

Florida State University



New Classroom Building

Spring 2007 Registration Guide General Bulletin

IMPORTANT WEB ADDRESSES

Main FSU site.....	http://www.fsu.edu
FSYou!.....	http://www.studentsfirst.fsu.edu
Access System Student Menu.....	https://student.access.fsu.edu/index
User Services.....	http://us.fsu.edu
Academic Computing and Network Services.....	http://www.acns.fsu.edu
Admissions.....	http://www.admissions.fsu.edu
Course Lookup (Course Listings).....	http://apps.oti.fsu.edu/RegistrarCourse-Lookup/SearchForm
Course Requirements (Liberal Studies, Multicultural Credit).....	http://nwrdc.fsu.edu:1207/fsycrr01
Fee Payment Information.....	http://fees.fsu.edu
Financial Aid.....	http://www.finaid.fsu.edu
Housing.....	http://www.housing.fsu.edu
Registrar.....	http://registrar.fsu.edu
Student Financial Services.....	http://www.sfs.fsu.edu
Online/Distance Learning.....	https://campus.fsu.edu
Student Government.....	http://www.fsu.edu/~sga

STUDENT COMPUTER LAB INFORMATION

CAROTHERS LAB

315 Milton Carothers Hall (MCH)
(850) 644-9380*

UNION LAB

202 University Union (UUB)
(850) 644-5252*

STROZIER LIBRARY (BASEMENT) LAB

Northeast corner, basement of Strozier Library
(LIB)
(850) 644-7681*

* See <http://www.ucs.fsu.edu/labs> for hours of operation

FAQ

<http://www.acns.fsu.edu/labs/faq.html>

The most frequently encountered questions from users of our public labs.

IMPORTANT LAB INFO:

- ACNS labs are open to all FSU students, faculty, and staff with a valid FSU ID.
- You MUST present a valid FSU ID in order to enter the labs.
- Eating, drinking and smoking are prohibited in all labs.
- Laser printers and paper are provided, for a cost of \$.05 per page, in all of the labs — exceptions by prior arrangement; contact Classroom and Lab Support for more information at http://acns.fsu.edu/labs/contact_msg.html

INFORMATION FOR SIGHT-IMPAIRED LAB USERS

<http://www.acns.fsu.edu/labs/disabilities.html>
A list of resources available from the ACNS Computer Lab Support for use by those at FSU who are sight-impaired.



THE FLORIDA STATE UNIVERSITY GENERAL BULLETIN



Registration Guide Spring 2007

The Florida State University *Registration Guide*,
an edition of the *General Bulletin*,
is published twice yearly by the University Registrar's
Office of Academic Publications.

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This *Registration Guide* is available online at <http://registrar.fsu.edu>.

Equal Employment Opportunity and Non-Discrimination Statement. The Florida State University is committed to a policy of non-discrimination for any member of the University community on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran's or marital status, or any other protected group status. This policy applies to faculty, staff, students, visitors and contractors in a manner consistent with applicable federal, state and University laws, regulations, orders and rules. The University's standards of civility and collegiality recognize the dignity and value that each person contributes. In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, it is the policy of The Florida State University to create and maintain a harmonious, high performing work and educational environment. It is management's intent for the work environment to be conducive to the betterment of the University. The Florida State University realizes that there is an advantage in incorporating diversity from all realms: cultural, positional and social, among others. Further, it is the aim of the University in all lawful ways to carry forward its stance by: ensuring accessibility of programs, services and activities to all users; implementing policies and procedures that ensure opportunities are available equitably to all; building multidimensional, diversified workforce reflective of their availability; fostering leadership and direction that guarantees an accountable, highly participatory, effective institution of higher learning at all levels; and communicating the same to all in various formats as applicable. To facilitate or otherwise ensure University-wide access and compliance in the areas of equal opportunity, equity and affirmative action, the University President has appointed a Director of Diversity Enhancement and Compliance, Cheryl Seals-Gonzalez, within Human Resources. This person shall foster diversity and inclusion of University-wide education programs and employment activities through collaboration with the Office of Dean of the Faculties and all other divisions and departments. Further, Human Resources and the Office of Dean of the Faculties serve the University in helping to create an ideal educational environment that encompasses fairness, respect and trust that is free from mistreatment, discrimination and harassment. Questions, complaints, issues and concerns regarding the above may be directed to your manager or supervisor, or Cheryl Seals-Gonzalez, Director, Office of Diversity Enhancement and Compliance at (850) 644-8082.

Persons with Disabilities. The Florida State University adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) in prohibiting discrimination against any qualified person with a disability. Any student with a disability may voluntarily self-report the nature of the disability and identify needed accommodations to the Student Disability Resource Center, 108 Student Services Building. For employment matters and reasonable accommodations, the Florida State University's ADA Coordinator may be contacted as follows: Mr. Robert Pullen, Human Resources/Office of Diversity Enhancement and Compliance, *University Center, Bldg. A, Suite 6200*. The Transition Plan, related updates, and self-evaluation reports are available for review in Human Resources/Office of Diversity Enhancement and Compliance. Upon request, this publication also is available in alternative formats through Human Resources/Office of Diversity Enhancement and Compliance, (850) 644-8142, via e-mail at rpullen@admin.fsu.edu or the Student Disability Resource Center, (850) 644-9566, e-mail: lemiller@admin.fsu.edu.

HIV/AIDS Policy. Students, employees, and applicants for admission or employment at The Florida State University who have or who may become infected with the HIV virus will not be excluded from enrollment or employment or restricted in their normal responsibilities and access to University services or facilities due to their HIV/AIDS status, unless individual medically-based judgments establish that exclusion or restriction is necessary for the welfare of the individual or of other members of the University community. That is, the University will not discriminate against otherwise qualified HIV-infected applicants, students, or employees. The Florida State University Committee on HIV/AIDS is responsible for monitoring developments with regard to HIV/AIDS, acting upon and administering the policies of the State of Florida, Division of Colleges and Universities and the University concerning HIV/AIDS and coordinating the University's efforts in educating the University community on the nature and prevention of the disease. In addition, The Florida State University Committee on HIV/AIDS meets as needed to consider special problems related to HIV/AIDS which require University action. The University will be guided in its implementation of this policy by current authoritative medical information, applicable federal and state law, the State of Florida, Division of Colleges and Universities' HIV/AIDS Policy, and the guidelines suggested by the Centers for Disease Control, the Public Health Service, the American College Health Association, and the Florida Department of Health. The Florida State University has designated HIV/AIDS counselors who are available to the University community. These counselors are: Celeste Paquette, M.D., Medical Director, Thagard Student Health Center, (850) 644-2026; and James Hennessey, Ph.D., Student Counseling, 644-2003. Anonymous HIV testing is available for students and staff at Thagard Student Health Center. Any interested individuals should call 644-0579 to schedule an appointment.

Statement of Publication: This *Registration Guide*, an edition of the *General Bulletin*, is published in October to provide policy information specific to Spring Term 2007 for students, faculty, and staff of The Florida State University. The Florida State University *General Bulletin* is published three times a year in October, March, and May by the Office of University Registrar, Tallahassee, FL. The *General Bulletin* is authorized to mail at Periodicals Postage Rates (USPS009245) at Tallahassee, FL.

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IMPORTANT

The courses to be offered in the Spring semester are available online October 2, 2006

UNIVERSITY NOTICES

Required First Day Attendance Policy

University-wide policy requires all students to attend the first day of class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. **If the student adds a class after the first official meeting of the course, this policy is void. It remains the student's responsibility to verify course drops and check that fees are adjusted.**

Notification of Student Rights Under FERPA

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights 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. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional

responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605*

Students have the right to obtain a copy of The Florida State University's student record policy. You can obtain a copy of the policy from the *Office of the University Registrar, A3900 University Center, Florida State University, Tallahassee, Florida 32306-2480.*

Drug and Alcohol Policy

All students are responsible for knowing and adhering to The Florida State University Statement for Students on the Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol. This policy is available in the *General Bulletin* and the *Graduate Bulletin* and may also be found online at <http://registrar.fsu.edu/bulletin/undergrad/info/drugs.htm>.

Sexual Harassment Policy

All students are responsible for knowing and adhering to the Florida State University Sexual Harassment Policy. This policy is available in the *General Bulletin* and the *Graduate Bulletin* and may also be found online at <http://www.auditservices.fsu.edu/sh/policy.html>. Students who have questions, or who believe they may have been subjected to sexual harassment, should contact the Office of Audit Services Sexual Harassment Hotline at (850) 644-9013, or the Dean of Students Department at 644-9013.

Repeat Course Surcharge

Section 1009.285, Florida Statutes, mandates that each student attempting the same non-repeatable undergraduate course more than twice shall be assessed an additional per credit hour surcharge beginning with the third attempt. Attempted hours include those hours dropped, or withdrawn which are fee liable. Undergraduate level courses are numbered 1000 to 4000.

The repeat course surcharge for the 2006-2007 academic year is \$161.70.

For a list of exceptions to this policy, please consult the "Financial Information" chapter of the *General Bulletin*.

ServScript

Through the ServScript Program at Florida State University, you can record your hours in service to the community on your official FSU transcript. Your transcript is a permanent record of your academic achievements and a direct reflection of your college career to potential employers and graduate and professional schools. To download ServScript forms, please visit our Web site at www.serve2learn.fsu.edu <<http://www.serve2learn.fsu.edu/>> and follow the ServScript link.

SPRING 2007 ACADEMIC CALENDAR

Note: Dates and times listed below are subject to change. Please refer to http://registrar.fsu.edu/dir_class/spring/acad_cal.htm for the most up-to-date information.

