# Registration Guide
## Summer Session 2016

For class information and schedules go to www.fullerton.edu/schedule

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<td>All CSUF students</td>
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Please see page 2 for Calendar of Dates and Deadlines

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### TITAN Registration

**April 4:** August 2016 Graduation Candidates  
**April 4-5:** Seniors (begin at noon on April 4)  
**April 6:** Graduate students, Credentials, Juniors & 2nd Bachelors  
**April 7:** Sophomores, Freshmen & Postbaccalaureate Undeclared  
**April 8:** Session Deadline (see below): All CSUF students

Deadlines listed below are for Sessions A, B, C, D or E only.  
For non-standard length course deadlines in other sessions, contact the Registration Helpline at (657) 278-7601.

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<td>July 5 - Aug 5 (5 weeks)</td>
<td>June 27 - Aug 5 (6 weeks)</td>
<td>May 31 - July 22 (8 weeks)</td>
<td>May 31 - Aug 5 (10 weeks)</td>
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<td>Last day students can add themselves to waitlists.</td>
<td>May 26</td>
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<td>Last night students will be enrolled from waitlists.</td>
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<tr>
<td>- Last day to register or add without an electronic permit.</td>
<td>May 30</td>
<td>July 4</td>
<td>June 26</td>
<td>May 30</td>
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<td>- Last day to register without a late fee.</td>
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<td>- Last day to add. (The department must issue an electronic permit to add).</td>
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<td>- Last day to register with a late fee. (The department must issue an electronic permit to register).</td>
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<td>- Last day to change grade option.</td>
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<tr>
<td><strong>TITAN ONLINE NOT AVAILABLE</strong></td>
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<td>- Last day to withdraw with a grade of &quot;W&quot;. (Post-census withdrawal petition required.)</td>
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<td><strong>GRADES DUE</strong></td>
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<td>August 12</td>
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### Holidays

- **Memorial Day** - The campus will be closed Monday, May 30 - no classes.  
- **Independence Day** - The campus will be closed Monday, July 4 - no classes.

### Refunds

Please go to [http://sfs.fullerton.edu/refunds/default.asp](http://sfs.fullerton.edu/refunds/default.asp) to review the refund policies.  
Refunds are pro-rated based on a decreasing basis through 60% of the session. If enrolled in multiple sessions, the 60% will be based on the total time the student attends the summer term. (Note: This is for students who withdraw from all courses during the term).

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 have been enrolled.
IMPORTANT NOTICES TO ALL SUMMER STUDENTS!

EARLY START PROGRAM
Entering freshmen who are not proficient in math or in English as determined by ELM and EPT scores or by not meeting their conditional exemption based on their EAP, SAT or ACT test, will need to start the remediation process the summer before their first term. All new freshmen students who have not demonstrated college-readiness in mathematics and/or English will need to begin remediation in either or both the summer before the start of their first term.

The goals of the Early Start Program are to:

• Prepare students better in math and English, before the fall semester of freshman year;
• Improve students’ chances of successful and timely completion of a college degree.

All new freshman students will be required to participate in the Early Start Program if their ELM score is less than 50 and/or their EPT score is less than 147, or if they did not meet their conditional exemption based on their EAP, SAT or ACT test. Newly admitted freshman students who are required to complete Early Start will be notified of the requirement and options for completing the program as part of campus communications to newly admitted students.

For additional information about the Early Start Program go to: http://admissions.fullerton.edu/prospectivestudent/earlystartcourses.php

ENGLISH AND MATH REMEDIATION
Each California State University campus is responsible for ensuring that entering students take the English Placement Test (EPT) and Entry Level Mathematics Examination (ELM) unless they are exempt from the requirement(s) or are conditionally exempt based on their EAP, SAT or ACT. Based on the test results, those students requiring remedial instruction will be placed in the appropriate remedial classes during their first term on campus. By taking the appropriate remedial classes in the first term, students will be better prepared to meet the challenges of their later course requirements. Remedial classes include ESM 30A, ESM 40, ESM 45, ESE 99 and ESE 100/100W (summer only). Transfer students can qualify for an exemption by completing and transferring to CSUF a college course that satisfies the General Education - Breadth or Intersegmental General Education Transfer Curriculum (IGETC) quantitative reasoning requirement, provided such course was completed with a grade of “C” (2.0) or better.

SPECIAL OPPORTUNITY FOR ENGLISH REMEDIATION
A special opportunity for summer school students only! The English Department will be offering a limited number of sections of ESE 100/100W—Analytical College Writing. This 4-unit course (3 unit “lecture” and 1 unit workshop) is intended for students who score between 138 and 146 on the English Placement Test or are conditionally exempt in English based on the EAP, SAT or ACT; and are either exempt from ESP math or eligible for MATH 45 (ELM 36-48); and would like to use the summer to complete their lower-division writing requirement while earning units toward graduation.

Not only will students who pass this summer course be done with their lower division writing, they will have earned three units toward graduation (units from English 99 are not applied to graduation). Those students who wait until the fall, will be required to take English 99 AND English 101 in order to complete the same requirement.

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) 278-8888. 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.

IMPORTANT PHONE NUMBERS & WEB SITES:
University Operator ................ (657) 278-2011
After Hours Directory.............. (657) 278-2200
TITAN Online 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
Open University Information ...... http://ou.fullerton.edu
   (657) 278-2611
University Extended Education ... extension.fullerton.edu
   (657) 278-2611
ALL DISCRIMINATION/HARASSMENT/TITLE IX/ ADA COMPLAINTS

Inquiries concerning compliance with the Discrimination, Harassment and Retaliation, Sexual Harassment Policy (p.9), and Title IX (p.11) should be directed to: Human Resources, Division and Inclusion (CP-700), 657-278-2425. Inquiries related to the ADA should be directed to the Director, Disability Support Services, CSUF, (UH-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, 415-486-6555, Fax 415-486-5570, TDD 877-521-2172, E-mail: ocr.sanfrancisco@ed.gov, www.ed.gov/ocr.

Copies of the above policies 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), and Vice President for Human resources, Diversity and Inclusion (CP-700) as well as Disability Support Services (UH-101), University Police (UPD-139), College Deans, Office of Student Life (TSU-247), 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.

REPEAT 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).

