Online & Professional Studies (OPS)
Student Fact Sheet

Contact Information:

- OPS main line – 951-343-3900
- OPS Academic Advising – 951-343-3921 – OPSadvising@calbaptist.edu
    - Daisy Darden
    - Katrina Garcia
    - Jeff Keneaster
    - Brooke Morales
    - Grace Conaway
- OPS Financial Aid – Zelotes Smith – 951-343-3914 or zsmith@calbaptist.edu
- Student Accounts (main campus) – 951-343-4371 or StudentAccts@calbaptist.edu
- Registrar (main campus) – 951-343-4566 or Registrar@calbaptist.edu
- IT Helpdesk (InsideCBU & Blackboard login) – 951-343-4444 or Helpdesk@calbaptist.edu
- Blackboard Support Contacts
    - Robert Shields – 951-343-3922
    - Torria Bond, Ph.D. – 951-343-3924
- Academic Success Center (ASC) tutoring assistance – 951-343-4349
- Education Credentials – Cherlyn Johnson 951-343-4225 or ckjohnson@calbaptist.edu
- Veterans Administration Benefits Contact – Lorene Armstrong 951-343-4461 or larmstrong@calbaptist.edu

LancerMail – CBU email

- Go to http://www.cbuonline.edu
- Click on LancerMail link on the right side of the homepage in the gray box.
- Enter your student ID as the user name and your password.
- All CBU correspondence and communication will use this LancerMail account. Due to privacy issues, it is required that students use their LancerMail account when corresponding with anyone in the CBU community. ***Please check your LancerMail several times a week.***

Your Student Schedule

- Go to http://www.cbuonline.edu
- Click on the InsideCBU link on the right side of the homepage in the gray box.
- Enter your student ID as the user name and your password.
- Click the Academics tab and then click the Course Registration Link in the left column.
- Open Student Schedule link. "Set Options" to see appropriate semester/year. Here you will find classes on your registration with dates, times, building/room location, and email link to your professor.

Academic Calendar

- Go to http://www.cbuonline.edu
- Hover over the Academics link on the left side of the homepage, then click Academic Calendar.
- ***Notice the important dates for each session such as the last day to add a course for credit, last day to drop with a refund, and last day to withdraw.***

Financial Aid (school code: 001125)

- Go to http://www.cbuonline.edu
- Click on the InsideCBU link on the right side of the homepage in the gray box.
- Enter your student ID as the user name and your password.
- Click the Financial Aid tab.
- Here you will find financial aid forms and links to important sites such as FAFSA, scholarships, and your Electronic Award. Click the My Documents link on the left for outstanding documents; click the My Award link to accept/decline your financial aid (i.e. grants, scholarships, and/or student loans).

Student Accounts

- Go to http://www.cbuonline.edu
- Click on the InsideCBU link on the right side of the homepage in the gray box.
- Enter your student ID as the user name and your password.

- Click the Student Accounts tab. ***Notice the financial clearance deadline posted.***
- Here you will find your **Course & Fee Statement** and information about financial clearance, refund checks, and payment options.

Blackboard 9 (online coursework)

- Go to http://www.cbuonline.edu
- Click on the Blackboard link on the right side of the homepage in the gray box.
- Use your LancerNET user name and password (same as LancerMail) to login to Blackboard.
- Select the course you wish to access. Click on the links to the left to review the course content.

Textbooks

- Log on to Blackboard **21 days in advance** of the first class meeting date.
- Log on to your course(s) and open the syllabus for the course(s). Book information is located under the ***Required Texts & Resources*** heading within the syllabus.

To Purchase Your Books From Amazon.com:

- Copy the ISBN number provided for your textbook(s) and click on the link provided under the textbook information, which will take you to CBU's webpage for Amazon.com. Paste the ISBN number in the Amazon.com search bar, then select a book to add to your cart.
- Please note that you are not required to use this vendor if there is another vendor you prefer. An advantage of using Amazon is that you can sign up for "Amazon Student" and receive free two-day shipping for the first six months on prime books.
- If your books are not available on Amazon, your instructor will provide specific ordering information for your books. If you have questions about book information, please contact the instructor for that course.

To Purchase Your Books From CBU Bookstore:

- Take your Student Schedule to the bookstore. Textbooks are available for the current session.
- If your student account has a credit balance, a book voucher may be available for use at the CBU bookstore. See Student Accounts for more information.
- The CBU Bookstore is located in the Yeager Center on the main campus.

OPS Advising Information/Resources

- Go to http://www.cbuonline.edu
- Click on the InsideCBU link on the right side of the homepage in the gray box.
- Enter your student ID as the user name and your password.
- Click the Academics tab and then click the OPS Advising Main Page Link in the left column.
- Here you will find information about advising, major schedule rotations, and other helpful resources.

Course Registration

- During your first semester, you can expect to be contacted by the OPS Academic Advising Department to schedule your initial advising appointment. After this appointment, you will be cleared for online course registration through InsideCBU. To view OPS courses on the schedule, go to http://www.cbuonline.edu and click on "Courses", located at the top of the homepage.
- After your initial appointment, you can register through InsideCBU by logging in with your username and password, clicking the Academics tab followed by the Course Registration link on the left, and then selecting the "Register for Classes" link.

Grade Reports/Degree Guide/Academic Record

- Go to http://www.cbuonline.edu
- Click on the InsideCBU link on the right side of the homepage in the gray box.
- Enter your student ID as the user name and your password.
- Click the Academics tab, then click the OPS Advising Main Page link in the left column.
- Click the Student Academics Link on the right.
- Here you will find links to your academic record, grade reports, GPA projection, and degree guide.

Library Electronic Resources

- Go to http://www.cbuonline.edu
- Click on the InsideCBU link on the right side of the homepage in the gray box.
- Click on the Annie Gabriel Library link in the left column. Here you will find links to Ebrary books, journals, databases, and catalogs for your research.