Oct. 2, 2006	Spring 2007 <i>Registration Guide</i> available on FSU Web site http://registrar.fsu.edu .	Feb. 17, 2007	CLAST exam given.
Oct. 16–Dec. 1, 2006	Registration for currently enrolled and readmitted degree-seeking students See “Registration Windows.”	Feb. 23, 2007	End of seventh week of semester. Last day to submit form requesting S/U grading or to change S/U option back to regular grade. Last day to reduce course load without permission of academic dean. Dean’s permission required to drop below twelve (12) semester hours. Last day to drop a course without receiving a grade. Last day to withdraw without receiving a grade.
Dec. 1, 2006–Jan. 19, 2007	Fee Payment at A1500 University Center. For account status and fee payments visit http://www.fees.fsu.edu . Apply for Spring 2007 Graduation at Office of the University Registrar (<i>A3900 UC</i>).	Feb. 26, 2007	Summer and Fall 2007 <i>Registration Guides</i> available. Summer and Fall 2007 course listings available on Course Lookup system.
Jan. 2, 2007–Jan. 5, 2007	Registration for all new graduate students. See “Registration Windows”.	Mar. 1, 2007	Last Day community college students can apply for Summer 2007 Cooperative Program registration.
Jan. 4, 2007	Residence Halls open at 9:00 a.m.	Mar. 5–9, 2007	Spring Break. Residence Halls close Mar. 3, 2007 at noon. Residence Halls reopen Mar. 11, 2007 at noon.
Jan. 5, 2007	Special Student/Transient Student Registration, 2:30 p.m.–midnight. New Student Orientation and Advising. Registration for First Time at FSU Undergraduates, 2:30 p.m.–midnight. Last day to file for change in residency status.	Mar. 9, 2007	Financial Aid and Veterans’ Deferments Expire. Full tuition payment must be received to avoid a late payment fee.
Jan. 6, 2007	Drop/Add begins, (Includes Law School) 8:00 a.m.–midnight.	Mar. 12, 2007	Registration for Summer and Fall 2007 begins.
Jan. 8, 2007	Classes Begin. Law classes begin. Late Registration (\$100.00 late registration fee.) CLAST registration begins.	Apr. 2, 2007	Official Thesis/Dissertation manuscript approval deadline, 408 Westcott.
Jan. 8–11, 2007	FAMU–FSU Co-op Program Registration at the Office of the Registrar, <i>UCA 3900</i> .	Apr. 6, 2007	End of 12th week of classes. Deadline for late drop with dean’s permission.
Jan. 8–12, 2007	National Guard Fee Waiver Eligibility Form due to the Office of Student Financial Services.	Apr. 9, 2007	Official Thesis/Dissertation copies due to manuscript clearance advisor, 408 Westcott.
Jan. 11, 2007	Drop/Add ends at midnight.	Apr. 13, 2007	Financial Aid Exit Interviews Deadline, for all students with federal loans graduating, transferring or taking less than six (6) semester hours at http://www.studentsfirst.fsu.edu .
Jan. 12, 2007	Fifth Day of Classes. Last day to add course without academic Dean’s permission. Last day to cancel enrollment and have fees removed. Last day to submit waivers or billings. Last day to request VA deferments from VA representative in Office of the Registrar. Registration for state employees (non-FSU employees) using State Employee Fee Waivers (see ‘State Employee Registration’ in “Registration Information” for instructions).	Apr. 18, 2007	Last day to turn in ServScript verification forms.
Jan. 15, 2007	Martin Luther King, Jr. Day. No Classes. University Administrative Offices closed.	Apr. 20, 2007	Last Day of Classes. Last day to reduce course load, if permitted, by the academic dean. Last day to officially withdraw from school. Last day to apply for AA Certificate at the Office of Undergraduate Studies, <i>UCA 3400</i> .
Jan. 16	Financial aid available via EFT in FSUCard accounts. First day to apply for financial aid deferments and delayed delivery loans. All financial aid students must check their financial aid status at http://www.ais.fsu.edu/finaid .	Apr. 23–27, 2007	Final Exam Week.
Jan. 19, 2007	Last day to pay or defer tuition for all students, including veterans who are not using a veteran deferment, without a \$100.00 late fee. Veterans should contact a VA representative with questions. Last day to file for Spring 2007 Graduation at the Office of the University Registrar, <i>UCA3900</i> . Last day to Register for CLAST exam, (850) 644-3181.	Apr. 27, 2007	Semester Ends. Commencement: Civic Center, 7:30 p.m.
Feb. 16	Installment contracts expire.	Apr. 28, 2007	Commencement, Civic Center, 9 a.m. Diplomas dated this date. Residence hall close at noon.
		May 1, 2007	Online Grades Due by 4:00 p.m.
		May 2, 2007	Grades available online.

REGISTRATION WINDOWS

Spring 2007

Note: Registration windows are open daily from 8 a.m.–midnight unless otherwise specified.

Level	Hours Completed *	Registration Opens	Registration Ends
Graduate		Monday, October 16, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Senior	110 & up	Monday, October 16, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Senior	100–109	Tuesday, October 17, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Senior	90–99	Wednesday, October 18, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Junior	80–89	Thursday, October 19, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Junior	70–79	Friday, October 20, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Junior	60–69	Monday, October 23, 2006—2:30 p.m.	Friday, December 1, 2006—midnight
Sophomore	56–59	Wednesday, October 25, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Sophomore	50–55	Friday, October 27, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Sophomore	46–49	Monday, October 30, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Sophomore	40–45	Wednesday, November 1, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Sophomore	36–39	Friday, November 3, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Sophomore	30–35	Monday, November 6, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Freshman	26–29	Wednesday, November 8, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Freshman	20–25	Monday, November 13, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Freshman	16–19	Wednesday, November 15, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Freshman	10–15	Friday, November 17, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Freshman	06–09	Monday, November 20, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Freshman	00–05	Wednesday, November 22, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Open Registration, degree-seeking students		Monday, November 27, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Special Students/Transient (Panama City only)		Wednesday, November 29, 2006—8:00 a.m.	Friday, December 1, 2006—midnight
Early Registration Ends			Friday, December 1, 2006—midnight
All New Graduates		Tuesday, January 2, 2007—8:00 a.m.	Friday, January 5, 2007—midnight
Special Students/Transient (all)		Friday, January 5, 2007—2:30 p.m.	Friday, January 5, 2007—midnight
FTFSU Undergraduate		Friday, January 5, 2007—2:30 p.m.	Friday, January 5, 2007—midnight
Drop/Add		Saturday, January 6, 2007—8:00 a.m.	Thursday, January 11, 2007—midnight
Drop/Add (Law School)		Saturday, January 6, 2007—8:00 a.m.	Thursday, January 11, 2007—midnight
Late Registration begins		January 8, 2007	
Florida National Guards (using fee waiver)		Monday, January 8, 2007	Friday, January 12, 2007
State Employees using fee waivers		Friday, January 12, 2007—8:00 a.m.	Friday, January 12, 2007—5:30 p.m.

* Does not include hours for the current semester (Fall 2006.)

Eligibility

Students must complete both a University graduation check with the Office of the University Registrar and a departmental graduation check with the appropriate school or college prior to reaching one-hundred ten (110) semester hours earned. Registration stops will be placed on students who have exceeded one-hundred nine (109) semester hours earned but have not applied for both graduation checks.

By Registering, Students Accept Both Fee and Grade Liability

To cancel registration, a student must drop all of his or her classes via phone or Web site before the first day of classes or must send a written request postmarked no later than the fifth day of classes to the Office of the University Registrar.

The University does not automatically cancel registration for non-payment of fees; however, students will be dropped from classes for non-attendance of the first class meeting.

Annual student parking permits are obtained online at <https://student.access.fsu.edu/index>.

For account status and fee payments visit <http://www.fees.fsu.edu>.

Admission/Readmission Dates

For admission or readmission dates, please refer to the “University Calendar” chapter in the *General Bulletin*.

Law School/Medical School Dates

For Law School dates, please contact the College of Law at (850) 644-3400 or visit <http://www.law.fsu.edu>.

For Medical School dates, please contact the College of Medicine at (850) 644-1855 or visit <http://www.med.fsu.edu>.

Attention Students

Students may now register for classes at all campus telephone pay stations. To place the free call, pick up the receiver and push the preprogrammed “Registration” button only, labeled for your convenience. You will be connected automatically to the telephone registration system. Dialing the full number (644-8888) will result in a request for fifty cents. Should this happen, hang up and try again by pushing only the “Registration” button.

EXAMINATION SCHEDULE SPRING 2007

(Spring 2008 online October 2007)

Final Examination Week

Monday	Tuesday	Wednesday	Thursday	Friday
April 23	April 24	April 25	April 26	April 27

Block Examinations

Block examinations are scheduled as shown below rather than by class day and time. Block examinations are listed by course prefix and number.

EXAM DATE	TIME	COURSES
Monday	12:30 - 2:30 p.m.	ECO 2013, 2023; EGN 2123; MUT 1111, 1112, 2116, 2117
Monday	3:00 - 5:00 p.m.	EGN 3613; QMB 3200; STA 2023
Tuesday	7:30 - 9:30 a.m.	ACG 2021, 2071
Tuesday	12:30 - 2:30 p.m.	AST 1002; FIN 3244; PHY 1020, 2048/2048C, 2049/2049C, 2053C, 2054C
Tuesday	3:00 - 5:00 p.m.	CGS 3408
Wednesday	10:00 - 12:00 noon	CHM 1045C, 1046C; FIN 3403
Wednesday	3:00 - 5:00 p.m.	CHI, FRE, GER, ITA, JPN, RUS, SPN: 1120, 1121, 1110, 1111, 2220, 2240, 2300

Monday, Wednesday, Friday Classes

Class Time	Exam Day	Time
Main Campus	Engineering Campus	
8:00 a.m.	*	Monday 7:30 - 9:30 a.m.
9:05 a.m.	*	Wednesday 12:30 - 2:30 p.m.
10:10 a.m.	*	Monday 5:30 - 7:30 p.m.
11:15 a.m.	*	Thursday 12:30 - 2:30 p.m.
12:20 p.m.	*	Thursday 10:00 - 12:00 noon
1:25 p.m.	*	Friday 10:00 - 12:00 noon
2:30 p.m.	*	Friday 12:30 - 2:30 p.m.
3:35 p.m.	*	Friday 3:00 - 5:00 p.m.
----	*	Wednesday 7:30 - 9:30 a.m.
5:15 p.m.	*	Wednesday 5:30 - 7:30 p.m.
6:45 p.m.	*	Monday 8:00 - 10:00 p.m.
8:15 p.m.	*	Wednesday 8:00 - 10:00 p.m.

* Please refer to the Spring 2005 College of Engineering (COE) Schedule available in the COE Student Services Office. In instances of schedule conflict between the main campus and the engineering campus, the main campus schedule will take precedence. The engineering instructor will accommodate/reschedule to resolve the conflict.

Tuesday, Thursday Classes

Class Time	Exam Day	Time
Main Campus	Engineering Campus	
8:00 a.m.	*	Thursday 3:00 - 5:00 p.m.
9:30 a.m.	*	Tuesday 10:00 - 12:00 noon
11:00 a.m.	*	Thursday 7:30 - 9:30 a.m.
12:30 p.m.	*	Friday 7:30 - 9:30 a.m.
2:00 p.m.	*	Monday 10:00 - 12:00 noon
3:35 p.m.	*	Tuesday 5:30 - 7:30 p.m.
5:15 p.m.	*	Thursday 5:30 - 7:30 p.m.
6:45 p.m.	*	Tuesday 8:00 - 10:00 p.m.
8:15 p.m.	*	Thursday 8:00 - 10:00 p.m.

