

Florida State University

Registration Guide

Fall 2009

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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. This policy does not apply to classes added after the first official meeting of the course. It remains the student's responsibility to verify course drops and check that fees are adjusted.

Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Students have the right to obtain a copy of 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 Florida State University's 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*, which may be found online at <http://registrar.fsu.edu/bulletin/undergrad/info/drugs.htm>.

The disciplinary function at Florida State University is an integral part of the educational mission of the University. Students in violation of state laws, city ordinances, or university policies will be reported to Florida State University authorities for disciplinary action. Disciplinary processes are outlined in the *Florida State University Student Handbook*, which gives the University the authority to impose sanctions including suspension, dismissal, and expulsion. Parental notification under certain circumstances is integral to University protocol regarding alcohol use.

Sexual Harassment Policy

All students are responsible for knowing and adhering to the Florida State University Sexual Harassment Policy. This policy is available in the *General Bulletin* and the *Graduate Bulletin* and may also be found online at <http://www.auditservices.fsu.edu/sh/policy.html>. Students who have questions, or who believe they may have been subjected to sexual harassment, should contact the Office of Audit Services Sexual Harassment Hotline at (850) 644-9013, the Office of Audit Services main office at (850) 644-6031, or the Dean of Students Department at 644-2428.

Repeat Course Surcharge

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

The repeat course surcharge for the 2008-2009 academic year is \$175.84. At the time of publication of this Registration Guide the repeat course surcharge for the 2009-2010 academic year was unavailable. Please consult the Student Financial Services Web site at <http://www.sfs.fsu.edu/tuition.html> for updated information.

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

ServScript

Through the ServScript Program at Florida State University, students may record their hours of service to the community on their official Florida State University transcript. The transcript is a permanent record of a student's academic achievements and a direct reflection of his or her college career to potential employers and graduate and professional schools. To download ServScript forms, please visit our Web site at <http://www.serve2learn.fsu.edu> and follow the ServScript link.

ACADEMIC CALENDAR

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

| | |
|-----------------------|---|
| Mar. 16–Apr. 24, 2009 | Registration for currently enrolled and readmitted degree-seeking students. See “Registration Windows.” |
| July 1, 2009 | Last Day community college students can apply for Fall 2009 Cooperative Program registration. |
| Aug. 19, 2009 | Residence Halls open at 9:00 a.m. |
| Aug. 21, 2009 | Last day to file for change in residency status. |
| Aug. 22–Aug. 27, 2009 | Registration for Florida National Guard using fee waivers. Drop/Add, (includes College of Law) 8:00 a.m.–midnight. |
| Aug. 24, 2009 | Classes Begin. CLAST Registration Begins, (850) 644-3181. Application window opens for Graduation Fall 2009 (visit https://www.campus.fsu.edu and log on to Secure Apps). |
| Aug. 24–Aug. 27, 2009 | Late Registration (\$100.00 late registration fee.) FAMU–FSU Co-op Program Registration at the Office of the Registrar, UCA 3900. |
| Aug. 26, 2009 | Last day to submit waivers or billings. |
| Aug. 27, 2009 | Last day to Drop/Add and have fees adjusted. Students are liable for all fees for courses still on their schedules at midnight. Last day to add a course without Academic Dean’s permission. |
| Aug. 28, 2009 | Fifth Day of Classes. Last day to cancel enrollment and have fees removed. Registration for state employees (non-FSU employees) using State Employee Fee Waivers (see ‘State Employee Fee Registration’ in “Registration Information” for instructions). Last day to request VA deferment from VA representative in Registrar’s Office. |
| Aug. 31, 2009 | Financial aid available via EFT in FSUCard accounts. First day to apply for financial aid deferments and delayed delivery loans. All financial aid students must check their financial aid status at http://www.ais.fsu.edu/finaid . |
| Sept. 4, 2009 | Last day to Register for CLAST exam, (850) 644-3181. Last day to pay or defer fees for all students, including veterans who are not using a veteran deferment, without a \$100.00 late fee. Veterans should contact a VA representative with questions. |
| Sept. 7, 2009 | Labor Day. No Classes. |
| Sept. 11, 2009 | Last day to file for Fall 2009 Graduation. (Visit https://www.campus.fsu.edu and log on to Secure Apps.) |
| Sept. 28, 2009 | Spring 2010 Registration Guide available. Spring 2010 course listings available on Course Lookup System. |
| Oct. 3, 2009 | CLAST exam given. |
| Oct. 9, 2009 | End of seventh week of semester. Last day to submit form requesting S/U grading or to change S/U option back to a regular grade. Last day to reduce course load without the 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. Financial Aid Deferments Expire. Fall tuition payment must be received to avoid a late payment fee. |
| Oct. 12, 2009 | Registration for Spring 2010 begins. |
| Oct. 30, 2009 | Veterans’ Deferments Expire. Fall tuition payment must be received to avoid a late payment fee. Homecoming: No classes after 1:10 p.m. |
| Nov. 1, 2009 | Last day community college students can apply for Spring 2010 Cooperative Program Registration. |
| Nov. 2, 2009 | Official Thesis/Dissertation manuscript approval deadline, 408 Westcott. |
| Nov. 9, 2009 | Official Thesis/Dissertation copies due to manuscript clearance adviser, 408 Westcott. |
| Nov. 11, 2009 | Veterans’ Day Holiday. No Classes. |
| Nov. 13, 2009 | End of 12th week of semester. Deadline for late drop with Dean’s permission. |
| Nov. 20, 2009 | Financial Aid Exit Interview for all students with federal loans graduating, transferring, or taking less than six (6) semester hours at www.campus.fsu.edu . The interview must be completed by the end of the current term. |
| Nov. 26–27, 2009 | Thanksgiving Day Holiday. No classes. |

| | |
|-----------------|--|
| Dec. 4, 2009 | Last day to turn in ServScript verification forms. Last Day of Classes. Financial Aid Exit Interview for all students with federal loans graduating, transferring, or taking less than six (6) semester hours at http://www.studentsfirst.fsu.edu . Last day to reduce course load, if permitted, by the Academic Dean. Last day to officially withdraw from the University. Last day to apply for AA Certificate at the Office of Undergraduate Studies, UCA 3400 |
| Dec. 7–11, 2009 | Final Exam Week. |
| Dec. 11, 2009 | Semester Ends. |
| Dec. 12, 2009 | Residence Halls close at noon. Commencement, Civic Center, 9:00 a.m. and 2:00 p.m. Diplomas dated this date. |
| Dec. 15, 2009 | Online Grades Due by 4:00 p.m. |
| Dec. 16, 2009 | Grades available online. |

