

# Registration Guide

Fall Semester 2011



# FALL 2011 SEMESTER CALENDAR

July 5- Aug.19	TITAN Registration – Registration and Change of Program by class level (see Registration pages for appointment times).
August 5	Deadline to file online graduation check application for bachelor’s degree candidates (May and August 2012).
August 29	Deadline to file online graduation check application for Master’s and doctorate degree candidates (January 2012)
August 19	Last day to register without paying \$25 late fee.  Last day for full refund of resident and non-resident mandatory fees.
August 20	Instruction begins. Late registration (with \$25 late fee) begins through TITAN Online.
August 20-28	No signatures required to add or drop most classes. Add/Drop is through TITAN Online. See Registration pages for details on adding and dropping classes. All permits issued in week one expire at midnight; Tuesday, September 6.
Aug. 29 - Sept. 6	Department-issued registration permit to register and add all classes (except classes offered at the Irvine Campus). Registration is through TITAN Online. All permits issued in week two expire at midnight; Tuesday, September 6.
September 6	Last day of late registration with \$25 late fee. Last day to add most classes with registration permit.  Last day to declare audit and grade option changes. See Registration pages for details.  Last day to drop classes without a grade of “W.” See Registration pages for details.  Last day for refund if status is reduced from full-time to part-time (6 or fewer units).  All permits issued during the first and second week of classes EXPIRE at midnight.
September 19	Census date.
October 26	Last day to receive a pro-rated refund of mandatory fees for complete withdrawal from classes.
November 10	Final deadline to withdraw from classes with a grade of “W” for serious and compelling reasons. See Registration pages for details.
December 9	Last day of class instruction.
December 10-16	Semester examinations.

January 3                      Grades due in records office by noon.  
Effective date of graduation for those completing requirements.  
  
Fall 2011 grades available in Titan Online Student Center, as processed.

\* The TITAN Degree Audit and unofficial transcripts may not be available on the web during TITAN Registration. Plan ahead by accessing your TDA or unofficial transcripts before the start of registration.

**Deadline listed are for standard length courses. For non-standard length course deadlines, contact the Registration Helpline at 657-278-7601.**

## EVENING STUDENTS

The Admissions and Records Information Center in the north side of Langsdorf Hall (LH-114) is open Monday-Friday 8 a.m.-5 p.m. For your convenience in submitting completed forms to Admissions and Records after hours, a drop box is located inside the north entrance of Langsdorf Hall. Deadlines listed in the semester calendar apply. Evening students, or their proxies, must obtain the required approvals.

## HOLIDAYS

September 5 .....	Labor Day
Campus Closed. No Classes	
October 10 .....	Columbus Day
Campus Open. Classes held.	
November 11 .....	Veterans Day
Campus Closed. No Classes	
November 21 – 27 .....	Fall recess
Campus closed Nov. 24-27. No Classes	
December 19-23.....	Winter Recess begins
Campus open. No classes.	
December 26 -2011-January 2 .....	Winter Recess
Campus closed. No classes	

## IMPORTANT NOTICE FOR FALL 2011

Classes that meet on Saturday and/or Sundays, will meet on the following dates:

Fall 2011	Saturday	Sundays
August	20,27	21,28
September	3,10,17,24	4,11,18,25
October	1,8,15,22,29	2,9,16,23,30
November	5,12,19	6,13,20
December	3,10*	4,11 *

\*Possible final exam

Although this Registration Guide was prepared on the basis of the best information available at the time, all information including class meeting times and locations, faculty, course offerings, and statements of fees is subject to change without notice or obligation. The university does not guarantee the availability of a particular course or section. Enrollment is permitted only until the maximum number of students in a section has been enrolled. This Registration Guide is published by the Office of Admissions and Records.

Editor: Karen T. Young

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## IMPORTANT NOTICES TO ALL STUDENTS!

### FEE INCREASES

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees.

### CAMPUS-WIDE IDENTIFICATION NUMBER

Due to recent state laws concerning identity theft, Cal State Fullerton assigns all students a campus-wide ID number (CWID). All university records and accounts for the student will be identified with the CWID. Each student needs to become familiar with his or her CWID number for conducting university business and making academic inquiries.

### NEW GRADING SYMBOLS AND PLUS/MINUS GRADING

Several new grading symbols became effective beginning fall 2002 in accordance with the Chancellor's Office Executive Order Number 792. See section on Incomplete (p. 6) and Unofficial Withdrawal (p. 9). As of spring 2005, the university allows plus/minus grading. See page 11 for further information.

### ENGLISH AND MATH REMEDIATION

Each California State University campus is responsible for ensuring students take the English Placement Test (EPT) and Entry Level Mathematics Examination (ELM) unless they are exempt from the requirement(s). Exemption information is on page 15. Based on the test results, those students requiring remedial instruction will be placed in the appropriate remedial classes during their first semester on campus. By taking the appropriate remedial classes in the first semester, students will be better prepared to meet the challenges of their later course requirements. Remedial classes include MATH 30A, MATH 30B, MATH 40, ENGL 99 and ENGL 99M. Degree credit is not awarded for these classes. Transfer students can qualify for an exemption by completing and transferring to CSUF a college course that satisfies the General Education–Breadth or Intersegmental General Education Transfer Curriculum (IGETC) quantitative reasoning requirement, provided such course was completed with a grade of “C” (2.0) or better.

### E-MAIL ADDRESS

Each student has been issued an e-mail address where university messages will be sent to you. For additional information about your e-mail account, contact 657-278-7777. Many campus offices have begun utilizing e-mail as the **primary** communication mode to the student. Be sure to check your e-mail on a regular basis.

### MAILING ADDRESS

You are required to keep your mailing address, e-mail address, and phone number current with the university to ensure that you receive all university communications. Your official address on record will be used for mailing your parking permit. You will no longer be required to complete a parking form with your parking and registration payment. For additional information about parking permits, call Parking and Transportation Services at 657-278-3082.

## NONDISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT PROCEDURES

Inquiries concerning compliance with the Nondiscrimination Policy (p. 7) and the Sexual Harassment Policy (p. 8) and implementing campus policies or procedures should be directed to: Rosamaria Gomez-Amaro, Director, Diversity and Equity Program, CSUF, College Park, Suite 770, 657-278-3951, <http://diversity.fullerton.edu>; Paul K. Miller, Director, Disabled Student Services, CSUF, University Hall 101, 657-278-3117, TDD 657-278-2786, [www.fullerton.edu/dss](http://www.fullerton.edu/dss) (student referrals and complaints related to Section 504 of the Rehabilitation Act of 1973); or U.S. Office for Civil Rights, Regional Director, Region 9, San Francisco Office, Old Federal Building, 09-8010, 50 United Nations Plaza, Room 239, San Francisco, CA 94102-4102, 415-556-7000, TDD 415-437-7786, Fax 415-437-7783, Email: [OCR\\_SanFrancisco@ed.gov](mailto:OCR_SanFrancisco@ed.gov). Copies of the above policies and student grievance procedures for the resolution of discrimination and sexual harassment complaints are available in the offices of the President (LH-900), Vice President for Academic Affairs (MH-133), Vice President for Student Affairs (LH-805), Diversity and Equity Programs (CP-770), Disabled Student Services (UH-101), Police Dept. (UPD), College Deans, Office of Student Life (TSU-235), University Library Reference Desk, and Women's Center (UH-205).

## CONFIDENTIALITY AND YOUR STUDENT INFORMATION

There have been significant changes to the Family Educational Rights and Privacy Act (FERPA) regarding students' rights with respect to their educational records. Please refer to page 10 for FERPA information.

## GRADUATE STUDIES

Cal State Fullerton offers outstanding opportunities for students to pursue a graduate degree. CSUF offers graduate degrees, including a doctoral program, as well as seven programs entirely online. Please visit [www.fullerton.edu/graduate](http://www.fullerton.edu/graduate) for more information and a list of programs and graduate advisers.

## UNDERGRADUATE ACADEMIC ADVISEMENT

The university encourages all students to seek advisement each semester, well in advance of registration. Advisers in each major department and in the Academic Advisement Center (UH-123B) assist students in making appropriate course selections and in planning a course of study. Students have the responsibility for taking advantage of opportunities for academic advisement provided by the various university offices and programs.

## GENERAL EDUCATION ADVISEMENT

Academic Advisement is the academic home of the undeclared student. All undergraduate students may obtain information about the CSUF general education curriculum and degree requirements by visiting the Academic Advisement Center in UH-123B. Advising is offered on a walk-in basis Monday through Friday and all students must bring a recent printed copy of their Titan Degree Audit (TDA) to meet with an academic adviser.

## MAJOR ADVISEMENT

Students who have declared a major should consult their departmental adviser well in advance of registration. Students who wish to explore the majors offered by a specific college should contact the appropriate advisement office.

## COLLEGE ADVISEMENT OFFICES

### College of the Arts

Dr. Joseph Arnold, Dean..... VA-199 278-3256  
Dr. James Taulli, Associate Dean..... VA-199 278-2279  
Andrea Sims, Assistant Dean, Student Affairs ..... VA-199 278-3255

### Mihaylo College of Business and Economics

Dr. Anil Puri, Dean  
Business Advising Center..... SGMH-1201 278-2211  
Dr. Terry Grant, Associate Dean  
Robert Miyake, Assistant Dean, Academic Services  
Emeline Yong, Assistant Dean, Student Affairs ..... SGMH-1507 278-4577

### College of Communications

Office of the Dean ..... CP-450 278-7083  
Dr. William Briggs, Dean  
Dr. S. Irene Matz, Associate Dean  
Peggy Garcia-Bockman, Assistant Dean, Student Affairs CP-450 278-7083

### College of Education

Aimee Nelson, Assistant Dean, Student Affairs..... CP-500 278-4161

### College of Engineering and Computer Science

Dr. Raman Unnikrishnan, Dean  
Office of the Associate Dean ..... CS-503 278-7161  
Dr. Susamma Barua, Acting Associate Dean  
Victor Delgado, Assistant Dean, Student Affairs ..... CS-501 278-2887

### College of Health and Human Development

Dr. Shari McMahan, Acting Dean  
Division of Child, Family and Community Services  
Advising Center..... EC-207 278-4496  
Department of Kinesiology Advising Center..... KHS-161B 278-4757  
Dr. Kathy Koser, Associate Dean..... EC 606 278-4365  
Department of Health Science Advising Center ..... KHS-251 278-7995  
Dr. Lea Beth Lewis, Assistant Dean, Student Affairs..... EC-606 278-4471

### College of Humanities and Social Sciences

Dr. Angela Della-Volpe, Dean  
Office of the Associate Dean ..... H-211 278-3528  
David McKenzie, Assistant Dean, Student Affairs..... H-211 278-2969

### College of Natural Sciences and Mathematics

Dr. Robert Koch, Acting Dean  
Office of the Dean ..... MH-166 278-2638  
Dr. Mark Filowitz, Associate Dean  
Dr. Rochelle Woods, Assistant Dean, Student Affairs..... MH-488 278-4158

### Irvine Campus

Administrative Center ..... IRVC 100A 278-1600  
Dr. Susan Cooper, Dean..... IRVC 140 278-1605  
Student Affairs Office..... IRVC 148 278-1650  
Marsha Daughetee, Assistant Dean, Student Affairs .... IRVC 144 278-2653

### Undeclared Majors

Academic Advisement Center ..... UH-123B 278-3606  
Undeclared Student Resource Center ..... UH-124 278-2239  
<http://www.fullerton.edu/aac>

## **ACADEMIC FREEDOM AND RESPONSIBILITY**

The Academic Senate of California State University, Fullerton, endorses the 1987 Statement on Professional Ethics (UPS 230.000) and the 1940 Statement of Principles and Interpretive Comments of the American Association of University Professors contained in the 1984 Edition of Policy Documents and Reports.

## **ASSISTANCE FOR STUDENTS**

If you are experiencing difficulty either academically or in your personal life, you should consult support groups on campus that may be able to assist you. Personal counseling is available from Counseling and Psychological Services. If you are unsure of a career, you should consult with the Career Center for special career counseling and interest testing. Other support services include: the Office of the Vice President for Student Affairs, Academic Advisement Center, Academic Appeals, Dean of Students Office, Disabled Student Services, Financial Aid, International Education and Exchange, Student Health and Counseling Center, University Learning Center, Women's Center/Adult Re-entry/Veterans Certification Office, Writing Assistance Center, and the Office of Admissions and Records.

## **AUDITING**

The symbol AU identifies those instances where a student enrolled in a course for purposes not requiring credit. An auditor must have the permission of the instructor, and may enroll only after students otherwise eligible to enroll in the course for credit have done so. Auditors pay the same fees as credit students; regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit after the last day to add classes. A student enrolled for credit may not change to audit after the deadline published on the inside cover of this registration guide. An auditor does not take examinations in the course; therefore, there is no basis for evaluation nor a formal grade report.

## **CLASS ATTENDANCE**

While class attendance is not recorded officially by the university, regular attendance in class is often essential to success in a course. Policy on class attendance is within the discretion of the individual faculty member, who shall announce the policy at the first class meeting of the semester.

It is especially important that students attend the first meeting of a class. Students absent from the first meeting without notification to the instructor or departmental office within 24 hours after class may be denied admission to the class. Instructors may deny admission to absentees to admit persons on waiting lists in their places. A student who registers for a class and whose name appears on the first-day-of-class list should attend all class meetings the first week (five class days). If a student decides not to continue enrollment in a class, either before or after instruction begins, it is a student's responsibility to follow the appropriate procedures for dropping the class; however, if a student is absent without notifying the instructor or departmental office within 24 hours after any meeting missed during the first week, the student may be dropped administratively from the class by the instructor. Students should not assume that this will be done for them and should take the responsibility to ensure that they have been dropped by following the appropriate procedures for dropping classes. An instructor may also administratively drop a student who does not meet prerequisites for the course. These administrative withdrawals shall be without penalty.

## **CLOSED CLASSES**

A departmental permit is required to add a closed class.

## **CONCURRENT ENROLLMENT**

A student enrolled at the university may enroll concurrently for additional courses at another CSU campus only with advance written approval and by filing a concurrent enrollment form with the Office of Admissions and Records. Certain restrictions apply when a quarter-system campus is involved. Permission will not be granted when the study list in the proposed combined program exceeds units authorized for full-time study. Students may enroll concurrently at institutions outside the CSU system without special permission or forms.

## **CONTINUOUS ENROLLMENT - GRADUATE STUDENTS WITH MASTER'S DEGREE OBJECTIVES**

A student with a graduate degree objective must maintain continuous enrollment (summer sessions and intersession excluded) until the degree is awarded.

A graduate student who finds it impossible to attend during a particular semester and is denied a formal leave of absence, may register in Graduate Studies 700, which gives no units of credit and does not require class attendance. Registration in Graduate Studies 700 is restricted to classified or conditionally classified graduate students.

A graduate student who fails to register, and who has not obtained approval for a formal leave of absence, has discontinued enrollment in the graduate degree program. If the student wishes to resume study, he or she must reapply for admission to the university and to the degree program.

End of Program Enrollment: students who have enrolled in all units required for the degree and are continuing to work on thesis, project or comprehensive exam preparation, are expected to maintain continuous enrollment by enrolling in GRAD 700 Continuous Enrollment (zero units) through regular registration or at a reduced fee through Extended Education. Students must submit a GRAD 700 Request Form signed by their program adviser before extended education registration forms will be released. Forms are available in the Graduate Studies Office, (MH-103) or from the departmental graduate program adviser.

If you are unsure as to which GRAD 700 applies to your situation, contact your program adviser.

## **CONTINUOUS ENROLLMENT OF TEACHING CREDENTIAL CANDIDATES**

A postbaccalaureate student who has completed student teaching but must complete requirements for an elementary or secondary teaching credential and finds it impossible to enroll in courses for the credential during a certain semester may apply for a leave of absence.

## **COURSE OUTLINES**

Course outlines, which shall be compatible with approved course proposals on file in the Office of the Associate Vice President, Academic Programs, and with course descriptions in the university catalog, must be provided to students in writing within the first five days of instruction. Course outlines shall give detailed information on the following matters: (1) course material to be covered (e.g., reading list); (2) the grading policy for the course; (3) class assignments (e.g., term papers-length, due date, projects); and (4) examination dates and make-up policy, and the required or permissible materials or equipment which may be used in testing situations; (5) required or permissible materials and/or equipment, e.g., texts, materials, or equipment, including calculators, software, artistic materials, scientific apparatus, etc.

It shall be a normal and reasonable duty of each faculty member to provide these materials, in accordance with the outlined provisions. The faculty member shall also provide these materials to the department chair.

