Get ready. Get going. Graduate.

Focus on the Finish: Take advantage of the winter break to make progress toward graduation. Winter Session is the perfect time to fit in a class.

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<th>Session A</th>
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<tr>
<td>December 22, 2018 to January 18, 2019</td>
<td>January 2 to January 18, 2019</td>
</tr>
<tr>
<td>4 weeks</td>
<td>2.5 weeks</td>
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</tbody>
</table>

Registration Details

- The class schedule will be available in Titan Online beginning September 24
- Registration is by appointment in Titan Online beginning October 15
- Fees are due on the date of registration or student is subject to disenrollment
- There is a 4-unit limit for most students (Request for Excess Units forms available in the Registration & Records Service Center in LH-114 or online at records.fullerton.edu/resources/
- Winter Session registration begins before Spring registration to allow for better planning
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</tr>
</tbody>
</table>

## IMPORTANT PHONE NUMBERS & WEB SITES:

- University Operator ...........................................................................(657) 278-2011
- After Hours Directory ...........................................................................(657) 278-2200
- TITAN Help Line ...................................................................................(657) 278-7601
- CSU Homepage ....................................................................................calstate.edu
- CSUF Homepage ....................................................................................fullerton.edu
- Academic Advisement Center Homepage ........................................fullerton.edu/aac
- My CSUF .............................................................................................my.fullerton.edu
- Student Financial Services ................................................................sfs.fullerton.edu
- Open University Information ..........................................................ou.fullerton.edu
  (657) 278-2611
- Extension and International Programs (EIP) ..................................extension.fullerton.edu
  (657) 278-2611
- Summer Session .................................................................................summer.fullerton.edu
- Winter Session ...................................................................................winter.fullerton.edu
## WINTER SESSION 2019 CALENDAR OF IMPORTANT DATES AND DEADLINES

**TITAN Registration**

- **October 15:** May 2019 Graduation Candidates
- **October 15:** Seniors (beginning at noon)
- **October 17:** All other CSUF students beginning at 8:00 a.m.

*Deadlines listed below are for Sessions A and B only.*

*For non-standard length course deadlines in other sessions, contact the Registration Helpline at (657) 278-7601.*

<table>
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<tr>
<th></th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SESSION DATES</strong></td>
<td>December 22 - January 18 (4 weeks)</td>
<td>January 2 - January 18 (2.5 weeks)</td>
</tr>
<tr>
<td></td>
<td>Online and Hybrid classes only</td>
<td></td>
</tr>
<tr>
<td>Last day students can add themselves to waitlists. Last night students will be enrolled from waitlists.</td>
<td>December 19</td>
<td>December 19</td>
</tr>
<tr>
<td><strong>TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Last day to register or add without an electronic permit.</td>
<td>December 21</td>
<td>January 1</td>
</tr>
<tr>
<td>- Last day to register without a late fee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Last day to add. (The department must issue an electronic to add).</td>
<td></td>
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</tr>
<tr>
<td>- Last day to register with a late fee. (The department must issue an electronic permit to add).</td>
<td>December 26</td>
<td>January 4</td>
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<tr>
<td>- Last day to drop a class without a “W”.</td>
<td></td>
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<tr>
<td>- Last day to change grade option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TITAN ONLINE NOT AVAILABLE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Last day to withdraw with a grade of “W”. (Request for Withdrawal petition required).</td>
<td>January 11</td>
<td>January 14</td>
</tr>
<tr>
<td><strong>GRADES DUE</strong></td>
<td>January 25</td>
<td>January 25</td>
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<tr>
<td><strong>HOLIDAYS</strong></td>
<td>Winter Break - The campus will be closed December 25 through January 1. Please note:</td>
<td></td>
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<td></td>
<td>- Session A classes may have online instruction/activities during the campus closure. Please refer to your class syllabus.</td>
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<tr>
<td></td>
<td>- In-person class meetings will not occur on Monday, December 24.</td>
<td></td>
</tr>
<tr>
<td><strong>REFUNDS</strong></td>
<td>Dropping a class may entitle you to a fee refund. Information concerning any aspect of the refund of fees may be obtained from Student Financial Services at sfs.fullerton.edu/services/refunds.</td>
<td></td>
</tr>
<tr>
<td><strong>OPEN UNIVERSITY ENROLLMENT</strong></td>
<td>If you are not currently admitted to CSUF, visit ou.fullerton.edu for information about enrolling through Open University.</td>
<td></td>
</tr>
</tbody>
</table>

Although this registration guide was prepared on the basis of the best information available at the time, all information is subject to change without notice or obligation. The university does not guarantee the availability of a particular course of action. Enrollment is permitted only until the maximum number of students in a section have been enrolled.
IMPORTANT NOTICES TO ALL WINTER SESSION STUDENTS!

UPDATE YOUR CONTACT INFORMATION
You are required to keep your mailing address, e-mail address, and phone number current with the college to ensure that you receive all university communications. Your address can be updated online through your Titan Online Student Center. 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.

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 his or her CWID number to be used in conducting university business and making academic inquiries.

E-MAIL ADDRESS
Each student has been issued an e-mail address where University messages will be sent to you. For additional information about your e-mail account, contact the Student Information Technology Help Desk at (657) 278-8888. Many campus offices have begun utilizing e-mail as the primary communication mode to the student. Be sure to check your CSUF e-mail on a regular basis.

ALL 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 California State University’s Nondiscrimination Policy and Sexual Harassment Policy requires compliance from the entire campus community. Inquiries concerning compliance with the Nondiscrimination Policy (p.10), Sexual Harassment Policy (p.10), 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 sex, gender, gender expression, or sexual orientation, please contact Sarah Bauer, Title IX Coordinator, CSUF, Langsdorf Hall, Suite 809, 657-278-2121 or visit fullerton.edu/titleix.

For inquiries about employee-related discrimination, harassment, and retaliation based on a disability or medical condition, please contact Blair Miles, DHR Administrator, CSUF, College Park, Suite 700, 657-278-4933;

For student referrals and complaints related to Section 504 of the Rehabilitation Act of 1973, please contact Lori Palmerton, Director, Disability Support Services, CSUF, University Hall, Suite 101, 657-278-3112, fullerton.edu/dss.

For all other inquiries about discrimination, harassment and retaliation based on a protected status, please contact Blair Miles Director, Faculty Labor Relations & Compliance and DHR Administrator, CSUF, College Park, Suite 700, 657-278-4933; or 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, 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, Diversity & Inclusion (CP-700), Disability Support Services (UH-101), University Police (UPD-139), College Deans, Office of Student Life (TSU- 247), Titan Athletics (Titan House), University Library Reference Desk (PLN) and WoMen’s Center (UH-205).

CONFIDENTIALITY & 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 14 for FERPA information.

REPETITION OF COURSE POLICY
Beginning with the Fall 2009 semester there were changes to the repetition of course policy and the withdrawal policy. For further details, please refer to the following web page admissions, fullerton.edu (under “resources” click frequently asked questions).

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 Records and Registration.

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 ocvote.com.

HOW TO REGISTER TO VOTE
3. Complete a Voter Registration Card at any U.S. Post Office, public library, City Hall, or Registrar of Voters Office. A voter registration card can be obtained at the office of the Associated Students, CSUF, Inc, located in the Titan Student Union, room 207 and the Dean of Students Office, Titan Student Union, room 243.

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. See your white pages telephone directory under Registrar of Voters.
   b. A Registrar of Voters Office is listed under each county providing services to persons registered in that county. For the Orange County Registrar of Voters office visit ocvote.com.
UNDERGRADUATE ACADEMIC ADVISEMENT

The university encourages all students to seek advisement each semester well in advance of registration. Advisers in each major department and in the Academic Advisement Center (UH-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 advisement provided by the various university offices and programs.

GENERAL EDUCATION ADVISEMENT
Academic Advisement is the academic home of the undeclared student. All undergraduate students may obtain information about the CSUF general education curriculum and degree requirements by visiting the Academic Advisement Center in UH-123B. Advising is offered on a walk-in basis Monday through Friday and all students must bring a recent printed copy of their Titan Degree Audit (TDA) to meet with an academic adviser.

MAJOR ADVISEMENT
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 advisement office.

