Focus on the Finish: Take advantage of the winter break to make progress toward graduation. Intersession is the perfect time to fit in a class.

**Dates**  December 21, 2013 to January 17, 2014  4 weeks

**Registration Details**
- The class schedule will be available in Titan Online beginning September 30
- Registration is by appointment in Titan Online beginning October 21
- Fees are paid through Titan Online and are due on the date of registration or student is subject to disenrollment
- Waitlisted students can view their status on Titan Online
- There is a 4-unit limit for most students
  (Request for Excess Units forms available in Admissions & Records)
- Intersession registration begins before Spring registration to allow for better planning
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## Important Phone Numbers & Web Sites:

- University Operator ..................................................... (657) 278-2011
- After Hours Directory .................................................... (657) 278-2200
- TITAN Help Line .......................................................... (657) 278-7601
- CSU Homepage ........................................................... www.calstate.edu
- CSUF Homepage ........................................................... www.fullerton.edu
- Academic Advisement Center Homepage ........................... www.fullerton.edu/aac
- My CSUF .................................................................... www.my.fullerton.edu
- Student Financial Services ............................................. http://sfs.fullerton.edu
- Open University Information ......................................... www.ou.fullerton.edu
  (657) 278-2611
- University Extended Education ....................................... http://extension.fullerton.edu
  (657) 278-2611
## IMPORTANT DATES & DEADLINES

<table>
<thead>
<tr>
<th>Session A</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REGISTRATION BEGINS BY APPOINTMENT ON MONDAY, OCTOBER 21, 2013</strong></td>
<td>December 21-January 17 (4 weeks)</td>
</tr>
<tr>
<td><strong>TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING</strong></td>
<td></td>
</tr>
<tr>
<td>• Last day to register or add without an electronic permit.</td>
<td>December 20</td>
</tr>
<tr>
<td>• Last day to register without a late fee</td>
<td></td>
</tr>
<tr>
<td><strong>TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING</strong></td>
<td></td>
</tr>
<tr>
<td>• Last day to register/add with a late fee. (The department must issue an electronic permit to add.)</td>
<td>December 23</td>
</tr>
<tr>
<td>• Last day to drop a class without a “W”.</td>
<td></td>
</tr>
<tr>
<td>• Last day to change grade option.</td>
<td></td>
</tr>
<tr>
<td><strong>TITAN ONLINE NOT AVAILABLE</strong></td>
<td>January 6</td>
</tr>
<tr>
<td>• Last day to withdraw with a grade of “W”. (Post-census withdrawal petition required.)</td>
<td></td>
</tr>
</tbody>
</table>

## OPEN UNIVERSITY ENROLLMENT
Visit www.ou.fullerton.edu for information about enrolling through Open University.

## HOLIDAYS
Please note that face-to-face and online classes may have online instruction/activities during the winter break. Please check the syllabus.

• Winter Break - The campus will be closed December 25 through January 1.

## REFUNDS
Dropping a class may entitle you to a fee refund. Information concerning any aspect of the refund of fees may be obtained from Student Financial Services at http://sfs.fullerton.edu.

Although this registration guide was prepared on the basis of the best information available at the time, all information is subject to change without notice or obligation. This 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.
IMPORTANT NOTICES TO ALL INTERSESSION STUDENTS!

UPDATE YOUR CONTACT INFORMATION
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. Address changes can be made in your Student Center through Titan Online. For additional information about parking permits, call (657) 278-3082.

E-MAIL ADDRESS
Each student has been issued an e-mail address where University messages will be sent. For additional information about your e-mail account, contact the IT Helpdesk at (657) 278-7777. You will need your campus wide identification (CWID) and personal identification (PIN) numbers for Titan Online access. If you lose or misplace your password, you must present picture identification at the IT Helpdesk. Many campus offices have begun utilizing e-mail as the primary communication mode of communication to students. Be sure to check your e-mail on a regular basis.

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 (p. 9) and implementing campus policies or procedures should be directed to: Susan Leavy, Coordinator, Title IX, Diversity and Inclusion, CSUF, College Park, Suite 760, Fullerton, CA 92834-6806, 657-278-3951; Title IX Coordinator, CSUF, College Park, Suite 760, Fullerton, CA 92834-6806, 657-278-2475; Paul K. Miller, Director, Disability Support 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 U.S. Department of Education, Office for Civil Rights, 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), Provost/Vice President for Academic Affairs (CP-1000), Vice President for Student Affairs (LH-805), Human Resource Services (CP-700), Disability Support Services (UH-101), University Police (UPD-110), College Deans, Office of Student Life (TSU-235), Titan Athletics (Titan House) University Library Reference Desk (PLN) 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.

REPEITION OF COURSE POLICY
Beginning with the Fall 2009 semester there were changes to the repetition of course policy and the withdrawal policy. For further details, please refer to the following web page www.fullerton.edu/admissions (under “resources” click frequently asked questions).

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.
   a. Review the Sample Ballot for election information and procedures.
   b. Your polling place (where to vote) will also be on the Sample Ballot.
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.
UNDERGRADUATE ACADEMIC ADVISEMENT

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

GENERAL EDUCATION ADVISEMENT

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

MAJOR ADVISEMENT

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

COLLEGE ADVISEMENT OFFICES

(657) 278-

College of the Arts
Dr. Joseph Arnold, Dean .............. VA-199 3256
Dr. James Taulli, Associate Dean .............. VA-199 2279
Maricela Alvarado, Interim Assistant Dean, Student Affairs .............. VA-199 3255

Steven G. Mihaylo College of Business and Economics
Dr. Anil Puri, Dean
Business Advising Center .......... SGMH-1201 2211
Dr. Morteza Rahmatian, Acting Associate Dean for Academic Programs and Faculty Development .......... SGMH 3100 3859
Triseinge Black, Assistant Dean, Academic Services
Emeline Yong, Assistant Dean, Student Affairs .............. SGMH-1507 4577

College of Communications
Office of the Dean .............. CP-450 7083
Dr. William Briggs, Dean
Dr. S. Irene Matz, Associate Dean
Office of the Assistant Dean, Student Affairs .............. CP-450 7083

College of Engineering and Computer Science
Dr. Raman Unnikrishnan, Dean
Office of the Associate Dean .......... CS-503 7161
Dr. Susamma Barua, Associate Dean
Student Affairs .......... CS-501 2887
Victor Delgado, Assistant Dean, Student Affairs .......... CS-501 2887

College of Health & Human Development
Dr. Shari McMahan, Dean
Division of Child, Family, and Community Services Advising Center .......... EC-207 4496
Department of Kinesiology Advising Center .......... KHS-163B 4757
Dr. Stephen Walk, Associate Dean .......... EC-624 4763
Department of Health Science Advising Center .......... KHS-251 7995
Peggy Garcia Bockman, Assistant Dean, Student Affairs .......... EC-606 4471

College of Humanities and Social Sciences
Dr. Sheryl Fontaine, Interim Dean
Jesse Battan, Interim Associate Dean .......... H-211H 3528
David McKenzie, Assistant Dean, Student Affairs .......... H-211 2969

College of Natural Sciences and Mathematics
Dr. Robert Koch, Acting Dean
Office of the Dean .......... MH-166 2638
Dr. Mark Filowitz, Associate Dean
Amy Mattern, Interim Assistant Dean .......... MH-488 3504

Irvine Campus
Administrative Center .......... IRVC 100A 1600
Dr. Susan Cooper, Dean .......... IRVC 126 1605
Dr. Van Muse, Associate Dean .......... IRVC 144 1637
Student Affairs Office .......... IRVC 115 1650
Marsha Daughetee, Assistant Dean .......... IRVC 114 1655

http://www.fullerton.edu/irvinecampus

Undeclared Majors
Academic Advisement Center .......... UH-123B 3606
Undeclared Student Resource Center .......... UH-124 4087

http://www.fullerton.edu/aac

Open University (Students not admitted to CSUF)
Linda Richie-Walker, Open University Advisor .......... UH-123B 7645
Margaret Luzzi, Open University Advisor .......... CP-100 7644

http://www.ou.fullerton.edu
GRADUATE PROGRAM ADVISER LIST

(657) 278-

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

AMERICAN STUDIES - M.A.
Dr. Erica Ball ........................................ MH-426 . 3626
Contact: Debra Redsteer .......................... MH 426B . 3564

ANTHROPOLOGY - M.A.
Dr. Mitch Avila ........................................ H-211H . 3517

ART - M.A., M.F.A
Prof. Christina Smith ............................ VA-102 . 3631
Contact: Laura Garcia

BIOLOGY - M.S.
Dr. Paul Stapp ........................................ MH-282C . 3626
Contact: Karen Lau