VOTERS REGISTRATION INFORMATION - REFER TO PAGE 22

Graduate on Time
Take an Intersession Class

- Stay on track for graduation
- Get a head start on the spring semester
- Complete a hard-to-get class
- Many online and GE classes

Intersession 2017 will consist of 2 sessions of classes:

Session A  December 17 to January 20  5 weeks
Session B  January 3 to January 20  3 weeks

For the latest information, visit www.intersession.fullerton.edu

California State University, Fullerton

Summer 2016 Registration Guide
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
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 in the Academic Advisement Center on a walk-in basis Monday through Friday. All students must bring a recent 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

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<th>Dale Merrill, Dean</th>
<th>278-3256</th>
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<td>Dr. Arnold Holland, Interim Associate Dean</td>
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<td>Ms. Marcela Alvarado, Assistant Dean</td>
<td>278-3255</td>
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<td>Mihaylo College of Business and Economics</td>
<td>Dr. Anil Puri, Dean</td>
<td>278-2211</td>
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<td>Dr. Jenny Zhang, Associate Dean for Academic Programs and Student Success</td>
<td>278-4652</td>
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<td></td>
<td>Dr. Isio Tama-Sweet, Acting Associate Dean of Faculty &amp; Staff Affairs and Graduate Programs</td>
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<td>Diane Mazzez, Acting Assistant Dean, Academic Services</td>
<td>278-2417</td>
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<td>Emeline Yong, Assistant Dean, Student Affairs</td>
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<td>College of Communications</td>
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<td>278-7083</td>
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<td>College of Engineering and Computer Science</td>
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<td></td>
<td>Dr. Raman Unnikrishnan, Dean</td>
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<td>Office of the Associate Dean</td>
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<td>Dr. Susamma Barua, Associate Dean</td>
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<td></td>
<td>Victor Delgado, Assistant Dean, Student Affairs</td>
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<td>College of Health and Human Development</td>
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<td>Dr. Laurie Roades, Dean</td>
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<td>Department of Kinesiology Advising Center</td>
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<td>Dr. Cindy Greenberg, Acting Associate Dean</td>
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<td>Dr. Sheryl Fontaine, Dean</td>
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<td></td>
<td>Paul Levesque, Associate Dean of Faculty and Staff Relations</td>
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<td>Lynn Sargeant, Associate Dean of Student Relations</td>
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<td>David McKenzie, Assistant Dean, Student Affairs</td>
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<td>College of Natural Sciences and Mathematics</td>
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<td>Dr. Marie Johnson, Dean</td>
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<td>Dr. Morteza Rahmatian, Interim AVP</td>
<td>278-3859</td>
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<td>Robert Flores, Assistant Dean</td>
<td>278-1658</td>
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<td>Marsha Daughetee, Assistant Dean, Academic Programs</td>
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<td>Open University (Students not admitted to CSUF)</td>
<td>278-4280</td>
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<tr>
<td></td>
<td>Suzanne Batista, Open University Advisor</td>
<td>278-4280</td>
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<tr>
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<td>Margaret Luzzi, Open University Advisor</td>
<td>278-7644</td>
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<td><a href="http://ou.fullerton.edu">http://ou.fullerton.edu</a></td>
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<td>GRADUATE PROGRAM ADVISER LIST</td>
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**ACCOUNTANCY - M.S.**
Dr. Wei Jiang .............................. SGMH-4210 .......................... 3173
Contact Diane Mazzev
Admissions: Kellee Carter

**AMERICAN STUDIES - M.A.**
Dr. Adam Golub ............................ UH-313 .................................. 2441

**ANTHROPOLOGY - M.A.**
Dr. Carl Wendt ............................. MH-061 ................................ 5764
Dr. Barbara Eckerson ..................... MH-426 ................................ 5697
Dr. John Patton ................................ MH-426K ......................... 5763

**ART - M.A., M.F.A.**
Prof. Christina Smith ...................... VA-102 ............................... 7753
Contact: Laura Garcia

**BIOLOGY - M.S.**
Dr. Paul Stapp .............................. MH-282 ................................ 3614
Contact: Karen Lau

**BUSINESS ADMINISTRATION - M.B.A.**
Dr. Melissa Lopez ........................... SGMH-4210 .......................... 3173
Admissions: Kellee Carter

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

**CIVIL ENGINEERING - M.S.**
Dr. Binod Tiwari ........................... E-419 .................................. 3968

**COMMUNICATIONS - M.A.**
Dr. Andi Stein .............................. CP-400 .................................. 3518
Contact: Lauren Ho

**COMMUNICATION STUDIES, M.A.**
Dr. Summer Martin ........................ CP-420-23 ............................ 4197

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

**COMPUTER ENGINEERING - M.S.**
Dr. Kiran George ........................... E-213 .................................. 2640

**COMPUTER SCIENCE - M.S.**
Dr. Marko Molodowitch .................... CS-522 .................................. 3700
Contact: Sandra Boulander

**COUNSELING - M.S.**
Dr. David Shepard ......................... EC-429 .................................. 3042
Contact: Gina Marie Scherzer

**CREDENTIALS (MAIN OFFICE CP-740)**
Multiple Subject Credential
Heather Terry ................................ EC-324 .................................. 4731
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Dr. Kristen Shand ........................... CP-600-8 ............................. 2974
Special Education Credential
Lori Sadler ................................. CP-540 .................................. 3205

**ECONOMICS - M.A.**
Dr. Sherrif Khalifa ........................ SGMH-3369 ............................ 3756
Admissions: Kellee Carter

**EDUCATION - M.S.**
Elementary Curriculum and Instruction, Bilingual-Bicultural (Spanish-English), and Educational Technology
Dr. Tim Green .............................. EC-324 .................................. 4731
Educational Administration
Dr. Maria Estela Zate ........................ CP-520-01 ............................ 4023
Contact: Tina King ........................ CP-520-04 ................................ 2591
Higher Education
Dr. Dawn Person ........................... CP-520-16 ............................ 4023

**EDUCATIONAL LEADERSHIP – ED.D.**
Prek-12 Leadership
Dr. Natalie Tran ............................ CP-520-06 ............................ 5481
Community College
Dr. Dawn Person ........................... CP-520-16 ............................ 4023

**ELECTRICAL ENGINEERING - M.S.**
Dr. David Cheng ........................... E-407 .................................. 3724
Dr. Mohinder Grewal ...................... E-220 .................................. 3874

**ENGLISH - M.A.**
Dr. Chris Westgate ......................... UH-436 .................................. 3163

**ENVIRONMENTAL ENGINEERING M.S. (ONLINE)**
Dr. Jeff Kuo ................................. E-219 .................................. 3012

**ENVIRONMENTAL STUDIES - M.S.**
Dr. Andrea Patterson ........................ H-223A ................................ 7332

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

**GEOLOGY M.S.**
Dr. Matthew Kirby ........................ MH-254 .................................. 2158

**GERONTOLOGY - M.S.**
Professor Karen Wong ..................... RGC-008 ................................ 7057

**HISTORY - M.A.**
Dr. Robert Mclain ........................ H-825K .................................. 7196
Dr. Alison Varzally ......................... H-810H .................................. 4339

**INFORMATION SYSTEM - M.S.**
Dr. Daniel Soper ........................... SGMH-4169 ............................ 3173
Contact: Diane Mazzev
Admissions: Kellee Carter

**INFORMATION TECHNOLOGY - M.S. (ONLINE)**
Dr. Pramod Pandya ........................ SGMH-4210 ............................ 3173
Contact: Diane Mazzev
Admissions: Kellee Carter

**INSTRUCTIONAL DESIGN TECHNOLOGY - M.S. (ONLINE)**
Dr. Cynthia Gautreau ..................... CP-570-33 ................................ 2842

**KINESIOLOGY M.S.**
Dr. Traci Stalter ............................ KHS-121 ................................ 3316
Contact: Mary Aboud

**LINGUISTICS - M.A.**
Dr. Patricia Schneider-Zioga ......... UH-422 .................................. 3479

**MATHEMATICS - M.A.**
Dr. Maijian Qian (Applied) ............ MH-154 .................................. 3630
Dr. Armando Martinez-Cruz (Teaching)
Contact: Jan Sheridan

**MECHANICAL ENGINEERING - M.S.**
Dr. Chean Chin Ngo ........................ E-100G .................................. 3014

**MUSIC - M.A., M.M.**
Dr. John Koegel ............................ PA-220 .................................. 7685

**NURSING - M.S., D.N.P.**
Dr. Penny Weismuller ........................ EC-190 .................................. 3336
Contact: Jennifer Crum (M.S.)
Contact: Sarah Douville (D.N.P.)

