

# Florida State University

The Suwannee  
Dining Room



Summer and Fall 2006  
**Registration Guide**  
General Bulletin

## IMPORTANT WEB ADDRESSES

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

## 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.ucsf.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](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 Summer and Fall 2006

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](mailto:rpullen@admin.fsu.edu) or the Student Disability Resource Center, (850) 644-9566, e-mail: [lemiller@admin.fsu.edu](mailto: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 March to provide policy information specific to Summer and Fall Terms 2006 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 Fall semester are available online February 27, 2006.**

## LOOKING FOR THESE ?

**The following listings are located on The Office of the University Registrar's Web site: <http://registrar.fsu.edu>:**

**Academic Advising Codes**

**Courses for Liberal Studies Credit**

**Courses for Multicultural Credit**

**Exam Schedule**

## 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 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, or support staff position (including law enforcement unit 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 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.auditse rvices.fsu.edu/sh/index.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.

**Effective Fall Semester 2005, the repeat course surcharge is \$170.22 per credit hour. At the time of this printing, current rates were not available. The rate is subject to change in Fall Semester 2006.**

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



## SUMMER 2006 ACADEMIC CALENDAR

**Note:** The dates and times listed below are subject to change. Please refer to [http://registrar.fsu.edu/dir\\_class/summer/acad\\_cal.htm](http://registrar.fsu.edu/dir_class/summer/acad_cal.htm) for the most up-to-date information.

| <b>Law School Dates</b>   | <b>Classes Begin</b>                                | <b>Classes End</b>                                     | <b>Exams Begin</b>                                     | <b>Exams End</b>  |   |  |
|---|---|--|--|---|---|--|
| Law school students must follow University policy on fee payment and other appropriate deadlines.   | May 9   | June 30  | June 26  | June 30   |   |  |
| <b>Main Campus Dates</b>  | <b>Session A<br/>May 9–<br/>Aug 4<br/>(13 week)</b> | <b>Session B<br/>May 9–<br/>June 16<br/>(6 week 1)</b> | <b>Session C<br/>June 26–<br/>Aug 4<br/>(6 week 2)</b> | <b>Session D<br/>June 19–<br/>Aug 11<br/>(8 week 2)</b> | <b>Session E<br/>June 26–<br/>Aug 18<br/>(8 week 3)</b> | <b>Session F<br/>May 9–<br/>June 30<br/>(8 week 1)</b> |
| Last Day community college students can apply for <b>Summer 2006 Cooperative Program registration</b> . Last day to apply for Transient Student Status. | March 1   | March 1  | March 1  | March 1   | March 1   | March 1  |
| <b>Registration</b> for currently enrolled and readmitted degree-seeking students See "Registration Windows."   | March 13–April 21                                   | March 13–April 21                                      | March 13–April 21<br>June 22–23                        | March 13–April 21                                       | March 21–<br>April 21;<br>June 22–23                    | March 13–April 21                                      |
| Registration, In-department:<br>8:00 a.m. – 4:30 p.m.   | ...   | ...  | ...  | June 15– 16   | ...   | ...  |
| <b>Residence halls open.</b>  | May 4<br>(9:00 a.m.)                                | May 4<br>(9:00 a.m.)                                   | June 21<br>(9:00 a.m.)                                 | ...   | ...   | ...  |
| Orientation for undergraduate transfer students. (Check with Orientation for details.)  | March 20,   | March 20   | March 20   | March 20  | March 20  | ...  |
| Application window opens for Graduation, Summer 2006  | April 3   | April 3  | April 3  | April 3   | April 3   | April 3  |
| <b>Registration</b> for all new graduate students, 8 a.m.–midnight.   | May 3   | May 3  | June 20  | June 15–16  | June 20   | May 3  |
| <b>Registration</b> for First Time at FSU Undergraduates, open until midnight.  | May 5<br>(2:30 p.m.)                                | May 5<br>(2:30 p.m.)                                   | June 22<br>(11:30 a.m.)                                | ...   | June 22<br>(11:30 a.m.)                                 | ....   |
| Last day to register for the CLAST exam (850) 644–3181.   | May 5   | May 5  | May 5  | May 5   | May 5   | May 5  |
| Registration for <b>Florida National Guard</b> using fee waivers.   | May 6–12  | May 6–12   | June 24–June 29  | June 19–22<br>(in-department)                           | June 24–29  | May 6–12   |
| Last day to file <b>change in residency status</b> .  | May 8   | May 8  | May 8  | May 8   | May 8   | May 8  |
| <b>Drop/Add 8 a.m.–Midnight</b> (Includes Law School).  | May 6–12  | May 6–12   | June 24–29   | ...   | June 24–29  | May 6–12   |
| Drop/Add, in-department, 8:00 a.m.–4:30 p.m.  | ...   | ...  | ...  | June 19–22  | ...   | ...  |
| <b>Late Registration</b> starts at 8:00 a.m. and continues same hours as Drop/Add (\$100.00 fee).   | May 9–12  | May 9–12   | June 26–29   | June 19–22<br>(in-department)                           | June 26–29  | May 9–12   |



|  | <b>Session A<br/>May 9–<br/>Aug 4<br/>(13 week)</b> | <b>Session B<br/>May 9–<br/>June 16<br/>(6 week 1)</b> | <b>Session C<br/>June 26–<br/>Aug 4<br/>(6 week 2)</b> | <b>Session D<br/>June 19–<br/>Aug 11<br/>(8 week 2)</b> | <b>Session E<br/>June 26–<br/>Aug 18<br/>(8 week 3)</b> | <b>Session F<br/>May 9–<br/>June 30<br/>(8 week 1)</b> |
|--|---|--|--|---|---|--|
| <b>Financial Aid Exit Interviews Deadline, for all students with federal loans graduating, transferring or taking less than six (6) semester hours at <a href="http://www.studentsfirst.fsu.edu">http://www.studentsfirst.fsu.edu</a>.</b> | July 26   | July 26  | July 26  | July 26   | July 26   | July 26  |
| <b>Prorate 12th week session deadline.</b><br>Last day to petition dean for late drop.   | July 7  | June 9   | July 28  | July 28   | August 4  | June 16  |
| <b>Last day to turn in ServScript verification forms.</b>  | July 26   | July 26  | July 26  | July 26   | July 26   | July 26  |
| Financial Aid and Veterans Deferments Expire. Full tuition payment must be made by the student to avoid late payment fee.  | July 14   | July 14  | July 14  | July 14   | July 14   | July 14  |
| <b>Last day of classes.</b><br>Last day to apply for A.A. certificate at the Office of Undergraduate Studies, A3400 University Center.   | August 4  | June 16  | August 4   | August 11   | August 18   | June 30  |
| <b>Final Exam Week.</b>  | *   | *  | *  | *   | *   | *  |
| Term Ends.   | August 4  | June 16  | August 4   | August 11   | August 18   | June 30  |
| <b>Commencement, Civic Center, 9 a.m.</b>  | August 5  | August 5   | August 5   | August 5  | August 5  | August 5   |
| Residence Halls close at noon.   | August 5 (noon)                                     | Halls do not close; Vacate by noon June 17             | August 5 (noon)  | ...   | ...   | ...  |
| Last day to officially withdraw from school.   | August 11   | August 11  | August 11  | August 11   | August 11   | August 11  |
| Summer 2006 Diplomas dated with the following date.  | August 18   | August 18  | August 18  | August 18   | August 18   | August 18  |
| All grades submitted online no later than 4:00 p.m.  | August 22   | August 22  | August 22  | August 22   | August 22   | August 22  |
| Grades available online.   | August 23   | June 21  | August 23  | August 23   | August 23   | August 23  |

\*Check with academic department

**Note:** Fees may be paid anytime after schedule is final but no later than the session deadline published in this calendar.