## DEGREE CANDIDATES

Candidates for the baccalaureate must file an application for a graduation check one year (two semesters) prior to the semester in which they anticipate completing all requirements for a degree. Undergraduate candidates for May and August 2012 must file the appropriate form by August 5, 2011. The form is available on your student portal under "Self Service," by clicking on "Other Academics." Complete information and instructions about the entire graduation check process for undergraduates are available on the university website under "Graduation."

Candidates for January 2012 master's and doctorate degrees must file a request for a graduation check on or before August 29, 2011. The form to accomplish this is available on your student portal under "Self Service" (click on Other Academics).

A change in anticipated date of graduation may be reported by filing the necessary form with the Graduation Unit (LH-114) for undergraduate students, and with the Graduate Studies Office (MH-103) for graduate students.

## GRADE OPTIONS

The university uses a combination of traditional and nontraditional grading options as follows:

### Traditional

Letter Grades: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F

### Nontraditional

CR - C (2.0) grade or better in undergraduate courses; B (3.0) or better in graduate courses.

NC - No credit

Students may indicate the grading option for each course when they register. They have until the deadline published in the front cover of the registration guide to change an option. **A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by all undergraduate students for major, minor and general education requirements. A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by graduate students for all required courses.** Exceptions are those courses designed by the faculty to be graded Letter Grade Only or CR/NC Only.

Students should know that there is a limitation on the number of courses which can be taken with the nontraditional grading option. A maximum of 36 units of credit/no credit courses, including those transferred from other institutions, may be counted toward the baccalaureate. No course with a grade of CR may be used for the master's or doctorate degree. A detailed description of the grading policy and definition of symbols used may be found in the current catalog.

### Advisory Caution

Undergraduate students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a credit/no credit basis. As a general rule (advisory only), coursework that is preparatory or prerequisite to advanced specialized study should be completed and evaluated on a letter grade and not credit/no credit.

## INCOMPLETE AUTHORIZED (I)

The symbol 'I' (Incomplete Authorized) signifies that a portion of the required coursework for a class has not been completed and evaluated in the prescribed time period, due to unforeseen but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated.

An Incomplete must be made up within one year following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being changed to an IC symbol or an NC unless faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the 'I' in the student's record at the end of the one year deadline. Therefore, 'I' grades that were earned for the fall 2010 semester must be completed by January 3, 2012. 'I' grades assigned at the end of the spring 2011 semester must be completed by May 25, 2012.

**The IC symbol counts as a failing grade for grade point average and grade point balance computations.**

A grade of Incomplete may be given only when, in the opinion of the instructor, a student cannot complete a course during the semester of enrollment for reasons beyond the student's control. Such reasons are assumed to include: illness of the student or of members of the student's immediate family, extraordinary financial problems, loss of outside position, and other exigencies. In assigning a grade of 'I', the instructor shall file with the department, for future reference and student access, a Statement of Requirements for Completion of Course Work. The requirements shall not include retaking the course. The instructor will also designate a time limit (up to one year) for completing requirements. Upon request, a copy of the document will be furnished to the student. The student should review this statement at the earliest opportunity.

The statement of requirements will include an indication of the quality of the student's work to date. This not only provides an interim evaluation for the student but assists the department chair in assigning a final grade in those instances where the instructor is no longer available. When specific requirements are completed, the instructor will report a change of grade. The responsibility for changing the Incomplete grade rests with the instructor.

## INDEPENDENT STUDY

If you want to register in an independent study course, you must obtain written approval from the instructor and the department chair using the appropriate university form. During the semester, you and the instructor shall prepare a study plan and submit it to the department chair, or designee, for approval. The approved study plan shall be kept on file in the department or program office, and shall include a statement of the basis for final evaluation of the independent study.

You may not take more than six units of independent study at the undergraduate level in a given semester or apply more than nine units of independent study toward completion of the undergraduate degree. If you are a graduate student, you may not apply more than six units of independent study toward the completion of a graduate degree unless written approval is obtained by the appropriate college dean.

Lower-division students normally enroll in Independent Study 299, upper division students in 499; and graduate students in 599, respectively. Independent study courses may be repeated.

## **INTERNSHIPS AND COMMUNITY ENGAGEMENT**

Information on internships and community engagement can be found at [www.fullerton.edu/cice](http://www.fullerton.edu/cice).

## **LEAVE OF ABSENCE - UNDERGRADUATES AND POSTBACCALAUREATE UNCLASSIFIED GRADUATE STUDENTS**

A leave of absence may be granted based on certain documented extenuating circumstances and normally is granted for not more than one year. Students must be in good academic standing and must have completed 12 units at this university. A leave of absence is not granted in order for a student to return to a community college to take coursework for financial or academic reasons. An approved leave of absence authorizes the student to return without reapplying to the university and continue under the catalog requirements prior to the absence. Undergraduate and postbaccalaureate unclassified graduate students on approved leaves of one year (two academic semesters) or less are eligible to register for the semester immediately following the end of the leave.

## **LEAVE OF ABSENCE - GRADUATE AND CREDENTIAL STUDENTS**

Graduate degree or credential students may be granted leaves of absence, up to two consecutive semesters, which maintain their place in the university and in degree or credential programs (i.e., they do not have to re-apply following the leave). A leave granted to a degree objective student also preserves the election of curriculum rights regarding catalog requirements. However, a leave granted by the university does not extend time limitations imposed by the state for completing specific credential requirements nor does it extend the time limit for completing the master's or doctorate degree.

In the case of non-approved breaks in enrollment, reapplication for admission to the university and to the chosen degree or credential program will be required. A place in the degree/credential program or in the university will not be held for the student in these circumstances.

Forms for requesting a leave of absence are available in the Admissions and Records Service Center (LH-114), the Graduate Studies Office (MH-103), or the Graduate Studies website: <http://www.fullerton.edu/graduate>. Students must be in good academic standing and must have completed at least six units toward the degree or credential in residence at this university in order to qualify for leaves of absence. Leaves must be submitted before the first day of classes.

## **LIBRARY HOURS**

Library hours are subject to change and some areas have more limited service hours. For the latest information on library hours, call 657-278-2633, or point your browser to: <http://www.library.fullerton.edu>.

## **NONDISCRIMINATION POLICY - A COMMITMENT VALUING DIVERSITY**

The California State University, Fullerton is committed to creating an atmosphere in which all students have the right to participate fully in its programs and activities free from unlawful discrimination, harassment and retaliation. Executive Order 1045 Systemwide Policy Prohibiting Discrimination, Harassment, and Retaliation Against Students and Applicants for Admission AND Systemwide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students and Applicants for Admission Against the CSU and/or CSU Employees - was established in compliance with the California Equity in Higher Education Act, California Education Code Sections 66250 et seq., among other applicable state and federal laws.

It is the policy of the California State University (CSU) that no student or applicant for admission as a student shall, on the basis of disability, gender, nationality, race or ethnicity, religion, sexual orientation, or age, be unlawfully excluded from participation in or be denied the benefits of any CSU program or activity. Nor shall a student or applicant for admission as a student be otherwise subjected to unlawful discrimination, harassment, or retaliation for exercising his/her rights under this executive order.

Discrimination is prohibited by Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act, and the Americans with Disabilities Act of 1990, including all subsequent amendments and administrative regulations adopted thereunder by the Department of Education and Department of Labor.

Employees and students who violate this policy may be subject to discipline. If discipline of a CSU employee is appropriate under this policy, it shall be administered in a manner consistent with applicable collective bargaining agreements, CSU policies, and provisions of California Education Code Sections 89535 et seq. Discipline of a student shall be administered in accordance with Section 41301 of Title 5, California Code of Regulations.

## **OPEN UNIVERSITY ENROLLMENT**

Open enrollment provides an opportunity for people who are not currently admitted to Cal State Fullerton to enroll in undergraduate and graduate-level classes. Registration is on a space-available basis after classes have started. Information packets are available from University Extended Education (UEE) in CP-100, the UEE Academic Adviser Lyn Richie-Walker in UH-123, or on [www.openuniv.fullerton.edu](http://www.openuniv.fullerton.edu). Open University students are required to contact the UEE Academic Adviser Lyn Richie-Walker (UH-123, 657-278-7645) prior to registering. Credit earned through Open University is designated as special session credit.

A maximum of 24 special session credits may count toward a bachelor's degree. Special session credit earned through Open University may not be used to fulfill the residence requirements (30 semester units) for a bachelor's degree. For graduate degrees, normally 6 to 9 units may apply. More units of credit may apply for graduate degrees which require more than 30 units. Please consult the graduate department adviser. Disqualified (DQ) students may not enroll in more than six (6) units per academic term. Participation in Open University enrollment does not constitute admission to the university.

## **REPEAT POLICY**

### **Grade Forgiveness Repeats**

Undergraduate students may repeat courses up to 16 units for forgiveness at California State University, Fullerton for which a grade of C- (1.7) or lower was earned. In repeating such courses, the traditional grading system shall be used. In computing the grade point average of a student who repeats courses in which he or she received C- (1.7) or lower, only the most recently earned grades and grade points shall be used for the first 16 units repeated.

In exercising this option, an undergraduate student must take and repeat the course at this campus and may request application of this policy after the course has been repeated. This should be accomplished by submitting the appropriate form (available in Admissions and Records), immediately following the term in which the course has been completed, so that the student's grade point average can be revised.

Undergraduate students may not repeat a course in which a grade of 'C' or better has been earned, except for those courses noted in the university catalog as "may be repeated for credit."

## Grades Averaged Repeats

A maximum of 12 additional units may be repeated, but without forgiveness (effect of first grade is not removed from the GPA calculation). Grades from both the original class and the repeated class will be averaged in the GPA calculation. Classes under this type of repeat are referred to as 'Grades Averaged' repeats and the 12-unit limit was effective starting with the Fall 2009 semester. Therefore, the count of classes towards the 12-unit limit begins with classes taken and repeated from Fall 2009 forward.

An individual course may be taken a maximum of three times except as noted in the university catalog (e.g. KNES 100 may be repeated for credit up to six times).

## ACADEMIC DISHONESTY

Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill which he or she does not possess.

The initial responsibility for detecting and dealing with academic dishonesty lies with the instructor concerned. An instructor who is convinced by the evidence that a student is guilty of academic dishonesty shall:

1. Assign an appropriate academic penalty. This may range from an oral reprimand to an F in the course.
2. Report to the student involved, to the department chair, and to the vice president for Student Affairs the alleged incident of academic dishonesty, including relevant documentations for action that he or she deems appropriate.

The vice president for Student Affairs shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation. Students shall be informed when their names are inserted into the file and provided with copies of any appeals or disciplinary procedures in which they may become involved. The vice president for Student Affairs or his or her designees may initiate disciplinary proceedings under Title 5, California Code of Regulations, Section 41301, and Chancellor's Executive Order 148; when two or more incidents involving the same student occur, he or she shall do so.

A student may appeal any action taken on a charge of academic dishonesty under the University Policy Statement 300.030, "Academic Appeals." See "Academic Appeals" in the "Student Affairs" section of the university catalog.

## SEXUAL HARASSMENT POLICY

It is the policy of California State University, Fullerton to maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972, and the California Education Code 89535. Executive Order 927-Systemwide Policy on Prohibiting Harassment in Employment and Retaliation for Reporting Harassment or Participating in a Harassment Investigation Executive Order 1045 Systemwide Policy Prohibiting Discrimination, Harassment, and Retaliation Against Students and Applicants for Admission AND Systemwide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students and Applicants for Admission Against the CSU and/or CSU Employees also prohibit sexual harassment within the California State University system. The university will not tolerate sexual harassment and

will take action to eliminate such behavior. Information concerning campus sexual harassment policies and procedures can be obtained from the Office of Diversity and Equity Programs, College Park 770, 657-278-3951 or <http://diversity.fullerton.edu>.

## USE OF BICYCLES AND SKATEBOARDS ON CAMPUS

The university's policy concerning the use of bicycles, skateboards and other forms of non-motor vehicle transportation is set forth in President's Directive No. 16. Please see <http://directive16.fullerton.edu>.

## SMOKING POLICY

### I. Policy Statement

To mitigate well-established health risks associated with exposure to secondhand smoke, the California State University Board of Trustees delegated authority to campus presidents to adopt rules regulating smoking on campuses. At California State University, Fullerton, smoking is prohibited in any:

- Building owned, leased or rented by the university or one of its auxiliaries, whether located on or off campus.
- Outdoor area (for example a patio, balcony, courtyard or atrium) within 20 feet of any building. Smoking is permitted beyond 20 feet in outdoor areas unless otherwise posted.
- Vehicles owned, leased or rented by the university or one of the university's auxiliaries.

### II. Existing State Guidance and Development Considerations

The State of California prohibits smoking in all public buildings and other enclosed areas of employment. Authority to issue this policy is based on Title 5, California Code of Regulations, Section 42356; State of California Executive Order W-42-93; State Government Code Section 19994.31; State Labor Code Section 6404.5; and CSU Executive Order 599.

### III. Scope

This policy applies to all university faculty, staff, students and visitors, as well as the areas noted in Section I above. Smoking is permitted in university-sponsored Theater and Dance productions only if smoking is listed in a script as a required part of a performance.

Smoking is permitted in student-authored or student-sponsored scenes, showcases or workshops only if produced as part of the university's Department of Theatre and Dance Season. Entertainment productions and other presentations in the Titan Student Union are not exempt from this policy; however, the Executive Director of the Associated Students may grant an exemption when smoking is listed in the script as a required part of a performance.

### IV. Definitions

"Smoking" is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe or other apparatus used to smoke tobacco or any other organic or non-organic material.

### V. Implementation

The Office of Environmental Health and Safety will provide faculty, staff, students and visitors with notice of this policy through signs, information campaigns or other publications. Supervisors are responsible for informing employees of this policy.

### VI. Accountability

Faculty, staff and students violating this policy are subject to appropriate disciplinary action pursuant to the applicable collective bargaining agreement and/or administrative policies or procedures. Violations should

be reported to the appropriate administrator, Environmental Health and Safety at 657-278-7233 or Risk Management at 657-278-7346.

This policy is effective as of April 3, 2003, and supersedes all previous university smoking policies. Contacts for questions regarding this policy are the Director of Environmental Health and Safety and the Director of University Risk Management.

## **SOCIAL SECURITY NUMBER AND STUDENT IDENTIFICATION NUMBER**

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. The Social Security number also is required by the Franchise Tax Board for collection of past due accounts.

For other records and services, the university uses an assigned campus wide identification number (CWID) as the student's account number. For more information on CWID see page 3. A student's TitanCard number is not his or her identification number.

Students are required to write their student identification numbers (CWID) on personal checks submitted for any payment to the University. Payment by personal check is consent by the student for the University to write the student's identification number on the check if it is not referenced. If a student prefers that his or her student identification number not be on the check, then the student must submit payment by cashier's check, money order, or, when appropriate (other than mail-in or drop-off registration), cash. Use of the student identification number assures credit to the correct student university account.

## **STOP-OUT POLICY**

The stop-out policy allows undergraduate students and postbaccalaureate unclassified non-credential graduate students to be absent for one semester and maintain their continuing student status. This includes election of catalog requirements for graduation and eligibility to register for the next semester. Disqualified students, foreign visa students, students on leaves approved for more than one year and students without approved leaves who are absent for more than one semester must apply for readmission should they wish to return to Cal State Fullerton.

## **ADMISSION TO THE TEACHER EDUCATION CREDENTIAL PROGRAM**

### **Continuing Students**

Admissions and processing fee of \$50 is required of all students applying to the Education Credential Program. Overview meetings are mandatory for admission to teacher credential programs. Schedules are available on the web: <http://ed.fullerton.edu/adtep> or by calling 657-278-3412. The Center for Careers in Teaching (H-113) is available to assist undergraduate students who are planning to become teachers. For further information go to: <http://ed.fullerton.edu/adtep>.

Deadlines for admission: Spring semester-during the last week of

the previous September; fall semester-during the last week of the previous February. Before completing the application for teacher education, you must apply to the university unless you are currently enrolled. Be sure to check for the latest information on university application periods by going to [www.fullerton.edu/admissions](http://www.fullerton.edu/admissions) selecting the "Prospective Students" tab to the Admissions and Records menu.

## **TITAN SHOPS**

For information on purchasing textbooks, as well as other services available at Titan Shops visit [www.titanbookstore.com](http://www.titanbookstore.com) or call 657-278-3418.

## **TRANSCRIPTS**

A single copy of a transcript requires a fee of \$4 paid in advance. (Additional transcripts prepared at the same time are \$2 each). Because of the large number of transcripts requested at the end of each regular semester, three weeks should be allowed for requests to be processed. At other times, transcript requests are processed within 3-5 working days, as a general rule. Transcript request forms are available at the Admissions and Records Service Center (LH-114). Immediate, over-the-counter transcript service cannot be provided except on an emergency basis.

