**FALL 2012 SEMESTER CALENDAR**

July 9-August 24  TITAN Registration – Registration and Change of Program by class level (see Registration pages for appointment times).

August 3  Deadline to file online graduation check application for January 2013 bachelor's degree candidates.

September 4  Deadline to file online graduation check application for January 2013 Master's and doctorate degree candidates.

August 24  Last day to register without paying $25 late fee.
Last day for full refund of resident and non-resident mandatory fees.

August 25  Instruction begins. Late registration (with $25 late fee) begins through TITAN Online.

Aug. 25-Sept. 2  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 11.

September 2  Last day students will be enrolled from waitlist.

September 3-11  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 11.

September 11  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 24  Census date.

October 31  Last day to receive a pro-rated refund of mandatory fees for complete withdrawal from classes.

November 16  Final deadline to withdraw from classes with a grade of “W” for serious and compelling reasons. See Registration pages for details.

December 14  Last day of class instruction.

December 15-21  Semester examinations.

January 3, 2013  Grades due in records office by noon.
Effective date of graduation for those completing requirements.
Fall 2012 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 3 ................................................................................................Labor Day
Campus Closed. No Classes

October 8 ........................................................................................... Columbus Day
Campus Open. Classes held.

November 12 ........................................................................................ Veterans Day
Campus Closed. No Classes

November 19 – 25 .................................................................................... Fall Recess
Campus closed Nov. 22-23. No Classes

December 22-24 ............................................................................. Winter Recess begins
Campus open. No classes.

December 25 -2011-January 1 ........................................................ Winter Recess
Campus closed. No classes

**IMPORTANT NOTICE FOR FALL 2012**
Classes that meet on Saturday and/or Sundays, will meet on the following dates:

<table>
<thead>
<tr>
<th>Fall 2012</th>
<th>Saturday</th>
<th>Sundays</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>September</td>
<td>1,8,15,22,29</td>
<td>2,9,16,23,30</td>
</tr>
<tr>
<td>October</td>
<td>6,13,20,27</td>
<td>7,14,21,28</td>
</tr>
<tr>
<td>November</td>
<td>3,10,17</td>
<td>4,11,18</td>
</tr>
<tr>
<td>December</td>
<td>1,8,15*</td>
<td>2,9,16*</td>
</tr>
</tbody>
</table>

*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.
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 17. Based on the test results, those students requiring remedial instruction will be placed in the appropriate remedial classes during their first semester on campus. Those who are proficient in math or “at risk” in English will need to start the remediation 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.

**EARLY START PROGRAM**

Beginning with the class of 2012, entering freshmen who are not proficient in math or “at risk” in English will need to start the remediation process before their first term. By 2014, all new freshmen students who have not demonstrated college-readiness in mathematics and English will need to begin work on becoming ready for college-level English before the start of their first term.

The goals of the Early Start Program are to:

- Better prepare students in math and English, before the fall semester of freshman year;
- Add an important and timely assessment tool in preparing students for college; and
- Improve students’ chances of successful completion of a college degree.

For 2012, freshmen students will be required to participate in the Early Start Program if their ELM score is less than 50 and/or their EPT score is less than 138. Newly admitted freshman students who are required to complete Early Start will be notified of the requirement and options for completing the program as part of campus communications to newly admitted students.
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.

ALL DISCRIMINATION/HARASSMENT/TITLE IX/ADA COMPLAINTS
Inquiries concerning compliance with the Nondiscrimination Policy (p. 8), Sexual Harassment Policy (p. 9), Title IX of the Education Amendments and implementing campus policies or procedures should be directed to: Rosamaria Gomez-Amaro, Director of Diversity and Equity Programs/Title IX Coordinator, CSUF, College Park, Suite 770, Fullerton, CA 92834-6806, (657) 278-3951, https://diversity.fullerton.edu; Paul K. Miller, Director, Disabled Student Services, CSUF, University Hall 101, Fullerton, CA 92834-9480, (657) 278-3117, TDD (657) 278-2786, www.fullerton.edu/dss (student referrals and complaints related to Section 504 of the Rehabilitation Act of 1973); or San Francisco Office, 50 Beale Street, Suite 7200, San Francisco, CA 94105, (415) 486-5555, Fax (415) 486-5570, TDD (877) 521-2172, E-mail: ocr.sanfrancisco@ed.gov, www.ed.gov/ocr.
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 (CP-1000), 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), Public Safety (T-1200), College Deans, Office of Student Life (TSU-235), Titan Athletics (Titan House) 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 12 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 for more information and a list of programs.

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.

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.
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. Morteza Rahmatian, Acting Associate Dean for
Academic Programs and Faculty Development ....SGMH 3100 278-3859
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 Engineering and Computer Science
Dr. Raman Unnikrishnan, Dean
Office of the Associate Dean ........................................ CS-503 278-7161
Dr. Susamma Barua, Associate Dean
Victor Delgado, Assistant Dean, Student Affairs .......... CS-501 278-2887

College of Health and Human Development
Dr. Shari McMahan, 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 126 278-1605
Student Affairs Office ................................................. IRVC 115 278-1650
Marsha Daughetee, Assistant Dean, Student Affairs .... IRVC 114 278-1655
http://www.fullerton.edu/irvinecampus

Undeclared Majors
Academic Advisement Center .................................... UH-123B 278-3606
Undeclared Student Resource Center .......................... UH-124 278-4087
http://www.fullerton.edu/aac

Open University (Students not admitted to CSUF)
Linda Richie-Walker, Open University Advisor ......... UH-123B 278-7645
Margaret Luzzi, Open University Advisor .................... CP-100 278-7644
http://www.csufextension.org

GRADUATE PROGRAM ADVISER LIST

ACCOUNTANCY - M.S.
Dr. Fatima Alali ......................................................... SGMH-4210 3622
Contact Diane Mazzev

AMERICAN STUDIES - M.A.
Dr. Michael Steiner ...................................................... UH-313 2441

ANTHROPOLOGY - M.A.
Dr. Mitch Avila ......................................................... MH-426 3626

ART - M.A., M.F.A
Prof. Mike McGee ....................................................... VA-102 3471
Contact: Gail Dawson

BIOLOGY - M.S.
Dr. Paul Stapp ........................................................ MH-282 2461
Contact: Karen Lau

BIOTECHNOLOGY- M.B.T
Dr. David Dyer ........................................................ MH-282 7260

BUSINESS ADMINISTRATION - M.B.A.
Dr. Van Muse ........................................................ SGMH-4210 3622
Contact: Diane Mazzev

CHEMISTRY - M.S.
Dr. Chandra Srinivasan ............................................. MH580 5439

CIVIL ENGINEERING - M.S.
Dr. M. Prasada Rao .................................................... E-100D 3012

COMMUNICATIONS - M.A.
Dr. Andi Stein ........................................................ CP-400 5434
Contact: Liz Regan

COMMUNICATIVE DISORDERS - M.A.
Dr. Kurt Kitselman .................................................. CP-420-1 3617

COMPUTER SCIENCE - M.S.
Dr. Shawn Wang ....................................................... CS-522 3700

COUNSELING - M.S.
Dr. David Shepard .................................................. EC-450 8444
Contact: Ginamarie Scherzi

CREDENTIALS (MAIN OFFICE CP-740)
Multiple Subject Credential
Dr. Kim Case / Jacque Russell .................................. EC327 4313/4287
Single Subject Credential
Dr. Kristen Shand ....................................................... CP-600-8 2974
Special Education Credential
Dr. Judy Smith / Raquel Clovery ................................. CP-540 4196
ECONOMICS - M.A.
Dr. Dipankar Purkayastha .................................................... SGMH-3313 2228

EDUCATION - M.S.
Elementary Curriculum and Instruction, Bilingual-Bicultural (Spanish-English), and Educational Technology
Dr. Kim Norman ................................................................. EC324 3342
Educational Administration
Dr. Ken Stetcher ................................................................. CP-520 4023
Reading
Dr. Rosario Ordonez-Jasis ................................................... CP-570 2114
Secondary Education
Dr. Chris Street ................................................................. CP-600 5905
Special Education
Dr. Woo Jung ................................................................. CP570 4106
TESOL
Dr. Nathan Carr ............................................................... H835A 5944

EDUCATIONAL LEADERSHIP – ED.D.
Prek-12 Leadership
Dr. Louise Adler ................................................................. CP-550 7673
Community College
Dr. Dawn Person ................................................................. CP-520 5605

ELECTRICAL ENGINEERING - M.S.
Dr. Mo Shiva ................................................................. E-100A 3023

ENGLISH - M.A.
Dr. Marlin Blaine ................................................................. UH323 2624

ENVIRONMENTAL STUDIES - M.S.
Dr. Justin Tucker ................................................................. UH524 5064

FRENCH - M.A.
Dr. Jan Eyring ................................................................. H-835A 2577

GEOGRAPHY - M.A.
Dr. Jonathan Taylor .............................................................. H-429D 4762

GEOLoGY M.S.
Dr. Matthew Kirby ............................................................. MH-254 2158

GERMAN - M.A.
Dr. Jan Eyring ................................................................. H-835A 2577

GERONTOLOGY - M.S.
Dr. Barbara Cherry .............................................................. CP-900-03 7043

