The Florida State University Registration Guide,
an edition of the General Bulletin,
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This Registration Guide is available online at http://registrar.fsu.edu.

Equal Employment Opportunity and Non-Discrimination Statement. The Florida State University is committed to a policy of non-discrimination for any member of the University community on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran’s or marital status, or any other protected group status. This policy applies to faculty, staff, students, visitors and contractors in a manner consistent with applicable federal, state and University laws, regulations, orders and rules. The University’s standards of civility and collegiality recognize the dignity and value that each person contributes. In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, it is the policy of The Florida State University to create and maintain a harmonious, high performing work and educational environment. It is management’s intent for the work environment to be conducive to the betterment of the University. The Florida State University realizes that there is an advantage in incorporating diversity from all realms: cultural, positional and social, among others. Further, it is the aim of the University in all lawful ways to carry forward its stance by: ensuring accessibility of programs, services and activities to all users; implementing policies and procedures that ensure opportunities are available equitably to all; building a 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 the Dean of the Faculties and all other divisions and departments. Further, Human Resources and the Office of the 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, 106 Student Services Building. For employment matters and reasonable accommodations, the Florida State University’s ADA Coordinator may be contacted as follows: Mr. Robert Pullen, Human Resources/Office of Diversity Enhancement and Compliance, University Center, Bldg. A, Suite 6200. The Transition Plan, related updates, and self-evaluation reports are available for review in Human Resources/Office of Diversity Enhancement and Compliance. Upon request, this publication also is available in alternative formats through Human Resources/Office of Diversity Enhancement and Compliance, (850) 644-8142, via e-mail at rpullen@admin.fsu.edu or the Student Disability Resource Center, (850) 644-9266, 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 Center, 644-2003. Anonymous HIV testing is available for students and staff at Thagard Student Health Center. Any interested individuals should call 644-0579 to schedule an appointment.

Statement of Publication: This Registration Guide, an edition of the General Bulletin, is published in March to provide policy information specific to Spring Term 2005 for students, faculty and staff of The Florida State University. The Florida State University General Bulletin is published four times a year in October, March, April and August by the Office of University Registrar, Tallahassee, FL. The General Bulletin is authorized to mail at Periodicals Postage Rates (USPS009245) at Tallahassee, FL.

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University Academic and
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IMPORTANT

The courses to be offered in the
Spring semester will be available

LOOKING FOR THESE ?

The following listings are located on
the website of The Office of the University
Registrar, 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 was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

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

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

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

Effective Fall Semester 2004, the repeat course surcharge was $169.12 per credit hour. Rate subject to change in Fall 2005.

For a list of exceptions to this policy, please consult the “Financial Information” chapter of the General Bulletin.
SPRING 2005 ACADEMIC CALENDAR

