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REGISTRATION POINTERS

- **Read this Registration Guide.** It contains valuable information that will save you time and money.

- **Check in Student Center for any holds on your account** as soon as possible, but at least five days prior to your registration starting time (see Holds section in this guide). Keep in mind that some holds take 24-48 hours to clear. Checking your holds in advance will give you time to clear them before you register.

- If you have forgotten your HSU username or password, you may reset it through Humboldt's website. At www.humboldt.edu, select the “quicklinks” drop-down menu, then click “Reset HSU Password” and follow the on-screen directions.

- Review your classes at www.humboldt.edu/oaa/classes.shtml prior to registration. Use the class search in Student Center.

- If you have an English or math remedial requirement outstanding, you must register for that class. You should do so first and build the rest of your schedule around the remedial course(s). You will be required to rearrange your schedule if you fail to register for remediation.

- Prerequisite requirements — refer to the course description in the University Catalog or online for prerequisite information. It is your responsibility to ensure that you meet all the prerequisites for a course.

- **Always scroll to the bottom of your schedule** when adding and dropping classes so you can view any unresolved errors.

- **Each permission number from your instructor can be used only once.**

- Variable unit courses have a section for each unit value. It is your responsibility to register for the appropriate section.

- You may make changes to your schedule anytime after your scheduled registration starting time, but before listed deadlines. See Calendar of Activities & Deadlines in this guide.

- **ALWAYS print your schedule** after making changes. This is your documentation of your changes.

ATTENTION

It is the student’s responsibility to add and/or drop classes. Students are expected to make sure that their schedule is accurate.
## Calendar of Activities & Deadlines Fall 2015

### March 2015

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### Summary

- **March 2015**
  - 16 – 20: Spring Break
  - 27: Fall 2015 Schedule of Classes available online
  - 31: Cesar Chavez Holiday — Campus Closed

- **April 2015**
  - 1 – 10: Mandatory Advising
    - Your registration will be BLOCKED until you meet with your advisor. All continuing students must meet with their academic advisor (listed in their Student Center under Advisor) before they register, to talk about their academic progress and educational goals, and to discuss course schedule plans for the upcoming term.
  - 6: Deadline – Last day to Withdraw from a class with an approved serious & compelling reason (not eligible for fee refund). A $20.00 fee is required and a “W” grade will be recorded. See Withdrawal from Humboldt.
  - 6: Deadline – Last day to Withdraw from semester with an approved serious & compelling reason (not eligible for fee refund); need documentation and approval from instructor, department chair, and associate dean. See Withdrawal from Humboldt.
  - 13 – 24: Summer and Fall 2015 early registration

- **May 2015**
  - 11 – 15: Spring 2015 Final Exams
  - 16: 2015 Commencement
  - 25: Memorial Day — Campus Closed
  - 26: Summer 2015 instruction begins

- **June 2015**
  - 1: Deadline – Last day to apply for refund of miscellaneous course fees for 2014-15 academic year
  - 15 – 26: New Undergraduate Student Registration (freshmen)

- **July 2015**
  - 3: Independence Day (observed) — Campus Closed

- **August 2015**
  - 7: Fee Deadline — Pay Fall 2015 registration & tuition fees, if initially registered between April 13 and August 7. If fees are not received by 5:00 p.m., August 7, 2015, a nonrefundable $30.00 late payment fee will be assessed and a hold will be placed on the student’s account. Students will be cancelled from classes for nonpayment. (See Cancellation for Nonpayment in this guide.) After August 7, fees are due within 72 hours of any registration activity, otherwise students will be cancelled from classes for nonpayment.
  - 19 – 21: New Undergraduate Student Orientation (freshmen) — Mandatory
  - 23: Deadline — Withdraw & receive FULL refund of fees, less $27.00 administrative charge. Students who withdraw after this date will be charged prorated fees for each day that has elapsed from the first day of the term. **Note:** If a student is unable to withdraw in person, contact the Office of the Registrar at 707-826-4101 for instructions. (See Withdrawal from Humboldt in this guide.)
  - 24: Instruction Begins
  - 28: Deadline – Register without $25.00 late registration fee by 11:59 p.m.
  - 28: Deadline – Last day to waitlist classes by 11:59 p.m.
  - 29: Last day to be automatically enrolled from waitlist
  - 31: Deadline – Add open courses without instructor approval (i.e. permission numbers) by 11:59 p.m.
# Calendar of Activities & Deadlines Fall 2015

**September 2015**

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<tr>
<td>7</td>
<td>Labor Day — Campus Closed</td>
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<tr>
<td>21</td>
<td>Census</td>
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<tr>
<td>21 FINANCIAL AID DEADLINE</td>
<td>Final date to set your enrollment for financial aid disbursement. See “Freeze Date” in the Financial Aid Award Guide.</td>
</tr>
<tr>
<td>21 FEE DEADLINE</td>
<td>Final fee deadline for financial aid recipients. If fees are not received by 5:00 p.m., Sept. 21, 2015, a nonrefundable $30.00 late payment fee will be assessed and a hold will be placed on the student’s account.</td>
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<tr>
<td>21 Deadline – Last day to file Educational Leave for Fall 2015 by 5:00 p.m.</td>
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<td>21 Deadline – Last day to ADD courses by 11:59 p.m.</td>
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<tr>
<td>21 Deadline – Last day to Drop courses without approval of serious &amp; compelling reason by 11:59 p.m. After this date, a $20.00 per class fee is required and a “W” grade will be recorded. Also, last day to drop to a lower fee level &amp; receive a refund of fees, less a $27.00 administrative charge. Drops after this date can no longer be completed through the Student Center.</td>
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<tr>
<td>21 Deadline – Last day to WITHDRAW from fall semester without approval of serious &amp; compelling reason by 11:59 p.m. After this date, a “W” grade will be recorded and permission to withdraw will be required.</td>
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<td>21 Deadline – Last day to file a petition for a registered class to change grade option to AUDIT by 5:00 p.m.</td>
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<td>21 Deadline – File bachelor’s degree application for Summer or Fall 2016 graduation by 5:00 p.m. An additional $10.00 late fee will be assessed after this date.</td>
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<tr>
<td>21 Deadline – File master’s degree application for Spring 2016 graduation</td>
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<tr>
<td>23 Spring 2016 Schedule of Classes and Registration Guide available online</td>
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</tr>
<tr>
<td>26 Deadline – Last day to WITHDRAW from fall semester &amp; receive prorated refund less a $27.00 administrative charge with an approved serious &amp; compelling reason by 11:59 p.m. Permission to withdraw is required. Please go to <a href="http://www.humboldt.edu/withdraw">www.humboldt.edu/withdraw</a> to begin the process. See Withdrawal from Humboldt.</td>
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<td>14 – 18 FALL 2015 FINAL EXAMS WEEK</td>
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**October 2015**

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<td>19</td>
<td>Deadline – Last day to change registered class grade option to CREDIT/NO CREDIT by 11:59 p.m.</td>
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<tr>
<td>23</td>
<td>Spring 2016 Schedule of Classes and Registration Guide available online</td>
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<tr>
<td>26</td>
<td>Deadline – Last day to WITHDRAW from fall semester &amp; receive prorated refund less a $27.00 administrative charge with an approved serious &amp; compelling reason by 11:59 p.m. Permission to withdraw is required. Please go to <a href="http://www.humboldt.edu/withdraw">www.humboldt.edu/withdraw</a> to begin the process. See Withdrawal from Humboldt.</td>
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**November 2015**

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<td>Deadline – Last day to DROP from a class with an approved serious &amp; compelling reason (not eligible for fee refund). A $20.00 fee is required and a “W” grade will be recorded. See Withdrawal from Humboldt.</td>
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<tr>
<td>2</td>
<td>Deadline – Last day to WITHDRAW from fall semester with an approved serious &amp; compelling reason (not eligible for fee refund); need documentation and approval from instructor, department chair, and associate dean. See Withdrawal from Humboldt.</td>
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<tr>
<td>11</td>
<td>VETERANS DAY OBSERVED — Campus Closed</td>
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<td>9 – 20</td>
<td>Spring 2016 early registration</td>
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<td>23 – 27</td>
<td>THANKSGIVING BREAK</td>
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**December 2015**

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<td>FALL 2015 FINAL EXAMS WEEK</td>
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If you enroll by 5:00 p.m. on August 7, 2015, fees are due on August 7, 2015. If you enroll after this date, fees are due within 72 hours.

Failure to pay any outstanding balance including all registration fees, nonresident tuition, and miscellaneous course fees in full will result in cancellation of your student class schedule.

Who Is Exempt

Students will not have their class schedule cancelled if they have accepted sufficient financial aid. Third Party and Fee Waiver authorizations will need to cover the outstanding balance in full to avoid cancellation.

If You Are Cancelled

If you are cancelled for nonpayment of fees, you will be required to pay a $30.00 nonrefundable late payment fee assessed. Students eligible to reenroll may do so starting August 22, 2015, at which point all fees will be due within 72 hours of any registration activity. If you reenroll during late registration, you will be assessed a $25.00 late registration fee. Students cancelled after August 23, 2015 will also owe prorated fees based on the number of days enrolled.

Financing Options

Please contact Student Financial Services at 707-826-4407 if you would like to discuss financing options. (See Installment Payment Plan.)
CONTINUING STUDENTS

Registration Appointment Time: After meeting with your advisor, log into Student Center to find out your registration appointment day and time.

You will not be allowed to register until your scheduled appointment time. Your assigned registration time cannot be changed for any reason. If you are unable to register at your starting time, you may register at any time after your scheduled registration starting time via the web.

NEW AND RETURNING STUDENTS

All new and returning students will be sent semester registration information by email from the Office of Admissions, 707-826-4402.

THE FOLLOWING IS A HIGH-LEVEL OVERVIEW OF STUDENT CENTER INFORMATION:

- **ACADEMICS**: Click on any of the links to view additional information. This is where registration for classes, checking grades, DARS requests, etc. occur.
- **FINANCES**: Review your account balance and check your financial aid status; click on any of the links to view additional information.
- **PERSONAL INFORMATION**: Contact information that is on file with the university.
- **ADMISSIONS**: Review the status of your application for admission.
- **SEARCH FOR CLASSES**: Look up class information in the schedule of classes.
- **HOLDS**: Click on the “more” link to view holds.
- **TO DO LIST**: Items assigned to you that you must complete for admissions, financial aid, or field trip; click on the “details” link for more information.

HELPFUL HINTS

- Never use the Back button in your browser, always navigate through the Menu or use the Return to Search button.
- F11 = Hide/unhide the Menu Bar Header and Footer.
- More information is available at the Student Center Help site at [www.humboldt.edu/studentcenterhelp](http://www.humboldt.edu/studentcenterhelp).

PLEASE BE AWARE OF THE FOLLOWING

- **FINANCIAL AID RECIPIENTS** — If close to the freeze date, always add a new class before dropping a current class to prevent a billing for reduced units.
STUDENT CENTER TERMINOLOGY

- **ENROLLMENT DATES**: A list of important dates; click on the “details” link for more information.

- **INDEPENDENT STUDY, SPECIAL TOPIC, OR VARIABLE TOPIC COURSES**: Students wishing to study a subject independently and for credit must have an instructor supervise the project. The instructor and the student need to agree on the number of credits that may be earned. The student must complete an Independent Academic Work form and have it on file at the Department Office.

- **NEGATIVE SERVICE INDICATOR**: Negative service indicators are placed on student records for a number of reasons. You will need to fulfill the criteria involved before you can register. See “View Holds” for more information.

- **PAGE**: Window

- **PASSWORD**: HSU User Password. Password is case sensitive.

- **PERMISSION NUMBER**: Some courses require permission from the instructor or department. For such courses, students will need to obtain a permission number to register for the class. If you experience difficulty, contact the Office of the Registrar at 707-826-4101.

- **PREREQUISITES**: Check the University Catalog for prerequisites to courses you intend to register for. You need to register for the required prerequisites first. If you feel you have a case in which instructors might waive those requirements (e.g. courses are in the process of being transferred in), you can contact them and present your situation to obtain a permission number.

- **RESERVE CAPACITY**: There are certain courses that have space reserved for new incoming students.

- **USER NAME**: HSU User Name (HSU email = abc12@humboldt.edu; User Name = abc12)

---

**GOT HOLDS?**

See Page 23
REGISTRATION FALL 2015

SCHEDULE ADJUSTMENTS & IMPORTANT DEADLINES

1. It is the responsibility of the student to properly add or drop/withdraw from any class.
2. During the first four weeks of classes, all valid schedule adjustments can be made by the student via Student Center.
3. Instructor approval is NOT required for students to enroll in OPEN classes during the first week of instruction except for those that require special approval and certain lab classes.
4. Instructor approval is required (with a permission number) for students to enroll in ANY class beginning the second week of instruction. See Permission Numbers in this Registration Guide for more information.
5. Department coordinators or faculty CANNOT process add/drop adjustments for students.
6. Financial aid recipients should be aware of the freeze date. (See Calendar of Activities & Deadlines.)

ADDING A COURSE

April 13 – August 31: Students may add an OPEN course to their current schedule without obtaining instructor approval via the web. Some classes require instructor approval, even when OPEN. Check the online Class Schedule (www.humboldt.edu/oaa/classes.shtml) for courses that require instructor or department chair approval.

September 1 – September 21: Students may add a course to their current schedule with instructor approval. A permission number from the instructor is required and the student may add the class via the web. See Permission Numbers in this Registration Guide for more information.

Beginning September 22: Courses cannot be added. See Schedule Adjustments for more information.

DROPPING A COURSE

April 13 – September 21: Students may drop a class without obtaining instructor and/or department chair approval and no notation of withdrawal will be recorded on the student’s academic record. There is no fee for dropping courses.

September 22 – October 26: Drops are no longer allowed via Student Center. Permission to drop must be obtained if a serious and compelling reason with supporting documentation is approved. All courses dropped during this period will be listed on the transcript with a “W” Withdrawal grade. To begin the process, students must go to www.humboldt.edu/withdraw. Drop fee is $20.00 for each dropped course, payable at Student Financial Services, SBS 285.
HELPFUL HINTS

HOW TO CHOOSE CLASSES AND PREPARE YOUR COURSE SCHEDULE

Plan — When thinking about registering for the next term, it is best to take your whole degree program into consideration. What courses do you need to earn your degree? Consult your Degree Audit Report for Students (DARS) or your degree check, the University Catalog’s “The Bachelor's Degree” section, the Registration Guide’s Academic Planning Summary, and your major’s four-year plan. There are several things to consider: overall unit requirements, general education, your major, Diversity and Common Ground, American Institutions, the Graduation Writing Proficiency Exam (GWPE), and possibly a minor to complement your major. Go over what you've done academically so far; which requirements are satisfied and which remain to be met. Consider how many classes you can take, still meet personal and financial obligations, and earn good grades. As you go through these steps, remember there is help available at the Advising Center or through your advisor.

Visit your advisor — It is important to schedule an appointment with your academic advisor. Make a list of questions and concerns: Should some major courses be taken before others? Should some be taken concurrently? Some majors have highly structured programs and others are more flexible. Does your advisor have suggestions? Are there special workshops in your major or course offerings planned for the next semester that will augment your study? Are internships available? Your advisor will respond to your questions and make suggestions.

Some other suggestions — Consult the online Class Schedule at www.humboldt.edu/oaa/classes.shtml for the most up-to-date information on course offerings. If there are multiple sections of a course, with many possible instructors, ask fellow students who have taken the course about their experiences. You can contact the department or the instructor ahead of time to ask about reviewing the course syllabus and reading list. Make informed decisions BEFORE you register to prevent last-minute scrambling for classes and frustration with schedule conflicts.

HOW TO GRADUATE IN FOUR YEARS

At Humboldt State, we realize that the completion of your undergraduate degree in four years may be an important goal. To assist you, we are committed to advising you on how to graduate within four years. At the same time, we believe that an education with an emphasis on time constraints might not meet your desire for exploring various educational and career possibilities. If you choose to change majors, enhance your education by taking additional courses, involve yourself in extracurricular activities, study abroad, or engage in one or more internships or work opportunities, it may not be possible to graduate within four years. The quality of your experience may be more important than the time it takes to complete your degree. As a residential community, Humboldt State staff and faculty will strive to provide you with an enriched educational experience and we offer the following guidelines for completing graduation requirements in four years.

The student will:

a. Prior to registration and enrollment: Complete the English Placement Test (EPT) and the Entry Level Math (ELM) test or be eligible to take General Education (GE) level math and English upon admission to the university. Should your test scores be insufficient to place you in degree-eligible course work, your time to graduate will be increased as you enroll in the necessary remedial course work in order to become eligible to take GE level math and English.

b. Satisfactorily complete a minimum of 30 non-remedial semester units per year (certain majors may require completion of additional units per year). A minimum grade point average of 2.0 is needed to graduate.

c. Meet each semester with your assigned academic advisor to plan an appropriate course of study. Also meet with a Transfer & Graduation Counselor (Office of the Registrar, SBS 133) each semester to review academic progress.

d. Declare a major at the time of admission or during your first semester. A major change may increase the time to graduate.

e. Pass the Graduation Writing Proficiency Exam (GWPE) as soon as possible after completion of 60 semester units.

f. Meet all financial aid and fee payment deadlines. (See Calendar of Activities & Deadlines).

g. Apply for graduation at least three semesters prior to graduation.

h. Participate in early registration each semester and refrain from withdrawing and/or taking educational leaves.

