Student Handbook
2014

MBA
MS Biotechnology,
MS Biotechnology/MBA Dual Degree
WELCOME TO CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS (CI). We are very pleased to have you as a student. This guide intends to answer frequently asked questions regarding services available to CI students enrolled through Extended University.

CI Mission Statement

Placing students at the center of the educational experiences, California State University Channel Islands (CI) provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREQUENT/CAMPUS CONTACTS</td>
<td>3</td>
</tr>
<tr>
<td>FREQUENT/CAMPUS CONTACTS (cont.)</td>
<td>4</td>
</tr>
<tr>
<td>TEXTBOOKS</td>
<td>5</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY RESOURCES</td>
<td>5</td>
</tr>
<tr>
<td>CI LEARN/BLACKBOARD SERVICES</td>
<td></td>
</tr>
<tr>
<td>EMAIL</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY ID CARDS</td>
<td>5</td>
</tr>
<tr>
<td>LIBRARY SERVICES</td>
<td>5</td>
</tr>
<tr>
<td>PARKING/TRANSPORTATION</td>
<td>5</td>
</tr>
<tr>
<td>FOOD SERVICES</td>
<td>5</td>
</tr>
<tr>
<td>DISABLED STUDENT RESOURCES PROGRAM SERVICES</td>
<td>6</td>
</tr>
<tr>
<td>REGISTERING FOR CLASSES</td>
<td>6 &amp; 9</td>
</tr>
<tr>
<td>PAYMENT FOR CLASSES</td>
<td>6, 14</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>6</td>
</tr>
<tr>
<td>GRADES</td>
<td>6</td>
</tr>
<tr>
<td>CI APPAREL/ACCESSORIES</td>
<td>6</td>
</tr>
<tr>
<td>TUITION RECEIPTS</td>
<td>6</td>
</tr>
<tr>
<td>UNIVERSITY HOLIDAY SCHEDULE</td>
<td>6</td>
</tr>
<tr>
<td>GRADUATE STUDIES CENTER</td>
<td>7</td>
</tr>
<tr>
<td>GRADUATE WRITING STUDIO</td>
<td>7</td>
</tr>
<tr>
<td>RECORDS GUIDE</td>
<td>8</td>
</tr>
<tr>
<td>Request a leave; change your program; apply for graduation;</td>
<td></td>
</tr>
<tr>
<td>request a transcript; change your name; verify enrollment; check deadlines</td>
<td></td>
</tr>
<tr>
<td>“HOW TO REGISTER FOR CLASSES” QUICK GUIDE</td>
<td>9</td>
</tr>
<tr>
<td>CASHNET: ONLINE CREDIT CARD PAYMENT GUIDE</td>
<td>10 &amp;11</td>
</tr>
<tr>
<td>ELECTRONIC CHECK PAYMENT GUIDE</td>
<td>12 &amp;13</td>
</tr>
<tr>
<td>PAYMENT PLAN</td>
<td>14</td>
</tr>
<tr>
<td>EXTENDED UNIVERSITY TUITION INSTALLMENT PAYMENT PLAN (EU-TIPP)</td>
<td>15-16</td>
</tr>
<tr>
<td>CI CAMPUS MAP</td>
<td>17</td>
</tr>
</tbody>
</table>
FREQUENT CONTACTS (805 Area Code)

MS BIO PROGRAM CONTACTS
Dr. Amy Denton, Director................................................................. 437-8458
amy.denton@csuci.edu

Dr. Nitika Parmar, Associate Professor, CIRM Bridges
to Stem Cell Grant Program Director ............................................. 437-8873
nitika.parmar@csuci.edu

Melissa McCoy, Laboratory Technician................................. 437-3533
melissa.mccoy698@csuci.edu

CIRM Grant Analyst ................................................................. 437-3203

MBA PROGRAM CONTACTS
Dr. William Cordeiro, Director .......................................................... 437-8860
william.cordeiro@csuci.edu

Dr. Janet Egiziano, Associate Director ........................................... 497-3791
janet.egiziano@csuci.edu

THOUSAND OAKS CAMPUS

501 MARIN ST, SUITE 200
THOUSAND OAKS, CA 91360

HOURS OF OPERATION
During the Fall and Winter 2015 terms, the Thousand Oaks Campus will be open as follows:

- Monday - Thursday  8:00 AM - 10:00 PM
- Friday            8:00 AM – 5:00 PM
- Saturdays         8:00 AM – 1:00 PM

Students are welcome to use the campus for study or group meetings during open hours. No appointment is necessary.