Student Success Teams can be found at success.fullerton.edu

COLLEGE ADVISEMENT OFFICES

(657) 278-

College of the Arts
Dale Merrill, Dean ................. VA-199 3256
Dr. Arnold Holland, Associate Dean .... VA-199 3256
Ms. Maricela Alvarado, Assistant Dean . VA-199 3255

Mihaylo College of Business and Economics
Dr. Morteza Rahmatian, Dean
Business Advising Center ............ SGMH-1201 2211
Dr. Jenny Zhang, Associate Dean,
Academic Programs & Student Success .......... SGMH 3100 4652
Diane Mazzey, Acting Assistant Dean,
Academic Services ................. SGMH-1201 2417
Emeline Yong, Assistant Dean,
Student Affairs .................. SGMH-1507 4577

College of Communications
Office of the Dean .................. CP-450 3355
Dr. Ed Fink, Dean ............... CP-450 5399
Dr. Deanna Leone, Interim Assoc. Dean . CP-450 8607
Robert Flores, Assistant Dean,
Student Affairs ................. CP-650-28 7315
College of Communications Advising
and Student Success Center ......... CP-650-26 4926

College of Education
Dr. Lisa Kirtman, Dean ............. CP-500 3411
Dianna Lopez, Assistant Dean,
Student Affairs ............... CP-500 4871
Ms. Aimee Nelson, Director,
Center for Careers in Teaching ...... EC-379 7130

College of Engineering and Computer Science
Office of the Dean ............... CS-502 3362
Dr. Susamma Barua, Dean
Dr. Sang June Oh, Interim Associate Dean
Carlos Santana, Assistant Dean, Student Affairs

College of Health & Human Development
Dr. Laurie A. Roades, Dean
Dr. Cindy Greenberg, Associate Dean . EC-624 3245
Ms. Lillybeth Sasis, Assistant Dean,
Student Affairs ................. EC-606 2609
Department of Child and Adolescent Studies
.................................. EC-503 8458
Department of Kinesiology
Advising Center ............... KHS-193 3292
Department of Health Science
Advising Center ............... KHS-193 3292
Department of Human Services
Advising ....................... EC-479 5472

School of Nursing Advising Center .... EC-190 3336

College of Humanities and Social Sciences
Office of the Dean ............... H-211 3528
Dr. Sheryl Fontaine, Dean
Dr. Paul Levesque, Associate Dean,
Faculty and Staff Relations ........ H-211 3528
Dr. Lynn Sargeant, Associate Dean,
Student Relations .............. H-211 3528
Connie Moreno Yamashiro, Assistant Dean,
Student Affairs .............. H-112 2594
Brittney Swanson, Assistant Dean,
Student Academic Services .......... H-112 2594

Irvine Center
Administrative Center ............. IRVC 100A 1600
Student Success Center ....... IRVC 115 1650
Dr. Stephen Walk, Interim AVP
Dr. Futoshi Nakagawa, Assistant Dean,
Student Affairs ........ IRVC 117 1658
Marsha Daugheette, Assistant Dean,
Academic Programs ........ IRVC 114 1650
fullerton.edu/irvine

Undeclared Majors
Academic Advisement Center .... UH-123B 3606
Undeclared Student Resource Center ... UH-123B 7328
fullerton.edu/aac

Open University (Students not currently admitted to CSUF)
Suzanne Battista, Open University Advisor . UH-123B 4280
Margaret Luzzi, Open University Advisor . CP-100 7644
ou.fullerton.edu
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<th>Program</th>
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<th>Adviser</th>
<th>Room</th>
<th>Email &amp; Program website</th>
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<tr>
<td>Accountancy, M.S.</td>
<td>278-3940</td>
<td>Birgit Feagin</td>
<td>SGMH-4210</td>
<td><a href="mailto:bfeagin@fullerton.edu">bfeagin@fullerton.edu</a> ; <a href="mailto:kcartier@fullerton.edu">kcartier@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-8237</td>
<td>Contact: Kellee Carter</td>
<td></td>
<td><a href="http://business.fullerton.edu/programs/graduate/specialty/ms-accountancy.html">http://business.fullerton.edu/programs/graduate/specialty/ms-accountancy.html</a></td>
</tr>
<tr>
<td>American Studies, M.A.</td>
<td>278-5899</td>
<td>Adam Golub</td>
<td>UH-415</td>
<td><a href="mailto:agolub@fullerton.edu">agolub@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact: Laura Garcia</td>
<td></td>
<td><a href="http://amst.fullerton.edu/">http://amst.fullerton.edu/</a></td>
</tr>
<tr>
<td>Anthropology, M.A.</td>
<td>278-5697</td>
<td>Barbra Erickson</td>
<td>MH-426</td>
<td><a href="mailto:beerickson@fullerton.edu">beerickson@fullerton.edu</a> ; <a href="mailto:johnpatton@fullerton.edu">johnpatton@fullerton.edu</a> ;</td>
</tr>
<tr>
<td></td>
<td>278-5763</td>
<td>John Patton</td>
<td>MH-426K</td>
<td><a href="mailto:cwrendt@fullerton.edu">cwrendt@fullerton.edu</a> ;</td>
</tr>
<tr>
<td></td>
<td>278-5764</td>
<td>Carl Wendt</td>
<td>MH-061</td>
<td><a href="http://anthro.fullerton.edu">http://anthro.fullerton.edu</a></td>
</tr>
<tr>
<td>Art, M.F.A., M.A.</td>
<td>278-7633</td>
<td>Christina Smith</td>
<td>VA-144A</td>
<td><a href="mailto:lagarcia@fullerton.edu">lagarcia@fullerton.edu</a> ; <a href="mailto:artgradcoordinator@fullerton.edu">artgradcoordinator@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-7753</td>
<td>Contact: Laura Garcia</td>
<td>VA-102A</td>
<td><a href="http://fullerton.edu/arts/">http://fullerton.edu/arts/</a></td>
</tr>
<tr>
<td>Biology, M.S.</td>
<td>278-3614</td>
<td>Paul Stapp</td>
<td>MH-282</td>
<td><a href="mailto:klau@fullerton.edu">klau@fullerton.edu</a> ; <a href="mailto:pstapp@fullerton.edu">pstapp@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact: Karen Lau</td>
<td></td>
<td><a href="http://fullerton.edu/biology">http://fullerton.edu/biology</a></td>
</tr>
<tr>
<td>Business Administration, M.B.A.</td>
<td>278-8603</td>
<td>Jennifer Chandler</td>
<td>SGMH-4210</td>
<td><a href="mailto:jechandler@fullerton.edu">jechandler@fullerton.edu</a> ; <a href="mailto:kcartier@fullerton.edu">kcartier@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-8237</td>
<td>Contact: Kellee Carter</td>
<td></td>
<td><a href="http://business.fullerton.edu/programs/graduate">http://business.fullerton.edu/programs/graduate</a></td>
</tr>
<tr>
<td>Chemistry, M.A., M.S.</td>
<td>278-3594</td>
<td>Nicholas Salzameda</td>
<td>MH-582J</td>
<td><a href="mailto:nsalzameda@fullerton.edu">nsalzameda@fullerton.edu</a></td>
</tr>
<tr>
<td>Civil Engineering, M.S.</td>
<td>278-3525</td>
<td>Mailela Prasada Rao</td>
<td>E-312</td>
<td><a href="mailto:mprasadara@fullerton.edu">mprasadara@fullerton.edu</a> ; <a href="mailto:jenniferchang@fullerton.edu">jenniferchang@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-4268</td>
<td>Contact: Jennifer Chang</td>
<td>E-100</td>
<td><a href="http://fullerton.edu/ecs/">http://fullerton.edu/ecs/</a></td>
</tr>
<tr>
<td>Communications, M.A.</td>
<td>278-5434</td>
<td>Andi Stein</td>
<td>CP-400</td>
<td><a href="mailto:andistein@fullerton.edu">andistein@fullerton.edu</a> ; <a href="mailto:cpradoa@fullerton.edu">cpradoa@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-3518</td>
<td>Contact: Cristina Prado</td>
<td></td>
<td><a href="http://communications.fullerton.edu/">http://communications.fullerton.edu/</a></td>
</tr>
<tr>
<td>Communication Studies, M.A.</td>
<td>278-4197</td>
<td>Summer Martin</td>
<td>CP-420-23</td>
<td><a href="mailto:sumarting@fullerton.edu">sumarting@fullerton.edu</a></td>
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<td><a href="http://communications.fullerton.edu/">http://communications.fullerton.edu/</a></td>
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<tr>
<td>Communicative Disorders, M.A.</td>
<td>278-3617</td>
<td>Ying-Chiao Tsao</td>
<td>CP-420</td>
<td><a href="mailto:ytsao@fullerton.edu">ytsao@fullerton.edu</a></td>
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<td></td>
<td><a href="http://communications.fullerton.edu/">http://communications.fullerton.edu/</a></td>
</tr>
<tr>
<td>Computer Engineering, M.S.</td>
<td>278-3375</td>
<td>Pradeep Nair</td>
<td>E-207</td>
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* ONLINE program (note: Software Engineering & Statistics also have a face-to-face version)
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ACADEMIC AND ADMINISTRATIVE INFORMATION

ACADEMIC DISHONESTY
Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill which he or she does not possess.