The university will:

Provide regular academic advising; provide required courses and make available sufficient class offerings in order to make satisfactory degree progress.

If the required courses for a four-year degree plan are not available and if all conditions above are met, the student will not be required to pay the tuition fee otherwise required for the student to register subsequently and enroll in courses necessary for graduation. This is the sole remedy for the university's breach of the four-year degree pledge program. Please contact the Office of the Registrar if you wish to establish this agreement.
FALL FEES & PAYMENT DEADLINES

Registered in first class by August 7, 2015 ➔ Deadline to pay fees is August 7, 2015
Registered in first class AFTER August 7, 2015 ➔ Deadline to pay fees is 72 hours

NOTE: A late registration fee will be assessed for all students who register after August 28, 2015.

NOTE: Students who withdraw beginning the first day of the term will be responsible for a prorated fee based on the number of days that have elapsed since the start of the term. See Refund of Student Fees.
Student Financial Services is located on the second floor of the Student & Business Services building (SBS).
  Student Financial Services Office: 707-826-4407
  Cashier’s Office: 707-826-6789

FINAL
Last Day to Late Register for Fall 2015:
September 21st
The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees. The registration fee schedule below is an estimate for the fall 2015 term.

**NOTE**: Fees for auditing are the same as for credit.

**NOTE**: Enrolled post-baccalaureate students fall under the Graduate fee schedule.

### REGISTRATION FEES

#### UNDERGRADUATE

<table>
<thead>
<tr>
<th></th>
<th>0-6 Units</th>
<th>6.1+ Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Facilities Fee</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Instructionally Related Activities Fee</td>
<td>201.00</td>
<td>337.00</td>
</tr>
<tr>
<td>Materials, Services &amp; Facilities Fee</td>
<td>79.00</td>
<td>158.00</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>1,587.00</td>
<td>2,736.00</td>
</tr>
<tr>
<td>Student Body Assoc. Fee</td>
<td>59.00</td>
<td>59.00</td>
</tr>
<tr>
<td>Student Body Center Fee</td>
<td>93.00</td>
<td>93.00</td>
</tr>
<tr>
<td>Student Health Fee</td>
<td>210.00</td>
<td>210.00</td>
</tr>
<tr>
<td>Student Involv. &amp; Rep. Fee (optional)</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,234.00</strong></td>
<td><strong>$3,598.00</strong></td>
</tr>
</tbody>
</table>

#### TEACHING CREDENTIAL

<table>
<thead>
<tr>
<th></th>
<th>0-6 Units</th>
<th>6.1+ Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Facilities Fee</td>
<td>3.00</td>
<td>3.00</td>
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<td>201.00</td>
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</tr>
<tr>
<td>Materials, Services &amp; Facilities Fee</td>
<td>79.00</td>
<td>158.00</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>1,842.00</td>
<td>3,174.00</td>
</tr>
<tr>
<td>Student Body Assoc. Fee</td>
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<td>59.00</td>
</tr>
<tr>
<td>Student Body Center Fee</td>
<td>93.00</td>
<td>93.00</td>
</tr>
<tr>
<td>Student Health Fee</td>
<td>210.00</td>
<td>210.00</td>
</tr>
<tr>
<td>Student Involv. &amp; Rep. Fee (optional)</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,489.00</strong></td>
<td><strong>$4,036.00</strong></td>
</tr>
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</table>

#### GRADUATE

<table>
<thead>
<tr>
<th></th>
<th>0-6 Units</th>
<th>6.1+ Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Facilities Fee</td>
<td>3.00</td>
<td>3.00</td>
</tr>
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<td>Instructionally Related Activities Fee</td>
<td>201.00</td>
<td>337.00</td>
</tr>
<tr>
<td>Materials, Services &amp; Facilities Fee</td>
<td>79.00</td>
<td>158.00</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>1,953.00</td>
<td>3,369.00</td>
</tr>
<tr>
<td>Student Body Assoc. Fee</td>
<td>59.00</td>
<td>59.00</td>
</tr>
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<td>Student Body Center Fee</td>
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<td>Student Health Fee</td>
<td>210.00</td>
<td>210.00</td>
</tr>
<tr>
<td>Student Involv. &amp; Rep. Fee (optional)</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,600.00</strong></td>
<td><strong>$4,231.00</strong></td>
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#### Western Undergraduate Exchange (WUE)

<table>
<thead>
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<th></th>
<th>0-6 Units</th>
<th>6.1+ Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Facilities Fee</td>
<td>3.00</td>
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<tr>
<td>Materials, Services &amp; Facilities Fee</td>
<td>79.00</td>
<td>158.00</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>2,381.00</td>
<td>4,104.00</td>
</tr>
<tr>
<td>Student Body Assoc. Fee</td>
<td>59.00</td>
<td>59.00</td>
</tr>
<tr>
<td>Student Body Center Fee</td>
<td>93.00</td>
<td>93.00</td>
</tr>
<tr>
<td>Student Health Fee</td>
<td>210.00</td>
<td>210.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$3,028.00</strong></td>
<td><strong>$4,966.00</strong></td>
</tr>
</tbody>
</table>

### PROFESSIONAL PROGRAM FEE

The Professional Program Fee is charged on a per unit basis for students in the Master of Business Administration (MBA) graduate program. This fee is charged in addition to the Tuition Fee and campus registration fees.

**Professional Program Fee per unit**: $254.00

### NONRESIDENT TUITION

Non-California residents pay tuition in addition to the registration fees.

**Nonresident Fees per unit**: $372.00

### CLUB SPORTS INSURANCE FEE

All students participating on a Club Sport team will be charged an Insurance Fee per team in addition to the registration fees. **per team**: $30.00 - 40.00

### STUDENT PROFESSIONAL LIABILITY INSURANCE

All students enrolled in any course below will be charged a $20 Student Professional Liability Insurance Fee per course in addition to the registration fees:

- EED 751, 753; KINS 482; PSYC 783, 784; REC 482; SED 762; SPED 651, 708, 748; SW 255, 355, 455, 555, 655

### FEES, OTHER

- Administrative Charge for withdrawing or dropping to lower fee category: $27.00
- Application Fee: $55.00
- Application for Graduation (Diploma & Commencement): $60.00
- Check/e-check return fee: $25.00
- Diploma/Cover Replacement: $25.00
- Failure to meet Administrative Deadline: $2.00 - 30.00
- Humboldt Orientation Program Fee: $50.00
- Identification card fee (or replacement): $5.00
- Late Registration: $25.00
- Late Schedule Adjustment (9/22 and thereafter): $20.00 per class
- Parking (per semester):
  - Automobile: $157.50
  - Motorcycle, motorized bicycle: $40.00
- Transcript, Official: $10.00
- Special requests to expedite service: $4.00

Students use their C-Card* funds to pay for each page they print in all computers labs across campus. Black and white printouts cost four cents per page. The
FALL FEES & PAYMENT DEADLINES

cost for other types of prints (color, large format) varies. This charge helps us conserve resources, reduce waste, and provide an equitable way for students to pay for printing.

*The C-Card (Convenience Card) is your HSU student, faculty, or staff ID card. It can be used as an on-campus debit card by adding funds at the HSU Bookstore, Library, the Housing and Dining Cashier’s Office, or online at c-card.humboldt.edu.

Other fees and charges are payable when service is rendered and may not be listed here. All listed fees are subject to change.

MISCELLANEOUS COURSE FEES

Certain courses have miscellaneous fees which are noted in the course listing. During the registration process, miscellaneous course fees are added to your registration fee, included in your bill, and must be paid in full. The deadline to pay fees for courses enrolled in after registration is the end of the next business day after enrollment in the course. Failure to pay these fees may result in a late fee of $5.00 per course. A hold will be placed on all services which include, but are not limited to, transcripts, registration, financial aid, grades, and diploma. Fees are payable at Student Financial Services – Cashiers Office (SBS 285).

ID CARD FEE

An additional $5.00 is assessed to new students who have never enrolled at HSU. Students who have received an ID card at HSU anytime in previous years can use that card, or pay $5.00 to the Cashier’s Office to obtain a replacement card. Students are encouraged to carry their valid HSU-ID card, as various areas on campus will require that the HSU-ID card be swiped to obtain access or services.

ORIENTATION FEE

A one-time, nonrefundable $50.00 Student Orientation, Advising & Registration fee is assessed to all new undergraduate students.

NONRESIDENT TUITION

Out-of-state and international students must pay nonresident tuition of $372.00 per unit in addition to the registration fees listed above. For example, an undergraduate, nonresident student taking 12 units will pay the initial registration fee of $3,815.00 plus $4,464.00 in nonresident tuition.

CONTACT INFORMATION

Because of the need for the university to communicate with you, it is extremely important that you check your address, telephone number, and email address for accuracy. You can change your mailing address and phone number, if needed, through your Student Center at www.humboldt.edu/myhumboldt. It is also important for you to notify the university if your plans to attend have changed. The university has an email policy (see Email Policy in the Academic Regulations section) that all students must follow.

STUDENT ACCOUNT AND BALANCE INFORMATION

Students will receive an email to notify them that their fees have been assessed. Students will need to log into the campus portal to find out their account balance and financial aid information.

FEE PAYMENT AND CONFIRMATION OF FEE PAYMENT

To confirm your registration, your full fee payment must be received at Student Financial Services – Cashiers, SBS building, by 5:00 p.m., August 7, 2015 (postmarks will not count). To ensure proper credit to your account, please write your HSU-ID number on your remittance. If you are receiving HSU financial aid, see Financial Aid Recipients.

If you have any questions, Financial Aid Specialists are available to assist you during regular work hours at 707-826-4321 or toll free at 866-255-1390.

Your Financial Aid Award lists your proposed Humboldt State aid, which will be disbursed directly to your Humboldt State account (with the exception of Work Study). Your class schedule will be automatically confirmed if your anticipated financial aid is sufficient to cover your account balance. If your anticipated financial aid will not cover your account balance, you must remit the balance due by the August 7, 2015 deadline.

If you have aid that is not included in the amount of anticipated financial aid and it is needed to pay your fees, it may be coming from an outside source in the form of a check. You must notify Student Financial Services of the additional aid by your fee payment due date so your registration can be manually confirmed.

NOTE: Federal regulations require debts incurred prior to fall 2015 to be paid in full from personal resources (see Financial Aid Award Guide online). Major prior year debts ($200.00 or greater) will prevent financial aid funds from disbursing and your registration will not be confirmed. You must pay prior debts of $200.00 or greater from your own resources by your payment due date before financial aid will confirm your registration.

Failure to meet your satisfactory academic progress requirements for financial aid may result in a hold on your funds, and they will not disburse. Contact the Financial Aid Office if you have any questions about your status.

If you plan to pay registration fees with a Federal Direct Loan, you must have accepted a loan prior to your due date for fee payment. If your loan will not cover your account balance, you must remit any payment required by 5:00 p.m., Monday, August 7, 2015.

If your registration fees are being deferred from your aid, and for ANY REASON this aid fails to materialize as expected by the end of late registration, you must pay your registration fees from other sources.
If your financial aid award exceeds the amount due for university fees, the remaining balance will be remitted to you either by check or electronic funds transfer. Student Financial Services offers electronic funds transfer of financial aid and general refunds to your checking or savings account (excluding parent PLUS loans). Enrollment is as easy as logging on to the Student Center website and using the “Enroll in Direct Deposit” link, or by filling out the EFT Enrollment form, which is available on the HSU website at www.humboldt.edu/forms/sites/forms/files/EFT.pdf.

Students who choose not to enroll in direct deposit will be able to pick up their financial aid refund checks at Student Financial Services (SBS 257) beginning on Friday, August 21, 2015. **FINANCIAL AID REFUND CHECKS WILL NOT BE MAILED.**

If the university is receiving any other type of financial aid in the form of a check to be used for your fee payment, you must notify Student Financial Services prior to your due date for the payment and you must go to the Student Financial Services (SBS 257) during the first week of school to sign over the check.

**NOTE:** Any financial aid checks to be picked up or signed over to the university require your Humboldt ID card, a valid driver’s license, or a California ID card. Student ID cards that are lost or stolen must be replaced. Contact Student Financial Services – Cashiers Office (SBS 285) to arrange for a replacement ID. The replacement fee is $5.00.

If you withdraw from the university, drop all units, or cease attendance, a portion of your financial aid may be considered unearned and must be returned to the program. You will be billed for any unearned financial aid and resulting unpaid university charges.

**FEE PAYMENT BY OUTSIDE AGENCY / THIRD PARTY**

If your fees are paid by an outside agency such as Dept. of Rehabilitation, Vocational Rehabilitation, etc., you must contact Student Financial Services – Cashiers Office (SBS 285) and provide the appropriate authorization from the outside agency (or verify that the paperwork is on file) by 5:00 p.m., Friday, August 7, 2015. If your authorization does not cover the amount owed, you must remit the balance due by 5:00 p.m., Friday, August 7, 2015.

If you are a financial aid recipient, you must also report any third party payment for fees or other coverage (books, transportation, etc.) to the Financial Aid Office.

**FEE WAIVERS**

If you are receiving a fee waiver (Alan Pattee, Cal-Vet dependents, foreign tuition, staff fee waiver, etc.), you must submit appropriate waiver documents to Student Financial Services, or Human Resources Office in the case of faculty or staff, by 5:00 p.m., Friday, August 7, 2015. If your fee waiver does not cover your registration fees, you must remit the balance due by 5:00 p.m., Friday, August 7, 2015.

If you are a financial aid recipient, you must also report any fee waiver to the Financial Aid Office.

**INSTALLMENT PAYMENT PLAN FOR TUITION FEE AND NONRESIDENT TUITION**

Installment payments are authorized for the Tuition Fee and nonresident tuition. Legislation requires the assessment of an administrative fee to reimburse the university for all costs associated with the installment payment plans, including but not limited to bad debts and interest income lost to the State of California.

**Eligibility**

Students in good financial standing with the university can participate in the Installment Payment Plan. Students with outstanding financial obligations must pay those obligations before or at the time of each installment payment. Students who have defaulted on an installment plan will lose their privilege of the Installment Payment Plan.

**Penalties**

Students who fail to make an installment payment are subject to a $30.00 non-refundable late payment fee for each missed deadline, and a hold placed on the student’s account. The student will be required to meet with a financial counseling group.

**INSTALLMENT PAYMENT SCHEDULE FOR FALL SEMESTER 2015**

**Tuition Fee Installment Payment Plan**

This plan allows for the tuition and campus fees to be paid in three payments. A nonrefundable $33.00 administrative fee will be applied to the first installment. The first payment and a signed Installment Plan Contract are due at the Student Financial Services – Cashiers Office (SBS 285) by August 7th. The payments are due October 1st and November 1st respectively. Installment agreements can be found at www.humboldt.edu/studentfinancial/tuition_fees.html.

**Financial Aid Recipients Installment Payment Plan**

This plan allows students who are receiving partial financial aid funding to have their tuition and fees deferred into three equal payments. A nonrefundable $33.00 administrative fee will be applied to the first installment. The signed Installment Plan Contract are due at the Student Financial Services – Cashiers Office (SBS 285) by August 7th. The payments are due September 1st, October 1st, and November 1st. Installment agreements can be found at www.humboldt.edu/studentfinancial/tuition_fees.html.

**Nonresident Tuition Installment Payment Plan**

Nonresident students may pay the required nonresident tuition on an installment basis; limited to three equal payments. Installment due dates are September 1st, October 1st, and November 1st. A 15% administrative fee will be assessed to the total nonresident fee amount. All campus based fees, tuition, and course fees must be paid prior to executing this agreement. Please contact Student Financial Services to initiate an installment plan, (707) 826-4407.

**REFUND OF STUDENT FEES**

The university applies a fair and equitable refund policy established in accordance with Title 5, California Code Regulations. Information and request forms concerning the refund policies of Humboldt State University for the return of unearned tuition and fees or other refundable portions of institutional charges is available at www.humboldt.edu/studentfinancial/tuition_fees.html.

**Application Fee Refund**

The application fee is not refundable unless collected in error or the student is unable to begin the semester because of compulsory military service or because of disablement or death.
Late Registration Fee Refund

The late registration fee is not refundable unless collected in error.

Reducing Unit Load

See Calendar of Activities & Deadlines.

Students who receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The tuition and mandatory fees were assessed or collected in error;
- The course for which the tuition and mandatory fees were assessed or collected was cancelled by the university;
- The university makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student;
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the university for a refund (within six months of the term to which the refund would apply) demonstrating exceptional circumstances. The chief financial officer of the university or designee may authorize a refund if determined that the fees and tuition were not earned by the university.

NOTE: Students dropping to a lower fee category will be subject to a $27.00 fee.

Financial Aid Recipients: If you drop units or cease attendance, a portion of your financial aid may be considered unearned and must be returned to the program. You will be billed for any unearned financial aid and resulting unpaid university charges.

Students who receive financial aid shall have all refunds returned to the financial aid program in the order specified in the complete refund policy available from Student Financial Services, Student Business Services building, Humboldt State University. Cal Grant fee refunds will be returned to the Cal Grant programs.