Transcripts may be ordered online 24/7 and paid for with your credit card through the National Student Clearinghouse. Current degree seeking students can access the National Student Clearinghouse via the student portal. Students without a secured student portal may access the service at [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

## **VETERANS**

Veterans may obtain information concerning application for benefits, registration, and adjustments in status from the Veterans Certification official located in University Outreach Office LH-540. New, returning, and transfer student veterans should consult the Veterans Certification official to complete the necessary documents to receive VA benefits. Since walk-in office hours vary, please call 657-278-2373 for representative availability. You may also visit the website at [www.fullerton.edu/veterans](http://www.fullerton.edu/veterans) for more information.

## **VOLUNTARY STUDENT HEALTH INSURANCE**

Students wishing to obtain voluntary student health insurance may do so at the Associated Students Office. Although neither CSUF nor the Associated Students Office can endorse any particular policy, the staff does negotiate for a policy that offers the best coverage at the lowest possible cost. Students should seriously consider health insurance, since it enables them to obtain needed medical services without having to be concerned about the rising cost of medical services. The staff of the Associated Students Office will be pleased to answer any questions about the insurance policy at 657-278-2401.

## **WITHDRAWAL LIMIT**

Undergraduate students will be limited to a maximum of 18 units of withdrawals ("W" on transcript) during their CSUF career. "W's" earned prior to Fall 2009 will remain on the record but will not be counted toward the unit cap. (See [www.fullerton.edu/admissions](http://www.fullerton.edu/admissions). Under "Resources," click on "Frequently Asked Questions").

## **WITHDRAWAL UNAUTHORIZED (WU)**

Students who discontinue course participation without formally filing a withdrawal form with the university shall be considered to have withdrawn unofficially from the course. Such action by the student will result in a final grade of WU (Withdrawal Unauthorized) or NC, depending on the grade option elected. For purposes of grade point average computation, the WU

symbol is equivalent to an F. Students will be held responsible and billed for fees not yet paid.

Students may petition for retroactive withdrawal from individual courses or from an entire semester by using the retroactive withdrawal petition process. However, this process has specific requirements and deadlines for submitting a petition, and a strict requirement for providing independent written documentation (from a source other than the student) to verify the serious and compelling circumstances that resulted in the student receiving a WU. The preferred period for submitting these petitions is by the fourth week of the semester immediately following the term being petitioned. For students who do not meet this deadline, there is an extension period for submitting petitions:

- if you have graduated from CSUF, no later than 12 months from your date of graduation.
- if you have not graduated from CSUF, no later than five years from the semester being petitioned.

All retroactive withdrawal petitions are individually reviewed and can be either granted or denied. If it is determined that retroactive withdrawal is justified, a grade of W will be assigned and the negative effect of the WU grade will be removed from the grade point average. If a W is granted by retroactive petition, a decision will be made at the time of review as to whether the W will be counted or not counted in the 18-unit limit. Petition forms are available at the Admissions and Records Service Center, LH-114.

## FEES AND DEBTS OWED TO THE INSTITUTION

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may “withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt” until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge the student actual and reasonable collection costs, including reasonable attorney fees if litigation is necessary, in collecting any amount not paid when due.

If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact Student Financial Services. Student Financial Services, or another office on campus to which Student Financial Services may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.

## WRITING CENTER

The Writing Center offers free tutorial help to university students. The Writing Center, located on the first floor of Pollak Library, is open Monday through Saturday. Students may drop in or may make appointments by calling 657-278-3650. More information is available at <http://hss.fullerton.edu/english/wc/>.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

## THE PRESIDENT'S DIRECTIVE NO. 17

**The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:**

### I. Directive

The Family Educational Rights and Privacy Act (“FERPA”) and California State University Executive Order 796 (“EO 796”) afford students the right to inspect and review their education records; request amendment of an education record believed to be in error or misleading; limit disclosure of personally identifiable information contained in an education record; and file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA. Should a conflict arise between FERPA or EO 796 and this directive, FERPA or EO 796 will take precedent.

### II. Authority

The Family Educational Rights and Privacy Act, 120 U.S.C. 1232g, 34 CFR 99, and CSU Executive Order 796.

### III. Scope

This directive applies to the records of any student who is attending or has attended the University. They do not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend the University.

### IV. Definitions

- Directory Information.** A student’s name, date and place of birth, permanent and local address, University-recognized e-mail address, telephone number, class level, enrollment status, major(s), minor(s), dates of attendance, degrees and awards received, previous educational institutions attended, and past and present participation in recognized activities. Directory information also includes weight and height if student is an athletic team member.
- Legitimate Educational Interest.** A school official has a “legitimate educational interest” if the official must review an education record to fulfill their professional responsibility. The University faculty or staff member responsible for maintaining the requested record is responsible for determining whether a school official has a legitimate educational interest.
- School Official.** A University or CSU system employee or volunteer in an administrative, academic, research or staff position, including law enforcement unit personnel and health staff; an individual or entity with whom the University has contracted to act for the institution or to provide services the institution would otherwise perform for itself, such as an attorney, auditor, or collection agent; an individual, including a student, serving on a CSU System or University committee, such as a disciplinary or grievance committee, or assisting another school official in performing their professional responsibility.

### V. Implementation

- School officials with a legitimate educational interest may access student records.** In addition to school officials with a legitimate educational interest, the University may disclose Directory information (defined in Section IV. A.) depending on the nature of the request and depending on the release category selected by a student. Students may choose to limit the release of their Directory information as described below:

1. Permit release of all Directory information. Unless restricted by a student, the University may release a student's Directory information at any time to any requesting party, including the military and for the development of University-affiliated marketing programs. This is the default category for release of information.
  2. Permit release only "Verification" information. This sub-category of Directory information consists of a student's name, class level, enrollment status, major(s), minor(s), degrees and awards received, dates of attendance and University-recognized e-mail address. The University may release this information in response to requests, including but not limited to those from campus auxiliaries, financial lenders, employers, the military or insurance companies for verification of degree and enrollment information; for inclusion in Commencement and honors materials. Students who release only "Verification" information will be excluded from all University directories, printed or electronic, that the University may produce or publish.
  3. Withhold release of all Directory information. Withholding the release of all Directory information means that the student will be excluded from all University directories and publications that the University may produce or publish, including Commencement and honors materials, and the University will not verify degree, dates of attendance or enrollment information without the prior written consent of the student. There will be no release to the military or for marketing programs.
- B. Students wishing to review their education records must make a written request to the Vice President for Student Affairs. Requested education records as defined by FERPA will be made available for review within 45 working days of the request. Reasonable charges for copy costs will be applied.
- C. The University notifies students of their FERPA rights in its course catalog, university website, and annually via electronic mail.
- D. Students who believe their rights have been abridged may make a request in writing seeking assistance from the Vice President for Student Affairs, Langsdorf Hall 805, or The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C., 20202-4605.

#### VI. Accountability

- A. The University will review bi-annually its information practices concerning student records to assess its compliance with FERPA, CSU Executive Order 796 and this directive. The Vice President for Student Affairs is responsible for ensuring the completion of these reviews.
- B. Any school official requiring access to student records must meet all training requirements established. This training must be completed prior to access being granted.
- C. Individuals who violate this directive are subject to appropriate disciplinary action pursuant to the applicable collective bargaining agreement and/or administrative policies or procedures.
- D. The contact for questions concerning this Directive is the Vice President for Student Affairs or his/her designee.

*Reviewed and approved by President Milton A. Gordon on March 17, 2011.*

## PLUS/MINUS GRADING

- Individual instructors have the option of using plus/minus in their grading criteria.
- Course syllabi must include a statement as to whether or not plus/minus grades will be used.
- Plus/minus grading does not apply to terms prior to spring 2005.

## DEFINITION OF GRADES AND THEIR CORRESPONDING GRADE POINTS

A+		4.0
A	<b>Outstanding</b>	4.0
A-		3.7
B+		3.3
B	<b>Good</b>	3.0
B-		2.7
C+		2.3
C	<b>Acceptable</b>	2.0
C-		1.7
D+		1.3
D	<b>Poor</b>	1.0
D-		0.7
F	<b>Failing</b>	0.0

## GRADING STANDARDS IN GENERAL EDUCATION (GE)

A grade of "C" (2.0) or better is required to satisfy GE requirements in:

- Oral Communications (category I. A)
- Written Communications (category I. B)
- Critical Thinking (category I. C) and
- Mathematics (category III. A. 1)
- A grade of "C minus" (1.7) or lower is not a passing grade.

A grade of "D" (1.0) or better is required to satisfy all other GE requirements. A grade of "D minus" (0.7) or lower is not a passing grade.

## GRADING STANDARDS IN UPPER DIVISION WRITING REQUIREMENT (UNDERGRADUATES)

A grade of "C" (2.0) or better is required to satisfy the upper division writing requirement. A grade of "C minus" (1.7) or lower is not a passing grade.

## GRADING STANDARDS IN GRADUATE PROGRAMS

A grade of "C" (2.0) or better in each course in the graduate study plan. A grade of "C minus" (1.7) or lower is not a passing grade.

A grade of "C" (2.0) or better in course(s) that are used to meet the writing requirement. A grade of "C minus" (1.7) or lower is not a passing grade.

## GRADE POINT AVERAGE REQUIREMENTS FOR GRADUATE STUDENTS

An average GPA of at least 3.0 based on all courses attempted to satisfy requirements for the master's degree. This average applies to:

- All 400- and 500-level units attempted subsequent to admission to a degree program; and
- All units required on the student's graduate study plan including transfer courses.

Departments may have additional grading standards for graduate programs-consult your graduate advisor.

## CREDIT / NO CREDIT GRADING OPTION

For undergraduate students, “credit” is awarded for work equivalent to all grades which earn 2.0 or more grade points (“A+” thru “C”). “No credit” is awarded for work equivalent to all grades which earn less than 2.0 grade points (“C” minus thru “F”).

For graduate students, “credit” is awarded for work equivalent to all grades which earn 3.0 or more grade points (“A+” thru “B”). “No credit” is awarded for work equivalent to all grades which earn less than 3.0 grade points (“B minus” thru “F”).

## PLUS / MINUS GRADES AND TRANSFER ADMISSIONS

In determining transfer admissibility, the transcripts of applicants for admission will be evaluated and grade point average(s) calculated based on the grade points assigned by the CSUF grading policy, e.g. a grade of B+ at Cypress College will be calculated for admissions purposes as being worth 3.3 grade points per semester units.

Plus and minus grading will have no effect upon the admissions applicability of community college coursework that has been general education “certified” by California community college(s) as per CSU Executive Order 1033.

## EVERY STUDENT IS STRONGLY ENCOURAGED TO REGISTER TO VOTE

Below are the requirements to register to vote and the guidelines for how to vote.

### REQUIREMENTS

1. You must be 18 years of age or older to vote.
2. You must be registered to vote before you can vote.
  - a. If you are not registered, get registered.
  - b. If you have registered in the past, and are not sure you are still registered, inquire with the Registrar of Voters Office in your county. For the Orange County Registrar of Voters office visit <http://www.ocvote.com>.

### HOW TO REGISTER TO VOTE

3. Complete a Voter Registration Card at any U.S. Post Office, public library, City Hall, or Registrar of Voters Office. A voter registration card can be obtained at the office of the Associated Students, CSUF, Inc. located in the Titan Student Union, room 207 and the Dean of Students Office, Titan Student Union, room 235.
4. A Sample Ballot will be mailed to all registrants.
  - a. Review the Sample Ballot for election information and procedures.
  - b. Your polling place (where to vote) will also be on the Sample Ballot.
5. Contact the Registrar of Voters Office if you have questions.
  - a. See your white pages telephone directory under Registrar of Voters.
  - b. A Registrar of Voters Office is listed under each county providing services to persons registered in that county. For the Orange County Registrar of Voters office visit at <http://www.ocvote.com>.

## YOUR BACHELOR’S DEGREE WORKSHEET

The university requires that you accomplish many different objectives to graduate.

The following is a checklist of graduation requirements.

1. Complete your general education pattern.
2. Complete your major requirements – both units and courses and minimum course grades, if specified.
3. Complete your electives.
4. Complete the minimum number of units in your degree (120-135).
5. Complete at least 40 units of upper division courses (300 and 400 level).
6. Complete at least 30 of your total units in residence (at least 24 of the 30 must be upper division and at least 12 of the 24 must be in your major).
7. Satisfy the Upper Division Baccalaureate Writing Requirement (for those under 1980-81 and later requirements)
  - Pass the Junior Level Examination in Writing Proficiency (EWP), and
  - Pass the required courses with a grade of C or better.
8. Apply for graduation check approximately one year (two semesters) before graduation – online grad applications are available via portal access. Refer to page 8 of this registration guide for the specific deadline dates.
9. Finish with at least a 2.0 (C) average:
  - in all courses at all colleges or universities,
  - in all courses at CSUF, and
  - in all courses in your major.
10. Count no more than:
  - 36 CR/NC units toward the degree,
  - 30 units of credit by exam,
  - 24 units taken through extension (University Extended Education); including adjunct,
  - 9 units of independent study,
  - 6 units of internship,
  - 3 units of tutorial courses.

## FALL 2011 FINAL EXAMINATIONS

Students in classes scheduled at hours listed below will take the final examination in regular class meeting rooms on the day and hour indicated. Final examinations are scheduled for one hour and 50 minutes unless special arrangements are made by the instructor with the dean of the college. If the class meets daily, the final will be given using the Monday, Wednesday, Friday schedule. Students in classes that do not meet during the exact times shown shall check with their instructor regarding the date and time of their final examination. Students should consider the final examination schedule when selecting courses.

### FINAL EXAMINATIONS NORMALLY SCHEDULED COURSE EXAM HOURS

Saturday or Sunday Classes\*\* .....See Note

#### Monday, December 12

Special Exam\* ACCT 201B ..... 9:30-11:20am  
 Mo, We starting at 10 am ..... Noon-1:50pm  
 Mo, We starting at 1 pm ..... 2:30-4:20pm  
 Mo, We starting at 5:30 pm ..... 5-6:50pm  
 Mo starting at 4 pm ..... 5-6:50pm  
 Mo, We starting at 8:30 pm ..... 7:30-9:20pm  
 Mo starting at 7 pm ..... 7:30-9:20pm

#### Tuesday, December 13

Tu, Th starting at 7 am ..... 7-8:50am  
 Tu, Th starting at 10 am ..... 9:30-11:20am  
 Tu, Th starting at 1 pm ..... Noon-1:50pm  
 Special Exam\* MATH 115; 125 ..... 2:30-4:20pm  
 Tu, Th starting at 4 pm ..... 5-6:50pm  
 Tu starting at 4 pm ..... 5-6:50pm  
 Tu, Th starting at 7 pm ..... 7:30-9:20pm  
 Tu starting at 7 pm ..... 7:30-9:20pm

#### Wednesday, December 14

Mo, We, Fr starting at 8 am;  
 Mo, We; Mo, Fr; or We, Fr starting at 7 am ..... 7-8:50am  
 Mo, We, Fr starting at 9 am;  
 Mo, We; Mo, Fr; or We, Fr starting at 8:30 am ..... 9:30-11:20am  
 Mo, We, Fr starting at 11 am; Fr starting at 11 am ..... Noon-1:50pm  
 Mo, We; Mo, Fr; or We, Fr starting at 2:30 pm ..... 2:30-4:20pm  
 Mo, We, Fr; Mo, We; Mo, Fr; or We, Fr starting at 4 pm ..... 5-6:50pm  
 We starting at 4 pm ..... 5-6:50pm  
 Mo, We starting at 7 pm ..... 7:30-9:20pm  
 We starting at 7 pm ..... 7:30-9:20pm

#### Thursday, December 15

Special Exam\* ACCT 201A..... 7-8:50am  
 Tu, Th classes starting at 8:30 am ..... 9:30-11:20am  
 Tu, Th classes starting at 11:30 am ..... Noon-1:50pm  
 Tu, Th classes starting at 2:30 pm ..... 2:30-4:20pm  
 Tu, Th classes starting at 5:30 pm ..... 5-6:50pm  
 Th classes starting at 4 pm ..... 5-6:50pm  
 Tu, Th classes starting at 8:30 pm ..... 7:30-9:20pm  
 Th classes starting at 7 pm ..... 7:30-9:20pm

#### Friday, December 16

Mo, We, Fr, starting at 7 am..... 7-8:50am  
 Fr starting at 8 am;  
 Mo, We, Fr; Mo, Fr; or We, Fr starting at 10 am ..... 9:30-11:20am  
 Mo, We; Mo, Fr; or We, Fr starting at 11:30 am;  
 Mo, We, Fr starting at Noon ..... Noon-1:50pm  
 Mo, Fr; or We, Fr starting at 1 pm ..... 2:30-4:20pm  
 Fr starting at 2 pm ..... 2:30-4:20pm  
 Friday Night Classes ..... See Note

\* Academic departments interested in using these special exam periods must obtain approval from the appropriate college dean and the associate vice president for Academic Programs prior to scheduling the exam or notifying students. Arrangements must be made for Friday evening classes to use a special exam period.