Make-Up Examinations:

Friday 5:30 - 7:30 p.m. 8:00 - 10:00 p.m.

* Please refer to the Spring 2005 College of Engineering (COE) Schedule available in the COE Student Services Office. In instances of schedule conflict between the main campus and the engineering campus, the main campus schedule will take precedence. The engineering instructor will accommodate/reschedule to resolve the conflict.

University Final Examination Policy

1. Final examinations in all undergraduate courses are discretionary within any given department. If a department chooses to give a final exam, the exam schedule must be followed as published.
2. All students enrolled in a course having a final examination, including graduating seniors and graduate students, are required to take the exam at the time scheduled.
3. Scheduling a final examination or a test in lieu of a final exam at any time other than the regularly scheduled final exam period is a violation of University policy.
4. A test covering a portion of the semester's work, which is given in lieu of a final examination, e.g. a unit test, must be given in the regularly scheduled examination period.

Courses meeting every day at the same hour and classes meeting for more than one time period will hold examinations according to the time and day of the first scheduled class meeting of the week. For example, a class meeting for the first period on Tuesday and for the first and second period on Thursday will hold its examination at the time scheduled for the first period on the Tuesday, Thursday class listing.

Exceptions to the Examination Policy for an Individual Undergraduate Student

Approval by the appropriate academic dean is required for an individual undergraduate student seeking an exception to the examination policy. The student must first receive written permission from the instructor if he/she is willing to give a make-up exam at a specified time within the exam week. The student must then petition the dean, giving the reason for the requested exception, and supported by the instructor's written permission. The dean will then notify the instructor in writing if the approval is granted.

Make-up examinations are permitted for an undergraduate student when justified by illness, conflicting examinations, four or more examinations within a twenty-four (24) hour period, or for certain emergencies. Arrangements should be made prior to the scheduled exam.

In case of conflicting examinations, block examinations take precedence over examinations scheduled by class meeting time. In the case of conflicts that cannot be otherwise resolved, the course meeting earlier by day and time takes precedence over a course meeting later.

Exceptions to the Examination Policy for an Undergraduate Class

No instructor of an undergraduate course may give a final examination at a time other than that which appears on the website of the Office of the University Registrar unless he or she has obtained prior approval from the Undergraduate Policy Committee. Such approval must be requested, in writing, at least three (3) weeks prior to the scheduled final exam. To reschedule a final examination without such approval places the instructor in jeopardy of administrative reprimand by his/her dean and the Vice-President for Academic Affairs.


SPRING WEB REGISTRATION WORKSHEET

1. Log on at <http://student.access.fsu.edu>; the following screen appears:

Access System Student Menu

Student Number PIN

Submit	Option	Term	Year
→	Register For Classes	Please Select ▼	Please Select ▼
→	View Your Schedule & Fees	Please Select ▼	Please Select ▼
→	Online Billing Statement		
→	Course Lookup System		



NOTE:
Be careful to
select Spring
2007 for term
and year.

**Please note that your session will be terminated if there is no activity for 10 minutes.
For Security purposes, these pages are not printable. Do NOT attempt to print these pages!
Call (850) 644-3403 with any questions concerning the Web Registration process.**

MENU

2. Enter your social security number and four-digit registration PIN code.
3. Select the "Term" and "Year" for which you are registering.
4. Click "Submit."
5. A liability and protected area notice appears. Click "Yes" if you accept and want to continue.
6. A screen similar to the one below appears. Please follow its instructions for dropping and/or adding classes.
7. To authorize tuition and fee payment from your FSUCard debit account, or other credit card, click "Online Billing Statement" and select the appropriate fee payment option. There is a fee to cover the cost of providing this service. The automatic debit to your FSUCard account for tuition payment also is available for a limited period of time.

Note: Courses added after the fifth day of classes must be paid for separately by the student within five (5) calendar days.

Florida State University Web Registration Spring 2007

Drop	Ref #	Course	Sec	Hours	Title	Meeting Days	Meeting Time	Building	Room
<input type="checkbox"/>									
<input type="checkbox"/>									
Total Credit Hours:									
Total course fees and outstanding accounts receivable:									

Enter the course reference numbers of the courses you wish to register for below, and/or mark the drop box of any class you wish to drop. To add more than five (5), enter the first five, add those courses, and then repeat the process.

SUBMIT

CLEAR

Home

Reserve/
Buy Books

Courses

Menu

Visit <http://www.fees.fsu.edu> or call (850) 644-9452 with any questions concerning fees.

Call (850) 644-6529 or 644-3030 with any questions concerning registration.

TELEPHONE REGISTRATION WORKSHEET

If registering by telephone, **use only a touchtone phone to make entries.** Phones that do not emit a tone after each button is pushed do not work. If the system does not answer, it is not working. If the line is busy, all lines are being used. A voice response guides you after each entry. Press the entire sequence (code, numbers, and pound key [#]) when told to do so. **Do not use an automatic redial button.**

Allow the System to Complete Each Transaction Before Proceeding with or Terminating the Call.

1. Call the system number: (850) 644-8888 and select option "1" from the student access system.
2. Enter term and year ____ (Spring = 1, Summer = 6, Fall = 9) followed by the pound key (#): "1-0-7" + "#" = **Spring Term, 2007.**
3. Enter your Social Security Number _____ - ____ - _____ followed by the pound key (#).
4. Enter your four digit registration PIN (Personal Identification Number) _____ followed by the pound key (#).
5. **By registering, students accept both fee and grade liability. Indicate that you understand this responsibility by entering "9" ("Y" on your phone) followed by the pound key (#). To cancel registration, students must drop all classes by telephone before classes begin or must send a written request to the Office the University Registrar postmarked no later than the fifth day of classes.**
6. To register (add), enter "2" ("A" on your phone) followed by the course's five-digit reference number and the pound key (#).
7. To drop a course, enter "3" ("D" on your phone) followed by the course's five-digit reference number and the pound key (#).
8. After you finish registering, enter "8" ("T" on your phone) followed by the pound key (#), to terminate your call.

CAUTION: The system **does not** check for time conflicts.

Spring 2007

Note: Make a list of alternate courses; some classes may be full.

"A" or "D"	Reference Number	Course Title and Number	Section	Hours	Meeting Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Touchtone Telephone Options

- Press "7" + "#" and the **last voice message is repeated.**
- Press "5" + "#" to **review** your current schedule.
- Press "0" + "#" to **list your tuition and fees.** This includes outstanding accounts receivable.
- Press "8" + "#" to **terminate the call.**

Call (850) 644-9452 with any questions concerning fees.
Call 644-1050 or 644-6529 with any questions concerning registration

TDD service for hearing impaired, please call (850) 644-3356.
Internet payment option is available with your FSUCard, credit card (American Express, Discover, MasterCard) or electronic checks at <http://www.fees.fsu.edu>.
There is a fee to cover the cost of providing this service.

REGISTRATION INFORMATION

Garnet E-mail Accounts for All Students at The Florida State University

The official method of communication at The Florida State University is your ACNS Garnet e-mail account. In order to stay informed and aware, you are required to set up and maintain your account, and check it three times per week. If you choose to have your Garnet account forwarded to another e-mail account, you still will be responsible for all information distributed by the University to your Garnet account. For more information (including how to set up your account) log on to <http://cars.acns.fsu.edu> or call the Office of Technology Integration Help Desk at (850) 644-8502, extension 1.

Immunization Requirements

The State Board of Education requires all entering students born in or after 1957 to present documented proof of immunity against measles (rubeola) and German measles (rubella) prior to registration. College-age individuals living in residence halls, shared apartments, and other group housing are at an increased risk for developing meningitis and hepatitis B—serious infections that can have devastating consequences. State of Florida law mandates that all university students must be informed of the risks of these infections. All students currently enrolled either must be vaccinated against meningitis and hepatitis B or must sign a waiver on the health history form stating that they have declined to receive the vaccines. Documentation of the following immunizations is required on the Health History Form before students can register for classes: two Measles and one German measles (or two MMR's), Meningococcal vaccine, and Hepatitis B. Information about these vaccinations may be obtained at Thagard Student Health Center and the vaccines are available for a fee. If you have questions, please call us at (850) 644-6573 or visit us on the web at <http://www.tshc.fsu.edu>.

FSUCard

Your FSUCard is your key to university life while attending The Florida State University. Besides serving as a picture I.D., the FSUCard offers many important features. It is your library card, long-distance calling card, bank card, snack card, and copy card; you will need the card both to obtain Internet service and to gain entry into campus computer labs. Therefore, **all students are required to have a photo FSUCard**. There is a charge for the first card, which you will pay with your tuition. If you should lose or damage the card, the FSUCard Center (located in the Parking Garage) will replace it for a fee. The FSUCard Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday; (850) 644-7777.

Library Cards

Your FSUCard is your library card. Students sixty (60) years of age and older registered for tuition-free courses at The Florida State University may obtain a library card by presenting proof of enrollment and identification to the staff at Strozier Library. All library card users are subject to the regulations concerning library usage, the check-out of books and materials, and fines.

First Class Meeting Attendance Policy

Attendance at the first class meeting is mandatory unless properly excused by the class instructor. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. If the student adds a class after the first official meeting of the course, **this policy is void**. It remains the student's responsibility to verify course drops and check that fees are adjusted.

Academic Advisement

All degree-seeking students are expected to participate in academic advising and complete a trial schedule. A copy signed by the student and the adviser must be placed in the student's file. It is the student's responsibility to ensure that he or she has met prerequisites or corequisites for each course in which enrolled. Further, the student is responsible for any changes made in his or her schedule through the drop/add process without an adviser's approval. All permits such as underloads, overloads (see the 'Course Load'

section of this chapter), graduate course requests while an undergraduate, DIS, modified credit, and S/U must be completed during advising. The student is responsible for ensuring that the Office of the University Registrar has copies of these permits on file.

Personal Identification Numbers (PIN Codes)

At The Florida State University, students use multiple four-digit PINs to access personal services and accounts. Each of these PINs can be changed to a number(s) that each student may be reminded of either by contacting customer service or by visiting the appropriate campus office. The Florida State University recommends that students do not keep these PINs written in their wallets and that they change their registration PIN.

The following list describes the various PIN types, their individual functions, and the services to which each provides access:

The Florida State University Registration PIN

Register for classes via the Web or telephone; Use self-inquiry kiosks to look up grades, review class schedule and University accounts receivable, and change your address; Financial Aid's ET system to check the status of financial aid applications. Make payments via <http://www.fees.fsu.edu>.

