FLORIDA STATE UNIVERSITY

REGISTRATION GUIDE

FALL 2011
As the Florida public university deeply rooted in the liberal arts tradition, Florida State University not only focuses on intellectual development, but as a community engaged in moral discourse, it also recognizes the need for development of the whole person. The University maintains a comprehensive educational program ranging from classroom instruction to research and creative activities at the frontiers of human knowledge. These modes of searching for the truth are mutually enhancing and provide the context for the liberating experiences gained from contact with ideas and individuals. Education based in the liberal arts provides an opportunity for students to learn to think, to reason, to read, to write, to think critically both quantitatively and qualitatively, to gain an understanding of and respect for self and others; to understand the world by knowing more about its history, the role of science and technology, and social and cultural achievements; and to develop specialized talents for a vocation. This opportunity is provided with the conviction, as reflected in the University’s mission, that through such an educational experience one can come to a clearer understanding of the complex moral issues inherent in human life and can develop the knowledge and skills for effective and responsible participation in the world. Florida State University shares a commitment to the dignity and worth of each person and is guided in its many endeavors by that underlying value. Through academic activity, community involvement, social interaction, cultural experience, recreational and physical activity, and religious involvement, students can find many avenues in the University community for the development of the whole person.

The University enforces all laws relevant to alcohol and controlled substances and further discourages the use of illegal substances at any time. The University reserves the right to deny access to campus and to suspend student behavior requiring that one take sexual advantage of another.

Florida State University Mission Statement
Vision

The Florida State University will be one of the world’s premier institutions of learning, dedicated to transforming the lives of our students, shaping the future of our state and society, and offering programs of national and international distinction in a climate of inquiry, engagement, collegiality, diversity, and achievement.

Mission

The Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while emphasizing interdisciplinary and intercultural learning across the arts, sciences, and liberal arts. The University is dedicated to excellence in teaching, research, and creative activities at the University. The Florida State University strives to instill in its students the strength of character, skill, and a core mission for lifelong learning, personal responsibility, and understanding and development within a community that fosters free inquiry and embraces diversity.

A Summons to Responsible Freedom

Values and Moral Standards at Florida State University

The moral norm, which guides conduct and informs policy at Florida State University, is responsible freedom. Freedom is an important characteristic that the University, one of the finest institutions, provides for all of its citizens, faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.

As the Florida public university most deeply rooted in the liberal arts tradition, Florida State University not only focuses on intellectual development, but as a community engaged in moral discourse, it also recognizes the need for development of the whole person. The University maintains a comprehensive educational program ranging from classroom instruction to research and creative activities at the frontiers of human knowledge. These modes of searching for the truth are mutually enhancing and provide the context for the liberating experiences gained from contact with ideas and individuals. Education based in the liberal arts provides an opportunity for students to learn to think, to reason, to read, to write, to think critically both quantitatively and qualitatively, to gain an understanding of and respect for self and others; to understand the world by knowing more about its history, the role of science and technology, and social and cultural achievements; and to develop specialized talents for a vocation. This opportunity is provided with the conviction, as reflected in the University’s mission, that through such an educational experience one can come to a clearer understanding of the complex moral issues inherent in human life and can develop the knowledge and skills for effective and responsible participation in the world.

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Matriculation to Florida State University, then, is a summons to the exercise of responsible freedom in a community of teaching, learning, and discovery.

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 is consistent with the University’s policy of teaching and to all campuses and study centers. It is intended to support many avenues in the University community for the development of the whole person.

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

The Florida State University (Universe) is an equal employment opportunity and educational institution. To this end, the University does not discriminate on the basis of race, sex, religion, national origin, age, disability, veteran status, sexual orientation, gender identity, gender expression, or any other legally protected 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 University policies.

In pursuit of its mission of excellence as a comprehensive, graduate-research university, the Florida State University strives to maintain a harmonious, high performance work and educational environment. It is the University’s expectation that all members of our community embrace the responsibilities opportunities to succeed and enrich the strength, skill, and character of the University. It is expected that all members of our community will help
Florida State University

**Individuals with Disabilities**

The Florida State University adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The University is committed to providing qualified individuals with disabilities equal access to its programs and activities. Students, employees, and applicants for admission or employment at the University who believe they have been discriminated against because of a disability may file a complaint. Inquiries may be directed to the Office of Equal Opportunity and Chief Diversity Officer, 108 Student Services Building, Tallahassee, FL 32306, (850) 644-2026. 

**HIV/AIDS Policy**

Students, employees, and applicants for admission or employment at Florida State University who have HIV/AIDS or AIDS shall be treated no less favorably than any other student, employee, or applicant with similar qualifications, except where the disease might interfere with the performance of the duties of a particular student, employee, or applicant. The University will take such corrective action as may be necessary to provide an equal educational opportunity to the individual concerned, in accordance with applicable law. Sexual harassment is prohibited.

