

Florida State University

Registration Guide

Spring 2010

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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. **It remains the student's responsibility to verify course drops and check that fees are adjusted.** Please refer to 'Class Attendance' in the "Academic Regulations and Procedures" chapter in this *Bulletin* for additional information.

President's Statement on Equal Employment Opportunity and Non-Discrimination

Florida State University (the University) is an equal employment opportunity employer and educational provider committed to a policy of non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran or marital status, or any other protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and the University's policies, procedures and processes.

In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal-arts base, the University strives to create and maintain a harmonious, high-performance work and educational environment.

It is my expectation that all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, trust, and is free from discrimination or harassment. Behavior that may be considered offensive, demeaning, or degrading to persons or groups will not be tolerated.

The University will continue to reinforce its commitment of non-discrimination to all groups protected by state and federal law. We will continue to monitor our methods of recruitment, retention and advancement of qualified faculty, staff and students and annually examine our affirmative action plan, as prescribed by federal guidelines, to measure whether our campus is reflective of the community we serve.

The University further recognizes that forms of discriminatory or harassing behavior may create an unwelcomed or hostile environment and lead to an uncomfortable situation. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate.

To facilitate or otherwise strive to ensure university-wide compliance, I have appointed Renisha Gibbs, Director, Human Resources/Office of Diversity and Equal Opportunity and Chief Diversity Officer to develop, administer, and coordinate university-wide initiatives and complaint investigations. This will be accomplished through collaboration with the Office of the Dean of the Faculties and all other divisions and departments.

Questions regarding the above may be directed to your supervisor or Renisha Gibbs at (850) 644-8082 or rgibbs@admin.fsu.edu.

Persons with Disabilities

Florida State University adheres to *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990 (ADA)* in prohibiting discrimination against any qualified person with a disability. Any student with a disability may voluntarily self-report the nature of the disability and identify needed accommodations to the Student Disability Resource Center, 108 Student Services Building. For matters related to employment and reasonable accommodations, contact the Florida State University Human Resources/Office of Diversity and Equal Opportunity, located at *University Center, Bldg. A, Suite 6200*, call (850) 645-1458 or e-mail amwagner@admin.fsu.edu.

HIV/AIDS Policy

Students, employees, and applicants for admission or employment at Florida State University who have or who may become infected with HIV will not be excluded from enrollment or employment or restricted in their normal responsibilities and access to University services or facilities due to their HIV/AIDS status, unless individual medically based judgments estab-

lish that exclusion or restriction is necessary for the welfare of the individual or of other members of the University community. That is, the University will not discriminate against otherwise qualified HIV-infected applicants, students, or employees.

The Florida State University Committee on HIV/AIDS is responsible for monitoring developments with regard to HIV/AIDS, acting upon and administering the policies of the Florida Department of Education Division of Colleges and Universities and the University concerning HIV/AIDS and coordinating the University's efforts in educating the University community on the nature and prevention of the disease. In addition, the Florida State University Committee on HIV/AIDS meets as needed to consider special problems related to HIV/AIDS that require University action.

The University will be guided in its implementation of this policy by current authoritative medical information, applicable federal and state law, Florida Department of Education Division of Colleges and Universities' HIV/AIDS Policy, and the guidelines suggested by the Centers for Disease Control, the Public Health Service, the American College Health Association, and the Florida Department of Health.

Florida State University has designated HIV/AIDS counselors who are available to the University community. These counselors are: Celeste Paquette, M.D., Medical Director, Thagard Student Health Center, (850) 644-2026; James Hennessey, PhD, Student Counseling, (850) 644-2003; and Melvena Wilson, MPH, CHES, (850) 644-8871. Confidential HIV testing is available for students and staff at Thagard Student Health Center. Any interested individuals should call (850) 644-8871 to schedule an appointment.

Sexual Harassment Policy

- Policy Statement:** Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by Florida State University, whether by faculty, students, or staff or by others while on property owned by or under the control of the University.
- Office of Audit Services:** The Office of Audit Services (OAS) is charged with receiving and investigating sexual harassment complaints as set forth in this policy and shall maintain the records pertaining thereto. Within the OAS, the Coordinator of Sexual Harassment Resolutions has primary responsibility for leading these investigations.
- Definition:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic status, receipt of University services, participation in University activities and programs, or affects the measure of a student's academic performance; or
 - Submission to or rejection of such conduct is used as the basis for a decision affecting employment, academic status, receipt of services, participation in University activities and programs, or the measure of a student's academic performance; or
 - Such conduct has the purpose or effect of unreasonably interfering with employment opportunities, work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.
- Examples of Sexual Harassment:** Incidents of sexual harassment may involve persons of different or the same gender. They may involve persons having equal or unequal power, authority or influence. Though romantic and sexual relationships between persons of unequal power do not necessarily constitute sexual harassment, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, educational, or other institutional authority. Decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other terms or conditions of employment, or a student's grades, academic progress, evaluation, student status, recommendations, references, referrals, and opportunities for further study, employment or career advancement, must be made solely on the basis of merit.