HISTORY - M.A.
Dr. Rob McLain .......................................................... H-810H 4339

INFORMATION SYSTEM - M.S.
Dr. Bhushan Kapoor ........................................................ SGMH-4210 3622
Contact: Diane Mazey

INFORMATION TECHNOLOGY - M.S.
Dr. Pramod Pandya ........................................................ SGMH-4210 2574

INSTRUCTIONAL DESIGN TECHNOLOGY - M.S.
Dr. Joyce Lee ................................................................. CP-520 3357

KINESIOLOGY M.S.
Dr. Jared Coburn ............................................................. KHS-121C 3983
Contact: Mary Aboud

LINGUISTICS - M.A.
Dr. Franz Mueller ............................................................. UH-421 7004

MATHEMATICS - M.A.
Dr. Charles Lee (Applied) ........................................ MH-154 4399
Armando Martinez-Cruz (Teaching)
Contact: Kathleen Dische

MECHANICAL ENGINEERING - M.S.
Dr. Sang June Oh ............................................................... E-100G 2458

MUSIC - M.A., M.S.
Dr. Pam Madsen ............................................................. PA-220 2152

NURSING - M.S.
MSN
Dr. Penny Weismuller ....................................................... EC-140 3336
Contact: Mary Lehn-Mooney
EL-MSN
Contact: Stephanie Smith ................................................ EC-190 8211

PHYSICS - M.S.
Dr. Ionel Tifrea ................................................................. MH-611 2769

POLITICAL SCIENCE - M.A.
Dr. Matthew Jarvis ............................................................. UH-511 4509

PSYCHOLOGY - M.A., M.S.
Dr. Melinda Blackman (M.A.) ........................................ H-830M 3589
Contact: Kay Karlson

PUBLIC ADMINISTRATION - M.P.A.
Dr. Shelly Arscnault ........................................................... UH-511 2456

PUBLIC HEALTH - M.P.H.
Dr. Michele Mouttapa ......................................................... KHS-121C 3983
Contact: Mary Aboud

SCIENCE M.A.T
Dr. Monica Az mioara ........................................................ MH-527 4680

SOCIAL WORK - M.S.W.
Dr. David Cherin .......................................................... EC-207 8452

SOCIOLoGY - M.A.
Dr. Bema Torr ................................................................. CP-900-36 3241

SOFTWARE ENGINEERING - M.S.
Dr. Ning Chen ............................................................... CS-522 3700
THEATRE ARTS - M.F.A.
Prof. David Nevell .......................................................... PA-139 3629
Contact: Debbie Dombrow

SCREENWRITING - M.F.A
Dr. Robert Engels .......................................................... CP-460-18 7883

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 January 2013 must file the appropriate form by August 3, 2012. 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 2013 master’s and doctorate degrees must file a request for a graduation check on or before September 4, 2012. 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-112) for graduate students.

GRADE OPTIONS

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

Traditional

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. If grading for a course is listed as “Undergraduate Student Option”, the course can be taken either for a letter grade (A, B, C, D) or as credit/no credit. If no option is chosen, the course will default to letter grade. Certain faculty designated courses may solely be taken as graded or as credit/no credit. To change the option from letter grade to Credit/No Credit or from Credit/No Credit to a letter grade, use the pull down menu under “Grading” at the time you enroll in the class.

Grade option changes can be made online through the second week of classes. 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 2011 semester must be completed by January 2, 2013; ‘I’ grades assigned at the end of the spring 2012 semester must be completed by May 31, 2013.

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 also 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.

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 reapply 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 Graduate Studies Office (MH-112), 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 environment 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 508 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 at the start of the semester. Information packets are available from University Extended Education (UEE) in CP-100, a UEE Academic Adviser or at www.openuniv.fullerton.edu. Open University students are required to contact UEE Academic Adviser Lyn Richie-Walker (UH-123, 657-278-7645) or Margaret Luzzi (CP-100, 657-278-7644) prior to registering.

A maximum of 24 credits earned through open university may count toward a bachelor’s degree. 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) undergraduate 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 (16-unit limit)

An undergraduate student may repeat up to 16 units of course work with ‘Grade Forgiveness’. This category of repeat is used for grades of C- (1.7) or lower. In computing the grade point average of a student who repeats courses in which he or she received C- (1.7), only the most recently earned grades and grade points shall be used in the GPA calculation for the first 16 units repeated. In exercising this option, an undergraduate student must take and repeat the course at this campus, and should request application of this policy after the course has been repeated. This is 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.

Grades Averaged (12-unit limit)

An undergraduate may repeat up to 12 units of course work with ‘Grades Averaged’, beginning Fall 2009 forward. Under this category of repeat, both grades are calculated into the student’s GPA.

Maximum Repeat Limit (28 units)

The 16 units of ‘Grade Forgiveness’ and the 12 units of ‘Grades Averaged’ comprise the maximum repeat limit of 28 units for an undergraduate student.

Regulation Against Repeat of Courses with ‘C’ Grade or Better

Undergraduate students may not repeat a course in which a grade of ‘C’ or better has already been earned. This does not apply to those courses noted in the university catalog as “may be repeated for credit”.

Regulation Against Repeat of a Course with an ‘I’ Currently on Record

A student may not re-enroll in a course for which he or she has received an ‘I’ until the ‘I’ has either been assigned a final grade, or been converted to an ‘IC’.

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 documents 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 designee 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 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 as well as 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.

SEXUAL ASSAULT PREVENTIONS AND SURVIVOR SERVICES

CSUF Sexual Assault Prevention and Survivor Services provide educational programs to students, faculty and staff with emphasis on bystander intervention, alcohol’s role and effective communication techniques. Aftercare for assaulted students includes non-forensic medical care, advocacy and accompaniment, professional counseling services, academic advocacy and housing intervention as needed. Additional information can be found at http://www.fullerton.edu/WomenCenter/programs.asp?pg=sexual_assault or contact: Susan Leavy, Director The WoMen’s Center, University Hall 205, 657-278-3928 sleavy@fullerton.edu.

Title IX

California State University Fullerton is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics. The University has designated three administrators to oversee the implementation of Title IX and are assigned the administrative responsibility of reviewing such matters. Inquiries concerning the application Title IX to campus programs and activities including complaint procedures may be referred to:

- Rosamaria Gomez-Amaro, Director of Diversity and Equity Programs/Title IX Coordinator - Universitywide Compliance, Sexual Harassment/Gender Discrimination Complaint Resolution, College Park – Suite 770, 657-278-7404
- Meredith Basil, Associate Athletic Director/Deputy Title IX Coordinator – Athletics Gender Equity*, University Hall 209A, 657-278-2648
- Susan Leavy, Director WoMen’s Center/Deputy Title IX Coordinator/ – Sexual Assault, Survivor Services and Sexual Violence Prevention, University Hall 205BA, 657-278-4702

In addition, Athletics Gender Equity questions/issues may also be addressed to:

- Brian Quinn, Athletics Director, Titan House, 657-278-2777
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. 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 Programs. 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 Spring/Fall admission: Go to http://ed.fullerton.edu/adtep. 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 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 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.

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 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. 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 precedence.

II. Authority


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

A. 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, institutions attended, and past and present participation in recognized activities. Directory information also includes weight and height if student is an athletic team member.

B. 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.

C. 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

A. 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.
**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 (WEP), 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.

**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.
FALL 2012 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 17
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, We starting at 7 pm ................................................................. 7:30-9:20pm

Tuesday, December 18
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 ................................................................. 2:30-4:20pm
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 19
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 20
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 21
Mo, We, Fr, starting at 7 am .......................................................... 7-8:50am
Fr starting at 8 am; or
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 21. Students taking Saturday or Sunday classes will take final examinations at their regular class times on Saturday, December 15 or Sunday, December 16.

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 16, 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

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### Employment:

- **Business, Educational, Government, Industry, Minority Relations, Student (Part-Time) Staff**

- **Enrollment Verification:**
  - Duplicate I.D. Card
  - Enrollment Verification Certificate
  - Fee Receipt
  - Letter Request
  - Extension Class Information
  - Evaluations/General Education
  - Financial Aid
  - Foreign Student:
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  - Graduate Studies
  - Graduation Requirements (Undergraduate)
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  - Health Insurance
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  - Records (Student)
  - Recreational Facilities
  - Registration Fees*
  - Residency
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  - Student Academic Services (EOP/SAA/Retention)
  - Student Health Services
  - Swimming Pool
  - Test Information
  - Transcripts
  - Tutoring
  - Veterans Certification
  - Women's Center
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 138-146, 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. ILE appointment is required for those who score 141 and below
- If you score 137 & below, you are recommended to take English 99 in the summer. If English 99 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. CSUF compliance policy requires that you strengthen your writing skills during your first semester of enrollment in an approved class, i.e.: English 99. 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 141 or below are required to participate in the INTENSIVE LEARNING EXPERIENCE (ILE) program and enroll in English 099. Failure to complete the basic English skills in two semesters will result in students being disenrolled. In addition, any student enrolled in ENGL 099 is required to make one appointment with ILE by November 2, 2012. Contact the ILE office in UH-234 or call 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 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 the Testing Center’s website at 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 one check or money order is required for those who score 141 and below.

