IMPORTANT WEB ADDRESSES

Main FSU site ............................................................................. http://www.fsu.edu
FSYou! ........................................................................................ http://www.studentsfirst.fsu.edu
Access System Student Menu .................................................. https://student.access.fsu.edu/index
User Services .............................................................................. http://us.fsu.edu
Academic Computing and Network Services........................ http://www.acns.fsu.edu
Admissions................................................................................ http://www.admissions.fsu.edu
Course Lookup (Course Listings) ............................................... http://apps.oti.fsu.edu/servlet/RegistrarCourseLookupSearchForm
Course Requirements (Liberal Studies, Multicultural Credit) ................... http://nwrdc.fsu.edu:1204/fsycrr01
Fee Payment Information ........................................................ http://fees.fsu.edu
Financial Aid ............................................................................. http://www.finaid.fsu.edu
Housing ...................................................................................... http://www.housing.fsu.edu
Registrar .................................................................................... http://registrar.fsu.edu
Student Financial Services ....................................................... http://www.sfs.fsu.edu
Online/Distance Learning ........................................................ https://campus.fsu.edu
Student Government ................................................................ http://www.fsu.edu/~sga

STUDENT COMPUTER LAB INFORMATION

Carothers Lab
315 Milton Carothers Hall (MCH)  
(850)644-9380*

Union Lab
202 University Union (UUB)  
(850)644-5252*

Strozier Library (Basement) Lab
Northeast corner, basement of Strozier Library (LIB)  
(850)644-7681*

* See http://www.acns.fsu.edu/labs for hours of operation

FAQ
http://www.acns.fsu.edu/labs/faq.html
The most frequently encountered questions from users of our public labs.

Important Lab Info:
• ACNS labs are open to all FSU students, faculty, and staff with a valid FSU ID.
• You MUST present a valid FSU ID in order to enter the labs.
• Eating, drinking and smoking are prohibited in all labs.
• Laser printers and paper (35 pages/person/day) are provided in all of the labs — exceptions by prior arrangement; contact Classroom and Lab Support for more information at http://acns.fsu.edu/labs/contact_msg.html

Information for Sight-Impaired Lab Users
http://www.acns.fsu.edu/labs/disabilities.html
A list of resources available from the ACNS Computer Lab Support for use by those at FSU who are sight-impaired.
THE FLORIDA STATE UNIVERSITY
GENERAL BULLETIN

Registration Guide
Summer 2003


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Gillian Canning: Graphic Artist

Equal Opportunity and Pluralism Statement: The Florida State University reaffirms its commitment to a policy of equal opportunity and pluralism, thus enhancing diversity and assuring a campus climate that values and respects the worth and dignity of all persons. The concept of pluralism, a state or condition of society in which individuals of diverse backgrounds are willing “to affirm each other’s dignity; are ready to benefit from each other’s experience; and are eager to acknowledge each other’s contribution to common welfare and progress for all,” serves as a foundation for all programs, services, and activities affecting students, faculty, staff, employees, applicants and others affiliated with the University. In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, it is the policy of the University to create and maintain a positive work and educational environment conducive to the betterment of the university and, thus, society at large, in the interest of public service and international education. The Florida State University realizes that there is advantage in incorporating diversity from all realms: cultural, positional, social, among others. Further, it is the aim of the University in all lawful ways to carry its stance by: removing barriers that restrict people from realizing their potential; implementing policies, procedures, and programs that ensure opportunities are available equitably to all; building a multidimensional, diversified workforce reflective of the community; 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 foster pluralism and maintain diversity for the mutual benefit of the University and the public, the University President has appointed a Director of Equal Opportunity and Pluralism. That administrator’s key focus is to help create an ideal environment of excellence encompassing fairness, respect and trust—free from mistreatment, discrimination and harassment—by utilizing a flexible, yet, balanced approach, to optimize the aims of all stakeholders in conjunction with the University’s objectives. For more information, please contact the Office of the President/Equal Opportunity and Pluralism at (850) 644-5283.