The Florida State University Committee on HIV/AIDS is responsible for monitoring, reviewing, and amending the policies of the University concerning HIV/AIDS and AIDS. The Florida State University shall not discriminate against any individual with a disability. Any student with a disability may voluntarily self-report the nature of the disability and identify the necessary accommodations to the Student Disability Resource Center, 108 Student Services Building, Tallahassee, FL 32306, (850) 644-2026. 

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 their rights to be free of all forms of discrimination 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 Civil Rights Services:**

The Office of Civil Rights Services (OCS) is charged with receiving and investigating sexual harassment complaints as set forth in this policy and shall maintain the records pertaining thereto. Within the OCS, the General Counsel and the Office of Equal Opportunity and Chief Diversity Officer have primary responsibility for leading these investigations.

**Definitions:**

Sexual harassment is defined as any 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 student, or employee. Sexual harassment is a form of discrimination and may be made against a person because of that person’s gender, whether or not an actual gender preference existed.

The University further recognizes that forms of discriminatory or harassing behavior that may not be sexual in nature may lead to an uncomfortable situation. As a result, the University has established internal procedures and guidelines available to all who believe there is an issue of sexual harassment.

To facilitate or otherwise to ensure university-wide compliance, I have appointed Renisha Gibbs, Director of the Office of Equal Opportunity and Chief Diversity Officer, to administer, develop, and implement this policy as it applies to all university-wide programs and activities.

This shall be accomplished through collaboration with the Office of the Dean of the Faculties and all other University divisions and departments.

**Remedies for Sexual Harassment:**

For the purposes of this policy, the term “supervisor” shall be deemed to include all presidents, deans, directors, department chairs, unit heads, supervisors, principal investigators, etc., faculty when acting in a supervisory capacity, and any other person, other than student or faculty-student, who has authority to discipline students, including but not limited to, the Dean of Students, the Office of the Dean of the Faculties, and Faculty Senate.

The University will take such corrective action as may be necessary to provide an equal educational opportunity to the individual concerned, in accordance with applicable law. Sexual harassment is prohibited.

**Complaint Procedure:**

a. Filing of Complaint: Any student or employee who believes that he or she has been or may have been subjected to sexual harassment as defined by this policy is encouraged to promptly notify the appropriate supervisory personnel of any of the following:

- That the behavior is perceived to be a violation of this policy
- That the behavioral action may be a violation of any applicable law
- That the behavioral action is considered offensive, demeaning, or degrading to persons or groups

Any supervisor who has witnessed or becomes aware of the alleged occurrence shall report said occurrence to the appropriate supervisory personnel. Any person who has witnessed or becomes aware of the alleged occurrence shall report said occurrence to the appropriate supervisory personnel.

b. Inappropriate display of gender-based pictorial images offensive or degrading to a person or persons of that gender, including but not limited to, posters, photographs, drawings, or other displays of sexually suggestive objects or pictures

- Use of inappropriate gestures or body language of a sexual nature, including leering or staring at

- Unwelcome requests or demands for sexual favors or unwelcome sexual advances

- Inappropriate nonconsensual touching of another’s body, including but not limited to, kissing, pinching, groing, fondling, or blocking movement

- Sexuality. (Note: Some acts of sexual harassment may also be considered sexual harassment through sexual orientation or gender identity). Sexual harassment includes violations of criminal laws, such as, but not limited to, sexual assault and statutory rape.

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Florida State University Statement for Students on the Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

The Florida State University Alcohol Policy

Introduction

The Florida State University affirms the guiding ethical principle of responsible freedom. Students, staff and faculty are expected to show respect for the law and for public and private property, to be model in daily living a high sense of personal honor and integrity. Florida State University neither encourages nor condones the legal consumption of alcoholic beverages. The university recognizes, however, that alcohol is legal and that many students are of legal drinking age and that there are serious health risks and impaired judgment problems associated with the abuse of alcohol in the university environment. Consequently, alcohol will be permitted at Florida State University or programs sponsored by Florida State University. Florida State University, however, will support organizations only in those settings when:

1. Comply with federal or state laws and local ordinances, University regulations, and foreign country regulations, and be a member of Florida State University International Programs, Inc., Student Conduct Code, and this policy.
2. Prevent potential health and safety risks to the university community or Florida State University students, employees, faculty or alumni, and/or which utilizes Florida State University students, employees, faculty or alumni, and/or which utilizes Florida State University students, employees, faculty or alumni, and/or which utilizes Florida State University students, employees, faculty or alumni, and/or which utilizes Florida State University students, employees, faculty or alumni.
3. In no way inhibit the full participation of those who choose not to drink alcohol.

Events and activities that encourage excessive drinking and/or lead to the endangerment of individuals will not be permitted. Any person or group in violation of federal or state laws, University policies, and/or foreign country regulations related to the sale or use of alcohol will be reported to the proper federal, state, local or university authorities for appropriate action.