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 in grade 11 along with the California Standards Test in 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 the College Board SAT: Reasoning Test
- A score of 550 or above on a College Board SAT Subject Test in Mathematics (levels 1 or 2)
- 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 exam
- 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 2, 2012. Contact ILE in UH-234 or call 657-278-7236.

- If you score 36 to 48, you are recommended to take either Early Start Math (ESM) 40 or ESM 45 in the summer. If ESM 40 or 45
are not taken in the summer, students are required to take Math 40 or 45 in the fall term. No ILE appointment required.

- If you score 32 to 48, you are recommended to take ESM 40 in the summer. If ESM 40 is not taken in the summer, students are required to take Math 40 in the fall term. No ILE appointment required.
- If you score 30 or below, you are recommended to take either ESM 30A in the summer.
- If ESM 30A is not taken in the summer, students are required to take ESM 30A in the fall term and Math 30B in the fall. ILE appointment required.
- Students who score 48 or below may take ESM 20, one-unit course, to fulfill Mandatory Early Start requirements. ESM is an Early Start course only, not offered in the fall term. ESM 20 will not fulfill developmental compliance requirements.

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. All CSU campuses now have online registration available. Go to www.ets.org/csu for a complete list of ELM and/or EPT test dates, registration procedures and Testing Center contact information for all CSU campuses.

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

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<td>December 1, 2012</td>
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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 Professions 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 Testing Center's website at www.fullerton.edu/testing. You may register for the CPE in-person or by mail. The 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. Non-programmable calculators are permitted but not essential. There is no test fee for the CPE.

Testing Center CPE Test Dates

<table>
<thead>
<tr>
<th>Test Date</th>
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<tr>
<td>December 8, 2012</td>
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There is no charge for the exam.

COMPUTER SCIENCE PLACEMENT TEST

The Computer Science curriculum begins with a three course sequence, CPSC 120,121,131, covering concepts of programming and data structures. You may have gained knowledge of these topics in a variety of ways, but do not have formal courses to transfer nor AP scores to submit. To validate your knowledge you may take the Computer Science Placement Examination to waive one or more of these courses. 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   Time   Location

July 18, 2012  6-8 p.m.  CS-506
August 23, 2012  6-8 p.m.  CS-506

If you take the placement exam and receive a waiver in one or more of these courses, you will have to take additional elective course work to satisfy the 124 unit graduation requirement. For examination policies and results, please contact the CS Department Office, CS-522, or call 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, complete the MQE registration form, go to Student Financial Services, UH-180 (Cashiers), and pay the $3 test fee by the registration deadlines shown. You will be emailed a confirmation ticket approximately one week after paying your test fee. 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 the Testing Center, 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 the Testing Center (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 12, 2012    April 27, 2012
July 21, 2012    July 6, 2012

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 for information pertaining to auditions, testing, and advising. All prospective undergraduate music majors MUST audition and be accepted as music majors in order to register for music major classes. Questions may be addressed to Professor Kimo Furumoto, New Student Advisor (kfurumoto@fullerton.edu or 657-278-5342).

New graduate music students

Entrance exams will be given on Thursday, August 23, 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 24, 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 16. 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

Courses

Accounting       Business Administration 301
Afro-Ethnic Studies       English 301
American Studies       American Studies 350
Anthropology       Anthropology 480 and 481
(both courses are required)
Art
Art 300
Asian-American Studies       ASAM 400
Biology
Either English 301, or Chemistry 340, or two of the following: Biology 411, 414, 417, 422, 426, 427, 445, 446, 447, 449, 465, 466 (2 units. Must be combined with a 4-unit course), 468, 470, 495
Business Administration       Business Administration 301
Business Economics       Business Administration 301
Chemistry       Chemistry 340
Chicano Studies       English 301
Child Adolescent Development       CAS 300
Civil Engineering and       Civil Engineering 324L, 325L, 377, 428L, 431L, 463L, 465, 468, (six units are required)
Mechanical Engineering       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
Communicative Disorders       Human Communication 300
Comparative Literature       English 301
Comparative Religion       Comparative Religions 485
Computer Science       Computer Science 311
Computer Engineering       Computer Engineering 441, 471
Criminal Justice       Criminal Justice 350, English 301 or 365
Dance       Dance 325
Economics       Business Administration 301
Electrical Engineering       Electrical Engineering 303L, 310L, 313L and 407L or 485
English       English 301 or 302, 307
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/   Business Administration 301
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
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
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. Please note that students wishing to enroll in English 199 must complete an application form with the Testing Center (UH-229).

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

**Test Dates**  **Registration Deadlines**
September 15, 2012  August 31, 2012
November 3, 2012  October 19, 2012

*Note:* February and April 2013 test dates have yet to be determined. 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:
- 9 units upper division taken as a junior or senior
- 9 units in residence at CSUF
- 3 units in cultural diversity (courses marked with an asterisk*)
- Limited to either 9 units or 3 courses from a single department, excluding courses in GE Area A, Core Competencies
- Each course counts in only one GE Area, except those meeting Area Z, Cultural Diversity

ACADEMIC STANDARDS
- Letter grade required
- “C” (2.0) or better in Areas A1, A2, A3, and B4, thus, a grade of C- (1.7) is not sufficient to fulfill these requirements. (Note: A grade of “C minus” will not satisfy GE requirements in these four Areas) 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.
- 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 requirements of Areas B, C, D, E or Z with the exception of areas 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 and is indicated with an underline in the GE list in the registration guide. For example, Afro-Ethnic Studies is the home department for Afro-Ethnic Studies 311/Human Services 311; therefore, it cannot be used by Afro-Ethnic Studies majors to meet GE requirements.
- Upper division courses offered by the department of the student’s major may not be used for GE credit.
- Upper division GE courses are not applicable for graduate degree credit, regardless of the student’s major or the department offering the course.

GENERAL EDUCATION COURSES BY AREA

A. CORE COMPETENCIES (9 UNITS)
Note: A grade of “C” (2.0) or better is required in Areas A1, A2, and A3. A “C minus” (1.7) is not sufficient to satisfy these requirements. Students must satisfy the English Placement Test (EPT) requirement prior to enrollment in any oral or written communication course.

A.1. Oral Communications (3 units)
Chicano Studies 102 - Communication Skills (3)
Human Communications 100 - Introduction to Human Communication (3)
Human Communications 102 – Public Speaking (3)
Honors 101B - Honors Seminar in Oral Communication (3)
Theater 110 - Oral Communication of Literature (3)

A.2. Written Communications (3 units)
English 100 - Analytical College Writing (3)
English 101 - Beginning College Writing (3)

A.3. Critical Thinking (3 units)
Human Communication 235 - Essentials of Argumentation (3)
Honors 101A - Honors Seminar in Critical Thinking (3)
Philosophy 105 Critical Thinking (3)
Philosophy 106 - Introduction to Logic (3)
Psychology 110 - Reasoning and Problem Solving (3)
Reading 290 - Critical Reading as Critical Thinking (3)

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (12 UNITS)
Note: + indicates a course is a lab or includes a lab.

B.1 Physical Science (3 units)
Chemistry 100 - Survey of Chemistry (3)
Chemistry 100L+ - Survey of Chemistry Laboratory (1)
Chemistry 120A+/Physics 120A+ - Physical Science for Future Elementary Teachers (3)
Chemistry 105 - Survey of the Molecules of Life (3)
Chemistry 120A+ - General Chemistry (5)
Geology 101 - Physical Geology (3)
Geology 101L+ - Physical Geology Laboratory (1)
Geology 102+ - Earth and Astronomical Science for Future Elementary Teachers (3)
Geology 110T+ - Topics in Earth Science (4)
Geology 140 - Earth’s Atmosphere and Oceans (3) Physics 101 - Survey of Physics (3)
Physics 101L+ - Survey of Physics Laboratory (1)
Physics 102+ /Chemistry 102+ - Physical Science for Future Elementary Teachers (3)
Physics 120 - Introduction to Astronomy (3)
Physics 211 - Elementary Physics (3)
Physics 211L+ - Elementary Physics Laboratory (1)
Physics 225 - Fundamental Physics: Mechanics (3)
Physics 225L+ - Fundamental Physics: Laboratory (1)

B.2 Life Science (3 units)
Biology 101 - Elements of Biology (3)
Biology 101L+ - Elements of Biology Laboratory (1)
Biology 102+ - Biology for Future Teachers (3)
Biology 171+ - Evolution and Biodiversity (5)
Biology 172+ - Cellular Basis of Life (5)

B.3 Laboratory Experience – 1 course
Biology 101L+ - Elements of Biology Laboratory (1)
Biology 102+ - Biology for Future Teachers (3)
Biology 171+ - Evolution and Biodiversity (5)
Biology 172+ - Cellular Basis of Life (5)
Chemistry 100L+ - Survey of Chemistry Lab (1)
Chemistry 102+/Physics 102+ - Physical Science for Future Elementary Teachers (3)
Chemistry 120A+ - General Chemistry (5)
Geology 101L+ - Physical Geology Laboratory (1)
Geology 102+ - Earth and Astronomical Science for Future Elementary Teachers (3)
Geology 110T+ - Topics in Earth Science (4)
Physics 101L+ - Survey of Physics Laboratory (1)
Physics 102+/Chemistry 102+ - Physical Science for Future Elementary Teachers (3)
Physics 211L+ - Elementary Physics Laboratory (1)
Physics 212L+ - Elementary Physics Laboratory (1)
Physics 225L+ - Fundamental Physics: Laboratory (1)
Physics 226L+ - Fundamental Physics: Laboratory (1)

B.4. Mathematics and Quantitative Reasoning (3 units)
A grade of “C” (2.0) or better is required in this area. A “C minus” (1.7) is not sufficient to satisfy these requirements. Students must pass the Entry Level Mathematics (ELM) test before taking any course in this area. Students must pass the Mathematics Qualifying Exam (MQE) or be exempt from the MQE prior to enrolling in courses marked with a double dagger ++.