THOUSAND OAKS CAMPUS CONTACTS
Dr. Janet Egiziano, Director, Thousand Oaks Campus....................... 497-3791
janet.egiziano@csuci.edu

Andrew Conley, Evening & Weekend Coordinator......................... 777-1615
andrew.conley@csuci.edu

Clara Valdovinos-Magana, Student Assistant.............................. 777-1615
Clara.valdovinos-magana480@csuci.edu
MAIN CAMPUS

CI EXTENDED UNIVERSITY
SAGE HALL, SECOND FLOOR
ONE UNIVERSITY DRIVE
CAMARILLO, CA 93012

HOURS OF OPERATION
MONDAY – FRIDAY; 8:00 AM – 5:00 PM

Extended University main line ......................................................... 437-2748
International Students Office .......................................................... 437-3542
Academic Affairs
  • Provost & Vice President’s Office ............................................. 437-8441
  • Dr. Gary Berg, Associate Vice President Extended University .... 437-8580

Nick Fuentes, Operations Director ................................................... 437-3269
nicholas.fuentes@csuci.edu

Rosario Cuevas, Operations Support Analyst ................................. 437-8570
rosario.cuevas@csuci.edu

Brianne Keighley, Admissions, Records & Advising Specialist .......... 437-3201
brianne.keighley@csuci.edu

Michele Morris, Administrative Support Coordinator (Finance) ........ 437-2736
michele.morris461@csuci.edu
  Please contact for the following:
  • Payment processing, payment plans, CashNet (online payments)
  • Account questions, tuition fee adjustments, fee waivers, account issues, financial holds
  • Receipts, invoices, third party invoicing, and refunds

Kristin Carpenter, Financial Aid Counselor ................................. 437-2089
kristin.carpenter@csuci.edu
  Please contact for the following:
  • Financial aid questions and inquiries
  • Application status, loan disbursements
  • Pell Grant distributions, information when applying for financial aid, financial aid application status

Donna Inglis, Administrative Support Assistant (Registration) ....... 437-3269
donna.inglis@csuci.edu

Bill Ochs, IT Assistance ................................................................. 377-6346
william.ochs@csuci.edu

CI Cove Bookstore ................................................................. 482-5456; csuci@bksr.com
Graduate Studies Center ............................................................ 437-3579
TEXTBOOKS
Confirm the correct textbooks for your classes, including ISBN numbers, at http://ext.csuci.edu/spotlight/textbooks-extended-university. You may purchase your textbooks through Amazon.com or other online suppliers. Textbooks are also available at the Cove Bookstore on the CI Campus. Check their website at http://www.csuci.bkstr.com for the most up to date hours of operation.

INFORMATION TECHNOLOGY RESOURCES
Contact Bill Ochs: william.ochs@csuci.edu, Cell 805-377-6346.
You may also visit the Campus Services link http://www.csuci.edu/campserv.htm to obtain information regarding information technology resources.

Blackboard/CI Learn: Blackboard/CI Learn is a course management tool that allows students to access and share class information, announcements, and resources online. Each instructor will inform you if this tool will be used for each course. New students will receive a New User ID/Password letter via email from CI that provides a temporary password and unique 9-digit user ID.

EMAIL: All students will receive a “CI Dolphin” email account. So that you don’t miss any important messages, we strongly recommend that you forward your Dolphin email to an account that you check frequently. To activate your account, please visit the IT email support website: http://www.csuci.edu/it/email/student_email_guide_complete_html_print.htm.

UNIVERSITY ID CARDS
A student ID card is not required, but has certain benefits on campus (e.g., in-person library check out privileges) and in the community (e.g., certain retailer discounts). You may purchase a CI Extended University ID for $15 (one time fee). Photos are taken at orientation.

LIBRARY SERVICES
Search the library catalog, download journal and newspaper articles, ask a librarian, and more -- all through CI Library online services at http://library.csuci.edu/research/. For complete information about services available through our library and to set up a library account, go to http://www.sbcc.edu/library/.

