SPRING 2020 SEMESTER CALENDAR

Oct. 28 - Jan. 17  TITAN Registration – Registration and Change of Program by class level (see Registration pages for appointment times).

January 17  Last day to register without paying $25 late fee.
Last day for full refund of resident and non-resident mandatory fees.

January 18  Instruction begins. Late registration (with $25 late fee) begins through TITAN Online.

January 18-26  No signatures required to add or drop most classes. Add/Drop is through TITAN Online. See Registration pages for details on adding and dropping classes.
All permits issued in week one expire at midnight; Tuesday, February 4.

January 26  Last day students will be enrolled from waitlist.

Jan. 27 - Feb. 3  Department-issued registration permit to register and add all classes (except classes offered at the Irvine Center). Registration is through TITAN Online.
All permits issued in week two expire at midnight; Tuesday, February 4.

February 3  Last day of late registration with $25 late fee. Last day to add most classes with registration permit.
Last day to declare audit and grading basis, See Registration pages for details.
Last day to drop classes without a grade of “W,” See Registration pages for details.
Last day for refund if status is reduced from full-time to part-time (6 or fewer units).
All permits issued during the first and second week of classes EXPIRE at midnight.
Last day for Excess Units approval for graduating seniors.

February 2  Deadline to apply for graduation through the student center for May 2020 bachelor’s degree candidates.

February 10  Deadline to file online graduation check application for May 2020 Master’s and doctorate degree candidates.

February 14  Census date.

February 14  Last day for undergraduate students to pay $115 graduation fee for May 2020.
Last day for departments to approve undergraduates candidacy for May 2020.

March 25  Last day to receive a pro-rated refund of mandatory fees for complete withdrawal from classes.

April 17  Final deadline to submit a withdrawal request from classes with a grade of “W” for serious and compelling reasons.

May 8  Last day of class instruction.
Final deadline to submit a withdrawal request of “W” for medical reasons.

May 9-15  Semester examinations.

May 22, 2020  Grades due in records office by noon.
Effective date of graduation for those completing requirements.
Spring 2020 grades available in Titan Online Student Center, as processed.

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

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

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

HOLIDAYS
December 25, 2019 - January 1, 2020 ..................Winter Recess
Campus closed. No Classes.

January 20 ......................Martin Luther King Jr. Day
Campus closed. No Classes.

February 21 .......................President's Day
Campus Closed. No Classes.

March 31 ..............................Cesar Chavez Day
Campus closed. No Classes.

March 30- April 5 ........................Spring Recess
Campus open except on Tuesday, March 31. No Classes.

May 25 ...............................Memorial Day
Campus closed. No Classes.

IMPORTANT NOTICE FOR SPRING 2020
Classes that meet on Saturdays and/or Sundays, will meet on the following dates:

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*Possible final exam
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IMPORTANT NOTICES TO ALL STUDENTS!

CSU FEE DISCLAIMER

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

CAMPUS WIDE IDENTIFICATION NUMBER

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

E-MAIL ADDRESS

Each student has been issued an e-mail address where university messages will be sent to you. For additional information about your e-mail account, contact 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 account on a regular basis.

MAILING ADDRESS

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

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

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.11), or implementing campus procedures should be directed to the appropriate administrators that can assist in resolving complaints.

For inquiries about discrimination, harassment, and retaliation based on sex, gender, gender expression, or sexual orientation, please contact Sarah...
Bauer, Title IX Coordinator, CSUF, Langsdorf Hall, Suite 809, 657-278-2121;
For inquiries about employee-related discrimination, harassment, and retaliation based on a disability or medical condition, please contact Alisha Brown, Manager, Workers’ Compensation/ADA Administrator, CSUF, College Park, Suite 700, 657-278-2824;
For student referrals and complaints related to Section 504 of the Rehabilitation Act of 1973, please contact Tom Thompson, Director, Disability Support Services, CSUF, Gordon Hall, Suite 101, 657-278-3112, www.fullerton.edu/dss;
For all other inquiries about discrimination, harassment and retaliation based on a protected status, please contact Blair Miles, Director, Faculty Labor Relations & Compliance and DHR Administrator, CSUF, College Park, Suite 770, 657-278-7169; or
Copies of the above policies and student grievance procedures are available in the offices of the President (CP-1000), Provost/Vice President for Academic Affairs (CP-1000), Vice President for Student Affairs (LH-805), Human Resources (CP-700), Disability Support Services (GH-101), University Police (UPD-139), College Deans, Office of Student Life (TSU-247), Titan Athletics (Titan House), University Library Reference Desk (PLN) and WoMen’s Center (GH-205).

CONFIDENTIALITY AND YOUR STUDENT INFORMATION

There have been significant changes to the Family Educational Rights and Privacy Act (FERPA) regarding students’ rights with respect to their educational records. Please refer to pages 15-16 for FERPA information.

GRADUATE STUDIES

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

UNDERGRADUATE ACADEMIC 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 basis Monday through Friday and all students must bring a recent printed copy of their Titan Degree Audit (TDA) to meet with an academic adviser.

MAJOR ADVISEMENT

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

EVERY STUDENT IS STRONGLY ENCOURAGED TO REGISTER TO VOTE

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

REQUIREMENTS

1. You must be 18 years of age or older to vote.
2. You must be registered to vote before you can vote.
   a. If you are not registered, get registered.
   b. If you have registered in the past, and are not sure you are still registered, inquire with the Registrar of Voters Office in your county. For the Orange County Registrar of Voters office visit http://www.ocvote.com.

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.
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.
   For the Orange County Registrar of Voters Office, visit at http://www.ocvote.com.
   For the Los Angeles County Registrar of Voters Office, visit at https://www.lavote.net.
### COLLEGE ADVISEMENT OFFICES

#### College of the Arts
- Ms. Emeline Yong, Assistant Dean ................................. VA-199 278-3255
- Ms. Dianna Lopez, Associate Dean ................................. VA-199 278-3255

#### Mihaylo College of Business and Economics
- Dr. Morteza Rahmatian, Dean ................................. SGMH-1201 278-2211
- Business Advising Center ................................. SGMH-1201 278-2211
- Dr. Jenny Zhang, Associate Dean for Academic Programs and Student Success ................................. SGMH-3100 278-4652
- Dr. Gerard Beenen, Associate Dean, Faculty and Staff Development and Community Engagement ................................. SGMH-3100 278-4652
- Dr. Diane Mazey, Assistant Dean, Academic Services ................................. SGMH-1201 278-2211
- Ms. Emeline Yong, Assistant Dean, Student Affairs ................................. SGMH-1507 278-4577

#### College of Communications
- Office of the Dean ................................. CP-450 278-3355
- Dr. Bey-Ling Sha, Dean ................................. CP-450-01 278-3355
- Dr. Deanna Leone, Associate Dean ................................. CP-450-02 278-2097
- Mr. Robert Flores, Assistant Dean, Student Affairs ................................. CP-210-06 278-7315
- College of Communications, Advising and Student Success Center ................................. .CP-210 278-4926

#### College of Education
- Dr. Lisa Kirtman, Dean ................................. CP-500 278-3411
- Dr. Kim Case, Associate Dean ................................. CP-500 278-3411
- Dianna Lopez, Assistant Dean, Student Affairs ................................. CP-500 278-4871
- Ms. Aimee Nelson, Director, Center for Careers in Teaching ................................. EC-379 278-7130

#### College of Engineering and Computer Science
- Office of the Dean ................................. CS-502 278-3362
- Dr. Susamma Barua, Dean
- Dr. Sang June Oh, Associate Dean
- Mr. Carlos Santana, Assistant Dean, Student Affairs

#### College of Health and Human Development
- Dr. Laurie A. Roades, Dean
- Department of Child and Adolescent Studies ................................. EC-503 278-8458
- Department of Kinesiology Advising Center ................................. KHS-193 278-3292
- Dr. Cindy Greenberg, Associate Dean ................................. EC-606 278-3245
- Department of Public Health Advising Center ................................. KHS-193 278-3292
- Dr. Kavin Tsang, Associate Dean ................................. EC-612 278-7970
- Ms. Lillybeth Sasis, Assistant Dean, Student Affairs ................................. EC-606 278-2609
- Department of Human Services Advising ................................. EC-479 278-5472
- School of Nursing Advising Center ................................. EC-199 278-3336

#### College of Humanities and Social Sciences
- Office of the Dean ................................. H-211 278-3528
- Dr. Sheryl Fontaine, Dean
- Dr. Paul Levesque, Associate Dean of Faculty and Staff Relations ................................. H-211 278-3528
- Dr. Jessica Stern, Associate Dean of Student Relations ................................. H-211 278-3528
- Dr. Connie Moreno Yamashiro, Assistant Dean, Student Affairs ................................. H-112 278-2794
- Ms. Britney Swoon son, Assistant Dean, Academic Services ................................. H-112 278-4084