#### Classes meeting on Friday evenings, Saturdays or Sundays

Students taking Friday evening classes will take final examinations at their regular class times on Friday, December 16. Students taking Saturday or Sunday classes will take final examinations at their regular class times on Saturday, December 10 or Sunday, December 11.

#### On-line only classes

Students taking courses that are offered on-line (that is, there is no scheduled meeting time or classroom) shall take final examinations no later than Sunday, December 11, under normal circumstances. Instructors of on-line courses shall indicate in their syllabus when the final exam will be offered. Students should contact the instructor as soon as possible to arrange an alternate final exam period if there is a conflict with the final exam of another CSUF course.

#### UNIVERSITY POLICY ON FINAL EXAMINATIONS

Final examinations, if required by the instructor, will be given at times scheduled by the university. Once established, the final examination scheduled may not be changed unless approved by department and program chairs and the dean of the college. No make-up final examination will be given except for reason of illness or other verified emergencies. An instructor may not shorten the academic semester by scheduling an in-class final examination before the week scheduled for final examinations. No major examinations shall be given during the last week scheduled for instruction unless there is also to be a final examination at the time assigned in the Registration Guide. When the final examination is to be a take-home examination, it shall be due no earlier than the day scheduled for the final examination in that class. Department and program chairs and the deans of each college shall be responsible for ensuring that this policy is followed.

# ANSWERS TO YOUR QUESTIONS

Topic	Where To Go	Location	Telephone (Area Code: 657)
Academic Appeals	Academic Appeals Office	LH-805	278-3836
Add or Drop of Class	See Registration Guide	Registration pages	278-7601
Address Change/Titan Online/Student Center	www.fullerton.edu		
Admissions/Applications	Admissions and Records Service Center	LH-114	278-7601
Advisement:			
General Education	Academic Advisement Center	UH-123	278-3606
Undeclared Major	Academic Advisement Center	UH-123	278-3606
Declared Majors	Major Department	See Academic Adv. Section	
Disqualification/Reinstatement	Academic Advisement Center	UH-123	278-3606
Irvine Campus Advisement	Student Affairs Office	Banting 148	278-1650
Athletic Tickets	Athletic Ticket Office	Titan House	278-2783
Child Care	Children's Center	CC-201	278-2961
Counseling:			
Career	Career Development and Counseling Center	LH-208	278-3121
Personal	Counseling and Psychological Services	SHCC-East 116	278-3040
Degree Application/Diploma Orders	Graduation Unit	LH-114	278-2300
Degree Evaluation, Undergraduate	Graduation Unit	LH-114	278-2300
Disabled Student Services	Disabled Student Services	UH-101	278-3117
Disqualification/Reinstatement	Academic Advisement Center	UH-123	278-3606
Emergency Messages (Student)	Campus Police	T-1200	278-2515
Employment:			
Business, Educational, Government, Industry, Minority Relations, Student (Part-Time) Staff	Career Development and Counseling Center	LH-208	278-3121
Enrollment Verification:			
Duplicate I.D. Card	TitanCard Office	PLS-140	278-3555
Enrollment Verification Certificate	National Student Clearinghouse	www.fullerton.edu	
Fee Receipt	*Student Financial Services	UH-180**	278-2495
Letter Request	Admissions & Records Service Center	LH-114	278-7601
Extension Class Information	University Extended Education	CP-100	278-2611
Evaluations/General Education	Admissions and Records Service Center	LH-114	278-7601
Financial Aid	Financial Aid	UH-146	278-3125
Foreign Student:			
Advisement	Major Department	See Academic Advisement Section	
Permits to Register	International Education and Exchange	UH-244	278-2787
Graduate Studies	Graduate and International Programs Office	MH-103	278-2618
Graduation Requirements (Undergraduate)	Graduation Unit	LH-114	278-2300
Gymnasium Use and Hours	Recreation Office	KHS-159	278-3978
Health Insurance	Titan Student Union	Lobby	278-7739
Housing	Housing and Resident Life	Cypress 101	278-2168
Immunization Requirement	Student Health Services	SHCC-West	278-2800
Internships and Cooperative Ed.	Internships Office	LH-209	278-2171
Irvine Campus	Administrative Offices	Banting 100A	278-1600
Library Information	Pollak Library	Direction Desk	278-2633
Name Change	Admissions and Records Service Center	LH-114	278-7601
Open University	Academic Advisement Center	UH-123	278-7645
Organizations and Clubs	Dean of Students	TSU-247	278-3211
Outreach Services	University Outreach	LH-540	278-2086
Parking:			
Fees and Information	Department of Public Safety	www.parking.fullerton.edu	278-3082
Disabled Person Parking Permit	Disabled Student Services	UH-101	278-3117
Readmission	Admissions and Records Service Center	LH-114	278-7601
Records (Student)	Admissions and Records Service Center	LH-114	278-2396
Recreational Facilities	Recreation Office	KHS-159	278-3978
Registration Fees*	Student Financial Services	UH-180**	278-2495
Residency	Admissions and Records Service Center	LH-114	278-7601
Scholarships	Financial Aid	UH-146	278-3125
Student Academic Services (EOP/SAA/Retention)	Student Academic Services Office	UH-143	278-2288
Student Health Services	Student Health Services	SHCC-West	278-2800
Swimming Pool	Recreation Office	KHS-159	278-3978
Test Information	Testing Services	UH-229	278-3838
Transcripts	Admissions and Records Service Center	LH-114	278-7601
Tutoring	Intensive Learning Experience (ILE)	UH-234	278-7236
Veterans Certification	Veterans Certification official	LH-540	278-2086
Women's Center	Women's Center/Adult Re-entry	UH-205	278-3928

# PLACEMENT EXAMINATIONS SCHEDULE

## ENGLISH PLACEMENT TEST (EPT)

All new undergraduate students entering the California State University are required to take the English Placement Test (EPT) except those who qualify for an exemption as described below. If you are not exempt, you must take the EPT prior to enrolling in your first semester. Failure to take the EPT prior to your first semester will cancel your registration eligibility for classes.

- If you score 142-146, you are recommended to take English 100/100W in the summer. If English 100/100W is not taken in the summer, students are required to take English 99 in the fall term. No ILE appointment is required.
- If you score 141 & below, you are recommended to take English 100/100W in the summer. If English 100/100W is not taken in the summer, students are required to take English 99 in the fall term. Students are required to make one ILE appointment. CSU compliance policy requires that you strengthen your writing skills during your first semester of enrollment in an approved class, i.e.: English 99 or English 99M. Failure to complete basic English skills in two semesters will result in the student being disenrolled. Please contact the INTENSIVE LEARNING EXPERIENCE (ILE) office in UH-234 or telephone 657-278-7236.

It is mandated that freshmen and sophomores who score between 120-144 are required to participate in the INTENSIVE LEARNING EXPERIENCE (ILE) program and enroll in English 099 or ENGL 099M, depending on the test score. Failure to complete the basic English skills in two semesters will result in students being disenrolled. In addition, any student enrolled in ENGL 099 or ENGL 099M is required to make one appointment with ILE by November 1, 2011. Contact the ILE office in UH-234 or telephone 657-278-7236.

The English Placement Test (EPT) is given in conjunction with the Entry Level Mathematics (ELM) exam. Students may take the test(s) at the most convenient CSU campus. Many campuses have online registration available. Go to the CSU EPT/ELM Information Bulletin at [www.ets.org/csu](http://www.ets.org/csu) for a complete list of EPT and/or ELM test dates and registration procedures on all the CSU campuses.

If you wish to take the EPT at Cal State Fullerton, online EPT and/or ELM registration is available. To register for the EPT at Cal State Fullerton, go to Testing Services' website at [www.fullerton.edu/testing](http://www.fullerton.edu/testing).

To take the EPT, you must bring a check or money order for \$18 (payable to Educational Testing Service) to the testing site on the day of the exam. Cash will not be accepted. If you plan to take the English Placement Test (EPT) and Entry Level Math (ELM) on the same day, you may bring one check or money order in the amount of \$36 (payable to Educational Testing Service). All fees are nonrefundable and subject to change. No student will be tested without proper payment and picture identification. For further information, refer to the English Placement Test and Entry Level Mathematics Examination Information Bulletin or visit Testing Services' website at [www.fullerton.edu/testing](http://www.fullerton.edu/testing).

### Exemptions:

To be exempt from the English Placement Test requirement, students must present proof of one of the following:

- A score of "Exempt" or "Ready for college-level English courses" on the CSU Early Assessment Program (EAP) taken along with the English Language Arts California Standard Test in grade 11
- A score of 500 or above on the critical reading section of the

College Board SAT Reasoning Test

- A score of 22 or above on the American College Testing (ACT) English Test
- A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program
- Completion and transfer to the CSU of the credits for a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better.

## ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)

The Entry Level Mathematics Examination is the mathematics placement test required by the CSU of undergraduate students who have not already earned credit for one or more college level general education course(s) in mathematics. All new undergraduate students entering the California State University are required to take the Entry Level Mathematics Examination (ELM) except those students who qualify for exemption as described below. The ELM is a basic skills examination that will determine if you are prepared for college level courses that require a reasonable amount of mathematics. If you are not exempt, you must take the ELM prior to your enrollment in the university. Failure to take the ELM (or become exempt) prior to your first semester will cancel your registration eligibility for classes.

To be exempt from the Entry Level Mathematics test requirement, students must present proof of one of the following:

- A Score of "Exempt" or "Ready for college-level Mathematics courses" on the CSU Early Assessment Program (EAP), taken in grade 11 in conjunction with the California Standards Test in Summative High School Mathematics or Algebra II
- A score of "Conditionally ready for college-level Mathematics courses" or "Conditional" on the CSU Early Assessment Program (EAP) take in grade 11 along with the California Standards Test in Summative High School Mathematics or Algebra II, provided successful completion of a CSU-approved 12th grade math course that requires Algebra II as a prerequisite
- A score of 550 or above on the mathematics section of either the College Board SAT or SAT I: Reasoning Test
- A score of 550 or above on a College Board SAT Subject Test in Mathematics (levels 1 or 2) taken before March 2005
- A score of 23 or above on the American College Testing (ACT) Mathematics Test
- A score of 3 or above on the College Board Advanced Placement Calculus AB or Calculus BC
- A score of 3 or above on the College Board Advanced Placement Statistics examination
- For transfer students, completion and transfer to the CSU of a college course that satisfies the requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better.

It is mandatory the freshmen and sophomores who score 30 or below are required to participate in the Intensive Learning Experience (ILE) program by enrolling in MATH 30A the first semester, followed by MATH 30B the second semester. In addition, any student enrolled in MATH 30A/MATH 30B is required to make one appointment with ILE by November 1, 2011. Contact ILE in UH-234 or call 657-278-7236.

Failure to complete the basic Mathematics skills in two semesters will result in students being disenrolled. Students who do not pass the ELM may gain access to required university general education mathematics courses via any of the following methods if completed prior to their first semester of enrollment at CSUF.

- Pass, with a “C” (2.0) or better, a course in Intermediate Algebra offered by an accredited college (*once the ELM has been taken, bring an official transcript to Langsdorf Hall, Room 114, Attention Nancy J. Dority*).
- Retake/pass the ELM.
- Complete one or more lower level mathematics course(s) and retake/pass the ELM.
- Complete course(s) offered by the CSUF Intensive Learning Experience (ILE), MATH 30A, MATH 30B or MATH 40.

The Entry Level Mathematics (ELM) is given in conjunction with the English Placement Test (EPT). Students may take the test(s) at the most convenient CSU campus. Many campuses have online registration available. Go to the CSU EPT/ELM Information Bulletin at [www.ets.org/csu](http://www.ets.org/csu) for a complete list of ELM and/or EPT test dates and registration procedures on all the CSU campuses.

If you wish to take the ELM at Cal State Fullerton, online ELM and/or EPT registration is available. To register for the ELM or for further information, refer to the English Placement Test and Entry Level Mathematics Examination Information Bulletin or visit Testing Services’ Website at [www.fullerton.edu/testing](http://www.fullerton.edu/testing).

On the day of the exam, you must bring a check or money order for \$18 (payable to Educational Testing Service) to the testing site. Cash will not be accepted. If you plan to take the Entry Level Math (ELM) and the English Placement Test (EPT) on the same day, you may bring one check or money order in the amount of \$36 (payable to Educational Testing Service). All fees are nonrefundable and subject to change. No student will be tested without proper payment and picture identification. If you have any questions about being exempt from the EPT or ELM exam, check with the Admissions and Records Service Center, LH-114, or call 657-278-7601.

## EPT AND ELM TEST DATES AT CSUF

Test Dates	Registration Deadline	Week Scores Mailed
March 19, 2011	March 4, 2011	April 11, 2011
April 9, 2011	March 25, 2011	May 30, 2011
May 7, 2011	April 22, 2011	May 30, 2011

*Note:* Test registration may close early if maximum capacity is reached.

## DEPARTMENT PLACEMENT EXAMS

### CHEMISTRY PLACEMENT EXAM (CPE)

All students planning to enroll in Chemistry 120A: General Chemistry or Chemistry 200: Chemistry for Nursing and Allied Health Professionals are expected to take the Chemistry Placement Exam (CPE) or have completed Chemistry 115: Introduction to General Chemistry or its equivalent, verified with official transcript, with a grade of C or higher. In addition all students enrolling in Chemistry 120A and Chemistry 200 must be exempt from or have passed the Entry Level Mathematics (ELM) test. Test scores are valid for two consecutive semesters.

For CPE test registration and information, visit the University Testing Center’s website at [www.fullerton.edu/testing](http://www.fullerton.edu/testing). You may register for the

CPE in-person or by mail. The University Testing Center must receive the CPE Registration Form by the test registration deadline date. Pre-registration is required to take the exam. You will be emailed a CPE Admission Ticket approximately one week after the receipt of the CPE Registration Form. Print your CPE Admission Ticket and bring it with you on the day of the test. Calculators are permitted but not essential. There is no test fee for the CPE.

### Testing Center CPE Test Dates

Test Date	Registration Deadline Dates
Saturday, May 14, 2011	Friday, April 29, 2011
Saturday, July 23, 2011	Friday, July 8, 2011
Saturday, October 22, 2011	Friday, October 7, 2011
Saturday, December 10, 2011	Friday, November 18, 2011
Saturday, May 12, 2012	Friday, April 20, 2012

Pre-registration is required to take the CPE on the dates listed above. There is no charge for the exam. You can register for the CPE either by mail or in-person. Please visit the Testing Center website at [www.fullerton.edu/testing](http://www.fullerton.edu/testing) for more registration information.

### Department of Chemistry and Biochemistry CPE Test Dates

Test Date	Time	Location
Monday, March 21, 2011	5 p.m.	MH 536
Monday, June 6, 13, 20, 27, 2011	1 p.m.	MH 536

### COMPUTER SCIENCE PLACEMENT TEST

Students wishing to enroll in Computer Science 131 without first taking CPSC 120 and 121 (or equivalent) MUST take the placement test at one of the following scheduled times. The test may be taken only once. Test scores are valid for two consecutive semesters.

Arrive for instructions 10 minutes before test begins. Bring pencils and eraser. There is no fee and you do not need to pre-register, but picture identification is required.

Test Dates	Test Times	Location
July 12, 2011	6-7:15 p.m.	CS-506
August 18, 2011	6-7:15 p.m.	CS-506

For examination policies and results, please contact the Department Office, CS-522, 657-278-3700.

### MATHEMATICS QUALIFYING EXAMINATION (MQE)

All students planning to enroll in Mathematics 130, Short Course in Calculus; Mathematics 135, Business Calculus; Mathematics 150A, Analytic Geometry and Calculus must take the Mathematics Qualifying Exam (MQE) or have a department-approved exemption. No student will be enrolled in these mathematics courses unless he or she has already passed the MQE or is exempt. The examination scores are valid for two consecutive semesters. You must pass the MQE or be exempt before you can register for any of the above courses.

To be exempt from the MQE, students must have:

- For MATH 130 & 135  
A “C” or better in MATH 115 or 125 at CSUF or equivalent course.
- For MATH 150A  
A “C” or better in MATH 125 or equivalent course.
- Any score of the AP exam for Math sections A&B or B&C.
- One semester of high school calculus with a C or better.

If you have taken an equivalent math course at another college, you must submit a copy of your transcript or course grade, a course description, and a course syllabus to the Mathematics Department prior to registering for classes.

