

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 Early Registration form, the Enrollment Verification card and on the student's grade report. Undergraduate major changes can be made at the Office of Advising and Orientation; postbaccalaureate and graduate changes at the Office of Graduate Studies; and international student changes at the International Student Services and Programs 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 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 is not granted for a class that is offered at CSU, Fresno.

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 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 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 11½
Half-time.....	6 to 8½

Excess Unit/Enrollment Restrictions — Undergraduate. 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 2.5; 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 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 *C* average 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 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 the *CSU, Fresno 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/non-objective 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 non-objective students.

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 and Programs Office. Graduate and postbaccalaureate students should report to the Graduate Office.

Adding and Dropping Courses. A student is held responsible for the program of courses in which he or she is officially registered. After registration no changes are 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 is not recorded on the permanent record. The end of the fourth week is defined as the end of the twentieth instructional day of the semester. Consult the current *Schedule of Courses* for specific add/drop instructions, procedures and deadlines.

Adding Courses. Once registered, a student may add courses through the end of the fourth week of instruction. It is recommended, however, that a course not be added after the second week if the student has not been attending that course from the start.

Dropping Courses. Through the fourth week of instruction, a student may drop courses without a serious and compelling reason. A notation of the courses will not appear on the permanent record (transcript). After the fourth week of classes, a student may drop a course only for a serious and compelling reason that makes it impossible for the student to complete course requirements. A *serious and compelling reason* is defined as a medical, emotional or other condition