Your birth month and year (mmyy) have been assigned to you automatically as your registration PIN code. You will be required to change your registration PIN code from the birth month/year default to a unique four-digit code. You may also change your registration PIN code by calling (850) 644-8888 and selecting option "3" from the Student Access System or in person, with photo ID, at the Student Information Counter, *Office of the University Registrar, A3900 University Center*.

Your registration PIN code may be changed as often as desired and should be regarded as confidential and under your control. Please memorize your new registration PIN code. You will need it to register for classes.

In order to provide security for a student's confidential registration PIN, a lockout will occur after ten (10) consecutive access denials for attempting to access a student's confidential records. This security lockout will prevent further access. Please call (850) 644-1050 to request reinstatement and be prepared to provide proper identification.

The Florida State University Communications PIN

Use when placing long distance calls which are billed to your current address and for The Florida State University's "Seminole Circuit" customer service.

FSUCard/SunTrust Banking PIN

ATM withdrawals and deposits for SunTrust, Honor, and Cirrus; and POS purchases through the Honor System.

Prior to Registration

1. Contact your departmental office for any clearances or course authorizations you may need and resolve academic or administrative holds on your registration.
2. Undergraduate Studies students and transfer students must see their academic adviser prior to registration. All students are urged to consult their adviser prior to registration.

Note: First time students may be required to register for preparatory Math and/or English courses to complete registration.

3. Use the "Check Your Registration Stops" link on the FSYou Web site. The most common stop is due to outstanding fees and tuition. Check your account status at <http://www.fees.fsu.edu>.

The Registration Process

Step 1: Complete the Registration Worksheet

1. Be careful not to select courses that meet at the same time. The system will not check for time conflicts.
2. Consult the *General Bulletin* or *Graduate Bulletin* to check if a course requires a laboratory.
3. Double check the five digit reference number that appears in the Course Look Up (<http://registrar.fsu.edu>.)
4. List alternate courses.

Step 2: Register by Touchtone Telephone or Via FSU

Web site at <http://student.access.fsu.edu>

If registering by telephone, do not use an automatic redial button. If you get a busy signal, the system is working but all lines are busy. Try again later.

1. You can call or use the Web site to register any time during the “window” assigned to you by the number of credit hours you have earned toward graduation. You can also call back or use the Web site to Drop/Add during that time. You cannot register after the ending date of your assigned registration window.
2. Follow the steps on the “Telephone Registration Worksheet” when using the telephone.

Note: Be prepared to request non prime-time course sections to complete your schedule. Be persistent; the effort you spend during registration will save you a great deal of time and effort during the Drop/Add period.

3. The system will not allow you to register for more than eighteen (18) semester hours. Your academic dean can provide overload authorization. To then register for overload hours you must go to the Office of the University Registrar. See the “Course Load” section of this chapter.
4. The system will allow you to register for an underload, but you still must obtain authorization from your academic dean.

Step 3: Obtain the Florida State University Card

See the ‘FSUCard’ section of this chapter.

Step 4: Pay Tuition

Tuition must be paid by the date posted at <http://www.studentsfirst.fsu.edu> by selecting the [fees.fsu.edu](http://www.fees.fsu.edu) link in the “Money Matters” section. Visit <http://www.fees.fsu.edu> for account status and fee payment options.

Late Registration

A \$100.00 fee will be assessed for students who register after January 7, 2007.

Drop/Add Regulations

1. Effective the first day of classes, a student cannot drop his/her last or only course (see ‘Student Cancellation of Schedule’ below.)
2. After the last day of Drop/Add, students may only add courses with the approval of their academic dean.
3. Undergraduates who wish to drop chemistry laboratory courses at any point during the semester must obtain a signature from the Department of Chemistry and Biochemistry, in addition to the approval of their academic dean, before returning the Drop/Add form to the University Registrar.
4. Students who do not maintain attendance and who do not officially drop a course will receive an “F.”
5. Courses added after the fee payment deadline each semester must be paid for within five (5) calendar days.

Change of Schedule After Drop/Add

A Drop/Add form must be completed and returned to the Office of the University Registrar. The student must then pay for additional course hours within five (5) calendar days to avoid the late payment fee. Students should retain the “student” copy of the Drop/Add form for their records.

Course Load

Undergraduate students in good standing may register for as many as eighteen (18) semester hours in one semester and as few as twelve (12) semester hours in one semester.

Should a student wish to register for fewer than twelve (12) semester hours or more than eighteen (18) semester hours in one term, an “Overload/Underload” permit must be approved by the appropriate academic dean. All students must submit forms to the Office of the University Registrar. No student may register for more than twenty-one (21) hours per semester. The minimum number of hours allowed for a graduate student is twelve (12) per semester; the maximum number of hours is fifteen (15).

Full-time undergraduate students should take an academic load that will enable them to graduate within four years. Students should take into account the requirement to take nine (9) hours of credit in the summer.

International undergraduate students must enroll in at least twelve (12) semester hours during each of the Fall and Spring semesters to maintain

legal immigration status. International graduate students must enroll in at least nine (9) semester hours, except in some specific cases. An international student advisor may authorize a reduced course load for a few specific reasons. International students who wish to enroll in a reduced course load for a given semester must submit a request for authorization to an advisor at the International Center before the end of the drop/add period for that semester. An unauthorized reduction in course load may result in serious immigration consequences. For a complete definition of full course of study for immigration purposes, to access the reduced course load information and request forms, please refer to <http://www.internationalcenter.fsu.edu/>.

Student Cancellation of Schedule

Note: Students who cancel their registration and were not enrolled for the preceding semester (non-enrollment for two consecutive terms) must apply for readmission.

1. Prior to the first day of classes a student may cancel his/her registration by dropping all courses using the telephone or Web site registration system.
2. Prior to and during the first five days of a semester, or summer session, a student may cancel registration by submitting a written request to the Office of the University Registrar, A3900 University Center, Tallahassee, Florida 32306-2480; (850) 644-1050 or Withdrawal Services, A4300 University Center, Tallahassee, Florida 32306; (850) 644-1741. Students who cancel registration within this time frame are not liable for tuition; if tuition has been paid, students should request a refund from the Office of Student Financial Services.
3. Beyond the fifth class day, students cannot cancel registration, but must officially withdraw from the University. Students allowed to register in error will have their registration canceled.

International students who wish to cancel their registration must request and receive prior authorization from an International Center advisor. In addition, international students should submit the SEVIS Update Form, available at <http://www.internationalcenter.fsu.edu/>.

Cancellation of Student Schedules for Non-Payment of Tuition

Students are expected to pay all tuition and fees by the published deadline for each semester they enroll. In accordance with Rule 6C-7.002(6), F.A.C., students who do not pay tuition and fees or make arrangements to pay tuition and fees by the end of the established fee payment deadline will have their schedules canceled and academic progress discontinued for the semester. Students who are canceled for non-payment of tuition and fees will not be permitted to attend classes or receive grades after the cancellation takes place. If you are anticipating having difficulty paying your tuition, you must make formal payment arrangements with the Office of Student Financial Services, A1500 University Center, to avoid cancellation.

It is important that all students ensure they have an active FSU e-mail account. The FSU e-mail account is the official method by which the University will communicate with students concerning any outstanding financial obligations, including outstanding tuition and fees. Students will receive an official e-mail communication from the Office of Student Financial Services at the end of the third week of the semester alerting them to the possibility of the cancellation of their current term’s schedule. Students will then have the opportunity to pay tuition and fees or make arrangements to pay tuition and fees to avoid being canceled.

Students who fail to pay tuition and fees or make formal arrangements for tuition and fee payment will receive an e-mail notification from the Office of the University Registrar. This notification will inform the student that his or her schedule has been canceled and explain appeal process for the reinstatement of their schedule.

Students may check their account status at anytime at www.fees.fsu.edu to determine any amounts owed to the university and verify that payments have been made.

Reinstatement of Student Schedules

Students whose schedules are cancelled for non-payment of tuition and fees may appeal to the University Registrar for the reinstatement of their schedule. The appeal must be made in writing and must be submitted to the University Registrar (A3900 University Center) no later than the end of the 12th week of the fall or spring semester. Consult the *Registration Guide* for summer term deadlines. The appeal will be reviewed and acted upon in a timely manner. Approval of the reinstatement of a student’s schedule is contingent upon verification from the Office of Student Financial Services

that tuition and fees have been paid or that formal arrangements have been made for tuition and fee payment. Reinstatement of schedules will also include a \$100.00 late registration fee and a \$100.00 late payment fee. Checks or credit card payments that are returned or refused will negate any tuition and fee payment arrangement for the reinstatement of a student's schedule. Also, the University reserves the right to deny reinstatement when a student has demonstrated a pattern of tuition delinquencies over a period of two or more semesters.

Required Summer Attendance

All students entering a state university as of August 1976, with fewer than sixty (60) semester hours must earn at least nine (9) semester hours prior to graduation by attending one or more summer terms at one of the state universities. The University President may waive application of this rule in cases of unusual hardship to the student. Students initiate appeal through their academic dean to the Dean of the Faculties (Board of Governors Rule 6C-6.016). Students entering The Florida State University beginning with Summer C 2002 will be exempt from the summer term requirement if they have earned nine (9) hours of credit through approved acceleration mechanisms as identified in Florida Statutes (AP, IB, CLEP, AICE approved dual enrollment courses).

Note: Bright Futures scholarships are not awarded for Summer sessions.

Withdrawal

All students (degree-seeking and special) who wish to leave the University after the fifth day of a term must officially withdraw from the University no later than seven weeks prior to the last day of the semester or term to avoid grade liability. See the "Academic Calendar" for the specific deadline date. Contact the Office of the Dean of Students, (850) 644-1741. Students who withdraw within the first seven weeks of a term have no liability for grades; afterward, they will be assigned a grade of "W" or "F" at the discretion of their instructor. Students who do not officially withdraw will be assigned a grade of "F" for each course for which they are registered but fail to attend. These grading policies also apply to courses taken S/U.

International students who wish to withdraw must request and receive prior authorization from an International Center advisor. In addition, international students should submit the SEVIS Update Form, available at <http://www.internationalcenter.fsu.edu>.

For additional information regarding withdrawals, including fee liability, please refer to the "Withdrawals and Return of Financial Aid" section of this *Registration Guide*.

Enrollment Certification

All student certifications will be by official request only. Students who need enrollment certification should make a written request directly to: *Certification Section of the Office of the University Registrar, A3900 University Center, Tallahassee, FL 32306-2480* or go to <http://www.studentsfirst.fsu.edu>. Select "fill out a certification request." Follow the instructions on the screen in order to obtain your certification letter. Your letter will be processed the following business day.