Examples of sexual harassment include, but are not limited to, the following, when they occur within the circumstances described in Section (3) above:

- a. Use of gender-based verbal or written language, including electronic communications offensive or degrading to a person of that gender, whether or not the content is sexual
- b. Inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures
- c. Use of inappropriate gestures or body language of a sexual nature, including leering or staring at another
- d. Unwelcome requests or demands for sexual favors or unwelcome sexual advances
- e. Inappropriate nonconsensual touching of another's body, including but not limited to kissing, pinching, groping, fondling, or blocking normal movement
- f. Sexual battery. (**Note:** Some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, please refer to the FSU Sexual Battery Policy.)

5. **Disciplinary and Other Actions:** Sexual harassment is prohibited by Florida State University. The University will take appropriate action against any person found to be in violation of this policy.

Note: A person who has sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.

- a. **Disciplinary Actions.** Any employee who has sexually harassed another employee or a student, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be guilty of misconduct and subject to disciplinary action up to and including dismissal, in accordance with applicable law, rules, policies, and/or collective bargaining agreements. In addition, any student who has sexually harassed another student or an employee, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy may be subject to disciplinary action up to and including expulsion, pursuant to the Student Code of Conduct. The term "employee" includes all persons employed by the University including faculty and graduate teaching assistants.
 - b. **Other Actions.** The University will take such corrective action against any non-students or non-employees found to have violated this policy, as may be appropriate under the circumstances.
6. **Retaliation:** Retaliation against one who in good faith brings a complaint of sexual harassment or who in good faith participates in the investigation of a sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action as described in Section (5) above.
7. **Filing of False Sexual Harassment Complaint:** Knowingly filing a false sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above. A complaint that is investigated and deemed unsubstantiated is not necessarily a false complaint.
8. **Reporting Required:** Any student or employee who has witnessed what is perceived to be a violation of this policy should promptly report that conduct to the OAS, who then will proceed as appropriate. Any supervisor who has witnessed or becomes aware of the alleged occurrence of sexual harassment by, or who receives a complaint of sexual harassment involving a person within that supervisor's purview is required to take prompt corrective action as appropriate, and to report the matter, if possible, within two work days to the OAS. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above.

Note: For the purposes of this policy, the term "supervisor" shall be deemed to include vice presidents, deans, directors, department chairs, unit heads, supervisors, principal investigators, etc.; faculty when act-

ing in a supervisory capacity or within the faculty-student role; and graduate research assistants, teaching assistants, lab technicians, residence hall coordinators, etc.

9. **Complaint Procedure:**

a. **Filing of Complaint.** Any student or employee who believes that he or she is a victim of sexual harassment in violation of this policy is encouraged to promptly notify the alleged perpetrator (the "respondent") verbally or in writing that his or her conduct is unwelcome. Such action may cause the unwelcome conduct to cease as well as help to maintain an environment free from sexual harassment. Assistance and support is available from the Office of the Dean of the Faculties (for faculty), the Office of the Dean of Students (for students), or the Department of Human Resources (for non-faculty employees). Regardless of having given notice to the respondent, the student or employee (the "complainant") may initiate a complaint under this policy by promptly bringing the matter to the attention, preferably in writing by completing the complaint form, of any of the following:

- The Office of Audit Services
- The Office of the Dean of the Faculties
- The Office of the Dean of Students
- The Department of Human Resources
- A student's school or college dean
- An employee's immediate or next immediate supervisor.

All complaints should be filed in a timely manner. Complaints filed for acts that occurred more than one year from the filing date of the complaint will generally not be investigated unless appropriate in the judgment of the OAS.

b. **Preparing a Complaint:** The complainant should provide the following information to facilitate a prompt and thorough investigation:

- The names, addresses, telephone numbers, administrative unit, and position or status of the complainant and the respondent, if known
- Specific acts alleged, including dates, times, and locations
- Names, addresses, and phone numbers of potential witnesses
- The effect the alleged acts have had on the complainant
- Actions the complainant may have taken to attempt to stop the harassment
- Complainant's suggestion of proposed action to address or resolve the harassment
- Other information the complainant believes is relevant.

c. **Transmitting a Complaint to the OAS:** The complaint shall immediately be forwarded to the OAS. If the complaint is verbal, the person receiving the complaint shall make a written summary thereof on the complaint form and request the complainant to sign it.

d. **Reviewing a Complaint.** The OAS will make an initial determination whether the alleged perpetrator is a student or employee. If the alleged perpetrator is identified as one who is not a student or employee, then the OAS will refer the matter to the Office of the General Counsel for appropriate action. If the OAS determines that the alleged perpetrator is a student or employee, the OAS will review the complaint to determine whether the acts complained of, as stated by the complainant, constitute a violation of this policy, and if not, the complainant will be so informed. If the OAS determines the alleged acts may constitute a violation of this policy, investigation will proceed as set forth in Section (10) below, unless the matter is satisfactorily resolved as in the following paragraph (e).

e. **Notifying the Respondent and Supervisor; Informally Resolving a Complaint; Withdrawing a Complaint:** The OAS will notify the respondent and his or her appropriate supervisor of the allegations contained in the complaint. In an effort to informally resolve the complaint, the OAS will elicit from the complainant, proposed actions the complainant believes are necessary to address or resolve the alleged harassment. The OAS will discuss these proposed actions with the respondent and with appropriate levels of management. The respective parties will also have the opportunity to propose other means of resolution. Thus, if the matter can be resolved informally, or if the complainant chooses

to withdraw the complaint, the complainant will sign a statement outlining the informal resolution and releasing the University from taking any further action. If the matter is not resolved at this stage, the complaint will be investigated as set forth in Section (10) below.