I. Policy Pertaining to All Members, Groups, Events, and Organizations in the University Community and Non-University Members, Groups, Events, and Organizations

(a) No individual under the legal drinking age (minimum of 21 years of age permitted by the State of Florida or the minimum age prescribed by the local liquor authority) shall be permitted to purchase, possess, consume, or be in public view of alcoholic beverages on university property, except to the extent permitted by law within licensed premises or designated areas of the university.

(b) Alcohol must be served by a licensed and insured third party vendor. No individual may serve or otherwise provide alcohol to persons under the legal drinking age or to persons visibly intoxicated.

(c) The Consumption of Alcohol: The consumption of alcohol on university property will be restricted to the following areas:

- Skyboxes
- Milller Hall (C300, UC)
- President’s Box (Level 7, UC)
- Booster Alumni Board Rooms (C500, C300 UC)
- University Club (Building B, Floor 3, UC)
- Meeting Rooms (Building B, Floors 5 & 6, UC)
- 2nd Floor of the Westcott Building
- WFSU-TV and Radio Broadcasting Center.

Premises in and around President’s house, Pearl Tyler Alumni Center, and surrounding grounds.

- University property not located on the main campus, which is leased by the university to private entities or persons, referred to in this rule as “private premises,” such as Heritage Grove;
- Private university living quarters, including Alumni Village, where those present are of legal drinking age (see the chart), to ensure that they are a minimum of 21 years of age at the time of residence;
- Private residence (in the Dean’s or other faculty's name) in the vicinity of the University campus;

II. Guidelines for University Related Events

(a) Alcohol will not be served at any reception or other function, as defined in Section II of the Alcohol Policy, unless it is directly associated with a University function, such as an event sponsored by the Alumni Association, Inc.;

(b) Alcohol will not be served at any social function on the University campus where attendance is essentially open to the public and is not controlled by such means as individual invitation, registration, reservation and/or a fee payment process.

(c) At those functions where attendance will be predetermined and food and/or beverage will be served, the event must be advertised in advance.

1. All persons will be required to show identification, including proof of legal drinking age, before they will be served alcohol.
2. It is unlawful for any underage person to falsify a driver’s license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.
3. No person may bring any type of alcoholic beverage into a licensed facility or area, nor may any person take alcoholic beverages from a licensed facility or area.
4. All alcoholic beverages served at a function must be served in a manner that will ensure the welfare of all persons attending the event.

III. Guidelines for University Sponsored Events

(a) All alcoholic beverages served to attendees must be served in such a manner as to prevent drunkenness, and the sale of alcoholic beverages will be available at a price equal to or less than the price of the non-alcoholic beverage.

(b) Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.

(c) If non-alcoholic beverage is being sold, the alternative beverage should be available at a price equal to or less than the price of the alcoholic beverage.

(d) Wherever alcohol is present, food will also be in sufficient quantity to support alcohol consumption.

(e) No state appropriated, federal funds or A & S fees may be used to pay for alcohol services.

(f) No alcohol will be available to anyone whose use of alcohol is prohibited by federal or state laws, local ordinances, and University regulations.

(g) Any alcohol served at a University event must be served in such a manner as to prevent drunkenness.

(h) All alcoholic beverage and food service provided throughout the event.

(i) The server shall refuse to serve anyone who seems to be in danger of over consumption will be reserved and used.

(j) No alcohol will be available to anyone whose use of alcohol is prohibited by federal or state laws, local ordinances, and University regulations.

IV.足球政策

(a) Alcohol policy at their event may be subject to university disciplinary action and may forfeit their right to any fee support from the university.

V. Enforcement of Policy

Definition: Gatherings occurring in the designated parking areas surrounding the area of Doak Campbell Stadium prior to and after scheduled football games.

(a) Florida State University does not support or condone the consumption of alcohol by individuals 21 years of age or older at tailgate events.

(b) Alcohol consumption at tailgate events is not engaged in in any public area, public event, or group gathering outside of the regular stadium environment.

(c) Florida State University does not condone any act related to the consumption of alcohol that impairs, interferes, or endangers the safety or enjoyment of anyone attending these events, or committed on university property.

(d) Any organization found not to be in compliance with the university alcohol policy at their event may be subject to university disciplinary action and may forfeit their right to any fee support from the university.

V. Administration and Enforcement of Policy

(a) The Dean of the campus is the responsible university official for enforcement of the alcohol policy. The Office of Student Affairs, the Office of the Athletics Director, and the Department of Student Conduct will be involved in the administration of the alcohol policy.

(b) The Vice President for Student Relations is the responsible university official for enforcement of the alcohol policy for all other student and university related violations. Enforcement of the alcohol policy for all other student and university related violations. Enforcement of the alcohol policy for all other student and university related violations. Enforcement of the alcohol policy for all other student and university related violations.

(c) The university maintains the right to forward possible violations of federal or state laws, local ordinances, and University regulations, to appropriate authorities through the Florida State University Police Department.

