








CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

School of Arts and Humanities

Faculty Resources

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Access CSUB- Campus Information

Welcome to California State University, Bakersfield. After you have signed your contract in HR, HR will provide you with a new employee checklist (copy attached) that details the steps to gain access to your CSUB net ID and employee ID #. To access the campus' software and applications please use Microsoft Edge or Google Chrome for the best performance. All supporting software can be found under the AccessCSUB link on the CSUB's Homepage.

The screenshot shows the homepage of California State University, Bakersfield. At the top, there is a yellow navigation bar with links for COVID-19 screening and a 'MANDATORY COVID-19 SCREENING' button. Below this is a dark blue header with the university logo and a search icon. A secondary navigation bar lists categories like 'Future Students', 'Current Students', 'Parents', 'Faculty and Staff', 'Alumni', and 'Community'. The main content area features a large banner for the 'ENERGY CENTER GETS FUNDING' with a sub-headline 'State budget allocates \$83 million for Energy Innovation Center'. Below the banner is a 'Take a next step:' section. At the bottom, there are four columns of links: 'DISCOVER CSUB', 'ACADEMICS', 'ADMISSIONS & AID', and 'CAMPUS LIFE'. A 'JUST FOR YOU' dropdown menu is open, showing links for 'Future Students', 'Current Students', 'Parents', 'Faculty and Staff', 'Alumni', and 'Community'. To the right of this menu is the 'RESOURCES' section, which includes 'AccessCSUB', 'Bookstore', 'Email', 'Library', 'myCSUB', and 'Sitemap'. A red arrow points to the 'AccessCSUB' link in the Resources section. At the very bottom, there are 'APPLY', 'VISIT', and 'CONTACT' buttons. Two 'Hi there! My name is AskRowdy. What can I help you with today?' chat bubbles are visible on the page.

Once you are there you will find links to the most commonly used faculty applications.

COVID Screening | Upload Vaccine Card | Submit Exemption | COVID-19

APPLY VISIT CONTACT GIVE

JUST FOR YOU Future Students Current Students Parents Faculty and Staff Alumni Community

WELCOME TO ACCESSCSUB

AccessCSUB is the hub for all of your accounts at CSUB. Use the links below to login to Blackboard, check your campus email, reserve a meeting space and more!

See something missing that you frequently access? Email web@csub.edu and let us know!

LOGIN TO CANVAS

What's New?

- myHR
- Cayuse
- ServiceNow
- Qestica

COVID Screening | Upload Vaccine Card | Submit Exemption | COVID-19

APPLY VISIT CONTACT GIVE

JUST FOR YOU Future Students Current Students Parents Faculty and Staff Alumni Community

Student Accounts

- Office 365 Email and Calendar
- myCSUB
- Handshake Student Login
- RunnerSync Student Life and Organizations
- Portfolium
- eAccounts

Faculty/Staff Accounts

- myHR
- Office 365 Email and Calendar
- myCSUB
- Blackboard Analytics / Pyramid
- CSU Portal
- Class Roster Toolkit
- 25Live (event scheduling system)
- Handshake Staff/Employer Login
- Handshake Faculty Login
- WCM5 Cascade Server
- HiSoftware Compliance Sheriff
- Business Continuity Plan
- Cayuse Research Suite
- TMA Work Order System
- CSU Learn
- eAccounts

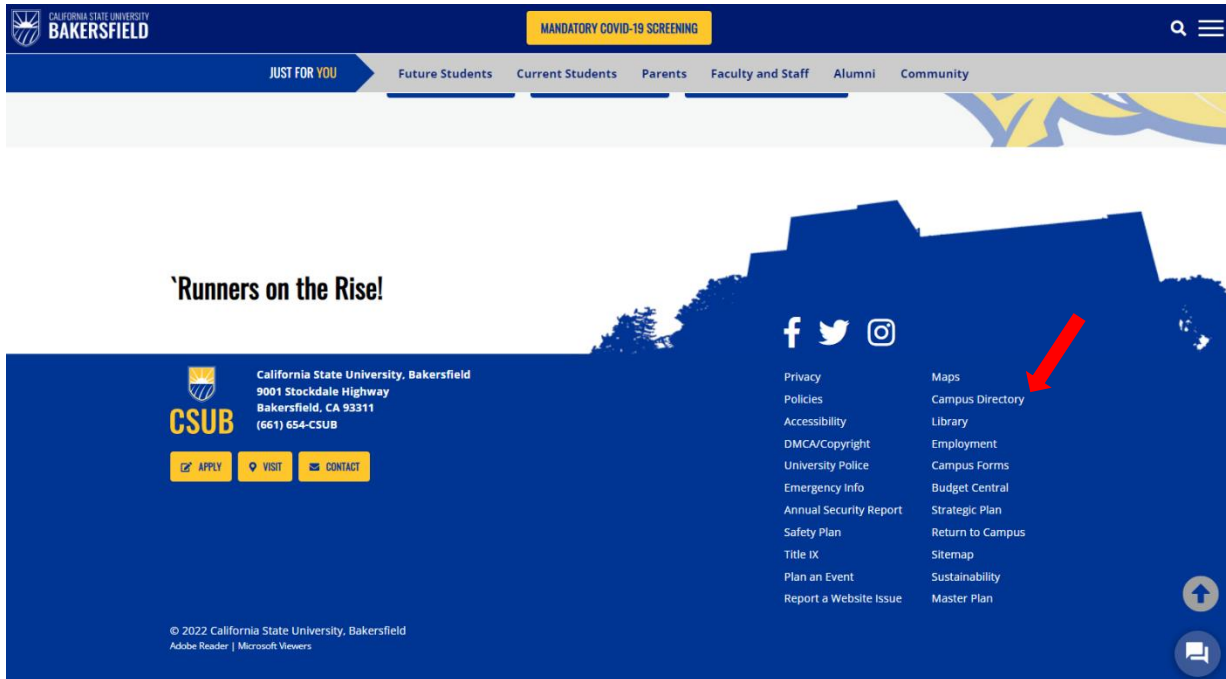


CSUB Faculty/Staff Resources

Campus Directory

The campus directory is a very useful tool when in need of locating faculty/staff contact information, departments, or other services on campus.

A link to the directory can be found on the lower bottom of all the CSUB web pages.



People Search

Last Name search...

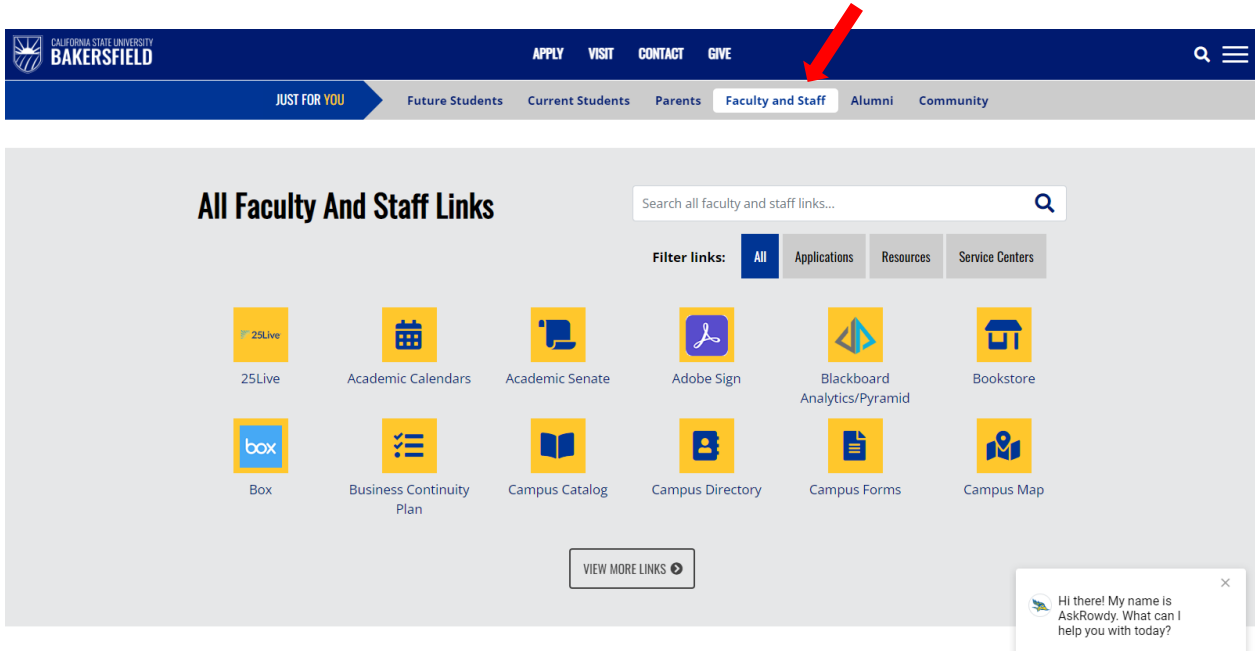
Full Name - search by first name, last name, full name, title, department, phone extension, email / net id.
First Name - search by first name only. Updated daily. Sort by: @ ascending | descending | Dynamic Search:

Last Name
Title
Department
Phone Ext.
Email/Net ID

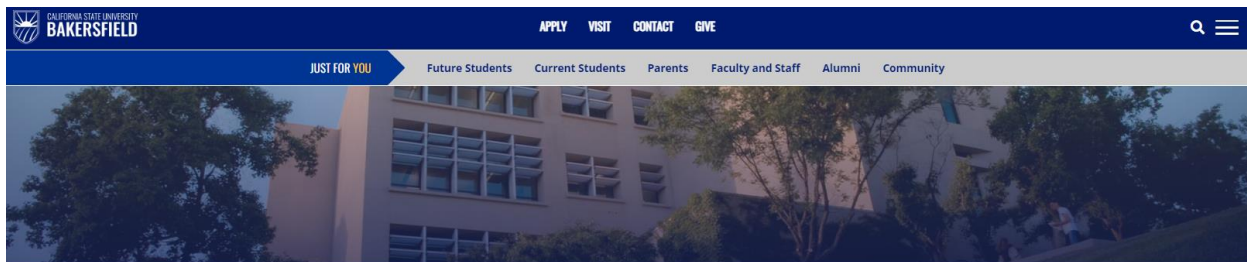
CSU Bakersfield

Academic Calendar

The academic calendar is a guide to determine important dates such as, census dates, closure dates, examination periods and observed holidays. You can find the academic calendar on our homepage on the Faculty and Staff page.



