FALL 2022 SEMESTER CALENDAR

March 1  Priority graduation check application deadline for fall 2022.

April 18- Aug. 19  TITAN Registration – Registration and Change of Program by class level (see Registration pages for appointment times).

August 19  Last day to register without paying $25 late fee.
Last day for full refund of resident and non-resident mandatory fees.

August 20  Instruction begins. Late registration (with $25 late fee) begins through TITAN Online.

August 20 - 28  No signatures required to add or drop most classes. Add/Drop is through TITAN Online. See Registration pages for details on adding and dropping classes. All permits issued in week one expire at midnight; Tuesday, September 6.

Aug. 28  Last day students will be enrolled from waitlist.

Aug. 29 - Sept. 6  Department-issued registration permit to register and add all classes. Registration is through TITAN Online.
All permits issued in week two expire at midnight; Tuesday, September 6.

September 4  Deadline to file online graduation check application for January 2023 bachelor's degree candidates.

September 6  Last day of late registration with $25 late fee. Last day to add most classes with registration permit through TITAN Online.
Last day to declare audit and grading basis.
See Registration pages for details.
Last day to drop classes without a grade of “W.” See Registration pages for details.
Last day for refund if status is reduced from full-time to part-time (6 or fewer units).
All permits issued during the first and second week of classes EXPIRE at midnight.
Last day for Excess Units approval for graduating seniors.

September 12  Deadline to file online graduation check application for January 2023 master's and doctorate degree candidates.

September 19  Census date.

October 1  Priority graduation check deadline for spring 2023.

October 16  Last day for undergraduate students to pay $115 graduation fee for January 2023.
Last day for departments to approve undergraduates candidacy for January 2023.

October 26  Last day to receive a pro-rated refund of mandatory fees for complete withdrawal from classes.

November 10  Final deadline to submit a withdrawal request from classes with a grade of “W” for serious and compelling reasons.

December 2  Final deadline to submit a withdrawal request of "W" for medical reasons.

December 9  Last day of class instruction.

December 10-16  Semester examinations.

January 3, 2023  Grades due in records office.
Effective date of graduation for those completing requirements.
Fall 2022 grades available in Titan Online Student Center, as processed.

* The TITAN Degree Audit and unofficial transcripts may not be available on the web during TITAN Registration. Plan ahead by accessing your TDA or unofficial transcripts before the start of registration.

Deadlines listed are for standard length courses. For non-standard length course deadlines, contact the Registration Helpline at 657-278-7601.

EVENING STUDENTS
The Registration and Records Service Center in the north side of Langsdorf Hall (LH-114) is open 8 a.m. to 5 p.m. Monday - Friday for your convenience in submitting completed forms to Registration and Records. After hours, a drop box is located inside the north entrance of Langsdorf Hall. Deadlines listed in the semester calendar apply. Evening students, or their proxies, must obtain the required approvals.

HOLIDAYS
September 5 ................................. Labor day
Campus closed. No Classes.

October 10 ................................. Indigenous People's Day
Campus open. Classes Held.

November 11 ............................... Veterans Day
Campus Closed. No Classes.

November 21 - November 27 .......................... Fall Recess
Campus closed Nov. 24-25. No Classes.

December 19 - December 23 .......................... Winter Recess begins
Campus open. No Classes.

December 24, 2022- January 2, 2023 .......................... Winter Recess
Campus closed. No Classes.

IMPORTANT NOTICE FOR FALL 2022
Classes that meet on Saturdays and/or Sundays, will meet on the following dates:

<table>
<thead>
<tr>
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<th>Saturdays</th>
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<td>August</td>
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<td>November</td>
<td>5, 12, 19</td>
<td>6, 13, 20</td>
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<tr>
<td>December</td>
<td>3, 10**</td>
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**Possible final exam
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### IMPORTANT NOTICES TO ALL STUDENTS!

#### CSU FEE DISCLAIMER

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

#### CAMPUS WIDE IDENTIFICATION NUMBER

Due to recent state laws concerning identity theft, Cal State Fullerton assigns all students a campus wide ID number (CWID). All university records and accounts for the student will be identified with the CWID. Each student needs to become familiar with their CWID number for conducting university business and making academic inquiries.

#### ENGLISH AND MATH EARLY START PROGRAM

Based on multiple measures, some first time freshmen may be required to participate in Early Start. This program enables these specific students to begin their Mathematics or English General Education requirements over the summer prior to the start of the Fall Semester. If a student is required to participate in Early Start, they will be notified via the CSUF Admissions Office.

#### EMAIL ADDRESS

Each student has been issued an email address where university messages will be sent to you. For additional information about your email account, contact 657-278-8888. Many campus offices have begun utilizing email as the primary communication mode to the student. Be sure to check your CSUF email account on a regular basis.

#### MAILING ADDRESS

You are required to keep your mailing address, email address, and phone number current with the university to ensure that you receive all university communications. Your address can be updated online through your Titan Online Student Homepage. Your official address on record will be used for mailing your parking permit. You will no longer be required to complete a parking form with your parking and registration payment. For additional information about parking permits, call Parking and Transportation Services at 657-278-3082.

Although this Registration Guide was prepared on the basis of the best information available at the time, all information including class meeting times and locations, faculty, course offerings and statements of fees is subject to change without notice or obligation. The university does not guarantee the availability of a particular course or section. Enrollment is permitted only until the maximum number of students in a section has been enrolled. This Registration Guide is published by the office of Registration and Records.
DISCRIMINATION/ HARASSMENT/ TITLE IX/ADA COMPLAINTS

The University is committed to maintaining a positive learning, working, and living environment free from discrimination, harassment, or retaliation. The Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation requires compliance from the entire campus community. Inquiries concerning compliance with the Policy (p. 11), Sexual Harassment Policy (p. 13), or implementing campus procedures should be directed to the appropriate administrators that can assist in resolving complaints.

For inquiries about discrimination, harassment, and retaliation based on gender, sex or sexual orientation, sex discrimination, sexual harassment, sexual assault/misconduct, dating/domestic violence, sexual exploitation, and stalking, please contact Sarah Bauer, Title IX Coordinator, CSUF, College Park Suite 205, 657-278-2121 or visit fullerton.edu/titleix.

For all other inquiries about discrimination, harassment and retaliation based on a protected status, please contact Blair Miles, DHR Administrator, CSUF, College Park, Suite 770, 657-278-4933.


Inquiries about discrimination, harassment, and retaliation based on any protected status may also be made to the U.S. Department of Education, Office for Civil Rights, San Francisco Office, 50 Beale Street, Suite 7200, San Francisco, CA 94105, 415-486-5555, Fax 415-486-5570, TDD 877-521-2172, E-mail: ocr.sanfrancisco@ed.gov, www.ed.gov/ocr.

Copies of the above policies and student grievance procedures are available in the offices of the President (CP-1000), Provost/Vice President for Academic Affairs (CP-1000), Vice President for Student Affairs (LH-805), Human Resources (CP-700), Disability Support Services (GH-101), University Police (UPD-139), College Deans, Office of Student Life (TSU-247), Titan Athletics (Titan House), and University Library Reference Desk (PLN).

CONFIDENTIALITY AND YOUR STUDENT INFORMATION

There have been significant changes to the Family Educational Rights and Privacy Act (FERPA) regarding students’ rights with respect to their educational records. Please refer to page 17 for FERPA information.

GRADUATE STUDIES

Cal State Fullerton offers outstanding opportunities for students to pursue a graduate degree. CSUF offers graduate degrees, including two doctoral programs, as well as nine programs entirely online. Please visit www.fullerton.edu/graduate for more information and a list of programs.

UNDERGRADUATE ACADEMIC ADVISING

The university encourages all students to seek advising each semester well in advance of registration. Advisers in each major department and in the Academic Advising Center (GH-123B) assist students in making appropriate course selections and in planning a course of study. Students have the responsibility for taking advantage of opportunities for academic advising provided by the various university offices and programs.

GENERAL EDUCATION ADVISING

Academic Advising is the academic home of undeclared students. All undergraduate students may obtain information about the CSUF general education curriculum and degree requirements by visiting the Academic Advising Center in (GH-123B). Advising is offered on a walk-in/pop-in or appointment basis Monday through Friday and all students must run their current Titan Degree Audit (TDA) to meet with an academic adviser.

MAJOR ADVISING

Students who have declared a major should consult their departmental adviser well in advance of registration. Students who wish to explore the majors offered by a specific college should contact the appropriate advising office.

VOTER REGISTRATION INFORMATION

EVERY STUDENT IS STRONGLY ENCOURAGED TO REGISTER TO VOTE

Below are the requirements to register to vote and the guidelines for how to vote.

REQUIREMENTS

1. You must be 18 years of age or older to vote.
2. You must be registered to vote before you can vote.
   a. If you are not registered, get registered.
   b. If you have registered in the past, and are not sure you are still registered, inquire with the Registrar of Voters Office in your county. For the Orange County Registrar of Voters office visit http://www.ocvote.com.
3. Complete a Voter Registration Card online or at any U.S. Post Office, public library, City Hall, or Registrar of Voters Office.
4. A Sample Ballot will be mailed to all registrants.
   a. Review the Sample Ballot for election information and procedures.
   b. Your polling place (where to vote) will also be on the Sample Ballot.
5. Contact the Registrar of Voters Office if you have questions.
   a. For the Orange County Registrar of Voters office visit http://www.ocvote.com.
   b. For Los Angeles County Registrar of Voters Office, visit at https://www.lavote.net.

HOW TO REGISTER TO VOTE
COLLEGE ADVISING OFFICES

College of the Arts
Dr. Arnold Holland, Dean ......................... VA-199 278-3256
Dr. Dave Mickey, Associate Dean ................ VA-199 278-3256

College of Business and Economics
Dr. Sridhar Sundaram, Dean .................. SGMH-3100G 278-2592
Dr. Jenny Zhang, Associate Dean, Academic Programs and Student Success ................ SGMH-3100F 278-4841
Dr. Sunil Thomas, Associate Dean, Graduate Programs and Faculty Development ...... SGMH-3100E 278-3646
Dr. Chris Swarat, Associate Dean, Centers for Excellence and External Relations ...... SGMH-3100J 278-7381
Dr. Diane Mazzey, Director,
Business Advising Center .................. SGMH-1201 278-2417
Business Advising Center .................. SGMH-1201 278-2211

College of Communications
Office of the Dean ............................... CP-450 278-3355
Dr. Bey-Ling Sha, Dean ....................... CP-450-01 278-3355
Dr. Deanna Leone, Associate Dean ........ CP-450-02 278-2097
College of Communications Student Success Center .................. CP-210 278-4926

College of Education
Dr. Lisa Kirtman, Dean ......................... CP-500 278-3411
Dr. Kim Case, Associate Dean ................. CP-500 278-3411
Ms. Aimee Nelson, Director,
Center for Careers in Teaching .................. EC-379 278-7130

College of Engineering and Computer Science
Office of the Dean ............................... CS-502 278-3362
Dr. Susamma Barua, Dean
Dr. Sang June Oh, Associate Dean

College of Health and Human Development
Office of the Dean ............................... EC-606 278-3311
Dr. Cindy Greenberg, Dean
Dr. Katherine Bono, Associate Dean .......... EC-624 278-4376
Dr. Kavin Tsang, Associate Dean .......... EC-612 278-7970
Department of Child and Adolescent Studies ...... EC-503 278-8458
Department of Kinesiology Advising Center ...... KHS-193 278-3292
Department of Public Health Advising Center ...... KHS-193 278-3292
Department of Human Services Advising ...... EC-479 278-5472
School of Nursing Advising Center .......... EC-199 278-3366

College of Humanities and Social Sciences
Office of the Dean ............................... H-211 278-3528
Dr. Sheryl Fontaine, Dean
Dr. Patricia A. Perez, Associate Dean of Faculty Relations .................. H-211 278-2303
Dr. Jessica Stern, Associate Dean of Student Relations .................. H-211 278-3528
Ms. Brittney Swanson, Assistant Dean, Student Academic Services .................. H-112 278-2594

College of Natural Sciences and Mathematics
Dr. Marie Johnson, Dean ..................... MH-166 278-2638
Dr. Sean Walker, Associate Dean ........... MH-282 278-2638

Open University (Students not admitted to CSUF)
Ms. Suzanne Batista, Open University Adviser ... GH-123B 278-4280
Ms. Margaret Luzzi, Open University Adviser . THALL-1123 278-7644
Ms. Michelle Hernandez, Open University Adviser/THALL-1123 278-5664
extension.fullerton.edu/ou/

Undeclared Majors
Academic Advising Center ................... GH-123B 278-3606
www.fullerton.edu/aac
<table>
<thead>
<tr>
<th>Program</th>
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<th>Adviser</th>
<th>Room</th>
<th>Email &amp; Program Website</th>
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<tr>
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<td></td>
<td>278-2105</td>
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<td></td>
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<td>Anthropology, M.A.</td>
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<tr>
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<tr>
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<tr>
<td>Athletic Training, M.S.</td>
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<td>Jason Bennett</td>
<td>KHS-229</td>
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<td>Biology, M.S.</td>
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<td>Paul Stapp</td>
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<td><a href="mailto:pstapp@fullerton.edu">pstapp@fullerton.edu</a></td>
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<td></td>
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<td>Contact: Karen Lau</td>
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<td><a href="http://www.fullerton.edu/biology">http://www.fullerton.edu/biology</a></td>
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<tr>
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<td>278-2105</td>
<td>Contact A-L: Katelyn Rawlings</td>
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<td>278-3114</td>
<td>Contact M-Z: Cherie Younghblood</td>
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<tr>
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<td>Contact: Gimarnie Scherzi</td>
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<td>Economics, M.A.</td>
<td>278-2387</td>
<td>Gabriela Best</td>
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<td><a href="mailto:gbess@fullerton.edu">gbess@fullerton.edu</a></td>
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<td><a href="mailto:kcarter@fullerton.edu">kcarter@fullerton.edu</a></td>
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<td>278-2105</td>
<td>Contact A-L: Katelyn Rawlings</td>
<td>SGMH-4210</td>
<td><a href="mailto:krawlings@fullerton.edu">krawlings@fullerton.edu</a></td>
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<td>Contact M-Z: Cherie Younghblood</td>
<td>SGMH-4210</td>
<td><a href="mailto:cyounghblood@fullerton.edu">cyounghblood@fullerton.edu</a></td>
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<td>Education</td>
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<td>Tim Green</td>
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<tr>
<td>Bilingual, Elementary Curriculum &amp; Instruction, M.S. *</td>
<td>278-4305</td>
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<td><a href="mailto:dko@fullerton.edu">dko@fullerton.edu</a></td>
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<td>Franz Mueller</td>
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<td>Teaching</td>
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ACADEMIC FREEDOM AND RESPONSIBILITIES

The Academic Senate of California State University, Fullerton, endorses the 1987 Statement on Professional Ethics (UPS 230.000) and the 1940 Statement of Principles and Interpretive Comments of the American Association of University Professors contained in the 1984 Edition of Policy Documents and Reports.

ASSISTANCE FOR STUDENTS

If you are experiencing difficulty either academically or in your personal life, you should consult support groups on campus that may be able to assist you. Personal counseling is available from Counseling and Psychological Services. If you are unsure of a career, you should consult with the Career Center for special career counseling and interest testing. Other support services include: the Office of the Vice President for Student Affairs, Academic Advising Center, Academic Appeals, Dean of Students Office, Disability Support Services, Financial Aid, International Students and Scholars Office, Student Health and Counseling Center, University Learning Center, Diversity Initiatives and Resource Center, Adult Re-entry/Veterans Certification Office, Writing Assistance Center, and Registration and Records.

AUDITING

The symbol AU identifies those instances where a student enrolled in a course for purposes not requiring credit. An auditor must have the permission of the instructor, and may enroll only after students otherwise eligible to enroll in the course for credit have done so. Auditors pay the same fees as credit students; regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit after the last day to add classes. A student enrolled for credit may not change to audit after the deadline published on the inside cover of this registration guide. An auditor does not take examinations in the course; therefore, there is no basis for evaluation nor a formal grade report.

CLASS ATTENDANCE

While class attendance is not recorded officially by the university, regular attendance in class is often essential to success in a course. Policy on class attendance is within the discretion of the individual faculty member, who shall announce the policy at the first class meeting of the semester.

