



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Academic Advising and Resource Center Undeclared Student Handbook

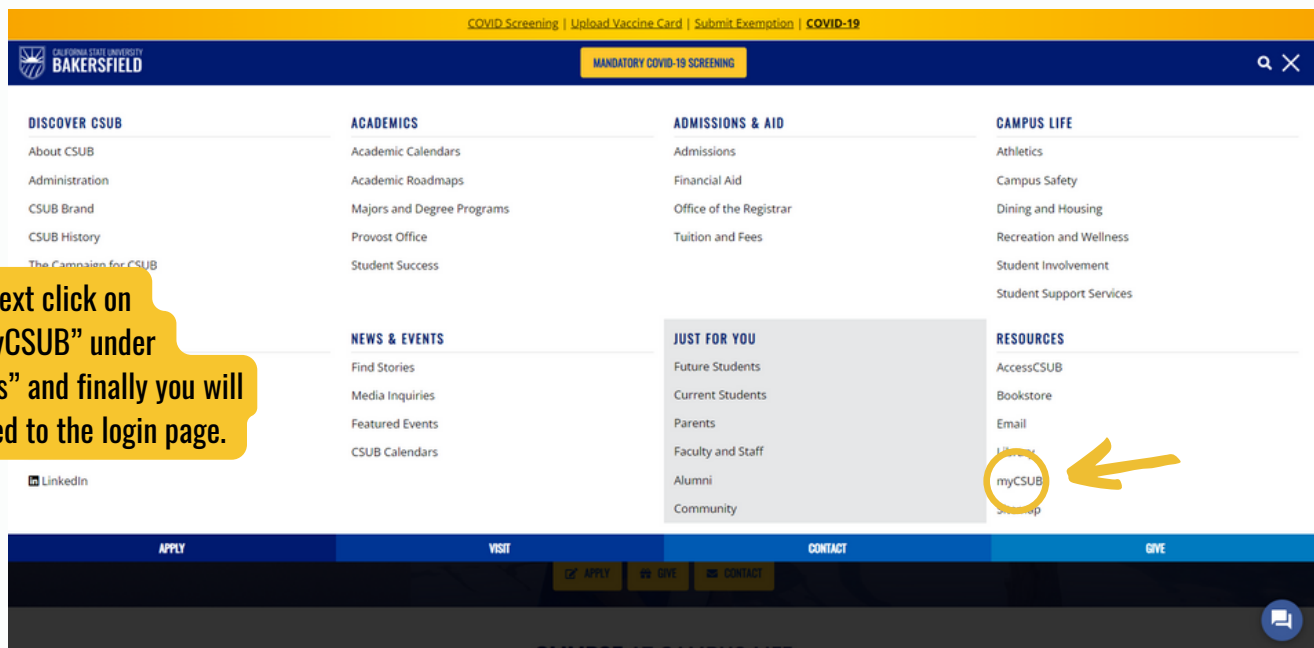
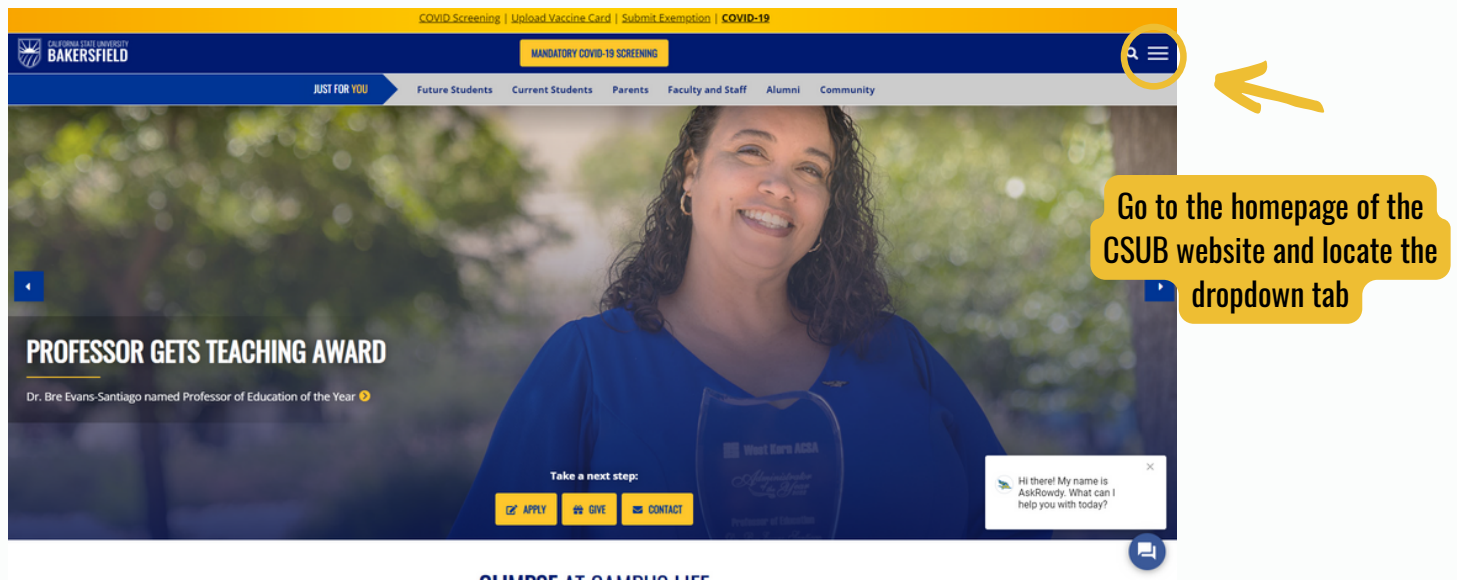


Student ID#: _____

Net ID: _____

Your student MyCSUB account is very important. You will be able to see your course schedule including, but not limited to, your professors, location of course, date and time of course. You will also receive important messages through your MyCSUB account. It is your responsibility that you check your account periodically, because you may receive holds and tasks in your to-do list that are time sensitive in their completion.