Registration Fees and Nonresident Tuition Refunds

A student who withdraws from the university, or drops to a lower fee category (schedule adjustments), may be eligible for a refund of institutional charges, e.g., registration fees and nonresident tuition.

Schedule Adjustments

Students who change their unit load to a lower fee category (e.g., nonresident students who drop units or resident students who drop from full to part time) must do so on or before September 21, 2015 in order to receive a refund, less a $27.00 administrative charge. No refunds will be given for units dropped after this date.

NOTE: Units added after this date are charged at regular rates.

Withdrawal from Humboldt

To receive a full refund of fees (less a $27.00 administrative charge), students must withdraw from all classes by 11:59 p.m. August 23, 2015.

Students who withdraw from the university or drop all registered units on or after the first day of instruction, and by October 26, 2015, will receive an automatic refund of a portion of the fees, less a $27.00 administrative charge. The refund will be prorated based on the number of calendar days that have elapsed since the first day of the term, and the total number of days in the semester. This refund will be automatically calculated and the refund mailed to the student’s current mailing address.

Miscellaneous Course Fees Refund

Miscellaneous course fees may be fully refundable if the associated class is dropped prior to August 24, 2015, except where funds have been obligated for goods or services. Students who have paid course fees, but who used none of the associated materials, services, or facilities, may petition for a refund beginning the last week of the appropriate term through June 2. Refund applications (HSU Form 128) require the signature of the instructor and appropriate department chair prior to submission of the application to Student Financial Services.

Parking Fee Refund

Parking fee refund applications will be honored only if the student returns the parking decal issued. The amount of the parking fee refund will be determined on the basis of calendar days for which the permit is valid in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Time Limit</th>
<th>Percent of Fees Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG 3 to SEPT 9</td>
<td>75%</td>
</tr>
<tr>
<td>SEPT 10 to OCT 17</td>
<td>50%</td>
</tr>
<tr>
<td>OCT 19 to NOV 4</td>
<td>25%</td>
</tr>
<tr>
<td>After NOV 4</td>
<td>0%</td>
</tr>
</tbody>
</table>

NOTE: There are no refunds for returned Park Cards.

DEBS OWED TO THE INSTITUTION

Holds are placed on student accounts for the following reasons:

1. Monetary/Financial — fees or monies owed to the university, such as registration fees, housing charges, library fines, dishonored checks, Extended Education fees, lost key charges, etc.

2. Non-monetary — exit interviews for Perkins loans, Plant Operations keys, etc.

These holds will prevent you from registering, receiving grades and transcripts, etc. Information about holds on your account can be obtained by accessing your student account on the web. You will need to allow one business day after clearing a hold before attempting to register or receive other services.

Failure to pay fees or debts incurred by specified due dates may result in collection action, including collection agency referral and/or small claims court, where you will be responsible for all applicable collection and/or court costs.

ACCEPTANCE OF CHECKS

In order to ensure proper credit for payment to your account, please place your HSU-ID number on mailed payments or paperwork.

Dishonored Checks

In accordance with the State Administrative Manual, Section 8023, all persons who have issued a check or an e-check to the university that was dishonored by the bank may be required to make all further payments by cash, certified check, cashier’s check, or money order. In addition, students may be liable for punitive damages allowable through the California Civil Code, Chapter 522, Section 1719, which states that the maker of a dishonored check can be held liable for three times the amount of the check, or $100.00, whichever is more, up to $500.00, plus the face value of the check and court costs. There is a $25.00 fee for all returned checks and e-checks, including “stop payments.” Students issuing dishonored checks in payment of registration fees may be subject to disenrollment, per California Administrative Code Title V, Section...
FALL FEES & PAYMENT DEADLINES

42381. Students who are disenrolled must reapply for admission to the university. In addition, there may be a $25.00 late registration fee charged if the returned check was made in payment of registration fees.

Failure to pay correct fees, payment of fees by dishonored check, and/or failure to attend classes will not qualify a student for refund credit or remove the student’s obligation for full payment of fees. Students who wish to drop from classes or withdraw from the university must follow the correct procedure. (See Dropping Courses/Withdraws, Withdrawal from Humboldt.)

OFFICE OF THE REGISTRAR

The Office of the Registrar provides information on degree requirements, assistance with registration, enrollment verifications, applications for graduation, transcript requests, transfer credit information, major changes and major/minor declarations, petitions, and clarification on academic policies and deadlines, and more.

At the Office of the Registrar, students can make appointments for degree audit reviews with Transfer & Graduation Counselors or make appointments with other Office of the Registrar staff, as necessary.

The Office of the Registrar is located in SBS 133. It is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 10:00 a.m. to 5:00 p.m. The phone is 707-826-4101; email is records@humboldt.edu; and the website is www.humboldt.edu/registrar.
Students will be held responsible for complying with all requirements and deadlines published in this Registration Guide.

ACADEMIC ADVISING

At Humboldt State, academic advisors play a vital role in a student’s education. All new matriculated students are assigned an academic advisor during the first two weeks of classes, and are notified of the assignment via email. With a few exceptions, the advisor is a faculty member in the student’s major. Undeclared undergraduate and unclassified post-baccalaureate students have advisors assigned from the Academic & Career Advising Center (see Academic & Career Advising Center below) until they have declared a major, while students participating in the Educational Opportunity Program (EOP) have an EOP advisor assigned for their first academic year in addition to their academic advisor.

All continuing students must meet with their academic advisor before they register to get advice on their academic progress and to discuss schedule plans for the coming term. Students will have a mandatory advising hold on registration which can only be released by their advisor. You will need to see your advisor early to get the hold released. Students with questions about prerequisites or the best way of sequencing major courses, with concerns about career or graduate school choices, or with other issues involving their academic progress are encouraged to visit their advisor at any time during the academic year. Undergraduates who have reached junior standing should meet with their advisor to initiate a major contract in preparation for applying for graduation, and to discuss plans for their final terms of enrollment.

Students who are unsure of their advisor assignment may view their advisor assignment online through the campus portal at www.humboldt.edu/myhumboldt. Once logged in, click on Student Center. Your advisor’s name will be listed on the right side under Program Advisor. HINT: If you click on details in your advisor box, then click on your advisor’s name, you can send an email to your advisor from that link. Those who need to change their advisor may obtain the Advisor Change form online at www.humboldt.edu/registrar/forms or at the Office of the Registrar (SBS 133). Advising assistance is also available at the Academic & Career Advising Center, particularly when it comes to general education and all-university requirements, and declaring or changing your major.

Academic & Career Advising Center

Our mission is to help students explore, choose, advance, and achieve their educational goals by providing counsel and accurate, timely information, and by supporting advising campus-wide. The Academic & Career Advising Center (ACAC) serves as the academic department and advising home for undeclared and first-time freshman business administration majors. ACAC staff also counsel students on all university requirements, general education, major/minor exploration, DARS, transferability of courses, petitions to waive or substitute, withdrawal from the university, and how to address grade disputes and grievances.

Academic Advising is located in GH 114 and is open Monday through Friday from 9:00 a.m. – 4:00 p.m. Students may meet with advisors on a walk-in or appointment basis during the Center’s hours of operation. We may be reached at 707-826-5224 or advise@humboldt.edu.

ACADEMIC REGULATIONS / IMPORTANT INFO

Although this Registration Guide was prepared on the basis of the best information available at the time, all information (including the calendar of activities, course offerings, and statements on tuition and fees) is subject to change without notice or obligation. All information in this publication supersedes information previously published in Humboldt State’s Registration Guide.

Students will be held responsible for complying with all requirements and deadlines published in this Registration Guide.

ACADEMIC STANDING

Good Standing

Undergraduate students whose Humboldt State cumulative grade point average (GPA) and overall GPA are 2.0 or above are considered in good academic standing. Graduate students whose Humboldt State cumulative GPA and overall GPA are 3.0 or above are considered in good academic standing.

Academic Probation & Disqualification

An undergraduate seeking a bachelor’s degree, a post-baccalaureate student seeking a second bachelor’s degree, or an unclassified post-baccalaureate student will be placed on academic probation if either the overall grade point average or the cumulative GPA at Humboldt falls below 2.0 (C grade average).

If a student is on academic probation and the Humboldt State cumulative GPA is below the following levels, the student will be academically disqualified:

- Freshmen (<30 units) below 1.50
- Sophomores (30 to 59.9 units) below 1.70
- Juniors (60 to 89.9 units) below 1.85
- Seniors (<90 units), post-baccalaureate students seeking a second bachelor’s degree below 1.95
- Unclassified post-baccalaureate graduates below 1.95

- Graduate students, including those who are classified or conditionally classified, and credential seeking students will be placed on academic probation if their Humboldt State cumulative grade point average falls below a 3.0 (B grade average). A graduate coordinator may also notify a student of academic probation or disqualification for failure to maintain a GPA of 3.0 or better in all courses taken to satisfy the requirements of the degree. Graduate students may be placed on probation and/or disqualified for failure to make adequate progress in the program, as defined by the requirements and policies of individual programs, by recommendation of the program faculty and graduate coordinator, and action of the graduate dean. While on academic probation, if a graduate student or a credential student’s cumulative GPA at Humboldt State is below a 3.0 for a second consecutive term, the student will be academically disqualified.

Disqualified students will not be allowed to register unless they are formally reinstated and/or readmitted to the university. A disqualified student may be excluded from attending Humboldt State University for up to one year or more. Regularly enrolled students who are academically disqualified from HSU are not eligible to enroll in coursework through Extended Education. The student must demonstrate that she/he can maintain the minimum GPA at Humboldt. Regularly enrolled students who are academically disqualified from HSU are not eligible to enroll in Open University through Extended Education for one academic year. For information regarding the petition process for reinstatement, please contact the Office of the Registrar, SBS 133, 707-826-4011.

Financial aid and veterans educational benefits have satisfactory academic progress criteria that can affect aid eligibility. Baccalaureate and post-baccalaureate level veterans and eligible dependent students will be placed on veteran’s academic probation if their cumulative grade point average at Humboldt State falls below a 2.0. Veterans and eligible dependents are permitted a maximum of two semesters on probation before their benefits will be terminated due to unsatisfactory academic progress. Contact the Veterans Certification Officer, LIB 58, 707-826-6272 for information regarding veterans educational benefit criteria.

Contact the Financial Aid Office, SBS 231, for information regarding satisfactory academic progress standards for financial aid recipients.
ANNUAL SECURITY AND FIRE SAFETY REPORTS

NOTICE OF AVAILABILITY — Humboldt State University is committed to assisting all members of the Humboldt State community in providing for their own safety and security. The annual security and fire safety compliance document is available on the Humboldt State University Police website at: humboldt.edu/police/Downloads/clery_crime_report.pdf. The police department website, the Annual Security Report (Clery Report), and the Fire Safety Report contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Humboldt State University; and on public property within, or immediately adjacent to and accessible from the campus.

If you would like to receive a hard copy of the Annual Security and Fire Safety Report which contains this information, you can stop by the Student Business Services Building, Room 101 at 1 Harpst Street, Arcata CA 95521, or you can request that a copy be mailed to you by calling 707-826-5555 or emailing hsudp@humboldt.edu.

ATTENDANCE

Humboldt State University expects attendance at every class meeting. Students who have been absent from a class or lab session within the first week of instruction without notifying the instructor before the absence may be dropped from the course by the instructor no later than the end of the second week of instruction.

Not all instructors will drop students on the basis of non-attendance. Students are responsible for officially dropping the course via the Student Center. Failure to drop the course officially will result in a grade of “WU” or “F” being submitted by the instructor. (A “WU” is a withdrawal unauthorized which is computed in your GPA the same as an “F” grade.)

AUDITING A COURSE

A student must petition the Office of the Registrar to audit a class. The Audit Petition must be approved by the instructor and have the fees paid. The petition must be returned to the Office of the Registrar, SBS 133, by the twentieth day of instruction (census).

Humboldt permits students to audit only after those otherwise eligible to enroll on a credit basis have had opportunity to do so. The same fee structure applies as for credit students. Regular class attendance is expected.

There is no limit to the number of courses a student can petition to audit within a term. You should register for the course to be audited prior to the deadline to add courses (see Calendar of Activities & Deadlines).

Use an Audit Petition to obtain the signature/approval of the instructor of the course you wish to audit. Forms are available in the Office of the Registrar, SBS 133, or online at www.humboldt.edu/registrar/forms. Courses audited must be paid for following the same fee structure as courses in which a student is normally enrolled.

Once enrolled as an auditor, a student may not change to a credit status unless the change is requested no later than the last day to add a course.

An AU grade for the audited course will appear on the permanent record. There are no grade points earned nor are the units counted in earned, attempted or GPA hours. Audited courses are not eligible for inclusion in the determination of full/part time status in the awarding of financial aid.

CANCELLED CLASSES

Humboldt State reserves the right to cancel, postpone, divide, combine, and alter the time of scheduled classes, and/or change instructors.

CLASS ASSOCIATIONS

Class association numbers group all class sections that constitute a single offering together. Courses with a combination of components (e.g. lecture, lab, activity, etc.) that must be taken together share the same association number. Generally, students must register in one of each of the listed components. For example, BIOL 104 has two lecture sections and several lab sections. Students must register in one lecture and one lab from the group of sections that have the same association number.

CLASS NUMBER

The five-digit class number is used to register for a course. Each section of a course has a unique class number. A class number can be entered only once. Students must obtain both a permission number and a class number from the instructor and/or department in order to register for any course without a class number.

COMMENCEMENT

Commencement is scheduled for May 16, 2015 for the 2014-15 academic year and May 14, 2016 for the 2015-16 academic year. Each college hosts its own ceremony. Information regarding specific times is available on the web at www.humboldt.edu/commencement.

CONTINUOUS ENROLLMENT — MASTER'S DEGREE PROGRAMS

Students admitted to master's degree programs are required to enroll for a minimum of one unit per term for at least two terms per academic year (fall, spring, summer) until their degree requirements are completed. If you have “substantial work” to do to complete your project/thesis, you will register as a regularly enrolled student. The number of units registered for would be estimated based on the amount of work required and the extent of faculty involvement.

Master's degree students who do not maintain continuous enrollment (two terms each academic year), and who have not been granted a leave of absence, are required to reapply for admission to the university and to the graduate program. If readmitted, they will be subject to any new admission or degree requirements that have been approved since their first admission to the program.

Some departments allow master's students to register for one unit of a discipline-specific x693 course through the College of eLearning & Extended Education. Enrollment in the discipline-specific x693 course allows a graduate student to maintain continuous enrollment and to maintain their status in the master's degree program. Extended Education enrollment allows a graduate student to make use of the same campus resources accorded to Extended Education students.

To maintain continuous enrollment, students will register using the EE registration form and the completed/signed Graduate Student Continuous Enrollment Authorization for Extended Education form. The form is basically a permission form from the student's major professor/committee chair and program graduate coordinator allowing the student to enroll through EE for continuous enrollment.
In order for students to enroll in the discipline-specific x693 course through EE, the student must have completed all of the course work required for their degree, advanced to candidacy, and filed for graduation. Students will not be allowed to enroll through Extended Education in any courses, other than x693. Students will use a Petition of the Student if enrolling through Extended Education for courses other than x693.

This policy applies to all master’s degree students admitted for the fall semester 2002 and subsequent semesters, including those who have completed all their required courses. This policy does not apply to credential candidates and post-baccalaureate unclassified students.

**CREDIT BY EXAMINATION**

**External Credit By Exam**

Humboldt State may grant credit for passing scores on external examinations such as Advanced Placement (AP), CLEP, DSST, EEE, and International Baccalaureate (IB) exams. No more than 30 semester units of such credit may apply to a baccalaureate degree. Advanced Placement (AP) and International Baccalaureate (IB) credits are excluded from this limit.

Refer to “Test Requirements” in the Admission Information section of the University Catalog to see how credit for specific exams will apply toward degree requirements. Contact the Office of the Registrar, SBS 133, during the first two weeks of the semester for additional information.

**Challenging A Course**

A Credit By Examination form must be submitted to the Office of the Registrar, SBS 133, during the first two weeks of the semester. Do not register for the class for which you would like to challenge.

Not all courses are available to be challenged. The instructor of the course and the department chair must first approve the credit by exam. Approval by the department chair and the instructor will be based upon consideration of preparation and background, the nature of the work to be covered, and the availability of qualified staff members to give the examination. Units earned by examination will not count toward the residency requirement at Humboldt State. Persons challenging courses must be enrolled in other courses as matriculating students. Applications for internal credit by examination are available from the Office of the Registrar, SBS 133.

**EARLY START PROGRAM**

The Early Start Program requires incoming freshmen who do not demonstrate readiness for college-level math and/or English to begin remediation during the summer before coming to the CSU. The goals of Early Start are to better prepare students in math and English before their first semester, thereby improving their chances of completing a college degree. Early Start Math is designed to help you score higher on the Entry Level Math (ELM) exam, possibly testing out of remediation. Early Start Writing is designed to help you learn the skills needed to write at the college level. It will also help with “self-placement” for English at HSU.

**Early Start Details**

- Early Start is required for incoming freshmen whose scores on the Entry Level Math (ELM) and/or English Placement Test (EPT) are below the proficiency requirements.
- The program takes place the summer before the freshman year.
- Upon admission, CSU campuses will inform students who are not exempt, how and where to sign up for Early Start.
- Early Start math and English courses are offered by every CSU campus (online options available).
- Financial aid will be available for those who demonstrate need.