(d) Alcohol consumption may cause a number of changes in behavior which are related to dose, rate of intake, body size and percentage of body fluid, expectations, social environment, physical conditions (illness or more, or com-
The Florida State University Standards of Conduct

Students are subject to the Standards of Conduct, which are found in Part I of the Florida State University Standards of Conduct. Violation of the Standards of Conduct by a student is defined as an act or omission that is inconsistent with the standards of conduct that the University requires of its students.

The Florida State University Local and State Penalties

Common Alcohol Offense (Les Clay Law) (First Offense) (Second Offense) Possession or attempt to purchase alcohol by a person under 21 60 days jail; $500 fine. Possession or attempt to purchase alcohol by a person under 21 with a license to possess alcoholic beverages 30 days jail; $200 fine. Diversion program; 10 hours community work program.

Typical Penalty Maxmimum Penalty First Offense

Using a false driver’s licen- sese ID or allowing some- one to use your card for a license for an ID card 10 hours community work program; $180 fine; 10 hours community work program. Providing alcohol to a person under 21 60 days jail; $500 fine. Providing alcohol to a person under 21, with a license to possess alcoholic beverages 30 days jail; $200 fine. Diversion program; 10 hours community work program.

Note: These are only for information. Student actions subject to change by the Florida Legislature.

The Florida State University Health Risks of Illicit Drugs

Illicit drugs all have some health-threatening qualities—some more than others. Examples include increased heart rate and lung damage from mari- juana; central nervous system disorders from cocaine, heroin, and opioids; and liver, lung and kidney damage from inhalants. HIV infection also is a serious concern. Even in legitimate use of il- licit drugs can result in physical afflications, such as hangovers, cardiovascular damage, and cancer. Drugs that impair judgment can lead to injury due to lost coordination. Other possible effects include altered moods and impaired performance at school or work, interpersonal conflicts, and financial difficulties. Illicit drugs are also associated with abuse of other substances. Regular abuse of these substances generally exposes users to crim.

Notification of Students’ Rights under FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department or (appropriate official) written requests that identify the records they want to inspect. The University will notify the student of 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 and specifies why, the student has the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student by the University official responsible for the records.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students should submit to the University a written request that identifies the records they want the University to amend and specify what the student wants changed. The student must state why the record is inaccurate or misleading. If the University makes the desired changes, it will notify the student of the results of the amendment. If the University decides not to amend the record, or does not agree with the student’s request, 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 by the University official responsible for the records.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA itself permits disclosure without consent is allowed to school officials with a legitimate educational interest. A school official is any person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or other student group that determines or严重影响s the student’s education. A school official has a legitimate educational interest if the official needs to review the records in order to fulfill his or her duties. A school official’s request for, and the University’s disclosure of, personally identifiable information to that school official will be in compliance with FERPA if the University determines that the disclosure is necessary for the performance of the official’s duties. Upon request, the University discloses education records without consent to officials of another school in which a student seeks, or intends to seek, admission.

4. The right to file a complaint with the U.S. Department of Education concerning the University’s compliance with FERPA. The name and address of the U.S. Department of Education’s Office for the Protection of Education Rights and Privacy is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Students have the right to obtain a copy of Florida State University’s student record policy. They can obtain a copy of the policy from the Office of the University Registrar, Florida State University, Tallahassee, Florida 32306-2409.

Note: Florida State University is authorized to and may release records to other institutions without notification to the student, when the stu- dent is applying for admission.

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 depar- tmental programs for educational and promotional purposes. These pho- tographs and videos may be used in print, electronic, or other media which include but are not specifically limited to, General Bulletin (undergrad- uate programs), Florida State University Handbook (graduate programs), international program materials, departmental and college brochures, University of Florida publications, and Florida State University information publications. For further informa- tion contact Media Relations at (850) 644-4036.

Illegal Downloading of Copyrighted Songs and Movies

Florida State University routinely and routinely photographs and makes videos on the main campus, branch campuses, and the international and depar- tmental programs for educational and promotional purposes. These pho- tographs and videos may be used in print, electronic, or other media which include but are not specifically limited to, General Bulletin (undergrad- uate programs), Florida State University Handbook (graduate programs), international program materials, departmental and college brochures, University of Florida publications, and Florida State University information publications. For further informa- tion contact Media Relations at (850) 644-4036.

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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

### 2011 Fall Semester Important Dates

- **Sept. 16, 2011** Financial Aid Deferments Expire.
- **Sept. 1, 2011** Students are required to maintain their current local and permanent addresses with the university. Address updates may be done online at https://www.registrar.fsu.edu or in person at the Office of the University Registrar, 3900 University Center.