Mathematics 110 - Mathematics for Liberal Arts Students (3)
Mathematics 115 - College Algebra (4)
Mathematics 120 - Introduction to Probability & Statistics (3)
Mathematics 125 - Precalculus (5)
Mathematics 130++. A Short Course in Calculus (4)
Mathematics 135++. Business Calculus (3)
Mathematics 150A++. Calculus (4)

B.5 Implications & Explorations of Mathematics and Natural Sciences (0-3 units)
Anthropology 101 - Introduction to Biological Anthropology (3)
Anthropology 301 - Primate Behavior (3)
Anthropology 322/Biology 322 - Human Behavioral Ecology (3)
Anthropology 344 - Human Evolution (3)
Biology 300 - Environmental Biology (3)
Biology 305 - Human Heredity and Development (3)
Biology 310 - Human Physiology (3)
Biology 318 - Wildlife Conservation (3)
Biology 319 - Marine Biology (3)
Biology 322/Anthropology 322 - Human Behavioral Ecology (3)
Biology 330 - Ecology of American Indians (3)
Biology 352 - Plants and Life (3)
Chemistry 111 - Nutrition and Health (3)
Chemistry 303A - Biotechnology: Business and Society (1)
Chemistry 303B - Medical Biotechnology (1)
Chemistry 303C - Agriculture and Environmental Biotechnology (1)
Chemistry 313A - Environmental Pollution and Its Solutions: Air Pollution (1)
Chemistry 313B - Environmental Pollution and Its Solutions: Water Pollution (1)
Chemistry 313C - Environmental Pollution and Its Solutions: Land Pollution (1)

Civil and Environmental Engineering 305 /Geology 305 - Earthquake Impact on Structures (3)
Computer Science 313 - The Computer Impact (3)
Geography 110 - Physical Geography (3)

Geography 120 - Global Environmental Problems (3)
Geography 328 - Global Change and Environmental Systems (3)
Geography 329 - Cities and Nature (3)
Geology 201 - Earth History (3)
Geology 305/Engineering, Civil 305 - Earthquake Impact on Structures (3)
Geology 310T - Topics in California-Related Geology (1-3)
Geology 333 - General Oceanography (3)
Geology 335 - Hydrology and Surface Processes (3)
Geology 376 - Engineering Geology (3)
Health Science 349 - Measurement and Statistics in Health Sciences (3)
Human Communication 303 - Biology of Human Communication (3)
History 230 - The Ascent of Man (3)

History 331/Liberal Studies 331 - History of Science: Copernicus to the Present (3)
Honors 301T - Honors Seminar in Natural Science and Mathematics (3)
Honors 305 - Honors Seminar: Evolution and Creation (3)
Liberal Studies 331/History 331 - History of Science: Copernicus to the Present (3)
Liberal Studies 333/Philosophy 333 - Evolution and Creation (3)
Mathematics 338 - Statistics Applied to Natural Sciences (4)
Mathematics 368/Philosophy 368 - First Course in Symbolic Logic (3)
Philosophy 303 - Introduction to the Philosophy of Science (3)
Philosophy 333/ Liberal Studies 333 - Evolution and Creation (3)
Philosophy 368/Mathematics 368 - First Course in Symbolic Logic (3)
Physics 212 - Elementary Physics (3)
Physics 212L+ - Elementary Physics Laboratory (1)
Physics 226 - Fundamental Physics: Electricity and Magnetism (3)
Physics 226L+ - Fundamental Physics: Laboratory (1)
Physics 301 - Energy and the Environment (3)
Sociology 303 - Statistics for the Social Sciences (3)

C. ARTS AND HUMANITIES (12 UNITS)

C.1 Introduction to Art (3 units)
Art 101 - Introduction to Art (3)
Art 103 - Two-dimensional Design (3)
Art 104 - Three-dimensional Design (3)
Art 106A - Beginning Ceramics (3)
Art 107A - Beginning Drawing (3)
Art 107B - Beginning Painting (3)
Art 201A - Art and Civilization (3)
Art 201B - Art and Civilization (3)
Art 205A - Beginning Crafts (3)
Dance 101 - Introduction to Dance (3)
Music 100 - Introduction to Music (3)
Music 101 - Music Theory for Non-Music Majors (3)
Music 102 - Introduction to American Folk Music (3)
Theater 100 - Introduction to the Theatre (3)

C.2 Introduction to Humanities (3 units)
Anthropology 100 - Non-Western Cultures and the Western Tradition (3)
Arabic 101 - Fundamental Arabic-A (5)
Arabic 102 - Fundamental Arabic-B (5)
Arabic 203 - Intermediate Arabic-A (3)
Chinese 101 - Fundamental Chinese-A (5)
Chinese 102 - Fundamental Chinese-B (5)
Chinese 201 - Mandarin Chinese for Chinese Speakers-A (3)
Chinese 202 - Mandarin Chinese for Chinese Speakers-B (3)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Spanish 214 –</td>
<td>Intermediate Composition (3)</td>
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<td>Spanish 213 –</td>
<td>Intermediate Conversation (3)</td>
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<td>Spanish 203 –</td>
<td>Intermediate Spanish-A (3)</td>
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<td>Spanish 202 –</td>
<td>Intermediate Vietnamese-B (5)</td>
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<td>Spanish 201 –</td>
<td>Intermediate Vietnamese-A (3)</td>
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<td>Women's Studies 100 –</td>
<td>Introduction to Gender Studies in the Humanities (3)</td>
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<td>C.3 Explorations of Arts and Humanities (3 units)</td>
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<tr>
<td>Afro-Ethnic Studies 314 –</td>
<td>Pan-African Dance and Movement (3)*</td>
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<td>Afro-Ethnic Studies 320 –</td>
<td>Black Political Thought (3)*</td>
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<td>Afro-Ethnic Studies 324 –</td>
<td>English 324 - African-American Literature (3)</td>
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<td>Afro-Ethnic Studies 337 –</td>
<td>/ Comp. Relig. 337 - American Indian Religions and Philosophy (3)*</td>
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<td>Afro-Ethnic Studies 357 –</td>
<td>/ Theatre 357 - Blacks in the Performing Arts (3)*</td>
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<td>Afro-Ethnic Studies 381 –</td>
<td>Comp. Lit. 381 / English 381 - African Literature (3)*</td>
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<td>Anthropology 304 –</td>
<td>Traditional Cultures of the World (3)*</td>
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<td>Anthropology 305 –</td>
<td>Comp. Relig. 305 - Anthropology of Religion (3)*</td>
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<td>Anthropology 306 –</td>
<td>Culture and Art (3)*</td>
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<td>Anthropology 311 –</td>
<td>Culture and Communication (3)*</td>
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<td>Art 311 –</td>
<td>Foundations of Modern Art (3)</td>
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<td>Art 312 –</td>
<td>Modern Art (3)</td>
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<td>Art 380 –</td>
<td>Art and Child Development (3)</td>
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<td>Asian American Studies 320 –</td>
<td>Asian American Creative Expression (3)*</td>
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<td>Asian American Studies 322 –</td>
<td>/ Comp. Relig. 322 - Asian Pacific Americans and Religions (3)*</td>
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<td>Asian American Studies 326 –</td>
<td>Asian American Film and Video (3)*</td>
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<td>Asian American Studies 327 –</td>
<td>English 327 - Asian American Literature (3)*</td>
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<td>Chicano Studies 302 –</td>
<td>Ancient Mexican Culture (3)*</td>
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<td>Chicano Studies 304 –</td>
<td>Music 304 - Music of Mexico (3)*</td>
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<td>Chicano Studies 315 –</td>
<td>Theatre 315 - Chicano/Latino Theatre (3)*</td>
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<td>Chicano Studies 316 –</td>
<td>The Chicano Music Experience (3)*</td>
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<td>Chicano Studies 330 –</td>
<td>The Evolution of Mexican Literature (3)*</td>
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<td>Chicano Studies 333 –</td>
<td>Mexican Literature since 1940 (3)*</td>
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<td>Chicano Studies 336 –</td>
<td>Main Trends in Spanish-American Literature (3)</td>
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<td>Chicano Studies 337 –</td>
<td>Contemporary Chicano Literature (3)</td>
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<td>Chicano Studies 340 –</td>
<td>Mexican/Chicano Intellectual Thought (3)*</td>
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<td>Chicano Studies 367 –</td>
<td>/ Comp. Relig. 367 - Latino/a Spirituality and Religion (3)*</td>
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<td>Chinese 315 –</td>
<td>Introduction to Chinese Civilization (3)*</td>
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<td>Chinese 325 –</td>
<td>Contemporary Chinese Culture (3)</td>
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<td>Communications 300 –</td>
<td>Visual Communication (3)</td>
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<td>Comp. Lit. 312 –</td>
<td>Comp. Relig. 312 - The Bible as Literature (3)</td>
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<td>Comp. Lit. 315 –</td>
<td>Classical Mythology in World Literature (3)</td>
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<td>Comp. Lit. 324 –</td>
<td>World Literature to 1650 (3)</td>
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<td>Comp. Lit. 325 –</td>
<td>World Literature from 1650 (3)</td>
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<td>Comp. Lit. 380 –</td>
<td>Introduction to Asian Literature (3)*</td>
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<td>Comp. Lit. 381 –</td>
<td>Afro-Ethnic Studies 381 / English 381 - African Literature (3)*</td>
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<tr>
<td>Comp. Lit. 382T –</td>
<td>Topics in Asian Literature (3)*</td>
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<tr>
<td>Comp. Relig. 305 –</td>
<td>Anthropology 305 - Anthropology of Religion (3)*</td>
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<td>Comp. Lit. 312 - The Bible as Literature (3)</td>
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<td>Comp. Relig. 322 –</td>
<td>/ American Studies 322 - Asian Pacific Americans and Religion (3)*</td>
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<tr>
<td>Comp. Relig. 337/Afro-Ethnic Studies 337 –</td>
<td>- American Indian Religions and Philosophy (3)*</td>
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<td>Fall 2012 Registration Guide 23</td>
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</table>
Philosophy 316- Research Ethics (3)
Philosophy 314- Medical Ethics (3)
Philosophy 313- Environmental Ethics (3)
Philosophy 311- Aesthetics: Philosophy of Art and Beauty (3)
Philosophy 300- History of Philosophy: Rationalism and Empiricism (3)
Philosophy 312- Business and Professional Ethics (3)
Philosophy 313- Environmental Ethics (3)
Philosophy 314- Medical Ethics (3)
Philosophy 316- Research Ethics (3)