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 special assistance to the Student Disability Resource Center, 1st Floor, Kellum Hall. The Florida State University’s designated ADA Coordinator may be contacted as follows: Mr. Robert Pullen, University Personnel Services. Self-evaluation reports are available for review upon request in the Office of Personnel Services. This publication is available in alternative format upon request by contacting the Student Disability Resource Center, (850) 644-9566.

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 State Board of Education’s (SBOE) and the University’s policies on 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 SUS 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., Associate Director, Clinical Services, Thagard Student Health Center, (850) 644-2026; and James Hennessey, Ph.D., Student Counseling, (850) 644-2063.

Statement of Publication: This Registration Guide, an edition of the General Bulletin, is published in March to provide policy information specific to Summer Term 2003 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. Postmaster: Send address changes to The Florida State University Bulletin, Office of the University Registrar, Tallahassee, FL 32306-2480.
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**Important**

The courses to be offered in the Summer Semester will be available online March 3rd.

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**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

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. If the student believes that the records are 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 identifying 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 2002, the repeat course surcharge was $177.42 per credit hour. Rate subject to change.

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

New 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’s General Medical clinic 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.
SUMMER 2003 ACADEMIC CALENDAR

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

Law School Dates
Law school students must follow University policy on fee payment and other appropriate deadlines.

<table>
<thead>
<tr>
<th>Session A</th>
<th>Session B</th>
<th>Session C</th>
<th>Session D</th>
<th>Session E</th>
<th>Session F</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Classes End</td>
<td>Exams Begin</td>
<td>Exams End</td>
<td>Classes Begin</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 12 – Aug 1 (12 week)</td>
<td>May 12 – June 20 (6 week 1)</td>
<td>June 23 – Aug 1 (6 week 2)</td>
<td>June 16 – Aug 8 (8 week 2)</td>
<td>June 23 – Aug 19 (8 week 3)</td>
<td>May 12 – July 3 (8 week 1)</td>
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<td>March 18 – April 25</td>
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<td>Last Day to file change in residency status</td>
<td>May 9</td>
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<tr>
<td>On-line Drop/Add, in department, 8 a.m. – 4:30 p.m.</td>
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<td>June 16 – 19</td>
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### National Guard Fee Waiver Eligibility Form

Turn-in to Registrar

### Late Registration

Starts at 8 a.m. and continues same hours as Drop/Add

### Fee Payment:

8:30 a.m. – 4:30 p.m., Monday–Friday

Fee Payment and student parking permits distributed at UCA 1500.

For account status and fee payments visit http://www.fees.fsu.edu or use payment drop boxes at A1500 University Center or Krentzman Union Lounge.

Mailed payments must be received by the deadline. (Union drop box available on dates posted at http://www.sfs.fsu.edu)

### Classes Begin

<table>
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### FAMU/FSU Coop Program Registration

At the Office of the FSU Registrar, A3900 University Center: 8 a.m. – 5 p.m.

### Last Day to Drop/Add course and have fees adjusted (Students are liable for all course fees appearing on their schedule at 12:00 midnight)

Last Day to add a course without academic dean’s permission

### Fifth Day of Classes

Last Day to Cancel Registration and have charges removed

Registration for state employees (non-FSU employees) using State Employee Fee Waivers (see ‘State Employee Registration’ in “Registration Information” for instructions)

### Last Day to submit waivers, billings, Veterans’ deferments

### Financial Aid Students

Must check their status at http://www.fees.fsu.edu or by calling 644-0539 to receive information about the distribution of their financial aid. For additional information visit http://www.sfs.fsu.edu

### Financial Aid Distribution for Exceptions:

Students resolve holds on financial aid funds at A1500 University Center: 8:30 a.m. – 4:30 p.m.

Last Day to Pay or Defer Tuition for all students at A1500 University Center, 8:30 - 4:30 p.m., or until 6:00 p.m. E.S.T. at http://www.fees.fsu.edu or drop box.