### Student Addresses

- **Sept. 1, 2011** Last day to file for Fall 2011 Graduation. (Visit http://registrar.fsu.edu and log on to Secure Apps.)
- **Oct. 14, 2011** Last day to submit form requesting SU grading or to change SU option back to a regular grade. Last day to reduce course load without the permission of Academic Dean. Dean’s permission required to drop below twelve semester hours.
- **Nov. 1, 2011** Financial Aid Exit Interview for all students with federal loans graduating, transferring, or taking less than six semester hours at http://financialaid.fsu.edu. The interview must be completed by the end of the current term.
- **Nov. 23-25, 2011** Thanksgiving Day Holiday. No classes.
- **Dec. 12-16, 2011** Final Exam Week.
- **Dec. 18, 2011** Commencement.
- **Dec. 21, 2011** Graduates available online.

### 1st Week of Classes

- **Aug. 29, 2011** Last day to officially withdraw from the University.
- **Aug. 31, 2011** Last day to submit waivers or bills.
- **Sept. 1, 2011** Last day of classes.
- **Sept. 2, 2011** Last day to file for Fall 2011 Graduation. (Visit http://registrar.fsu.edu and log on to Secure Apps.)
- **Dec. 22, 2011** Final Exam Week.
- **Dec. 25-26, 2011** Christmas Day. No classes.
- **Dec. 27, 2011** New Year’s Day Holiday. No classes.
- **Jan. 10, 2012** Last day for the University to register students for the semester.
- **Jan. 14, 2012** Last day for the University to register students for the semester.

### Students Attending Florida State University

**Florida State University Policy OP-34-6 “Use of Florida State University Information Technology Resources”**

- **Sept. 16, 2011** Financial Aid Deferments Expire.
- **Sept. 1, 2011** Last day to file for Fall 2011 Graduation. (Visit http://registrar.fsu.edu and log on to Secure Apps.)

### Online Grades Due by 4:00 p.m.

- **Aug. 24, 2011** Deadline for late drop with Dean’s permission.
- **Aug. 28, 2011** Deadline for early withdrawal for credit or no credit.
- **Aug. 29-Sept. 1, 2011** Deadline for late drop with Dean’s permission.
- **Sept. 16, 2011** Financial Aid Deferments Expire.
- **Oct. 14, 2011** Last day to submit form requesting SU grading or to change SU option back to a regular grade. Last day to reduce course load without the permission of Academic Dean. Dean’s permission required to drop below twelve semester hours.
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REGISTRATION WINDOWS

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<td>2011—8:00 a.m.</td>
<td>2011—11:59 p.m.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>96 – 99</td>
<td>Wednesday, March 16,2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Junior</td>
<td>80 – 89</td>
<td>Thursday, March 17, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Junior</td>
<td>70 – 79</td>
<td>Friday, March 18, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>60 – 69</td>
<td>Monday, March 21, 2011—3:30 p.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>56 – 59</td>
<td>Wednesday, March 23, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>51 – 55</td>
<td>Friday, March 25, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>46 – 50</td>
<td>Monday, March 28, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>41 – 45</td>
<td>Wednesday, March 30, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>36 – 40</td>
<td>Friday, April 1, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>31 – 35</td>
<td>Monday, April 4, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>26 – 30</td>
<td>Wednesday, April 6, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Freshman</td>
<td>21 – 25</td>
<td>Friday, April 8, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Freshman</td>
<td>16 – 20</td>
<td>Monday, April 11, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Freshman</td>
<td>11 – 15</td>
<td>Wednesday, April 13, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Freshman</td>
<td>6 – 10</td>
<td>Friday, April 15, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Freshman</td>
<td>0 – 05</td>
<td>Monday, April 18, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Freshman</td>
<td></td>
<td>Tuesday, April 19, 2011—8:00 a.m.</td>
<td>Friday, April 22, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Open Registration</td>
<td></td>
<td>Early Registration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monday, July 11, 2011—8:00 a.m.</td>
</tr>
<tr>
<td>Registration re-opens for all continuing degree-seeking students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monday, July 11, 2011—8:00 a.m.</td>
</tr>
<tr>
<td>Registration ends</td>
<td></td>
<td></td>
<td>Monday, July 11, 2011—8:00 a.m.</td>
</tr>
<tr>
<td>New Graduates</td>
<td></td>
<td></td>
<td>Friday, July 29, 2011—11:59 p.m.</td>
</tr>
<tr>
<td>Transient/Non-Degree Seeking Students (Panama City campus only)</td>
<td></td>
<td></td>
<td>Monday, August 22, 2011—8:00 a.m.</td>
</tr>
<tr>
<td>Drop/Add (includes College of Law)</td>
<td></td>
<td></td>
<td>Saturday, August 27, 2011—8:00 a.m.</td>
</tr>
<tr>
<td>Late Registration</td>
<td></td>
<td></td>
<td>Friday, August 27, 2011—8:00 a.m.</td>
</tr>
</tbody>
</table>

REGISTRATION WINDOWS - Continued

- Note: Registration windows are open daily from 8 a.m. – 11:59 p.m. unless otherwise specified.
- * Be aware that these ranges do not reflect hours for the current semester (Spring 2011).
Step 1: Obtain the Florida State University FSUCard

See the “FSUCard” section of this chapter and activate your FSUCard if you have not already done so.

