

# Registration Process

## Program Planning and Registration

Freshmen should plan their programs early, beginning, when practical, with the selection of a major. Degree requirements in each major are listed under the appropriate department. Major information sheets are available for most of our majors. If you are undecided about a major, indicate *Undeclared* on the appropriate forms until a definite decision is reached. For general information, see *Degree Requirements*.

Regular advising is key to the successful and timely completion of a degree. Depending on the major department's procedure, an academic adviser is assigned to each student, or selected by the student. The Office of Advising Services (Joyal Administration Building, Room 224) advises undeclared majors and can advise all students on General Education and non-major related degree requirements. (See *Advising*.) At a minimum, all undergraduate students are expected to review their "roadmap" to graduation with an adviser from their major department by the end of the term in which they complete 75 units. Some departments require advising earlier and more often.

Undergraduate students entering the university without a major are strongly encouraged to declare a major before the end of the term in which 45 units are completed toward a degree. Students *must* declare a major no later than the term in which 60 units are completed. Undergraduate transfer students with 60 or more units must declare a major upon entry or before course registration begins for their second semester at the university. Students may contact the Office of Advising Services for further information (Joyal Administration Building, Room 224, or call 278.1787).

It is recommended that all students meet with a faculty adviser once each semester before registering for classes. A faculty adviser assists the student in planning an academic program, but the primary responsibility for meeting all graduation requirements is the student's.

## Recommended Preparation

**Freshmen.** Overall excellence of performance in high school subjects and evidence of academic potential provide the basis for admission at California State University, Fresno.

Since certain academic majors require high school preparation in definite subjects, the student should consult the requirements indicated in the field of his or her choice.

In university majors, such as engineering, natural science, mathematics, social science and humanities, a maximum number of high school credits should be obtained in appropriate preparatory subjects.

**Transfer Students.** Students intending to transfer to California State University, Fresno should plan their transfer programs to meet our General Education and major degree requirements. Students transferring from a California community college should complete as many of the CSU General Education requirements of that college as possible while keeping in mind that a maximum of 70 transferable units is allowed from two-year institutions (community/junior colleges). A General Education Certification (requested only from California public community/junior colleges and California State University campuses) should be sent to California State University, Fresno along with the final transcripts. Earning an A.A. or A.S. degree does not necessarily mean one has fulfilled CSU admission and/or General Education requirements.

After admission to California State University, Fresno, transfer students with a declared major, entering with 40 or more units will receive a copy of their advanced standing evaluation, indicating how previous college units have been applied toward degree requirements at California State University, Fresno. Questions about one's evaluation should be directed to the student's adviser or the Evaluations Office. It is recommended that transfer students bring with them an unofficial copy of all previous college transcripts and their CSU General Education Certification

when attending New Student Orientation - Dog Days to ensure accurate advising.

## Registration

Registration is open to new and returning students who have been admitted and to eligible continuing students in good standing. A continuing student is eligible to register for two subsequent semesters if he/she was enrolled by the eleventh day of instruction and had paid registration fees for the previous semester. Therefore, a continuing student can "stop out" for one semester and still maintain registration eligibility and priority without the need to reapply for admission or without the need to request and educational leave of absence. Students must make progress toward fulfillment of degree requirements to remain in good standing. Students who enroll and withdraw and do not complete coursework for two or more consecutive semesters may lose their continuing student status. Former California State University, Fresno students returning after an absence of two or more semesters must apply for readmission, subject to university enrollment limitations and filing deadlines, and they are required to pay the \$55 application fee when applying. The *Academic Calendar* lists dates of registration.

*Registration is complete only when all class selection through registration is finalized and all fees are paid.* See the *Academic Calendar* for all deadline dates.

Registration appointment date and time for all students is determined by the number of academic units completed with limited exceptions. After a priority group is processed, then assignments are made based on the highest number of completed units.

Registration in courses offered by some colleges/schools or departments may be restricted to students officially enrolled in certain majors and/or class levels. It is essential that each student's current major be correctly recorded in the university's records. Failure to do so may result in enrollment difficulties. It is the student's responsibility to be sure his or her major is correct. Undergraduate major changes can be made at the Admissions/Records service windows, Joyal Administration Building, North Lobby; postbaccalaureate