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

Oct. 12 – Dec. 3, 2004  Registration for continuing and readmitted students: 8 a.m. – midnight. See “Registration Windows.”
Oct. 22, 2004  Transfer Student Early Orientation Registration – 2:30 p.m.
Dec. 27, 2004 – Jan. 4, 2005  Registration for all new graduates: 8:00 a.m. – midnight.
Jan. 3, 2005  Residence Halls open at 9:00 a.m.
Jan. 3 – 19, 2005  Fee Payment at A1500 University Center 8:30 a.m. – 4:30 p.m. Monday-Friday; open until 6:00 p.m. on January 11 and 19.
Jan. 4, 2005  Special Student Registration 8 a.m. – midnight.
Jan. 5, 2005  Classes Begin.
Jan. 5 – 10, 2005  Drop/Add, 8 a.m. – midnight.
Jan. 5 – 11, 2005  FAMU—FSU Co-op Program Registration at the Office of the Registrar. National Guard Fee Waiver Eligibility Form due to the Office of the University Registrar.
Jan 10, 2005  Last day to Drop/Add and have fees adjusted. Students are liable for all fees for courses still on their schedules at midnight.
Jan. 11, 2005  Last day to add a course without academic dean’s permission. Changes beyond January 10 are subject to fee liability.
Jan. 12 – 13, 2005  All financial aid students must check their financial aid status at http://www.studentsfirst.fsu.edu or call their administrative voice mail at (850) 644-0539.
Jan. 12 – 21, 2005  Academic Advising. Students should contact their academic advisor concerning earliest advising appointment availability.
Jan. 14, 18, and 19, 2005  Financial Aid Distribution and Deferrals for financial aid funds on hold, at A1500 University Center, 8:30 a.m. – 4:30 p.m.
Jan. 19, 2005  Last day to pay or defer tuition for all students or receive a $100.00 late payment fee.
Jan. 21, 2005  Last day to file for Spring 2005 Graduation at the Office of the University Registrar, A3900 UC.
Jan. 28, 2005  Last day to Register for CLAST exam, (850) 644-3181.
Feb. 18, 2005  End of Seventh Week of Classes.
Feb. 19, 2005  Last day to withdraw without grade liability.
Feb. 28, 2005  Last day to reduce course load without permission of academic dean. Dean’s permission required to drop below twelve (12) semester hours.
Feb. 28, 2005  Last day to drop a course without receiving a grade.
Mar. 15, 2005  CLAST exam given.
Mar. 17 – 18, 2005  Summer and Fall 2005 Registration Guides available on FSU website http://registrar.fsu.edu. Summer and Fall 2005 course listings available on Course Lookup system.
Mar. 19, 2005  Last day community college students can apply for Summer 2005 Cooperative Program Registration.
Mar. 20, 2005  Spring Break.
Mar. 30, 2005  Residence Halls close Mar. 5 at Noon.
Apr. 1, 2005  Residence Halls reopen Mar. 13 at Noon.
Apr. 1, 2005  Registration for Summer and Fall 2005 begins.
Apr. 3, 2005  Financial Aid and Veterans’ Deferrals Expire.
Apr. 4, 2005  Full tuition payment must be received to avoid a late payment fee.
Apr. 11, 2005  Last day to officially withdraw from school.
Apr. 13, 2005  Deadline for late drop with dean’s permission.
Apr. 22, 2005  Official Thesis/Dissertation copies due to manuscript clearance advisor, 408 Westcott, for Spring Semester.
Apr. 25 – 29, 2005  Final Examination Week.
May 3, 2005  Grades Due by 5 p.m.
May 5, 2005  Grades available on Student Access System (644-8888) and FSU Website.
REGISTRATION WINDOWS

Spring 2005

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>110 &amp; up</td>
<td>Tuesday, October 12, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Senior</td>
<td>90 – 109</td>
<td>Tuesday, October 12, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Senior</td>
<td>80 – 89</td>
<td>Thursday, October 14, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Junior</td>
<td>70 – 79</td>
<td>Monday, October 18, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Junior</td>
<td>60 – 69</td>
<td>Wednesday, October 20, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>56 – 59</td>
<td>Friday, October 22, 2004 — 2:30 p.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>50 – 55</td>
<td>Monday, October 25, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>46 – 49</td>
<td>Wednesday, October 27, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>40 – 45</td>
<td>Friday, October 30, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>36 – 39</td>
<td>Wednesday, November 3, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>30 – 35</td>
<td>Monday, November 6, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>26 – 29</td>
<td>Friday, November 8, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>20 – 25</td>
<td>Wednesday, November 10, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>16 – 19</td>
<td>Friday, November 12, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
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<tr>
<td>Freshman</td>
<td>10 – 15</td>
<td>Monday, November 15, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>06 – 09</td>
<td>Wednesday, November 17, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>00 – 05</td>
<td>Friday, November 19, 2004 — 8 a.m.</td>
<td>Friday, December 3, 2004 — midnight</td>
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<tr>
<td>Open Registration</td>
<td></td>
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<tr>
<td>Special Students (Panama City Campus students only)</td>
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<td></td>
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<tr>
<td>Regular Registration Ends</td>
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<tr>
<td>All New Graduates</td>
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<tr>
<td>First time at FSU degree-seeking (undergraduate)</td>
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<tr>
<td>Special Students (All)</td>
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<tr>
<td>Transient</td>
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<tr>
<td>Florida National Guards (using fee waiver)</td>
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<tr>
<td>Drop/Add</td>
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<tr>
<td>Drop/Add (Law School)</td>
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<tr>
<td>Late Registration</td>
<td></td>
<td></td>
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<tr>
<td>State Employees using fee waivers</td>
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</tbody>
</table>

* Does not include hours for the current semester (Fall 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 website 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 obtained online at https://student.access.fsu.edu/index.

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 pre-programmed “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](http://student.access.fsu.edu), you then will see the following screen:

![Access System Student Menu](image)

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.

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### Florida State University

**Web Registration Spring 2005**

<table>
<thead>
<tr>
<th>Drop</th>
<th>Ref #</th>
<th>Course</th>
<th>Sec</th>
<th>Hours</th>
<th>Title</th>
<th>Meeting Days</th>
<th>Meeting Time</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
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</table>

**Total Credit Hours:**

**Total course fees and outstanding accounts receivable:**

Enter the course reference numbers of the courses you wish to register for below, and/or mark the drop box of any class you wish to drop. To add more than five (5), enter the first five, add those courses, and then repeat the process.

