

# CALENDAR FOR FALL 2009

(dates subject to change)

## APRIL

- 6 Monday Fall 2009 *Class Schedule* goes on sale at the Kennel Bookstore.
- 20 Monday – April 24 Fri. Fall 2009 Priority Registration for continuing students and new post-baccalaureate students.

## MAY

- 18 Monday – June 5 Fri. Application period for MASTER'S DEGREE to be granted in August 2009.
- 25 Monday MEMORIAL DAY - campus closed.
- 26 Tuesday Summer Term classes begin.
- 26 Tuesday – June 19 Fri. Application period for BACHELOR'S DEGREE to be granted in August 2009.

## JUNE

- 3 Wed – 23 Tues. Fall 2009 "DOG DAYS" sessions.
- 19 Friday Last day for faculty to submit changes and clearances (incomplete grades, approved petitions, departmental approvals, transfer transcripts) required for graduation with a BACCALAUREATE DEGREE at the end of the Spring 2009 semester.

## JULY

- 3 Friday CAMPUS CLOSED- Fourth of July holiday observed.
- 14 Tues – 30 Thur Fall 2009 "DOG DAYS" sessions.
- 24 Friday Registration Fees must be received on campus by 3:30 p.m. or paid on-line by midnight. Students will be cancelled for non-payment of fees.
- 25 Saturday – August 2 Sun. The registration system will be unavailable for registration/add/drop activity.

## AUGUST

- 3 Monday The registration system will reopen for registration/add/drop. Open Registration begins.
- 21 Friday Last day to submit a complete withdrawal for the Fall 2009 semester to receive a 100% refund of registration fees and/or tuition fees.
- 22 Saturday RAMADEN
- 24 Monday **FALL 2009 SEMESTER INSTRUCTION BEGINS.**
- Refunds for complete withdrawals will be determined based on the date of the student's withdrawal on a pro-rated basis up through October 28, 2009 (see page 18).
  - Parking Enforcement begins.
  - APPLICATION PERIOD BEGINS for degree to be granted in December 2009.
- 24 Mon. – 28 Fri. WELCOME WEEK 2009.

## SEPTEMBER

- 7 Monday LABOR DAY - Campus Closed.
- 4 Friday Last day to file for BACCALAUREATE AND MASTER'S degrees for December 2009. Registration fees will be determined by the number of units enrolled as of this date.
- LAST DAY TO:
- Add a class without permission. Last day to add with permission is September 21. (see page 7 for instructions on how to use a permission number).
  - Be eligible for a refund of registration fees due to drop in unit load.
  - Register for Credit by Examination.
- 19 Saturday ROSH HASHANAH.
- 21 Monday CENSUS DATE. LAST DAY TO:
- Add a class with permission.
  - Drop a class without permission and without a serious and compelling reason. Drops after this date must have a serious and compelling reason and will have a grade of "W" listed on official University transcript. (see page 11 for instructions on serious and compelling drops).

25 Friday

28 Monday

## OCTOBER

- 5 Monday Last day for faculty to submit Credit by Examination grades.
- 26 Monday Last day to file edited, committee-approved MASTER'S THESIS for December 2009 graduation.
- 28 Wednesday Last day to submit a complete withdrawal and be eligible for a pro-rated refund of registration fees and/or tuition fees. No refunds will be granted after this date.

## NOVEMBER

- 2 Monday Registration and Add/Drop for Spring 2010 begins.
- 11 Wednesday VETERANS DAY - Campus Closed
- 17 Tuesday Last day to drop/withdraw from classes for a serious and compelling reason. Only drop/withdrawal for circumstances beyond the student's control, is allowed after this date.
- 25 Wednesday THANKSGIVING RECESS – no classes, offices open.
- 26 Thu. – 27 Fri. THANKSGIVING RECESS – Campus Closed.

## DECEMBER

- 9 Wednesday LAST DAY OF INSTRUCTION. LAST DAY TO DROP/ WITHDRAW (complete program) for circumstances beyond the student's control.
- 10 Thu. & 11 Fri. Final exam preparation and faculty consultation days.
- 14 Mon. – 17 Thu. SEMESTER EXAMINATIONS.
- 14 Monday Fall 2009 grades available to students on a daily basis beginning today.
- 18 Friday LAST DAY TO:
- Submit incomplete make-up work or request extension of time for incomplete grades from Fall 2008.
  - Submit to the Graduate Office departmental clearance paperwork on behalf of December 2009 MASTER'S DEGREE candidates (*include a copy of the completed final report on incomplete or in-progress work, if needed for graduation*).
- 25 Friday – Jan 1 Fri. CAMPUS CLOSED.
- 21 Monday - Jan 14 Thurs. WINTER RECESS.

## JANUARY 2010

- 4 Friday Deadline for faculty to enter Fall 2009 grades.
- 15 Friday Last day Faculty can make on-line grade changes for Fall 2009.

## FEBRUARY

- 5 Friday Last day for faculty to submit changes and clearances (incomplete grades, approved petitions, department approvals, transfer transcripts) required for Fall 2009 graduation.

# Table of Contents

Adding a Class .....	6, 11 & 19	General Education .....	22 - 24	Registration continued
Auditing .....	11 & 12	Grade Reporting.....	14	Eligibility for Subsequent Semesters .....
Building/Class Abbreviations .....	172	Independent Study Registration.....	13	Fees .....
Calendar, Fall 2009.....	1	Installment Payment Plan .....	15 & 17	GE Search.....
College/Department Offices Directory .....	3	Learning Community .....	8	New Students.....
Course Subjects, Symbols & Terms .....	20	Map of Campus .....	Inside Back Cover	Prerequisite Checking.....
CR-NC Policy & Procedure.....	11&13	Money Matters .....	15 - 18	Procedures .....
Credit by Examination .....	12	Night Classes .....	138	Student Center .....
Deans of Colleges, Dept. Chr., Prog. Coord .....	3	Parking Fees .....	16	Swap Classes .....
Dropping a Class .....	6, 11 & 19	Permission Numbers .....	7	Tuition Fees .....
Drug Free Schools and Communities Act .....	19	Refund Process .....	16 & 18	Wait List .....
E-mail Communication .....	19	Registration		Web Procedures .....
Excess Unit Enrollment .....	13	Add Lecture/Lab .....	8	University Policy .....
Fee Payment Deadlines .....	14	Additional Information.....	12 & 13	Upper-Division Writing Skills Courses .....
Fees and Refund of .....	15 -18	Change Grading Option.....	9, 11 & 13	Wait List Procedures .....
FERPA .....	19	Continuing Students.....	5	Withdrawing from this Semester.....
Final Examination Schedule .....	21	Cycle Dates.....	14	

## Departmental Class Listings

Accountancy .....	25	Electrical Engineering .....	64	Master of Public Health (see Public Health) .....	120
Aerospace Studies - Air Force ROTC .....	26	Electrical & Computer Engineering .....	65	Master of Science in Accountancy .....	99
Africana & American Indian Studies .....	26	Engineering .....	66	Mathematics .....	99
Agricultural Economics .....	26	English .....	66	Mechanical Engineering .....	101
Agricultural Education .....	27	English as a Second Language (see Linguistics) .	91	Mechanized Agriculture .....	102
Agriculture, Graduate .....	28	Enology .....	70	Military Science .....	102
Animal Sciences .....	28	Entrepreneurship .....	71	Music .....	103
Anthropology .....	29	Evening Classes .....	138	Natural Science .....	107
Applied Ethics .....	30	Family and Consumer Sciences .....	71	Nursing .....	107
Armenian .....	30	Fashion Merchandising .....	71	Nutrition .....	110
Armenian Studies .....	31	Finance .....	72	Ornamental Horticulture .....	110
Art .....	31	Food Science .....	73	Peace and Conflict Studies .....	111
Art History .....	33	Food Systems Management .....	73	Philosophy .....	111
Asian-American Studies .....	33	Food & Nutrition .....	74	Physical Education (see Kinesiology) .....	86
Astronomy (see Physical Science) .....	112	French .....	74	Physical Science .....	112
Athletics (Intercollegiate Sports) .....	34	Geography .....	75	Physical Therapy .....	112
Biology .....	34	Geology - See Earth & Environmental Sciences ..		Physics .....	113
Biotechnology .....	37	Geomatics Engineering .....	75	Plant Health .....	115
Business Administration .....	37	German .....	76	Plant Science .....	115
Chemistry .....	38	Gerontology .....	76	Political Science .....	116
Chicano and Latin American Studies .....	40	Graduate Studies .....	77	Portuguese .....	117
Child & Family Sciences .....	41	Graphic Design .....	77	Psychology .....	117
Chinese .....	42	Greek .....	78	Public Health, Masters .....	119
City and Regional Planning (see Geography) .....	75	Health Science .....	78	Recreation Admin. and Leisure Studies .....	120
Civil Engineering .....	42	History .....	79	Rehabilitation .....	121
Communicative Disorders & Deaf Studies .....	44	Hmong .....	81	Social Science .....	122
Communication .....	45	Horticulture .....	81	Social Work .....	122
Community Service .....	47	Human Resource Management .....	81	Sociology .....	124
Computer Science .....	47	Humanities .....	82	Soil and Water .....	125
Construction Management .....	49	Industrial Technology .....	82	Spanish .....	125
Consumer Science and Housing .....	49	Information Systems .....	83	Special Education .....	127
Counselor Education .....	50	Interdisciplinary Art Studies .....	84	University .....	128
Craig School of Business .....	52	Interior Design .....	84	Visalia Program (College of the Sequoias) .....	132
Criminology .....	52	International Studies Course .....	85	Viticulture .....	128
Crop Science Agronomy and Vegetable Crops ....	54	Italian .....	85	Viticulture & Enology .....	129
CSU/COS (Visalia Program) .....	135	Japanese .....	86	Web Based Classes .....	132
Culinology .....	55	Kinesiology .....	86	Women's Studies .....	129
Curriculum and Instruction .....	55	Kinesiology Activity .....	88	Writing Skills Courses (Upper Division) .....	130
Dance-Theatre Arts .....	57	Latin .....	90		
Decision Sciences .....	57	Learning Communities .....	90		
Distance Learning .....	136	Linguistics .....	91		
Drama-Theatre Arts .....	58	Literacy and Early Education .....	92		
Earth & Environmental Sciences .....	59	Management .....	94		
Ecology - See Biology .....		Marine Science .....	95		
Economics .....	61	Marketing .....	96		
Education & Human Development .....	62	Mass Communication & Journalism .....	97		
Educational Administration .....	63	Master Public Administration .....	98		
Educational Research & Administration .....	63	Master of Business Administration .....	98		