#### College of Natural Sciences and Mathematics
- Dr. Marie Johnson, Dean ................................. MH-166 278-2638
- Dr. Sean Walker, Associate Dean ................................. MH-282 278-2638
- Dr. Colleen McDonough, Assistant Dean ................................. MH-488 278-7082

#### Irvine Center
- Dr. Stephan Walk, AVP for South County Operations & Initiatives Office of the AVP ................................. IRVC-125 278-1604
- Student Success Center ................................. IRVC 115 278-1650
- Dr. Futoshi Nakagawa, Assistant Dean, Student Affairs ................................. IRVC 117 278-1650
- Academic Programs ................................. IRVC 114 278-1650
- Ms. Marsha Daughettee, Assistant Dean, Academic Programs ................................. IRVC 114 278-1650
- www.fullerton.edu/irvine

#### Open University (Students not admitted to CSUF)
- Ms. Suzanne Batista, Open University Advisor ................................. GH-123B 278-4280
- Ms. Margaret Luzzi, Open University Advisor ................................. Titan Hall 278-7644
- www.ou.fullerton.edu

#### Undeclared Majors
- Academic Advisement Center ................................. GH-123B 278-3606
- www.fullerton.edu/aac
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<th>Email &amp; Program website</th>
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<tr>
<td>Accountancy, M.S.</td>
<td>278-5496</td>
<td>Waled Kesht</td>
<td>SGMH- 20</td>
<td><a href="mailto:wkeshki@fullerton.edu">wkeshki@fullerton.edu</a>; <a href="mailto:kcarter@fullerton.edu">kcarter@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>278-8237</td>
<td>Contact: Kellee Carter</td>
<td>4210</td>
<td><a href="http://business.fullerton.edu/programs/graduate/specialty/ms-accountancy.html">http://business.fullerton.edu/programs/graduate/specialty/ms-accountancy.html</a></td>
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<tr>
<td>American Studies, M.A.</td>
<td>278-5899</td>
<td>Adam Golub</td>
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</tr>
<tr>
<td>Anthropology, M.A. Cultural</td>
<td>278-5697</td>
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<td><a href="mailto:beerrickson@fullerton.edu">beerrickson@fullerton.edu</a>; <a href="mailto:johnpatton@fullerton.edu">johnpatton@fullerton.edu</a>;</td>
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<tr>
<td>Evolutionary Archaeology</td>
<td>278-5763</td>
<td>John Patton</td>
<td>MH-426K</td>
<td><a href="mailto:cwendt@fullerton.edu">cwendt@fullerton.edu</a>; <a href="http://anthro.fullerton.edu/">http://anthro.fullerton.edu/</a></td>
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<tr>
<td></td>
<td>278-5764</td>
<td>Carl Wendt</td>
<td>MH-061</td>
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<tr>
<td>Art, M.F.A., M.A.</td>
<td>278-7633</td>
<td>Christina Smith</td>
<td>VA-144A</td>
<td><a href="mailto:lagarcia@fullerton.edu">lagarcia@fullerton.edu</a>; <a href="mailto:artsgradcoordinator@fullerton.edu">artsgradcoordinator@fullerton.edu</a>;</td>
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<tr>
<td></td>
<td>278-7755</td>
<td>Contact: Laura Garcia</td>
<td>VA-102A</td>
<td><a href="http://www.fullerton.edu/arts/">http://www.fullerton.edu/arts/</a></td>
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<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/">http://hdcs.fullerton.edu/knes/</a></td>
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<tr>
<td>Biology, M.S.</td>
<td>278-3614</td>
<td>Paul Stapp</td>
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<td><a href="mailto:klaus@fullerton.edu">klaus@fullerton.edu</a>; <a href="mailto:pstawp@fullerton.edu">pstawp@fullerton.edu</a>;</td>
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<td></td>
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<td>Contact: Karen Lau</td>
<td></td>
<td><a href="http://www.fullerton.edu/biology/">http://www.fullerton.edu/biology/</a></td>
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<tr>
<td>Business Administration, M.B.A.</td>
<td>278-7270</td>
<td>Daniel Soper</td>
<td>SGMH- 420</td>
<td><a href="mailto:kcarter@fullerton.edu">kcarter@fullerton.edu</a>; <a href="mailto:dsoper@fullerton.edu">dsoper@fullerton.edu</a></td>
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<td>278-8237</td>
<td>Contact: Kellee Carter</td>
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<td><a href="http://business.fullerton.edu/programs/graduate.html">http://business.fullerton.edu/programs/graduate.html</a></td>
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<tr>
<td>Chemistry, M.A., M.S.</td>
<td>278-3594</td>
<td>Nicholas Salzameda</td>
<td>MH-582J</td>
<td><a href="mailto:mralzamed@fullerton.edu">mralzamed@fullerton.edu</a>; <a href="http://chemistry.fullerton.edu/programs/graduate-program/m-s-chemistry-overview">http://chemistry.fullerton.edu/programs/graduate-program/m-s-chemistry-overview</a></td>
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<tr>
<td>Civil Engineering, M.S.</td>
<td>278-2805</td>
<td>Uksun Kim</td>
<td>E-214</td>
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<tr>
<td></td>
<td>278-4268</td>
<td>Contact: Jennifer Chang</td>
<td>E-100</td>
<td><a href="http://www.fullerton.edu/ecs/">http://www.fullerton.edu/ecs/</a></td>
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<tr>
<td>Communications, M.A.</td>
<td>278-5434</td>
<td>Andi Stein</td>
<td>CP-400</td>
<td><a href="mailto:andistein@fullerton.edu">andistein@fullerton.edu</a>; <a href="mailto:cpprado@fullerton.edu">cpprado@fullerton.edu</a></td>
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<td></td>
<td>278-3518</td>
<td>Contact: Cristina Prado</td>
<td></td>
<td><a href="http://communications.fullerton.edu/">http://communications.fullerton.edu/</a></td>
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<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/">http://communications.fullerton.edu/</a></td>
</tr>
<tr>
<td>Communicative Disorders, M.A.</td>
<td>278-3617</td>
<td>Ying-Chiao Tsao</td>
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* ONLINE program (note: Software Engineering & Statistics also have face-to-face version)
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<td>TESOL, M.S.</td>
<td>278-4410</td>
<td>Nathan Carr</td>
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<td>278-2562</td>
<td>Juan Carlos Gallego</td>
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<td>278-2268</td>
<td>Dan Rueckert</td>
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<td>Theatre Arts, M.F.A.</td>
<td>278-4782</td>
<td>David Nevell</td>
<td>C130A</td>
<td><a href="mailto:dnevelli@fullerton.edu">dnevelli@fullerton.edu</a></td>
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* ONLINE program (note: Software Engineering & Statistics also have a face-to-face version)
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, Disabled Student Services, Financial Aid, International Education and Exchange, Student Health and Counseling Center, University Learning Center, WoMen's Center/Adult Re-entry/ Veterans Certification Office, Writing Assistance Center and the Office of Records and Registration.

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 of classes. Auditors must have permission of the instructor, and may enroll only after students otherwise eligible to enroll in the course for purposes not requiring credit. An auditor must have the

CLASS ATTENDANCE

While class attendance is not recorded officially by the university, regular attendance in class is often essential to success in a course.

Policy on class attendance is within the discretion of the individual faculty member, who shall announce the policy at the first class meeting of the semester.

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

CLOSED CLASSES

A departmental permit is required to add a closed class.

CONCURRENT ENROLLMENT

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

CONTINUOUS ENROLLMENT - GRADUATE STUDENTS WITH MASTER'S DEGREE OBJECTIVES

A student with a graduate degree objective must maintain continuous enrollment (summer sessions and intersession excluded) until the degree is awarded.

A graduate student who finds it impossible to attend during a particular semester and is denied a formal leave of absence may register in Graduate Studies 700, which gives no units of credit and does not require class attendance. Enrollment in Graduate Studies 700 is through regular registration and is restricted to classified or conditionally classified graduate students.

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

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

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

CONTINUOUS ENROLLMENT OF TEACHING CREDENTIAL CANDIDATES

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

COURSE SYLLABI

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

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

DEGREE CANDIDATES

Candidates for the baccalaureate must file an application for a graduation check one year (two semesters) prior to the semester in which they anticipate completing all requirements for a degree. Undergraduate candidates for Spring 2020 must file by February 2, 2020. Complete information and instructions about the entire graduation check process for undergraduates are available on the university website under “Graduation.”