![Selector](image)

---

Visit [http://www.fees.fsu.edu](http://www.fees.fsu.edu) or call (850) 644-9452 with any questions concerning fees.

**Call (850) 644-6529 or 644-3030 with any questions concerning registration.**

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.

**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 (#): “1–0–5” + “#” = Spring Term, 2005.
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.

<table>
<thead>
<tr>
<th>“A” or “D”</th>
<th>Reference Number</th>
<th>Course Title and Number</th>
<th>Section</th>
<th>Hours</th>
<th>Meeting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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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 644–1050 or 644–6529 with any questions concerning registration.
TDD service for hearing impaired, please call (850) 644–3356.

Internet payment option is available with your FSUCard, credit card
(American Express, Discover, MasterCard) or electronic checks at http://www.fees.fsu.edu.

There is a fee to cover the cost of providing this service.
Missing Something?

Don’t Let It Be Class!

Mandatory First Class Meeting

Attendance at the first class meeting is mandatory. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all campuses and study centers.

It remains the student’s responsibility to verify course drops and check that fees are adjusted.

For questions, please contact your academic department or the Office of the University Registrar at 850.644.1050
Garnet E-mail Accounts for All Students at The Florida State University

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

FSUCard

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

Library Cards

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

First Class Meeting Attendance Policy

Attendance at the first class meeting is mandatory unless properly excused by the class instructor. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the 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 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 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 instructor.

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. College-age individuals living in residence halls, shared apartments, and other group housing are at an increased risk for developing meningitis and hepatitis B-serious infections that can have devastating consequences. State of Florida law mandates that all university students 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. All students are required to show proof of immunization for measles, meningitis, and hepatitis B before they are permitted to register for classes. Students may sign a waiver stating that they have declined to receive the vaccines for meningitis and hepatitis B.

Information about these vaccinations may be obtained for a fee 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.

Academic Advisement

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

Personal Identification Numbers (PIN Codes)

At The Florida State University, students use multiple four-digit PINs to access personal services and accounts. Each of these PINs can be changed to (a) number(s) that each student may be reminded of either by contacting customer service or by visiting the appropriate campus office. The Florida State University recommends that students do not keep these PINs written in their wallets and that they change their registration PIN.

The following list describes the various PIN types, their individual functions, and the services to which each provides access:

The Florida State University Registration PIN

Register for classes via the Web or telephone; Use self-inquiry kiosks to look up grades, review class schedule and University accounts receivable, and change your address; Financial Aid’s ET system to check the status of financial aid applications. Make payments via http://www.feex.fsu.edu.

Your birth month and year (mmyy) have been assigned to you automatically as your registration PIN code. You will be required to change your registration PIN code from the birth month/year default to a unique four-digit code. You may also change your registration PIN code by calling (850) 644-8888 and selecting option "3" from the Student Access System or in person, with photo ID, at the Student Information Counter, Office of the University Registrar, A3900 University Center.

Your registration PIN code may be changed as often as desired and should be regarded as confidential and under your control. Please memorize your new registration PIN code. You will need it to register for classes.

In order to provide security for a student’s confidential registration PIN, a lockout will occur after ten (10) consecutive access denials for attempting to access a student’s confidential records. This security lockout will prevent further access. Please call (850) 644-1050 to request reinstatement and be prepared to provide proper identification.

The Florida State University

Communications PIN

Use when placing long distance calls which are billed to your current address and for The Florida State University’s “Seminole Circuit” customer service.

FSUCard/SunTrust Banking PIN

ATM withdrawals and deposits for SunTrust, Honor, and Cirrus; and POS purchases through the Honor System.

Prior to Registration

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

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

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

3. Check your account status at http://www.feex.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 website 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.
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 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 underload, 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.

Late Registration

A $100.00 fee will be assessed for students who register after January 4, 2005.

Drop/Add Regulations

1. Effective the first day of classes, a student cannot drop his/her last or only course (see ‘Student Cancellation of Schedule’ below.)
2. After the last day of Drop/Add, students may only add courses with the approval of their academic dean.
3. Undergraduates who wish to drop chemistry laboratory courses at any point during the semester must obtain a signature from the Department of Chemistry and Biochemistry before returning the Drop/Add form to the University Registrar.
4. Students who do not maintain attendance and who do not officially drop a course will receive an “F.”
5. Courses added after the fifth day of classes must be paid for within five (5) calendar days.

Change of Schedule After Drop/Add

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

Course Load

Undergraduate students in good standing may register for as many as eighteen (18) semester hours in one semester and as few as twelve (12) semester hours in one semester.

