


A&H FACULTY RESOURCE GUIDE AY 2024-25



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

School of Arts and Humanities

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New Employee Resources/Systems Access Checklist

Welcome to California State University, Bakersfield. After you have signed your contract in HR, HR will provide you with this new employee checklist that details the steps to gain access to your CSUB net ID and employee ID #. 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. Please click this link for CSUB's New Hire Resources Page <https://www.csub.edu/hr/employee-resources/new-hire-resources.shtml>
2. CSUB Help Desk x4357 and ITS services: <https://csub.service-now.com/sp>
3. To log into PeopleSoft which will read myCSUB or myHR and to find your NetID - Account Lookup) <https://netid.csub.edu/lookup>
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. Faculty/Staff Photo ID https://its.csub.edu/sites/its.csub.edu/files/2019-09/faculty-staff-photo-id-application_fill.pdf
6. Canvas website support (use Net ID and password for access) <https://canvas.csub.edu/>
7. Zoom Phone Setup & Voicemail call Help Desk to reset voicemail and update the on-line directory (x4357)
8. Key Request http://www.csub.edu/bas/police/_files/Key%20Request%20Form.pdf



Access CSUB- Campus Information

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 search icon. Below this is a blue header with the university logo and a 'MANDATORY COVID-19 SCREENING' button. A main banner features a large image of a modern building interior with the headline 'ENERGY CENTER GETS FUNDING' and a sub-headline 'State budget allocates \$83 million for Energy Innovation Center'. Below the banner is another yellow bar with COVID-19 links. The main content area is divided into four columns: 'DISCOVER CSUB', 'ACADEMICS', 'ADMISSIONS & AID', and 'CAMPUS LIFE'. A 'JUST FOR YOU' section is also present. A 'RESOURCES' section is located at the bottom right, with a red arrow pointing to the 'AccessCSUB' link. At the very bottom, there is a blue bar with 'APPLY', 'VISIT', and 'CONTACT' buttons. A chatbot window is visible in the bottom right corner.

DISCOVER CSUB

- About CSUB
- Administration
- CSUB Brand
- CSUB History
- The Campaign for CSUB
- Visiting CSUB

CONNECT WITH CSUB

- Facebook
- Twitter
- Instagram
- YouTube
- LinkedIn

ACADEMICS

- Academic Calendars
- Academic Roadmaps
- Majors and Degree Programs
- Provost Office
- Student Success

NEWS & EVENTS

- Find Stories
- Media Inquiries
- Featured Events
- CSUB Calendars

ADMISSIONS & AID

- Admissions
- Financial Aid
- Office of the Registrar
- Tuition and Fees

JUST FOR YOU

- Future Students
- Current Students
- Parents
- Faculty and Staff
- Alumni
- Community

CAMPUS LIFE

- Athletics
- Campus Safety
- Dining and Housing
- Recreation and Wellness
- Student Involvement
- Student Support Services

RESOURCES

- AccessCSUB
- Bookstore
- Email
- Library
- myCSUB
- Sitemap

APPLY **VISIT** **CONTACT**

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

The screenshot shows the top navigation bar of the AccessCSUB website. It includes the California State University Bakersfield logo, a search icon, and a menu icon. Below the navigation bar, there are links for 'Future Students', 'Current Students', 'Parents', 'Faculty and Staff', 'Alumni', and 'Community'. The main content area features a 'WELCOME TO ACCESSCSUB' heading, a brief description of the hub, and a 'LOGIN TO CANVAS' button. Below this is a 'What's New?' section with four application tiles: myHR, cayuse, service now, and Questica. Red arrows point to the 'LOGIN TO CANVAS' button and the 'myHR' tile.

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

CALIFORNIA STATE UNIVERSITY BY BAKERSFIELD

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

service now

Questica
Where brilliant begins.

myHR Cayuse ServiceNow Questica



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.

The screenshot shows the CSUB website header with navigation links: JUST FOR YOU, Future Students, Current Students, Parents, Faculty and Staff, Alumni, and Community. A red arrow points to the 'Campus Directory' link in the footer menu. Below the footer is a 'People Search' modal window with a search bar and a dropdown menu for search criteria.

California State University
BAKERSFIELD

MANDATORY COVID-19 SCREENING

JUST FOR YOU

Future Students Current Students Parents Faculty and Staff Alumni Community

'Runners on the Rise!

California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311
(661) 654-CSUB

APPLY VISIT CONTACT

Privacy Policies Accessibility DMCA/Copyright University Police Emergency Info Annual Security Report Safety Plan Title IX Plan an Event Report a Website Issue

Maps Campus Directory Library Employment Campus Forms Budget Central Strategic Plan Return to Campus Sitemap Sustainability Master Plan

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Adobe Reader | Microsoft Viewers

California State University
BAKERSFIELD People Search Help - About

People Search

Last Name search...

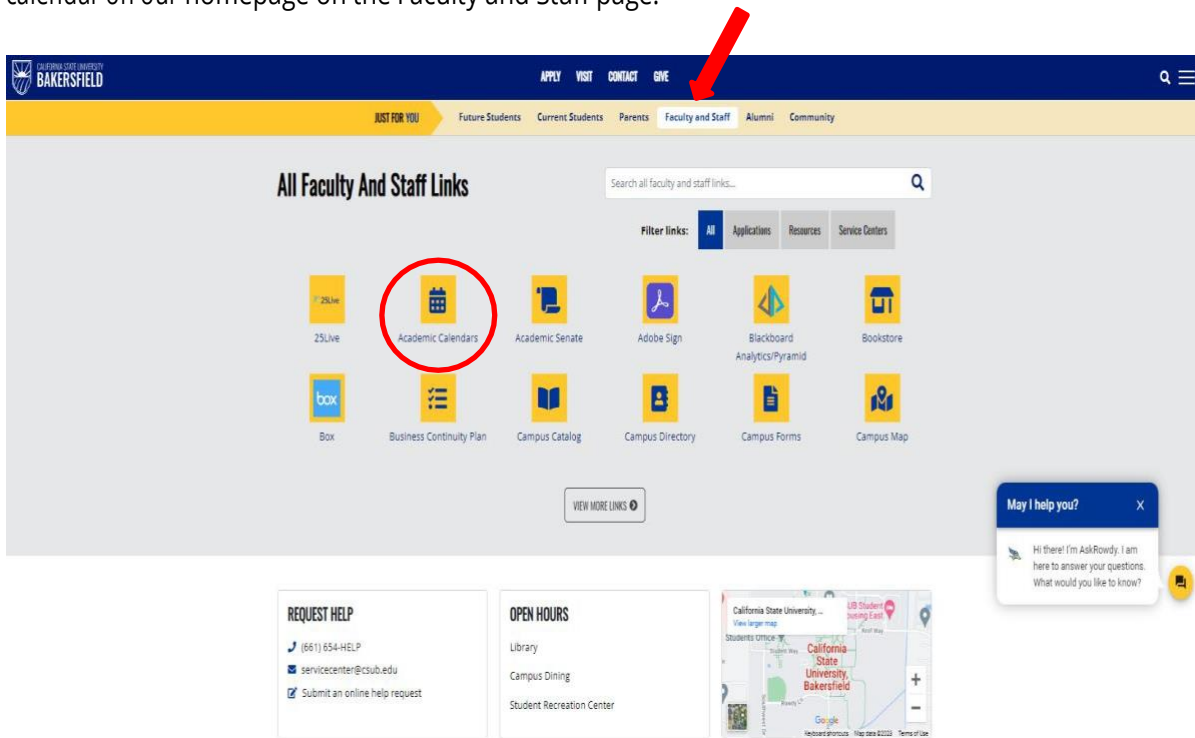
Full Name First Name Last Name Title Department Phone Ext. Email/Net ID

Sort by: ascending descending | Dynamic Search:

By using this service you agree to abide by CSUB policies, data restrictions, and applicable laws.
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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 CALENDARS

[ACADEMIC CALENDAR 2023-2024](#)

[ACADEMIC CALENDAR 2024-2025](#)

[Academic Calendar for 2024-2025](#)

[Academic Calendar for 2023-2024](#)

Academic Calendar PDFs

- [Academic Calendar: Fall 2024, Spring 2025, Summer 2025, Fall 2025, Spring 2026](#)
- [Fall Semester, 2024](#)
- [Spring Semester, 2025](#)
- [Summer Session, 2025](#)
- [Fall Semester, 2025](#)
- [Spring Semester, 2026](#)
- [Academic Calendar: Fall 2023, Spring 2024](#)
- [Summer Session 2024](#)

Academic Calendar Example

Updated: 12/04/23

California State University, Bakersfield Academic Calendar 2024/2025

Fall Semester, 2024

Feb 20	Last Day to Register to Vote for Primary Election
March 11	Academic Advising for Continuing Students Begins (for Summer 2024 & Fall 2024)
March 23	CA Statewide Primary Election
April 08	Registration for Continuing Students Begins (for Summer 2024 & Fall 2024)
May 01	Orientation for Fall 2024 New Undergraduate Students Begins (for Fall 2024)
May 01	Deadline to Apply for Fall 2024 Graduation
June 03	Academic Advising for New Transfer Students Begins (for Fall 2024)
June 03	Registration for New Transfer Students Begins (for Fall 2024)
June 03	Registration for New Postbaccalaureate Students
June 19	HOLIDAY – Juneteenth
June 24	Academic Advising for First-Time First-Year Students Begins (for Fall 2024)
June 24	Registration for New First-Time First-Year Students Begins (for Fall 2024)
August 19	ALL FACULTY DUE ON CAMPUS
August 26	First Day of Classes
September 02	HOLIDAY – Labor Day – Campus Closed
September 04	Last Day to Add Classes
September 04	Last Day to Change between Audit and Letter Grading
September 23	Census Day
September 23	Last Day to Change between Credit/No-credit and Letter Grading
September 23	Last Day to Withdraw from Classes without a "W" being recorded
September 27	Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Spring 2025)
September 30	Academic Advising for Continuing Students Begins (for Spring 2025)
October 09	Campus-wide Emergency Evacuation Day
October 21	Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Spring 2025)
October 21	Registration for Continuing Students Begins (for Spring 2025)
October 21	Last Day to Register to Vote for the General Election
November 05	CA Statewide General Election
November 11	HOLIDAY - Veterans Day – Campus Closed
November 12	Academic Advising for New Students Begins (for Spring 2025)
November 12	Registration for New Students Begin (for Spring 2025)
November 15	Last Day to Withdraw from Classes for a Serious and Compelling Reason
November 18 - 22	SOCI Week
November 27	No Classes - Campus Open
November 28 - 29	HOLIDAY - Thanksgiving - Campus Closed
November 30	Deadline to Apply for Spring 2025 Graduation
November 30	Deadline to apply for Summer 2025 Graduation
December 09	Last Day to Submit Completed Thesis / Dissertation
December 09	Last Day of Classes
December 10 – 16	Examination Period
December 14	Commencement
December 17	Evaluation Day
December 18	Grades Due