REGISTRATION WINDOWS

Fall 2009

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

| Level | Hours Completed* These ranges do not reflect hours for the current semester (Spring 2009). | Registration Opens | Registration Ends |
|--|--|-------------------------------------|------------------------------------|
| Graduate | | Monday, March 16, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Senior | 110 & up | Monday, March 16, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Senior | 100–109 | Tuesday, March 17, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Senior | 90–99 | Wednesday, March 18, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Junior | 80–89 | Thursday, March 19, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Junior | 70–79 | Friday, March 20, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Junior | 60–69 | Monday, March 23, 2009—3:00 pm. | Friday, April 24, 2009—midnight |
| Sophomore | 56–59 | Wednesday, March 25, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Sophomore | 51–55 | Friday, March 27, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Sophomore | 46–50 | Monday, March 30, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Sophomore | 41–45 | Wednesday, April 1, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Sophomore | 36–40 | Friday, April 3, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Sophomore | 31–35 | Monday, April 6, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Freshman | 26–30 | Wednesday, April 8, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Freshman | 21–25 | Friday, April 10, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Freshman | 16–20 | Monday, April 13, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Freshman | 11–15 | Wednesday, April 15, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Freshman | 06–10 | Friday, April 17, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Freshman | 00–05 | Monday, April 20, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Open Registration | | Tuesday, April 21, 2009—8:00 a.m. | Friday, April 24, 2009—midnight |
| Early Registration Ends | | | Friday, April 24, 2009—midnight |
| Registration re-opens for all continuing degree-seeking students | | Monday, July 13, 2009—8:00 a.m. | Friday, July 31, 2009—midnight |
| Transient/Special Students (Panama City campus only) | | Thursday, July 30, 2009—8:00 a.m. | Friday, July 31, 2009—midnight |
| Registration ends | | | Friday, July 31, 2009—midnight |
| New Graduates | | Monday, August 17, 2009—8:00 a.m. | Friday, August 21, 2009—midnight |
| Transient/Special Students (all) | | Friday, August 21, 2009—2:30 p.m. | Friday, August 21, 2009—midnight |
| National Guards (using fee waiver) | | Saturday, August 22, 2009—8:00 a.m. | Thursday, August 27, 2009—midnight |
| Drop/Add (Includes Law School) | | Saturday, August 22, 2009—8:00 a.m. | Thursday, August 27, 2009—midnight |
| Late Registration | | Monday, August 24, 2009—8:00 a.m. | Thursday, August 27, 2009—midnight |
| State Employees Using Fee Waiver | | Friday, August 28, 2009—8:00 a.m. | Friday, August 28, 2009—5:00 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 college prior to reaching one hundred (100) semester hours earned. Registration stops may be placed on students who have exceeded 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 via the web registration site before the first day of classes or must send an e-mail from his or her official FSU (fsu.edu) account to registrar@admin.fsu.edu no later than the fifth day of classes.

Students will be dropped from classes for non-attendance of the first class meeting. The University may cancel registration for non-payment of fees.

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

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

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

EXAMINATION SCHEDULE

Final Examination Week

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|---------|
| Dec. 7 | Dec. 8 | Dec. 9 | Dec. 10 | Dec. 11 |

Block Examinations

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

| Exam Date | Time | Courses |
|-----------|--------------------|--|
| Monday | 12:30 - 2:30 p.m. | AST 1002; EGN 3613; FIN 3244; PHY 1020, 2048/2048C, 2049/2049C, 2053C, 2054C |
| Monday | 3:00 - 5:00 p.m. | EGN 2123; MUT 1111, 1112, 2116, 2117 |
| Tuesday | 7:30 - 9:30 a.m. | QMB 3200; STA 2023 |
| Tuesday | 12:30 - 2:30 p.m. | ARA, CHI, FRE, GER, HBR, ITA, JPN, POR, RUS, SPN: 1110, 1111, 1120, 1121, 1124, 2220, 2240, 2300 |
| Tuesday | 3:00 - 5:00 p.m. | ACG 2021, 2071 |
| Wednesday | 10:00 - 12:00 noon | CHM 2200L |
| Wednesday | 3:00 - 5:00 p.m. | CHM 1045C, 1046C; FIN 3403 |

Monday, Wednesday, Friday Classes

| Class Time | | Exam Day | Time |
|-------------|--------------------|-----------|--------------------|
| Main Campus | Engineering Campus | | |
| 8:00 a.m. | 7:30 a.m. | Monday | 10:00 - 12:00 noon |
| 9:05 a.m. | 8:35 a.m. | Thursday | 3:00 - 5:00 p.m. |
| 10:10 a.m. | 9:40 a.m. | Thursday | 7:30 - 9:30 a.m. |
| 11:15 a.m. | 10:45 a.m. | Tuesday | 5:30 - 7:30 p.m. |
| 12:20 p.m. | 11:50 a.m. | Tuesday | 10:00 - 12:00 noon |
| 1:25 p.m. | 12:55 p.m. | Friday | 7:30 - 9:30 a.m. |
| 2:30 p.m. | 2:00 p.m. | Friday | 10:00 - 12:00 noon |
| 3:35 p.m. | 3:05 p.m. | Thursday | 10:00 - 12:00 noon |
| ---- | 4:10 p.m. | Thursday | 12:30 - 2:30 p.m. |
| 5:15 p.m. | 5:15 p.m. | Wednesday | 5:30 - 7:30 p.m. |
| 6:45 p.m. | 6:45 p.m. | Wednesday | 8:00 - 10:00 p.m. |
| 8:15 p.m. | 8:15 p.m. | Monday | 8:00 - 10:00 p.m. |

Tuesday, Thursday Classes

| Class Time | | Exam Day | Time |
|-------------|--------------------|-----------|-------------------|
| Main Campus | Engineering Campus | | |
| 8:00 a.m. | 8:45 a.m. | Friday | 12:30 - 2:30 p.m. |
| 9:30 a.m. | 10:15 a.m. | Monday | 7:30 - 9:30 a.m. |
| 11:00 a.m. | 11:45 a.m. | Wednesday | 12:30 - 2:30 p.m. |
| 12:30 p.m. | 1:15 p.m. | Wednesday | 7:30 - 9:30 a.m. |
| 2:00 p.m. | 2:45 p.m. | Friday | 3:00 - 5:00 p.m. |
| 3:35 p.m. | 4:15 p.m. | Monday | 5:30 - 7:30 p.m. |
| 5:15 p.m. | 5:45 p.m. | Thursday | 5:30 - 7:30 p.m. |
| 6:45 p.m. | 7:15 p.m. | Thursday | 8:00 - 10:00 p.m. |
| 8:15 p.m. | 8:45 p.m. | Tuesday | 8:00 - 10:00 p.m. |

Make-Up Examinations:

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

University Final Examination Policy

Final examinations in all undergraduate courses are discretionary within any given department. If a department chooses to give a final exam, the exam schedule must be followed as published.

All students enrolled in a course having a final examination, including graduating seniors and graduate students, are required to take the exam at the time scheduled.

Scheduling a final examination or a test in lieu of a final exam at any time other than the regularly scheduled final exam period is a violation of University policy.

A test covering a portion of the semester's work, which is given in lieu of a final examination, e.g. a unit test, must be given in the regularly scheduled examination period.

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

Exceptions to the Examination Policy for an Individual Undergraduate Student

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

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

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

Note: The possibility of a conflict between final exam times exists, particularly for courses that meet in the evening or only once each week. It is the student's responsibility to identify if a conflict exists and immediately make special arrangements with the instructor to take the exam at an alternate time. Conflicts not recognized one month in advance of the scheduled exam must be resolved by using the established make-up time.

Exceptions to the Examination Policy for an Undergraduate Class

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

WEB REGISTRATION WORKSHEET

1. Log on to *http://campus.fsu.edu*.
2. Click the **Secure Apps** tab. Read and accept the policy statement to continue.
3. Click the **Register for Classes** link.
4. A form appears requesting your cell phone number for emergency contact purposes. Enter your number or select **I do not have a cell phone or choose not to provide it**.
5. Click **Submit**.
6. A liability and protected area notice appears. Click **Yes** to accept the conditions and continue.
7. If you have any stops, they are displayed along with contact information. If you have no stops, you are prompted to select the year and term for which you wish to register.
8. Follow the instructions that appear for dropping and/or adding classes.