Select the accurate academic year and be sure to pay attention to revisions.



Academic Calendar Example

updated 3/3/2022

California State University, Bakersfield Academic Calendar 2022/2023

Fall Semester, 2022

March 21	Academic Advising for Continuing Students Begins (for Summer 2022 & Fall 2022)
April 18	Registration for Continuing Students Begins (for Summer 2022 & Fall 2022)
May 01.....	Orientation for New Undergraduate Students (Begins)
May 01.....	Deadline to Apply for Fall 2022 Graduation
May 23.....	Last Day to Register to Vote for Primary Election
June 07	CA Statewide Primary Election
June 15	Academic Advising for New Transfer Students Begins (for Fall 2022)
June 15	Registration for New Transfer Students Begins (for Fall 2022)
July 18.....	Academic Advising for First-Time First-Year Students Begins (for Fall 2022)
July 18.....	Registration for First-Time First-Year Students Begins (for Fall 2022)
August 17	ALL FACULTY DUE ON CAMPUS
August 22	First Day of Classes
August 31	Last Day to Add Classes
August 31	Last Day to Change between Audit and Letter Grading
September 05.....	HOLIDAY - Labor Day – Campus Closed
September 19.....	Census Day
September 19.....	Last Day to Change between Credit/No-credit and Letter Grading
September 19.....	Last Day to Withdraw from Classes without a "W" being recorded
October 03	Academic Advising for Continuing Students Begins (for Spring 2023)
October 12	Campus-wide Emergency Evacuation Day
October 24	Registration for Continuing Students Begins (for Spring 2023)
October 24	Last Day to Register to Vote for the General Election
November 01.....	Deadline to Apply for Spring 2023 Graduation
November 01.....	Deadline to apply for Summer 2023 Graduation
November 07.....	Last Day to Withdraw from Classes for a Serious and Compelling Reason
November 08.....	CA Statewide General Election
November 11.....	HOLIDAY - Veterans Day Observed - Campus Closed
November 14.....	Academic Advising for New Students Begins (for Spring 2023)
November 14.....	Registration for New Students Begins (for Spring 2023)
November 14 – 18.....	SOCI Week
November 24 – 25.....	HOLIDAY - Thanksgiving - Campus Closed
December 05.....	Last Day to Submit Completed Thesis / Dissertation
December 05.....	Last Day of Classes
December 06.....	Reading Day
December 07 – 13.....	Examination Period
December 14.....	Commencement
December 15 – 16.....	Grades Due

Winter Break: December 19, 2022 - January 18, 2023

*In addition to our Fall Semester listed above, CSUB's **Extended Education** offers classes during **Winter Session**. The Session begins January 3, 2023 and ends January 20, 2023. **Call the Extended Education at (661) 654-2441** for detailed information regarding their course offerings and schedules.*

Approved by the Academic Senate March 3, 2022, 2021

Approved by the President March 11, 2022

Payroll Calendar

Payroll calendar can be found on the Human Resources page. Your ASC will pick up your paychecks/stubs monthly with exception to the days that he or she is off and days that the cashier office designates as payee only pick-ups. Those are mostly holidays and during summer schedule. Please pay attention to your CSUB email for campus updates.

2022/2023 PAYROLL CALENDAR - California State University, Bakersfield

- \$ Faculty & Staff Paper Warrant Payday/4pm - Mgrs. approve AM time
 ▼ Direct Deposit Posting Date
 - # Student Pay, Intermittent Hourly, Misc. Payments Payday/2pm
 ◆ SC0 Cutoff/Docks Due/noon
 - ^ Deadline - student to input time
 ● Faculty/Staff 672's Due/noon - employees input AM time
 - @ PS Deadline - MPP or designee to approve student time
 ⊙ Hourly Staff, Misc. pay requests Due/4pm (2nd work day of each pay period)
- Holiday
(Campus Closed)**

Academic Day



Help Desk Resources

There are a myriad of services offered by the CSUB Help Desk, but we most often call them when we have computer issues. They are available to help solve your telephone and computer problems and do so quite well. They have the ability to “remote in” and conduct repairs, and if necessary, will come to your office.

Please visit: <https://www.csub.edu/ITS>

Or: Type **Help Desk** in the search engine on CSUB’s home page.

Contact: Help Desk

Phone: 654-2307

Email: helpdesk@csub.edu

Contact: Service Center

Phone: 654-4357 (HELP)

Email: servicecenter@csub.edu

Visit our Faculty and Staff website Support page at -

<https://www.csub.edu/its/support/servicecenter>

Telephone Services, knowledge articles and support can be found at-

<https://csub.service-now.com/sp/> (SSO required)

Once you have accessed this page, please follow the steps below:

-Click the **Service Catalogs** tab on the page navigation bar at the top of the page.

-Use the drop-down menu and select **IT Service Catalog**.

-Select **Communication & Collaboration** from the Service Catalog.

Choose a topic from the catalog that best suits your need.

Voicemail Frequently asked Questions (FAQ)

<https://www.csub.edu/voip/FAQs/Voicemail-FAQ/index.html>

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Attention: Accessing internal CSUB webpages may require the use of **Single Sign On (SSO)**

First time users can access instructions by visiting: <https://my.csub.edu/>

Enroll your mobile device in **2Step (Two-Factor Authentication and Security)**

<https://www.csub.edu/2step/>

Campus Security

Contact University Police UPD when there is an emergency 661-654-2111 or immediately call 911.

For non-emergency situations, such as being locked out of your office or classroom, please call 661-654- 2677

Anonymous tip line: (661) 654-INFO (4636)

(The CSUB police tip line is a monitored voice message system that allows anyone to leave tips on crimes or raise other concerns about campus safety.)

University Police Department (UPD) Website:

<https://www.csub.edu/bas/police/>

Or: Type UPD in the search engine on CSUB's home page.

CSUB Campus Map

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

Campus Safety Plan and Report:

https://www.csub.edu/bas/police/_files/CampusSafetyPlan.pdf

California State University, Bakersfield

9001 Stockdale Highway

Bakersfield, CA 93311

General Info: (661) 654-CSUB (2782)

CSUB Catalog

You can find a wealth of information in our campus catalog. Just type “catalog” in our search area and then click on our most recent catalog.

2022-2023 - California State University, Bakersfield

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



2022-2023 | Preliminary **Catalog** (March 18, 2022). Welcome to the CSU Bakersfield Preliminary 2022-2023 Online **Catalog**. The links to your left will allow you ...

Archived **Catalogs** | California State University, Bakersfield

<https://www.csub.edu/catalog/archived-catalogs>



Archived **Catalogs**. For a visual guide to see how to view the chapter and section shortcuts for each **catalog**, click visual guide. 2021-2022 **Catalog**.

