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

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

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

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### IMPORTANT

The courses to be offered in the Fall semester will be available online March 1st.

### LOOKING FOR THESE?

The following listings are located on the website of The Office of the University Registrar, [http://registrar.fsu.edu](http://registrar.fsu.edu):

- Academic Advising Codes
- Courses for Liberal Studies Credit
- Courses for Multicultural Credit
- Exam Schedule
UNIVERSITY NOTICES

Required First Day Attendance Policy

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

Notification of Student Rights Under FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. Students should write the University official responsible for the record, clearly identify the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

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

Drug and Alcohol Policy

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

Sexual Harassment Policy

All students are responsible for knowing and adhering to The Florida State University Statement for Students on Sexual Harassment. This policy is available in the General Bulletin and the Graduate Bulletin and may also be found online at http://www.inspectorgeneral.fsu.edu/sh/policy.html.

Repeat Course Surcharge

Section 1009.285, Florida Statutes, mandates that each student attempting the same non-repeatable undergraduate course more than twice beginning with the Fall Semester 1997 shall be assessed an additional per credit hour surcharge beginning with the third attempt. Attempted hours include those hours dropped, withdrawn, and repeated under FSU forgiveness which are fee liable. Undergraduate level courses are numbered 1000 to 4000.

Effective Fall Semester 2003, the repeat course surcharge was $164.54 per credit hour.

Rate subject to change in Fall 2004.

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

Immunization Requirements

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. New laws enacted by the State of Florida mandate that all university students must be informed of the risks of these infections. Students currently enrolled and living in campus housing either must be vaccinated against meningitis and hepatitis B or must sign a waiver stating that they have declined to receive the vaccine. As this law is now effective, The Florida State University has altered its health history form. All incoming students will be required to show proof of immunization or sign the waiver before they are permitted to register for classes.

Any students currently living in campus residence halls need to obtain information about the risks associated with these infections and make a decision to get vaccinated or sign a waiver refusing the inoculations prior to the opening of their registration window. If you do not meet this requirement, a hold will be placed on your records and you will be unable to register.

All students are strongly encouraged to get vaccinated for meningitis and hepatitis B prior to the opening of their registration window. Information about these vaccinations may be obtained at Thagard Student Health Center. If you have questions, please call us at (850) 644-6230 or visit us on the web at http://www.tshc.fsu.edu. Students wishing to receive these vaccinations should call Thagard Student Health Center’s General Medical clinic at (850) 644-TIME (8463) to make a nursing appointment. The cost of the meningitis vaccine is $70.00. The hepatitis B vaccine is administered in a series of three injections over a six-month period; the cost is $40.00 per injection. The campus-sponsored health insurance offered through Thagard should cover the cost of these immunizations.
## FALL 2004 ACADEMIC CALENDAR