### Last day to file application for graduation for Summer Term 2003 at the Office of the Registrar

### New Transfer Student Follow-up Session. First term transfers should make an individual follow-up appointment with their advisor to review schedules

### No Classes: Memorial Day Observed

### Last day to reduce course load without special permission of academic dean. Permission of dean required to drop below minimum hours

### Last Day to drop a course without receiving a grade

### Last Day to withdraw from school without receiving grades

### Last Day to submit form requesting S/U grading or to change S/U option back to regular grade

### CLAST exam given. See appointment card for place and time
### The Florida State University Academic Calendar 2003

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<td>June 16 – Aug 8 (8 week 2)</td>
<td>June 23 – Aug 19 (8 week 3)</td>
<td>May 12 – July 3 (8 week 1)</td>
</tr>
<tr>
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<td>May 30</td>
<td>July 11</td>
<td>July 11</td>
<td>July 18</td>
<td>June 6</td>
</tr>
<tr>
<td>Official Summer 2003 thesis/dissertation manuscript approval deadline, 408 Westcott</td>
<td>July 7</td>
<td>July 7</td>
<td>July 7</td>
<td>July 7</td>
<td>July 7</td>
<td>July 7</td>
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<tr>
<td>No Classes: Independence Day Observed</td>
<td>July 4</td>
<td>...</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Last day to officially withdraw from school</td>
<td>July 11</td>
<td>June 11</td>
<td>July 23</td>
<td>July 25</td>
<td>August 1</td>
<td>June 20</td>
</tr>
<tr>
<td>Official Summer 2003 thesis/dissertation copies due to manuscript clearance advisor, 408 Westcott</td>
<td>July 14</td>
<td>July 14</td>
<td>July 14</td>
<td>July 14</td>
<td>July 14</td>
<td>July 14</td>
</tr>
<tr>
<td>Full tuition payment must be made by the student to avoid late payment fee.</td>
<td>July 8 – 10</td>
<td>July 8 – 10</td>
<td>July 8 – 10</td>
<td>July 8 – 10</td>
<td>July 8 – 10</td>
<td>July 8 – 10</td>
</tr>
<tr>
<td>Financial Aid Exit Interviews, for all students with federal loans at <a href="http://www.studentsfirst.fsu.edu">http://www.studentsfirst.fsu.edu</a></td>
<td>August 1</td>
<td>June 20</td>
<td>August 1</td>
<td>August 8</td>
<td>August 19</td>
<td>July 3</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>August 1</td>
<td>June 20</td>
<td>August 1</td>
<td>August 8</td>
<td>August 19</td>
<td>July 3</td>
</tr>
<tr>
<td>Last day to reduce course load if permitted by academic dean</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
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<td>*</td>
</tr>
<tr>
<td>Last day to apply for A.A. certificate at the Office of Undergraduate Studies, A3400 University Center</td>
<td>*</td>
<td>*</td>
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<td>*</td>
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<tr>
<td>Final Exam Week</td>
<td>*</td>
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<td>*</td>
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</tr>
<tr>
<td>Term Ends</td>
<td>August 1</td>
<td>June 20</td>
<td>August 1</td>
<td>August 8</td>
<td>August 19</td>
<td>July 3</td>
</tr>
<tr>
<td>Commencement, Civic Center, 9 a.m.</td>
<td>August 2</td>
<td>August 2</td>
<td>August 2</td>
<td>August 2</td>
<td>August 2</td>
<td>August 2</td>
</tr>
<tr>
<td>Last day to turn-in ServScript verification forms</td>
<td>July 23</td>
<td>July 23</td>
<td>July 23</td>
<td>July 23</td>
<td>July 23</td>
<td>July 23</td>
</tr>
<tr>
<td>Residence Halls close at noon</td>
<td>August 2 (noon)</td>
<td>Halls do not close; Vacate by noon 6/21/02</td>
<td>August 2 (noon)</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Summer 2003 Diplomas dated this date</td>
<td>August 19</td>
<td>August 19</td>
<td>August 19</td>
<td>August 19</td>
<td>August 19</td>
<td>August 19</td>
</tr>
<tr>
<td>All grades due to the Office of the Registrar (A3900 University Center) at 9 a.m.</td>
<td>August 11</td>
<td>June 25</td>
<td>August 11</td>
<td>August 11</td>
<td>**</td>
<td>August 11</td>
</tr>
<tr>
<td>Registrar’s Office closed for grade processing</td>
<td>August 11 – 12</td>
<td>August 11 – 12</td>
<td>August 11 – 12</td>
<td>August 11 – 12</td>
<td>August 11 – 12</td>
<td>August 11 – 12</td>
</tr>
<tr>
<td>Grades available on Interactive Voice Response (IVR) (850) 644-8888 and FSU website</td>
<td>August 12</td>
<td>June 26</td>
<td>August 12</td>
<td>August 12</td>
<td>August 12</td>
<td>August 12</td>
</tr>
</tbody>
</table>