# College/Department Offices Directory

Effective March 2009

Ext. No.	Office	Ext. No.	Office
<b>College of Agricultural Sciences and Technology</b>			
2061	Dean ..... Charles Boyer	Ag102	
2061	Associate Dean ..... Sandra Witte	Ag 102	
2011	Director Ag. Operations ..... Ganesan Srinivasan	Ag Op	
2361	Operations Dir., Calif. Ag. Tech. Inst ..... Joe Bezerra	CATI	
2949	Ag. Economics Dept ..... Annette Levi	PB302	
2971	Animal Sci. & Ag. Ed. Dept ..... Arthur A. Parham	Ag232	
2283	Child, Family & Consumer Scis Dept ..... Marianne Jones	FFS204	
2164	Food Sci. & Nutrition Dept ..... James Farrar	FFS119	
2145	Industrial Technology Dept ..... Matthew Yen	IT212	
2861	Plant Science Dept ..... James Farrar	Ag222	
2089	Viticulture & Enology ..... Robert Wample	VERC113	
<b>College of Arts and Humanities</b>			
3056	Dean ..... Vida Samiian	M186	
7069	Associate Dean ..... Jose Diaz	M179	
2669	Armenian Studies Program ... Barlow DerMugrdechian,Coord	PB384	
2516	Art and Design Dept ..... Martin Valencia	CA215	
2826	Communication Dept ..... Katherine Adams	SA15	
2553	English Dept ..... James Walton	PB382	
2386	Modern & Classical Languages ..... Saul Jimenez-Sandoval	EE218	
2441	Linguistics Dept ..... Chris Golston	PB383	
2087	Mass Comm. and Journ. Dept ..... Donald M. Priest	McF238	
2654	Music Dept ..... Tom Hiebert	M134	
2621	Philosophy Dept ..... Scott Moore	M102	
3987	Theatre Arts Dept ..... Melissa Gibson	SA33	
<b>The Craig School of Business</b>			
2482	Dean ..... Robert Harper	PB282	
2482	Associate Dean ..... Lynette Zelezny	PB282	
2852	Accountancy Dept ..... Garo Kalfayan	PB284	
2593	Aerospace Studies Dept ..... Samuel Vandiver	NG158	
2341	Finance & Bus. Law Dept ..... K.C. Chen	PB285	
2107	Grad. Business Program ..... Rafael Solis	PB183	
2823	Info. Systems & Decision Scis. Dept ..... Donald Stengel	PB287	
2851	Management Dept ..... Julie Olson-Buchanan	PB289	
7830	Marketing & E-Business Dept ..... Reza Motameni	PB388	
2887	Military Sci. Dept ..... LTC. Michael Busteed	NG211	
4943	Undergraduate Student Services ..... Abel de la Cruz	PB185	
2352	University Business Center ..... Emil Milevoj	PB182	
<b>Kremen School of Education and Human Development</b>			
0210	Dean ..... Paul Beare	ED210	
0205	Associate Dean ..... James Marshall	ED205	
0299	Credential Certification & Graduate Programs ..... Martha Lomeli	ED151	
0300	Liberal Studies, Multiple Subject, Single Subject, Education Data & Basic Credential Admission ..... Diana Dille	ED100	
0261	BCLAD/ELD ..... Rosie Arenas	ED257	
0340	Counseling, Special Education & Rehabilitation (CSER) Dept ..... Charles Arokiasamy	ED350	
0345	Counselor Education Program ..... Claire Sham Choy	ED443	
0240	Curriculum & Instruction (C & I) Department ..... Lisa Nyberg	ED250	
0237	Curclm. & Instr. Graduate Program ..... Carol Fry Bohlin	ED234	
0427	Doctoral Program ..... Sharon Brown-Welty	ED310	
0267	Early Childhood Education ..... Susan Macy	ED259	
0225	Early Education Center ..... Shareen Abramson	ED25	
0309	Educational Administration ..... Donald Wise	ED369	
0350	Educational Research & Administration Department (ERA) ..... Sharon Brown-Welty	ED350	
0348	EHD 50 Advising ..... Susan Schlievert	ED449	
0377	Instrl. Tech. & Resource Ctr ..... Otto Benavides	ED481	
0232	Internship Program ..... Rich Firpo	ED220E	
0300	Liberal Studies Program Coord. .... Janell Tatsumura	ED100	
0250	Literacy & Early Ed. (LEE) Dept ..... Glenn DeVoogd	ED250	
0236	Multiple Subject Program ..... Lisa Nyberg	ED233	
0379	NASA Regional Teacher Resource Cntr. Otto Benavides	ED481	
0257	Professional Field Exper ..... Janine Quisenberry	ED239	
0285	Reading/Language Arts ..... Imelda Basurto	ED263	
0316	Rehab. Counseling Program ..... Charles Arokiasamy	ED445	
7766	School Counseling (PPS) ..... Sarah Lam	ED331	
0300	Single Subject Program ..... Jolyne S. Daughtry	ED339	
0288	Special Education Program ..... Dana Powell	ED343	
<b>Lyles College of Engineering</b>			
2500	Dean ..... Michael Jenkins	EE126	
2500	Associate Dean ..... Ram Nunna, Interim	EE126	
2889	Civil and Geomatics Engineering ..... James Crossfield	EE178	
6056	Construction Management Dept, Chair ..... Louis Gysler	EE126	
2726	Electrical and Computer Engineering ..... Daniel Bukofzer	EE254	
2368	Mechanical Engineering ..... Walter Loscutoff	EE154	
<b>College of Health and Human Services</b>			
4004	Dean ..... Benjamin Cuellar	MCL178	
4004	Associate Dean ..... Andrew Hoff	MCL178	
2423	Communicative Disorders & Deaf Studies Dept ..... Don Freed	LS125	
4014	Public Health Dept/Gerontology Program ..... Miguel Perez	MCL249	
2016	Kinesiology Dept ..... Tim Anderson	SG111	
2041	Nursing Dept ..... Michael Russler	MCL190	
2625	Physical Therapy Dept ..... Peggy Trueblood	MCL186A	
2838	Recreation Adm & Leisure Stds Dept Jody Hironaka-Juteau	PHS121	
3992	Social Work Education Dept ..... Jane Middleton	PHS128	
<b>College of Science and Mathematics</b>			
3936	Dean ..... Andrew Rogerson	S2 301	
3936	Associate Dean ..... Fraka Harmsen	S2 301	
2001	Biology Dept ..... Frederick Zechman	S106	
2103	Chemistry Dept ..... David Frank	S380	
4373	Computer Science Dept ..... J. Todd Wilson	S2 255	
3086	Earth & Environ. Sci. Dept ..... Steve Lewis	S2 114	
2992	Mathematics Dept ..... Stefaan Delcroix	PB381	
2371	Physics Dept ..... Frederick Ringwald	MCL173	
2691	Psychology Dept ..... Constance Jones	S2 312	
<b>College of Social Sciences</b>			
3013	Dean ..... Luz Gonzalez	SS108	
3013	Associate Dean ..... Steven Walker	SS108	
3002	Anthropology Dept ..... John Pryor	PB389	
2848	Chicano & Ltn. Amer. Stds. Dept ..... Victor Torres	SS211	
2305	Criminology Dept ..... Ruth Masters	S2159	
3916	Economics Dept ..... Antonio Avalos	PB393	
2832	Africana & American Indian Studies Program ..... Malik Simba	S182	
2797	Geography Dept ..... Aribilola Omolayo	S182B	
2153	History Dept ..... Michelle DenBeste	SS101	
2988	Political Science Dept ..... Russell Mardon	SS129	
2234	Sociology Dept ..... Robert Palacio	SS227	
2858	Women's Studies Program ..... Loretta Kensinger (Coord.)	SS201	
<b>Division of Continuing and Global Education</b>			
0333	Associate Vice President ..... Berta Gonzalez	ED130	
0333	Director of Extension Programs ..... Cyndy Trent	ED130	
6452	Director of International Programs ..... Robert Hudgens	FFS111	
<b>Division of Graduate Studies</b>			
2448	Dean ..... Karen Carey	TAd132	
2448	Associate Dean ..... Dianne Dickerson	TAd132	
<b>Research and Sponsored Programs</b>			
0840	Associate Vice President ..... Thomas McClanahan	4910 N. Chestnut	
0840	Associate Director ..... Daniel J. Griffin		
<b>University Library</b>			
2403	Dean, Library Services ..... Peter McDonald	L2023	
2403	Budget Manager ..... Glenda Harada	L2023	
<b>Division of Student Affairs</b>			
2541	Dean ..... Paul Oliaro	JAd262	
<b>Department of Athletics</b>			
2643	Director ..... Thomas Boeh	NG148	

To telephone from an off-campus location, dial the prefix "278" followed by the University extension number.  
To telephone from an on-campus location, dial the prefix "8" followed by the University extension number.

# Your Student Center

The Student Center is the main site where students conduct most of their business (add/drop classes, check Appointment date/time, check holds, access grades, view unofficial transcript, make a payment, etc.). Login to:

<http://my.csufresno.edu> > Student Self-Service > Student Center

**Ellen's Student Center**

Academics

Enrollment  
My Class Schedule  
Add a Class  
Drop a Class

Academic History  
Grades  
View Unofficial Transcript  
Plan Class Schedule  
Class Schedule Genl Info  
View University Catalog  
other academic...

Deadlines URL

This Week's Schedule		
	Class	Schedule
	EAD 262-03 SEM (74087)	Tu 4:00PM - 6:50PM Kremen Education Bldg Rm 173
	EAD 267-05 SUP (74089)	Location: TBA
	EAD 278T-02 SEM (76818)	Tu 7:00PM - 9:50PM Kremen Education Bldg Rm 173
	EAD 278T-03 SEM (76819)	Location: TBA

weekly schedule ▶

SEARCH FOR CLASSES

Holds  
Financial Obligation details ▶

To Do List  
Classified Student Standing details ▶

Enrollment Dates  
Enrollment Appointment  
You may begin enrolling for the Spring 2009 Regular Academic Session on November 3, 2008 at 7:30PM.  
details ▶

Advisor  
Program Advisor  
None Assigned

## A snapshot view of the registration panel

my class schedule class search add drop swap edit

**Add Classes** 1 2 3

**1. Select classes to add**

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2009 | Postbaccalaureate | California State Univ Fresno change term

Add a class using one of the following:

Search for Class Search for Classes search

----- OR -----

Enter Class Nbr enter

# Registration Procedures - Read Instructions carefully!!

Access Your Student Center At:

<http://my.csufresno.edu>

## New Students

A New Student is someone who did not attend California State University, Fresno in Spring 2009. It may include returning students (who have been away for one or more semesters), transfer students, or first-time new students. Seniors who have applied to graduate in Spring 2009 **must reapply for admission** as new graduate students in order to be eligible to register Fall 2009.