Exam Schedule

For a complete listing of the current exam schedule please visit the Office of the University Registrar's Web site at <http://registrar.fsu.edu>.

Graduation

Undergraduate students should request a graduation check in the Office of the University Registrar two terms prior to their anticipated graduation date or at the time they have earned ninety (90) hours of credit. A second check should be completed in the office of their academic dean one term prior to their anticipated graduation. Registration stops will be placed on students who have earned one-hundred (100) semester hours but have not completed the graduation check. Graduate students should check with their department regarding degree requirements. Application for graduation must be made in the Office of the University Registrar by the published deadline; refer to <http://registrar.fsu.edu> for this information. Students who graduate in the Fall term must apply for and be readmitted to register for Spring courses or any subsequent term.

Fee Payment Regulations

Students who enroll must pay fees and tuition in full by the tuition and fees payment deadline. Students who fail to pay tuition in full by the fee payment deadline will be assessed a late payment fee of \$100.00 and may have their schedule cancelled. All waivers, vouchers, Intern Participation Certificates,

agency billings, and department billings for all students, including those receiving financial aid, must be submitted no later than the fifth day of the semester. You may pay by check, cash, money order or FSUCard. Payments may be submitted by mail, drop box or in person. We also take FSUCard, American Express, Discover, and Mastercard (Visa does not participate). Check payments are also accepted via the Internet at <http://www.fees.fsu.edu>. The Florida State University will accept credit card payments only over the Internet at the site listed above. There is a fee to cover the cost of providing this service. Classes added after the drop/add deadline must be paid for within five (5) calendar days. Foreign and two-party checks are not accepted. Make checks payable to The Florida State University and include the student's social security number, local phone and address on each check.

The basic Florida Prepaid College Program does not pay the full amount of tuition owed to the University, nor do Intern Participation Certificates. Students must pay the remaining balance due by the posted tuition payment deadline.

You may obtain financial status information on the web, at <http://www.fees.fsu.edu>, at the self-inquiry kiosks located in the University Center Building A, and other locations.

Internet Payments Seven (7) Days a Week

Students can make payments via the Internet by going to <http://www.fees.fsu.edu>. We accept FSUCards, most major credit cards and electronic checks for payment. You will be assessed a convenience fee for this service that will be displayed before you complete your transaction. Returned payments will be assessed the same fees as paper checks. The convenience fee is nonrefundable.

Mail-in Fee Payments

When paying fees by mail, send a personal check, money order, or cashier's check for the full amount of fees due. Please do not send cash. Payments must be made payable to the order of The Florida State University and must include the name, last four digits of the social security number, local address and local telephone number of the student. Mailed payments for tuition must be **received** no later than the tuition payment deadline to avoid the late payment fee. Incomplete checks will be considered as late payment. Payments should be mailed to The Florida State University, Office of Student Financial Services, A1500 University Center, Tallahassee, FL 32306-2394.

Fee Payment Drop Box

Use the convenient fee payment drop box located on the outside wall of A1501 University Center across from the Heritage Fountain and Dick Howser Baseball Stadium. Be sure to use an envelope and include the last four digits of your social security number or your FSUCard number on your check. Tuition payments must be inserted by midnight of the tuition payment deadline to avoid the late payment fee. Incomplete checks will be considered as late payments.

Late Fee Waivers

Requests for waiver of the \$100.00 Late Registration Fee may be submitted to Current Records, Office of the University Registrar.

Requests for waiver of the \$100.00 Late Payment Fee may be submitted to the Office of Student Financial Services. Forms are available on the web at <http://www.vpfa.fsu.edu/control/forms.html#student>.

Waivers may be granted in situations involving administrative error or unusual circumstances beyond the control of the student. Students will be required to present written documentation of the circumstances involved.

Note: Not being aware of due dates or not having funds are not valid reasons to waive the late payment fee or late registration fee.

Refund of Fees

Students who drop a course without fee liability after their tuition and fees are paid due to documented extenuating circumstance or administrative error may be eligible for a tuition refund. Any amount paid in excess of the amount owed to the University during the semester/term will be carried forward and may be applied against subsequent University charges incurred or may be refunded upon request. Any outstanding charges owed to the University will be deducted and the balance will be issued as a refund. At the beginning of a semester, refunds will not be processed until the end of the third week of class to ensure that all checks have cleared the bank. Refunds requested during the fiscal year close-out, during the last two weeks of June, will not be processed until the first week of July. The refund will be processed as a credit to the student's FSUCard account for currently enrolled students, unless the student requests a check to be mailed to the

address on file. Checks will be mailed to those students who are no longer enrolled. However, payments made by credit card will always be refunded to the credit card. Refund request forms are available at the Office of Student Financial Services, A1500 University Center or online at <http://www.vpfa.fsu.edu/control/forms/printonly/mp371.pdf>.

Students who withdraw after the fifth day of the semester/term, but prior to the end of the fourth week of the semester (or for summer sessions, by the first twenty-five percent [25%] of the term) are eligible for a twenty-five percent (25%) refund of tuition and fees. After this period, students who withdraw are held fully liable for fees. Students who withdraw and have received federal financial aid (Title IV programs) or state aid may be required to repay to the aid source the amount of unearned financial aid funds disbursed to them as of their withdrawal date as described in the section below on "Withdrawals and Return of Financial Aid." In the case where a withdrawal petition is approved, a refund can be provided only if the refund withdrawal request is submitted within six months after the end of the semester/term in which the withdrawal occurred.

Note: the following fees are non-refundable: web payment convenience fees, admission deposit, admission application fee, FSU Card, and other fees as specified by certain schools or departments.

Fees and Financial Aid Students

The University distributes aid in two ways for all registered financial aid students whose funds are available to the Office of Student Financial Services on the distribution dates as published. For the most current information go to <http://www.sfs.fsu.edu>. Students must complete a Disbursement Authorization Statement (DAS) choosing one of the following two ways to receive financial aid:

1. By Electronic Funds Transfer (EFT) to your FSUCard Account at Sun Trust. Approximately 90% of the student body receiving financial aid at FSU have chosen to process their aid electronically and take advantage of the fastest and most reliable method of receiving their financial aid; or
2. By a check mailed to your local address.
3. Exceptions for holds on account:
 - a. Students must check their status at <http://www.ais.fsu.edu/finaid>. Your financial aid will be disbursed in accordance with your DAS selection after the hold has been resolved. You must present a picture ID to either remove holds or receive a short-term loan. In order to receive your aid, you must be enrolled for the required number of hours; and
 - b. Students whose financial aid has not arrived by the beginning of the semester must confirm they received a tuition deferment. After the distribution dates at the beginning of the semester, additional funds that become available will be disbursed daily and mailed or sent to the FSUCard account in accordance with the selection made on the student's Disbursement Authorization Statement (DAS.)

Students must confirm their application is complete prior to the first week of the semester by going to <http://www.studentsfirst.fsu.edu> and clicking on the "check financial aid status" subheading in the "Money Matters" section. All financial aid students must check their financial aid status by visiting <http://www.ais.fsu.edu/finaid>.

If you have any questions, please call (850) 645-2315, 645-2316, or 644-1264 at the Office of Student Financial Services. Call 1-800-786-8787 for information about your FSUCard account at SunTrust.

Deadline: if the financial aid is not sufficient to cover all charges, the student is responsible for paying the balance by the tuition payment deadline, (see the "Academic Calendar" in this *Registration Guide*.) After this date a \$100.00 late payment fee is assessed and grades will be held at the end of the semester until fees are paid in full.

Note: Financial Aid students who are having their tuition paid by an agency, department billing, or Florida Prepaid College Program should submit the required documents no later than the fifth day of the semester (see the "Academic Calendar" in this *Registration Guide*.) The basic Florida Prepaid College Program does not pay the full amount of tuition owed to the University, nor do Intern Participation Certificates. Students must pay the remaining balance due by the posted payment due date.

Financial Aid Deferments may be granted to students whose aid has not arrived by the published distribution date. Not having applied for financial aid is not a valid reason for applying for a deferment. The deadline to request a deferment is the tuition payment deadline. When deferments expire, students must pay their unpaid tuition balance in full or receive a late fee after the deadline. If tuition is not paid, students will not be able to register for future

classes, receive a delayed delivery loan, grades or transcripts. Students must confirm their financial aid has arrived and all requirements have been met by the deferment expiration date. Go to <http://www.fees.fsu.edu> and log in; you then will see your courses and fees detailed. To view your deferment amount and deadline, click on the "Details" button next to "Arrangements." With your temporary deferment, your total balance due may show "\$zero" for the "Current Term Tuition." When your financial aid arrives, the screen will show how much has been paid toward your tuition. You must ensure your financial aid pays your tuition by the deferment deadline, or you may be assessed a late payment fee of \$100.00. If you have questions, contact us at sfs@admin.fsu.edu or (850)644-9452. Also, check your financial aid status at <http://www.ais.fsu.edu/finaid>.

Federal regulations require delays in disbursements of loans. Undergraduate students who take out a loan for the first time at The Florida State University will receive their disbursement thirty (30) days after the beginning of the semester. Students who take out a loan for one semester (i.e. only Fall or only Spring) will receive one-half of their loan at the regular disbursement period and the second half at the mid-point of the semester. This split disbursement rule also applies to all Summer semester students in Sessions A, B, and F.

Withdrawals and Return of Financial Aid

Effective Fall 2000, students who withdraw and have received financial aid will be required to repay to the program source the amount of **unearned** financial aid funds disbursed to them as of their withdrawal date. Programs include Pell Grants, Perkins Loans, Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans (subsidized and unsubsidized), and Parent Loans (the Federal PLUS program), and other awards. The **unearned** amount of program funds is calculated based on the percentage of the semester completed before the date of withdrawal. Both the University and students receiving financial aid are required to return **unearned** financial aid to the aid source. The University is required to return the **unearned** portion of the financial aid funds it received from withdrawing students that was used to pay institutional charges such as tuition, fees, housing and other educationally-related expenses assessed by the institution. The funds returned to the aid source by the University will be credited against the student's total liability of **unearned** funds. However, students will owe the University the amount returned to the aid source for institutional charges. In addition, any student who receives Title IV funds and stops attending classes during the semester and does not officially withdraw from the University is considered an unofficial withdrawal according to Title IV federal regulations. The University is required to return unearned financial aid to the federal government for all unofficial withdrawals in the same manner as students who officially withdraw.