Setting up your MyCSUB account:



***Please make yourself familiar with your MyCSUB account as it is imperative to your academic career.**

Student ID#: _____

Net ID: _____

The screenshot shows the top navigation bar of the myCSUB website. The bar is dark blue with white text. On the left is the California State University Bakersfield logo. To its right are links for 'More Access', 'myHR', and 'myCSUB Guides'. The 'Need Help?' dropdown menu is highlighted with a yellow circle, and a yellow arrow points to it from the right. Below the navigation bar is a white content area with the 'my CSUB' logo. It features a 'First-time user? Click Here' section with a blue button that says 'Click here to log into myCSUB'. To the right is an 'Announcements' section with a blue arrow icon and text about loaner laptops and wifi hotspots. At the bottom of the content area, there is a red text notice about a system outage on Monday, July 11.

Follow the listed steps to set up your account:

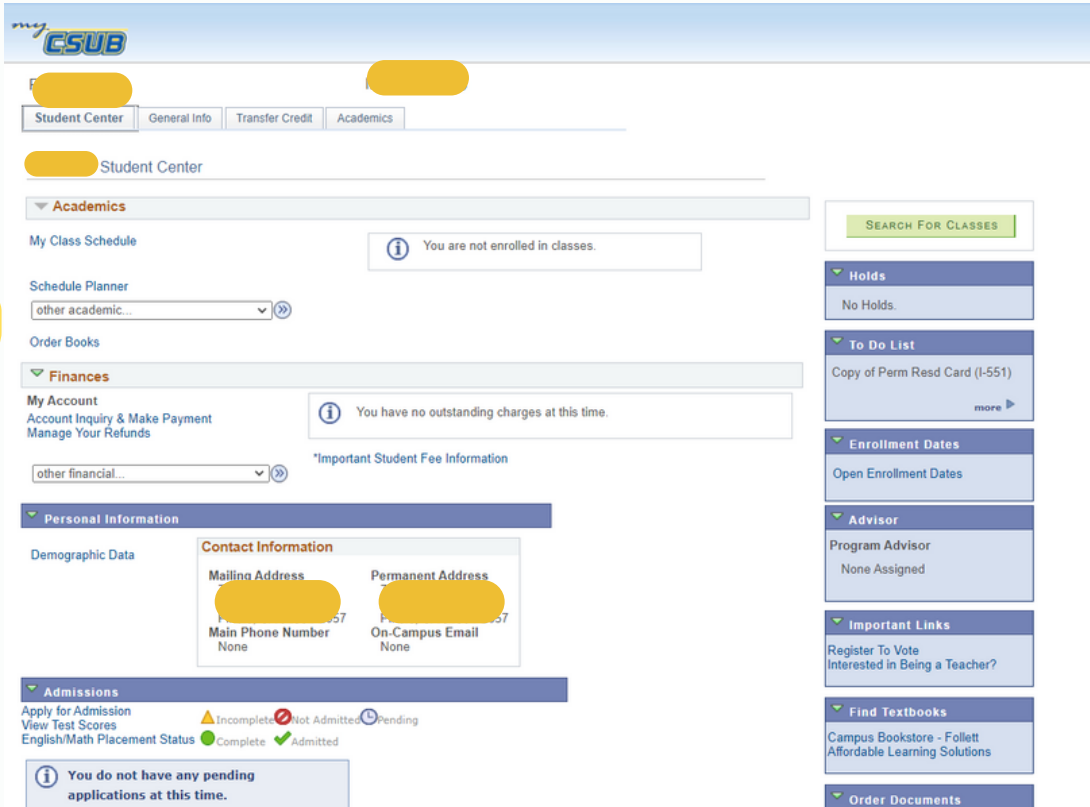
1. Go to the “Need Help?” dropdown at the top of the page.
2. Click on “Find my Net ID” and then go back to the MyCSUB login page.
3. Go to the “Need Help?” dropdown at the top of the page.
4. Click on “Set initial Password.”
5. You are now ready to log into your MyCSUB account.