Students are also welcome to use the CI main campus library in person. Please check the library website for the most current hours of operation and online services: http://www.library.csuci.edu/ or call (805) 437-8561. Currently enrolled Extended University students with a CI ID have in-person borrowing privileges. Please check with the CI circulation desk for a barcode sticker.

PARKING/TRANSPORTATION
Parking in Thousand Oaks: Parking is free and permits are not required at the Thousand Oaks campus. Students visiting before 6 pm must park in the lower or upper lot (please do not use visitor parking at the second level). For those wishing to use public transportation to our sites, please check local bus schedules: Thousand Oaks: http://www.toaks.org/government/depts/publicworks/transit/default.asp

Parking on the main campus in Camarillo: See the parking website for the latest information on parking permit pricing, campus road closures and other parking information: http://www.csuci.edu/parking.
FOOD SERVICES
In CI’s Thousand Oaks cafe, students will find free coffee, tea, cocoa, and packaged snacks such as cookies, pretzels, and trail mix. A vending machine with bottled water and soft drinks is onsite. A microwave oven and refrigerator are also available for your use.

DISABLED STUDENT RESOURCE PROGRAM
DSRP are dedicated to providing a broad range of quality support services to meet the needs of students with physical, psychological, and learning disabilities. Services are available to any student who finds his/her disability to be a barrier to achieving educational goals. For information and to request services, please call (805) 437-3331 or visit the DSRP website http://www.csuci.edu/drp. It is the responsibility of students with disabilities to contact the DSRP office each semester that services are needed.

REGISTERING FOR CLASSES
Please see “How to Register for Classes” guide in this handbook. While you should always follow your program roadmap, Brianne Keighley, Advisor, is available to answer your questions about the sequence of courses. Contact her at brianne.keighley@csuci.edu or 805/437-3201.

PAYMENT FOR CLASSES
Students may pay for classes in a variety of ways. For instructions for paying by credit card or by electronic check, see pages 9 and 10.

FINANCIAL AID
Financial Aid is available to CI students enrolled through Extended University. Please contact Kristin Carpenter, CI Financial Aid office, at kristin.carpenter@csuci.edu or at (805) 437-2089 for information or assistance.

GRADES
Grades are due to Extended University from instructors the Friday after the final day of classes. Grades are posted on MyCI soon after they are received. Transcripts must be requested through the CI Records office (see “Records Guide”, pg. 6). Extended University cannot provide transcripts.

CI “SPIRIT” APPAREL/ACCESSORIES
Purchase online at http://www.csuci.bkstr.com

TUITION RECEIPTS
If you need a copy of your tuition payment receipt for verification or employer reimbursement, contact Extended University at 805-437-2736.

UNIVERSITY SCHEDULE (For the 2014/2015 Academic Year)
On the following dates the campus will be closed and no classes will be held:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Monday, Sept. 1, 2014</td>
</tr>
<tr>
<td>Veteran’s Day Observed</td>
<td>Tuesday, Nov. 11, 2014</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>November 27-29, 2014</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday, January 19, 2015</td>
</tr>
<tr>
<td>Cesar Chavez Day</td>
<td>Tuesday, March 31, 2015</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 25, 2015</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Saturday, July 4, 2015</td>
</tr>
</tbody>
</table>
GRADUATE STUDIES CENTER (GSC)
Graduate Studies Center ................................................................. 437-3579

EL DORADO HALL
ONE UNIVERSITY DRIVE
CAMARILLO, CA 93012

HOURS OF OPERATION
Monday – Thursday  9:00 AM - 9:00 PM
Friday 9:00 AM – 4:00 PM

GSC CONTACTS

Kaia Tollefson, Project Vista Director ......................................................... 437-3125
kaia-joan.tollefson@csuci.edu

Wendy Olson, GSC Activity Director & Project Vista Coordinator ………. 437-8553
wendy.olson@csuci.edu

Sara Alcala, GSC Counselor and Coordinator ............................................ 437-3579
sara.alcala@csuci.edu

Administrative Support Assistant ............................................................. 437-3579
gs.center@csuci.edu

CI’s Graduate Studies Center (GSC) invites all graduate and credential students to its facility in El Dorado Hall on the CSU Channel Islands main campus. The Center provides resources, referrals and information for graduate and credential students; programs and workshops on a variety of topics; drop-in advice and assistance; meeting and study space; and free coffee during its regularly held Coffee Hour. The Center also conducts graduate school outreach and offers career counseling, financial aid information and general graduate school information to interested parties.