*Check with academic department
** By arrangement with the Office of the Registrar

**Note:** fees may be paid anytime after schedule is final but no later than the session deadline published in this calendar.
# REGISTRATION WINDOWS

## Summer 2003

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

### Sessions A, B, C, D, E, F

**Continuing and Readmitted Students**

<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, March 18, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Senior</td>
<td>90 – 109</td>
<td>Tuesday, March 18, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Junior</td>
<td>80 – 89</td>
<td>Tuesday, March 18, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Junior</td>
<td>70 – 79</td>
<td>Wednesday, March 26, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Junior</td>
<td>60 – 69</td>
<td>Thursday, March 28, 2003 — 2:30 p.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>50 – 59</td>
<td>Tuesday, April 1, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>40 – 49</td>
<td>Friday, April 4, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 – 39</td>
<td>Tuesday, April 8, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>20 – 29</td>
<td>Friday, April 11, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>06 – 19</td>
<td>Tuesday, April 15, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Freshman</td>
<td>00 – 05</td>
<td>Friday, April 18, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Open Registration</td>
<td></td>
<td>Tuesday, April 22, 2003 — 8 a.m.</td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
<tr>
<td>Special Students</td>
<td></td>
<td></td>
<td>Friday, April 25, 2003 — midnight</td>
</tr>
</tbody>
</table>

**New Graduates**

**Early Registration Ends**

First Time at FSU degree-seeking (FTFSU) Graduates

FTFSU Undergraduates (check with orientation)

National Guard using a fee waiver for Sessions A, B, F

Drop/Add (Includes Law School)

Late Registration

State Employees using a fee waiver for Sessions A, B, F

* Does not include hours for the current semester (Spring 2003)

### Summer Session C and E Only

Registration Continuing Students

FTFSU (Undergraduate) (check with orientation)

FTFSU (Graduate)

Special Students

Drop/Add Session C and E only

National Guard using a fee waiver for Sessions C and E only

Late Registration

State Employees using fee waiver for Sessions C and E only

**Registration**

**Drop/Add Session D only**

National Guard using a fee waiver for Session D only

Late Registration

State Employees using a fee waiver for Sessions D only
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.

By Registering Students Accept Both Fee and Grade Liability

To cancel registration, a student must drop all of his or her classes via web or phone 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-attendance of classes or non-payment of fees.

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 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.

Fee Payment Dates

Fees May Be Paid Anytime After Schedule Is Final But No Later Than The Last Day of Fee Payment for Each Session.

No Installment Contracts for Summer Sessions.

Fee payment is at A1500 University Center.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (12 weeks)</td>
<td>May 5 – 22</td>
<td>May 5 – 22</td>
</tr>
<tr>
<td>B (6 weeks 1)</td>
<td>May 5 – 22</td>
<td>May 5 – July 3</td>
</tr>
<tr>
<td>C (6 weeks 2)</td>
<td>May 5 – July 3</td>
<td>May 5 – June 26</td>
</tr>
<tr>
<td>D (8 weeks 2)</td>
<td>May 5 – June 26</td>
<td>May 5 – July 3</td>
</tr>
<tr>
<td>E (8 weeks 3)</td>
<td>May 5 – July 3</td>
<td>May 5 – 22</td>
</tr>
<tr>
<td>F (8 weeks 1)</td>
<td>May 5 – 22</td>
<td></td>
</tr>
</tbody>
</table>

Fee Payment Hours for All Sessions 8:30 a.m. – 4:30 p.m., Monday – Friday.
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 (#): “6–0–3” + “#” = Summer Term, 2003.
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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</tbody>
</table>

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 (850) 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 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.