Student ID#: _____

Net ID: _____

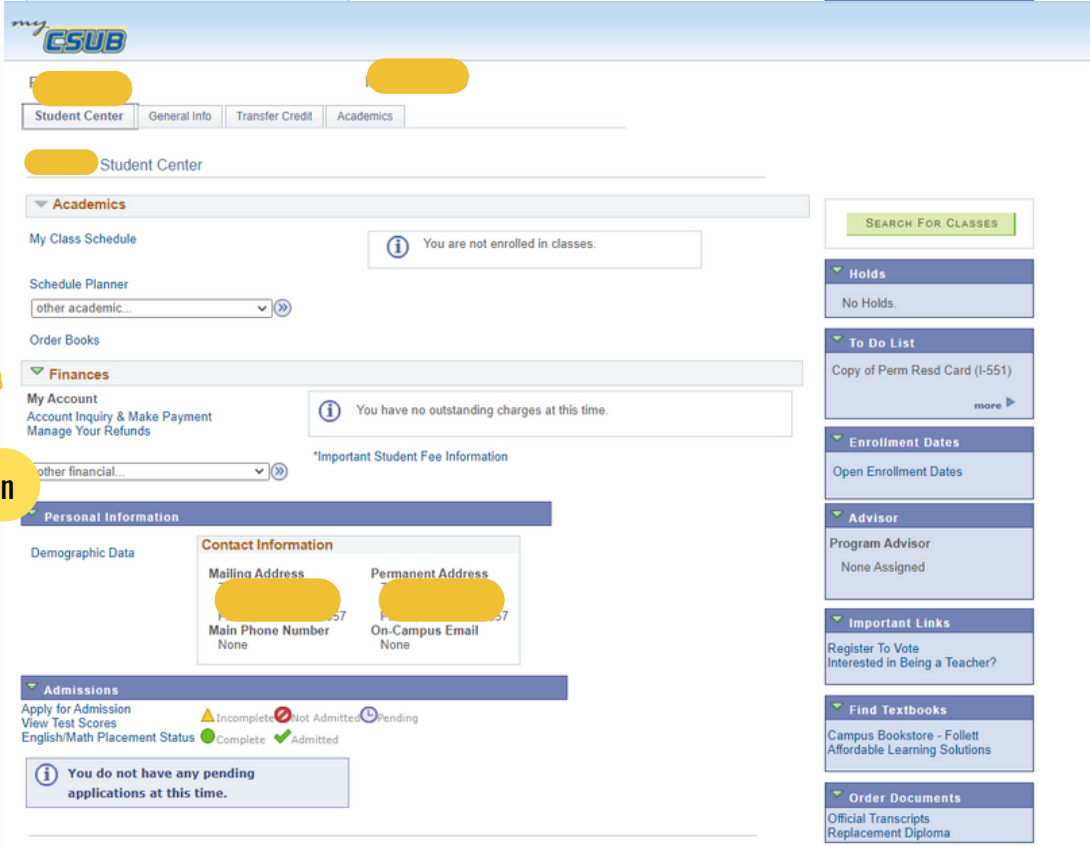
Navigating your MyCSUB account:

Home Page
Class Schedule



The screenshot shows the MyCSUB Student Center home page. At the top, there is a navigation bar with tabs for Student Center, General Info, Transfer Credit, and Academics. The main content area is divided into several sections: Academics (My Class Schedule, Schedule Planner, Order Books), Finances (My Account, Important Student Fee Information), Personal Information (Demographic Data, Contact Information), and Admissions (Apply for Admission, View Test Scores, English/Math Placement Status). A right-hand sidebar contains a search bar and several utility links: Holds, To Do List, Enrollment Dates, Advisor, Important Links, Find Textbooks, and Order Documents. A yellow arrow points to the 'Academics' section.

Finance Information



This is a duplicate of the screenshot above, but with a yellow arrow pointing to the 'Finances' section. The 'Finances' section includes 'My Account' with options for account inquiry and payment, and 'Important Student Fee Information'. The 'Admissions' section shows a message: 'You do not have any pending applications at this time.' The right-hand sidebar is identical to the first screenshot.

Student ID#: _____

Net ID: _____

myCSUB

Student Center | General Info | Transfer Credit | Academics

Student Center

Academics

My Class Schedule You are not enrolled in classes.

Schedule Planner
other academic...

Order Books

Finances

My Account You have no outstanding charges at this time.

Make Payment
Manage Your Refunds

other financial... *Important Student Fee Information

Personal Information

Demographic Data

Contact Information

Mailing Address Permanent Address

Main Phone Number On-Campus Email

None None

Holds

No Holds.

To Do List

Copy of Perm Resd Card (I-551)

more ▶

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor

None Assigned

Important Links

Register To Vote
Interested in Being a Teacher?

Personal Information



myCSUB

Student Center | General Info | Transfer Credit | Academics

Student Center

Academics

My Class Schedule You are not enrolled in classes.

Schedule Planner
other academic...

Order Books

Finances

My Account You have no outstanding charges at this time.

Account Inquiry & Make Payment
Manage Your Refunds

other financial... *Important Student Fee Information

Personal Information

Demographic Data

Contact Information

Mailing Address Permanent Address

Main Phone Number On-Campus Email

None None

Admissions

Apply for Admission Incomplete Not Admitted Pending
View Test Scores
English/Math Placement Status Complete Admitted

You do not have any pending applications at this time.

Holds

No Holds.

To Do List

Copy of Perm Resd Card (I-551)

more ▶

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor

None Assigned

Important Links

Register To Vote
Interested in Being a Teacher?

Find Textbooks

Campus Bookstore - Follett
Affordable Learning Solutions

Order Documents

Official Transcripts
Replacement Diploma

Holds Section



Student ID#: _____

Net ID: _____

myCSUB

Student Center | General Info | Transfer Credit | Academics

Student Center

Academics

My Class Schedule ⓘ You are not enrolled in classes.