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 16–April 23, 2004</td>
<td>Registration for continuing and readmitted students.</td>
</tr>
<tr>
<td>July 1, 2004</td>
<td>Last day community college students can apply for Fall 2004 Cooperative Program Registration.</td>
</tr>
<tr>
<td>Aug. 1–Sept. 2, 2004</td>
<td>Fee Payment at A1500 University Center. For account status and fee payments visit <a href="http://www.fees.fsu.edu">http://www.fees.fsu.edu</a>. 8:30 a.m–4:30 p.m. each day; open until 6:00 p.m. on August 27 and Sept. 2. Annual student parking permits are issued at A1500 University Center and other locations as posted.</td>
</tr>
<tr>
<td>Aug. 20, 2004</td>
<td>Registration for First time FSU degree-seeking students (Graduate): 8 a.m.–midnight. Last day to file for change in residency status. Special Student Registration. 8 a.m.–midnight.</td>
</tr>
<tr>
<td>Aug. 21–26, 2004</td>
<td>Florida National Guard Registration (for those using National Guard waivers.) Drop/Add, (Includes Law School) 8 a.m.–midnight, Drop/Add ends at midnight, August 26, 2004.</td>
</tr>
<tr>
<td>Aug. 23–24, 2004</td>
<td>Late Registration ($100.00 late registration fee.)</td>
</tr>
<tr>
<td>Aug. 23–27, 2004</td>
<td>FAMU—FSU Co-op Program Registration at the Office of the University Registrar: 8 a.m. to 5 p.m.</td>
</tr>
<tr>
<td>Aug. 26, 2004</td>
<td>Last day to Drop/Add and have fees adjusted. Students are liable for all fees for courses still on their schedules at 12:00 midnight. Last day to add a course without academic dean’s permission.</td>
</tr>
<tr>
<td>Aug. 27, 2004</td>
<td>Fifth Day of Classes. Last day to cancel enrollment and have fees removed. Last day to submit waivers, billings or Veterans’ deferment. Registration for state employees (non-FSU employees) using State Employee Fee Waivers, 8:00 a.m.–6:00p.m.</td>
</tr>
<tr>
<td>Aug. 31, 2004</td>
<td>Financial Aid Checks Mailed. (Exception: First-time borrowers at FSU will receive their loan funds on Sept. 9, 2004).</td>
</tr>
<tr>
<td>Sept. 1, 2004</td>
<td>Financial aid available via EFT in FSU/Card accounts. First day to apply for financial aid deferments and delayed delivery loans.</td>
</tr>
<tr>
<td>Sept. 2, 2004</td>
<td>Last day to pay or defer fees without a $100 late fee.</td>
</tr>
<tr>
<td>Sept. 3, 2004</td>
<td>Last Day to Register for CLAST Exam, (850) 644-3181. Last day to file for Fall 2004 Graduation at the Office of the University Registrar.</td>
</tr>
<tr>
<td>Sept. 6, 2004</td>
<td>Labor Day. No Classes.</td>
</tr>
<tr>
<td>Sept. 7–10, 2004</td>
<td>New Transfer Student Follow-up Session. First term transfers should make an individual follow-up appointment with their advisor to review schedules.</td>
</tr>
<tr>
<td>Sept. 17, 2004</td>
<td>End of Fourth Week of Classes. Last day to reduce course load without permission of academic dean. Dean’s permission required to drop below twelve (12) semester hours. Last day to drop a course without receiving a grade. Last day to withdraw without receiving a grade. Last day to submit form requesting S/U grading or to change S/U option back to regular grade.</td>
</tr>
<tr>
<td>Oct. 4–22, 2004</td>
<td>Spring 2005 Academic Advising for all currently enrolled and readmitted degree-seeking students.</td>
</tr>
<tr>
<td>Oct. 15, 2004</td>
<td>Installment Contract Balance Due. No exceptions. Last day to file to repeat a course under the Forgiveness Policy or to cancel such notice. No exceptions. Last day community college students can apply for Spring 2005 Cooperative Program Registration.</td>
</tr>
<tr>
<td>Nov. 1, 2004</td>
<td>Official Thesis/Dissertation manuscript approval deadline for Fall semester, 408 Westcott.</td>
</tr>
<tr>
<td>Nov. 8, 2004</td>
<td>Veteran’s Day Holiday. No Classes. Last day to officially withdraw from school Homecoming: No classes after 1:10 p.m.</td>
</tr>
<tr>
<td>Nov. 11, 2004</td>
<td>Official Thesis/Dissertation copies due to manuscript clearance advisor for Fall semester, 408 Westcott.</td>
</tr>
<tr>
<td>Nov. 12, 2004</td>
<td>Financial Aid Deferments Expire. Full tuition payment must be made by the student to avoid a late payment. Veterans’ Deferments Expire.</td>
</tr>
<tr>
<td>Nov. 15, 2004</td>
<td>Thanksgiving Day Holiday. No classes. Last day to turn in ServScript verification forms.</td>
</tr>
<tr>
<td>Nov. 19, 2004</td>
<td>Last Day of Classes. Last day to reduce course load, if permitted, by the academic dean. Last day to apply for A. A. Certificate at the Office of Undergraduate Studies, A3400 University Center.</td>
</tr>
<tr>
<td>Dec. 10, 2004</td>
<td>Residence Halls close at noon. Diplomas dated this date. Commencement: Civic Center, 9 a.m.</td>
</tr>
<tr>
<td>Dec. 11, 2004</td>
<td>Registrar’s Office closed for grade processing.</td>
</tr>
<tr>
<td>Dec. 13, 2004</td>
<td></td>
</tr>
</tbody>
</table>
REGISTRATION WINDOWS