1. The Class Schedule and University Catalog are available on-line at <http://my.csufresno.edu>. You can also purchase a Class Schedule or University Catalog at the Kennel Bookstore.
2. New students will register for their Fall classes when they attend DOG DAYS, New Student Orientation.
3. Plan to attend one of our DOG DAYS, New Student Orientation sessions. For location and dates, see your DOG DAYS letter or call (559) 278-4885 for information. Advisors will be available to assist you in planning your schedule.
4. Before you attend DOG DAYS, check for registration holds using the Web.
  1. Log on at <http://my.csufresno.edu>.
  2. Under **My Menu**, select **Student Self Service**. Then select the **Student Center**. You may experience a slight delay when opening the "Student Center". Do not click on any buttons or links while waiting for the screen to appear.
  3. Under the heading labeled **"Holds"** check to see if you have any obligations. You will not be allowed to register until all registration holds are cleared.
5. Pay your registration fees by July 24, 2009. These fees must be paid either by mail, in person at the Cashiers Office (south lobby) in the Joyal Administration Building, Monday – Friday 7:00 a.m. – 3:30 p.m. or by using the on-line payment options.

Be sure to allow extra time if you are sending your payment through the mail. U.S. and campus mail processing time may take as much as an additional week. **If registration fees are not received by this date, your classes will be subject to cancellation!**

Students who have not been admitted/registered by the fee payment deadline of July 24, please refer to page 14 for further registration information and fee payment deadline dates.
6. Have a University Key Card Student I.D. photo taken.
7. Have a successful semester!

## Continuing Students

A Continuing Student is someone who registered at California State University, Fresno as a matriculated student in Spring 2009, paid fees, and remained enrolled in courses through the tenth day of instruction. Seniors who have applied to graduate Spring 2009 **must reapply for admission** as new graduate students in order to be eligible to register Fall 2009.

**Note:** Appointment date and time to register is calculated by the number of units completed.

1. A registration e-mail will be sent to all continuing students. Read and follow all registration information carefully.
2. Visit the Class Schedule web site or purchase a Class Schedule at the Kennel Bookstore.
3. Make an appointment with your academic advisor to begin planning your class schedule for next semester. A Schedule Planner is available at <http://my.csufresno.edu> to assist you in building your class schedule. Remember to select alternate classes!
4. Before the date/time of your registration appointment, check for any registration holds using the Web.
  1. Log on at <http://my.csufresno.edu>.
  2. Under **My Menu**, select **Student Self Service**. You may experience a slight delay when opening the "Student Center". Do not click on any buttons or links while waiting for the screen to appear.
  3. Under the heading labeled **"Holds"** check to see if you have any obligations. You will not be allowed to register until all registration holds are cleared.
5. Register on or anytime after your appointment date/time.
6. Pay your registration fees by July 24, 2009. These fees must be paid either by mail, in person at the Cashiers Office (south lobby) in the Joyal Administration Building, Monday – Friday 7:00 a.m. – 3:30 p.m. or by using on-line payment options.

Be sure to allow extra time if you are sending your payment through the mail. U.S. and campus mail processing time may take as much as an additional week. **If registration fees are not received by this date, your classes will be subject to cancellation!**

Students who have not registered by the fee payment deadline of July 24, please refer to page 14 for further registration information and fee payment deadline dates.
7. Have a successful semester!

**FOR YOUR CONVENIENCE:** You can pay your registration fees on-line by using the E-Pay (electronic check) or SmartPay (credit card) options available under your Student Center.

# Registration Procedures

## Web Registration:

Need Help? Please call the Help Desk at **(559) 278-7000**

**Monday through Friday: 7a.m. to 9p.m.**

**Saturday through Sunday: 8a.m. to 5p.m.**

To register using the web, it is recommended that you use a Windows computer with Internet Explorer 6 or later; or Mozilla Firefox 2. A Macintosh computer with Safari (only on OS 10.4 and 10.5); or Mozilla Firefox will also work. We recommend AOL customers use only Internet Explorer or Mozilla Firefox to access my.csufresno.edu. Avoid using the back button on your browser; this may cause you to lose the classes you have entered but not yet submitted. Use the "go to" button to navigate from panel to panel.

1. Launch your web browser and connect to "My Fresno State" at <http://my.csufresno.edu> , Click on **Sign - In**.  
If you have not established a Fresno State email account, click on the button **Get an account now!**
2. Enter your Fresno State **username and password**, **click** on login. If you need help or have questions with your login, call the Help Desk at (559) 278-7000.
3. Under **My Menu**, select **Student Self Service**.
4. Click on **Student Center**.

## Add a Class:

1. Follow steps 1 through 4 listed above under Web Registration.
2. Under the heading of **Enrollment**, click on **Add a Class**.
3. Select the **term** you wish to enroll in. If the term you want is not listed, call the Admissions, Records, and Evaluations Office at (559) 278-2261 during normal business hours.
4. Enter the **5-digit Class Number** in the Enter Class Nbr box. **Click on Enter**. This will bring you to a new page. This page allows you to verify your request, and if necessary, select a related component, such as a **lab**, change your **grading option**, or enter a **permission number**. See additional instructions for when and how to use a permission number. At bottom of screen, click **NEXT** to proceed.
5. If you do not know the 5-digit class number, you can use the **Search** feature to find open classes. Enter the course subject and course number (i.e. HIST 12) and click **Search** (Leave the box checked to show open classes only). If you find a class you want to **add**, click on the **Select Class** button to add it to your Enrollment Shopping Cart.
6. You can place additional courses in the Enrollment Shopping Cart by repeating the instructions described in Steps 4 & 5 above. If you want to Delete a class, click on the Trash Bin. After you have selected all of your classes, click on button labeled **Proceed to Step 2 of 3**.
7. Click on the **Finish Enrolling** box to enroll in your courses.
8. Be sure to check the **Status** column for possible errors with your registration. If your registration is successful, the message "**success**" will be displayed. **If errors exist, your class was not added**. Specific details about the error are listed.
9. **Sign Out** (Top of Panel) when you are finished.

## Drop a Class:

1. Follow steps 1 through 4 listed above under Web Registration.  
Under the heading of **Enrollment**, click on **Drop a Class**.
2. Select the class(es) you want to drop, then click **Drop Selected Classes**. Confirm your selection and click **Finish Dropping**.
3. Verify that the classes are correct. Click on **My Class Schedule**. Print a copy of your schedule.
4. **Sign Out** (Top of Panel) when you are finished.

## Prerequisite Checking:

- " Every semester, more departments check for the completion of prerequisites during the registration process.
- " If prerequisite courses were completed at transfer institutions and they appear on your DARS report, then they will be considered during the registration process.
- " If additional work has been added to your transfer record recently and they appear on your DARS report, this additional work will be considered for registration purposes within 48 hours.
- " If you change your major, this can affect whether or not a prerequisite has been met; however, within 48 hours after a change of major is processed, any necessary changes for prerequisite checking will be made. If you are planning on changing your major, this should be done before the day of your registration appointment to assure that it will be processed in time for registration purposes.

# Registration Procedures

## Permission Numbers - When and How To Use Them

### When to use a Permission Number:

**Closed Class:** If the class is closed, the only way to override the enrollment limit is with a permission number.

**Student Level:** If a course is restricted to a specific class level(s) and you do not meet the prerequisite, the only way to override the class level check is with a permission number.

**Major:** If a course is restricted to a specific major(s) and you do not meet the prerequisite, the only way to override the major check is with a permission number.

**Consent:** Some courses require **consent** from the department before you are allowed to add the course. Contact the department offering the course to seek approval.

**Registration by Permission:** During the Registration by Permission period (third & fourth week of instruction) the only way to add a class is with a permission number.

If the instructor/department grant approval for you to add the class by overriding any of the items mentioned above or during the Registration by Permission period, **a permission number must be issued to you.** Use the permission number to add the class by going to the "My Fresno State" portal and follow the instructions outlined below.

### How to use a Permission Number:

1. Launch your Web browser to <http://my.csufresno.edu>
2. Key in your **username** and **password**.
3. Under My Menu, select **Student Self Service**.
4. Click on **Student Center**.
5. Under the heading of Enrollment, click on **Add a Class**.
6. Select the term you wish to enroll in.
7. Enter the **Class Number** in the **Class Nbr box**. Hit the **Enter** key.
8. The Enrollment Preferences panel will appear. Under the section labeled **Class Preferences**, enter the **Permission Number** in the box.
9. Click the **Next** button.
10. This will return you to the original Add page. A message will appear which confirms that the class has been added to your shopping cart.
11. Continue to add other classes or proceed to Step 2 by clicking the box labeled **Proceed to Step 2 of 3**.
12. A confirmation panel will appear. Verify class information. If request is correct, click box labeled **Finish Enrolling**.
13. Verify status of Add(s) under the "Message" column. It should say **Success**.
14. If you have an error and it says the permission number is invalid, check with the instructor.

### Potential Problems with a Permission Number:

- " Permission Numbers are specific to course sections. They will not work for other sections of the same course or any other course.
- " Permission Numbers cannot override time conflicts. If your instructor will allow you to enroll in a class even though there is a time conflict, the instructor needs to sign an Administrative Add card (available in the department) and write on the card "Time Conflict OK". The card should then be submitted to the Admissions and Records counter in the north lobby of the Joyal Building.
- " Permission Numbers cannot override maximum unit limits. For instructions about approval guidelines for excess units, please see page 13.

# Registration Procedures

## How to Add a Lecture With a Lab:

Some lecture classes have labs or activities as a required component. Some of these lecture/lab or lecture/activity combinations include a number of lab or activity sections for the student to choose from.