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

REGISTRATION INFORMATION

Official fsu.edu E-mail Accounts for All Students at Florida State University

The official method of communication at Florida State University is your fsu.edu 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 fsu.edu official account forwarded to another e-mail account, you are still held responsible for all information distributed by the University to your fsu.edu account.

Immunization Requirements

The State Board of Education requires all entering students born after 1957 to complete Florida State University's Required Student Health History Form and show documented proof of immunization against measles (rubeola), German measles (rubella), and mumps prior to registration. College-age individuals living in residence halls, shared apartments, and other group housing are at an increased risk for developing meningitis and hepatitis B—serious infections that can have devastating consequences. State of Florida law mandates that all university students be informed of the risks of infections. Students currently enrolled must either be vaccinated against meningitis and hepatitis B or sign a waiver stating that they have declined to receive the vaccine. All students are required to show proof of MMR's, meningitis, and hepatitis B before they are permitted to register for classes. Information about these vaccinations may be obtained at Thagard Student Health Center or online at <http://www.tshc.fsu.edu>.

All students are required to complete the student health-history form and submit it to Thagard Student Health Center before registration. The student health-history form along with its specific instructions is available at <http://www.tshc.fsu.edu>. For questions, please call (850) 644-6573.

Health-Insurance Requirement

The University's Thagard Student Health Center provides basic outpatient care. Because students are likely to incur costs for medical care beyond that provided through outpatient services, adequate health insurance coverage must be obtained before they will be permitted to register for classes or to continue enrollment. In addition, international students with "J" visa status who will be accompanied by dependents are required by federal regulations to purchase health insurance coverage for their dependents also. For more information regarding health insurance, contact the Thagard Student Health Center, (850) 644-4250, <http://www.tshc.fsu.edu>.

International applicants are required to complete and submit a health history form that describes previous illnesses and/or surgery. If students have ever had tuberculosis (or scars appearing on chest x-rays) or other serious infectious diseases, they must have a thorough medical examination before coming to the University and must bring the reports to campus. International applicants must be immunized and show proof of such immunization prior to registration. International students will not be allowed to enroll until they have submitted the health history form and have purchased insurance or provided proof of health insurance that meets the minimum coverage required by the state of Florida for international "F-1" and "J-1" status students. International students with "J" visa status who will be accompanied by dependents are required by federal regulations to purchase health-insurance coverage for their dependents also. For more information regarding health insurance, contact the Thagard Student Health Center, (850) 644-8860, <http://www.tshc.fsu.edu>.

FSUCard

Your FSUCard is your key to university life while attending 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 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 can be paid 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. An FSUCard semi-annual fee of \$5.00 applies to all main-campus students each Fall and Spring semester. The FSUCard Center is open from 8:00 AM to 5:00 PM, 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 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 are 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. This policy does not apply to any class added after the first official meeting of the course. It remains the student's responsibility to verify course drops and check that fees are adjusted.

Academic Advisement

All degree-seeking students are expected to participate in academic advising and complete a trial schedule. A copy signed by the student and the adviser must be placed in the student's file. It is the student's responsibility to ensure that s/he has met prerequisites or co-requisites for each course in which s/he enrolled. Further, the student is responsible for any changes made to his or her schedule through the drop/add process without an adviser's approval. All permits such as underloads, overloads (see the 'Course Load' section of this chapter), graduate course requests while an undergraduate, DIS, modified credit, and S/U must be completed during advising. The student is responsible for ensuring that the Office of the University Registrar has copies of these permits on file.

FSUSN

To better protect student identity, Florida State University is transitioning from the use of Social Security numbers as student identifiers to the use of Florida State University security numbers (FSUSN). To find your FSUSN, follow the steps below:

1. Login at <https://campus.fsu.edu> and click Secure Apps.
2. Click the FSUID Identity Management link.
3. From Quick Links, click See Your FSUSN.
4. Type your FSUID and password (that is, your Blackboard user name and password), or your FSUCard number and your SSN.
5. Click Submit.

Personal Identification Numbers (PIN) Codes

At Florida State University, students use multiple four-digit PINs to access personal services and accounts. Each of these PINs can be changed to a number(s) that each student may be reminded of either by contacting customer service or by visiting the appropriate campus office. 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 FACTS PIN

Your birth month and year (mmyy) has been assigned to you automatically as your FACTS PIN code. You must change your FACTS PIN code from the birth month/year default to a unique four-digit code. You may change your FACTS PIN code by logging on to <https://campus.fsu.edu> and clicking the Secure Apps tab. From there, click the FACTS PIN link to change the PIN. Your FACTS PIN code may be changed as often as desired and should be regarded as confidential and under your control. Please memorize your new FACTS.org PIN code. You must have it to access your information through the FACTS.org Web site.

In order to provide security for a student's confidential FACTS PIN by preventing further access, a lockout occurs after ten (10) consecutive access denials for attempting to access a student's confidential records. Should you get locked out, please call (850) 644-1050 to request reinstatement, and be prepared to provide proper identification.

The Florida State University Communications PIN

This PIN is used when placing long distance calls that are billed to your current address and for Florida State University's "Seminole Circuit" customer service.

FSUCard/SunTrust Banking PIN

This PIN is used for ATM withdrawals and deposits for SunTrust, PLUS Network, and POS purchases through the Interlink System.

Prior to Registration

1. Contact your departmental office for any clearances or course authorizations you may need.
2. Use the Check Your Registration Stops link on the FSYou Web site. The most common stop is due to outstanding fees and tuition. Check your account status at <http://www.fees.fsu.edu>.
3. Undergraduate 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.

The Registration Process

Step 1: Obtain the Florida State University FSUCard

See the "FSUCard" section of this chapter and activate you FSUID, if you have not already done so.

Step 2: 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 or has prerequisites that must be completed prior to enrolling in the class.
3. Double check the five-digit reference number that appears in the Course Look Up (<http://registrar.fsu.edu>).
4. List alternate courses.

Step 3: Register at the FSU Web Site at <http://campus.fsu.edu>

1. You can use the Web site to register or perform drop/add any time during the "window" assigned to you by the number of credit hours you have earned toward graduation. You cannot register after the ending date of your assigned registration window.
 - **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.
2. The system does not allow you to register for more than eighteen (18) semester hours. Your Academic Dean can provide overload authorization. To register for overload hours, you must go to the Office of the University Registrar. See the "Course Load" section of this chapter.
3. The system allows you to register for an underload, but you still must obtain authorization from your Academic Dean.

Step 4: Pay Tuition

Tuition must be paid by the date posted at <http://www.studentsfirst.fsu.edu> by selecting the Tuition Payment Deadlines option in the Money Matters section. Visit <http://www.fees.fsu.edu> for account status and fee-payment options.

Drop/Add Regulations

1. Effective the first day of classes, a student cannot drop his/her last or only course (see "Student Cancellation of Schedule" below.)
2. After the last day of drop/add, students may only add courses with the approval of their Academic Dean.
3. Undergraduates who wish to drop chemistry laboratory courses at any point during the semester must obtain a signature from the Department

of Chemistry and Biochemistry, in addition to the approval of their Academic Dean, before returning the Drop/Add form to the University Registrar.

4. Students who do not maintain attendance and who do not officially drop a course will receive an "F."
5. Courses added after the fifth day of classes must be paid for within five (5) calendar days.

