

# CALENDAR FOR SPRING 2010 ---

(dates subject to change)

## OCTOBER 2009

26 Monday *Class Schedule* goes on sale at the Kennel Bookstore. Registration information/instructions will be sent via email to eligible continuing students.

## NOVEMBER

2 Mon - Dec 4 Fri **Priority Registration**  
 11 Wednesday Veterans Day - Campus Closed  
 25 Wednesday THANKSGIVING RECESS - no classes, campus closed.  
 26 Thurs - 27 Fri THANKSGIVING RECESS - campus closed.

## DECEMBER

4 Friday Registration Fees for Spring 2010 must be received on campus by 5:00 p.m. or paid on-line by midnight. Students will be cancelled for non-payment of fees.  
 5 Sat -13 Sun The registration system will be unavailable for registration/add/drop activity.  
 14 Monday **Open Registration begins**  
 18 Friday **LAST DAY TO:**

- Submit incomplete make-up or request extension of time for incomplete grades from Fall 2008.
- Submit to the Graduate Office departmental clearance paperwork on behalf of December 2009 MASTER'S DEGREE candidates (*include a copy of the completed final report on incomplete or in-progress work, if needed for graduation*).

24 Thurs - Jan 4 Mon **CAMPUS CLOSED.**

## JANUARY 2010

1 Fri - Mar 2 Tues 2010-2011 Financial Aid Priority application filing period.  
 18 Monday MARTIN LUTHER KING JR. DAY-campus closed.  
 20 Wednesday Last Day to submit a Complete Withdrawal for the Spring 2010 semester to receive a 100% refund of registration fees and/or tuition fees (see page 18).  
 21 Thursday **SPRING 2010 SEMESTER INSTRUCTION BEGINS.**

- Refunds for complete withdrawals will be determined based on the date of the student's withdrawal on a pro-rated basis up through April 5.
- Auditors and "60+ Years" students may register.
- Parking enforcement begins.
- APPLICATION PERIOD BEGINS for degree to be granted in May 2010.

## FEBRUARY

3 Wednesday Registration fees will be determined by the number of units enrolled as of this date.  
**LAST DAY TO:**

- Add a Class without permission. Last day to add with permission is February 18. (see page 8 for instructions on how to use a permission number)
- Add a class by Wait List.
- Register for Credit by Examination.
- Be eligible for a refund of registration fees due to drop in unit load.
- (FACULTY) Administratively drop a student for non-attendance or not meeting the proper pre-requisites for a course.

5 Friday **LAST DAY TO:**

- File for BACCALAUREATE AND MASTER'S Degrees for May 2010.
- Submit changes and clearances (*incomplete grades, approved petitions, departmental approvals, transfer transcripts*) required for graduation with a BACCALAUREATE DEGREE at the end of the Fall 2009 semester.

14 Sunday Chinese New Year

15 Monday  
 18 Thursday

PRESIDENTS' DAY - campus closed.  
 CENSUS DATE. **LAST DAY TO:**

- Add a class with permission.
- Drop a course on-line without a serious and compelling reason and without a grade of "W" listed on official University transcript. (See page 11 for instructions on serious and compelling drops.)
- Change to/from CR-NC grading.
- Change from credit to audit or audit to credit registration.
- Take examination for Credit by Examination.

## MARCH

1 Monday Last day for graduate students to apply for Advancement to Candidacy to be eligible for graduation in August 2010 or December 2010.  
 2 Tuesday Priority filing deadline for Financial Aid for Academic Year 2010-2011.  
 4 Thursday Last day for faculty to submit Credit by Examination grades.  
 15 Monday Last day to file edited, committee-approved MASTER'S THESIS for May 2010 graduation.  
 29 Mon - April 2 Fri **SPRING RECESS.**  
 31 Wednesday **CESAR CHAVEZ HOLIDAY - campus closed.**

## APRIL

4 Sunday Easter  
 5 Monday Last day to submit a Complete Withdrawal and be eligible for a pro-rated refund of registration fees and/or tuition fees. No refunds will be granted after this date.  
 12 Monday Fall 2010 *Class Schedule* goes on sale at the Kennel Bookstore.  
 15 Thurs-18 Sun **VINTAGE DAYS**  
 20 Tuesday Last day to drop/withdraw from classes for serious and compelling reasons. Only drop/withdraw for circumstances beyond the student's control, allowed after this date.  
 26 Monday Fall 2010 registration begins for continuing students.

## MAY

12 Wednesday **LAST DAY OF INSTRUCTION. LAST DAY TO DROP/WITHDRAW** for circumstances beyond the student's control.  
 13 Thurs-14 Fri Final exam preparation and faculty consultation days.  
 17 Mon-20 Thurs **SEMESTER EXAMINATIONS.**  
 21 Friday **LAST DAY TO:**

- Submit incomplete make-up work or request extension of time for incomplete grades from Spring 2009.
- Submit to the Graduate Office departmental clearance paperwork on behalf of May 2010 MASTERS' DEGREE candidates (*include a copy of the completed final report on incomplete or in-progress work, if needed for graduation*)

22 Saturday 99th ANNUAL COMMENCEMENT  
 24 Monday Summer classes begin  
 31 Monday **MEMORIAL DAY - campus closed**

## JUNE

1 Tuesday Spring 2010 grades due from faculty  
 18 Friday Last day for faculty to submit changes and clearances (*incomplete grades, approved petitions, departmental approvals, transfer transcripts*) required for Spring 2010 graduation.

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# College/Department Offices Directory

Effective October 2009

Ext. No.	Office
<b>College of Agricultural Sciences and Technology</b>	
2061	Dean ..... Charles Boyer Ag102
2061	Associate Dean ..... Sandra Witte Ag 102
2011	Director Ag. Operations ..... Ganesan Srinivasan Ag Op
2361	Operations Dir., Calif. Ag. Tech. Inst. .... Joe Bezerra CATI
2949	Ag. Economics Dept..... Annette Levi PB302
2971	Animal Sci. & Ag. Ed. Dept ..... Arthur A. Parham Ag232
2283	Child, Family & Consumer Scis Dept ..... Marianne Jones FFS204
2164	Food Sci. & Nutrition Dept..... Sandra Witte FFS119
2145	Industrial Technology Dept ..... Matthew Yen IT212
2861	Plant Science Dept ..... Andrew Lawson Ag222
2089	Viticulture & Enology ..... James Prince VERC113

Ext. No.	Office
<b>College of Arts and Humanities</b>	
3056	Dean ..... Vida Samiian M186
7069	Associate Dean ..... Jose Diaz M179
2669	Armenian Studies Program ..... Barlow DerMugrdechian,Coord PB384
2516	Art and Design Dept..... Martin Valencia CA215
2826	Communication Dept..... Katherine Adams SA15
2553	English Dept..... James Walton PB382
2386	Modern & Classical Languages ..... Saul Jimenez-Sandoval EE218
2441	Linguistics Dept..... Chris Golston PB383
2087	Mass Comm. and Journ. Dept ..... Donald M. Priest McF238
2654	Music Dept ..... Tom Hiebert M134
2621	Philosophy Dept..... Andrew Fiala M102
3987	Theatre Arts Dept..... Melissa Gibson SA33

Ext. No.	Office
<b>The Craig School of Business</b>	
2482	Dean ..... Robert Harper PB282
2482	Associate Dean ..... Lynette Zelezny PB282
2852	Accountancy Dept..... Garo Kalfayan PB284
2593	Aerospace Studies Dept ..... John Lussi NG158
2341	Finance & Bus.Law Dept..... K.C. Chen PB285
2107	Grad. Business Program..... Rafael Solis PB183
2823	Info. Systems & Decision Scis. Dept..... Donald Stengel PB287
2851	Management Dept..... Julie Olson-Buchanan PB289
7830	Marketing & E-Business Dept ..... Reza Motameni PB388
2887	Military Sci. Dept ..... Scott Figlioli NG211
4943	Undergraduate Student Services ..... Abel de la Cruz PB185
2352	University Business Center ..... Emil Milevoj PB182

Ext. No.	Office
<b>Kremen School of Education and Human Development</b>	
0210	Dean ..... Paul Beare ED210
0205	Associate Dean ..... Colleen Torgerson ED205
0299	Credential Certification & Graduate Programs ..... Martha Lomeli ED151
0300	Liberal Studies, Multiple Subject, Single Subject, Education Data & Basic Credential Admission ..... Diana Dille ED100
0261	BCLAD/ELD ..... Teresa Huerta ED253
0340	Counseling, Special Education & Rehabilitation (CSER) Dept..... Collene Torgerson ED350
0345	Counselor Education Program ..... Kyle Weir ED433
0240	Curriculum & Instruction (C & I) Department ..... James Marshall ED250
0237	Curriculum & Instr. Graduate Program..... Carol Fry Bohlin ED234
0427	Doctoral Program ..... Sharon Brown-Welty ED310
0267	Early Childhood Education ..... Susan Macy ED259
0225	Early Education Center ..... Kathie Reid ED25B
0309	Educational Administration ..... Ken Magdaleno ED369
0350	Educational Research & Admin. Dept (ERA) .. Sharon Brown-Welty ED350
0348	EHD 50 Advising ..... Susan Schlievert ED449
0377	Instrl. Tech. & Resource Ctr..... Otto Benavides ED481
0232	Internship Program ..... Rich Firpo ED220E
0300	Liberal Studies Program Coord..... Janell Tatsumura ED100
0250	Literacy & Early Ed. (LEE) Dept..... Glenn DeVoogd ED250
0236	Multiple Subject Program ..... Lisa Nyberg ED233
0379	NASA Regional Teacher Resource Cntr ..... Otto Benavides ED481
0257	Professional Field Exper ..... Janine Quisenberry ED239
0285	Reading/Language Arts ..... Imelda Basurto ED263
0316	Rehab. Counseling Program ..... Carol Rankin ED445