Catalogs and Schedules | California State University, Bakersfield

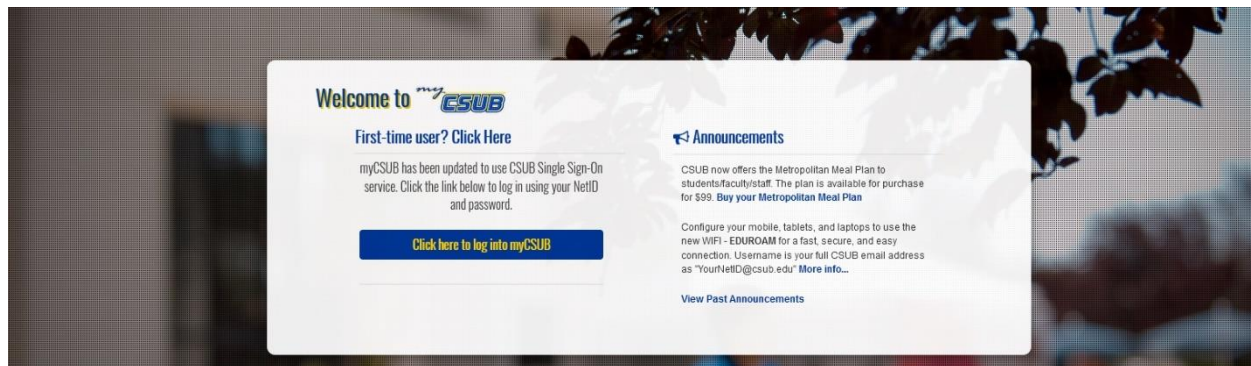
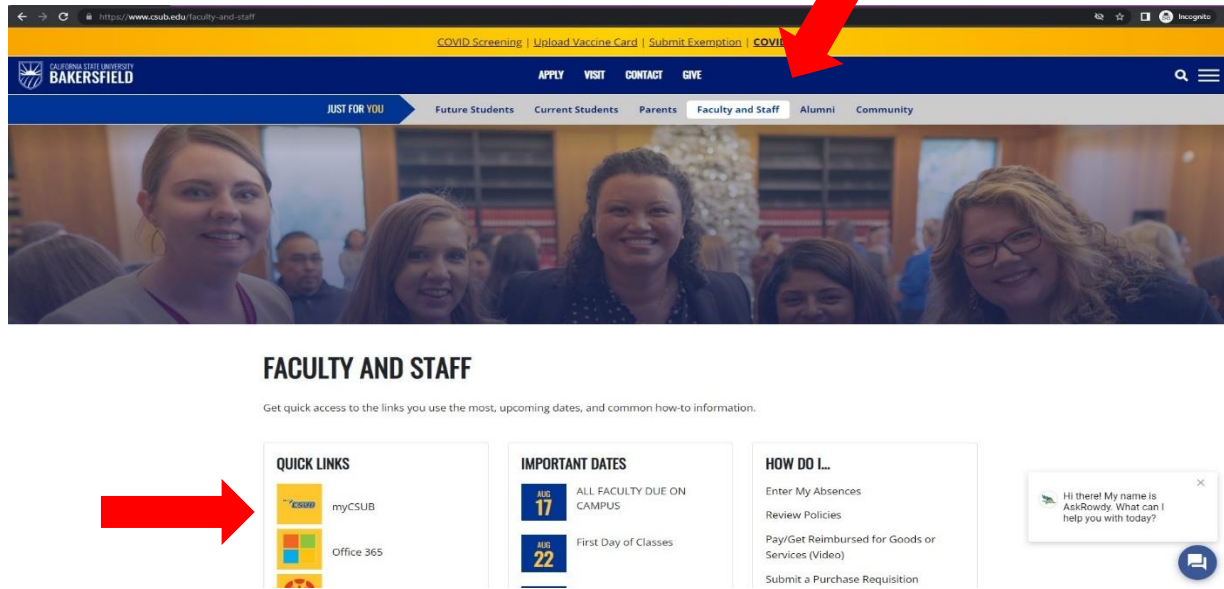
https://www.csub.edu/academics/catalog_schedules/index.html

Catalogs and Schedules. Class Search · Course **Catalog** Search · Campus **Catalogs** · CALENDAR OF EVENTS. Your browser must support JavaScript to view this ...

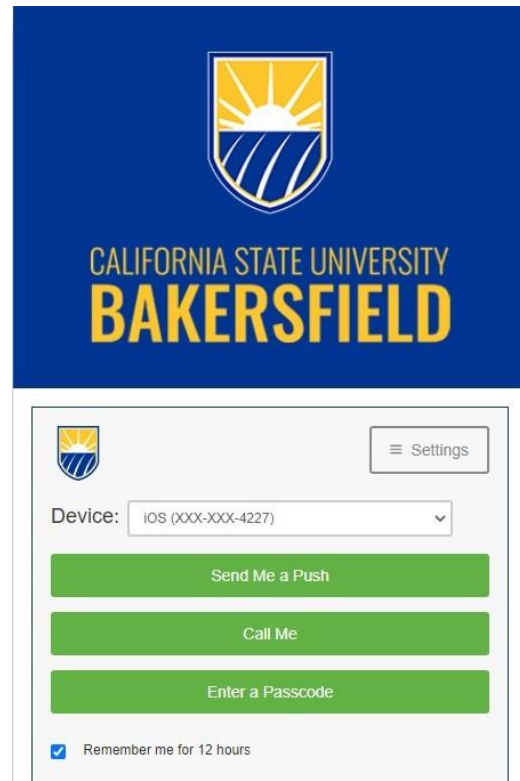
The screenshot shows the CSUB website interface. At the top, there is a navigation bar with the university logo and links for 'APPLY', 'VISIT', 'CONTACT', and 'GIVE'. Below this is a 'JUST FOR YOU' section with links for 'Future Students', 'Current Students', 'Parents', 'Faculty and Staff', 'Alumni', and 'Community'. The main content area features a 'CATALOG LINKS' sidebar on the left with a list of links including 'Catalog Main Page', 'Archived Catalogs', 'About The California State University System', 'Introduction to CSUB', 'Academic Calendar', 'Academic Affairs and Academic Programs', 'Admissions Procedures and Policies', 'Financial Aid & Scholarships', 'Registrar's Office & Academic Policies', 'Schedule of Tuition and Fees', 'Student Affairs', and 'University Policies and Regulations'. The main heading is '2022-2023 | PRELIMINARY CATALOG (MARCH 18, 2022)'. Below the heading is a welcome message: 'Welcome to the CSU Bakersfield Preliminary 2022-2023 Online Catalog. The links to your left will allow you to easily navigate through the various sections of the catalog.' To the right of the text is a promotional image for the catalog with the title 'RUNNERS ON THE RISE' and the CSUB logo. A chatbot bubble is visible in the bottom right corner with the text: 'Hi there! My name is AskRowdy. What can I help you with today?'.

PeopleSoft Faculty Queries – PeopleSoft

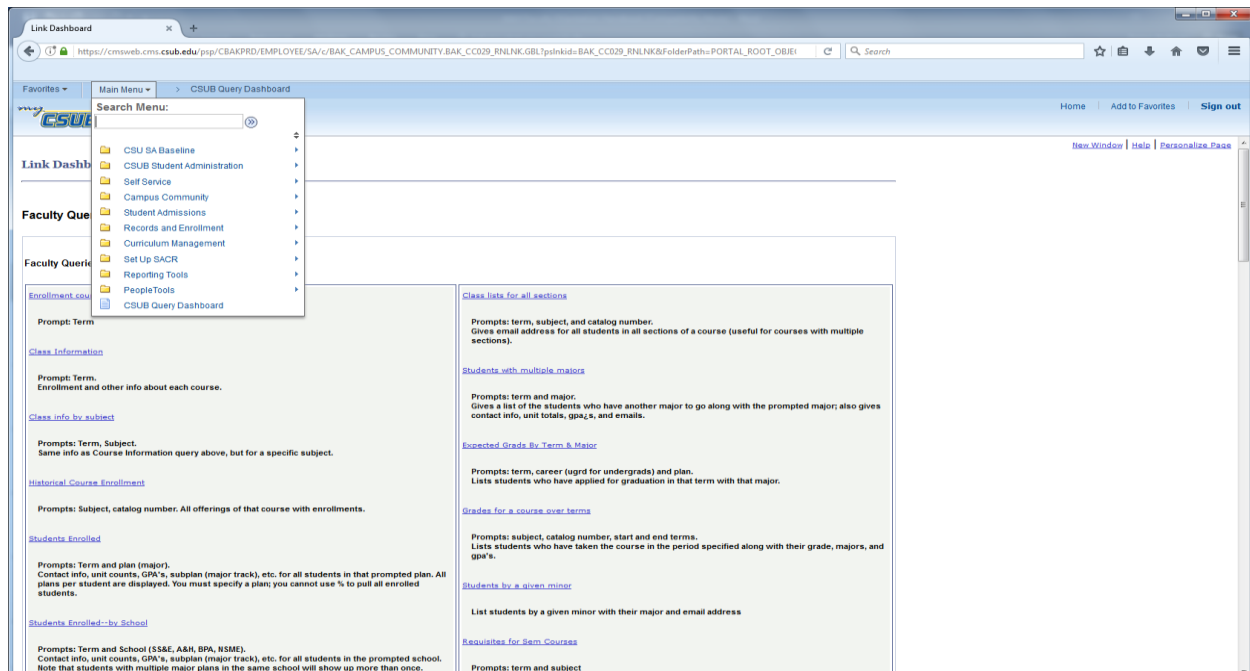
1. Go to <http://my.csub.edu> to log in to your PeopleSoft myCSUB account.



2. The user login for myCSUB uses the same credentials used to log into the computer: NetID & Password.



3. Every time you log on to PeopleSoft, the system will authenticate your identity using Duo Mobile. IT can issue you a fob (enter a Passcode) and/or you can use the Duo Mobile app to send a push to your phone – “Send Me a Push”.
4. Under the main menu tab look at the lower bottom and click the CSUB Query Dashboard.



- There you will find many queries for campus data. Please consult with other faculty members for further assistance.

The screenshot shows a web browser window titled "Link Dashboard" with the URL https://cmsweb.cms.csu.edu/psp/CBAKPRD/EMPLOYEE/SA/c/BAK_CAMPUS_COMMUNITY.BAK_CC029_RLNK.GBL?pslinkid=BAK_CC029_RLNK&FolderPath=PORTAL_ROOT_OBJE. The page features the CSUB logo and navigation links like "Home", "Add to Favorites", and "Sign out".