# REGISTRATION WINDOWS

## Summer 2006

**Note:** Registration windows are open daily from 8:00 a.m.–midnight unless otherwise specified.

### Sessions A, B, C, D, E, and F

Continuing and Readmitted Students

| Level  | Hours Completed* | Registration Opens                  | Registration Ends               |
|--|------------------|-------------------------------------|---------------------------------|
| Graduate   |                  | Monday, March 13, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight |
| Senior   | 110 & up         | Monday, March 13, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight |
| Senior   | 100–109          | Tuesday, March 14, 2006—8:00 a.m.   | Friday, April 21, 2006—midnight |
| Senior   | 90–99            | Wednesday, March 15, 2006—8:00 a.m. | Friday, April 21, 2006—midnight |
| Junior   | 80–89            | Thursday, March 16, 2006—8:00 a.m.  | Friday, April 21, 2006—midnight |
| Junior   | 70–79            | Friday, March 17, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight |
| Junior   | 60–69            | Monday, March 20, 2006—2:30 p.m.    | Friday, April 21, 2006—midnight |
| Sophomore  | 56–59            | Wednesday, March 22, 2006—8:00 a.m. | Friday, April 21, 2006—midnight |
| Sophomore  | 51–55            | Friday, March 24, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight |
| Sophomore  | 46–50            | Monday, March 27, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight |
| Sophomore  | 41–45            | Wednesday, March 29, 2006—8:00 a.m. | Friday, April 21, 2006—midnight |
| Sophomore  | 36–40            | Friday, March 31, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight |
| Sophomore  | 31–35            | Monday, April 3, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight |
| Freshman   | 26–30            | Wednesday, April 5, 2006—8:00 a.m.  | Friday, April 21, 2006—midnight |
| Freshman   | 21–25            | Friday, April 7, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight |
| Freshman   | 16–20            | Monday, April 10, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight |
| Freshman   | 11–15            | Wednesday, April 12, 2006—8:00 a.m. | Friday, April 21, 2006—midnight |
| Freshman   | 06–10            | Friday, April 14, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight |
| Freshman   | 00–05            | Monday, April 17, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight |
| Open Registration                                    |                  | Tuesday, April 18, 2005—8:00 a.m.   | Friday, April 21, 2006—midnight |
| Transient/Special Students (Panama City campus only) |                  | Tuesday, April 18, 2005—8:00 a.m.   | Friday, April 21, 2006—midnight |
| Early Registration Ends                              |                  |                                     | Friday, April 21, 2006—midnight |

\*Does not include hours for the current semester (Spring 2006)

### Sessions A, B, and F Only

|  |                                  |                                |
|--|----------------------------------|--------------------------------|
| All New Graduates  | Wednesday, May 3, 2006—8:00 a.m. | Friday, May 5, 2006—midnight   |
| FTFSU Undergraduates   | Friday, May 5, 2006—2:30 p.m.    | Friday, May 5, 2006—midnight   |
| Transient/Special Students (all)                                 | Friday, May 5, 2006—2:30 p.m.    | Friday, May 5, 2006—midnight   |
| National Guard using a fee waiver for Sessions A, B, F           | Saturday, May 6, 2006—8:00 a.m.  | Friday, May 12, 2006—midnight  |
| Drop/Add (Includes Law School)                                   | Saturday, May 6, 2006—8:00 a.m.  | Friday, May 12, 2006—midnight  |
| Late Registration  | Tuesday, May 9, 2006—8:00 a.m.   | Friday, May 12, 2006—midnight  |
| State Employees using a fee waiver for Sessions A, B, and F only | Monday, May 15, 2006—8:00 a.m.   | Monday, May 15, 2006—5:30 p.m. |

### Summer Session C and E Only

|  |                                    |                                  |
|--|------------------------------------|----------------------------------|
| Registration Continuing Students                           | Thursday, June 22, 2006—11:30 a.m. | Friday, June 23, 2006—midnight   |
| FTFSU (Undergraduate) (check with orientation)             | Thursday, June 22, 2006—11:30 a.m. | Friday, June 23, 2006—midnight   |
| All New Graduates  | Tuesday, June 20, 2006—8:00 a.m.   | Friday, June 23, 2006—midnight   |
| Special Students and Transient Students (All)              | Friday, June 23, 2006—2:30 p.m.    | Friday, June 23, 2006—midnight   |
| Drop/Add for Sessions C and E only                         | Saturday, June 24, 2006—8:00 a.m.  | Thursday, June 29, 2006—midnight |
| National Guard using a fee waiver for Session C and E only | Saturday, June 24, 2006—8:00 a.m.  | Thursday, June 29, 2006—midnight |
| Late Registration  | Monday, June 26, 2006—8:00 a.m.    | Thursday, June 29, 2006—midnight |
| State Employees using fee waiver for Sessions C and E only | Friday, June 30, 2006—8:00 a.m.    | Friday, June 30, 2006—5:30 p.m.  |

### Summer Session D Only

Registration in Academic Departments

|  |                                   |                                   |
|--|-----------------------------------|-----------------------------------|
| Registration   | Thursday, June 15, 2006—8:00 a.m. | Friday, June 16, 2006—4:30 p.m.   |
| Drop/Add Session D only                                | Monday, June 19, 2006—8:00 a.m.   | Thursday, June 22, 2006—4:30 p.m. |
| National Guard using a fee waiver for Session D only   | Monday, June 19, 2006—8:00 a.m.   | Thursday, June 22, 2006—4:30 p.m. |
| Late Registration                                      | Monday, June 19, 2006—8:00 a.m.   | Thursday, June 22, 2006—4:30 p.m. |
| State Employees using a fee waiver for Sessions D only | Friday, June 23, 2006—8:00 a.m.   | Friday, June 23, 2006—5:30 p.m.   |

#### 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 (100) semester hours earned.

**Registration stops will be placed on students who have exceeded ninety-nine (99) semester hours.**

#### By Registering Students Accept Both Fee and Grade Liability

To cancel registration, a student **must** drop all of his or her classes via web or phone **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.

Annual student parking permits are obtained online at <http://parking.fsu.edu>.

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>.

### Fee Payment Dates

Fees May Be Paid Anytime After Schedule Is Final But No Later Than The Last Day of Fee Payment for Each Session.

#### No Installment Contracts for Summer Sessions.

Fee payment is at A1500 University Center.