Candidates for Spring 2020 master’s and doctorate degrees must file a request for a graduation check on or before February 10, 2020. The form to accomplish this is available on your student portal under “Self Service” (click on Other Academics).

A change in anticipated date of graduation may be reported by filing the necessary form with the Graduation Unit (LH-114) for undergraduate students, and with the Graduate Studies Office (MH-112) for graduate students.

GRADE OPTIONS

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

**Traditional**


**Nontraditional**

CR - C (2.0) grade or better in undergraduate courses; B (3.0) or better in graduate courses.

NC - No credit

Students may indicate the grading basis for each course when they register. They have until the deadline published in the front cover of the registration guide to change an option. If grading for a course is listed as “Undergraduate Student Option”, the course can be taken either for a letter grade (A,B,C,D) or as credit/no credit. If no option is chosen, the course will default to letter grade. Certain faculty designated courses may solely be taken as graded or as credit/no credit. To change the option from letter grade to Credit/No Credit or from Credit/No Credit to a letter grade, use the pull down menu under “Grading” at the time you enroll in the class. Grade basis can be made online through the second week of classes.

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 and not a credit/no credit.

INCOMPLETE AUTHORIZED (I)

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

An incomplete must be made up within one year following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being changed to an IC symbol or an NC unless faculty member assigns a specific letter grade at the time the incomplete is assigned, which would replace the ‘I’ in the student’s record at the end of the one year deadline. Therefore, ‘I’ grades that were earned for the Fall 2019 semester must be completed by January 2, 2021. ‘I’ grades assigned at the end of the Spring 2020 semester must be completed by May 21, 2021.

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

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

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

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

INDEPENDENT STUDY

If you want to register in an independent study course, you must obtain written approval from the instructor and the department chair using the appropriate university form. During the semester, you and the instructor shall prepare a study plan and submit it to the department.
chair, or designee, for approval. The approved study plan shall be kept on
file in the department or program office and shall include a statement of
the basis for final evaluation of the independent study.
You may not take more than six units of independent study at the
undergraduate level in a given semester or apply more than nine units
of independent study toward completion of the undergraduate degree.
If you are a graduate student, you may not apply more than six units of
independent study toward the completion of a graduate degree unless
written approval is obtained by the appropriate college dean.
Lower-division students normally enroll in Independent Study 299,
upper division students in 499; and graduate students in 599, respectively.
Independent study courses may be repeated.

INTERNSHIPS AND COMMUNITY ENGAGEMENT

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

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

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

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

LEAVE OF ABSENCE - UNDERGRADUATES AND
POSTBACCALAUREATE UNCLASSIFIED GRADUATE STUDENTS

A leave of absence may be granted based on certain documented
extenuating circumstances and normally is granted for not more than
one year. Students must be in good academic standing and must have
completed 12 units at this university. A leave of absence is not granted in
order for a student to return to a community college to take coursework
for financial or academic reasons. An approved leave of absence
authorizes the student to return without reapplying to the university
and continue under the catalog requirements prior to the absence.
Undergraduate and postbaccalaureate unclassified graduate students on
approved leaves of one year (two academic semesters) or less are eligible
to register for the semester immediately following the end of the leave.

LEAVE OF ABSENCE - GRADUATE AND CREDENTIAL
STUDENTS

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

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

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

LIBRARY HOURS

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

NONDISCRIMINATION POLICY

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

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

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

Employees and students who violate CSU Executive Order 1097
may be subject to discipline. If employee discipline is appropriate it
shall be administered in a manner consistent with applicable collective
bargaining agreements, CSU policies and legal requirements. Discipline of a student shall be administered in accordance with Section 41301 of Title 5, California Code of Regulations and CSU Executive Order 1098, or any superseding executive order, if applicable.

OPEN UNIVERSITY ENROLLMENT

Open University Enrollment provides an opportunity for people not currently admitted to Cal State Fullerton to enroll in undergraduate and graduate-level courses. Registration is on a space-available basis at the start of the semester and students must meet stated prerequisite requirements. Information is available from Extension and International Programs (EIP) at ou.fullerton.edu. Students enrolling through Open University are encouraged to contact Open University Advisers Suzanne Batista, sbatista@fullerton.edu (GH-123B, 657-278-4280) or Margaret Luzzi, mluzzi@fullerton.edu (College Park 100, 657-278-7644) with any questions prior to registering.

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

Participation in Open University enrollment does not constitute admission to the university.

REPEAT POLICY

Grade Forgiveness (16-unit limit)

An undergraduate student may repeat up to 16 units of course work with 'Grade Forgiveness'. This category of repeat is used for grades of C- (1.7) or lower. In computing the grade point average of a student who repeats courses in which 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. To be eligible for this policy, 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 records.fullerton.edu/academics. Click on "Academics"; select Academic Regulations, scroll down to "Repeat Policy".

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 so do.

A student may appeal any action taken on a charge of academic dishonesty under the University Policy Statement 300.30, “Academic Appeals.” See “Academic Appeals” in the “Student Affairs” section of the university catalog.

VIOLENCE PREVENTION EDUCATION AND CONFIDENTIAL ADVOCACY SERVICES

Implementation of CSU Executive Order 1095

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

SEXUAL ASSAULT PREVENTION AND SURVIVOR SERVICES

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

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

It is the policy of California State University, Fullerton to maintain a working and learning environment free from sexual harassment and sexual misconduct of its students, employees and those who apply for student or employee status. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and California Education Code Section 89535. CSU Executive Order 1097 “Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students”, CSU Executive Order 1096 “Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties” and CSU Executive Order 1095 “Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy” prohibit sexual harassment within the CSU System. The University will take action to eliminate sexual harassment and similar behavior. Information concerning campus sexual harassment policies and procedures can be obtained from Sarah Bauer, Title IX Coordinator, CSUF, Langsdorf Hall, Suite 809, 657-278-2121.

TITLE IX

California State University, Fullerton is committed to providing equal opportunities to all CSU students, regardless of sex, gender, gender inclusive and sexual orientation in all campus programs, including intercollegiate athletics. Information concerning the application of Title IX to campus programs and activities including complaint procedures can be obtained from:

Sarah Bauer, Title IX Coordinator, CSUF, LH-809, 657-278-2121; or Meredith Basil, Associate Athletics Director/Senior Woman Administrator/Deputy Title IX Coordinator, Athletics (LH-209), 657-278-2648

USE OF BICYCLES AND SKATEBOARDS ON CAMPUS

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

SOCIAL SECURITY NUMBER AND STUDENT IDENTIFICATION NUMBER

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

For other records and services, the university uses an assigned campus wide identification number (CWID) as the student's account number. A student's Titan Card number is not 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 postbaccalaureate unclassified non-credential graduate students to be absent for one semester and maintain their continuing student status. This includes election of catalog requirements for graduation and eligibility to register for the next semester. Disqualified students, foreign visa students, students on leaves approved for more than one year and students without approved leaves who are absent for more than one semester must apply for readmission should they wish to return to Cal State Fullerton. Service members who are called to active duty or deployed should check with veteran's certification at 657-278-2373.

ADMISSION TO THE TEACHER EDUCATION CREDENTIAL PROGRAM

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

If you currently possess a bachelor's degree, you should attend a Credential Overview to learn more about each Teacher Education Credential Program. Overview schedules are available at http://ed.fullerton.edu or by calling 657-278-3412.

TITAN SHOPS

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

TRANSCRIPTS

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

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

VETERANS RESOURCE CENTER

The Veteran Resource Center (VRC) assists active and reserve military, veterans and military-connected students 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 that facilitates the student's social and academic integration from admission to achieving their academic and professional goals.

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

CSUF matriculated students who are military veterans, reservists, and active-duty service members are eligible for priority registration of classes during their academic careers. Eligible CSUF students must provide proof of service (i.e. a DD-214 Member 4 Copy or current enlistment contract) to the Veterans Resource Center at 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 EDUCATION BENEFITS

Veterans may obtain information concerning application for benefits, registration and adjustments in status from the Veterans Certification Coordinator located in Veterans Resource Center (GH-244). New, returning and transfer student veterans should consult the Veterans Certification Coordinator 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 or 657-278-8660 for representative availability. You may also visit the website at www.fullerton.edu/veterans for more information.

VETERANS ADMINISTRATION VOCATIONAL REHABILITATION

Vocational Rehabilitation Benefit paperwork must be turned into the Veteran Resource Center (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, Inter Session, and Open University. For more information, you can reach us at veterans@fullerton.edu. Please contact the Veterans Resource Center (www.fullerton.edu/veterans) or call (657) 278-2373 for questions/clarifications.

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 Financial Services website sfs.fullerton.edu. You may also contact the Student Financial Services Office at SFS@fullerton.edu or 657-278-2495.