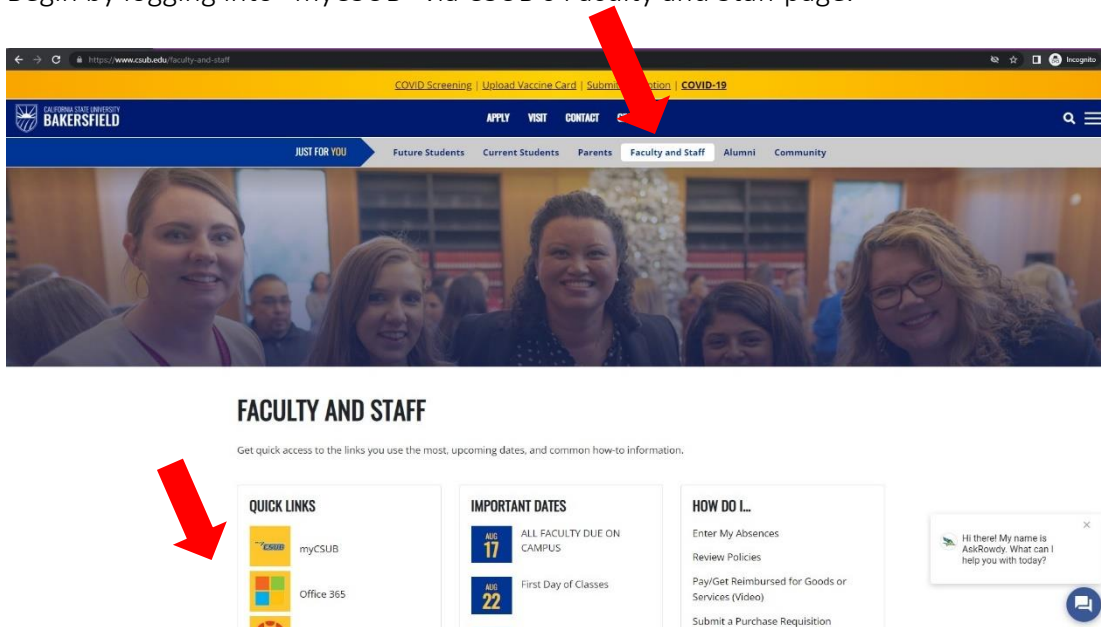
The main content area is titled "Link Dashboard" and contains a section for "Faculty Queries". Below this, there is a "Faculty Queries" section with a grid of query links and descriptions:

<p>Enrollment counts per section</p> <p>Prompt: Term</p> <p>Class Information</p> <p>Prompt: Term. Enrollment and other info about each course.</p> <p>Class info by subject</p> <p>Prompts: Term, Subject. Same info as Course Information query above, but for a specific subject.</p> <p>Historical Course Enrollment</p> <p>Prompts: Subject, catalog number. All offerings of that course with enrollments.</p> <p>Students Enrolled</p> <p>Prompts: Term and plan (major). Contact info, unit counts, GPA's, subplan (major track), etc. for all students in that prompted plan. All plans per student are displayed. You must specify a plan; you cannot use % to pull all enrolled students.</p> <p>Students Enrolled--by School</p> <p>Prompts: Term and School (SSAE, ABH, BPA, NSME). Contact info, unit counts, GPA's, subplan (major track), etc. for all students in the prompted school.</p>	<p>Class lists for all sections</p> <p>Prompts: term, subject, and catalog number. Gives email address for all students in all sections of a course (useful for courses with multiple sections).</p> <p>Students with multiple majors</p> <p>Prompts: term and major. Gives a list of the students who have another major to go along with the prompted major; also gives contact info, unit totals, gpa's, and emails.</p> <p>Expected Grades By Term & Major</p> <p>Prompts: term, career (ugrd for undergrads) and plan. Lists students who have applied for graduation in that term with that major.</p> <p>Grades for a course over terms</p> <p>Prompts: subject, catalog number, start and end terms. Lists students who have taken the course in the period specified along with their grade, majors, and gpa's.</p> <p>Students by a given minor</p> <p>List students by a given minor with their major and email address</p> <p>Requisites for Sem Courses</p>
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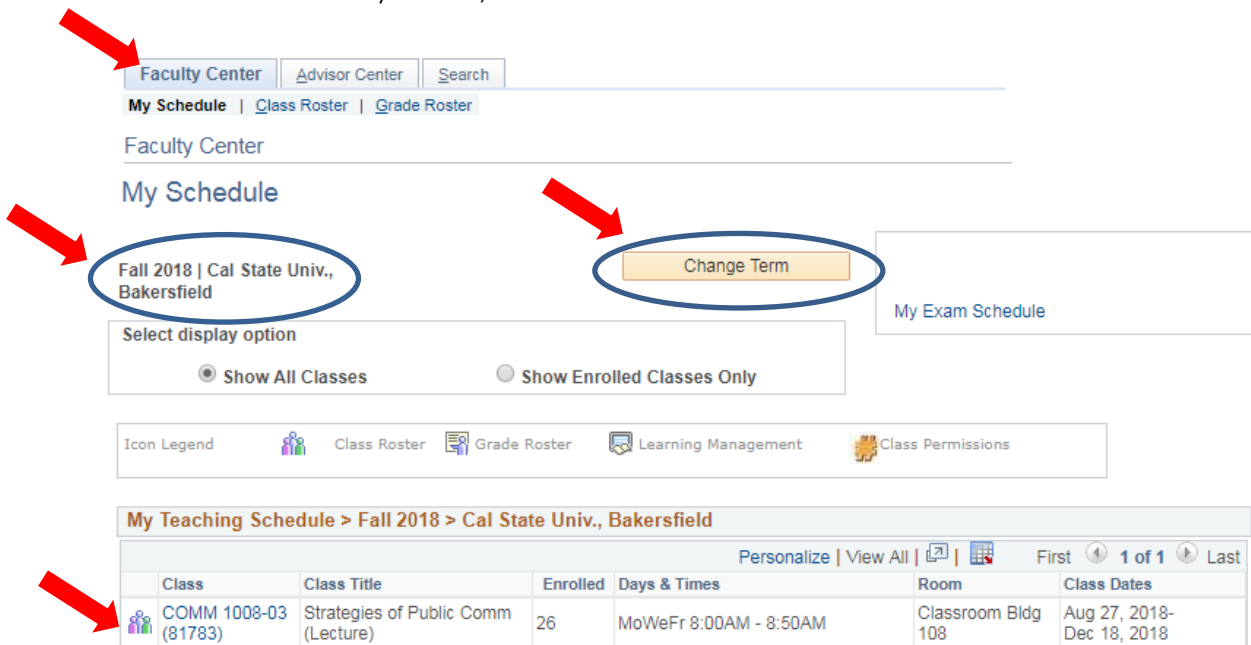
View and Print Class Roster on PeopleSoft

Printing class roster....

1. Begin by logging into "myCSUB" via CSUB's Faculty and Staff page.



2. The user login for myCSUB uses the same credentials used to log into the computer: NetID & Password.
3. Once logged into the system you will be able to view your Faculty Center on the main page. Under the faculty center, ensure the current term is listed:



4. To view the roster, click the people icon next to the course.

Faculty Center

My Schedule

Fall 2018 | Cal State Univ., Bakersfield

Change Term

My Exam Schedule

Select display option

Show All Classes

Show Enrolled Classes Only

Icon Legend



Class Roster



Grade Roster



Learning Management



Class Permissions

My Teaching Schedule > Fall 2018 > Cal State Univ., Bakersfield

Personalize | View All | First 1 of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COMM 1008-03 (31783)	Strategies of Public Comm (Lecture)	26	MoWeFr 8:00AM - 8:50AM	Classroom Bldg 108	Aug 27, 2018- Dec 18, 2018

5. By clicking the icon, it will take you to an online grid of the course roster. To print in excel, click the excel icon on the top of the grid and it will download the roster in excel.

*Enrollment Status: Enrolled

Enrollment Capacity 26 Enrolled 26

Select display option

Link to Photos

Include photos in list

Enrolled Students

Notify	Photo	ID	Email	Name	Session	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	Net ID	Find View All First 1-26 of 26 Last
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Hint: You can use the excel spreadsheet for class attendance, just be sure to update the roster regularly (from PeopleSoft).



Using Canvas

Canvas is the campus' Learning Management System. For more information, please click this link <https://its.csub.edu/lmseval>.

Once your ASC assigns you to your course in PeopleSoft, your course information will populate on Canvas. Please note once the semester begins, class rosters and student information must be managed in both Canvas and PeopleSoft.

COVID Screening | Upload Vaccine Card | Submit Exemption | COVID-19

CALIFORNIA STATE UNIVERSITY BAKERSFIELD

APPLY VISIT CONTACT GIVE




JUST FOR YOU

Future Students Current Students Parents Faculty and Staff Alumni Community




FACULTY AND STAFF

Get quick access to the links you use the most, upcoming dates, and common how-to information.

QUICK LINKS

-  myCSUB
-  Office 365
-  Canvas

IMPORTANT DATES

-  ALL FACULTY DUE ON CAMPUS
-  First Day of Classes
-  Last Day to Change between Audit and Letter

HOW DO I...

- Enter My Absences
- Review Policies
- Pay/Get Reimbursed Services (Video)
- Submit a Purchase Requisition
- Hire a Student assistant

Note: A red arrow points to the Canvas icon in the Quick Links section.