**A (13 weeks)**  
Friday, May 19

**B (6 weeks 1)**  
Friday, May 19

**C (6 weeks 2)**  
Friday, July 7

**D (8 weeks 2)**  
Friday, June 30

**E (8 weeks 3)**  
Friday, July 7

**F (8 weeks 1)**  
Friday, May 19

**Fee Payment Hours for All Sessions** 8:30 a.m.–4:30 p.m., Monday–Friday.

# SUMMER 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 Summer 2006 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 Summer 2006

| 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.

## FALL 2006 ACADEMIC CALENDAR

**Note:** The dates and times listed below are subject to change. Please refer to [http://registrar.fsu.edu/dir\\_class/fall/acad\\_cal.htm](http://registrar.fsu.edu/dir_class/fall/acad_cal.htm) for the most up-to-date information.

|                        |   |
|------------------------|---|
| Mar. 13–April 21, 2006 | <b>Registration</b> for continuing and readmitted students.   |
| July 1, 2006           | Last day community college students can apply for Fall 2006 Cooperative Program Registration.   |
| Aug. 1, 2006           | <b>Application window opens for Graduation Fall 2006.</b>   |
| Aug. 19, 2006          | Residence Halls open at 9:00 a.m.   |
| Aug. 23, 2006          | Registration begins for all new FSU degree-seeking students (Graduate): 8:00 a.m.–midnight.   |
| Aug. 25, 2006          | Last day to file for change in residency status.  |
| Aug. 26–Aug. 31, 2006  | Florida National Guard Registration (for those using National Guard waivers.) <b>Drop/Add</b> , (Includes Law School) 8:00 a.m.–midnight.   |
| Aug. 28, 2006          | <b>Classes Begin.</b> CLAST Registration Begins, 644-3181.  |
| Aug. 28–Aug. 31, 2006  | Late Registration (\$100.00 late registration fee.) <b>FAMU—FSU Co-op Program Registration</b> at the Office of the University Registrar: 8:00 a.m.–5:00 p.m.   |
| Aug. 28–Sept. 8, 2006  | Fee Payment at A1500 University Center. For account status and fee payments visit <a href="http://www.fees.fsu.edu">http://www.fees.fsu.edu</a> . Annual student parking permits are issued online at <a href="http://parking.fsu.edu">http://parking.fsu.edu</a> .   |
| Aug. 31, 2006          | <b>Last day to Drop/Add and have fees adjusted.</b> Students are <b>liable</b> for all fees for <b>courses still on their schedules at midnight. Last day to add a course without academic dean's permission.</b>   |
| Sept. 1, 2006          | <b>Fifth Day of Classes.</b> Last day to cancel enrollment and have fees removed. Last day to submit waivers or billings. Registration for state employees (non-FSU employees) using State Employee Fee Waivers, 8:00 a.m.–5:30p.m. <b>Last day to request VA deferment from VA representative in Registrar's Office.</b>   |
| Sept. 4, 2006          | <b>Labor Day. No Classes.</b>   |
| Sept. 6, 2006          | Financial aid available via EFT in FSUCard accounts. First day to apply for financial aid deferments and delayed delivery loans.  |
| Sept. 8, 2006          | Last day to register for CLAST exam. <b>Last day to file for Fall 2006 Graduation</b> at the Office of the University Registrar.<br>Last day to pay or defer fees for all students, including veterans who are <b>not</b> using a veteran deferment, without a <b>\$100 late fee.</b> Veterans should contact a VA representative with questions.                                   |
| Oct. 2, 2006           | Spring 2007 <i>Registration Guide</i> available. Spring 2007 course listings available on Course Lookup System.   |
| Oct. 7, 2006           | <b>CLAST exam given.</b>  |
| Oct. 13, 2006          | <b>End of seventh week of semester.</b> 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. Last day to submit form requesting S/U grading or to change S/U option back to regular grade. |
| Oct. 16, 2006          | <b>Registration</b> for Spring 2007 begins.   |
| Nov. 1, 2006           | Last day <b>community college</b> students can apply for <b>Spring 2007 Cooperative Program Registration.</b>   |
| Nov. 3, 2006           | <b>Financial Aid Deferments Expire.</b> Full tuition payment must be made by the student to avoid a late payment.<br><b>Veteran's Deferments Expire.</b>  |
| Nov. 6, 2006           | Official <b>Thesis/Dissertation</b> manuscript approval deadline, 408 Westcott.   |
| Nov. 10, 2006          | <b>Veteran's Day Holiday. No Classes.</b>   |
| Nov. 13, 2006          | Official <b>Thesis/Dissertation</b> copies due to manuscript clearance advisor, 408 Westcott.   |
| Nov. 17, 2006          | <b>End of 12th week.</b> Last day to petition Dean for late drops.<br>Homecoming: No classes after 1:10 p.m.  |
| Nov. 23–24, 2006       | <b>Thanksgiving Day Holiday. No classes.</b>  |
| Nov. 29, 2006          | <b>Financial Aid Exit Interviews Deadline, for all students with federal loans graduating, transferring or taking less than six (6) semester hours</b> at <a href="http://www.studentsfirst.fsu.edu">http://www.studentsfirst.fsu.edu</a> .   |
| Dec. 6, 2006           | Last day to turn in ServScript verification forms.  |
| Dec. 8, 2006           | <b>Last Day of Classes.</b> Last day to officially withdraw from school. Last day to apply for A. A. Certificate at the Office of Undergraduate Studies, A3400 University Center.   |
| Dec. 11–15, 2006       | <b>Final Examination Week.</b>  |
| Dec. 15, 2006          | Semester Ends.  |
| Dec. 16, 2006          | <b>Residence Halls close at noon. Commencement:</b> Civic Center, 9:00 a.m. Diplomas dated this date.   |
| Dec. 19, 2006          | All grades due to the Office of the University Registrar at 4:00 p.m.   |
| Dec. 20, 2006          | Grades available online.  |