Should a student wish to register for fewer than twelve (12) semester hours or more than eighteen (18) semester hours in one term, an “Overload/Underload” permit must be approved by the appropriate academic dean. Only lower division students must submit forms to the Office of the University Registrar. No student may register for more than twenty-one (21) hours per semester. The minimum number of hours allowed for a graduate student is twelve (12) per semester, the maximum number of hours is fifteen (15).

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

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

Student Cancellation of Schedule

Note: students who cancel their registration and were not enrolled for the preceding semester (non-enrollment for two consecutive terms) must apply for readmission.
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, A3900 University Center, Tallahassee, Florida 32306-2480; (850) 644–1050 or Withdrawal Services, A4300 University Center, Tallahassee, Florida 32306-8324; (850) 644–1741. Students who cancel registration within this time frame(132,822),(871,993) are not liable for tuition; if tuition has been paid, students should request a refund from the Office of Student Financial Services.
3. 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.
4. The University does not automatically drop students for non-payment of tuition.

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

Required Summer Attendance

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

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

Withdrawal

All students (degree-seeking and special) who wish to leave the University after the fifth day of a term must officially withdraw from the University no later than 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, (850) 644–1741. Students who withdraw within the first seven 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.

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

For additional information regarding withdrawals, including fee liability, please refer to

Students Will Be Assessed $100.00 for Late Registration and $100.00 for Late Payment.
the “Withdrawals and Return of Financial Aid” section of this Registration Guide.

Enrollment Certification

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

Exam Schedule

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

Graduation

Undergraduate students should request a graduation check in the Office of the University Registrar two terms prior to their anticipated graduation date or at the time they have earned ninety (90) hours of credit. A second check should be completed in the office of their academic dean one term prior to their anticipated graduation. Registration stops will be placed on students who have earned one-hundred nine (109) semester hours but have not completed the graduation check. Graduate students should check with their department regarding degree requirements. Application for graduation must be made in the Office of the University Registrar by the published deadline; refer to http://registrar.fsu.edu for this information. There is no charge for the first application. Students who graduate in the Fall of 2004 must apply for and be readmitted to register for Spring 2005 or any subsequent term.

Fee Payment Regulations

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 no later than the fifth day of the semester. You may pay by check, cash, money order or FSUCard. Payments may be submitted by mail, drop box or in person. We also take FSUCard, American Express, Discover, and Mastercard (Visa does not participate). Check payments are also accepted via the Internet at http://www.fees.fsu.edu. The Florida State Uni-

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

You may obtain financial status information on the web, at http://www.fees.fsu.edu, at the self-inquiry kiosks located in the University Center Building A, Krentzman Lounge in the Student Union, and other locations.

Internet Payments Seven (7) Days a Week

Students can make payments via the Internet by going to http://www.fees.fsu.edu. We accept FSUCards, most major credit cards and electronic checks for payment. You will be assessed a convenience fee for this service that will be displayed before you complete your transaction. Returned payments will be assessed the same fees as paper checks. The convenience fee is nonrefundable.

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. Once an installment contract is executed, any course added at a later date must be paid in full. 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).

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 name, last four digits of the social security 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. Incomplete checks will be considered as late payment. 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 across from the Heritage Fountain and Dick Howser Baseball Stadium. 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. Incomplete checks will be considered as late payments.

Late Fee Waivers

Requests for waiver of the $100.00 Late Registration Fee may be submitted to Current Records, Office of the University Registrar.

Requests for waiver of the $100.00 Late Payment Fee may be submitted to the Office of Student Financial Services. Forms are available on the web at http://www.vpfa.fsu.edu/control/student.html.

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

Note: lack of knowledge of due dates or lack of funds are not valid reasons to waive the late payment fee or late registration fee.

Refund of Fees

Students who drop a course without fee liability after their tuition and fees are paid due to documented extenuating circumstance or administrative error may be eligible for a tuition refund. Any amount paid in excess of the amount owed to the University during the semester/term will be carried forward and may be applied against subsequent University charges incurred or may be refunded upon request. Any outstanding charges owed to the University will be deducted and the balance will be issued as a refund. At the beginning of a semester, refunds will not be processed until the end of the third week of class to ensure that all checks have cleared the bank. Refunds requested during the fiscal year close-out, during the last two weeks of June, will not be processed until the first week of July. The refund will be

Wednesday, January 19, 2005

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
(open to 6 p.m. January 11 and 19; office closed Monday, January 17)

See http://www.vpfa.fsu.edu/control/student.html for additional locations

Parking permits will be obtained online at https://student.access.fsu.edu/index.
processed as a credit to the student’s FSUCard account for currently enrolled students, unless the student requests a check to be mailed to the address on file. Checks will be mailed to those students who are no longer enrolled. However, payments made by credit card will always be refunded to the credit card. Refund request forms are available at the Office of Student Financial Services, A1500 University Center or online at http://www.vpfa.fsu.edu/control/forms/printonly/mp371.pdf.