10. **Investigation:** The following procedures will govern all investigations of complaints alleging violations of this policy:
 - a. The OAS will thoroughly investigate complaints alleging violations of this policy with the assistance, as needed, of the following: the Office of the Dean of the Faculties, the Department of Human Resources, and/or the respondent's supervisor(s), except in cases where the respondent is a student. If the respondent is a student, the OAS will forward a copy of the complaint and any associated materials to the Office of the Dean of Students, which will, if appropriate, adjudicate the matter under the Code of Student Conduct. The Dean of Students shall notify the OAS of the outcome.
 - b. The investigation should include interviewing the complainant and witnesses suggested by the complainant who may have knowledge of the offending behavior. Employees and students shall fully cooperate in the investigation.
 - c. The respondent will be given an opportunity to respond to the complaint verbally and in writing and may suggest additional witnesses.
 - d. The investigation should also include interviewing such other witnesses as are deemed appropriate under the circumstances.
 - e. The investigation should include a review of any files and records of previous sexual harassment complaints against the respondent and any other documents deemed relevant.
 - f. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the subject circumstances.
 - g. Confidentiality of the investigation will be maintained to the extent allowed by law.
11. **Report of OAS:** The OAS will prepare a report setting forth its findings and a determination concerning violation of this policy. The report should be completed within 120 days following the filing of the complaint, where feasible, and will be submitted to the appropriate vice president of the respondent's unit or department.
12. **Subsequent Action:** The vice president will make a determination upon review of the OAS's report, consultation with the Dean of the Faculties or the Director of Human Resources, and consideration of any other relevant information, including aggravating or mitigating circumstances, whether disciplinary action is warranted under the circumstances. If the vice president determines that disciplinary action should be initiated, then, consistent with due process requirements, the respondent will be notified in accordance with applicable Florida Board of Education and University rules and policies and collective bargaining agreements, and appropriate disciplinary procedures as provided for therein will be followed. Regardless of whether formal disciplinary action is initiated, the University may take such informal corrective action as may be appropriate under the circumstances. The vice president will notify the OAS of the outcome. The OAS will notify the complainant of the results of the investigation and subsequent disciplinary or other corrective action taken, if any, to the extent allowed by law. The OAS will notify the respondent of the results of the investigation when no policy violation is found and no further action planned.
13. **Distribution of Policy:** Copies of this policy are available to all current and future employees and students at Florida State University in hard copy (policy brochures, student handbooks, the *General and Graduate Bulletins*, etc.), electronic format (<http://www.audit-services.fsu.edu>), and will be made available in alternative format upon request. Any person involved in the process under this policy needing accommodations for a disability should notify the OAS.
14. **Applicability:** This policy supersedes any and all prior University policies regarding complaints of alleged acts of sexual harassment.
15. **Effective Date:** The effective date of this policy is July 1, 1998 as amended December 31, 2002, and January 6, 2004.
16. **Where to Go for Help:** Any member of the university community may report sexual harassment to The Office of Audit Services, 407 Westcott Building, (850) 644-6031, or by calling the Florida State University Sexual Harassment Hotline, (850) 644-9013. Staff is also available in

the following offices to assist victims of sexual harassment: A student victim may report to Dean of Students, 4322 University Center A, (850) 644-2428; a faculty victim may report to Dean of Faculties, 314 Westcott Building, (850) 644-6876; an A&P, USPS or OPS victim may report to Human Resources, 6219 University Center A, (850) 645-6519.

Notification of Student Rights under FERPA

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

- The right to inspect and review the student's educational record 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.
- The right to request the amendment of the student's educational record 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.
- The right to consent to disclosures of personally identifiable information contained in the student's educational record, 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 educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.
- 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.*

Florida State University Use of Social Security Numbers

In accordance with *Florida Statute 119.071 (5)*, students should be aware that Florida State University collects and uses social security numbers for the purpose of performing certain University duties and responsibilities as follows:

- Certain aspects of employment related to federal tax reporting, generation and reporting of I-9 documents, direct deposit, insurance policies, retirement benefits, state and federal reporting requirements;

- Identification and verification of student records, including admission, registration, financial aid, and academic records, as well as verification of identity in connection with the provision of the University's services;
- State and federal reporting of student data as required by law;
- Release to contracted vendors for the purposes of state and federal reporting or provision of contracted services for the faculty, staff, and students of the University;
- Release to commercial entities engaged in the performance of a commercial activity provided the social security numbers will be used only in the performance of a commercial activity and provided the commercial entities make a written request for the social security numbers conforming to the requirements of *Section 119.071(5)(a)7b.(I)-(IV), Florida Statutes*.

The University does not use social security numbers for student identification; instead the University assigns each student an FSU student identification number (FSUID).

Policy for the Use of Photographs and Videos in University Publications

Florida State University randomly and routinely photographs and makes videos on the main campus, branch campuses, and the international and departmental programs for educational and promotional purposes. These photographs and videos appear in official University publications and materials, which include but are not specifically limited to, *General Bulletin* (undergraduate and graduate), *Registration Guide*, Office of Admissions brochures, international program materials, departmental and college brochures, University Web sites, and other University information publications. For further information contact Media Relations at (850) 644-4030.