Winter Break: December 19, 2024 - January 15, 2025

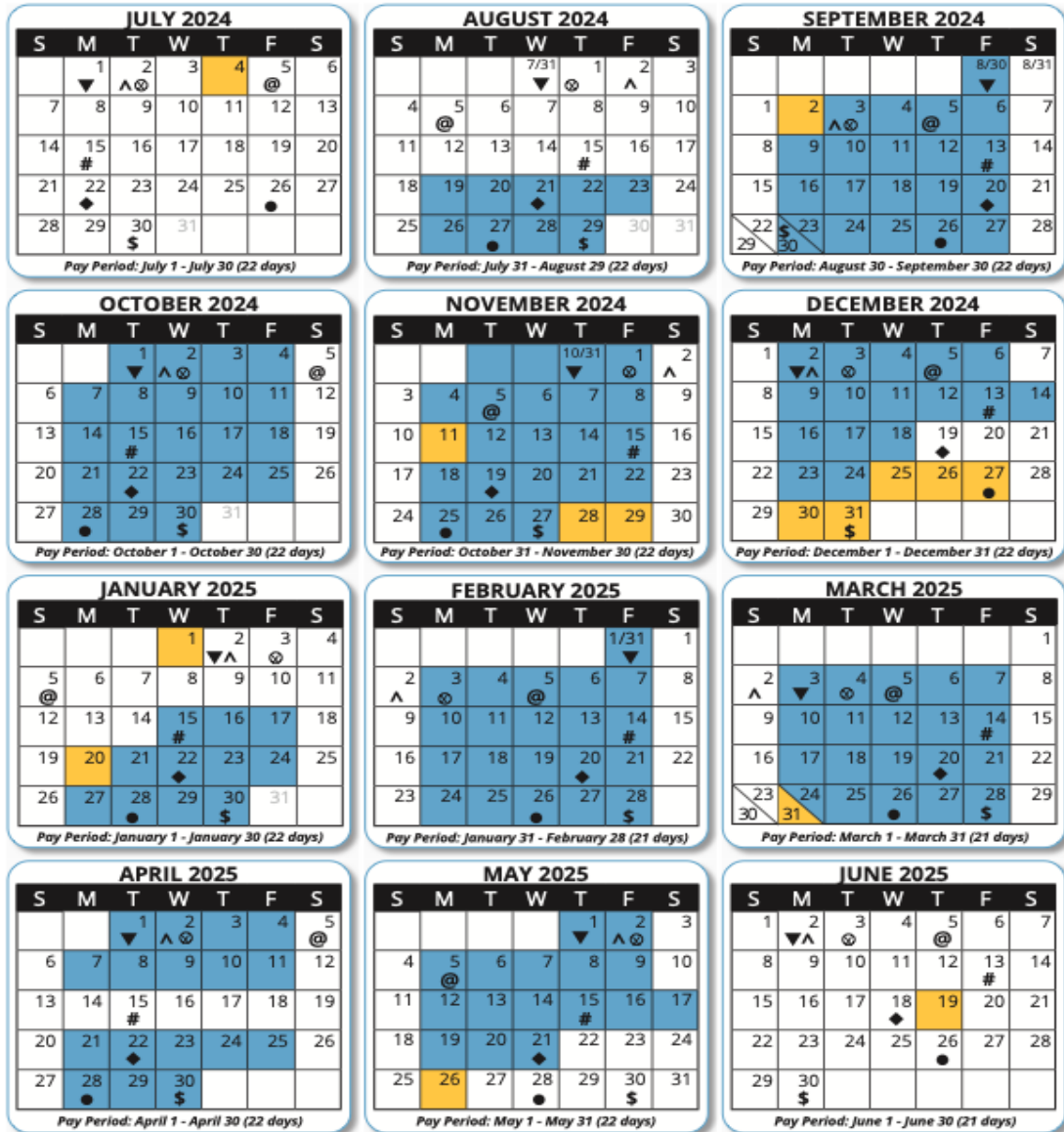
*In addition to our Fall Semester listed above, CSUB's **Extended Education** offers classes during **Winter Session**. The Session begins January 2, 2025 and ends January 15, 2025. **Call the Extended Education at (661) 654-2441** for detailed information regarding their course offerings and schedules.*

Payroll Calendar Example

The payroll calendar can be found on the Human Resources page.

2024/2025 PAYROLL CALENDAR - California State University, Bakersfield

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



Holiday Campus Closure Calendar Example

HOLIDAY CAMPUS CLOSURE

As shown below, the campus will be closed this year from **December 25, 2024** through **January 1, 2025**. During this period, there are five holidays that will be observed to allow for campus closure and one day that employees must use their own time to cover.

Wednesday	12/25/24	Christmas Day
Thursday	12/26/24	President's Day <i>Moved</i>
Friday	12/27/24	Admissions Day <i>Moved</i>
Monday	12/30/24	Indigenous Peoples' Day <i>Moved</i>
Tuesday	12/31/24	Campus Closed
Wednesday	1/1/25	New Year's Day

Employees who need to work on a holiday should contact their supervisor by the first part of December to allow review time by the appropriate administrator. The only offices that will remain open are those that are required to provide essential services. Such requests must be reviewed on an individual basis.

If you have any questions, please direct them to your department administrative assistant who will receive instructions from Human Resources regarding the 2024/2025 Holiday Calendar.

HOLIDAYS FOR FISCAL YEAR 2024/2025

2024	Holiday	Classes Scheduled	2025	Holiday	Classes Scheduled
July 4	Independence Day	No	January 1	New Year's Day	No
September 2	Labor Day	No	January 20	Martin Luther King, Jr.'s Birthday	No
November 11	Veteran's Day - <i>Observed</i>	No	March 31	Cesar Chavez Day - <i>Observed</i>	No
November 28	Thanksgiving Day	No	May 26	Memorial Day	No
November 29	Lincoln's Birthday - <i>Moved</i>	No	June 19	Juneteenth	No
December 25	Christmas Day	No			
December 26	President's Day - <i>Moved</i>	No			
December 27	Admissions Day - <i>Moved</i>	No			
December 30	Indigenous Peoples' Day - <i>Moved</i>	No			
December 31	Campus Closed*	No			



**Please note that Tuesday, December 31st is not a covered holiday. You may use vacation, Compensatory Time Off (CTO) or your personal holiday to cover this day.*

ACADEMIC WORK CALENDAR

SUMMER SESSION - 55 DAYS
May 28, 2024 - August 14, 2024

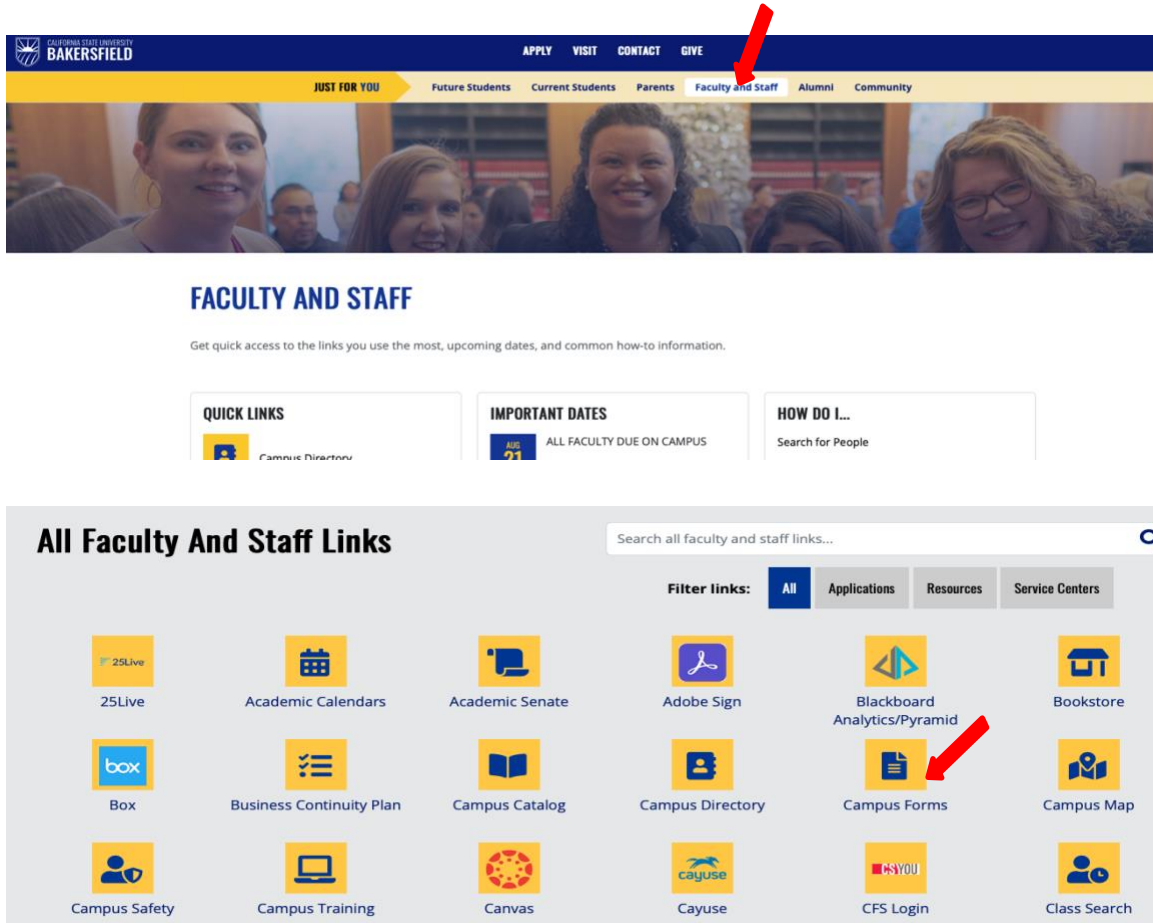
FALL SEMESTER - 85 DAYS
August 19, 2024 - December 18, 2024



SPRING SEMESTER - 85 DAYS
January 15, 2025 - May 21, 2025

Access Campus Forms

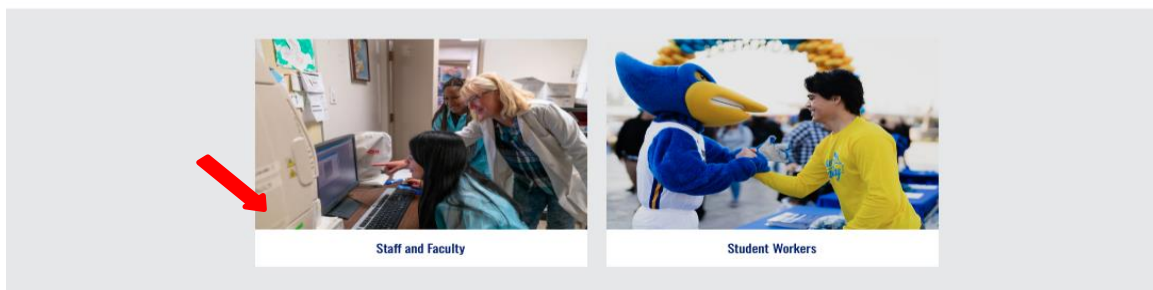
On the Faculty and Staff page you will see Quick Links and Important Dates. Below you will find All Faculty and Staff links giving you access to Campus Forms.



There you will find the Campus Forms Gateway Staff and Faculty link.

CAMPUS FORMS GATEWAY

CSU Bakersfield is dedicated to serving the needs of our community, faculty, staff, and students. Our aim is to provide services that are ethical, timely, and relevant to those we serve. To this end, the Campus Forms Gateway is your portal to the most commonly used forms for Business and Administrative Services.



Campus forms are listed alphabetically. All travel related forms are found under T. In addition, you can use the search bar to search for forms.

CAMPUS FORMS - STAFF AND FACULTY

This page contains an alphabetical listing of forms for our campus administrative operations. Use the search bar below to find a form.

Campus Forms

Forms	Form Descriptions	Location	Instructions	Department Forms
Absence and Additional Time Worked Report	Use to report absence and additional time worked	N/A	N/A	Payroll
Academic Advisement Access Request	Used to request access to the PeopleSoft module, Academic Advisement	Adobe Sign	N/A	ITS CMS
Accident Identification Card (std form 269)	Use this form in the case of an accident while operating a state-owned vehicle while on official business.	N/A	N/A	Risk Management
Accommodation Request Form	Use this form to request an accommodation based on a disability.	N/A	N/A	Risk Management
ADA/FEHA Job Duty Evaluation Checklist	Used by the employee' or applicant's treating health care provider to provide verification of conditions and limitations.	N/A	N/A	Risk Management
Admissions Access Request	Used to request access to the PeopleSoft module, Admissions	Adobe Sign	N/A	ITS CMS
Advertising Menu	Used to selection various advertising options.	N/A	N/A	Human Resources

ITS Service Center Resources

There is a myriad of services offered by the CSUB ITS Service Center, 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 Service Center in the search engine on CSUB’s home page.