1. In the **Student Center**, under the heading of Enrollment, click on **Add a Class**.
2. Select the term you wish to enroll in.
3. Enter the **Class Number** in the **Class Nbr box**. Hit the **Enter** key.
4. The related class sections panel will appear. On this panel, select the laboratory section you wish to add. Click **Next**.
5. The **Enrollment Preferences** panel will appear. On this panel, you will verify the lecture and lab you have selected. Detail information appears on this panel. To proceed, click **Next**.
6. This will return you to the original enrollment page. Continue to add other classes or if you have completed all adding, click **Proceed to Step 2 of 3**.
7. The Confirmation Panel will appear. Verify the class lecture and lab information again. If request is correct, click box labeled **Finish Enrolling**.
8. Verify status of Add(s) under the "status" column. It should say **Success**.
9. If you have an error, read the detail description.

## How to Add a Learning Community:

Some courses have been combined into Learning Communities. The courses in a Learning Community have to be taken together and must be registered for at the same time.

1. In the **Student Center**, under the heading of Enrollment, click on **Add a Class**.
2. Select the term you wish to enroll in.
3. Enter the **Class Number** for the first course in the Learning Community in the **Class Number Box**. Hit the **Enter key**.
4. Verify the class information.
5. Add the second course in the Learning Community to the enrollment Shopping Cart by following steps 3 and 4.
6. This will return you to the original enrollment page. Verify that both courses are in the Shopping Cart.
7. Continue to add other classes or if you have completed all adding, click **Proceed to Step 2 of 3**.
8. The Confirmation Panel will appear. Verify the class lecture and lab information again. If request is correct, click box labeled **Finish Enrolling**.
9. Verify status of Add(s) under the "status" column. It should say **Success**.
10. If you have an error, read the detail description.

## Possible Learning Community Errors:

1. **Requisite Not Met**  
The sections in a Learning Community are requisites of each other. Concurrent enrollment in both sections is required.  
This message indicates that only one section was submitted in the enrollment transaction.
2. **Time Conflict**  
This message indicates that you are already enrolled in a class that has an overlap in time with one of the sections in the Learning Community.
3. **Class is Full**  
This Learning Community is full.  
Waitlisting is not possible for Learning Communities.

# Registration Procedures

## How to Swap Classes:

1. In the **Student Center**, under the heading of Enrollment, click on **Add a Class**.
2. Select the term you wish to enroll in.
3. Currently enrolled classes will appear.
4. Go to top of screen and click on **Swap Classes**.
5. Select the class you want to swap under the heading **Swap this Class**.
6. Select the new class you want to **add** under the heading **With this Class**. Click **Enter**.
7. If there is a Related Class Section (lab), you must also select a lab section. If no related class section exists and the new class selection is open, Click **Next**. If the class is closed, **cancel** your request and select a new class/section.
8. A confirmation panel will appear. On this panel, you will verify the course you are dropping (swap) with the new class you are adding.
9. Click the **Finish Swapping** button located at the bottom of the panel.
10. A Results panel will appear. View the message and check the status of the swap.
11. If you have an error, read the detail description.

Note: Students are able to **Swap** classes during the first four weeks of instruction. However, **adds** during the third and fourth weeks of instruction will require a permission number and may increase the total amount of registration fees due.

## How to Change Grading Option:

Some classes allow students the option of either a letter grade or credit/no credit. These instructions are for classes which allow a choice in grading option.

1. In the **Student Center**, under the heading of Enrollment, click on **Add a Class**.
2. Select the term you wish to enroll in.
3. Go to top of screen and click on the **Edit** button.
4. Under the heading **Classes You are Allowed to Edit** select the class you want to change the grading option.
5. Click on **Proceed to Step 2 of 3**.
6. On the **Enrollment Preferences** panel under **Class Preferences**, select the **grading option** using the drop down choices. Click **Next**.
7. Confirm your selection. If **correct**, click the **Finish Editing** button.
8. View your **Results**. It should say **Success**.
9. If you have an error, read the detail description.

Note: This choice can be made during initial enrollment in the class or later. The instructions above are to change the grading option after enrollment in a course. To change grading option during initial enrollment, follow the Choose Grading Option link on the Class Enrollment Options screen.

# Registration Procedures

## Online Waitlist - When and How To Use Them

### When Can I Use Online Wait List:

You can add yourself to the online Wait List for a class from the time the class is full until September 4, 2009. Online Wait Lists become null and void after September 4, 2009.

### How Online Wait List Works:

- " If a class is full, you can place yourself on an online wait list for any seats that might become available.
- " Most scheduled class sections have online wait lists, which are based on the size of the class.
- " You can waitlist for a maximum of 10 units, provided that each course's online wait list is not already full.
- " You must meet any prerequisites for the class before you can be placed on the online wait list, e.g. course pre-requisites, section co-requisites, major and class level restrictions.
- " If a seat becomes available, the student highest on the online wait list will get the seat (subject to the restrictions below).
- " Students will be moved from the online wait list into the class if other students drop or are dropped due to non-payment of fees.
- " If students drop, seats will not be available to students who happen to log in if there is someone on the online wait list.
- " If you move from the online wait list into the class, you will receive email notification confirming enrollment in the class.
- " You will not be billed for waitlisted classes but will be billed if moved from an online wait list into a class and the additional units result in higher registration fees. It is important to check your class schedule and account summary regularly to avoid possible cancellation to your classes for non-payment of fees.
- " If you are moved from the waitlist into a class, it is your responsibility to drop the class (as with other classes) if you decide not to attend. Failure to do so will result in a 'WU' grade on your record which will lower your grade point average.
- " There is no guarantee you will be moved off the online wait list and enrolled into the class. Once the process to move students from the online wait list has run for the final time and classes have begun, instructors are not required to add students who were waitlisted for the class.

### Online Wait List Restrictions:

Students will be moved from the online waitlist into the class if space becomes available, and in the order placed, unless either of the following restrictions apply:

- " There is a time conflict with another registered class. Since the potential time conflicts are not checked when you place yourself on an online waitlist, you should ensure that waitlisted classes do not conflict with your enrolled schedule.
- " You are already enrolled in another section of the same course. Do not use waitlisting to try to get into another section of a course in which you are already enrolled, as you will not be moved from the online wait list if space becomes available. You will need to choose whether to take a chance and place yourself on the online wait list of the full section in the hope space becomes available or remain enrolled in the section you have already scheduled.

### How to Add Using Online Wait List:

1. Enter the **Class Number** in the **Class Nbr box**. Hit the **Enter** key. Or,
2. Enter Course Information, uncheck **Show Open Classes Only**. Click **Search**.
3. All sections of the course show, the status is designated by the symbols
  - Open – green circle
  - Closed – blue square
  - Waitlist only – yellow triangleIf online wait lists has been implemented for a course, the class is full, but there is room on the Waitlist; there will be a yellow triangle in the Status field.  
In this case, click **Select Class** for the class with the Wait List symbol.
4. The student should check the box **Wait List if Class is Full**, if they want to be placed on the Waitlist. (If they only want the class if they can be enrolled, then they should not check the box.)  
Then click **Next**.
5. The course has now been added to your Enrollment Shopping Cart. The Status is the yellow triangle, symbolizing Waitlist. Click **Proceed to Step 2 of 3**.
6. Confirm that this is the class you want to be waitlisted for and click **Finish Enrolling**.
7. The enrollment results show that the class is full and that you have been placed on the Waitlist. It will also show where on the list you have been placed.
8. Your Class Schedule will now show the class with a status of Waiting.
9. A process is run twice a day to move students from the Waitlist to available spaces in the class. An email will be sent to you notifying you if you have been enrolled in the course.

# Change of Schedule (Add/Drop)

## Important Notes

1. Students may add classes using the on-line system through Friday, September 4. Beginning September 5, students can only add classes by using a permission number issued by the instructor. The deadline to add a class with a permission number is September 21.
2. Students may drop classes using the on-line system through Monday, September 21. Serious and compelling drop period begins September 22. See procedures below.
3. You are responsible for completing or withdrawing from every class registered. Failure to withdraw will result in a grade of "WU" or "F".
4. During the first week of school, it is the responsibility of the student to attend each class meeting. If a class is full, a faculty member may administratively drop any student who is absent from any class session during the first week of classes (if the student has not personally contacted the faculty member by the next class meeting). It is the responsibility of the student to withdraw properly from any class which he/she does not intend to complete. Do not assume that the faculty member will administratively drop you (see page 19).

TYPE OF CHANGE	BEGINNING AUGUST 24	BEGINNING SEPTEMBER 5	BEGINNING NOVEMBER 18
<b>ADDING A COURSE</b>	Students may add classes using the Web Registration system.  Deadline: September 4	Beginning September 5, adding is only by using a permission number issued by the instructor.  Deadline: September 21	NOT PROCESSED AFTER September 21.
<b>DROPPING A COURSE</b>  Last day to return a book to the Kennel Bookstore for a refund is September 4.	Students may drop classes using the Web Registration system during the first four weeks of instruction - no approval required.  Deadline: September 21	Students may drop classes using the web registration system. No approval required.  Deadline: September 21  <b>BEGINNING SEPTEMBER 22</b>  All drops must be of serious and compelling reason and will require the approval of the instructor and the chair of the department. The drop will be listed on the official University transcript with a "W" (Withdrawal). A "W" does not negatively impact your GPA.  Deadline: November 17	After November 17, only drops/withdrawals for circumstances beyond the student's control will be processed. (See below.)
<b>CHANGING A CLASS TO CREDIT/NO CREDIT</b>	Use the Web system to change your grading option. Maximum of 6 units per semester.  Deadline: September 21	Use the Web system to change your grading option. Maximum of 6 units per semester.  Deadline: September 21	NOT PROCESSED AFTER September 21.
<b>CHANGING A CLASS TO AUDIT</b>	Secure Administrative Change Card from Admissions & Records Service Windows. Obtain required signatures on card. Return card to Admissions & Records Service Windows.  Deadline: September 21	Secure Administrative Change Card from Admissions & Records Service Windows. Obtain required signatures on card. Return card to Admissions & Records Service Windows.  Deadline: September 21	NOT PROCESSED AFTER September 21.
<b>WITHDRAWING FROM THIS SEMESTER</b>  ("Withdrawing" means discontinuing course participation for the semester.) For policy on eligibility to enroll in subsequent semesters, see page 19.	Secure a Drop/Withdrawal Form from Admissions & Records Service Windows. Obtain signatures as required. For refund of registration fees see page 18.  Deadline: September 21	After September 21, all complete withdrawals must be of a serious and compelling reason. Secure a Drop/Withdrawal Form from Admissions & Records Service Windows. Approval from the instructors and the department chairs for each course is required. All courses dropped after September 21 will be listed on the official University transcript with a "W" (Withdrawal). A "W" does not negatively impact your GPA.  Deadline: November 17	After November 17, only drops/withdrawals for circumstances beyond the student's control will be processed. Secure a Drop/Withdrawal Form from Admissions & Records Service Windows. Obtain approval from instructors, department chairs, and Dean of Undergraduate Studies as required. All courses dropped after September 21 will be listed on the official University transcript with a "W" (Withdrawal). A "W" does not negatively impact your GPA.  Deadline: December 19