BIOTECHNOLOGY- M.B.T
Dr. David Dyer ........................................ MH-282C . 3614
Contact: Diane Mazey

BUSINESS ADMINISTRATION - M.B.A.
Contact: Diane Mazey ............................. SGMH-4210 . 3622

CHEMISTRY - M.S.
Dr. Zhuangjie Li ....................................... MH-580 . 3621

COMMUNICATIONS - M.A.
Dr. Andi Stein ........................................ CP-400 . 3518
Contact: Liz Regan

COMMUNICATION STUDIES, M.A.
Dr. Gary Ruud ......................................... CP-420-1 . 3617

COMMUNICATIVE DISORDERS - M.A.
Dr. Ying-Chiao Tsao .............................. CP-420-29 . 3617

COMPUTER SCIENCE - M.S.
Dr. Chang-Hyun Jo ................................ CS-522 . 3700
Contact: Sandra Boulanger

COUNSELING - M.S.
Dr. David Shepard ..................................... EC-450 . 3069
Contact: Alison Quigley

CREDENTIALS (MAIN OFFICE CP-740)
Multiple Subject Credential
Dr. Jennifer Ponder / Jacque Russell .................. EC327 . 3205/4287

Single Subject Credential
Dr. Kristen Shand ........................................ CP-600-8 . 2974

Special Education Credential
Lori Sadler ........................................ CP-540 . 3205

ECONOMICS - M.A.
Dr. Dipankar Purkayastha ........................ SGMH-4210 . 3622

EDUCATION - M.S.
Elementary Curriculum and Instruction, Bilingual-Bicultural (Spanish-English), and Educational Technology
Dr. Michelle Vandervott ............................ EC-324 . 4731

Educational Administration
Dr. Pamela Houston .................................... CP-520-06 . 4023

Higher Education
Dr. Eugene Fujimoto ............................... CP-520-01 . 4023

Reading
Dr. Rosario Ordovenez-Jasis ....................... CP-570 . 3497

Secondary Education
Dr. Chris Street ........................................ CP-600 . 7769

Special Education
Dr. Adrian Woo Jung ................................. CP570 . 4106

TESOL
Dr. Nathan Carr ........................................ H830D . 3534

EDUCATIONAL LEADERSHIP – ED.D.
Prek-12 Leadership
Dr. Ron Oliver ......................................... CP-520-09 . 4023
Community College
Dr. Dawn Person ....................................... CP-520-16 . 4023

ELECTRICAL ENGINEERING - M.S.
Dr. Mostafa Shiva ...................................... E-100A . 3013

ENGLISH - M.A.
Dr. Marlin Blaine ...................................... UH-323 . 3163

ENVIRONMENTAL ENGINEERING M.S.
Dr. Jeff Kuo ........................................... E-219 . 2805

ENVIRONMENTAL STUDIES - M.S.
Dr. Peter Fashing ..................................... H-420 . 5775

GEOGRAPHY - M.A.
Dr. Jonathan Taylor .................................. H-429A . 3161

GEOLGY M.S.
Dr. Matthew Kirby .................................. MH-254 . 3882

GERONTOLOGY - M.S.
Dr. Karen Wong ........................................ RGC-008 . 7057

HISTORY - M.A.
Dr. Volker Janssen .................................. H-815A . 3905

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

INFORMATION TECHNOLOGY - M.S.
Dr. Pramod Pandya .................................. SGMH-4210 . 3622
Contact: Diane Mazey

INSTRUCTIONAL DESIGN TECHNOLOGY - M.S.
Dr. Joann Carter-Wells ............................. CP-570-33 . 2842

KINESIOLOGY M.S.
Dr. Jared Coburn ...................................... KHS-121C . 3316
Contact: Mary Aboud

LINGUISTICS - M.A.
Dr. Patricia Schneider-Zioga ..................... UH-323 . 3163

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

MECHANICAL ENGINEERING - M.S.
Dr. Chean Chi Ngo .................................... E-100E . 3014

MUSIC - M.A., M.S.
Dr. Laura Lehman ...................................... CPAC-220 . 3511

NURSING - M.S.
MSN/DNP
Dr. Penny Weissmuller .............................. EC-190 . 3336
Contact: Mary Lehn-Mooney

EL-MSN
Dr. Rebecca Otten ..................................... EC-190 . 3336
Contact: Stephanie Smith

PHYSICS - M.S.
Dr. Ionel Tifrea ........................................ MH-610 . 3366

POLITICAL SCIENCE - M.A.
Dr. Matthew Jarvis .................................... UH-511 . 3521

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

PUBLIC ADMINISTRATION - M.P.A.
Dr. Yuan Ting ........................................... UH-511 . 3521

PUBLIC HEALTH - M.P.H.
Dr. Michele Mouttapa ................................ KHS-121C . 3316
Contact: Mary Aboud

SCIENCE M.A.T
Dr. Monica Azimioara .............................. MH-166 . 5304

SCREENWRITING, M.F.A.
Dr. Julie Selbo .......................................... CP-650-17 . 7883

SOCIAL WORK - M.S.W.
Dr. Christine Ford ..................................... EC-207K . 8452

SOCIOLOGY - M.A.
Dr. Berna Torr ......................................... CP-900-34 . 3531

SOFTWARE ENGINEERING - M.S.
Dr. Ning Chen .......................................... CS-522 . 3700

SPANISH, M.A.
Dr. James Hussar ...................................... H-835A . 3534

TAXATION, M.S.
Dr. Betty Chavis ..................................... SGMH-4210 . 3622
Contact: Diane Mazey

THEATRE ARTS, M.F.A.
Prof. David Nevell ................................. CPAC-130A . 4782
ACADEMIC AND ADMINISTRATIVE INFORMATION

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

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

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

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

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

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 Services, 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 page 3 of this guide. An auditor does not take examinations in the course; therefore, there is no basis for evaluation nor a formal grade report.

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 #16. Please see http://directive16.fullerton.edu.

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

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.

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. 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 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.

CLASS LISTING
The Intersession 2014 class listing (schedule of classes) is available online in your Titan Online Student Center or at www.fullerton.edu/schedule. An explanation of the codes used in the online class listing is on page 30 of this registration guide.

CLOSED CLASSES
A departmental permit is required to add a closed class.

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. The form is available on your Student Center under “self service.” Complete information and instructions about the entire graduation check process for undergraduates is available on the university website under “Graduation.”

Candidates for January 2014 master’s degrees must pay the graduation and diploma fee and file a request for a graduation check on or before Monday, August 29, 2011. The form to accomplish this is available on your student center under “Self Service.”

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.

FINAL EXAMINATIONS
During Intersession, the final is held on the last day of class or as noted on the course syllabus.

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 class schedule to change an option. A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by all undergraduate students for major, minor, and general education requirements. A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by graduate students for all required courses. Exceptions are those courses designated by the faculty to be graded Ltr Grd 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 incomplete (IC) can be taken with the nontraditional grading option. 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 basis 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 the faculty member assigns a specific letter grade based on the work completed by the deadline. Therefore, “I” grades that were earned for the spring 2013 semester must be completed by May 23, 2014. “I” grades assigned at the end of the fall 2013 semester must be completed by January 2, 2015.

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

A grade of incomplete may be given only when, in the opinion of the instructor, a student cannot complete a course during the semester of enrollment for reasons beyond the student’s control. Such reasons are assumed to include: illness of the student or of members of the student’s immediate family, extraordinary financial problems, loss of outside position, and other exigencies.

In assigning a grade of ‘I’, the instructor shall file with the department, for future reference and student access, a Statement of Requirements for Completion of Course Work. The requirements shall not include retaking the course. The instructor will also designate a time limit (up to one year) for completing requirements.

Upon request, a copy of the document will be furnished to the student. The student should review this statement at the earliest opportunity.

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

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

You may not take more than 6 units of independent study at the undergraduate level in a given semester or apply more than 9 units of independent study toward completion of the undergraduate degree. If you are a graduate student, you may not apply more than 6 units of independent study toward completion of a graduate degree.

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, service learning and community engagement can be found at www.fullerton.edu/cice.

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.
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’.

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. CSU 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 1074, “Systemwide Policy Prohibiting Discrimination, Harassment, and Retaliation Against Students” and “Systemwide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students,” also prohibit sexual harassment within the CSU 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 University’s Title IX Coordinator, CSUF, College Park, Suite 760, Fullerton, CA 92834-6806, 657-278-3951.

SEXUAL ASSAULT PREVENTION 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 fullerton.edu/WomenCenter/violence/index.html or contact: Director, The WoMen’s Center, University Hall 205, 657-278-3928.

