

# ENROLLMENT/REGISTRATION

## CATALOG YEAR

Graduate degree requirements usually are based on the published requirements of the catalog in effect at the time of the student's advancement to candidacy. In certain circumstances, catalog requirements published in the year when the individual student was fully admitted to the program may apply.

## CONTINUOUS ENROLLMENT

All graduate degree students must maintain continuous enrollment from their initial point of enrollment in their graduate program. A full course load is encouraged in order to facilitate a timely completion of the degree.

Initial enrollment for project (298) and thesis (299) occurs in the departmental office. During the time that students are working toward completion of their culminating experience, when and if they have enrolled in all course units, they are expected to maintain enrollment by enrolling in zero units. There are two types of zero-unit enrollment. Registration procedures for each are as follows:

### **Enrollment in Zero Units through Division of Continuing and Global Education (CGE) (GS Continuation):**

Students who choose Graduate Studies (GS) Continuation through the Division of Continuing and Global Education (CGE) should go to the Division of Graduate Studies, Thomas Administration Building, Room 130, by the second week of the fall or spring semester or third week of the summer to have their eligibility verified ("Petition of Advancement to Candidacy" and "Thesis (299) / Dissertation Committee Assignment" [for thesis students] forms on file). After obtaining the appropriate paperwork, students go to the Division of Continuing and Global Education (CGE) office, Education Building, Room 130, and pay the registration fee of \$227.00 (amount subject to change).

### **Enrollment in Zero Units through University Enrollment (GS 299C):**

Students enrolling in GS 299C should follow the instructions for registration in the *Class Schedule*. These students must also go to the Division of Graduate Studies to obtain the class and permission numbers and have their eligibility verified prior to their assigned registration date and time. International Student Services and Programs has indicated that international students may fulfill the continuous enrollment requirement only through GS 299C in the fall or spring semesters.

## **CAMPUS DEFINITION OF FULL-TIME STUDENT STATUS**

The university defines full-time study as 12 units; however, while undergraduate course units are counted at face value, graduate course units (those numbered in the 200 series) are weighted at 1.5 units per each course unit. Therefore, 8 units of 200 level courses constitute an equivalent full-time study load of 12 units.

Upon the recommendation of the student's advisor and with an evaluation by the course instructor, the graduate dean may certify the following as meeting the full-time requirement with a study load of less than 12 weighted units: thesis (299), project (298), and the comprehensive examination and enrollment in zero units (GS Continuation or GS299C). In such instances, an evaluation will be required to demonstrate that the hours of study equate to full time study.

## **FULL TIME VS. PART-TIME ENROLLMENT**

For the purpose of *reporting enrollment* for graduate students, regardless of status:

- Part-time      less than 9 units
- Full-time      9 or more units

For the purpose of *financial aid* (loans, etc.):

- Part-time:
  - 3/4 time    9-11 1/2 equivalent units
  - 1/2 time    6-8 1/2 equivalent units
- Full-time    8 units of 200-level courses; or  
12 equivalent units from combined 200 and 100 level

*Note:* "Equivalent units" are calculated at 1.5 units for each 200-level unit, and at face value for each 100-level unit.

Students enrolled in zero units (GS Continuation or GS 299C) may need to verify their possible qualification for full- or part-time status. Coordinators/directors should direct such students to the DGS Office, where appropriate paperwork is available. (See "Student Status of Enrollment in Zero Units (GS Continuation) Verification Request," via the "Forms" link on the DGS Web site.)

## **REQUIREMENT FOR FULL-TIME ENROLLMENT INTERNATIONAL STUDENTS**

The United States Office of Homeland Security (OHS) requires international students on non-immigrant F-1 and J-1 visas to pursue full-time study in a specific program for each semester of enrollment. Full-time study includes 12 weighted academic units of approved prerequisite, corequisite, or graduate program courses. (Note: Graduate 200-series courses have weighting factor of 1.5 per course unit.)

- Using the definitions for full-time student status, international graduate students are advised to work closely with their faculty advisor to plan a program of full-time study for each semester of enrollment.
- Graduate program coordinators/directors should not admit international students to their programs in those instances where a sufficient number of courses are not expected to be available during each semester of enrollment in the program.

## **PLANNED EDUCATIONAL LEAVE REQUESTS**

Students wishing to temporarily suspend their formal studies in order to pursue other activities that will help clarify and contribute to their educational goals may request a planned leave from the Dean of Graduate Studies.

- Students must submit a “Planned Educational Leave” request form to the Division of Graduate Studies for recommendation. (Forms are available from Joyal Administration Building, Room 106; the Division of Graduate Studies; or online at <[www.csufresno.edu/are/forms.htm](http://www.csufresno.edu/are/forms.htm)>.)
- Planned educational leaves of absence do not change the existing five-year time limit for completion of the degree.
- The Registrar’s office will send notification to the student and program coordinator/director.
- A student who is approved for a planned leave will be considered a continuing California State University, Fresno student.

## **TIME TO DEGREE**

A time limit of five years from the earliest course listed on the student’s approved “Petition of Advancement to Candidacy” form is allowed for completion of the graduate degree. A limited number of outdated courses (older than five years) may be validated. (See Course Validation, under the “Appeals and Petitions” section of this handbook (Section I), for further information relevant to this procedure.)

In rare circumstances only, extensions beyond the five-year limit (no more than two additional years) may be granted, per Title 5, California State Education Code. Contact the graduate dean.

## **REQUEST FOR RECORD ADJUSTMENT**

The university does recognize that on rare occasions students will experience exceptional situations which prohibit them from completing some procedures in a timely manner. A student may request consideration by completing the REQUEST FOR RECORD ADJUSTMENT (i.e., Retroactive Withdrawal, Retroactive Add, Change of Grading Option or Other).

Form is available at the Admissions, Records & Evaluations Public Contact Windows or online at <[www.csufresno.edu/are/forms/](http://www.csufresno.edu/are/forms/)>.

Post-baccalaureate/graduate students requesting retroactive withdrawal must obtain all required signatures on the form.

Return the completed form with appropriate documentation to the receptionist in Admission and Records Office, Joyal Administration Building, Room 106.

Decisions will be sent to students approximately ten working days from the date the form and supporting documents were submitted.

If approved, a \$10.00 administrative fee must be paid.

## **TUITION AND REGISTRATION FEES**

Tuition and registration fees are listed in the current *Class Schedule* for each semester, for both domestic and international students. Summer extension fees may be found in the Division of Continuing and Global Education (CGE) *Catalog*. Fees are subject to change.

Students may check their student portal ([My.FresnoState.edu](http://My.FresnoState.edu)) to see if they have an outstanding balance. If fees are not paid by the deadline, they will be dropped from their classes.