**PHYSICS - M.S.**
Dr. Isonel Tifrea ........................... MH-610 .................................. 3366

**POLITICAL SCIENCE - M.A.**
Dr. Mark Redhead ......................... UH-537 .................................. 7660

**PSYCHOLOGY - M.A., M.S.**
Dr. Melinda Blackman (M.A.) ........ H-810-E .................................. 3569
Dr. Jack Meaurs (M.S.) .................. H-710-O .................................. 3566
Contact: Amanda Carey Hayes .......... H-835-N .................................. 3589

**PUBLIC ADMINISTRATION - M.P.A.**
Dr. Justin Tucker ........................... UH-524 .................................. 5064

**PUBLIC HEALTH - M.P.H.**
Dr. Jasmeet Gill ............................ KHS-121 .................................. 3316
Contact: Mary Aboud

**SCIENCE M.A.T**
Dr. Monica Azmioara ........................ MH-166 .................................. 5304

**SCREENWRITING - M.F.A.**
Dr. Robert Engels ......................... CP-650-18 .............................. 5796

**SOCIAL WORK - M.S.W.**
Professor Duan Tran ....................... EC-646 .................................. 2584

**SOCIOLOGY - M.A.**
Dr. Dana Collins ........................... CP-315 .................................. 5420

**SOFTWARE ENGINEERING - M.S. (ONLINE)**
Dr. James Choi ............................. CS-522 .................................. 3700

**SPANISH, M.A.**
Dr. James Hussar .......................... H-830I .................................. 2208

**STATISTICS - M.S.**
Dr. Mori Jamshidian ...................... MH-182 .................................. 4399
Contact: Jan Sheridan

**TAXATION - M.S.**
Dr. Betty Chavis ........................... SGMH-4210 ............................ 3173
Contact: Diane Mazzev
Admissions: Kellee Carter

**THEATRE ARTS - M.F.A.**
Prof. David Nevell ........................ CPAC-130A ......................... 4782

**TESOL, M.S.**
Dr. Juan Carlos Gallego ................. H-830-D .................................. 3534
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 catalog.

ACADEMIC FREEDOM AND RESPONSIBILITY
The Academic Senate of California State University, Fullerton, endorses the 2009 Statement on Professional Ethics (UPS 230.000) and the 1940 Statement of Principles and Interpretive Comments of the American Association of University Professors contained in the 1984 Edition of Policy Documents and Reports.

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

AUDITING
The symbol AU identifies those instances where a student enrolled in a course for purposes not requiring credit. An auditor must have the permission of the instructor, and may enroll only after students otherwise eligible to enroll in the course for credit have done so. Auditors pay the same fees as credit students; regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit after the last day to add classes. A student enrolled for credit may not change to audit after the deadline published on page 2 of this registration guide. An auditor does not take examinations in the course; therefore, there is no basis for evaluation nor a formal grade report.

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). The CWID will be used in conjunction with the student’s password to access the TITAN Online Student Center. 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 of the session.

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 twenty-four 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 should attend all class meetings the first week (five class days). If a student decides not to continue enrollment in a class, either before or after instruction begins, it is 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 Summer Session 2016 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 22 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 2017 master’s degrees must pay the graduation and diploma fee and file a request for a graduation check on or before the application deadline of September 9, 2016. 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 the summer sessions, 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 on page 2 of this registration guide to change an option. A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by all undergraduate students for major, minor, and general education requirements. A letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) must be used by graduate students for all required courses. Exceptions are those courses 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. Only specific graduate courses are approved for CR/NC grading for the master’s degree. A detailed description of the grading policy and definition of symbols used may be found in the current catalog.

**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 fall 2015 semester must be completed by January 3, 2017. “I” grades assigned at the end of the spring 2016 semester must be completed by May 26, 2017.

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**

Earn course credit while gaining practical experience related to your major by registering for an academic internship or service-learning course. Check your department for requirements and prerequisites. Be sure to start early (sometimes a semester ahead), especially if an academic internship is a graduation requirement for your major. Many placements are available at businesses, nonprofit organizations and government agencies at locations throughout southern California and opportunities may also be available out of state or overseas.

Experiential learning opportunities such as these allow students to expand their knowledge, apply theories and skills learned in the classroom, prepare for successful entry into the job market, and develop as socially responsible citizens. Additionally, academic internship and service-learning courses offer opportunities for students to:

- Build your résumé / portfolio
- Gain work and service experiences
- Network and development industry contacts
- Earn academic credit
- Solidify academic and career goals
- Earn money while learning
- Explore various career options within a major
- Demonstrate personal and social responsibility
- Become engaged in your community and the issues that matter to you.

To learn more about the opportunities available within your major, contact your department or visit the CICE office or website. The Center for Internship & Community Engagement (CICE) is located in LH-206, open Monday through Friday 8:00a.m. to 5:00p.m. Information is online at fullerton.edu/CICE/.
REPEAT POLICY

Grade Forgiveness (16-unit limit): An undergraduate student may repeat up to 16 units of course work with ‘Grade Forgiveness’. This category of repeat is used for grades of C- (1.7) or lower. In computing the grade point average of a student who repeats courses in which he or she received C- (1.7), only the most recently earned grades and grade points shall be used in the GPA calculation for the first 16 units repeated. In exercising this option, an undergraduate student must take and repeat the course at this campus, and should request application of this policy after the course has been repeated. This is accomplished by submitting the appropriate form (available in Admissions and Records), immediately following the term in which the course has been completed, so that the student’s grade point average can be revised.

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

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

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

Regulation against repeat of a course with an ‘I’ currently on record: A student may not re-enroll in a course for which he or she has received an ‘I’ until the ‘I’ has either been assigned a final grade, or been converted to an ‘IC’.