# Additional Registration Information

	REGISTRATION FOR AUDIT	REGISTRATION FOR CREDIT BY EXAMINATION
<p><b>NOTE:</b></p> <p>YOU MUST PRESENT A VALID <b>STUDENT I.D. CARD TO:</b></p> <ul style="list-style-type: none"> <li>◆ Check out library books</li> <li>◆ Use computer labs</li> <li>◆ Obtain other campus services</li> </ul>	<p>Note: Regular class attendance is expected and the student may be required to participate in any or all classroom activities at the discretion of the faculty member. Courses audited may not be used in the master's program.</p> <p>If you fail to meet the class requirements the audited class will not be listed on your record.</p>	<p>CBE IS NOT available to graduate students for use on programs for the master's degree.</p> <p>To receive CBE credit you must complete at least an equal number of units in regular enrollment during the semester.</p> <p>NOTE: CBE units are charged for fee purposes.</p>
<p><b>Web Registration</b></p>	<p>Audit registration IS NOT available through Web Registration. See procedures below.</p>	<p>Credit by Examination Registration IS NOT available through Web Registration. See procedures below.</p>
<p><b>How to Register/Add Courses</b></p>	<p>If you wish to audit a class as a regular enrolled student:</p> <ol style="list-style-type: none"> <li>1. Starting August 24, obtain Change of Program Card at the Admissions &amp; Records Service Windows.</li> <li>2. Obtain faculty signature.</li> <li>3. Submit to Admissions &amp; Records Service Windows as an "Add for Audit Option".</li> </ol> <p style="text-align: center;"><b>Auditor Only</b></p> <p>If you wish to attend the University by auditing of class(es) <b>only</b> - go to the Admission &amp; Records Service Windows, North Lobby, Joyal Admin. Bldg., from August 24-28 to inquire about an application for "auditor only" status.</p> <p style="text-align: center;"><b>CLASS ADD DEADLINE: SEPTEMBER 4</b></p>	<ol style="list-style-type: none"> <li>1. Obtain a CBE approval form from the Department Office.</li> <li>2. Turn in the CBE form at the Admissions &amp; Records Service Windows by 5 p.m. September 4. <b>Do not turn in this form at the Department Office.</b></li> <li>3. Complete the examination by 5 p.m. September 21. Your grade will be reported to Admissions &amp; Records on or before October 5.</li> <li>4. If you do not pass, you may change your grading option with instructor's approval, by coming to the Admissions &amp; Records Service Windows on or before Wednesday, October 5.</li> <li>5. CBE units are charged for fee purposes.</li> </ol> <p style="text-align: center;"><b>CLASS ADD DEADLINE: SEPTEMBER 4</b></p>

# Additional Registration Information

REGISTRATION FOR <b>CR-NC GRADING OPTION</b>	PERMISSION FOR <b>ENROLLMENT FOR MORE THAN 18 UNITS</b>	REGISTRATION FOR <b>INDEPENDENT STUDY</b> <small>(Directed Reading, Senior Project, Research, Etc.)</small>
<p>Certain courses are graded "CR-NC" only. Certain other courses are graded "A"- "F" only, especially courses required in the major.</p> <p>The remaining courses which are graded traditionally ("A"- "F") may be taken for "CR-NC". If you wish "CR-NC" grading, follow the "CR-NC" procedures.</p>	<p>Undergraduates: If you have the necessary GPA to qualify (2.5 for 19 units, 3.0 for 20-22 units), the registration system will automatically allow excess units. <b>IF YOU DO NOT HAVE THE NECESSARY GPA, YOU MUST SECURE APPROVAL FOR EXCESS UNITS.</b></p>	<p>Eligibility Undergraduates</p> <ol style="list-style-type: none"> <li>3.0+ GPA</li> <li>Completion of more than 45 units.</li> </ol>
<p>Selection of the "CR-NC" grading option IS available through the Web Registration system. See page 9 for instructions.</p>	<p>The Registration System WILL LIMIT the total number of units allowed based on GPA for undergraduates and limit 16 units for postbaccalaureate Students (18 for credential students). See below for approval guidelines for excess units.</p>	<ol style="list-style-type: none"> <li>Obtain and complete an approval form at your Department Office.</li> <li>Obtain a Permission Number from the Department Office.</li> <li>Complete Web Registration procedures.</li> </ol>
<ol style="list-style-type: none"> <li>At the time of registration, students will be prompted to select their grading option for each course. See page 6 for instructions.</li> </ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"> <li>Secure Add/Drop Card from Admissions &amp; Records Service Windows. Complete the card (faculty approval not required) and submit to the Admissions &amp; Records Service Windows.</li> </ol>	<ol style="list-style-type: none"> <li>Additional units beyond the limit set on the student's record will only be allowed if approval is granted for excess units.</li> <li>If you do not have the necessary GPA, go to your major department; secure permission and submit form to the Admissions &amp; Records Service Windows. Undeclared majors go to the Student Success Services Office, Joyal Admin. Bldg., Room 224. Postbaccalaureate students must secure permission from the Division of Graduate Studies.</li> <li>An absolute limit of 22 units is enforced (undergraduate). You may discuss this with the Dean of the School of your major. Exceptions can be made only with his/her approval. An Excess Units Form must be submitted to the Admission &amp; Records Service Windows.</li> <li>CBE and AUDIT units do not count toward your total units.</li> <li>If you do not have approval for excess units, your course load may be reduced to 18 units.</li> </ol>	
<p><b>OPTION CHANGE DEADLINE: SEPTEMBER 21</b></p>	<p><b>PERMISSION DEADLINE: SEPTEMBER 21</b></p>	<p><b>CLASS ADD DEADLINE: SEPTEMBER 21</b></p>

# FEE PAYMENT DEADLINES

REGISTRATION PERIOD	FEE PAYMENT DEADLINE
<b>Priority Registration and Registration for New Students</b> April 20, 2009 through July 24, 2009	July 24, 2009
<b>Registration/Add/Drop Systems will be unavailable from July 25 through August 2, 2009</b>	
<b>Open Registration</b> August 3, 2009 through August 21, 2009	August 21, 2009
<b>Late Registration</b> August 22, 2009 through September 4, 2009	September 4, 2009 If fees are not paid by this date, a hold will be placed on your record.
<b>Registration by Permission</b> September 5, 2009 through September 21, 2009	September 21, 2009

The fee payment deadline dates do not apply to students with an approved fee deferment or fee waiver. Check with the appropriate office/department to verify whether the deferment/waiver has been issued.

**Registration/tuition fees may be paid by mail, in person, or on-line. If registration/tuition fees are NOT received by the appropriate fee payment deadline date, your classes may be subject to cancellation.** Students who are cancelled and attempt to re-register for their classes once the semester begins, will be required to pay their fees in full before being allowed to re-register.

## Final Grade Reporting

Final grades for each term will be available to students through the Student Center on a rolling basis as they are entered on-line by faculty. Typically, all grades are posted approximately two weeks after the end of the term. To access your grades, follow the steps below:

- Launch your Web browser to <http://my.csufresno.edu> Click on **Login**.
- Enter your **Username** and **Password**.
- Select **Student Self Service**.
- Click on **Student Center**.
- Under Academic History, click on **Grades**.
- Select the **Term** for which you want to view grades.
- To view grades for a prior term, select the term from the drop-down menu. Click the **Change** box.
- You can print a copy of your grades using the Printer Friendly Version option.



## FEE PAYMENT & REFUND INFORMATION

<b>Cashiering Services</b> <b>(559)278-2641</b> • Payment of Fees	Joyal Admin., South Lobby 8 a.m. - 5 p.m. 7 a.m. - 3:30 p.m. (Summer)	<b>Student Financial Services</b> <b>(559)278-2876</b> • General Information • Course Fees • Payment Deadlines • Refunds • Registration Fees/Installment Plans • Student Account Status • Student Fee Statements (E-Bill)	Joyal Admin. #181 8 a.m. - 5 p.m. 7 a.m. - 3:30 p.m. (Summer)
<b>Financial Aid Office</b> <b>(559)278-2182</b> • Financial Aid	Joyal Admin., #296 8 a.m. - 5 p.m. 7 a.m. - 3:30 p.m. (Summer)		

### STUDENT FEES

#### Mandatory Registration and Course Fees: Payment Deadline and Enrollment Cancellation Penalties

- Students who participate in Priority Registration are required to pay all mandatory registration fees (registration, tuition and course fees) **by 3:30 p.m. on Friday, July 24, 2009**. Students who do not register by this date, must pay fees by the fee payment deadline date associated with their registration period. See page 14 for details.
- Mandatory registration fees include:
  - Registration and Tuition Fees --provided in the chart on page 17.
  - Course Fees --provided in the "Class notes" after each Subject listing in the Class Schedule or at <http://my.csufresno.edu>.

#### IMPORTANT NOTICE!!

At the present time the trustees and governor have recommended a 10% (ten percent) increase but final trustees' action will be forthcoming in May or June with the final fee increase set. Therefore, fall charges will not appear on your student account until early June 2009. Actual fee rates will be posted on the My Fresno State Portal at <http://my.csufresno.edu> as soon as any change is made.

- Questions pertaining to your Teacher Credential classification may be directed to the campus Credential Office in the School of Education at (559) 278-0300.
- Questions pertaining to your undergraduate/postbaccalaureate class level status may be directed to Admissions and Records (559) 278-2261.
- **Warning!!** Failure to pay all mandatory registration fees by the deadline may result in cancellation of all classes.