Illegal Downloading of Copyrighted Songs and Movies

Downloading and distribution of copyrighted music, movie and other entertainment files from online distribution sites that offer these items **free of charge** is illegal, in direct violation of the federal Digital Millennium Copyright Act, the Florida State University Student Conduct Code, and the Florida State University Policy OP-H-6 "Use of University Information Technology Resources."

Illegal downloading and file sharing of copyrighted music, movies or other entertainment files is intellectual property/copyright infringement. Illegal downloading and file sharing activities maliciously expose the University's network, computing systems and personal computers to destructive computer malware (viruses, spyware, worms, trojan horses, rootkits, keystroke loggers, etc.), and denial of service attacks. Illegal downloading activity significantly increases the risk of exposure to personal identity theft and irreparable or costly damage to both university and personally owned computing devices.

The potential consequences of illegal downloading and file sharing are extremely serious. There are both civil and criminal penalties for illegal downloading and file sharing:

- In a civil suit, an infringer may be liable for a copyright owner's actual damages plus any profits made from the infringement. Alternatively, the copyright owner may avoid proving actual damage by electing a statutory damage recovery of up to \$30,000 or, where the court determines that the infringement occurred willfully, up to \$150,000. The actual amount will be based upon what the court in its discretion considers just. See *17 U.S.C. § 504*.
- Penalties to be applied in cases of criminal copyright infringement [i.e., violations of 17 U.S.C. § 506(a)], are set forth at 18 U.S.C. § 2319. Congress has increased these penalties substantially in recent years, and has broadened the scope of behaviors to which they can apply. Statutory penalties are found at 18 U.S.C. § 2319. A defendant, convicted for the first time of violating 17 U.S.C. § 506(a) by the unauthorized reproduction or distribution, during any 180-day period, of at least 10 copies or phonorecords, or 1 or more copyrighted works, with a retail value of more than \$2,500 can be imprisoned for up to 5 years and fined up to \$250,000, or both. 18 U.S.C. §§ 2319(b), 3571(b)(3).
- Defendants who have previously been convicted of criminal copyright infringement under 18 U.S.C. § 2319(b)(1) may be sentenced to a maximum of 10 years imprisonment, a \$250,000 fine, or both. Finally, a defendant is guilty of a misdemeanor violation if he violated rights other than those of reproduction or distribution, or

has reproduced or distributed less than the requisite number of copies, or if the retail value of the copies reproduced or distributed did not meet the statutory minimum, or if other elements of 17 U.S.C.

§ 506(a) are not satisfied. Misdemeanants can be sentenced a maximum of one year and can be fined a maximum of \$100,000. See 18 U.S.C. §§ 2319(b)(3), 3571(b)(5).

Law firms representing the entertainment industry aggressively investigate instances of music and movie "pirating", and upon identifying the offenders, are increasingly invoking the applicable laws to reap financial settlements and awards totaling thousands of dollars.

The University is not legally empowered to protect, represent, advise or otherwise assist students who become subject to legal proceedings because of copyright infringement. Students who are sued, offered an out-of-court settlement, or cited for criminal copyright infringement must obtain their own legal representation.

In addition to civil and criminal penalties, violators will be subject to the University's disciplinary proceedings:

- **Student Conduct Code** (<http://srr.fsu.edu/conduct/code.htm>): A student found to be in violation of provision (5)(c)1 is subject to the sanctions defined in Section (9). Examples of sanctions that may be imposed for violations of the Student Conduct Code include reprimand, service hours, probation, suspension, and dismissal.
- **Florida State University Policy OP-H-6 "Use of University Information Technology Resources"** (<http://www.vpfa.fsu.edu/policies/bmanual/itpolicy.html>): A student found to be in violation of provision C.1.a (11) may lose University computer privileges as defined in paragraph F.2.

For more information, please visit **Campus Downloading Frequently Asked Questions** at <http://campusdownloading.com/faq.htm>.

Integrity in Research and Creative Activity

It is the policy of Florida State University to uphold the highest standards of integrity in research and creative activity, and to protect the right of its employees to engage in research and creative activity. Detailed policies and procedures can be found in the *Faculty Handbook*.

Notification to All Applicants for Admission and Students Attending Florida State University

This *General Bulletin* is not a contract, either expressed or implied, between the University and the student, but represents a flexible program of the current curriculum, educational plans, offerings and requirements that may be altered from time to time to carry out the administrative, academic, and procedural purposes and objectives of the University. The University specifically reserves the right to change, delete or add to any provision, offering, academic curriculum, program, or requirement at any time within the student's period of study at the University. The University further reserves the right to withdraw a student from the University for cause at any time. Students are on notice that admission to the University or registration for a given semester does not guarantee the availability of a course at any specific time. Likewise, admission to the University or registration for a given program of study within the University, or a department or college of the University, is not a guarantee of a degree or of certification in a program.

fsu.edu Official 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. To obtain your fsu.edu email account, visit <http://www.ucs.fsu.edu/getStarted.html>.

Student Addresses

Students are required to maintain their current local and permanent addresses with the university. Address updates may be done online at <http://campus.fsu.edu> or in person at the Office of the University Registrar, 3900 University Center A.