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 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.

By registering you accept both Fee and Grade liability.

Immunization Requirements

The Florida 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 in registration. Failure to comply will result in a stop in registration. 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) 644-3403 to request reinstatement and be prepared to provide proper identification.

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 for more information.

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” chapter 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.

The academic advising dates for all currently enrolled and readmitted degree-seeking students are March 3 – 21, 2003.

Personal Identification Numbers (PIN Codes)

Your birth month and year have been assigned to you automatically as your registration PIN code. When accessing your grades via the web site, 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, to check your grades and to retrieve your financial aid distribution messages.

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) 644-3403 to request reinstatement and be prepared to provide proper identification.

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 can remember 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 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.
- 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.fees.fsu.edu or at kiosks.
- 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. 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 or at kiosks. Financial Aid’s ET system to check the status of financial aid applications. Make payments via http://www.fees.fsu.edu or at kiosks.

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 Web Site 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 web site 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 registration system will not allow you to register for more than eighteen (18) credit 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 ‘FSUCard’ section of this chapter.

Step 4: Pay Tuition

Tuition must be paid by the date posted at http://www.student.first.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

Accomplished by telephone or website. A $100.00 fee will be assessed for students who register after late registration begins (see the “Academic Calendar” for session dates).

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 attend 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 (Summer)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Maximum</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (12 weeks)</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>B (6 weeks)</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>C (6 weeks)</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>D (8 weeks)</td>
<td>14</td>
<td>9</td>
</tr>
<tr>
<td>E (8 weeks)</td>
<td>14</td>
<td>9</td>
</tr>
<tr>
<td>F (8 weeks)</td>
<td>14</td>
<td>9</td>
</tr>
<tr>
<td>Any combination</td>
<td>15</td>
<td>9</td>
</tr>
</tbody>
</table>

Should a student wish to register for fewer or more than the allowed hours, an “Overload/Underload” permit must be approved by the appropriate academic dean. No student may register for more than twenty-one (21) hours per semester.

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, (A3900 University Center, Tallahassee, Florida 32306-2480; [850] 644–3403) or Withdrawal Services (A4300 University Center, Tallahassee, Florida 32306; [850] 644–1741). 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.

3. Beyond the fifth class day students cannot cancel registration, but must withdraw from the University. Students who cancel their registration or withdraw must apply for readmission. Students allowed to register in error will have their registration canceled.

4. The University does not automatically drop students for non-attendance or non-payment of tuition.

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, 644-1741. 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 fees are paid may be eligible for a tuition refund. Any amount paid in excess of the amount owed (assessed fee and outstanding University charges) during the term will be carried forward and may be applied against subsequent University charges incurred or may be refunded upon request. The refund will be processed as a credit to the student’s FSUCard account for currently enrolled students unless a check is requested on the refund form. Checks will be mailed to those students who are no longer enrolled.* Any outstanding charges owed to the University will be deducted and the balance will be issued as a refund. Summer session refunds will start processing two weeks after the beginning of Session C. Students who withdraw after the fifth day of the semester, but prior to the end of the first four weeks of the term, (or for sum-

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Thursday, May 22, 2003

Is the Last Day to Pay Fees for Sessions A, B, and F (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, May 5 - 22
See http://www.sfs.fsu.edu

Student parking permits issued at the above location: May 5 – May 22
mer sessions, by the first twenty-five percent [25%] of the session) are eligible for a twenty-five percent (25%) refund of tuition and fees. After the first twenty-five percent (25%) of the session, students who withdraw are held fully liable for fees. Refunds will not be processed during the fiscal year close-out (last two weeks of June.) Students should submit a refund request form to Student Financial Services, A1500 University Center.

