

- 3) Enrollment for more than 16 units in Fall or Spring (5 units in Winter Term) is permitted beginning the first day of classes with add signature approval of the major department chair.
- 4) The last day to drop a course during a Fall or Spring semester is the twentieth day, and for the Winter Term is the sixth day of instruction (called census date). Check the current Schedule of Classes for exact dates. Failure to properly withdraw will likely result in grades of "F", "WU", or "NC".
- 5) After the Census Date, students are permitted to drop a course only by special approval for serious and compelling reasons documented as beyond the student's control (p. 52).
- 6) At the start of each term a student should log on to the Web Registration System to verify the accuracy of each attempted course enrollment transaction for which he/she will be held accountable.
- 7) Official enrollment transactions can only be made with the Enrollment Services Office and in accord with acceptable procedures. Enrollment in a course is the purchase of a reserved seat. The University does not cancel an enrollment for a student's non-attendance, or for failure to pay the registration fee when due. The student is expected to use the course drop procedure to cancel an unwanted course enrollment.
- 8) A Leave of Absence is not required for a non-enrollment period of only one semester. Students may apply to leave the University for a period of one academic year without loss of catalog graduation rights if there is a documented non-financial reason beyond the student's control. Students must complete the appropriate request form in advance of the leave period (p. 54).
- 9) With permission, a student may take a course at another institution while enrolled at CSUS. To do so, a student must submit a concurrent enrollment request form in advance of the enrollment elsewhere (p. 53).
- 10) Students who change postal/e-mail address or phone numbers after admission or registration should immediately notify the Enrollment Services Office to ensure timely receipt of academic and enrollment notices and financial aid (p. 53).

## SERVICES AVAILABLE FOR STUDENTS AT CSU STANISLAUS:

### Career and Life Planning

Students may gain life values testing, career counseling, job information, resume assistance, and interview practice through Career Services, located in the Mary Stuart Rogers Building 245, and can be called at Ext. 3661.

### Tutoring and Writing Center

Free tutoring is available in all undergraduate subjects including offering assistance with your writing. The Tutoring and Writing Center is located on the first floor of the Library Building. For more information call Ext. 3642 or 3465.

### Enrollment Services Office

This office provides student assistance regarding admission to the University, transfer credit evaluations, military veterans' benefits, enrollment verifications, academic record transcripts, enrollment in courses, leaves of absence, a petition of University-wide requirements, concurrent enrollment at another college, financial aid, work study opportunities, scholarships, and the sale of the University Catalog and Schedule of Classes. The Enrollment Services office is located in the Mary Stewart Rogers Building 150.

### First Year Programs and Advising

Students receive accurate and timely campus information. They also receive advising assistance for graduation requirements, general education, undeclared major, communicative disorders major, student petitions, and graduation evaluations. In addition, we offer academic review for appeals, academic probation, disqualification and remedial process. FYP&A offers high quality programs such as orientation, re-entry, senior scholars, and peer advising. For more information call Ext. 3304.



The Office of First Year Programs and Advising  
Division of Student Affairs  
MSR 180 • (209) 667.3304 • fax (209) 664.7032  
email: FYP&A@csustan.edu  
website: <http://studentaffairs.csustan.edu>

# A Guide to Academic Advising

## Summary of Undergraduate Degree Requirements at CSU Stanislaus (CSUS)

The page references below are to the 2005-2006 University Catalog that contains the only complete and official statements of University requirements. Consult this catalog and the current Schedule of Classes for policy clarification and additional useful information.

## Unit Requirements

- 1) A minimum of 120 semester units is required for graduation (p. 63).
- 2) A maximum of 70 transferable semester units will be accepted from two-year colleges, and a minimum of 50 semester units must be earned at four-year accredited colleges (p. 33).
- 3) At least 40 of the required 120 units must be in courses recognized for upper division (junior/senior) level credit, 3000-4999 numbered courses at CSU Stanislaus (p. 63).
- 4) Students must complete a minimum of 30 units at CSU Stanislaus, of which 24 of these 30 must be upper division level. Also, 12 of these 30 units must be upper division level in the student's major, and 9 must be in General Education (GE) course work (p. 63).
- 5) Students entering CSU Stanislaus with less than 15 transferable units must complete a course in three winter terms; with 15-74 units, in two winter terms; and with 75 or more units, in one winter term (p. 63).