Textbook Orders

The deadline for submitting text book orders will be communicated by the Provost's Office via email prior to the semester.

There are two options for submitting textbook orders:

Option #1: Use the Follet Online Adoption tool:

https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=1250&langId=en_US

If you are a first-time user:

Click on the blue box that says "New? Register Here>" Bookstore Supplied Password is 1250

If you attempt to enter your email- and then realize that you are a first-time user, you will receive an error message and the "New Register Here >" button will be gone. Click the back arrow and the "New? Register Here >" button should reappear.

One of the recent issues that came up is that there is some confusion over whether faculty are to check the box for 'Submitter' or 'Approver' when you submit your order. Remember, you are always the 'Approver' and your screen should look like this:

Preferred Greeting

 First Name *

 Last Name *

 Role *

Not quite sure what you should choose? To see the definition of the role, simply select SUBMITTER or APPROVER for the definition to appear.

Approver
Who can be an Approver?
 Approvers are users at the school who have the authority to approve a Submitter's adoptions; for example, an instructor's supervisor or department head. Users with the appropriate authority, as in a professor who does not need someone else to approve her adoptions, can designate themselves as an approver upon registration on Online Adoptions.

What can an Approver do?
 Create, edit and print their own online adoptions or the online adoptions they submit on behalf of someone else
 Renew online adoptions submitted by anyone at their institution
 Edit or reject any online adoptions submitted inside the same store

Close Window

Option #2: Email the Bookstore at 1250txt@follet.com with the following details:

- Term
- Department
- Course Subject and Number: (e.g. COMM 1008)
- Course Section
- Instructor name
- Estimated enrollment
- ISBNs of textbooks needed
- Usage (required or recommended)
- Special notes (e.g. Access code required, OER material, no digital, new only etc.)

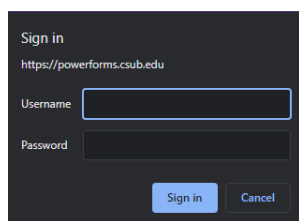
For questions regarding the textbook ordering process, please contact the Bookstore by emailing Richard Salcedo, Bookstore Manager, at 1250txt@follet.com.

Add/Drop a Student – Waitlist & Census Date Deadlines

CSUB implemented an electronic registration process for students during the pandemic. The registration process can be found on this link <https://www.csub.edu/registrar/registration>. Students must:

1. Log in to your myCSUB account.
2. Use the “Add Classes” wizard to add selected classes (and related sections). If a class status is Closed, select another class or section.
3. Once you have added all classes, confirm your class schedule in myCSUB.
4. Pay for tuition and fees (also through myCSUB)

Add/Drop/Swap Classes



Students are allowed to add or drop classes from their schedule via their myCSUB account. Students may also swap classes, which is a quick way to drop one class and add a different class. Please follow the guidelines below. ([Instructions](#))

- To **Add** a class (up through the Last Day to Add), log in to myCSUB and follow instructions to Add Classes.
- To **Add** a class (after the Last Day to Add), complete the Add/Drop form for the appropriate term above.
- To **Drop** a class (up through Census Day), log in to myCSUB and follow instructions to Drop a Class.
- To **Drop** a class, complete the Add/Drop form for the appropriate term above.
- To **Withdraw** from the term, complete the Term Withdrawal Form above.

Notes on Withdrawal:

- Students are required to withdraw from classes they are not attending. Failure to attend class will result in a grade of “WU” — Withdrawal Unauthorized — and is calculated into the GPA as an “F”.
- Students can only withdraw from 18.6 units during the course of their studies at California State University, Bakersfield. For most students, that means that they can only withdraw from four to six classes in their undergraduate career. Schedule adjustments made during the Add/Drop Period do not count toward the limit, but changes made after the Add/Drop Period will count toward the limit.
- Approved course withdrawal for medical or military reasons will not count towards the 18.6 unit limit.

Wait List Process

Please note - Information below is from the Registrar's Office communicated to students.

If a section in which you want to enroll is already closed, you may check to see if there is a wait list. Not every course will have a wait list; that decision is up to the department offering the course.

To get onto a wait list, you must have satisfied the pre-requisites for the course. At the time that you put your name on a wait list for a course, you have the option to indicate that you want to drop (swap) the wait list course for a course in which you are already enrolled.

Students on waitlists should still attend the first three meetings of the class or they may be dropped from the waitlist. Additionally, being on the waitlist is not an assurance of enrollment, and all students on the waitlist should consult with the instructor of record who has the final decision on the class roster.

We run the wait list process every night, beginning on the first day of registration. It is run for the last time at the end of the last day to add for the term. If there is a spot open in a course, the wait list process will check 3 things for each student in turn on the wait list for that course. If the answer to any of these 3 questions is "yes", then that student will not be brought into the course, and the next student will be considered in the same way.

1. Are any prerequisites not met?
2. Will the addition of the wait list course put the student at or above the student's unit limit?
3. Will the student have a time conflict with the addition of the wait list course?

If you are already enrolled in 12 or more units, you are limited to 10 units of wait list courses. If you are enrolled in less than 12 units, then you can request permission from the Dean of the school of your major to get on the wait lists in more courses.

There is a message sent to you if you get added to a section by the wait list process. So if you are on one or more wait lists, please check your myCSUB account first thing every day to see if you have been added to any sections by the process.

Add/Drop a Student – Instructor Initiated Drop Policy

Instructor Initiated Drop Policy can be found in the CSUB Catalog.

The screenshot shows the website for California State University Bakersfield. At the top, there are navigation links for 'COVID Screening', 'Upload Vaccine Card', 'Submit Exemption', and 'COVID-19'. Below that is a blue header with 'CALIFORNIA STATE UNIVERSITY BAKERSFIELD' and navigation buttons for 'APPLY', 'VISIT', 'CONTACT', and 'GIVE'. A 'JUST FOR YOU' section lists 'Future Students', 'Current Students', 'Parents', 'Faculty and Staff', 'Alumni', and 'Community'. On the left, a 'CATALOG LINKS' sidebar includes 'Catalog Main Page', 'Archived Catalogs', 'About The California State University System', 'Introduction to CSUB', 'Academic Calendar', 'Academic Affairs and Academic Programs', 'Admissions Procedures and Policies', 'Financial Aid & Scholarships', 'Registrar's Office & Academic Policies', 'Schedule of Tuition and Fees', 'Student Affairs', and 'University Policies and Regulations'. The main content area features the title '2022-2023 | PRELIMINARY CATALOG (MARCH 18, 2022)' and a welcome message: 'Welcome to the CSU Bakersfield Preliminary 2022-2023 Online Catalog. The links to your left will allow you to easily navigate through the various sections of the catalog.' Below this is a promotional image for 'RUNNERS ON THE RISE' and a chatbot icon that says 'Hi there! My name is AskRowdy. What can I help you with today?'.

University Absence Policy

Responsibilities regarding student absences are as follows:

- The university's responsibility is to facilitate learning, and to provide an environment conducive to student learning.
- The student's responsibilities include attending classes to facilitate their learning and evaluating the impact of absences on their academic success. Students must recognize that class attendance and participation are critical to their learning and in many cases are essential to the educational goals of the course.
- The responsibility of the faculty is to establish specific attendance regulations and make-up policies that will maximize student learning, while avoiding penalties, where practical and possible, for university-related absences.
- The responsibility of advisors is to assist students in choosing classes that will maximize their opportunity for class attendance.
- There are occasions when students must miss classes due to university sponsored obligations such as intercollegiate athletic competitions or student research presentations. It is the responsibility of the sponsoring programs to provide, on the first day of classes, written documentation in the form of a memorandum to the affected instructors naming the students and identifying expected dates for student absences. Sponsoring programs are to be reasonable in their expectations, with an understanding that the students are at the university for academic reasons first and foremost. If unexpected scheduling changes occur, the sponsor will provide the student with a revised memorandum to be given to instructors as soon as possible.

When students must miss class, it is their responsibility to inform faculty members of the reason for the missed class (documentation may be required) and to arrange to make up any missed assignments, exams, quizzes, and class work, to the extent that this is possible. Excusable absences include, but are not limited to:

- Illness or injury to the student
- Death, injury, or serious illness of an immediate family member

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Instructor Initiated Drop Policy for Classes with Face-to-Face Meetings

Students who do not attend the first day of class may be administratively dropped from the class. For classes with waitlists, students who miss any class day during the schedule adjustment period may be dropped. Students who are on the waitlist and attend class during the adjustment period may be added, by waitlist order. Students should communicate any extenuating circumstances immediately to the instructor of record. Students must be notified by the instructor of record that a drop is pending with at least 24 hours' notice. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar.

Instructor Initiated Drop Policy for Online Classes

All students enrolled in online courses must log in to the course and complete any assignments or other activities that are required by the instructor during the first week. Students who fail to log in and/or who fail to complete first-week assignments within the deadline may be administratively dropped and must be notified by the instructor of record that a drop is pending with at least 24 hours' notice. Students should communicate any extenuating circumstances immediately to the instructor of record. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar.

Instructor Initiated Drop Guidelines for Both Face-to-Face and Online Classes

Students on official university business who cannot attend the first day of class due to that business must notify the instructor of record prior to the first day of class. The student must provide proof of the official university business from the sponsoring program or office to the instructor of record. Students who are administratively dropped under this policy will be sent an email by the instructor informing them of the drop. Students should not presume they will

An add/drop form will be provided for this policy. You will need to complete an add/drop form for each student and give to your ASC to have approved by the Chair of the Department.

