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.

<table>
<thead>
<tr>
<th>Session A</th>
<th>Session B</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 19, 2020 to January 22, 2021</td>
<td>January 4 to January 22, 2021</td>
</tr>
<tr>
<td>5 weeks</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

Registration Details

- The class schedule will be available in Titan Online beginning September 21
- Registration is by appointment in Titan Online beginning October 12
- 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 online at records.fullerton.edu/resources/)
- Winter Session registration begins before Spring registration to allow for better planning

Operational Plans with COVID-19

California State University, Fullerton will operate in compliance with the CSU-wide planning approach. Please check the Titan Returns website, http://coronavirus.fullerton.edu/ for the latest updates regarding campus operations and class delivery in Winter Session 2021.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement</td>
<td>5, 6, 7</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>8</td>
</tr>
<tr>
<td>Academic Freedom and Responsibility</td>
<td>8</td>
</tr>
<tr>
<td>Adding &amp; Dropping Classes</td>
<td>3, 23-39</td>
</tr>
<tr>
<td>Answers to Your Questions</td>
<td>20</td>
</tr>
<tr>
<td>Auditing</td>
<td>8</td>
</tr>
<tr>
<td>Calendar</td>
<td>3</td>
</tr>
<tr>
<td>Campus Wide Identification Number</td>
<td>4</td>
</tr>
<tr>
<td>Changes to Course Delivery due to COVID-19</td>
<td>26-27</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>8</td>
</tr>
<tr>
<td>Codes, Explanation of</td>
<td>21</td>
</tr>
<tr>
<td>Course Syllabi</td>
<td>8</td>
</tr>
<tr>
<td>Degree Candidates</td>
<td>9</td>
</tr>
<tr>
<td>Nondiscrimination Policy</td>
<td>10</td>
</tr>
<tr>
<td>Fee Payment</td>
<td>17</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>9</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>16</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Grade Options</td>
<td>9</td>
</tr>
<tr>
<td>Grading System (Plus/Minus Grading)</td>
<td>22</td>
</tr>
<tr>
<td>Immunization Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Incomplete Authorized (I)</td>
<td>9</td>
</tr>
<tr>
<td>Independent Study</td>
<td>9</td>
</tr>
<tr>
<td>Internships and Community Engagement</td>
<td>10</td>
</tr>
<tr>
<td>Irvine Center</td>
<td>19</td>
</tr>
<tr>
<td>Library Hours</td>
<td>10</td>
</tr>
<tr>
<td>Open University</td>
<td>10</td>
</tr>
<tr>
<td>Parking</td>
<td>18</td>
</tr>
<tr>
<td>Privacy of Student Records</td>
<td>4, 14</td>
</tr>
<tr>
<td>Refund of Fees</td>
<td>16</td>
</tr>
<tr>
<td>Registration Instructions</td>
<td>23-39</td>
</tr>
<tr>
<td>Repeat Policy</td>
<td>10-11</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>4, 11</td>
</tr>
<tr>
<td>Violence Prevention &amp; Advocacy Services</td>
<td>11</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>12-13</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>11</td>
</tr>
<tr>
<td>Stop-Out Policy</td>
<td>11</td>
</tr>
<tr>
<td>Teacher Education Credential Program</td>
<td>11</td>
</tr>
<tr>
<td>Titan Shops (Bookstore)</td>
<td>11</td>
</tr>
<tr>
<td>Title IX Complaints</td>
<td>4, 12</td>
</tr>
<tr>
<td>Transcripts</td>
<td>12</td>
</tr>
<tr>
<td>Veterans</td>
<td>12</td>
</tr>
<tr>
<td>Voter Information</td>
<td>4</td>
</tr>
<tr>
<td>Withdrawal from Class</td>
<td>3, 13, 23-39</td>
</tr>
<tr>
<td>Withdrawal Unauthorized (WU)</td>
<td>13</td>
</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](http://calstate.edu)
- **CSUF Homepage**  
  [fullerton.edu](http://fullerton.edu)
- **Academic Advisement Center Homepage**  
  [fullerton.edu/aac](http://fullerton.edu/aac)
- **My CSUF**  
  [my.fullerton.edu](http://my.fullerton.edu)
- **Student Business Services**  
  [sbs.fullerton.edu](http://sbs.fullerton.edu)
- **Open University Information**  
  [ou.fullerton.edu](http://ou.fullerton.edu)  
  (657) 278-2611
- **Extension and International Programs (EIP)**  
  [extension.fullerton.edu](http://extension.fullerton.edu)  
  (657) 278-2611
- **Summer Session**  
  [extension.fullerton.edu/summer](http://extension.fullerton.edu/summer)
- **Winter Session**  
  [extension.fullerton.edu/winter](http://extension.fullerton.edu/winter)
## WINTER SESSION 2021 CALENDAR OF IMPORTANT DATES AND DEADLINES

### TITAN Registration

#### October 12:
- May 2021 Graduation Candidates
- Seniors (begin at noon)

#### October 14:
- 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>
<thead>
<tr>
<th>SESSION DATES</th>
<th>December 19 - January 22 (5 weeks)</th>
<th>January 4 - January 22 (3 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day students can add themselves to waitlists.</td>
<td>December 17</td>
<td>December 17</td>
</tr>
<tr>
<td>Last night students will be enrolled from waitlists.</td>
<td>December 17</td>
<td>December 17</td>
</tr>
<tr>
<td>TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING</td>
<td>December 18</td>
<td>January 3</td>
</tr>
<tr>
<td>- Last day to register or add without an electronic permit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Last day to register without a late fee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING</td>
<td>December 21</td>
<td>January 5</td>
</tr>
<tr>
<td>- Last day to add. (The department must issue an electronic permit to add).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Last day to register with a late fee. (The department must issue an electronic permit to register).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Last day to drop a class without a &quot;W&quot;.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Last day to change grade option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TITAN ONLINE NOT AVAILABLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Last day to withdraw with a grade of &quot;W&quot;. (Post-census withdrawal petition required.)</td>
<td>January 4</td>
<td>January 8</td>
</tr>
<tr>
<td>GRADES DUE</td>
<td>January 29</td>
<td>January 29</td>
</tr>
</tbody>
</table>

### HOLIDAYS

Winter Break - The campus will be closed December 25 through January 1.

Please note:
- In-person and online classes may have online instruction/activities during the campus closure. Please check the syllabus.
- In-person classes will not meet on Friday, December 25.

### REFUNDS

Dropping a class may entitle you to a fee refund. Information concerning any aspect of the refund of fees may be obtained from Student Business Services at [https://sbs.fullerton.edu/](https://sbs.fullerton.edu/)

### OPEN UNIVERSITY ENROLLMENT

If you are not currently admitted to CSUF, visit [www.ou.fullerton.edu](http://www.ou.fullerton.edu) for information about enrolling through Open University.

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 or section. Enrollment is permitted only until the maximum number of students in a section have been enrolled.
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, College Park, Suite 205, 657-278-2121 or visit fullerton.edu/titleix.

For inquiries about 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; or visit hr.fullerton.edu/diep/dhr.

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


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 (GH-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 (GH-205).

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).

CLASS DELIVERY DISCLAIMER

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

CSUF DEPARTMENTS AND OFFICE LOCATIONS

At the time of this publication, CSUF Staff and faculty continue to work remotely and are not available at the on-campus locations provided within this guide. While most campus departments are physically closed, many have transitioned to offer services virtually. Therefore, please refer to the websites, email addresses and/or phone numbers provided to contact a campus department, staff or faculty.

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

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 online or 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. For the Orange County Register of Voters Office, visit at https://www.ocvote.com.
   b. For the Los Angeles County Register of Voters Office, visit at https://www.lavote.net.
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 (GH-123B) assist students in making appropriate course selections and in planning a course of study. Students have the responsibility for taking advantage of opportunities for academic 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 GH-123B. Advising is offered on a walk in and virtual basis Monday through Friday and all students must run a current copy of their Titan Degree Audit (TDA) to meet with an academic adviser. Visit http://www.fullerton.edu/aac/ for updated hours of operation.