## Entrance Level English and Math Deficiencies

- 1) Unless specifically exempted at admission to the University, the EPT and ELM placement tests must be taken prior to enrollment for any course in any department. Refer to the current Schedule of Classes for EPT and ELM testing exemptions.
- 2) Required remedial courses must be taken the first and each subsequent term at the University until satisfaction of the prerequisites to GE courses. Refer to the current Schedule of Classes for English and mathematics course placement based on EPT and ELM scores.
- 3) Attending and passing all remedial courses is expected.
- 4) Full remediation of all English and mathematics entrance deficiencies must be completed within 12 months of initial University registration to avoid Academic-Administrative Disqualification from enrollment.

## General Education (GE)

- 1) Students must complete 42 lower division units of GE in Areas A through E and G (p. 64-67).
- 2) Students must also complete 9 upper-division units of GE Area F. These units must be outside the student's major and concentrations, and may not be taken prior to the semester in which junior standing (60 units) is earned (p. 66-67). Upper-division GE credit may be cross-counted in the minor.
- 3) GE areas A1, A2, A3, & B3 must be completed before 60 units have been earned.
- 4) To complete the math competency requirement for graduation, students must (a) pass the ELM test with a score of at least 50; or (b) obtain a "C-" or better grade in an approved GE math course from an accredited college; or (c) ---with petition exception approval---take and pass Math 0106, 0107, or 0110 at CSUS (p. 31).
- 5) Students are required to take the WPST writing proficiency exam before the junior year. After successfully passing this test and earning 60 or more units, students will be permitted to take a required WP (Writing Proficiency) course. A WP course must be passed with a minimum grade of "C-". Check with your major advisor for appropriate course selection (p. 70).

## Grade Requirements

- 1) Each student must complete with a minimum grade point average (GPA) of 2.0 (C) or better; all course work at CSU Stanislaus, all upper division courses applicable to the major, and all degree applicable course work (p. 65).
- 2) No more than 24 CSU Stanislaus semester units earned with "CR" grading may be applied toward an undergraduate degree (p. 58).
- 3) Undergraduates may repeat courses and only the most recent grade will be used in the computation of GPA. See repeated course limitations and procedures in the University Catalog (p. 58).

## Catalog Rights to Graduation Requirements

Students have catalog rights to graduation requirements of the year in which they (1) first enter the CSU or a California Community College, or (2) transfer to CSU Stanislaus, or (3) graduate. Claim to these catalog rights is maintained through continuous enrollment in either a Fall or Spring semester of each calendar year. Loss of catalog rights could result in additional courses being required for graduation (p. 63).

## Student Class Level Status by Semester Units

Freshmen: 0-29 units  
Sophomore: 30-59 units  
Junior: 60-89 units  
Senior: 90 units and until an undergraduate degree is earned (p. 56).

## Course Level Identification

Pre-baccalaureate (no degree credit), 0001-0999  
Lower Division, 1000-2999  
Upper Division, 3000-4999 (p. 92).

## Prerequisites to the Major

Prerequisites to the major are freshmen, sophomore, or junior level courses that students must satisfactorily complete prior to enrollment in specified courses in the major. A student must complete all specified prerequisites to his/her major, as listed in the appropriate discipline section of the University Catalog. Some prerequisite units may cross-count toward lower division GE. Consult the major advisor for appropriate course selection and sequencing.

## Major Requirements

A complete listing of degree majors is on page 61 of the University Catalog. The required courses in each major will total no less than 24 upper division units in that discipline (those disciplines) in order to satisfy the minimum degree requirements, as listed in the appropriate discipline section of the University Catalog (p. 60). Consult your major advisor for appropriate course selection and sequencing.

## Major Concentration

Some majors have a required or optional major concentration outside the core program courses in the major, as listed in the appropriate discipline section of the University Catalog. Consult your concentration advisor for appropriate course selection and sequencing.

## Minor Requirements

Many academic departments offer a degree minor program. There are some degree minors offered in areas that do not offer a degree major. A complete listing of degree minors is on page 62 of the University Catalog. A degree minor is a pattern of course work in that discipline that requires a minimum of 15 units of which 8 of these units must be upper division credit, as listed in the appropriate discipline section of the University catalog. Consult your minor advisor for appropriate course selection and sequencing.

## Electives

A total of 120 semester units are required for an undergraduate degree (p.63). Most majors, minors, and GE requirements do not cause a student to exceed 120 units. The additional units that are needed to graduate are called electives. Electives are any non-required courses numbered 1000-4999 that the student elects to take.

## Enrollment Requirements

- 1) The Enrollment Census Date is day 20 of instruction for Fall and Spring semesters, and day 6 of instruction for the Winter Term (p. 52). Course enrollment or withdrawal is not permitted after the Census Date.
- 2) Students may add courses without penalty, see Schedule of Classes for specific dates. Afterwards, until the Census Date, a \$10 late add fee will be assessed and instructor add signature approval is required. Check the current Schedule of Classes for exact dates and deadlines.