# REGISTRATION WINDOWS

## Fall 2006

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

| Level  | Hours Completed * | Registration Opens                   | Registration Ends                   |
|--|-------------------|--------------------------------------|-------------------------------------|
| Graduate   |                   | Monday, March 13, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight     |
| Senior   | 110 & up          | Monday, March 13, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight     |
| Senior   | 100–109           | Tuesday, March 14, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight     |
| Senior   | 90–99             | Wednesday, March 15, 2006—8:00 a.m.  | Friday, April 21, 2006—midnight     |
| Junior   | 80–89             | Thursday, March 16, 2006—8:00 a.m.   | Friday, April 21, 2006—midnight     |
| Junior   | 70–79             | Friday, March 17, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight     |
| Junior   | 60–69             | Monday, March 20, 2006—2:30 pm.      | Friday, April 21, 2006—midnight     |
| Sophomore  | 56–59             | Wednesday, March 22, 2006—8:00 a.m.  | Friday, April 21, 2006—midnight     |
| Sophomore  | 51–55             | Friday, March 24, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight     |
| Sophomore  | 46–50             | Monday, March 27, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight     |
| Sophomore  | 41–45             | Wednesday, March 29, 2006—8:00 a.m.  | Friday, April 21, 2006—midnight     |
| Sophomore  | 36–40             | Friday, March 31, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight     |
| Sophomore  | 31–35             | Monday, April 3, 2006—8:00 a.m.      | Friday, April 21, 2006—midnight     |
| Freshman   | 26–30             | Wednesday, April 5, 2006—8:00 a.m.   | Friday, April 21, 2006—midnight     |
| Freshman   | 21–25             | Friday, April 7, 2006—8:00 a.m.      | Friday, April 21, 2006—midnight     |
| Freshman   | 16–20             | Monday, April 10, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight     |
| Freshman   | 11–15             | Wednesday, April 12, 2006—8:00 a.m.  | Friday, April 21, 2006—midnight     |
| Freshman   | 06–10             | Friday, April 14, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight     |
| Freshman   | 00–05             | Monday, April 17, 2006—8:00 a.m.     | Friday, April 21, 2006—midnight     |
| Open Registration  |                   | Tuesday, April 18, 2006—8:00 a.m.    | Friday, April 21, 2006—midnight     |
| Early Registration Ends  |                   |                                      | Friday, April 21, 2006—midnight     |
| Registration re-opens for all continuing degree-seeking students |                   | Monday, July 3, 2006—8:00 a.m.       | Friday, August 4, 2006—midnight     |
| Transient/Special Students (Panama City campus only)             |                   | Monday, July 31, 2006—8:00 a.m.      | Friday, August 4, 2006—midnight     |
| Registration ends  |                   |                                      | Friday, August 4, 2006—midnight     |
| New Graduates  |                   | Wednesday, August 23, 2006—8:00 a.m. | Friday, August 25, 2006—midnight    |
| First time at FSU degree-seeking (undergraduate)                 |                   | Thursday, August 24, 2006—2:30 p.m.  | Friday, August 25, 2006—midnight    |
| Transient/Special Students (all)                                 |                   | Friday, August 25, 2006—2:30 p.m.    | Friday, August 25, 2006—midnight    |
| National Guards (using fee waiver)                               |                   | Saturday, August 26, 2006—8:00 a.m.  | Thursday, August 31, 2006—midnight  |
| Drop/Add (Includes Law School)                                   |                   | Saturday, August 26, 2006—8:00a.m.   | Thursday, August 31, 2006—midnight  |
| Late Registration  |                   | Monday, August 28, 2006—8:00 a.m.    | Thursday, August 31, 2006—midnight  |
| State Employees Using Fee Waiver                                 |                   | Friday, September 1, 2006—8:00 a.m.  | Friday, September 1, 2006—5:30 p.m. |

\* Does not include hours for the current semester (Spring 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 (100) semester hours earned. **Registration stops may be placed on students who have exceeded ninety-nine (99) 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 by 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 may cancel registration for non-payment of fees. See the 'Cancellation of Student Schedules for Non-Payment of Tuition' section of "Registration Information" in this Guide. Students may be dropped from classes for non-attendance of the first class meeting.**

**Annual student parking permits are obtained online at <http://parking.fsu.edu>.**

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>.


# FALL 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            |
|----------------------------------|---------------------------|-----------------|-----------------|
| <input type="button" value="→"/> | Register For Classes      | Please Select ▼ | Please Select ▼ |
| <input type="button" value="→"/> | View Your Schedule & Fees | Please Select ▼ | Please Select ▼ |
| <input type="button" value="→"/> | Online Billing Statement  |                 |                 |
| <input type="button" value="→"/> | Course Lookup System      |                 |                 |



**NOTE:**  
Be careful to select Fall 2006 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 Fall 2006

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

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.

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 (#): “6-0-6” + “#” = **Summer Term, 2006.**
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.

## Summer

**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 |
|------------|------------------|-------------------------|---------|-------|--------------|
| _____      | _____            | _____                   | _____   | _____ | _____        |
| _____      | _____            | _____                   | _____   | _____ | _____        |
| _____      | _____            | _____                   | _____   | _____ | _____        |
| _____      | _____            | _____                   | _____   | _____ | _____        |

## Fall

**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 held 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 (Rubella and Rubeola) prior to registration. Failure to comply will result in a stop being placed on your registration. Call the Thagard Student Health Center Immunization Office (850) 644-6573, or 644-6587 for more information.

Effective January 2003, new immunization laws enacted by the State of Florida mandate that all university students must be informed of the risks of meningitis and hepatitis B. Log on to <http://www.tshc.fsu.edu> for more information.

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

### Academic Advisement

The Florida State University is committed to a strong program of effective academic advising. Each degree-seeking student is assigned an academic adviser based on identified major, and should meet with that adviser at least once each semester to review academic progress and plan for future enrollments. To assure proper advising, the student must notify the appropriate dean of any intended major change. It is the student's responsibility to ensure that s/he has met all course prerequisites and coresquisites at the time of enrollment. Further, it is the student's responsibility to submit all required forms and permits on time, correctly completed, and to the appropriate office. A student who chooses to register or make schedule changes without consulting an adviser accepts full responsibility for that schedule. Any student whose FSU overall GPA falls below a 2.0 should meet with an adviser before the end of drop/add. Problems with advising should be reported to the student's academic dean.

### Personal Identification Numbers (PIN Codes)

Your birth month and year have been assigned to you automatically as your registration PIN code. When accessing your grades via the Web site, 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, to check your grades and to retrieve your financial aid distribution messages.**

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) 644-3403 to request reinstatement and be prepared to provide proper identification.

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 can remember 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 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.

**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>.

**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. Check your account status at <http://www.fees.fsu.edu> two weeks prior to your registration window. Tuition and fees owed to the University will prohibit registration.

### The Registration Process

#### Step 1: Complete the Registration Worksheet

1. Be careful not to select courses that meet at the same time. The system **does 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 by the 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.

- 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.

- The registration 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.
- The system **allows** 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 “Student Financial Services” option in the “Money Matters” section. Visit <http://www.fees.fsu.edu> for account status and fee payment options. Courses added after the fifth day of classes must be paid for separately by the student within five (5) calendar days.

### Drop/Add Regulations

- Effective the first day of classes, a student cannot drop his/her last or only course (see ‘Student Cancellation of Schedule’ below).
- After the last day of Drop/Add, students may only add courses with the approval of their academic dean.
- 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 before returning the Drop/Add form to the University Registrar.
- Students who do not maintain attendance and who do not officially drop a course will receive an “F,” and may be subject to federal financial aid refund regulations.

### Change of Schedule After Drop/Add

A Drop/Add form must be completed and returned to the Office of the University Registrar. Certain deadlines apply when dropping a course, and the student should consult the Academic Calendar for specific dates. When adding a course, the student must pay for additional course hours within five (5) calendar days to avoid the late payment fee. Students should retain the yellow copy of the Drop/Add form for their records.

