

Registration

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 as it appears each semester on the Telephone Registration (STAR) mailer and the Enrollment mailer.

Undergraduate major changes can be made at the Admissions/Records service windows, Joyal Administration Building, North Lobby; postbaccalaureate and graduate changes at the Graduate Admissions Office; and international student changes at the International Admissions Office.

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 and updated policy changes as applicable. The schedule is available prior to registration and may be purchased at the Kennel Bookstore for a nominal cost.

Concurrent Registration at a Non-CSU College or University. While enrolled at California State University, Fresno, students may enroll for additional courses at another institution outside the CSU system with the written approval of the student's academic adviser. Such approval must be granted prior to the beginning of classes at the other institution. The course load in the combined enrollment program may not exceed the maximum unit load restrictions for California State University, Fresno. The completed form must be filed by the end of the first week of instruction at the public contact windows, North Lobby, Joyal Administration Building.

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 (2.0 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 of 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 percent 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 11.5
Half-time 6 to 8.5

Excess Unit/Enrollment Restrictions — Undergraduate. Undergraduate students are cautioned against registering for more than 18 units without consulting with 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 2.5; for 20 to 22 units, a student must have an overall grade point average of 3.0. Exceptions to these limits must be approved by the chair of the student's major department. An absolute limit of 22 units (excluding credit by examination units) is enforced and 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 *C* average in the major or has not met the stated course prerequisites. 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 chair. 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 that may appear in our *General Catalog*.

Excess Units/Enrollment Restrictions — Postbaccalaureate/Graduate. To enroll in 17 or more units, master's degree students must demonstrate a GPA of 3.0 or better; credential students must demonstrate a minimum GPA equivalent to the admission standards of their individual credential program. However, if the credential program requires enrollment in graduate-level (200-series) coursework, the students must demonstrate a 3.0 GPA or better. Second baccalaureate/second undergraduate major/nonobjective students may enroll in 19 units if they possess a GPA of 2.5; 3.0 for 20-22 units. Graduate-level (200-series) courses are unavailable to second baccalaureate/major and nonobjective students.

Change of Major. Each undergraduate student who wishes to change his or her major must do so at the Admissions/Records service windows, Joyal Administration Building, North Lobby, to initiate the procedure. International students report to the International Admissions Office. Graduate and postbaccalaureate students should report to the Graduate Admissions Office.

Adding and Dropping Courses. A student is held responsible for the program of courses in which he or she is officially registered. 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 is not recorded on the permanent record. The end of the fourth week is defined as the end of the 20th instructional day of the semester.