Music 357/Afro-Ethnic Studies 357/Theatre 357- Blacks in the
Music 356/Afro-Ethnic Studies 356 - Afro-American Music Appreciation (3)*
Music 350- Music in Our Society (3)
Music 355- Film Music (3)
Music 356/Afro-Ethnic Studies 356 - Afro-American Music Appreciation (3)*
Music 357/Afro-Ethnic Studies 357/Theatre 357- Blacks in the
Performing Arts (3)*

Japanese 390- Japanese Culture and Society: Anime (3)
Japanese 375- Introduction to Literary Forms (3)
Japanese 316- Modern Japan (3)*
Japanese 375- Introduction to Literary Forms (3)
Japanese 390- Japanese Culture and Society: Anime (3)
Music 302- History of Jazz (3)*
Music 303- World Music (3)*
Music 304/Afro-Ethnic Studies 304- Music of Mexico (3)*
Music 305- Women in Music (3)*
Music 307- History of Rock Music (3)
Music 308- Music of the Middle East (3)*
Music 350- Music in Our Society (3) Music 355- Film Music (3)
Music 356/Afro-Ethnic Studies 356 - Afro-American Music Appreciation (3)*
Music 357/Afro-Ethnic Studies 357/Theatre 357- Blacks in the
Performing Arts (3)*

C.4 Origins of World Civilization (3 units)
History 110A - World Civilizations to the 16th Century (3)
Honors 210A - Honors Seminar: World Civilizations to 1500 (3)

D. SOCIAL SCIENCES (15 UNITS)

D.1 Introduction to Social Sciences (3 units)
American Studies 101 – Introduction to American Culture Studies (3)
Anthropology 102 – Introduction to Cultural Anthropology (3)
Economics 100 – The Economic Environment (3)
Economics 201 – Principles of Microeconomics (3)
Geography 100 – Global Geography (3)
Liberal Studies 101 – Introduction to the Social Sciences (3)
Political Science 200 – Introduction to the Study of Politics (3)
Psychology 101 – Introductory Psychology (3)
Sociology 101 - Introduction to Sociology (3)

D.2. World Civilizations and Cultures (3 units)
History 110B – World Civilizations since the 16th Century (3)
Honors 210B - Honors Seminar: World Civilizations since 1500 (3)

D.3 American History, Institutions and Values (3 units)
Afro-Ethnic Studies 190/History 190/Chicano Studies 190/
Asian- American Studies 190 - Survey of American History with
Emphasis on Ethnic Minorities (3)
American Studies 201 - Introduction to American Studies (3)
Asian American Studies 190/ History 190/Afro-Ethnic Studies
190/ Chicano Studies 190 - Survey of American History with
Emphasis on Ethnic Minorities (3)

Chicano Studies 190/ History 190/Afro-Ethnic Studies 190/
Asian- American Studies 190 - Survey of American History with
Emphasis on Ethnic Minorities (3) History 170A – United States
to 1877 (3)
History 170B – United States since 1877 (3) History 180 – Survey of American History (3)

History 190/ Afro-Ethnic Studies 190/ Asian-American Studies
190/ Chicano Studies 190 - Survey of American History with Emphasis on Ethnic Minorities (3)

Honors 201A - Honors Seminar: American Institutions and Values to 1900 (3)

D.4 American Government (3 units)
Honors 201B - Honors Seminar: American Institutions and Values Since 1900 (3)
Political Science 100 - American Government (3)

