

academic units completed with limited exceptions. After a priority group, determined by the faculty-student Registration Committee, graduating seniors register, then first-time freshmen, followed by students with the highest number of completed units.

### **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 CSUF. Normally permission for concurrent registration will not be granted for a class which is offered at CSUF.

### **PROGRAM RESTRICTIONS**

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. See *Schedule of Courses*.

To register for 19 units, a 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.

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 *General Catalog*. For restrictions on graduate study, see *School of Graduate Studies—Master's Degrees*.

### **CHANGE OF MAJOR**

Each undergraduate student who wishes to change his major must report to the Office of Advising Services to initiate the procedure; graduate students should report to the Graduate Office. The Office of Advising Services will instruct the students on how to notify their old and new major departments. Advising Services 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 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 his 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. 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. 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.