It is especially important that students attend the first meeting of a class. Students absent from the first meeting without notification to the instructor or departmental office within 24 hours after class may be denied admission to the class. Instructors may deny admission to absentees to admit persons on waiting lists in their places. A student who registers for a class and whose name appears on the first-day-of-class list should attend all class meetings the first week (five class days). For students enrolled in online or hybrid courses, meetings are defined as logging on to the course on the Learning Management System (e.g., Canvas). If a student decides not to continue enrollment in a class, either before or after instruction begins, it is a student’s responsibility to follow the appropriate procedures for dropping the class; however, if a student is absent without notifying the instructor or departmental office within 24 hours after any meeting missed during the first week, the student may be dropped administratively from the class by the instructor. Students should not assume that this will be done for them and should take the responsibility to ensure that they have been dropped by following the appropriate procedures for dropping classes. An instructor may also administratively drop a student who does not meet prerequisites for the course. These administrative withdrawals shall be without penalty.

CLOSED CLASSES

A departmental permit is required to add a closed class.

CONCURRENT ENROLLMENT

A student enrolled at the university may enroll concurrently for additional courses at another CSU campus only with advance written approval and by filing a concurrent enrollment form with Registration and Records. Certain restrictions apply when a quarter-system campus is involved. Permission will not be granted when the study list in the proposed combined program exceeds units authorized for full-time study. Students may enroll concurrently at institutions outside the CSU system without special permission or forms.

CONTINUOUS ENROLLMENT - GRADUATE STUDENTS WITH MASTER’S DEGREE OBJECTIVES

A student with a graduate degree objective must maintain continuous enrollment in fall and spring (students in programs with mandatory summer sessions must also enroll in summer) until the degree is awarded.

A graduate student who fails to register and who has not obtained approval for a formal leave of absence has discontinued enrollment in the graduate degree program. If the student wishes to resume study, they must reapply for admission to the university and to the degree program.

End of Program Enrollment: students who have enrolled in all units required for the degree and are continuing to work on thesis, project, or comprehensive exam preparation, are expected to maintain continuous enrollment by enrolling in GRAD 700 Continuous Enrollment (zero units) through regular registration or at a reduced fee through Extension and International Programs (EIP) if qualified. Students must notify their Graduate Adviser if they need to enroll in GRAD 700.

If you are unsure as to whether GRAD 700 applies to your situation, contact your Program Adviser.

CONTINUOUS ENROLLMENT OF TEACHING CREDENTIAL CANDIDATES

A postbaccalaureate student who has completed student teaching but must complete requirements for an education specialist, elementary or secondary teaching credential and finds it impossible to enroll in courses for the credential during a certain semester may apply for a leave of absence.

COURSE SYLLABI

Course syllabi, which shall be compatible with approved course proposals on file in the Office of the Associate Vice President, Academic Programs, and with course descriptions in the university catalog, must be provided to students in writing within the first five days of instruction. Course syllabi shall give detailed information on the following matters: (1) course material to be covered (e.g., reading list); (2) the grading policy for the course; (3) class assignments (e.g., term papers-length, due date, projects); and (4) examination dates and make-up policy and the required or permissible materials or equipment which may be used in testing situations; (5) required or permissible materials and/or equipment, (e.g., texts, materials, or equipment, including calculators, software, artistic materials, scientific apparatus, etc.)

It shall be a normal and reasonable duty of each faculty member to provide these materials, in accordance with the outlined provisions. The
DEGREE CANDIDATES

Candidates for the baccalaureate must file an application for a graduation check one year (two semesters) prior to the semester in which they anticipate completing all requirements for a degree. Undergraduate candidates for January 2023 must file by September 4, 2022. Complete information and instructions about the entire graduation check process for undergraduates are available on the university website under “Graduation.”

Candidates for January 2023 master's and doctorate degrees must file a request for a graduation check on or before September 12, 2022. The form to accomplish this is available on your student portal under “Self Service” (click on Other Academics).

A change in anticipated date of graduation may be reported by filing the necessary form with the Graduation Unit (LH-114) for undergraduate students, and with the Graduate Studies Office via an online form on fullerton.edu/graduate for graduate students.

GRADE OPTIONS

The university uses a combination of traditional and nontraditional grading options as follows:

Traditional


Nontraditional

CR - C (2.0) grade or better in undergraduate courses; B (3.0) or better in graduate courses.
NC - No credit

Students may indicate the grading basis for each course when they register. They have until the deadline published in the front cover of the registration guide to change an option. If grading for a course is listed as “Undergraduate Student Option”, the course can be taken either for a letter grade (A,B,C,D) or as credit/no credit. If no option is chosen, the course will default to letter grade. Certain faculty designated courses may be graded Letter Grade Only or CR/NC Only. If grading for a course is listed as “Undergraduate Student Option”, the course can be taken either for a letter grade (A,B,C,D) or as credit/no credit. If no option is chosen, the course will default to letter grade. Certain faculty designated courses may be graded Letter Grade Only or CR/NC Only.

Students should know that there is a limitation on the number of courses which can be taken with the nontraditional grading basis. A maximum of 36 units of credit/no credit courses, including those transferred from other institutions, may be counted toward the baccalaureate. Limited courses with a grade of CR may be used for the master's or doctorate degree. A detailed description of the grading policy and definition of symbols used may be found in the current catalog.

Advisory Caution

Undergraduate students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a credit/no credit basis. As a general rule (advisory only), coursework that is preparatory or prerequisite to advanced specialized study should be completed and evaluated on a letter grade and not credit/no credit.

INCOMPLETE AUTHORIZED (I)

The symbol ‘I’ (Incomplete Authorized) signifies that a portion of the required coursework for a class has not been completed and evaluated in the prescribed time period, due to unforeseen but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated.

An incomplete must be made up within one year following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being changed to an IC symbol or an NC unless faculty member assigns a specific letter grade at the time the incomplete is assigned, which would replace the ‘I’ in the student’s record. Therefore, ‘I’ grades that were earned for the Spring 2022 semester must be completed by May 26, 2023. ‘I’ grades assigned at the end of the Fall 2022 semester must be completed by January 2, 2024.

The IC symbol counts as a failing grade for grade point average and grade point balance computations.

A grade of incomplete may be given only when, in the opinion of the instructor, a student cannot complete a course during the semester of enrollment for reasons beyond the student's control. Such reasons are assumed to include: illness of the student or of members of the student's immediate family, extraordinary financial problems, loss of outside position, and other exigencies. In assigning a grade of ‘I’, the instructor shall file with the department, for future reference and student access, a Statement of Requirements for Completion of Course Work. The requirements shall not include retaking the course. The instructor will also designate a time limit (up to one year) for completing requirements.

Upon request, a copy of the document will be furnished to the student. The student should review this statement at the earliest opportunity.

The statement of requirements will include an indication of the quality of the student's work to date. This not only provides an interim evaluation for the student but assists the department chair in assigning a final grade in those instances where the instructor is no longer available. When specific requirements are completed, the instructor will report a change of grade. The responsibility for changing the Incomplete grade rests with the instructor.

INDEPENDENT STUDY

If you want to register in an independent study course, you must obtain written approval from the instructor and the department chair using the appropriate university form. During the semester, you and the instructor shall prepare a study plan and submit it to the department chair, or designee, for approval. The approved study plan shall be kept on file in the department or program office and shall include a statement of the basis for final evaluation of the independent study.

You may not take more than six units of independent study at the undergraduate level in a given semester or apply more than nine units of independent study toward completion of the undergraduate degree.
If you are a graduate student, you may not apply more than six units of independent study toward the completion of a graduate degree unless written approval is obtained from the appropriate college dean. Lower-division students normally enroll in Independent Study 299, upper division students in 499; and graduate students in 599, respectively. Independent study courses may be repeated.

INTERNSHIPS AND COMMUNITY ENGAGEMENT

Earn course credit while gaining practical experience related to your major by registering for an academic internship or service-learning course. Check your department for requirements and prerequisites. Be sure to start early (sometimes a semester ahead), especially if an academic internship is a graduation requirement for your major. Many placements are available at businesses, nonprofit organizations, and government agencies at locations throughout southern California. Opportunities may also be available out of state or overseas.

Experiential learning opportunities are high impact practices that allow students to expand their knowledge, apply theories and skills learned in the classroom, prepare for successful entry into the job market, and develop as socially responsible citizens. Participating in high impact practices like internships and service-learning can keep students on track for graduation, and prepare them for meaningful careers. Additionally, academic internship and service-learning courses offer opportunities for students to:

- Build your résumé/portfolio
- Gain work and service experiences
- Network and develop industry contacts
- Earn academic credit
- Solidify academic and career goals
- Possibly earn money while learning
- Explore various career options within a major
- Demonstrate personal and social responsibility
- Become engaged in your community and the issues that matter to you.

To learn more about the opportunities available within your major, contact your department or visit the Center for Internships & Community Engagement in LH-206, open Monday through Friday 8:00 a.m. to 5:00 p.m. Information is online at fullerton.edu/CICE.

LEAVE OF ABSENCE

LEAVE OF ABSENCE - UNDERGRADUATES AND POSTBACCALAUREATE UNCLASSIFIED STUDENTS

A leave of absence may be granted based on documented extenuating circumstances and normally is granted for not more than one year. Students must be in good academic standing and must have completed one semester at this university. A leave of absence is not granted in order for a student to return to a community college to take coursework for financial or academic reasons. An approved leave of absence authorizes the student to return without reapplying to the university and continue under the catalog requirements prior to the absence. Undergraduate and postbaccalaureate unclassified graduate students on approved leaves of one year (two academic semesters) or less are eligible to register for the semester immediately following the end of the leave. Please submit your Request for Leave of Absence online.

LEAVE OF ABSENCE - GRADUATE AND CREDENTIAL STUDENTS

Graduate degree or credential students may be granted leaves of absence, up to two consecutive semesters, which maintain their place in the university and in degree or credential programs (i.e., they do not have to reapply following the leave). A leave granted to a degree objective student also preserves the election of curriculum rights regarding catalog requirements. However, a leave granted by the university does not extend time limitations imposed by the state for completing specific credential requirements nor does it extend the time limit for completing the master’s or doctorate degree.

In the case of non-approved breaks in enrollment, reapplication for admission to the university and to the chosen degree or credential program will be required. A place in the degree/credential program or in the university will not be held for the student in these circumstances.

Forms for requesting a leave of absence are available on the Graduate Studies website: fullerton.edu/graduate. Students must have completed at least six units toward the degree or credential in residence at this university in order to qualify for leaves of absence. Leaves must be submitted before the first day of classes.

LIBRARY HOURS

Library hours are subject to change and some areas have limited service hours. For the latest information on library hours, call 657-278-2633, or point your browser to: library.fullerton.edu.

NONDISCRIMINATION POLICY

The California State University (CSU or University) is committed to maintaining an inclusive and equitable community that values diversity and fosters mutual respect. We embrace our community difference in Age, Disability (physical and mental), Gender (or sex), Gender Identity (including nonbinary and transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, and Veteran or Military Status. All Students and Employees have the right to participate fully in CSU programs, activities, and employment free from Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation. The Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation is established in compliance with Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972, Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance 34 C.F.R. 106.; The California Equity in Higher Education Act; The Violence Against Women Reauthorization Act of 2013 (which amends the Jeanne Clery Disclosure of Campus Security and Campus Crimes Statistics Act, commonly known as the Clery Act) (VAWA) under its campus Sexual Violence Elimination Act provision (Campus SaVE Act); Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; The Age Discrimination Act of 1975; and other applicable state and federal laws which prohibit Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation.

It is the policy of the CSU that no student or applicant for admission as a student shall, on the basis of protected status, be unlawfully excluded from participation in or be denied the benefits of any CSU program or activity. Nor shall a student or applicant for admission as a student be otherwise subjected to unlawful discrimination, harassment or retaliation.
for exercising any rights under this policy.

Discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Sections 508 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act, Title II of the Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975, including all subsequent amendments and administrative regulations adopted thereunder by the Department of Education and Department of Labor.

Employees and students who violate the Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (or any superseding) may be subject to discipline. If employee discipline is appropriate it shall be administered in a manner consistent with applicable collective bargaining agreements, CSU policies, and legal requirements. Discipline of a student shall be administered in accordance with Section 41301 of Title 5, California Code of Regulations and CSU Executive Order 1098, or any superseding executive order, if applicable.

OPEN UNIVERSITY ENROLLMENT

Open University provides an opportunity for people not currently admitted to Cal State Fullerton to enroll in undergraduate and graduate-level courses. Enrollment is a request for approval to enroll process that opens two weeks before the semester starts and students must acknowledge they meet prerequisite requirements. Information is available from Extension & International Programs (EIP) at extension.fullerton.edu/ou/. Students enrolling through Open University are encouraged to contact one of the advisers at extension.fullerton.edu/advising with any questions prior to requesting approval to enroll.

A maximum of 24 units earned through Open University may count towards the cumulative units needed for a bachelor's degree. Credit earned through Open University may not be used to fulfill the residence requirements (30 semester units) for a bachelor's degree. For graduate degrees, normally 9 units may apply. Please consult the graduate department adviser. Disqualified (DQ) undergraduate students may not enroll in more than six (6) units per academic term. Participation in Open University enrollment does not constitute admission to the university.

REPEAT POLICY

Grade Forgiveness (16-unit limit)

An undergraduate student may repeat up to 16 units of course work with 'Grade Forgiveness'. This category of repeat is used for grades of C- (1.7) or lower. In computing the grade point average of a student who repeats courses in which they received C- (1.7), only the most recently earned grades and grade points shall be used in the GPA calculation for the first 16 units repeated. In exercising this option, an undergraduate student must take and repeat the course at this campus. Repeat policy will be automatically applied to courses repeated each semester during final grade processing at the end of the term.

Grades Averaged (12-unit limit)

An undergraduate may repeat up to 12 units of course work with 'Grades Averaged', beginning Fall 2009 forward. Under this category of repeat, both grades are calculated into the student's GPA.

Maximum Repeat Limit (28-units)

The 16 units of 'Grade Forgiveness' and the 12 units of 'Grades Averaged' comprise the maximum repeat limit of 28 units for an undergraduate student.

Regulation Against Repeat of Courses with 'C' Grade or Better

Undergraduate students may not repeat a course in which a grade of 'C' or better has already been earned. This does not apply to those courses noted in the university catalog as "may be repeated for credit".

Regulation Against Repeat of a Course with an 'I' Currently on Record

A student may not re-enroll in a course for which they have received an 'I' until the 'I' has either been assigned a final grade, or been converted to an 'IC'.

For further information on Undergraduate Repeat Policy, see records.fullerton.edu/academics. Select "Academic Regulations" and scroll down to "Repeat Policy".
ACADEMIC DISHONESTY

Academic dishonesty includes such actions as cheating, submitting false information or citations, plagiarism, unauthorized collaboration, and helping someone else commit an act of academic dishonesty.

The initial responsibility for detecting and responding to the academic dishonesty lies with the instructor concerned. An instructor who is convinced by the evidence that a student is responsible for violating the academic dishonesty policy shall:

1. Make reasonable attempts to meet with the student regarding the allegations.
2. Assign an appropriate academic penalty. This may range from an oral reprimand, a reduced score on the assignment, or an F in the course.
3. Submit a report to the Office of Student Conduct and the department chair for the alleged incident of academic dishonesty, including relevant documentation for action that is deemed appropriate.

The vice president for Student Affairs/Dean of Students shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation. Students shall be informed when their names are included in a report that is submitted. The Office of Student Conduct may initiate disciplinary proceedings under Title 5, California Code of Regulations, Section 41301, and Chancellor's Executive Order 1098.

A student may appeal any action taken on a charge of academic dishonesty under the University Policy Statement 300.030, “Academic Appeals.” See “Academic Appeals” in the “Student Affairs” section of the university catalog.

VIOLENCE PREVENTION EDUCATION AND CONFIDENTIAL ADVOCACY SERVICES

Implementation of CSU Executive Order 1095

The CSUF Student Wellness Violence Prevention Program provides educational programs to students regarding sexual assault, intimate partner violence, and stalking. Confidential advocacy services, including campus and community referrals for aftercare, academic accommodations, safety planning, court accompaniment, and housing intervention are also available for students, staff, and faculty. Additional information can be found at fullerton.edu/studentwellness/advocacy or contact our office, SHCC-W, 657-278-2800.

SEXUAL ASSAULT PREVENTION AND SURVIVOR SERVICES

Implementation of Executive Order 1095 and California Campus Blueprint to Address Sexual Assault

The CSUF Student Wellness Violence Provide Program provides educational programs to students with an emphasis on bystander intervention, alcohol's role, and consent. Confidential advocacy services, including campus and community referrals for aftercare, academic accommodations, safety planning, court accompaniment, and housing intervention are available for students, staff, and faculty. Additional information can be found at fullerton.edu/studentwellness/advocacy or contact our office, SHCC-W, 657-278-2800.