Change of Schedule After Drop/Add

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

Course Load

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. For graduate students, the minimum number of hours allowed is twelve (12) per semester and the maximum is fifteen (15).

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

International undergraduate students must enroll in at least twelve (12) semester hours during each of the Fall and Spring semesters to maintain legal immigration status. International graduate students must enroll in at least nine (9) semester hours, except in some specific cases. An international student adviser may authorize a reduced course load for a few specific reasons. International students who wish to enroll in a reduced course load for a given semester must submit a request for authorization to an adviser at the International Center before the end of the drop/add period for that semester. An unauthorized reduction in course load may result in serious immigration consequences. For a complete definition of full course of study for immigration purposes, to access the reduced course load information and request forms, please refer to <http://www.internationalcenter.fsu.edu>.

Student Cancellation of Schedule

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

- Prior to the first day of classes, a student may cancel his/her registration by dropping all courses using the Web site registration system.
- Prior to and during the first five (5) days of a semester or Summer session, a student may cancel registration by submitting a written request to:

*Office of the University Registrar
Florida State University
Room A3900 UCA
282 Champions Way
P.O. Box 3062480
Tallahassee, FL 32306-2480*

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 through Withdrawal Services, at A4300 University Center, Tallahassee, FL 32306; (850) 644-1741.
- The University may automatically drop students for non-payment of tuition. See, "Cancellation of Student Schedules for Non-payment of Tuition and Fees" for more information.
- International students who wish to cancel their registration must request and receive prior authorization from an International Center adviser. In addition, international students should submit the SEVIS Update Form available at <http://www.internationalcenter.fsu.edu>.

Cancellation of Student Schedules for Non-Payment of Tuition and Fees

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 may have their schedules cancelled and academic progress discontinued for the semester. Students who are cancelled for non-payment of tuition and fees will not be permitted to attend classes or receive grades after the cancellation takes place.

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 second 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 cancelled.

Students who fail to pay tuition and fees or make formal arrangements to pay tuition and fees by the end of the third week of the semester 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 cancelled and explain appeal process for the reinstatement of their schedule.

Students may check their account status at any time at <http://www.mymoney.fsu.edu> to determine any amounts owed to the university and to verify that payments have been made.

Reinstatement of Student Schedules Cancelled for Non-Payment of Tuition and Fees

Students whose schedules are cancelled for non-payment of tuition and fees may appeal to the University Registrar for the reinstatement of their schedule. The appeal must be made in writing and must be submitted to the University Registrar (A3900 University Center) no later than the end of the 12th week of the Fall or Spring semester. Consult the Summer edition of 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

As of August 1976, all students entering a state university 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 Florida State University beginning with Summer C 2002 will be exempt from the Summer term requirement if they have earned nine (9) hours of credit through approved acceleration mechanisms as identified in Florida Statutes (AP, IB, CLEP, AICE approved dual enrollment courses).

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

Withdrawal

All students (degree-seeking and special) who wish to leave the University after the fifth day of a term must officially withdraw from the University no later than seven days prior to the last day of the semester or term. See the "Academic Calendar" for the specific deadline date. For more information, contact Withdrawal Services at (850) 644-1741. Students who withdraw within the first seven (7) 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.

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

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

Enrollment Certification

All student certifications will be by official request only. Students who need enrollment certification should submit a request online at <https://campus.fsu.edu>. From Secure Apps, select Certification Request. Follow the instructions on the screen in order to obtain your certification letter. Your letter will be processed the following business day. Written requests may be submitted to:

*Office of the University Registrar
Florida State University
Room A3900 UCA
282 Champions Way
P.O. Box 3062480
Tallahassee, FL 32306-2480*

Exam Schedule

For 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 from the Office of the University Registrar two (2) 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 (1) 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 by the published deadline; students can apply online in Blackboard under Secure Apps; refer to <http://registrar.fsu.edu> for this information. Students who graduate in the Fall of 2009 must apply for and be readmitted to register for Spring 2010 or any subsequent term.

Fee Payment Regulations

Students who enroll must pay fees and tuition in full by the tuition and fees payment deadline. Students who fail to pay tuition in full by the fee payment deadline will be assessed a late payment fee of \$100.00 and may have their schedule cancelled. All waivers, vouchers, Intern Participation Certificates, agency billings, and department billings for all students, including those receiving financial aid, must be submitted no later than the third day of the semester or session. You may pay by check, cash, money order or FSUCard. Payments may be submitted by mail, drop box, or in person. Florida State University also takes credit cards and e-checks (online only) at <http://www.fees.fsu.edu>. Cards accepted online include FSUCard, American Express, Discover, Mastercard, and Visa. There is a \$5.00 non-refundable flat fee to cover the cost of providing this online payment 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 Florida State University. Include your local phone and local address on each check and one of the following: your FSUSN, the last four digits of your social security number, or your FSU e-mail address.

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

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

Internet Payments Seven (7) Days a Week

Florida State University accepts credit cards only online at <http://www.fees.fsu.edu>; the following payment types may be used online:

- E-checks
- FSUCard
- American Express
- Discover

- MasterCard
- Visa

There is a \$5.00 non-refundable flat fee for each transaction. Returned payments will be assessed the same fees as paper checks.

Mail-in Fee Payments

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

Fee Payment Drop Box

Use the convenient fee payment drop box located on the outside wall of A1501 University Center across from the Heritage Fountain and Dick Howser Baseball Stadium. Be sure to use an envelope and include one of the following on your check: your FSUSN, the last four digits of your social security number, or your (personal or FSU) e-mail address. Tuition payments must be inserted by 4:30 PM of the tuition payment deadline to avoid the late-payment fee. Incomplete checks will be considered as late payments.

Late Fee Waivers

Requests for waiver of the \$100.00 Late Registration Fee may be submitted in person to the Office of the University Registrar, A3900 University Center, Tallahassee, FL 32306-2400. Requests for the waiver of the \$100.00 Late Payment Fee may be submitted online, through Blackboard (from Secure Apps, click Late Payment Waiver).

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

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

Refund of Fees

Students who drop a course without fee liability after their tuition and fees are paid, due to documented extenuating circumstance or administrative error, may be eligible for a tuition refund. Any amount paid in excess of the amount owed to the University during the semester/term will be carried forward and may be applied against subsequent University charges or may be refunded upon request. Any outstanding charges owed to the University will be deducted, and the balance will be issued as a refund. At the beginning of a semester, refunds will not be processed until the end of the third week of class to ensure that all checks have cleared the bank. Refunds requested during the fiscal year close-out, during the last two weeks of June, will not be processed until the first week of July. The refund will be processed as a credit to the student's FSUCard account for currently enrolled students unless the student requests a check to be mailed to the address on file. Checks will be mailed to those students who are no longer enrolled. However, payments made by credit card will always be refunded to the credit card. Summer session refunds will start processing two (2) 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.sfs.fsu.edu/documents/refundform_000.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 in which the withdrawal occurred.

Note: The following fees are non-refundable: Web payment convenience fees, admission deposit, admission application fee, FSUCard, and other fees as specified by certain schools or departments.

Fees and Financial-Aid Students

The University distributes aid in two ways for all registered financial-aid students whose funds are available to the Office of Student Financial Services on the distribution dates as published. For the most current information, go to <http://www.sfs.fsu.edu>. Students must complete a Student Account Payment Setup (SAPS). Students may complete the SAPS at <http://www.mymoney.fsu.edu>. Choose one of the following two ways to receive financial aid:

1. By Electronic Funds Transfer (EFT) to your FSUCard Account at Sun Trust. Approximately 90% of the student body receiving financial aid at Florida State University 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.