Contact: Service Center Phone: 654-4357 (HELP)

Email: ServiceCenter@csub.edu

To submit an IT Work Order access Service Now - <https://csub.service-now.com/sp>

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

Visit our Faculty and Staff website Support page at -

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

Telephone Services are through Zoom. For a quick two-minute video regarding the use of the Zoom Phone: <https://www.youtube.com/watch?v=bjmtMbt-iQ>

Training resources for the Zoom phone can be found here:

<https://csub.edu/training/pgms/zoom-phone/>

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>

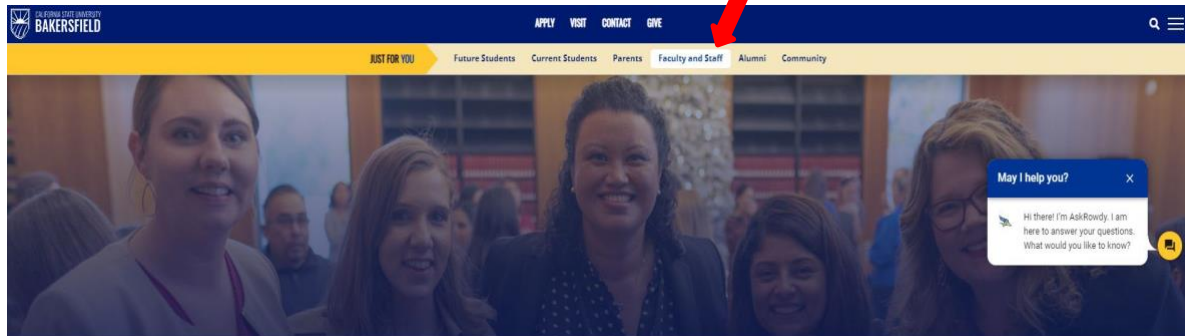
California State University, Bakersfield 9001 Stockdale Highway

Bakersfield, CA 93311

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

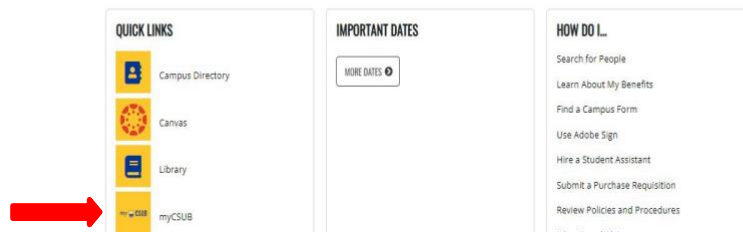
PeopleSoft Faculty Queries – PeopleSoft

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

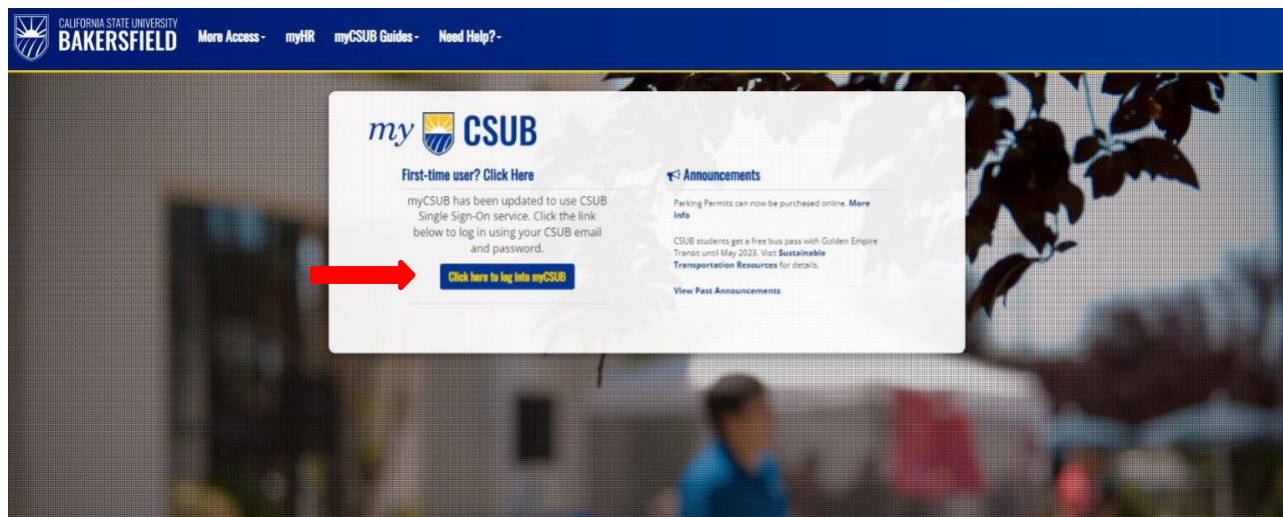


FACULTY AND STAFF

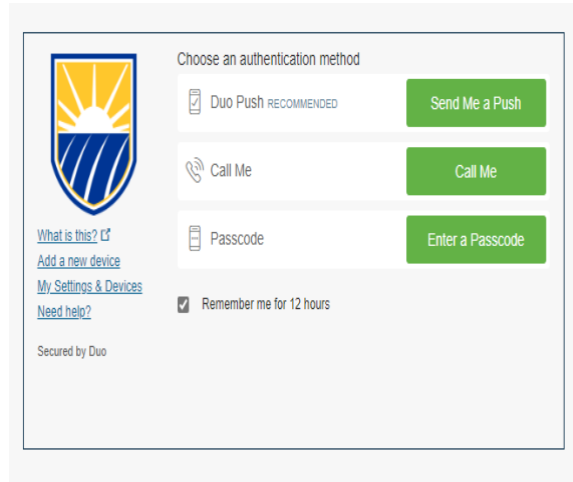
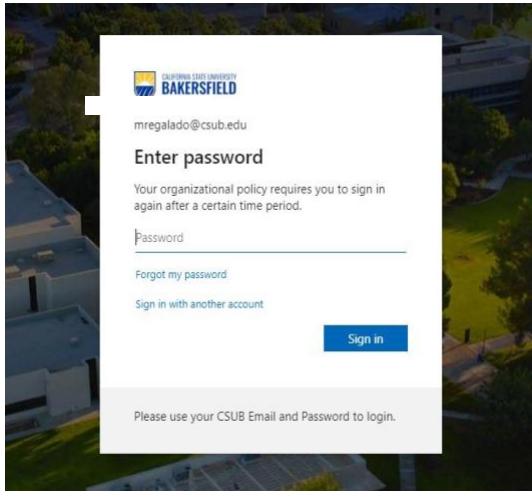
Get quick access to the links you use the most, upcoming dates, and common how-to information.



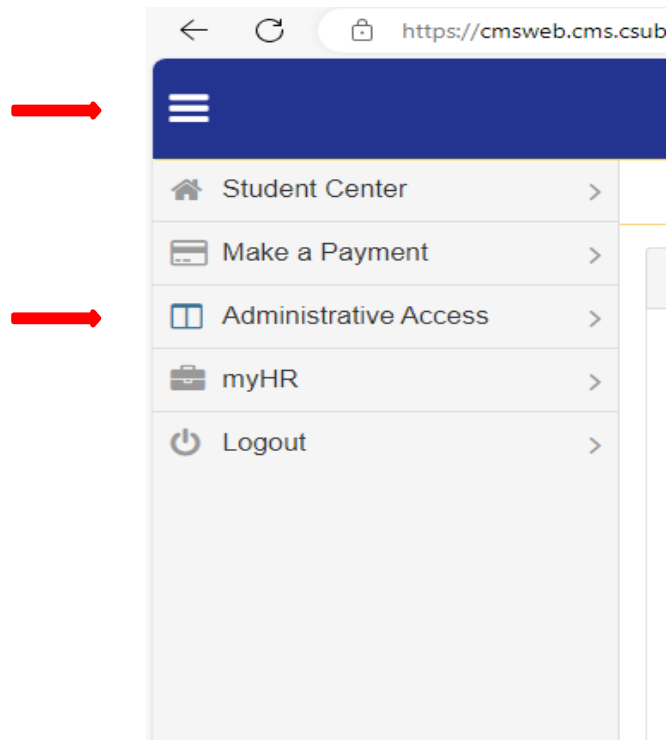
2. The user login for myCSUB uses the same credentials used to log into the computer: NetID & Password.



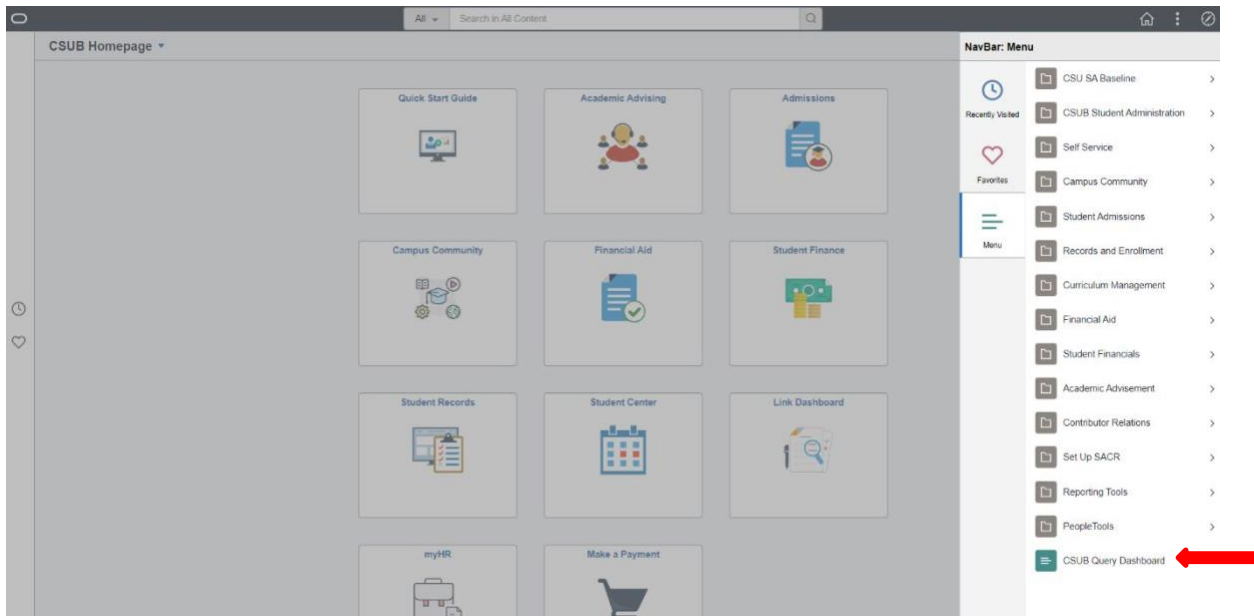
3. Every time you log on to PeopleSoft, the system will authenticate your identity using Duo Mobile. IT can issue you a fob (enter a Passcode) and/or you can use the Duo Mobile app to send a push to your phone – “Send Me a Push”.



