New Student Checklist

☐ **If applicable, send in official, unopened transcripts**
  - ☐ Send electronically to cbuonline@calbaptist.edu
  - ☐ If the school does not offer that option, you can have the hard copy sealed transcripts sent to: California Baptist University 8432 Magnolia Ave, Riverside, CA 92504

☐ **Familiarize yourself with Lancermail**
  - ☐ Be sure to use Lancermail only from this point forward, and check it daily: http://office365.calbaptist.edu/
  - ☐ Add Lancermail to your phone & create signature that includes your name and student ID: https://insidecbu.calbaptist.edu/ICS/ITS/Mobile_Device_Email_Support.jnz

☐ **Complete the New Student Checklist Items by clicking on the link below:**
  - ☐ https://insidecbu.calbaptist.edu/ICS/Admissions/
  - ☐ FAFSA for current academic year, Entrance Counseling, and Master Promissory Note

☐ **Wait for your financial aid offer**
  - ☐ Accept your financial aid, arrange VA benefits, and/or set up personal loan payment plan: https://insidecbu.calbaptist.edu/ICS/OPS/Financial_Aid/

☐ **Verify you have received financial clearance**
  - ☐ View your Course & Fee Statement: https://insidecbu.calbaptist.edu/ICS/OPS/Financial_Aid/ > "Course and Fee Statement"

☐ **Two weeks before start of class:**
  - ☐ Order books (Professors will send info to your Lancermail and/or open the course in Blackboard) Contact your admissions counselor in the event you do not receive your book information during this time
  - ☐ Complete ONSET: a self-paced forum equipped with brief learning tools to ensure your success as a student with CBU/Online. (This is accessed through Blackboard under the Organizations tab)

☐ **One week before start of class:**
  - ☐ Log into Blackboard https://calbaptist.blackboard.com/ . Classes open at least one week in advance
  - ☐ Complete Student Responsibility Acknowledgement for each course (Week 0 Learning Activities)
  - ☐ Complete Enrollment Checklist form that will be emailed to you one week prior to starting classes

Financial Aid

Getting Started:

Complete FAFSA (Free Application for Federal Student Aid) at https://studentaid.gov/

- The FAFSA will utilize your taxes from the two prior years to calculate financial aid.
- Complete the Master Promissory Note https://studentaid.gov/mpn/
  - The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s).
- Complete Entrance Counseling https://studentaid.gov/entrance-counseling/
  - Entrance counseling ensures you understand the terms and conditions of your loan and your rights and responsibilities. You'll learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default.
- It is possible that additional financial documents might be needed, check your Lancermail or contact your admissions counselor

After Submitting Your FAFSA Application

Your Financial Aid will be reviewed upon completion of all required documents. You will receive an email from Financial Aid at your LancerMail address with further instructions regarding your award or any further documentation that is needed. ***Please make sure to check your LancerMail frequently.

Please remember: to process your official award, **ALL** required documents must be completed and submitted. This includes official transcripts. Students are **not** required to accept all financial aid that is offered. Students can adjust their aid to meet their specific needs for tuition and fees.

For more information about the types of financial aid available, please visit
https://www.cbuonline.edu/financial-aid

Frequently Asked Questions

How do I reset my LancerNet Password?

Self Service password resets are provided at http://insidecbu.calbaptist.edu/ics/Password_Change.jnz
For personal assistance, visit the Information Technology Helpdesk or call 951-343-4444. CBU's privacy policy does not allow passwords to be sent via email.

How do I find my Semester Balance?

- Through InsideCBU, click on the "OPS" tab and select Course and Fee Statement found through: https://insidecbu.calbaptist.edu/ICS/OPS/Financial_Aid/
- Set the term for the correct semester, then select "Generate My Course and Fee Statement"
- Click the PDF link
- The Course and Fee Statement provides information on the following:
    - It provides a complete listing of tuition and fee charges, accepted financial aid awards, payments, and any amount set-up to be covered through the CASHNet Payment plan.
    - It indicates if you have received Financial Clearance for the semester: Y = cleared; N=not cleared.
- Please note: the current semester Course and Fee Statement only accounts for expected transactions for the current semester; it does not provide any previous semester credits or balances.

How do I accept my Financial Aid?

- Through InsideCBU, click on the "OPS" tab, select My Finances, click Financial Aid Offer found through: https://insidecbu.calbaptist.edu/ICS/OPS/Financial_Aid/Financial_Aid_Offer.jnz
- Use the drop down "Award Year" menu to select the correct program and year
- Click "View Financial Aid Awards"
- Press "Accept/Decline" at the bottom of the page
- Click "Accept" or "Decline" next to each of the Financial Aid items
- Click "Next", then click "Submit", then Click "Continue"
- From this point you may exit the screen; be sure to check your email for any missing documents that may be required for Financial Aid.

Frequently Asked Questions (cont'd)

How do I make a One-Time Payment or setup a monthly payment plan?

Make a One-Time Payment
- Through InsideCBU, click on the "OPS" tab, select My Finances, click Make Payment or Setup a Payment Plan" found through: https://insidecbu.calbaptist.edu/ICS/OPS/Financial_Aid/
- Click "Make Payment or Set-up Payment Plan"
- To make a one-time payment select "Student Account Payment" and then enter the dollar amount you want to pay.
- Follow prompts to finalize payment

Setup a monthly payment plan:
- Follow same instructions as above
- Click on "Payment Plans", followed by "View Payment Plan Options"
- Follow prompts to complete payment plan
- Once you have enrolled in the payment plan, monthly payments will be automatically processed each month of the semester.

How will I receive my refund?

Students with a credit balance resulting from federal aid and/or federal loan monies will automatically receive a refund, *after all charges have been covered and a credit exists on their account*. Students have the option of receiving their refund through Direct Deposit, a CBU CashCard, or a physical check mailed to the address on file with the Registrar. A direct deposit option can be set up here: https://insidecbu.calbaptist.edu/ICS/Student_Accounts/My_Account_Information.jnz

Can I visit campus as an online CBU student?
Yes! We have many resources available to our student available on campus. As a CBU student, you can request a **free** parking permit. To request a permit, please follow these directions:
• Log into https://insidecbu.calbaptist.edu
• Click on Safety Services tab
• Click on Vehicle Permit Request and enter vehicle information and click "next"
• Click on "Complete Permit Request"