D.5 Explorations in Social Sciences (3 units)
Afro-Ethnic Studies 101/Asian-American Studies 101/Chicano Studies 101 - Women's Studies 101 – Introduction to Ethnic Studies (3)*
Afro-Ethnic Studies 107 - Introduction to Afro-American Studies (3)*
Afro-Ethnic Studies 301 - African-American Culture (3)*
Afro-Ethnic Studies 304/Sociology 304 - The Black Family (3)*
Afro-Ethnic Studies 306/ Women's Studies 306 - American Indian Women (3)*
Afro-Ethnic Studies 308 - African American Males in American Social Systems (3)*
Afro-Ethnic Studies 310/Women's Studies 310 - Black Women in America (3)*
Afro-Ethnic Studies 311/Human Services 311 - Intracultural Socialization Patterns (3)*
Afro-Ethnic Studies 317/Political Science 317 - Black Politics (3)*
Afro-Ethnic Studies 322/Psychology 322 - Psychology of African Americans (3)*
Afro-Ethnic Studies 325/Comp. Relig. 325 - African-American Religions and Spirituality (3)*
Afro-Ethnic Studies 335 - History of Racism (3)*
Afro-Ethnic Studies 346 - The African Experience (3)*
American Studies 300 – Introduction to American Popular Culture (3)
American Studies 301 – American Character (3)*
American Studies 320 – Women in American Society (3)*
American Studies 395 - California Cultures (3)*
Anthropology 103 - Introduction to Archaeology (3)
Anthropology 300 – Language and Culture (3)*
Anthropology 310 – Urban Anthropology (3)*
Anthropology 313 - Culture and Personality: Psychological Anthropology (3)
Anthropology 321 - Peoples of Native North America (3)*
Anthropology 325 – Peoples of South America (3)*
Anthropology 327 - Origins of Civilizations (3)*
Anthropology 328 – Peoples of Africa (3)*
Anthropology 329 - Peoples of the Caribbean (3)*
Anthropology 340 – Peoples of Asia (3)*
Anthropology 345 – Peoples of the Middle East and North Africa (3)*
Anthropology 347 – Peoples of the Pacific (3)*
Anthropology 350 - Culture and Education (3)*
Anthropology 360 - Contemporary American Culture (3)*
Asian-American Studies 101/ Afro-Ethnic Studies 101/Chicano Studies 101/ Women's Studies 101 – Contemporary American Culture (3)*
Asian-American Studies 201/History 201 - History of Asian Pacific Americans (3)*
Asian-American Studies 220 - Vietnamese Communities in the U.S. (3)*
Asian-American Studies 300 - Introduction to Asian Pacific Americans (3)*
Asian-American Studies 340/Human Communication 340 – Asian American Communication (3)*
Asian-American Studies 342 - Asian Pacific American Families (3)*
Asian-American Studies 344 - Asian Pacific American Identities (3)*
Asian-American Studies 346/Psychology 346 - Asian American Psychology (3)*
Asian-American Studies 360 - Multiple Heritage Asian Americans and Pacific Islanders (3)*
Asian-American Studies 362 - Filipana/o American Experience (3)*
Asian-American Studies 364 - The South Asian American Experiences (3)*
Asian-American Studies 366 - The Korean American Experience (3)*
Asian-American Studies 370 - The Chinese American Experience (3)*
Asian-American Studies 382/History 382 - World War II Japanese American Evacuation (3)
Chicano Studies 101/Afro-Ethnic Studies 101/Asian-American Studies 101/Women's Studies 101 – Introduction to Ethnic Studies (3)*
Chicano Studies 106 - Introduction to Chicano Studies (3)*
Chicano Studies 220 - Mexican Heritage (3)*
Chicano Studies 303 – Cultural Differences in Mexico and the Southwest (3)*
Chicano Studies 305 - The Chicano Family (3)*
Chicano Studies 313/Women's Studies 313 - La Chicana (3)*
Chicano Studies 331 - The Chicano Child (3)*
Chicano Studies 332 - The Chicano Adolescent (3)*
Chicano Studies 345 - History of the Chicano (3)*
Chicano Studies 350/Latin-American Studies 350 - Mexican Life and Culture (3)*
Chicano Studies 353 - Mexico Since 1906 (3)*
Communications 233 - Mass Communication in Modern Society (3)
Communications 333 – Mass Media Effects (3)
Communications 425 - History and Philosophy of American Mass Communication (3)
Counseling 380/Human Services 380 - Theories and Techniques of Counseling (3)
Comp. Relig. 325/Afro-Ethnic Studies 325 - African-American Religions and Spirituality (3)*
Comp. Relig. 381/ Political Science 381 - Religion and Politics in the United States (3)
Criminal Justice 300 - Introduction to Criminal Justice (3)
Criminal Justice 320/ Political Science 320 - Introduction to Public Management and Policy (3)
Criminal Justice 322/ Political Science 322 - Leadership for Public Service (3)
Criminal Justice 385 - Minorities and the Criminal Justice System (3)*
Economics 202 – Principles of Macroeconomics (3)
Economics 330 – Comparative Economic Systems (3)
Economics 332 – Economies of the Pacific Rim (3)
Economics 333 – Economic Development: Analysis and Case Studies (3)
Economics 334 – Economics of Latin America and the Caribbean (3)
Economics 335 – The International Economy (3)
Economics 336 - Economies of the Middle East (3)
Economics 350 - American Economic History (3)
Economics 355/Women's Studies 355 - Economics of Gender and Work (3)
Economics 362 - Environmental Economics (3)
Educational Administration 364 - Justice and Equity in California Education (3)
Elementary Education 325 - Cultural Pluralism in Elementary Schools (3)*
Geography 160 – Human Geography (3)
Psychology 346/Asian American Studies 346- Asian American Psychology (3)*
Psychology 331- Psychology of Personality (3)
Psychology 341- Abnormal Psychology (3)
Political Science 485/Women's Studies 485- Women and Politics (3)
Political Science 381/Comparative Religions 381- Religion and Politics in the USA (3)
Political Science 375- Law, Politics and Society (3)
Political Science 350- World Politics in the 21st Century (3)
Political Science 330- Politics in Nation-States (3)
Political Science 322/Criminal Justice 322- Black Politics (3)*
Political Science 320/Criminal Justice 320- Introduction to Public Management and Policy (3)
Political Science 317/Afro-Ethnic Studies 317- Black Politics (3)*
Human Services 380/Counseling 380- Theories and Technologies of Counseling (3)
Kinesiology 381- Sports, Games and Culture (3)
Latin American Studies 350/Chicano Studies 350- Mexican Life and Culture (3)*
Liberal Studies 310/History 310- The California Experience (3)*
History 310/Liberal Studies 310- The California Experience (3)*
History 320- Modern European History 1789 - Present (3)
History 350- History of Latin American Civilization (3)
History 382/Afro-Ethnic Studies 382- W.W. II Japanese American Evacuation (3)
Liberal Studies 310/History 310- The California Experience (3)*
Liberal Studies 310/History 310- The California Experience (3)*
Liberal Studies 310/History 310- The California Experience (3)*
Liberal Studies 310/History 310- The California Experience (3)*
Liberal Studies 310/History 310- The California Experience (3)*
Political Science 300- Contemporary Issues in California Government and Politics (3)
Political Science 309- Introduction to Metropolitan Politics (3)
Political Science 310- Political Behavior and Motivation (3)
Political Science 315- Politics and Policy Making in America (3)
Political Science 317/Afro-Ethnic Studies 317- Black Politics (3)*
Political Science 320/Criminal Justice 320- Introduction to Public Management and Policy (3)
Political Science 322/Criminal Justice 322- Leadership for Public Service (3)
Political Science 330- Politics in Nation-States (3)
Political Science 350- World Politics in the 21st Century (3)
Political Science 352- American Foreign Policy (3)
Political Science 375- Law, Politics and Society (3)
Political Science 381/Comparative Religions 381- Religion and Politics in the USA (3)
Political Science 485/Women's Studies 485- Women and Politics (3)
Psychology 311- Educational Psychology (3)
Psychology 322/Afro-Ethnic Studies 322- Psychology of African Americans (3)*
Psychology 331- Psychology of Personality (3)
Psychology 341- Abnormal Psychology (3)
Psychology 346/Asian American Studies 346- Asian American Psychology (3)*
Psychology 350- Social Psychology (3)
Radio-TV-Film 365- Children's Television (3)
Sociology 133/Gerontology 133- Introduction to Gerontology (3)
Sociology 304/Afro-Ethnic Studies 304- The Black Family (3)*
Sociology 306- Applying Sociology in the Community (3)
Sociology 351- Sociology of Families (3)
Sociology 352- Sociology of Education (3)
Sociology 353- Sociology of Children and Youth (3)
Sociology 354- Gender, Sex and Society (3)
Sociology 355- Women in Contemporary Societies (3)
Sociology 356- Social Inequality (3)*
Sociology 357- Minority Group Relations (3)*
Sociology 361- Population and the Environment (3)
Sociology 365- Law and Society (3)
Sociology 371- Sociology of City Life (3)
Sociology 385- Family Violence (3)
Women's Studies 101/Afro-Ethnic Studies 101- Introduction to Ethnic Studies (3)*
Women's Studies 302/Philosophy 302- Introduction to Women's Studies (3)*
Women's Studies 306/Afro-Ethnic Studies 306- American Indian Women (3)*
Women's Studies 310/Afro-Ethnic Studies 310- Black Women in America (3)*
Women's Studies 313/Chicano Studies 313- La Chicana (3)*
Women's Studies 355/Economics 355- Economics of Gender and Work (3)
Women's Studies 360- Politics of Sexuality (3)*
Women's Studies 485/Political Science 485- Women and Politics (3)

E. LIFELONG LEARNING AND SELF DEVELOPMENT (3 UNITS)

Afro-Ethnic Studies 370/Child and Adolescent Studies 370- Development of African American Children and Youth (3)*
American Studies 320- Women in American Society (3)*
Anthropology 308- Culture and Aging: Anthropological Gerontology (3)*
Anthropology 315- Culture and Nutrition (3)*
Anthropology 316/Women's Studies 316- Anthropology of Sex and Gender (3)*
Anthropology 332- Women in Cross-Cultural Perspective (3)*
Anthropology 333- Anthropology of Childhood (3)*
Anthropology 342- Anthropology and Health (3)*
Asian American Studies 308/Women's Studies 308- Asian American Women (3)*
Biology 306- Biology of Aging (3)
Biology 311/Chemistry 311- Nutrition and Disease (3)
Biology 360- Biology of Human Sexuality (3)
Child and Adolescent Studies 312- Human Growth and Development (3)
Child and Adolescent Studies 315- Child Development (3)
Child and Adolescent Studies 330- Adolescence and Early Adulthood (3)
Child and Adolescent Studies 340- Parenting in the 21st Century (3)
Child and Adolescent Studies 360- Adolescents and the Media (3)
Child and Adolescent Studies 365- Adolescent Pregnancy and Parenting (3)
Child and Adolescent Studies 370/Afro-Ethnic Studies 370- Development of African American Children and Youth (3)*
Chemistry 311/ Biology 311- Nutrition and Disease (3)
Chicano Studies 305- The Chicano Family (3)*
Counseling 350/Human Services 350- Leadership Skills and Personal Development (3)
Comp. Lit. 355T/English 355T- Images of Women in Literature (3)
Comp. Relig. 306- Contemporary Practices of the World's Religions (3)
Comp. Relig. 380- Religion and Violence (3)*
Comp. Relig. 397- Religion and Science (3)
Engineering 350- Living and Working in Space (3)
English 355T/Comp. Lit. 355T- Images of Women in Literature (3)
Finance 310- Personal Financial Management (3)
Geography 353- Geography of Illegal Drugs (3)
Geography 355- Global Cuisines (3)
Geography 357- Spatial Behavior (3)
Health Science 101- Personal Health (3)
Health Science 301- Promotion of Optimal Health (3)
Health Science 321- Drugs and Society (3)
Health Science 342/ Kinesiology 342- Stress Management (3)
Health Science 350 - Nutrition (3)
Health Science 353/ Kinesiology 353- Physical Activity and Lifelong Well-Being (3)
Health Science 358- Contemporary Issues in Children's Health (3)
Honors 304T- Honors Seminar in Lifelong Learning (3)
Honors 305- Honors Seminar: Evolution and Creation (3)
Honors 306- Honors Seminar: Women in American Society (3)*
Human Comm. 345- Communication and Aging (3)
Human Services 300- Character and Conflict (3) CR/NC
Human Services 350/Counseling 350- Leadership Skills and Personal Development (3)
Kinesiology 342/Health Science 342- Stress Management (3)
Kinesiology 350 - Nutrition (3)
Kinesiology 353/ Health Science 353- Physical Activity and Lifelong Well-Being (3)
Kinesiology 386- Movement and the Child (3)
Nursing 301- Promotion of Optimal Health (3)

Philosophy 312- Business and Professional Ethics (3)
Philosophy 324- Existential Group (3)
Philosophy 377- Philosophical Approaches to Race, Class and Gender (3)*
Psychology 312- The Psychology of Human Sexual Behavior (3)
Psychology 361- Developmental Psychology (3)
Psychology 362- Psychology of Aging (3)
Radio-TV-Film - 362 Media Literacy (3)
Secondary Education 320- Adolescence and Education (3)
Sociology 341- Social Interaction (3)
Sociology 360- Sociology of Death and Dying (3)
Women's Studies 205- Gender and Globalization (3)*
Women's Studies 308/ Asian American Studies 308- Asian American Women (3)*
Women's Studies 316/ Anthropology 316- Anthropology of Sex and Gender (3)*
Women's Studies 330- Women in Leadership (3)

**Z. CULTURAL DIVERSITY (3 UNITS)**

Students must complete one three-unit course identified with an asterisk (*)

**PARKING INFORMATION – FALL 2012**

For detailed information on parking policies, maps of parking lots, and much more visit the Parking and Transportation Services website at...
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. 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.