SPRING 2010 ACADEMIC CALENDAR

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

Sept. 28, 2009	Spring 2010 Registration Guide available on FSU Web site http://registrar.fsu.edu .
Oct. 12–Dec. 4, 2009	Registration for currently enrolled and readmitted degree-seeking students See “Registration Windows.”
Dec. 14, 2009–Jan. 15, 2010	Tuition and fee payment; View your account status at http://www.fees.fsu.edu .
Dec. 21, 2009–Jan. 5, 2010	Registration for all new graduate students. See “Registration Windows”
Jan. 2, 2010	Residence Halls open at 9:00 a.m.
Jan. 5, 2010	Special Student/Transient Student Registration 3:00 p.m.–midnight. Last day to file for change in residency status.
Jan. 6, 2010	Classes Begin. Drop/Add begins, (includes Law School) 8:00 a.m.–midnight. Late Registration (\$100.00 late registration fee.) Application window opens for Spring 2010 Graduation. Apply online at: http://registrar.fsu.edu/services/graduation/ap-default.htm .
Jan. 6–11, 2010	FAMU–FSU Co-op Program Registration at the Office of the Registrar, UCA 3900.
Jan. 6, 2010	National Guard Fee Waiver Eligibility Form due to the Office of Student Financial Services.
Jan. 8, 2010	Third day of classes. Last day to submit department waivers or billings.
Jan. 11, 2010	Fourth day of classes. Last day to add courses without academic dean’s permission. Last day to cancel enrollment and have fees removed. Last day to drop/add classes and have fees adjusted. Students are liable for all fees for courses remaining on their schedules at midnight, including Bright Futures awards. Drop/Add ends at midnight.
Jan 12, 2010	Law classes begin. Last day to request VA deferments from VA representative in Office of the Registrar. Registration for state employees (non-FSU employees) using State Employee Fee Waivers (see ‘State Employee Registration’ in “Registration Information” for instructions).
Jan. 13, 2010	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 , and their disbursement status by viewing their account history at http://www.mymoney.fsu.edu .
Jan. 15, 2010	Last day to pay or defer tuition for all students, including veterans who are not using a veteran deferment, without a \$100.00 late payment fee. Veterans should contact a VA representative with questions.
Jan. 18, 2010	Martin Luther King, Jr. Day. No Classes. University Administrative Offices closed.
Jan. 22, 2010	Last day to apply for Spring 2010 Graduation at the Office of the University Registrar, UCA3900.
Feb. 12, 2010	Installment contracts expire.
Feb. 19, 2010	End of seventh week of semester. Last day to submit form requesting S/U grading or to change S/U option back to regular grade. Last day to reduce course load without permission of academic dean. Dean’s permission required to drop below twelve semester hours. Last day to drop a course without receiving a grade. Last day to withdraw from school without receiving a grade.
Feb. 26, 2010	Last day community college students can apply for Summer 2010 Cooperative Program registration. Financial Aid Deferments Expire. Full tuition payment must be received to avoid a late payment fee.
Mar. 1, 2010	Summer and Fall 2010 Registration Guides available. Summer and Fall 2010 course listings available on Course Lookup system.
Mar. 6, 2010	Residence halls close (for Spring Break) at noon.
Mar. 8–12, 2010	Spring Break.
Mar. 13, 2010	Veterans’ Deferments Expire. Full tuition payment must be received to avoid a late payment fee.
Mar. 14, 2010	Residence halls reopen (after Spring Break) at noon.
Mar. 15, 2010	Registration for Summer and Fall 2010 begins.
Apr. 2, 2010	End of 12th week of classes. Deadline for late drop with dean’s permission. Last day to petition to reinstate class schedule cancelled for nonpayment of tuition.
Apr. 6, 2010	Official Thesis/Dissertation manuscript approval deadline, 408 Westcott.
Apr. 13, 2010	Official Thesis/Dissertation copies due to manuscript clearance advisor, 408 Westcott.
Apr. 17, 2010	Financial Aid Exit Interviews Deadline for all students with federal loans graduating, transferring, or taking less than six semester hours. Visit: https://campus.fsu.edu .
Apr. 23, 2010	Last day to submit ServScript hours online. Last Day of Classes. Last day to apply for AA Certificate at the Office of Undergraduate Studies, UCA 3400.
Apr.26-April 30, 2010	Final Exam Week.
April 30, 2010	Semester Ends. Commencement: Civic Center, 7:30 p.m.

May 1, 2010	Commencement: Civic Center, 9 a.m. and 2 p.m. Diplomas dated this date. Residence halls close at noon.
May 4, 2010	Online Grades Due by 4:00 p.m.
May 5, 2010	Grades available online.

SPRING 2010 REGISTRATION WINDOWS

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

Be aware that these ranges do not reflect hours for the current semester (Fall 2009).