TITLE IX: Implementation of Executive Order 1072 and California Campus Blueprint to Address Sexual Assault
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:

- The University’s Title IX Coordinator, CSUF, College Park, Suite 760, Fullerton, CA 92834-6806 657-278-3951

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

- Jim Donovan, Athletics Director, Titan House, 657-278-2777
- Julie Bowse, Associate Athletics Director/Senior Woman Administrator, Titan House, 657-278-3842
- Meredith Basil, Associate Athletic Director/Deputy Title IX Coordinator – Athletics Gender Equity, University Hall 209A, 657-278-2648
SMOKING POLICY

DIRECTIVE

California State University, Fullerton is committed to a healthy and productive environment. As such, and in light of well-established health risks associated with exposure to secondhand smoke, California State University, Fullerton prohibits smoking in all interior and exterior campus areas and locations effective August 1, 2013 as specified below:

- Buildings (including residence halls), structures (including parking structures), and outdoor areas owned, leased or rented by the university or one of its auxiliaries whether located on or off the Fullerton main campus.
- Vehicles owned, leased or rented by the university or one of the university's auxiliaries.
- Vehicles on university-owned, leased, or rented land or in university-owned, leased, or rented parking structures.

The sale or distribution of any tobacco product, including smokeless tobacco products, is also prohibited. Additionally, sponsorship of a university activity or event by a tobacco product manufacturer is prohibited unless explicitly authorized in writing by the university president or designee.

AUTHORITY

The California State University Board of Trustees has delegated authority to campus presidents to adopt rules regulating smoking on campuses.

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; and California Government Code Section 7597.

SCOPE

This policy applies to all university faculty, staff, students and visitors to all interior and exterior campus areas and locations identified in Section I.

Smoking in university-sponsored theater and dance productions, student-authored or sponsored scenes, showcases or workshops produced as part of the department of theatre and dance season may be authorized by the Dean of the College of the Arts only when listed in a script as a required part of a performance. Smoking in Associated Students-sponsored performances may be authorized only when listed in a script as a required part of a performance and only when approved in writing by the Dean of the College of the Arts or the Executive Director of the Associated Students, as appropriate. Additionally, notification to the university president or designee must be provided by the Dean or Executive Director in advance of the performance.

DEFINITIONS

“Smoking” is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe or other lighted smoking product, including electronic cigarettes. “Visitors” include university volunteers, contractors and vendors.

IMPLEMENTATION

The Vice President for Human Resources, Diversity and Inclusion has overall responsibility for implementing this policy. To provide adequate time to create awareness, outreach, and educational programs, including smoking cessation and counseling programs, this policy is effective August 1, 2013 and supersedes all previous university smoking policies. Prior to this effective date, the previous university smoking policy will remain in effect.

The Office of Environmental Health and Safety will collaborate with the following entities to provide faculty, staff, students and visitors with notice of this policy through signs, presentations, and publications, and to develop tobacco education programs, smoking cessation programs, and other suitable outreach and counseling programs.

- Student Health and Counseling Center
- Human Resources
- Faculty Affairs and Records
- Strategic Communications
- Dean of Students
- International Education and Exchange

ACCOUNTABILITY

The success of this policy depends on the thoughtfulness, civility and cooperation of all members of the campus community, including visitors. Compliance is grounded in an informed and educated campus community. Incidents related to this policy will be addressed through applicable administrative processes. Questions may be directed to the Director of Environmental Health and Safety or 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 post-baccalaureate 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 undergraduate 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 Fall 2012 12 Registration Guide www.fullerton.edu/admissions selecting the “Prospective Students” tab to the Admissions and Records menu.

TITAN SHOPS

Titan Shops offers a variety of competitive textbook options including; rental, digital, used, and new, all backed by a Low Price Guarantee. You will also find a wide selection of CSUF merchandise, school supplies and educationally priced hardware & software. 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 or online at www.fullerton.edu/admissions/resources/forms.asp. 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 through the National Student Clearinghouse. Current degree seeking students who are planning to become teachers. For further information go to: http://ed.fullerton.edu/adtep.

UNIT LIMITS

A maximum of 4 units may be taken during the entire intersession term. A student, whose academic record justifies a study list of more than 4 units, must request approval. In general, only students with superior academic records are allowed to enroll for more than 4 units. In addition, the need to enroll for extra study must be established. Factors such as time spent in employment or commuting, the nature of the academic program, extracurricular activities and the student’s health should be considered in planning a study program.

A Request For Excess Units form is available in the Admissions and Records Service Center, LH-114 or online at www.fullerton.edu/admissions/currentstudent/registration.asp

VETERANS

Veterans and Veteran Dependents who will be receiving VA benefits may obtain information concerning application for benefits, registration, and adjustments in status from the Veterans Certification Office in LH-540. New, returning, and transfer student veterans should consult the Veterans Certification Office to complete the necessary documents to receive VA benefits. Since walk-in office hours vary, call (657) 278-2373 or email veteranservices@fullerton.edu with questions. You may also visit 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 (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 or online at www.fullerton.edu/admissions/currentstudent/petitions.asp.
Student Privacy and Education Records

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

II. AUTHORITY

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

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
Date: March 17, 2011
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. A grade of C- (1.7) is not sufficient to fulfill these requirements. 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, African American Studies is the home department for African American Studies 311/Human Services 311; therefore, it cannot be used by African American 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.
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 Communication 100 - Introduction to Human Communication (3)
Human Communication 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 100W - Analytical College Writing Workshop (1)
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)

B.1 Physical Science (3 units)
Astronomy 101 - Introduction to Astronomy (3)
Chemistry 100 - Survey of Chemistry (3)
Chemistry 102+/Physics 102+ - 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 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)