Ext. No.	Office
7766	School Counseling (PPS)..... Albert Valencia ED331
0300	Single Subject Program ..... Jolyne S. Daughtry ED339
0288	Special Education Program..... Dana Powell ED343

Ext. No.	Office
<b>College of Engineering</b>	
2500	Dean..... Michael Jenkins EE126
2500	Associate Dean ..... Ram Nunna, Interim EE126
2889	Civil and Geomatics Engineering ..... Jesus Larraldo-Muro EE178
6056	Construction Management Dept ..... Manoochehr Zoghi (Coord.) EE126
2726	Electrical and Computer Engineering..... Nagy Bengiamin EE254
2368	Mechanical Engineering..... Walter Loscuttoff EE154

Ext. No.	Office
<b>College of Health and Human Services</b>	
4004	Dean..... Andrew Hoff MCL178
2423	Communicative Disorders & Deaf Studies Dept ..... Don Freed LS125
4014	Health Science Dept/Gerontology Program ..... Miguel Perez MCL184
2016	Kinesiology Dept ..... Michael Coles SG111
2041	Nursing Dept ..... Michael Russler MCL190
2625	Physical Therapy Dept ..... Peggy Trueblood MCL186A
2838	Recreation Adm & Leisure Stds..... Jody Hironaka-Juteau PHS121
3992	Social Work Education Dept ..... Jane Middleton PHS128

Ext. No.	Office
<b>College of Science and Mathematics</b>	
3936	Dean..... Andrew Rogerson S2 301
3936	Associate Dean ..... Fraka Harmsen S2 301
2001	Biology Dept..... Frederick Zechman S106
2103	Chemistry Dept ..... David Frank S380
4373	Computer Science Dept..... J. Todd Wilson S2 255
3086	Earth & Environ. Sci. Dept ..... Steve Lewis S2 114
2992	Mathematics Dept ..... Stefaan Delcroix PB381
2371	Physics Dept ..... Douglas Singleton MCL173
2691	Psychology Dept..... Michael Botwin S2 312

Ext. No.	Office
<b>College of Social Sciences</b>	
3013	Dean..... Luz Gonzalez SS108
3013	Associate Dean ..... Steven Walker SS108
3002	Anthropology Dept ..... John Pryor PB389
2848	Chicano & Ltn. Amer. Stds. Dept ..... Victor Torres SS211
2305	Criminology Dept..... Ruth Masters McF244
3916	Economics Dept..... Antonio Avalos PB393
2832	Africana & American Indian Studies Program ..... Malik Simba S182
2797	Geography Dept..... Aribilola Omolayo S182B
2153	History Dept ..... William Skuban SS101
2988	Political Science Dept ..... David Schecter SS129
2234	Sociology Dept ..... Matthew Jendian SS227
2858	Women's Studies Program..... Loretta Kensinger (Coord.) SS201

Ext. No.	Office
<b>Division of Continuing and Global Education</b>	
0333	Associate Vice President ..... Berta Gonzalez ED130
0333	Director of Extension Programs ..... Cyndy Trent ED130
6452	Director of International Programs ..... Robert Hudgens FFS111

Ext. No.	Office
<b>Division of Graduate Studies</b>	
2448	Dean..... Karen Carey TAd130

Ext. No.	Office
<b>Research and Sponsored Programs</b>	
0840	Associate Vice President ..... Thomas McClanahan 4910 N
0840	Associate Director ..... Daniel J. Griffin Chestnut

Ext. No.	Office
<b>University Library</b>	
2403	Dean, Library Services..... Peter McDonald L2023
2403	Budget Manager..... Glenda Harada L2023

Ext. No.	Office
<b>Division of Student Affairs</b>	
2541	Dean..... Paul Oliaro JAd262

Ext. No.	Office
<b>Department of Athletics</b>	
2643	Director..... Thomas Boeh NG148

To telephone from an off-campus location, dial the prefix "278" followed by the University extension number.  
 To telephone from an on-campus location, dial the prefix "8" followed by the University extension number.

# Your Student Center

The Student Center is the main site where students conduct most of their business (add/drop classes, check Appointment date/time, check holds, access grades, view unofficial transcript, make a payment, etc.). Login to:

<http://my.csufresno.edu> > Student Self-Service > Student Center

**Ellen's Student Center**

Academics

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

**Academic History**  
[Grades](#)  
[View Unofficial Transcript](#)  
[Plan Class Schedule](#)  
[Class Schedule Gen Info](#)  
[View University Catalog](#)

other academic...

**Deadlines**

**This Week's Schedule**

	Class	Schedule
	EAD 262-03 SEM (74087)	Tu 4:00PM - 6:30PM Kremen Education Bldg Rm 173
	EAD 267-05 SUP (74089)	Location: TBA
	EAD 278T-02 SEM (76818)	Tu 7:00PM - 9:30PM Kremen Education Bldg Rm 173
	EAD 278T-03 SEM (76819)	Location: TBA

[weekly schedule >](#)

**SEARCH FOR CLASSES**

**Holds**  
Financial Obligation [details >](#)

**To Do List**  
Classified Student Standing [details >](#)

**Enrollment Dates**  
**Enrollment Appointment**  
You may begin enrolling for the Spring 2010 Regular Academic Session on November 3, 2009 at 10:00AM. [details >](#)

**Advisor**  
**Program Advisor**  
None Assigned

A snapshot view of the registration panel

my class schedule | class search | add | drop | swap | edit

**Add Classes** 1 | 2 | 3

**1. Select classes to add**

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

Spring 2009 | Postbaccalaureate | California State Univ Fresno [change term](#)

Add a class using one of the following:

Search for Class  [search](#)

----- OR -----

Enter Class Nbr  [enter](#)

# Registration Procedures - Read Instructions carefully!!

## Access Your Student Center At:

<http://my.csufresno.edu>

1. A registration e-mail will be sent to all continuing students. Read and follow all registration information carefully.
2. Visit the Class Schedule web site or purchase a Class Schedule at the Kennel Bookstore.
3. Make an appointment with your academic advisor to begin planning your class schedule for next semester. A Schedule Planner is available at <http://my.csufresno.edu> to assist you in building your class schedule. Remember to select alternate classes!
4. Before the date/time of your registration appointment, check for any registration holds using the Web.
  1. Log on at <http://my.csufresno.edu>.
  2. Under **My Menu**, select **Student Self Service**.  
You may experience a slight delay when opening the "Student Center". Do not click on any buttons or links while waiting for the screen to appear.
  3. Under the heading labeled "**Holds**" check to see if you have any obligations. You will not be allowed to register until all registration holds are cleared.
5. Register on or anytime after your appointment date/time.
6. Make sure that you are in your correct major for pre-requisite checking.
7. Pay your registration fees by December 4, 2009. These fees must be paid either by mail, in person at the Cashiers Office (south lobby) in the Joyal Administration Building, Monday – Friday 8:00 a.m. – 5:00 p.m. or by using on-line payment options.

Be sure to allow extra time if you are sending your payment through the mail. U.S. and campus mail processing time may take as much as an additional week. **If registration fees are not received by this date, your classes will be subject to cancellation!**

Students who have not registered by the fee payment deadline of December 4, please refer to page 14 for further registration information and fee payment deadline dates.

8. Have a successful semester!

## Continuing Students

A Continuing Student is someone who registered at California State University, Fresno as a matriculated student in Fall 2009, paid fees, and remained enrolled in courses through the tenth day of instruction. Seniors who have applied to graduate Fall 2009 **must reapply for admission** as new graduate students in order to be eligible to register Spring 2010.

**Note:** Appointment date and time to register is calculated by the number of units completed.

### Need Help?

Please call the Help Desk at (559) 278-7000

**Monday through Friday: 7a.m. to 9p.m.**

**Saturday and Sunday: 8a.m. to 5p.m.**

To register using the web, it is recommended that you use a Windows computer with Internet Explorer 6 or later; or Mozilla Firefox 2. A Macintosh computer with Safari (only on OS 10.4 and 10.5); or Mozilla Firefox will also work. We recommend AOL customers use only Internet Explorer or Mozilla Firefox to access [my.csufresno.edu](http://my.csufresno.edu). Avoid using the back button on your browser; this may cause you to lose the classes you have entered but not yet submitted. Use the "go to" button to navigate from panel to panel.

**FOR YOUR CONVENIENCE: You can pay your registration fees on-line by using the E-Pay (electronic check) or SmartPay (credit card) options available under your Student Center.**

# Registration Procedures

## Web Registration:

1. Launch your web browser and connect to "My Fresno State" at <http://my.csufresno.edu> , Click on **Sign - In**. If you have not established a Fresno State email account, click on the button **Get an account now!**
2. Enter your Fresno State **username and password**, click on login. If you need help or have questions with your login, call the Help Desk at (559) 278-7000.
3. Under **My Menu**, select **Student Self Service**.
4. Click on **Student Center**.