Students who withdraw after the fifth day of the semester/term, but prior to the end of the fourth week of the semester (or for summer sessions, by the first twenty-five percent [25%] of the term) are eligible for a twenty-five percent (25%) refund of tuition and fees. After this period, students who withdraw are held fully liable for fees. Students who withdraw and have received federal financial aid (Title IV programs) or state aid may be required to repay to the aid source the amount of unearned financial aid funds disbursed to them as of their withdrawal date as described in the section below on “Withdrawals and Return of Financial Aid.” In the case where a withdrawal petition is approved, a refund can be provided only if the refund request is submitted within six months after the end of the semester/term in which the withdrawal occurred.

Note: the following fees are non-refundable: web payment convenience fees, admission deposit, admission application fee, FSU Card, and other fees as specified by certain schools or departments.

### Fees and Financial Aid Students

The Florida State 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.vpfa.fsu.edu/control/student.html. 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 90% 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.

#### Exceptions for holds on account:

- a. Students must check their status at http://www.ais.fsu.edu/fsa/aid or at http://www.fees.fsu.edu. Your financial aid will be disbursed in accordance with your DAS selection after the hold is resolved. You must present a picture ID to either remove holds or receive a short-term loan. In order to receive your aid, you must be enrolled for the required number of hours; and
- 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 visiting http://studentsfirst.fsu.edu and clicking on the “check financial aid status” sub-heading in the “Money Matters” section.

All financial aid students must check their financial aid status by visiting http://www.fees.fsu.edu or calling (850) 644-0539 on a scheduled bi-in day. If your message says you have a deferment or tuition has been paid, you do not need to come to the Office of Student Financial Services.

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.

For your temporary deferments, please call (850) 645-2315, 645-2316, or 644-1264 at the Office of Student Financial Services. Call 1-800-786-8787 for information about your FSUCard account at SunTrust.

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

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

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

**Federal regulations require delays in disbursements of loans.** Undergraduate students who take out a loan for the first time at The Florida State University must 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. The split disbursement rule also applies to all Summer semester students in Sessions A, B, and F.

### Withdrawals and Return of Financial Aid

Students who withdraw or stop attending classes for a given term and have received federal financial aid (Title IV programs) or state aid may be required to repay to the appropriate program the amount of unearned financial aid funds disbursed to them as of their withdrawal date. Title IV programs includes Pell Grants, Perkins Loans, Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans (subsidized and unsubsidized), and Parent Loans (the Federal PLUS program). The unearned amount of program funds is calculated based on the percentage of the semester completed before the date of withdrawal. Both the University and students receiving certain financial aid are required to return unearned financial aid to the federal government. The University is required to return the unearned portion of the Title IV funds and certain state aid it received from withdrawing students that was used to pay institutional charges such as tuition, fees, housing and other educationally-related expenses assessed by the institution. The funds returned to the government by the University will reduce the student’s total liability of unearned funds. However, students will owe the University the amount returned to the government for institutional charges.

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 Perkins Loans, any overpayment funds are considered overpayments and students are required to return fifty percent (50%) of the grant. Students who owe grant overpayments remain eligible for Title IV program funds for 45 days if during those 45 days the student: 1) repays the overpayment in full to the University, or 2) enters into a repayment agreement with the University. However, entering into a repayment agreement does not mean the student is eligible to register for additional classes, receive a transcript, diploma, etc. Students can lose Title IV financial aid eligibility if they do not comply with the options above. These are federal requirements for Title IV financial aid programs and students should consider their repayment responsibilities for these programs as part of any withdrawal decision.

### Exit Interviews

Federal and University regulations require that all recipients of federal loans participate in an exit interview counseling session upon graduating, withdrawing from the University, or dropping below six (6) semester hours. These interviews include Perkins (NDSL), Subsidized Stafford (UGSL) and
SLS loans. Failure to complete this procedure will result in the withholding of diploma and/or official transcripts. Counseling sessions can be completed by going to the “Money Matters” section of http://www.studentfirst.fsu.edu and clicking on “exit interview step 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 step is removed. A financial hold which prohibits the release of diplomas, transcripts and other University services will be placed on a student’s account if this requirement is not completed.