Cancellation of Classes & Office Hours

Any changes in classroom and/or office hour(s) for any of the following circumstances, must be requested through or submitted to the department admin. The forms below are required to communicate with students if there are any changes with your courses.

- Different Classroom (size and or location issue)
- Request a meeting room for a special event, or occasion assigned to the class
- Class cancellation please notify your class via email then give your Admin appropriate amount of notice to complete and post form on door.
- Deviation Form - Pre-Approved Variations Form Class or Office Hours.
- Office Hours Cancelled please notify your students via email then give your Admin appropriate amount of notice to complete and post form.



Class Cancelled

Course name and number: _____

Section: _____

Date: _____

Time: _____

Professor: _____

If you have any questions, please contact the department administrator:

Department administrator: _____

Phone: (661) 654- _____

Office number/location: _____

Or:

Department Chair: _____

Phone: (661) 654- _____

If you need further assistance, please contact the School of Arts & Humanities Student Center at (661) 654-2221.

School of Arts and Humanities
California State University, Bakersfield
9001 Stockdale Hwy. • Bakersfield, CA 93311

661.654.CSUB csuh.edu/ah

THE CALIFORNIA STATE UNIVERSITY

CSUB FACULTY FORM

PRE-APPROVED VARIATIONS FROM CLASS OR OFFICE HOURS

Faculty members are expected to be on campus from the beginning of the academic year through the day grades are due at the end of spring semester. Faculty members shall meet their assigned classes at the time and places scheduled except when advance notice has been provided to the school dean, through the department chair, of deviations from the schedule. Faculty shall hold stated weekly office hours. (CSUB Handbook 303)

Variance from schedules, including office hours, needs to be approved by the Department Chair and submitted to the School Dean for purposes of assisting students and faculty in time of emergencies and administrative accounting. Record online in Absence Management after the absence.

Faculty Member: Date(s) of absence(s):

Type of Variance:

Course Number	Day	Time	Covered By:
			Name: <input type="text"/>
			Phone: <input type="text"/>
			Name: <input type="text"/>
			Phone: <input type="text"/>
			Name: <input type="text"/>
			Phone: <input type="text"/>
Office Hours	Day	Time	Covered By:
			Name: <input type="text"/>
			Phone: <input type="text"/>
			Name: <input type="text"/>
			Phone: <input type="text"/>
			Name: <input type="text"/>
			Phone: <input type="text"/>

Reason for Variance: (Check and explain)

- Professional development
 Personal/Family
- Medical
 Other

Arrangements for class:

Signature of Faculty Date

Approved for: Leave with pay Personal Holiday Leave without pay Not approved

Approved for Travel Expenses up to \$

Signature of Department Chair Date

Revised: September 2018 Copy Distribution: Faculty Member Department Chair School Dean



Office Hours Cancelled

Office hours for Professor _____ are cancelled for today, _____.

Professor E-mail: _____

Professor Phone: (661) 654- _____

If you have any questions, please contact the department administrator:

Department administrator: _____

Phone: (661) 654- _____

Office number/location: _____

Or:

Department Chair: _____

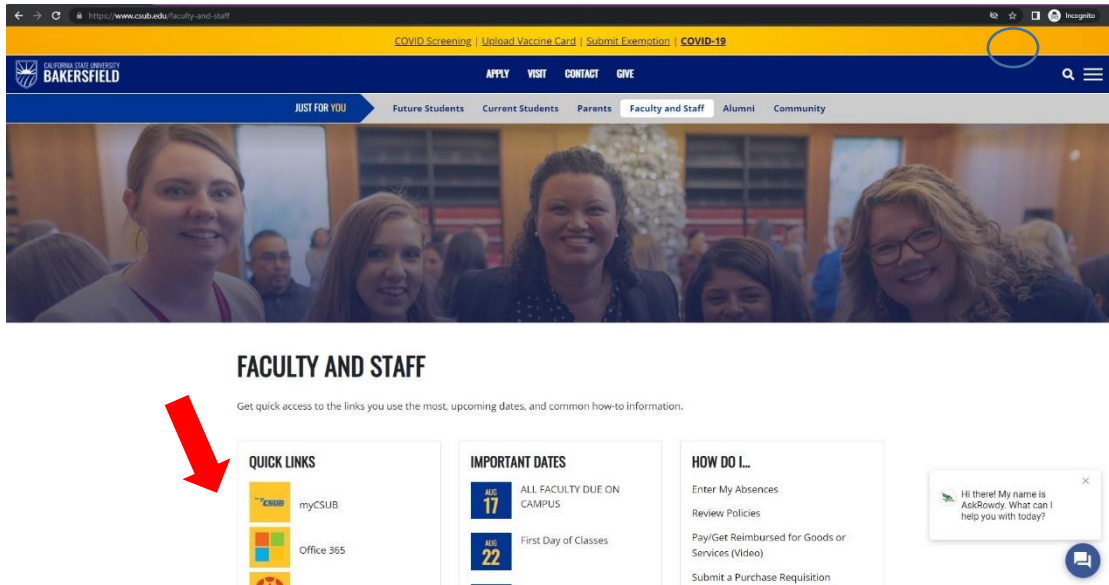
Phone: (661) 654- _____

If you need further assistance, please contact the School of Arts & Humanities Student Center at (661) 654-2221.

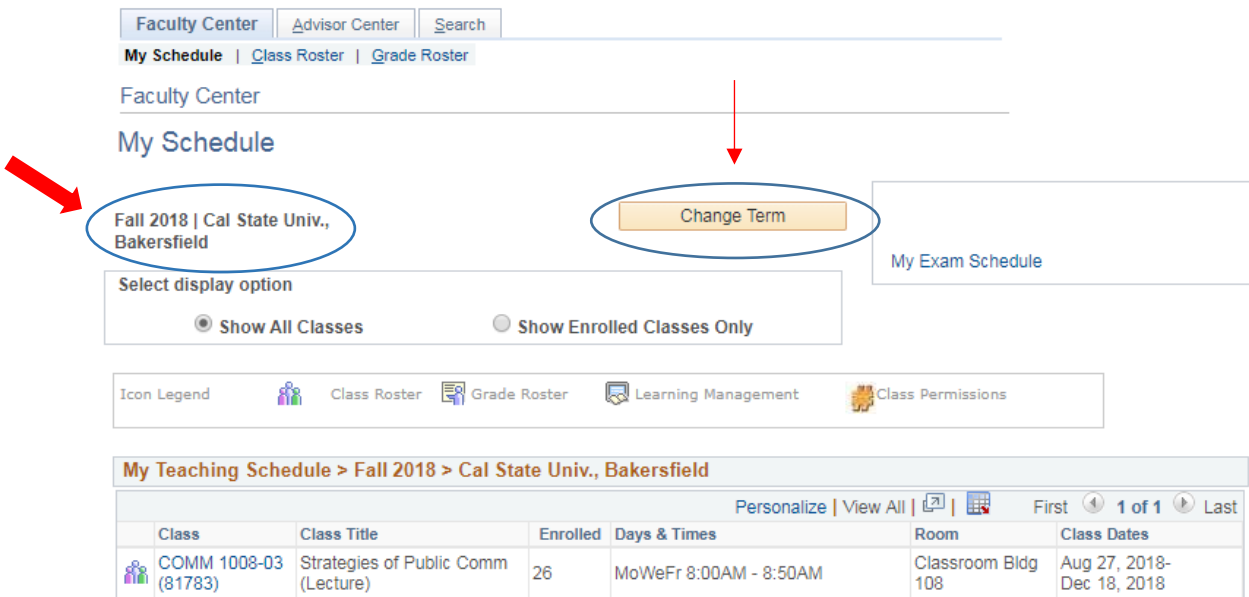
How to Submit Grades in PeopleSoft


Entering Grades....

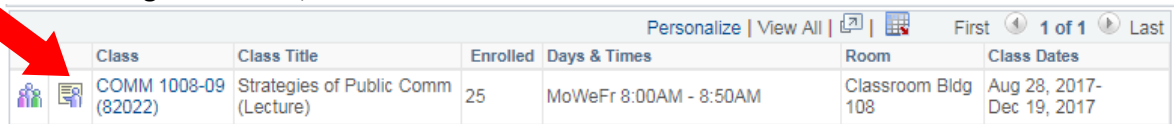
1. Begin by logging into "myCSUB" via CSUB's homepage







2. The user login for myCSUB is the same credentials used to log into the computer: NetID & Password.
3. Once logged into the system you will be able to view your Faculty Center on the main page. Under the faculty center, ensure the current term is listed:



4. To view the grade roster, click the  icon.



Personalize View All  						
		First	1 of 1		Last	
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
  COMM 1008-09 (82022)	Strategies of Public Comm (Lecture)	25	MoWeFr 8:00AM - 8:50AM	Classroom Bldg 108	Aug 28, 2017- Dec 19, 2017	

5. If you have extended university students, please be mindful there will be a separate grade roster for those particular students.
6. Grades can be entered directly into the system. If you are unable to access the grade roster, please notify your admin to ensure the course was built for entry approval.
7. Grades must be entered within the grading timeline listed on the academic calendar. If grades are not entered by the deadline, the faculty must complete handwritten change of grade forms for each student.