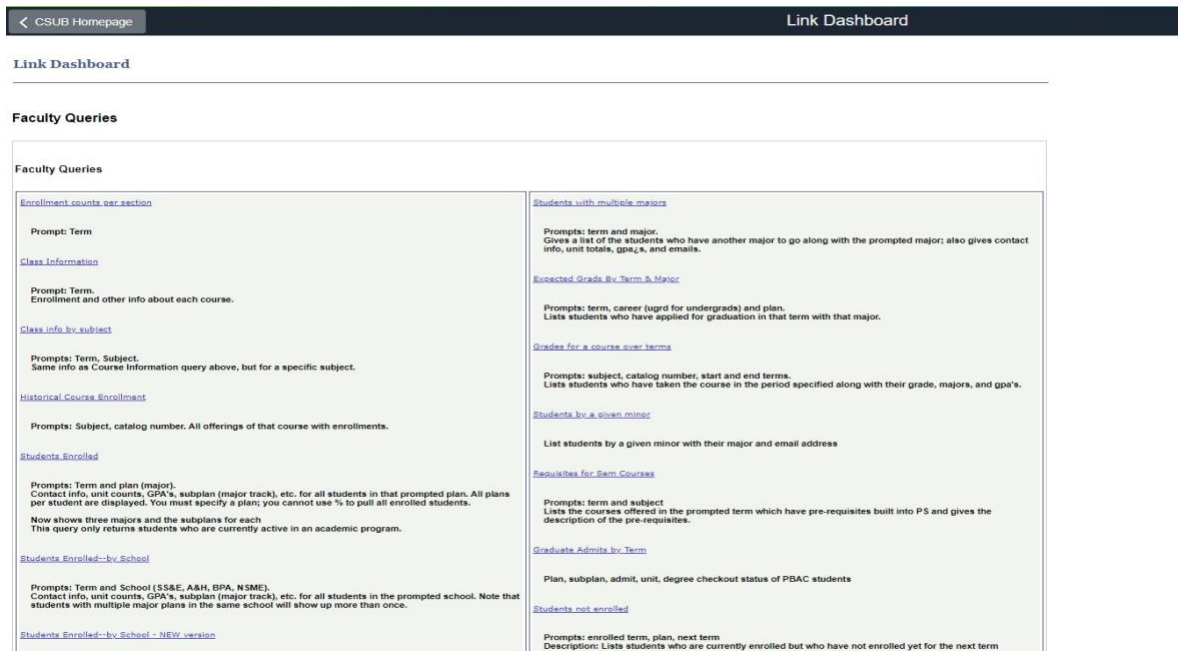
4. Click the Slide Drawer icon on the top left-hand side of the page.
5. Click Administrative Access.



6. Under the Menu tab click on CSUB Query Dashboard.



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



Academic 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.

2024-2025 ACADEMIC CATALOG

CATALOG QUICK LINKS [Catalog Home](#) [Catalog Contents](#) [Admission Requirements](#) [Tuition & Fees](#) [Financial Aid & Scholarship](#) [A-Z Index](#) [Print/Download](#)

Search Catalog 

HOME

2024-2025 EDITION

CSU Bakersfield 2024-2025 Catalog

General Information >

Welcome to the CSU Bakersfield 2024-2025 Online Catalog.

Policies & Procedures >

Academic Degrees & Programs >

Catalog Contents >

Course Descriptions >

Search Courses >

Archived Catalogs >



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

The links to your left will allow you to easily navigate through the various sections of the catalog.

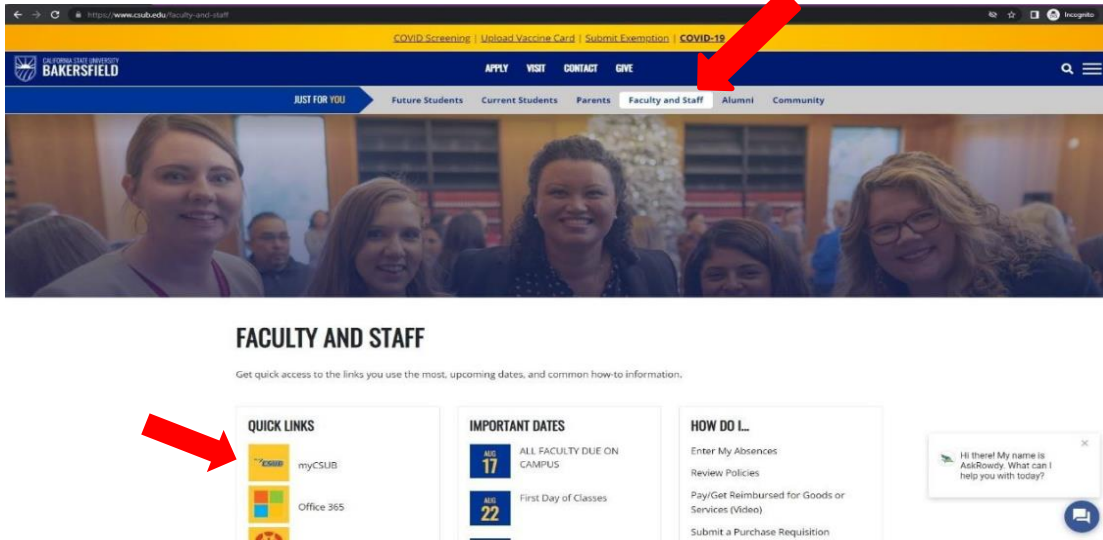
[Click Here](#) to view Interim President Vernon Harper's Message.

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of the campus. It is not possible in a publication of this size to include all of the rules, policies and other information that pertain to students, the

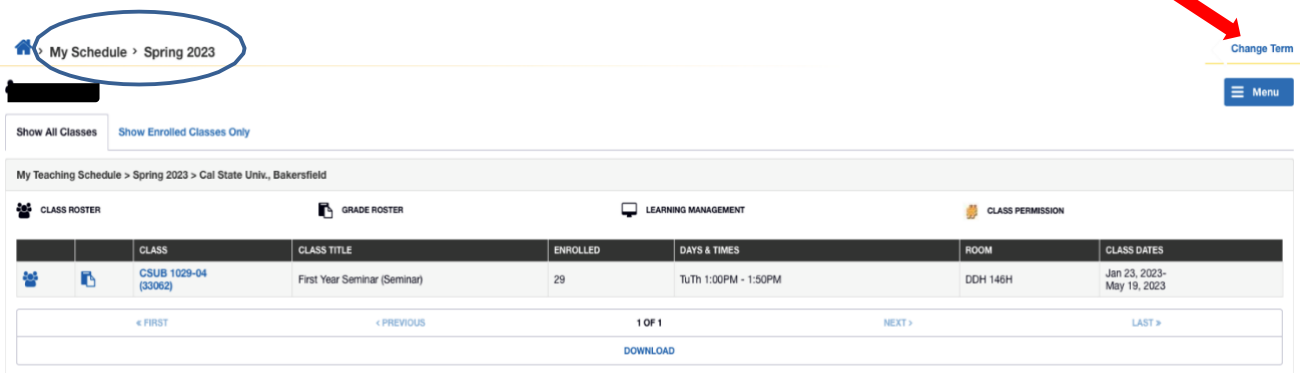
View and Print Class Roster on PeopleSoft

Printing class roster....

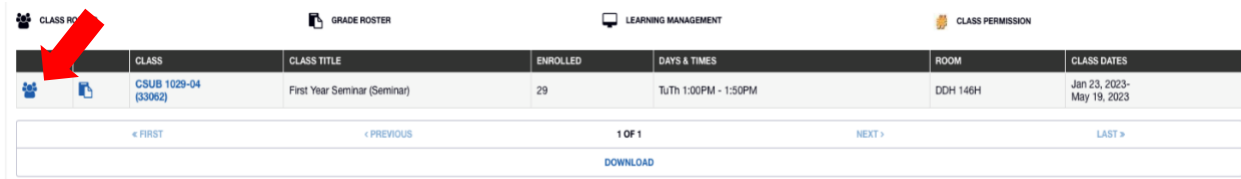
1. Begin by logging into "myCSUB" via CSUB's Faculty and Staff page.



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 Teaching Schedule on the main page.
4. The term will be listed on the top of the page. In order to change the term, select the change term link on the upper right-hand side.



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



The screenshot shows a web interface with a navigation bar at the top containing icons for 'CLASS ROSTER', 'GRADE ROSTER', 'LEARNING MANAGEMENT', and 'CLASS PERMISSION'. Below this is a table with the following columns: CLASS, CLASS TITLE, ENROLLED, DAYS & TIMES, ROOM, and CLASS DATES. The first row of data is: CSUB 1029-04 (33062), First Year Seminar (Seminar), 29, TuTh 1:00PM - 1:50PM, DDH 146H, and Jan 23, 2023-May 19, 2023. Below the table is a control bar with links for '< FIRST', '< PREVIOUS', '1 OF 1', 'NEXT >', and 'LAST >'. A 'DOWNLOAD' link is centered below the control bar. A red arrow points to the people icon in the 'CLASS' column of the first row.

CLASS	CLASS TITLE	ENROLLED	DAYS & TIMES	ROOM	CLASS DATES
CSUB 1029-04 (33062)	First Year Seminar (Seminar)	29	TuTh 1:00PM - 1:50PM	DDH 146H	Jan 23, 2023-May 19, 2023

< FIRST < PREVIOUS 1 OF 1 NEXT > LAST >

DOWNLOAD

6. Scroll to the bottom of the page and click download.



This screenshot shows the bottom portion of the page, focusing on the control bar and the 'DOWNLOAD' link. The control bar contains the same navigation links as in the previous screenshot: '< FIRST', '< PREVIOUS', '1 OF 1', 'NEXT >', and 'LAST >'. The 'DOWNLOAD' link is centered below the control bar. A red arrow points to the '1 OF 1' text.

< FIRST < PREVIOUS 1 OF 1 NEXT > LAST >

DOWNLOAD

7. Depending on how your computer is set up, the excel document will either download to your downloads or pop up.



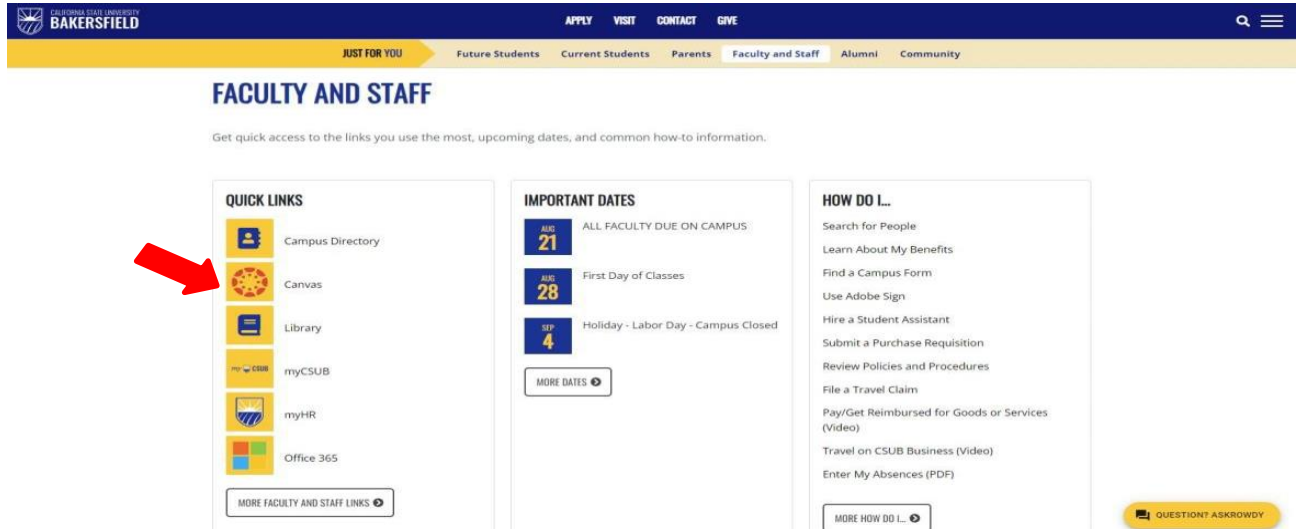
Using Canvas

Canvas is the campus' Learning Management System.

Recommended links and resources for Canvas:

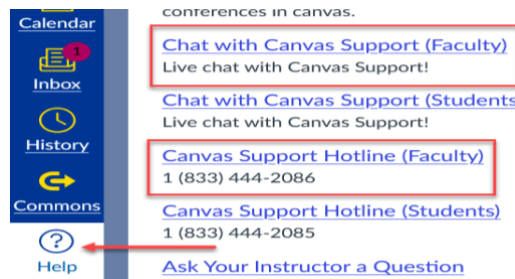
- Direct link to Canvas: <https://canvas.csub.edu>
- [Canvas Overview Videos](#)
- [Canvas Detailed Guides](#)
- [Email Faculty Teaching and Learning Center \(FTLC\) at tlc@csub.edu](mailto:tlc@csub.edu)

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.



You can contact the Service Center 654-4357 (HELP) for assistance with Canvas.