For more information about the Early Start Program at Humboldt State, please visit [www.humboldt.edu/admissions/apply/eligibility/earlystart.html](http://www.humboldt.edu/admissions/apply/eligibility/earlystart.html).

**EDUCATIONAL LEAVE / LEAVE OF ABSENCE**

**Undergraduate & Post-Baccalaureate Students**

Undergraduate students (in addition to post-baccalaureate students who are pursuing a certificate or bachelor’s degree) who plan on not attending Humboldt State University for a semester, can request a leave of absence or educational leave from the university if qualified.

A leave of absence may be requested for two terms, but may be extended for two additional terms (for a maximum of four terms) under special circumstances. For more information or to obtain an educational leave request, contact the Office of the Registrar (SBS 133), or go to [www.humboldt.edu/registrar](http://www.humboldt.edu/registrar).

**Graduate Students**

Graduate students, including those who are classified or conditionally classified, and credential seeking students, should request a leave of absence or educational leave from the university if they will not be attending HSU each semester. The request should be submitted to the Office of Academic Programs & Undergraduate/Graduate Studies, SH 217A.

All students must attend at least one term prior to requesting a leave of absence. A leave of absence maintains continuing student status. This allows students to maintain catalog rights and eligibility to enroll for the term immediately after the expiration of the leave without reapplying to the university. While on leave a student is not considered enrolled and is not eligible for any services from the university. Students will be apprised of registration information and deadlines for the term they are to return to Humboldt State, via their preferred email address.

**NOTE**

Students must keep their HSU preferred email address up-to-date. Humboldt State will be contacting them via email with important registration information after the leave has ended. Please see the following section on Email Policy.

**EMAIL POLICY**

HSU email accounts are the officially recognized accounts for email communication between students and the university. All HSU students are responsible for checking their HSU email account for official communications. While students may elect to redirect messages sent to their official HSU email address to another address, those who redirect their email to another address do so at their own risk.

Having email lost as a result of redirection does not absolve the account holder from responsibilities associated with communication sent to their official email address. The university is not responsible for the handling of email by outside vendors or unofficial servers.

This policy does not preclude the university from utilizing other forms of communication, such as registered mail.

**ENROLLMENT LIMITATIONS**

Undergraduate, graduate, and post-baccalaureate students have an enrollment limitation of 17 units. This limitation does not apply to credential students.

Due to their academic standing, some students are limited to enrolling in no more than 12 units. Advisors cannot change units for these students. These students should contact the Office of the Registrar, SBS 133, for information on their unit limit.

**EXCHANGE PROGRAMS**

Please see [Study Abroad Programs](http://www.humboldt.edu/studyabroad) if you wish to study in another country.

Please see [Intrasystem Visitor (IV)](http://www.humboldt.edu/studyabroad/iv) if you wish to study domestically.
EXTENDED EDUCATION / OPEN UNIVERSITY

Registration in Extended Education and/or Open University courses is available through the College of eLearning & Extended Education, SBS 211. Students eligible to enroll as continuing matriculated students are not eligible to register through the Open University program. Please check the current Extended Education bulletin for further details regarding registration and listings of Extended Education and Open University offerings.

The following limits apply to units earned through the Extended Education and Open University programs: a maximum of 24 semester units of Open University and special session Extension courses are allowed to count toward a bachelor's degree; these units do not count toward the residency requirement. A maximum of nine units of Open University courses can be included in a graduate program, but do not count toward the residency requirement.

NOTE: HSU students who have been academically disqualified from the university will also be excluded from Open University for one academic year.

FEES

Please refer to Fall Fees and Payment Deadlines in this Registration Guide.

FINAL EVALUATION WEEK POLICY

1. Finals week is part of the instructional period for a course. Consequently, student achievement shall be assessed during finals week in all courses, with the following exceptions:
   a. Courses involving laboratory or activity instruction only. They may have their final evaluations during the class’s designated time during the last week of class.
   b. Courses that are non-traditionally scheduled (weekend workshops, theatre productions that last only six weeks, etc.).
2. Classes which involve both lecture/discussion and laboratory/activity methods of instruction shall use finals week for the lecture portion of the class, and if a separate final evaluation of laboratory or activity instruction (e.g., laboratory practicum) is desired, it shall be given during the last week of class and shall not substitute for the final class evaluation. Students should not be expected to complete these types of finals outside of the normally designated times for the class.
3. The designated hours allotted during the final evaluation week may be used for any number of summative or evaluative activities. They include, but are not limited to, traditional exams, presentations, portfolio sharing, performances, critiques, oral examination, or field trips. In-class final evaluation activities must occur during the final evaluation time designated for the course (not the week before).
4. The required submission date and time for take-home examinations, final papers or other out-of-class activities must fall no earlier than the designated final evaluation time slot for the course (students may voluntarily submit their work earlier).
5. The final evaluation time and location designated for a course as published in the Registration Guide may not be changed except in special circumstances, which must be approved in writing by the department chair and dean.
6. Students shall be informed of the nature of the final evaluation at the beginning of the semester.
7. All faculty members shall remind their students of the final evaluation schedule as published in the Registration Guide. Faculty must include the date and times of the final evaluation for the class in the course syllabus as specified by HSU’s Syllabus Policy. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time, or place scheduled must make arrangements in advance with the instructor.

FINAL EXAM SCHEDULE — FALL 2015

<table>
<thead>
<tr>
<th>Evaluation Period</th>
<th>MON Dec 10</th>
<th>TUES Dec 11</th>
<th>WED Dec 12</th>
<th>THU Dec 13</th>
<th>FRI Dec 14</th>
</tr>
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<tbody>
<tr>
<td>0800-0950</td>
<td>0900 MWF</td>
<td>0900 TR</td>
<td>0800 MWF</td>
<td>0700 or 0730 or 0800 TR</td>
<td>0700 or 0730 MWF</td>
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<tr>
<td>1020-1210</td>
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<td>1100 TR</td>
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<td>1000 TR</td>
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<td>1200 TR</td>
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<tr>
<td>1500-1650</td>
<td>1700 MWF</td>
<td>1500 TR</td>
<td>1500 MWF</td>
<td>1400 TR</td>
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<tr>
<td>1700-1850</td>
<td>1800 MWF</td>
<td>1700 TR</td>
<td>1800 W WF</td>
<td>1600 TR</td>
<td>1800 T TR</td>
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<tr>
<td>1900-2050</td>
<td>1900 MWF</td>
<td>1900 T TR</td>
<td>1900 W WF</td>
<td>1900 R</td>
<td>1800 R</td>
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</tbody>
</table>

1. Day classes (starting before 1800) which either meet daily, four days a week, M-W, or W-F should follow the appropriate M-W-F schedule for the class starting time.
2. Day classes (starting before 1800) which meet on T or R only or on a T-R-S pattern should follow the appropriate T-R schedule for the class starting time.
3. Classes meeting one day per week, which do not show a specific meeting time on the above chart, must ascertain the availability of the classroom for their final to avoid potential conflicts.

GRADES

Grades on the Web

You may view your student records online, including holds, term grades, addresses, and account information. Grades for fall semester 2015 will be available in January 2014. Grades are not sent by mail or email.
Grading Symbols

(See Grade Point System chart for specific grade point values.)

A  Outstanding achievement
B  Very good, commendable achievement
C  Satisfactory achievement
D  Minimum performance
F  Failure without credit

AUDIT grade does not earn academic or degree credit. This grade refers to the student's status as an auditor.

CREDIT indicates satisfactory achievement of course requirements. Does not affect GPA calculation.

INCOMPLETE indicates that a portion of required coursework 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 attention of the instructor and to determine, from the instructor, the remaining course requirements which must be satisfied to remove the Incomplete. The instructor of the course will complete an Authorized Incomplete form, available online via the Faculty/Student Center. The date by which the course is to be completed will be stated; however, no more than one year from the time the class ended will be allowed to complete the requirements (except due to special circumstances as approved by instructor and submission of a Petition of the Student). Either the instructor will change the Incomplete to an appropriate grade or it will administratively be changed to either a letter grade of F (Failure), or other grade as indicated by the instructor, and will be included in the student's grade point average or to a grade of NC (No Credit), depending on the grade mode of the course. Go to www.humboldt.edu/studentcenterhelp/documents/Incomplete_Contracts_Student_Center.pdf for instructions on how to use your Student Center to accept an Incomplete Contract.

NO CREDIT indicates unsatisfactory achievement of course requirements. This grade is not used in grade point calculation; however, some universities and many graduate and professional schools interpret an NC grade as F.

REPORT DELAYED is assigned by the Registrar and indicates that due to circumstances beyond the control of the student, a grade has not been reported to the Office of the Registrar.

REPORT IN PROGRESS is used in conjunction with thesis project and other courses where work assigned extends beyond one academic term. The RP indicates that work is in progress but that assignment of a final grade must await completion of additional work. RP is not included in the student’s grade point average. Work is to be completed in one year except for master's thesis courses. Master's thesis courses with an RP grade must be completed within seven years from the end of the term in which it was assigned. If a graduate student does not complete the coursework within seven years, the RP grade will be administratively changed to a grade of F (Failure) and will be included in the student's grade point average or to a grade of NC (No Credit), depending on the grade mode of the course.

W  WITHDRAWAL or an authorized drop of the class within the allowed deadline. The symbol W indicates the student was permitted to drop the course after the fourth week of instruction with the approval of the instructor and department chair. It carries no connotation of quality of student performance and is not used in calculating grade point average. NOTE: If a student withdraws completely from Humboldt, an instructor has the right to override a W with an F or NC, depending on the grade mode of the course. Effective fall 2009, students will only be permitted to withdraw from 18 semester units after the fourth week of instruction for a serious and compelling reason.

WU  WITHDRAWAL UNAUTHORIZED indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of the academic performance possible. For purposes of grade point average, this symbol is equivalent to an F and is included in grade point average.

#  Symbol following a grade indicates a remedial course. Remedial courses do not earn academic or degree credit.

GRADE POINT SYSTEM

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
<th>INCLUDED IN GPA</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
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<td>3.7</td>
<td>Y</td>
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<tr>
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<td>Y</td>
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<td>B</td>
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<tr>
<td>WU</td>
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</table>

* RP (Report in Progress) on master's theses records will convert to an F or NC if not completed and graded in seven years.

Credit/No Credit

No more than 24 semester units of credit/no credit (mandatory and/or optional) mode courses taken at Humboldt State will be counted toward the bachelor's degree. Courses used to fulfill major requirements may not be taken on an optional credit/no credit basis. Check with your academic advisor for more information.

Mandatory CR/NC Grading

Some courses are offered only credit/no credit — no letter grades. These include activity courses, thesis projects, field projects, independent study courses, and specialized courses.
Optional CR/NC Grading

An undergraduate student has a choice in some courses to opt for credit/no credit (CR/NC) in place of a letter grade. **Optional CR/NC courses cannot apply towards major requirements.** Undergraduate students should not exceed the 24 semester unit maximum referred to in the Credit/No Credit section. Graduate students may take degree requirements for credit/no credit only in mandatory credit/no credit courses. No more than one-third of the master’s degree courses may be taken credit/no credit. Undergraduate students desiring to register for optional credit/no credit courses will do so in the following manner:

1. Register for all courses using Student Center.
2. Once you have enrolled in a class, you can change how a class is graded by using the Edit Class Enrollment Options in your Student Center.
3. Select the class to edit, click on the Grading drop-down menu, and select the Credit/No Credit option. If a drop-down menu is not available, the course does not have an option to change the grading basis.
4. Confirm your selection of the change in grading by clicking the Finish Editing button. Always consult with your advisor before selecting a grade option other than Letter Grade.

Evaluating Credit

For an undergraduate, unclassified post-baccalaureate, and second bachelor’s degree student, credit is equivalent to a passing grade (A, B, C, or C-). No credit is equivalent to a D+ or lower. For a graduate student who is in a master’s degree program, or a credential-seeking student, credit is equivalent to a passing grade (A, B, or B-). No credit is equivalent to a C+ or lower.

Although grades of CR and NC do not affect GPA calculation, some universities and many graduate schools interpret an NC grade as an F.

**GRADUATE CREDIT**

No grade below a B- is to be counted as a passing grade to meet requirements for the master’s degree. In fact, some programs require students to repeat work for which they received a grade below a B. Check with your program’s graduate coordinator for more information.

Graduate Credit for Undergraduates

Undergraduate students may earn graduate credit by petition under the following circumstances:

- Only courses taken in the final semester of the senior year are applicable;
- No more than six units remain to complete requirements for the bachelor’s degree;
- Cumulative GPA is 2.5 or higher;
- Applicable courses are upper division or graduate level and, if being used for graduate credit, are not also being used for undergraduate credit;
- Application for graduation (degree check) is on file with the Registrar;
- No more than nine units taken as an undergraduate may be applied to the master’s degree;
- Students must complete the Petition for Graduate Credit (To be Earned in Final Semester of Senior Year) form available in the Office of Academic Programs & Undergraduate/Graduate Studies, Siemens Hall 217A.

**GRADUATION, APPLICATION FOR**

To graduate from Humboldt State University students must apply for graduation, which initiates a degree check. The university does not automatically grant academic degrees upon completion of degree requirements. Students pursuing a bachelor’s degree may apply for graduation any time after they have reached junior standing (60 units), and it is strongly recommended they apply at least three semesters prior to their expected term of graduation. Early application ensures that students receive their degree checks in time for adequate planning and advising for the final semester(s) of enrollment. It is recommended that students pursuing master’s degrees apply for graduation at least one semester before finishing all degree requirements. Please refer to the [Calendar of Activities & Deadlines](https://www.humboldt.edu/calendar) for application deadlines.

Bachelor’s degree Applications for Graduation are available at the Office of the Registrar, SBS 133, and online at [www.humboldt.edu/registrar/forms](http://www.humboldt.edu/registrar/forms). The Application for Graduation for master’s students is available from the Office of Academic Programs & Undergraduate/Graduate Studies, SH 217A.

Students pursuing a bachelor’s degree must accompany their Application for Graduation with a major contract approved by their major advisor and department chair (unless an approved major contract has already been sent to the Office of the Registrar). Students should make arrangements with their major advisor to obtain this contract.

Once the major contract is approved and the Application for Graduation form is filled out, students need to pay the $59.00 graduation fee at Student Financial Services, SBS 285, and return the receipted Application for Graduation and the major contract to the Office of the Registrar.

Once the Application for Graduation is received, a degree check is prepared and sent to both student and advisor. The degree check summarizes how degree requirements have been satisfied and lists remaining requirements. Students are encouraged to come to the Office of the Registrar if they have any questions about their degree check or, if they wish, to receive an update on their progress towards their degree objective.

Once the student has applied for graduation, his/her name may be included as a candidate for graduation on lists for faculty approval, diploma ordering, and commencement booklet publication for the expected term of graduation. Details regarding the May commencement ceremony are available on the web at [www.humboldt.edu/commencement](http://www.humboldt.edu/commencement).

Once a student has applied for graduation, the student is not eligible to register for the term following the expected graduation date without first reapplying to the university or deferring the expected date of graduation.

After semester grades are processed, degree checks are reviewed for all candidates for graduation for that term. If all degree requirements are satisfied, the degree is posted to the student’s academic record and a diploma is sent shortly thereafter. If any requirements remain unsatisfied, a letter outlining the deficiency is sent to the student. Should the student need to postpone graduation after the expected date of graduation has passed, a $25.00 reapplication fee is required. To change a graduation date, download the printable Graduation Date Change Request available at [www.humboldt.edu/registrar/forms](http://www.humboldt.edu/registrar/forms).
GRADUATION WITH DISTINCTION

Master’s degree candidates, whose nomination for the Patricia O. McConkey Award for the Outstanding Thesis/Project is sent to the Office of Academic Programs & Undergraduate/Graduate Studies, will receive graduation with distinction. Students who participate in commencement, but who have not completed their culminating experience, may be nominated the following fall.

GRADUATION WITH HONORS

Humboldt State University awards honors to undergraduate students at the time of graduation based on the following criteria:

- Completion of 30 units in letter-graded course work in residence at HSU
- A minimum GPA of 3.50 on all work taken at Humboldt State University
- Overall minimum GPA of 3.50 in all work attempted

The overall grade point average (including both transfer and Humboldt State course work) determines which honors the student receives at graduation:

- Summa Cum Laude (highest honors) 3.85 to 4.00
- Magna Cum Laude (high honors) 3.70 to 3.84
- Cum Laude (honors) 3.50 to 3.69

Honors are printed on the diploma and on official HSU transcripts.

NOTE: Master’s degree candidates are not awarded honors. (See Graduation with Distinction.)

GRADUATION / PERSISTENCE RATES

The federal Student Right to Know law (PL 101-542 as amended) requires an institution to disclose graduation and persistence rates for first-time, full-time, degree-seeking undergraduate students. For details refer to Humboldt State’s website: [www.humboldt.edu/anstud/grad_persist.shtml](http://www.humboldt.edu/anstud/grad_persist.shtml)

HALF-SEMESTER OR LESS COURSES

To allow for flexibility in scheduling, departments may offer courses at various times during the semester on a ten-week, seven-week, five-week, and weekend workshop format. For purposes of adding and dropping, courses must be ADDED and/or DROPPED by the deadlines listed in the Calendar of Activities & Deadlines.