To register for the MQE, go to Student Financial Services, UH-180 (Cashiers), and pay the \$3 test fee by the registration deadlines shown. You will be mailed a confirmation ticket approximately one week prior to the exam. Stand-by registration on the day of the exam is allowed on a space-available basis. If you are unable to attend a test session, contact Testing Services, 657-278-3838, at least 24 hours before the test date to transfer your registration to another test date. Sabbath observers and students who require special test accommodations due to a documented disability must make special arrangements with Testing Services (UH-229) before the registration deadline.

MQE scores will be posted outside the Mathematics Department Office, MH-154, one week after the exam. Scores will not be given over the phone.

Passing scores: 18 and above correct for entrance to MATH 130; 22 and above correct for entrance to MATH 135; 25 and above correct for entrance to MATH 150A.

Test Dates	Registration Deadlines
May 14, 2011	April 29, 2011
July 23, 2011	July 8, 2011

For further information regarding calculus courses and examination policies and results, contact the Department of Mathematics, MH-154, 657-278-3631.

## MUSIC

### New undergraduate music students

Refer to the Music Department website [www.fullerton.edu/arts/music](http://www.fullerton.edu/arts/music) for information pertaining to auditions, testing, and advising. All prospective undergraduate music majors MUST audition and be accepted as music majors at the Music 193 level or above in order to register for music major classes. Questions may be addressed to Professor Kimo Furumoto, New Student Advisor ([kfurumoto@fullerton.edu](mailto:kfurumoto@fullerton.edu) or 657-278-5342).

### New graduate music students

Entrance exams will be given on Thursday, August 18, at 8:30 a.m. in Performing Arts Building Room 257, with Music History at 8:30 a.m. followed by Music Theory at 11:30 a.m. Auditions on the student's principal instrument will be heard by appointment the following day, Friday, August 19, and advising will occur following the audition. New graduate students wishing to pre-register should enroll in Registrar 999 (0 units). Registration in courses is by advisement, based on the entrance exams and the auditions. Instructions will be sent to all known new students by August 11. Students who do not receive a letter by then should contact the Music Department and request a copy. Prospective graduate students should direct inquiries to the Graduate Studies Program Advisor for the Music Department at 657-278-3511.

## UPPER-DIVISION BACCALAUREATE WRITING REQUIREMENT

### UPPER-DIVISION WRITING COURSES AND JUNIOR LEVEL EXAMINATION IN WRITING PROFICIENCY (EWP)

The university requires that all students completing bachelor's degrees under 1980-81 and later catalog requirements demonstrate writing ability acceptable for graduation. The upper-division writing requirement has two parts; you must satisfy each:

- An Upper-Division Course. Based on your specific major, you are required to either pass a specially designated upper-division course of at least three semester units or pass two or more courses for a total of at least six units.
- The Junior-Level Examination in Writing Proficiency (EWP). The university faculty requires that you pass the EWP, which has been especially designed to measure writing ability.

### Course

The University Board on Writing Proficiency must certify the course or courses that each major department designates to fulfill the requirement. Departments and programs may specify either a single course of at least three units which involves intensive instruction in writing, or two or more courses (a total of at least six units) in which you are required to write one or more lengthy papers or several shorter ones, which involve the organization and expression of complex ideas. In these courses, you will be given careful and timely evaluations of your writing and suggestions for improvement. An assessment of your writing competence will be included in determining your final course grade. You must pass these courses with a grade of C or better.

### Majors

Accounting  
 Afro-Ethnic Studies  
 American Studies  
 Anthropology  
  
 Art  
 Asian-American Studies  
 Biology  
  
 Business Administration  
 Business Economics  
 Chemistry  
 Chicano Studies  
 Child Adolescent Development  
 Civil Engineering and  
 Mechanical Engineering  
  
 Communications  
  
 Communicative Disorders  
 Comparative Literature  
 Comparative Religions  
 Computer Science  
 Computer Engineering  
 Criminal Justice  
 Dance  
 Economics  
 Electrical Engineering

### Courses

Business Administration 301  
 English 301  
 American Studies 350  
 Anthropology 480 and 481  
 (both courses are required)  
 Art 300  
 ASAM 400  
 Either English 301, or Chemistry 340, or two of the following: Biology 411, 414, 417, 422, 426, 445, 446, 447, 449, 465, 466  
 (2 units. Must be combined with a 4-unit course), 468, 470, 495  
 Business Administration 301  
 Business Administration 301  
 Chemistry 340  
 English 301  
 CAS 300  
 Civil Engineering 324L, 325L, 377, 428L, 431L, 463L, 465, 468, (six units are required)  
 Communications (one of the following) listed by concentration: *Advertising*—351; *Entertainment Studies*—301, 334, 351, 362, 436 or 471; *Broadcast Journalism*—335, 371, 435, 436, or 438; *Print Journalism*—471; *Visual Journalism*—471; *Photo Communications*—334, 362 or 471; *Public Relations*—362  
 Human Communication 300  
 English 301  
 Comparative Religions 485  
 Computer Science 311  
 Computer Engineering 441, 471  
 Criminal Justice 350, English 301 or 365  
 Dance 325  
 Business Administration 301  
 Electrical Engineering 303L, 310L, 313L

	and 407L or 485
English	English 301 or 302
Finance	Business Administration 301
French	Foreign Languages 301
Geography	English 301 or English 360, Geography 300A
Geological Sciences	Geological Sciences 498
German	Foreign Languages 301
Health Science	English 301
History	History 300B
Speech Communication	Human Communication 300
Human Services	Human Services 385
Information Systems/ Decision Sciences	Business Administration 301
International Business	Business Administration 301
Japanese	Foreign Language 301
Kinesiology	English 301
Latin American Studies	English 301
Liberal Studies	Liberal Studies 301
Linguistics	Linguistics 430
Management	Business Administration 301
Management Science	Business Administration 301
Marketing	Business Administration 301
Mathematics	Mathematics 380
Mechanical Engineering	Mechanical Engineering 306A, 306B, 376A, 376B
Music	Music 351B
Nursing	Nursing 305/305L, 322, 410 and 410L
Philosophy	Philosophy 315
Physics	English 301 or 360
Political Science	Two approved 400-level political science courses are required
Psychology	Psychology 302, 303, 304, 305, 306, plus one lab, 302L, 303L, 304L, 305L, 306L (Two of the above psychology courses are required).
Radio-TV-Film	RTVF 350, 351, 352
Russian and East European Area Studies	Course varies: see adviser
Sociology	Sociology 308; English 301, 360 or 365
Spanish	Foreign Languages 301
Theatre Arts (Plans I and II)	Theatre 375
Theatre Arts (Plan III)	English 301 or 302
Women's Studies	Women's Studies 350

### Examination

When you have completed 60 units toward the baccalaureate, you must take the Junior-Level Examination in Writing Proficiency (EWP). If you fail the examination, you may retake it until you pass it. A limited number of students who fail the EWP two or more times may enroll in English 199, Intensive Writing Review. Credit in English 199 will be equivalent to passing the examination. This course will not count toward graduation requirements, nor will it satisfy the upper-division writing course requirement described above. Graduate students are not eligible to apply for English 199.

The Junior-Level Examination in Writing Proficiency (EWP) consists of an essay. Testing Services will offer the EWP on the following Saturdays:

### Test Dates

April 16, 2011  
June 4, 2011  
September 17, 2011

### Registration Deadlines

April 1, 2011  
May 20, 2011  
September 2, 2011

*Note:* Test registration may close early if maximum capacity is reached.

Online EWP registration is available. Log on to your student portal and select the Titan Online tab at the top of your student portal site. Look for the Test Information box to the right of your class schedule and follow the easy instructions to register for the EWP online. Registration and fee payment must be completed by 5 p.m. on the registration deadline date. Print your EWP Confirmation Ticket. Please note that test registration may close early if maximum seating capacity is reached.

If you want to pay your EWP fee in person, pick up the registration form from the Testing Center (UH-229) and pay your fee at Student Financial Services (UH-180) by 5 p.m. on the registration deadline date. Your EWP Confirmation Ticket with test day information should appear on your student portal approximately one week after fee payment. No mail-in applications will be accepted. Please note that test registration may close early if maximum seating capacity is reached.

Sabbath observers and students requiring special accommodations due to a documented disability must make special arrangements with the Testing Center (UH-229) before the registration deadline. Please do not use the EWP Online Registration system if you are a Sabbath observer or require special testing accommodations.

*Note:* If you have not been enrolled in classes within the last nine months and no longer have access to your student portal, contact the Testing Center (UH-229) for EWP Registration instructions. Graduate students who need to take the EWP must also contact the Testing Center for EWP test registration instructions.

If you are unable to attend a test session for which you have registered, contact the Testing Center (657-278-2017) at least 24-hours before the test date for transfer or test refund information.

### Petitions

In certain cases, you may present a petition to the board for exemption from or modification of the requirement.

1. If you are a transfer student or a candidate for a second baccalaureate, you may be certified as meeting the requirement after you submit to the board acceptable evidence showing that you have completed the equivalent to CSUF's upper division requirement.
2. You may petition the board for substitution of an alternative to the Examination in Writing Proficiency when exceptional circumstances, such as a clinically identified learning disability, make the examination inappropriate. Such petitions must include documentation of the special circumstances and propose specific alternative means of demonstrating writing proficiency.

## GENERAL EDUCATION REQUIREMENTS

General Education courses are required at CSUF as a necessary and integral part of your University education. They are the foundation on which each and every major is built, and have been specifically designed to provide exposure to current thinking and scholarship. Students' success in the global socio-economic climate will be determined by the ability to research, analyze and apply universally accepted principles in areas beyond those learned in their majors. These courses serve as the stepping stones to a lifetime of growth; personally, professionally and academically.

### UNIT REQUIREMENTS

#### 51 total units including:

- All students must complete 9 units of General Education (GE) in Residence at CSUF
- All students must complete 9 units of upper division (300-400) General Education
- 3 units in cultural diversity (courses marked with an asterisk\*)
- Limited to either 9 units or 3 classes maximum from a single department, excluding any units associated with the courses used to meet Category I, Core Competencies, requirements
- Each course counts in one category only, except those meeting Category V (cultural diversity)

### ACADEMIC STANDARDS

- Letter grade required
- "C" (2.0) or better in Categories I.A,B,C and III.A.1 (Note: A grade of "C minus" (1.7) will not satisfy GE requirements in these four categories). A grade of "D" (1.0) or better is required to satisfy all other GE requirements (a grade of "D minus" (.7) is not a passing grade.) Important: Please remember, in each of the following areas; your Major, Cumulative, and Overall CSUF GPAs must be a minimum of 2.0 to earn a degree.
- CR/NC allowed if it is the only grade option available

## COURSES IN YOUR MAJOR

- Courses offered by the department of the student's major may NOT be used to fulfill the unit requirements of III or IV with the exception of categories offering choices from only one department.
- Courses that are cross-listed meet general education requirements for all majors except those in the home department of the cross-listed course. The "home" department is the one under which the course description appears in the catalog For example, Afro-Ethnic is the "home" department for **Afro-Ethnic Studies 311\***/Human Services 311\*; therefore, it may not be used by Afro-Ethnic majors to meet GE requirements.
- Upper-division courses offered by the department of the student's major may not be used for general education credit.

Beginning in fall 2011, California State University, Fullerton will convert the categorization of its General Education courses to align with that being used by the other CSUs and California community colleges from I-V to A-E. This transition will not in any way change the general education course requirements. This realignment will facilitate the transition for our transfer student population and all students with transfer coursework by clearer identification of those courses that meet CSUF's General Education requirements.

**All students** who graduate from Cal State Fullerton must complete a minimum of 51 semester units of General Education coursework, including 9 semester units of upper division courses taken as a junior or senior while in residence at CSUF, selected in accordance with the following categories:

#### **IMPORTANT INFORMATION FOR ENGINEERING, COMPUTER SCIENCE AND B.S. IN CHEMISTRY MAJORS**

Engineering majors will complete general education requirements as outlined in the Engineering Handbook. Computer Science and B.S. in Chemistry: please see your program adviser for general education requirements.

Old category (1999 - Summer 2011)		New category (Fall 2011 - Present)
IA IB IC	<b>Area A: Core Competencies</b> Oral Communication Written Communication Critical Thinking	<b>9 Units</b> A.1 A.2 A.3
IIIA2a & b IIIA2c IIIA IIIA1 IIIA3	<b>Area B: Scientific Inquiry and Quantitative Reasoning</b> Physical Science Life Science Laboratory Experience Mathematics/Quantitative Reasoning Implications & Explorations in Mathematics & Natural Sciences	<b>12 Units</b> B.1 B.2 B.3 B.4 B.5
IIIB1 IIIB2 IIIB3 IIA	<b>Area C: Arts and Humanities</b> Introduction to Arts Introduction to the Humanities Explorations in the Arts and Humanities Origins of the World Civilizations	<b>12 Units</b> C.1 C.2 C.3 C.4
IIIC1 IIA IIB1 IIB2 IIIC2	<b>Area D: Social Sciences</b> Introduction to the Social Sciences World Civilizations and Cultures American History, Institutions and Values American Government Explorations in Social Sciences	<b>15 Units</b> D.1 D.2 D.3 D.4 D.5
IV	<b>Area E: Lifelong Learning and Self Development</b> Lifelong Learning and Self-Development	<b>3 Units</b> E
V*	<b>Area Z: Cultural (3 units required)</b> Cultural Diversity	Z*
	<b>Total</b>	<b>51 units</b>

A listing of the General Education courses may be found on the Academic Advisement website at [www.fullerton.edu/aac](http://www.fullerton.edu/aac). Not all of the General Education (GE) courses listed will be offered during the summer, but by using your Titan Degree Audit (TDA), the list will also help you identify the courses you require to complete other categories during future semesters.

On the Home page, click on Approved GE Course List. You may search for GE Courses by “Search by GE Section”, “Search by Department, or “Search by GE Course”

#### **CULTURAL DIVERSITY**

Students must complete one three-unit course identified with a star (\*) from sections III.B.3, III.C.2, IV, or V

#### **IMPORTANT INFORMATION FOR ENGINEERING, COMPUTER SCIENCE, BS IN CHEMISTRY, AND ENTRY LEVEL BS IN NURSING MAJORS:**

There are GE variations for the above-mentioned majors. Please visit Academic Advisement to review the specific GE curriculum and your major advisor for major requirements.

#### **Special Note for Political Science and Criminal Justice Majors**

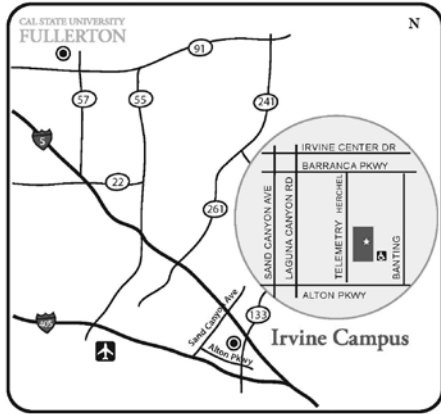
Political Science 320 and Criminal Justice 320 are the same class and may not be used by these majors for GE requirements.

The Academic Advisement Center is located in UH-123B. Advisors are available on a walk-in basis Monday through Friday (see website for hours of operation). You **MUST** bring a current, printed copy of your TDA in order to meet with an academic advisor. Academic Advisement is the home of all Undeclared students, and advises all other undergraduate students in general education and graduation requirements, University policies and procedures, Major Exploration, and referrals to other campus-wide resources.

## PARKING INFORMATION – FALL 2011

For detailed information on parking policies, maps of parking lots, and much more visit the Parking and Transportation Services website at [www.parking.fullerton.edu](http://www.parking.fullerton.edu). You can also stop by the Visitor Information Center which is open Monday - Thursday from 7 a.m. - 7 p.m. and Friday from 7 a.m. - 4 p.m.

## IRVINE CAMPUS



California State University, Fullerton has a branch campus near the Irvine Spectrum, to serve the higher education needs of the student population in central and southern Orange County. CSUF Irvine Campus offers courses at the lower-division, upper division and graduate levels. The majors and credential programs being offered are identical to those at the main campus in Fullerton. These programs and courses are intended to provide a more convenient location for those students who live and work in southern Orange County. For more information call 657-278-1600 or visit [www.fullerton.edu/irvinecampus](http://www.fullerton.edu/irvinecampus).

### LOCATION

3 Banting, Irvine, CA 92618

### DIRECTIONS & ACCESS

#### From I-5 South

Exit 95 for State Highway 133 South toward Laguna Beach. Keep right at the fork. Follow signs for Barranca Parkway. Continue straight on Banting.