There is also 24/7 support for faculty using the Canvas Hotline or Chat options. These can be found in the Help area in Canvas on the global navigation bar to the left after logging into Canvas. This option is great for Canvas questions on how to use a feature or when a feature isn't working as expected.





Textbook Orders

The deadline for submitting textbook 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&>

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.

Remember, your role is always 'Approver', and your screen should look like this:

<p>Preferred Greeting</p> <p>Dr. ▾</p> <p>First Name *</p> <p>John</p> <p>Last Name *</p> <p>Fakename</p> <p>Role *</p> <p>Approver ▾</p>	<p><small>Not quite sure what you should choose? To see the definition of the role, simply select <u>SUBMITTER</u> or <u>APPROVER</u> for the definition to appear.</small></p>	<p>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 their adoptions, can designate themselves as an approver upon registration on Online Adoptions.</p> <p>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</p> <p style="text-align: right;">Close Window</p>
---	---	---

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

- Term
- Department
- Course Subject and Number: (e.g. ACCT 2210)
- 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 **Widi Setia, Course Materials Market Manager**, at 1250txt@follett.com.

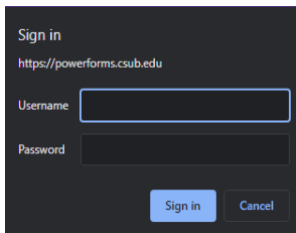
Add/Drop a Student – Waitlist & Census Date Deadlines

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

No student should attend classes until their registration has been completed. Registration is complete only when all official documents are properly filed, and all outstanding fees and deposits are paid or arrangements for a payment plan are completed. Students may not receive credit in any course for which they have not completed registration.

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](#))

Should you run into any errors, use the appropriate form below. Please ensure you are selecting the form for the correct term. Completing the wrong form will delay the registration process.

PLEASE BE AWARE THAT ANY CHANGES IN REGISTRATION STATUS COULD HAVE IMPLICATIONS ON ACADEMIC PROGRESS, TIME TO DEGREE, UNIT LOAD, FINANCIAL AID AND FEES. STUDENTS ARE STRONGLY ENCOURAGED TO SEEK GUIDANCE FROM THEIR ADVISOR, INSTRUCTOR(S) AND FINANCIAL AID PRIOR TO INITIATING A SCHEDULE CHANGE.

- 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

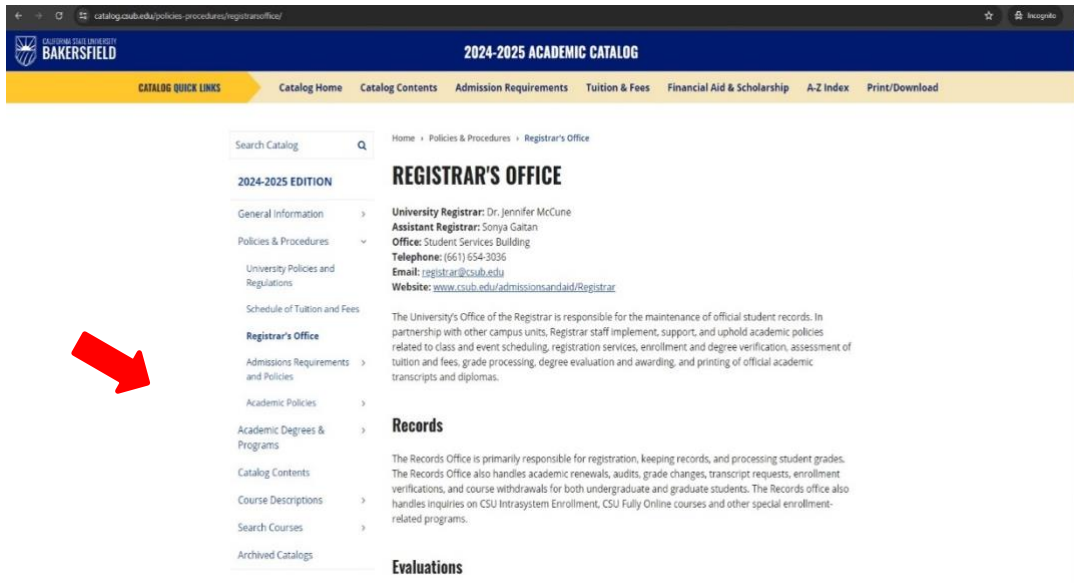
If a section in which you want to enroll is already closed, you may check to see if there is a wait list. Not every course will have a wait list; that decision is up to the department offering the course. To get onto a wait list, you must have satisfied the pre-requisites for the course. At the time 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](#). You will need to complete an add/drop form for each student. Click [here](#) for the add/drop form link with instructions.



The screenshot shows the CSUB 2024-2025 Academic Catalog website. The header includes the university logo and navigation links. The main content area is titled 'REGISTRAR'S OFFICE' and provides contact information for the University Registrar, Assistant Registrar, and the office's location, telephone, email, and website. A red arrow points to the 'Registrar's Office' link in the left sidebar.

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
- Religious observances (per the California Education Code section 89320)
- Military or other government obligation
- University sanctioned or approved activities, such as artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic competitions, student government conferences, required class field trips, etc. Extra-curricular activities associated with campus organizations/clubs that are not part of an academic program do not qualify for excused absences.

Faculty are expected to make reasonable accommodations for excused student absences, provided there is not an unreasonable number of such absences (as per course instructor) during the semester, and provided that make-up work can be accomplished without substantial additional time or resources from the academic department or instructor. All parties must recognize that not all learning activities and exercises during class times can be made up, and therefore students may not be able to make up missed work.

This University Absence Policy will be disseminated to faculty, students, School Deans, advisors, the Athletic Director, the Faculty Athletic Representative, coaches, and through appropriate university documents.

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 & 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 be dropped by their instructor for non-attendance under this policy. Students who have registered for a class, but never attended, should verify whether or not they are officially enrolled via their "myCSUB" account. It is ultimately the student's responsibility to withdraw officially from the class. It is the responsibility of all wait-listed students (face-to-face and online) to communicate with the instructor concerning readings and assignments that must be completed in the first week of class.

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.



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

School of Arts
and Humanities

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.CSUSB | csuh@csusb.edu

THE CALIFORNIA STATE UNIVERSITY



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: _____

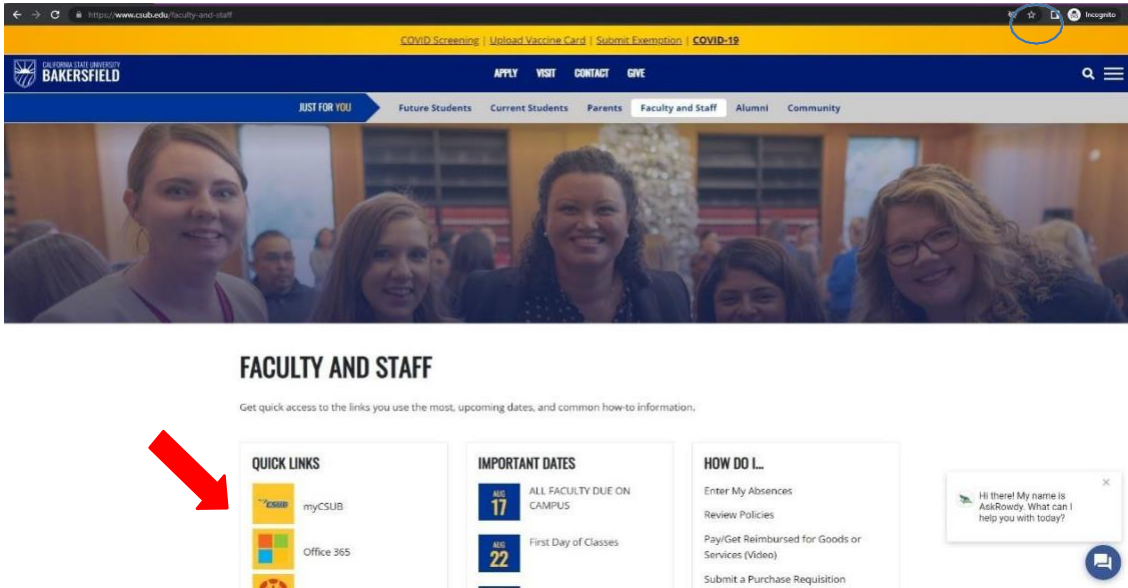
Phone: (661) 654- _____

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

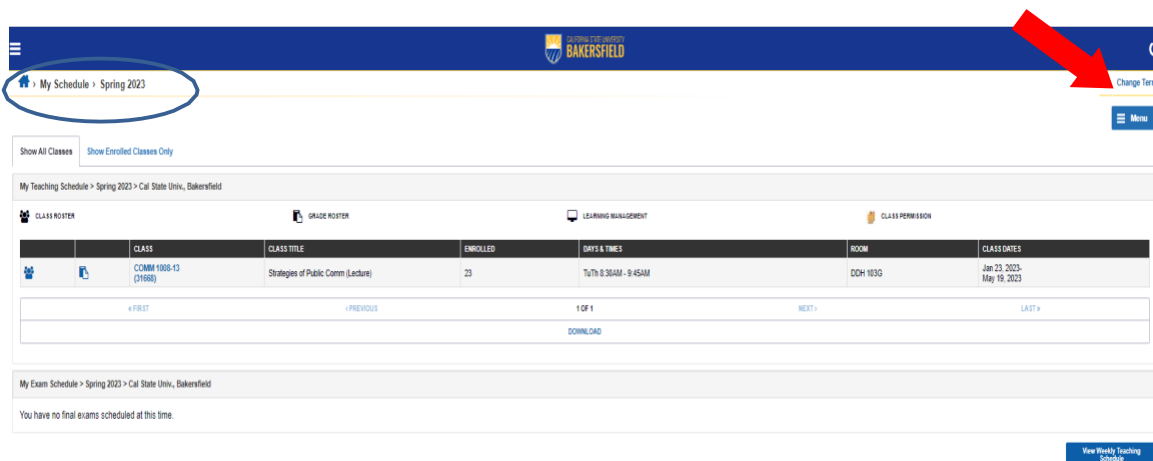
How to Submit Grades in PeopleSoft

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 Teaching Schedule on the main page. Under the teaching center, ensure the current term is listed:




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

Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Spring 2023 > Cal State Univ, Bakersfield

GRADE ROSTER GRADE ROSTER LEARNING MANAGEMENT CLASS PERMISSION

	CLASS	CLASS TITLE	ENROLLED	DAYS & TIMES	ROOM	CLASS DATES
	COMM 100B-13 (31688)	Strategies of Public Comm (Lecture)	23	TuTh 8:30AM - 9:45AM	DDH 103G	Jan 23, 2023 - May 19, 2023

< FIRST < PREVIOUS 1 OF 1 NEXT > LAST >

DOWNLOAD

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

Click the following link to initiate a Change of Grade:

<https://www.csub.edu/registrar/grades>.

You will be asked to validate your myCSUB login information. Once you fill out the online form you will receive an electronic Change of Grade form at the email address you enter in the first step. Please see the guide at <https://www.csub.edu/registrar/files/ChangeofGradeform.pdf> for additional instructions if necessary.

This link/form will not be made public as it cannot be accessible to students.

CALIFORNIA STATE UNIVERSITY
BAKERSFIELDCampus 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

Student Opinion of Curriculum and Instructions (SOCIs):

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

Paper SOCIs

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 instructor's Personnel Action File.
8. SOCIs are not provided for courses with 6 students or less enrolled.