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

College of the Arts (657) 278-
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. Mortezah Rahmatian, Dean
Business Advising Center ............... SGMH-1201 2211
Dr. Jenny Zhang, Associate Dean,
Academic Programs & Student Success ............... SGMH-3100 4652
Diane Mazzez, 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. Bey-Ling Sha, Dean ............... CP-450 5399
Dr. Deanna Leone, Assoc. Dean ............... CP-450 2097
Robert Flores, Assistant Dean,
Student Affairs ............... CP-210 7315
College of Communications
Student Success Center ............... CP-210 4926

College of Education
Dr. Lisa Kirtman, Dean ............... CP-500 3411
Dr. Kim Case, Associate 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
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-199 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. Jessica Stern, Associate Dean,
Student Relations ............... H-211 3528
Connie Moreno Yamashiro, Assistant Dean,
Student Affairs ............... H-112 2594
Britney Swanson, Assistant Dean,
Student Academic Services ............... H-112 2594

College of Natural Sciences and Mathematics
Dr. Marie Johnson, Dean ............... MH-166 2638
Dr. Sean Walker, Associate Dean
Dr. Colleen McDonough, Assistant Dean

Irvine Center
Administrative Center ............... IRVC 100A 1604
Student Success Center ............... IRVC 115 1650
Dr. Stephan Walk, Interim AVP
Dr. Futoshi Nakagawa, Assistant Dean,
Student Affairs ............... IRVC 117 1658
Marsha Daughetee, Assistant Dean,
Academic Programs ............... IRVC 114 1655
fullerton.edu/irvine

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

Open University (Students not currently admitted to CSUF)
Suzanne Battista, Open University Advisor ............... GH-123B 4280
Margaret Luzzi, Open University Advisor ............... THALL-1123 7644
ou.fullerton.edu
<table>
<thead>
<tr>
<th>Program</th>
<th>Dept.Ext.*</th>
<th>Adviser</th>
<th>Room</th>
<th>Email &amp; Program website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy, M.S.</td>
<td>278-5496 278-3114</td>
<td>Waled Keshk  Contact: Cherie Youngblood</td>
<td>SGMH-4210</td>
<td><a href="mailto:wkeshk@fullerton.edu">wkeshk@fullerton.edu</a> ; <a href="mailto:cyoungblood@fullerton.edu">cyoungblood@fullerton.edu</a> <a href="http://business.fullerton.edu/programs/graduate/specialty/ms-accountancy.html">link</a></td>
</tr>
<tr>
<td>American Studies, M.A.</td>
<td>278-5899</td>
<td>Adam Golub</td>
<td>GH-415</td>
<td><a href="mailto:agolub@fullerton.edu">agolub@fullerton.edu</a> <a href="http://amst.fullerton.edu/">link</a></td>
</tr>
<tr>
<td>Anthropology, M.A. Cultural Evolutionary Archaeology</td>
<td>278-5697 278-5763 278-5764</td>
<td>Barbra Erickson  John Patton  Carl Wendt</td>
<td>MH-426E MH-426K MH-061</td>
<td><a href="mailto:beerickson@fullerton.edu">beerickson@fullerton.edu</a> ; <a href="mailto:johnpatton@fullerton.edu">johnpatton@fullerton.edu</a> ; <a href="mailto:cwendt@fullerton.edu">cwendt@fullerton.edu</a> <a href="http://antro.fullerton.edu/">link</a></td>
</tr>
<tr>
<td>Art, M.F.A., M.A.</td>
<td>278-7633 278-7753</td>
<td>Christina Smith  Contact: Laura Garcia</td>
<td>VA-144A VA-102A</td>
<td><a href="mailto:lagarcia@fullerton.edu">lagarcia@fullerton.edu</a> ; <a href="mailto:artgradcoordinator@fullerton.edu">artgradcoordinator@fullerton.edu</a> <a href="http://www.fullerton.edu/arts/">link</a></td>
</tr>
<tr>
<td>Athletic Training, M.S.</td>
<td>278-8540</td>
<td>Jason Bennett</td>
<td>KHS-229</td>
<td><a href="mailto:jabennett@fullerton.edu">jabennett@fullerton.edu</a> <a href="http://hdcs.fullerton.edu/knes/">link</a></td>
</tr>
<tr>
<td>Biology, M.S.</td>
<td>278-3614</td>
<td>Paul Stapp  Contact: Karen Lau</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> <a href="http://www.fullerton.edu/biology">link</a></td>
</tr>
<tr>
<td>Business Administration, M.B.A.</td>
<td>278-7270 278-3114</td>
<td>Daniel Soper  Contact: Cherie Youngblood</td>
<td>SGMH-4210</td>
<td><a href="mailto:cyoungblood@fullerton.edu">cyoungblood@fullerton.edu</a> ; <a href="mailto:dsoper@fullerton.edu">dsoper@fullerton.edu</a> <a href="http://business.fullerton.edu/programs/graduate">link</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> <a href="http://chemistry.fullerton.edu/programs/graduate-program/m-s-chemistry-overview">link</a></td>
</tr>
<tr>
<td>Civil Engineering, M.S.</td>
<td>278-2805 278-4268</td>
<td>Uksun Kim  Contact: Jennifer Chang</td>
<td>E-214 E-100</td>
<td><a href="mailto:ukim@fullerton.edu">ukim@fullerton.edu</a> ; <a href="mailto:jenniferchang@fullerton.edu">jenniferchang@fullerton.edu</a> <a href="http://www.fullerton.edu/ecs/">link</a></td>
</tr>
<tr>
<td>Communications, M.A.</td>
<td>278-5434 278-3518</td>
<td>Andi Stein  Contact: Cristina Prado</td>
<td>CP-400</td>
<td><a href="mailto:andistein@fullerton.edu">andistein@fullerton.edu</a> ; <a href="mailto:cpradog@fullerton.edu">cpradog@fullerton.edu</a> <a href="http://communications.fullerton.edu/">link</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:sumartin@fullerton.edu">sumartin@fullerton.edu</a> <a href="http://communications.fullerton.edu/">link</a></td>
</tr>
<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> <a href="http://communications.fullerton.edu/">link</a></td>
</tr>
<tr>