Step 2: Prepare for Registration

• Be careful not to select courses that meet at the same time. The system does not allow you to register for courses that have the same time slot, so you must make sure to check for course 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 registration.

• Double check the five-digit reference number that appears in the Course Load section for accuracy.

The Registration Process

Step 1: 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 your degree. You cannot register after the ending date of your assigned registration window.

Note: The system does not allow you to register for more than eighteen credit hours during the add period and will show an error if you try.

• Your student account is closed after the drop/add period has ended. Your Academic Dean can provide overload authorizations for students outside the add period with the exception of mandated college preparatory courses, freshman composition, and courses involved in allegiances of academic dishonesty; however, tuition changes have occurred. You must check with the Academic Dean before the end of the drop/add period for the academic year prior to the add period.

Step 3: Register at the FSU Web site at http://campus.fsu.edu

• The system allows you to register for an underload, but you must still obtain authorization from your Academic Dean.

Step 4: Pay Tuition

Tuition must be paid by the date posted at http://www.studentfirst.fsu.edu. Your fall semester tuition is due on the Tuition Payment Deadline date as stated on your account. Questions about basic health insurance coverage or purchasing school insurance should contact their carriers for policy limitations and special requirements.

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

The official method of communication at Florida State University is your e-mail address. Students insured under the Florida State University Group Health Plan are required to have an e-mail address on file with the University's insurance broker, at http://ucs.fsu.edu. FSUCard/SunTrust Banking PIN

This PIN is used for ATM withdrawals and deposits for SunTrust, PLUS cards, and some other carriers should contact their carriers for policy limitations and special requirements.

Patient 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 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, but keep them that they change their registration PIN. All these PINs, their individual functions, and the services to which each provides access:

FACTS PIN

This four-digit PIN, with 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 at any time and click the FSUCard/SunTrust Banking PIN

This PIN is used for ATM withdrawals and deposits for SunTrust, PLUS cards, and some other carriers should contact their carriers for policy limitations and special requirements.
Florida State University

Florida State University 17
Fall 2011

in My Service Hours’

See the “Academic Calendar” in the Registration Guide for semester-specific deadlines.

in cases where a student is petitioning to use one of these three drop options, except for those age sixty or over.

1. Name
2. Date and place of birth
3. Permanent address
4. Telephone number (if listed)
5. Gender
6. Birthplace
7. Major
8. Participation in official University activities and sports
9. Weight and height of athletic team members
10. Medical information in the University’s confidential medical records
11. Degrees, honors and awards received
12. Most recently attended educational institution
13. Time of admission
14. Years of attendance

Note: By submitting a request to the University to block appropriate information, students may request that the information only be blocked for a specific timeframe. In order to make such an request, students must complete and submit the “Block Student Information” form available online at the University Registrar’s Web site. The timeframe for which information is blocked or the conditions for releasing the information must be specified when the request is filed.

Contact The Center for Leadership & Civic Education

The Center for Leadership & Civic Education is a university-wide initiative that focuses on the development of engaged, responsible citizens and effective leaders. The Center utilizes a number of programs and services to encourage students to gain compassion for others and the challenges they face. Recognizing these needs, The Center coordinates, advises, and supports many projects and programs that encourage students to contribute their skills and resources to serve others. Through informed service, students can gain a deeper understanding of the issues they face, improve critical thinking skills, increase self-confidence and other valuable personal qualities.

The ServScript Program is designed to encourage students to contribute their skills and resources to serve others. The ServScript Program provides students with opportunities to practice responsible citizenship and effective leadership. The Center operates as a clearinghouse of service-related information including a directory of service organizations in the community, a listing of Service Learning courses that focus on community service, and Florida State University student organizations that focus on community service and leadership.

For more information, contact The Center for Leadership & Civic Education, (850) 644-1975, ServScript, Florida State University, 100 S. Memorial Way, Memorial Union, Tallahassee, FL 32306; (850) 644-3362; e-mail: badecker@students.fsu.edu.

ServScript

The purpose of the ServScript Program is to formally recognize students’ demonstrated commitment to community service. This commitment is documented through the description of students’ community service hours on their official FSU academic transcript. The ServScript Program encourages students to volunteer at least 100 hours of community service during their academic career. For more information, visit the Center for Leadership & Civic Education Web site at http://thecenter.fsu.edu.

ServScript is defined as an unpaid, non-punitive, intentional community service activity.

Community service is defined as an unpaid, non-punitive, intentional community service activity.