HOLDS

Holds can prevent registration, adding and dropping classes, receiving transcripts, obtaining grades, or graduating. It is recommended that students check their Student Center at least five days prior to their registration starting time in order to have time to clear any holds that may prevent registration. To view any possible holds, log in to the campus portal at [www.humboldt.edu/myhumboldt](http://www.humboldt.edu/myhumboldt). Once logged in, click on Student Center. The Holds section is in the upper right hand corner of your screen.

Holds are placed on a student’s account for various reasons, including money due to the university, library fines, outstanding/dishonored checks, lost key charges, immunization requirements not being met, admission requirements not being met, remedial course work requirements not being met, and more. Students should contact Student Financial Services, SBS 283, regarding financial obligations. The Student Health Center should be contacted regarding immunization requirements and the Office of the Registrar, SBS 133, should be contacted regarding academic and records-related holds.

Registration Holds

A hold is placed on a student’s registration and schedule adjustment for a financial obligation greater than $99.00, and less than 720 days old, owed to the university or for other administrative reasons. Students are responsible for resolving any holds placed on their registration.

HSU PREFERRED EMAIL ADDRESS

Humboldt State University uses email to conduct a lot of their academic-related business. The university has provided each student a free email account, but students may choose to designate a different provider as their HSU preferred email address. Students using accounts such as Yahoo, Hotmail, or others, may experience problems receiving emails from HSU. If you have difficulties receiving our mail, then you should consider using the email account that has been provided to you by the university. You may forward email to an off-campus address in Google Apps. Instructions can be found at [www.humboldt.edu/its/email-options](http://www.humboldt.edu/its/email-options). See Email Policy in this guide for information about email at HSU.

HSU IDENTIFICATION

HSU-ID Number

To assist in protecting students from identity theft, Humboldt State University has generated an identification number (HSU-ID) for each student. Students are encouraged to carry their valid HSU-ID card as various areas on campus will require that the HSU-ID card be swiped to obtain access or services. The HSU-ID card can be used only for obtaining services from the university. It cannot be used to establish credit or to identify a student for business purposes outside the university. Therefore, if the card is lost, it does not create the potential for identity theft inherent in using social security numbers (SSNs).

HSU Username

In an effort to consolidate login information and to provide better protection of student information, many components of HSU’s system use the student’s HSU username (e.g. abc123 or abcd1234) as a login.

Social Security Number

Humboldt State uses the social security number to identify the student for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. 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 to help determine whether a student, or a person claiming a student as a dependent, may take credit or deduction to reduce federal income taxes. Many efforts are made to protect the privacy of this number.

ID Card

Students must have a picture taken in order to obtain a student identification card. An ID card is needed to use the library, Student Health & Counseling Center, and various campus services, as well as to pick up financial aid checks, ride the local transit system, and obtain student discounts for campus events. ID pictures are taken in the campus ID Office, located in the library, Monday through Friday, 10:00 A.M. to 3:00 P.M. and Monday through Thursday, 6:00 P.M. to 9:00 P.M., or by appointment, call 707-826-5601. New students should contact the campus ID Office in the library regarding specific dates and times pictures will be taken at the beginning of each semester. The cost of the ID card is included in the registration
ACADEMIC REGULATIONS & IMPORTANT INFO

fee the first term of enrollment at Humboldt State. There is a $5.00 fee, payable at Student Financial Services, SBS 285, or the Housing cashier, if the ID card needs to be replaced. The receipt must be presented to the ID Office prior to having a new card made. For further information visit the ID Office website at library.humboldt.edu/circulation/id_cards.html.

IMMUNIZATIONS & HEALTH SCREENING

New and readmitted HSU students (undergraduate and post-baccalaureate students) are required to provide immunization information to the Student Health Center before enrolling in their first term. Keep in mind that some holds take 24-48 hours to clear. Providing the required information in advance will give you time to clear the hold before you register:

1. Valid proof of immunity to Measles, Rubella, and Hepatitis B.
2. A completed Student Health Center Registration and Consent form (available online at the Student Health Center website).

Please do not email these documents. These items can be mailed, faxed, or brought to the Student Health Center. Forms and more information are available at www.humboldt.edu/health. Necessary immunizations may be obtained from your personal physician, the County Health Department, or the Student Health Center.

Measles and Rubella

All Humboldt State students, whether new or continuing, who were born after January 1, 1957, are required to present proof of measles and rubella (German measles) immunizations. This means two doses of vaccine after age one. In addition, proof of measles and rubella immunizations may be required for certain groups of enrolled students, regardless of age, who have increased exposure to these diseases. These groups include: students who reside in campus housing; students enrolled in dietetics, medical technology, or any practicum or fieldwork studies which involve preschool and school age children; and students whose primary and secondary schooling were outside the United States. Vaccine is available for a charge at the Student Health Center.

Hepatitis B

All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 month period. Vaccine is available for a charge at the Student Health Center.

Meningitis

The Student Health Center recommends that entering students consider vaccination against meningococcal disease. Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination. Vaccine is available at cost through the Student Health Center, though may also be obtained through Public Health and personal health providers.

Varicella

Though not required, a second dose of chicken pox vaccine is highly recommended for those who have had one dose of vaccine and have not had chicken pox disease. Tdap (Tetanus, Diphtheria, adult Pertussis). This vaccine is not required, but students are urged to get inoculated when their next tetanus shot is due in order to boost immunity to Pertussis (whooping cough).

Avoid a Registration Hold — Failure to provide proof of immunization will result in the student not being allowed to register for a second semester. These are not admission requirements, but are required of students as conditions of enrollment in CSU.

INTRASYSTEM VISITOR (IV)

Students enrolled at any CSU campus have access to courses at other CSU campuses on a space-available basis unless those campuses or programs are impacted. Before applying to the program at the host campus, students must consult their home campus academic advisors to determine how such courses may apply to their degree programs. For additional information, contact the Office of the Registrar, SBS 133, 707-826-4101.

MAJOR CHANGES

Undergraduate students who wish to request a major change must file the appropriate form with the Office of the Registrar, SBS 133. The required signatures must be obtained from the department before the forms are filed. Some departments may have additional requirements.

Graduate students should contact the Office of Academic Programs & Undergraduate/Graduate Studies, SH 217A for information on changing their major.

Forms for requesting a change of major, or requesting a second major, are available from the Office of the Registrar, or online at www.humboldt.edu/registrar/forms.

Major Change Policy: Students are not permitted to change majors after they have earned 90 units, unless the new major can be completed in less than 140 total units. Students changing majors after having earned 90 units are required to complete a new major contract before completing additional units beyond 90. Students who choose to change majors and cannot complete the required courses in less than 140 units may submit a request for an exception to the department chair and dean.

Declaring a Second Major

Students may earn a bachelor’s degree with two majors by completing the requirements for both programs. Although both majors appear on the permanent record, the student receives one degree.

Students may request a second major only if they meet the following criteria:

• They file a major contract with each major program by the time they have completed 90 units.
• The major contracts demonstrate that they can graduate with both majors completed in fewer than 140 total units.

Students who choose to complete a second major and cannot complete the required courses in less than 140 units may submit a request for an exception to the department chair and dean.
MINOR DECLARATION
Requests for declaring minors are made by filling out a Minor Declaration/Update form obtained from the Office of the Registrar (SBS 133), or online at www.humboldt.edu/registrar/forms.

PERMISSION NUMBERS
Permission numbers are used in place of instructor approval signatures. They may be used to register for a class that is closed or requires special approval. See the instructor of the course to obtain a permission number. For instructions on how to use a permission number, go to the Student Center Help page.

PLACEMENT / PROFICIENCY TESTS

Entry Level Mathematics (ELM) Test
All new undergraduate students, unless exempt, must take the ELM prior to their first enrollment. New students needing to take the ELM will be notified by mail. All students, including graduate students and non-matriculated students, who wish to take English composition courses are required to take the ELM, unless exempt. For a complete list of exemptions, contact the Testing Center, LB 24, at 707-826-3611 or the Office of the Registrar, SBS 133, at 707-826-4101.

ELM Score Requirements

<table>
<thead>
<tr>
<th>ELM Score</th>
<th>Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>No score</td>
<td>Must take Entry Level Math exam before registering.</td>
</tr>
<tr>
<td>35 or below</td>
<td>Must take Math 40.</td>
</tr>
<tr>
<td>36 – 41</td>
<td>Must take MATH 40 or MATH 42.</td>
</tr>
<tr>
<td>42 – 49</td>
<td>Must take MATH 44 or MATH 103I/MATH 43 together. MATH 103I/43 is General Education Math with a remedial component. It is not recommended for students in any natural resources or science majors, or for students with any major that requires another GE math course.</td>
</tr>
<tr>
<td>50 and above</td>
<td>No remediation required.</td>
</tr>
</tbody>
</table>

Graduation Writing Proficiency Exam (GWPE)
All students must also demonstrate competency in writing skills as a requirement for graduation. The Graduation Writing Proficiency Examination (GWPE) is an evaluation of writing skills used to determine whether students have attained a level of proficiency necessary to obtain a bachelor's degree. All students should take the GWPE before their last semester and must pass this test to graduate.

Students may take the GWPE after completing 60 semester units (junior standing) in addition to completing a GE A1 Written Communication course (or an equivalent college composition course with a C- or better). The GWPE is offered once in the fall semester and twice in the spring. Contact the Testing Center for information (Library Basement (Room 24)).

PREREQUISITE CHECKING
Prerequisites for particular courses are required to be met prior to registration. To determine if you have met the required prerequisites for any course, you may view the University Catalog on the web at www.humboldt.edu/registrar/catalog. Required prerequisites can be (1) courses with or without a minimum grade required, or (2) minimum test scores, such as EPT or ELM. If you need assistance determining if you meet the prerequisite, contact the Office of the Registrar, SBS 133, at 707-826-4101 or your advisor.

Registering in a course that you do not meet the prerequisite for may result in the instructor requiring you to drop it, the instructor dropping you, or could result in poor performance. It is to your benefit to adhere to prerequisite requirements closely.

PRESIDENTIAL SCHOLAR
An undergraduate student who completes at least 12 graded (A-F) units with a minimum GPA of 3.85 is designated a Presidential Scholar. This designation appears on the student’s academic transcript.

PRIVACY OF STUDENT RECORDS — FERPA

Federal Family Educational Rights and Privacy Act (FERPA)
FERPA affords students certain rights with respect to their educational records. They are:
1. The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access.
2. The right to have allegedly harmful effects of university decisions or actions on the student(s) be investigated and resolved. Copies of the Grievance Pro-
ACADEMIC REGULATIONS & IMPORTANT INFO

Student Records Access Policy

The purpose of the Records Access Policy is to ensure that the campus community is aware of, and complies with, the Family Educational Rights and Privacy Act of 1974. The complete text of the policy is available on the web at www.humboldt.edu/president/uml0503.html.

Student Papers, Theses, or Projects

It may be required that graduate or undergraduate student papers, theses, or projects be placed in the University Library, available to interested members of the public. Students may wish to secure copyrights for their work. Information regarding proper procedure for obtaining a copyright is available from the Documents section on the 3rd floor of the library or from the Office of Academic Programs & Undergraduate/Graduate Studies, SH 217A.

Disclosure of Student Information

Agencies of the State of California may request, for recruitment purposes, information including the names, addresses, major fields of study, and total units completed of CSU students and former students. The university is required by law to release such information to state agencies. Students may restrict in writing release of such information. Students may also forbid release of any personally identifiable information to state agencies or any other person or organization. Forms requesting the withholding of personally identifiable information are available in the Office of the Registrar, SBS 133, or on the web at www.humboldt.edu/registrar.

RECORDS ON THE WEB

Students may access their confidential student records on the web, including unofficial Humboldt State transcripts, information on grades, holds, addresses, and financial aid. Registration status can be checked to ensure that nothing will prevent registration. The HSU username and password are required to access student records on the web. Passwords must be 8 to 30 characters long. They must contain your first or last name or your HSU username. Your password must contain all of the following:

1) at least one alpha character
2) at least one digit
3) at least one special character, but NOT: @ [ ] { } $ & ; ( ) " < > !’

For issues with password changes, please call the Help Desk at 707-826-4357.

REMEDIAL COURSES

Courses numbered 001-099 are remedial courses. These courses are designed to assist students in developing basic skills that are essential to successful university achievement. Units and grades earned will not count in the student’s grade point average nor towards meeting graduation requirements. The # symbol following a grade indicates a remedial course on a student’s HSU transcript.

REPEATING COURSES

Undergraduate students may repeat up to 16 units with grade forgiveness. With the exception of repeatable courses, undergraduate students may only repeat courses if they earned grades lower than a C. For the first 16 units of repeated courses, only the newer attempt calculates into the student’s GPA. Undergraduate students may only repeat a course for grade forgiveness two times and each of these attempts counts toward the 16-unit maximum for repeats. Grade forgiveness will not be allowed for
a course for which the original grade was the result of a finding of academic dishonesty. Students may repeat an additional 12 units (beyond the initial 16) with “grades averaged,” where both the original and new grade are included in the calculation of the student’s GPA. Undergraduate students may not repeat more than 28 units of course work. This limit applies only to units completed at Humboldt State University.

Exceptions occur in cases where an academic program on campus specifically designates that a course is repeatable so that the automatic repeat process does not take place. For instance, ENVS 111 is set up by the department to be repeatable 4 times. This means that a maximum of 5 attempts of this course will count toward the student’s grade point average.

Students should submit a petition to the Office of the Registrar, SBS 133, if special circumstances are involved. Repeating a Humboldt State course that was previously taken at another college may require permission from the university department offering an equivalent course (if the equivalency has not been established by an articulation agreement). Additionally, the department chair must sign a Student Petition, if applicable, which is available from the Office of the Registrar. In order to override the Humboldt State automatic repeat policy, the student needs approval of the department chair on a Student Petition.

The grades of I, NC, RP, RD, and W are not considered as attempts for grade point average computation. Contact the Office of the Registrar, SBS 133, regarding courses taken prior to fall semester 1996. Please note: some universities calculate all attempts of every course and ignore the undergraduate grade point average provided by Humboldt State for post-baccalaureate programs (e.g. graduate level programs, law school, medical schools).

Students who are pursuing a second bachelor’s degree, or who are unclassified post-baccalaureate students, are eligible to use the undergraduate repeat policy. Students should submit a petition to the Office of the Registrar, SBS 133.

Graduate students may repeat courses; however, all grades will appear on the permanent record and count in the grade point average. The units earned toward the degree count only once.

NOTE: A student may not take a course at Humboldt State, repeat it at another college, and then use the repeat policy to remove the Humboldt State course from the grade point average.

**SCHEDULE ADJUSTMENTS**

Students may view an updated list of open, cancelled, and closed classes at [www.humboldt.edu/oaa/classes.shtml](http://www.humboldt.edu/oaa/classes.shtml) or by going to Humboldt’s homepage at [www.humboldt.edu](http://www.humboldt.edu) and selecting Class Schedule from the Quick Links drop-down menu. Schedule adjustments may be made by using Student Center.

**Adding A Course**

During the first four weeks of classes, all adds can be done by the student via Student Center. Instructor approval is not required for students to enroll in open classes during the first week of instruction, except for those that require special approval. Instructor approval is required (with a permission number) for students to enroll in any class beginning the second week of instruction through the fourth week of instruction. A $20 fee per course is assessed.

Courses **cannot** be added after the fourth week of classes (see “Census” in the Calendar of Activities & Deadlines for deadline dates). After the fourth week, approval to add courses will only be considered if verification that the course is necessary for the student to graduate at the end of the current semester is provided. Instructor, department chair, and college dean signatures are required.

**When adding courses with lecture, lab, and/or activity/discussion links, all courses/sections must be added in Student Center.**

**Dropping Courses / Withdraws**

**When dropping a course that requires a lab or activity, both the lecture and the lab/activity must be dropped at the same time.**

As a matter of university policy, the instructor in the course may opt to drop a student upon absence from a class lab session within the first week of classes, or if the student does not meet prerequisites for the course. Ultimately, it is the responsibility of the student to drop the course via the web. (See Attendance and Prerequisite Checking sections of this Registration Guide.)

During the first four weeks of instruction, students may drop a class from their schedule via Student Center. After the first four weeks of classes, permission to withdraw with a documented serious and compelling reason must be approved. A $20 fee per class is assessed.

Go to [www.humboldt.edu/withdraw](http://www.humboldt.edu/withdraw) to start the process. **Students can only withdraw from a maximum of 18 units throughout their career at Humboldt State University. Withdrawal from courses for reasons that are catastrophic, such as accident or serious illness, do not count toward the 18-unit limit.** A “W” grade is recorded on the academic record and a $20.00 fee will be charged per course. The final drop deadline is the end of the tenth week of classes (see Calendar of Activities & Deadlines in this Registration Guide for deadline dates).

A student is not permitted to withdraw from any classes during the last five weeks of instruction or later except in cases where the cause of withdrawal is due to circumstances clearly beyond the student’s control and the assignment of an incomplete grade is not practicable. Approval for requests for course withdrawals during the final five weeks of the semester are seldom granted. Such withdrawals from courses will not count towards the total of 18 permitted semester units of withdrawn courses.