Schedule Planner
other academic... ⌵ ⌵

Order Books

Finances

My Account ⓘ You have no outstanding charges at this time.
Account Inquiry & Make Payment
Manage Your Refunds

other financial... ⌵ ⌵ *Important Student Fee Information

Personal Information

Demographic Data

Contact Information	
Mailing Address [Redacted] 57	Permanent Address [Redacted] 57
Main Phone Number None	On-Campus Email None

To-Do List

myCSUB

Student Center | General Info | Transfer Credit | Academics

Student Center

Academics

My Class Schedule ⓘ You are not enrolled in classes.

Schedule Planner
other academic... ⌵ ⌵

Order Books

Finances

My Account ⓘ You have no outstanding charges at this time.
Account Inquiry & Make Payment
Manage Your Refunds

other financial... ⌵ ⌵ *Important Student Fee Information

Personal Information

Demographic Data

Contact Information	
Mailing Address [Redacted] 57	Permanent Address [Redacted] 57
Main Phone Number None	On-Campus Email None

Admissions

Apply for Admission ⚠ Incomplete ⊘ Not Admitted ⌚ Pending
View Test Scores
English/Math Placement Status ● Complete ✔ Admitted

ⓘ You do not have any pending applications at this time.

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
Copy of Perm Resd Card (I-551)
[more ▶](#)

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
None Assigned

Important Links
Register To Vote
Interested in Being a Teacher?

Find Textbooks
Campus Bookstore - Follett
Affordable Learning Solutions

Order Documents
Official Transcripts
Replacement Diploma

Advisor Information

Student ID#: _____

Net ID: _____

How to view an unofficial transcript

myCSUB

Student Center | General Info | Transfer Credit | Academics

Student Center

Academics

My Class Schedule ⓘ You are not enrolled in classes.

Schedule Planner
other academic...

Order Books

Finances

My Account ⓘ You have no outstanding charges at this time.
Account Inquiry & Make Payment
Manage Your Refunds

other financial... ⓘ *Important Student Fee Information

Personal Information

Demographic Data

Contact Information

Mailing Address 57 Permanent Address 57

Main Phone Number None On-Campus Email None

Admissions

Apply for Admission ⚠ Incomplete ❌ Not Admitted ⌚ Pending
View Test Scores 🟢 Complete ✅ Admitted
English/Math Placement Status

ⓘ You do not have any pending applications at this time.

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
Copy of Perm Resd Card (I-551) more ▶

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
None Assigned

Important Links
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Order Documents
Official Transcripts
Replacement Diploma

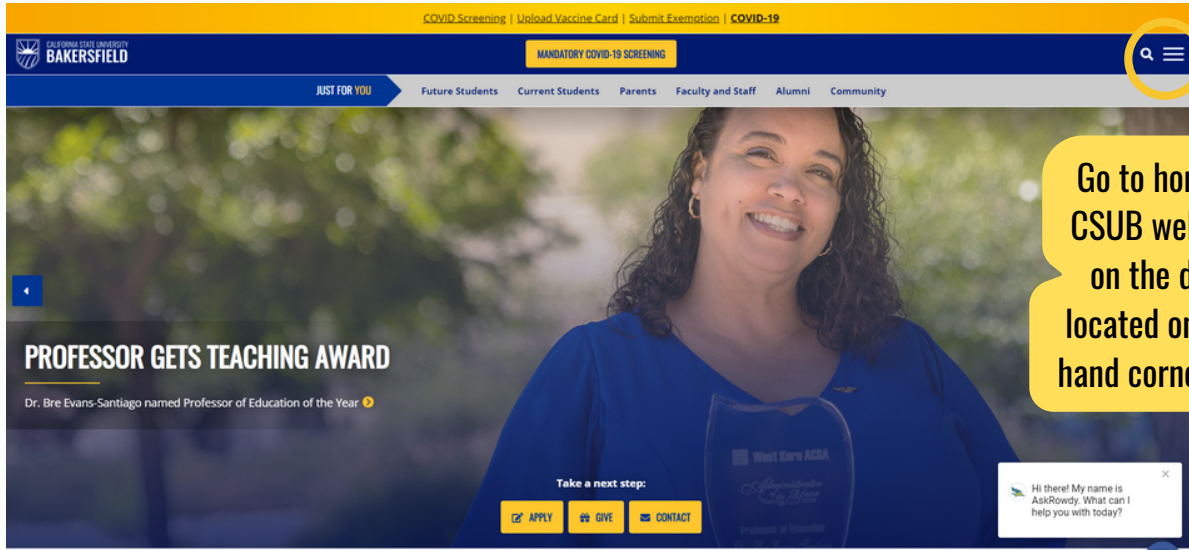
Go to the “other academics” drop down tab under the Academics Section.

