

FREQUENTLY ASKED QUESTIONS

Student Accounts

How to find my Semester Balance

- Login to 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
- 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 (5th or 20th)
- Enter the total amount you want to pay in 4 monthly installments
- Review your payment schedule and click on "I Agree" and "Accept"
- Enter your birthdate and phone number in the listed format
- Select a method of payment (credit card or bank payment) to cover the \$35 enrollment fee, then click "continue" then "submit"
- Select a method of payment for covering the automatic monthly installment payments, then click "continue"
- 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
- Go to the "Student Accounts" Tab
- Go to the "CASHNet Payment & Payment Plans" box on the right
- Click on "Go to CASHNet"
- Click on the "Make a Payment" link on the left-hand side
- Click on "Student Account Payment"
- Enter the payment amount and select the appropriate semester
- Click "Add to Shopping Cart"
- Click "Checkout"
- Select method of payment (credit card, bank payment)
- Click on "Continue Checkout" and "I Agree" to the terms
- Review and Submit payment

How to login to InsideCBU

- Go to 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

Financial Aid

How to accept/decline your Financial Aid Award

- Go to insidecbu.calbaptist.edu
- Click on the "Financial Aid" tab
- Select your program on the left side (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
- Click "Log In" at top right-hand corner; then enter your:
 - FSA ID Username or E-mail Address
 - FSA ID Password
- Select your program (Undergraduate or Graduate)
- Complete your "Loan Agreement for Subsidized/Unsubsidized Loan (MPN)" and "Entrance Counseling" for your federal student loans
- If receiving a Parent Plus Loan, the parent must also login with their:
 - FSA ID Username or E-mail Address
 - FSA ID Password
- The parent must also complete a Loan Agreement for Subsidized/Unsubsidized Loan (MPN) under "Parent Borrowers"

University Card Services

How to waive Student Health Insurance

- Go to calbaptist.edu/healthinsurance
- Locate the "Student Login" button on the top right corner
- Login; or if you are a new user, select "create an account"
- Click on "Student Waive" or "Petition to Waive" on the left
- Follow the step-by-step instructions provided

Questions?

Residence Life

951-552-8000; residencelife@calbaptist.edu – Housing Charges and Changes

University Card Services

951-552-8552; cardservices@calbaptist.edu – Meal Plan and Insurance Charges and Changes

Financial Aid

951-343-4236; finaid@calbaptist.edu – FAFSA, Grants/Scholarships, Loans

Student Accounts

951-343-4371; studentaccounts@calbaptist.edu – Tuition/Fees, Payment Due Date, Payment Plans

OPS One Stop Advising

951-343-3921; OPSadvising@calbaptist.edu – Registration Adjustments and Services for OPS Students