## Add a Class:

1. Follow steps 1 through 4 listed above under Web Registration.
2. Under the heading of Enrollment, click on Add a Class.
3. Select the term you wish to enroll in. If the term you want is not listed, call the Admissions, Records, and Evaluations Office at (559) 278-2261 during normal business hours.
4. Enter the 5-digit Class Number in the Enter Class Nbr box. Click on Enter. This will bring you to a new page. This page allows you to verify your request, and if necessary, select a related component, such as a lab, change your grading option, or enter a permission number. See additional instructions for when and how to use a permission number. At bottom of screen, click NEXT to proceed.
5. If you do not know the 5-digit class number, you can use the Search feature to find open classes. Enter the course subject and course number (i.e. HIST 12) and click Search (Leave the box checked to show open classes only). If you find a class you want to add, click on the Select Class button to add it to your Enrollment Shopping Cart.
6. You can place additional courses in the Enrollment Shopping Cart by repeating the instructions described in Steps 4 & 5 above. If you want to Delete a class, click on the Trash Bin. After you have selected all of your classes, click on button labeled Proceed to Step 2 of 3.
7. Click on the Finish Enrolling box to enroll in your courses.
8. Be sure to check the Status column for possible errors with your registration. If your registration is successful, the message "success" will be displayed. If errors exist, your class was not added. Specific details about the error are listed.
9. Sign Out (Top of Panel) when you are finished.

## Drop a Class:

1. Follow steps 1 through 4 listed above under Web Registration.  
Under the heading of Enrollment, click on Drop a Class.
2. Select the class(es) you want to drop, then click Drop Selected Classes. Confirm your selection and click Finish Dropping.
3. Verify that the classes are correct. Click on My Class Schedule. Print a copy of your schedule.
4. Sign Out (Top of Panel) when you are finished.

## Prerequisite Checking:

- ◆ Every semester, more departments check for the completion of prerequisites during the registration process.
- ◆ If prerequisite courses were completed at transfer institutions and they appear on your DARS report, then they will be considered during the registration process.
- ◆ If additional work has been added to your transfer record recently and they appear on your DARS report, this additional work will be considered for registration purposes within 48 hours.
- ◆ If you change your major, this can affect whether or not a prerequisite has been met; however, within 48 hours after a change of major is processed, any necessary changes for prerequisite checking will be made. If you are planning on changing your major, this should be done before the day of your registration appointment to assure that it will be processed in time for registration purposes.

# Registration Procedures

## Additional Search Criteria:

In order to narrow down the search results when looking for open class sections, the Additional Search Criteria can be a useful tool. Be aware that every criteria entered will reduce the number of available sections that the search will return, so use sparingly.

1. In the **Student Center**, under the heading of Enrollment, click on **Add a Class**.
2. Select the term you wish to enroll in.
3. Under the heading **Add a class using one of the following**, click on **Search**.
4. Near the bottom of the screen, click on **Additional Search Criteria**.
5. Enter the limitations desired and click on **Search**.
6. If no classes return, remove some of the limitations and click on **Search**. To search for specific areas of GE, see instructions on page 24. If the class you want to register in appears, follow steps 5 - 9 under **Add a Class** on page 6.

## How to Swap Classes:

1. In the **Student Center**, under the heading of Enrollment, click on **Add a Class**.
2. Select the term you wish to enroll in.
3. Currently enrolled classes will appear.
4. Go to top of screen and click on **Swap Classes**.
5. Select the class you want to swap under the heading **Swap this Class**.
6. Select the new class you want to **add** under the heading **With this Class**. Click **Enter**.
7. If there is a Related Class Section (lab), you must also select a lab section. If no related class section exists and the new class selection is open, Click **Next**. If the class is closed, **cancel** your request and select a new class/section.
8. A confirmation panel will appear. On this panel, you will verify the course you are dropping (swap) with the new class you are adding.
9. Click the **Finish Swapping** button located at the bottom of the panel.
10. A Results panel will appear. View the message and check the status of the swap.
11. If you have an error, read the detail description.

Note: The deadline for swapping classes without a financial consequence is the **tenth day of instruction**. Swaps requested and processed after the tenth day of instruction will result in the student being responsible for the fees for both courses involved in the swap. For example: A student is enrolled in six units on the tenth day of instruction. The student swaps one three-unit course for another three-unit course on the thirteenth day of instruction. The University charges the student for nine-units (full-time fees), not six (part-time fees).

## How to Change Grading Option:

Some classes allow students the option of either a letter grade or credit/no credit. These instructions are for classes which allow a choice in grading option.

1. In the **Student Center**, under the heading of Enrollment, click on **Add a Class**.
2. Select the term you wish to enroll in.
3. Go to top of screen and click on the **Edit** button.
4. Under the heading **Classes You are Allowed to Edit** select the class you want to change the grading option.
5. Click on **Proceed to Step 2 of 3**.
6. On the **Enrollment Preferences** panel under **Class Preferences**, select the **grading option** using the drop down choices. Click **Next**.
7. Confirm your selection. If **correct**, click the **Finish Editing** button.
8. View your **Results**. It should say **Success**.
9. If you have an error, read the detail description.

Note: This choice can be made during initial enrollment in the class or later. The instructions above are to change the grading option after enrollment in a course. To change grading option during initial enrollment, follow the Choose Grading Option link on the Class Enrollment Options screen.

# Registration Procedures

## Permission Numbers - When and How To Use Them

### When to use a Permission Number:

**Closed Class:** If the class is closed, the only way to override the enrollment limit is with a permission number.

**Student Level:** If a course is restricted to a specific class level(s) and you do not meet the prerequisite, the only way to override the class level check is with a permission number.

**Major:** If a course is restricted to a specific major(s) and you do not meet the prerequisite, the only way to override the major check is with a permission number.

**Consent:** Some courses require **consent** from the department before you are allowed to add the course. Contact the department offering the course to seek approval.

**Registration by Permission:** During the Registration by Permission period (third & fourth week of instruction) the only way to add a class is with a permission number.

If the instructor/department grant approval for you to add the class by overriding any of the items mentioned above or during the Registration by Permission period, **a permission number must be issued to you.** Use the permission number to add the class by going to the "My Fresno State" portal and follow the instructions outlined below.

### How to use a Permission Number:

1. Launch your Web browser to *http://my.csufresno.edu*
2. Key in your **username** and **password**.
3. Under My Menu, select **Student Self Service**.
4. Click on **Student Center**.
5. Under the heading of Enrollment, click on **Add a Class**.
6. Select the term you wish to enroll in.
7. Enter the **Class Number** in the **Class Nbr box**. Hit the **Enter** key.
8. The Enrollment Preferences panel will appear. Under the section labeled **Class Preferences**, enter the **Permission Number** in the box.
9. Click the **Next** button.
10. This will return you to the original Add page. A message will appear which confirms that the class has been added to your shopping cart.
11. Continue to add other classes or proceed to Step 2 by clicking the box labeled **Proceed to Step 2 of 3**.
12. A confirmation panel will appear. Verify class information. If request is correct, click box labeled **Finish Enrolling**.
13. Verify status of Add(s) under the "Message" column. It should say **Success**.
14. If you have an error and it says the permission number is invalid, check with the instructor.

### Potential Problems with a Permission Number:

- ◆ Permission Numbers are specific to course sections. They will not work for other sections of the same course or any other course.
- ◆ Permission Numbers cannot override time conflicts. If your instructors will allow you to enroll in classes even though there is a time conflict, the instructors of the courses involved need to sign an Administrative Change card (available in the department or at the Admissions and Records counter) and indicate on the card "Time Conflict OK." The card should then be submitted to the Admissions and Records counter in the north lobby of the Joyal Building.
- ◆ Permission Numbers cannot override maximum unit limits. For instructions about approval guidelines for excess units, please see page 13.

# Registration Procedures

## How to Add a Lecture With a Lab

Some lecture classes have labs or activities as a required component. Some of these lecture/lab or lecture/activity combinations include a number of lab or activity sections for the student to choose from.

1. In the **Student Center**, under the heading of Enrollment, click on **Add a Class**.
2. Select the term you wish to enroll in.
3. Enter the **Class Number** in the **Class Nbr box**. Hit the **Enter** key.
4. The related class sections panel will appear. On this panel, select the laboratory section you wish to add. Click **Next**.
5. The **Enrollment Preferences** panel will appear. On this panel, you will verify the lecture and lab you have selected. Detail information appears on this panel. To proceed, click **Next**.
6. This will return you to the original enrollment page. Continue to add other classes or if you have completed all adding, click **Proceed to Step 2 of 3**.
7. The Confirmation Panel will appear. Verify the class lecture and lab information again. If request is correct, click box labeled **Finish Enrolling**.
8. Verify status of Add(s) under the "status" column. It should say **Success**.
9. If you have an error, read the detail description.

## How to Add a Learning Community:

Some courses have been combined into Learning Communities. The courses in a Learning Community have to be taken together and must be registered for at the same time.