**NOTE:** When you drop all of your classes using Student Center, the information is relayed to the Office of the Registrar. You will be withdrawn from the university. The date on which the drop process is completed is the effective date used for official records in the Registrar’s Office, Financial Aid, and Student Financial Services. Many students, however, must also complete various exit procedures with offices on campus. We strongly encourage students that are considering withdrawing to visit the Office of the Registrar or the Advising Center, SBS 295, for a full discussion of the withdrawal procedure. Following the complete withdrawal procedure ensures that outstanding issues are dealt with in advance of leaving the university.

Students should contact the Office of the Registrar to request permission to withdraw completely from the term.

**STUDENT DISCIPLINE**

Students at Humboldt State assume the responsibility for conducting themselves in a manner compatible with the university’s function as an educational institution and in a way which will not impair achievement of the university’s educational mission. Inappropriate conduct by students or applicants for admission is subject to discipline as provided in sections 41301 through 41304 of Title 5, California Code of Regulations.

**STUDY ABROAD PROGRAMS**

**Study Abroad Programs**

There are many opportunities for students at Humboldt State University to study abroad for a year, a semester, or the summer and receive academic credit. Students
Academic Regulations & Important Info

Need to attend one of the Informational Meetings held throughout the year, where they can learn more about the programs. The Study Abroad Coordinator, Penelope Shaw, can be contacted at pjs25@humboldt.edu or 707-826-3942. The Study Abroad website can be found at www.humboldt.edu/goabroad. The Study Abroad Office is located in the Center for International Programs in SH 129.

CSU International Program (IP)
The International Program is an official academic program of the California State University system. It provides students the opportunity to continue their university studies overseas while gaining the experience of living in a different cultural environment. For information on these programs, contact Penelope Shaw at pjs25@humboldt.edu or 707-826-3942. The application deadline for all programs except for Australia and South Africa is December 15th of each year for the following academic year. Australia and South Africa have a May 1 application deadline.

Substance Abuse Policy
Humboldt State University subscribes to a drug-free campus and workplace (Drug-Free Workplace Act, 1988; Drug-Free Schools and Communities Act Amendment, 1989, PL101-226). Manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances by university students and employees on university property, at official university functions, or on university business is prohibited except as permitted by law, university policy, and campus regulations. Students, faculty, and staff violating these policies are subject to disciplinary action, which may include expulsion or termination of employment, and may be referred for criminal prosecution and/or required to participate in appropriate treatment programs. (See Student Handbook, “Policy regarding Alcohol and Drugs” or www.humboldt.edu/studentrights/alcohol_drug_policy.php.)

Transcripts
Students may print an unofficial copy of their Humboldt State transcript from the campus portal at www.humboldt.edu/myhumboldt. Once logged in, select the Academics tab, then click on “View Transcript.”

You can request official transcripts via mail, fax, scanned PDF via email, or in person. Transcript requests cannot be accepted by phone.

Official Transcript Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) copy</td>
<td>$4.00</td>
</tr>
<tr>
<td>Additional copies up to 10</td>
<td>$2.00 each when ordered at the same time</td>
</tr>
<tr>
<td>Additional copies over 10</td>
<td>$1.00 each when ordered at the same time</td>
</tr>
</tbody>
</table>

Optional Services:

- Expedited (RUSH) Handling: $10.00 additional (plus per copy fee or fees)
- Overnight Mailing (continental US only)*: $10.00 additional per delivery address

* Overnight Mailing is only available with expedited handling. Addresses must be to the 48 contiguous states (not Alaska, Hawaii, or overseas). A destination phone number MUST be provided along with a street address.

Processing time is 7-15 working days after receipt of your request. Expedited (RUSH) processing time is three working days after receipt of your request. Because of the volume requests received at the end of each semester, transcript processing may take up to six weeks to process because of end of term grades and degree posting. Transcript requests are processed on a first-come, first-served basis. If you have a question or need more information about transcripts, please email HSU.Transcripts@humboldt.edu.

Transcript Request Form: www.humboldt.edu/Registrar/transcripts

Avoid delays in processing. Please include all of the following information:
- Your current full name and all prior names used
- Social Security Number or HSU-ID number
- Date of birth
- Beginning and ending dates of attendance at HSU
- Whether the current term’s grades are to be included when a transcript is ordered near the end of that term
- Your full address and phone number
- Full address of agency, college, or individual to whom transcripts are to be sent
- Complete mailing addresses are required (and phone number for overnight delivery)
- Your signature and date. This is the authorization to release the records to the designee.

Your request will not be processed if you have any outstanding financial or administrative obligations to the university.

How to Submit Your Official Transcript Request
By Fax, Mail, or In Person, and Your Payment Options

Transcript requests forms will be accepted by fax. Payment must be made ONLINE prior to faxing the form. To avoid any delay, PLEASE include proof of payment with your transcript request by entering the CASHNet receipt number and date on the transcript request. Fax the transcript requests to 707-826-6194.

Submit by Mail

When ordering your HSU transcript by mail, send your transcript request form to:

Office of the Registrar, Transcript Section
1 Harpst Street
Arcata, CA 95521

Payment Options

Check, money order, or certified funds: Include with your request the payment by check, money order, or certified funds made payable to HSU.

Payment by Credit Card

MasterCard, Discover, or American Express (ONLINE ONLY): Students may pay for transcripts online by logging in to the campus portal and clicking on the Make a Payment link.

VARIABLE UNIT COURSES

Some courses may be taken for different unit amounts. Be aware that different requirements may exist for completion of different unit amounts.
ACADEMIC REGULATIONS & IMPORTANT INFO

VERIFICATION OF ENROLLMENT
For purposes of verifying enrollment, the following definitions are used.

Undergraduate
  Full-time = enrolled for 12 or more semester hours/units
  Half-time = enrolled for 6-11.99 semester hours/units

Graduate (master's degree only)
  Full-time = enrolled for 9 or more semester hours/units
  Half-time = enrolled for 5-8.99 semester hours/units

Post-Baccalaureate
  Full-time = enrolled for 12 or more semester hours/units
  Half-time = enrolled for 6-11.99 semester hours/units

Students may request an official verification of enrollment from the Office of the Registrar, SBS 133.

Please contact the Financial Aid Office (SBS 231) for more information regarding enrollment status definitions for financial aid purposes; call 707-826-4321 or toll free 866-255-1390.

VETERANS' BENEFITS
Veterans Enrollment and Transition Services is available for all veterans and families of veterans who need application information or enrollment certification to begin their Montgomery GI Bill. Students who have questions about eligibility or need to file an application for the Cal Vet Fee Waiver can contact Veterans Enrollment and Transition Services in Lower Library, room 58 or the Veterans Service Officer at the Humboldt County Veterans Service Office at 707-445-7341.

WAITLISTING
If a class is full, you can get on a class wait list (if available). Wait lists are available from the first day of early registration until the end of the first week of instruction. The wait list creates a queue of students for specific classes and enrolls eligible students in newly opened seats. It also provides a way to monitor class demand and may result in additional sections. For details on how to wait list a class, please go to the Student Center Help page.

WITHDRAWAL FROM HUMBOLDT
Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the university's official withdrawal procedures. Failure to follow formal university procedures by stated dates will result in an obligation to pay fees (see Calendar of Activities & Deadlines) as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term.

Any student who is anticipating the need to withdraw from Humboldt State is encouraged to discuss this with his/her academic advisor or with staff at the Office of the Registrar, SBS 133, 707-826-4101 or the Advising Center, SBS 295, 707-826-5224.

To start the withdrawal process, a student should go to the Office of the Registrar.

A student who formally withdraws prior to the end of the fourth week of instruction will have only an appropriate date of withdrawal (no coursework) appear on the academic record for that term.

After the first four weeks of the semester, a request to withdraw with a documented serious and compelling reason must be approved. Go to www.humboldt.edu/withdraw to start the process. A date of withdrawal appears on the academic record and all coursework appears with a grade of “W” (Withdrawal). (See Dropping Courses/Withdraws.) A maximum of 18 units can be withdrawn throughout your career at Humboldt State University.

A student is not allowed to withdraw during the last five weeks of instruction or later except in cases where the cause of withdrawal is due to circumstances clearly beyond the student's control AND the assignment of an incomplete grade is not practicable. Requests for course withdrawals during the final five weeks of the semester are seldom granted. Such withdrawals will not count towards the total of 18 permitted semester units of dropped courses.

Students must notify all course instructors of withdrawal. An instructor has the right to override a “W” grade with a grade of “F” or “NC.” For information regarding deadlines for partial refund upon withdrawal, consult the Calendar of Activities & Deadlines and Student Financial Services. Graduate students (master’s degree seeking) must also contact their graduate department coordinator regarding their withdrawal.

A student who does not plan to return to Humboldt State the next semester may need to request a leave of absence or REAPPLY to the university upon return. For more information, please see Educational Leave/Leave of Absence or contact the Office of the Registrar, 707-826-4101.

Students who receive financial aid funds must consult with the Financial Aid Office prior to withdrawing from the university. If a student withdraws from the university, or ceases attendance, a portion of student financial assistance received may be considered unearned and must be returned to the program. Financial aid recipients will be billed for any unearned financial aid and resulting unpaid university charges.

Students who have paid for housing on campus should contact the Office of Housing and Dining Services at 707-826-3451 or housing@humboldt.edu concerning refunds.

NOTE: Students must check their HSU email address. Humboldt State University will contact students via this email address with important information (see Email Policy section for more details).

Withdrawal Procedures for Students Mobilized for Active Military Duty:

HSU students who are in the military reserves or the National Guard of the United States who are called to active duty after the beginning of a semester or summer session have two options they may consider in determining their enrollment status with the university. Normal withdrawal procedures should be followed whenever possible. However, if students are unable to complete the necessary paperwork by coming into the Office of the Registrar, SBS 133, or writing a letter of withdrawal, the university shall accept notification from the student or a family member. The Office of the Registrar will verify all notifications.

Students may also contact Veterans Enrollment & Transition Services, 707-826-6191, with questions or for assistance with required paperwork. Withdrawals as a result of a verified call to active duty do not count towards the 18-unit withdrawal limit.
### ACADEMIC REGULATIONS & IMPORTANT INFO

**OPTION 1 — Students may withdraw from all courses.**

A student may choose to do a total withdrawal from all his/her classes, and under a CSU policy, receive a full refund of tuition and fees. This option requires that the student withdraw from every course and receive no grade for any course taken during the semester.

To process this total semester withdrawal, undergraduate students must contact the Office of the Registrar, SBS 133, 707-826-4101 or email at records@humboldt.edu to complete the necessary paperwork and to start the process for refunds; in addition graduate students should notify the Office of Academic Programs & Undergraduate/Graduate Studies, Siemens Hall 217A, 707-826-3949.

A student who does not plan to return to HSU the next semester must request a leave of absence. This approved leave of absence will ensure that the student will retain their catalog rights and will allow him/her to register for subsequent terms without reapplying for admission.

**OPTION 2 — Students may take a grade of incomplete in courses.**

If a substantial part of the semester has been completed by the time the student is called for active military duty, the student may meet with each instructor to determine if the assignment of an incomplete grade is practicable. The conditions for completing course work and receiving a final grade should be agreed to between the student and the instructor by completing an Authorized Incomplete form available from any academic department. If the assignment of an incomplete grade is not practicable, then students should be offered the option of withdrawing from the course.

A student who does not plan to return to HSU the next semester must request a leave of absence. This approved leave of absence will ensure that the student will retain their catalog rights and will allow him/her to register for subsequent terms without reapplying for admission.

<table>
<thead>
<tr>
<th>Academic Weeks</th>
<th>Drop</th>
<th>“W” (Non-catastrophic withdrawals with serious and compelling reasons)</th>
<th>“W” (Catastrophic Withdrawals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
<td>4th</td>
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</tbody>
</table>

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**Drop Dates**

- 1st week
- 2nd week
- 3rd week
- 4th week
- 5th week
- 6th week
- 7th week
- 8th week
- 9th week
- 10th week
- 11th week
- 12th week
- 13th week
- 14th week
- 15th week
- Finals

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**“W” (Non-catastrophic withdrawals with serious and compelling reasons)**

- 1st week
- 2nd week
- 3rd week
- 4th week
- 5th week
- 6th week
- 7th week
- 8th week
- 9th week
- 10th week
- 11th week
- 12th week
- 13th week
- 14th week
- 15th week
- Finals

---

**“W” (Catastrophic Withdrawals)**

- 1st week
- 2nd week
- 3rd week
- 4th week
- 5th week
- 6th week
- 7th week
- 8th week
- 9th week
- 10th week
- 11th week
- 12th week
- 13th week
- 14th week
- 15th week
- Finals
ACADEMIC PLANNING SUMMARY

Please consult with your faculty advisor, the Academic and Career Advising Center (GH 141), or the Office of the Registrar (SBS 133).

- **Minimum Units Required: 120 units**
  Upper Division: 40 units (all BA programs)
  Unit Maximums Allowed: 24 HSU credit grades, 24 Open University, 24 Extended Education, 70 from a community college

- **Residence**
  30 units taken at Humboldt State, which must include:
  - 24 upper division units taken at Humboldt State
  - 12 upper division units within the major taken at Humboldt State
  - 9 units of general education taken at Humboldt State

- **General Education (GE)**
  Lower Division:
  - Area A (Basic Subjects): 9 units. Minimum grade of C- is required. Must be completed by 60 units earned.
  - Area B (Science): 9 units. Minimum grade of C- is required in math. Must include one course with laboratory experience.
  - Area C (Humanities): 9 units from 2 subareas.
  - Area D (Social Science): 9 units from at least 2 subareas. One American Institutions course may count.
  - Area E: 3 units.
  Upper Division:
  - 9 units, 3 each from areas B, C, and D. One appropriate Communication and Ways of Thinking (CWT) course may be used to satisfy one area.

- **Grade Point Average**
  Overall (all college work): minimum 2.00
  Humboldt State (cumulative): minimum 2.00
  Major: minimum 2.00

- **Diversity & Common Ground (DCG)**
  Two approved courses, which can also count toward any GE area, the major, or electives, depending on the courses selected. If you are following 2003-04 or later catalog requirements, one course must have a domestic focus.
  Course must be DCG approved for the term in which you take the class.
  See list of currently approved DCG classes on the following pages.

- **American Institutions**
  May be met by courses or exams. One course, whether upper or lower division, can count in lower division GE area D.
  US History
  US Government & Constitution
  California State & Local Government (may be the same approved course used for US Government & Constitution)
  See list of approved courses on the following pages.

- **Major**
  See major programs as described in the Humboldt State University Catalog.
  BA: minimum of 24 units, including 12 upper division, excluding GE
  BS: minimum of 36 units, including 18 upper division, excluding GE
  Consult with major advisor and submit major contract approved by advisor and department chair to the Office of the Registrar, SBS 133.

- **Tests**
  English Placement Test (EPT) — take before first-time registration
  Entry Level Math (ELM) — take before first-time registration
  Graduation Writing Proficiency Exam (GWPE) — take in junior year. Must complete successfully to graduate.

- **File Application For Graduation**
  Apply for graduation when you have completed between 60-90 units. See Graduation, Application For in the Academic Regulations section of this guide for details.
### GENERAL EDUCATION & ALL-UNIVERSITY REQUIREMENTS

#### Basic Subjects (A) | 9 units | Page 33
- Written Communication (A1)
- Oral Communication (A2)
- Critical Thinking (A3)

#### Math & Science (B) | 9 units | Page 33
- Math Concepts
- Life Forms
- Physical Universe

#### Arts & Humanities (C) | 9 units | Page 34
- Arts (C1)
- Humanities (C2)
- Arts OR Humanities (C1 or C2)

#### Social Science (D) | 9 units | Page 34
- Be sure you select courses from more than one subarea

#### TOTAL Lower Division | 36 unit minimum

#### Upper Division GE (UP) | 9 units | Page 35
- Must have Junior Standing
  - Area B (UD B)
  - Area C (UD C)
  - Area D (UD D)

#### Human Integration (E) | 3 units | Page 37

#### TOTAL General Education | 40 unit minimum

#### American Institutions (A) | Page 37
- US History
- US Government
- CA State & Local Government

#### Diversities & Common Ground (D) | Page 38
- Domestic
- Domestic or Non-Domestic

#### Graduate Writing Proficiency Exam (G) | Page 25
- Must have Junior Standing

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120 Total Units  | 40 Upper Division Units  | 30 Units Completed @ HSU
GENERAL EDUCATION

LOWER DIVISION COMPONENT

IMPORTANT PROVISIONS:
1. **Students seeking a BA** may choose GE courses that also fulfill major requirements as long as 24 units are in their major excluding the GE units. 12 of the 24 units must be upper division (also excluding GE courses). Students seeking a BS may choose GE courses that also fulfill major requirements as long as 36 units are in their major excluding the GE units. 18 of the 36 units must be upper division (also excluding GE courses). There is an exception: the Interdisciplinary Studies major does not allow a course to satisfy both GE and major requirements.
2. Other Humboldt State courses may **not** be substituted for approved lower division GE courses that appear below.
3. Liberal Studies — Elementary Education and Liberal Studies — Child Development (Elementary Education option) majors have general education requirements already incorporated into the major requirements.
4. Environmental Resources Engineering majors should consult their advisors regarding special provisions allowed for fulfillment of general education requirements.
5. **GE Basic Subjects (area A)** and Mathematical Concepts and Quantitative Reasoning courses must be completed with grades of C- or higher. They must be completed before earning 60 units, or, for students who entered HSU with 30 or more transfer units, before earning 30 HSU units.