Level	Hours Completed*	Registration Opens	Registration Ends
Current and Continuing Graduate Students (First-time graduate students register 12/21/2009)		Monday, October 12, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Senior	110 & up	Monday, October 12, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Senior	100–109	Tuesday, October 13, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Senior	90–99	Wednesday, October 14, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Junior	80–89	Thursday, October 15, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Junior	70–79	Friday, October 16, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Junior	60–69	Monday, October 19, 2009—3:00 p.m.	Friday, December 4, 2009—midnight
Sophomore	56–59	Wednesday, October 21, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Sophomore	50–55	Friday, October 23, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Sophomore	46–49	Monday, October 26, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Sophomore	40–45	Wednesday, October 28, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Sophomore	36–39	Friday, October 30, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Sophomore	30–35	Monday, November 2, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Freshman	26–29	Wednesday, November 4, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Freshman	20–25	Friday, November 6, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Freshman	16–19	Monday, November 9, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Freshman	10–15	Friday, November 13, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Freshman	06–09	Monday, November 16, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Freshman	00–05	Wednesday, November 18, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Open Registration, degree-seeking students		Monday, November 23, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Special Students/Transient (Panama City only)		Wednesday, December 2, 2009—8:00 a.m.	Friday, December 4, 2009—midnight
Early Registration Ends			Friday, December 4, 2009—midnight
All Newly Admitted Graduates		Monday, December 21, 2009—8:00 a.m.	Tuesday, January 5, 2010—midnight
Special Students/Transient (all)		Tuesday, January 5, 2010—3:00 p.m.	Tuesday, January 5, 2010—midnight
Drop/Add		Wednesday, January 6, 2010—8:00 a.m.	Monday, January 11, 2010—midnight
Drop/Add (Law School)		Wednesday, January 6, 2010—8:00 a.m.	Monday, January 11, 2010—midnight
Late Registration		Wednesday, January 6, 2010	Monday, January 11, 2010
Florida National Guards (using fee waiver)		Wednesday, January 6, 2010	Monday, January 11, 2010
State Employees using fee waivers		Tuesday, January 12, 2010—8:00 a.m.	Tuesday, January 12, 2010—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 school or 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.

Students Accept Both Fee and Grade Liability by Registering for Classes

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 email from his or her official FSU (fsu.edu) account to registrar@admin.fsu.edu no later than the fourth 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.

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 SPRING 2010

Monday, April 26	Tuesday, April 27	Wednesday, April 28	Thursday, April 29	Friday, April 30
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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.	CHM 1045C, CHM 1046C, EGN 3613, and FIN 3403
Monday	3:00 - 5:00 p.m.	ARA, CHI, FRE, GER, HBR, ITA, JPN, POR, RUS, SPN: 1110, 1111, 1120, 1121, 1124, 2220, 2240, 2300, and EGN 2123
Tuesday	7:30 - 9:30 a.m.	AST 1002, FIN 3244, PHY 1020, PHY 2048, PHY 2048C, PHY 2049, PHY 2049C, PHY 2053C, and PHY 2054C
Tuesday	12:30 - 2:30 p.m.	CHM 2200L
Tuesday	3:00 - 5:00 p.m.	MUT 1111, MUT 1112, MUT 2116, and MUT 2117
Wednesday	10:00 - 12:00 noon	QMB 3200 and STA 2023
Wednesday	3:00 - 5:00 p.m.	ACG 2021 and ACG 2071

Monday, Wednesday, Friday Classes

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

* Please refer to the Spring 2010 College of Engineering (COE) Schedule available at http://www.eng.fsu.edu/index.php?page=c_exam or in the COE Student Services Office. In instances of schedule conflict between the main campus and the engineering campus, the main campus schedule will take precedence. The engineering instructor will accommodate/reschedule to resolve the conflict.

Tuesday, Thursday Classes

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

Make-Up Examinations

Friday	5:30 - 7:30 p.m.	8:00 - 10:00 p.m.
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* Please refer to the Spring 2010 College of Engineering (COE) Schedule available at http://www.eng.fsu.edu/index.php?page=c_exam or in the COE Student Services Office. In instances of schedule conflict between the main campus and the engineering campus, the main campus schedule will take precedence. The engineering instructor will accommodate/reschedule to resolve the conflict.

University Final Examination Policy

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

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

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

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 <https://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 proceed if you accept the conditions.
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 fourth day of classes must be paid for separately by the student within five calendar days.

REGISTRATION INFORMATION

Student Business Hours

The following offices are available for lobby hours and by phone from 8:00 AM to 5:00 PM, Monday through Friday:

- Registrar
- Financial Aid
- Student Financial Services
- Undergraduate Studies

Prior to Registration

- Contact your departmental office for any clearances or course authorizations you may need.
- 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>.
- 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.

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.

Attendance Policies

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.

Required Summer Attendance Policy

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.

FSU Cards

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.

Florida State University Security Number (FSUSN)

To better protect student identity, Florida State University has transitioned 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:

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

Health Requirements

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. This applies to all students, even those in online classes or distance learning programs, unless the student can document he or she lives in another state and will not be on campus at all. 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

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:

- Go to the Health Center Web site: <http://www.studentinsurance.fsu.edu>
- Review the comparables on the home page before beginning the waiver process.
- Click on the flashing red and black link above the black backpack: **Waive/Purchase Insurance Click Here**
- Log in. You will need your FSUID and password to login on the following page. There are prompts on the screen if you need to activate your FSUID
- Select either the **Insurance Waiver** button or the **Purchase FSU Insurance** button.
- Follow the prompts.

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- The insurance waiver, when successfully completed, will clear the student from three terms.
- The insurance purchase will clear the student for the length of coverage purchased. Insurance can be purchased for annual coverage, for fall semester only or for spring/summer. No spring only option is offered. Summer only is offered for students beginning at FSU during the summer term.

