

# Registration Process

## Program Planning and Registration

Freshmen should plan their programs early, beginning, when practical, with the selection of a major. Degree requirements in each major are listed under the appropriate department. Major information sheets are available for most of our majors. If you are undecided about a major, indicate *Undeclared* on the appropriate forms until a definite decision is reached. For general information, see *Degree Requirements*, page 82.

Regular advising is key to the successful and timely completion of a degree. Depending on the major department's procedure, an academic adviser is assigned to each student, or selected by the student. The Office of Advising Services (Joyal Administration Building, Room 224) advises undeclared majors and can advise all students on General Education and non-major related degree requirements. (See page 22.) At a minimum, all undergraduate students are expected to review their "roadmap" to graduation with an adviser from their major department by the end of the term in which they complete 75 units. Some departments require advising earlier and more often.

Undergraduate students entering the university without a major are strongly encouraged to declare a major before the end of the term in which 45 units are completed toward a degree. Students *must* declare a major no later than the term in which 60 units are completed. Undergraduate transfer students with 60 or more units must declare a major upon entry or before course registration begins for their second semester at the university. Students may contact the Office of Advising Services for further information (Joyal Administration Building, Room 224, or call 278.1787).

It is recommended that all students meet with a faculty adviser once each semester before registering for classes. A faculty adviser assists the student in planning an academic program, but the primary responsibility for meeting all graduation requirements is the student's.

## Recommended Preparation

**Freshmen.** Overall excellence of performance in high school subjects and evidence of academic potential provide the basis for admission at California State University, Fresno.

Since certain academic majors require high school preparation in definite subjects, the student should consult the requirements indicated in the field of his or her choice.

In university majors, such as engineering, natural science, mathematics, social science and humanities, a maximum number of high school credits should be obtained in appropriate preparatory subjects.

**Transfer Students.** Students intending to transfer to California State University, Fresno should plan their transfer programs to meet our General Education and major degree requirements. Students transferring from a California community college should complete as many of the CSU General Education requirements of that college as possible while keeping in mind that a maximum of 70 transferable units is allowed from two-year institutions (community/junior colleges). A General Education Certification (requested only from California public community/junior colleges and California State University campuses) should be sent to California State University, Fresno along with the final transcripts. Earning an A.A. or A.S. degree does not necessarily mean one has fulfilled CSU admission and/or General Education requirements.

After admission to California State University, Fresno, transfer students with a declared major, entering with 40 or more units will receive a copy of their advanced standing evaluation, indicating how previous college units have been applied toward degree requirements at California State University, Fresno. Questions about one's evaluation should be directed to the student's adviser or the Evaluations Office. It is recommended that transfer students bring with them an unofficial copy of all previous college transcripts and their CSU General Education Certification when attending New Student Orientation and Advising Day to ensure accurate advising.

The California Articulation Number (CAN) identifies some of the transferable, lower-division, introductory (preparatory) courses commonly taught on California college campuses. The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. In this catalog, the CAN is listed parenthetically at the end of the course description.

It is expected that most campuses throughout the state will qualify courses to use the California Articulation Numbers. Check with academic advising offices or articulation officers for current listings of CAN courses and campuses participating in the CAN system. A *CAN Catalog* listing campuses and courses is published biannually.

## Registration

Registration is open to new and returning students who have been admitted and to eligible continuing students in good standing. A continuing student is eligible to register for a subsequent semester if he/she was enrolled by the eleventh day of instruction and had paid registration 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 coursework for two or more consecutive semesters may lose their continuing student status. Former California State University, Fresno students returning after an absence of one semester or more must apply for readmission, subject to university enrollment limitations and filing deadlines. Students who are returning after an absence of two semesters or more, and those who have been absent one semester and who have attended another institution since last registered at California State University, Fresno are required to pay the \$55

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application fee when applying. The *Academic Calendar* lists dates of registration.

*Registration is complete only when all class selection through telephone/Web registration is finalized and all fees are paid.* See the *Academic Calendar* for all deadline dates.

Registration appointment date and time for all students is determined by the number of academic units completed with limited exceptions. After a priority group is processed, then assignments are made based on the highest number of completed units.