PROGRAMS AND SERVICE

The Veterans Resource Center has many programs aimed to help student veterans navigate the transition to and throughout college. These include our lounge space, computer lab, peer mentoring, academic tutoring, Career Readiness Program, discussion and support groups, scholarships, work-study and academic internships. Please contact the VRC for further information at (657) 278-8660 or visit the VRC office in GH 244 or veterans@fullerton.edu.

VOLUNTARY STUDENT HEALTH INSURANCE

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

I. CSU EXECUTIVE ORDER 1108

California State University, Fullerton is committed to a healthy and productive environment. As such, and in light of well-established health risks associated with exposure to secondhand smoke, California State University, Fullerton prohibits smoking in all interior and exterior campus areas and locations effective August 1, 2013 as specified below:

- Buildings (including residence halls), structures (including parking structures), and outdoor areas owned, leased or rented by the university or one of its auxiliaries whether located on or off the Fullerton main campus.
- Vehicles owned, leased or rented by the university or one of the university’s auxiliaries.
- Vehicles on university-owned, leased, or rented land or in university-owned, leased, or rented parking structures.

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

II. AUTHORITY

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

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

III. SCOPE

This policy applies to all university faculty, staff, students and visitors 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 or designee only when a required part of a specific performance. Smoking in Associated Students-sponsored performances and other suitable outreach and counseling programs.

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

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

IV. DEFINITIONS

“Smoke” or “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form.

“Smoke” or “Smoking” also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

V. IMPLEMENTATION

The Vice President for Human Resources, Diversity and Inclusion has overall responsibility for implementing this policy. To provide adequate time to create awareness, outreach, and educational programs, including smoking cessation and counseling programs, this policy is effective August 1, 2013 and supersedes all previous university smoking policies. Prior to this effective date, the previous university smoking policy will remain in effect.

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

Student Health and Counseling Center
Human Resources
Faculty Affairs and Records
Strategic Communications
Dean of Students
International Education and Exchange

VI. ACCOUNTABILITY

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

WITHDRAWAL UNAUTHORIZED (WU)

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

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

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

- If the student registered for the class with a grading basis of ‘letter grade’, the symbol on the CSUF transcript appears as WU, and is equivalent to an F in GPA calculations.
- If the student registered for the class with a grading basis of ‘credit/ no credit’, an assigned ‘WU’ would be recorded as NC* which does not impact GPA calculations.
• **NOTE:** The grading basis available for a class depends on how the course is being offered. Some courses are offered as ‘letter grade only’, some as ‘credit/no credit only’ and some courses offer students a choice of either ‘letter grade’ or ‘credit/no credit’ 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. For further information, please contact Registration and Records in LH-114.

**FEES AND DEBTS OWED TO THE INSTITUTION**

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

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

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

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

**WRITING CENTER**

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

**YOUR BACHELOR’S DEGREE WORKSHEET**

The university requires that you accomplish many different objectives to graduate.

The following is a checklist of graduation requirements.

1. Complete your general education requirements.
2. Complete your major requirements — both units and courses and minimum course grades, if specified.
3. Complete your electives.
4. Complete the minimum number of units in your degree (120-132).
5. Complete at least 40 units of upper division courses (300 and 400 level).
6. Complete at least 30 of your total units in residence (at least 24 of the 30 must be upper division and at least 12 of the 24 must be in your major).
7. Satisfy the Upper Division Baccalaureate Writing Requirement
   - Pass the required courses with a grade of C or better.
8. Apply for graduation check approximately one year (two semesters) before graduation — online grad applications are available via portal access. Refer to page 2 of this registration guide for the specific deadline dates.
9. Finish with at least a 2.0 (C) average:
   - in all courses at all colleges or universities,
   - in all courses at CSUF and
   - in all courses in your major.
10. Count no more than:
    - 36 CR/NC units toward the degree,
    - 30 units of credit by exam,
    - 24 units taken through extension (Extension and International Programs); including adjunct,
    - 9 units of independent study,
    - 6 units of internship,
    - 3 units of tutorial courses.

**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.

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    • 36 CR/NC units toward the degree,
    • 30 units of credit by exam,
    • 24 units taken through extension (Extension and International Programs); including adjunct,
    • 9 units of independent study,
    • 6 units of internship,
    • 3 units of tutorial courses.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

THE PRESIDENT’S DIRECTIVE NO. 17

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

I. Directive

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

II. Authority


III. Scope

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

IV. Definitions

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

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

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

V. Implementation

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

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

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

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

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

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

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

VI. Accountability

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

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

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

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

Reviewed and approved by President Milton A. Gordon on March 17, 2011.
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>
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<tbody>
<tr>
<td>A+</td>
<td>Outstanding</td>
<td>4.0</td>
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<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>Good</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td></td>
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<td>B-</td>
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<tr>
<td>C+</td>
<td>Acceptable</td>
<td>2.3</td>
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<td>C</td>
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<tr>
<td>C-</td>
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<tr>
<td>D+</td>
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<td>0.7</td>
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<tr>
<td>F</td>
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</table>

GRADING STANDARDS IN GENERAL EDUCATION (GE)

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

- Oral Communications (category A1)
- Written Communications (category A2)
- Critical Thinking (category A3) and
- Mathematics (category B4)
- A grade of “D plus” (1.3) or lower is not a passing grade.

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

GRADING STANDARDS IN UPPER DIVISION WRITING REQUIREMENT (UNDERGRADUATES)

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

GRADING STANDARDS IN GRADUATE PROGRAMS

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

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

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+” thru “C”). “No credit” is awarded for work equivalent to all grades which earn less than 2.0 grade points (“C” minus thru “F”).

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

PLUS / MINUS GRADES AND TRANSFER ADMISSIONS

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

Plus and minus grading will have no effect upon the admissions applicability of community college coursework that has been general education “certified” by California community college(s) as per CSU Executive Order 1033.
SPRING 2020 FINAL EXAMINATIONS

Final examinations will take place Saturday, May 9 through Friday, May 15. Final examinations are scheduled for one hour and 50 minutes unless special arrangements are made by the instructor with the dean of the college. Students shall confirm with their instructor regarding the date and time of their final examination. Students should consider the final examination schedule when selecting courses. For more information, visit http://records.fullerton.edu/registration/finalexaminations.php

FINAL EXAMINATIONS SPECIAL COURSE EXAM HOURS

ACCT 201B . . . . . . . . . . . . . . . Monday, May 11 9:00 – 10:50 am
MATH 115 . . . . . . . . . . . . . . . Tuesday, May 12 3:00 – 4:50 pm
MATH 115A . . . . . . . . . . . . . . . Tuesday, May 12 3:00 – 4:50 pm
MATH 115B . . . . . . . . . . . . . . . Tuesday, May 12 3:00 – 4:50 pm
MATH 125 . . . . . . . . . . . . . . . Tuesday, May 12 3:00 – 4:50 pm
ACCT 201A . . . . . . . . . . . . . . . Thursday, May 14 7:00 – 8:50 am

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

FRIDAY EVENING, SATURDAY, OR SUNDAY CLASSES

Students taking Friday evening classes will take final examinations at their regular class times on Friday, May 15. Students taking Saturday or Sunday classes will take final examinations at their regular class times on Saturday, May 9 or Sunday, May 10.

UNIVERSITY POLICY ON FINAL EXAMINATIONS

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

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

For a traditional view of the final exam schedule, visit http://www.fullerton.edu/scheduling/ . Once established, the final examination schedule may not be changed unless approved by the department and program chair and the dean of the college.

Makeup final examinations may be given for reasons of illness, verified emergency, or other serious and compelling reasons approved by the instructor. An instructor shall not shorten the academic semester by scheduling an in-class final examination before the week scheduled for final examinations. No major examinations shall be given during the last week of the semester that is scheduled for instruction unless there is also to be a final examination at the time assigned in the Registration Guide.