#### STUDENT FEE STATEMENTS

- E-mails or E-bills (Electronic Bill Statements) will be sent as a reminder to pay tuition and fees prior to a payment deadline. You may view electronic bills (E-bills) through My Fresno State at <http://my.csufresno.edu> by clicking on the "Sign In" button and entering your Fresno State Email ID and Password. Then, under "My Menu" go to STUDENT SELF SERVICE and STUDENT CENTER. Once you are in the STUDENT CENTER, scroll down to the middle of the page under FINANCES, and click on "View eBills/Make a Payment". Follow the link and it will take you to the E-Bill site.
- Emails will be sent to Fresno State E-mail accounts.
- For up-to-date account information, please review your account status in Student Self Service/Student Center/Account Inquiry.

**NOTE: Registration, Tuition Fees, and Policies are subject to change without advance notice by the Trustees of the California State University.**

- Questions or concerns may be directed to Student Financial Services at (559) 278-2876.

#### INSTALLMENT PAYMENT PLAN CONTRACTS

##### • Registration Fees: Installment Payment Plan

This plan enables a student to defer a portion of the registration fees.

- A student who applies for financial aid or obtains a waiver or deferral of fees, is not eligible to participate.
- The contract is limited to two installment payments and includes a **\$33.00 non-refundable administrative service fee**.
- The contract may be obtained from Student Financial Services, located in the Joyal Admin. Bldg., Room 181 or may be obtained from the website at: <http://www.csufresno.edu/accountingservices>.

#### Actions required utilizing the Registration Fees Installment Payment Plan

- Obtain a contract from Student Financial Services or via the website.
- Review, sign and remit the contract, along with the appropriate payment noted on Page 17. Contracts with payment must be received no later than **3:30p.m. on Friday, July 24, 2009**.
- Remit the remaining balance of the deferred amount to Student Financial Services by **Monday, October 5, 2009** to determine the remaining balance due. Please refer to the chart on page 17.

##### • Foreign Tuition Installment Payment Plan

This plan enables a non-resident student, who is a citizen and resident of a foreign country and not a citizen of the United States, to pay tuition fees on an installment basis (Education Code: Section 89707.5).

- A student who utilizes the Registration Installment Payment Plan is not eligible for the Foreign Tuition Installment Payment Plan.
- The Foreign Tuition Installment Contract requires payment of all registration and course fees at the time the contract is signed and utilized (**which must be received no later than 3:30p.m. on Friday, July 24, 2009**).
- The contract is limited to three equal installment payments and includes a **15% non-refundable administrative service fee**.
- The contract may be obtained from Student Financial Services, located in the Joyal Admin. Bldg., Room 181.



# Money Matters

## PAYMENT OPTIONS

The University offers the following payment options:

1. Payments may be made in person at Cashiering Services, located in the South Lobby of the Joyal Admin. Bldg.
2. Payments can be sent through the mail to :

California State University, Fresno  
 Student Financial Services  
 5150 N. Maple Ave. JA #58  
 Fresno, Ca. 93740-8026

### 3. **E-Pay (Electronic Payment by check).**

This is an electronic check payment option for making payments on your California State University, Fresno student account. E-Pay works by placing a direct charge to your checking account. There is **no service charge** for using E-Pay.

### 4. **SmartPay (Payment by Credit Card)**

Credit card payments can be made with American Express, Diners Club, Discover and Master Card. There is a 2.9% service charge on all payment transactions up to \$3,000.00 and 2.15% for any amount over \$3,000.00.

**To use E-Pay or SmartPay, log into My Fresno State at <http://my.csufresno.edu>** by clicking on the "Sign In" button and entering your Fresno State Email ID and Password. Then, under "My Menu" go to STUDENT SELF SERVICE and STUDENT CENTER. Once you are in STUDENT CENTER, scroll down to the middle of the page under FINANCES, and click on "View eBills/Make a Payment". The link will take you to the E-Bill site. At the top of the page, click on "make a payment". Once a payment is made using this method, your account balance will be updated immediately. (This payment method may only be used for registration, tuition, course fees, and all other miscellaneous charges reflected on student account balances. Extended Education charges are currently excluded from this payment option).

## REGISTRATION REFUND OF FEES INCLUDING NONRESIDENT TUITION

California State University, Fresno (the University) administers refunds in accordance with the California Administrative Code and directives of the California State University (CSU) system.

On November 14, 2001, the board of Trustees adopted revisions to the policy governing the refund of student fees including nonresident tuition. The revised refund policy, Section 41802 in Title 5 of the *California Code of Regulations*, took effect on December 14, 2001 and is detailed in coded Memorandum AA-2002-13, dated February 13, 2002. The University's interpretation of the policy is outlined on page 18.

Copies of the refund policy may be obtained from Student Financial Services in the Joyal Administration Building, Room 181.

## Payment of Refunds

As a student complies with all conditions of this policy, the University shall refund to the student, as soon as reasonably possible, all money collected in excess of any obligations that the student might owe the University. Students do not need to request a refund for Registration Fees or for Tuition. Any refund for which a student is eligible will be "automatic" when a student follows established procedures to cancel registration, drop courses, or withdraw for the academic period.

## Questions

Questions regarding fee refunds can be directed to Student Financial Services at (559) 278-2876, or sent to:

Student Financial Services  
 California State University, Fresno  
 5150 N. Maple Ave. JA#58  
 Fresno, Ca. 93740-8026

## RETURNED CHECKS

Writing a bad check is against the law. Recipients of bad checks may sue the Payer in Small Claims court for three times the amount of the check or \$100, whichever is more. In addition, suit may be made against the Payer for the face value of the check and all court costs. (California Civil code, Chapter 522, Section 1719)

Writing a bad check will result in the following:

- Attachment of your University records and denial of **all services**.
- A **\$20.00** processing charge.
- Payment for returned checks must be made with a cashier's check or money order.
- Cancellation of enrollment. Once cancelled, you will not be reinstated.

- Personal checks will not be accepted, including checks written by a friend or relative.
- Placing a "Stop Payment" or "closing" your account will not release you from your financial obligation nor will it automatically drop you from enrollment.

## Sale of Parking Permits

Parking permits can be purchased by mail by using the form located on the Parking and Alternative Transportation Web site. Parking decals may also be purchased in person at the following times and locations:

Joyal Admin. South Lobby-Cashiers  
 Monday - Friday  
 July 1 - Aug 14 7:00a.m. - 3:30 p.m.  
 Aug 17 - Nov 30 8:00a.m. - 5:00 p.m.

USU Police Satellite Office/Pavillion  
 Monday - Friday  
 July 1 - Aug 14 7:00a.m. - 3:30p.m.  
 Aug 17 - Nov 30 8:00a.m. - 5:00p.m.

## Parking Permit Costs

- " Automobile \$68.00 per semester
- " Motorcycle \$17.00 per semester
- " Daily \$3.00

## Refund of Parking Permits

To receive a refund of parking permits, students must return their permit and apply for a refund at Student Financial Services, Joyal Administration Building, Room 181. Refunds will be pro-rated according to the following schedule:

Aug 24 -	Sept 23	75%
Sept 24 -	Oct 23	50%
Oct 26 -	Nov 23	25%

## STUDENT ACCOUNT HOLDS

A hold will be placed on a student's account for any unpaid obligations owed to the University. Students under this category will be denied class registration, grades, transcripts and other university services until all obligations are paid. For further information, please contact the department that requested placement of the hold. (California Administrative Code, Title 5, Section 42381)

**FALL 2009  
REGISTRATION FEES FOR RESIDENT STUDENTS**

Fee Listing	Undergraduate		Teacher Credential		Post Baccalaureate		Doctoral	
	Units 0-6	Units 7-+	Units 0-6	Units 7-+	Units 0-6	Units 7-+	Units 0-6	Units 7-+
Facility	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Health Service	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00
Instructionally Related Activities	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00
Student Academic Service	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
Student Body Fee	34.50	34.50	34.50	34.50	34.50	34.50	34.50	34.50
University Keycard	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
University Student Union	108.00	108.00	108.00	108.00	108.00	108.00	108.00	108.00
State University Fee	885.00	1,524.00	1,026.00	1,770.00	1,089.00	1,878.00	3,963.00	3,963.00
<b>EARLY REG TOTAL</b>	<b>1,208.50</b>	<b>1,847.50</b>	<b>1,349.50</b>	<b>2,093.50</b>	<b>1,412.50</b>	<b>2,201.50</b>	<b>4,286.50</b>	<b>4,286.50</b>
Installment Pmt Charge	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00
<b>TOTAL IPP &amp; REG</b>	<b>1,241.50</b>	<b>1,880.50</b>	<b>1,382.50</b>	<b>2,126.50</b>	<b>1,445.50</b>	<b>2,234.50</b>	<b>4,319.50</b>	<b>4,319.50</b>

**Fees are subject to adjustment by the Board of Trustees - actual fee rates will be posted on the My Fresno State Portal at <http://my.csufresno.edu> as soon as any change is made.**

**INSTALLMENT PAYMENT PLAN FEE SCHEDULE**

IPP Fee Schedule for Undergraduate		0-6 Units	7+ Units
1st Installment Due by Friday, July 24, 2009		799.00	1,118.50
Balance Due by Monday, October 5, 2009		442.50	762.00
<b>Total</b>		<b>1,241.50</b>	<b>1,880.50</b>

IPP Fee Schedule for Teacher Credential		0-6 Units	7+ Units
1st Installment Due by Friday, July 24, 2009		869.50	1,241.50
Balance Due by Monday, October 5, 2009		513.00	885.00
<b>Total</b>		<b>1,382.50</b>	<b>2,126.50</b>

IPP Fee Schedule for Post Baccalaureate		0-6 Units	7+ Units
1st Installment Due by Friday, July 24, 2009		901.00	1,295.50
Balance Due by Monday, October 5, 2009		544.50	939.00
<b>Total</b>		<b>1,445.50</b>	<b>2,234.50</b>

IPP Fee Schedule for Doctoral		0-6 Units	7+ Units
1st Installment Due by Friday, July 24, 2009		2,338.00	2,338.00
Balance Due by Monday, October 5, 2009		1,981.50	1,981.50
<b>Total</b>		<b>4,319.50</b>	<b>4,319.50</b>