- Select “Transcript: View Information”
- Make sure the “Academic Institution” is set to CSUB
- Under “Report Type” select “Unofficial Transcript” (you may also see previous transcripts that you have generated by clicking on the “View All requested Reports” button)
- Click on the “View Report” button
- Your Unofficial Transcript will pop-up in a new tab automatically

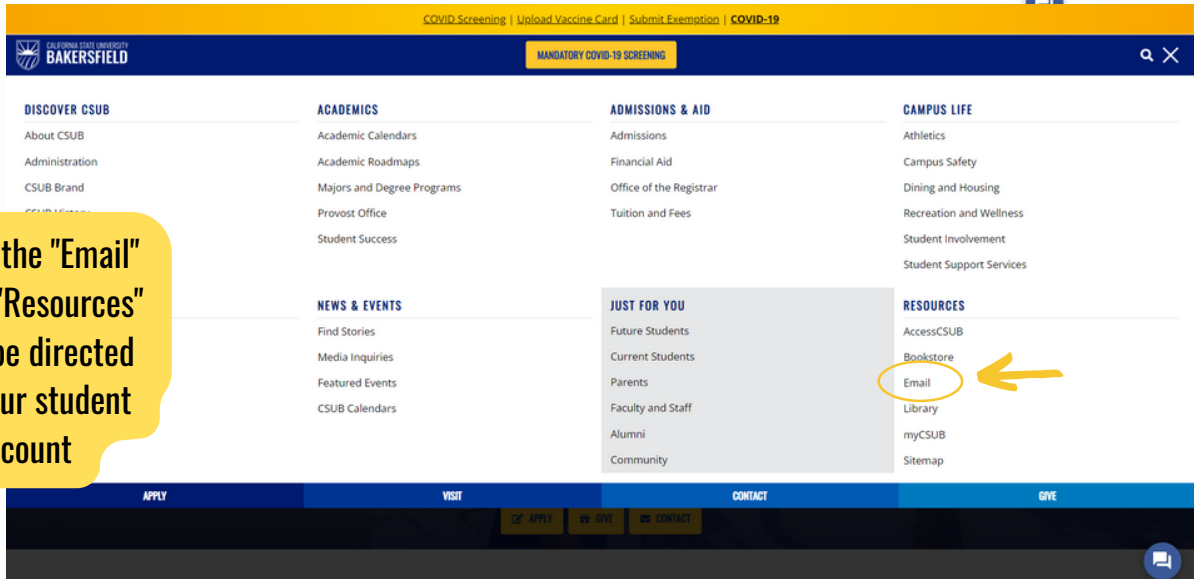
Student ID#: _____

Net ID: _____

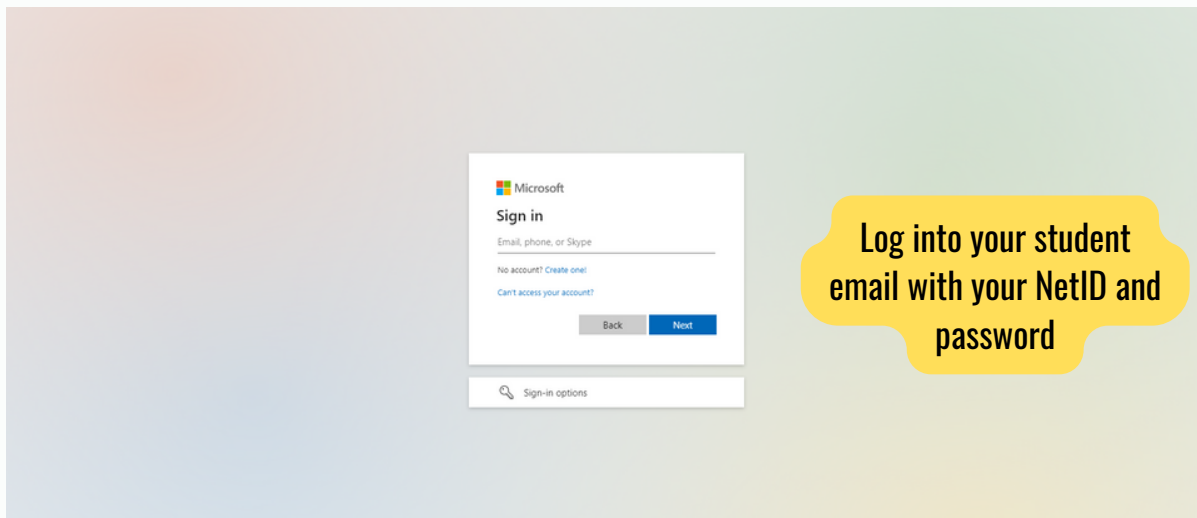
CSUB Student Email



Go to homepage of the CSUB website and click on the dropdown tab located on the top right-hand corner of the screen



Then click on the "Email" button under "Resources" and you will be directed to login to your student email account