"Take-home" Final Examinations

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

Final Examinations in Online Courses

Final examinations for online courses, whether they are delivered asynchronously online (i.e., not within a specified time block), synchronously online (i.e., within a specified time block), or face-to-face, must be completed no later than 5:00 pm on Friday, May 15, 2020.
**ANSWERS TO YOUR QUESTIONS**

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<td>Graduation Requirements (Undergraduate)</td>
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<td>Gymnasium Use and Hours</td>
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<tr>
<td>Student Health Services</td>
<td>National Student Clearinghouse</td>
<td>GH-180**</td>
<td>278-2495</td>
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<tr>
<td>Financial Aid</td>
<td>*Student Financial Services</td>
<td>GH-114</td>
<td>278-7601</td>
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<td>Graduation</td>
<td>Records and Registration</td>
<td>CP-100</td>
<td>278-2611</td>
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<td>University Risk Management</td>
<td>Extension and International Programs</td>
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<td>Career Development and Counseling Center</td>
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<td>Recreation Office</td>
<td>Housing and Resident Life</td>
<td>KHS-159</td>
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<td>Titan Student Union</td>
<td>Student Health Services</td>
<td>Lobby</td>
<td>278-7739</td>
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<td>Center for Internships &amp; Community Engagement</td>
<td>Cobl Residence Hall</td>
<td>278-2168</td>
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<td>Student Health Services</td>
<td>Reception</td>
<td>SHCC-West</td>
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<td>Center for Internships &amp; Community Engagement</td>
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<td>278-3476</td>
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<td>Records and Registration</td>
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<td>Recreation Office</td>
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<td>Admissions and Applications</td>
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<td><a href="http://www.parking.fullerton.edu">www.parking.fullerton.edu</a></td>
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<td>WoMen's Center/Adult Re-entry</td>
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</tbody>
</table>
MATH GE REQUIREMENTS FOR AY 2019-20

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

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

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

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

Although Kinesiology and Public Health majors are not required to take a Math GE class in their first semester, they will be allowed to register in Math 115 or Math 125 during New Student Orientation.

Once Freshmen Orientation is complete, the restrictions will be lifted and any remaining seats will be open to students from all majors.

DEPARTMENT PLACEMENT EXAMS

CHEMISTRY 120A ENROLLMENT REQUIREMENTS

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

CHEMISTRY PLACEMENT EXAM (CPE)

Testing Center CPE Dates

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

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, October 12, 2019</td>
<td>Wednesday, October 2, 2019</td>
</tr>
<tr>
<td>Saturday, December 7, 2019</td>
<td>Wednesday, November 27, 2019</td>
</tr>
</tbody>
</table>

Department of Chemistry and Biochemistry CPE Dates

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

CPE DESCRIPTION:

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

CPE Results

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

CPE EXEMPTIONS

CHEM 115 Equivalent

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

AP and IB Chemistry Exemption

Students who pass the AP Chemistry exam with a score of 3 or greater or receive a diploma for the IB Chemistry exam are eligible to enroll in CHEM 120A. Students who earn a score of 4 or greater on the AP Chemistry exam will be considered for enrollment in CHEM 120B. Students who want to establish their eligibility for CHEM 120A or 120B and have taken the AP or IB exam, should bring evidence of exam scores to the Chemistry Department in MH 580.

COMPUTER SCIENCE PLACEMENT TEST

The Computer Science curriculum begins with a three course sequence, CPSC 120,121,131, covering concepts of programming and data structures. You may have gained knowledge of these topics in a variety of ways, but do not have formal courses to transfer nor AP scores to submit. To validate your knowledge you may take the Computer Science Placement Examination to waive one or more of these courses. The test may be taken only once. Test scores are valid for two consecutive semesters.

Arrive for instructions 10 minutes before test begins. Bring pencils and eraser. There is no fee and you do not need to pre-register, but picture identification is required.

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Friday, November 8, 2019</td>
<td>9:00 - 10:50 p.m.</td>
<td>CS-104</td>
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<tr>
<td>Wednesday, January 15, 2020</td>
<td>2:30 - 4:20 a.m.</td>
<td>CS-300</td>
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</tbody>
</table>

If you take the placement exam and receive a waiver in one or more of these courses, you will have to take additional elective course work to satisfy the 124 unit graduation requirement. For examination policies and results, please contact the CS Department Office, CS-522, or call 657-278-3700.
MATHEMATICS QUALIFYING EXAMINATION (MQE)

All students planning to enroll in Mathematics 130, Short Course in Calculus; Mathematics 135 Business Calculus, Mathematics 150A and Calculus I, must take the Mathematics Qualifying Exam (MQE) or have a department-approved exemption. No student will be enrolled in these mathematics courses unless he or she has already passed the MQE or is exempt. The examination scores are valid for two consecutive semesters. You must pass the MQE or be exempt before you can register for any of the above courses.

To be exempt from the MQE, students must have:

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

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

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

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

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

MUSIC

New undergraduate music students

Refer to the School of Music website music.fullerton.edu for information pertaining to auditions, testing, and advising. All prospective music majors should register at this site for further information. All prospective undergraduate music majors MUST audition and be accepted as music majors in order to register for music major classes. Students who have applied but not yet been accepted to the University may audition. Questions may be addressed to Dr. Nicole Baker, Undergraduate Admissions Coordinator (csufmusic@fullerton.edu or 657-278-3511).

New graduate music students

Entrance exams for incoming graduate students in music are given on the Thursday before the first day of classes each semester. Auditions on the student's principal instrument will be heard by appointment the following day, the Friday before the first day of classes. New graduate students wishing to pre-register should enroll in Registrar 99 (0 units). Registration in courses is by advisement, based on the entrance exam and audition results. Incoming graduate students should receive a schedule for the testing and audition events approximately ten days prior. To assure receipt of this schedule and for other inquiries, contact the Graduate Studies Program Advisor for the School of Music at 657-278-3511.

UNDERGRADUATE UPPER-DIVISION WRITING REQUIREMENT

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

Approved Upper-Division Writing Courses

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

Examination

Graduate students whose program requires the EWP must continue to take this exam.

The Junior-Level Examination in Writing Proficiency (EWP) consists of an essay.

For test dates and registration deadlines, check the Testing Center website: www.fullerton.edu/testing/ewp/

To register for the EWP, pick up the registration form from the Testing Center (GH-143) and pay your fee at Student Financial Services (GH-180) by 5p.m. on the registration deadline date. Your EWP Confirmation Ticket with test day information will be emailed to your campus email address approximately one week after the registration deadline.

Sabbath observers and students requiring special accommodations due to a documented disability must make special arrangements with the Test Center (GH-143) at least 4 weeks prior to the registration deadline.

If you are unable to attend the test session that you registered for, contact the Testing Center (657-278-2288) at least 24 hours before the test date for transfer or test refund information.
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 2018 AND LATER
48-49 total units, including:
• 9 units upper division in designated areas
• 9 units in residence at CSUF
• 1 course in cultural diversity (courses marked with an asterisk*)
• Limited to either 9 units or 3 courses from a single department, excluding courses in GE Area A, Core Competencies and C.4 HIST 110A
• Each course counts in only one GE Area, except those meeting Overlay Z, Cultural Diversity

UNIT REQUIREMENTS FOR GE SPRING 2018 AND EARLIER
51 total units, including:
• 9 units upper division taken as a junior or senior in areas B.5, C.3, and D.4
• 9 units in residence at CSUF
• 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

PARKING INFORMATION – SPRING 2020
For detailed information on parking policies, maps of parking lots, and much more visit the Parking and Transportation Services website at www.parking.fullerton.edu. You can also stop by the Visitor Information Center which is open Monday - Thursday from 7 a.m. - 7 p.m. and Friday from 7 a.m. - 4 p.m.

IRVINE CENTER

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 that enable students to complete undergraduate degree programs. Professional degrees are also offered through Extension and International Programs. The Student Success Center at Irvine provides an array of support services, including academic advisement, financial aid, disability support services, test proctoring, career advising, counseling and psychological services, tutoring, supplemental instruction, and student engagement opportunities. The Irvine Center offers 23 smart class rooms with state-of-the-art technology. In addition, there are two conference rooms, a multipurpose room, study areas for group work, and a room for tutoring. The CSUF Irvine Center is located at 3 Banting, in the Irvine Spectrum.

For additional information, including operating hours, administration, events, and directions please call (657) 278-1600 or visit the CSUF Irvine Center website at www.fullerton.edu/irvine

IRVC STUDENT SUCCESS CENTER

The Irvine Center is dedicated to providing quality advisement by adopting a holistic approach and by collaborating to assist students in achieving educational, career and personal success. The Student Success Center under the direction of the AVP of South County Operations and Initiatives, consists of a financial aid advisor, a senior career advisor, a graduation and retention specialist, two assistant deans (academic programs and student affairs), a Mihaylo College of Business and Economics (MCBE) advisor, a psychological counselor, and visiting advisors. It is located in IRVC-115.

LOCATION
CSUF Irvine Center is located a 3 Banting, Irvine, near the intersections of the 405 Freeway and the 133 Toll Road, and the 5 Freeway and the 133 Toll Road. We are approximately one mile from the Irvine Spectrum. CSUF Irvine Center offers mass transit advantages, given readily available bus service and I-Shuttle service.