SEXUAL ASSAULT PREVENTION & SURVIVOR SERVICES

Implementation of CSU Executive Order 1095 and California Campus Blueprint to Address Sexual Assault

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, professional counseling services, academic advocacy and housing intervention as needed. Additional information can be found at www.fullerton.edu/WomenCenter/campus_resources/index.php or contact: The WoMen’s Center, (UH-205), 657-278-3928

SEXUAL HARASSMENT/SEXUAL MISCONDUCT POLICY

It is the policy of California State University, Fullerton to maintain a working and learning environment free from sexual harassment and sexual misconduct 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 California Education Code Section 89535. CSU Executive Order 1097, CSU Executive Order 1096 “Systemwide Policy Prohibiting Discrimination, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties” and CSU Executive Order 1095 “Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy” 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 Gail E. Brooks, Interim Vice President for Human Resources, Diversity and Inclusion/Title IX Coordinator, CSUF, College Park, Suite 700, 657-278-8213; and Michelle Tapper, Compliance Officer/Title IX Administrator, CSUF, College Park, Suite 700, 657-278-4207.
SMOKING POLICY

I. 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, 2014 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.

II. 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.

III. SCOPE

This policy applies to all university faculty, staff, students and visitors and 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.

IV. 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.

V. 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, 2014 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

VI. 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 Titan Card 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) and 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 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. Service members who are called to active duty or deployed should check with veteran’s certification at 657-278-2373.

ADMISSION TO THE TEACHER EDUCATION CREDENTIAL PROGRAM (Continuing Students)

Undergraduate students interested in a career in teaching should visit the Center for Careers in Teaching (EC-379 or call (657) 278-7130) for advisement. Students preparing to enter a credential program (bachelor’s degree completed or nearly completed) must attend a Credential Program Overview. Overview schedules are available on the web: http://ed.fullerton.edu or by calling 657-278-3412. Admission and program details will be reviewed during the overview.

TITAN SHOPS

For information on purchasing textbooks, as well as other services available at Titan Shops visit titanshops.com or call 657-278-3418.
TRANSCRIPTS
A single copy of a transcript requires a fee of $4 in advance. (Additional transcripts prepared at the same time are $2 each). Because of the large number of transcripts requested at the end of regular semester, three weeks should be allowed for requests to be processed. At other times, transcript requests are processed within 3-5 working days, as a general rule. Transcript request forms are available at the Admissions and Records Service Center (LH-114). Immediate, over-the-counter transcript service cannot be provided.
Transcripts and Electronic PDF format may be ordered online 24/7 and paid for with your credit card through the National Student Clearinghouse. Current degree seeking students can access the National Student Clearinghouse via the student portal. Students without a secured student portal may access the service at student.clearinghouse.org.

UNIT LIMITS
A maximum of 16 units may be taken during the summer term.

VETERANS
VETERANS RESOURCE CENTER
The Veteran Resource Center assists active and reserve military, veterans and dependents at California State University, Fullerton in successfully navigating the academic environment through programs, guidance, support services, campus and community resources and the certification of veterans’ and dependents’ educational benefit. The VRC is committed to offering comprehensive and personalized services within a unique learning community that facilitates the student’s social and academic integration from admission to achieving their academic and professional goals.

VA EDUCATIONAL BENEFITS
Veterans may obtain information concerning application for benefits, registration and adjustments in status from the Veterans Certification official located in Veterans Resource Center (UH-230). New, returning and transfer student veterans should consult the Veterans Certification official to complete the necessary documents to receive VA benefits. Since walk-in office hours vary, please call 657-278-2373 or 657-278-8660 for representative availability. You may also visit the website at www.fullerton.edu/veterans for more information.

VETERANS ADMINISTRATION VOCATIONAL REHABILITATION
Vocational Rehabilitation Benefit paperwork must be turned into the Veteran Resource Center (UH-230) at least two weeks before the term begins. This office will coordinate your parking, books and tuition.

CAL-VET FEE WAIVER (COLLEGE FEE WAIVER)
This benefit is only available to the dependent child spouse, or unmarried surviving spouse of a veteran who has a service-connected disability or is deceased. Submit the approval letter of authorization for the appropriate academic year to the Veteran Resource Center (UH-230) at least seven business days prior to your Titan registration appointment. The letter of authorization must be renewed annually. Please note that Cal Vet Fee Waiver recipients are still responsible for paying campus-based fees, and the Cal Vet Fee Waiver cannot be applied toward non-state supported offerings, such as Summer Session, Intersession, and Open University. For more information, please contact the Veterans Resource Center (www.fullerton.edu/veteranscertification) or call (657) 278-2373 for questions/clarification.

VETERAN FEE DEFERMENT OPTION
Only veterans who are attending their first semester at CSUF and who have submitted the appropriate paperwork to use their GI Bill benefits at this campus are eligible. Please arrange for fee deferments with the Veteran Resource Center (UH-230) at least five business days prior to your Titan registration appointment.
For detailed information regarding student account policies and procedures, please go to the Student Financial Services website sfs.fullerton.edu. You may also contact the Student Financial Services Office at SFS@fullerton.edu or 657-278-2495.

PROGRAMS AND SERVICE
The Veterans Resource Center has many programs aimed to assist student veterans navigate the transition to college. These include our lounge space, computer lab, peer mentoring, academic tutoring, Career Readiness Program, discussion and support groups, scholarships, support counseling, work-study and academic internships, contact the VRC at (657) 278-8660 or visit the VRC office in UH 230.

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 are limited to a maximum of 18 units of withdrawal (“W” on transcript) during their CSUF career, from Fall 2009 forward. “W’s” earned prior to Fall 2009 will remain on the record but will not be counted toward the 18-unit limit. (See fullerton.edu/admissions. Under “Resources,” click on “Frequently Asked Questions”, select “Undegraduate Withdrawal Policy”)

WITHDRAWAL UNAUTHORIZED (WU)
University policy states that the symbol WU shall be assigned to a student who is enrolled in a class as of the census date*, but stops attending or participating, does not complete the course work and does not officially withdraw from the class. Students who discontinue course participation without filing an official, approved withdrawal form with the CSUF Registration Office shall be considered to have withdrawn unofficially from the course.
*For summer session(s), the day after the drop deadline replaces the census date for purposes of application of this policy.
When a WU is assigned, the grade option selected by the student at the time of registration for the course determines what displays on the student transcript:
• If the student registered for the class with a ‘letter grade’ option, the symbol on the CSUF transcript appears as WU, and is equivalent to an F in GPA calculations.
• If the student registered for the class with a ‘credit/no credit’ option, an assigned ‘WU’ would be recorded as NC* which does not impact GPA calculations.
• **NOTE:** The grading option available for a class depends on how the course is being offered. Some courses are offered as ‘letter grade only’, some as ‘credit/no credit only’ and some courses offer students a choice of either ‘letter grade’ or ‘credit/no credit’. 

In the first semester at CSUF that a WU is assigned to a student, any and all WU's that are posted to the student record during the final grading period for that semester are automatically converted to a W during the grading cycle at the end of that term. The student is notified that this is a “one time only” provision. This auto-conversion will not occur a second time.