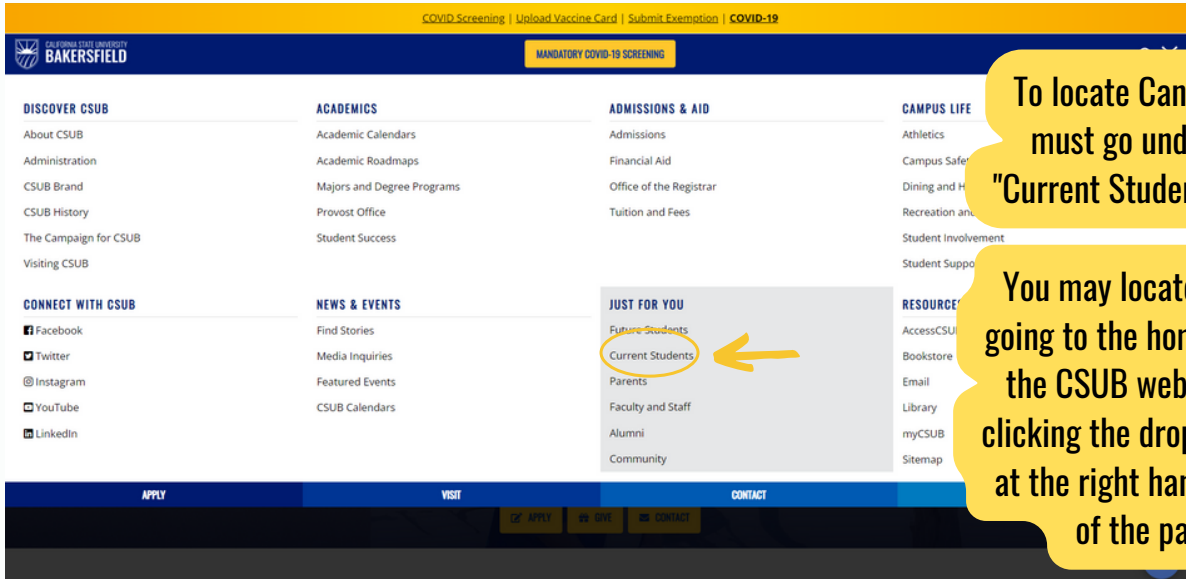


Log into your student email with your NetID and password

Student ID#: _____

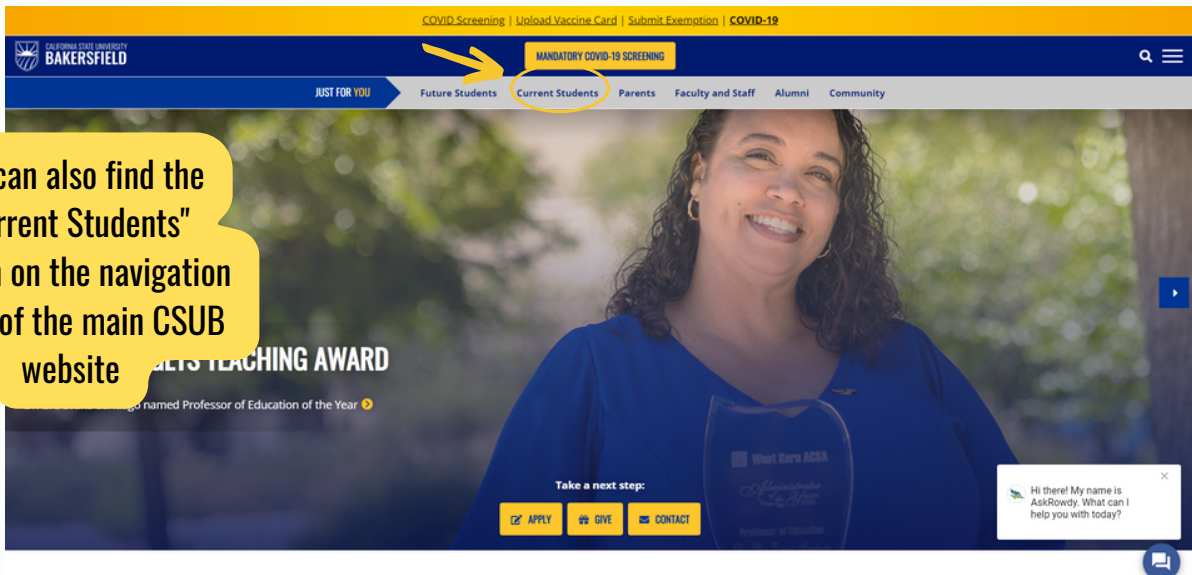
Net ID: _____

Canvas



To locate Canvas you must go under the "Current Students" Page

You may locate this by going to the homepage of the CSUB website and clicking the dropdown tab at the right hand corner of the page



You can also find the "Current Students" section on the navigation panes of the main CSUB website

CURRENT STUDENTS

Access resources and tools, request services, and stay up-to-date with campus news and events.

IT'S TIME TO REGISTER!

HOW TO REGISTER | MEET WITH YOUR ADVISOR | FINISH THE SEMESTER STRONG

QUICK LINKS

- Office 365
- Library
- myCSUB
- RunnerSync
- Canvas**

IMPORTANT DATES

- AUG 18** Academic Advising for First-Time First-Year Students Begins (for Fall 2022)
- AUG 18** Registration for First-Time First-Year Students Begins (for Fall 2022)
- AUG 17** ALL FACULTY DUE ON CAMPUS

HOW DO I...?