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 Blue Cross/Blue Shield of Florida, the University's insurance carrier, at 800-967-8938. Billing questions for services rendered at Thagard Student Health Center should be addressed to the billing office at (850) 644-1640. Students insured by other carriers should contact their carriers for policy limitations and special requirements.

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:

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.

FSUCard/SunTrust Banking PIN

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

FSU 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.

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

- Be careful not to select courses that meet at the same time. The system does not check for time conflicts.
- 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.

- Double check the five-digit reference number that appears in the Course Look Up (<http://registrar.fsu.edu>).
- List alternate courses.

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

- 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.
- 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.
- 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.

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>.

Drop/Add

Regulations

- Effective the first day of classes, a student cannot drop his/her last or only course (see "Student Cancellation of Schedule" below.)
- After the last day of drop/add, students may only add courses with the approval of their Academic Dean.
- Undergraduates who wish to drop chemistry laboratory courses at any point during the semester must obtain a signature from the Department of Chemistry and Biochemistry, in addition to the approval of their Academic Dean, before returning the Drop/Add form to the University Registrar.
- Students who do not maintain attendance and who do not officially drop a course will receive an "F."
- Courses added after the fourth 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.

Registration by Student Categories

Special Students

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 Employees

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/.

FSU Employees

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.

FAMU—FSU Students

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.

Floridians over Sixty Years of Age

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

- 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.
- No credit will be given and no permanent record will be maintained.

- 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.

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 four (4) 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 fourth 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>.

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

- 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.
- Fill out the form and obtain both the instructor’s approval and clearance from the University Student Health Center.
- Return the approved form to the Office of the University Registrar for final approval and class registration.
- Pay fees during fee payment at A1500 University Center. No waivers or deferments may be used, except for those age sixty (60) or over.
- 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 four days of class, before the audit request can be processed.

For the policy for audited-course refunds please refer to the *Financial Information* page of this publication.

Withdrawal

All students (degree-seeking and special) who wish to leave the University after the fourth 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.

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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*.

Exam Schedule

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

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.

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

Privacy of Student Records

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.

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

Community Service

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.*

ServScript

FSU recognizes the importance of service within a liberal arts education by giving students the opportunity to record hours of community service on their official FSU transcripts. Participation in this program provides a useful way for students to illustrate their community service involvement to potential employers as well as to graduate and professional schools. Students who meet the guidelines and deadlines can participate in the ServScript Program. For a complete description of the guidelines, criteria, and deadlines, please refer to the ServScript form. Students will keep track of their service hours utilizing the ServScript form and have them signed off by the supervisor at their volunteer site. All of the information on this form is also required online. Once the hours have been submitted online, students are required to keep this form for their personal records, and for auditing purposes.

To participate, students need to register under **My Service Hours** in Blackboard **Secure Apps**. Register for ServScript (log in, select **Secure Apps**, then **My Service Hours**). ServScript forms and additional information about the program and guidelines are available online at <http://thecenter.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.

FINANCIAL INFORMATION

Tuition Rates

For current tuition rates, please refer to the **Student Financial Services** website at <http://controller.vpfa.fsu.edu/Student-Financial-Services/SFS-For-Students/Tuition-Fees-Payment>.

Spring 2010—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
Chemical and Biomedical Engineering	
BME 4403C, 4404C	\$50.00
ECH 4323L	\$25.00
ECH 3274L, 4404L	\$75.00
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	\$20.00
SPA 5505, 5526L, 5528L, 5942	\$25.00
Dedman School of Hospitality	
HFT 3806, 4471, 4802, 4866	\$30.00
Educational Psychology and Learning Systems	
RCS 5250	\$10.75
SDS 3340	\$16.00
SPS 5191	\$59.95
SPS 5192	\$30.00
Geography	
GIS 4035	\$15.00
GIS 5034	\$20.00
Information Studies	
LIS 4482, 4488	\$10.00
Interior Design	
IND 3217, 3440, 3465, 3469, 3474, 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 3056C, 3065C, 3225C, 3225L, 3636L, 4445C, 4465L, 4767L	\$47.00
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 and Recreation Management	
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
Teacher Education	
EVI 5332; MAE 4310	\$5.00
EVI 5318	\$7.70
EVI 5315	\$8.00
EEC 4303; MAE 4300; SCE 4320, 4362, 5215	\$10.00
RED 4510	\$13.44
RED 4310	\$14.60
EVI 4312	\$16.50
EVI 5255	\$31.00
Textiles & Consumer Sciences Laboratories	
CTE 1310, 3334, 3341, 3734, 3742	\$10.00
CTE 4443	\$11.50
CTE 1401L	\$18.00
Theatre	
TPA 2322, 2323	\$12.00
TPA 2201	\$15.00
TPA 5335, 5336	\$25.00
TPA 5356	\$30.00
THE 4285, 4923, 5287; TPA 2248, 3230, 3333, 4014, 4071, 4077, 4078, 4084, 4217, 4238, 4239, 4240, 5337	\$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, 5278; TPP 4531	\$50.00
Urban and Regional Planning	
URP 5211, 5272, 5717	\$20.00

Facilities and Equipment Fees

Florida State University assesses fees in six 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 six areas are listed below:

- **Business:** Students majoring in hospitality administration will be charged an equipment fee of \$10.00 for HFT 4866; \$125.00 for each of the following courses: HFT 3806, HFT 4802.
- **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 \$125.00 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.

