

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 for the course concerned. Upper division credit may not be granted until a student has 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 college's recommendation.

Students employed as full-time teachers may not register in any one semester for a total of more than six units of course work including extension classes, unless special written permission from the employing school official is presented at the time of registration.

Credit in any course is also subject to all restrictions which may appear in the *General Catalog*. For restrictions on graduate study, see *Master's Degrees*.

PROGRAM CHANGES

Each student is held responsible for the program of courses listed at the time of registration. After the program has been filed, no changes will be made without completion and filing of the form provided by the Student Records Office. The change is not recorded until this form is properly filled out and filed in the Student Records Office. No courses may be added after the second week of the semester; courses dropped after the first six weeks incur a fine of \$1.

CHANGE OF MAJOR

Each student who wishes to change his major should report to the Counseling Office to initiate the procedure. The Counseling Office will in turn notify the departments concerned so that advisement records may be forwarded to the new department and a new adviser may be assigned.

WITHDRAWAL FROM COURSES

Withdrawal from any course after filing the program requires written application on a form provided by the Student Records Office. Withdrawal without this procedure results automatically in a failing grade. A properly filed written application for withdrawal before the end of the third week permits a student to drop a course without having the course listed on his record. A properly filed written application for withdrawal after the third week but more than six weeks before the end of the semester permits a student who is doing passing work, to drop a course with a W recorded on the transcript; otherwise the dropping of a course during this interval will be recorded as a failure. A properly filed application for withdrawal during the final six weeks of the semester permits, with the approval of the instructor, a student whose work is of passing quality to withdraw with an incomplete recorded on his transcript; if not passing, a failure (FW) is recorded. No program changes, other than complete withdrawal, may be made during the last two weeks of the semester. A fine of \$1 will be assessed for application to withdraw from a course after the first six weeks of the semester, unless the student is applying for a complete withdrawal for the semester. See *Refund of Fees*.

WITHDRAWAL FROM COLLEGE

Students withdrawing from college must file written application on the form provided by the Student Records Office. Applications filed before the end of the third week of the semester will enable the student to withdraw without having classes recorded. Applications filed after that time will be subject to the same rules as requests to withdraw from individual courses. See *Refund of Fees*.