#### From I-5 North

Exit 94B for Alton Parkway. Left on Alton Parkway. Turn right on Banting.

#### From Tollway 73 North

Exit 6, CA 133. Take 133 North (Exit 9) toward Barranca Parkway. Left on Pacifica. Left on Barranca Parkway. Left on Banting.

#### From Tollway 73 South

Exit 7 CA 133 Laguna Canyon Road toward El Toro Road. Left at CA 133 N/Laguna Canyon Road to Exit 9 toward Barranca Parkway. Left on Barranca Parkway. Left on Banting.

#### From I-405 South

Exit 3 Sand Canyon Ave. Left at Sand Canyon Avenue. Right on Barranca Parkway. Right on Banting to 3 Banting.

You may also download a full-size Adobe Acrobat (pdf) version of our map at: [http://www.fullerton.edu/irvinecampus/pages/ab\\_parking.asp](http://www.fullerton.edu/irvinecampus/pages/ab_parking.asp)

## STUDENT AFFAIRS SERVICES

Available at the Irvine Campus: Academic Advising, Counseling, Financial Aid, Co-curricular Programs and Disabled Student Services, tutorial services and fitness center.

## ADMINISTRATION OFFICE HOURS

8:30 a.m. - 7 p.m. Monday-Thursday; 9 a.m. - 2 p.m. Friday.  
Campus Hours: 7:30 a.m. - 10 p.m. Monday-Thursday; 8 a.m. - 2 p.m. Friday; closed Saturday and Sunday.

## BOOKSTORE

CSUF Irvine Campus students purchase their books at the Titan Bookstore, which is located on the Irvine Campus. Books also may be ordered online at [www.titanbookstore.com](http://www.titanbookstore.com).

## PARKING

The same policies apply as on the Fullerton campus. All CSUF parking and traffic regulations and fees are enforced at the Irvine Campus. Permits must be purchased online. The cost of a daily parking permit is \$8.

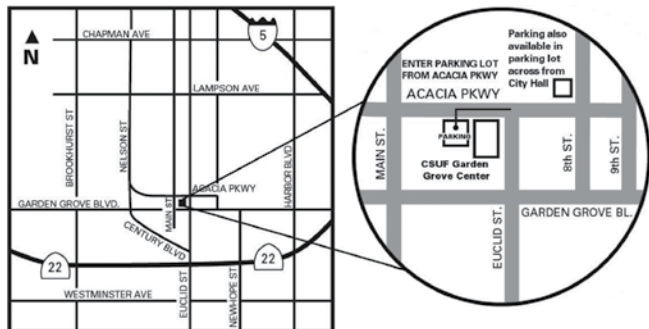
## MAJORS AND PROGRAMS OFFERED AT THE IRVINE CAMPUS

Anthropology, B.A., partial  
Business Administration, B.A.  
Concentrations in: Accounting, Business Economics, Finance, Management, and Marketing.  
Fully Employed M.B.A. (FEMBA)  
Child and Adolescent Development, B.A.  
Communications, B.A.  
Concentrations in: Advertising, Entertainment Studies, Journalism, and Public Relations  
Criminal Justice, B.A.  
Education Credential Programs:  
Multiple Subjects (elementary school)  
Single Subject (secondary)  
Reading/Language Arts Specialist  
California Reading Certificate  
Special Education  
Education, M.S.  
Concentrations in: Curriculum & Instruction (elementary), Educational Administration, Secondary Education, Special Education, and Reading  
English, B.A.  
FEMBA (Fully Employed MBA)  
Human Services, B.S.  
Liberal Studies, B.A.  
Elementary Education or Thematic Plans  
Psychology, B.A.  
Social Work, M.S.W.  
Sociology, B.A.  
Taxation, M.S.

Selected courses will also be offered for majors in: History, B.A.; Public Administration, B.A., Political Science, B.A.

Courses in support of majors offered at the Irvine Campus will also be offered in: Art, Biology, Comparative Literature, Comparative Religions, Mathematics, Music, Theater, and selected others.

## GARDEN GROVE



This state-of-the-art educational facility offers Open University/Extended Education programs, as well as degree credit courses, in a convenient location for people who live or work in central Orange County. Courses offered via Interactive Televised Instruction (ITI) are distinguished by a footnote next to the Section code.

### LOCATION

CSUF Garden Grove is located north of the Garden Grove Freeway (22) at 12901 Euclid Street, on the corner of Euclid and Acacia Parkway. From the Fullerton campus, take the 57 Freeway south to the 22 Freeway west and exit at Euclid Street. The Euclid off-ramp exits onto Trask Avenue. Make a left turn onto Trask Avenue and an immediate right turn onto Euclid Street. Go north on Euclid Street for about one mile. Cross Garden Grove Boulevard, and make a left turn at the next light onto Acacia Parkway. The parking lot is on the left side of the street, adjacent to the building.

### REGISTRATION

Registration in degree credit courses is through TITAN registration for students admitted to the university. Open University students, those who are not currently admitted to CSUF, may also enroll in degree credit courses at CSUF Garden Grove. Refer to page 7 for Open University Enrollment information. Registration for continuing education certificate programs is through Extended Education. For more information, see [www.csufextension.org](http://www.csufextension.org), call 657-278-2611, or visit the Registration Offices in building CP-100 on the Fullerton campus or at the Garden Grove Center.

### ADMISSION

Applications must be submitted to the Fullerton campus. Questions regarding admission status and registration should be directed to the CSUF campus at 657-278-2300.

### PARKING

Students who will park at the Fullerton campus (CSUF) in addition to the Garden Grove facility should purchase a CSUF parking permit. Students who will only park at the Garden Grove facility may obtain a parking permit at no charge at the CSUF Garden Grove Registration Office.

## SCHEDULE OF CLASSES AND EXPLANATION OF CODES

All class schedule entries are subject to change without prior notice. The scheduling office distributes a listing of added and cancelled classes to all academic departments, the Academic Advisement Center, the *Daily Titan*, and other university offices prior to the first day of classes.

The faculty member shown in the “faculty” column of this class listing is a tentative assignment, depending on schedule adjustments required by circumstances during registration.

### CLASS NOTES

The column identified as “Class Notes” indicates special information of significance for the student. Explanation of each CN appears online. Under Class Search, CR means department consent required. Some classes have prerequisites, while others require permission of the department or an instructor as noted under “Class notes”. If you are selecting one of these courses, be sure that you have met the prerequisites or have obtained the required permission. The fact that you may be scheduled for such a class does not imply that permission to enroll has been granted.

### COURSE NUMBER

The five-digit code number follows the section number and is listed below the course number. It identifies the class and section of the class you want to take. You register for a class with this number.

### TIME CODE EXPLANATION

The times that courses begin and end are indicated in the schedule. Morning classes beginning at 8 a.m. and ending at 8:50 a.m. are shown as 800a-850a. Afternoon and evening classes beginning at 5 p.m. and ending at 6:50 p.m. are shown as 500p-650p.

### DAY CODE EXPLANATION

Mo, Tu, We, Th, Fr – Class meets daily except Saturday and Sunday  
Mo, We, Fr – Class meets Monday, Wednesday, and Friday  
Tu, Th – Class meets Tuesday and Thursday  
Th – Class meets Thursday  
Sa – Class meets Saturday  
Su – Class meets Sunday  
TBA – Class time to be arranged; see department office for details concerning meeting time.

### BUILDING CODE EXPLANATION

CP – College Park  
E – Engineering  
EC – Education Classroom  
GG – Garden Grove Center  
H – Humanities, Social Sciences  
IRVC – Irvine Campus  
KHS – Kinesiology and Health Science  
LH – William B. Langsdorf Hall  
CS – Computer Science  
MH – Miles D. McCarthy Hall  
PL – Pollak Library  
RGC – Ruby Gerontology Center  
SGMH – Steven G. Mihaylo Hall  
SHCC – Student Health and Counseling Center  
T – Temporary  
UH – University Hall  
UP – University Police  
VA – Visual Arts

## GRADE OPTION

Details concerning class grade option is available online in Class Search. If a course is offered under the traditional grade option (A, B, C, D, F), students may, in certain situations, elect to be graded CR/NC. Refer to page 6 of this registration guide for details regarding grade option changes.

## COURSE TYPE EXPLANATION

For each course offered, there is a course type.

Lec - Lecture	Lab - Laboratory
Sem - Seminar	Act - Activity
Dis - Discussion	Sup - Supervision

## STUDENT ACCOUNT INFORMATION

### FEES AND PAYMENTS

Please go to <http://sfs.fullerton.edu> to view a list of current fees.

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees.

### EMAIL ADDRESS

Each student has been issued an email address where university messages are sent to you. Student Financial Services uses this email address as the **primary** communication mode to students. Be sure to check your email on a regular basis. For additional information about your email account, contact the Titan Help Desk at 657-278-7777.

## FEE PAYMENT DEADLINES (ALL STUDENTS)

Check **TITAN Online** for the date(s) on which you are eligible to register. For questions regarding your registration appointment, please contact Admissions and Records at 657-278-7601. If you have any holds on your accounts, you must resolve them at least three business days before registering.

Do not sign up for an **Installment Payment Plan** until after you register for classes, or your account will not calculate your fees correctly.

## TITAN REGISTRATION PAYMENT DUE DATES

### 07/5/2011 THROUGH 08/19/2011

TITAN registration online allows you to register for classes first, and then make a payment. Payments are due within 3 days after you register. If you do not pay your balance in full within 3 days, you will be subject to disenrollment without notice.

### 08/20/2011 AND AFTER

TITAN registration continues to allow you to register for classes first; however, your payment is due immediately on the same day you register. **If you do not pay your balance in full, you will be subject to disenrollment without notice.**

## IMPORTANT!

- Payments made online via the web are due by 11:30 PM on the due dates given by Titan Online (Web registration). In-person and mail-in payments are due by 5:00 PM on the date given by Titan Online after registering.
- The University is not responsible for delays in the US Postal Service: postmarks are not considered.
- If you have decided not to attend CSUF for the current semester, please contact Admissions and Records to ensure that you are formally withdrawn from the University and no registration fees remain on your account. You are responsible for dropping all your classes in the event you are not disenrolled.
- You will not receive an invoice for your registration fees. To ensure your fees are paid on time and to avoid disenrollment, please check both your financial aid application status and your student account regularly by logging into Titan Online via your student portal (<http://www.fullerton.edu>) and click on your Titan Online "Student Center". Select "Account Inquiry" to view any current balances due.
- If you switch from part-time (0-6 units) to full-time (7+ units), you must pay your additional fees by the due date. If payment in full is not received, all of your classes are subject to disenrollment.
- You must formally accept a Direct Loan in order for it to qualify you for postponement of your tuition fee payment. If you have been offered a Direct Loan or a Federal Perkins Loan, go to Titan Online and select "View Financial Aid" for the current term. Click on the "Accept/Decline Awards" link and follow the instructions to accept the loan.
- If you decline your loan and do not have other financial aid, you are responsible for fee payment at the time you register.
- If you are disenrolled for non-payment, waitlisted students will fill your space in the class and there is no guarantee that space will be available in classes that were dropped.
- Students who register on/after the first day of instruction for any term will be assessed a \$25.00 Late Registration Fee.
- For University refund policies and procedures, please go to <http://sfs.fullerton.edu>.

## STUDENTS RECEIVING FINANCIAL AID

If you have applied for financial aid, you may be eligible to postpone payment of your tuition fees until your financial aid is disbursed at the beginning of the semester. To qualify for postponement of your tuition fee payment, you must meet one of the two following criteria:

1. You have accepted a financial aid award at the time you register for classes:
  - Grant funds are automatically accepted on your behalf. Therefore, if you have an accepted State University Grant (SUG), Education Opportunity Grant (EOP), Cal Grant A or B, Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant (FSEOG), your fee payment will be postponed and deducted automatically from your disbursement.

- You must formally accept a Direct Loan in order for it to qualify you for a postponement of your tuition fee payment. If you have been offered a Direct Loan or a Federal Perkins Loan, go to Titan Online and select “View Financial Aid” for the current term. Click on the “Accept/Decline Awards” link and follow the instructions to accept the loan.
  - The “Account Inquiry” page in Titan Online displays your tuition fee charges and any pending financial aid. If you do not have enough pending financial aid available to offset your charges in full, you must pay the balance.
2. You submitted your Free Application for Federal Student Aid (FAFSA) by the priority filing deadline, and submitted all requested documents by June 9, 2011. At the time you register for classes and you are waiting for your award notification.
- We will arrange for postponement of your tuition fee payment until your financial aid is awarded and disbursed. Check your “to do list” in Titan Online and be sure to submit all required financial aid documentation.
  - Watch for your financial aid award notification through your campus e-mail account and follow all procedures to accept your aid and receive your disbursement.
  - If your financial aid payment does not disburse, you are responsible for paying your tuition fees.

### STUDENT RESPONSIBILITY FOR PAYMENT OF FEES

You are responsible for payment of your registration fees. If your financial aid award becomes unavailable for ANY reason, or is insufficient to pay for fees as initially anticipated, you must pay the balance immediately upon notification. It is your responsibility to ensure that registration and tuition fees are paid in full. Access your account balance by clicking the “Financial Statement” link from your Student Portal.

### WITHDRAWAL ‘W’ GRADES

If you drop one or more courses **after** a Federal Pell Grant, Cal Grant B Access Grant or State University Grant was disbursed to you or applied to your university account, you may be billed for some or all Pell Funds disbursed. Visit the Office of Financial Aid to determine how much you would be required to repay. If you receive financial aid and you completely withdraw from the university, we will calculate the amount of Federal financial aid you “earned” based on the number of days you were enrolled. You may be required to repay a portion of the funds you received. In addition, the university may be required to refund a portion of tuition and fees and/or on-campus housing charges to one or more Federal Aid programs. For further information, contact the Office of Financial Aid at 657-278-3125.

### STUDENTS RECEIVING FEE ASSISTANCE

Applications and requests must be submitted according to program guidelines.

### THIRD PARTY CONTRACTS/SPONSORED STUDENTS

If a government agency, embassy or other organization will pay your registration and tuition fees, you must submit a current letter of financial guarantee to Student Financial Services (UH-180) at least five business days prior to your TITAN registration appointment. If this letter is not received prior to your registration appointment, you are responsible for paying your registration and tuition fees and will be subject to disenrollment if your payment is not received by the deadlines specified above.

### STATE REHABILITATION AND VETERANS ADMINISTRATION VOCATIONAL REHABILITATION

Contact the Disabled Student Services Office (UH-101) if you need assistance with registration.

### CAL-VET FEE WAIVER (COLLEGE FEE WAIVER)

This benefit is only available to the dependent child, spouse, or unmarried surviving spouse of a service-connected disabled or deceased veteran. Submit the approval letter of authorization for the appropriate academic year to the Veterans Certification Office (LH-540) at least five business days prior to your *Titan* registration appointment. Approval letters for previous academic years are not accepted.

### VETERAN FEE DEFERMENT OPTION

Only veterans who are attending their first semester at CSUF and who are receiving GI Bill benefits are eligible. Please arrange for fee deferments with the Veterans Certification Office (LH-540) at least five business days prior to your *Titan* registration appointment.

For detailed information regarding student account policies and procedures, please go to the Student Financial Services website <http://sfs.fullerton.edu>. You may also contact the Student Financial Services Office at SFS@fullerton.edu or 657-278-2495.

# FALL 2011 REGISTRATION

## THINGS YOU SHOULD KNOW ABOUT REGISTRATION

- Titan Online is available 24/7. You may register beginning with your assigned appointment and continue accessing registration an unlimited number of times until the end of TITAN registration.
- You will not receive your registration appointment date/time via U.S. mail. To view your registration appointment, sign onto Titan Online and access your Student Center.
- The Class Schedule is up-to-date in real-time and available online.
- Once you have performed any type of registration activity, you should confirm your schedule by printing your schedule from your Student Center.
- All HOLDS must be cleared three business days prior to your registration appointment.
- DEADLINES for adding/dropping classes are listed in the Registration pages of this registration guide.
- For fee refund information, go to <http://SFS.fullerton.edu>.

Waitlisting is available to all colleges. If a course is full, you may try to obtain a place in the class by getting on the wait list. As space in the class becomes available, your name will advance on the wait list. If enough students drop the course, you may be automatically enrolled from the wait list. Please review How Waitlisting Works and Waitlist Restrictions on the following Registration pages.

## TITAN ONLINE REGISTRATION INSTRUCTIONS

### REQUIREMENTS

Check Titan Online for your registration appointment date/time and for any holds on your record. All holds must be cleared three business days prior to your TITAN appointment. You will access registration via your student portal.

### MAXIMUM UNITS

#### University Limitation

Undergraduates are limited to a maximum of 16 units during TITAN I registration. Classified graduate students not in a Credential Program are limited to 12 units during early registration. Credential students are limited to 19 units.