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

STUDENT AFFAIRS SERVICES

The student affairs office is located at IRVC-115. Available at the Irvine Campus: Academic Advising, Counseling, Financial Aid, student activities/ clubs, personal counseling, Career Center and Disabled Student Services, tutorial services and fitness center.

ADMINISTRATION OFFICE HOURS

The administration office is located in IRVC-100A. Office hours are 8:30 a.m. - 7 p.m. Monday-Thursday; 9 a.m. - 2 p.m. Friday. Campus hours are 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 (IRVC-104). Books also may be ordered online at 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

Business Administration, B.A.
   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
   FEMBA (Fully Employed MBA)
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., English B.A., and Human Services 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, Nursing and selected others.
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 9 for Open University Enrollment information. Registration for continuing education certificate programs is through Extended Education. For more information, see 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

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

07/06/2012 THROUGH 8/24/2012
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.

8/25/2012 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.
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:

1. 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 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.

**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 grant aid was disbursed to you or applied to your university account, you may be billed for some or all of the aid. 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 to one or more federal aid programs. For further information, contact the Office of Financial Aid at 657-278-3125.
FALL 2012 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 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 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 OPTION CHANGES

If grading for a course is listed as ”Undergraduate Student Option“, the course can be taken either for a letter grade (A,B,C,D) or as credit/no credit. If no option is chosen, the course will default to letter grade. Certain faculty designated courses may solely be taken as graded or as credit/no credit. To change the option from letter grade to Credit/No Credit or from Credit/No Credit to a letter grade, use the pull down menu under “Grading” at the time you enroll in the class. Grade option changes can be made online through the second week of classes.

COURSE PREREQUISITES

Some courses have course prerequisites (see Class Notes in the online course 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.

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 requisites 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 check 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” 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 24 is the last day to register for all minicourses without a late fee.*

<table>
<thead>
<tr>
<th>Session</th>
<th>Last day to add (with a $20 late fee), change grade option, or drop without a W. “Petition for Late Addition Classes” required.</th>
<th>Last day to drop with a W. Approved “Request for Withdrawl” is Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 1 (August 25 - September 28)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL 310T-01 MW</td>
<td>August 30</td>
<td>September 21</td>
</tr>
<tr>
<td>GEOL 310T-04 TuTh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL 310T-10 W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL 310T-16 TuTh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 227-03 MWF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 411D-01 Tu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 303A-02 TuTh</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Session 2 (September 29 - November 2)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 411G-01 Tu</td>
<td>October 4</td>
<td>October 26</td>
</tr>
<tr>
<td><strong>Session 3 (November 3 - December 14)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 410C-01 F</td>
<td>November 8</td>
<td>December 3</td>
</tr>
<tr>
<td>CHEM 411B-01 Tu</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Session 4 (August 25 - November 2)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL 310T-02 MW</td>
<td>September 5</td>
<td>October 19</td>
</tr>
<tr>
<td>GEOL 310T-17 TuTh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL 310T-05 TuTh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL 310T-11 W</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Not all mini or short courses are listed above. Check the schedule of classes for metting dates. For late add or withdrawl deadlines contact the Registration Help Line at 657-278-7601.
This quick reference guide covers how CSUF students use Titan Online to register for classes.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigating to Registration Menu</strong></td>
<td><img src="image1.png" alt="Portal Login Screen" /></td>
</tr>
<tr>
<td><strong>Step 1:</strong> Log in to the campus portal at <a href="http://www.fullerton.edu">www.fullerton.edu</a> using your campus username and password.</td>
<td><img src="image2.png" alt="Titan Online Screen" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click on the Titan Online tab.</td>
<td><img src="image3.png" alt="Student Portal Screen" /></td>
</tr>
<tr>
<td><strong>Step 3:</strong> Click on the Student Center link in the Student Self Service section.</td>
<td><img src="image4.png" alt="Student Self Service Screen" /></td>
</tr>
</tbody>
</table>
**Processing Steps**

<table>
<thead>
<tr>
<th>Step 4: Click on the Enroll link in the Academics section. You can also use the “Other Academic” drop-down menu to select a specific registration task (add, drop, edit, swap).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding a Class</td>
</tr>
</tbody>
</table>

**Step 1:** On the Add tab, select a registration term. Then click Continue.

If only one term is available to you for registration, you will not see this page and will be taken directly to step 2 below.

**Step 2:** If you know the class number (i.e. 10004) you wish to add, enter it in the Enter Class Nbr field and then click Enter.

To search for classes, click Search.
### Processing Steps

**Step 2a:**
Enter at least two search criteria when searching for a class.

On this initial search page you can search by:
- Subject
- Course number
- Course Career

Place a check mark next to **Show Open Classes Only** if you wish to view only open classes.

Click **Search**.

View the section of this guide on Refining Your Class Search to learn more about the **Additional Search Criteria** section.

**Step 2b:**
The **Status** field will indicate the status of the class:
- Open (●)
- Closed (□)
- Wait List (▲)

Select the class you want to add by clicking **Select Class**.

### Screen Shots

**Add Classes**

**Enter Search Criteria**

CSU Fullerton | Spring 2012

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

**Class Search Criteria**

**Course Subject**

**Course Number**

**Course Career**

**Show Open Classes Only**

Use Additional Search Criteria to narrow your search results.

[Screen Shot of Add Classes]

**PSYC 101 - Introductory Psychology**

First 1 of 1 Page

**Section**

**Session**

**Days & Times**

**Room**

**Instructor**

**Meeting Dates**

[Screen Shot of PSYC 101 - Introductory Psychology]
Step 3:
For some classes, you can set your enrollment preferences such as taking a class for a letter grade or for credit/no credit or being added to a wait list if the class is full.

Confirm your enrollment by clicking on Next.
### Processing Steps

<table>
<thead>
<tr>
<th>Step 3a: Enrollment Options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some classes require a permission number in order to enroll, and if so, a row called “Permission Nbr” will appear where you must enter the permission number provided to you by the department in order to enroll.</td>
</tr>
</tbody>
</table>

Some classes offer a choice in grading option, and if so, there will be an arrow in the listed grading option and you may select a different grading option using that pull-down list at the time of enrollment. You could also change the grading option later using the “Edit” function.

Some classes offer a choice in the number of units, and if so, there will be an arrow in the listed number of units and you may select a different number of units using that pull-down list at the time of enrollment. You could also change the number of units later using the “Edit” function.

### Screen Shots

<table>
<thead>
<tr>
<th>Wait List</th>
<th>Wait list if class is full</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permission Nbr</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td>Graded</td>
</tr>
<tr>
<td>Units</td>
<td>1.00</td>
</tr>
</tbody>
</table>
**Step 4:**
A confirmation message will indicate the class has been added to your Shopping Cart.

To finish your enrollment, click **Proceed To Step 2 Of 3**.

Rather than enrolling in one class at a time, you could continue adding classes to your shopping cart until you are ready to “checkout” by proceeding to step 2 of 3.

**Step 5:**
Review the course(s) you are enrolling in.

Click **Finish Enrolling** to complete your enrollment.
## Processing Steps

<table>
<thead>
<tr>
<th>Step 6:</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the class(es) are successfully added, your enrollment will be confirmed. If there were problems with the enrollment in any of the classes you were attempting to add, those will also be listed along with the reason that enrollment was unsuccessful. Possible reasons an enrollment could be unsuccessful include: no seats remaining in the class, you have a registration hold, the class required permission, you did not meet the class requisites, etc.</td>
<td></td>
</tr>
</tbody>
</table>

## Refining Your Class Search

On the Class Search screen, you can click on the green arrow icon ( ) next to Additional Search Criteria to expand your search options.

You can search for courses that meet special requirements by using the Course Attribute and Course Attribute Value fields.