B.2 Life Science (3 units)
Biology 101 - Elements of Biology (3)
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
Astronomy 101L+ - Introduction to Astronomy Laboratory (1)
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 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 327 - Stem Cells and Regenerative Medicine (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)
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)
Chinese 203 - Intermediate Chinese-A (3)
Comp. Relig. 105 - Religion and the Quest for Meaning (3)
Comp. Relig. 110/Philosophy 110 - Religions of the World (3)
Comp. Relig. 200 - Introduction to Christianity (3)
Comp. Relig. 210 - Introduction to Judaism (3)
Comp. Relig. 250 - Introduction to Islam (3)
Comp. Relig. 270T - Introduction to the Asian Religions (3)
Comp. Relig. 280 - Introduction to Buddhism (3)
English 105 - Introduction to Creative Writing (3)
English 200 - Introduction to Literature (3)
English 211 - British Literature to 1760 (3)
English 212 - British Literature from 1760 (3)
English 221 - American Literature to Whitman (3)
English 222 - American Literature from Twain to the Moderns (3)
French 101 - Fundamental French-A (5)
French 102 - Fundamental French-B (5)
French 203 - Intermediate French-A (3)
French 204 - Intermediate French-B (3)
French 214 - Intermediate French-A (3)
French 215 - Intermediate Conversation and Composition (3)
German 101 - Fundamental German-A (5)
German 102 - Fundamental German-B (5)
German 203 - Intermediate German-A (3)
German 204 - Intermediate German-B (3)
German 213 - Intermediate Reading-A (2)
German 214 - Intermediate Reading-B (2)
Italian 101 - Fundamental Italian-A (5)
Italian 102 - Fundamental Italian-B (5)
Italian 203 - Intermediate Italian-A (3)
Japanese 101 - Fundamental Japanese-A (5)
Japanese 102 - Fundamental Japanese-B (5)
Japanese 203 - Intermediate Japanese-A (5)
Japanese 204 - Intermediate Japanese-B (5)
Korean 101 - Fundamental Korean-A (5)
Korean 102 - Fundamental Korean-B (5)
Korean 203 - Intermediate Korean-A (3)
Liberal Studies 100 - Introduction to the Humanities (3)
Linguistics 106 - Language and Linguistics (3)
Persian 101 - Fundamental Persian - A (5)
Persian 102 - Fundamental Persian - B (5)
Persian 203 - Intermediate Persian A (3)
Philosophy 100 - Introduction to Philosophy (3)
Philosophy 101 - Meaning, Purpose, and the Good Life (3)
Philosophy 110/Comp. Relig. 110 - Religions of the World (3)
Philosophy 120 - Introduction to Ethics (3)
Philosophy 290 - History of Philosophy: Greek Philosophy (3)
Portuguese 101 - Fundamental Portuguese-A (4)
Portuguese 102 - Fundamental Portuguese-B (4)
Spanish 101 - Fundamental Spanish-A (5)
Spanish 102 - Fundamental Spanish-B (5)
Spanish 105 - Intensive Review of Fundamental Spanish (5)
Spanish 201 - Spanish for Spanish Speakers-A (3)
Spanish 202 - Spanish for Spanish Speakers-B (3)
Music 356/African American Studies 356 - Afro-American Music Appreciation (3)
Music 357/African American Studies 357/Theatre 357 - Blacks in the Performing Arts (3)*
Philosophy 300 - History of Philosophy: Rationalism and Empiricism (3)
Philosophy 311 - Aesthetics: Philosophy of Art and Beauty (3)
Philosophy 312 - Business and Professional Ethics (3)
Philosophy 313 - Environmental Ethics (3)
Philosophy 314 - Medical Ethics (3)
Philosophy 316 - Research Ethics (3)
Philosophy 320 - Contemporary Moral Issues (3)*
Philosophy 323 - Existentialism (3)
Philosophy 325 - Philosophy of Sex and Love (3)
Philosophy 349 - Philosophy, Literature and Cinema (3)
Philosophy 350 - Asian Philosophy (3)*
Philosophy 379 - American Philosophy (3)
Portuguese 320 - Intro to Luso-Brazilian Culture and Civilization (3)*
Portuguese 325 - Contemporary Brazilian Civilization (3)
Political Science 340 - Political Philosophy (3)
Radio-TV-Film 370 - World Cinema (3)*
Spanish 315 - Introduction to Spanish Civilization (3)*
Spanish 316 - Introduction to Spanish-American Civilization (3)*
Spanish 375 - Introduction to Literary Forms (3)
Spanish 390 - Spanish Culture Through Cinema and Literature (3)
Theatre 160 - Acting for Non-Majors (3)
Theatre 300 - Theatre and Cultural Diversity (3)*
Theatre 311 - Oral Interpretation of Children's Literature (3)
Theatre 315/Chicano Studies 315 - Chicano/Latino Theatre (3)*
Theatre 320 - Theatre and Issues in American Society (3)
Theatre 357/African American Studies 357/ Music 357 - Blacks in the Performing Arts (3)*
Theatre 383 - Drama into Film (3)
Vietnamese 315 - Vietnamese Civilization (3)
Vietnamese 325 - Vietnamese Culture (3)
Vietnamese 375 - Introduction to Vietnamese Literature (3)
Women's Studies 320 - Gendered Techno-culture (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 Intro to Social Sciences (3 units)
African American Studies 101/Asian American Studies 101/Chicano Studies 101/Women's Studies 101 - Introduction to Ethnic Studies (3)
American Studies 101 - Introduction to American Culture Studies (3)
Anthropology 102 - Introduction to Cultural Anthropology (3)
Anthropology 105 - Introduction to Anthropology (3)
Asian American Studies 101/Chicano Studies 101/African American Studies 101/Women's Studies 101 - Introduction to Ethnic Studies (3)
Chicano Studies 101/African American Studies 101/Asian American Studies 101/Women's Studies 101 - Introduction to Ethnic Studies (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)
Linguistics 102 - Languages of the World (3)
Political Science 200 - Introduction to the Study of Politics (3)
Psychology 101 - Introductory Psychology (3)
Sociology 101 - Introduction to Sociology (3)
Women's Studies 101/African American Studies 101/Asian American Studies 101/Chicano Studies 101 - Introduction to Ethnic Studies (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)
African American - 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/African American Studies 190/Chicano Studies 190 - Survey of American History with Emphasis on Ethnic Minorities (3)
Chicano Studies 190/History 190/African American Studies 190/Asian American Studies 190 - Survey of American History with Emphasis on Ethnic Minorities (3)
Honors 210A - Honors Seminar: American Institutions and Values since 1900 (3)

D.4 American Government (3 units)
Honors 210B - Honors Seminar: American Institutions and Values since 1900 (3)
Political Science 100 - American Government (3)

D.5 Explorations in Social Sciences (3 units)
African American Studies 307 - Introduction to Afro-American Studies (3)*
African American Studies 301 - African-American Culture (3)*
African American Studies 304/Sociology 304 - The Black Family (3)*
African American Studies 306/Women's Studies 306 - American Indian Women (3)*
African American Studies 308 - African American Males in American Social Systems (3)*
African American Studies 310/Women's Studies 310 - Black Women in America (3)*
African American Studies 311/Human Services 311 - Intracultural Socialization Patterns (3)*
African American Studies 317/Political Science 317 - Black Politics (3)*
African American Studies 322/Psychology 322 - Psychology of African Americans (3)*
African American Studies 325/Comp. Relig. 325 - African-American Religions and Spirituality (3)*
African American Studies 335 - History of Racism (3)*
African American Studies 346 - The African Experience (3)*
American Studies 300 - Introduction to American Popular Culture (3)
American Studies 301 - American Character (3)*
**E. Lifelong Learning and Self Development (3 units)**

- **African American 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/African American 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)
- **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 (*)

IMPORTANT INFORMATION FOR POLITICAL SCIENCE AND CRIMINAL JUSTICE MAJORS:
Political Science 320 and Criminal Justice 320 are the same class and may not be used by these majors for GE requirements.

IMPORTANT INFORMATION FOR ENGINEERING, COMPUTER SCIENCE, BS IN CHEMISTRY AND ENTRY
LEVEL BS IN NURSING MAJORS:
There are GE variations for the above-mentioned majors. Please visit Academic Advisement to review the specific GE curriculum and your major advisor for major requirements.
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.

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

2. **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 REQUIREMENT

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

1. 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.

2. 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.

3. 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 WAIVERS

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

The web site to schedule an appointment or to obtain the immunization waiver form: www.fullerton.edu/shcc

Medical Records fax number for providing information via fax: (657) 278-3069

Go to the Student Health and Counseling Center to provide information in person

SHCC phone number to schedule an appointment via phone: (657) 278-2800

County of Orange Health Care Agency: http://www.ochealthinfo.com
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.

TITAN REGISTRATION PAYMENT DUE DATES
TITAN registration allows you to register for class first; however, your payment is due by 11:30 p.m. on the same day you register. If you do not pay your balance in full, you will be subject to disenrollment without notice.

FINANCIAL AID
Financial aid is not available for students attending the Intersession. Financial aid is available to assist students with costs only during the standard fall, spring, and summer terms.

IMPORTANT!
• Payments made online via the web are due by 11:30 PM on the date of registration. In-person and mail-in payments are due by 5:00 p.m. on the date of registration.
• The University is not responsible for delays in the US Postal Service: postmarks are not considered.
• You will not receive an invoice for your registration fees. To ensure your fees are paid on time and to avoid disenrollment, please check 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 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.

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 the 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 advise the person of its conclusions.

REFUND OF FEES
Dropping classes may entitle you to a fee refund.

Please go to http://sfs.fullerton.edu to view the refund policies.
# REGISTRATION FEE PAYMENT INFORMATION

## ONLINE PAYMENT OPTIONS VIA YOUR TITAN ONLINE STUDENT CENTER

<table>
<thead>
<tr>
<th>Option</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E-Check (ACH)</strong></td>
<td>ATM or debit cards cannot be used to make ACH check payments on the web. No convenience fee is charged when you use the payment option of E-check (ACH). E-check payments are simple to make and require no prior set up by your bank. You input bank information (account number and bank routing number which you verify with your banking information) into the secure University Payments page and the authorized payment will be subtracted from your bank account with 1-2 days. We know that not all banks use the information on the printed check and suggest the bank be contacted to confirm the correct account and routing number.</td>
</tr>
<tr>
<td><strong>Credit Cards Accepted:</strong></td>
<td>VISA, MasterCard, American Express, and Discover are all accepted online. A 2.9% non-refundable credit card processing fee is charged on all credit card payment transactions made online via your Student Center.</td>
</tr>
<tr>
<td><strong>Debit Cards</strong></td>
<td>CSUF only accepts ATM/Debit Cards bearing the VISA or MasterCard logo. All ATM/Debit Cards processed online are processed as credit card transactions and are subject to a 2.9% non-refundable credit card processing fee. Please note that ATM/Debit Cards have a daily limit which may vary depending on the issuing bank. To make an ATM/Debit Card payment online, you will need to select the Credit Card button on the payment screen in your online Student Center.</td>
</tr>
<tr>
<td><strong>Titan Tender</strong></td>
<td>Titan Tender is no longer accepted for payment of fees.</td>
</tr>
<tr>
<td><strong>International Payments</strong></td>
<td>This payment option allows you to pay your student account balance in the currency of your choice electronically.</td>
</tr>
</tbody>
</table>