### TITAN PIN

A “one-time use” Personal Identification Number (PIN) is assigned to you, which is a 6-digit number. After accessing your Student Portal with the PIN, you will be asked to create a password. This password will be used for Student Portal access including registration throughout your enrollment at CSUF. If you lose or misplace your password, you must present picture identification at the IT Helpdesk.

### TITAN APPOINTMENT

Appointment dates and times for registration are based on class level and on units earned for all participants. The date indicated on Titan Online represents the first date you can access Titan Online to enroll in classes. If you attempt to register before your assigned date and time, you will not be granted access.

### HOLDS

Any holds will be listed on Titan Online Student Center. All holds must be cleared three business days prior to your TITAN appointment.

### CANCELLED CLASSES

If a class for which you have registered is cancelled by the department, you will be notified by that department. You may attempt to add another class during TITAN registration on or after your appointment time.

### GRADING OPTIONS

The default grading option is a letter grade (A, B, C, D, F). Exceptions are those classes offered LTR/GRD only and CR/NC only. To change the default (A, B, C, D, F) option to CR/NC or to change from CR/NC to a letter grade, see worksheet for information concerning grade option changes. For more detailed information on grading options, refer to page 6.

### COURSE PREREQUISITES

Some courses have course prerequisites (see Class Notes in the online class schedule) which, if not met, will result in your being unable to register for the course or being dropped by the instructor.

### COURSE COREQUISITES

Some courses have course corequisites (see Class Notes in the online class schedule). You must register for the corresponding corequisite during the same registration transaction. Failure to do so may result in your being disenrolled from the course.

### TEST SCORE PREREQUISITES

Some courses have test score prerequisites which, if not met, will result in your being unable to register for the course. Refer to the Placement Examinations section of this registration guide.

### REGISTRAR CLASS (REG 999)

Students unable to enroll in any classes because they are closed may enroll in the Registrar Class (REG 999) (see online class schedule for 5-digit course number). Students thus become officially registered and pay minimum fees by their payment due date, thereby avoiding the \$25 late registration fee that goes into effect as of the first day of class. This is a temporary device to enable students to add classes during the next registration period, if classes are available then, or to wait for decisions on admissions into specific courses.

You must withdraw from REG 999 to add other courses. If you are unable to add other courses, you are required to withdraw. Any student who does not add a regular course or withdraw with a refund will be administratively withdrawn from the university. See page 23 for Title 5 refund information.

### DISABLED STUDENTS

Contact the Disabled Students Services Office (UH-101) if you need assistance with registration. For additional information, call 657-278-3117.

### WAITLISTING

Waitlisting is available to all colleges. If a course is full, you may try to obtain a place in the class by getting on the wait list. As space in the class becomes available, your name will advance on the wait list. If enough students drop the course, you may be automatically enrolled from the wait list.

#### How Waitlisting Works

- Many classes will offer waitlisting with the exception of 495, 499, 595, 598 and 599 classes.
- The standard waitlist limit for each class is 15 students; this is regardless of the class limit. Some classes may have different waitlist limits based on department discretion.
- You can waitlist for a maximum of 8 units, provided that each course's waitlist is not already full. (Note: Waitlisted units are not included toward your enrollment unit limit. Once you successfully get into the class, then the units will count towards your enrollment unit limit.)
- You must meet any prerequisites for the class before you can be placed on the waitlist, e.g., course pre-requisites, section co-requisites, major and class level restrictions.
- Students cannot waitlist the same lecture section or the same lab section more than once.
- If a seat becomes available, the student first on the waitlist will get the seat (subject to the restrictions below).
- Students will be moved from the waitlist into the class if other students drop or are dropped due to non-payment of fees.
- If students drop, seats will not be available to students who happen to log in if there is someone on the waitlist.
- If you are moved from the waitlist into the class, you will receive an email notification.
- If you are waitlisted for multiple sections of the same course, and you successfully get into one of the sections, you will be automatically removed from the waitlists for the other sections.
- You will not be billed for waitlisted classes but will be billed if moved from a waitlist into a class and the additional units result in higher registration fees. It is important to check your class schedule and account summary regularly to avoid possible cancellation due to a newly added class(es).
- If you are moved from the waitlist into a class, it is your responsibility to drop the class (as with any other class) if you decide not to attend. Failure to do so will result in a 'WU' grade on your record, which will lower your grade point average.
- There is no guarantee you will be moved off the waitlist and enrolled into the class. Once the process to move students from the waitlist has run for the final time and classes have begun, instructors are not required to add students who were waitlisted for the class.
- The online waitlisting feature will cease to function with the end of the first week of class, but the waitlist will be retained for informational purposes for the instructor.
- Faculty may control access to "closed" classes starting with the first day of class via according to academic department procedures.

### Waitlist Restrictions

Students will be moved from the waitlist into the class if space becomes available, and in the order placed, unless any of the following restrictions apply:

1. There is a **time conflict** with another registered class. Since potential time conflicts are not checked when you place yourself on a waitlist, you should ensure that waitlisted classes do not conflict with your enrolled schedule.
2. You are already **enrolled in another section of the same course**. Do not use waitlisting to try to get into another section of a course in which you are already enrolled, as you will not be moved from

the wait list if space becomes available. You will need to choose whether to take a chance and place yourself on the waitlist of the full section in the hope that space becomes available or remain enrolled in the section you have already scheduled.

3. Enrollment from waitlist will exceed student's maximum unit limit for the term. Unit limits are viewable in the Student Center under enrollment details.

If you cannot be moved from the waitlist, for any of the reasons given above, you will be skipped and the next student considered. You will not be reconsidered until the next time space becomes available in the class. **Check your schedule regularly in your Student Center to monitor your position on a waitlist.** If you decide you no longer wish to wait for space to become available, you should drop yourself from a waitlist.

## MINICOURSES AND SHORTCOURSES – FALL 2011

“Minicourses” are generally five weeks long and offered during four sessions throughout the semester. “Shortcourses” can last anywhere from two days to several weeks, but are shorter in length than the semester and generally within the semester dates. Course meeting information is listed with the departmental class offerings, under the footnotes. Shortcourses are not listed below, because many of these courses are for a select group of students and are usually held at off-campus locations. If you are enrolled in a shortcourse, check with the department offering the course for information about deadlines.

Although some of the classes listed start on dates that are later in the semester, students should pre-register, during TITAN registration. Not enrolling early may cause a class to be cancelled due to low enrollment. Students who register, add, or drop these courses after the semester begins must follow the published procedures in this schedule. Forms and/or information needed to complete the process may be obtained from the Admissions and Records Service Center, located in LH-114. Information is also available by calling the Admissions and Records Helpline at 657-278-7601.

### MINICOURSE OFFERINGS AND DEADLINES

**August 19 is the last day to register for all minicourses without a late fee.**

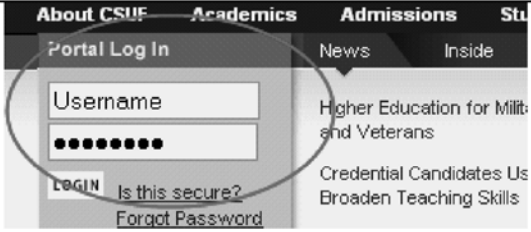
Session	Last day to add (with a \$20 late fee), change grade option, or drop without a W. “Petition for Late Addition Classes” required.	Last day to drop with a W. Approved “Request for Withdrawal” is Required
<b>Session 1 (August 20 - September 23)</b>		
READ 501-01 13846 M READ 501-55 18933 READ 595-16 17181 TH KNES 203-01 18979 Tu HESC 203-01 18983 Tu CHEM 210-01 10700 F CHEM 303A-01 18862 MW GEOL 310T-01 18753 MW GEOL 310T-04 11636 TuTh GEOL 310T-07 11638 TuTh GEOL 310T-10 17401 W GEOL 310T-13 18754 TuTH PHYS 227-03 13659 MWF	<b>August 25</b>	<b>September 16</b>
<b>Session 2 (September 24 - October 28)</b>		
KNES 203-02 18980 Tu HESC 203-02 18984 Tu CHEM 210-02 18824 F CHEM 303B-01 18863 MW CHEM 411G-01 17450 Tu	<b>September 29</b>	<b>October 21</b>
<b>Session 3 (October 29 - December 9)</b>		
KNES 203-03 18982 Tu HESC 203-03 18985 Tu CHEM 210-03 18825 F CHEM 303C-01 18864 MW CHEM 410C-01 17867 F CHEM 411B-01 10745 Tu	<b>November 3</b>	<b>November 28</b>
<b>Session 4 (August 20 - October 28)</b>		
GEOL 310T-02 18750 MW GEOL 310T-05 16144 TuTh GEOL 310T-08 11639 TuTh GEOL 310T-11 11641 W GEOL 310T-14 18752 TuTh	<b>August 31</b>	<b>October 14</b>

Not all mini or short courses are listed above. Check the schedule of classes for meeting dates. For late add or withdrawal deadlines contact the Registration Help Line at 657-278-7601.

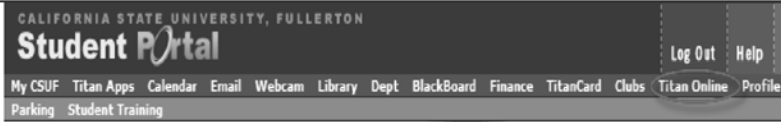
# REGISTERING FOR CLASSES USING TITAN ONLINE

## How to Register for Classes – Getting Started


**Step 1**  
From the CSUF homepage (www.fullerton.edu), log in using your campus user name and password.



**Step 2**  
From your Student Portal click on Titan Online.



**Step 3**  
Click on Student Center link.



**Step 4**  
To register for a class, click on the "Add a Class" link. If you see a page asking you to select a registration term, select the term you want and press the "Continue" button.

**Tuffy's Student Center**

Academics

**Enrollment**  
[My Class Schedule](#)  
[Add a Class](#)  
[Drop a Class](#)  
[My Textbooks](#)

**Academic History**  
[View Unofficial Transcript](#)

other academic... >>

Depending on what enrollment action you need, click on the "Add a Class" or "Drop a Class" link.

**Add Classes**

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2009	Undergraduate	CSU Fullerton
<input checked="" type="radio"/>	Fall 2009	Undergraduate	CSU Fullerton

Select the term
CONTINUE

# REGISTERING FOR CLASSES USING TITAN ONLINE

## Adding a Class

### Step 1

Under the “add” tab, select the classes you want to add.

You can either conduct a search for classes or if you already know the class number (example: “10004”), you may enter it directly in the box.



### Add Classes

#### 1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2008 | Postbaccalaureate | CSU Fullerton



If you use the **search** button, a class search page will appear.

### Basic Class Searches

Include at least 2 search criteria in your class search.

In this initial search page you can indicate:

- Subject
- Course number
- Course Career

You also have the option to choose “Show Open Classes Only”.

Do not use the “Show Open Entry/ Exit Classes Only” box. This is not relevant to the CSUF campus.

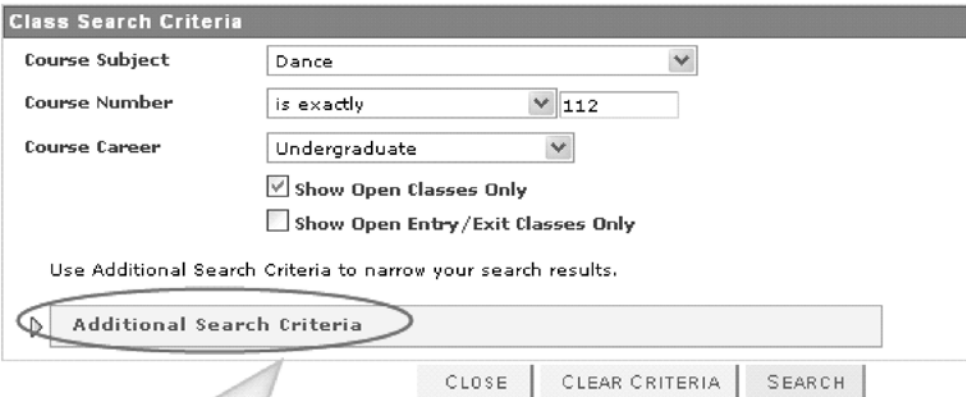
Once criteria are selected, hit the **SEARCH** button.



#### 1. Select classes to add - Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

CSU Fullerton | Spring 2008



See instructions on “Refining Your Class Search” for more details on how to take advantage of this feature.



NOTE: Even though “Extended Education” is available as a course career for class search, all Extension Education registrations must go through the Extended Education office and will not be available through this enrollment procedure.

# REGISTERING FOR CLASSES USING TITAN ONLINE

Search results will indicate the status of the class.  
 = Open  
 = Closed  
 = Wait list  
 Select the class you want to add by clicking **select class**

▼ DANC 112 - Ballet I

View All Sections First 1 of 1 Last

Section 01-DANC(10005) Status  **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

**Step 2**  
 Confirm your enrollment.  
 Click **NEXT** and follow the directions to proceed in your class enrollment.

**Add Classes** 1 [ ] [ ]

**1. Select classes to add - Enrollment Preferences**

Fall 2009 | Undergraduate | CSU Fullerton

DANC 212 - Ballet II

Class Preferences

DANC 212-03 Activity  Open

Grading

Units

Session Regular Academic Session  
 Career Undergraduate  
 Enrollment Requirements

- Student must be a DANC major.

CANCEL **NEXT**

The class is added to your enrollment shopping cart.  
 To finish enrollment, click on "Proceed to Step 2 of 3".

▼ Fall 2009 Enrollment Shopping Cart

Textbook Syllabus Instructor notes  Open  Closed

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	DANC 212-03 (17780)	Ballet II (Activity)	MoWe 3:00PM - 4:40PM	VA 148 - Teaching Lab	M. Joyce	1.00	<input type="radio"/>

View All Classes in Cart First 1 of 1 Last

**PROCEED TO STEP 2 OF 3**

**Step 3**  
 Click **FINISH ENROLLING**  
 If you successfully add your class, your enrollment will be confirmed. If there is a restriction, (for example, you do not meet a pre-requisite or you have a hold on your record), you will be unable to add the class until you fix the problem.

Class	Description	Days/Times	Location	Instructor	Units	Status
DANC 212-03 (17780)	Ballet II (Activity)	MoWe 3:00PM - 4:40PM	VA 148 - Teaching Lab	M. Joyce	1.00	<input type="radio"/>

CANCEL PREVIOUS **FINISH ENROLLING**

Fall 2009 | Undergraduate | CSU Fullerton

Success: enrolled  Error: unable to add class

Class	Message	Status
DANC 212	<b>Error:</b> Unable to add this class - prerequisites have not been met. Check the class description for a list of enrollment requirements.	<input checked="" type="checkbox"/>

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS FIX ERRORS

# REGISTERING FOR CLASSES USING TITAN ONLINE

## Refining your class search

**Refine your search**

Click on "Additional Search Criteria" for more options to narrow your search.

**Special Search Options:**  
**1. GE courses**  
**2. Interdisciplinary Programs**

Under "Course Attribute" you can specify GE courses or Interdisciplinary programs for your search.

**Additional Search Criteria**

Meeting Time: between  and  (example: 1:00PM)

Day of Week:  Include Only These Days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name: is exactly

Class Nbr:  (example: 1136)

Course Attribute:   (example: GE Classes)

Course Attribute Value:   (example: Class Category)

Course Title Keyword:

Course Component:


Session:

Mode of Instruction:

Campus:

Location:

By specifying a course attribute and course attribute value, you can find GE classes and interdisciplinary classes.

Click on the magnify glass  next to Course Attribute and you'll see two options.

Academic Institution	Course Attribute	Description
FLCMP	GE	General Education
FLCMP	PROG	Interdisciplinary Programs

After choosing GE or Interdisciplinary programs, next, click on the  symbol next to "course attribute values" to get a list of options.

Depending on your choice of GE or Interdisciplinary programs, these options will appear.

**GE values**

Course Attribute Value	Description
I.A	Oral Communication
I.B	Written Communication
I.C	Critical Thinking
II.A	Development of World Civilizat
II.B.1	American History
II.B.2	Government
III.A.1	Mathematics
III.A.2.A	Physical Science
III.A.2.B	Earth and Astronomical Science
III.A.2.C	Life Science
III.A.3	Impl & Explor in NatSci & Math
III.B.1	Introduction to the Arts
III.B.2	Introduction to the Humanities
III.B.3	Impl, Expl & Partic Exp in Art & Hum
III.C.1	Introduction to the Social Sci
III.C.2	Impl, Expl & Partic Exp in Soc Sci
IV	Lifelong Learning
LAB	Laboratory
V	Cultural Diversity

**Interdisciplinary program values**

Course Attribute Value	Description
ASIANSTDS	Asian Studies
EUROSTDS	European Studies
FRESHPROG	Freshman Programs
GERONTLGY	Gerontology
LATINAMERS	Latin American Studies
WOMENSTDS	Women's Studies

# REGISTERING FOR CLASSES USING TITAN ONLINE

## Wait List Classes



NOTE: Waitlisting is available to all colleges. Check the section you are interested in waitlisting to see if the option is available.

