

education. The test results are used to program students in those studies for which they are prepared. Some of the proficiency tests are administered by the Testing Office; others are administered by the departments concerned. Consult department advisers for further information.

### STATEMENT OF RESIDENCE

A *Statement of Residence* must be completed prior to registration for each student, regular or limited. Students (regular or limited) in continuous attendance during successive semesters are not required to file statements of residence after the initial filing. Any break in attendance requires a new *Statement of Residence*. Students are held responsible for reporting any change in residence status. Arrangements are made so that students may complete the statements of residence when entrance examinations are given on campus or during the period immediately preceding registration. These statements may not be completed by mail.

Summer session and extension students are not required to file *Statements of Residence*.

### REGISTRATION

Registration is open to new regular and limited students whose applications and transcripts of record are filed and found satisfactory, and to former students in good standing. Former students returning after an absence of one semester or more should give the Admissions Office one month's advance notice of their intention to return. The calendar (page 6) 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 fine of \$2 if materials are not filed within 48 hours.

Students transferring between the Fresno campus and the Bakersfield Center should notify the admissions representative where they intend to enroll well in advance of registration; this does not apply to any Summer Session (see also page 63).

### CONCURRENT REGISTRATION

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

### SCHEDULE OF COURSES

An official *Schedule of Courses* is prepared by the Office of the Dean of Arts and Sciences each semester for publication listing general registration procedures, courses offered, hours and rooms. The schedule is available prior to registration and may be purchased through the Business Office for a nominal cost.

A list of *Late Afternoon and Evening Classes*, duplicating information in the regular *Schedule of Courses*, is available without charge through the Office of the Dean of Educational Services and Summer Sessions.

### 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 applica-