The initial responsibility for detecting and dealing with academic dishonesty lies with the instructor concerned. An instructor who is convinced by the evidence that a student is guilty of academic dishonesty shall:

1. Assign an appropriate academic penalty. This may range from an oral reprimand to an F in the course.
2. Report to the student involved, to the department chair, and to the vice president for Student Affairs the alleged incident of academic dishonesty, including relevant documentations for action that he or she deems appropriate.

The vice president for Student Affairs shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation. Students shall be informed when their names are inserted into the file and provided with copies of any appeals or disciplinary procedures in which they may become involved. The vice president for Student Affairs or his or her designees may initiate disciplinary proceedings under Title 5, California Code of Regulations, Section 41301, and Chancellor’s Executive Order 148; when two or more incidents involving the same student occur, he or she shall do so.

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.

ACADEMIC FREEDOM AND RESPONSIBILITY
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 Advisement Center, Academic Appeals, Dean of Students Office, Disability Support Services, Financial Aid, International Education and Exchange, Student Wellness, University Learning Center, Women’s Center/Adult Re-entry, Veterans Resource Center, 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 page 3 of this guide. An auditor does not take examinations in the course; therefore, there is no basis for evaluation nor a formal grade report.

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 directive16.fullerton.edu.

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.

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. 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 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.

CLASS LISTING
The Winter Session 2019 class listing (schedule of classes) is available online in your Titan Online Student Center or at fullerton.edu/schedule. An explanation of the codes used in the online class listing is on page 22 of this registration guide.

CLOSED CLASSES
A departmental permit is required to add a closed class.

COURSE OUTLINES
Course Outlines, 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 outlines 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 faculty member shall also provide these materials to the department chair.
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 May 2019 must file by February 3, 2019. Complete information and instructions about the entire graduation check process for undergraduates are available on the university website under “Graduation.” Candidates for May 2019 master’s and doctorate degrees must file a request for a graduation check on or before February 11, 2019. 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 (MH-112) for graduate students.

FINAL EXAMINATIONS
During Winter Session, the final is held on the last day of class or as noted in the course syllabus.

GRADE OPTIONS
The University uses a combination of traditional and nontraditional grading options as follows:

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<tbody>
<tr>
<td>Nontraditional</td>
<td>CR - C (2.0) grade or better in undergraduate courses; B (3.0) or better in graduate courses</td>
</tr>
<tr>
<td></td>
<td>NC - No credit</td>
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</table>

Students may indicate the grading basis for each course when they register. They have until the deadline published on page 3 of this 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 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. A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by all undergraduate students for major, minor, and general education requirements. A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by graduate students for all required courses. Exceptions are those courses designed by the faculty to be graded Ltr Grd 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.

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 the faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the “I” in the student’s record at the end of the one year deadline. Therefore, “I” grades that were earned for the spring 2018 semester must be completed by May 25, 2019. “I” grades assigned at the end of the fall 2018 semester must be completed by January 2, 2020.

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 the final evaluation of the independent study.

You may not take more than 6 units of independent study at the undergraduate level in a given semester or apply more than 9 units of independent study toward completion of the undergraduate degree. If you are a graduate student, you may not apply more than 6 units of independent study toward completion of a graduate degree unless written approval is obtained by 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 and 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 - UNDERGRADUATES AND POSTBACCALAUREATE UNCLASSIFIED GRADUATE STUDENTS

A leave of absence may be granted based on certain documented extenuating circumstances and normally is granted for not more than one year. Students must be in good academic standing and must have completed 12 units 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.

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 in the Graduate Studies Office (MH-112), or the Graduate Studies website: fullerton.edu/graduate. Students must be in good academic standing and 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 more limited service hours. For the latest information on library hours, call (657) 278-2633, or point your browser to library.fullerton.edu.

NONDISCRIMINATION POLICY

California State University, Fullerton is committed to creating an atmosphere in which all students have the right to participate fully in its programs and activities free from unlawful discrimination, harassment and retaliation. California State University (CSU) Executive Order 1097, “Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students” was issued in response to the Campus Sexual Violence Elimination Act (the SaVE Act) and related guidance from the U.S. Department of Education, Office for Civil Rights, addressing Title IX of the Educational Amendments of 1972.

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 executive order.

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 504 and 508 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 CSU Executive Orders 1096 and 1097 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 Enrollment provides an opportunity for those not currently admitted to Cal State Fullerton to enroll in undergraduate and graduate-level classes with appropriate approvals. Registration is on a space-available basis. Information is available at ou.fullerton.edu. Open University students are encouraged to consult with Open University Academic Advisers Suzanne Batista, sbatista@fullerton.edu (UH-123B, 657-278-4280) or Margaret Luzzi, mluzzi@fullerton.edu (CP-100, 657-278-7644) with any questions prior to registering.

A maximum of 24 credits earned through Open University may count towards the cumulative units required for a bachelor’s degree at CSUF. Credit earned through Open University may not be used to fulfill the residence requirements for a bachelor's degree here at CSUF. For graduate degrees, normally 9 units may apply. Please consult the graduate department adviser. Disqualified (DQ) undergraduate students may not enroll in more than three (3) units in a Winter 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 he or she 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 he or she has 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 fullerton.edu/admissions/resources/faq.asp

**VIOLENCE PREVENTION EDUCATION AND CONFIDENTIAL ADVOCACY SERVICES**

**Implementation of CSU Executive Order 1095**

The CSUF WoMen’s and Adult Reentry Center, Violence Prevention and Education provide educational programs to students, faculty and staff with emphasis on bystander intervention and eliminating intimate partner violence. Confidential advocacy services, including campus and community referrals for aftercare, academic accommodations, safety planning, court accommodation, and housing intervention are also available. Additional information can be found at fullerton.edu/womenscenter or contact the WoMen’s and Adult Reentry Center, UH-205, 657-278-3928.

**SEXUAL ASSAULT PREVENTION & SURVIVOR SERVICES**

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

CSUF Sexual Assault Prevention and Survivor Services provide educational programs to students, faculty and staff with emphasis on bystander intervention, alcohol’s role and effective communication techniques. Aftercare for assaulted students includes non-forensic medical care, professional counseling services, academic advocacy and housing intervention as needed. Additional information can be found at fullerton.edu/womenscenter/violence_prevention/ or contact: The WoMen’s Center, (UH-205), 657 278-3928

**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 and sexual misconduct 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, CSU Executive Order 1097 “Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students”, CSU Executive Order 1096 “Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties” and CSU Executive Order 1095 “Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy” prohibit 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, Langsdorf Hall, Suite 809, 657-278-2121.

**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 TitanCard number is not his or her 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 his or her 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), 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 post-baccalaureate unclassified non-credential graduate students to be absent for one semester and maintain their continuing student status. This includes election of catalog requirements for graduation and eligibility to register for the next semester. Disqualified students, foreign visa students, students on leaves 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 Veterans Resource Center 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 ed.fullerton.edu or by calling (657) 278-3412.

**TITAN SHOPS**

For information on purchasing textbooks, as well as other services available at Titan Shops visit Titanshops.com or call 657-278-3418.
TITLE IX
California State University, Fullerton is committed to providing equal opportunities to all CSU students, regardless of sex, gender, gender expression 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, LH-809, 657-278-2121; For more information, please contact Title IX and Gender Equity at fullerton.edu/titleix

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 at Registration and Records. 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 Veterans Resource Center assists active and reserve military, veterans and dependents at California State University, Fullerton in successfully navigating the academic environment through programs, guidance, support services, campus and community resources and the certification of veterans’ and dependents’ educational benefit. The VRC is committed to offering comprehensive and personalized services within a unique learning community that facilitates the student’s social and academic integration from admission to achieving their academic 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) to the Veterans Resource Center at University Hall (UH) 244.