1. In the **Student Center**, under the heading of Enrollment, click on **Add a Class**.
2. Select the term you wish to enroll in.
3. Enter the **Class Number** for the first course in the Learning Community in the **Class Number Box**. Hit the **Enter key**.
4. Verify the class information.
5. Add the second course in the Learning Community to the enrollment Shopping Cart by following steps 3 and 4.
6. This will return you to the original enrollment page. Verify that both courses are in the Shopping Cart.
7. Continue to add other classes or if you have completed all adding, click **Proceed to Step 2 of 3**.
8. The Confirmation Panel will appear. Verify the class lecture and lab information again. If request is correct, click box labeled **Finish Enrolling**.
9. Verify status of Add(s) under the "status" column. It should say **Success**.
10. If you have an error, read the detail description.

## Possible Learning Community Errors:

1. **Requisite Not Met**  
The sections in a Learning Community are requisites of each other. Concurrent enrollment in both sections is required. This message indicates that only one section was submitted in the enrollment transaction.
2. **Time Conflict**  
This message indicates that you are already enrolled in a class that has an overlap in time with one of the sections in the Learning Community.
3. **Class is Full**  
This Learning Community is full.  
Waitlisting is not possible for Learning Communities.

# Registration Procedures

## Online Waitlist - When and How To Use Them

### When Can I Use On-line Wait List:

You can add yourself to the online Wait List for a class from the time the class is full until February 3, 2010. Online Wait Lists become null and void after February 3, 2010.

### How On-line Wait List Works:

- ◆ If a class is full, you can place yourself on an online wait list for any seats that might become available.
- ◆ Most scheduled class sections have online wait lists, which are based on the size of the class.
- ◆ You can waitlist for a maximum of 10 units, provided that each course's online wait list is not already full.
- ◆ You must meet any prerequisites for the class before you can be placed on the online wait list, e.g. course pre-requisites, section co-requisites, major and class level restrictions.
- ◆ If a seat becomes available, the student highest on the online wait list will get the seat (subject to the restrictions below).
- ◆ Students will be moved from the online wait list 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 online wait list.
- ◆ If you move from the online wait list into the class, you will receive email notification confirming enrollment in the class.
- ◆ You will not be billed for waitlisted classes but will be billed if moved from an online wait list 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 to your classes for non-payment of fees.
- ◆ If you are moved from the waitlist into a class, it is your responsibility to drop the class (as with other classes) 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 online wait list and enrolled into the class. Once the process to move students from the online wait list has run for the final time and classes have begun, instructors are not required to add students who were waitlisted for the class.

### On-line Wait List Restrictions:

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

- ◆ There is a time conflict with another registered class. Since the potential time conflicts are not checked when you place yourself on an online waitlist, you should ensure that waitlisted classes do not conflict with your enrolled schedule.
- ◆ 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 online wait list if space becomes available. You will need to choose whether to take a chance and place yourself on the online wait list of the full section in the hope space becomes available or remain enrolled in the section you have already scheduled.

### How to Add Using On-line Wait List:

1. Enter the **Class Number** in the **Class Nbr box**. Hit the **Enter** key. Or,
2. Enter Course Information, uncheck **Show Open Classes Only**. Click **Search**.
3. All sections of the course show, the status is designated by the symbols
  - Open – green circle
  - Closed – blue square
  - Waitlist only – yellow triangleIf online wait lists has been implemented for a course, the class is full, but there is room on the Waitlist; there will be a yellow triangle in the Status field.  
In this case, click Select Class for the class with the Wait List symbol.
4. The student should check the box **Wait List if Class is Full**, if they want to be placed on the Waitlist. (If they only want the class if they can be enrolled, then they should not check the box.) Then click **Next**.
5. The course has now been added to your Enrollment Shopping Cart. The Status is the yellow triangle, symbolizing Waitlist. Click **Proceed to Step 2 of 3**.
6. Confirm that this is the class you want to be waitlisted for and click **Finish Enrolling**.
7. The enrollment results show that the class is full and that you have been placed on the Waitlist. It will also show where on the list you have been placed.
8. Your Class Schedule will now show the class with a status of Waiting.
9. A process is run twice a day to move students from the Waitlist to available spaces in the class. An email will be sent to you notifying you if you have been enrolled in the course.

# Change of Schedule (Add/Drop)

## Important Notes

- Students may add classes using the on-line system through Wednesday, February 3. Beginning February 4, students can only add classes by using a permission number issued by the instructor. The deadline to add a class with a permission number is February 18.
- Students may drop classes using the on-line system through Thursday, February 18. Serious and compelling drop period begins February 19. See procedures below.
- You are responsible for completing or withdrawing from every class registered. Failure to withdraw will result in a grade of "WU" or "F".
- During the first week of school, it is the responsibility of the student to attend each class meeting. If a class is full, a faculty member may administratively drop any student who is absent from any class session during the first week of classes (if the student has not personally contacted the faculty member by the next class meeting). It is the responsibility of the student to withdraw properly from any class which he/she does not intend to complete. Do not assume that the faculty member will administratively drop you (see page 19).

TYPE OF CHANGE	BEGINNING JANUARY 21	BEGINNING FEBRUARY 4	BEGINNING APRIL 21
<b>ADDING A COURSE</b>	Students may add classes without permission if space is available or by the Wait-List process.  Deadline: February 3	Beginning February 4, adding is only by using a permission number issued by the instructor.  Deadline: February 18	NOT PROCESSED AFTER February 18.
<b>DROPPING A COURSE</b>  Last day to return a book to the Kennel Bookstore for a refund is February 3.	Students may drop classes using the Web Registration system. No drop form or approvals are required.  Deadline: February 18	<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>BEGINNING FEBRUARY 19</b></div> Students may drop classes using web registration system.  Deadline: February 18  All drops must be of serious and compelling reason and will require the signature of the instructor and the chair of the department. The drop will be listed on the official University transcript with a "W" (Withdrawal) and will count toward the 18 unit limitation for undergraduates.  Deadline: April 20	After April 20, Drops/Withdrawals are not allowed except for circumstances beyond the student's control. To drop/withdraw, secure a Drop/Withdrawal Form from Admissions & Records Service Windows. Obtain signatures as required. All courses dropped after February 18 will be listed on the official University transcript with a "W" (Withdrawal) and will count toward the 18 unit limitation for undergraduates.  Deadline: May 12
<b>CHANGING A CLASS TO CREDIT/NO CREDIT</b>	Use the Web system to change your grading option. Maximum of 6 units per semester.  Deadline: February 18	Use the Web system to change your grading option. Maximum of 6 units per semester.  Deadline: February 18	NOT PROCESSED AFTER February 18.
<b>CHANGING A CLASS TO AUDIT</b>	Secure Administrative Change Card from Admissions & Records Service Windows. Obtain required signatures on card. Return card to Admissions & Records Service Windows.  Deadline: February 18	Secure Administrative Change Card from Admissions & Records Service Windows. Obtain required signatures on card. Return card to Admissions & Records Service Windows.  Deadline: February 18	NOT PROCESSED AFTER February 18.
<b>WITHDRAWING FROM THIS SEMESTER</b>  ("Withdrawing" means discontinuing course participation for the semester.) For policy on eligibility to enroll in subsequent semesters, see page 19.	Secure a Drop/Withdrawal Form from Admissions & Records Service Windows. Obtain signatures as required. For refund of registration fees see page 18.  Deadline: February 18	Secure a Drop/Withdrawal Form from Admissions & Records Service Windows. Obtain signatures as required. All courses dropped after February 18 will be listed on the official University transcript with a "W" (Withdrawal) and will count toward the 18 unit limitation for undergraduates. A "W" does not negatively impact your GPA.  Deadline: April 20	After April 20, Drops/Withdrawals are not allowed except for circumstances beyond the student's control. Secure a Drop/Withdrawal Form from Admissions & Records Service Windows. Obtain signatures as required. All courses dropped after February 18 will be listed on the official University transcript with a "W" (Withdrawal) and will count toward the 18 unit limitation for undergraduates.  Deadline: May 12

# Additional Registration Information

	REGISTRATION FOR AUDIT	REGISTRATION FOR CREDIT BY EXAMINATION
<p><b>NOTE:</b></p> <p>YOU MUST PRESENT A VALID <b>STUDENT I.D. CARD TO:</b></p> <ul style="list-style-type: none"> <li>◆ Check out library books</li> <li>◆ Use computer labs</li> <li>◆ Obtain other campus services</li> </ul>	<p><b>Note:</b> Regular class attendance is expected and the student may be required to participate in any or all classroom activities at the discretion of the faculty member. Courses audited may not be used in the master's program.</p> <p>If you fail to meet the class requirements the audited class will not be listed on your record.</p>	<p>CBE IS NOT available to graduate students for use on programs for the master's degree.</p> <p>To receive CBE credit you must complete at least an equal number of units in regular enrollment during the semester.</p> <p>NOTE: CBE units are charged for fee purposes.</p>
<p><b>Web Registration</b></p>	<p>Audit registration IS NOT available through Web Registration. See procedures below.</p>	<p>Credit by Examination Registration IS NOT available through Web Registration. See procedures below.</p>
<p><b>How to Register/Add Courses</b></p>	<p>If you wish to audit a class as a regular enrolled student:</p> <ol style="list-style-type: none"> <li>1. Starting January 21, obtain Change of Program Card at the Admissions &amp; Records Service Windows.</li> <li>2. Obtain faculty signature.</li> <li>3. Submit to Admissions &amp; Records Service Windows as an "Add for Audit Option".</li> </ol> <p style="text-align: center;"><b>Auditor Only</b></p> <p>If you wish to attend the University by auditing of class(es) <b>only</b> - go to the Admission &amp; Records Service Windows, North Lobby, Joyal Admin. Bldg., from January 21-27 to inquire about an application for "auditor only" status.</p>	<ol style="list-style-type: none"> <li>1. Obtain a CBE approval form from the Department Office.</li> <li>2. Turn in the CBE form at the Admissions &amp; Records Service Windows by 5 p.m. February 3. <b>Do not turn in this form at the Department Office.</b></li> <li>3. Complete the examination by 5 p.m. February 18. Your grade will be reported to Admissions &amp; Records on or before March 4.</li> <li>4. If you do not pass, you may change your grading option with instructor's approval, by coming to the Admissions &amp; Records Service Windows on or before Thursday, March 4.</li> <li>5. CBE units are charged for fee purposes</li> </ol>
	<p><b>CLASS ADD DEADLINE: FEBRUARY 3</b></p>	<p><b>CLASS ADD DEADLINE: FEBRUARY 3</b></p>