### Course Load

For summer semester, the following course loads apply:

| Session | A  | B | C | D  | E  | F  |
|---------|----|---|---|----|----|----|
| Maximum | 15 | 9 | 9 | 14 | 14 | 14 |
| Minimum | 9  | 6 | 6 | 9  | 9  | 9  |

For any combination of sessions, the maximum is 15 and the minimum is 9 hours. Should a student wish to register for fewer of more than the allowed hours, an “Overload/Underload” permit must be approved by the appropriate academic dean.

For fall semester 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. Only lower division 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.

### 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.

- 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.
- 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] 644-3403) 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.
- 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.

### Cancellation of Student Schedules for Non-Payment of Tuition

**Note: This cancellation policy takes effect Fall term 2006.**

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](http://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 12<sup>th</sup> 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 credit 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, 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. See the "Academic Calendar" for the specific deadline date. Contact the Office of the Dean of Students, 644-1741. Students who withdraw within the first seven weeks of a term (to be adjusted accordingly for summer sessions) 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.

## 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, including current term registration, 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 Summer of 2005 must apply for and be readmitted to register for Fall 2005 or any subsequent term.

## Fee Payment Regulations

**Tuition payment liability is incurred at the time of registration.** Students who enroll must

pay fees and tuition in full or initiate an installment contract 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. **All waivers, vouchers, Intern Participation Certificates, agency billings, and department billings for all students, including those receiving financial aid, must be submitted by the fifth day of the session or semester.** You may pay by check, cash, money order or FSUCard. These payments may be submitted by mail, drop box or in person. We also take electronic checks, FSU Card and American Express, Discover or MasterCard payments 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 Plan** 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 your online billing statement on the web at <http://www.fees.fsu.edu> or at the self-inquiry kiosks located in the University Center Building A or Krentzman Lounge in the Student Union 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.** Tuition payments must be made by midnight of the tuition payment deadline to avoid the late payment fee.

## Mail-in Fee Payments

When paying fees by mail, send a personal check, money order, or cashiers 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 student identification 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. 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* in the T. K. Wetherell Building across from the Heritage Fountain. 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.

## Late Fee Waivers

Requests for waiver of the \$100.00 **Late Registration Fee** may be submitted in writing to 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/student.html>.

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 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. 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. However, payments made by credit card will be refunded to the credit card. Checks will be made to those students who are no longer enrolled. Summer session refunds will start processing two weeks after the beginning of Session C. 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.

## Fees and Financial Aid Students

Students who are attending class for three (3) semester hours in A, B, or F Sessions and three (3) hours in C, D, or E Sessions (i. e. only six [6] hours) will not be eligible to receive financial aid until distribution for C, D, or E Session.

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 80% 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:**
  - a. Students must check their status at <http://www.ais.fsu.edu/finaid> or at <http://www.fsu.edu>. If a hold on the student's financial aid is not cleared by the student in a timely manner, the aid may be returned. Further, if tuition is not paid by the deadline, a late payment fee may be assessed. In order to receive your aid, you must be enrolled for the required number of hours (a minimum of six (6) semester hours for part-time students, and twelve (12) semester hours for full-time); and
  - b. Students whose financial aid has not arrived by the beginning of the semester must confirm they received a tuition deferment by the tuition payment deadline. 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 during the first week of the semester by going to <http://www.studentsfirst.fsu.edu> and clicking on 'check financial aid status' subheading in the "Money Matters" section.

### Changes to Disbursement for Federal Stafford Loans and Federal Parent Loans for Undergraduate Student (PLUS)

All Federal Stafford and Federal Parent loans are subject to the multiple disbursement requirements. The first disbursement each semester is restricted to half of the loan funds scheduled to be received for that respective semester. The balance of the loan funds for the semester cannot be disbursed until after the midpoint of the semester.

**Federal regulations requiring delays in disbursements of loans:** 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.

**First-time Borrowers:** Students enrolled in the first year of an undergraduate program of

study, including students that have not previously received a Stafford, Direct Subsidized, or Direct Unsubsidized loan are not eligible for disbursement of that loan until thirty (30) days after the first day of the student's program of study.

**All financial aid students must check their financial aid status** by visiting <http://www.fees.fsu.edu> on the scheduled date. If their online billing statement says they have a deferment or their tuition has been paid, they do **not** need to come to the Office of Student Financial Services. Students required to attend financial aid distribution should report to the Office of Student Financial Services, *A1500 University Center* on the published pick-up date and times.

If you have any questions, please call (850) 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 last day of financial aid distribution (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 Plan must submit the required documents no later than the fifth day of the semester (see the "Academic Calendar" of this *Registration Guide*.) The basic Florida Prepaid College Plan 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. The deadline to request a deferment is the tuition payment deadline. Additionally, some students may be eligible for a short-term loan against their financial aid. These funds will be made available upon the published date during the second week of the semester. You must present a picture ID to receive a short term loan. 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 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. If you have questions, contact us at [sfs@admin.fsu.edu](mailto:sfs@admin.fsu.edu) or (850)644-9452. Also, check your financial aid status at <http://www.studentsfirst.fsu.edu>.

**Note:** Changes have been made to the policy regarding the refund of fees. For more information regarding these changes please see the 'Refund of Fees' section of this chapter.

## Withdrawals and Return of Financial Aid

Students who withdraw, officially or unofficially, and have received federal financial aid (Title IV programs) or state aid may be required to repay to the appropriate program the amount of **unearned** financial aid funds disbursed to them as of their withdrawal date. Title IV programs include Pell Grants, Perkins Loans, Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans (subsidized and unsubsidized), and Parent Loans (the Federal PLUS program). 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 certain financial aid are required to return **unearned** financial aid to the federal government. The University is required to return the **unearned** portion of the Title IV funds and certain state aid 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 government by the University will reduce the student's total liability of **unearned** funds. However, students will owe the University the amount returned to the government 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 the funding for 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 fifty percent (50%) of the grant. Students who owe grant overpayments remain eligible for Title IV program funds for 45 days if during those 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 Title IV financial aid eligibility if they do not comply with the options above. **These are federal requirements for Title IV financial aid programs and students should consider their repayment responsibilities for these programs as part of any withdrawal decision.**

## 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) credit 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 "exit interviews for financial aid."

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. Outstanding accounts, 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 must 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> 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>.

## Special Student Information

All new special students on the main campus will be assessed a nonrefundable application fee of \$30.00, paid at the time of application. For specific policies concerning the registration and status of special students, consult the 2005–2006 edition of the *General Bulletin* or 2005–2007 edition of the *Graduate Bulletin*. For additional information, contact the Office of Admissions, University Center Building A2500, (850) 644-6200. 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 for Florida State University classes. Registration in classes using the state employee tuition waiver is limited to a space-available basis. Individuals using the state tuition waiver must be fully admitted degree-seeking or non-degree seeking students. The Florida State University does not consider the following as space-available courses: 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 submit the 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/](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. Such courses normally will be taken on an S/U basis. 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. Pick up an "Audit Approval Form" from the Office of the University Registrar during the first week of classes.
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 in the cash line at the designated fee payment location. No waivers or deferments may be used, except for those age sixty (60) 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 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 Student Financial Services before returning completed audit forms to the University Registrar.