Exceptions for holds on account:

1. Students must check their status at <http://www.ais.fsu.edu/finaid>. Your financial aid will be disbursed in accordance with your SAPS selection after the hold has been resolved. You must present a picture ID to either remove holds or receive a short-term loan. In order to receive your aid, you must be enrolled for the required number of hours; and
2. Students whose financial aid has not arrived by the beginning of the semester must confirm they received a tuition deferment. After the distribution dates at the beginning of the semester, additional funds that become available will be disbursed daily and mailed or sent to the FSUCard account in accordance with the selection made on the student's Student Account Payment Setup (SAPS).

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

If you have any questions, please call (850) 644-9452 at the Office of Student Financial Services. For information about your FSUCard account at SunTrust, call 1-800-786-8787.

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

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

Deferments: Financial aid deferments may be granted to students whose aid has not arrived by the published distribution date. Not having applied for financial aid is not a valid reason for applying for a deferment. The deadline to request a deferment is the tuition payment deadline. When deferments expire, students must pay their unpaid tuition balance in full or receive a late fee after the deadline. If tuition is not paid, students will not be able to register for future classes, receive a delayed delivery loan, grades, or transcripts. Students must confirm that their financial aid has arrived and that all requirements have been met by the deferment expiration date. Go to <http://www.mymoney.fsu.edu> and log in; you then will see your courses and fees detailed. To view your deferment amount and deadline, click on the "Details" button next to "Arrangements." With your temporary deferment, your total balance due may show "\$zero" for the "Current Term Tuition." When your financial aid arrives, the screen will show how much has been paid toward your tuition. You must ensure your financial aid pays your tuition by the deferment deadline, or you may be assessed a late payment fee of \$100.00. You may check your financial aid status at <http://www.ais.fsu.edu/finaid>. For questions, please contact us at sfs@admin.fsu.edu or (850)644-9452.

Withdrawals and Return of Financial Aid

Effective Fall 2000, students who withdraw and have received financial aid will be required to repay to the program source the amount of unearned financial-aid funds disbursed to them as of their withdrawal date. Programs include Pell Grants, Perkins Loans, Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans (subsidized and unsubsidized), and Parent Loans (the Federal PLUS program), and other awards. The unearned amount

of program funds is calculated based on the percentage of the semester completed before the date of withdrawal. Both the University and students receiving financial aid are required to return unearned financial aid to the aid source. The University is required to return the unearned portion of the financial aid funds it received from withdrawing students that was used to pay institutional charges such as tuition, fees, housing, and other education-related expenses assessed by the institution. The funds returned to the aid source by the University will be credited against the students' total liability of unearned funds. However, students will owe the University the amount returned to the aid source for institutional charges. In addition, any student who receives Title IV funds, stops attending classes during the semester, and does not officially withdraw from the University is considered an unofficial withdrawal, according to Title IV federal regulations. The University is required to return unearned financial aid to the federal government for all unofficial withdrawals in the same manner as students who withdraw officially.

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

Exit Interviews

Federal and University regulations require that all recipients of federal loans participate in an exit-interview counseling session upon graduating, withdrawing from the University, or dropping below six (6) 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 Financial Aid Exit Interview link located on the Secure Apps page on Blackboard at <https://campus.fsu.edu>.

Delinquent Accounts

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

Dishonored Checks or Electronic Payments

Return Check Charge/Stop Payment Charge: \$25.00 or five percent (5%) of the amount of the check, whichever is greater (subject to change) will be charge. 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 Florida State University. Florida State University automatically submits all personal checks twice for payment if the check was returned once for non-sufficient or uncollected funds. This is an automated process and the second submission cannot be stopped; there is no charge, however, assessed by 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 that are returned to Florida State University for non-sufficient 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. 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 if 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 by mail to the address on the check or to the last maintained address in Florida State University's records. After notification that a check has been returned, redemption (including the service charge) must be made within fifteen (15) days. 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, restitution of the check will not prevent prosecution.

Parental or Third Party Access to Records

Students may give a designated parent(s) authority to review their University financial status by logging onto <https://campus.fsu.edu> and selecting the Parent/Third Party Access link.

Special Student Information

All new special students on the main campus will be assessed a non-refundable application fee of \$30.00, paid at the time of application. For specific policies concerning the registration and status of special students, consult the General 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. Individuals using the State Employee Tuition Waiver must be fully admitted degree-seeking or non-degree seeking students. Registration in classes using the State Employee Tuition Waiver is limited to a space-available basis. Florida State University does not consider the following as space-available courses: approved undergraduate limited access programs; remedial courses; dissertation, thesis, and directed individual study (DIS) courses; internship courses; distance-learning courses; Center for Professional Development (CPD) courses; College of Medicine courses; College of Law courses; all graduate program courses in the College of Business; and other one-to-one instruction courses. Accordingly, State Employee Tuition Waivers may not be used for these courses.

Florida State University accepts only the official State Employee Tuition Waiver Form available online at http://registrar.fsu.edu/services/emp_tuit_waive/. Agencies may require additional paperwork or forms that will not be accepted unless accompanied by the State Employee Tuition Waiver Form.

State employees using a tuition waiver must obtain supervisor signatures and academic departmental approval on the tuition form and then submit the signed and completed tuition waiver to the Office of the University Registrar on the fifth day of classes only. State Employee Tuition Waivers may not be used for any course that is registered for prior to this space-available registration window. Thus, for any class obtained prior to the fifth day of classes, the student assumes personal financial liability for tuition.

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

Note: Due to enrollment limitations at this time, the University is accepting State Employee Tuition Waivers for graduate classes only. State Employee Tuition Waivers will not be approved for use in undergraduate classes.

FSU Employee Tuition Scholarship

Employees of Florida State University intending to take Florida State University classes may do so through the FSU Employee Scholarship program. See the Human Resources web site at http://www.hr.fsu.edu/index.cfm?page=FacultyStaff_BenAndPerks_EmployeeTuitionScholar 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 Florida State University. Courses offered at 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 Florida State University. For additional information, as well as forms to be completed, please see http://registrar.fsu.edu/services/famu_coop/apdefault.htm.

Auditing Courses

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

Procedures

1. During the first week of classes, obtain the audit approval form online at http://registrar.fsu.edu/services/crecords/audit_registration.pdf or you may pick up an audit approval form from the Office of the University Registrar.
2. Fill out the form and obtain both the instructor's approval and clearance from the University Student Health Center.
3. Return the approved form to the Office of the University Registrar for final approval and class registration.
4. Pay fees during fee payment at A1500 University Center. No waivers or deferrals may be used, except for those age sixty (60) or over.
5. Present the form to your instructor at the next class meeting.

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

Policy on Refunds for Audited Courses

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

Note: The refund request form or withdrawal form must be submitted to the Office of Student Financial Services within six (6) 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, 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 online or from the Office of the University Registrar. Proof of age and Florida residency must be presented to the Office of the University Registrar to validate audit waiver eligibility.

Grade Reports

Semester grades are reported via Blackboard at <https://campus.fsu.edu>. To access grades using the Web site, students must log in to the Web site and click on the Secure Apps tab. Grades for the prior term will be displayed. Grade changes processed after the initial grade posting will not display and may be viewed on the unofficial transcript.