Change of Grade Process

The process is handled completely online. Go to. <https://www.csub.edu/registrar/grades> Click on Change of Grade Form and the form below will come up

Fill in the required boxes and click submit and the actual form will be delivered to the email you entered

The screenshot shows the 'Registrar - Change of Grade' form interface. At the top left is the California State University Bakersfield logo. At the top right is the text 'Campus Forms Gateway | Support'. The main title 'Registrar - Change of Grade' is centered in a blue header. Below this is a 'SUMMARY:' section with text explaining the process and required email addresses. There are three input sections: 'Recipients' with search boxes for 'Instructor*' and 'Department Chair*', and 'Fields' with an input box for 'Instructor Name *'. A blue 'Submit' button is at the bottom.

CALIFORNIA STATE UNIVERSITY BAKERSFIELD Campus Forms Gateway | Support

Registrar - Change of Grade

SUMMARY:
An instructor will use this form to initiate a request to submit a change of grade for a student. All change of grade requests require the approval of the Department Chair.

The following email addresses are required to initiate the request:
Instructor – The instructor requesting the grade change
Department Chair – The Department Chair of the Instructor requesting the grade change

Once you submit this request the Instructor listed above will receive the electronic form at the email address entered.

Recipients

Instructor*

Department Chair*

Fields

Instructor Name *

Submit

SOCIS

Student Opinion of Curriculum and Instructions (SOCI):

The SOCI allows students to have the opportunity to provide confidential feedback about the instructor and class.

1. The Dean's office prepares the SOCI packets and sends them to the ASC in the department.
2. The ASC distributes the SOCI packets to the faculty to hand out to class. (SOCI week is listed on the Academic Calendar).
3. Students will complete the SOCI during class without an instructor present, SOCI's are confidential.
4. The packets will be returned to the HOB by a student volunteer in class. A box labeled SOCI's is on the first floor of the building at the desk of the Student Advising Center.
5. The SOCI's are then collected by the Dean's Office and sent off to be scored.
6. Once the SOCI's have been scored, the comments and summary score sheet will be returned to the Dean's Office. The Dean will review the score sheets, then forward to the chair, then will be returned to the instructor.
7. A copy of the summary score sheet will be placed in each instructors Personnel Action File.
8. SOCI's are not provided for courses with 6 students or less enrolled.

Electronic SOCI's

Electronic SOCI's are automatically administered for any online or hybrid courses and can be requested for face-to-face courses. Information regarding how to request electronic SOCI's is sent from the SOCI Coordinator each term.

Faculty has the option to have their students submit their SOCI's online. If you would like to participate in Online SOCI's please note the steps below.

1. The Dean's Office will notify faculty of the deadline to select Online SOCI's for your courses.
2. ITS will email unique survey links to individual students for courses that have selected Online SOCI's at the beginning of SOCI Week. Links will be available to students until the day before the first day of final examinations and email reminders are sent every two (2) days for students who have not yet completed their survey. It can be helpful to remind your students on your own as well.
3. Survey score sheets and comments will be sent to faculty via email.
4. A copy of the summary score sheet is placed in each instructors Personnel Action File.
5. SOCI's are not provided for courses with 6 students or less enrolled.

HOW TO REQUEST KEYS

Do you need a key?

1. If yes, get Key/Proxy Card Request Form at <https://www.csub.edu/bas/police/files/Key%20Request%20Form.pdf>
2. Fill in the top boxes with your name, title, department, work phone, home phone, name and extension of your supervisor and the name and extension of your dean. Sign Signature of Individual being issued key.
3. Submit this form to your department Admin and tell her/him the locations to which you require access. The key Building Name, Room # and Key # (if known) will be recorded on the form and the form will be submitted to the dean's office for approval.
4. Once the form is completed/submitted, signed by the Dean and returned to your department Admin, it will be faxed, emailed or taken in person to University Police Department (UPD). This process may take a couple of days and it takes about two weeks for your key(s) to be made. Once they are made and delivered to UPD, you will get a phone call or email (or both) *from UPD* advising that you may pick up your key(s).
5. When notified, you will need to report immediately to UPD, provide your photo ID, and sign out your key(s). Please safeguard your keys because lost keys may result in an entire building being re-keyed, the cost of which is prohibitive.

How Do I Submit My Print Job to the Print Shop?

PRINTING AT THE PRINT SHOP (REPROGRAPHICS) REQUIRES PRIOR APPROVAL FROM YOUR DEPARTMENT CHAIR.

1. When requesting a print job, go to the Reprographics [homepage](#) and click on the [ORDER FORM](#). Download the order form and enter the necessary information for your request.
2. Save your form and email it along with your file to your department ASC. They will enter the campus chart-strings and submit the form and file to the [Print Shop](#) for printing.
3. If a file or graphic is needed, you and your ASC will first submit it to [Graphic Design](#) to create your graphic or file with the campus graphic designer. Once a final graphic or file is created and approved by you, the campus graphic designer will forward the final file and order form to be printed.
4. Orders typically take 2-3 business days when submitting online. If you need your order sooner, please choose RUSH on the order form. Additional charges may apply for rush orders. When your order is ready, the print shop will alert you and/or your department administrator for pick up.

What graphics file format is best to use?

PDF format is always ideal for printing. For photo prints, we recommend the formats: .PSD, TIFF or EPS. (note: although .jpg is popular it is a low resolution compressed file for use on the web only and does NOT print well)

Can I submit the proof I received from the Graphic Arts Department to the Print Shop for printing?

In most cases *most proofs are low quality to reduce file size for email purposes*. However, you may check with the Graphic Arts Department to make sure your proof is a high-quality PDF and has been fully processed. There are many steps that must be taken to make your file "print ready."

For personal jobs or off campus work you will be responsible for payment of all invoiced charges.

Additional information is available at the Print Shop website – [Print Shop](#), or you can email printshop@csub.edu.



Box Online Storage

Anytime, anywhere access with unlimited storage! Box.com online document sharing and collaboration tool is now available to you. [Log in to Box](#) now with your CSUB NetID and Password. *If you already have a box.com account using your CSUB email address, contact the CSUB Helpdesk at 661-654-HELP (x4357)*

Everything you need to get work done

- [Seamless Collaboration](#)
- Box makes it simple to collaborate with colleagues, teams, and partners – and access your files from any device, at any time.
- [Simplified Workflow](#)
- Automate the repeatable workflows that are key to your work.
- [Integrate with all your apps](#)
- Box integrates with all your apps so you can connect the content flow across your favorite tools.
- [Frictionless security](#)
- Easy-to-use, flexible security controls let you share files with confidence and protect your most sensitive data.



Faculty Travel Policy

Please note that due to workflow and signature authority issues, the CSUB Academic Affairs Division will not be using the Concur travel software through December 31, 2022, or until further notification. Please use the existing campus forms and route them to your department admin for processing.

Travel request and claim forms can be found under the following links in the CSUB website. Travel must be approved in advance.

Please refer to travel policy for any questions:

https://www.csub.edu/bas/paymentservices/files/travel_policy.pptx

The following is a list of required documents that must be completed and submitted to the Department Admin prior to any travel.

- Request for Faculty Development Funds for Travel – 30 days in advance
 - <https://www.csub.edu/facultyaffairs/FORMSdocumentsLISTS/Request-for-Faculty-Development-Funds.pdf>
- Travel Authorization Form – 30 days in advance
 - The Travel Authorization request is used to request authorization to travel on official CSUB business. Once approved, the form must be attached to the travel claim <https://www.csub.edu/bas/paymentservices/Forms/index.html>.

The following is a list of required documents that must be completed and submitted to the Department Admin at the end of trip.

- Travel Expense Claim Continental U.S.
 - The Travel Expense Claim is used for reimbursement of travel expenses, such as meals, lodging, airfare, car rental, gas, parking fees, etc. The form should be completed within 30 days after your return <https://www.csub.edu/bas/paymentservices/Forms/index.html>
- Travel Expense Claim Federal Per Diem (International Travel)
 - The Travel Expense Claim (Per Diem) is used for reimbursement of travel expenses, such as meals, lodging, airfare, car rental, gas, parking fees, etc., when

Federal Per Diem Rates apply. The form should be completed within 30 days after your return. <https://www.csub.edu/bas/paymentservices/Forms/index.html>

- Authorization to Use Privately-Owned Vehicles on State Business –
 - The Authorization to Drive Your Own Car form is used to request authorization to use your personal vehicle, when you travel on official university business.
 - https://www.csub.edu/bas/fiscal/studaccount/_files/AuthPrivateOwnedVehicle.pdf

