

requesting readmission not less than one month prior to registration. Students seeking reinstatement will be held strictly to this deadline. The *College Calendar* lists dates of registration. Upon payment of the registration fee, registration materials are issued and must be filed before registration is considered completed. Late registrants are assessed a fine of \$5 and a late filing fee of \$2 if materials are not filed within 48 hours.

Students transferring between the Fresno campus and the Bakersfield Center should notify the Admissions Office where they intend to enroll well in advance of registration; this does not apply to any Summer Session, see *Educational Services*.

#### **CONCURRENT REGISTRATION**

Approval must be obtained in advance from the Admissions Officer before transfer credit may be earned at another college concurrent with registration at Fresno State College.

#### **CHANGE IN REGISTRATION**

Each student is held responsible for the program of courses listed at the time of registration. After the program has been filed, no changes may be made without advance application in writing on the form provided by the Student Records Office. The change is not recorded until this form is properly filled out and filed in the Student Records Office. All applications for courses added after the second week of the semester or dropped after the first six weeks incur a fine of \$1.

#### **WITHDRAWAL FROM COURSES**

Withdrawal from any course after filing the program requires written application on a form provided by the Student Records Office. Withdrawal without this procedure results automatically in a failing grade. A properly filed written application for withdrawal before the end of the third week permits a student to drop a course without prejudice. A properly filed written application for withdrawal after the third week but more than six weeks before the end of the semester permits a student, who is doing passing work, to drop a course without prejudice, with a W recorded on the transcript; otherwise the dropping of a course during this interval will be recorded as a failure. A properly filed application for withdrawal during the final six weeks of the semester permits, with the approval of the instructor, a student whose work is of passing quality to withdraw with an incomplete recorded on his transcript; if not passing, a failure (FW) is recorded. No program changes, other than complete withdrawal, may be made during the last two weeks of the semester. A fine of \$1 will be assessed for application to withdraw from a course after the first six weeks of the semester, unless the student is applying for a complete withdrawal for the semester. See *Refund of Fees*.

#### **WITHDRAWAL FROM COLLEGE**

Students withdrawing from college must file written application on the form provided by the Counseling Office. Applications filed before the end of the third week of the semester will enable the student to withdraw without prejudice to his standing. Applications filed after that time will be subject to the same rules as requests to withdraw from individual courses. See *Refund of Fees*.

#### **PROGRAM RESTRICTIONS**

Students planning to register for more than 17 semester units must obtain permission to carry maximum programs. In general, requests to take units above the maximum will be granted on the following basis: 18 semester units may be approved if the student has a 2.5 grade-point average or above (on a 4 grade-point system); 19 semester units may be approved if a 3.0 grade-point average has been maintained; any request to take 20 or more semester units will require the permission of the Dean of Students.