All graduate and credential students are welcome to use the Graduate Studies Center as a quiet study area and as a space for completing group projects. Computers, a copy machine, and projector are available for student use. The Center is also available at other hours and on the weekends, by arrangement. To learn more, visit the Center on the web at http://www.csuci.edu/gsc/ or contact the Center at (805) 437-3579 or gs.center@csuci.edu.

GRADUATE WRITING STUDIO

The Graduate Studies Center is home to the Graduate Writing Studio (GWS). GWS instructors are available to instruct students undertaking high stakes graduate writing projects such as the masters thesis, term papers, and other performance assessments as well as graduate school applications, grant proposals, and scholarship applications.

Appointments may be made up to 2 weeks in advance, either by calling (805) 437-3594, between the hours of 12 p.m. and 8 p.m. Monday through Thursday, or by sending an e-mail request to: gscwritingstudio@csuci.edu. INSTRUCTORS WILL MEET WITH STUDENTS AT THE THOUSAND OAKS CAMPUS.
# Extended University Records Guide

**The following should be completed and returned to Extended University:**

<table>
<thead>
<tr>
<th>I’d like to:</th>
<th>I will need:</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Take term(s) off from taking classes</td>
<td>“Request for Academic Leave” form</td>
</tr>
<tr>
<td>(maximum 4 consecutive terms, and 6 total)</td>
<td></td>
</tr>
<tr>
<td>❖ Change my program (i.e. add emphasis, drop dual)</td>
<td>“Change of Objective” form</td>
</tr>
<tr>
<td>❖ Apply for Graduation</td>
<td>“Application for Degree &amp; Diploma” form + $45.00</td>
</tr>
<tr>
<td>❖ Change my graduation term</td>
<td>“Change of Graduation Term Request” form + $15.00</td>
</tr>
<tr>
<td>(once applied for graduation)</td>
<td></td>
</tr>
</tbody>
</table>

**The following should be completed and returned directly to Records & Registration:**

<table>
<thead>
<tr>
<th>I’d like to:</th>
<th>I will need:</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Request Official Transcripts</td>
<td>“Transcript Request” form</td>
</tr>
<tr>
<td>❖ Change my name</td>
<td>“Name change” form</td>
</tr>
<tr>
<td>❖ Send Verification of my Enrollment (insurance/employer)</td>
<td>“Enrollment Verification” form</td>
</tr>
</tbody>
</table>

All important forms may be found online at:  
[http://www.csuci.edu/records-registration/rec_reg_library.htm](http://www.csuci.edu/records-registration/rec_reg_library.htm)

**Applying for Graduation Deadlines:**
- Spring (Completing in March or May) – October 15th
- Summer (Completing in June or August) – December 15th
- Fall (Completing in September or December) – March 15th
How to Register for Classes

1. Open your browser and go to https://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon:

2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive. (*See the bottom of page if you forgot your password.)

3. Once you are logged in to myCI, click on CI Records in the My Account section.

4. To Enroll in a Class, click on the “Add a Class” link.

5. You can add a class in one of two ways:
   i. Search for a Class (see step 6)
   ii. Enter a Class Number (see step 7)

6. To Enroll in a Class by Searching for a Class, click Search button.
   i. Use the drop down to select the Subject (ex. ART)
   ii. In the Course Number field, type in the course number (ex. 100)
   iii. Click on Search, this will produce results
   iv. If you find a course that meets your needs, click on Select Class.
   v. Click on Next to go to Class Preferences
      a) If the Class is full and has a Waitlist Option, please select the Waitlist if class is full button.
      b) If the course requires a permission number, enter it in the Permission Number field.
   vi. Go to Step 8.

7. To Enroll in a Class by Class number, enter the Class Number and click on Enter.
   i. Click on Next to go to Class Preferences
      a) If the Class is full and has a Waitlist Option, please select the Waitlist if class is full button.
      b) If the course requires a permission number, enter it in the Permission Number field.