Phone Monitoring

Students should be aware that phone calls placed to Florida State University's interactive telephone network 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

The Center for Leadership & Civic Education

At Florida State University, leadership, community involvement, and civic responsibility are integral elements of a liberal arts education. The Center for Leadership & Civic Education enhances the education of students for responsible citizenship and effective leadership. The Center operates as a clearinghouse of service-related information including directory of service organizations in the community, a listing of Service Learning courses that feature community service components, and Florida State University student organizations that focus on community service.

The Center coordinates, advises, and supports many projects and programs related to service and leadership. Students can come in on a walk-in basis to meet with an adviser. ServScript is a way Florida State University students can enhance their academic transcript by documenting their service hours online.

For more information, contact The Center for Leadership & Civic Education, Division of Student Affairs, Dunlap Student Success Center, 100 S. Woodward Avenue, Tallahassee, FL 32306; (850) 644-3342; Fax (850) 644-3362; Web site: <http://www.thecenter.fsu.edu>; e-mail: thecenter@admin.fsu.edu.

Paying Your Tuition and Other Fees

To pay tuition or fees, you may stand in line at Student Financial Services, A1500 University Center between 8:30 a.m.–4:30 p.m., Monday–Friday. You may also pay online at <http://www.fees.fsu.edu> or 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

- The Registrar's Office is available for lobby hours and by phone from 8:00 AM to 5:00 PM, Monday through Friday.
- The Financial Aid Office is available for lobby hours and by phone from 8:00 AM to 5:00 PM, Monday through Friday.
- The Office of Student Financial Services is available for lobby hours from 8:30 AM to 4:30 PM, Monday through Friday, and by phone from 8:00 AM to 5:00 PM, Monday through Friday.
- The Office of Undergraduate Studies is available for lobby hours and by phone from 8:00 AM to 5:00 PM, Monday through Friday.

FEE INFORMATION

Course Fee Charges per Credit Hour

Please refer to Student Financial Services website at <http://www.sfs.fsu.edu/tuition.html> for current charges.

Fall 2009—Materials and Supplies Fees

| | |
|--|---------|
| Art | |
| ART 1000 | \$10.00 |
| ART 5955 | \$25.00 |
| ART 1201C, 1203, 1300C, 1602C, 2301C, 2330C, 2500C, 2501C, 3542C, 5410, 5790, 5927C, 5928C, 5929C; PGY 2100C | \$35.00 |
| ART 2400C, 2430C, 2441C, 2701C, 2752C, 3420C, 3710C, 3764C, 4921C, 4922C, 4923C, 4924C, 4925C, 4926C, 4928C, 4929C; DIG 3025, 4830; GRA 2190C, 3112C, 3193C; PGY 2401C, 2941C, 3410C | \$50.00 |
| Art Education | |
| ARE 3313C, 4550C, 4931, 5304, 5460, 5551, 5556 | \$20.00 |
| Biological Science Laboratories | \$11.00 |
| Chemistry and Biochemistry Laboratories | \$37.50 |
| Communication | |
| ADV 3001, 4300; COM 3310L, 4330, 4470, 5305, 5316, 5317, 5331, 5336, 5337, 5339; PUR 3002, 3100, 4600; RTV 3220, 3234, 3263, 3264, 4332, 4467, 5325 | \$9.00 |
| Communication Disorders | |
| SPA 5305L, 5505 | \$20.00 |
| SPA 5526L, 5528L, 5942 | \$25.00 |
| Education | |
| EVI 5332; MAE 4310 | \$5.00 |
| EVI 5318 | \$7.70 |
| EVI 5315 | \$8.00 |
| EEC 4303; MAE 4300; SCE 4362, 5215 | \$10.00 |
| RCS 5250 | \$10.75 |
| RED 4510 | \$13.44 |
| RED 4310 | \$14.60 |
| EVI 4312 | \$16.50 |
| EVI 5255 | \$31.00 |
| Educational Psychology and Learning Systems | |
| SDS 3340 | \$16.00 |
| SPS 5191 | \$59.95 |
| SPS 5192 | \$30.00 |
| Engineering | |
| BME 4403C, 4404C | \$50.00 |
| ECH 4323L | \$25.00 |
| ECH 3274L, 4404L | \$75.00 |
| Geography | |
| GIS 4035 | \$15.00 |
| GIS 5034 | \$20.00 |
| Dedman School of Hospitality | |
| HFT 3806, 4866 | \$30.00 |
| Information | |
| LIS 4482, 4488 | \$10.00 |
| Interior Design | |
| IND 3217, 3440, 3465, 3469, 4218, 4227, 4228, 5235, 5236, 5257, 5258, 5476, 5477 | \$15.00 |
| Management | |
| MAN 4441 | \$28.00 |
| Nursing Laboratories | |
| NUR 3026L, 3066L, 3226L, 4227L, 4835L | \$40.00 |
| NUR 4465L, 4767L | \$47.00 |

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| Nutrition, Food, and Exercise Sciences Laboratories | |
| FOS 3026 | \$12.00 |
| FOS 4114C | \$30.00 |
| FOS 6351C | \$46.00 |
| PET 3322L | \$8.00 |
| PET 3323C | \$6.00 |
| PET 3380C, 4551, 5553, 6365 | \$15.00 |
| PET 1638 | \$25.00 |
| Physics Laboratories | \$6.50 |
| PSC 2801C | \$10.00 |
| Psychology Laboratories | \$25.00 |
| Sport Management, Recreation Management and Physical Education | |
| PEL 1341 | \$3.00 |
| LEI 1264, 1267 | \$10.00 |
| LEI 1269, 3420 | \$15.00 |
| PEO 4006, 5042 | \$20.00 |
| PEL 1441; PEN 1121 | \$25.00 |
| PEO 4009, 5002 | \$32.00 |
| PEL 1111, 1121 | \$36.00 |
| Textiles & Consumer Sciences Laboratories | |
| CTE 1310, 3334, 3341, 3734, 3742, 4725, 4752 | \$10.00 |
| CTE 3835 | \$4.50 |
| CTE 4443 | \$11.50 |
| CTE 1401L | \$18.00 |
| CTE 4773 | \$15.00 |
| CTE 4738 | \$22.50 |
| Theatre | |
| TPA 2322, 2323 | \$12.00 |
| TPA 5335, 5336 | \$25.00 |
| TPA 5356 | \$30.00 |
| THE 4285, 4923, 5287; TPA 2248, 3230, 4071, 4077, 4078, 4084, 4238, 4239, 4240 | \$35.00 |
| TPA 4246, 5243, 5247, 5287 | \$40.00 |
| THE 4990; TPA 5027, 5028, 5029, 5047, 5062, 5065, 5067, 5069, 5079, 5086, 5203, 5236, 5242, 5245; TPP 4531 | \$50.00 |
| Urban and Regional Planning | |
| URP 5211, 5272, 5717 | \$20.00 |

Facilities and Equipment Fees

Florida State University assesses fees in five 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. 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 college will assess the student for damage and loss charges and will submit the charges to Student Financial Services for collection.

The five areas are listed below:

Film

Effective fall semester 2007, the Film School's equipment and facilities fee of \$175.00 per student, per semester, will be assessed at the beginning of each semester in which a student engages in production or post-production.

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

Beginning Fall semester 2007 and continuing in all subsequent semesters, new, full-time students at Florida State University must show proof of adequate health insurance coverage before being permitted to register for classes. Additionally, all non-United States citizens in F or J status, regardless of their credit load, are required to show proof of appropriate health insurance as a condition of their admission to the University.