SEXUAL HARASSMENT / SEXUAL MISCONDUCT POLICY

It is the policy of California State University, Fullerton to maintain a working and learning environment free from sexual harassment, sexual misconduct, and sexual exploitation of its students, employees, and those who apply for student or employee status. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and California Education Code Section 89535. The Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation prohibits sexual harassment within the CSU system. The University will take action to eliminate sexual harassment and similar behavior. Information concerning campus sexual harassment policies and procedures can be obtained from Sarah Bauer, Title IX Coordinator, CSUF, College Park, Suite 205, 657-278-2121 or visit fullerton.edu/titleix.

TITLE IX

California State University, Fullerton is committed to providing equal opportunities to all CSU students, regardless of sex, gender, gender inclusive, and sexual orientation in all campus programs, including intercollegiate athletics. Information concerning the application of Title IX to campus programs and activities including complaint procedures can be obtained from: Sarah Bauer; Title IX Coordinator, CSUF, College Park, Suite 205, 657-278-2121 or visit fullerton.edu/titleix.

USE OF BICYCLES AND SKATEBOARDS ON CAMPUS

The university's policy concerning the use of bicycles, skateboards and other forms of non-motor vehicle transportation is set forth in President's Directive No. 16. Please see http://directive16.fullerton.edu.

SOCIAL SECURITY NUMBER AND STUDENT IDENTIFICATION NUMBER

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. The Social Security number also is required by the Franchise Tax Board for collection of past due accounts.

For other records and services, the university uses an assigned campus wide identification number (CWID) as the student's account number. A student's Titan Card number is not their identification number.

Students are required to write their student identification numbers (CWID) on personal checks submitted for any payment to the University. Payment by personal check is consent by the student for the University to write the student's identification number on the check if it is not referenced. If a student prefers that their student identification number not be on the check, then the student must submit payment by cashier's
check, money order, or when appropriate (other than mail-in or drop-off registration) and cash. Use of the student identification number assures credit to the correct student university account.

STOP-OUT POLICY

The stop-out policy allows undergraduate students and postbaccalaureate unclassified non-credential students to be absent for one semester and maintain their continuing student status. This includes the election of catalog requirements for graduation and eligibility to register for the next semester. Disqualified students, foreign visa students, students on leave approved for more than one year and students without approved leaves who are absent for more than one semester must apply for readmission should they wish to return to Cal State Fullerton. Service members who are called to active duty or deployed should check with veteran’s certification at 657-278-2373.

ADMISSION TO THE TEACHER EDUCATION CREDENTIAL PROGRAM

The Center for Careers in Teaching (EC-379) is available to assist students who do not yet have a bachelor’s degree and are planning to become teachers. For further information call 657-278-7130, email askcct@fullerton.edu or go to ed.fullerton.edu/cct.

If you currently possess a bachelor’s degree you should attend a Credential Overview to learn more about each Teacher Education Credential Program. Overview schedules are available at http://ed.fullerton.edu/cct/events/.

TITAN SHOPS- BOOKSTORE

For information on purchasing textbooks, as well as other services available at Titan Shops visit titanshops.com or call 657-278-3418.

TRANSCRIPTS

A single copy of a transcript requires a fee of $4 paid in advance. (Additional transcripts prepared at the same time are $2 each). Because of the large number of transcripts requested at the end of each regular semester, three weeks should be allowed for requests to be processed. At other times, transcript requests are processed within 3-5 working days, as a general rule. Transcript request forms are available online at records.fullerton.edu/resources/ and at the Registration and Records Service Center (LH-114). Immediate, over-the-counter transcript service cannot be provided.

Transcripts and Electronic PDF format may be ordered online 24/7 and paid for with your credit card through the National Student Clearinghouse. Current degree seeking students can access the National Student Clearinghouse via the student portal. Students without a secured student portal may access the service at studentclearinghouse.org.

VETERANS

VETERANS RESOURCE CENTER

The Veteran Resource Center (VRC) assists California State University, Fullerton’s military-connected students, including active duty, nation/state guard, prior service members (veterans) and military families with successfully navigating the academic environment through program development, academic guidance, support services, campus and community resources, and the certification of military educational benefit. The VRC is committed to offering comprehensive and personalized services within a unique learning community that facilitates the student’s academic, personal, and professional goals.

PRIORITY REGISTRATION FOR MILITARY VETERANS, RESERVISTS, AND ACTIVE-DUTY SERVICE MEMBERS

CSUF matriculated students who are military veterans, reservists, and active-duty service members are eligible for priority registration of classes during their academic careers. Eligible CSUF students must provide proof of service (i.e. a DD-214 Member 4 Copy or current enlistment contract) via email at veterans@fullerton.edu.

Military veterans, reservists, and active-duty service members will receive a priority registration date based on their official course registration date and class availability.

VA EDUCATIONAL BENEFITS

Veterans may obtain information concerning application for benefits, registration, and adjustments in status from the Veterans Certification Coordinator located in Veterans Resource Center (GH-244). New, returning and transfer student veterans should consult the Veterans Advising Coordinator to complete the necessary documents to receive VA benefits. Due to COVID19 precautions, please email us at veterans@fullerton.edu or call 657-278-2373 or 657-278-8660 for representative availability. You may also visit the website at www.fullerton.edu/veterans for more information.

VETERANS ADMINISTRATION VOCATIONAL REHABILITATION

Vocational Rehabilitation Benefit paperwork must be turned into the Veteran Resource Center at veterans@fullerton.edu or by calling 657-278-2373 at least two weeks before the term begins. The VRC Advising Coordinator will arrange your parking, books and tuition.

CAL-VET FEE WAIVER (COLLEGE FEE WAIVER)

The Cal-vet fee waiver is only available to the dependent child, spouse, or unmarried surviving spouse of a veteran who has a service-connected disability or is deceased. Submit the approval letter of authorization for the appropriate academic year to the Veteran Resource Center via email at veterans@fullerton.edu by the first day of class. The letter of authorization must be renewed annually. Please note that Cal-Vet Fee Waiver recipients are still responsible for paying campus-based fees, and the Cal-Vet Fee Waiver cannot be applied toward non-state supported offerings, such as Summer Session, Intersession, and Open University. For more information, you can reach us at veterans@fullerton.edu. Please contact the Veterans Resource Center at www.fullerton.edu/veterans or call 657-278-2373 for questions/clarification.
VETERAN FEE DEFERMENT OPTION

Veterans who are attending their first semester at CSUF and who have submitted the appropriate paperwork to use their GI Bill benefits at this campus are eligible for a veteran fee deferment option. Please arrange for fee deferments with the Veteran Resource Center (GH-244) at least five business days prior to your Titan registration appointment.

For detailed information regarding student account policies and procedures, please go to the Student Business Services website sbs.fullerton.edu. You may also contact the Student Business Services Office at sbs@fullerton.edu or 657-278-2495.

PROGRAMS AND SERVICE

The Veterans Resource Center has many programs aimed to help student veterans navigate the transition to and throughout college. These include our lounge space, computer lab, peer mentoring, academic tutoring, Career Readiness Program, discussion and support groups, scholarships, support counseling, work-study, and academic internships. Please contact the VRC at 657-278-8660 or veterans@fullerton.edu.

SMOKING POLICY

I. CSU EXECUTIVE ORDER 1108

- California State University, Fullerton is committed to a healthy and productive environment. As such, and in light of well-established health risks associated with exposure to secondhand smoke, California State University, Fullerton prohibits smoking in all interior and exterior campus areas and locations effective August 1, 2013 as specified below:
  - Buildings (including residence halls), structures (including parking structures), and outdoor areas owned, leased, or rented by the university or one of its auxiliaries whether located on or off the Fullerton main campus.
  - Vehicles owned, leased, or rented by the university or one of the university's auxiliaries.
  - Vehicles on university-owned, leased, or rented land or in university-owned, leased or rented parking structures.

The sale or distribution of any tobacco product, including smokeless tobacco products, also is prohibited. Additionally, sponsorship of a university activity or event by a tobacco product manufacturer is prohibited unless explicitly authorized in writing by the university president or designee.

II. AUTHORITY

The California State University Board of Trustees has issued Executive Order 1108, Policy on System wide Smoke and Tobacco Free Environment.

The State of California prohibits smoking in all public buildings and other enclosed areas of employment. Authority to issue this Policy is based on Title 5, California Code of Regulations, Section 42356; and California Government Code Section 7597.

III. SCOPE

This policy applies to all the university faculty, staff, students and visitors and to all the interior and exterior campus areas and locations identified in Section 1.

Smoking in university-sponsored theater and dance productions, student-authored or sponsored scenes, showcases or workshops produced as part of the department of theatre and dance season may be authorized by the President or designee only when a required part of a specific performance. Smoking in Associated Students-sponsored performances may be authorized only when listed in a script as a required part of a performance and only when approved by the President or designee.

IV. DEFINITIONS

“Smoke” or “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoke” or “Smoking” also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

V. IMPLEMENTATION

The Vice President for Human Resources, Diversity and Inclusion has overall responsibility for implementing this policy. To provide adequate time to create awareness, outreach, and educational programs,
VI. ACCOUNTABILITY

The success of this policy depends on the thoughtfulness, civility, and cooperation of all members of the campus community, including visitors. Compliance is grounded in an informed and educated campus community. Incidents related to this policy will be addressed through applicable administrative processes. Questions may be directed to the Director of Environmental Health and Safety or the Director of University Risk Management.

Reviewed and approved by President Willie J. Hagan on June 6, 2012.
Reviewed and reissued by President Mildred Garcia on July 23, 2013.

WITHDRAWAL LIMIT

Undergraduate students are limited to a maximum of 18 units of withdrawal (‘W’ on transcript) during their CSUF career, from Fall 2009 forward. “W’s” earned prior to Fall 2009 will remain on the record but will not be counted toward the 18-unit limit. For further information, see records.fullerton.edu/academics. Select Academic Regulations, scroll down to Withdrawal Unofficial, and click on frequently asked questions link.

WITHDRAWAL UNAUTHORIZED (WU)

University policy states that the symbol WU shall be assigned to a student who is enrolled in a class as of the census date*, but stops attending or participating, does not complete the course work and does not officially withdraw from the class. Students who discontinue course attendance without submitting an official, approved withdrawal form online, may result in a ‘WU’ (Withdrawal Unauthorized) being assigned by the course professor at the end of the semester.

*The census date is approximately at the end of the fourth week of classes. (See the ‘Semester Calendar’ section in the online Registration Guide each term for the applicable census date).

When a WU is assigned, the grading basis selected by the student at the time of registration for the course determines what displays on the student transcript:

• If the student registered for the class with a grading basis of ‘letter grade’, the symbol on the CSUF transcript appears as WU, and is equivalent to an F in GPA calculations.
• If the student registered for the class with a grading basis of ‘credit/no credit’, an assigned ‘WU’ would be recorded as NC* which does not impact GPA calculations.
• NOTE: The grading basis available for a class depends on how the course is being offered. Some courses are offered as ‘letter grade only’, some as ‘credit/no credit only’ and some courses offer students a choice of either ‘letter grade’ or ‘credit/no credit’.

In the first semester at CSUF that a WU is assigned to a student, any and all WU’s that are posted to the student record during the final grading period for that semester are automatically converted to a W during the grading cycle at the end of that term. The student is notified that this is a “one time only” provision. This auto-conversion will not occur in future semesters.

For future occurrences, students may petition for retroactive withdrawal from courses that have been assigned a WU or NC* by using the retroactive withdrawal petition process when serious and compelling circumstances occurred during the semester being petitioned. A serious and compelling reason is defined as a physical, medical, emotional or other condition which has the effect of limiting the student’s full participation in the class and which is clearly beyond the student’s control. The student must provide independent documentation (from a source...
other than the student, or the student’s family or friends) to verify the serious and compelling circumstances that occurred during the semester being petitioned which resulted in the student receiving a WU or NC*. There are also specific time limits for submitting retroactive withdrawal petitions. Further information on these time limits can be viewed online at: records.fullerton.edu/- select the 'Forms' tab and scroll down to ‘Petitions’.

All retroactive withdrawal petitions are individually reviewed and can be either granted or denied. If it is determined that retroactive withdrawal is justified, a grade of W will be assigned and the negative effect of the WU will be removed from the GPA. Petition forms are available at Registration and Records (LH- 114) or online at the web site indicated above.

FEES AND DEBTS OWED TO THE INSTITUTION

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may “withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt,” until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register, or receive diplomas, or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge reasonable attorney fees if litigation is necessary.

If a person believes they do not owe all or part of an asserted unpaid obligation, that person may contact Student Business Services. Student Business Services or another office on campus to which Student Business Services may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.

WRITING CENTER

The Writing Center offers free tutorial help to university students. The Writing Center, located on the first floor of Pollak Library, is open Monday through Sunday. Students may drop in or may make appointments by calling 657-278-3650. More information is available at english.fullerton.edu/writing_center.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

THE PRESIDENT’S DIRECTIVE NO. 17

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

I. Directive
The Family Educational Rights and Privacy Act (“FERPA”) and California State University Executive Order 796 (“EO 796”) afford students the right to inspect and review their education records; request amendment of an education record believed to be in error or misleading; limit disclosure of personally identifiable information contained in an education record; and file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA. Should a conflict arise between FERPA or EO 796 and this directive, FERPA or EO 796 will take precedent.

II. Authority

III. Scope
This directive applies to the records of any student who is attending or has attended the University. They do not apply to records of applicants for admission who are denied acceptance or if accepted, do not attend the University.

IV. Definitions
A. Directory Information. A student’s name, date and place of birth, permanent and local address, University-recognized email address, telephone number, class level, enrollment status, major(s), minor(s), dates of attendance, degrees and awards received, previous educational institutions attended and past and present participation in recognized activities. Directory information also includes weight and height if student is an athletic team member.

B. Legitimate Educational Interest. A school official has a “legitimate educational interest” if the official must review an education record to fulfill their professional responsibility. The University faculty or staff member responsible for maintaining the requested record is responsible for determining whether a school official has a legitimate educational interest.

C. School Official. A University or CSU system employee or volunteer in an administrative, academic, research or staff position, including law enforcement unit personnel and health staff; an individual or entity with whom the University has contracted to act for the institution or to provide services the institution would otherwise perform for itself, such as an attorney, auditor or collection agent; an individual, including a student, serving on a CSU System or University committee, such as a disciplinary or grievance committee or assisting another school official in performing their professional responsibility.

V. Implementation
A. School officials with a legitimate educational interest may access student records. In addition to school officials with a legitimate educational interest, the University may disclose Directory information (defined in Section IV. A) depending on the nature of the request and depending on the release category selected by a student. Students may choose to limit the release of their
Directory information as described below:

1. Permit release of all Directory information. Unless restricted by a student, the University may release a student’s Directory information at any time to any requesting party, including the military and for the development of University-affiliated marketing programs. This is the default category for release of information.

2. Permit release only “Verification” information. This subcategory of Directory information consists of a student’s name, class level, enrollment status, major(s), minor(s), degrees and awards received, dates of attendance and University-recognized email address. The University may release this information in response to requests, including but not limited to those from campus auxiliaries, financial lenders, employers, the military or insurance companies for verification of degree and enrollment information; for inclusion in Commencement and honors materials. Students who release only “Verification” information will be excluded from all University directories, printed or electronic, that the University may produce or publish.

3. Withhold release of all Directory information. Withholding the release of all Directory information means that the student will be excluded from all University directories and publications that the University may produce or publish, including Commencement and honors materials and the University will not verify degree, dates of attendance or enrollment information without the prior written consent of the student. There will be no release to the military or for marketing programs.

B. Students wishing to review their education records must make a written request to the Vice President for Student Affairs. Requested education records as defined by FERPA will be made available for review within 45 working days of the request.

Reasonable charges for copy costs will be applied.

C. The University notifies students of their FERPA rights in its course catalog, university website and annually via electronic mail.

D. Students who believe their rights have been abridged may make a request in writing seeking assistance from the Vice President for Student Affairs, Langsdorf Hall 805 or The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C., 20202-4605.

VI. Accountability

A. The University will review bi-annually its information practices concerning student records to assess its compliance with FERPA, CSU Executive Order 796 and this directive. The Vice President for Student Affairs is responsible for ensuring the completion of these reviews.

B. Any school official requiring access to student records must meet all training requirements established. This training must be completed prior to access being granted.

C. Individuals who violate this directive are subject to appropriate disciplinary action pursuant to the applicable collective bargaining agreement and/or administrative policies or procedures.

