

## ENTRANCE EXAMINATIONS

The examinations listed below are required of entering undergraduate students as a part of their admission procedure. For the college aptitude, reading, and English examinations, students must file reservations. The reservation forms will be supplied by the Admissions Office upon receipt of a completed application for admission.

**College Aptitude Test:** As an aid in classification and guidance of students, most colleges and universities give a test of college aptitude. This test is a part of the admission procedure at Fresno State College and is required of all entering undergraduate students, except foreign students.

**Reading Examination:** Because success in college is dependent upon efficiency in reading, accurate information about a student's degree of reading skill is essential to intelligent planning of his program. To provide this information, Fresno State College requires all entering undergraduate students to take a reading test. Students whose scores in this test are significantly lower than their scores on the college aptitude test should enroll in English 6.

**English Examination:** Entering undergraduate students must take an examination testing ability to write English without gross errors in spelling, grammar, diction, sentence-structure, and punctuation. Students who do not pass the examination or who enter too late to take the examination are required to enroll in English A. Transfer students who have completed freshman English or who have satisfactorily completed a course in English fundamentals equivalent to English A at another collegiate institution are excused from the examination.

**Speech Test:** A speech test is required of entering freshmen and of transfer students not meeting the general education speech requirement; other transfer students are encouraged to take the test. Students failing this test must take Speech 1x; others are advised to enroll in Speech 20, 21, or 24, according to their needs. Candidates for teaching credentials, see language usage requirement, page 148.

**Physical and Medical Examination:** A physical and medical examination, conducted by the Health Services Office, is required of undergraduate students upon entrance, as a part of the registration procedure. Later examinations may be required at any time college authorities deem it necessary. Candidates for teaching credentials are required to secure approval of the Health Services Office at the time of their application for admission to credential programs, and upon assignment to directed teaching. A teaching credential may not be issued to any candidate who does not possess satisfactory physical and mental health to meet fully the responsibilities of a teacher.

## PROFICIENCY TESTS

Proficiency tests are required by some departments prior to students entering or being admitted to certain courses or curricula in business, chemistry, criminology, engineering, mathematics, music, nursing, physical education, physics, and teacher education. The test results are used to program students in those studies for which they are prepared. Some of the proficiency tests are administered by the Testing Office; others are administered by the departments concerned. Consult department advisers for further information.

## STATEMENT OF RESIDENCE

A *Statement of Residence* must be completed prior to registration for each student, regular or limited. Students (regular or limited) in continuous attendance during successive semesters are not required to file statements of residence after the initial filing. Any break in attendance requires a new *Statement of Residence*. Students are held responsible for reporting any change in residence status. Arrangements are made so that students may complete the statements of residence when entrance examinations are given on campus or during the period immediately preceding registration. These statements may not be completed by mail.

Summer session and extension students are not required to file *Statements of Residence*.

## REGISTRATION

Registration is open to new regular and limited students who have been formally admitted and to former students in good standing. Former students returning after an absence of one semester or more should file in the Admissions Office a form requesting readmission at least one month prior to registration. The calendar (page 8) lists dates of registration. Upon payment of the registration fee, registration materials are issued and must be filed before registration is considered completed. Late registrants are assessed a fine of \$5 and a late filing fee of \$2 if materials are not filed within 48 hours.

Students transferring between the Fresno campus and the Bakersfield Center should notify the Admissions Office where they intend to enroll well in advance of registration; this does not apply to any Summer Session (see also page 65).

## CONCURRENT REGISTRATION

Approval must be obtained in advance from the Counseling Office before transfer credit may be earned at another college concurrent with registration at Fresno State College.

## SCHEDULE OF COURSES

An official *Schedule of Courses* is prepared by the Office of the Dean of Arts and Sciences each semester for publication listing general registration procedures, courses offered, hours and rooms. The schedule is available prior to registration and may be purchased through the Business Office for a nominal cost.

A list of *Late Afternoon and Evening Classes*, duplicating information in the regular *Schedule of Courses*, is available without charge through the Office of the Dean of Educational Services and Summer Sessions.

## CHANGE IN REGISTRATION

Each student is held responsible for the program of courses listed at the time of registration. After the program has been filed, no changes may be made without advance application in writing on 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. All applications for courses added after the second week of the semester or dropped after the first six weeks incur a fine of \$1.

## 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 prejudice. 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 without prejudice, 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. For refund of fees, see page 55.