

**Schedule of Courses.** An official *Schedule of Courses* is published each semester listing registration procedures, courses offered, class hours and locations and other important deadlines. The schedule is available prior to registration and may be purchased at the Bookstore for a nominal cost.

**Concurrent Registration at Another College or University.** Approval of the Registrar must be obtained in advance of registration before transfer credit may be earned at another college concurrently with registration at CSU, Fresno. Normally permission for concurrent registration will not be granted for a class which is offered at CSU, Fresno. Concurrent registration at another CSU campus may be accomplished by completing forms 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.

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 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. Upper division credit may not be granted until students have completed a minimum of 45 semester units. 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; graduate

students should report to the Graduate Office. The Office of Advising and Orientation will instruct the students on how to modify their old and new major departments. Advising and Orientation will see to it that the new major change is recorded on the data base.

**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*).

Withdrawals are 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.