D. The contact for questions concerning this Directive is the Vice President for Student Affairs or his/her designee.

Reviewed and approved by President Milton A. Gordon on March 17, 2011.

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PLUS/MINUS GRADING

- Individual instructors have the option of using plus/minus in their grading criteria.
- Course syllabi must include a statement as to whether or not plus/minus grades will be used.
- Plus/minus grading does not apply to terms prior to spring 2005.

DEFINITION OF GRADES AND THEIR CORRESPONDING GRADE POINTS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
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<tr>
<td>B</td>
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<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
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<tr>
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<td>C-</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
</tr>
<tr>
<td>D-</td>
<td>Failing</td>
</tr>
</tbody>
</table>

GRADING STANDARDS IN GENERAL EDUCATION (GE)

A grade of “C-” (1.7) or better is required to satisfy GE requirements in:

- Oral Communications (category A1)
- Written Communication (category A2)
- Critical Thinking (category A3)
- Mathematics/Quantitative Reasoning (category B4)

A grade of “D plus” (1.3) or lower is not a passing grade.

A grade of “D” (1.0) or better is required to satisfy all other GE requirements. A grade of “D minus” (0.7) or lower is not a passing grade.

GRADING STANDARDS IN UPPER DIVISION WRITING REQUIREMENT (UNDERGRADUATES)

A grade of “C” (2.0) or better is required to satisfy the upper division writing requirement. A grade of “C minus” (1.7) or lower is not a passing grade.

GRADING STANDARDS IN GRADUATE PROGRAMS

A grade of “C” (2.0) or better in each course in the graduate study plan. A grade of “C minus” (1.7) or lower is not a passing grade.

A grade of “C” (2.0) or better in course(s) that are used to meet the writing requirement. A grade of “C minus” (1.7) or lower is not a passing grade.

GRADING STANDARDS IN GRADUATE STUDENTS

An average GPA of at least 3.0 based on all courses attempted to satisfy requirements for the master’s degree. This average applies to:

- All 400 and 500-level units attempted subsequent to admission to a degree program; and
- All units required on the student’s graduate study plan including transfer courses.

Departments may have additional grading standards for graduate programs-consult your graduate adviser.
CREDIT/NO CREDIT GRADING OPTION

For undergraduate students, “credit” is awarded for work equivalent to all grades which earn 2.0 or more grade points (“A+” thru “C”). “No credit” is awarded for work equivalent to all grades which earn less than 2.0 grade points (“C” minus thru “F”).

For graduate students, “credit” is awarded for work equivalent to all grades which earn 3.0 or more grade points (“A+” thru “B”). “No credit” is awarded for work equivalent to all grades which earn less than 3.0 grade points (“B minus” thru “F”).

PLUS/MINUS GRADES AND TRANSFER ADMISSIONS

In determining transfer admissibility, the transcripts of applicants for admission will be evaluated and grade point average(s) calculated based on the grade points assigned by the CSUF grading policy, e.g. a grade of B+ at Cypress College will be calculated for admissions purposes as being worth 3.3 grade points per semester units.

Plus and minus grading will have no effect upon the admissions applicability of community college coursework that has been general education “certified” by California community college(s) as per CSU Executive Order 1100.

FINAL EXAMINATION FOR FALL 2022

Final examinations will take place starting Saturday, December 10 through Friday, December 16. Final examinations are scheduled for one hour and 50 minutes unless special arrangements are made by the instructor with the dean of the college. Students shall confirm with their instructor regarding the date and time of their final examination. Students should consider the final examination schedule when selecting courses. For more information and to view the final exam schedule, visit fullerton.edu/scheduling/final_exam_schedule/.

The Fall 2022 exam schedule will be available in April 2022.

FINAL EXAMINATIONS SPECIAL COURSE EXAM HOURS

ACCT 201B ................. Monday, December 12 9:00 - 10:50 a.m.
MATH 115 .................. Tuesday, December 13 3:00 – 4:50 p.m.
MATH 115A ............... Tuesday, December 13 3:00 – 4:50 p.m.
MATH 115B ............... Tuesday, December 13 3:00 – 4:50 p.m.
MATH 125 .................. Tuesday, December 13 3:00 – 4:50 p.m.
ACCT 201A ............... Thursday, December 15 7:00 – 8:50 a.m.

Academic departments interested in using these special exam periods must obtain approval from the appropriate college dean and Academic Programs prior to scheduling the exam or notifying students. Arrangements must be made for Friday evening classes to use a special exam period.

FRIDAY EVENING, SATURDAY, OR SUNDAY CLASSES

Students taking Friday evening classes will take final examinations at their regular class times on Friday, December 16. Students taking Saturday or Sunday classes will take final examinations at their regular class times on Saturday, December 10 or Sunday, December 11.

UNIVERSITY POLICY ON FINAL EXAMINATIONS

Final examinations, if required by the instructor, will be given at times scheduled by the university.

• For the instructor, these times are identified in the Faculty Center.
• For students, these times are identified in the Student Center.

For a traditional view of the final exam schedule, visit fullerton.edu/scheduling/final_exam_schedule/. Once established, the final examination schedule may not be changed unless approved by department and program chair and the dean of the college. Makeup final examinations may be given for reasons of illness, verified emergency, or other serious and compelling reasons approved by the instructor. An instructor shall not shorten the academic semester by scheduling an in-class final examination before the week scheduled for final examinations. No major examinations shall be given during the last week of the semester that is scheduled for instruction unless there is also to be a final examination at the time assigned in the Class Schedule.

"Take-home" Final Examinations

When a take home final examination (or paper/project) is due during the final exam period, it shall be due no earlier than the day scheduled for the final examination of that class.

Final Examinations in Online Courses

Final examinations for online courses, whether they are delivered asynchronously online (i.e., not within a specified time block), synchronously online (i.e., within a specified time block), or face-to-face, must be completed n later than 5:00 p.m. on Friday, December 16, 2022.
Finding Final Exam Schedule

1. Log in to the campus portal and access the Student Homepage in Titan Online.
2. Click on Manage Classes

3. Click on View My Exam Schedule in the left menu.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Where To Go</th>
<th>Location</th>
<th>Telephone (657)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Appeals</td>
<td>Academic Appeals Office</td>
<td>LH-805</td>
<td>278-3836</td>
</tr>
<tr>
<td>Add or Drop of Class</td>
<td>See Registration Guide</td>
<td></td>
<td>278-7601</td>
</tr>
<tr>
<td>Address Change/Titan Online/Student Center</td>
<td><a href="http://www.fullerton.edu">www.fullerton.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions/Applications</td>
<td>Admissions</td>
<td>LH-111</td>
<td>278-3100</td>
</tr>
<tr>
<td>Advising</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education/Undeclared Major</td>
<td>Academic Advising Center</td>
<td>GH-123</td>
<td>278-3606</td>
</tr>
<tr>
<td>Declared Majors</td>
<td>Major Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disqualification/Reinstatement</td>
<td>Academic Advising Center</td>
<td>GH-123</td>
<td>278-3606</td>
</tr>
<tr>
<td>Future Teachers: undeclared and all majors</td>
<td>Center for Careers in Teaching</td>
<td>EC-379</td>
<td>278-7130</td>
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<tr>
<td>Child Care</td>
<td>Children's Center</td>
<td>CC-101</td>
<td>278-2961</td>
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<tr>
<td>Counseling</td>
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<tr>
<td>Career</td>
<td>Career Center</td>
<td>LH-208</td>
<td>278-3121</td>
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<tr>
<td>Graduate School Exploration</td>
<td>Career Center</td>
<td>LH-208</td>
<td>278-3121</td>
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<tr>
<td>Personal</td>
<td>Counseling and Psychological Services</td>
<td>SHCC-East 116</td>
<td>278-3040</td>
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<tr>
<td>Degree Application/Diploma Orders</td>
<td>Graduation Unit</td>
<td>LH-114</td>
<td>278-2300</td>
</tr>
<tr>
<td>Degree Evaluation, Undergraduate</td>
<td>Graduation Unit</td>
<td>LH-114</td>
<td>278-2300</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>Disabled Student Services</td>
<td>GH-101</td>
<td>278-3117</td>
</tr>
<tr>
<td>Discrimination/Harassment/ADA</td>
<td>DHR Administrator</td>
<td>CP-700</td>
<td>278-4933</td>
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<td>Disqualification/Reinstatement</td>
<td>Academic Advising Center</td>
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<tr>
<td>Disability Support Services</td>
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<tr>
<td>Enrollment Verification</td>
<td>TitanCard Office</td>
<td>PLS-150</td>
<td>278-3555</td>
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<tr>
<td>University ID Card (TitanCard)</td>
<td>National Student Clearinghouse</td>
<td><a href="http://www.fullerton.edu">www.fullerton.edu</a></td>
<td>278-2495</td>
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<td>Enrollment Verification Certificate</td>
<td>*Student Business Services</td>
<td>GH-180**</td>
<td>278-2495</td>
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<tr>
<td>Fee Receipt</td>
<td>Registration and Records</td>
<td>LH-114</td>
<td>278-7601</td>
</tr>
<tr>
<td>Letter Request</td>
<td>Extension and International Programs</td>
<td>CP-100</td>
<td>278-2611</td>
</tr>
<tr>
<td>Extension Class Information</td>
<td>Admissions</td>
<td>LH-111</td>
<td>278-3100</td>
</tr>
<tr>
<td>Evaluations/General Education</td>
<td>Financial Aid</td>
<td>GH-146</td>
<td>278-3125</td>
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<td>Financial Aid</td>
<td>Graduate Office</td>
<td>CP-950</td>
<td>278-2618</td>
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<td>Graduate Studies</td>
<td>Graduation Unit</td>
<td>LH-114</td>
<td>278-2300</td>
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<tr>
<td>Graduation Requirements (Undergraduate)</td>
<td>Recreation Office</td>
<td>KHS-159</td>
<td>278-3978</td>
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<tr>
<td>Gymnastics Use and Hours</td>
<td>Student Wellness, Health Services</td>
<td>SCHH-West</td>
<td>278-2800</td>
</tr>
<tr>
<td>Health Services</td>
<td>Housing and Residential Engagement</td>
<td>Cobb Residence Halls</td>
<td>278-2168</td>
</tr>
<tr>
<td>Housing</td>
<td>Student Wellness, Health Services</td>
<td>SHCC-West</td>
<td>278-2800</td>
</tr>
<tr>
<td>Immunization Requirement</td>
<td>Student Wellness, Health Services</td>
<td>SHCC-West</td>
<td>278-2800</td>
</tr>
<tr>
<td>International Student:</td>
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<tr>
<td>Academic Advising</td>
<td>Major Department</td>
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</tr>
<tr>
<td>Immigration/Visas</td>
<td>International Students and Scholars</td>
<td>THall-1123</td>
<td>278-2787</td>
</tr>
<tr>
<td>Internships and Service-learning</td>
<td>Center for Internships &amp; Community Engagement</td>
<td>LH-206</td>
<td>278-3476</td>
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<tr>
<td>Library Information</td>
<td>Pollak Library</td>
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<td>Name Change</td>
<td>Registration and Records</td>
<td>LH-114</td>
<td>278-7601</td>
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<tr>
<td>Open University</td>
<td>Titan Hall</td>
<td>THall-1123</td>
<td>278-2611</td>
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<tr>
<td>Organizations and Clubs</td>
<td>Dean of Students</td>
<td>TSU-247</td>
<td>278-3211</td>
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<tr>
<td>Outreach, Recruitment &amp; Orientation</td>
<td>Outreach, Recruitment &amp; Titan Orientation Programs</td>
<td>GH-178</td>
<td>278-2501</td>
</tr>
<tr>
<td>Parking</td>
<td>Department of Public Safety</td>
<td>parking.fullerton.edu</td>
<td>278-3082</td>
</tr>
<tr>
<td>Fees and Information</td>
<td>Disability Support Services</td>
<td>GH-101</td>
<td>278-3112</td>
</tr>
<tr>
<td>Disabled Person Parking Permit</td>
<td>Admissions</td>
<td>LH-111</td>
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<td>Readmission</td>
<td>Registration and Records</td>
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<td>278-7601</td>
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<td>Records (Student)</td>
<td>Student Business Services</td>
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<td>Registration Fees*</td>
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<td>Sexual Assault, Prevention &amp; Survivor Services</td>
<td>CSUF Student Wellness Violence Prevention Program</td>
<td>SHCC-West</td>
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<td>Student Academic Services (EOP/SAA/Retention)</td>
<td>Student Academic Services Office</td>
<td>GH-143</td>
<td>278-2288</td>
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<tr>
<td>Student Recreation Center</td>
<td>Student Rec Center</td>
<td>KHS-159</td>
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<td>Swimming Pool</td>
<td>Recreation Office</td>
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<td>Test Information</td>
<td>University Testing Center</td>
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<td>Title IX and Gender Equity</td>
<td>fullerton.edu/titleix</td>
<td>CP-205</td>
<td>278-2121</td>
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<tr>
<td>Titans Athletics Tickets</td>
<td>Athletics Ticket Office</td>
<td>Titan House</td>
<td>278-2783</td>
</tr>
<tr>
<td>CSUF students get in FREE to all Athletics regular season games</td>
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<td></td>
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<tr>
<td>Transcripts</td>
<td>Registration and Records</td>
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<td>Tutoring</td>
<td>National Student Clearinghouse</td>
<td><a href="http://www.studentclearinghouse.org">www.studentclearinghouse.org</a></td>
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<tr>
<td>Veterans Certification</td>
<td>Intensive Learning Experience (ILE)</td>
<td>GH-234</td>
<td>278-7236</td>
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<td></td>
<td>Veterans Certification Official</td>
<td>LH-540</td>
<td>278-2086</td>
</tr>
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</table>
MATH GE REQUIREMENTS FOR AY 2022-2023

All incoming freshmen are required to take a class that meets the Math GE requirement (B.4) during their first year. Furthermore, incoming freshmen in the following majors must complete the GE B.4 requirement by enrolling in a specific GE math class that is part of their academic major or minor during their first semester:

- Biological Science (B.S.)
- Biochemistry (B.S.)
- Chemistry (B.S./B.A.)
- Civil Engineering (B.S.)
- Computer Engineering (B.S.)
- Computer Science (B.S.)
- Earth Science (B.A.)
- Electrical Engineering (B.S.)
- Engineering Undeclared
- Geology (B.S.)
- Mathematics (B.A.)
- Mechanical Engineering (B.S.)
- Nursing (B.S.)
- Physics (B.S.)
- Pre-Business
- Pre-Economics
- Pre-International Business

In order to ensure that students with specific major-related math requirements are able to progress through their degrees in a timely manner, enrollments during Freshmen Orientation in Math 115 College Algebra and Math 125 Pre-calculus will be restricted to the majors in the following table:

<table>
<thead>
<tr>
<th>Course</th>
<th>Freshman Orientation Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 115</td>
<td>Biological Science, Geology, Pre-business, Nursing, Public Health, and Kinesiology Majors</td>
</tr>
<tr>
<td>Math 125</td>
<td>All CECS and CNSM majors; Public Health and Kinesiology Majors</td>
</tr>
</tbody>
</table>

Although Kinesiology and Public Health majors are not required to take a Math GE class in their first semester, they will be allowed to register in Math 115 or Math 125 during Freshmen Orientation. Once Freshmen Orientation is complete the restrictions will be lifted and any remaining seats will be open to students from all majors.

DEPARTMENT PLACEMENT EXAMS

CHEMISTRY 120A ENROLLMENT REQUIREMENTS

All students planning to enroll in Chemistry 120A General Chemistry are required to take the Chemistry Placement Exam (CPE) or have completed Chemistry 115 Introduction to General Chemistry or its equivalent, verified with an official transcript, with a grade of C or higher.

CHEMISTRY PLACEMENT EXAM (CPE)

Department of Chemistry and Biochemistry CPE Dates

Additional weekday testing dates are available for the CPE through the Department of Chemistry and Biochemistry. For more information and to register online, please visit nsm.fullerton.edu/testing/cpe.

Testing Center CPE Dates

Pre-registration is required to take the CPE. There is no charge for the test. You must register either by mail or in-person to take CPE administered by Testing Services. For test dates and registration deadlines, check the testing center website: www.fullerton.edu/testing/cpe.

