

Concurrent Registration at Another CSU Campus. A continuing undergraduate student who has completed a minimum of one semester of 12 units on the Fresno campus and is in good standing (2.00 grade point average), or a graduate student who has been and is in an authorized graduate program in good standing may enroll concurrently at another CSU campus without any additional fees. Complete information is available in the Office of the Registrar.

Visitor Registration at Another CSU Campus. A continuing undergraduate student who has completed a minimum of one semester or 12 units and is in good standing or a continuing graduate student who has completed one semester and is admitted to an authorized graduate program may register and pay fees at another CSU campus for one semester without applying for admission to that campus. Complete information is available in the Office of the Registrar.

Full-time/Part-time Students. Students taking at least 75% of the normal academic load are considered full-time students. Since the normal academic load is 15 semester hours, students carrying 12 or more semester hours are full-time students. For purposes of financial aid, graduate-level courses are weighted for graduate students. Each graduate unit attempted by a graduate student is considered as 1.5 units.

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| Full-time | 12 or more units |
| Three-quarter time | 9 to 11½ |
| Half-time | 6 to 8½ |

Program Restrictions. Undergraduate students are cautioned against registering for more than 18 units without consulting an adviser, since more than 18 units is generally considered to be an academic overload. A limit of 16 units applies to graduate students. See the *Schedule of Courses* for details.

To register for 19 units, an undergraduate student must have an overall grade-point average of 2.50; for 20 to 22 units, a student must have an overall grade-point average of 3.00. Exceptions to these limits must be approved by the chairman of the student's major department. An absolute limit of 22 units (excluding credit by examination units) is enforced which may be waived only with the approval of the Dean of the School of the student's major.

An academic department may restrict enrollment by requiring students to drop a class if the student has been disqualified from the major or the student has not achieved a grade of "C" or better in the major. This is especially true in academic areas that are impacted or are in high demand.

Enrollment in upper division courses is normally restricted to students with junior, senior or graduate standing, or who have the necessary prerequisites. Exceptions are subject to the approval of the instructor and department chairman. Only students who have been fully approved for admission to credential programs may enroll in certain education courses and qualify for a school service credential on the basis of the university's recommendation.

Credit in any course is also subject to all restrictions which may appear in the CSU, Fresno Catalog. For restrictions on graduate study, see *Division of Graduate Studies and Research—Master's Degrees*.

Change of Major. Each undergraduate student who wishes to change his or her major must report to the Office of Advising and Orientation to initiate the procedure. (International students report to the International Student Services Program Office). Graduate students and second/post-baccalaureate students should report to the Graduate Office.

Withdrawal From Courses. A student is held responsible for the program of courses in which he or she is officially registered. After registration no changes will be made or recorded until appropriate add or drop forms have been completed and filed at the Admissions-Records Office by the student. A student is urged to consult an adviser before making a program change. If the class is dropped before the end of the fourth week of classes, the course will not be recorded on the permanent record. The end of the fourth week is defined as the end of the twentieth instructional day of the semester.

After the fourth week, a student may drop a course only for serious and compelling reasons which must be stated in writing with the drop form. A serious and compelling reason is defined as a physical or emotional condition which makes it impossible for a student to complete course requirements. Such circumstances should be verified by a physician or an appropriate professional consultant. Personal dislike or dissatisfaction with the subject matter, class or instructor, failure to perform satisfactorily and the threat of a poor evaluation are not serious and compelling reasons within the university policy. If the drop is approved, a W grade will be assigned (see current *Schedule of Courses*).

Dropping classes, except for total withdrawal, is not permitted during the final three weeks of instruction except in cases such as accident or serious illness where the cause of withdrawal is due to circumstances beyond the student's control. If the student has completed a significant portion of the required course work, "Incomplete" grades are often assigned in such cases. Normally, withdrawal from courses during the final three weeks of instruction involves a total withdrawal from the university. Withdrawal from the university is not permitted during the final examination period.

Non-Attendance. During the first week of classes, it is the responsibility of students to attend each class meeting of courses in which they are enrolled. Students absent from any class meeting during this period are responsible for personally contacting their instructor by the next class meeting to request being retained in the class.

In addition, as a courtesy to other students on class waiting lists and as a courtesy to the faculty, students who decide to drop a class should contact the instructor immediately. However, the student must not assume that the instructor will exercise his/her option to submit the Administrative Withdrawal Form. In short, it still is the student's responsibility to withdraw properly from any class he/she does not intend to complete. Failure to withdraw will result in the assignment of the appropriate failing grade, (U or NC).

Further, in order to permit a student on a waiting list to enroll in a class, a professor may drop from his/her class any student who is absent from any class session during the first week of classes and does not personally notify the professor by the next class meeting of his/her intent to remain in the course.