**AREA A: Basic Subjects**

9 semester units; select 1 course from each of the 3 categories. All courses must be completed with grades of C- or higher. They must be completed before earning 60 units, or, for students who entered HSU with 30 or more transfer units, before earning 30 HSU units.

**Critical Thinking:**
- COMM 101 Critical Thinking in Small Groups
- COMM 103 Critical Listening and Thinking
- CS 100 Critical Thinking with Computers
- ENGL 101 Critical Writing
- FOR 100 Critical Thinking and Social & Environmental Responsibility
- PHIL 100 Logic
- PSYC 100 Psychology of Critical Thinking

**Written Communication:**
- COMM 100 Fundamentals of Speech Communication

**Oral Communication:**
- ENGL 102 Composition and Rhetoric A & B
- ENGL 104 Accelerated Composition and Rhetoric
- ENGL 104S Accelerated Composition and Rhetoric

**AREA B: Science**

9 semester units; select 1 course from each of the 3 categories; 1 course in Life Forms or Physical Universe must include lab.

**Life Forms:** Lab courses indicated with (L).
- BIOL 102/102L Human Biology (Not for most science or NR majors — chemistry or physics majors may take this course)
- BIOL 104 General Biology (Not for most science or NR majors — chemistry or physics majors may take this course)
- BIOL 105 Principles of Biology
- BOT 105 General Botany

**Mathematical Concepts & Quantitative Reasoning:** Must be completed with grade of C- or higher. It must be completed before earning 60 units, or, for students who entered HSU with 30 or more transfer units, before earning 30 HSU units.
- MATH 103 Contemporary Mathematics (Not for science or NR majors.)
- MATH 103i Math as a Liberal Art (MATH 43 coreq, not for science or NR majors.)
- MATH 104 Finite Mathematics
- MATH 105 Calculus for the Biological Sciences & Natural Resources
- MATH 106 Calculus for Business & Economics
- MATH 108 Critical Thinking in Math (For prospective elementary teachers.)
- MATH 109 Calculus I
- STAT 105 Introduction to Statistics for the Health Sciences
- STAT 108 Elementary Statistics
- STAT 109 Introductory Biostatistics

**Physical Universe:** Lab courses indicated with (L).
- CHEM 104 Chemistry & Society
- CHEM 107 Fundamentals of Chemistry
- CHEM 109 General Chemistry I
- GEOG 106 Physical Geography (May enroll in GEOG 106L to fulfill lab requirement.)
- GEOL 106 Earthquake Country (Not for geology majors.)
- GEOL 108 The Dynamic Earth (Not for geology majors.)
- GEOL 109 General Geology
- OCN 109 General Oceanography
- PHYX 103 Introduction to Meteorology
- PHYX 104 Descriptive Astronomy
- PHYX 105 Conceptual Physics
- PHYX 106 College Physics: Mechanics & Heat (Not calculus-based.)
- PHYX 107 College Physics: Electromagnetism & Modern Physics (Not calculus-based.)
- PHYX 109 General Physics I: Mechanics

† Course requires one or more prerequisites.
AREA C: Arts & Humanities

9 semester units; select at least 1 course from each of the 2 subareas: Arts and Humanities.

**Arts** (Art, Cinema, Dance, Music, Theater):
- ART 100** Global Perspectives in Art
- ART 103 Introduction to Art History
- ART 104 (B-N) Art History
- ART 104* American Art
- ART 104K** Africa, Oceania, the Americas
- ART 104M** Latin American Art
- ART 104N** Asian Art & Culture
- ART 105 (B-C) Studio Art
- ART 106 Beginning Painting
- ART 107 Beginning Printmaking
- ART 108 Beginning Graphic Design
- ART 109 Beginning Sculpture
- DANC 103 Modern I
- DANC 103B Modern II
- FILM 102 Introduction to Radio, TV & Film
- FILM 109** Film Comedy Around the World
- MUS 102 Jazz & America
- MUS 103 Listening to the Movies
- MUS 104 Introduction to Music
- MUS 105 The American Musical
- MUS 106 (any) Musical Ensembles
- MUS 107 (any) Chamber Ensembles
- MUS 108 (any) Beginning Music
- MUS 109 (any) Intermediate Music
- TA 104 Story Through Word & Image
- TA 105 Acting
- TA 106 Behind the Scenes in Theatre
- TA 107 Dramatic Writing
- TA 108 Movement/Voice for Performers

**Humanities** (Literature, Philosophy, Languages other than English):
- CD 109Y & 109Z American Sign Language: Level I & II
- COMM 108 Oral Interpretation
- ENGL 105 Introduction to Literature
- ES 106* Introduction to Black Studies
- FREN 106 French Level II
- FREN 107** French Level III
- GERM 106 German Level II
- GERM 107 German Level III
- PHIL 104** Asian Philosophy
- PHIL 106 Moral Controversies
- PHIL 107 Introduction to Philosophy
- RS 105** World Religions
- SPAN 106 Spanish Language & Culture II
- SPAN 107** Spanish Language & Culture III
- SPAN 108 Level II Heritage Speakers
- SPAN 108S** Level III Heritage Speakers
- WS 107* Women, Culture, History

AREA D: Social Sciences

9 semester units; select courses from at least two of the 10 subareas: D1 through D10. One course from the American Institutions course list on page 37 may substitute for one course in D6: History or D8: Political Science unless a transfer American Institutions course has already been used in this area.

**D1: Anthropology & Archeology**
- ANTH 104 Cultural Anthropology
- ANTH 105 Archaeology & World Prehistory

**D2: Economics**
- ECON 104 Contemporary Topics in Economics

**D3: Ethnic Studies**
- CHIN 109** Introduction to Chinese Studies
- ES 105* Introduction to US Ethnic Studies
- ES 109** Introduction to Chinese Studies
- NAS 104* Introduction to Native American Studies
- NAS 105* Introduction to US Ethnic Studies

**D4: Gender Studies**
- CRGS 108* Power/Privilege: Gender & Race, Sex, Class
- WS 106* Introduction to Women's Studies

**D5: Geography**
- GEOG 105** Cultural Geography
- GSP 101L Geospatial Concepts & Geospatial Concepts Lab

**D6: History**
- HIST 104 Western Civilization to 1650
- HIST 105 Western Civilization, 1650 to Present
- HIST 107 East Asian History to 1644
- HIST 108 East Asian Civilization, Since 1644
- HIST 109 Colonial Latin American History
- HIST 109B Modern Latin America

**D7: Interdisciplinary Social or Behavioral Science**
- COMM 105 Introduction to Human Communication
- EMP 105 Natural Resource Conservation
- EMP 109 Shake, Rattle & Roll
- SW 104* Introduction to Social Work & Social Work Institutions

**D8: Political Science, Government, and Legal Institutions**
- PSCI 104 People & Politics

**D9: Psychology**
- PSYC 104 Introduction to Psychology

**D0: Sociology & Criminology**
- SOC 104 Introduction to Sociology

* Also counts toward Diversity & Common Ground (domestic).
** Also counts toward Diversity & Common Ground (non-domestic).
The upper division general education component can be fulfilled by completing a total of nine units selected from the lists below. Students must select one course from each of the three areas (B, C, and D).

Students following pre-1999/2000 catalog requirements have the option of completing the upper division general education component by following the tables published in their earlier catalog. These students may choose to enroll in a Communication and Ways of Thinking (CWT) course listed below, as their earlier catalog allows.

Students can also satisfy three units of Upper Division GE Area B by completing an approved minor in one of the disciplines in the College of Natural Resources and Sciences. Additionally, some majors have a specific area of Upper Division GE met by completing the curriculum in the major; check your specific catalog year for applicability.

Students must be juniors before enrolling in upper division general education classes.

**AREA B: Science and Mathematics**

3 semester units. Most of the following courses require completion of the lower division science GE, a few have other prerequisites — refer to course descriptions in the University Catalog.

- ANTH 303: Human Biology/Evolution
- BIOL 301: History of Biology
- BIOL 304**: Human Genetics
- BIOL 305: Social Behavior & Biology
- BIOL 306: California Natural History
- BIOL 307 †: Evolution
- BIOL 308: Environment & Culture: How People Transformed a Continent
- BOT 300: Plants & Civilization
- CHEM 305: Environmental Chemistry
- CHEM 308: Alchemy
- CS 309 #: Computers & Social Change (CWT)
- ENGR 305 †: Appropriate Technology
- ENGR 308: Technology & Environment
- ENVS 308: Ecotopia
- FISH 300: Introduction to Fishery Biology
- FOR 302: Forest Ecosystems & People
- FOR 307: California's Forests & Woodlands
- GEOL 300: Geology of California
- GEOL 303: Earth Resources & Global Environmental Change
- GEOL 305: Fossils, Life & Evolution
- GEOL 306 †: General Geomorphology
- GEOL 308 †: Natural Disasters
- MATH 301**: †: Mathematics & Culture: Historical Perspective
- MATH 308B or 308C: Mathematics for Elementary Education
  (For prospective elementary teachers)
- OCN 301 †: Marine Ecosystems — Human Impact
- OCN 304 †: Resources of the Sea
- OCN 306 †: Global Environmental Issues
- PHIL 309 #: Case Studies in Environmental Ethics (CWT)
- PHIL 309B #: Perspectives: Humanities/Science/Social Science (CWT)
- PHYX 300: Frontiers of Modern Physical Science
- PHYX 301: Science of Sound
- PHYX 302: Light & Color
- PHYX 304: Cosmos
- RRS 306: Wildland Resource Principles

- WLDF 300/300B: Wildlife Ecology & Management
- WLDF 301†: Principles of Wildlife Management
- WLDF 306: Birds & Human Society
- WLDF 309 #: Case Studies in Environmental Ethics (CWT)

* Counts as both GE and DCG domestic.
** Counts as both GE and DCG non-domestic.
# Addresses outcomes of multiple GE areas, but may only be used to satisfy one of those areas.
† Course requires one or more prerequisites.
## GENERAL EDUCATION

### UPPER DIVISION COMPONENT (CONT')

#### AREA C: Arts & Humanities
3 semester units.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART 300</td>
<td>Major Monuments of Art</td>
</tr>
<tr>
<td>ART 301</td>
<td>Topics in Western Art History</td>
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<tr>
<td>ART 302**</td>
<td>Topics in Global Art History</td>
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<tr>
<td>ART 303**</td>
<td>Global Contemporary Art</td>
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<tr>
<td>ART 304**</td>
<td>Topics in American Art</td>
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<tr>
<td>COMM 300*</td>
<td>American Public Discourse</td>
</tr>
<tr>
<td>COMM 309B**</td>
<td>Gender &amp; Communication (CWT)</td>
</tr>
<tr>
<td>CS 309 #</td>
<td>Computers &amp; Social Change (CWT)</td>
</tr>
<tr>
<td>DANC 303**</td>
<td>Dance in World Cultures</td>
</tr>
<tr>
<td>EMP 309B #</td>
<td>Environmental Communication (CWT)</td>
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<tr>
<td>ENGL 305**</td>
<td>Postcolonial Perspectives: Literature of the Developing World</td>
</tr>
<tr>
<td>ENGL 306</td>
<td>Contemporary Texts</td>
</tr>
<tr>
<td>ENGL 308B*</td>
<td>Women in Literature</td>
</tr>
<tr>
<td>ENGL 308C**</td>
<td>Women in Literature</td>
</tr>
<tr>
<td>FILM 305</td>
<td>Art of Film: Beginning - 1950s</td>
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<tr>
<td>FILM 306</td>
<td>Art of Film: 1950s to Present</td>
</tr>
<tr>
<td>FREN 300**</td>
<td>African Storytelling</td>
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<tr>
<td>FREN 306**</td>
<td>Sex, Class &amp; Culture: Gender &amp; Ethnic Issues in Int'l Short Stories</td>
</tr>
<tr>
<td>GERM 305</td>
<td>Marx, Nietzsche, Freud &amp; German Literature</td>
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<tr>
<td>GERM 306**</td>
<td>Sex, Class &amp; Culture: Gender &amp; Ethnic Issues in Int'l Short Stories</td>
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<tr>
<td>JMC 302</td>
<td>Mass Media/Popular Arts</td>
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<td>JMC 309 #</td>
<td>Analyzing Mass Media Messages (CWT)</td>
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<tr>
<td>MUS 301</td>
<td>Rock: An American Music</td>
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<tr>
<td>MUS 302**</td>
<td>Music in World Culture</td>
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<tr>
<td>MUS 305</td>
<td>Jazz: An American Art Form</td>
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<tr>
<td>PHIL 301</td>
<td>Reflections on the Arts</td>
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<tr>
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<td>Environmental Ethics</td>
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<td>Theories of Ethics</td>
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<td>PHIL 304</td>
<td>Philosophy of Sex &amp; Love</td>
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<tr>
<td>PHIL 306*</td>
<td>Race, Racism &amp; Philosophy</td>
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<tr>
<td>PHIL 309 #</td>
<td>Case Studies in Environmental Ethics (CWT)</td>
</tr>
<tr>
<td>PHIL 309B #</td>
<td>Perspectives: Humanities/Science/Social Science (CWT)</td>
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<tr>
<td>RS 300</td>
<td>Living Myths</td>
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<tr>
<td>RS 304**</td>
<td>Cultural &amp; Religious Heritage of Africa</td>
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<tr>
<td>SPAN 306**</td>
<td>Sex, Class &amp; Culture: Gender &amp; Ethnic Issues in Int'l Short Stories</td>
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<tr>
<td>SPAN 308S*</td>
<td>Introduction to Translation &amp; Interpretation</td>
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<td>TA 307*</td>
<td>Theatre of the Oppressed</td>
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<tr>
<td>WLDF 302</td>
<td>Environmental Ethics</td>
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<td>Women Artists</td>
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<td>Living Myths</td>
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<td>Sex, Class &amp; Culture: Gender &amp; Ethnic Issues in Int'l Short Stories</td>
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<td>WS 308B*</td>
<td>Gender &amp; Communication (CWT)</td>
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#### AREA D: Social Sciences
3 semester units.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ANTH 302**</td>
<td>Anthropology of Religion</td>
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<td>ANTH 306**</td>
<td>World Regions Cultural Studies</td>
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<td>CS 309 #</td>
<td>Computers &amp; Social Change (CWT)</td>
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<tr>
<td>COMM 309B #</td>
<td>Gender &amp; Communication (CWT)</td>
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<tr>
<td>ECON 305</td>
<td>Int'l Economics &amp; Globalization</td>
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<tr>
<td>ECON 306**</td>
<td>Economics of the Developing World</td>
</tr>
<tr>
<td>ECON 308</td>
<td>History of Economic Thought</td>
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<td>ECON 309 #</td>
<td>Economy of a Sustainable Society (CWT)</td>
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<tr>
<td>EMP 305</td>
<td>Environmental Conflict Resolution</td>
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<td>EMP 309B #</td>
<td>Environmental Communication (CWT)</td>
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<tr>
<td>ENVS 301</td>
<td>International Environmental Issues &amp; Globalization</td>
</tr>
<tr>
<td>ENVS 305</td>
<td>Environmental Conflict Resolution</td>
</tr>
<tr>
<td>ES 304*</td>
<td>Migrations &amp; Mosaics</td>
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<td>ES 306**</td>
<td>World Regions Cultural Studies</td>
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<td>ES 307</td>
<td>Multicultural History of Africa</td>
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<td>ES 308*</td>
<td>Multicultural Perspectives in American Society</td>
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<td>GEOG 300**</td>
<td>Global Awareness</td>
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<td>GEOG 301</td>
<td>International Environmental Issues &amp; Globalization</td>
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<td>GEOG 304*</td>
<td>Migrations &amp; Mosaics</td>
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<td>GEOG 309i</td>
<td>The Silk Road (CWT)</td>
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<td>The Era of World War I</td>
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<td>The Era of World War II</td>
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<td>Native Peoples of North America</td>
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<td>Case Studies in Environmental Ethics (CWT)</td>
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<td>PHIL 309B #</td>
<td>Perspectives: Humanities/Science/Social Science (CWT)</td>
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<td>PSCI 303**</td>
<td>Third World Politics</td>
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<tr>
<td>PSCI 306</td>
<td>Environmental Politics</td>
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<tr>
<td>PSYC 300*</td>
<td>Psychology of Women</td>
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<tr>
<td>PSYC 302*</td>
<td>Psychology of Prejudice</td>
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<td>PSYC 309 #</td>
<td>The Thinking Consumer in a Materialistic Society (CWT)</td>
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<td>Forests &amp; Culture</td>
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<td>Race and Inequality</td>
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<td>SOC 305</td>
<td>Modern World Systems</td>
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<td>SOC 306*</td>
<td>The Changing Family</td>
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<td>Sociology of Altruism &amp; Compassion</td>
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<td>Psychology of Women</td>
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<td>WS 303**</td>
<td>Third World Women's Movements</td>
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<tr>
<td>WS 309B #</td>
<td>Gender &amp; Communication (CWT)</td>
</tr>
</tbody>
</table>

* Counts as both GE and DCG domestic.
**Counts as both GE and DCG non-domestic.