Fall 2004

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Hours Completed *</th>
<th>Registration Opens</th>
<th>Registration Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td></td>
<td>Tuesday, March 16, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Senior</td>
<td>110 &amp; up</td>
<td>Tuesday, March 16, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Senior</td>
<td>90 – 109</td>
<td>Friday, March 19, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Junior</td>
<td>80 – 89</td>
<td>Tuesday, March 23, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Junior</td>
<td>70 – 79</td>
<td>Wednesday, March 24, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Junior</td>
<td>60 – 69</td>
<td>Friday, March 26, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>50 – 59</td>
<td>Tuesday, March 30, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>40 – 49</td>
<td>Friday, April 2, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 – 39</td>
<td>Tuesday, April 6, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>20 – 29</td>
<td>Friday, April 9, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>06 – 19</td>
<td>Tuesday, April 13, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>00 – 05</td>
<td>Friday, April 16, 2004 — 8 a.m.</td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
<tr>
<td>Early Registration Ends</td>
<td></td>
<td></td>
<td>Friday, April 23, 2004 — midnight</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Hours Completed **</th>
<th>Registration Opens</th>
<th>Registration Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td></td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>Senior</td>
<td>110 &amp; up</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>Senior</td>
<td>90 – 109</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>Junior</td>
<td>80 – 89</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
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<td>70 – 79</td>
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<td>Friday, August 6, 2004 — midnight</td>
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<td>60 – 69</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
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<tr>
<td>Sophomore</td>
<td>50 – 59</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
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<tr>
<td>Sophomore</td>
<td>40 – 49</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
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</tr>
<tr>
<td>Sophomore</td>
<td>30 – 39</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
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<tr>
<td>Freshman</td>
<td>20 – 29</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>06 – 19</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>00 – 05</td>
<td>Tuesday, July 6, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>Open Registration</td>
<td></td>
<td>Tuesday, August 3, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>New Graduates</td>
<td></td>
<td>Tuesday, August 3, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>Registration Ends</td>
<td></td>
<td>Check with Orientation</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>First time at FSU degree-seeking (undergraduate)</td>
<td></td>
<td>Monday, August 23, 2004 — 12:01 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>First time at FSU degree-seeking (graduate)</td>
<td></td>
<td>Friday, August 20, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>Special Students</td>
<td></td>
<td>Friday, August 20, 2004 — 8 a.m.</td>
<td>Friday, August 6, 2004 — midnight</td>
</tr>
<tr>
<td>National Guards (using fee waiver)</td>
<td></td>
<td>Saturday, August 21, 2004 — 8 a.m.</td>
<td>Thursday, August 26, 2004 — midnight</td>
</tr>
<tr>
<td>Drop/Add (Includes Law School)</td>
<td></td>
<td>Saturday, August 21, 2004 — 8 a.m.</td>
<td>Thursday, August 26, 2004 — midnight</td>
</tr>
<tr>
<td>Late Registration</td>
<td></td>
<td>Monday, August 23, 2004 — 12:01 a.m.</td>
<td>Tuesday, August 24, 2004 — midnight</td>
</tr>
<tr>
<td>State Employees Using Fee Waiver</td>
<td></td>
<td>Friday, August 27, 2004 — 8 a.m.</td>
<td>Friday, August 27, 2004 — 5 p.m.</td>
</tr>
</tbody>
</table>

* Does not include hours for the current semester (Spring 2004).
** Includes hours earned for Spring 2004.

Eligibility

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

By Registering Students Accept Both Fee and Grade Liability

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

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

Annual student parking permits are issued at the fee payment location.

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

Admission/Readmission Dates

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

Law School/Medical School Dates

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

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

Attention Students

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

1. Log on at http://student.access.fsu.edu; you then will see the following screen:

2. Enter your social security number and four-digit registration PIN code.
3. Select “Term” and “Year” for which you are registering.
4. Click on “Submit.”
5. You will receive a liability and protected area notice. Click “Yes” if you accept and wish to continue.
6. You will then see a screen similar to the following. Please follow its instructions for drop/add.
7. To authorize tuition and fee payment from your FSUCard debit account, or other credit card, click on “Online Billing Statement” and select the appropriate fee payment option. There is a fee to cover the cost of providing this service. The automatic debit to your FSUCard account for tuition payment also is available for a limited period of time.
8. Courses added after the fifth day of classes must be paid for separately by the student within five (5) calendar days.
TELEPHONE REGISTRATION WORKSHEET

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

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

The system will not check for time conflicts.

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

1. Call the system number: (850) 644 – 8888 and select option “1” from the student access system.
2. Enter term and year ___ ___ (Spring = 1, Summer = 6, Fall = 9) followed by the pound key (#): “9–0–4” + “#” = Fall Term, 2004.
3. Enter your Social Security Number ___ ___ – ___ ___ followed by the pound key (#).
4. Enter your four digit registration PIN (Personal Identification Number) ________, followed by the pound key (#):
5. By registering, students accept both fee and grade liability. Indicate that you understand this responsibility by entering “9” (“Y” on your phone) followed by the pound key (#). To cancel registration, students must drop all classes via telephone before classes begin or must send a written request to the Office the University Registrar postmarked no later than the fifth day of classes.
6. To register (add), enter “2” (“A” on your phone) followed by the course’s five-digit reference number and the pound key (#):
7. To drop a course, enter “3” (“D” on your phone) followed by the course’s five-digit reference number and the pound key (#):
8. After you finish registering, enter “8” (“T” on your phone) followed by the pound key (#), to terminate your call.

“A” or “D” | Reference Number | Course Title and Number | Section | Hours | Meeting Time
---|---|---|---|---|---
| | | | | |
| | | | | |
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Touchtone Telephone Options

Press “7” + “#” and the last voice message will be repeated.
Press “5” + “#” to review your current schedule.
Press “0” + “#” to list your tuition and fees. This includes outstanding accounts receivable.
Press “8” + “#” to terminate call.

Call (850) 644–9452 with any questions concerning fees.
Call 644–6529 or 644–3030 with any questions concerning registration.
TDD service for hearing impaired, please call (850) 644–3356.

Internet payment option is available with your FSUCard, credit card (American Express, Discover, Mastercard) or electronic checks at http://www.fees.fsu.edu.
There is a fee to cover the cost of providing this service.
REGISTRATION INFORMATION

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

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

Telephone Paystation Registration

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

By registering, you accept both Fee and Grade liability.

Immunization Requirements

The State Board of Education requires all entering students born in or after 1957 to present documented proof of immunity against measles (Rubella and Rubeola) prior to registration. Failure to comply will result in a stop being placed on your registration. Call the Thagard Student Health Center Immunization Office (850) 644–6573, or 644-6587 for more information.