Electronic SOCIs

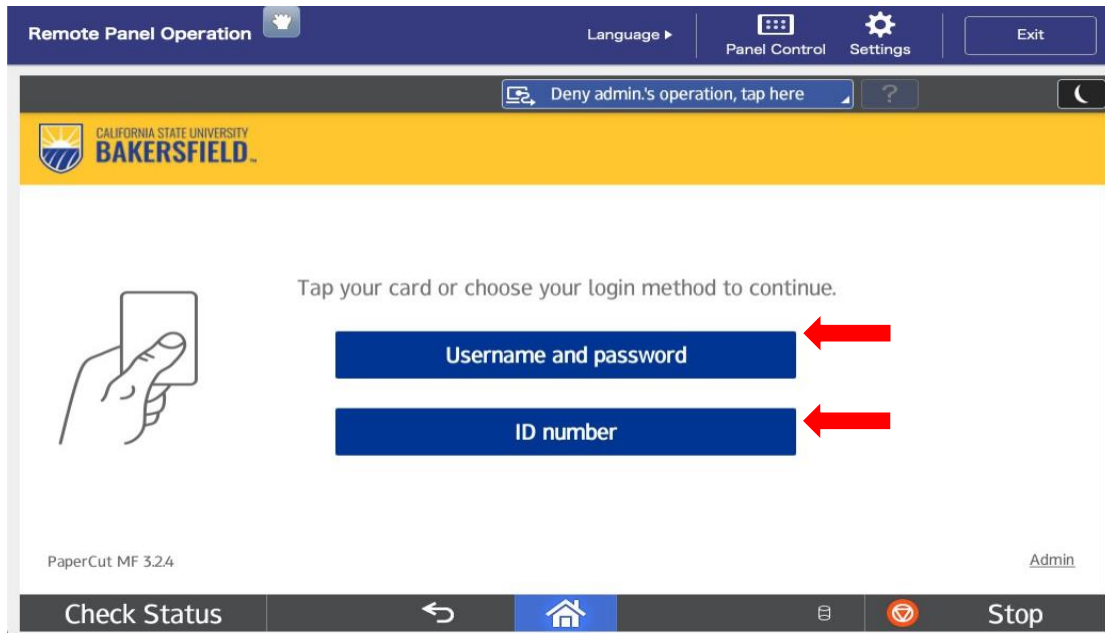
Electronic SOCIs are automatically administered for any online or hybrid courses and can be requested for face-to-face courses. Information regarding how to request electronic SOCIs is sent from the SOCI Coordinator each term.

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

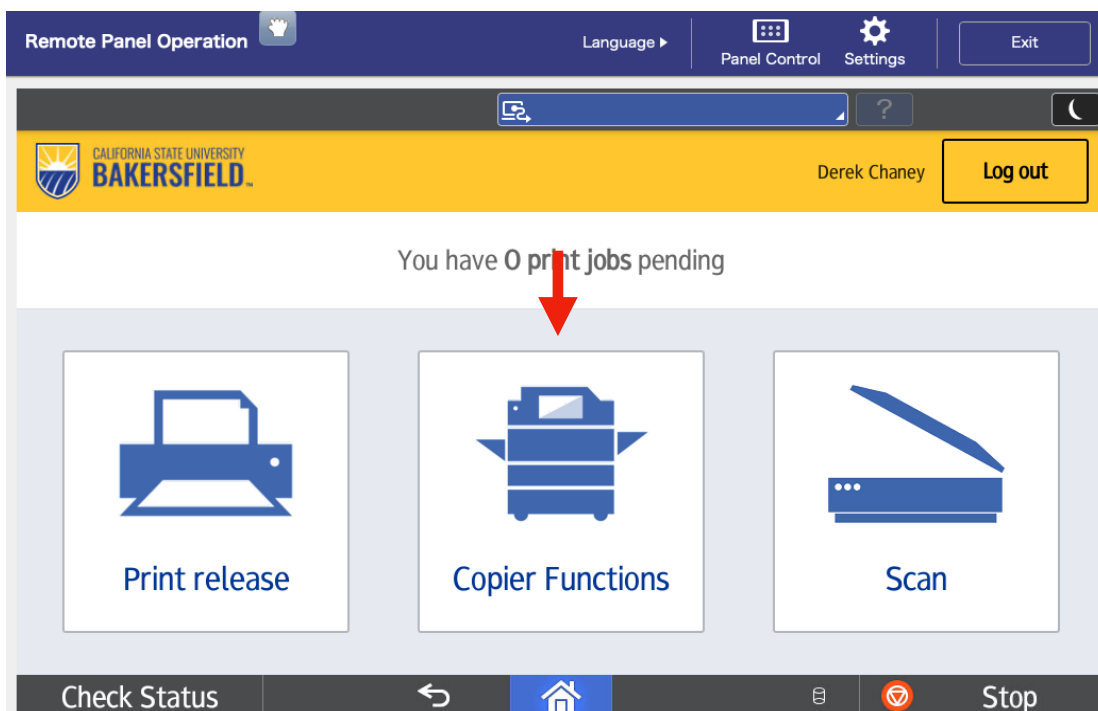
1. The Dean's Office will notify faculty of the deadline to select Online SOCIs for your courses.
2. ITS will email unique survey links to individual students for courses that have selected Online SOCIs at the beginning of SOCI Week. Links will be available to students until the day before the first 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 instructor's Personnel Action File.
5. SOCIs are not provided for courses with 6 students or less enrolled.

Ricoh (Copy)

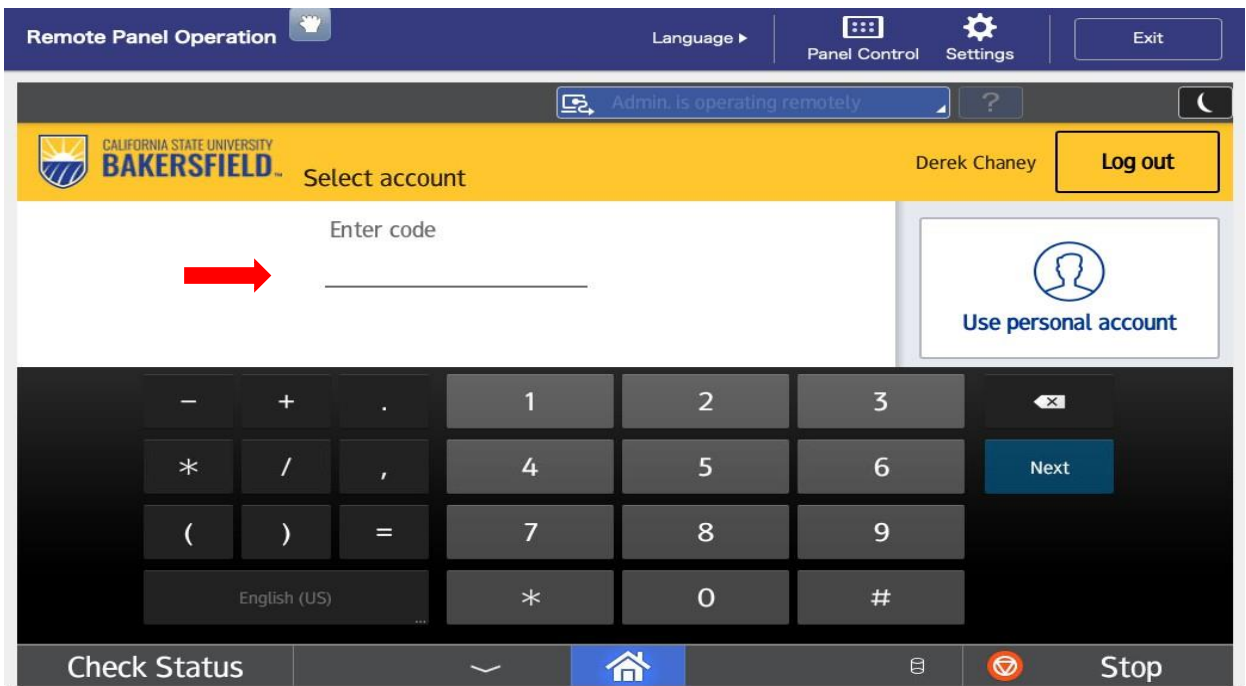
1. To log in to the machine, you can tap your CSUB ID card on the card reader, select the username and password option, or log in using your CSUB Employee ID number. Please note that your department is charged \$.08 per copy printed. There is no charge to scan documents.



2. Select the Copier Functions tile



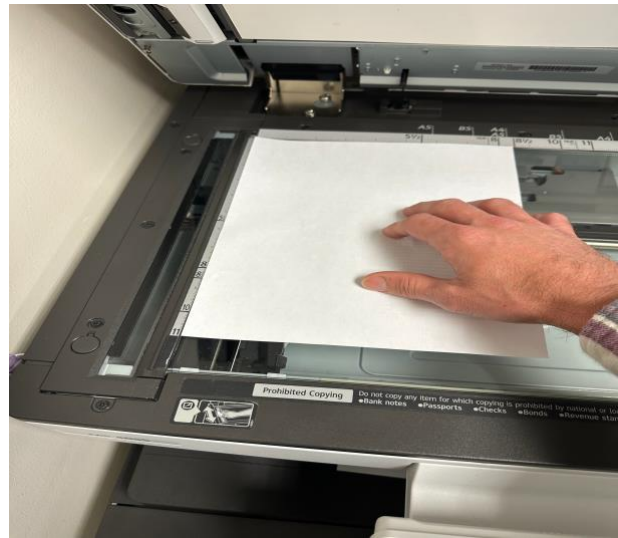
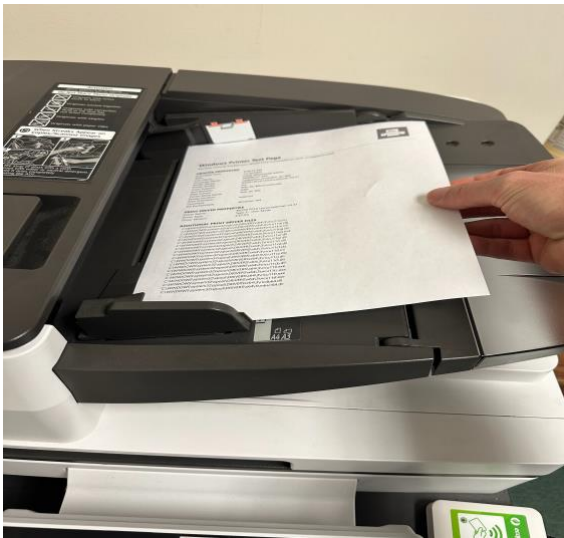
3. Enter a valid PIN code. The PIN you enter will determine the account that is billed for the copy job. Please ask your ASC for a PIN.



4. Select the Copy tile



- Place your originals in the loading tray on top of the lid, or lift the lid, place the original face down and close the lid.