# Addresses outcomes of multiple GE areas, but may only be used to satisfy one of those areas.
AREA E: Human Integration

3 semester units. Enrollment limited to juniors and seniors. Select one course.

- ANTH 400 Self, Health & Culture
- DANC 400 Bodyworks
- EMP 400 Inscape & Landscape
- ENVS 400 Inscape & Landscape
- FOR 400 Forestry in Modern Society
- HED 400 A Sound Mind in a Sound Body: Human Integration
- PSYC 400 Health Psychology
- RS 400 Paths to the Center
- SOC 400 Human Integration

AMERICAN INSTITUTIONS

The American Institutions requirement consists of three areas: US History, US Government and Constitution, and California State and Local Government. At Humboldt State, two courses satisfy this three part requirement; one chosen from the History list, and one from the Government list. The American Institutions requirement may also be met, partially or completely, by passing the appropriate competency examination.

Though the American Institutions requirement is separate from general education, one of the eight courses listed below can count in Lower Division GE Area D. Regardless of whether a lower or upper division American Institutions course is applied to GE, it will count for lower division GE, not upper division GE.

Completion of one of these courses will satisfy the US History requirement:

Area D6:
- HIST 110 US History to 1877
- HIST 111 US History from 1877
- ECON 323 Economic History of the US
- NAS 200 Indigenous Peoples in US History

Completion of one of these courses will satisfy both the US Government and Constitution, and the California State and Local Government requirements:

Area D8:
- PSCI 110 American Government
- PSCI 210 United States Politics
- PSCI 359 California Government
- PSCI 410 American Constitutional Law
DIVERSITY & COMMON GROUND

Undergraduates following catalog requirements from 1993 to 2002 must complete at least two Diversity and Common Ground (DCG) courses. They may select any two courses from the list below. Effective summer 2003, students following 2003 and subsequent catalogs must complete two DCG courses and at least one of the courses must have a domestic focus (focused within the boundaries of the United States). The second course may be either domestic or international/transnational. Below is a list of currently approved DCG courses, separated into domestic and non-domestic lists. DCG courses can also satisfy other degree requirements, such as GE, major, or minor requirements. DCG courses listed here that are also approved for GE have their GE areas designated in the GE Area column.

A course used to meet a DCG requirement must be DCG approved for the term in which the course is or was taken. Courses taken in past terms that were DCG approved at the time the course was taken will count towards the requirement. Courses that appeared in earlier catalogs or class schedules as DCG approved, but do not appear on the current list of approved courses, will not count if you take them now. Courses that are added to the approved list after the printing of this Registration Guide will appear in the Alternate Index section of the online schedule.

DIVERSITY & COMMON GROUND: DOMESTIC

Undergraduates must complete at least two DCG courses; one of these courses must be designated domestic (focused within the boundaries of the United States) while the second course may either be domestic or international/transnational (non-domestic) in focus. DCG courses listed below that are also approved for GE have their GE areas designated in the GE Area column.

<table>
<thead>
<tr>
<th>COURSE</th>
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<th>GE AREA</th>
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<tr>
<td>ART 104J</td>
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<td>ES 106</td>
<td>Introduction to Black Studies</td>
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<tr>
<td>WS 107</td>
<td>Women, Culture, History</td>
<td>Area C-LD</td>
</tr>
<tr>
<td>CRGS 108</td>
<td>Power &amp; Privilege: Gender, Race, Sex, Class</td>
<td>Area D-LD</td>
</tr>
<tr>
<td>ES 105</td>
<td>Introduction to US Ethnic Studies</td>
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<tr>
<td>NAS 104</td>
<td>Introduction to Native American Studies</td>
<td>Area D-LD</td>
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<td>NAS 105</td>
<td>Introduction to US Ethnic Studies</td>
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<tr>
<td>SW 104</td>
<td>Introduction to Social Work</td>
<td>Area D-LD</td>
</tr>
<tr>
<td>WS 106</td>
<td>Introduction to Women’s Studies</td>
<td>Area D-LD</td>
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<tr>
<td>ART 304</td>
<td>Topics in American Art</td>
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<tr>
<td>COMM 300</td>
<td>American Public Discourse</td>
<td>Area C-UD</td>
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<tr>
<td>COMM 309B</td>
<td>Gender &amp; Communication</td>
<td>Area C-UD or D-UD (CWT)</td>
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<td>ENGL 308B</td>
<td>Women in Literature</td>
<td>Area C-UD</td>
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<tr>
<td>PHIL 306</td>
<td>Race, Racism &amp; Philosophy</td>
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</tr>
<tr>
<td>SPAN 308S</td>
<td>Introduction to Translation &amp; Interpretation</td>
<td>Area C-UD</td>
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<tr>
<td>TA 307</td>
<td>Theatre of the Oppressed</td>
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<tr>
<td>WS 308B</td>
<td>Women in Literature</td>
<td>Area C-UD</td>
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<tr>
<td>WS 309B</td>
<td>Gender &amp; Communication</td>
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<td>Gender &amp; Communication</td>
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<td>ES 304</td>
<td>Migrations &amp; Mosaics</td>
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<td>ES 308</td>
<td>Multicultural Perspectives in American Society</td>
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<td>GEOG 304</td>
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<td>NAS 306</td>
<td>Native Peoples of North America</td>
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<td>Psychology of Prejudice</td>
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<td>SOC 303</td>
<td>Race and Inequality</td>
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<td>Changing Family</td>
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<td>WS 300</td>
<td>Psychology of Women</td>
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<tr>
<td>WS 309B</td>
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<table>
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<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>AIE 330</td>
<td>History of Indian Education</td>
</tr>
<tr>
<td>AIE 335</td>
<td>Social &amp; Cultural Considerations</td>
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<td>AIE 340‡</td>
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<td>AIE Counseling Issues</td>
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<td>CD 310</td>
<td>Perspectives: History &amp; Theory</td>
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<td>CD 352</td>
<td>Parent-Child Relationships</td>
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<td>CD 467</td>
<td>Working with Culturally Diverse Families</td>
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<td>CD 467S</td>
<td>Working with Culturally Diverse Families</td>
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<td>Communication &amp; Social Advocacy</td>
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<td>Intercultural Communication</td>
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<td>CRGS 313</td>
<td>Community Activism</td>
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<td>CRGS 330‡</td>
<td>Women of Color Feminisms</td>
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<td>CRGS 360</td>
<td>Race, Gender &amp; US Law</td>
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<td>EDUC 318</td>
<td>Gay &amp; Lesbian Issues in Schools</td>
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<td>ENGL 336</td>
<td>American Ethnic Literature</td>
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<tr>
<td>ENGL 465B‡</td>
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<tr>
<td>ES 245‡</td>
<td>Hip Hop &amp; the Black Experience</td>
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<td>Chicano Culture &amp; Society in America</td>
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<td>ES 465B‡</td>
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<td>HIST 372</td>
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<td>NAS 200</td>
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<td>NAS 327</td>
<td>Native Tribes of North American Regions</td>
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DIVERSITY & COMMON GROUND

DIVERSITY & COMMON GROUND: NON-DOMESTIC

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<td>ART 104M</td>
<td>Latin American Art</td>
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<td>ART 104N</td>
<td>Asian Art &amp; Culture</td>
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<td>Film Comedy Around the World</td>
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<td>FREN 107</td>
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<td>SPAN 108S</td>
<td>Level III Heritage Speakers</td>
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<td>CHIN 109</td>
<td>Introduction to Chinese Studies</td>
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<td>ART 302</td>
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<td>ART 303</td>
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<td>DANC 303</td>
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<td>ANTH 315</td>
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<td>BA 410 ‡</td>
<td>International Business</td>
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<td>CRGS 390 ‡</td>
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<td>Multicultural Issues in Literature/Languages</td>
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<tr>
<td>ES 310</td>
<td>US and Mexico Border</td>
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<tr>
<td>ES 465C ‡</td>
<td>Multicultural Issues in Literature/Languages</td>
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<tr>
<td>FREN 207</td>
<td>French IV &amp; Introduction to Francophone Studies</td>
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<td>FREN 311</td>
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<td>HIST 345</td>
<td>Imperialism</td>
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<td>RS 340</td>
<td>Zen, Dharma &amp; Tao</td>
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<td>Spanish Language &amp; Culture IV</td>
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<td>SPAN 2085</td>
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<tr>
<td>WS 340</td>
<td>Ecofeminism: Global Women &amp; Environment</td>
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<td>WS 465C ‡</td>
<td>Multicultural Issues in Literature/Languages</td>
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NEW & SPECIAL TOPIC COURSES

ANTH 306: Ancient Empires: Egypt & M.E. (3) This course will examine the archaeological remains of Egypt and the Middle East from ca. the 3rd millennium BC to the 4th c. BC. It surveys the dynamic cultural climate in these areas dominated by the ancient civilizations of the Egyptians, Akkadians, Assyrians, and Persians.

ANTH 329: Media & International Social Change (4) Explore the relationships between global media and societies around the world. Particular focus on the cultural impact of new media and the use of this media in the context of social change.

ANTH 485: Issues in Evolutionary Medicine (1) The interdisciplinary biocultural field of Evolutionary Medicine seeks to answer questions about evolution’s role in health and medicine. We will apply these ideas to analyze historic and current health issues and medical interventions. We will also explore a diversity of health, nutritional, and medical strategies used by different cultures throughout human history.

ART 301/301M: Rococo to Revolution (3/1) 18th century European and American art from the Rococo to the beginnings of Romanticism, explored in the context of absolutism, the enlightenment and the French and American revolutions.

ART 304/304M: African American Art (3/1) This course will trace the history of African American art, focusing on the ways in which artists have used creativity to engage with issues around racial identity in America.

BIOL 180: Freshman Seminar (1) Introduction to biology as a way of knowing. Diverse perspectives from the breadth of the biological sciences will be explored through a combination of expert presentations and small group work. C/NC. Intended for freshmen and new transfers.

BIOL 685: Early Vascular Plants – Patterns in Structure and Phylogeny (1) Seminar course centered on assembly of a morpho-anatomical database for the first 35 million years of vascular plant evolution (Silurian – Early Devonian), by critical evaluation of the primary literature, with applications in phylogeny reconstructions.


CHIN 396: Chinese Film Seminar (1) This seminar presents and discusses three films from China, in Mandarin with English subtitles. The class is conducted in English and is mandatory CR/NC.

CRGS 235: Act to End Sexualized Violence (1) Analyze how sexualized violence impacts communities and operates as social control; learn to recognize victim-blaming, promote survivor-centered responses, foreground enthusiastic consent, and take action to transform our campus community. CR/NC

CRIM 280: Inequalities and Crime (4) Explores systems of inequality and their relationship to ‘crime,’ violence and the criminal justice system. The course introduces students to an intersectional approach to criminological questions. This course will replace CRIM 225s for this academic year. Majors please take this course in place of CRIM 225s.

EMP 580/EMP 580L: Geospatial Research Methods/Lab (3) Prepares students to use geospatial data and systems for research. Includes: selecting, qualifying and projecting geospatial data; creating new data by digitizing and using a GPS; using remotedly sensed data; determining and representing the quality of data; performing analysis; cartographic visualization and map design; disseminating finished data sets; and creating professional quality articles. This class will serve as a substitute prerequisite for GSP 318, GSP 330, GSP 216, GSP 316, and GSP 370.


ES 480: Campus Dialogue on Race (1) Dynamic speakers, workshops, exhibits and screenings that relate to racial justice, civil rights, democracy, intersectional analysis, and strategies for change. CR/NC
NEW & SPECIAL TOPIC COURSES

FILM 477: Creating Transmedia within a Multi-Camera Environment (4) This class will create a multi-camera television production team from different academic disciplines capable of archiving HSU projects in television, theatre, dance, music, art and journalism, serving both university and community. This practical on-the-job training provides an opportunity for each artist to transition to the professional marketplace.

FREN 314: Enlightenment and/in Colonialism (4) This course revisits the concepts of “enlightenment” and “Colonialism” in the context in which they were generated (18th and 19th c). We will explore the ramifications of these concepts in our contemporary era.

FREN 340: Islam in African Society (3) We will read three novels (Morocco, Senegal, Mali) that challenge how the media portrays Islam globally. The novels offer a nuanced perspective on how Islam cohabitates with African traditions.

FREN 390: Women's Participation in the Democratic Process and Development (1) We will watch three documentaries that challenge the traditional perception of women in Africa. Each film/documentary explores how women, in different spheres of society, are contributing to the “development” of the continent. Course conducted in English. CR/NC.

HIST 393: Women & Gender in Latin America (4) Explores continuities and changes in the lives of Latin American women over the broad sweep of history utilizing a variety of sources (including testimonies, biography, art, and film). Examines the emergence and evolution of gender ideologies and how those affected the meaning and experiences of “womanhood” and “manhood”.

PHIL 391: Pacifism, War, and Ethics (1) In the debate among philosophers between just war theory and pacifism, it is generally agreed the pacifists have lost. We will do a little history and then articulate and analyze arguments. We may rehabilitate pacifism, who knows?

PHIL 485: The Philosophy of A.N. Whitehead (3) We will critically examine Alfred North Whitehead's process ontology, by way of a close reading of his Process and Reality as well as two of his lesser-known texts.

SOC 480: Inequality and Media Making (4) In 1883, Frederick Douglass noted that white supremacy tends to “impute crime to color” This course will explore how representation has been central to the suturing of race to criminality. First, we will focus on theory. Then, we will put our new knowledge into action, intervening in representations using digital technologies. Students will work on 3 digital media action projects throughout the semester. Possibilities include blogging, digital printmaking, film/video, podcasts and more.

SOC 494: Graduate School Planning (1) Develop criteria for researching programs. Identify goals and match with programs. Develop applications materials -- CV and Statement of Purpose. Plan experiences to make you a stronger candidate.

SPAN 280: Astronomy: A Cultural Gaze from Latin America (1) Unique seminar dealing with the field of astronomy from a scientific and cultural perspective. Interdisciplinary approach including history, literature, poetry, film and documentaries within the context of Latin America. Course conducted in a bilingual mode, Spanish and English. CR/NC.

SPAN 280: La experiencia latina en los EE.UU (3) Interdisciplinary exploration of the Latin@ experience in the U.S. including STEM, bilingualism, education, migration, arts, humanities, media, pop culture and sports. Challenges, successes, and contributions of Latin@s in American society. Bilingual course taught in Spanish and English.

SPAN 280: Spanish Retreat Seminar (1) Restricted seminar for Spanish Heritage speakers; preference given to SPAN 108S students. Meets one weekend off-campus. Cultural heritage trip to San Francisco using only Spanish for communication. Contact instructor for permission number. CR/NC.

TA 315: Classical Styles: Drama and Comedy (4) Approaches to acting in Greek, Shakespeare and other stylized forms of theatre, both drama and comedy.

REGISTER TO VOTE

REGISTER to VOTE!

Visit:
http://registertovote.ca.gov
You may register for Humboldt classes using any computer — located on or off campus — that has access to the web.

**HSU INTERDISCIPLINARY COMPUTER LAB LOCATIONS**

- Behavioral & Social Sciences 317
- Founders Hall 202
- Gist Hall 215
- Harry Griffith Hall 115
- Library 21
- Library 121
- Library 122
- Library 310
- Science A 364
- Siemens Hall 118
- Siemens Hall 119

Classes, individual students, and faculty use labs. No registration assistance is available in computer labs.

Additional computers that can be used for registration are located in the **UC South Lounge** and the **Office of the Registrar**, SBS 133.

For current lab availability, go to the lab website at [www.humboldt.edu/its/labs-schedules](http://www.humboldt.edu/its/labs-schedules).

**DAYS OF THE WEEK**

- M Monday
- T Tuesday
- W Wednesday
- R Thursday
- F Friday
- S Saturday
- U Sunday
- TBA To Be Announced: The meeting time is arranged between the instructor or department and the students. Contact the instructor or department coordinator for details.

**TWENTY-FOUR-HOUR CLOCK**

The time that courses begin and end is indicated in this schedule by the 24-hour clock. For example, classes that beginning at 8:00 a.m. and end at 9:20 a.m. are shown as 0800-0920. Afternoon and evening classes are indicated by a four-digit number that is the sum of 1200 added to the hour and minutes of the class as usually shown. For example, a class that begins at 4:30 p.m. and ends at 5:50 p.m. is listed as 1630-1750.
### MAP DIRECTORY

**ALPHABETICAL BY BUILDING NAME**

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- **A** - Alder Residence Hall
- **B** - Baiocchi House
- **C** - Campus Apartments
- **D** - Del Norte Residence Hall
- **E** - Gist Hall
- **F** - Fern Residence Hall
- **G** - Greenhouse
- **H** - Hadley House
- **J** - Jenkins Hall
- **K** - Kinesiology & Athletics
- **L** - Laurel Residence Hall
- **M** - Madrone Residence Hall
- **N** - Natural Resources
- **P** - Parking Services
- **R** - Redwood Bowl
- **S** - Schmidt House
- **T** - Tan Oak Residence Hall
- **U** - University Center
- **V** - Van Matre Hall
- **W** - Wagner House
## BUILDING ABBREVIATIONS

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Editor: Kate Nishi

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