<td>Computer Engineering, M.S.</td>
<td>278-8171</td>
<td>John (Kenneth) Faller</td>
<td>E-408</td>
<td><a href="mailto:jfaller@fullerton.edu">jfaller@fullerton.edu</a> <a href="http://www.fullerton.edu/ecs/cpe/">link</a></td>
</tr>
<tr>
<td>Computer Science, M.S.</td>
<td>278-7304 278-3119</td>
<td>Mikhail Gofman  Contact: Sandra Boulanger</td>
<td>CS-429 CS-522B</td>
<td><a href="mailto:mgofman@fullerton.edu">mgofman@fullerton.edu</a> ; <a href="mailto:sboulanger@fullerton.edu">sboulanger@fullerton.edu</a> <a href="http://www.fullerton.edu/ecs/">link</a></td>
</tr>
<tr>
<td>Counseling, M.S.</td>
<td>278-3227 278-3042</td>
<td>David Shepard  Contact: Ginamarie Scherzi</td>
<td>CS-522C EC-429</td>
<td><a href="mailto:dshepard@fullerton.edu">dshepard@fullerton.edu</a> ; <a href="mailto:ginamarie.scherzi@fullerton.edu">ginamarie.scherzi@fullerton.edu</a> <a href="http://bhld.fullerton.edu/counsel/">link</a></td>
</tr>
<tr>
<td>Economics, M.A.</td>
<td>278-3756 278-8237</td>
<td>Sherif Khalfa  Admissions: Kellee Carter</td>
<td>SGMH-3369</td>
<td><a href="mailto:skhalifa@fullerton.edu">skhalifa@fullerton.edu</a> ; <a href="mailto:kcarter@fullerton.edu">kcarter@fullerton.edu</a> <a href="http://business.fullerton.edu/economics/">link</a></td>
</tr>
<tr>
<td>Education, M.S.</td>
<td>278-4731</td>
<td>Michelle Vander Velt Byre  Contact: Jennifer Gutierrez</td>
<td>EC-330</td>
<td><a href="http://ed.fullerton.edu">link</a></td>
</tr>
<tr>
<td>Bilingual, Elementary Curriculum &amp; Instruction</td>
<td>278-4023</td>
<td>Maria Estela Zarate  Contact: Steven Lopez</td>
<td>CP-520</td>
<td><a href="http://ed.fullerton.edu/edel/">link</a></td>
</tr>
<tr>
<td>Educational Admin *</td>
<td>278-7310</td>
<td>Carol Lundberg  Contact: Steven Lopez</td>
<td>CP-520</td>
<td><a href="http://ed.fullerton.edu/edleadership/">link</a></td>
</tr>
<tr>
<td>Higher Education</td>
<td>278-4834 278-3497</td>
<td>Joyce Gomez-Najarro  Contact: Patty Park</td>
<td>CP-570-27 CP-570-02</td>
<td><a href="mailto:jjgomez-najarro@fullerton.edu">jjgomez-najarro@fullerton.edu</a> ; <a href="mailto:pattypark@fullerton.edu">pattypark@fullerton.edu</a> <a href="http://ed.fullerton.edu/reading">link</a></td>
</tr>
<tr>
<td>Literacy &amp; Reading *</td>
<td>278-5005</td>
<td>Chris Street</td>
<td>CP-600-2</td>
<td><a href="mailto:cstreet@fullerton.edu">cstreet@fullerton.edu</a> ; <a href="http://ed.fullerton.edu/sped">link</a></td>
</tr>
<tr>
<td>Secondary Ed. *</td>
<td>278-4196 278-5176</td>
<td>Adrian Woo Jung  Admissions: Lisa Alexander</td>
<td>CP-570-09 CP-540</td>
<td><a href="mailto:ajung@fullerton.edu">ajung@fullerton.edu</a> ; <a href="mailto:lalexander@fullerton.edu">lalexander@fullerton.edu</a> <a href="http://ed.fullerton.edu/sped">link</a></td>
</tr>
<tr>
<td>Special Ed. *</td>
<td>278-8036</td>
<td>Ding-jo Currie  Contact: Steve Lopez</td>
<td>CP-520</td>
<td><a href="http://ed.fullerton.edu/edleadership/">link</a></td>
</tr>
<tr>
<td>Education Leadership, Ed.D.</td>
<td>278-4731</td>
<td>Michelle Vander Velt Byre  Contact: Jennifer Gutierrez</td>
<td>EC-330</td>
<td><a href="http://ed.fullerton.edu/edel/">link</a></td>
</tr>
<tr>
<td>Community College Pre-K-12 Leadership</td>
<td>278-5176</td>
<td>Michelle Vander Velt Byre  Contact: Jennifer Gutierrez</td>
<td>EC-330</td>
<td><a href="http://ed.fullerton.edu/edleadership/">link</a></td>
</tr>
<tr>
<td>Educational Technology, M.S. *</td>
<td>278-7140 278-3017</td>
<td>Jidong Huang  Contact: Stephanie Wilson</td>
<td>E-417 E-100A</td>
<td><a href="mailto:jhuang@fullerton.edu">jhuang@fullerton.edu</a> ; <a href="mailto:stwilson@fullerton.edu">stwilson@fullerton.edu</a> <a href="http://www.fullerton.edu/ecs/">link</a></td>
</tr>
<tr>
<td>Electrical Engineering, M.S.</td>
<td>278-3214</td>
<td>David Sandner</td>
<td>GH-411</td>
<td><a href="mailto:dsandner@fullerton.edu">dsandner@fullerton.edu</a> <a href="http://english.fullerton.edu/academics/eng_grad_program/index.aspx">link</a></td>
</tr>
<tr>
<td>English, M.A.</td>
<td>278-8079 278-2196</td>
<td>Garrett Struckhoff  Contact: Camille Johnson</td>
<td>E-306 CS-108</td>
<td><a href="mailto:gstruckhoff@fullerton.edu">gstruckhoff@fullerton.edu</a> ; <a href="mailto:cjohnson@fullerton.edu">cjohnson@fullerton.edu</a> <a href="http://www.fullerton.edu/ecs/">link</a></td>
</tr>
<tr>
<td>Environmental Engineering, M.S. *</td>
<td>278-7932</td>
<td>Gabriela Nunez</td>
<td>H-324D</td>
<td><a href="mailto:enst_advisor@fullerton.edu">enst_advisor@fullerton.edu</a> ; <a href="mailto:gnunez@fullerton.edu">gnunez@fullerton.edu</a> <a href="http://www.fullerton.edu/ecs/">link</a></td>
</tr>
<tr>
<td>Environmental Studies, M.S.</td>
<td>278-3754</td>
<td>Jeff Jolley</td>
<td>SMGH-5180</td>
<td><a href="mailto:jjolley@fullerton.edu">jjolley@fullerton.edu</a> <a href="http://extension.fullerton.edu/masters/ferm">link</a></td>
</tr>
<tr>
<td>Financial Engineering &amp; Risk Management</td>
<td>278-3754</td>
<td>Jeff Jolley</td>
<td>SGMH-5180</td>
<td><a href="mailto:jjolley@fullerton.edu">jjolley@fullerton.edu</a> <a href="http://extension.fullerton.edu/masters/ferm">link</a></td>
</tr>
<tr>
<td>Geogrophy, M.A.</td>
<td>278-3161</td>
<td>Jonathan Taylor</td>
<td>H-429D</td>
<td><a href="mailto:jstaylor@fullerton.edu">jstaylor@fullerton.edu</a> <a href="http://extension.fullerton.edu/masters/ferm">link</a></td>
</tr>
</tbody>
</table>