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 official located in Veterans Resource Center (UH-244). New, returning and transfer student veterans should consult the Veterans Certification official to complete the necessary documents to receive VA benefits. Since walk-in office hours vary, please 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 (UH-244) at least two weeks before the term begins. This office will coordinate your parking, books and tuition.

CAL-VET FEE WAIVER (COLLEGE FEE WAIVER)
This benefit 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 (UH-244) at least seven business days prior to your Titan registration appointment. 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, please contact the Veterans Resource Center 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 deferrals with the Veteran Resource Center (UH-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 Financial Services website sfs.fullerton.edu. You may also contact the Student Financial Services Office at SFS@fullerton.edu or 657-278-2495.

PROGRAMS AND SERVICE
The Veterans Resource Center has many programs aimed to assist 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, contact the VRC at (657) 278-8660 or visit the VRC office in UH-244.

VOLUNTARY STUDENT HEALTH INSURANCE
Students wishing to obtain voluntary student health insurance may do so at the Associated Students Office. Although neither CSUF nor the Associated Students Office can endorse any particular policy, the staff does negotiate for a policy that offers the best coverage at the lowest possible cost. Students should seriously consider health insurance since it enables them to obtain needed medical services without having to be concerned about the rising cost of medical services. The staff of the Associated Students Office will be pleased to answer any questions about the insurance policy at (657) 278-2401.

UNIVERSITY 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 university faculty, staff, students and visitors and to all interior and exterior campus areas and locations identified in Section I.

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 of 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 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, including smoking cessation and counseling programs, this policy is effective August 1, 2013 and supersedes all previous university smoking policies. Prior to this effective date, the previous university smoking policy will remain in effect.

The Office of Environmental Health and Safety will collaborate with the following entities to provide faculty, staff, students and visitors with notice of this policy through signs, presentations, and publications, and to develop tobacco education programs, smoking cessation programs, and other suitable outreach and counseling programs.

Student Wellness
Human Resources
Faculty Affairs and Records
Strategic Communications
Dean of Students
International Education and Exchange

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 (See admissions.fullerton.edu) Under “Resources,” click on “Frequently Asked Questions”, select “Undergraduate Withdrawal Policy”.

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 participation without filing an official, approved withdrawal form with the CSUF Registration Office shall be considered to have withdrawn unofficially from the course.

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, the student’s family or friends) to verify the serious and compelling circumstances 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. Petitions submitted beyond the time limits will require an explanation for the delay. Further information on these time limits can be viewed on line at: fullerton.edu/admissions - select “Current Students” tab, scroll down to the General Information heading and click ‘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.

*For winter session(s), the day after the drop deadline replaces the census date for purposes of application of this policy. Registration Guide each term for the applicable census date.
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 precedence.

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 e-mail 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 sub-category 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 e-mail 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
Date: March 17, 2011
GENERAL EDUCATION REQUIREMENTS FOR FALL 2018 COHORT AND AFTER

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 growth; personally, professionally and academically.

UNIT REQUIREMENTS
48 total units, including:
• 9 units upper division in designated areas B.5, C.4 and D.4 taken in residence at a CSU.
• 1 class in cultural diversity (courses marked with an asterisk*)
• Each course counts in only one GE Area, except those meeting Overlay Z, Cultural Diversity

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

CALIFORNIA STATE UNIVERSITY IMMUNIZATION REQUIREMENTS
By direction of the California State University Chancellor, the following immunization requirements must be completed by 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. Incoming Freshmen who have graduated from a California High School in 2005 or later have fulfilled both requirements. If you are a transfer student you must meet the requirements below.

1. Measles and Rubella: All students must show proof of immunity against Measles and Rubella if they were born after January 1, 1957.
2. Hepatitis B: Students under the age of 19 on the census date must show proof of immunity against Hepatitis B (Census date is 4 weeks after the beginning of the semester).

MEETING THE REQUIREMENT
To fulfill the requirement, a student must do one of the following:
1. Bring in written proof of immunization from a doctor, clinic, military record or school record to Health Services, or fax it with your name, phone number, and Campus Wide Identification (CWID) number to (657) 278-3069.
2. Obtain the vaccination from your private medical office, the County of Orange Health Care Agency, or Student Health Services. To receive the vaccination at Student Health Services, schedule an appointment. There is a fee. To schedule an appointment and/or to inquire about the fees, please call (657) 278-2800. Appointments may also be scheduled online at Titan Health. During registration there is a high demand for vaccinations, so please plan accordingly.
3. Obtain lab tests 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 Student Health Services for a fee.

IMMUNIZATION WAIVERS
Permanent or temporary waivers may be granted to some students after appropriate approval:
• If you are pregnant or think you may be pregnant, provide a signed doctor/clinic note with your expected due date and complete a temporary waiver form.
• For an allergy to egg, feathers, gelatin or neomycin, complete a waiver form.
• For other medical reasons, make an appointment with a Health Service provider or provide a signed note from your private physician/clinic and complete a waiver form.

HELPFUL INFORMATION
To schedule an appointment or to obtain the immunization waiver form visit fullerton.edu/studentwellness. 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.
STUDENT ACCOUNT INFORMATION

FEES AND PAYMENTS
Please go to sfs.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 Financial 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.

TITAN REGISTRATION PAYMENT DUE DATES

TITAN registration allows you to register for class first; however, your payment is due by 11:30 p.m. on the same day you register. If you do not pay your balance in full, you may be subject to disenrollment without notice.

FINANCIAL AID

Financial aid is not available for students attending the Winter Session. Financial aid is available to assist students with costs only during the standard fall, spring, and summer terms.

IMPORTANT!

• Payments made online via the web are due by 11:30 PM on the date of registration. In-person and mail-in payments are due by 5:00 p.m. on the date of registration.
• The University is not responsible for delays in the US Postal Service: postmarks are not considered.
• You will not receive an invoice for your registration fees. To ensure your fees are paid on time and to avoid disenrollment, please check your student account regularly by logging into Titan Online via your student portal (www.fullerton.edu) and click on your Titan Online “Student Center”. Select “Account Inquiry” to view any current balances due.
• 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 sfs.fullerton.edu.

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 to receive official transcripts of grades 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 the student actual and reasonable collection costs, including reasonable attorney fees if litigation is necessary.

If a person believes he or she does not owe all or part of an asserted unpaid obligation that person may contact Student Financial Services. Student Financial Services, or another office on campus to which Student Financial 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.

REFUND OF FEES

Dropping classes may entitle you to a fee refund.

Please go to sfs.fullerton.edu to view the refund policies.
### REGISTRATION FEE PAYMENT INFORMATION

#### ONLINE PAYMENT OPTIONS VIA YOUR TITAN ONLINE STUDENT CENTER

<table>
<thead>
<tr>
<th>Payment Option</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>E-Check (ACH)</strong></td>
<td><strong>No convenience fee is charged when you use the payment option of E-check (ACH).</strong> E-check payments are simple to make and require no prior set up by your bank. You input bank information (account number and bank routing number which you verify with your banking information) into the secure University Payments page and the authorized payment will be subtracted from your bank account with 1-2 days. We know that not all banks use the information on the printed check and suggest the bank be contacted to confirm the correct account and routing number.</td>
</tr>
<tr>
<td><strong>Credit Cards Accepted:</strong> VISA</td>
<td>A 2.75% non-refundable credit card processing fee is charged on all credit card payment transactions made online via your Student Center. VISA, MasterCard, American Express, and Discover are all accepted online. For more detailed information go to <a href="#">Frequently Asked Questions</a>.</td>
</tr>
<tr>
<td><strong>Credit Cards Accepted:</strong> MasterCard</td>
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<tr>
<td><strong>Credit Cards Accepted:</strong> American Express</td>
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<tr>
<td><strong>Credit Cards Accepted:</strong> Discover</td>
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<tr>
<td><strong>Debit Cards</strong></td>
<td>CSUF only accepts ATM/Debit Cards bearing the VISA or MasterCard logo. All ATM/Debit Cards processed online are processed as credit card transactions and are subject to a 2.75% non-refundable credit card processing fee. Please note that ATM/Debit Cards have a daily limit which may vary depending on the issuing bank. To make an ATM/Debit Card payment online, you will need to select the Credit Card button on the payment screen in your online Student Center.</td>
</tr>
<tr>
<td><strong>Titan Tender</strong></td>
<td>Titan Tender is no longer accepted for payment of fees.</td>
</tr>
<tr>
<td><strong>International Payments</strong></td>
<td>This payment option allows you to pay your student account balance in the currency of your choice electronically.</td>
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#### IN PERSON PAYMENTS:

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Personal Checks</strong></td>
<td>Make payable to CSU Fullerton. Write student’s name and CWID number on the front of the check.</td>
</tr>
<tr>
<td><strong>Cashier’s Check</strong></td>
<td>Make payable to CSU Fullerton. Write student’s name and CWID number on the front of the cashier’s check, money order or traveler’s check.</td>
</tr>
<tr>
<td><strong>Money Order</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Traveler’s Check</strong></td>
<td>Cash must be paid in person at the Cashier’s Office, UH-180, during office hours (Refer to “Payment Locations” below.). Do NOT send cash in the mail or place in the Student Financial Services drop box (UH 180, Window #10).</td>
</tr>
<tr>
<td><strong>Cash</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Debit Cards</strong></td>
<td>CSUF accepts ATM/Debit Card with PIN only at Cashier’s Office, UH 180. ATM/Debit card have a daily limit which may vary depending on the issuing bank.</td>
</tr>
<tr>
<td><strong>Titan Tender</strong></td>
<td>Titan Tender is only accepted for non-Student Center fees.</td>
</tr>
</tbody>
</table>

#### PAYMENT LOCATIONS:

<table>
<thead>
<tr>
<th>Method</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>MAIL</strong></td>
<td>Be sure to write your name and student CWID number on the front of the check.</td>
</tr>
<tr>
<td><strong>Send To:</strong> CSU Fullerton</td>
<td>Be sure to write your name and student CWID number on the front of the check.</td>
</tr>
<tr>
<td><strong>Student Financial Services</strong></td>
<td>The University is not responsible for delays by the U.S. Postal Service for mail-in payments.</td>
</tr>
<tr>
<td><strong>P.O. Box 6808</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fullerton, CA 92834-6808</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DROP BOX PAYMENTS</strong></td>
<td>Drop Box payments may be made at the Cashier’s Office, UH-180, Window #10. Available 24 hours, including weekends.</td>
</tr>
<tr>
<td><strong>FULLERTON CAMPUS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>IN-PERSON PAYMENTS</strong></td>
<td>Monday through Friday 8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td><strong>Fullerton Campus</strong></td>
<td>Monday through Friday 8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td><strong>Cashiers Office</strong></td>
<td>Monday through Friday 8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td><strong>UH-180 – Outside Windows</strong></td>
<td>Monday through Friday 8:00 AM - 5:00 PM</td>
</tr>
</tbody>
</table>

For further information, please contact Student Financial Services at (657)278-2495 or [sfs@fullerton.edu](mailto:sfs@fullerton.edu). Please be sure to provide us with your full name and CWID number so that we may access your account.
ON CHECKS
All personal checks submitted for any payment to the University by students must include their Campus Wide Identification number. (The TitanCard number is not the student identification number.) Payment by personal check is considered the individual’s approval for the University to write the CWID on the check if it is not already present. If you prefer that your CWID not be written on the check, then payment must be made by cashier’s check, money order, or cash (refer to “Registration Fee Payment Information” on page 16 for more information). Your CWID is used to assure credit to the proper account. Applicants are required to include their correct social security numbers (taxpayer identification 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. The University uses the social security number to identify students and their records including identifying the student 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 and related expenses. 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.

DISHONORED CHECKS
A $25 fee will be charged for all checks or credit card payments returned by your bank, for any reason. The dishonored check or credit card payment plus the $25 fee must be paid with cash, cashier’s check or money order, otherwise, the student may be disenrolled from classes. If the dishonored check or credit card was for payment of registration and tuition fees, the student may be subject to disenrollment from classes.

Students who have two or more dishonored checks posted to their University account (regardless of maker) will lose personal check-writing privileges with the University. All subsequent payments to the University must be made with cashier’s check, money order, or cash (refer to page 17, “Registration Fee Payment Information” for additional information).

YOU ARE FINANCIALLY RESPONSIBLE FOR “W” GRADES.

OUTSTANDING BALANCES FROM PREVIOUS SEMESTERS
Payments for previous semesters must be paid and all holds cleared prior to registration. (Refer to “Registration Fee Payment Information” on page 17 for more information.)

For detailed information on parking policies, maps of parking lots, and much more visit the Parking & Transportation Services website at parking.fullerton.edu. You can also stop by a Visitor Information Center or the Parking & Transportation office.

Visitor Information Center (winter hours):
Monday – Friday, 7:00 a.m.– 4:00 p.m.
(657) 278-3082

Parking and Transportation Services:
Monday – Friday, 8:00 a.m.– 5:00 p.m.
(657) 278-3082

ENFORCEMENT HOURS
All parking regulations are enforced Monday – Thursday from 7:00 a.m. – 10:00 p.m. and Friday, 7:00 a.m. – 5:00 p.m. The following parking areas are enforced 24 hours daily: Red Curbs/Fire Lanes, Disabled Spaces, Special Permit Spaces, State Vehicle Spaces, Loading Zones/White and Yellow Curbs, Service/Maintenance Spaces and 10 and 15 Minute Time Zones. CSUF parking permits are not required on weekends or on holidays when University offices are officially closed. Enforcement hours are subject to change, please visit parking.fullerton.edu for updated information. There is no grace period. Parking tickets are issued the first day of classes for all parking violations. Permits are not transferable and valid only when purchased from the University. Vehicles displaying a lost or altered/forged permit will be ticketed.

FEES
Students who have a fall 2018 parking permit may continue to use it through January 22, 2019. Daily permits may also be purchased for $8 from parking permit machines located around campus. Machines accept Discover, MasterCard and Visa. Cash is not accepted. For fees and more information, visit parking.fullerton.edu.

STUDENT PERMITS
Student permits are valid in the following lots during enforcement hours: the Nutwood, State College and Eastside parking structures, lots A, D, E, G, S, and student spaces at the Irvine Center. After 4:00 p.m. student permits are valid in the College Park Faculty/Staff lot. After 6:00 p.m., student permits are valid in lot E Faculty/Staff, lot A Faculty/Staff and lot C.

DAILY PERMITS
Daily permits are sold at the daily permit machines in lots A, D, G, S, and Arts Drive, and the State College, Eastside and Nutwood parking structures. Daily permits are valid in all student surface lots (A, D, E, G and S) and parking structures. After 4:00 p.m. daily permits are valid in the College Park Faculty/Staff lot. After 6:00 p.m., daily permits are valid in lot E Faculty/Staff, lot A Faculty/Staff and lot C.

Daily permit machines are available at the Irvine Center.
BUYING A PARKING PERMIT
Parking permits are available for purchase online only through the Parking & Transportation Services website at parking.fullerton.edu.

DISABLED PERSON (DP) PERMIT
Students with disabilities who have been issued a DMV Disabled Person (DP) placard/plates may park in any designated DP space, Faculty/Staff space or 30 Minute Visitor space and MUST display BOTH the DMVDP placard/plates AND a valid CSUF student parking permit when parked on campus. Students with temporary disabilities that may preclude or impair walking far distances should contact the Office of Disability Support Services in University Hall 101 or call (657) 278-3112. Upon verification of the disability, a temporary CSUF DP parking permit may be issued allowing you to park in designated DP spaces, Faculty/Staff spaces or 30 Minute Visitor spaces.

REFUNDS
Please visit the parking website at parking.fullerton.edu for the refund schedule.

LOST PERMITS
Permits purchased online can be replaced if it’s not received in the mail, if reported within the first three weeks of the semester, or within four weeks of the purchase date. Please visit the parking website at parking.fullerton.edu for the refund schedule.

OVERNIGHT PARKING
Overnight parking between the hours of 1 a.m. – 6 a.m. is limited to student lots A, G and the parking structure adjacent to housing. There is no overnight parking allowed in the Nutwood, the State College or the Eastside parking structures. Vehicles parked overnight on campus must display a valid CSUF parking permit.