For future occurrences, students may petition for retroactive withdrawal from courses that have been assigned a WU or NC* by using the retroactive withdrawal petition process when serious and compelling circumstances occurred during the semester being petitioned. A serious and compelling reason is defined as a physical, medical, emotional or other condition which has the effect of limiting the student’s full participation in the class and which is clearly beyond the student’s control. The student must provide independent documentation (from a source other than the student, or the student’s family or friends) to verify the serious and compelling circumstances that resulted in the student receiving a WU or NC*. There are also specific time limits for submitting retroactive withdrawal petitions. Petitions submitted beyond the time limits will require an explanation for the delay. Further information on these time limits can be viewed online at: [www.fullerton.edu/admissions](http://www.fullerton.edu/admissions) - select ‘Current Students’ tab, scroll down to the General Information heading and click on ‘Petitions’.

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 will be removed from the GPA. Petition forms are available at the Admissions and Records Service Center (LH-114) or online at the web site indicated above.

**WITHHOLDING OF SERVICES FOR NONPAYMENT OF DEBTS**

The Board of Trustees has authorized the withholding of certain services for nonpayment of debts owed the University. Debts include unpaid obligations for loans, services, use of facilities or equipment, materials, food or merchandise. Services which may be withheld include permission to register in a subsequent term, use of facilities, and other services or materials for which a fee is authorized to be charged (i.e. transcripts, parking, lab fees, etc.).
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

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 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
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 and Area C.4, Origins of World Civilizations - see UPS 411.202
- 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 (for example, GE Area C4).
- 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 324/English 324; 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.

For a complete and up to date list of approved General Education courses please see:
http://www.fullerton.edu/undergraduate/generaledu/ge_approvedcourses.asp

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.
SUMMER 2016 REGISTRATION 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 fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change 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, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

For more information, please go to [http://www.calstate.edu/eo/EO-1054.pdf](http://www.calstate.edu/eo/EO-1054.pdf)

ALL UNDERGRADUATE STUDENTS, CREDENTIAL AND GRADUATE STUDENTS

Please go to [http://sfs.fullerton.edu/feeinformation/default.asp](http://sfs.fullerton.edu/feeinformation/default.asp) to view a list of current fees.

FEE PAYMENT INSTRUCTIONS

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 (3) business days before registering.

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

TITAN REGISTRATION PAYMENT DUE DATES

4/01/2016 THROUGH 5/30/2016

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

5/31/2016 AND AFTER

Your payment is due immediately on the same day you register. **If you do not pay your balance in full on the same day you register, you will be subject to disenrollment without notice.**

Payments made online via the web are due by 11:30 PM on the due dates given by Titan Online (Web Registration). In Person and mail-in payments are due by 5:00 PM on the date given by Titan Online after registering.

THIRD PARTY CONTRACTS/SPONSORED STUDENTS

If an embassy or other organization will pay your registration and tuition fees, you must submit a current letter of financial guarantee or voucher to University Extended Education, College Park 100 at least three (3) business days prior to your TITAN registration appointment. If this letter or voucher is not received prior to your registration appointment, you are responsible for paying your fees and will be subject to disenrollment if your payment is not received by the deadlines specified above.

IMPORTANT!

- You will not receive a billing statement for your registration fees. You may view your student account balance at any time by logging on to Titan Online via your student portal.
- The University is not responsible for delays in the U.S. Postal Service; postmarks are not considered.
- You may be subject to disenrollment from ALL of your classes if your payment is not received by the due date. If you switch from part-time (0-6 units) to full-time (7+ units), you must pay your fees by the due date. If not, all your classes are subject to disenrollment. Be sure to check your email on a regular basis.
- A $25.00 Late Registration Fee will be assessed for students who register on or after the first day of each Summer session.

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/refunds/default.asp](http://sfs.fullerton.edu/refunds/default.asp) to view the refund policies.
### REGISTRATION FEE PAYMENT INFORMATION

#### ONLINE PAYMENT OPTIONS VIA YOUR TITAN ONLINE STUDENT CENTER

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>E-Check (ACH)</strong></td>
<td>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>A 2.75% non-refundable credit card processing fee is charged on all credit card payment transactions made online via your Student Center. VISA, MasterCard, American Express, and Discover are all accepted online.</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 2.75% 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>
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#### IN PERSON PAYMENTS:

<table>
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<tr>
<th>Payment Method</th>
<th>Details</th>
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<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 ”Payment Locations” 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>
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#### PAYMENT LOCATIONS:

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>MAIL</strong></td>
<td>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. Send To: CSU Fullerton Student Financial Services P.O. Box 6808 Fullerton, CA 92834-6808</td>
</tr>
<tr>
<td><strong>DROP BOX PAYMENTS FULLERTON CAMPUS</strong></td>
<td>Drop Box payments may be made at the Cashier’s Office, UH-180, Window #10. Available 24 hours, including weekends.</td>
</tr>
<tr>
<td><strong>IN-PERSON PAYMENTS Fullerton Campus</strong></td>
<td>Monday through Friday 8:00 AM - 5:00 PM</td>
</tr>
</tbody>
</table>

For further information, please contact Student Financial Services at (657) 278-2495 or sfs@fullerton.edu. Please be sure to provide us with your full name and CWID number so that we may access your account.
meeting eligibility criteria for each aid program. Funds (Summer Session Grant) are available for students whose Expected Family Contribution (EFC) may be eligible for an additional Pell payment. A limited amount of grant funds for fall 2015 and spring 2016, and enroll in at least 6 units for summer, you are eligible to receive the unused portion for the semester(s) and you did not receive the maximum annual Federal Pell Grant or Federal Loans, you may be eligible to receive the unused portion for the semester(s) and you did not receive the maximum annual Federal Pell Grant through the main campus of CSUF during the fall 2015 and/or spring 2016 Limited funds are available for summer enrollment. If you were enrolled in a minimum of 6 units. Summer Session Grant funds will be awarded first to upper division students who meet the eligibility criteria.

**SUMMER PROGRAMS**

Limited funds are available for summer enrollment. If you were enrolled through the main campus of CSUF during the fall 2015 and/or spring 2016 semester(s) and you did not receive the maximum annual Federal Pell Grant or Federal Loans, you may be eligible to receive the unused portion for your summer costs. If you have not received the maximum Pell payment for fall 2015 and spring 2016, and enroll in at least 6 units for summer, you may be eligible for an additional Pell payment. A limited amount of grant funds (Summer Session Grant) are available for students whose Expected Family Contribution (EFC) for 2015-16 was 0. See the section below under “Enrollment Requirements” for more details. Eligibility is contingent on your meeting eligibility criteria for each aid program.

**APPLICATION PROCESS**

There is no separate application that must be filed as summer aid eligibility is based on the student’s valid 2015-16 FAFSA data and any remaining eligibility for Pell Grant or loan funds. Students who are determined eligible for the Summer Session Grant will be notified of their eligibility via campus email. Students who have remaining loan eligibility (they have not borrowed their annual loan limit for 2015-16) should submit the Summer Loan Request Form located at the CSUF Financial Aid Office website. Complete procedures for summer aid are available beginning in March 2016 at the CSUF Financial Aid website [www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid).