* ONLINE program (note: Software Engineering & Statistics also have a face-to-face version)
<table>
<thead>
<tr>
<th>Program</th>
<th>Dept.Ext.*</th>
<th>Adviser</th>
<th>Room</th>
<th>Email &amp; Program website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geology, M.S.</td>
<td>278-2043</td>
<td>James Parham</td>
<td>MH-556B</td>
<td><a href="mailto:jparham@fullerton.edu">jparham@fullerton.edu</a> <a href="http://www.fullerton.edu/geology/">http://www.fullerton.edu/geology/</a></td>
</tr>
<tr>
<td>Gerontology, M.S.</td>
<td>278-7057</td>
<td>Karen Wong</td>
<td>H-424</td>
<td><a href="mailto:kwong@fullerton.edu">kwong@fullerton.edu</a> <a href="http://hss.fullerton.edu/gerontology/">http://hss.fullerton.edu/gerontology/</a></td>
</tr>
<tr>
<td>History, M.A.</td>
<td>278-7463</td>
<td>Stephen Neufeld</td>
<td>H-735L</td>
<td><a href="mailto:snefeld@fullerton.edu">snefeld@fullerton.edu</a> ; <a href="mailto:avarrally@fullerton.edu">avarrally@fullerton.edu</a> <a href="mailto:raamaro@fullerton.edu">raamaro@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-4339</td>
<td>Allison Varzally</td>
<td>H-810H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>278-3475</td>
<td>Rafael Amaro</td>
<td>H-820L</td>
<td></td>
</tr>
<tr>
<td></td>
<td>278-3714</td>
<td>Dawit Zerom</td>
<td>SGMH-4210</td>
<td><a href="mailto:cyoungblood@fullerton.edu">cyoungblood@fullerton.edu</a> ; <a href="mailto:dzerom@fullerton.edu">dzerom@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-3114</td>
<td>Contact: Cherie Youngblood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems, M.S.</td>
<td>278-3173</td>
<td>Pramod Panda</td>
<td>SGMH-4210</td>
<td><a href="mailto:cyoungblood@fullerton.edu">cyoungblood@fullerton.edu</a> ; <a href="mailto:ppandya@fullerton.edu">ppandya@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-3114</td>
<td>Contact: Cherie Youngblood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Design Tech, M.S.*</td>
<td>278-3639</td>
<td>Cynthia Gautreau</td>
<td>CP-570-32</td>
<td><a href="mailto:cgautreau@fullerton.edu">cgautreau@fullerton.edu</a> ; <a href="mailto:struvalca@fullerton.edu">struvalca@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-2842</td>
<td>Contact: Stephanie Ruvalcaba</td>
<td>CP-570-03</td>
<td></td>
</tr>
<tr>
<td>Kinesiology, M.S.</td>
<td>278-3433</td>
<td>Derek Pamukoff</td>
<td>KHS-222</td>
<td><a href="mailto:dpmukoff@fullerton.edu">dpmukoff@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-3479</td>
<td>Patricia Schneider-Zioga</td>
<td>GH-422</td>
<td><a href="mailto:pzioga@fullerton.edu">pzioga@fullerton.edu</a> <a href="http://english.fullerton.edu/academics/ling_grad_program/">http://english.fullerton.edu/academics/ling_grad_program/</a></td>
</tr>
<tr>
<td>Mathematics, M.A.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>278-3633</td>
<td>Renee Bennett</td>
<td>MH-154</td>
<td><a href="mailto:charleshlee@fullerton.edu">charleshlee@fullerton.edu</a> ; <a href="mailto:rbennett@fullerton.edu">rbennett@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-4685</td>
<td>Armando Martinez-Cruz Contact: Renee Bennett</td>
<td>MH-380B</td>
<td><a href="mailto:amartinez-cruz@fullerton.edu">amartinez-cruz@fullerton.edu</a> ; <a href="mailto:rbennett@fullerton.edu">rbennett@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-3633</td>
<td>Contact: Renee Bennett</td>
<td>MH-154</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering, M.S.</td>
<td>278-3014</td>
<td>Chean Chin Ngo Contact:</td>
<td>E-100G</td>
<td><a href="http://www.fullerton.edu/ecs/me/degrees/master.php">http://www.fullerton.edu/ecs/me/degrees/master.php</a></td>
</tr>
<tr>
<td></td>
<td>278-4267</td>
<td>Nathin Mabale</td>
<td>E-100</td>
<td><a href="mailto:chngo@fullerton.edu">chngo@fullerton.edu</a> ; <a href="mailto:namabale@fullerton.edu">namabale@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-3513</td>
<td>Katherine Powers</td>
<td>CPAC-2204</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(FA2020)</td>
<td></td>
<td><a href="http://www.fullerton.edu/arts/music/students/prospective_grad_student.php">http://www.fullerton.edu/arts/music/students/prospective_grad_student.php</a></td>
</tr>
<tr>
<td>Music, M.A., M.M.</td>
<td>278-3513</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing, M.S., D.N.P.</td>
<td>278-2368</td>
<td>Sadeeka Al-Majid (M.S.)</td>
<td>EC-672</td>
<td><a href="http://nursing.fullerton.edu/">http://nursing.fullerton.edu/</a></td>
</tr>
<tr>
<td></td>
<td>278-7610</td>
<td>Contact: Rachel Wiedemann</td>
<td>EC-1978</td>
<td><a href="mailto:msn@fullerton.edu">msn@fullerton.edu</a> ; <a href="mailto:dpncma@fullerton.edu">dpncma@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-7536</td>
<td>Rachel McClanahan (D.N.P.)</td>
<td>EC-654</td>
<td></td>
</tr>
<tr>
<td></td>
<td>278-8815</td>
<td>Contact: Katie Duong</td>
<td>EC-187</td>
<td></td>
</tr>
<tr>
<td>Physics, M.S.</td>
<td>278-3366</td>
<td>Ionel Tifrea</td>
<td>MH-610</td>
<td><a href="mailto:itifrea@fullerton.edu">itifrea@fullerton.edu</a> <a href="http://physics.fullerton.edu/">http://physics.fullerton.edu/</a></td>
</tr>
<tr>
<td>Political Science, M.A.</td>
<td>278-3414</td>
<td>Alexei Shevchenko</td>
<td>GH-531</td>
<td><a href="mailto:ashevchenko@fullerton.edu">ashevchenko@fullerton.edu</a> <a href="http://hss.fullerton.edu/pai/politicalscience">http://hss.fullerton.edu/pai/politicalscience</a></td>
</tr>
<tr>
<td>Psychology, M.A., M.S.</td>
<td>278-3569</td>
<td>Melinda Blackman (MA)</td>
<td>H-810E</td>
<td></td>
</tr>
<tr>
<td></td>
<td>278-5904</td>
<td>Jack Mearns (MS)</td>
<td>H-725B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>278-3589</td>
<td>Contact: Linda Pabon</td>
<td>H-830M</td>
<td></td>
</tr>
<tr>
<td>Public Administration, M.P.A.</td>
<td>278-3728</td>
<td>Sam Stone (SU2020)</td>
<td>GH-528</td>
<td><a href="mailto:sstone@fullerton.edu">sstone@fullerton.edu</a> ; <a href="mailto:mpaadmissions@fullerton.edu">mpaadmissions@fullerton.edu</a> <a href="http://mpa.fullerton.edu">http://mpa.fullerton.edu</a></td>
</tr>
<tr>
<td>Public Health, M.P.H.</td>
<td>278-4384</td>
<td>Joshua Yang</td>
<td>KHS-161A</td>
<td><a href="mailto:jsyang@fullerton.edu">jsyang@fullerton.edu</a> <a href="http://hhd.fullerton.edu/hesc/programs/MPH/index.htm">http://hhd.fullerton.edu/hesc/programs/MPH/index.htm</a></td>
</tr>
<tr>
<td>Screenwriting, M.F.A.</td>
<td>278-5796</td>
<td>Robert Engels Contact:</td>
<td>CP-650-18</td>
<td><a href="mailto:rengels@fullerton.edu">rengels@fullerton.edu</a> ; <a href="mailto:tfiedls@fullerton.edu">tfiedls@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-4389</td>
<td>Tanis Fields</td>
<td></td>
<td><a href="http://communications.fullerton.edu/ctva/mfa.php">http://communications.fullerton.edu/ctva/mfa.php</a></td>
</tr>
<tr>
<td>Social Work, M.S.W.</td>
<td>278-2584</td>
<td>Duan Tran</td>
<td>EC-646</td>
<td><a href="mailto:dutran@fullerton.edu">dutran@fullerton.edu</a> ; <a href="mailto:jweir@fullerton.edu">jweir@fullerton.edu</a> ; <a href="mailto:ksegovia@fullerton.edu">ksegovia@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-8452</td>
<td>Contact: Jeanie Weir</td>
<td>EC-207A</td>
<td><a href="http://hhd.fullerton.edu/MSW/">http://hhd.fullerton.edu/MSW/</a></td>
</tr>
<tr>
<td></td>
<td>278-3116</td>
<td>Admissions: Kelly Segovia</td>
<td>EC-207</td>
<td></td>
</tr>
<tr>
<td>Sociology, M.A.</td>
<td>278-7634</td>
<td>Chris Chin</td>
<td>CP-900-28</td>
<td><a href="mailto:cchin@fullerton.edu">cchin@fullerton.edu</a> <a href="http://fullerton.edu/sociology/">http://fullerton.edu/sociology/</a></td>
</tr>
<tr>
<td>Software Engineering, M.S. *</td>
<td>278-2196</td>
<td>Contact: Camille Johnson</td>
<td>CS-108</td>
<td><a href="mailto:camjohnson@fullerton.edu">camjohnson@fullerton.edu</a> ; <a href="mailto:bcong@fullerton.edu">bcong@fullerton.edu</a> ; <a href="mailto:cjoo@fullerton.edu">cjoo@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-2031</td>
<td>Bin Cong (face to face)</td>
<td>CS-417</td>
<td><a href="http://extension.fullerton.edu/masters/AMSE/">http://extension.fullerton.edu/masters/AMSE/</a></td>
</tr>
<tr>
<td></td>
<td>278-7255</td>
<td>Chang-Hyun Jo (Online)</td>
<td>CS-425</td>
<td></td>
</tr>
<tr>
<td>Spanish, M.A.</td>
<td>278-2272</td>
<td>Eric Carbajal</td>
<td>H-825H</td>
<td><a href="mailto:ecarbajal@fullerton.edu">ecarbajal@fullerton.edu</a></td>
</tr>
<tr>
<td>Statistics, M.S. *</td>
<td>278-2398</td>
<td>Mori Jamshidian</td>
<td>MH-182I</td>
<td><a href="mailto:mori@fullerton.edu">mori@fullerton.edu</a> ; <a href="mailto:rbennett@fullerton.edu">rbennett@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-3633</td>
<td>Contact: Renee Bennett</td>
<td>MH-154</td>
<td><a href="http://www.fullerton.edu/math/programs/masterstats.php">http://www.fullerton.edu/math/programs/masterstats.php</a></td>
</tr>
<tr>
<td>Taxation, M.S.</td>
<td>278-3564</td>
<td>Ephraim Smith</td>
<td>SGMH-4210</td>
<td><a href="mailto:esmith@fullerton.edu">esmith@fullerton.edu</a> ; <a href="mailto:cyoungblood@fullerton.edu">cyoungblood@fullerton.edu</a></td>
</tr>
<tr>
<td>TESOL, M.S.</td>
<td>278-4410</td>
<td>Nathan Carr</td>
<td>H-710B</td>
<td><a href="http://business.fullerton.edu/programs/graduate/specialty/ms-taxation.html">http://business.fullerton.edu/programs/graduate/specialty/ms-taxation.html</a></td>
</tr>
<tr>
<td></td>
<td>278-2562</td>
<td>Juan Carlos Gallego</td>
<td>H-835D</td>
<td></td>
</tr>
<tr>
<td></td>
<td>278-2268</td>
<td>Dan Rueckert</td>
<td>H-830D</td>
<td></td>
</tr>
<tr>
<td>Theatre Arts, M.F.A.</td>
<td>278-3491</td>
<td>Kathryn Wilson</td>
<td>PA-133</td>
<td><a href="mailto:kwilson@fullerton.edu">kwilson@fullerton.edu</a> <a href="http://www.fullerton.edu/arts/theatredance/">http://www.fullerton.edu/arts/theatredance/</a></td>
</tr>
</tbody>
</table>
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.