## IN PERSON PAYMENTS:

<table>
<thead>
<tr>
<th>Option</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Checks</strong></td>
<td>Make payable to CSU Fullerton. Write student’s name and CWID number on the front of the check.</td>
</tr>
<tr>
<td><strong>Cashier’s Check</strong></td>
<td>Make payable to CSU Fullerton. Write student’s name and CWID number on the front of the cashier’s check, money order or traveler’s check.</td>
</tr>
<tr>
<td><strong>Cash</strong></td>
<td>Cash must be paid in person at the Cashier’s Office, UH-180, during office hours (Refer to &quot;Payment Locations&quot; below.). Do NOT send cash in the mail or place in the Student Financial Services drop box (UH 180, Window #10).</td>
</tr>
<tr>
<td><strong>Debit Cards</strong></td>
<td>CSUF accepts ATM/Debit Card with PIN only at Cashier’s Office, UH 180. ATM/Debit card have a daily limit which may vary depending on the issuing bank.</td>
</tr>
<tr>
<td><strong>Titan Tender</strong></td>
<td>Titan Tender is only accepted for non-Student Center fees.</td>
</tr>
</tbody>
</table>

## PAYMENT LOCATIONS:

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
</table>
| **MAIL**                  | Send To: CSU Fullerton Student Financial Services  
P.O. Box 6808  
Fullerton, CA 92834-6808  
Be sure to write your name and student CWID number on the front of the check.  
The University is not responsible for delays by the U.S. Postal Service for mail-in payments. |
| **DROP BOX PAYMENTS**     | Drop Box payments may be made at the Cashier’s Office, UH-180, Window #10. Available 24 hours, including weekends.                          |
| **FULLERTON CAMPUS**      | Intersession Hours: Monday through Friday 8:00 AM - 5:00 PM  
Intersession Hours: Monday through Thursday 9:30 AM - 6:30 PM  
Intersession Hours: Friday 9:30 AM - 1:00 PM  |
| **IN-PERSON PAYMENTS**    | Intersession Hours: Monday through Friday 8:00 AM - 5:00 PM  
Intersession Hours: Monday through Thursday 9:30 AM - 6:30 PM  
Intersession Hours: Friday 9:30 AM - 1:00 PM  |
| **IRVINE CAMPUS**         | Intersession Hours: Monday through Friday 8:00 AM - 5:00 PM  
Intersession Hours: Monday through Thursday 9:30 AM - 6:30 PM  
Intersession Hours: Friday 9:30 AM - 1:00 PM  |

For further information, please go to [http://sfs.fullerton.edu](http://sfs.fullerton.edu).
CAMPUS WIDE IDENTIFICATION NUMBER (CWID) ON CHECKS
All personal checks submitted for any payment to the University by students must include their Campus Wide Identification number. (The TitanCard number is not the student identification number.) Payment by personal check is considered the individual’s approval for the University to write the CWID on the check if it is not already present. If you prefer that your CWID not be written on the check, then payment must be made by cashier’s check, money order, or cash (refer to “Fee Payment Instructions” on page 23 for more information). Your CWID is used to assure credit to the proper account. Applicants are required to include their correct social security numbers (taxpayer identification 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. The University uses the social security number to identify students and their records including identifying the student 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 and related expenses. 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.

DISHONORED CHECKS
A $25 fee will be charged for all checks or credit card payments returned by your bank, for any reason. The dishonored check or credit card payment plus the $25 fee must be paid with cash, cashier’s check or money order, otherwise, the student may be disenrolled from classes. If the dishonored check or credit card was for payment of registration and tuition fees, the student may be subject to disenrollment from classes.

Students who have two or more dishonored checks posted to their University account (regardless of maker) will lose personal check-writing privileges with the University. All subsequent payments to the University must be made with cashier’s check, money order, or cash (refer to page 23, “Fee Payment Instructions” for additional information).

YOU ARE FINANCIALLY RESPONSIBLE FOR “W” GRADES.

OUTSTANDING BALANCES FROM PREVIOUS SEMESTERS
Payments for previous semesters must be paid and all holds cleared prior to registration. (Refer to “Fee Payment Instructions” on page 23 for more information.)

STUDENT PERMITS
Student permits are valid in the following lots during enforcement hours: the Nutwood, State College and Eastside parking structures, A, D, E, G, S, and student spaces at the Irvine Campus. After 4:00 p.m. student permits are valid in the College Park Faculty/Staff lot. After 6:00 p.m., student permits are valid in lot E Faculty/Staff, lot A Faculty/Staff and lot C.

DAILY PERMITS
Daily permits are sold at the daily permit machines in lots A, D, G, S, and Arts Drive, and the State College, Eastside and Nutwood parking structures. Daily permits are valid in all student surface lots (A, D, E, G and S) and parking structures. After 4:00 p.m. daily permits are valid in the College Park Faculty/Staff lot. After 6:00 p.m., daily permits are valid in lot E Faculty/Staff, lot A Faculty/Staff and lot C.

Daily permit machines are available at the Irvine Campus.
BUYING A PARKING PERMIT
Parking permits are available for purchase at the Parking and Transportation office.

DISABLED PERSON (DP) PERMIT
Students with disabilities who have been issued a DMV Disabled Person (DP) placard/plates may park in any designated DP space, Faculty/Staff space or 30 Minute Visitor space and MUST display BOTH the DMV DP placard/plates AND a valid CSUF student parking permit when parked on campus. Students with temporary disabilities that may preclude or impair walking far distances should contact the Office of Disabled Student Services in University Hall 101 or call (657) 278-3117. Upon verification of the disability, a temporary CSUF DP parking permit may be issued allowing you to park in designated DP spaces, Faculty/Staff spaces or 30 Minute Visitor spaces.

REFUNDS
Please visit the parking website at www.parking.fullerton.edu for the refund schedule.

LOST PERMITS
Permits purchased in-person will not be replaced if lost; a new permit must be purchased. For the fee schedule, please visit the parking website at www.parking.fullerton.edu for the refund schedule.

OVERNIGHT PARKING
Overnight parking between the hours of 1 a.m. – 6 a.m. is limited to student lots A, G, Lot E and the parking structure adjacent to housing. There is no overnight parking allowed in the Nutwood parking structure, the State College parking structure or the Eastside parking structure. Vehicles parked overnight on campus must display a valid CSUF parking permit.

COMMUTE ALTERNATIVES
Parking and Transportation offers alternative transportation options to help reduce the stress of commuting and parking demand on campus. Please visit the student transportation website section at www.parking.fullerton.edu for details and latest information on the following commute options:

- Student Carpool Zone! All it takes is 2 or more CSUF registered students and a valid CSUF semester permit.
- Need a Carpool Partner? – Find a carpool partner by visiting the online student carpool message board.
- Metrolink – Students who commute to campus may purchase a discounted pass from the Metrolink stations.
- U-Pass – Ride OCTA for free. Pick up your U-Pass from the Parking and Transportation Office.

IRVINE CAMPUS – PARKING
All CSUF parking and traffic regulations and fees are enforced at the Irvine Campus. The cost of a daily permit is $8.00.
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 AND 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. - 1 p.m. Friday. Campus hours are 7:30 a.m. - 10 p.m. Monday-Thursday; 8 a.m. - 1 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.