Students must repay the unearned Title IV funds to any Title IV loan program in accordance with the terms of the loan. For Title IV loan programs, **unearned** grant program funds are considered overpayments and students are required to return 50 percent of the grant. Students who owe grant overpayments remain eligible for Title IV program funds for forty-five (45) days if during those forty-five (45) days the student: 1) repays the overpayment in full to the University; or, 2) enters into a repayment agreement with the University. However, entering into a repayment agreement does not mean the student is eligible to register for additional classes, receive a transcript, diploma, etc. Students can lose financial aid eligibility if they do not comply with the options above. **Students should consider their repayment responsibilities for these programs as part of any withdrawal decision. Students should contact the Florida Bright Futures office for the most current restrictions on eligibility.**

Exit Interviews

Federal and University regulations require that all recipients of federal loans participate in an exit interview counseling session upon graduating, withdrawing from the University, or dropping below six (6) semester hours. These loans include Perkins (NDSL), Subsidized Stafford (GSL), Unsubsidized Stafford (UGSL) and SLS loans. **Failure to complete this procedure will result in the withholding of diploma and/or official transcripts.** Counseling sessions can be completed by going to the "Money Matters" section of <http://www.studentsfirst.fsu.edu> and clicking on "financial aid exit interview."

Completed forms must be mailed to Student Accounts Section, A1500 University Center, Tallahassee, Florida 32306-2394. Graduating students planning to continue their academic studies at The Florida State University should contact the Office of Student Financial Services to ensure that their exit interview stop is removed. A financial hold which prohibits the release

of diplomas, transcripts and other University services will be placed on a student's account if this requirement is not completed.

Delinquent Accounts

All delinquent University accounts must be paid before students may complete registration. Payment should be made by cash, money order or cashier's check. Financial aid granted for use in an upcoming semester may not be used to pay current debt. Outstanding debt, including delinquent current semester tuition, will prevent you from registering until all delinquent fees are paid. Diplomas and official transcripts will not be issued when any amount is owed the University. Delinquent accounts are referred to a collection agency if fees are not paid in full. Collection costs are added to your outstanding balance. Delinquent accounts should be paid by cash, money order or cashier's check.

Dishonored Checks or Electronic Payments

Return Check Charge/Stop Payment Charge: \$25.00 or five percent (5%) of the amount of the check, whichever is greater (subject to change.) A returned check/stop payment charge is assessed against a student's account who has a check or electronic authorization for payment returned by the bank to The Florida State University. The Florida State University automatically submits all personal checks twice for payment if the check was returned once for nonsufficient or uncollected funds. This is an automated process and the second submission cannot be stopped; there is no charge, however, assessed by The Florida State University for this second submission. **Repayment of returned checks must be made with cash, FSUCard, money order or cashier's check.**

Returned check charges are assessed for all personal checks written and electronic payments authorized for tuition, fees, or any services provided by the University which are returned to The Florida State University for nonsufficient funds, uncollected funds, closed accounts, stop payments, etc., placed on checks. In addition to the returned check charge, if the initial payment is for tuition and redemption of the returned check is not made prior to the tuition payment deadline, a \$100.00 late payment fee is assessed to tuition. The Florida State University places a hold on accepting any personal checks or electronic payment authorizations on the student's account for ninety (90) days after redemption for any services, tuition, or fees that are owed to the University if a personal check or electronic payment authorization is returned. If a second check or electronic payment is returned or a stop payment is placed on it, the student will be permanently listed on all departments' ACCEPT CASH ONLY list, and **no personal checks or electronic payment will be accepted from anyone on the student's account from that day forward.**

Notification will be given to the student via mail to the address on the check or to the last maintained address in The Florida State University's records. A copy of the notification letter will be sent to the maker of the check at the address on the check, if the student is not the person on whose account the funds are drawn. After notification that a check has been returned, redemption including the service charge must be made within seven (7) working days. The Florida State University forwards all returned payments to the State Attorney's Office for redemption and prosecution after collection efforts are exhausted. After a returned payment is forwarded to the State Attorney's Office, redemption of the check will not prevent prosecution.

Parental Access to Financial Records

Students may give a designated parent(s) authority to review their University financial status by completing and returning a Release of Financial Records form found at <http://www.vpfa.fsu.edu/control/forms/printonly/release.pdf> or by going to the Office of Student Financial Services at A1500 University Center. Students may grant designated parent(s) access to their account via the Internet at <http://www.fees.fsu.edu> by providing them with their access code.

Special Student Information

For specific policies concerning the registration and status of special students, consult the 2006–2007 edition of the *General Bulletin* or 2005–2007 edition of the *Graduate Bulletin*. For additional information regarding admission, contact the *Office of Admissions* at 644-3420. For other information about special student status, contact the *Office of the Registrar, University Center Building A3900, (850) 644-1050*. Procedures and residency requirements for special student registration are the same as for regularly enrolled degree seeking students as described on the preceding pages.

State Employee Registration

State employees may use the state employee tuition waiver to register and pay for Florida State University classes. Individuals using the state tuition waiver must be fully admitted degree-seeking or non-degree seeking students. Registration in classes using the state employee tuition waiver is limited to a space-available basis. The Florida State University does not consider the following as space-available courses: approved undergraduate limited access programs; remedial courses; dissertation, thesis, and directed individual study (DIS) courses; internship courses; distance learning courses; Center for Professional Development (CPD) courses; College of Medicine courses; College of Law courses; all graduate program courses in the College of Business; and other one-to-one instruction courses. Accordingly, state employee tuition waivers may not be used for these courses.

The Florida State University accepts only the official FSU State Employee Tuition Waiver Form. Agencies may require additional paperwork or forms that will not be accepted unless accompanied by the FSU State Employee Tuition Waiver Form.

State employees using a tuition waiver must complete the registration process and then submit the signed and completed tuition waiver to the Office of the University Registrar **on the fifth day of classes only**. State employee tuition waivers may not be used for any course that is registered for prior to this space-available registration window. Thus, for any class obtained prior to the fifth day of classes, the student assumes personal financial liability for tuition.

Additional restrictions and deadlines apply. See the Office of the University Registrar's Web site at http://registrar.fsu.edu/services/emp_tuit_waive/ for additional information including the link to download the State Employee Tuition Waiver Form.

FSU Employee Tuition Scholarship

Employees of The Florida State University intending to take FSU classes may do so through the FSU Employee Scholarship program. See the Human Resources Web site at <http://hr.fsu.edu/Scholar.html> for details, restrictions, and deadlines.

Registration for FAMU—FSU Cooperative Program

Consult the "Academic Calendar" in this *Registration Guide* for registration dates. Under a cooperative arrangement with Florida A&M University, Florida State University students may take courses at FAMU that will count as credit earned at The Florida State University. Courses offered at The Florida State University may not be taken at FAMU. Exceptions may be granted by your academic dean, whose office also determines eligibility based on courses already completed at The Florida State University. After receiving the approval of the academic dean, contact the FSU—FAMU Cooperative Coordinator in the Office of the University Registrar.

Auditing Courses

Seating privileges will be afforded to currently enrolled students and non-students, after registration, on a space available basis. Admission to The Florida State University is not required; no credit will be given and no permanent record will be maintained for audited courses.

Procedures

1. The audit approval form is available online at http://registrar.fsu.edu/services/records/audit_registration.pdf.
2. Fill out the form and obtain both the instructor's approval and clearance from the University Student Health Center.
3. Return the approved form to the Office of the University Registrar for final approval and class registration.
4. Pay fees during fee payment at A1500 University Center. No waivers or deferrals may be used, except for students who are Florida residents sixty (60) years of age or over.
5. Present the form to your instructor at the next class meeting.

Note: If already registered for the course, you must drop it within the first week of class, before the audit request can be processed.

Policy on Refunds for Audited Courses

Refunds may be granted for courses in which a student has requested permission to audit and subsequently rescinds this request before the fifth day of class. Verification that the audit request has been discontinued must be received in writing by the University Registrar before the fifth day of class. After this period, no refunds will be authorized unless exceptional

circumstances are documented in writing and approved by the University Refund Committee.

Note: The refund request form or withdrawal form must be submitted to the Office of Student Financial Services within six months from the end of the term from which the student withdrew.

Tuition-Free Courses for Those Sixty Years of Age and Older

All fees are waived for persons sixty (60) years of age or older who are Florida residents and who attend credit classes.

1. Under this tuition-free option, registration is allowed on a space available audit basis only (see above) and does not include thesis, dissertation or applied music courses or other courses requiring individual instruction.
2. No credit will be given and no permanent record will be maintained.
3. Audit forms are available from the Office of the University Registrar. Proof of age and Florida residency must be presented to the Office of the University Registrar to validate audit waiver eligibility.

Grade Reports

Semester grades are reported via the Florida State University Interactive Voice Response (IVR) System and at <http://www.fsu.edu/students>. To access grades using either telephone or the Web site, students will be required to change their registration PIN from the birth month/year (mmyy) default to a unique numeric four-digit code. The registration PIN may be changed as often as desired and should be regarded as confidential. Please remember your new registration pin. You will need it to register for classes.

Using the IVR, students may obtain grades by dialing (850) 644-8888 and selecting option number "2" and following the voice response prompts. Please refer to the "Academic Calendar" in this *Registration Guide* concerning the grade availability date. Students who have outstanding financial balances will not be able to obtain their grades without a waiver from Student Financial Services or payment of the outstanding balance.

Phone Monitoring

Students should be aware that phone calls placed to The Florida State University's interactive telephone network for course registration, CLAST registration, financial aid, or admissions services may be periodically monitored to ensure that the appropriate quality control is maintained.

To Prevent Publication of Directory Information

The educational record designated as Directory Information may be released or published by the University **without prior written consent** of the student **unless exception is made in writing** by the student. Appropriate

forms are available in the Office of the University Registrar. Such written exception **must** be received **prior** to the first class day of the academic year. Once received, that request will remain in effect until notification to the contrary is received by the Office of the University Registrar. Directory Information includes:

1. Name.
2. Date and place of birth.
3. Local address.
4. Permanent address.
5. Telephone number (if listed.)
6. Classification.
7. Major.
8. Participation in official University activities and sports.
9. Weight and height of athletic team members.
10. Dates of attendance.
11. Degrees, honors and awards received.
12. Most recently attended educational institution.
13. Digitized FSUCard photo.

Center for Civic Education and Service

Working closely with the faculty at The Florida State University, the Center for Civic Education and Service has helped to identify a list of courses as service-learning courses currently offered. This list is not intended to be exhaustive, as the process of discovering classes that combine service with learning is ongoing. Students should be aware that only selected sections of each course are service-learning, and therefore they should ask the proper academic department which sections have been designated service-learning.