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

Dishonored Checks or Electronic Payments

Return Check Charge/Stop Payment Charge: $25.00 or five percent (5%) of the amount of the check, whichever is greater (subject to change). A returned check/stop payment charge is assessed against a student’s account who has a check or electronic authorization for payment returned by the bank to The Florida State University. The Florida State University automatically reissues personal checks paid for payment if the check was returned once for nonsufficient or uncollected funds. This is an automated process and the second submission cannot be stopped; there is no charge, however, assessed by The Florida State University for this second submission. Repayment of returned checks may be made with cash, FSU Card, money order or cashier’s check.

Returned check charges are assessed for all personal checks written and electronic payments authorized for tuition, fees, or any services provided by the University which are returned to The Florida State University for nonsufficient funds, uncollected funds, closed accounts, stop payment or dishonored checks. In addition to the returned check charge, if the initial payment is for tuition and redemption of the returned check is not made prior to the tuition payment deadline, a $100.00 late payment fee is assessed to tuition. The Florida State University places a hold on accepting any personal checks or electronic payment authorizations on the student’s account for ninety (90) days after redemption for any services, tuition, or fees that are owed to the University if a personal check or electronic payment authorization is returned. If a second check or electronic payment is returned or a stop payment is placed on it, the student will be permanently listed on all departments’ ACCEPT CASH ONLY list, and no personal checks or electronic payment will be accepted from anyone on the student’s account from that day forward.

Notification will be given to the student via mail to the address on the check or to the last mailing address in The Florida State University’s records. A copy of the notification letter will be sent to the maker of the check at the address on the check, if the student is not the person on whose account the funds are drawn. After notification that a check has been returned, redemption including the service charge must be made within seven (7) working days. The Florida State University forwards all returned payments to the State Attorney’s Office for redemption and prosecution after collection efforts are exhausted. After a returned payment is forwarded to the State Attorney’s Office, redemption of the check will not prevent prosecution.

Parental Access to Financial Records
Students may give a designated parent(s) authority to review their University financial status by completing and returning a Release of Financial Records form found at http://www.studentfirst.fsu.edu/emp_tuit_waive/ or by going to the Florida State University website. The Florida State University forwards all returned payments 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.myfsu.fsu.edu by providing them with their access code.

Special Student Information
For specific policies concerning the registration and status of special students, consult the 2004–2005 edition of the General Bulletin or the Office of the University Registrar’s site at //www.vpfa.fsu.edu/control/forms of Financial Records form found at http://www.studentfirst.fsu.edu/emp_tuit_waive/ or by going to the Florida State University website. The Florida State University forwards all returned payments 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.myfsu.fsu.edu by providing them with their access code.

State Employee Registration
State employees may use the state employee tuition waiver to register for Florida State University classes. Individuals using the state tuition waiver must be fully admitted degree-seeking or non-degree seeking students. Registration in classes using the state employee tuition waiver is limited to a space-available basis. The Florida State University does not consider the following as space-available courses: approved undergraduate limited access programs; remedial courses; dissertation, thesis, and directed individual study (DIS) courses; internship courses; distance learning courses; Center for Professional Development (CPD) courses; College of Medicine courses; College of Law courses; all graduate program courses in the College of Business; and other one-to-one instruction courses. Accordingly, state employee tuition waivers may not be used for these courses. The Florida State University accepts only the official FSU State Employee Tuition Wavier Form. Agencies may require additional paperwork 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_waive/ for additional information including the link to download the State Employee Tuition Waiver Form.

FSU Employee Tuition Scholarship
Employees of The Florida State University intending to take FSU classes may do so through the FSU Employee Scholarship program. See the Human Resources website at http://hr.fsu.edu for details, restrictions, and deadlines.

Registration for FAMU

FSU Cooperative Program
Consolidate 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 at A1500 University Center. No waivers or deferrals may be used, except for those age sixty (60) or over.
5. Present the form to your instructor at the next class meeting.

Note: If already registered for the course, you must drop it within the first week of class, before the audit request can be processed.
Policy on Refunds for Audited Courses

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

Note: the refund request form or withdrawal form must be submitted to the Office of Student Financial Services within six 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 the University Registrar to validate audit eligibility.

Grade Reports

Semester grades are reported via the Florida State University Interactive Voice Response (IVR) System and at http://www.fsu.edu/students. To access grades using either telephone or the website, students will be required to change their registration PIN from the birth month/year (mmyy) default to a unique numeric four-digit code. The registration PIN may be changed as often as desired and should be regarded as confidential. Please remember your new registration pin. You will need it to register for classes.