MAJOR AND PROGRAM COURSES 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 Sevices 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.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>WHERE TO GO</th>
<th>LOCATION</th>
<th>TELEPHONE (657) 278 -</th>
</tr>
</thead>
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<tr>
<td>Academic Appeals</td>
<td>Academic Appeals Office</td>
<td>LH-805</td>
<td>3836</td>
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<tr>
<td>Add or Drop of Class</td>
<td>See Registration Guide</td>
<td>Registration pages</td>
<td>7601</td>
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<tr>
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<td>Admissions/Applications</td>
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<td>UH-123</td>
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<td>Declared Majors</td>
<td>Major Department</td>
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<td>Academic Advisement Center</td>
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<tr>
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<td>Student Affairs Office</td>
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<td>1650</td>
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<td>Athletic Ticket Office</td>
<td>Titan House</td>
<td>2783</td>
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<tr>
<td>Child Care</td>
<td>Children's Center</td>
<td>CC-201</td>
<td>2961</td>
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<tr>
<td>Counseling: Career</td>
<td>Career Development &amp; Counseling Center</td>
<td>LH-208</td>
<td>3121</td>
</tr>
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<td>Personal</td>
<td>Counseling and Psychological Services</td>
<td>SHCC-East 116</td>
<td>3040</td>
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<td>Degree Application/Diploma: Orders</td>
<td>Graduation Unit</td>
<td>LH-114</td>
<td>2300</td>
</tr>
<tr>
<td>Degree Evaluation, Undergraduate</td>
<td>Graduation Unit</td>
<td>LH-114</td>
<td>2300</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>Disabled Student Services</td>
<td>UH-101</td>
<td>3117</td>
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<tr>
<td>Discrimination, Harassment, ADA and Title IX Issues</td>
<td>Diversity &amp; Equity Programs</td>
<td>CP-770</td>
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<td>National Student Clearinghouse</td>
<td><a href="http://www.fullerton.edu">www.fullerton.edu</a></td>
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<td>Letter Request</td>
<td>Admissions &amp; Records Service Center</td>
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<td>Extension Class Information</td>
<td>University Extended Education</td>
<td>CP-100</td>
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<td>Financial Aid</td>
<td>Financial Aid</td>
<td>UH-146</td>
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<td>Foreign Student: Advisement</td>
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<td>Permits to Register</td>
<td>International Education &amp; Exchange</td>
<td>UH-244</td>
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<td>Graduate Studies</td>
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<td>MH-112</td>
<td>2618</td>
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<td>Graduation Requirements (Undergraduate)</td>
<td>Graduation Unit</td>
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<td>2300</td>
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<td>Gymnasium Use and Hours</td>
<td>Recreation Office</td>
<td>KHS-159</td>
<td>3978</td>
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<td>Lobby</td>
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<td>Cobb Residence Hall</td>
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<td>Immunization Holds</td>
<td>Student Health and Counseling Center</td>
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<td>2800</td>
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<td>Internships and Community Engagement</td>
<td>Center for Internships &amp; Community Engagement</td>
<td>LH-206</td>
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<td>Irvine Campus</td>
<td>Administrative Offices</td>
<td>IRVC 100A</td>
<td>1600</td>
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<tr>
<td>Library Information</td>
<td>Pollak Library</td>
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<td>Name Change</td>
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<td>Open University</td>
<td>Academic Advisement Center</td>
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<td>7645</td>
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<td>Organizations &amp; Clubs</td>
<td>Student Life &amp; Leadership</td>
<td>TSU-247</td>
<td>7622</td>
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<td>Outreach Services</td>
<td>University Outreach</td>
<td>LH-540</td>
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<td>Parking Permit Fees</td>
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<td>Parking Tickets</td>
<td>Parking and Transportation Services</td>
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<tr>
<td>Sexual Assault, Prevention and Survivor Services</td>
<td>Women's Center/Adult Re-entry</td>
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<tr>
<td>University Police Department</td>
<td>University Police Department</td>
<td>UPD-102</td>
<td>2515 or 911</td>
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<tr>
<td>Student Academic Services (EOP/SAA/Retention)</td>
<td>Student Academic Services Office</td>
<td>UH-143</td>
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<tr>
<td>Student Health Services</td>
<td>Student Health and Counseling Center</td>
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<td>Swimming Pool</td>
<td>Recreation Office</td>
<td>KHS-159</td>
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<td>Test Information</td>
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<tr>
<td>Women's Center</td>
<td>Women's Center/Adult Re-entry</td>
<td>UH-205</td>
<td>3928</td>
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</tbody>
</table>

** Outside Windows
In accordance with the Drug-Free Schools and Communities Act of 1989, California State University, Fullerton is committed to promoting the health of our students by preserving a drug-free environment. All students should be aware that the unlawful possession, use, manufacture, dispensation, or distribution of alcohol or illicit drugs on university property or as part of any of its activities is prohibited by both law and university policy (see more information below). Students should also be aware of the health risks associated with alcohol and other drug use which are listed below.

<table>
<thead>
<tr>
<th>DRUG TYPE</th>
<th>MOST COMMON COMPLICATIONS/LONG-TERM EFFECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stimulants</strong></td>
<td></td>
</tr>
<tr>
<td>Amphetamines (Benzedrine, Dexedrine, Diet Pills, MDMA, Ecstasy)</td>
<td>Nervousness, paranoia, dizziness, tremors, decreased mental ability, impotence, insomnia, skin disorders, malnutrition.</td>
</tr>
<tr>
<td>Cocaine (Cocaine Powder, Crack, Nasal Freebased Coke)</td>
<td>Tremors, nasal bleeding and inflammation, toxic psychosis, seizures, damage to nasal septum and blood vessels, death from overdose (heart or respiratory failure).</td>
</tr>
<tr>
<td>Nicotine (Cigarettes, Chewing Tobacco)</td>
<td>High blood pressure, emphysema, bronchitis, heart and lung disease, cancer, death.</td>
</tr>
<tr>
<td>Caffeine (Coffee, Cola, No-Doz)</td>
<td>Nervousness, insomnia, dehydration, stomach irritation, fatigue.</td>
</tr>
<tr>
<td><strong>Depressants</strong></td>
<td></td>
</tr>
<tr>
<td>Alcohol</td>
<td>Dehydration, hangover, overdose or mixing with other depressants can cause respiratory failure, obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium tremors, death.</td>
</tr>
<tr>
<td>Tranquilizers (Valium, Librium, Miltown, Thorazine)</td>
<td>Hangover, menstrual irregularities, increases or decreases effect of other drugs, especially dangerous with alcohol, destroys blood cells, jaundice, coma, death.</td>
</tr>
<tr>
<td>Barbiturates (Amytal, Seconal, Phenobarbital)</td>
<td>Lethargy, hangover, blurred vision, nausea, depression, seizures, excessive sleepiness, confusion, irritability, severe withdrawal sickness; can be fatal if mixed with alcohol and other depressants.</td>
</tr>
<tr>
<td>Narcotics (Heroin, Morphine, Codeine, Demerol)</td>
<td>Respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, lethargy, constipation, weight loss, temporary sterility and impotence, withdrawal sickness, stupor, death.</td>
</tr>
<tr>
<td>Inhalants (Amyl Nitrate, Glue, Paint, Nitrous Oxidea)</td>
<td>Headaches, dizziness, accelerated heart rate, nausea, nasal irritation, cough, impotence, hallucination, liver, kidney, bone marrow and brain damage, death.</td>
</tr>
<tr>
<td><strong>Psychedelics</strong></td>
<td></td>
</tr>
<tr>
<td>Cannabis (Marijuana, Hashish, THC)</td>
<td>Impaired driving ability, possible lung damage, reduced sperm count and sperm mobility.</td>
</tr>
<tr>
<td>Hallucinogens (LSD, Psilocybin, MDA, Peyote, DMT, STP)</td>
<td>Depression, paranoia, physical exhaustion after use, psychosis (freaking out).</td>
</tr>
</tbody>
</table>

**Help for substance abuse problems may be obtained from one of the following resources:**

- CSUF Student Health and Counseling Center, for confidential counseling and referral to local agencies, (657) 278-2800 or (657) 278-3040; Alcoholics Anonymous of Orange County, (714) 556-4555; National Drug and Alcohol Treatment Hotline, call 1-800-662-HELP; Al-Anon World Service Office, 1-800-356-9996; Nar-Anon Family Group Headquarters, (310) 547-5800.

**FEDERAL LAWS**

**Possession of Illicit drugs**

First Offense: prison sentences up to 1 year and fines up to $100,000; Second Offense: prison sentences up to 2 years and fines up to $250,000; Special sentencing provisions apply for possession of crack cocaine, including imprisonment of 5 to 20 years and fines up to $250,000 for first offenses, depending upon the quantity of crack possessed.

**Trafficking of Illicit Drugs**

Penalties vary depending upon the quantity of drugs involved. The manufacture, sale or distribution of all Schedule I and II illicit drugs (e.g., cocaine, methamphetamine, heroin, PCP, LSD, Fentanyl, and all mixtures containing such substances) is a felony. First offense: prison sentences of five years to life (20 years to life if death or serious injury is involved) and fines of up to $4 million for offenses by individuals (up to $10 million for other than individuals). Second offense: prison sentences of ten years to life (not less than life if death or serious injury is involved), and fines up to $8 million for offenses by individuals. Trafficking in marijuana, hashish, and mixtures containing such substances is also prohibited. First offense: up to life if death or serious injury is involved and fines up to $4 million for offense by individuals (up to $10 million for other than individuals). Second offense: up to life (not more than life if death or serious injury is involved) and fines up to $8 million for individuals (up to $20 million for other than individuals). For illegal trafficking of Schedule III, IV and V illicit drugs (e.g., anabolic steroids, Darvon®, Talwin®, Equanil® and over-the-counter cough medicines with codeine). First offense: up to five years imprisonment and fines up to $250,000 (up to $1 million for other than individuals). Second offense: up to ten years imprisonment and fines up to $500,000 (up to $2 million for other than individuals).