CONFIDENTIALITY AND YOUR STUDENT INFORMATION
There have been significant changes to the Family Educational Rights and Privacy Act (FERPA) regarding students’ rights with respect to their educational records. Please see page 14 for FERPA information.

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 of the session.

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. For students enrolled in online, hybrid or televised courses, meetings are defined as logging on to the course on the Learning Management System (e.g. Titanium). 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 SCHEDULE
The Winter Session 2021 class schedule 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 SYLLABI
Course Syllabi, which shall be compatible with approved course proposals on file in the Office of the Associate Vice President, Academic Programs, and with course descriptions in the university catalog, must be provided to students in writing within the first five days of instruction. Course Syllabi shall give detailed information on the following matters:

1) Course material to be covered (e.g., reading list);
2) The grading policy for the course;
3) Class assignments (e.g., term papers-length, due date, projects);
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.
DEGREE CANDIDATES

Candicates 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 2021 must file by February 7, 2021. Complete information and instructions about the entire graduation check process for undergraduates are available on the university website under “Graduation.”

Candicates for May 2021 master’s and doctorate degrees must file a request for a graduation check on or before February 8, 2021. 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 filling the necessary form with the Graduation Unit (LH-114) for undergraduate students, and with the Graduate Studies Office (CP-950) 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:

<table>
<thead>
<tr>
<th>Traditional</th>
<th>Nontraditional</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR - C (2.0) grade or better in undergraduate courses;</td>
<td></td>
</tr>
<tr>
<td>B (3.0) or better in graduate courses</td>
<td></td>
</tr>
<tr>
<td>NC - No credit</td>
<td></td>
</tr>
</tbody>
</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 Letter Grade Only or CR/NC only. Students should know that there is a limitation on the number of courses which can be taken with the nontraditional grading basis. A maximum of 36 units of credit/no credit courses, including those transferred from other institutions, may be counted toward the baccalaureate. Limited courses with a grade of CR may be used for the master's or doctorate degree. A detailed description of the grading policy and definition of symbols used may be found in the current catalog.

ADVISORY CAUTION

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

INCOMPLETE AUTHORIZED (I)

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

An Incomplete must be made up within one year following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being changed to an “IC” symbol or an “NC” unless 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 2020 semester must be completed by May 28, 2021. “I” grades assigned at the end of the fall 2020 semester must be completed by January 3, 2022.

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.
LEAVE OF ABSENCE - UNDERGRADUATES AND POSTBACALOUCRATE 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 (CP-950), or the Graduate Studies website: fullerton.edu/graduate. Credential students must have completed at least one semester in residence at this university in order to qualify for a leave of absence. Leaves must be submitted before the first day of classes.

READMISSION FOR GRADUATE STUDENTS

Graduate students who have been in good academic standing and have completed at least 12 units of work, including any units of study or research, prior to suspension or withdrawal may apply to return. This applies to students on active suspension and to those who have voluntarily withdrawn. A student must have completed at least one year or one academic term of activity. The student should contact the Graduate Studies Office (CP-950) for application information.

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) or lower, 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 admissions.fullerton.edu/apps/faq.aspx.

VIOLENCE PREVENTION EDUCATION AND CONFIDENTIAL ADVOCACY SERVICES
Implementation of CSU Executive Order 1095
Student Wellness provides educational programs to students regarding sexual assault, intimate partner violence, and stalking. Confidential advocacy services, including emotional support, case management, assistance with administrative or legal reporting, assistance with supportive measures, and referrals for aftercare are available for students, staff, and faculty. Additional information can be found at fullerton.edu/studentwellness/contact or contact Student Wellness at (657) 278-2800.

SEXUAL ASSAULT PREVENTION & SURVIVOR SERVICES
Implementation of CSU Executive Order 1095 and California Campus Blueprint to Address Sexual Assault
Student Wellness provides educational programs to students with an emphasis on bystander intervention, alcohol's role, and consent. Confidential advocacy services, including emotional support, case management, assistance with administrative or legal reporting, assistance with supportive measures, and referrals for aftercare are available for students, staff, and faculty. Additional information can be found at fullerton.edu/studentwellness/contact or contact Student Wellness at (657) 278-2800.

SEXUAL HARASSMENT/SEXUAL MISCONDUCT POLICY
It is the policy of California State University, Fullerton to maintain a working and learning environment free from sexual harassment 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, College Park, Suite 205, 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) and cash. Use of the student identification number assures credit to the correct student university account.

STOP-OUT POLICY
The stop-out policy allows undergraduate students and post-baccalaureate non-credential 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/ccct.

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
Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The California State University does not discriminate based on sex in any educational programs or activities that the CSU operates, including admissions and employment. Any inquiries regarding the application of Title IX may be referred to the University Title IX Coordinator at:

- Sarah Bauer, Title IX Coordinator; 2600 Nutwood Ave. Suite 205, Fullerton, CA 92831; sarahbauer@fullerton.edu (657) 278-2929; fullerton.edu/titleix
- Questions may also be addressed to: Office for Civil Rights, San Francisco Office, U.S. Department of Education; 50 United Nations Plaza, San Francisco, CA 94102; Telephone: (415) 486-5555; Facsimile: (415) 486-5570; Email: OCR.SanFrancisco@ed.gov

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

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

VETERANS
VETERANS RESOURCE CENTER
The Veterans Resource Center (VRC) serves military-connected students, including active duty, national/state guard, reservists, prior service members (veterans), and military families 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 military-connected students’ educational benefit. The VRC is committed to offering comprehensive and personalized services within a unique learning environment that facilitates the student’s social and academic integration from admission to achieving their academic and professional goals.

PRIORITY REGISTRATION FOR MILITARY VETERANS, RESERVISTS, ACTIVE-DUTY AND FAMILY MEMBERS ON VA BENEFITS
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 Gordon Hall (GH) 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 (GH-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 email us at veterans@fullerton.edu or call 657-278-2373 / 657-278-8660 for representative availability. You may also visit the website at fullerton.edu/veterans for more information.

VETERANS ADMINISTRATION VOCATIONAL REHABILITATION
Vocational Rehabilitation Benefit paperwork must be turned into the Veteran Resource Center (GH-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)
The Cal Vet Fee Waiver is only available to the dependent child spouse, or unmarried surviving spouse of a veteran who has a service-connected disability or is deceased. Submit the approval letter of authorization for the appropriate academic year to the Veteran Resource Center (GH-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, Winter Session, and Open University. For more information, please contact the Veterans Resource Center at veterans@fullerton.edu or call (657) 278-2373 for questions/clarification.

VETERAN FEE DEFERMENT OPTION
Veterans who are attending their first semester at CSUF and who have submitted the appropriate paperwork to use their GI Bill benefits at this campus are eligible for a veteran fee deferment option. Please arrange for fee deferments with the Veteran Resource Center (GH-244) at least five business days prior to your Titan registration appointment. For detailed information regarding student account policies and procedures, please go to the Student Business Services website sbs.fullerton.edu. You may also contact the Student Business Services Office at SBS@fullerton.edu or 657-278-2495.

PROGRAMS AND SERVICE
The Veterans Resource Center has many programs aimed to 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. Please contact the VRC for further information at (657) 278-8660 or veterans@fullerton.edu or visit the VRC office in GH-244.

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 a required part of a performance and only when approved by the President or designee.

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

V. IMPLEMENTATION
The Office of Environmental Health and Safety 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 Health & Counseling Center
- Human Resources
- Faculty Affairs and Records
- Strategic Communications
- Dean of Students
- International Education and Exchange

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


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 records.fullerton.edu/resources. Click on “Dropping or Withdrawing from a Course”.

WITHDRAWAL UNAUTHORIZED (WU)
University policy states that the symbol WU shall be assigned to a student who is enrolled in a class as of the census date*, but stops attending or participating, does not complete the course work and does not officially withdraw from the class. Students who discontinue course attendance without submitting an official approved withdrawal form online may result in a “WU” (Withdrawal Unauthorized) being assigned by the course professor. Please see the Registration Guide each term for the applicable census date.

*For winter session(s), the day after the drop deadline replaces the census date for purposes of application of this policy.