**Classes with Wait Lists**  
Some classes may fill up, but have a wait list available.

**Search for classes with wait lists**  
To find classes that have waitlisting available, uncheck the box, "Show Open Classes Only".

Classes with a wait list option will be included in your search results.

**Class Search Criteria**

Course Subject: ACCT - Accounting

Course Number: is exactly 201A

Course Career: Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

ACCT 201A - Financial Accounting

View All Sections First 1-2 of 2

Section 01-DIS(10002) Status ▲

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	MH 121 - Lecture Room	Thomas Titan	8/23/2008 - 12/19/2008

Section 02-DIS(10004) Status ▲

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 9:00AM - 9:50AM	LH 307 - Lecture Room	Thomas Titan	8/23/2008 - 12/12/2008

Search results will indicate the status of the class.

- = Open
- = Closed
- = Wait list

Select the class you want to add by clicking

ACCT 201A - Financial Accounting

**Class Preferences**

ACCT 201A-02 Discussion ▲ Wait List

Wait List  Wait list if class is full

Grading Graded

Units 3.00

Session Regular Academic Session

Career Undergraduate

**Enrollment Requirements**

- GE: Implic, Explor & Partic Exper in Social Sci

Section	Component	Days & Times	Location	Instructor	Start/End Date
02	Discussion	MoWeFr 9:00AM - 9:50AM	LH 307 - Lecture Room	Thomas Titan	8/23/2008 - 12/12/2008

If you want to get on the wait list for a full class, check the wait list box.

**Step 2**  
Confirm your enrollment.

Click  and follow the directions to proceed in your class enrollment.

**Step 3**  
Review class list and enrollment status.

Class	Message	Status
ACCT 201A	Message: Class 10004 is full. You have been placed on the wait list in position number 1.	✓

# REGISTERING FOR CLASSES USING TITAN ONLINE

## Dropping a Class

**Step 1**  
Under the drop tab, select the class(es) you want to drop.

Tuffy Titan go to ...

my class schedule
wish list
class search
add
drop
swap
edit

### Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall 2008 | Postbaccalaureate | CSU Fullerton

✓ Enrolled
✗ Dropped
▲ Wait Listed

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input checked="" type="checkbox"/>	ACCT 201A-02 (10004)	Financial Accounting (Discussion)	MoWeFr 9:00AM - 9:50AM	LH 307 - Lecture Room	T. Titan	3.00	▲

DROP SELECTED CLASSES

---

**Step 2**  
Confirm your selection.

Click on "Finish Dropping" to confirm your choice.

Click "Cancel" if you changed your mind.

### Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Fall 2008 | Postbaccalaureate | CSU Fullerton

✓ Enrolled
✗ Dropped
▲ Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
ACCT 201A-02 (10004)	Financial Accounting (Discussion)	MoWeFr 9:00AM - 9:50AM	LH 307 - Lecture Room	T. Titan	3.00	▲

CANCEL
PREVIOUS
FINISH DROPPING

---

**Step 3**  
View the results of your drop request.

✓ Success: dropped
✗ Error: unable to drop class

Class	Message	Status
ACCT 201A	<b>Success:</b> This class has been removed from your schedule.	✓

# REGISTERING FOR CLASSES USING TITAN ONLINE

## Swapping a Class

**Step 1**  
Under the "swap" tab, select the class you want to exchange from your class schedule.

All the classes that you are enrolled in are eligible for replacing with another open class.

my class schedule
wish list
class search
add
drop
swap
edit

### Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2008 | Undergraduate | CSU Fullerton

**Swap This Class**

Select from your schedule DANC 112: Ballet I

**With This Class**

Search for Class  search

----- OR -----

Enter Class Nbr  enter

**Step 2**  
Choose the class you want as a replacement.

Use the search feature or if you know the Class Number, enter it.

**With This Class**

Search for Class  search

----- OR -----

Enter Class Nbr  enter

Example: "10006"

**Step 3**  
Confirm the trade of classes.

Make sure the class you are replacing and the class that will take its place are both correct.

When you are finished reviewing and ready to confirm this action, click on the FINISH SWAPPING button.

**You are replacing this class**

Enrolled  
  Dropped  
  Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
DANC 112-01 (10005)	Ballet I (Activity)	TBA	TBA	Staff	1.00	<input checked="" type="checkbox"/>

**With this class**

Textbook  
  Syllabus  
  Class notes  
  Open  
  Closed  
  Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
HIST 310-01 (10006)	The California Experience (Lecture)	TBA	TBA	Staff	3.00	<input type="checkbox"/>

CANCEL
FINISH SWAPPING

The swapping of classes will be confirmed.

Success: Classes were swapped  
  Error: Unable to swap class

Class	Message	Status
Swap DANC 112 with HIST 310	Success: This class has been replaced.	<input checked="" type="checkbox"/>

If you go to view your class schedule either by clicking on the tab my class schedule or the button, MY CLASS SCHEDULE you'll notice you have been dropped from the old class and enrolled in the new class you wanted as a replacement.

DANC 112 - Ballet I						
Status	Units	Grading	Grade	Deadlines		
Dropped	1.00	Undergraduate	Graded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
10005	01	Activity	TBA	TBA	Staff	08/23/2008 - 12/12/2008

HIST 310 - The California Experience						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Undergraduate	Graded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
10006	01	Lecture	TBA	TBA	Staff	08/23/2008 - 12/12/2008

## FALL 2011 TITAN REGISTRATION APPOINTMENTS

*Note:* To view your registration appointment and unit limits go to your student center and click on **details** under enrollment dates.

### TITAN REGISTRATION AND CHANGE OF PROGRAM

#### July 5- August 19, 2011 (Continuing Students, Stop-Outs, New Students)

*Individual appointment times will be available on Titan Online beginning June 15, 2011.*

<b>Window 1</b> Graduates and Postbaccalaureate credential. January 2012 graduation candidates	<b>July 5, 6, 7, 8</b>
<b>Window 2</b> Seniors	<b>July 11, 12, 13</b>
<b>Window 3</b> Juniors	<b>July 14-15, 18-19</b>
<b>Window 4</b> Sophomores	<b>July 20-21</b>
<b>Window 5</b> Continuing Freshmen and Postbaccalaureate Undeclared	<b>July 22, 25</b>

### TITAN ONLINE

Titan Online is available 24/7. You may register beginning at your assigned appointment and continue accessing registration an unlimited number of times until the end of Titan registration. **Please verify your schedule prior to the beginning of the semester.**

### REGISTRATION HELP LINE

For registration assistance call 657-278-7601. Helpline hours are Monday-Friday 8 a.m. - 5 p.m.

### PAYMENTS

For payment due dates, please see FEE PAYMENT DEADLINES or go to <http://sfs.fullerton.edu>.

You will not receive an invoice for your registration fees. To ensure your fees are paid on time and to avoid disenrollment, please check both your financial aid application status and your student account regularly by logging into Titan Online via your student portal (<http://www.fullerton.edu>) and click on your Titan Online "Student Center". Select "Account Inquiry" to view any current balances due.

## FALL 2011 PROGRAM CHANGE PROCEDURES

ADDING CLASSES — PROCEDURES AND DEADLINES	DATES
<p><b>First week of classes</b>  <i>All classes must be added through Titan Online.</i></p> <p>For restricted classes, an electronic permit must be placed in the registration system by the department. After the permit is placed, students must complete the registration process through TITAN, by midnight on Tuesday, September 6.</p>	<p><b>August 20 - August 28</b></p>
<p><b>Second week of classes</b>  <i>All classes must be added through Titan Online.</i></p> <p>To register for classes (except classes offered at Irvine), an electronic permit must be placed in the registration system by the department. To obtain a permit, you must secure the consent of the instructor. Depending on the department, the request to place the permit may happen in one of two ways. Either the instructor will notify department staff to place the permit, or students may be given a permission slip to present to department staff personally. After the permit is placed, students must complete the registration process through Titan Online, by 12 midnight on Tuesday, September 6. It is highly advisable to complete the on-line add process as soon as the permit is issued.</p> <p><b>All permits issued during week two will expire at midnight on Tuesday, September 6.</b></p> <p>You may add a class as an auditor or change your grade option to audit by obtaining the signature of the instructor on a Change of Program form and returning it to the Admissions and Records Service Center in LH-114.</p> <p>Grade option changes to credit/no credit or a letter grade may be accomplished by visiting the Admissions and Records Service Center in LH-114, and do not require the signature of the instructor.</p>	<p><b>August 29 - September 6</b></p>
<p><b>Third and Fourth week of classes</b>  <i>Add period over.</i></p> <p>Students may add classes late due to personal emergencies (documentation required), or specified university exceptions (course-dependent, see the department). An approved Petition for Late Addition of Classes form must be submitted to the Admission and Records Service Center. The signatures of the instructor, Department Chair and the Dean are required. If approved, a \$20 late add fee will be assessed.</p> <p><b>Note: Petitions for Late Addition of Classes are no longer accepted after September 19.</b></p>	<p><b>September 7 - September 19</b></p>

### ADMISSION AND RECORDS SERVICE CENTER

The Admissions and Records Service Center is located in LH-114. The hours of operation for the center and Help Line are 8 a.m. to 5 p.m. Monday-Friday. 657-278-7601.

### DEADLINES FOR NON-STANDARD LENGTH COURSES

If a course is not a mini course (see page 27) or a standard semester course, contact Admission and Records Helpline at 657-278-7601 for Add-Drop deadlines.

## FALL 2011 PROGRAM CHANGE PROCEDURES

DROPPING CLASSES – PROCEDURES AND DEADLINES	DATES
<p><b>Drop Period</b>  <i>No record of enrollment. All Courses.</i>            First through second week of classes: You must drop courses using TITAN (except for restrictions indicated by TITAN). See “Class Attendance” on page 5.</p>	<p><b>August 20 - September 6</b></p>
<p><b>Refund Period</b>            Resident and non-resident students reducing their status to six (6) or fewer units during the campus designated add/drop period, which ends September 6, 2011, will automatically receive a refund of the difference between full-time and part-time tuition fees, less a processing fee (\$5). Non-resident students will also receive an automatic refund of non-resident tuition fees for classes dropped during this time, less a processing fee (\$5). Students withdrawing from classes up through October 26, 2011 will automatically receive a pro-rated refund, less a processing fee (\$5).</p>	
<p><b>Withdrawal Period (“W” drop)</b>            Authorization to withdraw after the second week of classes shall be granted for only the most serious and compelling reasons, e.g. a documented physical, medical, emotional, or other condition which has the effect of limiting the student’s full participation in the class. Poor academic performance, e.g. lack of effort or poor attendance, is not evidence of a serious reason for withdrawal.            Signatures of the instructor and department chair are required for each course from which you withdraw. The Associate Dean’s signature is also required for withdrawal from classes in the colleges of Business or Engineering and Computer Science. (Required signatures are noted on the “Request for Withdrawal” form.)            Submit the approved Withdrawal Form to the Admissions and Records Service Center in Langsdorf Hall (LH-114).</p>	<p><b>September 7 - 19</b></p>
<p><b>Late Withdrawal Period (“W” drop)</b>            Follow the same procedures as above. The approved withdrawal form should be submitted to the Admissions and Records Service Center in Langsdorf Hall (LH-114).</p>	<p><b>September 20 - November 10</b></p>
<p><b>Emergency Medical Withdrawal</b>            Complete withdrawal may be allowed during the final three weeks of instruction only in cases of documented accident or serious illness where assignment of an Incomplete is not practicable. The student or his/her proxy must submit detailed medical documentation and Petition for Emergency Medical Withdrawal to the University Registrar (LH-101) for approval. The student should first attempt to receive Incompletes (I grades) with his/her instructors prior to applying for an emergency medical withdrawal, in order to salvage credit for the time and money invested in the courses up to that point. <b>In such cases, state regulations do not permit a refund of fees to be considered.</b></p>	<p><b>November 11 - December 9</b></p>

### WITHDRAWAL LIMIT

See page 9.

**Attention students — you are financially responsible for ‘W’ grades.**

### DISCONTINUING CLASSES

If a student decides not to continue enrollment in a class, either before or after instruction begins, it is the student’s responsibility to follow and complete the appropriate procedures for dropping the class. See “Class Attendance” on page 5.

### REFUND OF FEES

Dropping classes may entitle you to a fee refund. For further information, contact the Student Financial Services Office at [sfs@fullerton.edu](mailto:sfs@fullerton.edu).

### DEADLINES FOR NON-STANDARD LENGTH COURSES

If a course is not a mini course (see page 27) or a standard semester course, contact the Admission and Records Helpline at 657-278-7601 for Add-Drop deadlines.

## IMMUNIZATION REQUIREMENTS

By direction of the California State University Chancellor, the following immunization requirements must be completed by the end of a student's first semester. Students will be unable to register for class for their second semester until both requirements are met. Students who have graduated from a California High School in 2005 or later have fulfilled both requirements.

### REQUIRED PROOF OF IMMUNIZATION

#### Measles/Rubella

All students must show proof of immunization against Measles and Rubella if they were born after January 1, 1957.

#### Hepatitis B

Students under the age of 19 on the census date must show proof of immunization against Hepatitis B (Census date is 4 weeks after the beginning of the semester).

### MEETING THE REQUIREMENTS

To fulfill the requirement, a student must do one of the following:

- Bring in written proof of immunization from a doctor, clinic, military record or school record to the Student Health and Counseling Center, or fax it with your name, phone number, and Campus-Wide Identification (CWID) number to (657) 278-3069. Please check Titan Online to ensure your hold has been removed.
- Obtain the vaccination from your private medical office, the County of Orange Health Care Agency, or the Student Health and Counseling Center (SHCC). To receive the vaccination at SHCC, schedule an appointment. There is a charge. To schedule an appointment and/or to inquire about the fees, please call (657) 278-2800. Appointments may also be scheduled online at [www.fullerton.edu/shcc](http://www.fullerton.edu/shcc). During registration there is a high demand for vaccinations, so please plan accordingly.
- Obtain lab tests for immunity if you think you have had the disease or the immunization but do not have proof (Titer). This can be done by your personal physician or at the SHCC for a fee.

#### Immunization Waiver

Permanent or temporary waivers may be granted to some students after appropriate approval:

- If you are pregnant or think you may be pregnant, provide a signed doctor/clinic note with your expected due date and complete a temporary waiver form.
- For an allergy to egg, feathers, gelatin or neomycin, complete a waiver form.
- For other medical reasons, make an appointment with a SHCC provider or provide a signed note from your private physician/clinic and complete a waiver form.
- For religious, personal, or philosophical reasons, complete a waiver form.

#### Helpful Information

To schedule an appointment or to obtain the immunization waiver form please visit [www.fullerton.edu/shcc](http://www.fullerton.edu/shcc). Medical Records can also be faxed to 657-278-3069 or provided in person at the Student Health and Counseling Center. To schedule an appointment call 657-278-2800.



- AF** Anderson Field
- B** Bookstore/Titan Shops
- BA** Becker Amphitheater
- BGC** Greenhouse Complex
- CC** Children's Center
- CJ** Carl's Jr.
- CP** College Park
- CPAC** Clayes Performing Arts Center
- CY** Corporation Yard
- CS** Computer Science
- DBH** Dan Black Hall
- E** Engineering
- EC** Education-Classroom
- ECS** Engineering & Computer Science
- EPS** Eastside Parking Structure
- G** Golleher Alumni House
- GF** Goodwin Field
- H** Humanities-Social Sciences
- KHS** Kinesiology & Health Science
- LH** Langsdorf Hall
- MH** McCarthy Hall
- P** Parking & Transportation Office
- RH** Residence Halls
- PL** Pollak Library
- R** Receiving
- RGC** Ruby Gerontology Center
- SHCC** Student Health & Counseling Center
- SGMH** Mihaylo Hall
- SH** Student Housing
- SRC** Student Rec Center
- TG** Titan Gymnasium
- TH** Titan House
- TS** Titan Stadium
- TSU** Titan Student Union
- UH** University Hall
- UP** University Police
- VA** Visual Arts
- NPS** Nutwood Parking Structure
- SCPS** State College Parking Structure

- Visitor Information Center
- Buildings
- Student Parking
- Faculty/Staff Parking
- Parking Permit Machine
- Park and Pay

Please note that the map is not to scale.