A commonly accepted definition views service-learning as a teaching/learning methodology: 1) in which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs coordinated in collaboration with the school and the community; 2) that is integrated into the student's academic curriculum or provides structured time for a student to think, talk, or write about what the student did and saw during the actual service activity; 3) that provides students with opportunities to use newly acquired skills and knowledge in real-life situations in their own communities; and 4) that enhances what is taught in school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

Please contact staff at the center, located at 930 W. Park Ave or call (850) 644-3342 if you would like to discuss any ideas or suggestions about service-learning at The Florida State University. Visit our Web site at <http://www.fsu.edu/~service>.

FEE INFORMATION

Course Fee Charges Per Credit Hour

Note: Fees for Fall 2006 are expected to increase and were not available at time of publication.

2006-2007 Fee Schedule—Main Campus

	Florida Students*	Non-Florida Students
Undergraduate Level**	\$104.23	\$541.95
Graduate Level	\$236.60	\$868.00
Law continuing - matriculation pre-fall 2006-06; course type A	\$265.26	\$932.34
Law new - matriculation fall 2005-06; course type j	\$303.11	953.39
law new - matriculation fall 2006-07; course type k	\$321.89	988.97
Medical Level***	\$17,608.38	\$52,159.57

Transportation Access Fee: \$6.00 per credit hour.

* The Florida Prepaid College Plan does not cover the local fees, which are \$22.08 per credit hour.

** Repeat course surcharge \$161.70 per credit hour (subject to change).

*** Medical fees assessed on a per annum basis.

2006-2007 Fee Schedule—Panama City Campus

	Florida Students*	Non-Florida Students
Undergraduate Level**	\$90.31	\$528.03
Graduate Level	\$222.68	\$854.08
Law Level	N/A	N/A
Medical Level	N/A	N/A

* The Florida Prepaid College Plan does not cover the local fees, which are \$8.16 per credit hour.

** Repeat course surcharge \$161.70 per credit hour (subject to change).

Materials and Supplies Fees

Art		
ART 1201C, 1300C, 2007C, 2203C, 2301C, 2330C, 2400C, 2430C, 2441C, 2500C, 2501C, 2701C, 2752C, 3420C, 3542C, 3710C, 3764C; PGY 2100C	\$25.00	
ART 4921C, 4922C, 4923C, 4924C, 4925C, 4926C, 4928C, 4929C, 4930C, 5927; DIG 3025, 4830; GRA 2190C, 3112C, 3193C; PGY 2110C, 2401C, 2941C, 3410C	\$50.00	
Art Education		
ARE 3313C, 4550C, 4931, 5304, 5460, 5551, 5556	\$20.00	
Biological Science Laboratories	\$13.00	
Chemistry and Biochemistry Laboratories	\$37.50	
Communication		
ADV 3001, 4300; COM 3310L, 4123, 4330, 4470, 5305, 5316, 5317, 5331, 5336, 5337, 5339; PUR 3002, 3100, 4600; RTV 3220, 3221, 3227, 3234, 3236, 3264, 4467	\$9.00	
Communication Disorders		
SPA 5055, 5305L, 5505	\$20.00	
SPA 5526L, 5528L	\$25.00	
Education		
MHS 5340	\$6.25	
EDE 3201; EEC 4303; MAE 4300, 4326; RED 4510; SCE 4310, 4361, 4362, 5715; SDS 3340	\$10.00	
EEX 5245, 5931; EME 2040, 6415, 6507, 6613; MAE 5318	\$15.00	
Engineering		
BME 4003C, 4004C; ECH 3274L, 4404L; EML 3002C	\$50.00	
Geography		
GEO 4151	\$15.00	
GEO 5159	\$20.00	
Geological Sciences Laboratories	\$10.00	
Dedman School of Hospitality		
HFT 4866	\$15.00	
Interior Design		
IND 3600, 4424, 4431, 5235, 5236	\$10.00	
IND 3217, 4218, 4227, 4228, 4311, 4461, 5425, 5435	\$15.00	
Nursing Laboratories		
NGR 5002C, 5051C	\$5.00	
NUR 3026L, 3066L, 3226L, 4227L, 4767L, 4835L	\$12.00	
Nutrition, Food, and Exercise Sciences Laboratories		
FOS 4114C, 6351C; HSC 2400; HUN 5802L	\$15.00	
PET 3322C, 3323C, 3380C, 3621, 3932, 4050C, 4076, 4312C, 4551, 4623, 5054C, 5077	\$15.00	
PET 5553	\$25.00	
Oceanography		
PEN 1136	\$50.00	
Physics Laboratories	\$6.50	
PSC 2801C	\$10.00	
Psychology Laboratories	\$15.00	
Sport Management, Recreation Management and Physical Education		
PEO 4006, 4009, 5002, 5042; PEP 4206, 5208; PET 4432, 4710L, 4713, 5437, 5715	\$13.00	
LEI 3420; PET 3020, 4051	\$15.00	
PEL 1441; PEM 1171; PEN 1121	\$20.00	
PEL 1111	\$28.00	
PEL 1121	\$33.00	
Textiles & Consumer Sciences Laboratories		
CTE 1310, 3319, 3341, 3734, 3742, 4712, 4752	\$10.00	
CTE 1401L, 3835	\$12.00	
CTE 4441C, 4442C	\$21.50	
CTE 4725, 4773	\$30.00	
Theatre		
TPA 2200C, 2201L	\$10.00	
THE 4923; TPA 2211, 4071, 4077, 4241, 4244, 5047, 5079, 5242, 5245	\$25.00	
Urban and Regional Planning		
URP 5122, 5272, 5279, 5717	\$20.00	
URP 5342	\$25.00	
Note: Courses taken through the Center for Professional Development may require fees or charges different from those listed above.		

Facilities and Equipment Fees

The Florida State University assesses fees in four areas where equipment is provided, used, and returned to the University. The use of this equipment is essential to the core of the curriculum in each area below. Students elect to use this equipment.

Payments can be made at Student Financial Service, *A1500 University Center*. Payment is due concurrent with tuition and fees for each term. Waivers for the Facilities and Equipment Fee may be granted by a committee appointed by the Dean of the appropriate college or school. Full or partial refunds may be granted pursuant to the university's tuition and refund policy.

A "stop" will be placed on the registration of all students who have not paid the fee or have been granted a waiver. In such case, students will not be able to register for classes, receive transcripts, or receive a diploma.

Fees will be placed in an auxiliary account for the purchase, repair, and maintenance of the equipment. Students will be responsible for the damage or loss of equipment. The school or college will assess the student for damage and loss charges and will submit the charges to Student Financial Services for collection.

The four areas are listed below:

Medicine

Students in the College of Medicine will be charged a fee of \$250.00 per semester for the use of laptop computers, PDAs, software, and other shared resources. Equipment fees for the College of Medicine will not be charged for the Summer session.

Music

Students majoring in music will be charged an instrument/equipment use fee in the amount of \$90.00 per semester.

Nursing

Students majoring in nursing will be charged an equipment fee in the amount of \$10.00 per semester.

Underwater Crime Scene Investigation

Students enrolled in the certificate program in Underwater Crime Scene Investigation will be charged an equipment fee of \$90.00 for each of the following lab courses: CJE 3761L, 4762L, 4763L, 4764L, 4765L, 5766L, 5767L, 5768L and 5769L.

Fees for Cooperative Education

Students enrolled in a cooperative education course with zero (0) semester hours will be charged for one (1) semester hour of Florida Resident undergraduate work, unless also enrolled in other credit courses at The Florida State University during the same academic term.

Fees for Graduate Examinations

Students registering for zero (0) semester hours for master's comprehensive examination, master's thesis defense, or dissertation defense, will be charged for one (1) Florida Resident graduate semester hour, unless also enrolled in other credit courses at The Florida State University during the same academic term.

Fees for Graduate-level Zero (0) Semester Hour Courses

Students registered for zero (0) semester hour graduate level courses and additional courses will not be charged for the zero credit hour course. When registering for a zero credit hour course only, the student will be charged for one (1) Florida Resident tuition semester hour at the rate of the course level.

Health Insurance

Students may purchase health insurance at the Thagard Student Health Center. For further information, visit <http://www.tshc.fsu.edu/insurance.htm>.

Students seeking degrees in certain majors, including film, assume any exposure to particular hazards associated with that major. As protection for our students, the Film School requires that majors present proof of health and accident insurance (copy of policy showing the student as covered) prior to registration in the Fall Semester each year. Students are expected to maintain this insurance throughout their enrollment in the Film School. Registration will be administratively canceled at the end of the second week of classes for any students failing to provide proof of insurance. Other departments such as Medicine, Nursing and International Students have proof of coverage requirements. Please check with your individual departments.

Effective summer 2007, all new, full time students to Florida State University, either undergraduate, transfer or graduate students, are required to present proof of health and accident insurance prior to registration. This insurance must be comparable to the university sponsored insurance available at Thagard Student Health Center. Students will experience registration holds until this requirement is met.

Friday, January 19, 2007 is the last day to apply for Spring 2007 Graduation.

Application period is December 1, 2006—January 19, 2007.

UNIVERSITY TEACHING AWARD NOMINATION FORM

FLORIDA STATE UNIVERSITY AWARD FOR EXCELLENCE IN TEACHING OR UNDERGRADUATE ADVISING

Awards are presented during the Faculty Awards Ceremony in April 2007

Deadline for Nominations is January 5, 2007

Nominate your most outstanding teacher or adviser today! Do you know of faculty members whom you consider to be outstanding teachers or advisers? Did they challenge you, teach you a great deal, help you with academic or career decisions? They may qualify for financial awards specifically to recognize and encourage excellence in teaching and advising at the Florida State University. To nominate a teacher or an adviser, complete and return this form to: University Teaching and Advising Awards Committee, Provost's Office, 212 Westcott Building, Tallahassee, FL 32306-1310, or via campus mail code 1310. For links to a complete listing of previous recipients, please refer to: http://registrar.fsu.edu/dir_class/fall/teaching_award.htm.

I. I wish to nominate:

FIRST AND LAST NAME: _____

DEPARTMENT OF NOMINEE: _____

SELECT ONE CATEGORY:

a: TEACHING EXCELLENCE AWARD

b: UNDERGRADUATE ADVISING EXCELLENCE AWARD

II. Reasons for my nomination:

Please give reasons for your nomination. Describe the ways the nominee was exceptional and, if possible, give examples to illustrate your points. You may continue on the back or on an attached sheet.

III. YOUR NAME: _____

PLEASE CHECK ONE: UNDERGRADUATE STUDENT
 GRADUATE STUDENT
 ALUMNUS/-A

Missing Something?