The ServScript Program is designed to encourage students to contribute their skills and resources to serve others. The ServScript Program helps students to successfully approach community service projects and gain compassion for others and the challenges they face. Recognizing these challenges, students are encouraged to reflect on their volunteer service experiences and develop a commitment to practice social responsibility throughout their lives. To participate, students must register with “My Service Hours” Blackboard course on the Student Service Learning website. For more information please visit the ‘Service Learning’ section on the FSU Registrar’s website for more information on 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 terms prior to their anticipated graduation date, or at the time they have earned ninety hours of credit. A second check should be completed in the office of their Academic Dean one term prior to their anticipated graduation. Registration stops will be placed on students who have earned one hundred 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 Summer 2011 must apply for and be readmitted to register for Fall 2011 or any subsequent term. Likewise, students who graduate in Fall 2011 must apply for and be readmitted to register for Spring 2012 or any subsequent term.

FINANCIAL INFORMATION

Tuition Rates

For current tuition rates, please refer to the Student Financial Services Web site at http://controller.vpfa.fsu.edu/Student-Financial-Services/SFS-For-Students/

Fall 2011—Materials and Supplies Fees*

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>ART 1000</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>ART 2555</td>
<td>$25.00</td>
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<tr>
<td>Art Education</td>
<td>CEE 3113C, 3305C, 4911, 5404C, 5460C, 5551C, 5556</td>
<td>$20.00</td>
</tr>
<tr>
<td>Biological Science Laboratories</td>
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<td>$13.00</td>
</tr>
<tr>
<td>Chemical and Biomedical Engineering</td>
<td>BME 4403C, 4404C</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>ECH 4523C</td>
<td>$25.00</td>
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<td></td>
<td>ECH 3274C, 3464C</td>
<td>$75.00</td>
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<td>Communication Disorders</td>
<td>SPA 5305L</td>
<td>$20.00</td>
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<tr>
<td></td>
<td>SPA 5025L, 5551L, 5552L, 5941, 5942</td>
<td>$25.00</td>
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<tr>
<td>Dance</td>
<td>ADA 2203C, 3108C, 3208C, 3209C, 4110, 4210, 5118, 5218</td>
<td>$50.00</td>
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<tr>
<td>Dedman School of Hospitality</td>
<td>DBT 4471, 4802, 4806</td>
<td>$75.00</td>
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<tr>
<td>Educational Psychology and Learning Systems</td>
<td>ELC 3325</td>
<td>$15.75</td>
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<td></td>
<td>ENS 3340</td>
<td>$16.00</td>
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<td></td>
<td>NPS 5191</td>
<td>$59.95</td>
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<tr>
<td></td>
<td>NPS 5192</td>
<td>$30.00</td>
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<tr>
<td>Geography</td>
<td>GIS 4035, 4045</td>
<td>$15.00</td>
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<tr>
<td></td>
<td>GIS 5034, 5055C, 5101, 5106, 5151, 5305, 5306, 5400</td>
<td>$20.00</td>
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<tr>
<td>Interior Design</td>
<td>END 2310, 3217, 3440, 3465, 3466, 3474, 4218, 4242, 4243, 5235, 5236, 5257, 5258, 5280, 5281, 5316, 5476, 5477</td>
<td>$50.00</td>
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<tr>
<td>Library and Information Studies</td>
<td>LIS 4482, 4483</td>
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<tr>
<td>Management</td>
<td>ISM 3271</td>
<td>$5.00</td>
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<tr>
<td>Marketing</td>
<td>MAR 3711, 4717</td>
<td>$12.00</td>
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<tr>
<td>Mechanical Engineering</td>
<td>MEE 5104</td>
<td>$59.00</td>
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<tr>
<td>Nursing Laboratories</td>
<td>NUR 3056C, 3252C, 4445C, 4766L</td>
<td>$30.25</td>
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<tr>
<td>Nutrition, Food, and Exercise Sciences Laboratories</td>
<td>MSE 4244E</td>
<td>$5.50</td>
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<td>FOS 3026C, PET 1638C, 3340C, 4551, 5355</td>
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<td>FOS 4114C</td>
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<td>FOS 4135C</td>
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<td>PET 3322C</td>
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<td>PET 3221C</td>
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<td>PET 5551</td>
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<td>PET 6565</td>
<td>$15.00</td>
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<tr>
<td>Physics Laboratories</td>
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<td>$6.50</td>
</tr>
<tr>
<td>Psychology Laboratories</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Retail Merchandising and Product Development Laboratories</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Facilities and Equipment Fees*

Florida State University assesses fees in seven 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. Students elect to use this equipment. Payments may be made at Student Financial Service, A1500 University Center. Payment is due concurrent with tuition and fees for each term. Waivers may be granted in situations involving administrative error or personal hardship as defined 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 credit courses, receive a transcript, or receive a diploma.

Fee waivers may be granted in situations involving administrative error or personal hardship as defined by the Dean of the appropriate college. Full or partial refunds may be granted pursuant to the university’s tuition and refund policy. Incomplete checks will be considered as late payment. Payments should be made to Florida State University, Office of Student Financial Services, A1500 University Center, Tallahassee, FL 32306-2194.