# Additional Registration Information

REGISTRATION FOR <b>CR-NC GRADING OPTION</b>	PERMISSION FOR <b>ENROLLMENT FOR MORE THAN 18 UNITS</b>	REGISTRATION FOR <b>INDEPENDENT STUDY</b> (Directed Reading, Senior Project, Research, Etc.)
<p>Certain courses are graded "CR-NC" only. Certain other courses are graded "A"- "F" only, especially courses required in the major.</p> <p>The remaining courses which are graded traditionally ("A"- "F") may be taken for "CR-NC". If you wish "CR-NC" grading, follow the "CR-NC" procedures.</p>	<p>Undergraduates: If you have the necessary GPA to qualify (2.5 for 19 units, 3.0 for 20-22 units), the registration system will automatically allow excess units. <b>IF YOU DO NOT HAVE THE NECESSARY GPA, YOU MUST SECURE APPROVAL FOR EXCESS UNITS.</b></p>	<p>Eligibility Undergraduates</p> <ol style="list-style-type: none"> <li>1. 3.0+ GPA</li> <li>2. Completion of more than 45 units.</li> </ol>
<p>Selection of the "CR-NC" grading option IS available through the Web Registration system. See page 7 for instructions.</p>	<p>The Registration System WILL LIMIT up to 18 total units enrolled for undergraduates and 16 units for postbaccalaureate students. See below for approval guidelines for excess units.</p>	<ol style="list-style-type: none"> <li>1. Obtain and complete an approval form at your Department Office.</li> <li>2. Obtain a Permission Number from the Department Office.</li> <li>3. Complete Web Registration procedures.</li> </ol>
<ol style="list-style-type: none"> <li>1. At the time of registration, students will be prompted to select their grading option for each course. See page 6 for instructions.</li> </ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"> <li>2. Secure Add/Drop Card from Admissions &amp; Records Service Windows. Complete the card (faculty approval not required) and submit to the Admissions &amp; Records Service Windows.</li> </ol>	<ol style="list-style-type: none"> <li>1. Additional units beyond 18 (undergraduate) or 16 (postbaccalaureate) will only be allowed if you have the proper GPA.</li> <li>2. If you do not have the necessary GPA, go to your major department; secure permission and submit form to the Admissions &amp; Records Service Windows. Undeclared majors go to the Student Success Services Office, Joyal Admin. Bldg., Room 224. Postbaccalaureate students must secure permission from the Division of Graduate Studies.</li> <li>3. An absolute limit of 22 units is enforced (undergraduate). You may discuss this with the Dean of the School of your major. Exceptions can be made only with his/her approval. An Excess Units Form must be submitted to the Admission &amp; Records Service Windows.</li> <li>4. CBE and AUDIT units do not count toward your total units.</li> <li>5. If you do not have approval for excess units, your course load may be reduced to 18 units.</li> </ol>	
<p><b>OPTION CHANGE DEADLINE: FEBRUARY 18</b></p>	<p><b>PERMISSION DEADLINE: FEBRUARY 18</b></p>	<p><b>CLASS ADD DEADLINE: FEBRUARY 18</b></p>

# FEE PAYMENT DEADLINES

REGISTRATION PERIOD	FEE PAYMENT DEADLINE
<b>Priority Registration and Registration for New Students</b> November 2, 2009 through December 4, 2009	December 4, 2009 If fees are not received by this payment deadline, your classes may be subject to cancellation.
<b>Registration/Add/Drop Systems will be unavailable from December 5 through December 13, 2009</b>	
<b>Open Registration</b> December 14, 2009 through January 14, 2010	January 14, 2010 If fees are not received by this payment deadline, your classes may be subject to cancellation.
<b>Late Registration</b> January 15, 2010 through February 3, 2010	February 3, 2010 If fees are not paid by this date, a hold will be placed on your record and you may be subject to cancellation.
<b>Registration by Permission</b> February 4, 2010 through February 18, 2010	February 18, 2010 If fees are not received by this payment deadline, your classes may be subject to cancellation.

The fee payment deadline dates do not apply to students with an approved fee deferment or fee waiver. Check with the appropriate office/department to verify whether a deferment/waiver has been issued.

**Registration/tuition fees may be paid by mail, in person, or on-line.** Students who are cancelled and attempt to re-register for their classes once the semester begins, will be required to pay their fees in full before being allowed to re-register.

## Final Grade Reporting

Final grades for each term will be available to students through the Student Center on a rolling basis as they are entered on-line by faculty. Typically, all grades are posted approximately two weeks after the end of the term. To access your grades, follow the steps below:

- Launch your Web browser to <http://my.csufresno.edu> Click on **Login**.
- Enter your **Username** and **Password**.
- Select **Student Self Service**.
- Click on **Student Center**.
- Under Academic History, click on **Grades**.
- Select the **Term** for which you want to view grades.
- To view grades for a prior term, select the term from the drop-down menu. Click the **Change** box.
- You can print a copy of your grades using the Printer Friendly Version option.



## FEE PAYMENT & REFUND INFORMATION

<b>Cashiering Services</b> <b>(559) 278-2641</b> • Payment of Fees	Joyal Admin., South Lobby 8 a.m. - 5 p.m. 7 a.m. - 3:30 p.m. (Summer)	<b>Student Financial Services</b> <b>(559)278-2876</b> • General Information • Course Fees • Payment Deadlines • Refunds • Registration Fees/Installment Plans • Student Account Status • Student Fee Statements (E-Bill)	Joyal Admin. #181 8 a.m. - 5 p.m. 7 a.m. - 3:30 p.m. (Summer)
<b>Financial Aid Office</b> <b>(559) 278-2182</b> • Financial Aid	Joyal Admin., #296 8 a.m. - 5 p.m. 7 a.m. - 3:30 p.m. (Summer)		

### STUDENT FEES

Mandatory Registration and Course Fees: Payment Deadline and Enrollment Cancellation Penalties

- Students who participate in Priority Registration are required to pay all mandatory registration fees (registration, tuition and course fees) by 5:00 p.m. on Friday, December 4, 2009. Students who do not register by this date, must pay fees by the fee payment deadline date associated with their registration period. See page 14 for details.
- Mandatory registration fees include:
- Registration and Tuition Fees --provided in the chart on page 17.
- Course Fees --provided in the "Class notes" after each Subject listing in the Class Schedule or at <http://my.csufresno.edu>.
- Questions pertaining to your Teacher Credential classification may be directed to the campus Credential Office in the School of Education at (559) 278-0300.
- Questions pertaining to your undergraduate/postbaccalaureate class level status may be directed to Admissions and Records (559) 278-2261.
- **Warning!!** Failure to pay all mandatory registration fees by the deadline may result in cancellation of all classes.

### STUDENT FEE STATEMENTS

- E-mails or E-bills (Electronic Bill Statements) will be sent as a reminder to pay tuition and fees prior to a payment deadline. You may view electronic bills (E-bills) through My Fresno State at <http://my.csufresno.edu> by clicking on the "Sign In" button and entering your Fresno State Email ID and Password. Then, under "My Menu" go to STUDENT SELF SERVICE and STUDENT CENTER. Once you are in the STUDENT CENTER, scroll down to the middle of the page under FINANCES, and click on "View eBills/Make a Payment". Follow the link and it will take you to the E-Bill site.
- Emails will be sent to Fresno State E-mail accounts.
- For up-to-date account information, please review your account status in Student Self Service/Student Center/Account Inquiry.
- Questions or concerns may be directed to Student Financial Services at (559) 278-2876.

### IMPORTANT NOTICE!!

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date

when instruction for a particular quarter or semester has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees.

### INSTALLMENT PAYMENT PLAN CONTRACTS

#### Registration Fees: Installment Payment Plan

This plan enables a student to defer a portion of the registration fees.

- A student who applies for financial aid or obtains a waiver or deferral of fees, is not eligible to participate.
- The contract is limited to two installment payments and includes a **\$33.00 non-refundable administrative service fee**.
- The contract may be obtained from Student Financial Services, located in the Joyal Admin. Bldg., Room 181 or may be obtained from the website at:

<http://www.csufresno.edu/accountingservices>.

#### Actions required utilizing the Registration Fees Installment Payment Plan

- Obtain a contract from Student Financial Services or via the website.
- Review, sign and remit the contract, along with the appropriate payment noted on Page 17. Contracts with payment must be received no later than **5:00 p.m. on Friday, December 4, 2009**.
- Remit the remaining balance of the deferred amount to Student Financial Services by **Thursday, March 4, 2010** to determine the remaining balance due. Please refer to the chart on page 17.