COMMUTE ALTERNATIVES
Parking & Transportation offers alternative transportation options to help mitigate the commuting and parking demand on campus. Please visit the student transportation website section at parking.fullerton.edu for details and latest information on the following commute options:

- Student Carpool Zone! All it takes is 2 or more CSUF registered students and a valid CSUF semester permit.
- Need a Carpool Partner? – Find a carpool partner by visiting the online student carpool message board.
- Metrolink – Students who commute to campus may purchase a discounted pass from the Metrolink stations.
- U-Pass – Ride OCTA with a U-Pass from the Parking & Transportation Office for only $92.00 for the entire semester.

IRVINE CENTER – PARKING
All CSUF parking and traffic regulations and fees are enforced at the Irvine Center. The cost of a daily permit is $8.00.

LET OTHERS KNOW SMOKING IS NOT PERMITTED ON CAMPUS
Be an Advocate for Fresh Air
Ask Smokers To Kindly Put Their Cigarettes Out & Deposit Them In The Trash

SMOKE-FREE FULLERTON.EDU
The California State University, Fullerton, Irvine Center is located near the Irvine Spectrum Center to serve the higher education needs of the student population in central and southern Orange County. The center offers courses in the lower division, upper division and graduate levels. Certificate programs and professional degrees are also offered through Extension and International Programs including FEMBA, M.S. in Taxation and M.S.W. For more information call 657-278-1600 or visit fullerton.edu/irvine.

There are no Winter Session 2019 classes at the Irvine Center.

LOCATION:
3 Banting, Irvine, CA 92618

DIRECTIONS AND ACCESS:
From I-5 South
Exit 95 for State Highway 133 South toward Laguna Beach. Keep right at the fork. Follow signs for Barranca Parkway. Continue straight on Banting.

From I-5 North
Exit 94B for Alton Parkway. Left on Alton Parkway. Turn right on Banting.

From Tollway 73 North
Exit 6 CA 133. Take 133 North (Exit 9) toward Barranca Parkway. Left on Pacifica. Left on Barranca Parkway. Left on Banting.

From Tollway 73 South
Exit 7 CA 133 Laguna Canyon Road toward El Toro Road. Left at CA 133 N/Laguna Canyon Road to Exit 9 toward Barranca Parkway. Left on Barranca Parkway. Left on Banting.

From I-405 South
Exit 3 Sand Canyon Ave. Left at Sand Canyon Avenue. Right on Barranca Parkway. Right on Banting to 3 Banting.

STUDENT SERVICES CENTER
The Student Success Center consists of a financial aid advisor, a career advisor, a graduation specialist, two general academic advisors (Assistant Dean, Academic Programs; Assistant Dean for Student Affairs), a business advisor, a psychological counselor, Disability Support Services, and visiting advisors. It is located in IRVC-115.

CENTER HOURS
The reception desk is located in IRVC-100A. Campus hours are 7 a.m. - 10 p.m. Monday-Thursday; 7 a.m. - 4 p.m. Friday; 7:00 a.m. - 4:30 p.m. Saturday; closed Sunday. During Winter Session, the administrative offices will close at 6 p.m. The Irvine Center hours of operation vary during Winter Session. Please call 657-278-1600 or visit fullerton.edu/irvine for the most current hours of operation during this session.

TITAN STUDENT UNION LOUNGE (TSU)
The TSU is a multipurpose lounge that includes a flat panel TV, seating areas and a microwave. Access to an outdoor patio is also available.

BOOKSTORE
CSUF Irvine Center students can purchase their books at the Titan Bookstore, which is located at the Irvine Center (IRVC-104). Books also may be ordered online at titanshops.com.

PARKING
The same policies apply as on the Fullerton campus. All CSUF parking and traffic regulations and fees are enforced at the Irvine Center. Semester parking permits must be purchased online. The cost of a daily parking permit is $8.

MAJOR AND PROGRAM COURSES OFFERED AT THE IRVINE CENTER: FALL & SPRING SEMESTERS
Business Administration, B.A.
  Concentrations in: Accounting, Finance, Accounting/Finance
Child and Adolescent Development, B.S.
  Elementary school setting
  Family and community contexts
Communications, B.A.
  Concentrations in: Advertising, Entertainment Studies, and Public Relations
Computer Science, B.S.
Criminal Justice
Education Credential Program
FEMBA (Fully Employed MBA)
General Education
Health Science, B.S.
Human Services
Kinesiology, B.S.
Nursing, B.S.N.
Psychology, B.A.
Social Work, M.S.W.
Sociology, B.A.
Taxation, M.S.
Selected courses will also be offered for majors in: ISDS and Management.
Courses in support of majors offered at the Irvine Center will also be offered in Art, Biology, Chemistry, Economics, English, History, Mathematics, Philosophy, Political Science, Theater and selected others.
# ANSWERS TO YOUR QUESTIONS

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** Outside Windows
SCHEDULE OF CLASSES AND
EXPLANATION OF CODES

The information below is intended to assist students in understanding the class schedule available at fullerton.edu/schedule.

1. 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 his/her 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.

2. **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.

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

4. **Time of Course** - The times that courses begin and end are indicated in the class schedule.

5. **Day Code Explanation**
   - MoTuWeThFr - Class meets daily except Saturday and Sunday
   - MoWeFr - Class meets Monday, Wednesday, and Friday
   - TuTh - 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.

6. **Building Code Explanation**
   - CP - College Park
   - CPAC - Clayes Performing Arts Center (formerly PA)
   - CS - Computer Science
   - E - Engineering
   - EC - Education Classroom
   - GGC - Garden Grove Center
   - H - Humanities, Social Sciences
   - IRVC - Irvine Center
   - KHS - Kinesiology and Health Science
   - LH - William B. Langsdorf Hall
   - MH - Miles D. McCarthy Hall
   - PL - Pollak Library
   - RGC - Ruby Gerontology Center
   - SGMH - Steven G. Mihaylo Hall
   - SHCC - Student Wellness
   - T - Temporary
   - THALL - Titan Hall
   - UH - University Hall
   - VA - Visual Arts

7. **Course Type Explanation** - For each course offered, there is a course type.
   - Lec - Lecture
   - Lab - Laboratory
   - Sem - Seminar
   - Act - Activity
   - Sup - Supervision
   - Dis - Discussion
GRADING SYSTEM

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

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<tr>
<th>Grade</th>
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<tr>
<td>A+</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Good</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Acceptable</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Poor</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>Good</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>Acceptable</td>
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<td>C-</td>
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<td>D+</td>
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<td>1.3</td>
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<tr>
<td>D</td>
<td>Failing</td>
<td>1.0</td>
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<tr>
<td>D-</td>
<td>Failing</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
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GRADING STANDARDS IN GENERAL EDUCATION (GE)
• A grade of “C-” (1.7) or better is required to satisfy GE requirements in:
  • Oral Communications (category A.1)
  • Written Communications (category A.2)
  • Critical Thinking (category A.3) and
  • Mathematics/Quantitative Reasoning (category B.4)
  [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.]

GRADE POINT AVERAGE REQUIREMENTS FOR 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 advisor.]

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 plus” 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 plus” 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 plus” awarded 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.
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 (3) business days prior to your registration appointment.

- DEADLINES for adding/dropping classes are listed on page 3 of this registration guide.

- For fee refund information, please go to sfs.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 wait list. 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 blue pages.

PAYMENT DEADLINES FOR CSUF STUDENTS

PAYMENT INFORMATION
Be prepared to pay your course fees on the day of registration. Payment must be made on the day of registration. Please refer to page 16-17 for fee payment information.

IMPORTANT NOTE: Students are subject to disenrollment if payment is not received on the day of registration.

TITAN ONLINE REGISTRATION INSTRUCTIONS
Before registering for classes, please read the following instructions carefully.

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.

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 logging in?” link immediately below the “Log In” button on the CSUF Portal Login 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 Center. 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. The deadline for grade option changes is published on page 3 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. For more information, go to fullerton.edu/testing.