## Grade Reports

Semester grades are reported via The Florida State University Interactive Voice Response (IVR) System and by The Florida State University homepage on the Web.

Using the IVR, students may obtain grades by dialing (850) 644-8888 and selecting option number "2" and following the voice response prompts. A unique registration PIN may be required if a student has not previously done so.

Consult the Academic Calendar for the dates grades will be available.

Semester grades are also available via the FSU homepage on the Web and on the self-inquiry kiosks on the same dates as above. Students may obtain their grades at <http://www.fsu.edu/students>. To access grades using the Web site, students will be required to change their registration PIN from the birth month/year 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.**

## 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>.

## FOR SUMMER

Stand in Line or Pay Online at <http://www.fees.fsu.edu>

Location: Student Financial Services, A1500 UC

Time: 8:30–4:30 p.m., Monday–Friday

**Installment Contracts Are Not Available for Summer Sessions**

## IMPORTANT INFORMATION ABOUT THE SUMMER 2006 FINANCIAL AID DISTRIBUTION SCHEDULE

### All Sessions:

Students are required to apply for Summer financial aid separately from the Fall/Spring applications.

Students are required to be attending a minimum of six (6) semester hours to receive financial aid. If a student is attending three (3) semester hours in A, B, F, Sessions and three (3) credit hours in C or E Sessions, the student is not eligible to receive financial aid until the distribution for C or E Sessions.

### All Loans for A, B, F Sessions:

Students receiving loans for the first time at The Florida State University and attending A, B, or F Sessions receive their loan 30 days after the beginning of the session.

### Loans for C and E Sessions:

Students receiving loans in C or E Sessions receive their entire summer loan during the second week of the session as posted.

### Loans for D Session:

Students receiving loans in D Session receive their entire summer loan during the second week of the session as posted.

## FOR FALL

Stand in Line or Pay Online at <http://www.fees.fsu.edu>

Location: Student Financial Services, A1500 UC,

Time: 8:30–4:30 p.m., Monday–Friday  
(Open 8:30–6:00 p.m. 9/1 and 9/8)

### ADDITIONAL INFORMATION

See <http://www.sfs.fsu.edu> for additional payment locations

Student parking permits are issued online at <http://parking.fsu.edu>

**Students are assessed \$100.00 for late registration and \$100.00 for late payment**

### STUDENT BUSINESS HOURS

#### Registrar's Office

8:00 a.m.–5:00 p.m., M–F

8:00 a.m. – 5:00 p.m., phone

#### Financial Aid Office

8:30 a.m.–5:00 p.m., M–F

8:30 a.m.–5:00 p.m., phone

#### Office of Student Financial Services

8:30 a.m.–4:30 p.m., M–F

8:00 a.m.–5:00 p.m., phone

#### Office of Undergraduate Studies

8:00 a.m.–5:00 p.m., M–F

8:00 a.m.–5:00 p.m., phone

# 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

# FEE INFORMATION

## Course Fee Charges Per Credit Hour

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

### 2006-2007 Fee Schedule — Main Campus

|                       | FLORIDA<br>STUDENTS* | NON-FLORIDA<br>STUDENTS |
|-----------------------|----------------------|-------------------------|
| UNDERGRADUATE LEVEL** | \$100.93             | \$538.65                |
| GRADUATE LEVEL        | \$229.45             | \$860.85                |
| LAW LEVEL             | \$257.25             | \$924.34                |
| MEDICAL LEVEL***      | \$17,570.58          | \$52,121.77             |

TRANSPORTATION ACCESS FEE: \$6.00 PER CREDIT HOUR.

\* The Florida Prepaid College Plan does not cover the local fees, which are \$20.03 per credit hour.

\*\* Repeat course surcharge \$170.22 per credit hour (subject to change).

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

### 2006-2007 Fee Schedule — Panama City Campus

|                       | FLORIDA<br>STUDENTS* | NON-FLORIDA<br>STUDENTS |
|-----------------------|----------------------|-------------------------|
| UNDERGRADUATE LEVEL** | \$88.60              | \$525.78                |
| GRADUATE LEVEL        | \$216.58             | \$847.98                |
| 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 \$170.22 per credit hour (subject to change).

## Materials and Supplies Fees

|   |         |
|---|---------|
| <b>Art</b>  |         |
| ART 1201C, 1300C, 2007C, 2203C, 2301C, 2330C, 2400C, 2430C, 2441C, 2500C, 2501C, 2701C, 2752C, 3420C, 3542C, 3710C, 3764C                                 | \$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 |
| <b>Art Education</b>  |         |
| ARE 3313C, 4550C, 4931, 5304, 5460, 5551, 5556  | \$20.00 |
| <b>Biological Science Laboratories</b>  |         |
|   | \$13.00 |
| <b>Chemistry and Biochemistry Laboratories</b>  |         |
|   | \$37.50 |
| <b>Communication</b>  |         |
| 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  |
| <b>Communication Disorders</b>  |         |
| SPA 5055, 5305L, 5505   | \$20.00 |
| SPA 5526L, 5528L  | \$25.00 |
| <b>Education</b>  |         |
| 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 |
| <b>Engineering</b>  |         |
| BME 4003C, 4004C; ECH 3274L, 4404L; EML 3002C   | \$50.00 |
| <b>Geography</b>  |         |
| GEO 4151  | \$15.00 |
| GEO 5159  | \$20.00 |
| <b>Geological Sciences Laboratories</b>   |         |
|   | \$10.00 |
| <b>Dedman School of Hospitality</b>   |         |
| HFT 4866  | \$15.00 |
| <b>Interior Design</b>  |         |
| IND 3600, 4424, 4431, 5235, 5236  | \$10.00 |
| IND 3217, 4218, 4227, 4228, 4311, 4461, 5425, 5435  | \$15.00 |

|  |         |
|--|---------|
| <b>Nursing Laboratories</b>  |         |
| NGR 5002C, 5051C   | \$5.00  |
| NUR 3026L, 3066L, 3226L, 4227L, 4767L, 4835L                                     | \$12.00 |
| <b>Nutrition, Food, and Exercise Sciences Laboratories</b>                       |         |
| 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 |
| <b>Oceanography</b>  |         |
| PEN 1136   | \$50.00 |
| <b>Physics Laboratories</b>  |         |
|  | \$6.50  |
| PSC 2801C  | \$10.00 |
| <b>Psychology Laboratories</b>   |         |
|  | \$15.00 |
| <b>Sport Management, Recreation Management and Physical Education</b>            |         |
| 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 |
| <b>Textiles &amp; Consumer Sciences Laboratories</b>                             |         |
| 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 |
| <b>Theatre</b>   |         |
| TPA 2200C, 2201L   | \$10.00 |
| THE 4923; TPA 2211, 4071, 4077, 4241, 4244, 5047, 5079, 5242, 5245               | \$25.00 |
| <b>Urban and Regional Planning</b>   |         |
| 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.