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’ as the grading basis.

In the first semester at CSUF that a WU is assigned to a student, any and all WUs 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.

WRITING CENTER
The Writing Center offers free tutorial help to university students. The Writing Center is located on the first floor of Pollak Library. To schedule an appointment, visit fullerton.mywconline.com. More information is available at english.fullerton.edu/writing_center.
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

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

II. AUTHORITY

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

IV. DEFINITIONS
A. Directory Information. A student’s name, date and place of birth, permanent and local address, University-recognized 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 accessing 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

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 FOR GE FALL 2019
CATALOG YEAR AND LATER
48-49 total units, including:

- 9 units upper division in designated areas B.5, C.3 and D4
- 1 course in cultural diversity
- 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 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 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 sbs.fullerton.edu to view a list of current fees. The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 – 66028.6 of the Education Code).

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

FEE PAYMENT INSTRUCTIONS (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 (3) 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.

THIRD PARTY CONTRACTS
If a government agency, embassy or other organization will pay your registration and tuition fees, you must submit a current letter of financial guarantee to Extension and International Programs (THALL-1117) at least 3 business days prior to Your TITAN registration appointment. If this letter or voucher is not received prior to your registration appointment, you are responsible for paying your registration and tuition fees and may be subject to disenrollment if your payment is not received by the deadlines specified above.

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

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

REFUND OF FEES
Dropping classes may entitle you to a fee refund. For further information, contact the Student Business Services Office or visit sbs.fullerton.edu/services/refunds.
REGISTRATION FEE PAYMENT INFORMATION

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

### IN PERSON PAYMENTS:

| **Personal Checks**                                  |
| Make payable to CSU Fullerton. Write student’s name  |
| and CWID number on the front of the check.           |
| **Cashier’s Check**                                   |
| 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.                      |
| **Cash**                                               |
| Cash must be paid in person at the Cashier’s Office,  |
| GH-180, during office hours (Refer to “Payment        |
| Locations” below.). Do NOT send cash in the mail or   |
| place in the Student Business Services drop box (GH-180, |
| Window #10).                                          |
| **Debit Cards**                                       |
| CSUF accepts ATM/Debit Card with PIN only at Cashier’s |
| Office, GH-180. ATM/Debit card have a daily limit     |
| which may vary depending on the issuing bank.         |
| **Titan Tender**                                      |
| Titan Tender is only accepted for non-Student Center  |
| fees.                                                 |

### PAYMENT LOCATIONS:

**MAIL**

Send To:  
CSU Fullerton  
Student Business Services  
P.O. Box 6808  
Fullerton, CA 92834-6808

Be sure to write your name and student CWID number on the front of the check.

The University is not responsible for delays by the U.S. Postal Service for mail-in payments.

**DROP BOX PAYMENTS FULLERTON CAMPUS**

Drop Box payments may be made at the Cashier’s Office, GH-180, Window #10. Available 24 hours, including weekends.

**IN-PERSON PAYMENTS Fullerton Campus**

Cashier’s Office  
GH-180 – Outside Windows  
Monday through Friday 8:00 AM - 5:00 PM

For further information, please contact Student Business Services at (657)278-2495 or sbs@fullerton.edu. Please be sure to provide us with your full name and CWID number so that we may access your account.
**MISCELLANEOUS INFORMATION**

**CAMPUS WIDE IDENTIFICATION NUMBER (CWID) 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. 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.)

**PARKING INFORMATION**

For detailed information on parking policies, maps of parking lots, and much more visit the Parking & Transportation Services website at [parking.fullerton.edu](http://parking.fullerton.edu). Contact the P&TS Team Monday - Friday 8:00 a.m. to 5:00 pm by calling (657) 278-3082 or emailing parking@fullerton.edu.
The CSUF Irvine Center serves as the regional center for innovation, initiatives, and meeting the higher education needs of central and south Orange County. The Irvine Center offers a variety of general education, major, and support classes. Professional degrees are also offered through Extension and International Programs. The Student Success Center at Irvine provides an array of student services, including academic advisement, financial aid, support services test proctoring, career advising, counseling and psychological services, tutoring, supplemental instruction, and student engagement opportunities. The Irvine Center offers 23 smart classrooms with state-of-the-art technology. In addition, there are two conference rooms, a multipurpose room, open computer labs, a library, a bookstore, a student lounge, a fitness center, study areas for group work, and a room tutoring. The CSUF Irvine Center is located at 3 Banting, in the Irvine Spectrum.

For additional information, or hours of operation, administration, and general questions, please call (657) 278-1600 or refer to the CSUF Irvine Center website at fullerton.edu/irvine.

**LOCATION:**

**PARKING**
For detailed information on parking policies, maps of parking lots, and much more visit the Parking and Transportation Services website at parking.fullerton.edu.

**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

- **Communication-Studies**

- **Computer Science, B.S.**

- **Criminal Justice**

- **Education Credential Program**

- **FEMBA(Fully- Employed MBA)**

- **General Education**

- **Public Health, B.S.**

- **Kinesiology, B.S.**

- **Nursing, B.S**

- **Psychology, B.A.**

- **Social Work/M.S.W.**

- **Sociology, B.A.**

*Courses in support of majors offered at the Irvine Center will also be offered in: ISDS Management and Marketing.*

