The Office of Financial Aid & Scholarships is here to help remove financial barriers to assist you in meeting the cost of attendance at CSUB. We do this by administering grants, scholarships, work-study, and/or federal student loans.

The following checklist will assist you in completing the financial aid process as quickly and smoothly as possible.

### Undergraduate Student Checklist

- Please review Receiving Aid - Repeat Coursework and Withdrawal information online at [http://www.csub.edu/finaid/receiving/index.html](http://www.csub.edu/finaid/receiving/index.html)
- Please review and become familiar with the Satisfactory Academic Progress (SAP) Policy online at [http://www.csub.edu/finaid/receiving/sap/index.html](http://www.csub.edu/finaid/receiving/sap/index.html)
- Please be aware that students who do not meet SAP will have a warning term before their eligibility is suspended.
- Please review Census Day Repackaging online at [http://www.csub.edu/finaid/receiving/census/index.html](http://www.csub.edu/finaid/receiving/census/index.html)
- You may obtain all financial aid forms online at [http://www.csub.edu/finaid/forms/index.html](http://www.csub.edu/finaid/forms/index.html)
- If you are a mid-year transfer student and had a Cal Grant award at your prior school, please make sure to update your school information with the California Student Aid Commission: [https://mygrantinfo.csac.ca.gov/logon.asp](https://mygrantinfo.csac.ca.gov/logon.asp).

### Undergraduate, 2nd BA/BS, and post-baccalaureate Teacher Credential student enrollment levels per semester:

<table>
<thead>
<tr>
<th>Enrollment Level</th>
<th>Full-Time</th>
<th>Three-Quarter Time</th>
<th>Half-Time</th>
<th>Less than Half-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 units or more</td>
<td>12 units</td>
<td>9 to 11 units</td>
<td>6 to 8 units</td>
<td>less than 6 units</td>
</tr>
</tbody>
</table>

Office of Financial Aid & Scholarships
Student Administration Building 114
9001 Stockdale Highway
Bakersfield, CA. 93311-1022

Phone: (661) 654-3016
FAX: (661) 654-6800
E-mail: finaid@csub.edu

Regular Hours
8:00 am to 5:00 pm Monday-Friday

Extended Hours (First week of each semester)
8:00 am to 6:00 pm Monday - Thursday

Summer Hours (Closed Friday):
8am-5pm Monday - Thursday

### Funding the Future . . .
UNDERGRADUATE STUDENT CHECKLIST

ADMISSION
- Complete the CSU Apply Application online at https://www2.calstate.edu/apply beginning October 1 for admission to CSUB in the following year.
- Apply and receive admission to the Teacher Credential Program.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)
- Locate your existing FSA ID, or obtain a FSA ID at https://fsaid.ed.gov/npas/index.htm, which you will use to complete your FAFSA each year.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov each year between October 1 and March 2 for the upcoming academic year to maximize your chances for limited funds.
- When completing the FAFSA, use your name as it appears on your Social Security Card.
- When completing the FAFSA, if you are an eligible non-citizen, you must enter your Alien Registration Number.
- If your income, or your parent’s income, has changed dramatically from the previous year due to unemployment, disability, etc. you may submit a Loss of Income Form to our office.
- If your income, or your parent’s income, has changed dramatically from the previous year due to unemployment, disability, etc. you may submit a Loss of Income Form to our office.

SCHOLARSHIPS
- Apply for CSUB Academic Scholarships online at https://csub.academicworks.com/ by the March 2 priority filing deadline for the upcoming academic year.
- Report any scholarships you will receive on our Scholarship Disclosure Form at http://www.csub.edu/finaid/forms/index.html

DREAM APPLICATION
- Resident alien students should complete the California Dream Application before March 2 for the upcoming aid year at: https://dream.csac.ca.gov/

SUBMIT ALL DOCUMENTS
- Check your myCSUB account regularly to review your “To-Do” list of required documents needed to complete your financial aid file. All documents must be submitted immediately, otherwise your aid may be delayed. Please Note: Students selected for Verification of their FAFSA data must submit all required documents before their aid will be awarded.

If you have been awarded a student loan, and wish to use it, you will need to log into your myCSUB account and accept it. Furthermore, you will need to complete online loan Entrance Counseling and sign a Master Promissory Note.

If your parents are interested in borrowing a Federal Parent PLUS Loan to assist with your educational expenses, please contact our office.

COMMUNICATIONS
- All financial aid communications will be sent to you via e-mail. Please check your assigned campus e-mail regularly for important communications. Also, keep your contact information current by updating any changes to your address and phone numbers, by logging into your myCSUB account.
- If you would like your confidential financial aid information released to specific individuals (e.g., parents, spouse, etc.) please complete a FERPA Release Authorization - available online via your myCSUB web portal.

RECEIVING AID
- If you will be enrolled part-time, your award must be revised by our office to match your enrollment. Units added to a student’s enrollment after Census Day can NOT be counted in determining financial aid eligibility.
- Complete a Direct Deposit Authorization on your myCSUB account in order to receive your refund quicker and more secure. You will need to update this in the future if your account information changes.
- “Disbursement” means your aid has been transferred into your CSUB student account to be credited toward your tuition fees. “Refund” means the Office of Student Financial Services will issue a refund to you for any credit balance on your account once your tuition fees are paid. These are separate processes which occur on different dates.

Please review Accepting your Award/Terms & Conditions at http://www.csub.