**ENROLLMENT REQUIREMENTS**

Minimum enrollment to receive a loan is six (6) units. Minimum enrollment to receive a Federal Pell Grant is determined by your Expected Family Contribution (EFC). Priority for Summer Session Grants will be given to students enrolled in a minimum of 6 units. Summer Session Grant funds will be awarded first to upper division students who meet the eligibility criteria.

**REGISTRATION AND TUITION FEES**

At the completion of your TITAN registration, if your financial aid award is not yet determined or if it is insufficient to pay your full fees, you will be instructed of the amount due and the due date. If your financial aid award amount is sufficient to pay your fees in full, your fees will be paid automatically when your financial aid is disbursed.

**FINANCIAL AID DISBURSEMENT**

In most cases, payment will be issued once your first summer session course has begun. If you have any funds remaining after your summer registration and tuition fees have been credited, a balance check or direct deposit will be issued to you.

**WITHDRAWALS**

If you receive a Federal Pell Grant for summer 2016 and you drop one or more classes before the end of the session, you may be required to repay part or all of the Federal Pell Grant funds you received. If you receive Federal Pell Grant or Federal Loan for summer 2016 and you withdraw from all courses before the 60% point of the term, we will calculate the portion of financial aid you “earned” based on the number of days you were enrolled. You may be required to repay a portion of the funds you received and the University may be required to refund a portion of your fees to one or more federal aid programs.

**SATISFACTORY ACADEMIC PROGRESS**

To maintain eligibility for financial aid, you must demonstrate satisfactory academic progress by completing the courses in which you enroll and earning a passing grade in each course. Refer to the Satisfactory Academic Progress policy available on the web at [www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid).
The following is a summary of CSUF parking and traffic regulations. Detailed information on parking policies, maps of parking lots, and much more can be found at the Parking & Transportation Services website at www.parking.fullerton.edu.

Office Hours:
Monday – Friday, 8am - 5pm
(657) 278-3082 Office  (657) 278-4533 Fax

Visitor Information Center (summer hours):
Monday – Friday, 7 AM – 4 PM
(657) 278-3001

ENFORCEMENT HOURS
All parking regulations are enforced Monday – Thursday from 7am – 10pm and Friday, 7am - 5pm. The following parking areas are enforced 24 hours daily: Red Curbs/Fire lanes, Disabled Spaces, State Vehicle Spaces, Loading Zones/White and Yellow Curbs, Service/Maintenance Spaces and 10 and 15 Minute Time zones. CSUF parking permits are not required on weekends or holidays when University offices are officially closed. Enforcement hours are subject to change, please visit www.parking.fullerton.edu for updated information. There is no grace period. Parking tickets are issued the first day of classes for all parking violations. Permits are not transferable and valid only when purchased from the University. Vehicles displaying a lost or altered/forged permit will be cited.

FEES
The cost of a summer parking permit is $153 for a 4-wheel vehicle and $67 for a 2 wheel motorized vehicle. The cost of a daily parking permit is $8.

STUDENT PERMITS
Student permits are valid in the following facilities during enforcement hours: The Nutwood, State College and Eastside structures, lots A, E, G, S, and student spaces at the Irvine Campus. After 4pm student permits are valid in the College Park Faculty/Staff lot. After 6pm, student permits are valid in lot E Faculty/Staff, lot A Faculty/Staff, lot C-West and C-East.

DAILY PERMITS
Daily permits are sold at Permit Machines in lots A, E, G, Arts Drive, the Nutwood structure, the State College structure and the Eastside structure. Daily permits are valid in all student lots (A, E, G and S) and parking structure. After 4pm daily permits are valid in the College Park Faculty/Staff lot. After 6pm, daily permits are valid in lot E Faculty/Staff, lot A Faculty/Staff, lot C-West and C-East.

Daily permits are also sold at the Irvine Campus.

BUYING A PARKING PERMIT
Don’t wait until the last minute to purchase your permit! Parking permits are available for purchase online by logging into the campus portal, and accessing the Parking icon.

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 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
In order to receive a full refund for your parking permit, it must be returned to Parking & Transportation before the first day of classes. The refund amount decreases starting the first day of classes, and approximately every 30 days thereafter. Please visit the parking website at www.parking.fullerton.edu for the refund schedule.

LOST PERMITS
Report a lost permit to Parking & Transportation Services. Only permits purchased online will be replaced at no cost if reported lost/stolen within the first 3 weeks of instruction, or within 4 weeks of the date of purchase. 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 1am - 6am is limited to student lots A, G, E and the parking structure adjacent to housing. There is no overnight parking allowed in the Nutwood, State College and Eastside structures. Vehicles parked overnight on campus must display a valid CSUF Parking permit.

COMMUTE ALTERNATIVES
Don’t spend your valuable time searching for a parking space. Enjoy a stress free commute to campus by taking advantage of alternate transportation programs available to students. Student transportation programs are subject to change without notification. Please visit the student transportation section at www.parking.fullerton.edu for current information.

- 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.

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. Permit machines accept Discover, MasterCard, Visa, and $1 & $5 bills only. Machines do not provide change.
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.

STUDENT SUCCESS CENTER
The Student Success Center is located at IRVC-115. The Irvine Campus offers: Academic Advising, Financial Aid, student activities/clubs, Personal Counseling, Career Advising, Disability Support Services, and Tutorial services.

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 titanshops.com.

FITNESS CENTER
Currently enrolled CSUF students are eligible to use the IRVC Fitness Center at no extra charge. The Fitness Center is open Mon.-Thu.: 12:00 p.m. to 5:00 p.m. during Summer Session A & B.

LIBRARY
Library hours are subject to change. For the latest information on library hours or available resources, please call (657) 278-1664, or log onto: www.fullerton.edu/irvinecampus/library/

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.
- Concentrations in: Accounting, Finance, Accounting/Finance
Child and Adolescent Development, B.S.
- Elementary school setting
- Family and community contexts
Communications, B.A.
- Concentrations in: Advertising, Entertainment Studies, and Public Relations
Computer Science B.S.
Education Credential Programs:
- Single Subject (secondary)
FEMBA (Fully Employed MBA)
Health Science B.S.
Kinesiology B.S.
Nursing B.S.
Psychology, B.A.
Social Work, M.S.W.
Sociology, B.A.
Taxation, M.S.
Selected courses will also be offered for majors in: Criminal Justice, Management and Marketing.