**Campus Policy:** Violation of student conduct regulations regarding substances can result in probation, suspension or expulsion from the University and referral for prosecution. For more details on specific policies, see the “Campus Policies and Procedures” section of the CSUF Student Handbook or go to [http://www.fullerton.edu/handbook/policy/billofRights.htm](http://www.fullerton.edu/handbook/policy/billofRights.htm).
The Cal State Fullerton Department of Mathematics offers a graduate program in applied mathematics leading to the Master of Arts degree. This program was developed in consultation with mathematicians and scientists in the local industrial community. It is designed for individuals who are seeking or currently hold positions which involve mathematical or quantitative applications.

The coursework emphasizes:

- Modern applied mathematics
- Problem solving
- Modeling
- Computation

All required courses are offered during the evening and can be completed in two calendar years, including a summer in between. There are a minimal number of prerequisites, which must be completed before beginning the program. The graduate program begins every Fall. Apply for Fall 2014 beginning October 1, 2013 at www.csumentor.edu. Financial aid is available.

To receive more information, visit http://math.fullerton.edu/appliedoption or call the Mathematics Department at (657) 278-3631.

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Graduate on Time
Take Summer Classes

- Stay on track for graduation
- Complete hard-to-get classes
- Many online and GE classes

Summer 2014 will consist of five sessions:

- **Session A**: June 2 - July 3 (5 weeks)
- **Session B**: July 7 - August 8 (5 weeks)
- **Session C**: June 30 - August 8 (6 weeks)
- **Session D**: June 2 - July 26 (8 weeks)
- **Session E**: June 2 - August 8 (10 weeks)
SCHEDULE OF CLASSES AND EXPLANATION OF CODES

The information below is intended to assist students in understanding the class schedule available at www.fullerton.edu/schedule.

1. 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.

2. **Class Numbers** - Each section is identified with a five-digit class number. The registration instructions on the following blue pages describe how to add a class either via the class number or by searching for the class.

3. **Time Code Explanation** - The times that courses begin and end are indicated in the schedule. Morning classes beginning at 8:00 A.M. and ending at 8:50 A.M. are shown as 8:00a and 8:50a. Afternoon and evening classes beginning at 5:00 P.M. and ending at 6:50 P.M. are shown as 5:00p and 6:50p.

4. **Day Code Explanation**
   - MoTuWeThFr - Class meets daily except Saturday and Sunday
   - MoWeFr - Class meets Monday, Wednesday, and Friday
   - TuTh - 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.

5. **Building Code Explanation**
   - CP - College Park
   - CPAC - Clayes Performing Arts Center (formerly PA)
   - CS - Computer Science
   - E - Engineering
   - EC - Education Classroom
   - IRVC - Irvine Campus
   - GGC - Garden Grove Center
   - H - Humanities, Social Sciences
   - KHS - Kinesiology and Health Science
   - MH - Miles D. McCarthy Hall
   - LH - William B. Langsdorf Hall
   - PL - Pollak Library
   - RGC - Ruby Gerontology Center
   - SGMH - Steven G. Mihaylo Hall
   - SHCC - Student Health and Counseling Center
   - T - Temporary
   - UH - University Hall
   - VA - Visual Arts

6. **Grade Option** - If a course is offered under the traditional grade option (A,B,C,D,F), students may, in certain situations, elect to be graded CR/NC.

7. **Course Type Explanation** - For each course offered, there is a course type. In the class listings, it is located between the footnotes and the meeting days.
   - Lec - Lecture
   - Lab - Laboratory
   - Sem - Seminar
   - Act - Activity
   - Sup - Supervision
   - Dis - Discussion
**GRADING SYSTEM**

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

**DEFINITION OF GRADES AND THEIR CORRESPONDING GRADE POINTS**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Corresponding Grade Points</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
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<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
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<td>D+</td>
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<td>D</td>
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<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

**GRADING STANDARDS IN GENERAL EDUCATION (GE)**
- A grade of “C” (2.0) or better is required to satisfy GE requirements in:
  - Oral Communications (category A.1)
  - Written Communications (category A.2)
  - Critical Thinking (category A.3) and
  - Mathematics (category B.4)
  [A grade of “C minus” (1.7) or lower is not a passing grade.]
- A grade of “D” (1.0) or better is required to satisfy all other GE requirements. [A grade of “D minus” (0.7) or lower is not a passing grade.]

**GRADING STANDARDS IN UPPER DIVISION WRITING REQUIREMENT (UNDERGRADUATES)**
- A grade of “C” (2.0) or better is required to satisfy the upper division writing requirement. [A grade of “C minus” (1.7) or lower is not a passing grade.]

**GRADING STANDARDS IN GRADUATE PROGRAMS**
- A grade of “C” (2.0) or better in each course in the graduate study plan. [A grade of “C minus” (1.7) or lower is not a passing grade]
- A grade of “C” (2.0) or better in course(s) that are used to meet the writing requirement. [A grade of “C minus” (1.7) or lower is not a passing grade.]

**GRADE POINT AVERAGE REQUIREMENTS FOR GRADUATE STUDENTS**
An average GPA of at least 3.0 based on all courses attempted to satisfy requirements for the master’s degree. This average applies to:
- All 400- and 500-level units attempted subsequent to admission to a degree program; and
- All units required on the student’s graduate study plan including transfer courses.
  [Departments may have additional grading standards for graduate programs - consult your graduate advisor.]

**CREDIT/NO CREDIT GRADING OPTION**
For undergraduate students, “Credit” is awarded for work equivalent to all grades which earn 2.0 or more grade points (“A plus” 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 plus” 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 plus” awarded 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.
INTERSESSION 2014 REGISTRATION
FOR CSUF STUDENTS

THINGS YOU SHOULD KNOW ABOUT
REGISTRATION

• Titan Online is available 24/7. You may register beginning at your assigned appointment time with unlimited access until the end of TITAN registration.

• The Class Schedule is online and available 24 hours a day, 7 days a week. The information is up-to-date in real-time.

• 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 (3) business days prior to your registration appointment.

• DEADLINES for adding/dropping classes are listed on page 3 of this registration guide.

• For fee refund information, please 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 blue pages.

PAYMENT DEADLINES FOR CSUF
STUDENTS

PAYMENT INFORMATION
Be prepared to pay your course fees on the day of registration. Payment must be made on the day of registration. Please refer to page 22-23 for fee payment information.

IMPORTANT NOTE: Students are subject to disenrollment if payment is not received on the day of registration.

TITAN ONLINE REGISTRATION
INSTRUCTIONS

Before registering for classes, please read the following instructions carefully.

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
All students are limited to enroll in or waitlist for a maximum of 4 units.

A student, whose academic record justifies a study list of more than 4 units, must request approval. In general, only students with superior academic records are allowed to enroll for more than 4 units. In addition, the need to enroll for extra study must be established. Factors such as time spent in employment or commuting, the nature of the academic program, extracurricular activities and the student’s health should be considered in planning a study program.

A Request For Excess Units form is available in the Admissions and Records Service Center in LH-114 or online at www.fullerton.edu/admissions/currentstudent/registration.asp.

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.

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

GRADING OPTIONS
The default grading option is a letter grade (A, B, C, D, F). Exceptions are those classes offered LTR/GRD only and CR/NC only. To change the default (A, B, C, D, F) option to CR/NC or to change from CR/NC to a letter grade, see worksheet for information concerning grade option changes. For more detailed information on grading options, refer to page 8.

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

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

TEST SCORE PREREQUISITES
Some courses have test score prerequisites which, if not met, will result in your being unable to register for the course. For more information, go to www.fullerton.edu/testing.
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 4 units, provided that the course’s waitlist is not already full.
- 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.
- You will not be billed for waitlisted classes but will be billed if moved from a waitlist into a class. It is important to check your class schedule and account summary regularly to avoid possible disenrollment due to non-payment of fees due to a newly added class.
- If you are moved from the waitlist into a class, it is your responsibility to drop the 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 on Thursday, December 19, 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 according to academic department procedures.

Waitlist Restrictions

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

1. There is a time conflict with another registered class. Since potential time conflicts are not checked when you place yourself on a waitlist, you should ensure that waitlisted classes do not conflict with your enrolled schedule.

2. You are already enrolled in another section of the same course. Do not use waitlisting to try to get into another section of a course in which you are already enrolled, as you will not be moved from the wait list if space becomes available. You will need to choose whether to take a chance and place yourself on the waitlist of the full section in the hope that space becomes available or remain enrolled in the section you have already scheduled.

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

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

Cal-Vet Fee Waiver (College Fee Waiver) - The Cal-Vet Fee Waiver covers state-funded tuition, not campus-based fees. Winter Intersession/Open University/Extended Education is not state funded, therefore, the Cal-Vet Fee Waiver cannot be applied to Extended Education Fees.

