

# FREQUENTLY ASKED QUESTIONS

## Student Accounts

### How to login to InsideCBU

- Go to [insidecbu.calbaptist.edu](http://insidecbu.calbaptist.edu)
- Login to InsideCBU using your student ID and password
- If you have successfully logged in you will see your name in the top left corner

### How to find my Semester Balance

- Login to [insidecbu.calbaptist.edu](http://insidecbu.calbaptist.edu)
- Go to the "Student Accounts" Tab
- Go to the "My Student Account Information" box on the right
- Click on the "Course and Fee Statement" link
- Set the term for the correct semester, then select "Generate My Course and Fee Statement"; Click on the PDF link

### How to set-up a CASHNet Monthly Payment Plan

- Login to [insidecbu.calbaptist.edu](http://insidecbu.calbaptist.edu)
- Go to the "Student Accounts" Tab
- Go to the "CASHNet Payment & Payment Plans" box on the right
- Click on "Go to CASHNet"
- Go to the "Semester Payment Plans" box
- Click on the appropriate "Enroll in a payment plan" link based on when you want to make your monthly payments (5<sup>th</sup> or 20<sup>th</sup>)
- Enter the total amount you want to pay in 4 monthly installments
- Review your payment schedule and click on "I Agree" and "Accept"
- Select a method of payment (credit card or bank payment) to cover the \$35 enrollment fee, then click "continue"
- Select a method of payment for covering the automatic monthly installment payments
- Review your information and submit your payment plan
- An email will be sent to confirm the plan is activated and CBU has been notified

### How to make a One-Time Payment

- Login to [insidecbu.calbaptist.edu](http://insidecbu.calbaptist.edu)
- Go to the "Student Accounts" Tab
- Go to the "CASHNet Payment & Payment Plans" box on the right
- Click on "Go to CASHNet"
- Click on "Make a Payment" link
- Click on "Student Account Payment" and enter the payment amount
- Click "Add to Shopping Cart"
- Click "Checkout"
- Select method of payment (credit card, bank payment)
- Submit payment

## Financial Aid

### How to accept/decline your Financial Aid Award

- Go to [insidecbu.calbaptist.edu](http://insidecbu.calbaptist.edu)
- Click on the "Financial Aid" tab
- Click on the page for your program (Traditional, OPS, Graduate)
- Go to "My Award Letter" at the top right of the page
- Click on "Financial Aid Awards" to review aid awarded for the year
- Press "Accept/Decline" at the bottom of the page
- Click "Accept" or "Decline" next to each of the Financial Aid items
- Click "Next"
- Click "Submit"
- Click "Continue" and exit the screen
- Check your email for any missing documents that may be required for Financial Aid

### How to complete your Master Promissory Note and Entrance Counseling?

- Go to the [studentloans.gov](http://studentloans.gov)
- Click "Sign-in" at top left-hand corner; then enter:
  - Your SSN
  - The first two characters of your last name
  - Your date of birth
  - Your FAFSA pin
- Complete your Master Promissory Note and Entrance Counseling for your federal student loans
- If receiving a Parent Plus Loan, the parent must also login with their:
  - SSN
  - First two characters of their last name
  - Their date of birth
  - Their FAFSA pin
- The parent must also complete a Master Promissory Note
- Click "Complete Master Promissory" in the center of the page
- Click "Complete MPN"
- Click on "Parent Plus" and then follow the prompts to compete

## University Card Services

### How to waive Student Health Insurance

- Go to [calbaptist.edu/healthinsurance](http://calbaptist.edu/healthinsurance)
- Locate the "Student Access" heading in the top left corner
- Click on "Student Waive"
- If you are a new user, create an account; otherwise login
- Once logged in follow the step-by-step instructions provided

## Questions?

### Residence Life

951-552-8000; [residencelife@calbaptist.edu](mailto:residencelife@calbaptist.edu) – Housing Charges and Changes

### University Card Services

951-552-8552; [cardservices@calbaptist.edu](mailto:cardservices@calbaptist.edu) – Meal Plan and Insurance Charges and Changes

### Financial Aid

951-343-4236; [finaid@calbaptist.edu](mailto:finaid@calbaptist.edu) – FAFSA, Grants/Scholarships, Loans

### Student Accounts

951-343-4371; [studentaccounts@calbaptist.edu](mailto:studentaccounts@calbaptist.edu) – Tuition/Fees, Payment Due Date, Payment Plans

### OPS One Stop Advising

951-343-3921; [OPSadvising@calbaptist.edu](mailto:OPSadvising@calbaptist.edu) – Registration Adjustments and Services for OPS Students