Effective January 2003, new immunization laws enacted by the State of Florida mandate that all university students must be informed of the risks of meningitis and hepatitis B. Log on to http://www.tshc.fsu.edu. You must check for clearance or course authorizations you may need and resolve academic or administrative holds on your registration.

Prior to Registration

1. Contact your departmental office for any clearances or course authorizations you may need and resolve academic or administrative holds on your registration.

2. Undergraduate Studies students and transfer students must see their academic adviser prior to registration. All students are urged to consult their adviser prior to registration.

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

3. If you are repeating a course under the forgiveness policy, you must file such intention with the Office of the University Registrar prior to the deadline announced in the “Academic Calendar” in this Registration Guide. No Exceptions.

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

The Registration Process

Step 1: Complete the Registration Worksheet

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

2. Consult the General Bulletin or Graduate Bulletin to check if a course requires a laboratory.

3. Double check the five digit reference number that appears in the Course Look Up (http://registrar.fsu.edu).

4. List alternate courses.

Step 2: Register by Touchtone Telephone or via FSU Website at http://student.access.fsu.edu

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

1. You can call or use the web site to register any time during the “window” assigned to you by the number of credit hours you have earned toward graduation. You can also call back or use the website to Drop/Add during that time. You cannot register after the ending date of your assigned registration window.

FSUCard/SunTrust Banking PIN. ATM withdrawals and deposits for SunTrust, Honor, and Cirrus; and POS purchases through the Honor System.
2. Follow the steps on the “Telephone Registration Worksheet” when using the telephone.

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

3. The registration system will not allow you to register for more than eighteen (18) semester hours. Your academic dean can provide overload authorization. To then register for overload hours you must go to the Office of the University Registrar. See the ‘Course Load’ section of this chapter.

4. The system will allow you to register for an overload, but you still must obtain authorization from your academic dean.

**Step 3: Obtain The Florida State University Card**

See the ‘FSU Card’ section of this chapter.

**Step 4: Pay Tuition**

Tuition must be paid by the date posted at http://www.studentsfirst.fsu.edu by selecting the “Student Financial Services” option in the “Money Matters” section. Visit http://www.fees.fsu.edu for account status and fee payment options. Courses added after the fifth day of classes must be paid for separately by the student within five (5) calendar days.

**Late Registration**

A $100.00 fee will be assessed for students who register after August 22, 2004.

**Drop/Add Regulations**

1. Effective the first day of classes, a student cannot drop his/her last or only course (see ‘Student Cancellation of Schedule’ below).

2. After the last day of Drop/Add, students may only add courses with the approval of their academic dean.

3. Undergraduate students who wish to drop chemistry laboratory courses at any point during the semester must obtain a signature from the Department of Chemistry and Biochemistry before returning the Drop/Add form to the University Registrar.

4. Students who do not maintain attendance and who do not officially drop a course will receive an “F,” and may be subject to federal financial aid refund regulations.

**Change of Schedule After Drop/Add**

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

**Course Load**

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. The minimum number of hours allowed for a graduate student is twelve (12) semester hours per semester; the maximum number of hours is fifteen (15).

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

**Student Cancellation of Schedule**

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

1. Prior to the first day of classes a student may cancel his/her registration by dropping all courses using the telephone or website registration system.

2. Prior to and during the first five days of a semester, or summer session, a student may cancel registration by submitting a written request to the Office of the University Registrar.

3. 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.

4. Beyond the fifth class day students cannot cancel registration, but must officially withdraw from the University. Students allowed to register in error will have their registration canceled.

**Withdrawal**

All students (degree seeking and special) who wish to leave the University after the fifth day of a term must officially withdraw from the University no later than four weeks prior to the last day of the semester or term. See the “Academic Calendar” for the specific deadline date. Contact the Office of the Dean of Students, 644-1747. Students who withdraw within the first four weeks of a term have no liability for grades; afterward, they will be assigned a grade of “W” or “F” at the discretion of their instructor. Students who do not officially withdraw will be assigned a grade of “F” for each course for which they are registered but fail to attend. These grading policies also apply to courses taken S/U.

**Refund of Fees**

Students who drop a course without fee liability after their tuition and fees are paid may be eligible for a tuition refund. Any amount paid in excess of the amount owed to the University during the semester/term will be carried forward and may be applied against subsequent University charges incurred or may be refunded upon request. Any outstanding charges owed to the University will be deducted and the balance will be processed as a credit to the student’s FSU Card account for currently enrolled students, unless the student requests a check to be mailed to the address on file. However, payments made by credit card will be refunded to the credit card. Checks will be made to those students who are no longer enrolled. Refund request forms are available at the Office of Student Financial Services, A1500 University Center or online at http://www.vfsa.fsu.edu/control/forms/printonly/mp371.pdf.