CPE DESCRIPTION:

The CPE may be taken only once a year. Test scores are valid for three consecutive semesters. You will have 45 minutes to complete the Chemistry Placement Exam (CPE). The CPE consists of 44 multiple-choice questions addressing basic concepts in arithmetic, algebra, and high school chemistry. In scoring the test, only correct answers will be counted. A Periodic Table of elements and a table of abbreviations and symbols are provided in the test book. You may need them for some questions. All other data are given in the questions. Calculators are permitted but not essential. Cell phones are NOT allowed. BRING Picture ID with signature, (Driver’s license, passport) your CWID, sharpened #2 pencils with large soft erasers and a nongraphing nonprogrammable calculator to the test session.

CPE RESULTS

Test results will be sent by email to a CSUF email address approximately one week after the test. The Department of Chemistry and Biochemistry will not give scores over the telephone.

CPE EXEMPTIONS

CHEM 115 Equivalent

To be exempt from the CPE, students must have completed Chemistry 115 Introduction to General Chemistry or its equivalent with a grade of C or higher. If you have taken an equivalent chemistry course at another college, you must submit a copy of your transcript that displays the course grade earned and a course description from the college catalog to the Department of Chemistry and Biochemistry prior to enrolling in Chemistry 120A General Chemistry.

AP and IB Chemistry Exemption

Students who pass the AP Chemistry exam with a score of 3 or greater or receive a diploma for the IB Chemistry exam are eligible to enroll in CHEM 120A. Students who earn a score of 4 or greater on the AP Chemistry exam will be considered for enrollment in CHEM 120B. Students who want to establish their eligibility for CHEM 120A or 120B and have taken the AP or IB exam, should submit evidence of exam scores to the Chemistry Department.

COMPUTER SCIENCE PLACEMENT EXAM

The Computer Science curriculum begins with a three course sequence, CPSC 120, 121, 131, covering concepts of programming and data structures. You may have gained knowledge of these topics in a variety of ways, but do not have formal courses to transfer nor AP scores to submit. To validate your knowledge you may take the Computer Science Placement Examination to waive one or more of these courses. The exam may be taken only once. Exam scores are valid for two consecutive semesters. Arrive for instructions 10 minutes before exam begins. There is no fee and you do not need to preregister, but picture identification is required.

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 15, 2022</td>
<td>2 p.m. - 3:50 p.m.</td>
<td>CS-408</td>
</tr>
<tr>
<td>Friday, August 12, 2022</td>
<td>2 p.m. - 3:50 p.m.</td>
<td>CS-408</td>
</tr>
</tbody>
</table>

If you take the placement exam and receive a waiver in one or more of these courses, you will have to take additional elective course work to satisfy the 120 unit graduation requirement. For examination policies and results, please contact Dr. Shawn Wang by email at xwang@fullerton.edu, include your Name and Campus Wide Identification Number.
MATHEMATICS

All non-international first-time freshmen, in the following majors:

- Biological Science (BS)
- Biochemistry (B.S.)
- Chemistry (B.S./B.A.)
- Civil Engineering (B.S.)
- Computer Engineering (B.S.)
- Computer Science (B.S.)
- Earth Science (B.A.)
- Electrical Engineering (B.S.)

who are planning to take Mathematics 130 A Short Course in Calculus, Mathematics 135 Business Calculus or Mathematics 150A Calculus 1 must complete four ALEKS PPL assessments and obtain an appropriate score on the fourth assessment. Access to ALEKS PPL can be obtained from the ALEKS icon or link in your student portal.

All other students (including all international, first-time freshmen), who plan to enroll in Mathematics 130 A Short Course in Calculus, Mathematics 135 Business Calculus or Mathematics 150A Calculus 1 must take the Mathematics Qualifying Exam (MQE) or have a department approved exception. No student will be enrolled in these mathematics courses unless they have already passed the MQE or are exempt. The examination scores are valid for two consecutive semesters. You must pass the MQE or be exempt before you can register for any of the above courses.

To be exempt from the MQE, students must have:

- For MATH 130 & 135
  A “C” or better in MATH 115 or 125 at CSUF or in an equivalent course from another college.
- For MATH 150A
  A “C” or better in MATH 125 at CSUF or in an equivalent course.

If you have taken an equivalent math course at another college, you must submit an unofficial copy of your transcript or course grade, a course description and a course syllabus to the Mathematics Department prior to registering for classes.

To register for the MQE, complete the MQE registration form, go to Student Business Services, GH-180 (Cashiers) and pay the $3 test fee by the registration deadlines shown. You will be emailed a confirmation ticket approximately one week after the Registration deadline. Stand-by registration on the day of the exam is allowed on a space-available basis. If you are unable to attend a test session, contact the Testing Center, 657-278-2288, at least 24 hours before the test date to transfer your registration to another test date. Sabbath observers and students who require special test accommodations due to a documented disability must make special arrangements with the Testing Center (GH-143) at least 4 weeks before the registration deadline.

For test dates and registration deadlines, check the Testing Center website: [www.fullerton.edu/testing/mqe](http://www.fullerton.edu/testing/mqe).

For further information regarding calculus courses and examination policies and results, contact the Department of Mathematics, MH-154, 657-278-3631.

MUSIC

New undergraduate music students

Refer to the School of Music website [music.fullerton.edu](http://music.fullerton.edu) for information pertaining to auditions, testing, and advising. All prospective music majors should register at this site for further information. All prospective undergraduate music majors MUST audition on an instrument or voice and be accepted as music majors in order to register for music major classes. Students who have applied but have not yet been accepted to the University may still audition. Questions may be addressed to [musicadmissions@fullerton.edu](mailto:musicadmissions@fullerton.edu) or 657-278-3511.

New graduate music students

Diagnostic exams in music history and music theory will be given before the semester begins, the dates and procedures to be announced. These diagnostic exams are evaluative in purpose and give the student and music faculty an idea of a student’s individual knowledge levels in these fields. Students will be provided with feedback about these exams with recommendations. Registration in graduate coursework is by advising with the Graduate Adviser, before the semester begins, and is based on the results of the diagnostic exams and performance audition (if applicable). Students will be notified of any other requirements by Area Coordinators (if applicable) before the semester begins. For inquiries, contact the Graduate Adviser, Dr. John Koegel, [jkoegel@fullerton.edu](mailto:jkoegel@fullerton.edu).

GRADUATION REQUIREMENT

(UNDERGRADUATE)

To comply with the CSU American Institutions Requirement, all students who first enroll at CSUF in the Fall 2021 Catalog year and beyond shall be required to take a 3-unit American Government course. Please see your Titan Degree Audit for a list of courses that satisfy this Graduation Requirement.

UPPER-DIVISION WRITING REQUIREMENT

(UNDERGRADUATE)

The University requires that all students completing bachelor’s degrees demonstrate writing ability acceptable for graduation. To meet the upper-division (e.g., 300 or 400 level) writing requirement, you must pass a specially designated upper-division “intensive writing course” or “thesis course” of at least three units, or pass two or more specially designated “complementary writing courses” for a total of at least six units.

APPROVED UPPER-DIVISION WRITING COURSES

The University Writing Proficiency Committee certifies the course, or courses, that each major department designates to fulfill the upper-division writing requirement. Departments and programs may specify a single “intensive writing course” of at least three units, which has writing as its primary objective and involves thorough instruction in writing, two or more “complementary writing courses” (for a total of at least six units) in which you are required to write one or more lengthy papers or several shorter ones involving the organization and expression of complex ideas, or a “thesis course” (for a total of three units), for which you produce a substantial written original work or individual research. In all of these courses, you will be given careful and timely evaluations of your writing and suggestions for improvement by your instructor. An assessment of your writing competence will be included in determining your final course grade. You must pass these courses with a grade of C or better. Please consult your advisor to find what upper division writing courses are certified to fulfill the upper-division writing requirement in your major.
GENERAL EDUCATION REQUIREMENTS

General Education courses are required at CSUF as a necessary and integral part of your University education. They are the foundation on which each and every major is built, and have been specifically designed to provide exposure to current thinking and scholarship. Students’ success in the global socio-economic climate will be determined by the ability to research, analyze, and apply universally accepted principles in areas beyond those learned in their majors. These courses serve as the stepping stones to a lifetime of personal, professional, and academic growth.

UNIT REQUIREMENTS FOR GE FALL 2018 AND LATER
48-49 total units, including:
- 9 units of upper division courses in designated areas of B, C, and D
- 9 units in residence at CSUF
- Each course counts in only one GE Area, except those meeting Overlay Z, Cultural Diversity

UNIT REQUIREMENTS FOR GE SPRING 2018 AND EARLIER
51 total units, including:
- 9 units upper division taken as a junior or senior in areas B.5, C.3, and D.5, or E as needed
- 9 units in residence at CSUF
- Each course counts in only one GE Area, except those meeting area Z, Cultural Diversity

APPROVED GE COURSES FOR FALL 2021 AND LATER

NOTE: This is for informational purposes ONLY and updated on a semester-by-semester basis. Please refer to the GE website as well as your Titan Degree Audit (TDA) for a list of GE courses that are approved for your specific Catalog year.

A. CORE COMPETENCIES (9 UNITS)
- A.1 ORAL COMMUNICATION:
  - CHIC 102
  - HCOM 100, 102
  - HONR 101B
  - THTR 110

- A.2 WRITTEN COMMUNICATION:
  - ENGL 100, 101, 100W
  - ESE 100, 100W

- A.3 CRITICAL THINKING:
  - CNSM 101
  - HCOM 235
  - HONR 101A
  - PHIL 105, 106
  - PSYC 110
  - READ 290

B. SCIENTIFIC INQUIRY & QUANTITATIVE REASONING (12-13 UNITS)
- B.1 PHYSICAL SCIENCE:
  - ASTR-101
  - CHEM 100, 102, 105, 111, 120A, 200
  - GEOG 110
  - GEOL 101, 102, 110T
  - PHYS 101, 102, 211, 225

- B.2 LIFE SCIENCE:
  - ANTH-101
  - BIOL 101, 102, 103, 151, 152

- B.3 LABORATORY EXPERIENCE:
  - ASTR-101L
  - BIOL 101L, 102, 151, 152
  - CHEM 100L, 102, 120A, 200
  - GEOG 110L
  - GEOL 101L, 102
  - PHYS 101L, 102, 211L, 225L

- B.4 MATHEMATICS & QUANTITATIVE REASONING:
  - MATH 110, 115, 115A, 120, 125, 130, 135, 150A

- B.5 IMPLICATIONS & EXPLORATION OF MATHEMATICS & NATURAL SCIENCES:
  - ANTH 301, 322, 344
  - BIOL 300, 305, 306, 310, 318, 319, 327, 352, 360
  - CHEM 313A, 313B, 313C
  - COMD 303
  - CPSC 313
  - EGCE 305
  - FIN 310
  - GEOG 328, 329
  - GEOL 310T, 333
  - HCOM 308
  - HIST 330, 331
  - HONR 301T 305
  - ISDS 361A
  - LBST 331, 333
  - MATH 338
  - PHIL 303, 333
  - PHYS 301, 305
  - PUBH 349, 350
  - SOCI 303

C. ARTS AND HUMANITIES (12 UNITS)
- C.1 INTRODUCTION TO ART:
  - ART 101, 103 104, 106A, 107A, 107B, 201A, 201B, 205A
  - DANC 101
  - MUS 100, 101, 102
  - THTR 100, 160

- C.2 INTRODUCTION TO HUMANITIES:
  - ANTH-100
  - ARAB 101, 102, 203
  - CHIN 101, 102, 201, 202, 203, 204
  - ENGL 105, 200, 211, 212, 221, 222
  - FREN 101, 102, 203, 204
  - GRMN 101, 102, 203, 204, 214
  - HIST 110A*, 200, 210A
  - ITAL 101, 102
  - JAPN 101, 102, 203, 204
  - KORE 101, 102, 203
  - LBST 100
  - LING 106
  - PERS 101, 102
  - PHIL 100, 101, 110, 120, 290
  - PORT 105, 214
  - RLIST 105, 110, 200, 210, 250, 270T, 280
  - SPAN 101, 102, 105, 202, 203, 204, 213, 214
  - VIET 101, 102, 201, 202, 203, 204
  - WGST 100

- C.3 EXPLORATIONS OF ARTS & HUMANITIES:
  - AFAM 314*, 320*, 324, 337*, 356*, 357*, 371, 388
  - AMST 324*, 345*
  - ANTH 304*, 305*, 306*, 311*
D. SOCIAL SCIENCES (9 UNITS)

- D.1 INTRODUCTION TO SOCIAL SCIENCES:
  
  AGNG 133
  AMST 101
  ANTH 102, 103, 105
  ASAM 201
  CHIC 220*
  COMM 233
  CRJU 100
  ECON 100, 201, 202
  GEOG 100, 160
  HIST 110B*, 230, 231
  HONR 210B*
  LBST 101
  LING 102
  LTAM 100
  POSC 200
  PSYC 101
  RLIST 100
  SOCI 101

- D.2 AMERICAN HISTORY, INSTITUTIONS, & VALUES:
  
  AFAM 190
  ASAM 190
  AMST 201
  CHIC 190
  HIST 170A, 170B, 180, 190
  HONR 201A

- D.3 EXPLORATIONS IN SOCIAL SCIENCES:
  
  AFAM 301*, 304*, 306*, 308*, 310*, 311*, 322, 325*, 335*
  AGNG 313*
  AMST 300, 301*, 395*
  CHIC 303*, 305*, 313*, 325*, 331*, 332*, 345*, 350*, 353*
  CTVA 365
  COMM 315*, 333, 370
  COUN 380
  CRJU 300, 320, 322, 385*
  ECON 330, 332, 333, 334, 335, 336, 350, 355, 362
  EDELI 325*
  HIST 310*, 311, 315*, 320, 350, 360, 382, 386A, 395
  HCOM 315*, 320*, 340*, 342, 370*
  HONR 303T*
  HUSR 380
  KNES 381
  LTAM 300*, 350*
  LBST 310*, 315*, 322*, 340
  NURS 402
  PHIL 302*
  POSC 300, 309, 310, 315, 320, 322, 330, 350, 352, 375, 381, 485
  PSYC 311, 321*, 322*, 331, 341, 346*, 351
  READ 360*
  RLIST 321*, 325*, 333*, 370, 381
  WGST 302*, 306*, 310*, 313*, 355, 360*, 485

E. LIFELONG LEARNING & SELF DEVELOPMENT (3 UNITS)

- E. LIFELONG LEARNING & SELF DEVELOPMENT:
  
  AFAM-370*
  AMST-320*
  ANTH 308*, 315*, 316*, 332*, 333*, 342*
  ASAM 300*, 308*,
  BUAD-300
  CAS 312, 315, 330, 340, 360, 365, 370*
  CHEM 111, 311
  CTVA 362
  CNSM 100
  COMD 345
  CPLT 355T
  COUH 252, 350
  EDSC 320
  ENGL 355T
  GEOG 120, 372, 373, 357
  HCOM 305
  HONR 304T, 306*
  HUSR 300, 350
  KNES 342, 353, 386
  LBST 337
  PHIL 224, 377*
  PSYC 312, 361, 362
  PUBH 101, 115, 301, 321, 342, 353, 358
  READ 201, 295
  RLIST 306, 380*
  SOCI 325, 341, 360
  UNIV 100
  WGST 205*, 308*, 316*
F. ETHNIC STUDIES (3 UNITS)
- F. ETHNIC STUDIES:
  AFAM 101, 107, 160, 260, 361, 389
  ASAM 101, 202, 303
  CHIC 101, 106, 201

Z. CULTURAL DIVERSITY
- One (1) GE course in C, D, or E must double-count as a Z course (noted above with an asterisk*)

ACADEMIC STANDARDS
- Letter grade required
- “C-” (1.7) or better in Areas A1, A2, A3, and B4. A grade of “D” (1.0) or better is required to satisfy ALL other GE requirements (a grade of “D minus” (.7) is not a passing grade).
- CR/NC allowed if it is the only grade option available.

PARKING INFORMATION- FALL 2022
CSUF semester parking permits must be purchased online. Daily parking permits are $10.00 per day, and short-term parking is available for $4.00 per hour. For detailed information on parking policies, maps of parking lots, and much more visit the Parking & Transportation Services website at parking.fullerton.edu. Contact Parking & Transportation Services by calling (657)278-3082 or emailing parking@fullerton.edu.

SCHEDULE OF CLASSES AND EXPLANATION OF CODES
All class schedule entries are subject to change without prior notice. Any added class offerings will be reflected in the online class schedule. Cancelled classes will be deleted from the online class schedule and any student enrolled in a class which must be cancelled will receive an email notification at their CSUF email address.

The faculty member shown in the “faculty” column of this class listing is a tentative assignment, depending on schedule adjustments required by circumstances during registration.