**REGISTRATION AND TUITION FEES FOR FOREIGN AND NON-RESIDENTS**

UNITS	Undergraduate Students			Teacher Credential Students			Post Baccalaureate Students			Doctoral Students		
	TUITION FEES	REGISTRATION FEES	TOTAL	TUITION FEES	REGISTRATION FEES	TOTAL	TUITION FEES	REGISTRATION FEES	TOTAL	TUITION FEES	REGISTRATION FEES	TOTAL
01	339.00	1208.50	1547.50	339.00	1349.50	1688.50	339.00	1412.50	1751.50	339.00	4,286.50	4,625.50
02	678.00	1208.50	1886.50	678.00	1349.50	2027.50	678.00	1412.50	2090.50	678.00	4,286.50	4,964.50
03	1017.00	1208.50	2225.50	1017.00	1349.50	2366.50	1017.00	1412.50	2429.50	1,017.00	4,286.50	5,303.50
04	1356.00	1208.50	2564.50	1356.00	1349.50	2705.50	1356.00	1412.50	2768.50	1,356.00	4,286.50	5,642.50
05	1695.00	1208.50	2903.50	1695.00	1349.50	3044.50	1695.00	1412.50	3107.50	1,695.00	4,286.50	5,981.50
06	2034.00	1208.50	3242.50	2034.00	1349.50	3383.50	2034.00	1412.50	3446.50	2,034.00	4,286.50	6,320.50
07	2373.00	1847.50	4220.50	2373.00	2093.50	4466.50	2373.00	2201.50	4574.50	2,373.00	4,286.50	6,659.50
08	2712.00	1847.50	4559.50	2712.00	2093.50	4805.50	2712.00	2201.50	4913.50	2,712.00	4,286.50	6,998.50
09	3051.00	1847.50	4898.50	3051.00	2093.50	5144.50	3051.00	2201.50	5252.50	3,051.00	4,286.50	7,337.50
10	3390.00	1847.50	5237.50	3390.00	2093.50	5483.50	3390.00	2201.50	5591.50	3,390.00	4,286.50	7,676.50
11	3729.00	1847.50	5576.50	3729.00	2093.50	5822.50	3729.00	2201.50	5930.50	3,729.00	4,286.50	8,015.50
12	4068.00	1847.50	5915.50	4068.00	2093.50	6161.50	4068.00	2201.50	6269.50	4,068.00	4,286.50	8,354.50
13	4407.00	1847.50	6254.50	4407.00	2093.50	6500.50	4407.00	2201.50	6608.50	4,407.00	4,286.50	8,693.50
14	4746.00	1847.50	6593.50	4746.00	2093.50	6839.50	4746.00	2201.50	6947.50	4,746.00	4,286.50	9,032.50
15	5085.00	1847.50	6932.50	5085.00	2093.50	7178.50	5085.00	2201.50	7286.50	5,085.00	4,286.50	9,371.50
16	5424.00	1847.50	7271.50	5424.00	2093.50	7517.50	5424.00	2201.50	7625.50	5,424.00	4,286.50	9,710.50
17	5763.00	1847.50	7610.50	5763.00	2093.50	7856.50	5763.00	2201.50	7964.50	5,763.00	4,286.50	10,049.50
18	6102.00	1847.50	7949.50	6102.00	2093.50	8195.50	6102.00	2201.50	8303.50	6,102.00	4,286.50	10,388.50



# Money Matters

## FALL 2009 Refund Policy Schedule for Registration Fees and Tuition

The following general rules will be followed by Accounting Services in making refunds to students for State-supported semesters (with references to Title 5, Section 41802):

### Students dropping some but not all courses

Before the first day of instruction (August 23, 2009)	100% refund (consistent with Sec. 41802(b) and 41802 (c))
During the first two weeks of instruction (August 24 - September 4, 2009)	Fees determined based on courses enrolled in at the end of this period (Sec. 41802(c)) *
After the 2nd week of instruction, up to and including the 60% point of the semester (September 7 - October 28, 2009)	No refund, unless an exceptional circumstance exists- petition required (Sec. 41802(e)(2)). If petition approved a pro rata refund may be granted. ***
After the 60% point of the semester (October 29, 2009 and after)	No refund (consistent with Sec. 41802(d)(1))

### Students dropping all courses or officially withdrawing from the University \*\*

Before the first day of instruction (August 23, 2009)	100% refund (Sec. 41802(b))
During the first two weeks of instruction (August 24 - September 4, 2009)	Pro rata refund (Sec. 41802(d)(1))
After the 2nd week of instruction, up to and including the 60% point of the semester (September 7 - October 28, 2009)	Pro rata refund (Sec. 41802(d)(1))
After the 60% point of the semester (October 29, 2009 and thereafter)	No refund (Sec. 41802(d)(1))

\* A determination will be made at the end of the second week of instruction as to the amount of fees due for the number of units enrolled (net of course adds and drops).

\*\*A student who fails to drop all courses or officially withdraw from the campus will not be entitled to a refund (this is normally the case when a student just stops attending classes).

### Exceptions to the above general rules

A full refund, less an administrative fee, will be made if any of the conditions under Sec. 41802(e)(1) apply.

\*\*\* A student may petition for a refund in accordance with Sec. 41802(e)(2). In this case, the petition will be reviewed by the Enrollment Petition Committee to determine if the student has demonstrated exceptional circumstances warranting a refund. The committee then forwards its recommendation to the campus CFO, or designee, who determines what amount, if any, will be refunded.

**All refunds will be subject to a \$5.00 administrative fee.**

#### **Reminder!!**

Priority registration and tuition fees must be received no later than 3:30p.m. on July 24, 2009. Students may be subject to cancellation if fees are not paid on time.

## E-mail Communication

The university has adopted a policy that requires all students to obtain a free Fresno State email account. All official university notification will be sent to students via Fresno State email accounts only. Examples of notices that will be sent via e-mail include: Registration Notices, Invoice Statements, Add/Drop Deadlines, Disenrollment Notices for Nonpayment, Academic Disqualification and Financial Aid Awards. Students who do not have a free Fresno State email account should log-on to:

<http://my.fresnostate.edu> and click on the "Get An Account Now" link to apply. Students are encouraged to check their email accounts weekly. For questions or assistance with your Fresno State e-mail account, please contact the Help Desk at 278-7000.

## Drug Free Schools and Communities Act

The **Drug Free Schools and Community Act of 1989** requires universities to inform students of campus standards of conduct regarding the abuse of alcohol and illicit drugs, the legal and disciplinary sanctions which apply, possible health risks, educational programs, and available counseling. For more information about this policy at California State University, Fresno, go to <http://studentaffairs.csufresno.edu/dfsp/index.html> or contact the Vice President for Student Affairs and Dean of Students Office, 278-2541.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

The university adheres to the provisions of FERPA regarding privacy of student records and a student's right to inspect and review educational records. The campus is authorized under the Act to release public directory information concerning students. Directory information may include the student's name, the most recent educational institution attended, major field of study, enrollment status, degrees and awards received at Fresno State, participation in officially recognized University sports and student activities, and weight and height of members of athletic teams. This information may be released by the campus at any time unless the Registrar's Office has received prior written objection from the student specifying information the student requests not to be released. The university's complete policy regarding FERPA is printed in the catalog and can be accessed at: <http://www.csufresno.edu>.

For students employed in positions represented by CSU Bargaining Unit 11 only, "directory information" may also include address, department in which employed, telephone number, email address and status as a student employee (i.e. TA, GA, ISA), PROVIDED HOWEVER, that such information may be considered "directory information" only for purposes of disclosure of the CSU Chancellor's Office to the Exclusive Representative of Bargaining Unit 11.

## Adding and Dropping Classes

During the first week of classes, it is the responsibility of students to attend each class meeting of courses in which they are enrolled.

Students absent from any class meeting during this period are responsible for personally contacting their instructor by the next class meeting to request being retained in the class.

In addition, as a courtesy to other students attempting to add and as a courtesy to the faculty, students who decide to drop a class should do so immediately by using the registration system. In short, **it still is the student's responsibility to withdraw properly from any class he/she does not intend to complete.** Failure to withdraw will result in the assignment of the appropriate grade, ("WU" or "NC").

Further, in order to permit a student on a waiting list to enroll in a class, a professor may drop from his/her class any student who is absent from any class session during the first week of classes and does not personally notify the professor by the next class meeting of his/her intent to remain in the course.

The professor who drops a student for this reason shall complete and forward the appropriate Administrative Withdrawal card (available in school and departmental offices) to the Admissions/Records Office where it must be received by the tenth day of instruction or the drop will be invalidated and will result in the student still being enrolled in the class.

Students may add classes through the tenth day of instruction without permission. Adding from the eleventh day through the 20th day of instruction is with a permission number only. No adds will be accepted after the 20th day of instruction. Students may drop classes through the fourth week of instruction (census date) without permission. After the census date, a student may drop a course only for a serious and compelling reason that makes it impossible for the student to complete course requirements. A "serious and compelling reason" is defined as an unexpected condition that is not present prior to enrollment in the course that unexpectedly arises and interferes with a student's ability to attend class meetings and/or complete course requirements. The reason must be acceptable to and verified by the instructor of record and the department chair. The condition must be stated in writing on the appropriate form. The student must provide documentation that substantiates the condition.

Failing or performing poorly in a class is not an acceptable "serious and compelling" reason within the University policy, nor is dissatisfaction with the subject matter, class or instructor.

When the appropriate form has been signed by the department chair and processed according to the instructions on the form a "W" will be recorded on the student's transcript.

## Registration Eligibility for Subsequent Semesters

A continuing student in good standing is eligible to register for a subsequent semester if he/she was enrolled by the eleventh day of instruction and had paid fees for the previous semester. Students must make progress toward fulfillment of degree requirements to remain in good standing. Students who enroll and withdraw and do not complete any course work for two consecutive semesters may lose their continuing student status.