Registration in courses offered by some colleges/schools or departments may be restricted to students officially enrolled in certain majors and/or class levels. It is essential that each student's current major be correctly recorded in the university's records. Failure to do so may result in enrollment difficulties. It is the student's responsibility to be sure his or her major is correct. Undergraduate major changes can be made at the Admissions/Records service windows, Joyal Administration Building, North Lobby; postbaccalaureate and graduate changes at the Division of Graduate Studies Office; and international student changes at the International Admissions Office.

**Class Schedule.** An official *Class Schedule* is listed online each semester with registration procedures, courses offered, class hours and locations, and other important deadlines and updated policy changes as applicable. The schedule is available via the Web at <http://www.csufresno.edu/ClassSchedule/>.

**Full-time/Part-time Students.** Students taking at least 75 percent of the normal academic load are considered full-time students. Since the normal academic load is 15 semester hours, students carrying 12 or more semester hours are full-time students. For purposes of financial aid, graduate (200-level) courses are weighted for graduate students. Each graduate unit attempted by a graduate student is considered as 1.5 units.

Full-time ..... 12 or more units  
Three-quarter time ..... 9 to 11.5  
Half-time ..... 6 to 8.5

**Veterans Certification.** The Registrar's Office acts as liaison to the Veterans Administration, the State Department of Veterans Affairs, and other related agencies for veterans, dependents, or reservists eligible to receive educational benefits. A student may obtain information and assistance regarding certification of benefits, V.A. Work Study, advance pay, and processing of tutorial assistance paperwork by visiting the Admissions and Records Office, North Lobby, Joyal Administration Building, or by calling 559.278.7030.

**Concurrent Registration at a Non-CSU College or University.** While enrolled at California State University, Fresno, students may enroll for additional courses at another institution outside the CSU system with the written approval of the student's academic adviser. Such approval must be granted prior to the beginning of classes at the other institution. The courseload in the combined enrollment program may not exceed the maximum unit load restrictions for California State University, Fresno. The completed form must be filed by the end of the first week of instruction at the Admissions and Records Office, North Lobby, Joyal Administration Building.

**Concurrent Registration at Another CSU Campus.** A continuing undergraduate student who has completed a minimum of one semester of 12 units on the Fresno campus and is in good standing with a grade point average of 2.0 or better in all work completed at Fresno State; or a graduate student who has been and is in an authorized graduate program in good standing may enroll concurrently at another CSU campus without any additional fees. Complete information is available in the Office of the Registrar.

**Visitor Registration at Another CSU Campus.** A continuing undergraduate student who has completed a minimum of one semester of 12 units and has attained a grade point average of 2.0 or better in all work completed at Fresno State, or a continuing graduate student who has completed one semester and is admitted to an authorized graduate program, may register and pay fees at another CSU campus for one semester

without applying for admission to that campus. Complete information is available in the Office of the Registrar.

**Excess Unit/Enrollment Restrictions — Undergraduate.** Undergraduate students are cautioned against registering for more than 18 units without consulting with an adviser, since more than 18 units is generally considered to be an academic overload. A limit of 16 units applies to graduate students. See the *Class Schedule* for details.

To register for 19 units, an undergraduate student must have an overall grade point average of 2.5; for 20 to 22 units, a student must have an overall grade point average of 3.0. Exceptions to these limits must be approved by the chair of the student's major department. An absolute limit of 22 units (excluding credit by examination units) is enforced and may be waived only with the approval of the dean of the college/school of the student's major.

An academic department may restrict enrollment by requiring students to drop a class if the student has been disqualified from the major or the student has not achieved a *C* average in the major or has not met the stated course prerequisites. This is especially true in academic areas that are impacted or are in high demand.

Enrollment in upper-division courses is normally restricted to students with junior, senior, or graduate standing or who have the necessary prerequisites. Exceptions are subject to the approval of the instructor and department chair. Only students who have been fully approved for admission to credential programs may enroll in certain education courses and qualify for a school service credential on the basis of the university's recommendation.

Credit in any course is also subject to all restrictions that may appear in our *General Catalog*.