#### Foreign Tuition: Installment Payment Plan

This plan enables a non-resident student, who is a citizen and resident of a foreign country and not a citizen of the United States, to pay tuition fees on an installment basis (Education Code: Section 89707.5).

- A student who utilizes the Registration Installment Payment Plan is not eligible for the Foreign Tuition Installment Payment Plan.
- The Foreign Tuition Installment Contract requires payment of all registration and course fees at the time the contract is signed and utilized (**which must be received no later than 5:00 p.m. on Friday, December 4, 2009**).
- The contract is limited to three equal installment payments and includes a **15% non-refundable administrative service fee**.
- The contract may be obtained from Student Financial Services, located in the Joyal Admin. Bldg., Room 181.



# Money Matters

## PAYMENT OPTIONS

The University offers the following payment options:

1. Payments may be made in person at Cashiering Services, located in the South Lobby of the Joyal Admin. Bldg.
2. Payments can be sent through the mail to :

California State University, Fresno  
 Student Financial Services  
 5150 N. Maple Ave. JA #58  
 Fresno, Ca. 93740-8026

3. **E-Pay (Electronic Payment by check).**  
 This is an electronic check payment option for making payments on your California State University, Fresno student account. E-Pay works by placing a direct charge to your checking account. There is **no service charge** for using E-Pay.

4. **SmartPay (Payment by Credit Card)**  
 Credit card payments can be made with American Express, Diners Club, Discover and Master Card. There is a 2.9% service charge on all payment transactions up to \$3,000.00 and 2.15% for any amount over \$3,000.00.

**To use E-Pay or SmartPay, log into My Fresno State at <http://my.csufresno.edu>** by clicking on the "Sign In" button and entering your Fresno State Email ID and Password. Then, under "My Menu" go to STUDENT SELF SERVICE and STUDENT CENTER. Once you are in STUDENT CENTER, scroll down to the middle of the page under FINANCES, and click on "View eBills/Make a Payment". The link will take you to the E-Bill site. At the top of the page, click on "make a payment". Once a payment is made using this method, your account balance will be updated immediately. (This payment method may be used for registration, tuition, course fees, Continuing and Global Education, and all other miscellaneous charges reflected on student account balances.

### REGISTRATION REFUND OF FEES INCLUDING NONRESIDENT TUITION

California State University, Fresno (the University) administers refunds in accordance with the California Administrative Code and directives of the California State University (CSU) system.

On November 14, 2001, the Board of Trustees adopted revisions to the policy governing the refund of student fees including nonresident tuition. The revised refund policy, Section 41802 in Title 5 of the *California Code of Regulations*, took effect on December 14, 2001 and is detailed in coded Memorandum AA-2002-13, dated February 13, 2002. The University's interpretation of the policy is outlined on page 18.

Copies of the refund policy may be obtained from Student Financial Services in the Joyal Administration Building, Room 181.

### Payment of Refunds

As a student complies with all conditions of this policy, the University shall refund to the student, as soon as reasonably possible, all money collected in excess of any obligations that the student might owe the University. Students do not need to request a refund for Registration Fees or for Tuition. Any refund for which a student is eligible will be "automatic" when a student follows established procedures to cancel registration, drop courses, or withdraw for the academic period.

### Questions

Questions regarding fee refunds can be directed to Student Financial Services at (559) 278-2876, or sent to:

Student Financial Services  
 California State University, Fresno  
 5150 N. Maple Ave. JA#58  
 Fresno, Ca. 93740-8026

### RETURNED CHECKS

Writing a bad check is against the law. Recipients of bad checks may sue the Payer in Small Claims court for three times the amount of the check or \$100, whichever is more. In addition, suit may be made against the Payer for the face value of the check and all court costs. (California Civil code, Chapter 522, Section 1719)

Writing a bad check will result in the following:

- Attachment of your University records and denial of **all services**.
- A **\$20.00** processing charge.
- Payment for returned checks must be made with a cashier's check or money order.
- Cancellation of enrollment. Once cancelled, you will not be reinstated.

- Personal checks will not be accepted, including checks written by a friend or relative.
- Placing a "Stop Payment" or "closing" your account will not release you from your financial obligation nor will it automatically drop you from enrollment.

### Sale of Parking Decals

1. Parking decals can be purchased on-line at <http://my.csufresno.edu>.
2. Parking decals may also be purchased in person at the following times and locations:

Joyal Admin. South Lobby - Cashiers  
 Monday - Friday  
 Nov 1 - Apr 22 8:00a.m. - 5:00 p.m.

Police Satellite Office-Police Station  
 Monday - Friday  
 Nov 1 - Apr 22 8:00a.m. - 5:00p.m.

### Parking Decal Prices

- ♦ Automobile \$68.00 per semester
- ♦ Motorcycle \$17.00 per semester
- ♦ Daily Permits \$3.00

### Refund of Parking Decals

To receive a refund of parking decals, students must return their decal and apply for a refund at Student Financial Services, Joyal Administration Building, Room 181. Refunds will be pro-rated according to the following schedule:

Jan 21 - Feb 19	75%
Feb 22 - Mar 23	50%
Mar 24 - Apr 22	25%

### STUDENT ACCOUNT HOLDS

A hold will be placed on a student's account for any unpaid obligations owed to the University. Students under this category will be denied class registration, grades, transcripts and other university services until all obligations are paid. For further information, please contact the department that requested placement of the hold. (California Administrative Code, Title 5, Section 42381)

**NOTE: Registration, Tuition Fees, and Policies are subject to change without advance notice by the Trustees of the California State University.**

**SPRING 2010  
REGISTRATION FEES FOR RESIDENT STUDENTS**

Fee Listing	Undergraduate Units		Teacher Credential Units		Post Baccalaureate Units		Doctoral Units	Graduate Business Professional Fee
	0-6	7+	0-6	7+	0-6	7+	0-7+	
Bulldog Card	5.00	5.00	5.00	5.00	5.00	5.00	5.00	\$210.00 per unit in addition to the State University Fee and Campus Fees for the following graduate business programs.  • Master of Business Administration (M.B.A.) • Master of Science (M.S.) Accountancy
Health Facility	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
Health Service	93.00	93.00	93.00	93.00	93.00	93.00	93.00	
Instructionally Related Activities	62.00	62.00	62.00	62.00	62.00	62.00	62.00	
Student Academic Service	18.00	18.00	18.00	18.00	18.00	18.00	18.00	
Student Body	34.50	34.50	34.50	34.50	34.50	34.50	34.50	
University Student Union	108.00	108.00	108.00	108.00	108.00	108.00	108.00	
State University Fee	1,167.00	2,013.00	1,356.00	2,337.00	1,440.00	2,481.00	4,338.00	
<b>EARLY REG TOTAL</b>	<b>1,490.50</b>	<b>2,336.50</b>	<b>1,679.50</b>	<b>2,660.50</b>	<b>1,763.50</b>	<b>2,804.50</b>	<b>4,661.50</b>	
Installment Pmt Charge	33.00	33.00	33.00	33.00	33.00	33.00	33.00	
<b>TOTAL IPP &amp; REG</b>	<b>1,523.50</b>	<b>2,369.50</b>	<b>1,712.50</b>	<b>2,693.50</b>	<b>1,796.50</b>	<b>2,837.50</b>	<b>4,694.50</b>	

**INSTALLMENT PAYMENT PLAN FEE SCHEDULE**

IPP Fee Schedule for Undergraduate	0-6 Units	7+ Units
1st Installment Due by Friday, December 4, 2009	940.00	1,363.00
Balance Due by Thursday, March 4, 2010	583.50	1,006.50
<b>Total</b>	<b>1,523.50</b>	<b>2,369.50</b>

  

IPP Fee Schedule for Teacher Credential	0-6 Units	7+ Units
1st Installment Due by Friday, December 4, 2009	1,034.50	1,525.00
Balance Due by Thursday, March 4, 2010	678.00	1,168.50
<b>Total</b>	<b>1,712.50</b>	<b>2,693.50</b>

  

IPP Fee Schedule for Post Baccalaureate	0-6 Units	7+ Units
1st Installment Due by Friday, December 4, 2009	1,076.50	1,597.00
Balance Due by Thursday, March 4, 2010	720.00	1,240.50
<b>Total</b>	<b>1,796.50</b>	<b>2,837.50</b>

  

IPP Fee Schedule for Doctoral	0-6 Units	7+ Units
1st Installment Due by Friday, December 4, 2009	2,525.50	2,525.50
Balance Due by Thursday, March 4, 2010	2,169.00	2,169.00
<b>Total</b>	<b>4,694.50</b>	<b>4,694.50</b>

**REGISTRATION AND TUITION FEES FOR FOREIGN AND NON-RESIDENTS**

**Graduate Business Professional Fee**

An additional \$210.00 per unit will be charged for the following graduate business programs:

- Master of Business Administration (M.B.A.)
- Master of Science (M.S) Accountancy