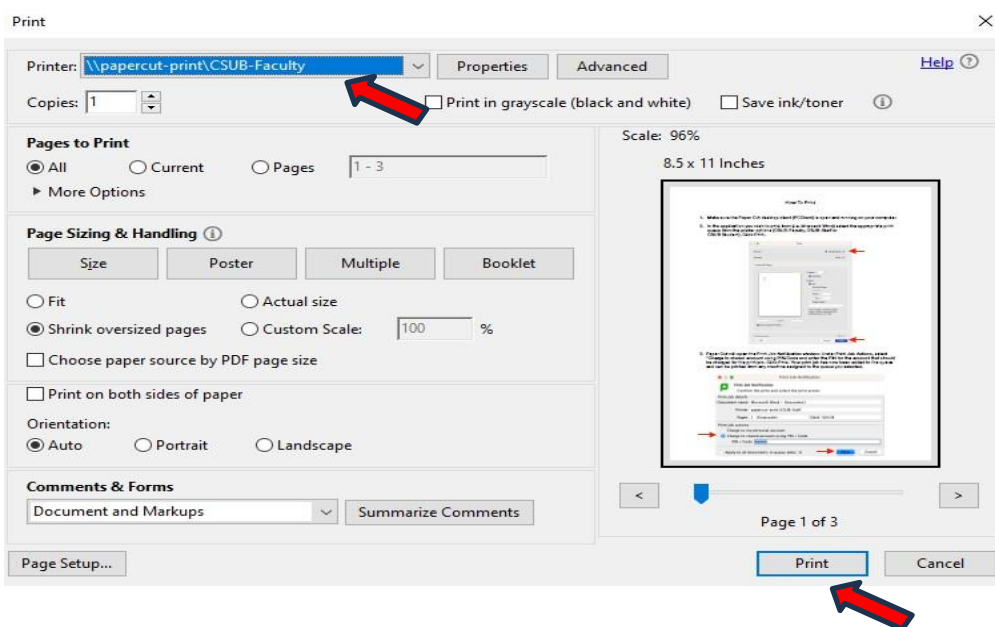


- Tap the green START button

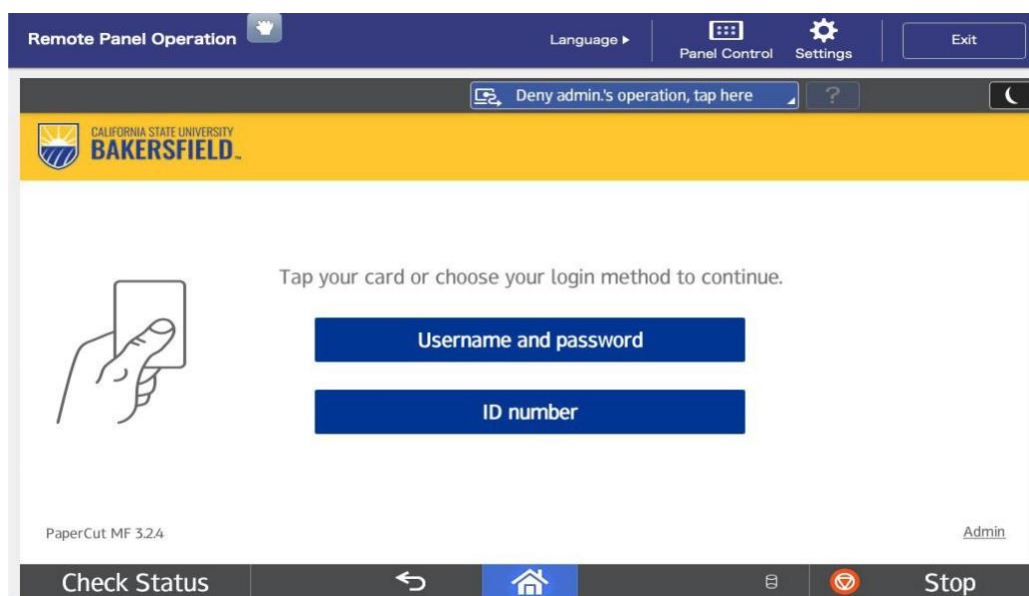


Ricoh (Print)

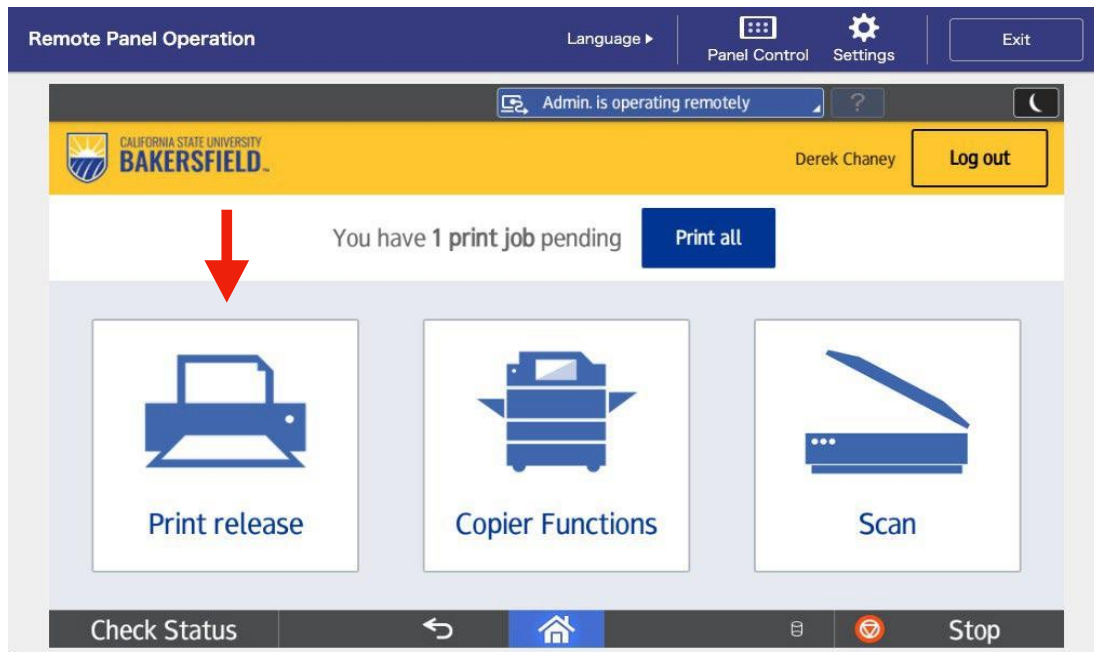
1. Make sure the Paper Cut desktop client (PCClient) is open and running on your computer.
2. In the application you wish to print from (i.e. Microsoft Word) select the appropriate print queue from the printer options (CSUB-Faculty, CSUB-Staff or CSUB Student). Click Print.



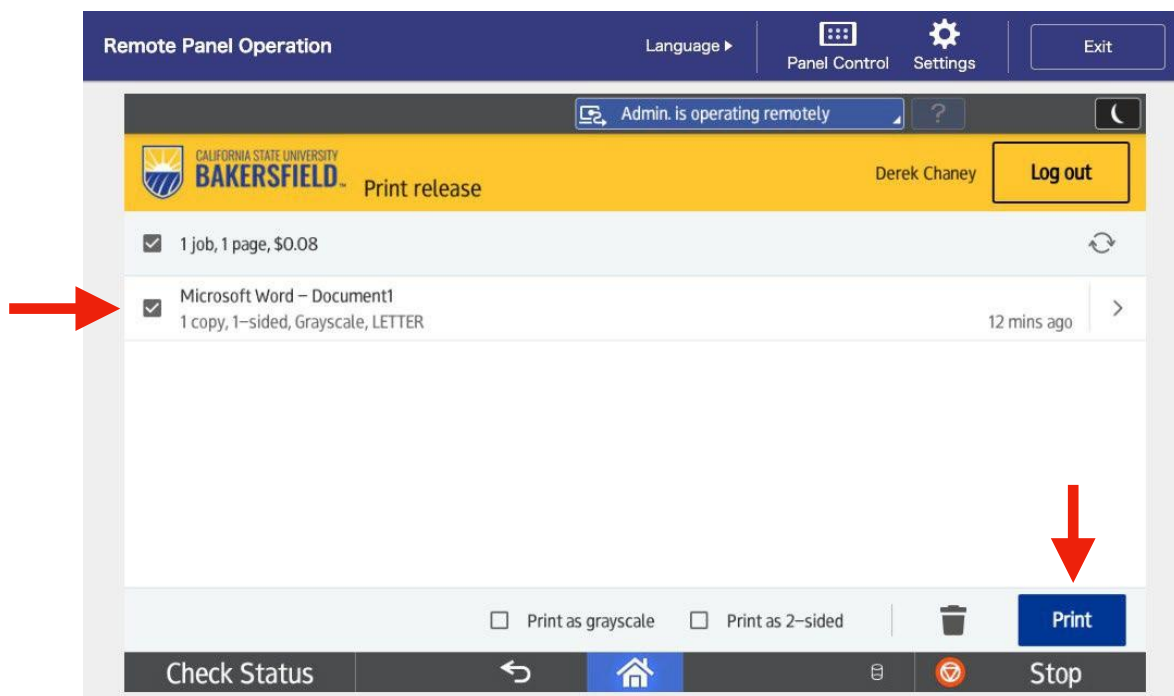
3. At the printer, log in by selecting the username and password option, or log in using your CSUB Employee ID number.



4. Select the Print Release tile.



5. Click the checkbox next to the job you'd like to print and click Print. Your job will be printed, and the account attached to the PIN code you provided will be charge



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 **CLICK HERE TO PLACE AN ORDER**.



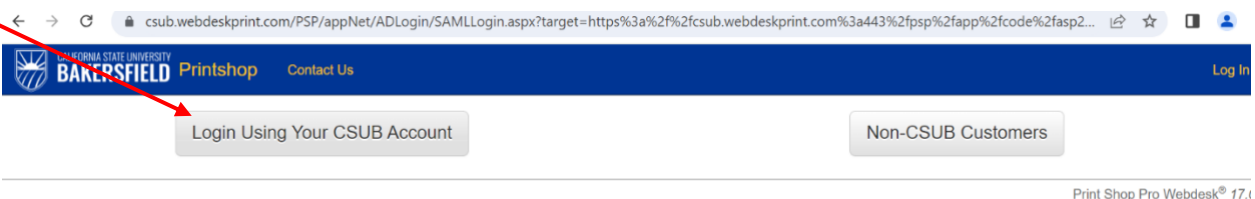
2. Next, you will click on **ORDER NOW**.

We're here for ALL your printing needs!

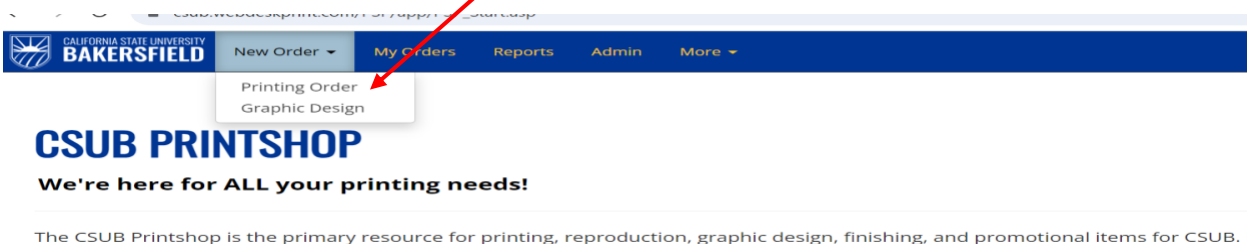
The CSUB Printshop is the primary resource for printing, reproduction, graphic design, finishing, and promotional items for CSUB. Place your order today!



3. then, you will click on **LOG IN USING YOUR CSUB ACCOUNT** (please note first time users will need to create an account).



4. You will next click **NEW ORDER** at the top of the screen and choose either printing order or graphic design.



- For a printing order, you will select printing order from the drop down menu and then you will follow the prompts to submit your order steps 1-6 (Step 1: Select Category, Step 2: Select Finished Size, Step 3: Print Order Information, Step 4: Finishing, Step 5: Attach Files, Step 6: Billing and Delivery). ***If you are using chartfields other than your departments, please add those chartfields into Special Instructions in step 4.**
- For a graphic design order, you will select graphic design from the drop-down menu and begin to enter the information for the order. You will have the option to attach a file. You will select the billing information before submitting the order.

- Orders typically take 2-3 business days. If you need your order sooner, please let you department ASC know so that they can communicate that with the Printshop. 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.

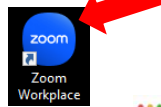
Additional information is available at the Print Shop website – [Print Shop](#), or you can email printshop@csub.edu.



Zoom

Make a call

1. Sign in to the Zoom desktop



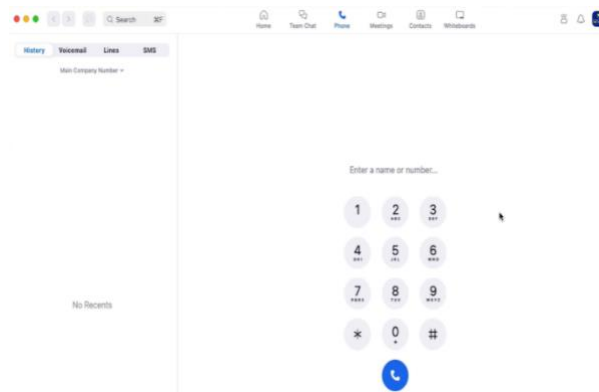
app.