Veteran Fee Deferment Option - Only veterans who are attending their first semester at CSUF and who are receiving GI Bill benefits are eligible. Please arrange for fee deferments with the Veteran Certification Office (LH-540) at least three (3) business days prior to your Titan registration appointment.

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

Private Company Scholars - Submit an authorization or a purchase order from your employer to the Student Financial Services Office (UH-180) at least three (3) business days prior to your Titan registration appointment.

Payment Procedure – Be prepared to pay your course fees at the time of registration. Payment must be made by payment due date. Please refer to page 23 for fee payment information.

IMPORTANT NOTE: Students are subject to disenrollment if payment is not received by the payment due date.

Refunds - Please refer “Refund of Fees” on page 22 of this registration guide.
Registration Problems/Questions - If you need assistance with registration, please call the TITAN Help Line (657) 278-7601.

OPEN REGISTRATION OCT. 21, 2013-SESSION DEADLINE (includes drop/add) (see page 3)

LAST DAY TO REGISTER FOR INTERSESSION DEC. 23, 2013 (based on session start date - refer to page 3)

TITAN Online is available 24/7, Oct. 21-Dec. 23. You can add classes in sessions that haven’t begun, drop classes prior to published deadline, view available classes and the fee amount due.

TITAN ONLINE REGISTRATION REGISTRATION HELP LINE (657) 278-7601

MAXIMUM UNITS - University Limitation - A MAXIMUM OF 4 UNITS MAY BE TAKEN DURING THE ENTIRE INTERSESSION TERM 2014.

A student, whose academic record justifies a study list of more than 4 units, must request approval. In general, only students with superior academic records are allowed to enroll for more than 4 units. In addition, the need to enroll for extra study must be established. Factors such as time spent in employment or commuting, the nature of the academic program, extracurricular activities and the student’s health should be considered in planning a study program.

A Request For Excess Units form is available in the Admissions and Records Service Center in LH-114 or online at www.fullerton.edu/admissions/currentstudent/registration.asp.

LATE REGISTRATION

Late registration is defined as registration that occurs on or after the first day of the session. Late registration requires an electronic permit from the department, payment of a late registration fee, and immediate payment of fees. Open University students require a paper add permit.

CLOSED CLASSES

When classes meet the established enrollment limit, they are closed. You may waitlist a course if the option is available (see Waitlist, page 33). Additional enrollments can be accepted into a closed class only with an electronic permit from the department. Open University students require a paper add permit.

DROPPING 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.

DEADLINES

Deadlines for adding/dropping classes and refund of fees are published on page 3 of this registration guide.

CSUF STUDENTS - REGISTRATION PROBLEMS/QUESTIONS

If you are having problems with registration, please call the TITAN Help Line (657) 278-7601

Monday - Friday 8:00 AM - 5:00 PM

NON-CSUF STUDENTS - REGISTRATION PROBLEMS/QUESTIONS

Registrants through University Extended Education should call (657) 278-2611.
### Processing Steps

#### Navigating to Registration Menu

**Step 1:**
Log in to the campus portal at [www.fullerton.edu](http://www.fullerton.edu) using your campus username and password.

**Step 2:**
Click on the Titan Online tab.

**Step 3:**
Click on the Student Center link in the Student Self Service section.

**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).
## Adding a Class

### 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**.

### 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 (career must be Extended Education for Intersession)

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.
### Adding a Class (Continued)

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
</table>
| **Step 2b:** The **Status** field will indicate the status of the class:  
• Open ( )  
• Closed ( )  
• Wait List ( ▲ ) | ![Processing Steps Screenshot](image1) |

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

| **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. | ![Step 3 Screenshot](image2) |

Confirm your enrollment by clicking on **Next**.

| **Step 3a:** **Enrollment Options:** 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.  
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. | ![Step 3a Screenshot](image3) |
### 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.

### Step 6:
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.
### 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

#### Step 1:
Click on the magnifying glass icon next to **Course Attribute**.

#### Step 2:
Select the type of course you wish to look up.

#### Step 3:
Click on the magnifying glass icon next to **Course Attribute Value**.

---

#### Look Up Course Attribute

**Academic Institution:** FLCMP  
**Course Attribute:** begins with  
**Description:** begins with

**Search Results**  
View 100  
Sort by:  
1 of 4

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Course Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/15/2013</td>
<td>FLSP</td>
<td>Service Learning</td>
</tr>
<tr>
<td>10/19/2013</td>
<td>GE</td>
<td>General Education</td>
</tr>
<tr>
<td>10/12/2012</td>
<td>FROG</td>
<td>Interdisciplinary Program</td>
</tr>
<tr>
<td>10/12/2012</td>
<td>WRIT</td>
<td>Writing Requirement</td>
</tr>
</tbody>
</table>

---

#### Step 2:
Select the type of course you wish to look up.
**Step 4:**
Select the specific type of course you wish to look up.

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

Then click **Search**.
### Processing Steps

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

### Screen Shots

#### Search Results

When available, click View All Sections to see all sections of the course.

*CSU Fullerton | Intersession 2013*

The following classes match your search criteria: Course Career: Undergraduate Show Open Classes Only: Yes

Return to Add Classes

![Screenshot of a search results page with upcoming classes listed](image-url)

**BIOL 101 - Elements of Biology**

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-LBC(19167)</td>
<td><img src="select-class-url" alt="select class" /></td>
<td>TuTh 7:00PM - 8:15PM</td>
<td>MH 121 - Lecture Room</td>
<td>Staff</td>
<td>01/21/2012 - 05/11/2012</td>
</tr>
</tbody>
</table>

**BIOL 102 - Biology for Future Teachers**

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-ACT(10431)</td>
<td><img src="select-class-url" alt="select class" /></td>
<td>TuTh 11:00AM - 12:00PM</td>
<td>MH 641 - Teaching Lab</td>
<td>Staff</td>
<td>01/21/2012 - 05/11/2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri 1:00PM - 2:00PM</td>
<td>MH 513 - Lecture Room</td>
<td>Staff</td>
<td>01/21/2012 - 05/11/2012</td>
</tr>
</tbody>
</table>
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**.
### Processing Steps

**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).

<table>
<thead>
<tr>
<th>Step 5:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If the drop was successful, you will receive a confirmation message.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
</table>
| **Drop Classes**  
2. **Confirm your selection**  
Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.  

Interession 2014 | Undergraduate | CSU Fullerton  

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101-07</td>
<td>Introductory Psychology (Lecture)</td>
<td>TuTh 8:30AM - 9:45AM</td>
<td>Hum 110 - Lecture Room</td>
<td>Staff</td>
<td>3.00</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Finish Dropping**

**Drop Classes**  
3. **View results**  
View the results of your enrollment request. Click Fix Errors to make changes to your request.  

Interession 2014 | Undergraduate | CSU Fullerton  

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101</td>
<td>This class has been removed from your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**MY CLASS SCHEDULE**
## 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.

### 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.

---

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Swapping a Class</strong></td>
<td><img src="image1" alt="Swapping a Class" /></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 1:</strong></td>
<td><img src="image2" alt="Step 1" /></td>
</tr>
<tr>
<td>To swap a class, navigate to the registration menu and then select <strong>Swap</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td><img src="image3" alt="Step 2" /></td>
</tr>
<tr>
<td>First select the class you wish to swap from the pull-down list of your enrolled classes.</td>
<td></td>
</tr>
<tr>
<td>This is the class you want to drop.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 3:</strong></td>
<td><img src="image4" alt="Step 3" /></td>
</tr>
<tr>
<td>Choose the class you want as a replacement.</td>
<td></td>
</tr>
<tr>
<td>If you know the class number (i.e. 10004) you wish to add, enter it in the <strong>Enter Class Nbr</strong> field and then click <strong>Enter</strong>.</td>
<td></td>
</tr>
<tr>
<td>To search for classes, click <strong>Search</strong>.</td>
<td></td>
</tr>
<tr>
<td>View the section on <a href="#">Adding a Class</a> for more on searching for classes.</td>
<td></td>
</tr>
</tbody>
</table>
**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.
**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.

**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.

**Step 3:**
Click Finish Editing to complete the change or Cancel to leave the enrollment unchanged.
Study in ITALY this Summer

COLLEGE OF COMMUNICATIONS

Florence Media Workshop
June 16 to August 1, 2014

COMM 334/351 Feature/Travel Writing
COMM 426 Global Media Systems: Italian Cinema

Contact Dr. Anthony Fellow, acting chair, Radio-TV-Film Dept.,
657-278-3959, afellow@fullerton.edu

More information at http://theflorenceprogram.com