# Course Subjects, Symbols and Terms

• The following chart is a guide to the appropriate subjects used for the University's departments and programs of study •

<b>AAIS</b> ..... Africana & American Indian Studies	<b>EHD</b> ..... Education & Human Development	<b>MCJ</b> ..... Mass Communication & Journalism
<b>ACCT</b> ..... Accountancy	<b>ENGL</b> ..... English	<b>ME</b> ..... Mechanical Engineering
<b>AETH</b> ..... Applied Ethics	<b>ENGR</b> ..... Engineering - Interdisciplinary Courses	<b>MEAG</b> ..... Mechanized Agriculture
<b>AGBS</b> ..... Agricultural Business; Graduate	<b>ENOL</b> ..... Enology	<b>MGT</b> ..... Management
<b>AGEC</b> ..... Agricultural Economics	<b>ENTR</b> ..... Entrepreneurship	<b>MKTG</b> ..... Marketing
<b>AGED</b> ..... Agricultural Education	<b>ERA</b> ..... Educational Research, Foundations	<b>MS</b> ..... Military Science - Army ROTC
<b>AGRI</b> ..... Agricultural; Graduate	<b>ESL</b> ..... English Second Language	<b>MSA</b> ..... Master of Science in Accountancy
<b>AH</b> ..... Arts & Humanities Interdisciplinary	<b>FCS</b> ..... Family & Consumer Sciences	<b>MSCI</b> ..... Marine Science
<b>ANTH</b> ..... Anthropology	<b>FIN</b> ..... Finance	<b>MUSIC</b> .... Music
<b>ARM</b> ..... Armenian	<b>FL</b> ..... Foreign Language	<b>NSCI</b> ..... Natural Science
<b>ARMS</b> .... Armenian Studies	<b>FM</b> ..... Fashion Merchandising	<b>NURS</b> ..... Nursing
<b>ART</b> ..... Art	<b>FN</b> ..... Food & Nutrition	<b>NUTR</b> ..... Nutrition
<b>ARTDS</b> .... Art & Design	<b>FREN</b> ..... French	<b>OH</b> ..... Ornamental Horticulture
<b>ARTH</b> ..... Art History	<b>FSC</b> ..... Food Science	<b>PAX</b> ..... Peace & Conflict Studies
<b>ASAM</b> .... Asian American Studies	<b>FSM</b> ..... Food Systems Management	<b>PH</b> ..... Public Health, Masters
<b>ASCI</b> ..... Animal Sciences	<b>GD</b> ..... Graphic Design	<b>PHIL</b> ..... Philosophy
<b>ASP</b> ..... Aerospace Studies	<b>GEOG</b> .... Geography	<b>PHTH</b> ..... Physical Therapy
<b>ATHL</b> ..... Athletics	<b>GEO</b> ..... Geology	<b>PLANT</b> .... Plant Science
<b>BA</b> ..... Business Administration	<b>GERM</b> .... German	<b>PLSI</b> ..... Political Science
<b>BIOL</b> ..... Biology	<b>GERON</b> ... Gerontology	<b>PLTH</b> ..... Plant Health
<b>BUS</b> ..... Business-Graduate	<b>GME</b> ..... Geomatics Engineering	<b>PORT</b> ..... Portuguese
<b>CDDS</b> ..... Communicative Disorders & Deaf Studies	<b>GPA</b> ..... Graduate Public Administration	<b>PSCI</b> ..... Physical Science
<b>CE</b> ..... Civil Engineering	<b>GRK</b> ..... Greek	<b>PSYCH</b> .... Psychology
<b>CFS</b> ..... Child and Family Sciences	<b>GRS</b> ..... Graduate Studies	<b>REHAB</b> ... Rehabilitation Counseling
<b>CGSCI</b> ..... Cognitive Science	<b>HEBR</b> ..... Hebrew	<b>RES</b> ..... Revising and Editing Skills
<b>CHEM</b> .... Chemistry	<b>HEC</b> ..... Home Economics Education	<b>RLS</b> ..... Recreation and Leisure Studies
<b>CHIN</b> ..... Chinese-Linguistics Dept	<b>HHS</b> ..... Health & Human Services - Interdisciplinary Courses	<b>SC</b> ..... Solutions Center
<b>CI</b> ..... Curriculum and Instruction	<b>HIST</b> ..... History	<b>SKT</b> ..... Sanskrit
<b>CLAS</b> ..... Chicano & Latin American Studies	<b>HMONG</b> .. Hmong	<b>SOC</b> ..... Sociology
<b>COMM</b> .... Communication	<b>HONOR</b> ... Honors	<b>SPAN</b> ..... Spanish
<b>COMS</b> ..... Community Service	<b>HORT</b> ..... Horticulture	<b>SPED</b> ..... Special Education
<b>CONST</b> ... Construction Management	<b>HRM</b> ..... Human Resource Management	<b>SSCI</b> ..... Social Science Program
<b>COUN</b> ..... Counselor Education	<b>HS</b> ..... Health Science	<b>SW</b> ..... Soils & Water
<b>CRIM</b> ..... Criminology	<b>HUM</b> ..... Humanities	<b>SWRK</b> ..... Social Work
<b>CRP</b> ..... City Regional Planning	<b>ID</b> ..... Interior Design	<b>UNIV</b> ..... University
<b>CRSC</b> ..... Crop Science-Agronomy and Vegetable Crops	<b>IE</b> ..... Industrial Engineering	<b>VEN</b> ..... Viticulture and Enology
<b>CSB</b> ..... Craig School of Business	<b>INOV</b> ..... College of Innovation	<b>VIT</b> ..... Viticulture
<b>CSCI</b> ..... Computer Science	<b>IPC</b> ..... Interprofessional Collaboration	<b>WS</b> ..... Women's Studies
<b>CSH</b> ..... Consumer Science & Housing	<b>IAS</b> ..... Interdisciplinary Arts Studies	
<b>CST</b> ..... CalState TEACH	<b>IS</b> ..... Information Systems	
<b>CULG</b> ..... Culinology	<b>ISA</b> ..... International Studies Abroad	
<b>DANCE</b> ... Theatre Arts - Dance	<b>ISC</b> ..... International Studies Courses	
<b>DRAMA</b> ... Theatre Arts - Drama	<b>IT</b> ..... Industrial Technology	
<b>DS</b> ..... Decision Sciences	<b>ITAL</b> ..... Italian	
<b>EAD</b> ..... Education Administration	<b>JAPN</b> ..... Japanese	
<b>ECE</b> ..... Electrical & Computer Engineering	<b>KAC</b> ..... Kinesiology Activities	
<b>ECOL</b> ..... Ecology	<b>KINES</b> ..... Kinesiology	
<b>ECON</b> ..... Economics	<b>LATIN</b> ..... Latin	
<b>EDL</b> ..... Educational Leadership-Joint Doctoral Program	<b>LCOM</b> ..... Learning Communities	
<b>EDU</b> ..... Education	<b>LEE</b> ..... Literacy and Early Education	
<b>EE</b> ..... Electrical Engineering	<b>LING</b> ..... Linguistics	
	<b>MATH</b> ..... Mathematics	
	<b>MBA</b> ..... Master of Business	

# Final Examination Schedule

## ● DEC 14 - 17 ●

You may avoid the possibility of three or more final examinations falling on the same day by checking your program with the schedule printed below. You should be aware of potential conflicts between one-day and two-day a week classes. Consult with the instructor.

A class held for more than one hour per day will follow the examination time for the earliest hour of its meeting.

A class meeting one day per week will follow

the appropriate schedule for its designated starting time. If a one-day class has a room conflict with a two to four-day class, the one-day class will move to the nearest available room as determined by the instructor. Finals are to be given in regular classrooms used during the semester.

When two one-day classes are in room conflict, the class or the department to which the room is assigned has priority. The other class will move to the nearest available room as determined by the instructor.

Multiple section courses that wish to give a common final exam may do so on Saturday, Dec 12th with advanced approval of the department chairman and the college/school dean.

Arrangement for final examinations that need to be held at times other than shown in the schedule must be made in advance, subject to the approval of the department chairman and the college/school dean.

Daily, MWF, MW, M, W, and F CLASSES				T, TH and TTH CLASSES			
Class Begins Between	Examination Day	Examination Date	Examination Time	Class Begins Between	Examination Day	Examination Date	Examination Hours
06:15A-07:00A	Monday	Dec 14	06:30A-08:30A	06:15A-07:00A	Tuesday	Dec 15	06:30A-08:30A
07:15A-08:00A	Wednesday	Dec 16	08:45A-10:45A	07:15A-08:00A	Thursday	Dec 17	08:45A-10:45A
08:15A-09:00A	Monday	Dec 14	08:45A-10:45A	08:15A-09:00A	Tuesday	Dec 15	08:45A-10:45A
09:15A-10:00A	Wednesday	Dec 16	11:00A-01:00P	09:15A-10:00A	Thursday	Dec 17	11:00A-01:00P
10:15A-11:00A	Monday	Dec 14	11:00A-01:00P	10:15A-11:00A	Tuesday	Dec 15	11:00A-01:00P
11:15A-12:00P	Wednesday	Dec 16	01:15P-03:15P	11:15A-12:00P	Thursday	Dec 17	01:15P-03:15P
12:15P-01:00P	Monday	Dec 14	01:15P-03:15P	12:15P-01:00P	Tuesday	Dec 15	01:15P-03:15P
01:15P-02:00P	Wednesday	Dec 16	03:30P-05:30P	01:15P-02:00P	Thursday	Dec 17	03:30P-05:30P
02:15P-03:00P	Monday	Dec 14	03:30P-05:30P	02:15P-03:00P	Tuesday	Dec 15	03:30P-05:30P
03:15P-04:00P	Wednesday	Dec 16	05:45P-07:45P	03:15P-04:00P	Thursday	Dec 17	05:45P-07:45P
04:15P-05:00P	Monday	Dec 14	05:45P-07:45P	04:15P-05:00P	Tuesday	Dec 15	05:45P-07:45P
05:15P-06:00P	Wednesday	Dec 16	08:00P-10:00P	05:15P-06:00P	Thursday	Dec 17	08:00P-10:00P
06:15P-10:00P	Monday	Dec 14	08:00P-10:00P	06:15P-10:00P	Tuesday	Dec 15	08:00P-10:00P
2 - 4 HOUR CLASSES				2 - 4 HOUR CLASSES			
<b>Monday</b>				<b>Tuesday</b>			
04:00P-05:00P	Monday	Dec 14	05:45P-07:45P	04:00P-05:00P	Tuesday	Dec 15	05:45P-07:45P
05:15P-10:00P	Monday	Dec 14	08:00P-10:00P	05:15P-10:00P	Tuesday	Dec 15	08:00P-10:00P
<b>Wednesday</b>				<b>Thursday</b>			
04:00P-05:00P	Wednesday	Dec 16	05:45P-07:45P	04:00P-05:00P	Thursday	Dec 17	05:45P-07:45P
05:15P-08:00P	Wednesday	Dec 16	08:00P-10:00P	05:15P-08:00P	Thursday	Dec 17	08:00P-10:00P

## Saturday Classes

Meet at the schedule time and place on Saturday, Dec 12.

	Saturday Dec 12	Monday Dec 14	Tuesday Dec 15	Wednesday Dec 16	Thursday Dec 17
06:30A					
08:45A					
11:00A					
01:15P					
03:30P					
05:45P					
08:00P					