**Selected courses will also be offered for majors in:** ISDS Management and Marketing.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>WHERE TO GO</th>
<th>LOCATION</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Appeals</td>
<td>Academic Appeals Office</td>
<td>LH-805</td>
<td>3836</td>
</tr>
<tr>
<td>ADA</td>
<td>Disability Support Services</td>
<td>GH-101</td>
<td>3117</td>
</tr>
<tr>
<td>Add or Drop of Class</td>
<td>See Registration Guide</td>
<td>Registration pages</td>
<td>7601</td>
</tr>
<tr>
<td>Address Change/Titan Online Student Center</td>
<td>fullerton.edu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions/Applications</td>
<td>Admissions</td>
<td>LH-114</td>
<td>3100</td>
</tr>
<tr>
<td>Advisement: General Education</td>
<td>Academic Advisement Center</td>
<td>GH-123</td>
<td>3606</td>
</tr>
<tr>
<td>Undeclared Majors</td>
<td>Academic Advisement Center</td>
<td>GH-123</td>
<td>3606</td>
</tr>
<tr>
<td>Declared Majors</td>
<td>Major Department</td>
<td>See Academic Adv. Section</td>
<td></td>
</tr>
<tr>
<td>Disqualification/Reinstatement</td>
<td>Academic Advisement Center</td>
<td>GH-123</td>
<td>3606</td>
</tr>
<tr>
<td>Irvine Center Advisement</td>
<td>Student Success Center</td>
<td>IRVC 115</td>
<td>1650</td>
</tr>
<tr>
<td>Future Teachers: undeclared and all majors</td>
<td>Center for Careers in Teaching</td>
<td>EC-379</td>
<td>7130</td>
</tr>
<tr>
<td>Athletic Tickets</td>
<td>Athletic Ticket Office</td>
<td>Titan House</td>
<td>2783</td>
</tr>
<tr>
<td>Child Care</td>
<td>Children’s Center</td>
<td>CC-201</td>
<td>2961</td>
</tr>
<tr>
<td>Counseling: Career</td>
<td>Career Development &amp; Counseling Center</td>
<td>LH-208</td>
<td>3121</td>
</tr>
<tr>
<td>Personal</td>
<td>Counseling and Psychological Services</td>
<td>SHCC-East 116</td>
<td>3040</td>
</tr>
<tr>
<td>Degree Application/Diploma: Orders</td>
<td>Graduation Unit</td>
<td>LH-114</td>
<td>2300</td>
</tr>
<tr>
<td>Degree Evaluation, Undergraduate</td>
<td>Graduation Unit</td>
<td>LH-114</td>
<td>2300</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>Disability Support Services</td>
<td>GH-101</td>
<td>3117</td>
</tr>
<tr>
<td>Discrimination/Harassment</td>
<td>Human Resources, Diversity and Inclusion</td>
<td>CP-700</td>
<td>4933</td>
</tr>
<tr>
<td>Title IX and Gender Equity</td>
<td>Title IX and Gender Equity</td>
<td>CP-205</td>
<td>2121</td>
</tr>
<tr>
<td>Disqualification/Reinstatement</td>
<td>Academic Advisement Center</td>
<td>GH-123</td>
<td>3606</td>
</tr>
<tr>
<td>Emergency Messages (Student)</td>
<td>Campus Police</td>
<td>UPD</td>
<td>2515</td>
</tr>
<tr>
<td>Staff</td>
<td>Human Resources, Diversity and Inclusion</td>
<td>CP-700</td>
<td>2425</td>
</tr>
<tr>
<td>Enrollment Verification: Duplicate I.D. Card</td>
<td>TitanCard Office</td>
<td>PLS-140</td>
<td>3555</td>
</tr>
<tr>
<td>Enrollment Verification Certificate</td>
<td>National Student Clearinghouse</td>
<td>studentclearinghouse.org</td>
<td>703-742-4200</td>
</tr>
<tr>
<td>Fee Receipt</td>
<td>Student Business Services</td>
<td>GH-180 (outside window)</td>
<td>2495</td>
</tr>
<tr>
<td>Letter Request</td>
<td>Registration and Records</td>
<td>LH-114</td>
<td>7601</td>
</tr>
<tr>
<td>Extension Class Information</td>
<td>Extension and International Programs</td>
<td>THALL-1127</td>
<td>2611</td>
</tr>
<tr>
<td>Evaluations/General Education</td>
<td>Admissions</td>
<td>LH-114</td>
<td>3100</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid</td>
<td>GH-146</td>
<td>3125</td>
</tr>
<tr>
<td>Foreign Student: Advisement</td>
<td>Major Department</td>
<td>See Academic Adv. Section</td>
<td></td>
</tr>
<tr>
<td>Permits to Register</td>
<td>International Student &amp; Scholar Services</td>
<td>THALL-1123</td>
<td>2787</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>Graduate Studies Office</td>
<td>CP-950</td>
<td>2618</td>
</tr>
<tr>
<td>Graduation Requirements (Undergraduate)</td>
<td>Graduation Unit</td>
<td>LH-114</td>
<td>2300</td>
</tr>
<tr>
<td>Gymnasium Use and Hours</td>
<td>Recreation Office</td>
<td>KHS-159</td>
<td>3978</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Titan Student Union</td>
<td>Lobby</td>
<td>7739</td>
</tr>
<tr>
<td>Housing</td>
<td>Housing &amp; Resident Life</td>
<td>Cobb Residence Hall</td>
<td>2168</td>
</tr>
<tr>
<td>Immunization Requirement</td>
<td>Student Health Services</td>
<td>SHCC-West</td>
<td>2800</td>
</tr>
<tr>
<td>Internships and Service-Learning</td>
<td>Center for Internships &amp; Community Engagement</td>
<td>LH-206</td>
<td>3746</td>
</tr>
<tr>
<td>Irvine Center</td>
<td>Reception</td>
<td>IRVC 100A</td>
<td>1600</td>
</tr>
<tr>
<td>Library Information</td>
<td>Pollak Library</td>
<td>Direction Desk</td>
<td>2633</td>
</tr>
<tr>
<td>Name Change</td>
<td>Registration and Records</td>
<td>LH-114</td>
<td>7601</td>
</tr>
<tr>
<td>Open University</td>
<td>extension.fullerton.edu</td>
<td>THALL-1123</td>
<td>2611</td>
</tr>
<tr>
<td>Organizations &amp; Clubs</td>
<td>Student Life &amp; Leadership</td>
<td>TSU-234</td>
<td>7622</td>
</tr>
<tr>
<td>Outreach Services</td>
<td>University Outreach</td>
<td>LH-540</td>
<td>2086</td>
</tr>
<tr>
<td>Parking: Fees, Information, and Transportation Options</td>
<td>Parking and Transportation Services</td>
<td>parking.fullerton.edu</td>
<td>3082</td>
</tr>
<tr>
<td>Readmission</td>
<td>Admissions</td>
<td>LH-114</td>
<td>3100</td>
</tr>
<tr>
<td>Records (Student)</td>
<td>Registration and Records</td>
<td>LH-114</td>
<td>7601</td>
</tr>
<tr>
<td>Recreational Facilities</td>
<td>Recreation Office</td>
<td>KHS-159</td>
<td>3978</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>Student Business Services</td>
<td>GH-180 (outside window)</td>
<td>2495</td>
</tr>
<tr>
<td>Residency</td>
<td>Admissions</td>
<td>LH-114</td>
<td>3100</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Financial Aid</td>
<td>GH-146</td>
<td>3125</td>
</tr>
<tr>
<td>Sexual Assault, Prevention and Survivor Services</td>
<td>WoMen’s Center/Adult Re-entry</td>
<td>GH-205</td>
<td>3928</td>
</tr>
<tr>
<td>Student Academic Services (EOP/SAA/Retention)</td>
<td>Student Academic Services Office</td>
<td>GH-143</td>
<td>2288</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>Student Health Services</td>
<td>SHCC-West</td>
<td>2800</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>Recreation Office</td>
<td>KHS-159</td>
<td>3978</td>
</tr>
<tr>
<td>Test Information</td>
<td>Testing Services</td>
<td>GH-229</td>
<td>3838</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Registration and Records</td>
<td>LH-114</td>
<td>3860</td>
</tr>
<tr>
<td>Tutoring</td>
<td>National Student Clearinghouse</td>
<td>studentclearinghouse.org</td>
<td>703-742-4200</td>
</tr>
<tr>
<td>Veterans Certification</td>
<td>Writing Center</td>
<td>PLN 1st Floor</td>
<td>3650</td>
</tr>
<tr>
<td>Veterans Resource Center</td>
<td>WoMen’s Center</td>
<td>GH-244</td>
<td>8660/2373</td>
</tr>
<tr>
<td>WoMen’s Center</td>
<td>WoMen’s Center/Adult Re-entry</td>
<td>GH-205</td>
<td>3928</td>
</tr>
</tbody>
</table>
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
   - GH - Milton A. Gordon Hall (formerly University Hall)
   - H - Humanities, Social Sciences
   - IRVC - Irvine Center
   - KHS - Kinesiology and Public Health
   - LH - William B. Langsdorf Hall
   - MH - Miles D. McCarthy Hall
   - PL - Pollak Library
   - RGC - Ruby Gerontology Center
   - SGMH - Steven G. Mihaylo Hall
   - SHCC - Student Health & Counseling Center
   - T - Temporary
   - THALL - Titan Hall
   - UP - University Police
   - 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Acceptable</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

GRADING STANDARDS IN GENERAL EDUCATION (GE)
• A grade of “C-” (1.7) or better is required to satisfy GE requirements in:
  • Oral Communications (category A.1)
  • Written Communications (category A.2)
  • Critical Thinking (category A.3)
  • 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.
WINTER SESSION 2021
REGISTRATION
FOR CSUF STUDENTS

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 TITAN registration appointment.
- DEADLINES for adding/dropping classes are listed on page 3 of this registration guide.
- For fee refund information, please go to sbs.fullerton.edu.

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. 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 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 you being disenrolled from the course.

TEST SCORE PREREQUISITES
Some courses have test score prerequisites which, if not met, will result in you being unable to register for the course. For more information, go to fullerton.edu/testing.

DISABLED STUDENTS
Contact the Disability Support Services Office (GH-101) if you need assistance with registration. For additional information, call 657-278-3112.

PARKING
Use the provided link in Titan Online to purchase a parking permit.

STATE REHABILITATION AND VETERAN’S ADMINISTRATION VOCATIONAL REHABILITATION
Contact the Disability Support Services Office (GH-101) if you need assistance with registration.

TITAN ONLINE REGISTRATION
INSTRUCTIONS

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

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.
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. Note: waitlisted units are not included toward your enrollment unit. Once you successfully get into the class, then the units will count towards your enrollment limit.
- 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 18, 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 Titan Online 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 (GH-244) at least three (3) business days prior to your Titan registration appointment.

Disabled Students - Contact the Disability Support Services Office (GH-101) if you need assistance with registration. For additional information, call (657) 278-3112.

Private Company Scholars - Submit an authorization or a purchase order from your employer to the EIP Student Services Office (THALL-1117) 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 sbs.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. 14, 2020 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

Helpline hours are Monday - Friday 8a.m. - 5p.m.

**MAXIMUM UNITS - University Limitation** - A MAXIMUM OF 4 UNITS MAY BE TAKEN DURING THE ENTIRE WINTER SESSION TERM 2021.

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 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. Non-admitted students enrolling through Open University requires permission from the instructor and department on a paper registration form. Go to ou.fullerton.edu.

**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 24). Additional enrollments can be accepted into a closed class only with an electronic permit from the department. Non-admitted students enrolling through Open University require approvals from the instructor and department to register into a closed or wait-listed section. Enrollment is processed based on space availability.