CLASS NOTES
When using the online schedule of classes search function, a list of section(s) appears. Select “the section” to see the class details. Under the class details is an area called “class notes” where special information of significance to the student is found. Some classes have prerequisites, while others require permission of the department or an instructor as noted under “Class notes”. If you are selecting one of these courses, be sure that you have met the prerequisites or have obtained the required permission. The fact that you may be scheduled for such a class does not imply that permission to enroll has been granted.

CLASS NUMBER
The five-digit code number follows the section number and is listed below the class number. It identifies the class and section of the class you want to take. You register for a class with this number.

CLASS TIME
The times that classes begin and end are indicated in the class schedule.

DAY CODE EXPLANATION
Mo, Tu, We, Th, Fr – Class meets daily except Saturday and Sunday
Mo, We, Fr – Class meets Monday, Wednesday, and Friday
Tu, Th – Class meets Tuesday and Thursday
Th – Class meets Thursday
Sa – Class meets Saturday
Su – Class meets Sunday
TBA – Class time to be arranged; see department office for details concerning meeting time.

BUILDING CODE EXPLANATION
CP – College Park
EC – Education Classroom
GH – Milton A. Gordon (formerly University Hall)
H – Humanities, Social Sciences
KHS – Kinesiology and Public Health
LH – William B. Langsdorf Hall
CS – Computer Science
MH – Miles D. McCarthy Hall
PL – Pollak Library
RGC – Ruby Gerontology Center
SHCC – Student Health and Counseling Center
T – Temporary
UP – University Police
VA – Visual Arts

COURSE TYPE EXPLANATION
For each course offered, there is a course type.
Lec - Lecture
Lab - Laboratory
Sem - Seminar
Act - Activity
Dis - Discussion
Sup - Supervision
WEB-OF – Fully Online instruction
WEB-OH – Hybrid instruction (both online and in-person)
WEB-OC – Online with Required Course Meetings
(online with minimal in-person meetings, such as orientation, midterm, and/or final)

Class Delivery Disclaimer
As information about COVID-19 continues to evolve, the CSU reserves the right to alter course delivery if it is in the best interest of the CSUF community, its safety, and its health.

STUDENT ACCOUNT INFORMATION
FEES AND PAYMENTS
Please go to sbs.fullerton.edu/ to view a list of current fees.
The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the
Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

EMAIL ADDRESS
Each student has been issued an email address where university messages are sent to you. Student Business Services uses this email address as the primary communication mode to students. Be sure to check your email on a regular basis. For additional information about your email account, contact the Titan Help Desk at 657-278-8888.

FEE PAYMENT DEADLINES (ALL STUDENTS)
Check TITAN Online for the date(s) on which you are eligible to register. For questions regarding your registration appointment, please contact Registration and Records at 657-278-7601. If you have any holds on your accounts, you must resolve them at least three business days before registering.

Do not sign up for an Installment Payment Plan until after you register for classes, or your account will not calculate your fees correctly.

TITAN REGISTRATION PAYMENT DUE DATES

<table>
<thead>
<tr>
<th></th>
<th>Registration Date</th>
<th>Payment Due Date</th>
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<tbody>
<tr>
<td>Titan A</td>
<td>April 15 - July 31, 2022</td>
<td>August 12, 2022</td>
</tr>
<tr>
<td>Titan B</td>
<td>August 1 - 25, 2022</td>
<td>August 25, 2022</td>
</tr>
<tr>
<td>PREPAY</td>
<td>Beginning August 26, 2022</td>
<td>Due Prior to Enrollment</td>
</tr>
</tbody>
</table>

Anticipated/Pending Financial Aid must be enough to cover all tuition and fees.

If Anticipated/Pending Financial Aid is not enough, students will be required to pay the difference to avoid disenrollment from all classes.

IMPORTANT!

• Payments made online via the web are due by 11:30 PM on the due dates given by Titan Online (Web registration). In-person and mail-in payments are due by 5:00 PM on the date given by Titan Online after registering.

• The University is not responsible for delays in the US Postal Service: postmarks are not considered.

• If you have decided not to attend CSUF for the current semester, please contact Registration and Records Service Center to ensure that you are formally withdrawn from the University and no registration fees remain on your account. You are responsible for dropping all your classes in the event you are not disenrolled.

• You will not receive an invoice for your registration fees. To ensure your fees are paid on time and to avoid disenrollment, please check both your financial aid application status and your student account regularly by logging into Titan Online via your student portal (www.fullerton.edu) and click on your Titan Online “Student Homepage”. Select “Financial Account” to view any current balances due.

• If you switch from part-time (0-6 units) to full-time (7+ units), you must pay your additional fees by the due date. If payment in full is not received, all of your classes are subject to disenrollment.

• If your financial aid consists of loan funds, you must formally accept a Direct Loan before it can be included in the anticipated aid. In addition, new borrowers must fill out an online Master Promissory Note and go through an online loan entrance counseling.

• If you decline your loan and do not have other forms of financial aid, you are responsible for fee payment at the time you register.

• If you are disenrolled for non-payment, waitlisted students will fill your space in the class and there is no guarantee that space will be available in classes that were dropped.

• Students who register on/after the first day of instruction for any term will be assessed a $25.00 Late Registration Fee.

• For University refund policies and procedures, please go to sbs.fullerton.edu.

FINANCIAL AID
If you have applied for financial aid, you may be eligible to postpone payment of your registration fees and Tuition Installment Payment Plan (TIPP) until your financial aid has disbursed at the beginning of the semester. To qualify for postponement of your fee payment, you must meet the condition below:

1. You have accepted a financial aid award at the time you register for classes and you have enough anticipated aid to cover your tuition fees, and/or TIPP payment.

• Most grant funds are automatically accepted on your behalf. Therefore, if State University Grant (SUG), Education Opportunity Grant (EOP), Cal Grant A or B, Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG) are accepted on your account, those funds can be used as anticipated aid to lower what is due now on your account. Those monies will be automatically deducted at the time of disbursement.

• If your financial aid consists of loan funds, you must formally accept a loan in order to use those funds as anticipated aid to lower what is due now on your account. If you have been offered a Federal Direct Loan or Dream Loan, go to Titan Online and “View Financial Aid”. Click on the “Accept/Decline Awards” link and follow the instructions to accept the loan.

The “Financial Account” tile displays your fee charges and the “Financial Aid” tile displays your anticipated financial aid in the Student Homepage. If you do not have enough anticipated financial aid available to offset your charges in full, you must pay the balance.

STUDENT RESPONSIBILITY FOR PAYMENT OF FEES
You are responsible for payment of your registration fees. If your financial aid award becomes unavailable for ANY reason or is insufficient to pay for fees as initially anticipated, you must pay the balance immediately upon notification. It is your responsibility to ensure that registration and tuition fees are paid in full. Check your student account
regularly by logging into Titan Online via your student portal (fullerton.edu) and click on “Student Homepage”.
Select “Financial Account” to view any current balances due.

WITHDRAWAL ‘W’ GRADES

If you drop one or more courses after grant aid was disbursed to you or applied to your university account, you may be billed for some or all of the aid. Visit the Office of Financial Aid to determine how much you would be required to repay. If you receive financial aid and you completely withdraw from the university, we will calculate the amount of Federal financial aid you “earned” based on the number of days you were enrolled. You may be required to repay a portion of the funds you received. In addition, the university may be required to refund a portion of tuition and fees to one or more federal aid programs. For further information, contact the Office of Financial Aid at 657-278-3125.

STUDENTS RECEIVING FEE ASSISTANCE

Applications and requests must be submitted according to program guidelines.

THIRD PARTY CONTRACTS/SPONSORED STUDENTS

If a government agency, embassy or other organization will pay your registration and tuition fees, you must submit a current letter of financial guarantee to International Students and Scholars Office (THALL 1123) at least five business days prior to your TITAN registration appointment. If this letter is not received prior to your registration appointment, you are responsible for paying your registration and tuition fees and may be subject to disenrollment if your payment is not received by the deadlines specified above.

STATE REHABILITATION

Contact the Disability Support Services Office (GH-101) if you need assistance with registration.

FALL 2022 REGISTRATION

THINGS YOU SHOULD KNOW ABOUT REGISTRATION

- Titan Online is available 24/7. You may register beginning with your assigned appointment and continue accessing registration an unlimited number of times until the end of TITAN registration.
- You will not receive your registration appointment date/time via U.S. mail. To view your registration appointment, sign onto Titan Online and access your Student Center.
- The Class Schedule is up-to-date in real-time and available online.
- Once you have performed any type of registration activity, you should confirm your schedule by printing your schedule from your Student Center.
- All HOLDS must be cleared three business days prior to your registration appointment.
- DEADLINES for adding/dropping classes are listed in the Registration pages of this registration guide.
- For fee refund information, go to sbs.fullerton.edu. Waitlisting is available to all colleges. If a course is full, you may try to obtain a place in the class by getting on the waitlist. As space in the class becomes available, your name will advance on the waitlist. If enough students drop the course, you may be automatically enrolled from the waitlist. Please review "How Waitlisting Works" and "Waitlist Restrictions" on the following Registration pages.

TITAN ONLINE REGISTRATION INSTRUCTIONS

REQUIREMENTS

- Check Titan Online for your registration appointment date/time and for any holds on your record. All holds must be cleared three business days prior to your TITAN registration appointment. You will access registration via your student portal.

MAXIMUM UNITS

University Limitation

Undergraduates are limited to a maximum of 18 units during TITAN registration. Classified graduate students not in a Credential Program are limited to 12 units during early registration. Credential students are limited to 19 units.

TITAN PIN

A “one-time use” Personal Identification Number (PIN) is assigned to you, which is a 6-digit number. After accessing your Student Portal with the PIN, you will be asked to create a password. This password will be used for Student Portal access including registration throughout your enrollment at CSUF. If you need assistance with your username or password, select the "need help signing in?" link immediately below the "sign in" button on the CSUF Portal Sign In webpage.

TITAN APPOINTMENT

Appointment dates and times for registration are based on class level and on units earned for all participants. The date indicated on Titan Online represents the first date you can access Titan Online to enroll in classes. If you attempt to register before your assigned date and time, you will not be granted access.

HOLDS

Any holds will be listed on Titan Online Student Homepage. All holds must be cleared three business days prior to your TITAN registration appointment.

CANCELLED CLASSES

If a class for which you have registered is cancelled by the department, you will receive an email notification at your CSUF email address. You may attempt to add another class during TITAN registration on or after your appointment time.

GRADING OPTION CHANGES

If grading for a course is listed as “Undergraduate Student Option”, the course can be taken either for a letter grade (A,B,C,D) or as credit/no credit. If no option is chosen, the course will default to letter grade. Certain faculty designated courses may solely be taken as graded or as credit/no credit. To change the option from letter grade to Credit/No Credit or from Credit/No Credit to a letter grade, use the pull down menu under “Grading” at the time you enroll in the class. Grade option changes can be made online through approximately the second week of classes. The deadline is published on page 2 of the Registration Guide.
COURSE PREREQUISITES
Some courses have course prerequisites (see Class Notes in the online class schedule) which, if not met, will result in your being unable to register for the course or being dropped by the instructor.

COURSE COREQUISITES
Some courses have course corequisites (see Class Notes in the online class schedule). You must register for the corresponding corequisite during the same registration transaction. Failure to do so may result in your being disenrolled from the course.

TEST SCORE PREREQUISITES
Some courses have test score prerequisites which, if not met, will result in your being unable to register for the course. Refer to the Placement Examinations section of this registration guide.

REGISTRAR CLASS (REG 999)
Students unable to enroll in any classes because they are closed may enroll in the Registrar Class (REG 999) (see online class schedule for 5-digit course number). Students thus become officially registered and pay minimum fees by their payment due date, thereby avoiding the $25 late registration fee that goes into effect as of the first day of class. This is a temporary device to enable students to add classes later during the registration period, if classes are available then or to wait for decisions on admissions into specific courses.

You must withdraw from REG 999 to add other courses. If you are unable to add other courses, you are required to withdraw. Any student who does not add a regular course or withdraw with a refund will be administratively withdrawn from the university.

STUDENTS WITH DISABILITIES
Contact the Disability Support Services Office (GH-101) if you need assistance with registration. For additional information, call 657-278-3117.

WAITLISTING
Waitlisting is available to all colleges. If a course is full, you may try to obtain a place in the class by getting on the waitlist. As space in the class becomes available, your name will advance on the waitlist. If enough students drop the course, you may be automatically enrolled from the waitlist.

How Waitlisting Works
- The online waitlisting feature will cease to function with the end of the first week of class, but the waitlist will be retained for informational purposes for the instructor. There is no guarantee that the instructor will enroll you for the course even if you are on the waitlist.
- Many classes will offer waitlisting with the exception of 495, 499, 595, 598 and 599 classes.
- The standard waitlist limit for each class is 15 students; this is regardless of the class limit. Some classes may have different waitlist limits based on department discretion.
- You can waitlist for a maximum of 8 units, provided that each course’s waitlist is not already full. (Note: Waitlisted units are not included toward your enrollment unit limit. Once you successfully get into the class, then the units will count towards your enrollment unit limit.)
- You must meet any requisites for the class before you can be placed on the waitlist, e.g., course prerequisites, section corequisites, major and class level restrictions.
- Students cannot waitlist the same lecture section or the same lab section more than once.
- If a seat becomes available, the student first on the waitlist will get the seat (subject to the restrictions below).
- Students will be moved from the waitlist 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 waitlist.
- If you are moved from the waitlist into the class, you will receive an email notification.
- If you are waitlisted for multiple sections of the same course, and you successfully get into one of the sections, you will be automatically removed from the waitlists for the other sections.
- If you are enrolled in a class, you will never be enrolled into any other section of the same class, nor will you be automatically removed from waitlists of the same class. If you prefer to be enrolled from a class for which you are waitlisted, you must first drop the class you are enrolled in to have the possibility of being enrolled in the preferred class section.
- You will not be billed for waitlisted classes but will be billed if moved from a waitlist 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 due to a newly added class(es).
- If you are moved from the waitlist into a class, it is your responsibility to drop the class (as with any other class) 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 waitlist and enrolled into the class. Once the process to move students from the waitlist has run for the final time and classes have begun, instructors are not required to add students who were waitlisted for the class.
- Faculty may control access to “closed” classes starting with the first day of class according to academic department procedures.

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

1. There is a time conflict with another registered class. Since potential time conflicts are not checked when you place yourself on a waitlist, you should ensure that waitlisted classes do not conflict with your enrolled schedule.

2. 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 waitlist if space becomes available. You will need to choose whether to take a chance and place yourself on the waitlist of the full section in the hope that space becomes available or remain enrolled in the section you have already scheduled.
3. Enrollment from waitlist will exceed student's maximum unit limit for the term. Unit limits are viewable in the Student Homepage under enrollment details.

If you cannot be moved from the waitlist, for any of the reasons given above, you will be skipped and the next student considered. You will not be reconsidered until the next time space becomes available in the class. Check your schedule regularly in your Student Homepage to monitor your position on a waitlist. If you decide you no longer wish to wait for space to become available, you should drop yourself from a waitlist.

TITAN SCHEDULER

Students can now plan their schedule from anywhere with TITAN Scheduler! Students will be able to find the best schedule with streamlined class searches, visual schedule previewing, side-by-side comparisons and flexibility around planned breaks. Students can bring multiple schedules up side-by-side and compare options. The schedule planner provides a “Breaks” feature to allow students to block off times they are unable to take class, such as for jobs or athletics. Advisers can now focus on which courses students need to take, rather than the individual times in which to take them, alleviating advisers of tedious scheduling for students. There is a video tutorial in Titan Online as well as additional “help” resources available within TITAN Scheduler. Please note that class schedule information will be available in Titan Scheduler when the schedule is formally released to the campus and will not be available prior to that. Students need to simply access the TITAN Scheduler link from their Portal to begin optimizing their schedule today!
MINICOURSES AND SHORTCOURSES – FALL 2022

“Minicourses” are generally five weeks long and offered during four sessions throughout the semester. “Shortcourses” can last anywhere from two days to several weeks, but are shorter in length than the semester and generally within the semester dates. Course meeting information is listed with the departmental class offerings, under “dates”. Shortcourses are not listed below, because many of these courses are for a select group of students and are usually held at off-campus locations. If you are enrolled in a shortcourse, check with the department offering the course for information about deadlines.

Although some of the classes listed start on dates that are later in the semester, students should pre-register, during TITAN registration. Not enrolling early may cause a class to be cancelled due to low enrollment. Students who register, add, or drop these courses after the semester begins must follow the published procedures in this schedule. Deadline information is available by selecting the calendar icon in front of the course listed in your schedule in the Student Homepage. Forms and/or information needed to complete the process may be obtained from the Registration and Records, located in LH-114. Information is also available by calling the Registration and Records Helpline at 657-278-7601.