For more information on the Irvine Center, please visit www.fullerton.edu/irvine

BOOKSTORE
CSUF Irvine Center students purchase their books at the Titan Bookstore, which is located on the Irvine Center (IRVC-104). Books also may be ordered online at titanbookstore.com.
PARKING
CSUF Semester parking permits must be purchased online. The cost of a daily parking permit is $10 and $4 per hr. For detailed information on parking policies, maps of parking lots, and much more visit the Parking and Transportation Services. Please visit the parking website at www.parking.fullerton.edu.

MAJORS AND PROGRAMS SUPPORTED AT THE IRVINE CENTER
- 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
- FEMBA (Fully Employed MBA)
- General Education
- Public Health, B.S.
- Human Services, B.S.
- Kinesiology, B.S.
- Nursing, B.S.
- Psychology, B.A.
- Social Work, M.S.W.
- Sociology, B.A.

Selected courses will also be offered for majors in: Finance, ISDS, Management, and Marketing.

Courses in support of majors offered at the Irvine Center will also be offered in: Art, Economics, English, Geography, Mathematics, Political Science, Theater and a variety of others.

GARDEN GROVE
This facility offers Extension & International programs, in a convenient location for people who live or work in central Orange County.

LOCATION
CSUF Garden Grove is located north of the Garden Grove Freeway (22) at 12901 Euclid Street, on the corner of Euclid and Acacia Parkway. From the Fullerton campus, take the 57 Freeway south to the 22 Freeway west and exit at Euclid Street. The Euclid off-ramp exits onto Trask Avenue. Make a left turn onto Trask Avenue and an immediate right turn onto Euclid Street. Go north on Euclid Street for about one mile. Cross Garden Grove Boulevard and make a left turn at the next light onto Acacia Parkway. The parking lot is on the left side of the street, adjacent to the building.

PARKING
Students who will park at the Fullerton campus (CSUF) in addition to the Garden Grove facility should purchase a CSUF parking permit.
SCHEDULE OF CLASSES AND EXPLANATION OF CODES

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

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.

COURSE NUMBER

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.

TIME OF COURSE

The times that courses begin and end are indicated in the class schedule.

DAY CODE EXPLANATION

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

BUILDING CODE EXPLANATION

CP — College Park
E — Engineering
EC — Education Classroom
GG — Garden Grove Center
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
CS — Computer Science
MH — Miles D. McCarthy Hall
PL — Pollak Library
RGC — Ruby Gerontology Center
SGMH — Steven G. Mihaylo Hall
SHCC — Student Health and Counseling Center

T — Temporary
UP — University Police
VA — Visual Arts

COURSE TYPE EXPLANATION

For each course offered, there is a course type.

Lec - Lecture       Lab - Laboratory
Sem - Seminar       Act - Activity
Dis - Discussion    Sup - Supervision

STUDENT ACCOUNT INFORMATION

FEES AND PAYMENTS

Please go to http://sfs.fullerton.edu/ to view a list of current fees.

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

EMAIL ADDRESS

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

FEE PAYMENT DEADLINES (ALL STUDENTS)

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

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

<table>
<thead>
<tr>
<th>Registration Date</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Titan A October 25 - November 30, 2019</td>
<td>December 10, 2019</td>
</tr>
<tr>
<td>Titan B December 1-31, 2019</td>
<td>January 10, 2020</td>
</tr>
<tr>
<td>Titan C January 1-23, 2020</td>
<td>January 23, 2020</td>
</tr>
<tr>
<td>PREPAY Beginning January 24, 2020</td>
<td>Due Prior to Enrollment</td>
</tr>
</tbody>
</table>

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

IMPORTANT!

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

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

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

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

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

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

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

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

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

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

STUDENTS RECEIVING FINANCIAL AID

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

1. You have accepted a financial aid award at the time you register for classes and you have enough anticipated aid to cover your tuition fees, and/or TIPP payment.
   • Most grant funds are automatically accepted on your behalf. Therefore, if State University Grant (SUG), Education Opportunity Grant (EOP), Cal Grant A or B, Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG) are accepted on your account, those funds can be used as anticipated aid to lower what is due now on your account. Those monies will be automatically deducted at the time of disbursement.
   • You must formally accept a loan in order to use those funds as anticipated aid to lower what is due now on your account. If you have been offered a Federal Direct Loan or a Dream Loan, go to Titan Online and “View Financial Aid”. Click on the “Accept/Decline Awards” link and follow the instructions to accept the loan.

   The “Account Inquiry” page in Titan Online displays your fee charges and any anticipated financial aid. If you do not have enough anticipated financial aid available to offset your charges in full, you must pay the balance.

STUDENT RESPONSIBILITY FOR PAYMENT OF FEES

You are responsible for payment of your registration fees. If your financial aid award becomes unavailable for ANY reason or is insufficient to pay for fees as initially anticipated, you must pay the balance immediately upon notification. It is your responsibility to ensure that registration and tuition fees are paid in full. Check your student account regularly by logging into Titan Online via your student portal (fullerton.edu) and click on “Student Center”.

Select “Account Inquiry” to view any current balances due.

WITHDRAWAL ‘W’ GRADES

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

STUDENTS RECEIVING FEE ASSISTANCE

Applications and requests must be submitted according to program guidelines.
THIRD PARTY CONTRACTS/SPONSORED STUDENTS

If a government agency, embassy or other organization will pay your registration and tuition fees, you must submit a current letter of financial guarantee to International Students and Scholars Office (GH-244) at least five business days prior to your TITAN registration appointment. If this letter is not received prior to your registration appointment, you are responsible for paying your registration and tuition fees and may be subject to disenrollment if your payment is not received by the deadlines specified above.

STATE REHABILITATION

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

SPRING 2020 REGISTRATION

THINGS YOU SHOULD KNOW ABOUT REGISTRATION

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

TITAN ONLINE REGISTRATION INSTRUCTIONS

REQUIREMENTS

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

MAXIMUM UNITS

University Limitation

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

TITAN PIN

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

TITAN APPOINTMENT

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

HOLDS

Any holds will be listed on Titan Online Student 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. Grade option changes can be made online through approximately the second week of classes. The deadline is published on page 2 of the Registration Guide.

COURSE PREREQUISITES

Some courses have course prerequisites (see Class Notes in the online class schedule) which, if not met, will result in your being unable to register for the course or being dropped by the instructor.

COURSE COREQUISITES

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

TEST SCORE PREREQUISITES

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

REGISTRAR CLASS (REG 999)

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

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

DISABLED STUDENTS

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

WAITLISTING

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

How Waitlisting Works

• The online waitlisting feature will cease to function with the end of the first week of class, but the waitlist will be retained for informational purposes for the instructor. There is no guarantee that the instructor will enroll you for the course even if you are on the waitlist.
• Many classes will offer waitlisting with the exception of 495, 499, 595, 598 and 599 classes.
• The standard waitlist limit for each class is 15 students; this is regardless of the class limit. Some classes may have different waitlist limits based on department discretion.
• You can waitlist for a maximum of 8 units, provided that each course’s waitlist is not already full. (Note: Waitlisted units are not included toward your enrollment unit limit. Once you successfully get into the class, then the units will count towards your enrollment unit limit.)
• You must meet any requisites for the class before you can be placed on the waitlist, e.g., course 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.
• If you are waitlisted for multiple sections of the same course, and you successfully get into one of the sections, you will be automatically removed from the waitlists for the other sections. If you are enrolled in a class, you will never be enrolled into any other section of the same class, nor will you be automatically removed from from waitlists of the same class. If you prefer to

be enrolled from a class for which you are waitlisted, you must first drop the class you are enrolled in to have the possibility of being enrolled in the preferred class section.
• You will not be billed for waitlisted classes but will be billed if moved from a waitlist into a class and the additional units result in higher registration fees. It is important to check your class schedule and account summary regularly to avoid possible cancellation due to a newly added class(es).
• If you are moved from the waitlist into a class, it is your responsibility to drop the class (as with any other class) if you decide not to attend. Failure to do so will result in a ‘WU’ grade on your record, which will lower your grade point average.
• There is no guarantee you will be moved off the waitlist and enrolled into the class. Once the process to move students from the waitlist has run for the final time and classes have begun, instructors are not required to add students who were waitlisted for the class.
• Faculty may control access to “closed” classes starting with the first day of class according to academic department procedures.

Waitlist Restrictions

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

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

2. You are already enrolled in another section of the same course. Do not use waitlisting to try to get into another section of a course in which you are already enrolled, as you will not be moved from the waitlist if space becomes available. You will need to choose whether to take a chance and place yourself on the waitlist of the full section in the hope that space becomes available or remain enrolled in the section you have already scheduled.

3. Enrollment from waitlist will exceed student’s maximum unit limit for the term. Unit limits are viewable in the Student Center under enrollment details.
If you cannot be moved from the waitlist, for any of the reasons given above, you will be skipped and the next student considered. You will not be reconsidered until the next time space becomes available in the class. **Check your schedule regularly in your Student 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.

