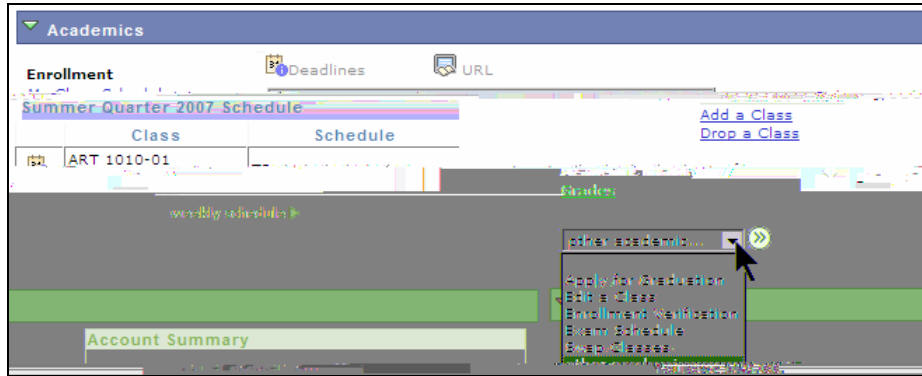

Navigating in the Student Center

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.

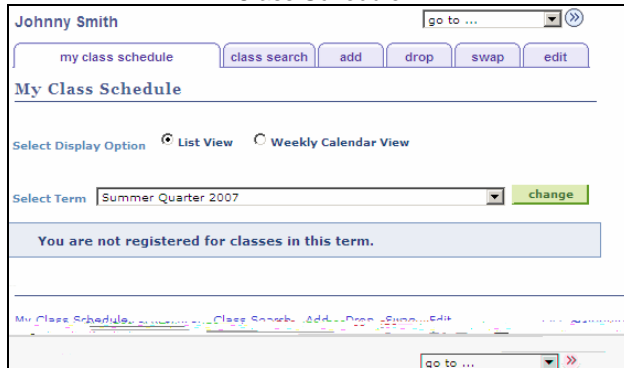After selecting the desired location, hit the GO! icon to be directed to that page.

ACACEMICS

Enrollment

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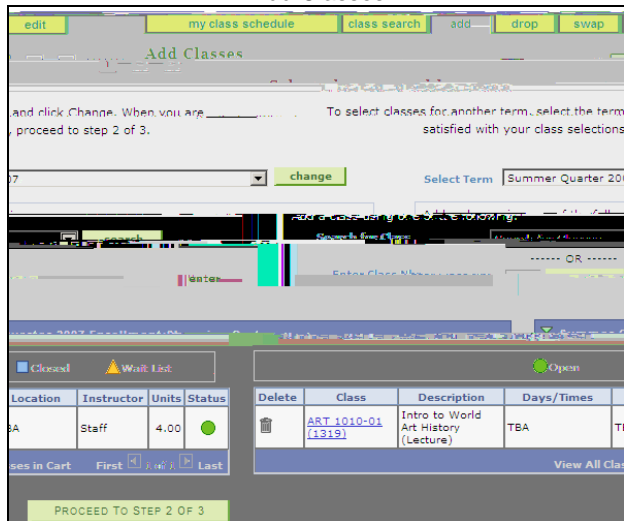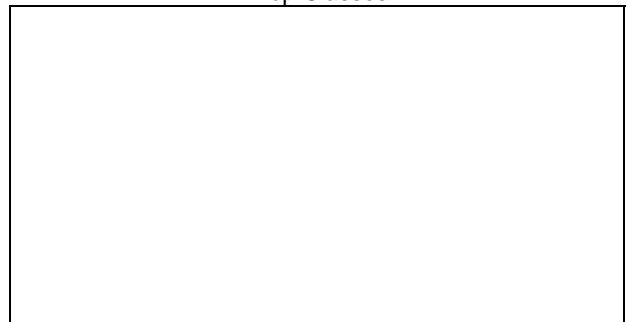
Class Schedule

Class Search

Add Classes

Drop Classes

Academic History - Grades

Students can view their grades on a term by term basis for the last year.

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 Centerfrom 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

Summary With Financial Aid

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

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

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.
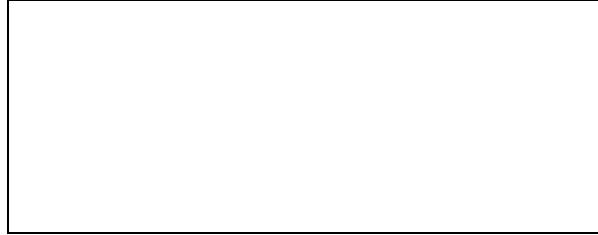
Clicking "View Financial Aid" from the Student Center will then tak

PERSONAL INFORMATION

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

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.

TO DO LIST

This list indicates any tasks or required documents requested by various administrative offices.
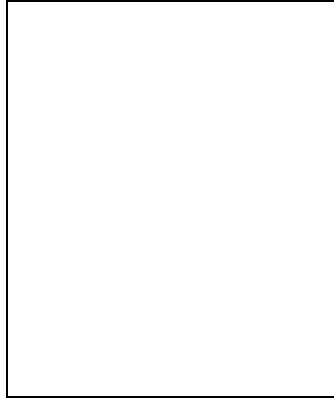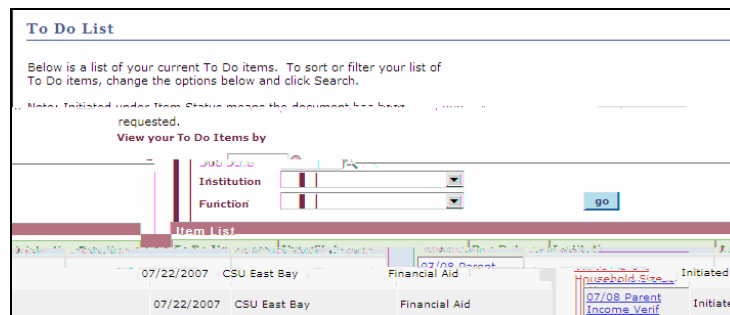
To Do Details

The detail provides the item status, due date and the Administrative Function associated with the item request.

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.