**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-ADMITTED STUDENTS ENROLLING THROUGH OPEN UNIVERSITY-REGISTRATION PROBLEMS/QUESTIONS

Registrants through Open University should call Extension and International Programs at (657) 278-2611 or visit ou.fullerton.edu.
1. Face-to-Face/Traditional, which means that when campus is open to instruction the class will be held on campus and instruction will occur within the classroom. If/when campus is closed to instruction due to public health concerns, these courses will be held virtually, as they were in Fall 2020.

2. Other classes will be virtual, web fully online, for the entire semester, and class will not be held on campus even when campus opens to in-person instruction. Classes that are virtual, web fully online, for the entire semester can be either:

   2a. Asynchronous, which means that there will be instructional activities in which the instructor and/or some or all of the students engage in activities that are not necessarily occurring simultaneously. Students will not be required to be present at particular days and times. Asynchronous online classes will list “TBA” under the Days & Times.

   2b. Synchronous, which means that there will be instructional activities in which both the students and the instructor are present and engaged in the activities at the same time. You will need to be available at the days and times listed on the class schedule for these activities.

If you have not yet registered for classes, you will be able see the modality when searching for classes.

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

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

   When campus is open for in-person instruction this class will be held at the designated day, time, and location listed above. If campus is closed to instruction, virtual class sessions may be held synchronously at the above times and days.
2a. Virtual via web fully online all semester with all asynchronous instruction:

![Table showing class section, days & times, and room with online instruction]

**Online instruction is asynchronous for the entire semester.**

2b. Virtual via web fully online all semester with some or all synchronous instruction:

![Table showing class section, days & times, and room with virtual instruction]

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

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

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

1) Log into your student center and select ‘My Class Schedule.’
### How to Register for Classes

<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> 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="image2.png" alt="Sign In" /></td>
</tr>
<tr>
<td><strong>Step 1a:</strong> Enter your username and password. Then click Sign In.</td>
<td><img src="image3.png" alt="CSUF Portal" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click on the Titan Online icon.</td>
<td><img src="image4.png" alt="Student Self Service" /></td>
</tr>
<tr>
<td><strong>Step 3:</strong> Click on the Student Center link in the Student Self Service section.</td>
<td></td>
</tr>
</tbody>
</table>
How to Register for Classes (continued)

**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).

---

**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.

---

**Processing Steps**

**Screen Shots**

**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 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 (_configuration)
- Closed (_configuration)
- Wait List (_configuration)

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

<table>
<thead>
<tr>
<th>Step 4:</th>
<th>A confirmation message will indicate the class has been added to your Shopping Cart.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To finish your enrollment, click <strong>Proceed To Step 2 Of 3</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add Classes</strong></td>
</tr>
<tr>
<td><strong>1. Select classes to add</strong></td>
</tr>
<tr>
<td>Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

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

| **Add Classes** |
| **2. Confirm classes** |
| Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel. |

### 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.

| **Add Classes** |
| **3. View results** |
| View the following status report for enrollment confirmations and errors: |

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101</td>
<td>Success! This class has been added to your schedule.</td>
<td>✓</td>
</tr>
</tbody>
</table>

---

32 | Winter Session 2021 Registration Guide
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>

**Search Results**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Course Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/2011</td>
<td>CS125</td>
<td>Service Learning</td>
</tr>
<tr>
<td>10/19/2011</td>
<td>GE</td>
<td>General Education</td>
</tr>
<tr>
<td>10/19/2011</td>
<td>PROG</td>
<td>Interdisciplinary Programs</td>
</tr>
<tr>
<td>10/19/2011</td>
<td>WRIT</td>
<td>Writing Requirement</td>
</tr>
</tbody>
</table>
### Processing Steps

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

2. **Step 3:**
   Click on the magnifying glass icon (🔍) next to **Course Attribute Value**.

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

4. **Step 5:**
   Enter additional search criteria if desired.
   Then click **Search**.

---

**Look Up**

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

**Search Results**

<table>
<thead>
<tr>
<th>Course Attribute Value Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1 Oral Communication</td>
<td></td>
</tr>
<tr>
<td>A.2 Written Communication</td>
<td></td>
</tr>
<tr>
<td>A.3 Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>B.1 Physical Science</td>
<td></td>
</tr>
<tr>
<td>B.2 Life Science</td>
<td></td>
</tr>
<tr>
<td>B.3 Laboratory Experience</td>
<td></td>
</tr>
<tr>
<td>B.4 Mathematics/Quant Reasoning</td>
<td></td>
</tr>
</tbody>
</table>

**Class Search Criteria**

- **Course Subject**
- **Course Number**
- **Course Career**
- **Show Open Classes Only**
- **Additional Search Criteria**

**Meeting Start Time**
- greater than or equal to ▼

**Meeting End Time**
- less than or equal to ▼ (example: 1:00PM)

**Day of Week**
- Mon □ Tues □ Wed □ Thurs □ Fri □ Sat □ Sun

**Instructor Last Name**
- is exactly ▼

**Class Nbr**
- (example: 1136)

**Course Attribute**
- GE General Education

**Course Attribute Value**
- B.2 Life Science

**Course Title Keyword**
- (example: statistics)

**Minimum Units**
- greater than or equal to ▼

**Maximum Units**
- less than or equal to ▼

**Course Component**
- ▼

**Session**
- ▼

**Mode of Instruction**
- ▼

**Campus**
- ▼

**Location**
- ▼

**Return to Add Classes**

**CLEAR CRITERIA**

**SEARCH**
### Processing Steps | Screen Shots

**Step 6:**
Your search results appear.

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>When available, click View All Sections to see all sections of the course.</td>
</tr>
<tr>
<td>CSU Fullerton</td>
</tr>
<tr>
<td>The following classes match your search criteria Course Career: Undergraduate. Show Open Classes Only: Yes</td>
</tr>
<tr>
<td>Return to Add Classes</td>
</tr>
<tr>
<td><img src="image1.png" alt="Image" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOL 101 - Elements of Biology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 22545(18167)</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Days &amp; Times</td>
</tr>
<tr>
<td>TuTh 7:00PM - 8:15PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOL 102 - Biology for Future Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 22546(10634)</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Days &amp; Times</td>
</tr>
<tr>
<td>TuTh 11:00AM - 12:00PM</td>
</tr>
<tr>
<td>Fri 10:00AM - 1:00PM</td>
</tr>
</tbody>
</table>

### Processing Steps | Screen Shots

**Classes With Wait Lists**
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.
**WAIT LIST CLASSES (CONTINUED)**

**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.

---

**Add Classes**

1. Select classes to add - Enrollment Preferences

Winter Session 2021 | Undergraduate | CSU Fullerton

**SoCI 351 - Sociology of Families**

Class Preferences

- Grading: Graded
- Units: 3.00

**Enrollment Information**
- Meets GE: Exploration in Social Sciences
- Gerontology
- Women's Studies

**Add Classes**

3. View results

View the following status report for enrollment confirmations and errors:

Winter Session 2021 | Undergraduate | CSU Fullerton

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SoCI 351</td>
<td>Messages Class 13923 is full. You have been placed on the wait list in position number 1.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

[MY CLASS SCHEDULE] [ADD ANOTHER CLASS]
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.**
**Dropping a Class (continued)**

**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.

---

**Drop Classes**

**2. Confirm your selection**

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

Winter Session 2021 | Undergraduate | CSU Fullerton

---

**Drop Classes**

**3. View results**

View the results of your enrollment request. Click **Fix Errors** to make changes to your request.

Winter Session 2021 | Undergraduate | CSU Fullerton

---

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101</td>
<td>This class has been removed from your schedule</td>
<td>✔️</td>
</tr>
</tbody>
</table>
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 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 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 2021

Enroll in Summer classes

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

Summer 2021 will consist of five sessions:

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>June 1 - July 2</td>
<td>5 Weeks</td>
</tr>
<tr>
<td>B</td>
<td>July 6 - August 6</td>
<td>5 Weeks</td>
</tr>
<tr>
<td>C</td>
<td>June 28 - August 6</td>
<td>6 Weeks</td>
</tr>
<tr>
<td>D</td>
<td>June 1 - July 23</td>
<td>8 Weeks</td>
</tr>
<tr>
<td>E</td>
<td>June 1 - August 6</td>
<td>10 Weeks</td>
</tr>
</tbody>
</table>

Campus closed Monday, May 31 and Monday, July 5

extension.fullerton.edu/summer