**TITAN Scheduler**

Students can now plan their schedule from anywhere with TITAN Scheduler! Students will be able to find the best schedule with streamlined class searches, visual schedule previewing, side by side comparisons and flexibility around planned breaks. Students can bring multiple schedules up side-by-side and compare options. The schedule planner provides a “Breaks” feature to allow students to block off times they are unable to take class, such as for jobs or athletics. Advisors can now focus on which courses students need to take, rather than the individual times in which to take them, alleviating advisors of tedious scheduling for students. There is a video tutorial in Titan Online as well as additional “help” resources available within TITAN Scheduler. Please note that class schedule information will be available in Titan Scheduler when the schedule is formally released to the campus and will not be available prior to that. Students need to simply access the TITAN Scheduler link from their Portal to begin optimizing their schedule today!
“Minicourses” are generally five weeks long and offered during four sessions throughout the semester. “Shortcourses” can last anywhere from two days to several weeks, but are shorter in length than the semester and generally within the semester dates. Course meeting information is listed with the departmental class offerings, under "dates". Shortcourses are not listed below, because many of these courses are for a select group of students and are usually held at off-campus locations. If you are enrolled in a shortcourse, check with the department offering the course for information about deadlines.

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

### Search Available Minicourses or Shortcourses

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

### MINICOURSE SESSIONS AND DEADLINES

January 19 is the last day to register for all minicourses without a late fee.

<table>
<thead>
<tr>
<th>Session</th>
<th>Last day to add (with a $20 late fee), change grade option, or drop without a W. Petition for Late Addition Classes required</th>
<th>Last day to drop with a W. Approved “Request for Withdrawal” is Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Session 1 (January 18 - February 21)</td>
<td>January 28</td>
<td>February 15</td>
</tr>
<tr>
<td>Mini Session 2 (February 22 - April 3)</td>
<td>March 1</td>
<td>March 22</td>
</tr>
<tr>
<td>Mini Session 3 (April 4 - May 8)</td>
<td>April 15</td>
<td>May 3</td>
</tr>
<tr>
<td>Session 10F (January 18 - April 3)</td>
<td>January 28</td>
<td>March 15</td>
</tr>
<tr>
<td>First 7 (January 18 - March 6)</td>
<td>January 28</td>
<td>February 5</td>
</tr>
<tr>
<td>Last 8 (March 7 - May 8)</td>
<td>March 13</td>
<td>April 19</td>
</tr>
</tbody>
</table>

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

*First 10 weeks; 10f*
### How to Register for Classes

#### Processing Steps

<table>
<thead>
<tr>
<th>Navigating to Registration Menu</th>
<th>Screen Shots</th>
</tr>
</thead>
</table>

**Step 1:** Log in to the campus portal at [www.fullerton.edu](http://www.fullerton.edu) by clicking on the Portal Login button at the top left of the main homepage.

**Step 1a:** Enter your username and password. Then click **Sign In**.

**Step 2:** Click on the **Titan Online** icon.

**Step 3:** Click on the **Student Center** link in the Student Self Service section.
**REGISTERING FOR CLASSES USING TITAN ONLINE**

### Processing Steps

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

![Screen Shots](image)

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**.

![Screen Shots](image)

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**.
## Registering for Classes Using Titan Online

### Processing Steps

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

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

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

Click **Search**.

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

#### Step 2b:
The **Status** field will indicate the status of the class:
- Open
- Closed
- Wait List

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

### Screen Shots

**Add Classes**

**Enter Search Criteria**

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

**Class Search Criteria**

- **Course Subject**: Psychology
- **Course Number**: Is exactly 101
- **Course Career**: Undergraduate
- **Show Open Classes Only**

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

**Return to Add Classes**

**PSYC 101 - Introductory Psychology**

**Section**: 07-LEC/131631

<table>
<thead>
<tr>
<th>Status</th>
<th>Select Class</th>
</tr>
</thead>
</table>

**Days & Times**

- **TuTh**: 8:30AM - 9:45AM

**Meeting Dates**

- 01/20/2018 - 05/11/2018
### Processing Steps

**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**.

### Screen Shots

![Add Classes](image_url)
**Processing Steps** | **Screen Shots**
---|---
**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

#### Step 4:
A confirmation message will indicate the class has been added to your Shopping Cart.

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

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

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

Click **Finish Enrolling** to complete your enrollment.
### Processing Steps

**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.

### Screen Shots

#### Add Classes

3. **View results**

View the following status report for enrollment confirmations and errors:

Spring 2018 | Undergraduate | CSU Fullerton

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

#### Class Search Criteria

- **Course Subject**
- **Course Number**
- **Course Career**
- **Course Attribute**
- **Course Attribute Value**
- **Meeting Start Time**
- **Meeting End Time**
- **Day of Week**
- **Instructor Last Name**
- **Class Number**
- **Course Title Keyword**
- **Minimum Units**
- **Maximum Units**
- **Course Component**
- **Session**
- **Mode of Instruction**
- **Campus**
- **Location**

**Step 1:**
Click on the magnifying glass icon (🔍) next to **Course Attribute**.
<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
</table>
| **Step 2:**     | ![Look Up](image1)  
Select the type of course you wish to look up. |
| **Step 3:**     | ![Course Attribute](image2)  
Click on the magnifying glass icon (🔍) next to **Course Attribute Value**. |
| **Step 4:**     | ![Look Up](image3)  
Select the specific type of course you wish to look up. |
<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 5:</strong> Enter additional search criteria if desired. Then click <strong>Search</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

![Class Search Criteria](image)
**Processing Steps**

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

### Screen Shots

**Search Results**

When available, click View All Sections to see all sections of the course.

CSU Fullerton | Spring 2018

The following classes match your search criteria: Course Career: Undergraduate, Show Open Classes Only: Yes

Return to Add Classes

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>select class</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101 - Elements of Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 102 - Biology for Future Teachers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BIOL 101 - Elements of Biology

- **Section:** 22:CS101(92167)
- **Days & Times:** TuTh 7:00PM - 8:15PM
- **Room:** MS 121 - Lecture
- **Instructor:** Staff
- **Meeting Dates:** 01/20/2018 - 05/11/2018

### BIOL 102 - Biology for Future Teachers

- **Section:** CS2:ACT10421
- **Days & Times:** TuTh 11:00AM - 12:15PM
- **Room:** MS 6141 - Teaching Lab
- **Instructor:** Staff
- **Meeting Dates:** 01/20/2018 - 05/11/2018

- **Days & Times:** Fr 1:00PM - 2:15PM
- **Room:** MS 512 - Lecture
- **Instructor:** Staff
- **Meeting Dates:** 01/20/2018 - 05/11/2018
### 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**.

---

### 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.
### Processing Steps

#### 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.

### Screen Shots

#### Add Classes

1. **Select classes to add - Enrollment Preferences**

   Spring 2018 | Undergraduate | CSU Fullerton

   **SOCI 351 - Sociology of Families**

   **Class Preferences**

   - Wait list if class is full

   **Session**
   - Regular Academic Session

   **Career**
   - Undergraduate

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

   **Component**
   - Lecture

   **Days & Times**
   - M:00 Th:00 11:30AM - 12:45PM

   **Room**
   - Kern 426 - Lecture Room

   **Instructor**
   - Thomas Titan

   **Units**
   - 3.00

   **Start/End Date**
   - 01/20/2018 - 05/11/2018

#### Add Classes

3. **View results**

   View the following status report for enrollment confirmations and errors:

   Spring 2018 | Undergraduate | CSU Fullerton

   **Class**
   - SOCI 351

   **Message**
   - Class 1292 is full. You have been placed on the wait list in position number 1.
## Processing Steps

### 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.

### Screen Shots

#### Emma Titan

**Enroll** | **My Academics** | **My Textbooks**
---|---|---
[my class schedule] | add | drop | swap | edit | term information

#### Emma Titan

**Enroll** | **My Academics** | **My Textbooks**
---|---|---
[my class schedule] | add | drop | swap | edit | term

#### Drop Classes

## Select Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2018</td>
<td>Undergraduate</td>
<td>CSU Fullerton</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>Undergraduate</td>
<td>CSU Fullerton</td>
</tr>
</tbody>
</table>

[CONTINUE]
### Processing Steps

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

Then click **Drop Selected Classes**.

### Screen Shots

**Drop Classes**

1. **Select classes to drop**
   - Select the classes to drop and click **Drop Selected Classes**.

   ![Drop Selected Classes Screenshot](image1)

2. **Confirm your selection**
   - Click **Finish Dropping** to process your drop request. To exit without dropping these classes, click **Cancel**.