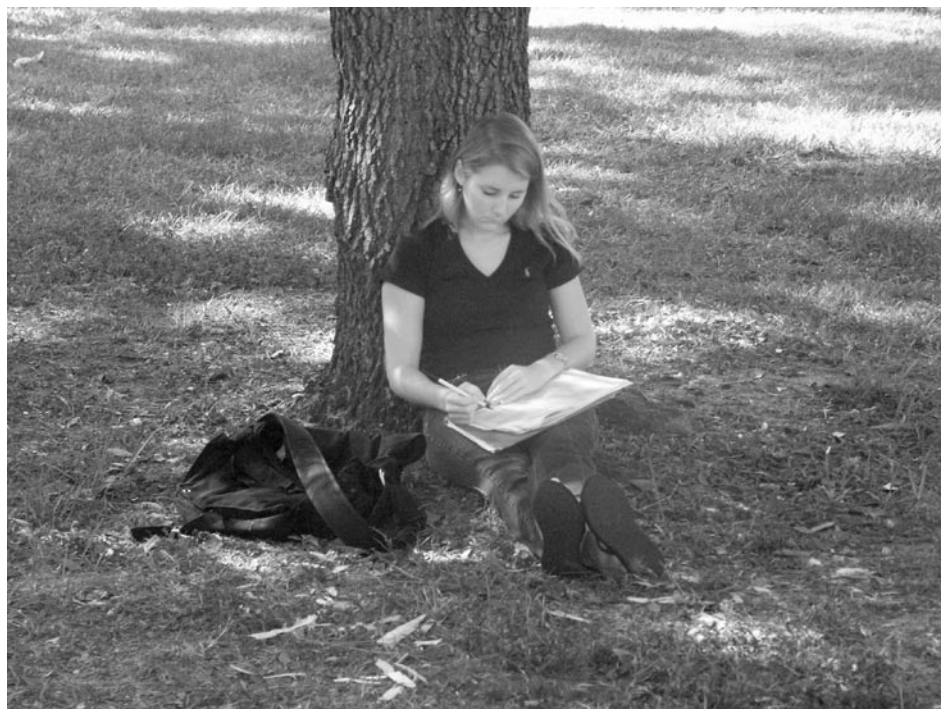
### Fees for Graduate-level Zero (0) Semester Hour Courses

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 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.





# NOMINATION FORM

## THE 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 8, 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 A COMPLETE LISTING OF PREVIOUS RECIPIENTS, PLEASE REFER TO [http://registrar.fsu.edu/dir\\_class/spring/teaching\\_award.htm](http://registrar.fsu.edu/dir_class/spring/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.**

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III. YOUR NAME: \_\_\_\_\_

PLEASE CHECK ONE:

- UNDERGRADUATE STUDENT
- GRADUATE STUDENT
- ALUMNUS/-A



# ServScript



## The CENTER for CIVIC EDUCATION & SERVICE

930 West Park Avenue, Tallahassee, FL 32306-4180  
Phone 850.644.3342 | Fax 850.644.3362  
service@admin.fsu.edu | www.serve2learn.fsu.edu

*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.*

### ServScript Guidelines

- In order to participate in the ServScript program, you must register your volunteer profile at the Center for Civic Education and Service or online at [www.serve2learn.fsu.edu](http://www.serve2learn.fsu.edu).
- A minimum of 20 hours of service per semester must be completed to qualify for the ServScript program.
- Service tasks performed must meet the program criteria as determined by the Center for Civic Education and Service (see criteria). All activities are subject to review by a Peer Review Committee.
- Please contact the Center for Civic Education and Service for approval if you are unsure if your service will meet the criteria.
- Service must be completed at an agency or organization whose mission involves meeting the needs of the community.
- All forms must contain the agency, organization, or project supervisor's signature for each activity completed.
- Correction fluid should not be used. If a mistake is made, please cross out the entire line.
- Service hours from a previous semester will not be accepted.
- All forms must be mailed, faxed, or turned in to the Center for Civic Education and Service no later than the Wednesday before final exam week of the current term. The due date will be the last day to complete hours for that semester (please see other side for deadlines).
- If service is completed at the same agency over a period of time within a given semester, a range of dates may be used to record that service. See example on reverse side.

### Examples of Community Need Areas

AIDS/HIV, animal care, arts/culture, children/youth, criminal justice, crisis and counseling services, disabled services, disaster/emergency services, domestic violence, education (PK-12, higher education, special education), environment, family services, G/L/B/T, government (city, county, state, federal), health services, homeland security, homelessness/hunger, legal services, library services/information systems, literacy, mental health/substance abuse, neighborhood improvement, parks and recreation, and senior services.

### ServScript Activities Criteria

- **DIRECT SERVICE** engages students in person-to-person contact with those in need. Examples: Cook/serve/deliver food for the homebound or homeless • Staff a health clinic • Teach English as a second language • Tutor, mentor, or coach youth • Visit with the elderly • Volunteer in a shelter for the homeless.
  - **INDIRECT SERVICE** meets a clear need but has benefits to the larger community. Examples: Plan drug, violence, or disease prevention programs • Volunteer for disaster services • Assist with an environmental project • Participate in urban renewal projects such as mural or house painting • Build low-income housing • Fundraise with direct interaction with a nonprofit beneficiary.
  - **RESEARCH SERVICE** involves students in collecting information for the public interest or welfare. Examples: Work in a laboratory that meets a community need • Conduct energy audits in public buildings • Test water to assist with restoration efforts • Conduct research to protect endangered species.
  - **ADVOCACY SERVICE** allows students to lend their voices, writing ability, and other talents toward an issue in the public interest. Examples: Conduct information campaigns • Draft legislation that helps or protects the community • Lobby on behalf of a community issue • Conduct nonpartisan voter registration drives • Organize a nonpartisan letter writing campaign for a social issue.
- I have read and understand the ServScript guidelines and criteria. I certify that I have completed all the hours recorded on this form. I am aware that the service activities I complete are subject to review by the Peer Review Committee, who may decide that the activities completed did not meet the ServScript guidelines and criteria.**

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST



# Notes

# Notes

# UNIVERSITY ACADEMIC AND ADMINISTRATIVE OFFICES

| <b>College of Arts and Sciences</b>  |      |     |                  |
|--------------------------------------|------|-----|------------------|
| Dr. Joseph A. Travis, Interim 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                           | 205P | DOD | (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                           | 209  | PSY | (850) 644 - 2040 |
| 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 |

| <b>College of Business</b>                                  |      |     |                  |
|---|------|-----|------------------|
| Dr. Joe E. Nosari, Acting Dean                              | 314  | RBA | (850) 644 - 3090 |
| Accounting  | 309  | RBA | (850) 644 - 2771 |
| Finance   | 311  | RBA | (850) 644 - 4220 |
| Dedman School of Hospitality Management Information Systems | 4100 | UCB | (850) 644 - 4787 |
| 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 |

| <b>College of Communication</b> |     |     |                  |
|---------------------------------|-----|-----|------------------|
| Dr. John Mayo, Dean             | 432 | DIF | (850) 644 - 9698 |
| Communication                   | 356 | DIF | (850) 644 - 5034 |
| Communication Disorders         | 107 | RRC | (850) 644 - 2238 |