UNITS	Undergraduate Students			Teacher Credential Students			Post Baccalaureate Students			Doctoral Students		
	TUITION FEES	REGISTRATION FEES	TOTAL	TUITION FEES	REGISTRATION FEES	TOTAL	TUITION FEES	REGISTRATION FEES	TOTAL	TUITION FEES	REGISTRATION FEES	TOTAL
01	372.00	1490.50	1862.50	372.00	1679.50	2051.50	372.00	1763.50	2135.50	372.00	4,661.50	5,033.50
02	744.00	1490.50	2234.50	744.00	1679.50	2423.50	744.00	1763.50	2507.50	744.00	4,661.50	5,405.50
03	1116.00	1490.50	2606.50	1116.00	1679.50	2795.50	1116.00	1763.50	2879.50	1,116.00	4,661.50	5,777.50
04	1488.00	1490.50	2978.50	1488.00	1679.50	3167.50	1488.00	1763.50	3251.50	1,488.00	4,661.50	6,149.50
05	1860.00	1490.50	3350.50	1860.00	1679.50	3539.50	1860.00	1763.50	3623.50	1,860.00	4,661.50	6,521.50
06	2232.00	1490.50	3722.50	2232.00	1679.50	3911.50	2232.00	1763.50	3995.50	2,232.00	4,661.50	6,893.50
07	2604.00	2336.50	4940.50	2604.00	2660.50	5264.50	2604.00	2804.50	5408.50	2,604.00	4,661.50	7,265.50
08	2976.00	2336.50	5312.50	2976.00	2660.50	5636.50	2976.00	2804.50	5780.50	2,976.00	4,661.50	7,637.50
09	3348.00	2336.50	5684.50	3348.00	2660.50	6008.50	3348.00	2804.50	6152.50	3,348.00	4,661.50	8,009.50
10	3720.00	2336.50	6056.50	3720.00	2660.50	6380.50	3720.00	2804.50	6524.50	3,720.00	4,661.50	8,381.50
11	4092.00	2336.50	6428.50	4092.00	2660.50	6752.50	4092.00	2804.50	6896.50	4,092.00	4,661.50	8,753.50
12	4464.00	2336.50	6800.50	4464.00	2660.50	7124.50	4464.00	2804.50	7268.50	4,464.00	4,661.50	9,125.50
13	4836.00	2336.50	7172.50	4836.00	2660.50	7496.50	4836.00	2804.50	7640.50	4,836.00	4,661.50	9,497.50
14	5208.00	2336.50	7544.50	5208.00	2660.50	7868.50	5208.00	2804.50	8012.50	5,208.00	4,661.50	9,869.50
15	5580.00	2336.50	7916.50	5580.00	2660.50	8240.50	5580.00	2804.50	8384.50	5,580.00	4,661.50	10,241.50
16	5952.00	2336.50	8288.50	5952.00	2660.50	8612.50	5952.00	2804.50	8756.50	5,952.00	4,661.50	10,613.50
17	6324.00	2336.50	8660.50	6324.00	2660.50	8984.50	6324.00	2804.50	9128.50	6,324.00	4,661.50	10,985.50
18	6696.00	2336.50	9032.50	6696.00	2660.50	9356.50	6696.00	2804.50	9500.50	6,696.00	4,661.50	11,357.50



# Money Matters

## Spring 2010 Refund Policy Schedule for Registration Fees and Tuition

All refunds will be subject to a \$5.00 administrative fee.

The following general rules will be followed by Accounting Services in making refunds to students for State-supported semesters (with references to Title 5, Section 41802):

### Students dropping some but not all courses

Before the first day of instruction (January 20, 2010)	100% refund (consistent with Sec. 41802(b) and 41802(c))
During the first two weeks of instruction (January 21 - February 3, 2010)	Fees determined based on courses enrolled in at the end of this time period (Sec. 41802(c))
After the 2nd week of instruction, up to and including the 60% point of the semester (February 4 - April 5, 2010)	No refund, unless an exceptional circumstance exists--petition required (Sec 41802(e)(2)). If petition approved a pro rata refund may be granted.***
After the 60% point of the semester (April 6, 2010 and thereafter)	No refund (consistent with Section 41802(d)(1))

### Students dropping all courses or officially withdrawing from the University\*\*

Before the first day of instruction (January 20, 2010)	100% refund (Sec. 41802(b))
During the first two weeks of instruction (January 21 - February 3, 2010)	Pro rata refund (Sec. 41802(d)(1))
After the 2nd week of instruction, up to and including the 60% point of the semester (February 4 - April 5, 2010)	Pro rata refund (Sec. 41802(d)(1))
After the 60% point of the semester (April 6, 2010 and thereafter)	No refund (Section 41802(d)(1))

\* A determination will be made at the end of the second week of instruction as to the amount of fees due for the number of units enrolled (net of course adds and drops).

\*\* A student who fails to drop all courses or officially withdraw from the campus will not be entitled to a refund (this is normally the case when a student stops attending classes).

Exceptions to the above general rules

A full refund, less an administrative fee, will be made if any of the conditions under Sec 41802(e)(1) apply.

\*\*\*A student may petition for a refund in accordance with Section 41802(e)(2). In this case, the petition will be reviewed by the Enrollment petition Committee to determine if the student has demonstrated exceptional circumstances warranting a refund. The committee then forwards its recommendation to the campus CFO, or designee, who determines what amount, if any, will be refunded.

**All refunds will be subject to a \$5.00 administrative fee.**

#### Reminder!!

Priority registration and tuition fees must be received no later than 5:00 p.m. on December 4, 2009. Students may be subject to cancellation if fees are not paid on time.

## E-mail Communication

The university has adopted a policy that requires all students to obtain a free Fresno State e-mail account. All official university notification will be sent to students via Fresno State e-mail accounts only. Examples of notices that will be sent via e-mail include: Registration Notices, Invoice Statements, Add/Drop Deadlines, Disenrollment Notices for Nonpayment, Academic Disqualification and Financial Aid Awards. Students who do not have a free Fresno State e-mail account should log-on to: <http://my.fresnostate.edu> and click on the "Get An Account Now" link to apply. Students are encouraged to check their e-mail accounts weekly. For questions or assistance with your Fresno State e-mail account, please contact the Help Desk at 278-7000.

## Drug Free Schools and Communities Act

The **Drug Free Schools and Community Act of 1989** requires universities to inform students of campus standards of conduct regarding the abuse of alcohol and illicit drugs, the legal and disciplinary sanctions which apply, possible health risks, educational programs, and available counseling. For more information about this policy at California State University, Fresno, go to <http://studentaffairs.csufresno.edu/dfsp/index.html> or contact the Vice President for Student Affairs and Dean of Students Office, 278-2541.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

The university adheres to the provisions of FERPA regarding privacy of student records and a student's right to inspect and review educational records. The campus is authorized under the Act to release public directory information concerning students. Directory information may include the student's name, the most recent educational institution attended, major field of study, enrollment status, degrees and awards received at Fresno State, participation in officially recognized University sports and student activities, and weight and height of members of athletic teams. This information may be released by the campus at any time unless the Registrar's Office has received prior written objection from the student specifying information the student requests not to be released. The university's complete policy regarding FERPA is printed in the catalog and can be accessed at: <http://www.csufresno.edu>.

For students employed in positions represented by CSU Bargaining Unit 11 only, "directory information" may also include address, department in which employed, telephone number, e-mail address and status as a student employee (i.e. TA, GA, ISA), PROVIDED HOWEVER, that such information may be considered "directory information" only for purposes of disclosure of the CSU Chancellor's Office to the Exclusive Representative of Bargaining Unit 11.

## Adding and Dropping Classes

During the first week of classes, it is the responsibility of students to attend each class meeting of courses in which they are enrolled.

Students absent from any class meeting during this period are responsible for personally contacting their instructor by the next class meeting to request being retained in the class.

In addition, as a courtesy to other students attempting to add and as a courtesy to the faculty, students who decide to drop a class should do so immediately by using the on-line registration system. In short, **it still is the student's responsibility to withdraw properly from any class he/she does not intend to complete.** Failure to withdraw will result in the assignment of the appropriate grade, ("WU" or "NC").

Further, in order to permit a student on a waiting list to enroll in a class, a professor may drop from his/her class any student who is absent from any class session during the first week of classes and does not personally notify the professor by the next class meeting of his/her intent to remain in the course.

The professor who drops a student for this reason shall complete and forward the appropriate Administrative Withdrawal card (available in school and departmental offices) to the Admissions/Records Office where it must be received by the tenth day of instruction or the drop will be invalidated and will result in the student still being enrolled in the class.

Students may add classes through the tenth day of instruction without permission. Adding from the eleventh day through the 20th day of instruction is with a permission number only. No adds will be accepted after the 20th day of instruction. Students may drop classes on-line through the fourth week of instruction (census date) without permission. After the census date, a student may drop a course only for a serious and compelling reason that makes it impossible for the student to complete course requirements. A "serious and compelling reason" is defined as an unexpected condition that is not present prior to enrollment in the course that unexpectedly arises and interferes with a student's ability to attend class meetings and/or complete course requirements. The reason must be acceptable to and verified by the instructor of record and the department chair. The condition must be stated in writing on the appropriate form. The student must provide documentation that substantiates the condition.

Failing or performing poorly in a class is not an acceptable "serious and compelling" reason within the University policy, nor is dissatisfaction with the subject matter, class or instructor.

When the appropriate form has been signed by the department chair and processed according to the instructions on the form a "W" will be recorded on the student's transcript.

