Understanding conditional admission
As a general reminder for all admitted students, admission is based on self-reported information and/or a review of in-progress partial transcripts indicating the admission requirements outlined at csueastbay.edu/admission are being met. Most applicants complete the conditions of their admission without difficulty. However, some do not.

The most common reasons why are:
• Not submitting required documents by the deadline.
• Failing to meet published admission requirements. This would occur if:
  • A final official transcript does not reflect the courses and grades listed on the application for admission.
  • Your planned or in-progress courses listed on the application for admission are not successfully completed.
  • Your GPA falls below the required threshold.

Contact the Office of Admission at 510.885.2784 to speak with an admission counselor if you feel that you may be at risk for not completing the terms and conditions of your admission offer.

Changing your term of entry
CSUEB’s application for admission applies only to the term of entry indicated at the time of submission. Your offer of admission will be canceled if you do not enroll in classes in the designated term and you will need to reapply for a future term by submitting a new CSU Mentor application and application fee.

Academic advising
Undergraduate students receive academic advising at orientation. After orientation is completed, group academic advising sessions are available at Academic Advising and Career Education (AACE). Learn more at csueastbay.edu/aace. Graduate students receive academic advising from the department of their major.

Helpful tips for new students:
- Registering for classes
- Transferring credits to CSUEB
- Paying fees
- Understanding conditional admission
- Changing your term of entry
- Academic advising

Registering for classes
Enrollment dates for new students are available at csueastbay.edu/importantdates. Students who have accepted their offer of admission, and submitted all required documents for processing by the Office of Admission, will receive an email with enrollment instructions (called an enrollment appointment) just prior to the start of the registration period for new students. New students should allow the Office of Admission up to four weeks for document processing during peak periods. This processing must be completed prior to an enrollment appointment being issued.

Transferring credits to CSUEB
Students with transferable coursework will initially have a GE Transfer Credit Evaluation Status of “Not Yet Reviewed” displayed in ‘My Academics’ in MyCSUEB. Within two terms of attendance, the Office of the Registrar will review the Degree Audit Report (DAR) with transfer credit information for accuracy and change the status to “Reviewed.” Learn more at csueastbay.edu/transfercredit.

Paying fees
Students can pay enrollment fees online through MyCSUEB or in person (cash or check only) at the Cashier’s Office. A Fee Installment Plan is available in MyCSUEB. Learn more at csueastbay.edu/payingfees.

University Writing Skills Requirement (UWSR)
All CSUEB students must pass the UWSR by taking the required English courses or passing the Writing Skills Test (WST). Students who have completed 90 units are required to begin steps to satisfy the UWSR. Delaying this requirement can delay graduation. Learn more at csueastbay.edu/WST.

Important dates
Admission dates and related deadlines are listed at csueastbay.edu/admission.
Registraion periods, fee payment deadlines, and term start/end dates are listed at csueastbay.edu/importantdates.
Complete these steps to prepare for your enrollment:

1. Set up your NetID password
   csueastbay.edu/netid
   Your NetID is a personal Cal State East Bay identification number for accessing online student self-service systems, such as your CSUEB email, Blackboard, and MyCSUEB. The University sends instructions for setting up your NetID password and security questions to the personal email address on file.

2. Check your Horizon email account
   horizon.csueastbay.edu
   Your CSUEB Horizon email account is where University communications are sent regarding admission, classes, fees, financial aid, and instructions from professors. Access your email with your NetID at horizon.csueastbay.edu. Horizon email can be forwarded to a personal email account.

3. Submit all MyCSUEB ‘To Do List’ items
   my.csueastbay.edu
   View your personal, ‘To Do List’ of items to submit and complete in MyCSUEB. If it says “Initiated” under Item Status, it means the document has been requested. Submit all documents by their deadlines. All students are required to submit official transcripts from previously attended colleges/universities. Some students may be asked for additional documents. For a full list of admission deadlines visit csueastbay.edu/deadlines.

Mail documents to:
Office of Admission
Cal State East Bay
25800 Carlos Bee Blvd.
Hayward, CA 94542

Official documents in an original sealed envelope may be hand-delivered to Cal State East Bay’s Enrollment Information Center in the Student Services and Administration Building on the Hayward Campus, or the Academic Services Center on the Concord Campus.

4. Accept your offer of admission
   my.csueastbay.edu
   Accept your offer of admission in MyCSUEB to secure a place in the entering class. Be sure to accept by the deadline indicated.

5. Register for orientation
   csueastbay.edu/orientation
   Undergraduate students register for orientation through the MyCSUEB student portal. Graduate students should consult their academic department for orientation information.

6. Submit immunization documentation
   csueastbay.edu/shcs
   Complete the immunization requirement form and submit to Student Health and Counseling Services. Students enrolled in a fully online degree program (no on-campus meetings or exams) do not need to submit this form.

7. Submit a housing application
   csueastbay.edu/housing
   Students interested in living on campus should check the Student Housing website often for important dates. Once the application and contract are available they can be completed online. Visit csueastbay.edu/housing for more information.

8. Submit a Free Financial Aid Application (FAFSA)
   fafsa.ed.gov
   To apply for financial aid, submit a FAFSA application at fafsa.ed.gov as soon as possible after January 1. Those who apply by the deadline of March 2 receive priority funding. Use CSUEB’s Title IV Code: 001138 when applying for aid at Cal State East Bay. Learn more at csueastbay.edu/financialaid.