Students who withdraw after the fifth day of the semester/term, but prior to the end of the fourth week of the semester (or for summer session, 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 the aid source. The amount of unearned financial aid funds disbursed to them as of their withdrawal date as described in the section below on ‘Withdrawals and Return of Financial Aid.’ In the case where a withdrawal petition is approved, a refund can be provided only if the refund withdrawal request is submitted within six months after the end of the semester/term in which the withdrawal occurred.

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**Thursday, September 2, 2004**

**Is the Last Day to Pay Fees (includes law students)**

**Stand In Line or Pay Online at http://www.fees.fsu.edu**

**Location: Student Financial Services, A1500 UC, 8:30-4:30 p.m., Monday-Friday**

**August 1 – September 2 (open to 6 p.m. August 27 and September 2)**

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

**Student parking permits issued at the above location:**

**August 17 – September 2**
Withdrawals and Return of Financial Aid

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

Students must repay the unearned Title IV funds to any Title IV loan program in accordance with the terms of the loan. For Title IV loan programs, unearned grant program funds are considered overpayments and students are required to return fifty percent (50%) of the grant. Students who owe grant overpayments remain eligible for Title IV program funds for 45 days if during those 45 days the student: 1) repays the overpayment in full to the University, or, 2) enters into a repayment agreement with the University. However, entering into a repayment agreement does not mean the student is eligible to register for additional classes, receive a transcript, diploma, etc. Students can lose Title IV financial aid eligibility if they do not comply with the repayment requirements. Students must repay overpayments in accordance with the terms of Title IV regulations.

Grading

For current grading policies and procedures, consult the current edition of the University Bulletin. Students planning to continue their academic studies at The Florida State University should contact the Office of Student Financial Services to ensure that their exit interview stop during the semester is removed. A financial hold which prohibits the release of diplomas, transcripts and other University services will be placed on a student’s account if this requirement is not completed.

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 the unearned portion will result in the withholding of diploma and/or official transcripts. Counseling sessions can be completed by going to the “Money Matters” section of http://www.studentsfirst.fsu.edu and clicking on “exit interviews for financial aid.”

Completed forms must be mailed to Student Accounts Section, A1500 University Center, Tallahassee, Florida 32306-2394. Graduating students planning to continue their academic studies at The Florida State University should contact the Office of Student Financial Services to ensure that their exit interview stop is removed. A financial hold which prohibits the release of diplomas, transcripts and other University services will be placed on a student’s account if this requirement is not completed.

Special Student Information

All new special students on the main campus will be assessed a nonrefundable application fee of $20.00, paid at the time of application. For specific policies concerning the registration and status of special students, consult the 2004–2005 edition of the General Bulletin or 2003–2005 edition of the Graduate Bulletin. For additional information, contact the Office of Admissions, University Center Building A2500, (850) 644-6200. Procedures and residency requirements for special student registration are the same as for regularly enrolled degree seeking students as described on the preceding pages.

Graduation

Undergraduate students should request a graduation check in the Office of the University Registrar two terms prior to their anticipated graduation date or at the time they have earned ninety (90) hours of credit. A second check should be completed in the office of their academic dean one term prior to their anticipated graduation. Registration stops will be placed on students who have earned one-hundred ten (110) semester hours but have not completed the graduation checklist. Graduating students should check with their department regarding degree requirements. Application for graduation must be made in the Office of the University Registrar by the published deadline; refer to http://registrar.fsu.edu for this information. There is no charge for the first application. Students who graduate in the Summer of 2004 must apply for and be readmitted to register for Fall 2004 or any subsequent term.

Registration for FAMU—FSU Cooperative Program

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

Auditing Courses

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

Procedures

1. Pick up an “Audit Approval Form” from the Office of the University Registrar during the first week of classes.
2. Fill out the form and obtain both the instructor’s approval and clearance from the University Student Health Center.
3. Return the approved form to the Office of the University Registrar for final approval and class registration.
4. Pay fees during fee payment in the cash line at the designated fee payment location. No waivers or deferrals may be used, except for those age sixty (60) or over.
5. Present the form to your instructor at the next class meeting.

Note: if already registered for the course, you must drop it before the audit request can be processed.

Policy on Refunds for Audited Courses

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

Note: the refund request form or withdrawal form must be submitted to the Office of Student Financial Services within six months from the end of the term from which the student withdrew.
Tuition–free Courses for Those Sixty Years of Age and Older

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

1. Under this tuition–free option, registration is allowed on a space available audit basis only (see above) and does not include thesis, dissertation or applied music courses or other courses requiring individual instruction.

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

3. Audit forms are available from the Office of the University Registrar. Proof of age and Florida residency must be presented to the Office of Student Financial Services before returning completed audit forms to the University Registrar.

Library Cards

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

FSUCard

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

Grade Reports

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

Using the IVR, students may obtain grades by dialing (850) 644-8888 and selecting option number 2, and following the voice response prompts. A unique registration PIN may be required if a student has not previously done so. Fall 2004 grades will be available December 14, 2004.