| <b>College of Criminology and Criminal Justice</b> |     |     |                  |
|--|-----|-----|------------------|
| Dr. Thomas Blomberg, Dean                          | 305 | HEC | (850) 644 - 4051 |
| Criminology  | 305 | HEC | (850) 644 - 4050 |

| <b>College of Education</b>                                    |     |     |                  |
|--|-----|-----|------------------|
| Dr. Marcy P. Driscoll, Dean                                    | 236 | STB | (850) 644 - 6885 |
| Childhood Education, Reading and Disability Services           | 205 | STB | (850) 644 - 5458 |
| Educational Leadership and Policy Studies                      | 113 | STB | (850) 644 - 6777 |
| Educational Psychology   | 307 | STB | (850) 644 - 4592 |
| Middle and Secondary Education                                 | 209 | MCH | (850) 644 - 6553 |
| Sport Management, Recreation Management and Physical Education | 200 | TUL | (850) 644 - 4813 |

| <b>FAMU—FSU College of Engineering</b> |      |     |                  |
|--|------|-----|------------------|
| Dr. Ching-Jen Chen, Dean               | 206A | CEB | (850) 410 - 6439 |
| 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            |
|--|------|----------|------------------|
| <b>DR. T. K. WETHERELL</b><br>President  | 211  | WES      | (850) 644 - 1085 |
| <b>DR. LAWRENCE G. ABELE</b><br>Provost and Vice President for Academic Affairs                  | 212  | WES      | (850) 644 - 1816 |
| <b>DR. ANNE ROWE</b><br>Dean of the Faculties and Deputy Provost                                 | 314  | WES      | (850) 644 - 6876 |
| <b>MR. JOHN CARNAGHI</b><br>Sr. Vice President for Finance and Administration                    | 214  | WES      | (850) 644 - 4444 |
| <b>DR. MARY COBURN</b><br>Vice President for Student Affairs                                     | 313  | WES      | (850) 644 - 5590 |
| <b>MS. LEE HINKLE</b><br>Vice President for University Relations                                 | 216  | WES      | (850) 644 - 1000 |
| <b>DR. KIRBY KEMPER</b><br>Vice President for Research   | 109  | WES      | (850) 644 - 9694 |
| <b>MR. RALPH ALVAREZ</b><br>Associate Vice President for Budget, Planning, and Financial Affairs | 321  | WES      | (850) 644 - 4444 |
| <b>DR. KAREN LAUGHLIN</b><br>Dean – Undergraduate Studies  | 3300 | UCA      | (850) 644 - 2740 |
| <b>DR. NANCY MARCUS</b><br>Dean – Graduate Studies   | 408  | WES      | (850) 644 - 3500 |
| <b>DR. DIANNE HARRISON</b><br>Vice-President for Academic Quality and External Programs          | 212  | WES      | (850) 644 - 5196 |
| <b>MR. BILL LINDNER</b><br>Director of Continuing Education, Center for Professional Development | 233  | TC       | (850) 644 - 7572 |

| <b>College of Human Sciences</b>      |     |     |                  |
|---------------------------------------|-----|-----|------------------|
| Dr. Penny Ralston, 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 |

| <b>College of Information</b> |     |     |                  |
|-------------------------------|-----|-----|------------------|
| Dr. Larry Dennis, Dean        | 101 | LSB | (850) 644 - 5775 |
| Information Studies           | 101 | LSB | (850) 644 - 5775 |

| <b>College of Law</b>       |      |     |                  |
|-----------------------------|------|-----|------------------|
| Dr. Donald J. Weidner, Dean | R201 | LAW | (850) 644 - 3071 |
| Law                         | R201 | LAW | (850) 644 - 3400 |

| <b>College of Medicine</b>  |     |     |                  |
|-----------------------------|-----|-----|------------------|
| Dr. James Ocie Harris, Dean | 112 | COM | (850) 644 - 1346 |
| Medicine                    | 111 | COM | (850) 644 - 1855 |

| <b>School of Motion Picture, Television, and Recording Arts</b> |      |     |                  |
|---|------|-----|------------------|
| Mr. Frank Patterson, Dean                                       | 3100 | UCA | (850) 644 - 0453 |
| Film School   | 3100 | UCA | (850) 644 - 7728 |

| <b>College of Music</b> |     |     |                  |
|-------------------------|-----|-----|------------------|
| Dr. Don Gibson, Dean    | 202 | HMU | (850) 644 - 4361 |
| Music                   | 202 | HMU | (850) 644 - 3424 |

| <b>School of Nursing</b>  |     |     |                  |
|---------------------------|-----|-----|------------------|
| Dr. Katherine Mason, Dean | 102 | SCN | (850) 644 - 5417 |
| Nursing                   | 102 | SCN | (850) 644 - 3299 |

| <b>College of Social Sciences</b> |      |     |                  |
|-----------------------------------|------|-----|------------------|
| 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                    | 130  | BEL | (850) 644 - 5470 |
| Sociology                         | 526  | BEL | (850) 644 - 6416 |
| Urban and Regional Planning       | 330  | BEL | (850) 644 - 4510 |

| <b>College of Social Work</b> |      |     |                  |
|-------------------------------|------|-----|------------------|
| Dr. C. Aaron McNece, Dean     | 2502 | UCC | (850) 644 - 4752 |
| Social Work                   | 2500 | UCC | (850) 644 - 4751 |

| <b>College of Visual Arts, Theatre and Dance</b> |      |     |                  |
|--|------|-----|------------------|
| Dr. Sally McRorie, Dean                          | 236  | FAB | (850) 644 - 5244 |
| Art  | 220  | FAB | (850) 644 - 6474 |
| Art Education                                    | 126  | MCH | (850) 644 - 5473 |
| Art History                                      | 220D | FAB | (850) 644 - 1250 |
| Dance  | 205  | MON | (850) 644 - 1024 |
| Interior Design                                  | 213  | WJB | (850) 644 - 1436 |
| Theatre  | 239  | FAB | (850) 644 - 6796 |

| <b>Inter-Divisional Programs</b> |      |     |                  |
|----------------------------------|------|-----|------------------|
| African-American Studies         | 211  | BEL | (850) 644 - 4418 |
| International Programs           | 5500 | UCA | (850) 644 - 3272 |
| Women's Studies                  | 214J | WJB | (850) 644 - 9514 |

| <b>Other Administrative Offices</b>                                  |         |     |                  |
|--|---------|-----|------------------|
| Dr. Robin Leach  | 4307    | UCA | (850) 644 - 2428 |
| Interim Dean of Students   |         |     |                  |
| Academic Retention and Enhancement, Center for 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  | 309     | WES | (850) 644 - 2450 |
| Oglesby University Union   | 201     | 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 |
| <b>Undergraduate Studies, Division of</b>                            |         |     |                  |
| Dr. Karen Laughlin, Dean   | 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  |         |     | (850) 644 - 5782 |
| is in the Westcott Welcome Center Building                           |         |     |                  |



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