DISABLED STUDENTS
Contact the Disability Support Services Office (UH-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

- 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 4 units, provided that the course’s waitlist is not already full.
- You must meet any requisites for the class before you can be placed on the waitlist, e.g., course pre-requisites, section co-requisites, 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.
- You will not be billed for waitlisted classes but will be billed if moved from a waitlist into a class. It is important to check your class schedule and account summary regularly to avoid possible disenrollment due to non-payment of fees due to a newly added class.
- 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.
- The online waitlisting feature will cease to function on Wednesday, December 19, but the waitlist will be retained for informational purposes for the instructor.
- 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.

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 Center 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.

Cal-Vet Fee Waiver (College Fee Waiver) - The Cal-Vet Fee Waiver cannot be applied toward Winter Session, Open University or Extended Education fees. The Cal-Vet Fee Waiver only covers state-supported tuition, and none of those programs are state supported. For questions or clarification, please contact the Veterans Resource Center at (657) 278-2373 and/or visit their website: fullerton.edu/veterans.  

Veteran Fee Deferment Option - Only veterans who are matriculated students at CSUF and who are receiving GI Bill benefits are eligible. Please arrange for fee deferments with the Veterans Resource Center (UH-244) at least three (3) business days prior to your Titan registration appointment.

Disabled Students - Contact the Disability Support Services Office (UH-101) if you need assistance with registration. For additional information, call (657) 278-3117.

Private Company Scholars - Submit an authorization or a purchase order from your employer to the Student Financial Services Office (UH-180) at least three (3) business days prior to your TITAN registration appointment.

Payment Procedure – Be prepared to pay your course fees at the time of registration. Payment must be made by payment due date. Please refer to page 17 for fee payment information.

IMPORTANT NOTE: Students are subject to disenrollment if payment is not received by the payment due date.

Refunds - Please go to sfs.fullerton.edu to view the refund policies.
Registration Problems/Questions - If you need assistance with registration, please call the TITAN Help Line (657) 278-7601.

OPEN REGISTRATION
(includes drop/add) OCT. 15. 2018 through SESSION DEADLINE (see page 3)

TITAN Online is available 24/7.
You can add classes in sessions that haven’t begun, drop classes prior to published deadline, view available classes and the fee amount due.

TITAN ONLINE REGISTRATION
REGISTRATION HELP LINE (657) 278-7601

MAXIMUM UNITS - University Limitation - A MAXIMUM OF 4 UNITS MAY BE TAKEN DURING THE ENTIRE WINTER SESSION TERM 2019.
A student, whose academic record justifies a study list of more than 4 units, must request approval. In general, only students with superior academic records are allowed to enroll for more than 4 units. In addition, the need to enroll for extra study must be established. Factors such as time spent in employment or commuting, the nature of the academic program, extracurricular activities and the student’s health should be considered in planning a study program.
A Request For Excess Units form is available in Registration and Records in LH-114 or online at records.fullerton.edu/resources.

LATE REGISTRATION
Late registration is defined as registration that occurs on or after the first day of the session. Late registration requires an electronic permit from the department, payment of a late registration fee, and immediate payment of fees. Open University students require permission from the instructor and department.

CLOSED CLASSES
When classes meet the established enrollment limit, they are closed. You may waitlist a course if the option is available (see Waitlist, page 25). Additional enrollments can be accepted into a closed class only with an electronic permit from the department. Open University students require permission from the instructor and department.

DROPPING 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.

DEADLINES
Deadlines for adding/dropping classes and refund of fees are published on page 3 of this registration guide.

CSUF STUDENTS - REGISTRATION PROBLEMS/QUESTIONS
If you are having problems with registration, please call the TITAN Help Line (657) 278-7601

Monday - Friday 8:00 AM - 5:00 PM

NON-CSUF STUDENTS - REGISTRATION PROBLEMS/QUESTIONS
Registrants through Open University should call Extension and International Programs at (657) 278-2611.
<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigating to Registration Menu</strong></td>
<td><img src="image1.png" alt="Portal Login" /></td>
</tr>
<tr>
<td><strong>Step 1:</strong></td>
<td><img src="image2.png" alt="Sign In" /></td>
</tr>
<tr>
<td>Log in to the campus portal at <a href="http://www.fullerton.edu">www.fullerton.edu</a> by clicking on the Portal Login button at the top left of the main homepage.</td>
<td><img src="image3.png" alt="Titan Online" /></td>
</tr>
<tr>
<td><strong>Step 1a:</strong></td>
<td><img src="image4.png" alt="Student Self Service" /></td>
</tr>
<tr>
<td>Enter your username and password. Then click <strong>Sign In</strong>.</td>
<td><img src="image5.png" alt="CSUF Portal" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td><img src="image6.png" alt="How to Register for Classes" /></td>
</tr>
<tr>
<td>Click on the <strong>Titan Online</strong> icon.</td>
<td><strong>Student Center</strong></td>
</tr>
<tr>
<td><strong>Step 3:</strong></td>
<td><img src="image7.png" alt="Campus Resources" /></td>
</tr>
<tr>
<td>Click on the <strong>Student Center</strong> link in the Student Self Service section.</td>
<td><img src="image8.png" alt="Academic Advising" /></td>
</tr>
<tr>
<td></td>
<td><img src="image9.png" alt="Academic Calendar" /></td>
</tr>
<tr>
<td></td>
<td><img src="image10.png" alt="Admissions &amp; Records" /></td>
</tr>
<tr>
<td></td>
<td><img src="image11.png" alt="Extended Education" /></td>
</tr>
<tr>
<td></td>
<td><img src="image12.png" alt="FERPA Information" /></td>
</tr>
<tr>
<td></td>
<td><img src="image13.png" alt="Financial Aid" /></td>
</tr>
<tr>
<td></td>
<td><img src="image14.png" alt="Library" /></td>
</tr>
<tr>
<td></td>
<td><img src="image15.png" alt="Parking" /></td>
</tr>
<tr>
<td></td>
<td><img src="image16.png" alt="Student Financial Services" /></td>
</tr>
</tbody>
</table>
Adding a Class

Step 1:
On the Add tab, select a registration term.

Then click Continue.

If only one term is available to you for registration, you will not see this page and will be taken directly to step 2 below.

Step 2:
If you know the class number (i.e. 10004) you wish to add, enter it in the Enter Class Nbr field and then click Enter.

To search for classes, click Search.

Step 4:
Click on the Enroll link in the Academics section.

You can also use the “Other Academic” drop-down menu to select a specific registration task (add, drop, edit, swap).
### Processing Steps

**Step 2a:**
Enter at least two search criteria when searching for a class.

On this initial search page you can search by:
- Subject
- Course number
- Course Career=Extended Education

Place a check mark next to **Show Open Classes Only** if you wish to view only open classes.

Click **Search**.

View the section of this guide on Refining Your Class Search to learn more about the **Additional Search Criteria** section.

**Step 2b:**
The **Status** field will indicate the status of the class:
- Open ( ),
- Closed ( ),
- Wait List ( ▲ )

Select the class you want to add by clicking **Select Class**.

### Screen Shots

#### Add Classes

**Enter Search Criteria**

CSU Fullerton  |  Winter Session 2019

Select at least 2 search criteria. Click Search to view your search results.

<table>
<thead>
<tr>
<th>Class Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Subject:</strong></td>
</tr>
<tr>
<td><strong>Course Number:</strong></td>
</tr>
<tr>
<td><strong>Course Career:</strong></td>
</tr>
</tbody>
</table>

Place a check mark next to **Show Open Classes Only**.

Use **Additional Search Criteria** to narrow your search results.

#### PSYC 101 - Introductory Psychology

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-LEC(12462)</td>
<td></td>
<td>TuTh 9:30AM - 10:45AM</td>
<td>Hum 110 - Lecture Room</td>
<td>Staff</td>
</tr>
</tbody>
</table>

**Meeting Dates:**

12/20/2018 - 01/16/2019
Step 3:
For some classes, you can set your enrollment preferences such as taking a class for a letter grade or for credit/no credit or being added to a wait list if the class is full.

Confirm your enrollment by clicking on Next.

Step 3a:
Enrollment Options:
Some classes require a permission number in order to enroll, and if so, a row called “Permission Nbr” will appear where you must enter the permission number provided to you by the department in order to enroll.

Some classes offer a choice in grading option, and if so, there will be an arrow in the listed grading option and you may select a different grading option using that pull-down list at the time of enrollment. You could also change the grading option later using the “Edit” function.