Semester grades are also available via the FSU homepage on the Web and on the self-inquiry kiosks located in the University Center Building A or Krentzman Lounge in the Student Union and other locations. Students may obtain their grades at http://www.fsu.edu/students. To access grades using the website, students will be required to change their registration PIN from the birth month/year default to a unique numeric four-digit code. The registration PIN may be changed as often as desired and can be designated as confidential. Please remember your new registration pin. You will need it to register for classes.

Fee Payment Regulations

Tuition payment liability is incurred at the time of registration. Students who enroll must pay fees and tuition in full or initiate an installment contract by the tuition and fees payment deadline. Students who fail to pay tuition in full by the fee payment deadline will be assessed a late payment fee of $100.00. All waivers, vouchers, Intern Participation Certificates, agency billings, and department billings for all students, including those receiving financial aid, must be submitted by the fifth day of the semester. You may pay by check, cash, money order or FSUCard. These payments may be submitted by mail, drop box or in person. We also take electronic checks, FSU Card and American Express, Discover or MasterCard payments via the Internet at http://www.fees.fsu.edu. The Florida State University will accept credit card payments only over the Internet at the site listed above. There is a fee to cover the cost of providing this service. Classes added after the Drop/Add deadline must be paid for within five (5) calendar days. Foreign and two party checks are not accepted. Make checks payable to The Florida State University and include the student’s social security number, local phone and address on each check.

The basic Florida Prepaid College Plan does not pay the full amount of tuition owed to The University. Intern Participation Certificates. Students must pay the remaining balance due by the posted tuition payment deadline.

You may obtain your online billing statement on the web at http://www.fees.fsu.edu or at the self-inquiry kiosks located in the University Center Building A or Krentzman Lounge in the Student Union and other locations.

E-mail Notification

Student Financial Services notifies students via the students’ Garnet e-mail account regarding the status of their account. Students shall maintain and check their accounts regularly.

Internet Payments Seven (7) Days a Week

Students can make payments via the Internet by going to http://www.fees.fsu.edu. We accept FSUCards, most major credit cards (American Express, Mastercard, Discover Card) and electronic checks for payment. You will be assessed a convenience fee for this service that will be displayed before you complete your transaction. Returned payments will be assessed the same fees as paper checks. The convenience fee is nonrefundable. Tuition payments must be made by midnight of the tuition payment deadline to avoid the late payment fee.

Parental Access to Financial Records

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

Delinquent Accounts

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

Fees and Financial Aid

Students

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

1. By Electronic Funds Transfer (EFT) to your FSUCard Account at Sun Trust. Approximately 80% of the student body receiving financial aid at FSU have chosen to process their aid electronically and take advantage of the fastest and most reliable method of receiving their financial aid; or
2. By a check mailed to your local address.

3. Exceptions:
   a. Students must check their status at [website] or at [another website]. If a hold on the student’s financial aid is not cleared by the student in a timely manner, the aid may be returned. Further, if tuition is not paid by the deadline, a late payment fee may be assessed. In order to receive your aid, you must be enrolled for the required number of hours; and
   b. Students whose financial aid has not arrived by the beginning of the semester must confirm they received a tuition deferment. After the distribution dates at the beginning of the semester, additional funds that become available will be disbursed daily and mailed or sent to the FSUCard account in accordance with the selection made on the student’s Disbursement Authorization Statement (DAS).

   Students must confirm their application is complete during the first week of the semester by going to [website] and clicking on “check financial aid status” subheading in the “Money Matters” section.

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

Section 428G (a)(3) and (b)(1) of the Higher Education Act of 1965, provided exceptions to the multiple disbursements requirement for low-default rate schools in the Federal Family Education Loan program (FFEL). Unfortunately, these exceptions expired on September 30, 2002. Consequently, all Federal Stafford and Federal Parent loans certified on or after October 1, 2002, are subject to the multiple disbursement requirements. The first disbursement each semester is restricted to half of the loan funds scheduled to be received for that respective semester. The balance of the loan funds for the semester cannot be disbursed until after the midpoint of the semester.

First-time Borrowers

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

All financial aid students must check their financial aid status by visiting [website] or calling (850) 644-0539 on the scheduled call-in date. If your on-line billing statement says they have a deferment or their tuition has been paid, they do not need to come to the Office of Student Financial Services. Students required to attend financial aid distribution should report to the Office of Student Financial Services, A1500 University Center on the published call-in date and time.

Your administrative messages will not appear in your voice mail box until the call-in date. After dialing (850) 644-0539 and entering your social security number and your registration PIN, select the optional features menu according to the voice instructions.

The message for those students who have chosen to have their financial aid processed using EFT and their FSUCard account will provide a detailed description of each debit and credit involved in the transaction.

You will use your registration personal identification number (PIN) to gain access to your administrative messages using this voice mail system.

If you have any questions, please call (850) 644-1264 at the Office of Student Financial Services. Call 1-800-996-7877 for information about your FSUCard account at SunTrust Bank.