To purchase the FSU-sponsored health insurance or to waive enrollment in the FSU sponsored plan:

1. Go to the Health Center Web site at <http://www.tshc.fsu.edu>.
2. Click the Mandatory Insurance Purchase/Waiver button.

Doing so takes you to a tutorial that walks you through the health compliance steps for immunizations, the health history form, and health insurance.

Purchase or waiver of purchase of school health insurance is all performed online at the Health Center Web site (<http://www.tshc.fsu.edu>). Students should review the comparables so they can answer waiver questions before they begin the waiver process. The waiver is an annual requirement that must be completed before registration for Fall classes.

Students seeking degrees in majors where they are exposed to particular hazards associated with the major are required to carry health and accident insurance prior to registration every Fall. The Film School, College of Medicine, and College of Nursing have health insurance requirements for their students. Check with your department for any additional insurance requirements associated with your major.

Health Insurance Questions

Questions about basic health insurance coverage or purchasing school-sponsored health insurance can be addressed to Collegiate Risk Management, the University's insurance broker, at 800-922-3420 or 850-644-4250. Questions about specific benefits or authorizations for procedures should be addressed directly to The Chickering Group, the University's insurance carrier, at 888-834-4646. Billing questions for services rendered at the health center should be addressed to the billing office at 850-644-1640. Students who have other health insurance carriers should contact their specific carrier with questions about what their plan includes and excludes.

ADMINISTRATIVE OFFICES AND UNIVERSITY WEB ADDRESSES

Important Web Addresses

- Main Florida State University site <http://www.fsu.edu>
- FSYou! <http://www.studentsfirst.fsu.edu>
- User Services <http://us.fsu.edu>
- University Computing Services <http://www.ucs.fsu.edu>
- Admissions <http://www.admissions.fsu.edu>
- Course Lookup (Course Listings)
<http://apps.oti.fsu.edu/RegistrarCourseLookup/SearchForm>
- Course Requirements (Liberal Studies, Multicultural Credit)
<https://cfprod.ais.fsu.edu/anr/CourseRequirementsView/index.cfm>
- Fee Payment Information <http://fees.fsu.edu>
- Financial Aid <http://www.finaid.fsu.edu>
- Housing <http://www.housing.fsu.edu>
- Registrar <http://registrar.fsu.edu>
- Student Financial Services <http://www.sfs.fsu.edu>
- Online/Distance Learning <https://campus.fsu.edu>
- Student Government <http://www.fsu.edu/~sga>

Student Computer Lab Information

For details regarding lab locations, hours, and operating procedures, please visit: http://us.fsu.edu/index_labs.html.

Important Lab Info:

- ACNS labs are open to all Florida State University 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.

Information for Sight-Impaired Lab Users

http://us.fsu.edu/index_labs.html

This site provides a list of resources available from the ACNS Computer Lab Support for use by those at Florida State University who are sight-impaired.

University Academic and Administrative Offices

| | Room | Building | Phone |
|---|------|----------|----------------|
| Dr. T. K. Wetherell, President | 211 | WES | (850) 644-1085 |
| Dr. Lawrence G. Abele, Provost and Vice President for Academic Affairs | 212 | WES | (850) 644-1816 |
| Dr. Anne Rowe, Dean of the Faculties and Deputy Provost | 314 | WES | (850) 644-6876 |
| Mr. John Carnaghi, Senior Vice President for Finance and Administration | 214 | WES | (850) 644-4444 |
| Dr. Mary Coburn, Vice President for Student Affairs | 313 | WES | (850) 644-5590 |
| Ms. Lee Hinkle, Vice President for University Relations | 216 | WES | (850) 644-1000 |
| Dr. Kirby Kemper, Vice President for Research | 109 | WES | (850) 644-9694 |
| Dr. Robert Bradley, Vice President for Planning and Programs | 212F | WES | (850) 644-5196 |
| Mr. Ralph Alvarez, Associate Vice President for Budget, Planning and Financial Services | 321 | WES | (850) 644-4203 |
| Dr. Karen Laughlin, Dean, Undergraduate Studies | 3300 | UCA | (850) 644-2740 |
| Dr. Nancy Marcus, Dean, Graduate Studies | 408 | WES | (850) 644-3500 |
| Mr. Bill Lindner, Director of Academic and Professional Program Services | 3500 | UCC | (850) 644-7572 |

| College of Arts and Sciences | Room | Building | Phone |
|--------------------------------------|------|----------|------------------|
| Dr. Joseph A. Travis, Dean | 110 | LON | (850) 644 - 1083 |
| Aerospace | 212 | MIL | (850) 644 - 3461 |
| American and Florida Studies | 223 | WMS | (850) 644 - 0202 |
| Anthropology | 103 | L52 | (850) 644 - 4281 |
| Biological Science | 2067 | KIN | (850) 644 - 3700 |
| Chemistry and Biochemistry | 118 | DLC | (850) 644 - 3810 |
| Chinese | 334 | DIF | (850) 644 - 8389 |
| Classical Civilizations | 205A | DOD | (850) 644 - 4259 |
| Computer Science | 253 | LOV | (850) 644 - 4029 |
| 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 | 432 | DIF | (850) 644 - 2726 |
| Italian | 362 | DIF | (850) 644 - 3728 |
| Japanese | 362 | DIF | (850) 644 - 3728 |
| Latin (Classics) | 205A | DOD | (850) 644 - 4259 |
| Latin American and Caribbean Studies | 327 | DIF | (850) 644 - 8195 |
| Mathematics | 208 | LOV | (850) 644 - 2202 |
| Meteorology | 404 | LOV | (850) 644 - 6205 |
| Military Science | 201 | MIL | (850) 644 - 1016 |
| Modern Languages | 362 | DIF | (850) 644 - 3728 |
| Molecular Biophysics | 101 | KLB | (850) 644 - 4764 |
| Oceanography | 102 | OSB | (850) 644 - 6700 |
| Philosophy | 151 | DOD | (850) 644 - 1483 |
| Physics | 315 | KEN | (850) 644 - 2868 |

| | | | |
|---|------|----------|------------------|
| Portuguese | 362 | DIF | (850) 644 - 3728 |
| Psychology | A203 | PDB | (850) 644 - 2040 |
| Religion | MO5 | DOD | (850) 644 - 1020 |
| Russian | 211 | BEL | (850) 644 - 4418 |
| Serbo-Croatian | 362 | DIF | (850) 644 - 3728 |
| Slavic Language | 362 | DIF | (850) 644 - 3728 |
| Spanish | 362 | DIF | (850) 644 - 3728 |
| Statistics | 214 | OSB | (850) 644 - 3218 |
| College of Business | Room | Building | Phone |
| Dr. Caryn Beck-Dudley, Dean | 314 | RBA | (850) 644 - 3090 |
| Accounting | 309 | RBA | (850) 644 - 2771 |
| Finance | 311 | RBA | (850) 644 - 4220 |
| Dedman School of Hospitality | 4100 | UCB | (850) 644 - 4787 |
| Management Information Systems | 325 | RBB | (850) 644 - 5508 |
| Management | 305 | RBA | (850) 644 - 5505 |
| Marketing | 307 | RBA | (850) 644 - 4091 |
| Multinational Business | 307 | RBA | (850) 644 - 4091 |
| Risk Management and Real Estate | 313 | RBA | (850) 644 - 4070 |
| Undergraduate Programs Office and Advising Center | 328 | RBB | (850) 644 - 3892 |
| Graduate Office | 215 | RBB | (850) 644 - 6458 |
| College of Communication | Room | Building | Phone |
| Dr. John K. Mayo, Dean | 4100 | UCC | (850) 644 - 9698 |
| Communication | 3100 | UCC | (850) 644 - 5034 |
| Communication Disorders | 401 | RRC | (850) 644 - 2253 |
| College of Criminology and Criminal Justice | Room | Building | Phone |
| Dr. Thomas Blomberg, Dean | 202 | HEC | (850) 644 - 7365 |
| Criminology | 205 | HEC | (850) 644 - 4050 |