Courses in support of majors offered at the Irvine Campus will also be offered in: Art, Biology, Chemistry, Economics, English, History, Mathematics, Political Science, Theater and selected others.
# Answers to Your Questions

<table>
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<td><strong>Women's Center</strong></td>
<td>Women's Center/Adult Re-entry</td>
<td>LH-205</td>
<td>3928</td>
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</tbody>
</table>
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>Stimulants</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>Coffee, Cola, No-Doz</td>
<td>Nervousness, insomnia, dehydration, stomach irritation, fatigue.</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 Oxide)</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>Psychedelics</td>
<td>Impaired driving ability, possible lung damage, reduced sperm count and sperm mobility.</td>
</tr>
<tr>
<td>Cannabis (Marijuana, Hashish, THC)</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.
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. Any added class offerings will be reflected in the online class schedule. Cancelled classes will be deleted from the online class schedule and any student enrolled in a class which must be cancelled will receive an email notification at his/her CSUF email address.

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

2. **Class Notes** - When using the online schedule of classes search function, a list of section(s) appears. Select “the section” to see the class details. Under the class details is an area called “class notes” where special information of significance to the student is found. Some classes have prerequisites, while others require permission of the department or an instructor as noted under “Class notes”. If you are selecting one of these courses, be sure that you have met the prerequisites or have obtained the required permission. The fact that you may be scheduled for such a class does not imply that permission to enroll has been granted.

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

4. **Time of Course** - The times that courses begin and end are indicated in the schedule.

5. **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.

6. **Building Code Explanation**
   - CP - College Park
   - CPAC - Clayes Performing Arts Center
   - CS - Computer Science
   - E - Engineering
   - EC - Education Classroom
   - IRVC - Irvine Campus
   - GG - 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

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THE AMERICAN WAY...

Register 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.

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.
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 in 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.

7. **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.

8. **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

DEFINITION OF GRADES AND THEIR CORRESPONDING GRADE POINTS

<table>
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<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A+</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>Good</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Acceptable</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B</td>
<td>Acceptable</td>
<td>2.7</td>
</tr>
<tr>
<td>B-</td>
<td>Poor</td>
<td>2.3</td>
</tr>
<tr>
<td>C+</td>
<td>Poor</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>Acceptable</td>
<td>1.7</td>
</tr>
<tr>
<td>C-</td>
<td>Failing</td>
<td>1.3</td>
</tr>
<tr>
<td>D+</td>
<td>Failing</td>
<td>1.0</td>
</tr>
<tr>
<td>D</td>
<td>Failing</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</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 A1)
  - Written Communications (category A2)
  - Critical Thinking (category A3) and
  - Mathematics (category B4)

  [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.]  

GRADE POINT AVERAGE (GPA) REQUIREMENTS FOR UNDERGRADUATES

- An average GPA of at least 2.0 based on all units attempted, including those attempted at other institutions;

- An average GPA of at least 2.0 based on all units attempted at Cal State Fullerton; and

- An average GPA of at least 2.0 based on all units attempted in the major. [Departments may have additional grading standards in the major - consult your department advisor.]

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.] Some programs require higher minimum grades for specific courses.

- 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.]

- A grade of “B” (3.0) or better in course(s) that are approved for postgraduate or transfer credits.

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 UNDERGRADUATE 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.
**SUMMER 2016 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 during the entire time of the Titan period.
- 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 the front cover of this registration guide.
- For fee refund information, see page 15 of this registration guide.

**TITAN ONLINE REGISTRATION INSTRUCTIONS**

**REQUIREMENTS**

- You will need your Campus Wide Identification number and password to register.
- You must use a computer with Internet service to access Titan Online.
- **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 need assistance with your username or password, select the “need help signing in?” link immediately below the “sign in” button on the CSUF Portal Sign In webpage.
- Check Titan Online for your registration appointment date/time and for any holds on your record. All holds must be cleared three (3) business days prior to your TITAN appointment. You will access registration via your Student Center.

**Holds** - All holds must be cleared three (3) business days prior to your TITAN appointment. Any holds will be listed on Titan Online.

**Cancelled Classes** - If a class for which you have registered is cancelled by the department, you will receive an email notification at your CSUF email address. You may attempt to add another class during TITAN registration or on after your appointment time.

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

**Course Prerequisites** - Some courses have course prerequisites (see Class Notes in the online 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. 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. (See Class Notes in the online class schedule.)

**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.

**Financial Information** - Use the provided link in Titan Online to purchase a parking permit.

**State Rehabilitation and Veteran’s Administration Vocational Rehabilitation** - Contact the Disabled Student Services Office (UH-101) if you need assistance with registration.

**Athletic Scholarship** - Contact the Athletic Department Titan House-014 or call 657-278-5218 at least three (3) business days prior to your TITAN registration appointment to confirm your eligibility.

**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 UEE Student Services Office (CP-100) at least three (3) business days prior to your TITAN registration appointment.

**TITAN Scheduler** - Students can now plan their schedule from anywhere with TITAN Scheduler! Students will be able to find the best schedule with streamlined class searches, visual schedule previewing, side by side comparisons and flexibility around planned breaks. Students can bring multiple schedules up side-by-side and compare options. The schedule planner provides a “Breaks” feature to allow students to block off times they are unable to take class, such as for jobs or athletics. Advisors can now focus on which courses students need to take, rather than the individual times in which to take them, alleviating advisors of tedious scheduling for students. There is a video tutorial in Titan Online as well as additional “help” resources available within TITAN Scheduler. Please note that class schedule information will be available in Titan Scheduler when the schedule is formally released to the campus and will not be available prior to that. Students need to simply access the TITAN Scheduler link from their Portal to begin optimizing their schedule today!
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 pages 15-16 for fee payment information.

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

Refunds - Please go to http://sfs.fullerton.edu/refunds/default.asp to review the refund policies.


Registration Problems/Questions - If you need assistance with registration, please call the TITAN Help Line (657) 278-7601.

OPEN REGISTRATION (includes drop/add) APRIL 8, 2016-SESSION DEADLINE (see page 2)

LAST DAY TO REGISTER FOR SUMMER Varies based on session start date - refer to page 2

TITAN Online is available 24/7, April 4 - July 11. 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

OPEN REGISTRATION AND CHANGE OF PROGRAM

Once registration begins for a particular class level, students in that level may continue to register or change their program until the published registration deadline (page 2) for the appropriate class session.

Note: Class levels (i.e., senior, junior, etc.) are determined by the total number of units earned as currently reflected on your CSUF transcript and units enrolled in at CSUF for spring 2016. This prioritization applies only to those students who are currently officially admitted to CSUF. Transfer work that has not been evaluated or posted to your CSUF transcript cannot be used to calculate class level for this purpose.

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

MAXIMUM UNITS - University Limitation - A MAXIMUM OF 16 UNITS MAY BE TAKEN DURING THE ENTIRE SUMMER TERM 2016.

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.

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 32). Additional enrollments can be accepted into a closed class only with an electronic permit from the department.

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 2 of this registration guide.
WAYS TO REGISTER

The registration process for students who are officially admitted to CSUF is different than the process for students who are not admitted to the university. Continuing admitted CSUF students and Early Start Programs (ESP) will register through Titan Online; whereas, non-CSUF students will register through Open University through the University Extended Education office.

CONTINUING CSUF STUDENTS
Log on to Titan Online Student Center. You will need your Campus Wide Identification Number and Password. See page 2 for enrollment date availability.