Search for Available Minicourses or Shortcourses

Navigate to www.fullerton.edu/schedule.
Click on Additional Search Criteria.
Under the dropdown menu for Session, select to view the corresponding minicourse or shortcourse offerings.

<table>
<thead>
<tr>
<th>MINICOURSE SESSIONS AND DEADLINES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19 is the last day to register for all minicourses without a late fee.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mini Session</th>
<th>Last day to add (with a $25 late fee), change grade option, or drop without a W. Petition for Late Addition Classes required.</th>
<th>Last day to drop with a W. Approved “Request for Withdrawal” is Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Session 1 (August 20 - September 23)</td>
<td>August 25</td>
<td>September 16</td>
</tr>
<tr>
<td>Mini Session 2 (September 24 - October 28)</td>
<td>September 29</td>
<td>October 21</td>
</tr>
<tr>
<td>Mini Session 3 (October 29 - December 9)</td>
<td>November 3</td>
<td>November 28</td>
</tr>
<tr>
<td>First 7 Weeks (August 20 - October 7)</td>
<td>August 27</td>
<td>September 29</td>
</tr>
<tr>
<td>Last 8 Weeks (October 8 - December 9)</td>
<td>October 17</td>
<td>November 10</td>
</tr>
<tr>
<td>First 10 Weeks (August 20 - October 28)</td>
<td>August 31</td>
<td>October 14</td>
</tr>
<tr>
<td>Last 10 Weeks (September 24 - December 9)</td>
<td>October 5</td>
<td>November 18</td>
</tr>
</tbody>
</table>

Check the schedule of classes for meeting dates. For late add or withdrawal deadlines, contact Registration and Records Helpline at 657-278-7601.
OPERATIONAL PLANS WITH COVID-19

Our expectation for the fall is to have the majority of classes meet in person (with whatever physical spacing, cleaning, and protective equipment that is dictated by the State and County guidelines). This expectation of primarily in-person classes assumes that vaccines will be readily available for all who choose to be vaccinated. Nevertheless, we do anticipate a higher percentage of our course offerings to be delivered in either in a fully online or hybrid modality as compared to previous years. When you register, if the class is not in person, then the course modality will be on the schedule indicating one of these:

WEB-OF  Fully Online instruction in either synchronous or asynchronous modes
WEB-OH Hybrid instruction (both online and in-person)
WEB-OC Online with Required Course Meetings (online with minimal in-person meetings)

Synchronous online courses require you to be online at a specific time that will be listed in the class schedule, whereas asynchronous online courses do not require you to be present at a specific time.

Registration and Records are here to help with a couple of tips to help you plan your fall semester.

• Since the mix of courses that you choose may be both virtual, hybrid, and in-person, make sure that you leave enough time between courses.

• If you have an online course directly after an in-person course, make sure that you have reliable access to wifi to be able to connect to your course. There are numerous wifi locations on campus.

• If you have any questions, please email us at arsc@fullerton.edu and we will be glad to assist.

CHANGES TO COURSE DELIVERY DUE TO COVID-19

1. Face-to-Face/Traditional, the class will be held on campus and instruction will occur within the classroom. If/when campus is closed to instruction due to public health concerns, these courses will be held virtually, as they were last semester.

2. Other classes may be virtual or fully online.

   a. Asynchronous, which means that there will be instructional activities in which the instructor and/or some or all of the students engage in activities that are not necessarily occurring simultaneously. Students will not be required to be present at particular days and times. Asynchronous online classes will list “TBA” under the Days & Times.

   b. Synchronous, which means that there will be instructional activities in which both the students and the instructor are present and engaged in the activities at the same time. You will need to be available at the days and times listed on the class schedule for these activities.
If you have not yet registered for fall classes, you will be able see the modality when searching for classes.

Below are images of the different types of classes that will appear in the course schedule:

1. **Face-to-Face/Traditional class that will be in-person when campus is open and virtual only if campus is closed:**

   When campus is open for in-person instruction this class will be held at the designated day, time, and location listed above. If campus is closed to instruction, virtual class sessions may be held synchronously at the above times and days.

2. **Virtual via web fully online all semester with all asynchronous instruction:**

   Instruction is virtual via web fully online for the entire semester. Any synchronous online meetings will occur during the listed days and times.

Additional information about the course requirements can be found in the Notes section of the Class Detail.

If you have already registered, information about the modality of your class will be available in your Student Center and if there has been a change in the modality of your course the instructor or department will email you. To access your schedule do the following:

Log into your student center and select ‘My Class Schedule.’
How Do I Access the Student Homepage?

The Student Homepage (formerly Student Center) is your gateway for updating contact information, checking admission status, viewing holds and to-do lists, enrolling in classes, paying fees and charges, checking financial aid status, viewing your unofficial transcript and more.

1. Log on to the campus portal. View instructions on accessing the campus portal.

2. Locate the Titan Online widget and click on Student Homepage. Or click on the PeopleSoft Apps shortcut and select Student Homepage.

A. Locate the Titan Online widget on your portal homepage.
B. Click on Student Homepage.
C. You can also click on the PeopleSoft Apps shortcut menu.
D. Then click on Student Homepage.
3. You are now on your Student Homepage.

View the Student Homepage Fluid Navigation Overview for more information on navigating the Student Homepage.

Need More Help?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888 for additional assistance.

Fluid navigation and mobile devices

Fluid navigation uses the latest technology (HTML5, JavaScript, CSS3) to enable Titan Online fluid pages to scale gracefully from large screen devices such as desktops to the reduced viewing space of smartphones and tablets. This means that the way you navigate stays consistent across devices, making it easier to access your Student Homepage from any device.
STUDENT HOMEPAGE FLUID NAVIGATION OVERVIEW

Student Homepage Fluid Navigation Overview

Navigation Features Key

<table>
<thead>
<tr>
<th>Name</th>
<th>Letter Above</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Tiles</td>
<td>A</td>
<td>Navigate to common features and functionality</td>
</tr>
<tr>
<td>Title</td>
<td>B</td>
<td>Switch to a different homepage (if applicable)</td>
</tr>
<tr>
<td>Home Icon</td>
<td>C</td>
<td>Go back to your Student Homepage</td>
</tr>
<tr>
<td>Notifications Icon</td>
<td>D</td>
<td>View any system notifications and alerts</td>
</tr>
<tr>
<td>Action Icon</td>
<td>E</td>
<td>View available actions for the current screen such as Personalize Homepage, My Preferences, Help, and Sign Out</td>
</tr>
<tr>
<td>NavBar Icon</td>
<td>F</td>
<td>Navigate your Student Homepage using the Navigator, Recent Places, and My Favorites</td>
</tr>
</tbody>
</table>
STUDENT HOMEPAGE FLUID NAVIGATION OVERVIEW

Navigation Tiles

**Academic Records:** View your course history, grades, advisors, unofficial transcript, textbooks, academic summary, exam schedule, graduation status, and more.

**Financial Account:** View your financial account.

**Financial Aid:** View/accept financial aid, and view financial aid summary.

**Manage Classes:** Add, drop, swap, and update classes, view enrollment appointment, and access Titan Scheduler to plan your courses.

**Admission:** View application status, accept/decline admission offer, request information, and view orientation information.

**Profile:** View/update personal details, contact details, addresses, emergency contacts, privacy restrictions, pronouns, and authorize to release records.

**Tasks:** View action items, including holds.

**Training/Help:** Access links to campus resources, view training resources with guides and videos, and view external tools such as Titan Degree Audit/Planner, TitanNet, and Student Clearinghouse.

Using the NavBar

NavBar Options

<table>
<thead>
<tr>
<th>Letter in Image</th>
<th>Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Personalize NavBar</td>
<td>View or edit your personal settings for the NavBar</td>
</tr>
<tr>
<td>B</td>
<td>Recent Places</td>
<td>View the recent menus that you have accessed</td>
</tr>
<tr>
<td>C</td>
<td>My Favorites</td>
<td>View or edit menus that you have added as favorites; an advantage of favorites is that you can give them a customized name (e.g., &quot;Class Search and Enroll&quot; can be saved as a favorite called &quot;Register for Classes&quot;).</td>
</tr>
<tr>
<td>D</td>
<td>Navigator</td>
<td>Navigate to a menu on your Student Homepage; this is an alternate to using the navigation tiles on your homepage</td>
</tr>
</tbody>
</table>

Questions about registration/registering for classes? [Registration Details webpage](#)  
Contact the Registration and Records Office at arsc@fullerton.edu or 657-278-7601, or visit LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.
Adding a Class

Be sure to review the Registration Calendars to check when you can enroll in classes using this process.

Note that you can use the Class Search and Enroll feature to view available classes prior to registering. This allows you to add a course to your favorites and save time locating it later when you are ready to register.

1. Log in to the campus portal and access the Student Homepage in Titan Online. View step-by-step instructions on how to access the Student Homepage.

2. Click on Manage Classes.

3. Click on Class Search and Enroll in the left menu.
4. Select the term for which you want to enroll.

5. Enter a keyword for the search and then click the double arrow button to search. Or use additional search options, favorites, or recently viewed to locate a class.

**Additional ways to search**

| A | Available Subjects | Allows you to choose a specific course subject (e.g., American Studies, Psychology) |
| B | Catalog Number | Allows you to enter the number of the course (e.g., 101, 200, 305) |
| C | Instructor Last Name | Allows you to search for a specific instructor by their last name. |
| D | Search Button | |
6. Choose a search result to view available class options. You can also use the filters on the left to narrow down your results.

7. Click on the class section you want to enroll in. Or use other links on the page to view more details about the class section and the course or add the course to your favorites.
8. Review the class section details, including the meeting days and times as well as the final exam schedule. Check the Option Status to see the current status of the class section (Open, Wait List, Closed) and the Seats for the number of open seats left. Then click Next.

| A | Check the Option Status to see the current status of the course: Open, Waitlist, or Closed |
| B | Check the Seats to see the current number of open seats or waitlist available places in the class. |
| C | Click Next to continue registering. |

9. If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

If the class status says Wait List, you must select Yes for the waitlist option in order to complete enrollment. If there are only a few open seats left in the class, you may want to select Yes for the waitlist option in case all of the open seats are filled by the time you complete your enrollment.

If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

| A | Use the Yes/No slider to indicate if you want to be added to the waitlist for a class. |
| B | Select your grading basis: Graded or Credit/No Credit* |
| C | Select the number of units to be applied to the class. |
| D | Click Accept. |

*The Credit/No Credit option may be abbreviated ‘Undergraduate – CR/NC Stdt Opt*
**ADDING A CLASS**

**10. Select either Enroll or Add to Shopping Cart. Then click Next.**

Placing a class in your shopping cart does not save your place in the class. You must complete the enrollment process for your place in the class to be saved.

If there is a co-requisite for the course (e.g., you must enroll in a laboratory class in addition to the regular class), you will want to use the shopping cart as the system will not allow you to enroll in only one of the two required classes.

A. Choose **Enroll** to enroll in the course now. Or choose **Add to Shopping Cart** if you want to add multiple courses to your shopping cart and then enroll in all of them at the same time.

B. Then click **Next**.

**11. Review the class section information and preferences. Then click Submit to continue enrolling in the class or adding it to your shopping cart.**

A. If you chose Enroll, you will see ‘You have selected to enroll in’; If you chose Add to Shopping Cart, you will see ‘You have selected to add to your shopping cart.’

B. Click **Submit** to continue enrolling in the class or adding it to your shopping cart.

Click **Yes** to confirm you want to submit.
12. You will see a confirmation screen that will confirm that the class was added to your schedule, added to your shopping cart, or you were placed on the wait list. If you chose to enroll, you are done! If you chose to add the class to your shopping cart, continue with the steps below to finalize your enrollments.

13. Continue to add classes to your shopping cart using the steps above. When you are ready to enroll, click on the Shopping Cart link on the left menu.
14. Place a checkmark next to each class you want to enroll in. Then click Enroll.

You do not need to enroll in all classes in your shopping cart at once. However, keep in mind that your place in the class is not saved until you complete the enrollment process.

A Place a checkmark next to each class you want to enroll in.
B You may want to check the Seats column to check that there are open seats or waitlist available places.
C Click Change Preferences if you want to change your grading basis option or waitlist preference (if available).
D Click Enroll.

Are you sure you want to enroll?

Click Yes to confirm that you want to enroll in the class(es).
15. You will see a confirmation screen that will confirm that the classes were added to your schedule or you were placed on the waitlist. You are done!

![Confirmation Screen]

**Need More Help?**

**Questions about registration/registering for classes?**

[Registration Details webpage](#)

Contact the Registration and Records Office at arsc@fullerton.edu or 657-278-7601. Or visit LH-114.

**Technical issues in accessing Student Homepage or your campus portal account?**

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.
DROPPING A CLASS

Dropping a Class

Be sure to review the Registration Calendars to check deadlines for using this process to drop a class.

1. Log in to the campus portal and access the Student Homepage in Titan Online. View step-by-step instructions on how to access the Student Homepage.

2. Click on Manage Classes.

3. Click on Drop Classes in the left menu.
DROPPING A CLASS

4. Click OK

Click OK.

5. Place a checkmark next to the class(es) you want to drop. Then click Next.

A Place a checkmark next to each class you want to drop
B Then click Next.
DROPPING A CLASS

6. Review the list of classes you are dropping. Click Drop Classes to continue.

---

8. You will see a confirmation for each class you dropped. You are done!

---

Need More Help?

Questions about registration/registering for classes?

Registration Details webpage

Contact the Registration and Records Office at arsc@fullerton.edu or 657-278-7601. Or visit LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.
Swapping a Class

Swapping a class is a conditional drop/add. This means that you will only be dropped from the first class if you can successfully add a second class.

1. Log in to the campus portal and access the Student Homepage in Titan Online. [View step-by-step instructions on how to access the Student Homepage.]

2. Click on Manage Classes.

3. Click on Swap Classes in the left menu.
4. First, select the class you want to swap from the drop-down menu. This is the class that you want to drop.

![Swap Classes](https://example.com/screenshot)

**Swap Classes**
Select the class you wish to swap then select the class you wish to replace it with.

**Swapping A Class**

5. Next, choose how you want to select the class you want as a replacement (Search for Classes, Select from Shopping Cart or Enter Class Number). Then click Search.

![Swap Classes](https://example.com/screenshot)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Select <strong>Class Search</strong> from the Search for Classes drop-down menu if you want to search for a replacement, or</td>
</tr>
<tr>
<td>B</td>
<td>Select a class from the <strong>Select from Shopping Cart</strong> drop-down menu if you added the replacement class to your shopping cart, or</td>
</tr>
<tr>
<td>C</td>
<td>Type a class number in <strong>Enter Class Number</strong> if you know the 5 digit class number of the class you want to add.</td>
</tr>
<tr>
<td>D</td>
<td>Hit Search.</td>
</tr>
</tbody>
</table>
SWAPPING A CLASS

6. If you choose Class Search, enter a keyword for the search and then click the double arrow button to search. Or use additional search options, or recently viewed to locate a class.

(If you choose a class from your cart or if you enter a number, the instructions continue below)

7. Choose a search result to view available class options. You can also use the filters on the left to narrow down your results.
SWAPPING A CLASS

8. Click on the class section you want to enroll in. Or use other links on the page to view more details about the class section and the course.

A Click on the class section you want to enroll in.
B For more information about the class section including meeting times and prerequisites, click on the link in the Class column.
C Expand Course Information to view the course description, number of units, and other course details.
D You may want to check the Seats column to see how many open seats or waitlist-available places are available in the class.

9. Review the class section details, including the meeting days and times as well as the final exam schedule. Then click Next.
SWAPPING A CLASS

10. If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

If the class status says Wait List, you must select Yes for the waitlist option in order to complete enrollment. If there are only a few open seats left in the class, you may want to select Yes for the waitlist option in case all of the open seats are filled by the time you complete your enrollment.

If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

A If available, use the slider to indicate if you want to be added to the waitlist for a class.
B If available, select your grading basis: Graded or Credit/No Credit*
C If available, select the number of units to be applied to the class.
D Click accept.