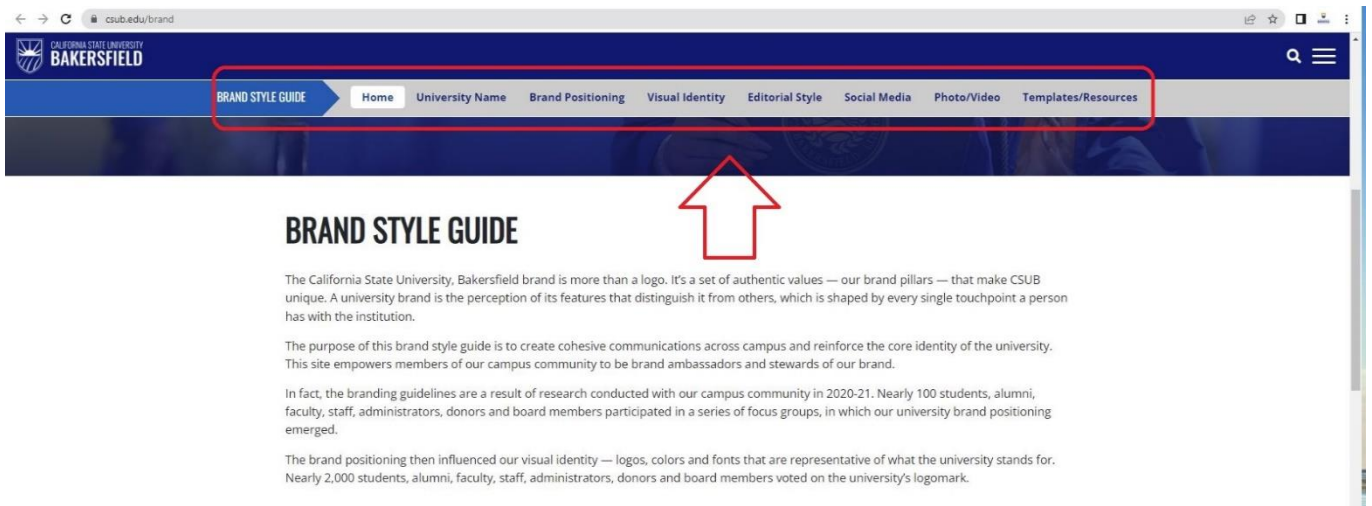
Campus Training

You can find a wealth of resources for online training by searching training in our search bar.

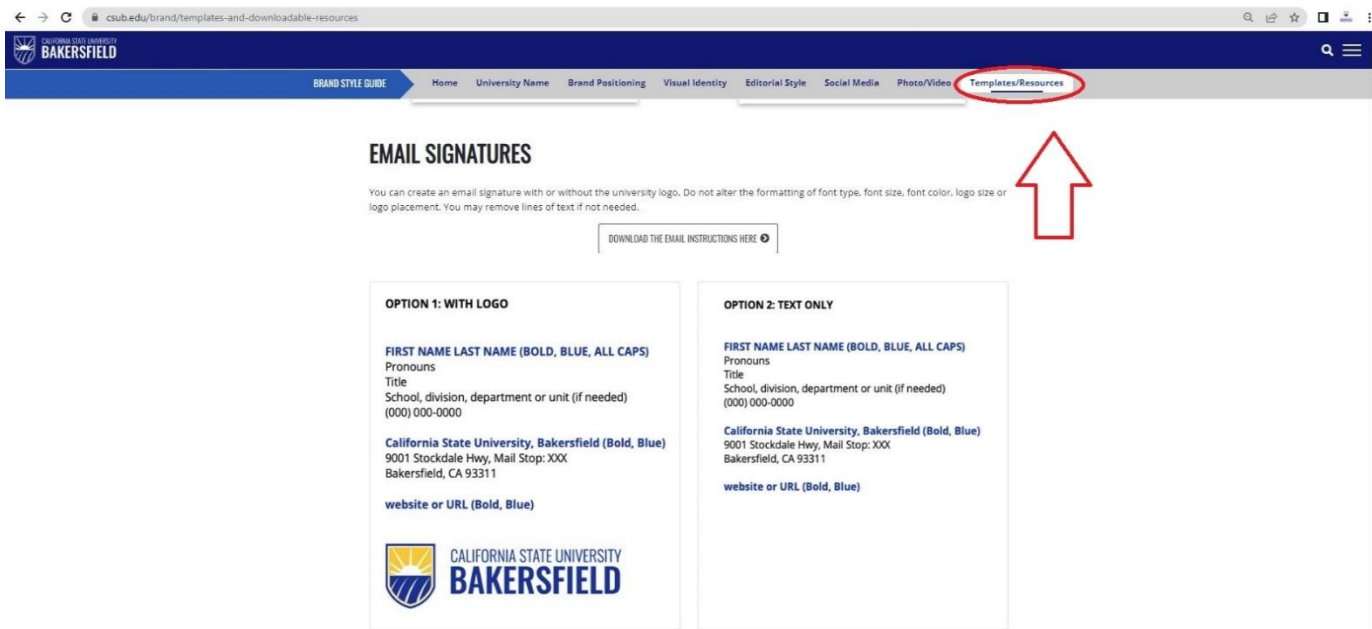
The screenshot shows the CSUB Campus Training website homepage. At the top, there is a navigation bar with links for COVID Screening, Upload Vaccine Card, Submit Exemption, and COVID-19. Below this is a yellow header with the CSUB logo and a search bar. The main content area features a large banner for 'CAMPUS TRAINING' with the tagline 'Inform, Inspire, Involve'. To the left of the banner is a sidebar with 'IN THIS SECTION:' and links for Students, Faculty, Staff, Training Schedule, and Contact Information. The main content area has a 'Campus Training' section with a 'Fall 2021' welcome message and a 'QUICK LINKS' section with links to Adobe Sign, Zoom, and CSUB Zoom Resources. To the right, there is a 'OFFICE TIP OF THE MONTH' for Microsoft 365 and a 'CAMPUS TRAINING' contact information section for Derek Chaney.

The screenshot shows the CSUB Faculty Guides website page. At the top, there is a navigation bar with links for COVID Screening, Upload Vaccine Card, Submit Exemption, and COVID-19. Below this is a yellow header with the CSUB logo and a search bar. The main content area features a large banner for 'FACULTY GUIDES' with the tagline 'Inform, Inspire, Involve'. To the left of the banner is a sidebar with 'IN THIS SECTION:' and links for Managing your Classes, Advising Students, Using myCSUB data (Queries), GradesFirst, and New Faculty. The main content area has a 'Faculty Guides' section with an introductory paragraph and a list of links for 'Managing your class', 'Advising students', 'Using myCSUB data (Queries)', and 'Grades First'. To the right, there is a 'Related Links' section with links to Student Guides, Faculty Guides, and Staff Guides.

On the main page, as noted in red, the CSUB Brand Style Guide includes guidelines for several areas of use.



One example includes the format of CSUB email signatures located in the "Templates/Resources" tab.



On the home page of the Brand Style Guide, you can scroll down to the "Popular Resources" for Logos, Colors, and Templates for quick information and an email address for any questions or issues you may have.

Popular Resources



Logos



Colors



Templates

Questions about the CSUB brand? Email brand@csu.edu.

New Employee Resources/Systems Access Checklist

Completion of New Hire Paperwork, including the Confidentiality Form, and input by HR generates CSUB Employee ID, NetID. To find out your NetID and set your initial password, go to

<https://netid.csub.edu/accounts/>

1. [] Welcome to CSUB <https://www.csub.edu/>
2. [] To log into myCSUB (Find your NetID - Account Lookup) <https://netid.csub.edu/lookup/>
3. [] Voicemail & Phone
Call Help Desk to reset voicemail and update the on-line directory (x4357)
4. [] Email (Office 365)
Call Help Desk and request an account, x4357 (use Net ID for access)
Your email becomes active when you are in the system. Assistance to setup your email on your device: <https://csub.service-now.com/sp/>.
Online portal: <https://o365.csub.edu>
5. [] Canvas website support (use Net ID and password for access)
<https://canvas.csub.edu/>
6. [] PeopleSoft HR Access Request Form (Absence Management, Time & Labor System) This will only be required if the new hire has Absence Management and/or Time Labor administrative responsibilities. AM and TL self-service access is automatically granted based on HR job code classification.
<http://www.csub.edu/bas/hr/ files/ PeopleSoft/CSUB HR AM TL 2012 01 04.pdf>
7. [] If you will be operating a motor vehicle for state business
<https://www.csub.edu/BAS/srm/Defensive%20Driving%20Training/index.html>
8. [] Shared Folder Access <https://its.csub.edu/forms>
9. [] Common Finance System
This will only be required if the new hire has need to access department budget information, or ProCard user. <http://www.csub.edu/bas/fiscal/procurement/procard%20/index.html>
10. [] PeopleSoft Student Administration Access Request Forms
Standard faculty access to student information is automatically granted upon starting date of the faculty appointment. There is no need for faculty to submit this form for standard faculty access. http://www.csub.edu/cms/SA_forms.shtml

11. [] Chartfield Request/Signature Authorization Form
<https://www.csub.edu/asi/files/Chartfield-Request-Form-Current.pdf>
12. [] Key Request
<http://www.csub.edu/bas/police/files/Key%20Request%20Form.pdf>
13. [] ProCard Application
ProCard users will also be required to submit PeopleSoft Finance Request Form to report ProCard usage. Item number 8. <http://www.csub.edu/bas/fiscal/procurement/files/Pro-Card%20App.pdf#Pro-Card>
14. [] Campus Marketplace
<https://www.csub.edu/bas/fiscal/procurement/CSUBUY-Marketplace/index.html>
15. [] Faculty/Staff Photo ID
https://its.csub.edu/sites/its.csub.edu/files/2019-09/faculty-staff-photo-id-application_fill.pdf

Listing of all ITS services: <https://csub.service-now.com/sp>