   ![Finish Dropping Screenshot](image2)

### 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).
### Processing Steps

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

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 5:</strong></td>
<td><img src="image1.png" alt="Drop Classes" /></td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="View results" /></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.
### Processing Steps

#### 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:
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.

---

### Screen Shots

**Step 3:**

<table>
<thead>
<tr>
<th>Swap This Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from your schedule: <strong>BUAD 301: Adv Business Communication</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>With This Class</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search for Class</strong></td>
</tr>
<tr>
<td><strong>Enter Class Nbr</strong></td>
</tr>
</tbody>
</table>

---

**Step 4:**

<table>
<thead>
<tr>
<th>Swap a Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Confirm your selection</td>
</tr>
<tr>
<td>Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>You are replacing this class</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class</strong></td>
</tr>
<tr>
<td><strong>BUAD 301-16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>With this class</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class</strong></td>
</tr>
<tr>
<td><strong>BUAD 301-28</strong></td>
</tr>
</tbody>
</table>

---
### Processing Steps

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

### Screen Shots

![Swap a Class](image)

**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.
### Processing Steps

#### 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.

### Screen Shots

**Step 2:**
![Image of grading and units options](image)

**Step 3:**
![Image of finish editing button](image)
**SPRING 2020 TITAN REGISTRATION APPOINTMENTS**

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

**TITAN REGISTRATION AND CHANGE OF PROGRAM**

October 28, 2019 - January 17, 2020 (Continuing Students, Stop-Outs, New Students)

Individual appointment times will be available on Titan Online beginning October 04, 2019.

<table>
<thead>
<tr>
<th>Window 1</th>
<th>October 28 - 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates and Postbaccalaureate credential. May 2020 and August 2020 graduation candidates</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 2</th>
<th>October 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Promise</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 3</th>
<th>October 31 - November 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 4</th>
<th>November 5 - 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juniors</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 5</th>
<th>November 7 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomores</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 6</th>
<th>November 13 - 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Freshmen and Postbaccalaureate Undeclared</td>
<td></td>
</tr>
</tbody>
</table>

**TITAN ONLINE**

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

**REGISTRATION HELP LINE**

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

**PAYMENTS**

For payment due dates, please see FEE PAYMENT DEADLINES or go to sfs.fullerton.edu.

You will not receive an invoice for your registration fees. To ensure your fees are paid on time and to avoid disenrollment, please check both your financial aid application status and your student 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.
## SPRING 2020 PROGRAM CHANGE PROCEDURES

### ADDING CLASSES — PROCEDURES AND DEADLINES

<table>
<thead>
<tr>
<th>First week of classes</th>
<th>January 18 - 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>All classes must be added through Titan Online.</td>
<td></td>
</tr>
<tr>
<td>For restricted classes, an electronic permit must be placed in the registration system by the department. After the permit is placed, students must complete the registration process through TITAN, by midnight on Monday, February 3.</td>
<td></td>
</tr>
<tr>
<td>Last day students will be enrolled from waitlist, January 26.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second week of classes</th>
<th>January 27 - February 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>All classes must be added through Titan Online.</td>
<td></td>
</tr>
<tr>
<td>To register for classes (except classes offered at Irvine), an electronic permit must be placed in the registration system by the department. To obtain a permit, you must secure the consent of the instructor. Depending on the department, the request to place the permit may happen in one of two ways. Either the instructor will notify department staff to place the permit or students may be given a permission slip to present to department staff personally. After the permit is placed, students must complete the registration process through Titan Online, by 12 midnight on February 4. It is highly advisable to complete the on-line add process as soon as the permit is issued.</td>
<td></td>
</tr>
<tr>
<td>All permits issued during week two will expire at midnight on February 4. You may add a class as an auditor or change your grade option to audit by obtaining the signature of the instructor on a Change of Program form and returning it to the Records and Registration Service Center in LH-114.</td>
<td></td>
</tr>
<tr>
<td>Grade basis changes to credit/no credit or a letter grade may be accomplished by visiting the Records and Registration Service Center in LH-114 and do not require the signature of the instructor.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third and Fourth week of classes</th>
<th>February 4 - 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add period over.</td>
<td></td>
</tr>
<tr>
<td>Students may add classes late due to personal emergencies (documentation required) or specified university exceptions (course-dependent, see the department). An approved Petition for Late Addition of Classes form must be submitted to the Records and Registration Service Center. The signatures of the instructor, Department Chair and the Dean are required. If approved, a $20 late add fee will be assessed.</td>
<td></td>
</tr>
<tr>
<td>Note: Petitions for Late Addition of Classes are no longer accepted after February 14.</td>
<td></td>
</tr>
</tbody>
</table>

### RECORDS AND REGISTRATION SERVICE CENTER

The Records and Registration Service Center is located in LH-114. The hours of operation for the center and Help Line are Monday - Friday 8 a.m. - 5 p.m. 657-278-7601.

### DEADLINES FOR NON-STANDARD LENGTH COURSES

If a course is not a mini course (see page 29) or a standard semester course, contact Records and Registration Helpline at 657-278-7601 for Add-Drop deadlines.
## SPRING 2020 PROGRAM CHANGE PROCEDURES

### DROPPING CLASSES — PROCEDURES AND DEADLINES

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>DEADLINE</th>
</tr>
</thead>
</table>
| **Drop Period**  
*No record of enrollment. All Courses.*  
First through second week of classes: You must drop courses using TITAN (except for restrictions indicated by TITAN). See “Class Attendance” on page 8. | January 18 - February 3 |
| **Refund Period**  
Resident and non-resident students reducing their status to six (6) or fewer units during the campus designated add/drop period, which ends February 3, 2020, will automatically receive a refund of the difference between full-time and part-time tuition fees, less a processing fee ($5). Non-resident students will also receive an automatic refund of non-resident tuition fees for classes dropped during this time, less a processing fee ($5). Students withdrawing from classes up through March 25, 2020 will automatically receive a pro-rated refund, less a processing fee ($5). | February 4 - 14 |
| **Withdrawal Period (“W” drop)**  
Authorization to withdraw after the second week of classes shall be granted for only the most serious and compelling reasons, e.g. a documented physical, medical, emotional or other condition which has the effect of limiting the student’s full participation in the class. Poor academic performance, e.g. lack of effort or poor attendance, is not evidence of a serious reason for withdrawal. The withdrawal form from Week 3-16 is now online and may be completed and submitted there. Please go to the Registration and Records website and click forms. For a non-medical withdrawal, once it is submitted, the withdrawal form will be forwarded to your instructor, and chair as appropriate for signature. You will receive the results of your request in about 2-3 weeks of its submission from Records and Registration. For medical withdrawals, the requested withdrawal will proceed through a committee. Should you have any questions, regarding these withdrawals, please contact the Registrar’s Office at (657)-278-2380. | February 4 - 14 |
| **Late Withdrawal Period (“W” drop)**  
Follow the same procedures as above. The approved withdrawal form should be submitted online. | February 15 - April 17 |
| **Emergency Medical Withdrawal**  
Complete withdrawal may be allowed during the final three weeks of instruction only in cases of documented accident or serious illness where assignment of an Incomplete is not practicable. The student or his/her proxy must submit detailed medical documentation online. The student should first attempt to receive Incompletes (I grades) with his/her instructors prior to applying for an emergency medical withdrawal, in order to salvage credit for the time and money invested in the courses up to that point. In such cases, state regulations do not permit a refund of fees to be considered. | April 18 - May 8 |

### WITHDRAWAL LIMIT

See page 14.

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

### DISCONTINUING CLASSES

If a student decides not to continue enrollment in a class, either before or after instruction begins, it is the student’s responsibility to follow and complete the appropriate procedures for dropping the class. See “Class Attendance” on page 8.

### REFUND OF FEES

Dropping classes may entitle you to a fee refund. For further information, contact the Student Financial Services Office or visit sfs.fullerton.edu/.

### DEADLINES FOR NON-STANDARD LENGTH COURSES

If a course is not a mini course (see page 29) or a standard semester course, contact the Records and Registration Helpline at 657-278-7601 for Add-Drop deadlines.
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.

- **Measles and Rubella:** All students must show proof of immunization against Measles and Rubella if they were born after January 1, 1957.
- **Hepatitis B:** Students under the age of 19 on the census date must show proof of immunization 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:

- 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.
- Obtain the vaccination from your private medical office or 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 on Titan Health. During registration there is a high demand for vaccination, so please plan accordingly.
- Obtain lab test for immunity if you think you have had the disease or the immunization but do not have proof (Titer). This can be done by your personal physician or at 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 [www.fullerton.edu/studentwellness](http://www.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](http://ochealthinfo.com)