8. Click on Next to add another class to your shopping cart or to move to the next step.

9. Click on Proceed to Step 2 of 3 to Review your Schedule.

10. Click on Finish Enrolling to Confirm your Schedule.

11. If you encounter errors, click on the Fix Errors button to go back to fix the errors. Usually, the class is full or you do not meet the pre-requisites.

If you have forgotten your password, contact the IT Helpdesk at (805) 437-8552.
If you need registration assistance, visit the Extended University office at 2109 Sage Hall call us at (805) 437-2748
On-Line Credit card Payments:

Making a payment

1. Open Internet Explorer and browse to [http://mycsuci.edu](http://mycsuci.edu) or connect through [www.csuci.edu](http://www.csuci.edu) and click on the myCI icon.

2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive. If you forgot your password click “Forgot Password.”

3. After you have logged into your myCI, a webpage containing your email, files, and records will be displayed. Under My Account click on “CI Records.” This link will take you to your self-service page.

4. To make a payment:
   a. Click on “Self Service” menu option.
   b. Click on “Campus Finances”
   c. Click on “Make a payment”
   d. Click on “Login to CashNet”

You have now entered the CashNet website:

If you need assistance making an electronic credit card payment, please use the help menu on the red toolbar or contact the University Cashier’s Office at (805) 437-8810.
**Credit card payments:**

*There is 2.9% convenience fee each time you make a credit card payment on-line.*

5. Click on the link that says “click here to pay by credit card”
   a. click “general balance”
   b. specify how much you want to pay
   c. click on the “add to shopping cart” button d. click on the “checkout” button
   e. You must check off the box to accept the service charge to move forward with your payment.
   f. Then click on “continue checkout” box.
   g. Fill in all requested information to process your credit card payment.
   h. After you have completed the above step, you will be prompt to a new page. Make sure you click the “submit payment” button to process your payment.
   i. Once your payment has been processed successfully, you will see a page that has the word “Transaction Approved” at the top.
   j. You can email a copy of this receipt to yourself by clicking on the “email another receipt” button in the bottom left hand corner.

*Note: There is no “back” option to go to the prior screen. If you want to access a different part of CashNet you must use the red toolbar at the top of the page. Just click on the option you want.

*CAUTION: The system will allow you to pay less than the full amount of fees owed, but failure to pay all registration fees by the deadline will result in you being dropped from your classes.

6. Reviewing account details
   a. Click on “your account” in the red toolbar at the top of the page.
   b. You can review payments made or provide a new payment.
   c. To view your student account details, you must go back to your account in [myCI] and click on Account Inquiry.

For your own security, always remember to log out of CashNet when you are done using the system.
Electronic Check Payments:

Making a payment

1. Open Internet Explorer and browse to http://mycsuci.edu or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive. If you forgot your password click “Forgot Password.”

3. After you have logged into your myCI, a webpage containing your email, files, and records will be displayed. Under My Account click on “CI Records.” This link will take you to your self-service page.

4. To make a payment:
   a. Click on “Self Service” menu option.
   b. Click on “Campus Finances”
   c. Click on “Make a payment”
   d. Click on “Login to CashNet”

If you need assistance making an electronic check payment, contact a University Cashier at (805) 437-8810 or come into the Cashier’s office located on the 1st floor of Sage Hall.
You have now entered the CashNet website:

Check Payments:
There is NO fee associated with this payment option.
5. Click on the link that says “make a payment”
   a. click “general balance”
   b. specify how much you want to pay
   c. click on the “add to shopping cart” button
   d. click on the “checkout” button
   e. Fill in the requested information to process your check payment. (There is an “optional” choice for you to save the account information so that you don’t have to re-enter it next time you want to make a payment.)
   f. After you have completed the above step, you will be prompted to a new page. Make sure you click the “submit payment” button to process your payment.
   g. Once your payment has been processed successfully, you will see a page that has the word “Transaction Approved” at the top.
   h. You can email a copy of this receipt to yourself by clicking on the “email another receipt” button in the bottom left hand corner.

*Note: There is no “back” option to go to the prior screen. If you want to access a different part of CashNet you must use the red toolbar at the top of the page. Just click on the option you want.

*CAUTION: The system will allow you to pay less than the full amount of fees owed, but failure to pay all registration fees by the deadline will result in you being dropped from your classes.