Don't Let It Be Class!

Mandatory First Class Meeting

Attendance at the first class meeting is mandatory. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all campuses and study centers.

It remains the student's responsibility to verify course drops and check that fees are adjusted.



For questions, please contact your academic department or the Office of the University Registrar at 850.644.1050

FLORIDA STATE UNIVERSITY

UNIVERSITY ACADEMIC AND ADMINISTRATIVE OFFICES

College of Arts and Sciences

Dr. Joseph A. Travis, Dean	110	LON	(850) 644 - 1083
Aerospace	212	MIL	(850) 644 - 3461
American and Florida Studies	223	WMS	(850) 644 - 0202
Anthropology	103	L52	(850) 644 - 4281
Biological Science	204	CON	(850) 644 - 3099
Chemistry and Biochemistry	118	DLC	(850) 644 - 3810
Chinese	362	DIF	(850) 644 - 3728
Classical Civilizations	205A	DOD	(850) 644 - 4259
Computer Science	203	LOV	(850) 644 - 8700
English	405	WMS	(850) 644 - 4230
French	362	DIF	(850) 644 - 3728
Geological Sciences	108	CAR	(850) 644 - 5860
Geophysical Fluid Dynamics	018	KEN	(850) 644 - 5594
German	362	DIF	(850) 644 - 3728
Greek (Classics)	205A	DOD	(850) 644 - 4259
History	401	BEL	(850) 644 - 5888
Hebrew	MO5	DOD	(850) 644 - 1020
Humanities	432A	DIF	(850) 644 - 2726
Italian	362	DIF	(850) 644 - 3728
Japanese	362	DIF	(850) 644 - 3728
Latin (Classics)	205A	DOD	(850) 644 - 4259
Latin American and Caribbean Studies	327	DIF	(850) 644 - 8195
Mathematics	208	LOV	(850) 644 - 2202
Meteorology	404	LOV	(850) 644 - 6205
Military Science	201	MIL	(850) 644 - 1016
Modern Languages	362	DIF	(850) 644 - 3728
Molecular Biophysics	106	KLF	(850) 644 - 1012
Oceanography	102	OSB	(850) 644 - 6700
Philosophy	151	DOD	(850) 644 - 1483
Physics	315	KEN	(850) 644 - 2868
Portuguese	362	DIF	(850) 644 - 3728
Psychology	A203	PDB	(850) 644 - 1542
Religion	MO5	DOD	(850) 644 - 1020
Russian	362	DIF	(850) 644 - 3728
Serbo-Croatian	362	DIF	(850) 644 - 3728
Slavic Language	362	DIF	(850) 644 - 3728
Spanish	362	DIF	(850) 644 - 3728
Statistics	214	OSB	(850) 644 - 3218

College of Business

Dr. Caryn Beck-Dudley, Dean	314	RBA	(850) 644 - 3090
Accounting	309	RBA	(850) 644 - 2771
Finance	311	RBA	(850) 644 - 4220
Dedman School of Hospitality	4100	UCB	(850) 644 - 4787
Management Information Systems	325	RBB	(850) 644 - 5508
Management	305	RBA	(850) 644 - 5505
Marketing	307	RBA	(850) 644 - 4091
Multinational Business	307	RBA	(850) 644 - 4091
Risk Management and Real Estate	313	RBA	(850) 644 - 4070
Undergraduate Programs Office and Advising Center	328	RBB	(850) 644 - 3892
Graduate Office	215	RBB	(850) 644 - 6458

College of Communication

Dr. John Mayo, Dean	4100	UCC	(850) 644 - 9698
Communication	3100	UCC	(850) 644 - 5034
Communication Disorders	107	RRC	(850) 644 - 2238

College of Criminology and Criminal Justice

Dr. Thomas Blomberg, Dean	205	HEC	(850) 644 - 4051
Criminology	205	HEC	(850) 644 - 4050

College of Education

Dr. Marcy P. Driscoll, Dean	236	STB	(850) 644 - 6885
Educational Leadership and Policy Studies	113	STB	(850) 644 - 6777
Educational Psychology	307	STB	(850) 644 - 4592
Elementary and Early Childhood Education	205	STB	(850) 644 - 5458
Middle and Secondary Education	209	MCH	(850) 644 - 6553
Special Education	205	STB	(850) 644 - 5458
Sport Management, Recreation Management and Physical Education	200	TUL	(850) 644 - 4813

FAMU—FSU College of Engineering

Dr. Ching-Jen Chen, Dean	206B	CEB	(850) 410 - 6161
Chemical Engineering	131	CEB	(850) 410 - 6149
Civil and Environmental Engineering	129A	CEB	(850) 410 - 6136
Electrical and Computer Engineering	341A	CEB	(850) 410 - 6455
Industrial Engineering	244A	CEB	(850) 410 - 6346
Mechanical Engineering	229	CEB	(850) 410 - 6331

	Room	Building	Phone
DR. T. K. WETHERELL President	211	WES	(850) 644 - 1085
DR. LAWRENCE G. ABELE Provost and Vice President for Academic Affairs	212	WES	(850) 644 - 1816
DR. ANNE ROWE Dean of the Faculties and Deputy Provost	314	WES	(850) 644 - 6876
MR. JOHN CARNAGHI Senior Vice President for Finance and Administration	214	WES	(850) 644 - 4444
DR. MARY COBURN Vice President for Student Affairs	313	WES	(850) 644 - 5590
MS. LEE HINKLE Vice President for University Relations	216	WES	(850) 644 - 1000
DR. KIRBY KEMPER Vice President for Research	109	WES	(850) 644 - 9694
DR. ROBERT BRADLEY Vice President for Planning and Programs	212F	WES	(850) 644-5196
MR. RALPH ALVAREZ Associate Vice President for Budget, Planning and Administrative Services	321	WES	(850) 644 - 4203
DR. KAREN LAUGHLIN Dean, Undergraduate Studies	3300	UCA	(850) 644 - 2740
DR. NANCY MARCUS Dean, Graduate Studies	408	WES	(850) 644 - 6700
MR. BILL LINDNER Director of Continuing Education, Center for Professional Development	233	TC	(850) 644 - 7572

College of Human Sciences

Dr. Billie Collier, Dean	242	SAN	(850) 644 - 1281
Family and Child Sciences	225	SAN	(850) 644 - 3217
Nutrition, Food and Exercise Sciences	436	SAN	(850) 644 - 1828
Textiles and Consumer Sciences	332	SAN	(850) 644 - 2498

College of Information

Dr. Larry Dennis, Dean	101	LSB	(850) 644 - 5775
Information Studies	101	LSB	(850) 644 - 5775

College of Law

Dr. Donald J. Weidner, Dean	R201	LAW	(850) 644 - 7270
Law	R201	LAW	(850) 644 - 3400

College of Medicine

Dr. James Ocie Harris, Dean	112	COM	(850) 644 - 1855
Medicine	111	COM	(850) 644 - 1855

College of Motion Picture, Television, and Recording Arts

Mr. Frank Patterson, Dean	3100	UCA	(850) 644 - 0453
Film School	3100	UCA	(850) 644 - 7728

College of Music

Dr. Don Gibson, Dean	202	HMU	(850) 644 - 4361
Music	202	HMU	(850) 644 - 3424

College of Nursing

Dr. Katherine Mason, Dean	102	SCN	(850) 644 - 3299
Nursing	102	SCN	(850) 644 - 3299

College of Social Sciences

Dr. David W. Rasmussen, Dean	160	BEL	(850) 644 - 5488
Aging Studies	203	PCB	(850) 644 - 2831
Asian Studies	211	BEL	(850) 644 - 4418
Demography	601	BEL	(850) 644 - 1762
Economics	288	BEL	(850) 644 - 5001
Geography	323	BEL	(850) 644 - 1706
International Affairs	211	BEL	(850) 644 - 4418
Political Science	531B	BEL	(850) 644 - 5727
Public Administration	627	BEL	(850) 644 - 3525
Russian/East European Studies	211	BEL	(850) 644 - 4418
Social Science	101	BEL	(850) 644 - 5470
Sociology	526	BEL	(850) 644 - 6416
Urban and Regional Planning	330	BEL	(850) 644 - 4510

College of Social Work

Dr. C. Aaron McNeece, Dean	2502	UCC	(850) 644 - 4752
Social Work	2500	UCC	(850) 644 - 4751

College of Visual Arts, Theatre and Dance

Dr. Sally McRorie, Dean	236	FAB	(850) 644 - 5244
Art	220	FAB	(850) 644 - 6474
Art Education	126	WJB	(850) 644 - 5473
Art History	220D	FAB	(850) 644 - 1250
Dance	202	MON	(850) 644 - 1024
Interior Design	225	WJB	(850) 644 - 1436
Theatre	239	FAB	(850) 644 - 6796

Inter-Divisional Programs

African-American Studies	211	BEL	(850) 644 - 4418
International Programs	5500	UCA	(850) 644 - 3272
Women's Studies	A208	PDB	(850) 644 - 9514

Other Administrative Offices

Dr. Barbara M. Varchol, Dean of Students	4301A	UCA	(850) 644 - 2428
Academic Retention and Enhancement, Center for	5400	UCA	(850) 644 - 9699
Admissions, Office of	2500	UCA	(850) 644 - 6200
Advising First	3200	UCA	(850) 644 - 3430
Career Center	4100	UCA	(850) 644 - 6431
Financial Aid, Office of	4400	UCA	(850) 644 - 5716
Law, College of, Admissions	210	LAW	(850) 644 - 3787
Medicine, College of, Admissions	117	COM	(850) 644 - 7904
Multicultural Student Affairs	211A	ACT	(850) 644 - 2450
Oglesby University Union	105	OGC	(850) 644 - 3434
Professional Development, Center for	233	CPD	(850) 644 - 3801
University Registrar, Office of the	3900	UCA	(850) 644 - 1050
Retention and Academic Support, Center for	3500	UCA	(850) 644 - 0387
Student Counseling Center	201	SLB	(850) 644 - 2003
Student Financial Services, Office of	1500	UCA	(850) 644 - 9452
Thagard Student Health Center	1st fl.	THC	(850) 644 - 6230
Undergraduate Dean's Office	3300	UCA	(850) 644 - 2740
Undergraduate Studies, Office of	3400	UCA	(850) 644 - 2451
University Honors Program	3600	UCA	(850) 644 - 1841
University Housing Office	133	SLB	(850) 644 - 2860
Visitor Information Center	1200	UCB	(850) 644 - 3246
Westcott Welcome Center is in the Westcott Welcome Center Building			(850) 644 - 5782



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