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

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

Financial Aid Deferrals may be granted to students whose aid has not arrived by the published distribution date. The deadline to request a deferment is the tuition payment deadline. You must present a picture ID to receive a short term loan. If deferrals expire, students must pay their unpaid tuition balance in full or receive a late fee after the deadline. If tuition is not paid, students will not be able to register for classes, receive a delayed delivery loan, grades or transcripts. Students must confirm their financial aid has arrived and all requirements have been met by the deferment expiration date. Go to [website] and log in; you then will see your courses and fees due. You must log in by the deferral and deadline, click on the “Details” button next to “Arrangements.” With your temporary deferment, your total balance due may show “Szero” 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 and fees in full by the deferral due date. If you have questions, contact us at sfs@admin.fsu.edu or (850) 644-9452. Also, check your financial aid status at [website].

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

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

Installment Contracts

Students incurring tuition fees greater than $150.00 are eligible to execute an installment fee payment agreement for Fall and Spring semesters only. The initial payment, which must be one-half of the total tuition, is due by the tuition payment deadline. Failure to pay the balance of tuition by the second installment deadline will result in a $100.00 late payment fee. All credit and records will be held if the balance is not paid by the end of the semester. A fee will be assessed at the time of first payment for this option. Students should make payment in person to initiate and sign the agreement/receipt or send a letter requesting the installment plan and include the fee plus half of the tuition. This payment plan is not available on the Internet.

Once an installment contract is executed, any course added at a later date must be paid in full within five (5) calendar days. It will not be covered under the previously executed contract. Failure to pay tuition in full for such a course will result in the assessment of a late payment fee ($100.00). This installment plan costs $100.00 per installment by the due date will result in the assessment of a late payment fee.

Note: students participating in continuing education courses held outside of Leon County must pay their tuition and fees in full by the tuition and fee payment deadline.

Mail-in Fee Payments

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

Fee Payment Drop Box

Use the convenient fee payment drop box located on the outside wall of A1500 University Center in the T. K. Wetherell Building across from the Heritage Fountain. Be sure to use an envelope and include the last four digits of your social security number or your FSUCard number on your check. Tuition payments must be inserted by midnight of the tuition payment deadline to avoid the late payment fee.

Dishonored Checks or Electronic Payments

Return Check Charge/Stop Payment Charge: $25.00 or five percent (5%) of the amount of the check, whichever is greater (subject to change). A returned check/stop payment charge is assessed against a student’s account who has a check or electronic authorization for
Required Summer Attendance

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

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

First Class Meeting

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

Official Transcripts

A $5.00 charge will be assessed for each official transcript issued. Transcripts will not be issued until all University debts have been paid in full.

Enrollment Certification

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

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. 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.

Phone Monitoring

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

Bicycle Parking

In accordance with the Florida Americans with Disabilities Act of 1993, State of Florida Fire Marshal's Rules and Regulations and University Rules, it is unlawful and dangerous to park bicycles in locations where they impede pedestrian or vehicular traffic. Prohibited areas include: 1) any area within six feet in front and to the side of any entrance to or exit from any building; 2) within any sidewalk; 3) on any access or egress ramp, steps, stairs or handrails; 4) in corridors; and 5) within any roadway or motor vehicle parking spaces. The FSU Police Department and the Department of Environmental Health and Safety are authorized to cut security chains and remove for impoundment any bicycle parked or stored in violation of this rule. Any person whose bicycle has been impounded may claim that bicycle within thirty (30) days of impoundment by contacting the FSU Police or Environmental Health and Safety. The burden of proving ownership shall rest upon the person claiming the bicycle. Bicycles not claimed within thirty (30) days shall be considered abandoned and will be disposed of in accordance with State and University rules governing abandoned property. For more information on bicycle registration, where to park your bike, and how to operate it safely, please contact the FSU Police at (850) 644-1239, or the Department of Environmental Health and Safety at 644-6895.
Center for Civic Education and Service

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

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

Exam Schedule

For a complete listing of the current exam schedule please visit the Office of the University Registrar’s website at http://registrar.fsu.edu.

State Employee Registration

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

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

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

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

FSU Employee Tuition Scholarship

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Florida Students</th>
<th>Non-Florida Students</th>
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<tbody>
<tr>
<td><strong>Art</strong></td>
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<tr>
<td>ART 4924C, 4925C, 4926C; GRA 2190C, 3107, 3112C, 3193C; PGI 2110C, 2401C, 2941C, 3410C</td>
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<td><strong>Biological Science Laboratories</strong></td>
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<td>Biology</td>
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<tr>
<td><strong>Chemistry and Biochemistry Laboratories</strong></td>
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<td><strong>Nutrition, Food, and Exercise Sciences Laboratories</strong></td>
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<td>PET 5553</td>
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<td><strong>Oceanography</strong></td>
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<td>Psychology</td>
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<tr>
<td><strong>Sport Management, Recreation Management and Physical Education</strong></td>
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<td>PEL 1441; PEM 1171; PEN 1121</td>
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<tr>
<td><strong>Textiles &amp; Consumer Sciences Laboratories</strong></td>
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<td>CTE 1310, 3319, 3341, 3734, 3742, 4712, 4752</td>
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<td>CTE 4725, 4773</td>
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<td><strong>Theatre</strong></td>
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<td>TPA 4077, 5079</td>
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<td><strong>Lifetime Activities Program Fees</strong></td>
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<td>Basic Sailing</td>
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<td>Blue Water Sailing</td>
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<tr>
<td>Bowling</td>
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<tr>
<td>Golf</td>
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<tr>
<td>Sailing Instructor</td>
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</table>

**Note:** courses taken through the Center for Professional Development may require fees or charges different from those listed above.
Fees for Cooperative Education

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

Fees for Graduate Examinations

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

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

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

Health Insurance

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

Friday September 3, 2004 is the last day to apply for Fall 2004 Graduation.