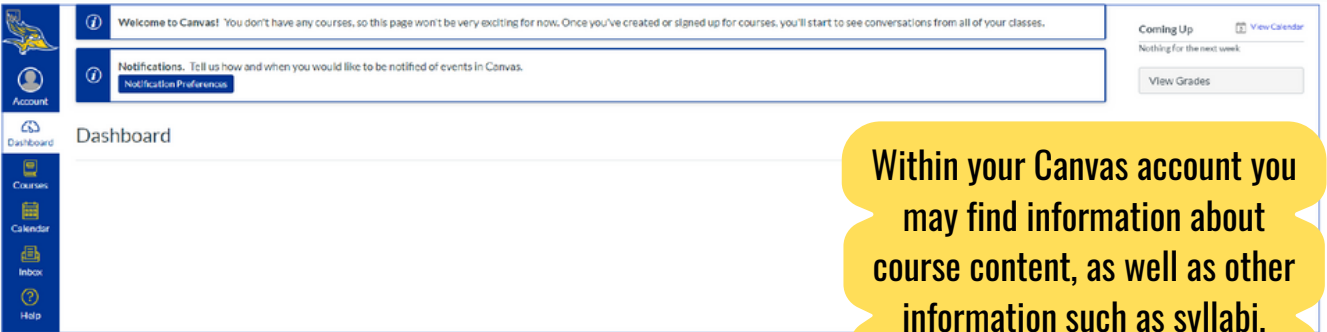
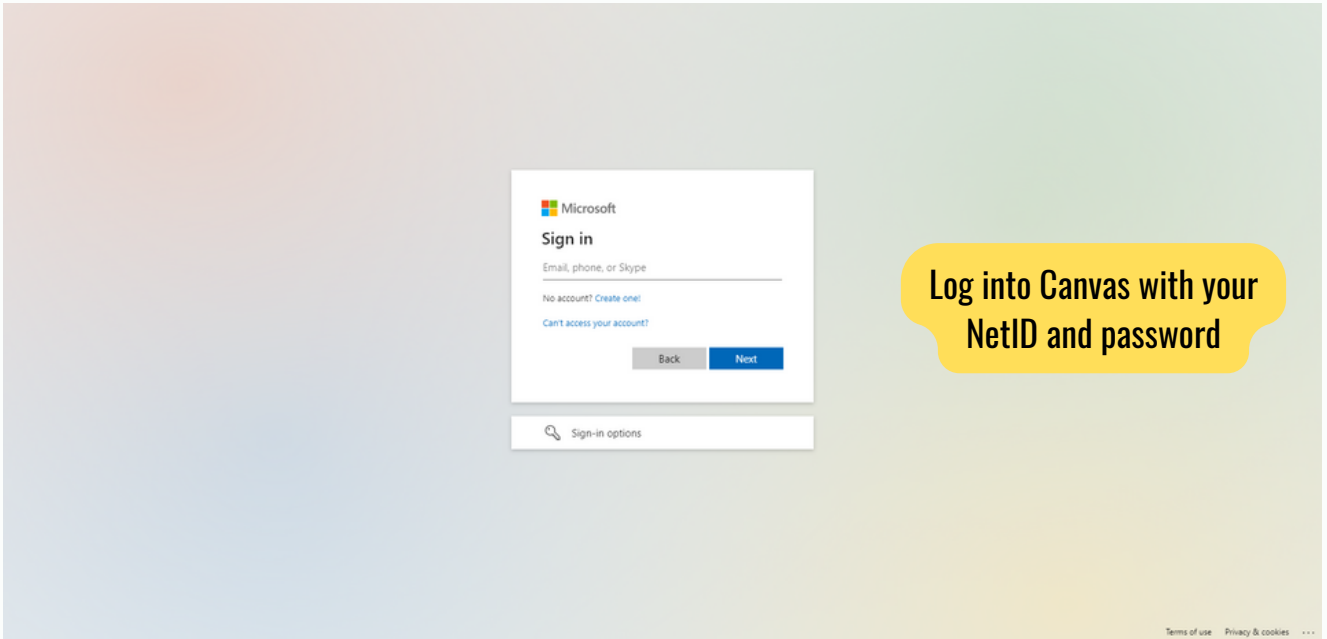
- Apply for Financial Aid
- Request Transcripts
- Find an Advisor
- Add/Drop/Swap Classes
- Change My Major/Minor
- Start a Student Club
- Request/Reserve a Room
- Get a Parking Permit
- Get Technology Help

You can find the Canvas link under the "Quick Links" section



Student ID#: _____

Net ID: _____



Student ID#: _____

Net ID: _____

Academic Advising and Resource Center

You can locate the AARC by searching it in the homepage search bar and clicking on the first link

You may also go to this link:
www.csub.edu/aarc

About 94 results (0.18 seconds)

Sort by: Relevance ▾

[Academic Advising & Resource Center | California State University ...](https://www.csub.edu/aarc/)

<https://www.csub.edu/aarc/>

Striving for Student Success. The Academic Advising & Resource Center (AARC) is focused on ensuring the success of CSUB's students. Our goal is to work ...

[AARC](#) [Home](#) [Make an Appointment](#) [Undeclared](#) [Academic Probation](#) [Academic Jeopardy](#) [Satisfactory Academic Progress \(SAP\)](#) [The California Promise Program](#) [Student Resources](#)

Striving for Student Success

The Academic Advising & Resource Center (AARC) is focused on ensuring the success of CSUB's students. Our goal is to work collaboratively with each student and each on-campus department so that all student needs are met and addressed. Students work closely with professional staff advisors who are trained to work with and address the diverse needs of our student population. For more information, please click on the linked images under Services We Offer.

Virtual Call Center

We look forward to assisting you. By answering the virtual call center questions, you may leave a message regarding any needs related to your academics. We appreciate your patience and understanding during this time.

Please note the following:

- Academic advising cannot be completed through our virtual call center.
- Please allow up to 24 hours for a response, excluding weekends and holidays.