## Registration Eligibility for Subsequent Semesters

A continuing student in good standing is eligible to register for a subsequent semester if he/she was enrolled by the eleventh day of instruction and had paid fees for the previous semester. Students must make progress toward fulfillment of degree requirements to remain in good standing. Students who enroll and withdraw and do not complete any course work for two consecutive semesters may lose their continuing student status.

# Course Subjects, Symbols and Terms

• The following chart is a guide to the appropriate subjects used for the University's departments and programs of study •

AAIS .....Africana & American Indian Studies	ECON .....Economics	IT .....Industrial Technology
ACCT.....Accountancy	EDL.....Educational Leadership-Joint Doctoral Program	ITAL.....Italian
AETH.....Applied Ethics	EDU .....Education	JAPN .....Japanese
AGBS.....Agricultural Business; Graduate	EE.....Electrical Engineering	KAC .....Kinesiology Activities
AGEC .....Agricultural Economics	EHD .....Education & Human Development	KINES.....Kinesiology
AGED .....Agricultural Education	ENGL.....English	LATIN .....Latin
AGRI.....Agricultural; Graduate	ENGR .....Engineering - Interdisciplinary Courses	LCOM .....Learning Communities
AH.....Arts & Humanities Interdisciplinary	ENOL.....Enology	LEE.....Literacy and Early Education
ANTH.....Anthropology	ENTR.....Entrepreneurship	LING .....Linguistics
ARM.....Armenian	ERA .....Educational Research, Foundations	MATH .....Mathematics
ARMS .....Armenian Studies	ESL.....English Second Language	MBA.....Master of Business Administration
ART .....Art	FCS .....Family & Consumer Sciences	MCJ .....Mass Communication & Journalism
ARTDS ...Art & Design	FIN.....Finance	ME .....Mechanical Engineering
ARTH.....Art History	FL .....Foreign Language	MEAG .....Mechanized Agriculture
ASAM .....Asian American Studies	FM .....Fashion Merchandising	MGT.....Management
ASCI .....Animal Sciences	FN.....Food & Nutrition	MKTG .....Marketing
ASP .....Aerospace Studies	FREN.....French	MS .....Military Science - Army ROTC
ATHL .....Athletics	FSC .....Food Science	MSA.....Master of Science in Accountancy
BA.....Business Administration	FSM.....Food Systems Management	MSCI.....Marine Science
BIOL .....Biology	GD .....Graphic Design	MUSIC.....Music
BUS .....Business-Graduate	GEOG.....Geography	NSCI .....Natural Science
CDDS .....Communicative Disorders & Deaf Studies	GEO.....Geology	NURS .....Nursing
CE.....Civil Engineering	GERM.....German	NUTR.....Nutrition
CFS .....Child and Family Sciences	GERON ...Gerontology	OH .....Ornamental Horticulture
CGSCI .....Cognitive Science	GME .....Geomatics Engineering	PAX .....Peace & Conflict Studies
CHEM.....Chemistry	GPA .....Graduate Public Administration	PH.....Public Health, Masters
CHIN.....Chinese-Linguistics Dept	GRK.....Greek	PHIL.....Philosophy
CI.....Curriculum and Instruction	GS .....Graduate Studies	PHTH.....Physical Therapy
CLAS .....Chicano & Latin American Studies	HEBR.....Hebrew	PLANT .....Plant Science
COMM .....Communication	HEC .....Home Economics Education	PLSI.....Political Science
COMS.....Community Service	HHS .....Health & Human Services - Interdisciplinary Courses	PLTH .....Plant Health
CONST .....Construction Management	HIST .....History	PORT .....Portuguese
COUN .....Counselor Education	HMONG....Hmong	PSCI .....Physical Science
CRIM .....Criminology	HONOR ....Honors	PSYCH .....Psychology
CRP .....City Regional Planning	HORT .....Horticulture	REHAB .....Rehabilitation Counseling
CRSC .....Crop Science-Agronomy and Vegetable Crops	HRM .....Human Resource Management	RES .....Revising and Editing Skills
CSB .....Craig School of Business	HS.....Health Science	RLS.....Recreation and Leisure Studies
CSCI .....Computer Science	HUM .....Humanities	SC.....Solutions Center
CSH .....Consumer Science & Housing	ID .....Interior Design	SKT.....Sanskrit
CST .....CalState TEACH	IE .....Industrial Engineering	SOC.....Sociology
CULG.....Culinology	INOV.....College of Innovation	SPAN.....Spanish
DANCE .....Theatre Arts - Dance	IPC.....Interprofessional Collaboration	SPED .....Special Education
DRAMA.....Theatre Arts - Drama	IAS.....Interdisciplinary Arts Studies	SSCI .....Social Science Program
DS.....Decision Sciences	IS .....Information Systems	SW.....Soils & Water
EAD .....Education Administration	ISA.....International Studies Abroad	SWRK.....Social Work
ECE .....Electrical & Computer Engineering	ISC.....International Studies Courses	UNIV .....University
ECOL.....Ecology		VEN .....Viticulture and Enology
		VIT .....Viticulture
		WS.....Women's Studies
		ZOOL.....Zoology

# Final Examination Schedule

## • MAY 17 - 20 •

You may avoid the possibility of three or more final examinations falling on the same day by checking your program with the schedule printed below. You should be aware of potential conflicts between one-day and two-day a week classes. Consult with the instructor.

A class held for more than one hour per day will follow the examination time for the earliest hour of its meeting.

A class meeting one day per week will follow the appropriate schedule for its designated

starting time. If a one-day class has a room conflict with a two to four-day class, the one-day class will move to the nearest available room as determined by the instructor. Finals are to be given in regular classrooms used during the semester.

When two one-day classes are in room conflict, the class or the department to which the room is assigned has priority. The other class will move to the nearest available room as determined by the instructor.

Multiple section courses that wish to give a common final exam may do so on Saturday, May 15th with advanced approval of the department chairman and the college/school dean.

Arrangement for final examinations that need to be held at times other than shown in the schedule must be made in advance, subject to the approval of the department chairman and the college/school dean.

DAILY, MWF, MW, M, W, and F CLASSES				T, TH and TTH CLASSES			
Class Begins Between	Examination Day	Examination Date	Examination Time	Class Begins Between	Examination Day	Examination Date	Examination Time
06:15A-07:00A.....	Monday	May 17	06:30A-08:30A	06:15A-07:00A.....	Tuesday	May 18	06:30A-08:30A
07:15A-08:00A.....	Wednesday	May 19	08:45A-10:45A	07:15A-08:00A.....	Thursday	May 20	08:45A-10:45A
08:15A-09:00A.....	Monday	May 17	08:45A-10:45A	08:15A-09:00A.....	Tuesday	May 18	08:45A-10:45A
09:15A-10:00A.....	Wednesday	May 19	11:00A-01:00P	09:15A-10:00A.....	Thursday	May 20	11:00A-01:00P
10:15A-11:00A.....	Monday	May 17	11:00A-01:00P	10:15A-11:00A.....	Tuesday	May 18	11:00A-01:00P
11:15A-12:00P.....	Wednesday	May 19	01:15P-03:15P	11:15A-12:00P.....	Thursday	May 20	01:15P-03:15P
12:15P-01:00P.....	Monday	May 17	01:15P-03:15P	12:15P-01:00P.....	Tuesday	May 18	01:15P-03:15P
01:15P-02:00P.....	Wednesday	May 19	03:30P-05:30P	01:15P-02:00P.....	Thursday	May 20	03:30P-05:30P
02:15P-03:00P.....	Monday	May 17	03:30P-05:30P	02:15P-03:00P.....	Tuesday	May 18	03:30P-05:30P
03:15P-04:00P.....	Wednesday	May 19	05:45P-07:45P	03:15P-04:00P.....	Thursday	May 20	05:45P-07:45P
04:15P-05:00P.....	Monday	May 17	05:45P-07:45P	04:15P-05:00P.....	Tuesday	May 18	05:45P-07:45P
05:15P-06:00P.....	Wednesday	May 19	08:00P-10:00P	05:15P-06:00P.....	Thursday	May 20	08:00P-10:00P
06:15P-10:00P.....	Monday	May 17	08:00P-10:00P	06:15P-10:00P.....	Tuesday	May 18	08:00P-10:00P

  

2 - 4 HOUR CLASSES				2 - 4 HOUR CLASSES			
<b>Monday</b>				<b>Tuesday</b>			
04:00P-05:00P.....	Monday	May 17	05:45P-07:45P	04:00P-05:00P.....	Tuesday	May 18	05:45P-07:45P
05:15P-10:00P.....	Monday	May 17	08:00P-10:00P	05:15P-10:00P.....	Tuesday	May 18	08:00P-10:00P
<b>Wednesday</b>				<b>Thursday</b>			
04:00P-05:00P.....	Wednesday	May 19	05:45P-07:45P	04:00P-05:00P.....	Thursday	May 20	05:45P-07:45P
05:15P-08:00P.....	Wednesday	May 19	08:00P-10:00P	05:15P-08:00P.....	Thursday	May 20	08:00P-10:00P

## SATURDAY CLASSES

Meet at the schedule time and place on Saturday, May 15

	Saturday May 15	Monday May 17	Tuesday May 18	Wednesday May 19	Thursday May 20
06:30 A					
08:45 A					
11:00 A					
01:15 P					
03:30 P					
05:45 P					
08:00 P					