*The Credit/No Credit option may be abbreviated ‘Undergraduate – CR/NC Stdnt Opt’

11. Review the details of the classes you are swapping.

A Double check that the class being replaced/dropped is correct.
B Double check that the class that is being added is correct.
C Click Submit.
SWAPPING A CLASS

<table>
<thead>
<tr>
<th>Are you sure you want to submit?</th>
<th>Click Yes to confirm you want to submit.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
</tr>
</tbody>
</table>

12. You will see a confirmation screen that the swap was successful. You are done!

![Confirmation Screen]

If you select courses from your shopping cart:

7. Review the details of the classes you are swapping. Then click Submit.

![Swap Process]

A Double check that the class being replaced/dropped is correct.
B Double check that the class that is being added is correct.
C Click Submit.

<table>
<thead>
<tr>
<th>Are you sure you want to submit?</th>
<th>Click Yes to confirm you want to submit.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
</tr>
</tbody>
</table>
SWAPPING A CLASS

8. You will see a confirmation screen that the swap was successful. You are done!

If you are entering a class number:

7. Click on the class that you want to add.

8. Review the class section details, including the meeting days and times as well as the final exam schedule. Then click Next.
9. If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

If the class status says Wait List, you must select Yes for the waitlist option in order to complete enrollment. If there are only a few open seats left in the class, you may want to select Yes for the waitlist option in case all of the open seats are filled by the time you complete your enrollment.

If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

A  If available, use the slider to indicate if you want to be added to the waitlist for a class.
B  If available, select your grading basis: Graded or Credit/No Credit*
C  If available, select the number of units to be applied to the class.
D  Click accept.

*The Credit/No Credit option may be abbreviated 'Undergraduate – CR/NC Stdtnt Opt’

10. Review the details of the classes you are swapping.

A  Double check that the class being replaced/dropped is correct.
B  Double check that the class that is being added is correct.
C  Click Submit.
SWAPPING A CLASS

<table>
<thead>
<tr>
<th>Are you sure you want to submit?</th>
<th>Click Yes to confirm you want to submit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Yes Button]</td>
<td>![No Button]</td>
</tr>
</tbody>
</table>

11. You will see a confirmation screen that the swap was successful. You are done!

![Confirmation Screen]

Need More Help?

Questions about registration/registering for classes?

[Registration Details webpage]

Contact the Registration and Records Office at arsc@fullerton.edu or 657-278-7601. Or visit LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.
Changing your grading basis or number of units in a variable unit course

Not all classes allow you to choose your grading basis option or number of enrolled units, so you may not be able to update this. (Here it is called class preferences)

1. Log in to the campus portal and access the Student Homepage in Titan Online. [View step-by-step instructions on how to access the Student Homepage.]

2. Click on Manage Classes.

3. Click on Update Classes in the left menu.
4. Select the class you want to update.

Be sure to click your mouse in the middle of the class information. Clicking the link in the Class column will open the Class Information screen.

5. Update your grading basis or units preferences. Then click Accept.

A. Change your grading basis: Graded or Credit/No Credit.
B. Change the number of Units for the class.
C. Then click Accept.
6. Review your changes. Then click Submit.

   Are you sure you want to submit?
   Yes  No

   Click Yes to confirm your changes.

7. You'll see a confirmation that the class was updated. You're done!

   Confirmation
   Selected class has been updated.

   California State University, Fullerton

   View My Classes
   Enrollment Appointments 1

   EGCE 201 - Statics
   Selected class has been updated.

Need More Help?

Questions about registration/registering for classes?

Registration Details webpage

Contact the Registration and Records Office at arsc@fullerton.edu or 657-278-7601. Or visit LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.
COMMON ERRORS WITH ADDING CLASSES

Common Errors with Adding Classes

This article covers some common errors with adding classes and what they mean.

Class is Full

This error means that the class has no open seats and you did not choose to add yourself to the waitlist (if available). Click **Return to Class Preferences** to check if a waitlist is available and add yourself to the waitlist.

Requisites have not been met: Prerequisites

This error means that the pre-requisites for the class have not been met. A list of all the pre-requisites will be shown.

In the above example, PSYC 201, PSYC 202, and PSYC 300 must be complete (or in progress during the current semester when enrolling for the next semester) before enrolling in PSYC 465.

Requisites have not been met: Corequisites

If you try to enroll in co-requisite classes one at a time, you will get an error. However, if you add the co-requisite classes to your shopping cart and then enroll, the enrollment for both classes should be successful.

This error means that co-requisites for the class have not been met. Co-requisites are classes you must take at the same time (e.g., a laboratory class that you take at the same time as the main class).

In the above example, to enroll in EGEE 483, you must also enroll in either EGEE 409 OR EGCP 371.
Department Consent Required

Department Consent Required means that the department needs to grant you permission to enroll in the class. Contact the department for more information on how to receive permission.

In the above example, it is a Psychology course, so you would contact the department of Psychology for assistance.

Hold (Negative Service Indicator)

Some holds (also known as negative service indicators) that are placed on your account prevent you from adding (or dropping) classes. You will need to view the hold details to find out what you need to do to clear the hold. When the hold is cleared, you will be able to enroll.

Time Conflict with other enrolled classes

If a the scheduled time of a class conflicts with another class (or classes) that you have already enrolled in, you will not be able to enroll. For example, if you are enrolled in a class that meets Tuesdays and Thursdays from 8:30am - 9:45am, you will not be able to enroll in another class that meets on Tuesdays and Thursdays from 8:30am - 9:45am.

Exceeded Maximum Unit Limit

There are limits as to how many units that you can take each semester. If enrolling in a class will cause you to exceed your unit limit, you will not be able to enroll in the class.

If you want to drop one of your classes to enroll in the class, consider using the Swap Classes feature to drop the class only if you can add the new class.

Repeat Related Issues

If you have already taken this class and passed it, you may not be allowed to enroll in the class again.
COMMON ERRORS WITH ADDING CLASSES

Instructor Consent Required/Enrollment Deadline has passed

The Instructor Consent Required message indicates that the deadline has passed to use Titan Online to enroll. You will need to use the **Late Add (Petition for Late Addition of Class) form** located on the [Registration and Records Forms webpage](#) to enroll in any classes.

Need More Help?

Questions about registration/registering for classes?

[Registration Details webpage](#)

Contact the Registration & Records Office at **arsc@fullerton.edu** or 657-278-7601. Or visit the Registration & Records Office in LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at **StudentITHelpDesk@fullerton.edu** or 657-278-8888.
### FALL 2022 TITAN REGISTRATION APPOINTMENTS

*Note: To view your registration appointment and unit limits go to your student center and click on **details** under enrollment dates.*

<table>
<thead>
<tr>
<th>TITAN REGISTRATION AND CHANGE OF PROGRAM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April 18, 2022 - August 19, 2022 (Continuing Students, Stop-Outs)</strong></td>
<td></td>
</tr>
<tr>
<td>Individual appointment times will be available on Titan Online beginning March 25, 2022.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 1</th>
<th>April 18 - 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates and Postbaccalaureate credential</td>
<td></td>
</tr>
<tr>
<td>Graduation candidates</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 2</th>
<th>April 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Promise</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 3</th>
<th>April 22 - 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 4</th>
<th>April 26 - 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juniors</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 5</th>
<th>Ap 29 - May 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window 6</td>
<td>May 3 - 5</td>
</tr>
<tr>
<td>Sophomores</td>
<td></td>
</tr>
<tr>
<td>Continuing Freshmen and Postbaccalaureate Undeclared</td>
<td></td>
</tr>
</tbody>
</table>

**TITAN ONLINE**

Titan Online is available 24/7. You may register beginning at your assigned appointment and continue accessing registration an unlimited number of times until the end of Titan registration. **Please verify your schedule prior to the beginning of the semester.**

**REGISTRATION HELP LINE**

For registration assistance call 657-278-7601. Helpline hours are Monday - Thursday 8 a.m. to 5 p.m and Friday 8 a.m. to 3 p.m.

**PAYMENTS**

For payment due dates, please see FEE PAYMENT DEADLINES or go to [sbs.fullerton.edu](http://sbs.fullerton.edu).

You will not receive an invoice for your registration fees. To ensure your fees are paid on time and to avoid disenrollment, please check both your financial aid application status and your student Homepage regularly by logging into Titan Online via your student portal ([www.fullerton.edu](http://www.fullerton.edu)) and click on your Financial Account. Select ‘Account Inquiry’ to view any current balances due.
## FALL 2022 PROGRAM CHANGE PROCEDURES

### ADDING CLASSES — PROCEDURES AND DEADLINES

<table>
<thead>
<tr>
<th>First week of classes</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>All classes must be added through Titan Online.</em></td>
<td><strong>August 20</strong> - <strong>August 28</strong></td>
</tr>
<tr>
<td>For restricted classes, an electronic permit must be placed in the registration system by the department. After the permit is placed, students must complete the registration process through Titan Online, by midnight on Tuesday, September 6. Last day students will be enrolled from waitlist, August 28.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second week of classes</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>All classes must be added through Titan Online.</em></td>
<td><strong>August 29</strong> - <strong>September 6</strong></td>
</tr>
<tr>
<td>To register for classes, an electronic permit must be placed in the registration system by the department. To obtain a permit, you must secure the consent of the instructor. Depending on the department, the request to place the permit may happen in one of two ways. Either the instructor will notify department staff to place the permit or students may be given a permission slip to present to department staff personally. After the permit is placed, students must complete the registration process through Titan Online, by midnight on September 6. It is highly advisable to complete the online add process as soon as the permit is issued. All permits issued during week two will expire at midnight on September 6. You may add a class as an auditor or change your grade option to audit by obtaining the signature of the instructor on a Change of Program form and returning it to the Registration and Records in LH-114. Grade basis changes to credit/no credit or a letter grade may be accomplished through Titan Online.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third and Fourth week of classes</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Add period over.</em></td>
<td><strong>September 7</strong> - <strong>19</strong></td>
</tr>
<tr>
<td>Students may add classes late due to personal emergencies (documentation required) or specified university exceptions (course-dependent, see the department). Student must submit a Late Add request online form to Registration and Records. Please go to the Registration and Records website and click forms. The signatures of the instructor, Department Chair and the Dean are required. If approved, a $25 late add fee will be assessed. <em>Note: Late Add of Classes are no longer accepted after September 19.</em></td>
<td></td>
</tr>
</tbody>
</table>

### REGISTRATION AND RECORDS

The Registration and Records is located in LH-114. For registration assistance call 657-278-7601. Helpline hours are Monday - Thursday 9 a.m. to 5 p.m and Friday 8 a.m. to 3 p.m.

### DEADLINES FOR NON-STANDARD LENGTH COURSES

If a course is not a mini course (see page 31) or a standard semester course, contact Registration and Records Helpline at 657-278-7601 for Add-Drop deadlines.
### DROPPING CLASSES — PROCEDURES AND DEADLINES

<table>
<thead>
<tr>
<th><strong>Drop Period</strong></th>
<th><strong>Refund Period</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No record of enrollment. All Courses.</strong></td>
<td>Resident and non-resident students reducing their status to six (6) or fewer units during the campus designated add/drop period, which ends September 6, 2022, will automatically receive a refund of the difference between full-time and part-time tuition fees, less a processing fee ($5). Non-resident students will also receive an automatic refund of non-resident tuition fees for classes dropped during this time, less a processing fee ($5). Students withdrawing from classes up through October 26, 2022 will automatically receive a pro-rated refund, less a processing fee ($5).</td>
</tr>
<tr>
<td>First through second week of classes: You must drop courses using Titan Online. (except for restrictions indicated by TITAN). See “Class Attendance” on page 9.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Withdrawal Period (“W” drop)</strong></th>
<th><strong>Medical Withdrawal</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization to withdraw after the second week of classes shall be granted for only the most serious and compelling reasons, e.g. a documented physical, medical, emotional or other condition which has the effect of limiting the student's full participation in the class. Poor academic performance, e.g. lack of effort or poor attendance, is not evidence of a serious reason for withdrawal.</td>
<td>Complete withdrawal may be allowed only in cases of documented accident or serious illness where assignment of an Incomplete is not practicable. The student or their proxy must submit detailed medical documentation online. The student should first attempt to receive Incompletes (I grades) with their instructors prior to applying for a medical withdrawal, in order to salvage credit for the time and money invested in the courses up to that point. <strong>In such cases, state regulations do not permit a refund of fees to be considered.</strong></td>
</tr>
<tr>
<td>The withdrawal form from Week 3-16 is now <a href="#">online</a> and may be completed and submitted there. Please go to the Registration and Records website and click forms. For a non-medical withdrawal, once it is submitted, the withdrawal form will be forwarded to your instructor, and chair as appropriate for signature. You will receive the results of your request in about 2-3 weeks of its submission from Registration and Records. For medical withdrawals, the requested withdrawal will proceed through a committee. Should you have any questions, regarding these withdrawals, please contact the Service Center at 657-278-7601.</td>
<td></td>
</tr>
</tbody>
</table>

**Withdrawal Period (“W” drop)**: September 7 - November 10  
**Medical Withdrawal**: September 7 - December 2

### WITHDRAWAL LIMIT

Attention students — you are financially responsible for “W” grades.

### DISCONTINUING CLASSES

If a student decides not to continue enrollment in a class, either before or after instruction begins, it is the student's responsibility to follow and complete the appropriate procedures for dropping the class. See “Class Attendance” on page 9.

### REFUND OF FEES

Dropping classes may entitle you to a fee refund. For further information, contact the Student Business Services Office or visit [sbs.fullerton.edu](http://sbs.fullerton.edu).

### DEADLINES FOR NON-STANDARD LENGTH COURSES

If a course is not a mini course (see page 31) or a standard semester course, contact the Registration and Records Helpline at 657-278-7601 for Add-Drop deadlines.
By direction of the California State University Chancellor, the following immunization requirements must be completed before the end of a student's first semester. Students will be unable to register for a class for their second semester until requirements are met.

All incoming students, aside from those in a fully-online program or enrolled in Open University or Extended Education, must meet the requirements below.

Measles, Mumps, and Rubella (MMR)

- Two (2) doses are required with the first dose on or after your 1st birthday; OR
- Positive titer (laboratory evidence of immunity to disease).

Varicella (Chickenpox)

- Two (2) doses with first dose on or after 1st birthday; OR
- Positive titer (laboratory evidence of immunity to disease).

Note: Prior history of contracting the disease does not meet requirement.

Tetanus, Diphtheria, and Pertussis (Tdap)

- One (1) dose after age 7.

Meningococcal conjugate (Serogroups A, C, Y, & W-135)

For all students 21 and younger only:

- One (1) dose on or after age 16.

Hepatitis B (Hep B)

For all students 18 and younger only:

- Three (3) dose series: OR
- Positive titer (laboratory evidence of immunity to disease).

Tuberculosis Risk Questionnaire

All incoming students must complete a tuberculosis risk assessment questionnaire. Incoming students who are at higher risk for TB infection, as determined by the screening questions, should undergo testing for TB infection within one year of CSUF entry. The TB risk assessment can be found under the Forms tab in your Titan Health Portal.

COVID-19 Vaccine series and Booster

All students:

- Two (2) dose series.
- Vaccine booster.

For more information, visit fullerton.edu/studentwellness/immunization/.

HELPFUL INFORMATION

To schedule an appointment or to obtain the immunization waiver form visit fullerton.edu/studentwellness/immunization/. Medical records can also be faxed to 657-278-3069 or provided in person at Health Services. To schedule an appointment by phone please call 657-278-2800. Vaccination information for the Orange County Health Care Agency can be found at ochealthinfo.com.

MEETING THE REQUIREMENT

Student Wellness accesses immunization data from the California Immunization Registry (CAIR).

- Students who received the above immunizations in the state of California can verify their vaccination records through the Titan Health Online Portal at hcmw.fullerton.edu and will likely not need to upload vaccination records.
- Students who received any of the above immunizations outside the state of California will be required to manually upload their vaccination records into the Titan Health Online Portal.

Please do not resubmit records if you see that your records are already visible in the Titan Health Portal.

To fulfill the requirement, a student must do the following:
1. Verify or upload your immunizations on the Titan Health Portal.
2. Obtain needed vaccinations from your private medical office, the County of Orange, or the Health Care Agency.
3. Obtain lab test for immunity if you think you have had the disease or the immunization but do not have proof (Titer). This can be done by your personal physician or at CSUF Health Services for a fee. To schedule an appointment call 657-278-2800.
4. Complete the TB Risk Assessment questionnaire.

Immunization Waivers

The CSU’s Immunization requirements provide provisions for exemptions based on medical considerations only. If you have a medical condition that prohibits you from completing any of the above, required vaccination series, please have your medical provider complete the Immunization Exemption Form and upload it to the Titan Health Portal. Immunization waiver forms can be found on our website at fullerton.edu/studentwellness/immunization/.