**Excess Units/Enrollment Restrictions — Postbaccalaureate/Graduate.** To enroll in 17 or more units, master's degree students must demonstrate a GPA of 3.0 or better; credential students must demonstrate a minimum GPA equivalent to the admission standards of their

individual credential program. However, if the credential program requires enrollment in graduate-level (200-series) coursework, the students must demonstrate a 3.0 GPA or better. Second baccalaureate/second undergraduate major/nonobjective students may enroll in 19 units if they possess a GPA of 2.5; 3.0 for 20-22 units. Graduate-level (200-series) courses are unavailable to second baccalaureate/major and nonobjective students.

**Change of Major.** Each undergraduate student who wishes to change his or her major must do so at the Admissions/Records service windows, Joyal Administration Building, North Lobby, to initiate the procedure. International students report to the International Admissions Office. New graduate and postbaccalaureate students should report to the Graduate Admissions Office and continuing graduate and postbaccalaureate students should report to the Division of Graduate Studies Office.

**Adding and Dropping Courses.** A student is held responsible for the program of courses in which he or she is officially registered. A student is urged to consult an adviser before making a program change. If the class is dropped before the end of the fourth week of classes, the course is not recorded on the permanent record. The end of the fourth week is defined as the end of the 20th instructional day of the semester. Consult the current *Class Schedule* for specific add/drop instructions, procedures, and deadlines.

**Adding Courses.** Once registered, a student may add courses through the tenth day of instruction.

**Dropping Courses.** Through the tenth day of instruction, a student may drop courses without a serious and compelling reason.

After the tenth day of instruction, 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 a medical, emotional, or other condition acceptable to and verified by the dean of the college/school in which the course is offered. The condition must be stated in

writing on the drop form. Upon signing the form, the course instructor may add a written recommendation to the college/school dean in the space provided. The dean may require that the student provide written substantiation as deemed necessary. 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.

During the final three weeks of instruction, dropping an individual course is not permitted unless special approval is given by the registrar in cases such as accident or illness where the cause of the drop is due to circumstances beyond the student's control. If the student has completed a significant portion of the required coursework, incomplete grades are often assigned.

**Complete Withdrawal.** A student may totally (completely) withdraw from all courses up to the last three weeks of instruction. Complete withdrawal during the last three weeks of instruction is only permitted in cases such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control. If a student withdraws through the first four weeks of instruction, only the date of withdrawal is posted on the permanent record. If the student withdraws after the first four weeks, a *W* is posted for each class as well as the official date of withdrawal. For purposes of subsequent registration and catalog determination, students are considered as having been enrolled for that semester.

A student who withdraws from the university after the tenth day of instruction and who is in good academic standing (not disqualified) is eligible to enroll the following semester without reapplying for admission. A student remaining unenrolled at the university for only one semester and not enrolling at another accredited institution during the interim must apply for readmission, may use the short application form available from the Admissions Office, and is not required to pay the application fee. However, a student attending another accredited institution or not enrolled for two or more consecutive

semesters must reapply and pay the application fee. Contact the Evaluations Office regarding possible consequences if you remain away from California State University, Fresno more than one calendar year.

Consult the current *Class Schedule* for specific withdrawal instructions, procedures and deadlines.

**Request for Record Adjustment.** The university recognizes that on rare occasions students will experience exceptional situations that prohibit them from completing some procedures in a timely manner. A student may petition for a record adjustment if a documented hardship occurred during the term for which the adjustment is requested, or in instances where the student will suffer a significant academic hardship if the request is not granted. Contact the Admissions and Records Office for further information.

**Nonattendance.** 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. Students must not assume that instructors will exercise their option to submit the Administrative Withdrawal Card. In short, it still is the responsibility of the student to withdraw properly from any class he/she does not intend to complete. Failure to withdraw will result in the assignment of the appropriate failing grade, *WU* or *NC*.

Further, in order to permit students on waiting lists to enroll in a class, instructors may administratively withdraw from their classes students who are absent from any class session during the first week of classes and do not personally notify the instructors by the next class meeting of their intent to remain in the course.