NON-CSUF STUDENTS
If you are not officially admitted to CSUF in the summer 2016 term you can register beginning April 18, 2016 through Open University at http://ou.fullerton.edu. This includes transfer students admitted for fall 2016.

PAYMENT DEADLINES FOR CSUF STUDENTS

PAYMENT INFORMATION
Be prepared to pay your course fees at the time of registration. Payment must be made by the payment due date. Please refer to pages 15-16 for fee payment information.

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

WAITLIST

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

HOW WAITLISTING WORKS

• Many classes will offer waitlisting with the exception of 495, 499, 595, 598 and 599 classes.

• The standard waitlist limit for each class is 15 students; this is regardless of the class limit. Some classes may have different waitlist limits based on department discretion.

• You can waitlist for a maximum of 4 units, provided that each course’s waitlist is not already full. (Note: Waitlisted units are not included toward your enrollment unit limit. Once you successfully get into the class, then the units will count towards your enrollment unit limit.)

• You must meet any requisites for the class before you can be placed on the waitlist, e.g., course pre-requisites, section co-requisites, major and class level restrictions.

• Students cannot waitlist the same lecture section or the same lab section more than once.

• If a seat becomes available, the student first on the waitlist will get the seat (subject to the restrictions below).

• Students will be moved from the waitlist into the class if other students drop or are dropped due to non-payment of fees.

• If students drop, seats will not be available to students who happen to log in if there is someone on the waitlist.

• If you are moved from the waitlist into the class, you will receive an email notification.

• If you are waitlisted for multiple sections of the same course, and you successfully get into one of the sections, you will be automatically removed from the waitlists for the other sections.

• You will not be billed for waitlisted classes but will be billed if moved from a waitlist into a class and the additional units result in higher registration fees. It is important to check your class schedule and account summary regularly to avoid possible cancellation of added class(es).

• If you are moved from the waitlist into a class, it is your responsibility to drop the class (as with any other class) if you decide not to attend. Failure to do so will result in a ‘WU’ grade on your record which will lower your grade point average.

• There is no guarantee you will be moved off the waitlist and enrolled into the class. Once the process to move students from the waitlist has run for the final time and classes have begun, instructors are not required to add students who were waitlisted for the class.

• The online waitlisting feature will cease to function for all sessions at 11:59 p.m. on May 26, 2016. The waitlist will be retained for informational purposes for the instructor.

• Faculty will control access to “closed” classes starting with the first day of class via normal permit procedures.

WAITLIST RESTRICTIONS

Students will be moved from the waitlist into the class if space becomes available, and in the order placed, unless either 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 waitlist 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.

If you cannot be moved from the waitlist, for either 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 Titan Online 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.
# How to Register for Classes

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<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
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<tr>
<td><strong>Navigating to Registration Menu</strong></td>
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<tr>
<td><strong>Step 1:</strong> Log in to the campus portal at <a href="http://www.fullerton.edu">www.fullerton.edu</a> by clicking on the Portal Login button at the top left of the main homepage.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 1a:</strong> Enter your username and password. Then click Sign in.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click on the Titan Online icon.</td>
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<tr>
<td><strong>Step 3:</strong> Click on the Student Center link in the Student Self Service section.</td>
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<td><strong>Student Self Service</strong></td>
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<td><strong>Campus Resources</strong></td>
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<td>- Academic Advising</td>
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<td>- Academic Calendar</td>
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<td>- Admissions &amp; Records</td>
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<td>- FERPA Information</td>
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<td>- Financial Aid</td>
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<tr>
<td>- Library</td>
<td></td>
</tr>
<tr>
<td>- Parking</td>
<td></td>
</tr>
<tr>
<td>- Student Financial Services</td>
<td></td>
</tr>
</tbody>
</table>

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This quick reference guide covers how CSUF students use Titan Online to register for classes.
**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.

**SPECIAL INSTRUCTIONS FOR SUMMER 2016 ONLY**

Under Course Career, please make selection according to the following:
1. Undergraduate and Graduate students select COURSE CAREER-EXTENDED EDUCATION (except those majors noted in #2 below)
2. If your major is CST, EDD, Doctor of Nursing Practice, MBA, MS in Accountancy, MS in Higher Education, MS in Information Systems, MS in Information Technology, MS in Instructional Design & Technology or MS in Taxation select COURSE CAREER-POSTBACCALAUREATE

If you are uncertain, please select COURSE CAREER-EXTENDED EDUCATION

For questions, please call the Registration Helpline at (657) 278-7601 or come to LH-114.

Click **Search**.

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

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

Select the class you want to add by clicking **Select Class**.
**Step 3:**
For some classes, you can set your enrollment preferences such as taking a class for a letter grade or for credit/no credit or being added to a wait list if the class is full.

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

**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**.
Adding a Class (Continued)

**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.
Refining Your Class Search (Continued)

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

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

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

Then click **Search**.

---

**Look Up**

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>FLCMP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Attribute</strong></td>
<td>GE</td>
</tr>
<tr>
<td><strong>Course Attribute Value</strong></td>
<td>begins with</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>begins with</td>
</tr>
</tbody>
</table>

**Search Results**

<table>
<thead>
<tr>
<th>Course Attribute Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.4</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>A.5</td>
<td>Written Communication</td>
</tr>
<tr>
<td>A.6</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>A.1</td>
<td>Physical Science</td>
</tr>
<tr>
<td><strong>B.2</strong></td>
<td>Life Science</td>
</tr>
<tr>
<td>B.3</td>
<td>Laboratory Experience</td>
</tr>
<tr>
<td>B.4</td>
<td>Mathematics/Quant Reasoning</td>
</tr>
</tbody>
</table>

**Class Search Criteria**

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

Then click **Search**.
Processing Steps | Screen Shots
---|---

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

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
</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.
**Dropping a Class (Continued)**

**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).

**Step 5:**
If the drop was successful, you will receive a confirmation message.
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.

**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).

**Step 5:**
If the drop was successful, you will receive a confirmation message.

**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.
**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.
Graduate Program in Applied Mathematics

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 four semesters plus a summer in between. There are a minimal number of prerequisites, which must be completed before beginning the program. A cohort begins every Fall. Apply at www.csumentor.edu. GRE scores and letters of recommendations are not required. Financial aid and assistantships are available.

To receive more information, visit http://math.fullerton.edu/programs/master-s-degree-programs/applied-mathematics or call the Mathematics Department at (657) 278-3631.
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COMM 426: Global Media Systems
RTVF 360: International Reality TV
RTVF 375: Documentary Film and TV
RTVF 377T: National Cinemas

Contact Dr. Anthony R. Fellow, professor of communications and director, The Florence Program, 657-278-3959, afellow@fullerton.edu

Dana Roson, assistant dean for student affairs, College of Communications, 657-278-3142, droson@fullerton.edu

More information, including the Fall 2016 Semester Florence Program, and application, see http://theflorenceprogram.com
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