The available attributes are:
- GE courses
- Interdisciplinary Programs
- Service Learning
- Writing Requirement

<table>
<thead>
<tr>
<th>Step 1:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the magnifying glass icon ( ) next to <strong>Course Attribute</strong>.</td>
<td></td>
</tr>
<tr>
<td>Processing Steps</td>
<td>Screen Shots</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Select the type of course you wish to look up.</td>
<td><img src="image1" alt="Look Up" /></td>
</tr>
<tr>
<td><strong>Step 3:</strong> Click on the magnifying glass icon next to Course Attribute Value.</td>
<td><img src="image2" alt="Search Results" /></td>
</tr>
<tr>
<td><strong>Step 4:</strong> Select the specific type of course you wish to look up.</td>
<td><img src="image3" alt="Look Up" /></td>
</tr>
</tbody>
</table>
### Processing Steps

**Step 5:** Enter additional search criteria if desired.

Then click **Search**.

### Screen Shots

![Class Search Criteria](image)

- **Course Subject**
- **Course Number**
- **Course Career**
- **Meeting Start Time**
- **Meeting End Time**
- **Day of Week**
- **Instructor Last Name**
- **Class Nbr**
- **Course Attribute**
- **Course Attribute Value**
- **Course Title Keyword**
- **Minimum Units**
- **Maximum Units**
- **Course Component**
- **Session**
- **Mode of Instruction**
- **Campus**
- **Location**

![Return to Add Classes](image)
### Processing Steps

**Step 6:**
Your search results appear.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 6:</strong> Your search results appear.</td>
<td><img src="https://via.placeholder.com/150" alt="" /></td>
</tr>
</tbody>
</table>

![Search Results](https://via.placeholder.com/150)
### Classes With Wait Lists

Some courses offer a wait list option if the course is full.

**Step 1:**
To see courses that may be full but have an available wait list, un-check the **Show Open Classes Only** option.

Enter the rest of your search criteria.

Then click **Search**.

### Step 2:

A course that is full but offers a wait list will have a Wait List status icon (⚠️).

Click **Select Class** to be added to the wait list.
**Step 3:**
Place a check mark next to **Wait list if class is full**.

Then click **Next** to continue enrolling in the class.

See the section on Adding a Class for more information on enrolling in a class.

**Step 4:**
Once you have finished enrolling in the class, you will see a confirmation message indicating you are on the wait list and your position number on the wait list.
### Dropping a Class

**Step 1:**
To drop a class, navigate to the registration menu and then select Drop.

**Step 2:**
Select a registration term. Then click Continue.

This step will be bypassed if only one registration term is available to you.
### Step 3:
Place a check mark next to the class(es) you want to drop.

Then click **Drop Selected Classes**.

![Drop Selected Classes](image)

### Step 4:
To confirm that you want to drop the class(es), click **Finish Dropping**.

Or click **Cancel** to stay enrolled in the class(es).

![Finish Dropping](image)
### Processing Steps

<table>
<thead>
<tr>
<th><strong>Step 5:</strong></th>
<th><strong>Screen Shots</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If the drop was successful, you will receive a confirmation message.</td>
<td><img src="image1.png" alt="Drop Classes Screen Shot" /></td>
</tr>
</tbody>
</table>

### Swapping a Class

Swapping a class is a conditional drop/add. This means that you will only be dropped from the first class if you can successfully add a second class.

**Step 1:**
To swap a class, navigate to the registration menu and then select **Swap**.

**Step 2:**
First select the class you wish to swap from the pull-down list of your enrolled classes.

This is the class you want to drop.

---

![Snapshots](image2.png)
### Processing Steps

**Step 3:**
Choose the class you want as a replacement.

If you know the class number (i.e. 10004) you wish to add, enter it in the **Enter Class Nbr** field and then click **Enter**.

To search for classes, click **Search**.

View the section on Adding a Class for more on searching for classes.

### Screen Shots

![Swap This Class](image1)

*Spring 2012 | Undergraduate | CSU Fullerton*

**Swap This Class**

- **Select from your schedule**: BUAD 301: Adv Business Communication

**With This Class**

- **Search for Class**: Class Search
- **Enter Class Nbr**: ____________
- **Enter**:

![Swap a Class](image2)

*Spring 2012 | Undergraduate | CSU Fullerton*

**2. Confirm your selection**

Click **Finish Swapping** to process your swap request. To exit without swapping these classes, click **Cancel**.

**You are replacing this class**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description(s)</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 301-16</td>
<td>Adv Business Communication</td>
<td>Tu 4:00PM - 6:45PM</td>
<td>SPMH 1112</td>
<td>S. Yasser</td>
<td>2.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**With this class**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description(s)</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 301-26</td>
<td>Adv Business Communication</td>
<td>We 4:00PM - 6:45PM</td>
<td>SPMH 1112</td>
<td>J. Jewell</td>
<td>2.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**CANCEL**

**FINISH SWAPPING**

**Step 4:**
Make sure the class you are replacing and the class that you will take in its place are both correct.

Confirm the swap by clicking on **Finish Swapping**, or click **Cancel** to stay enrolled in the class you had wanted to replace.
### Step 5:
If the swap is successful, you will receive a confirmation message.

![Swap a Class]

#### Editing a Class
To make a change to the grading option or number of enrolled units of a variable unit class after you are already enrolled in the class, use the Edit function.

**Step 1:**
Select the Edit function and then select the class you want to edit from one of those listed in the "classes you are allowed to edit" section.

Editable classes include only those classes where you could change the grading option or variable units enrolled.
### Processing Steps

**Step 2:**  
If the grading option can be changed, you will see a drop-down menu for the “Grading” option to select a different grading option.

If the units can be changed, you will see a drop-down menu for the “Units” option to select a different number of units.

After making your change(s), click on **Next** to continue.

In this example, the student opted to change the number of enrolled units from 1.00 to 2.00 and then clicked **Next**.

### Screen Shots

![Image 1](image1.png)

**Step 2:**

**Step 3:**  
Click **Finish Editing** to complete the change or **Cancel** to leave the enrollment unchanged.

![Image 2](image2.png)
TITAN REGISTRATION AND CHANGE OF PROGRAM

July 9 - August 24, 2012 (Continuing Students, Stop-Outs, New Students)

*Individual appointment times will be available on Titan Online beginning*


<table>
<thead>
<tr>
<th>Window 1</th>
<th>July 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates and Postbaccalaureate credential. January 2013 graduation candidates</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 2</th>
<th>July 13-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 3</th>
<th>July 18-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juniors</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 4</th>
<th>July 24-25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomores</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Window 5</th>
<th>July 26-27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Freshmen and Postbaccalaureate Undeclared</td>
<td></td>
</tr>
</tbody>
</table>

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 2012 PROGRAM CHANGE PROCEDURES

<table>
<thead>
<tr>
<th>ADDING CLASSES — PROCEDURES AND DEADLINES</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First week of classes</strong>&lt;br&gt;<em>All classes must be added through Titan Online.</em>&lt;br&gt;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 11.&lt;br&gt;Last day students will be enrolled from waitlist, September 2.</td>
<td>August 25 - September 2</td>
</tr>
<tr>
<td><strong>Second week of classes</strong>&lt;br&gt;<em>All classes must be added through Titan Online.</em>&lt;br&gt;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 September 11. It is highly advisable to complete the on-line add process as soon as the permit is issued.&lt;br&gt;All permits issued during week two will expire at midnight on September 11.&lt;br&gt;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.&lt;br&gt;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.</td>
<td>September 3-11</td>
</tr>
<tr>
<td><strong>Third and Fourth week of classes</strong>&lt;br&gt;<em>Add period over.</em>&lt;br&gt;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.&lt;br&gt;Note: Petitions for Late Addition of Classes are no longer accepted after September 24.</td>
<td>September 12-24</td>
</tr>
</tbody>
</table>

## 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 34) or a standard semester course, contact Admission and Records Helpline at 657-278-7601 for Add-Drop deadlines.
# FALL 2012 PROGRAM CHANGE PROCEDURES

## DROPPING CLASSES — PROCEDURES AND DEADLINES

<table>
<thead>
<tr>
<th>Drop Period</th>
<th>DATES</th>
</tr>
</thead>
</table>
| **No record of enrollment. All Courses.**  
First through second week of classes: You must drop courses using TITAN (except for restrictions indicated by TITAN). See “Class Attendance” on page 7. | August 25 - September 11 |

| Refund Period | |
| --------------| |
| Resident and non-resident students reducing their status to six (6) or fewer units during the campus designated add/drop period, which ends September 11, 2012, 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 31, 2012 will automatically receive a pro-rated refund, less a processing fee ($5). | |

<table>
<thead>
<tr>
<th>Withdrawal Period (“W” drop)</th>
<th>DATES</th>
</tr>
</thead>
</table>
| 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). | September 12-24 |

| Late Withdrawal Period (“W” drop) | |
| ----------------------------------| |
| 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). | September 25 - November 16 |

| Emergency Medical Withdrawal | |
|------------------------------| |
| 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. **In such cases, state regulations do not permit a refund of fees to be considered.** | November 17 - December 14 |

## WITHDRAWAL LIMIT

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 7.

## REFUND OF FEES

Dropping classes may entitle you to a fee refund. For further information, contact the Student Financial Services Office or visit [http://sfs.fullerton.edu/refunds](http://sfs.fullerton.edu/refunds)

## DEADLINES FOR NON-STANDARD LENGTH COURSES

If a course is not a mini course (see page 34) 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. 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. 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.