Using the IVR, students may obtain grades by dialing (850) 644-8888 and selecting option number “2” and following the voice response prompts. Please refer to the “Academic Calendar” in this Registration Guide concerning the grade availability date.

Student Business Hours

Registrar’s Office
8:00 a.m. – 5:00 p.m., Monday – Friday
8:00 a.m. – 5:00 p.m., phone

Financial Aid Office
8:30 a.m. – 5:00 p.m., Monday – Friday
8:30 a.m. – 5:00 p.m., phone

Office of Student Financial Services
8:30 a.m. – 4:30 p.m., Monday – Friday
8:00 a.m. – 5:00 p.m., phone

Office of Undergraduate Studies
8:00 a.m. – 5:00 p.m., Monday – Friday
8:00 a.m. – 5:00 p.m., phone

Phone Monitoring

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

To Prevent Publication of Directory Information

The educational record designated as Directory Information may be released or published by the University without prior written consent of the student unless exception is made in writing by the student. Appropriate forms are available in the Office of the University Registrar. Such written exception must be received prior to the first class day of the academic year. Once received, that request will remain in effect until notification to the contrary is received by the Office of the University Registrar. Directory Information includes:

1. Name.
2. Date and place of birth.
3. Local address.
4. Permanent address.
5. Telephone number (if listed).
6. Classification.
7. Major.
8. Participation in official University activities and sports.
9. Weight and height of athletic team members.
10. Dates of attendance.
11. Degrees, honors and awards received.
12. Most recently attended educational institution.

Center for Civic Education and Service

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

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

Please contact staff at the center, located at 930 W. Park Ave or call (850) 644-3342 if you would like to discuss any ideas or suggestions about service-learning at The Florida State University. Visit our website at http://www.fsu.edu/service.
### FEE INFORMATION

#### Course Fee Charges Per Credit Hour

**Note:** fees for Fall 2004 are expected to increase and were not available at time of publication.

#### 2004-2005 Fee Schedule — Main Campus

<table>
<thead>
<tr>
<th>Level</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$96.35</td>
<td>$113.23</td>
</tr>
<tr>
<td>Graduate</td>
<td>$218.76</td>
<td>$820.10</td>
</tr>
<tr>
<td>Law</td>
<td>$245.25</td>
<td>$912.33</td>
</tr>
<tr>
<td>Medical Level</td>
<td>$16,743.01</td>
<td>$49,648.91</td>
</tr>
</tbody>
</table>

**Transportation Access Fee:** $4.90 per credit hour.

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

** Repeat course surcharge $169.12 per credit hour (subject to change).

#### 2004-2005 Fee Schedule — Panama City Campus

<table>
<thead>
<tr>
<th>Level</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$84.10</td>
<td>$500.98</td>
</tr>
<tr>
<td>Graduate</td>
<td>$206.51</td>
<td>$807.85</td>
</tr>
<tr>
<td>Law</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Medical Level</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* The Florida Prepaid College Plan does not cover the local fees, which are $7.78 per credit hour.

** Repeat course surcharge $169.12 per credit hour (subject to change).

#### Materials and Supplies Fees

**Art**
- ART 4924C, 4925C, 4926C; GRA 2190C, 3107, 3406C, 3193C, PGT 2110C, 2401C, 2914C, 3410C: $50.00

**Art Education**
- ARE 3301C, 3313C, 4355C, 4550C, 4931, 5304: $20.00

**Biological Science Laboratories**
- $13.00

**Chemistry and Biochemistry Laboratories**
- $37.50

**Communication**
- ADV 3001, 4300; COM 3110L, 4233, 4470, 5305, 5316, 5331, 5336, 5337, 5339; PUR 3002, 3100, 4600; RTV 3220, 3221, 3227, 3234, 3236, 3264, 4467: $9.00

**Communication Disorders**
- $15.00

**Education**
- MHS 5340: $6.25

**Engineering**
- ECH 3274L, 4404L, 4937-01: $50.00

**Geography**
- GEO 4151: $15.00
- GEO 5159, 5185: $20.00

**Geological Sciences Laboratories**
- $10.00

**Dedman School of Hospitality**
- HFT 4866: $15.00

**Interior Design**
- IND 3600, 4424, 4431, 5235, 5236: $10.00
- IND 3217, 4218, 4227, 4228, 4311, 4461, 5425, 5435: $15.00