Late Registration & Fee Payment Waivers

Requests for waiver of the $100.00 Late Payment Fee may be submitted online through 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 Express, Discover, Mastercard, and Visa. There is a $7.00 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 telephone number, the student’s social security number, or your (personal or FSU) e-mail address. Tuition payments must be received no later than the tuition payment deadline to avoid the late-payment fee. Incomplete checks will be considered as late payments. Payments should be made to Florida State University, Office of Student Financial Services, A1500 University Center, Tallahassee, FL 32306-2194.

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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.

• By Electronic Funds Transfer (EFT) to your FSUCard Account at Sun Trust.

• By Check

Approximately ninety percent of the student body receiving financial aid at Florida State University have chosen to process their aid electronically via the EFT. This is the fastest and most reliable method of receiving their financial aid; or

• By a check mailed to your local address. Exceptions for holds on academic status may include:

  • Students must check their status at http://www.aies.fsu.edu/financial. Your financial aid will be disbursed in accordance with your AFS selection after the hold has been resolved. You must present a picture ID to either the Cashier or Financial Aid office.

  • Students whose financial aid has not arrived by the beginning of the semester must confirm they received a tuition deferral. After the distribution dates at the beginning of the semester, additional charges 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 term by going to http://www.studentfee.fsu.edu and clicking on the Check Financial Aid Status subheading in the Money Matters section.

  • All financial aid funds disbursed based on the enrollment is contingent upon verification from the Office of Student Financial Services and fees detailed. With your temporary deferment, your total balance due may be assessed a late payment fee of $100.00. You may check your financial aid status at http://www.aies.fsu.edu/financial. For questions, please contact the Office of Student Financial Services at 888-873-2786 (toll-free in Florida) 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 the program source the amount of unearned financial aid. Financial aid is considered unearned when tuition, fees, and other 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 student’s total liability of unearned funds. However, students will owe the University the amount returned to the aid source for institutional charges.

In addition, any student who receives Title IV aid and does not 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 overpaid, and students are required to return fifty percent of the grant. Students who owe grant overpayment to the Title IV loan program, will be required to repay the fund if, during those forty-five days the student: 1) repays the overpayment in full to the title IV program; or 2) enters into a repayment agreement. 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 repay the overpayment directly to the Title IV program. Students should consider their repayment responsibilities for these programs as part of any withdrawal. Financial Aid students who are having their tuition paid by an agency, other fees as specified by certain schools or departments.

Financial Aid

Registration Guide

Florida State University

Fall 2011

Delinquent Accounts

All delinquent University accounts must be paid before students may complete registration. Payment should be made by cash, money order, or a check. Students who fail to 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 for communicating with students concerning any outstanding financial obligation, withdrawal, or changes in financial aid. Students are required to check the e-mail communication from the Office of Student Financial Services at the end of each week, for messages related to their account. If a student fails to respond to the notification of a cancelled or current fee payment before the cancellation of their current term’s schedule, students will be charged $50.00 for any unaudited charges or course changes.

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 term they enroll. In accordance with Rule 6C-7.002(2), 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.

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 a $50.00 fee for non-payment of tuition and fees. Students will receive an e-mail notification from the Office of the University Registrar that this notification is contingent upon verification from the Office of Student Financial Services that fees and tuition have been paid or formal arrangements have been made for tuition and fee payment. Reinstatement of schedules will also include a $100.00 registration fee and a $100.00 late payment fee. Checks or credit card payments that are returned or refused are considered to be non-payment of tuition and fee payment arrangement for the reinstatement of a student’s schedule.

Delinquent accounts should be paid by cash, money order, or cashier’s check.

Dischordoned Checks or Electronic Payments

Return Check Charge/Stop Payment Charge: $25.00 or five percent of the charge, whichever is greater. In addition, stop payment fees are assessed for each check that is refused. Delinquent accounts should be paid by cash, money order, or cashier’s check.

Dischordoned Checks or Electronic Payments

Return Check Charge/Stop Payment Charge: $25.00 or five percent of the charge, whichever is greater. In addition, stop payment fees are assessed for each check that is refused. Delinquent accounts should be paid by cash, money order, or cashier’s check.

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

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.

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 a $50.00 fee for non-payment of tuition and fees. Students will receive an e-mail notification from the Office of the University Registrar that this notification is contingent upon verification from the Office of Student Financial Services that fees and tuition have been paid or formal arrangements have been made for tuition and fee payment. Reinstatement of schedules will also include a $100.00 registration fee and a $100.00 late payment fee. Checks or credit card payments that are returned or refused are considered to be non-payment of tuition and fee payment arrangement for the reinstatement of a student’s schedule.

Delinquent accounts should be paid by cash, money order, or cashier’s check.

Dischordoned Checks or Electronic Payments

Return Check Charge/Stop Payment Charge: $25.00 or five percent of the charge, whichever is greater. In addition, stop payment fees are assessed for each check that is refused. Delinquent accounts should be paid by cash, money order, or cashier’s check.

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