6. Reviewing account details
   a. Click on “your account” in the red toolbar at the top of the page.
   b. You can review payments made or provide a new payment.
   c. To view your student account details, you must go back to your account in myCI

For your own security, always remember to log out of CashNet & myCI when you are done using the system.
The Extended University Tuition Installment Payment Plan (EU-TIPP)

The Extended University Tuition Installment Payment Plan (EU-TIPP) enables students, who are in good financial standing with CI, to pay for tuition in installments at no interest, with only a $33.00 non-refundable administrative fee (per semester) required. The EU-TIPP can only be accessed and signed on-line through the student’s myCI account. The $33 fee is non-refundable even if the student later receives financial aid or decides they no longer want a payment plan. The payment plan only applies to tuition charges. **The EU-TIPP and the first payment must be submitted through myCI during the published sign up dates. Once the sign up period ends, payment plans are not available and payment for any other classes you register for will be due in full – no exceptions.**

A few more important details

- A student wanting to use an EU-TIPP will be dis-enrolled from classes for failure to submit the EU-TIPP and/or the first payment by the published payment/registration due date.
- A $25.00 fee will be assessed for late payments.
- A student who signs a payment plan and later is awarded financial aid must continue to make the plan payments until financial aid has been applied and the account is paid in full. There will be no refund of the $33 payment plan fee after the EU-TIPP is filed through myCI.
- If the obligations under the terms of the payment plan are not met, students will not be able to participate in this plan for future semesters.
- The EU-TIPP is only available during the session for which charges are due. The payment plan is not available after the sign up period ends.
- The old style paper payment plans will no longer be accepted after the Summer 2013 semester.

Payment plan sign up dates:

**Fall 2013**
- MSCS, MSMATH, All Ext University BSN programs – 8/17/13 - 8/21/13
- MBA, MSBIO, BAPSY, BSBUS – 9/21/13 – 9/25/13

**Winter 2014**
- MBA, MSBIO, BAPSY, BSBUS – 12/28/13 – 1/3/14

**Spring 2014**
- MSCS, MSMATH, Cottage BSN – 1/11/14 - 1/15/14
- MBA, MSBIO, BAPSY, BSBUS - 3/29/14 - 4/2/14
- RN-BSN, AD-BSN – 3/1/14 - 3/5/14
Online Tuition Installment Payment Plan (TIPP):

1. Open Internet Explorer and browse to http://mycsuci.edu or connect through www.csuci.edu and click on the myCI icon.

2. On the Sign In page, enter your User ID and password to log in. Both are case sensitive. If you forgot your password click “Forgot Password.”

3. After you have logged into your myCI, a webpage containing your Dolphin Email, Dolphin Files, and CI Records will be displayed. Under My Account click on “CI Records.” This link will take you to your self service page.

4. Locating “Enroll in Payment Plan”:
   a. Click on “Self Service” menu option.
   b. Click on “Campus Finances”
   c. Click on “Enroll in Payment Plan”

5. This will take you to the “Enroll in Payment Plan” page; from there you have the option to select a Tuition Payment Plan.
   a. Please select the payment plan
   b. Go to the link specified and read the terms and conditions. Then click “Next”
   c. Please Note that you will only be able to select a payment plan if you are eligible.
6. The “Review Installments” page lets you select the dollar amount you wish to have broken up into installments. This page also lets you select the number of installments you wish to have.
   a. The “calculate installment” button calculates the payment plan based on your selected preferences in the “Elected Amount” box and the “Number of Installments” box.
   b. Please note that installment preferences are not selected until you hit the “Next” button.
   c. Once you have found the right installment plan for you, please click “Next”

7. The “Agreement” section allows you to review the payment plan options previously selected in the “Review Installments” page.
   a. Once you have reviewed the payment plan, you are asked to agree upon the payment terms you selected.
   b. If there are no changes you wish to add, please check the “Yes, I have read the agreement” box. Then click “Enroll.”
   c. Please go to http://www.csuci.edu/sbs/ to read the Terms & Conditions you are automatically responsible for in the Payment Plan.

8. Please print out the “Results” page as a reference for your Payment Plan.
   a. From this page you have the option to Enroll in Another Payment Plan or review your account.