**Management**
- MAN 4441: $25.00

**Nursing Laboratories**
- NGR 5001C: $8.00
- NUR 3026L, 3066L, 3226L, 4227L, 4465L, 4767L: $12.00

**Nutrition, Food, and Exercise Sciences Laboratories**
- FOS 4114C, 6351C, HSC 2400, 4751C, 4792C, 5802L: $15.00
- PET 3322C, 3323C, 3380C, 3621, 3932, 4050C, 4076, 4312C, 4551, 4623, 5054C, 5077: $15.00
- PET 5553: $25.00

**Oceanography**
- PEN 1136: $44.00

**Physics Laboratories**
- $6.50

**Psychology Laboratories**
- $15.00

**Sport Management, Recreation Management and Physical Education**
- PEO 4006, 4009, PEP 4206, PET 4432, 4710L, 4713, 5437, 5715: $13.00
- EME 2040, 6415, 6507, 6613; LEI 3420, PET 4051, 6931: $15.00
- PEL 1441; PEM 1171; PEN 1121: $20.00

**Textiles & Consumer Sciences Laboratories**
- CTE 1310, 3319, 3341, 3734, 3742, 4712, 4752: $10.00
- CTE 3835: $12.00
- CTE 1401L, 4441C, 4442C: $21.50
- CTE 4725; 4773: $30.00

**Theatre**
- TPA 2200C, 2201L, 2211, 4071: $10.00
- TPA 4077, 5079: $15.00
- THE 4923: $20.00
- TPA 4241, 4244, 5047, 5242, 5245: $25.00

**Urban and Regional Planning**
- URP 5272, 5279, 5717: $20.00

**Lifetime Activities Program Fees**

- Basic Sailing: $35.00
- Blue Water Sailing: $125.00
- Bowling: $28.00
- Golf: $33.00
- Sailing Instructor: $35.00

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

The Florida State University assesses fees in four areas where equipment is provided, used, and returned to the University. The use of this equipment is essential to the core of the curriculum in each area below. Students elect to use this equipment.

Payments can be made at Student Financial Service, A1500 University Center. Payment is due concurrent with tuition and fees for each term. Waivers for the Facilities and Equipment Fee may be granted by a committee appointed by the Dean of the appropriate college or school. Full or partial refunds may be granted pursuant to the university’s tuition and refund policy.

A “stop” will be placed on the registration of all students who have not paid the fee or have been granted a waiver. In such case, students will not be able to register for classes, receive transcripts, or receive a diploma.

Fees will be placed in an auxiliary account for the purchase, repair, and maintenance of the equipment. Students will be responsible for the damage or loss of equipment. The school or college will assess the student for damage and loss charges and will submit the charges to Student Financial Services for collection.

The four areas are listed below:

**Medical**

Students in the College of Medicine will be charged a fee of $250.00 per semester for the use of laptop computers, PDAs, software, and other shared resources. Equipment fees for the College of Medicine will not be charged for the Summer session.

**Music**

Students majoring in music will be charged an instrument/equipment use fee in the amount of $90.00 per semester.

**Nursing**

Students majoring in nursing will be charged an equipment fee in the amount of $10.00 per semester.

**Underwater Crime Scene Investigation**

Students enrolled in the Underwater Crime Scene Investigation program will be charged an equipment fee of $90.00 for each of the following lab courses: CJE 3761L, 4762L, 4763L, 4764L, 4765L, 5766L, 5767L, 5768L, and 5769L.

**Fees for Cooperative Education**

Students enrolled in a cooperative education course with zero (0) semester hours will be charged for one (1) 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.

**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, January 21, 2005 is the last day to apply for Spring 2005 Graduation.

Application period is December 1, 2004—January 21, 2005.
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
ServScript

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

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

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

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

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

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

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

• If service is completed at the same agency over a period of time within a given semester, a range of dates may be used to record that service. See example on reverse side.

Examples of Community Need Areas

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

ServScript Activities Criteria

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

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

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

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

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

Student’s signature ___________________________ Date _______________

Center for Civic Education and Service

930 West Park Avenue

Tallahassee, FL 32306-4180

850.644.3342 * fax 850.644.3362

service@admin.fsu.edu

www.fsu.edu/~service
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>Begin Date</th>
<th>End 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>
</tr>
</thead>
<tbody>
<tr>
<td>10/15</td>
<td>11/8</td>
<td>Mentoring (example)</td>
<td>Pineview Elementary (example)</td>
<td>17</td>
<td>Jane Doe</td>
<td>EDG 2701-01</td>
<td></td>
</tr>
</tbody>
</table>

Please total hours

20 hour minimum per term

Center for Civic Education and Service
930 West Park Avenue
Tallahassee, FL 32306-4180
850.644.3342 • fax 850.644.3362
service@admin.fsu.edu • www.fsu.edu/~service