Some classes offer a choice in the number of units, and if so, there will be an arrow in the listed number of units and you may select a different number of units using that pull-down list at the time of enrollment. You could also change the number of units later using the “Edit” function.
### Step 4:
A confirmation message will indicate the class has been added to your Shopping Cart.

To finish your enrollment, click **Proceed To Step 2 Of 3**.

Rather than enrolling in one class at a time, you could continue adding classes to your shopping cart until you are ready to “checkout” by proceeding to step 2 of 3.

### Step 5:
Review the course(s) you are enrolling in.

Click **Finish Enrolling** to complete your enrollment.

### Step 6:
If the class(es) are successfully added, your enrollment will be confirmed.

If there were problems with the enrollment in any of the classes you were attempting to add, those will also be listed along with the reason that enrollment was unsuccessful. Possible reasons an enrollment could be unsuccessful include: no seats remaining in the class, you have a registration hold, the class required permission, you did not meet the class requisites, etc.
## Refining Your Class Search

On the Class Search screen, you can click on the green arrow icon (↑) next to Additional Search Criteria to expand your search options.

You can search for courses that meet special requirements by using the Course Attribute and Course Attribute Value fields.

The available attributes are:
- GE courses
- Interdisciplinary Programs
- Service Learning
- Writing Requirement

### Step 1:
Click on the magnifying glass icon (🔍) next to Course Attribute.

### Step 2:
Select the type of course you wish to look up.

---

### Look Up Course Attribute

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>FLCMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Attribute:</td>
<td>begins with</td>
</tr>
<tr>
<td>Description:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Look Up

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>10/19/2011</td>
</tr>
<tr>
<td>10/19/2011</td>
</tr>
<tr>
<td>10/19/2011</td>
</tr>
</tbody>
</table>
Step 3: Click on the magnifying glass icon (🔍) next to Course Attribute Value.

Step 4: Select the specific type of course you wish to look up.

Step 5: Enter additional search criteria if desired.

Then click Search.
### Processing Steps

**Wait List Classes**

Some courses offer a wait list option if the course is full.

**Step 1:**
To see courses that may be full but have an available wait list, un-check the **Show Open Classes Only** option.

Enter the rest of your search criteria.

Then click **Search**.
**Step 2:**
A course that is full but offers a wait list will have a Wait List status icon (▲).

Click **Select Class** to be added to the wait list.

**Step 3:**
Place a check mark next to **Wait list if class is full**.

Then click **Next** to continue enrolling in the class.

See the section on **Adding a Class** for more information on enrolling in a class.

**Step 4:**
Once you have finished enrolling in the class, you will see a confirmation message indicating you are on the wait list and your position number on the wait list.
**Dropping a Class**

**Step 1:**
To drop a class, navigate to the registration menu and then select Drop.

**Step 2:**
Select a registration term.

Then click **Continue**.

*This step will be bypassed if only one registration term is available to you.*

**Step 3:**
Place a check mark next to the class(es) you want to drop.

Then click **Drop Selected Classes**.
Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Winter Session 2019 | Undergraduate | CSU Fullerton

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101</td>
<td>Introductory Psychology</td>
<td>TTh 8:30AM - 9:20AM</td>
<td>Hum 110</td>
<td>Staff</td>
<td>3.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Step 4:
To confirm that you want to drop the class(es), click Finish Dropping.

Or click Cancel to stay enrolled in the class(es).

Step 5:
If the drop was successful, you will receive a confirmation message.
### 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.

**Step 1:**
To swap a class, navigate to the registration menu and then select **Swap**.

**Step 2:**
First select the class you wish to swap from the pull-down list of your enrolled classes.

This is the class you want to drop.

**Step 3:**
Choose the class you want as a replacement.

If you know the class number (i.e. 10004) you wish to add, enter it in the **Enter Class Nbr** field and then click **Enter**.

To search for classes, click **Search**.

View the section on Adding a Class for more on searching for classes.

**Step 4:**
To confirm that you want to drop the class(es), click **Finish Dropping**.

Or click **Cancel** to stay enrolled in the class(es).

**Step 5:**
If the drop was successful, you will receive a confirmation message.

If the class(es) are successfully added, your enrollment will be confirmed.

If there were problems with the enrollment in any of the classes you were attempting to add, those will also be listed along with the reason that enrollment was unsuccessful. Possible reasons an enrollment could be unsuccessful include: no seats remaining in the class, you have a registration hold, the class required permission, you did not meet the class requisites, etc.

**Refining Your Class Search**

On the Class Search screen, you can click on the green arrow icon ( ) next to **Course Attribute** to expand your search options.

You can search for courses that meet special requirements by using the **Course Attribute** and **Course Attribute Value** fields.

The available attributes are:

- GE courses
- Interdisciplinary Programs
- Service Learning
- Writing Requirement

**Step 1:**
Click on the magnifying glass icon ( ) next to **Course Attribute**.
Step 4: Make sure the class you are replacing and the class that you will take in its place are both correct.

Confirm the swap by clicking on Finish Swapping, or click Cancel to stay enrolled in the class you had wanted to replace.

Step 5: If the swap is successful, you will receive a confirmation message.
**Editing a Class**

To make a change to the grading option or number of enrolled units of a variable unit class after you are already enrolled in the class, use the Edit function.

**Step 1:**
Select the Edit function and then select the class you want to edit from one of those listed in the “classes you are allowed to edit” section.

Editable classes include only those classes where you could change the grading option or variable units enrolled.

**Step 2:**
If the grading option can be changed, you will see a drop-down menu for the “Grading” option to select a different grading option.

If the units can be changed, you will see a drop-down menu for the “Units” option to select a different number of units.

After making your change(s), click on Next to continue.

In this example, the student opted to change the number of enrolled units from 1.00 to 2.00 and then clicked Next.

**Step 3:**
Click Finish Editing to complete the change or Cancel to leave the enrollment unchanged.
Graduate Program in Applied Mathematics

The Cal State Fullerton Department of Mathematics offers a graduate program in applied mathematics leading to the Master of Arts degree. This program was developed in consultation with mathematicians and scientists in the local industrial community. It is designed for individuals who are seeking or currently hold positions which involve mathematical or quantitative applications.

The coursework emphasizes:
- Modern applied mathematics
- Problem solving
- Modeling
- Computation

All required courses are offered during the evening and can be completed in four semesters plus a summer in between. There are a minimal number of prerequisites, which must be completed before beginning the program. A cohort begins every Fall. Apply at www.calstate.edu/apply. GRE scores and letters of recommendations are not required. Financial aid and assistantships are available.

To receive more information, visit fullerton.edu/math/programs/masterapplied.php or call the Mathematics Department at (657) 278-3631.

SUMMER SESSION 2019

Enroll in Summer classes beginning March 25, 2019

- Stay on track for graduation
- Take in-demand classes
- Many online and GE classes offered

Summer 2019 will consist of five sessions:

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session A</td>
<td>May 28 - June 28</td>
<td>5 Weeks</td>
</tr>
<tr>
<td>Session B</td>
<td>July 1 - August 2</td>
<td>5 Weeks</td>
</tr>
<tr>
<td>Session C</td>
<td>June 24 - August 2</td>
<td>6 Weeks</td>
</tr>
<tr>
<td>Session D</td>
<td>May 28 - July 19</td>
<td>8 Weeks</td>
</tr>
<tr>
<td>Session E</td>
<td>May 28 - August 2</td>
<td>10 Weeks</td>
</tr>
</tbody>
</table>

Campus closed Monday, May 28 and Thursday, July 4

summer.fullerton.edu
Study in ITALY this Summer

COLLEGE OF COMMUNICATIONS

Florence Media Workshops
June 4 to July 13, 2019

COMM 300: Visual Communications
COMM 334/351: Feature/Travel Writing
COMM 426: Global Media Systems
   COMM 447 Travel & Tourism
CTVA 360: International Reality TV
CTVA 377T: The Italian Cinema

Contact Dr. Anthony R. Fellow, director of The Florence Program, at afellow@fullerton.edu or 657-278-3959 or visit www.theflorenceprogram.com

More information and applications for the 2019 Fall Semester Florence Program see:
theflorenceprogram.com

Two weeks online and four weeks in Florence
ALL MAJORS WELCOME

Student Success Center
H-112 • (657) 278-2070
jcover@fullerton.edu

hss.fullerton.edu/studyabroad

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