NOMINATION FORM

THE FLORIDA STATE UNIVERSITY AWARD FOR
EXCELLENCE IN TEACHING OR UNDERGRADUATE ADVISING

Awards are presented during the Faculty Awards Ceremony in April 2005
Deadline for Nominations is January 7, 2005

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

I. I wish to nominate:

First and Last Name: ______________________________________________________
Department of Nominee: ___________________________________________________
Select one category:

a: TEACHING EXCELLENCE AWARD
b: UNDERGRADUATE ADVISING EXCELLENCE AWARD

II. Reasons for my nomination:

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

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

III. Your name: ____________________________________________________________

Please check one: [ ] Undergraduate Student [ ] Graduate Student [ ] Alumnus/-a
Through the ServScript program at Florida State University, you can record your hours in service to the community on your official FSU transcript. Your transcript is a permanent record of your academic achievements and a direct reflection of your college career to potential employers and graduate and professional schools.

ServScript Guidelines

• In order to participate in the ServScript program, you must register your volunteer profile at the Center for Civic Education and Service or online at www.fsu.edu/~service.

• A minimum of 20 hours of service per semester must be completed to qualify for the ServScript program.

• Service activities performed must meet the program criteria as determined by the Center for Civic Education and Service (see criteria). All activities are subject to review by a Peer Review Committee.

• Please contact the Center for Civic Education and Service for approval if you are unsure if your service will meet the criteria.

• Service must be completed at an agency or organization whose mission involves meeting the needs of the community.

• All forms must contain the agency, organization, or project supervisor’s signature for each activity completed.

• Correction fluid should not be used. If a mistake is made, please cross out the entire line.

• Service hours from a previous semester will not be accepted.

• All forms must be mailed, faxed, or turned in to the Center for Civic Education and Service no later than the Wednesday before final exam week of the current term. The due date will be the last day to complete hours for that semester (please see other side for deadlines).

Examples of Community Need Areas

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

ServScript Activities Criteria

• DIRECT SERVICE engages students in person-to-person contact with those in need. Examples: Cook/serve/deliver food for the homebound or homeless • Staff a health clinic • Teach English as a second language • Tutor, mentor, or coach youth • Visit with the elderly • Volunteer in a shelter for the homeless.

• INDIRECT SERVICE meets a clear need but has benefits to the larger community. Examples: Plan drug, violence, or disease prevention programs • Volunteer for disaster services • Assist with an environmental project • Participate in urban renewal projects such as mural or house painting • Build low-income housing • Fundraise with direct interaction with a nonprofit beneficiary.

• RESEARCH SERVICE involves students in collecting information for the public interest or welfare. Examples: Work in a laboratory that meets a community need • Conduct energy audits in public buildings • Test water to assist with restoration efforts • Conduct research to protect endangered species.

• ADVOCACY SERVICE allows students to lend their voices, writing ability, and other talents toward an issue in the public interest. Examples: Conduct information campaigns • Draft legislation that helps or protects the community • Lobby on behalf of a community issue • Conduct nonpartisan voter registration drives • Organize a nonpartisan letter writing campaign for a social issue.

I have read and understand the ServScript guidelines and criteria. I certify that I have completed all the hours recorded on this form. I am aware that the service activities I complete are subject to review by the Peer Review Committee, who may decide that the activities completed did not meet the ServScript guidelines and criteria.

________________________________________
Student’s signature

________________________________________
Date
Check appropriate box:  
- Fall
- Spring
- Summer
Year_______

First Name _____________________________________________ M.I. _______ Last Name ___________________________________________________________
Phone _____________________________________ Alternate Phone ____________________________________ E-mail ____________________________________
Social Security Number _________—_________—________ (for tracking purposes)

NOTE: Please make a photocopy of this form for your records before submitting.

IMPORTANT: For statistical purposes, the Center for Civic Education and Service would like to distinguish between those activities that were offered through your courses (service-learning) and those that were not (community service). If an activity was completed for a class, please include the course name and number and the instructor for each service activity.

<table>
<thead>
<tr>
<th>Date</th>
<th>Service Activity</th>
<th>Agency Name (no abbreviations)</th>
<th>Hours</th>
<th>Supervisor's Signature</th>
<th>Course Name &amp; #</th>
<th>Instructor's Name</th>
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</table>

20 hour minimum per term  
Please total hours

Entered by _________________________________  
Comments _________________________________