[VIRTUAL CALL CENTER](#)

Hours of Operation

Summer 2022 Hours:

Monday- Thursday: 8:00am-5:00pm

With the exception of:

- The Week of May 30th (Monday-Friday: 8:00am-5:00pm)
- The Week of June 27th (Monday-Friday: 8:00am-5:00pm)
- The Week of August 1st (Monday-Friday: 8:00am-5:00pm)

Contact Us

Please contact our front desk through our telephone number, email or virtual call center. Our front desk will be responding to virtual call center messages throughout the day.

Phone: (661) 654-2700
Fax: (661) 654-6950
Email: aarc@csub.edu

Our location:

Numenor Building (Building #28 on the [CSUB Campus map](#))

On the AARC homepage you can locate our information such as office hours, location, and how to contact our Virtual Call Center

[AARC](#) [Home](#) [Make an Appointment](#) [Undeclared](#) [Academic Probation](#) [Academic Jeopardy](#) [Satisfactory Academic Progress \(SAP\)](#) [The California Promise Program](#) [Student Resources](#)

Services We Offer



Make an Appointment



Undeclared Advising



Academic Probation



Academic Jeopardy



Satisfactory Academic Progress (SAP)

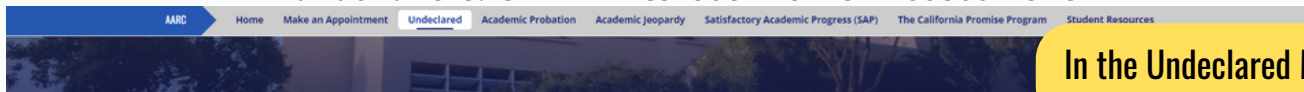


The California Promise Program

You can scroll down to "Services We Offer" for the Undeclared Advising Tab

Student ID#: _____
Net ID: _____

Handshake & O*NET Interest Profiler Assessment



UNDECLARED ADVISING

Students who have yet to declare a major are considered "Undeclared" and are required to meet with an advisor in the Academic Advising and Resource Center (AARC) each semester to help explore potential majors. Students must declare a major by the time they complete 40 semester units (60 quarter units) of coursework listed on their transcript.

Three resource cards are displayed. The first is yellow and titled 'Make an Appointment', featuring a photo of a student and advisor and a 'MAKE AN APPOINTMENT' button. The second is blue and titled 'Undeclared Handbook', with a 'Student Handbook' icon and text about accessing the handbook. The third is grey and titled 'AARC Brochure', with a brochure icon and text about accessing the brochure.

In the Undeclared Majors tab, you can locate the Handshake & the O*NET Interest Profiler Assessment" link by scrolling to the "Undeclared Resources" and clicking on the linked pictures



Undeclared Resources

A grid of six resource cards. The first is '2022-2023 Catalog' with a photo of students. The second is 'Center for Career Education & Community Engagement' with a photo of a student and advisor. The third is 'Handshake' with a photo of a student and advisor. The fourth is 'O*NET Interest Profiler Assessment' with a photo of a student and advisor. The fifth is 'List of Majors' with a photo of students walking. The sixth is 'What can I do with this Major?' with a photo of a student and advisor.

Click on the "O*NET Interest Profiler Assessment" link in order to take the assessment.

Click on the "Handshake" link in order to get more information about career opportunities on campus

A screenshot of the Handshake login page for California State University - Bakersfield. The page has a blue header with the Handshake logo and the text 'Get the job done'. Below the header are links for 'Students', 'Employers', and 'Career Centers'. At the bottom, there is a 'CSU Bakersfield Login' button and a 'No account? Sign up here.' link. A large yellow circle highlights the 'Handshake' logo and the 'CSU Bakersfield Login' button.

Click the "Handshake" tab to create a student account.

Student ID#: _____

Net ID: _____

O*NET Interest Profiler Assessment

CALIFORNIA STATE UNIVERSITY BAKERSFIELD

AccessCSUB myCSUB Canvas Blackboard Support CSUB

Search

Discover CSUB | Academics | Admissions & Aid | Student Life | Athletics | News & Information

EXPLORING MAJORS & CAREERS

IN THIS SECTION:

- Major Options

[Back to Previous Page](#)
[CSUB Home Page](#)

Exploring Majors & Careers

If you need help selecting your major or your future career, CECE offers a variety of tools to assist you:

Assessment

- **O*NET INTEREST PROFILER ASSESSMENT**
<https://www.mynextmove.org/explore/ip>

CECE recommends taking this assessment through O*NET (see link above). Once you have completed the assessment, you may wish to make an appointment to meet with a career counselor to review your results. Appointments are made through the Handshake system.

Stuck? Please see the assessment user guide: <https://www.mynextmove.org/explore/ip-help>

If you have any questions, please call the Center for Career Education & Community Engagement (CECE) at 661-654-3033.

Take a few minutes to check out one of our favorite tools:
[What can I do with this Major?](#)

Check your progress: [The Career Planning Checklist](#)

Learn more about CSUB's majors: [CSUB Academics](#)

Log into Handshake to schedule an appointment with a counselor to discuss majors and careers!

handshake

[HANDSHAKE STUDENT LOGIN](#)

Click on the O*NET link in order to learn about your interests and how they relate to University majors and the world of work