Cooperative Education Fees

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.

Graduate Examination Fees

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.

Graduate Zero Semester-Hour Course Fees

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.

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 2009-2010 academic year is \$187.87.

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

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, includ-

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ing 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.

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.

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 Registration 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 fourth 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.

Financial-Aid

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 Account Refund Setup (ARS). Students may complete the ARS at <https://campus.fsu.edu> (from **Secure Apps**, click **Account Refund Setup**). 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:
3. Students must check their status at <http://www.ais.fsu.edu/finaid>. Your financial aid will be disbursed in accordance with your ARS 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
4. 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 Account Refund Setup (ARS).

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 <https://campus.fsu.edu> (from **Secure Apps**, click **My Account Statement**) you then will see your courses and fees detailed. 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>.

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.

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 assessed to the student’s account. 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.

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 obli-

gations, 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 online at any time at <https://campus.fsu.edu> (from **Secure Apps**, click **My Account Statement**) 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.

ADMINISTRATIVE OFFICES AND UNIVERSITY WEB ADDRESSES

Important Web Addresses

- **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>
- **FSU (Main) Site:** <http://www.fsu.edu>
- **FSYou!** <http://www.studentsfirst.fsu.edu>
- **Housing:** <http://www.housing.fsu.edu>
- **Online/Distance Learning:** <https://campus.fsu.edu>
- **Registrar:** <http://registrar.fsu.edu>
- **Student Financial Services:** <http://controller.vpfa.fsu.edu/Student-Financial-Services>
- **Student Government:** <http://www.fsu.edu/~sga>
- **University Computing Services:** <http://www.ucs.fsu.edu>
- **User Services:** <http://us.fsu.edu>

Student Computer Lab Information

For details regarding lab locations, hours, and operating procedures, please visit: 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 FSU who are sight-impaired.

- ACNS labs are open to all FSU students, faculty, and staff with a valid FSU ID.
- You MUST present a valid FSU ID in order to enter the labs.
- Eating, drinking and smoking are prohibited in all labs.
- Laser printers and paper are provided, for a cost of \$.05 per page, in all of the labs—exceptions by prior arrangement.

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	10	LON	(850) 644-1081
Aerospace	212	MIL	(850) 644-3461
American and Florida Studies	404A	DIF	(850) 644-0202
Anthropology	103	L52	(850) 644-4281
Biological Science	1067	KIN	(850) 644-3099
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) 644-9121
Italian	362	DIF	(850) 644-3728
Japanese	362	DIF	(850) 644-3728
Latin (Classics)	205A	DOD	(850) 644-4259
Latin American and Caribbean Studies	404D	DIF	(850) 644-8843
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	362	DIF	(850) 644-3728
Serbo-Croatian	362	DIF	(850) 644-3728
Slavic Language	362	DIF	(850) 644-3728
Spanish	362	DIF	(850) 644-3728
Statistics	214	OSB	(850) 644-3218

College of Business	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	305	RBA	(850) 644-5505
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 and Information	Room	Building	Phone
Dr. Lawrence C. Dennis, Dean	4100	UCC	(850) 644-5804
Communication	3100	UCC	(850) 644-5034
Communication Disorders	401	RRC	(850) 644-2253
Information Studies	101	LSB	(850) 644-5775

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	1100	STB	(850) 644-6885
Educational Leadership and Policy Studies	1209	STB	(850) 644-6777
Educational Psychology	3210	STB	(850) 644-4592
Elementary and Early Childhood Education	205	STB	(850) 644-4880
Middle and Secondary Education	205	STB	(850) 644-4880
Special Education	205	STB	(850) 644-4880
Sport Management, Recreation Management and Physical Education	1002	TUL	(850) 644-4813

FAMU—FSU College of Engineering	Room	Building	Phone
Dr. Ching-Jen Chen, Dean	206B	CEB	(850) 410-6439
Chemical Engineering	131A	CEB	(850) 410-6151
Civil and Environmental Engineering	129A	CEB	(850) 410-6136
Electrical and Computer Engineering	341A	CEB	(850) 410-6455
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 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	3100A	UCA	(850) 644-7728

College of Music	Room	Building	Phone
Dr. Don Gibson, Dean	202	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
Ageing Studies	203	PCB	(850) 644-2831
Asian Studies	211	BEL	(850) 644-4418
Demography	601	BEL	(850) 644-1762
Economics	288	BEL	(850) 644-5001
Geography	323	BEL	(850) 644-1865
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
Dr. Nicholas Mazza, Interim Dean	2502	UCC	(850) 644-4752
Social Work	2500	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	301	PSY	(850) 644-5473
Art History	221	FAB	(850) 644-1250
Dance	202	MON	(850) 644-1024
Interior Design	302	PSY	(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	4100	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, Office of	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	3300	UCA	(850) 644-2740
Undergraduate Studies, Office of	3400	UCA	(850) 644-2451
University Honors Program	3600	UCA	(850) 644-1841
University Housing Office	133	SLB	(850) 644-2860
Visitor Information Center	1200	UCB	(850) 644-6200
Westcott Welcome Center is in the Westcott Welcome Center Building			(850) 644-5782