| College of Education | Room | Building | Phone |
|--|------|----------|------------------|
| Dr. Marcy P. Driscoll, Dean | 236 | STB | (850) 644 - 6885 |
| Educational Leadership and Policy Studies | 113 | STB | (850) 644 - 6777 |
| Educational Psychology | 307 | STB | (850) 644 - 4592 |
| School of Teacher Education | G107 | STB | (850) 644 - 4880 |
| Sport Management, Recreation Management and Physical Education | 200 | TUL | (850) 644 - 4813 |
| FAMU—FSU College of Engineering | Room | Building | Phone |
| Dr. Ching-Jen Chen, Dean | 206B | CEB | (850) 410 - 6437 |
| Chemical Engineering | 131A | CEB | (850) 410 - 6151 |
| Civil and Environmental Engineering | 129A | CEB | (850) 410 - 6136 |
| Electrical and Computer Engineering | 341A | CEB | (850) 410 - 6456 |
| Industrial Engineering | 231A | CEB | (850) 410 - 6345 |
| Mechanical Engineering | 229A | CEB | (850) 410 - 6335 |
| College of Human Sciences | Room | Building | Phone |
| Dr. Billie J. Collier, Dean | 242 | SAN | (850) 644 - 1281 |
| Family and Child Sciences | 225 | SAN | (850) 644 - 3217 |
| Nutrition, Food and Exercise Sciences | 436 | SAN | (850) 644 - 1829 |
| Textiles and Consumer Sciences | 332 | SAN | (850) 644 - 2498 |
| College of Information | Room | Building | Phone |
| Dr. Lawrence C. Dennis, Dean | 101A | LSB | (850) 644 - 5775 |
| Information Studies | 101 | LSB | (850) 644 - 5775 |
| College of Law | Room | Building | Phone |
| Dr. Donald J. Weidner, Dean | 201 | LSR | (850) 644 - 3071 |
| Law - Main | 201 | LSR | (850) 644 - 3400 |
| College of Medicine | Room | Building | Phone |
| Dr. John Fogarty, Dean | 1160 | MSB | (850) 644 - 1346 |
| Medicine - Main | 1160 | MSB | (850) 644 - 1855 |
| College of Motion Picture, Television, and Recording Arts | Room | Building | Phone |
| Mr. Frank Patterson, Dean | 3100 | UCA | (850) 644 - 0453 |
| Film School | 3100 | UCA | (850) 644 - 7728 |
| College of Music | Room | Building | Phone |
| Dr. Don Gibson, Dean | 202B | HMU | (850) 644 - 4361 |
| Music | 204 | HMU | (850) 644 - 3424 |
| College of Nursing | Room | Building | Phone |
| Dr. Lisa Plowfield, Dean | 472 | SCN | (850) 644 - 3299 |
| Nursing | 472 | SCN | (850) 644 - 3299 |
| College of Social Sciences | Room | Building | Phone |
| Dr. David W. Rasmussen, Dean | 160 | BEL | (850) 644 - 5488 |
| Aging Studies | 201 | PCB | (850) 644 - 2831 |
| Asian Studies | 211 | BEL | (850) 644 - 4418 |
| Demography | 601 | BEL | (850) 644 - 1762 |
| Economics | 288 | BEL | (850) 644 - 5001 |
| Geography | 323 | BEL | (850) 644 - 1706 |
| International Affairs | 211 | BEL | (850) 644 - 4418 |
| Political Science | 531B | BEL | (850) 644 - 5727 |
| Public Administration | 627 | BEL | (850) 644 - 3525 |
| Russian/East European Studies | 211 | BEL | (850) 644 - 4418 |
| Social Science | 101 | BEL | (850) 644 - 5470 |
| Sociology | 526 | BEL | (850) 644 - 6416 |
| Urban and Regional Planning | 330 | BEL | (850) 644 - 4510 |

| College of Social Work | Room | Building | Phone |
|--|---------|----------|------------------|
| Interim Dean Nicholas Mazza | 2502 | UCC | (850) 644 - 4752 |
| Social Work | 2501 | UCC | (850) 644 - 4751 |
| College of Visual Arts, Theatre, and Dance | Room | Building | Phone |
| Dr. Sally McRorie, Dean | 236 | FAB | (850) 644 - 5244 |
| Art | 220 | FAB | (850) 644 - 6474 |
| Art Education | 028 | WJB | (850) 644 - 5473 |
| Art History | 220D | FAB | (850) 644 - 1250 |
| Dance | 202 | MON | (850) 644 - 1024 |
| Interior Design | 225 | WJB | (850) 644 - 1436 |
| Theatre | 239 | FAB | (850) 644 - 7257 |
| Inter-Divisional Programs | Room | Building | Phone |
| African-American Studies | 211 | BEL | (850) 644 - 4418 |
| International Programs | 5500 | UCA | (850) 644 - 3272 |
| Women's Studies | A208 | PDB | (850) 644 - 9514 |
| Other Administrative Offices | Room | Building | Phone |
| Dr. Jeanine Ward-Roof, Dean of Students | 4113A | UCA | (850) 644 - 2428 |
| Academic Retention and Enhancement, Center for | 5400 | UCA | (850) 644 - 9699 |
| Admissions, Office of | 2500 | UCA | (850) 644 - 6200 |
| Advising First | 3200 | UCA | (850) 644 - 3430 |
| Career Center | 1200 | DSC | (850) 644 - 6431 |
| Financial Aid, Office of | 4400 | UCA | (850) 644 - 0539 |
| Law, College of, Admissions | 210 | LAW | (850) 644 - 3787 |
| Medicine, College of, Admissions | 1110 | MSB | (850) 644 - 7904 |
| Multicultural Student Affairs | 211A | ACT | (850) 644 - 2450 |
| Oglesby University Union | T211 | OGC | (850) 644 - 6860 |
| Professional Development, Center for | 3500 | UCC | (850) 644 - 3801 |
| University Registrar, Office of the | 3900 | UCA | (850) 644 - 1050 |
| Retention and Academic Support, Center for | 3300 | UCA | (850) 644 - 2740 |
| Student Counseling Center | 201 | SLB | (850) 644 - 2003 |
| Student Financial Services, Office of | 1500 | UCA | (850) 644 - 9452 |
| Thagard Student Health Center | 1st fl. | THC | (850) 644 - 6230 |
| Undergraduate Dean's Office | 3400 | UCA | (850) 644 - 2451 |
| Undergraduate Studies, Office of | 3300 | UCA | (850) 644 - 2740 |
| University Honors Program | 3600 | UCA | (850) 644 - 1841 |
| University Housing Office | 133 | SLB | (850) 644 - 2860 |
| Visitor Information Center | 1200 | UCB | (850) 644 - 3246 |
| Westcott Welcome Center is in the Westcott Welcome Center Building | | | (850) 644 - 5782 |