2. Click **Phone**.

3. Call a number using one of these methods:

- **Number pad:** Dial a number using the on-screen or your keyboard number pad, then click the phone icon.
- **Copy and paste:** Copy and paste a number in the text field, then click the phone icon.
- **Search contacts:** Type a name or number above the dial pad to search through your contacts. Click a search result to make a call.




Note: Please see video for more information:

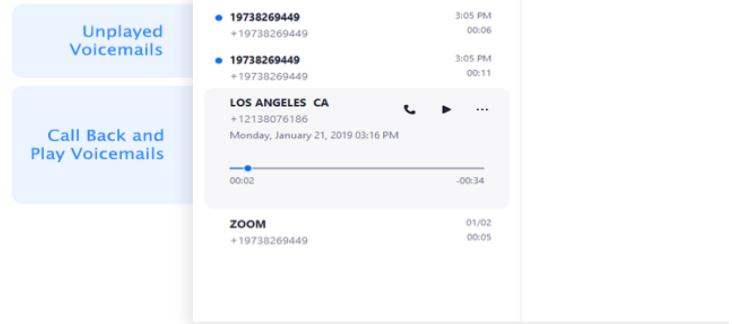
<https://csub.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=f314a8f1-892f-491b-b975-b083012d9613>

Voicemail

Zoom Phone forwards all unanswered and declined inbound calls to your voicemail. You can use the mobile app, Zoom Web App, or web portal to play and manage your voicemail messages.

1. Click  the **Phone** tab.
2. Click the **Voicemail** tab. Voicemail messages are displayed in reverse chronological order with the most recent messages at the top.

3. Hover over a voicemail entry and click the play icon to play the voicemail message.
4. Click the phone icon if you want to call the number that left the voicemail.



Faculty Travel Policy

At this time the Academic Affairs Division is not utilizing the Concur travel software 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 using the links below on the CSUB website. Travel must be approved in advance. Please refer to the travel policy for any questions and for a full overview of all travel policies: https://www.csub.edu/bas/paymentservices/files/travel_policy.pdf

The following is a list of required documents that must be completed and submitted to the Department Admin *before* any travel/expenses take place:

- [Request for Faculty Development Funds for Travel](#) – **Complete at least 30 days in advance of travel.**
 - Submitted when requesting funds for travel from your department, the Dean’s Office, or the Provost’s Office. Must be submitted with the Travel Authorization Form
- [Travel Authorization Form](#) – Complete at least 30 days in advance of travel.
 - The Travel Authorization Form is used to request authorization to travel on official CSUB business.

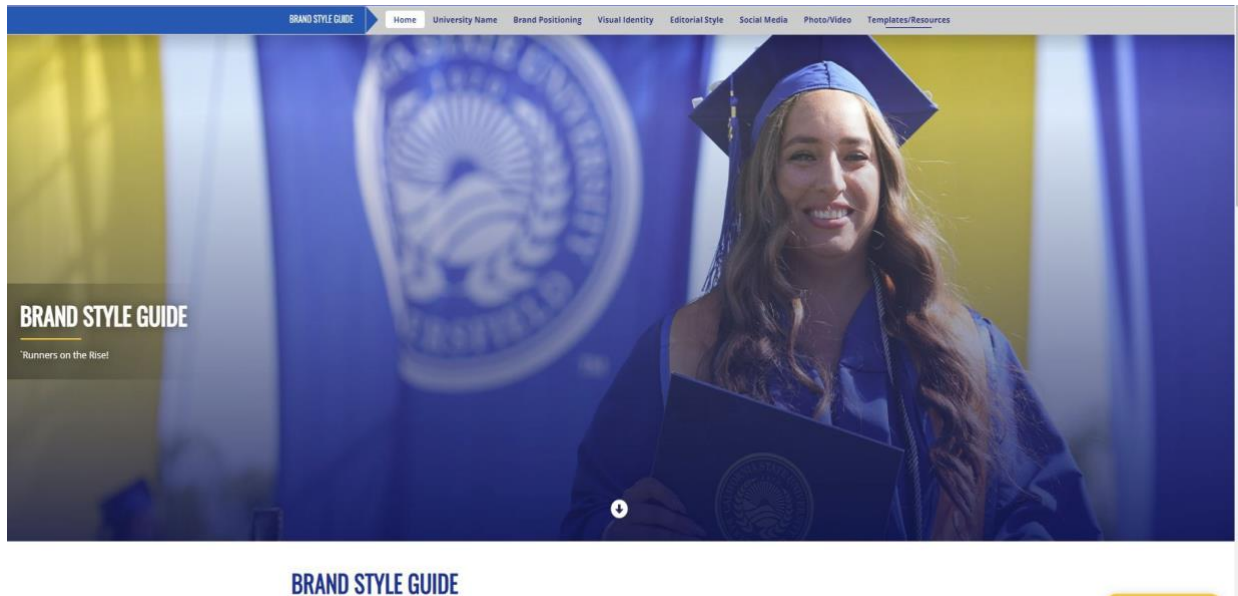
The following is a list of required documents that must be completed and submitted to the Department Admin within 30 days of the completion of travel:

- [Travel Expense Claim](#)
 - The Travel Expense Claim is used to reimburse travel expenses, such as per diem, lodging, airfare, car rental, gas, parking fees, etc. The form should be completed within 30 days after your return from travel.
 - Effective 1/1/24 meals and incidentals for staff, faculty, and students are now paid on a location-based per diem basis. No receipts are required for meals or incidentals on expense claims.

- Rates are determined by the location where the traveler will spend the night on that day.
 - Use [Domestic Rates \(GSA\)](#) for the Continental U.S.;
 - Use [Non-Foreign OCONUS-DoD](#) for Alaska & Hawaii, and American territories;
 - [Use Foreign Per Diem \(US State Dept\)](#) for international travel.

CSUB Branding

On the main page, as noted in the header tabs, 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

A screenshot of the 'EMAIL SIGNATURES' section within the 'Templates/Resources' tab of the CSUB Brand Style Guide. The page has a navigation bar with the 'Templates/Resources' tab selected. The section title is 'EMAIL SIGNATURES'. Below the title is a note: 'You can create an email signature with or without the university logo. Do not alter the formatting of font type, font size, font color, logo size or logo placement. You may remove lines of text if not needed.' A button labeled 'DOWNLOAD THE EMAIL INSTRUCTIONS HERE' is provided. Two options are presented in separate boxes: 'OPTION 1: WITH LOGO' and 'OPTION 2: TEXT ONLY'. Option 1 includes fields for name, pronouns, title, school/division/unit, phone number, university name, address, and website/URL, along with the CSUB logo. Option 2 includes fields for name, pronouns, title, school/division/unit, phone number, university name, address, and website/URL.

EMAIL SIGNATURES

You can create an email signature with or without the university logo. Do not alter the formatting of font type, font size, font color, logo size or logo placement. You may remove lines of text if not needed.


[DOWNLOAD THE EMAIL INSTRUCTIONS HERE](#)

OPTION 1: WITH LOGO

FIRST NAME LAST NAME (BOLD, BLUE, ALL CAPS)
Pronouns
Title
School, division, department or unit (if needed)
(000) 000-0000

California State University, Bakersfield (Bold, Blue)
9001 Stockdale Hwy, Mail Stop: XXX
Bakersfield, CA 93311

website or URL (Bold, Blue)



**CALIFORNIA STATE UNIVERSITY
BAKERSFIELD**

OPTION 2: TEXT ONLY

FIRST NAME LAST NAME (BOLD, BLUE, ALL CAPS)
Pronouns
Title
School, division, department or unit (if needed)
(000) 000-0000

California State University, Bakersfield (Bold, Blue)
9001 Stockdale Hwy, Mail Stop: XXX
Bakersfield, CA 93311

website or URL (Bold, Blue)

On the home page of the Brand Style Guide, you can scroll down to the 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@csub.edu.

Faculty Teaching and Learning Center (FTLC)

The FTLC is a resource center that provides support services for faculty
<https://www.csub.edu/ftlc>.



FACULTY TEACHING AND LEARNING CENTER

Welcome to the FTLC

The Faculty Teaching and Learning Center (FTLC) reinforces the educational mission of CSUB by promoting quality teaching to further enhance student learning. Our programming and collaborations are equity-minded and data-informed, providing guidance in innovative instructional methods, including effective uses of educational technologies, and offering mini-grants for professional development. The FTLC aims to foster a campus community that values and supports excellence in teaching, learning, and research.

Faculty Mini-Grants (Spring 2024)

The FTLC is currently [accepting applications](#) for the FTLC Mini-Grants. Applications are due Friday, March 15 at 3:00pm. If you have questions, please email tlc@csub.edu

GE Learning Communities (Spring 2024)

Looking for opportunities to learn and collaborate? Consider joining one of the following Spring 2024 General Education Learning Communities:

- Information Literacy (Facilitated by Amanda Grombly): Enhancing skills in basic, critical, AI, and media literacy, focusing on evaluating information's reliability and application in diverse contexts.
- Oral Communication (Facilitated by Kelly O'Bannon): Exploring and enhancing pedagogy in oral communication to improve your teaching methods and help students improve their comprehension and reduce AI dependency.
- Quantitative Reasoning (Facilitated by Tim Burke): Addressing and overcoming barriers like Fixed Mindset and Imposter Phenomenon in the quantitative reasoning classroom, incorporating AI insights and tools.
- Written Communication (Facilitated by Kim Flachmann): Fostering a sense of belonging, applying Universal Design for Learning, integrating AI, promoting growth mindset, and employing peer evaluation to enhance education.

Campus Training

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

The screenshot displays the CSU Campus Training website interface. At the top, a blue navigation bar contains the text "CAMPUS TRAINING" and a menu with links for "Home", "Students", "Faculty", "Staff", and "Training Schedule". A red arrow points to the "Faculty" link in this menu.

Below the navigation bar, the page is divided into two main sections:

- LIVE LEARNING OPPORTUNITIES:** A vertical list of events with dates in blue boxes: "AUG 6 P2P Virtual Open Lab", "AUG 13 P2P Virtual Open Lab", "AUG 15 Moving From Burnout to Brilliance", and "AUG 20 P2P Virtual Open Lab". A "MORE EVENTS" button is at the bottom. Below this list, text reads: "Want to see your department's training events on our calendar? Email us at RunnerStaffDevelopment@csu.edu".
- TRAINING AND PROFESSIONAL DEVELOPMENT:** A blue banner with the text: "CSU Learn is the training and professional development portal for all CSUB employees. You can access your required compliance training and thousands of online lessons, videos, e-books and classes." Below the banner is a yellow "CSU LEARN LOGIN" button. Underneath are three white boxes with yellow borders and icons: "Faculty Teaching & Learning - Training Resources for Faculty", "Runner Staff Development - Professional & Leadership Development Resources", and "Informational Technology Services Training". A red arrow points to the "Faculty" link in the navigation bar above this section.

Below the training section, another blue navigation bar is shown, identical to the first one, with a red arrow pointing to the "Faculty" link.

The main content area below the second navigation bar is titled "FACULTY GUIDES" and includes:

- IN THIS SECTION:** A list of links: "Managing you Classes", "Advising Students", and "Using myCSUB Data (Queries)".
- As an instructor or advisor, you perform tasks, such as viewing your class roster, entering grades, or advising students. The Instruction and Advising links will connect to instructions that will guide you in performing these tasks. The links are organized by section. Select the section that represents the topics of your interest.**
- Managing your class:** A link to "Managing your class" with the subtext: "Class roster, grading, teaching schedules, emailing students, etc."
- Advising students:** A link to "Advising students" with the subtext: "Accessing advisees or drop-in advisees information, including Academic Requirements (Degree Progress/Degree Audit), grades, schedules, holds, and more..."
- Using myCSUB data (Queries):** A link to "Using myCSUB data (Queries)" with the subtext: "Retrieving and downloading PeopleSoft data on students, majors, enrollments, and much more..."

At the bottom, there is a "Related Links" section with a bulleted list:

- [Student Guides](#)
- [Faculty Guides](#)
- [Staff Guides](#)

School of Arts & Humanities Dean's Office & Advising Staff



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