Note: in the case where a withdrawal petition is approved, a refund can only be provided if the refund or withdrawal request is submitted within six months after the end of the semester in which the withdrawal occurred. If financial aid is received by the student during the term in which the refund is granted, federal regulations may require that the refund be returned to the aid source.

*Accounts paid by credit card will be refunded to the credit card.

Return of Federal Funds

Students who withdraw, officially or unofficially, and have received federal financial aid (Title IV programs) will be required to repay to the federal 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 amount of federal program funds is calculated based on the percentage of the semester completed before the date of withdrawal. Both the University and students receiving federal 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 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 federal government by the University will reduce the student’s to-
sition, fees, housing and other educationally-
related expenses assessed by the institution.

*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 50 percent 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 new federal requirements for Title IV financial aid programs and students should consider their repayment responsibilities for these programs as part of any withdrawal decision.

Graduation

Undergraduate students should request a graduation check from the Office of the University Registrar two terms prior to their anticipated graduation date or at the time they have earned ninety (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 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. There is no charge for the first application. Students who have applied for graduation in the Spring of 2003 must apply for and be admitted to register for Summer 2003 or any subsequent term.

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 loans include Perkins (NDSL), Subsidized Stafford (GSL), Unsubsidized Stafford (UGSL) and SLS loans. Failure to complete this procedure will result in the withholding of diploma and/or official transcripts. 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. Students should go to the “Money Matters” section of http://www.studentsfirst.fsu.edu and click on the “Exit Interview for Financial Aid” link.

Special Student Information

All new special students on the main campus will be assessed a one-time-only, non-refundable fee of $15.00, paid at the same time as tuition. For specific policies concerning the registration and status of special students consult the 2002–2003 edition of the General Bulletin or 2001–2003 edition of the Graduate Bulletin. Foreign nationals on F-1 student visas are not permitted to register as special students. For additional information contact the Admissions Office. Procedures and residency requirements for special student registration are the same as for regularly enrolled degree seeking students as described on the preceding pages.

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 deferments may be used, except for those above 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.

Installment Contracts Are Not Available for Summer Sessions
Tuition–free Courses for Those Sixty Years of Age and Older

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

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

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

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

Library Cards

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 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.

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.

Semester grades are also available via the FSU homepage on the Web on the same dates as above. Students may obtain their grades at http://www.fsu.edu/students. To access grades using the Web site, 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 should be regarded as confidential. Please remember your new registration pin. You will need it to register for classes.

Fee Payment Regulations

Students who enroll must pay fees and tuition in full by the tuition and fees payment deadline. Students who fail to pay tuition in full by the fee payment deadline will be assessed a late payment fee of $100.00. 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 session. 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 FSUCard and credit card 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, 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 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 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 should be paid by cash, money order or cashier’s check.

Fees and Financial Aid Students

Students who are attending class for three (3) semester hours in A, B, or F Sessions and three (3) hours in C, D or E Sessions (i.e. only six[6] hours) will not be eligible to receive financial aid until distribution for C, D or E Session.

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:

Students Will Be Assessed $100.00 for Late Registration and $100.00 for Late Payment
1. By Electronic Funds Transfer (EFT) to your FSU Card Account at SunTrust. Approximately 80% of the student body receiving financial aid at FSU have chosen to process their aid electronically and take advantage of these convenient banking services; or  

2. By a check mailed to your local address.  

3. Exceptions:  
   a. Students must check their status at http://www.sfs@admin.fsu.edu for information about your FSUCard account at SunTrust.  
   b. Students whose financial aid has not arrived by the beginning of the semester should receive a tuition deferment if application was made by the financial aid deadline. 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 by the first week of the session by going to http://www.studentsfirst.fsu.edu and clicking on the appropriate category under “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 disbursement 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 http://www.fees.fsu.edu or calling (850) 644-0539 on the scheduled call-in date.  

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 1-800-786-8787 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 by the tuition payment deadline (see the “Academic Calendar” in this Registration Guide). After this date a $100.00 late payment fee is assessed and grades will be held at the end of the semester until fees are paid in full. Students must confirm their financial aid has arrived and all requirements have been met by the deferment expiration date. Go to http://www.fees.fsu.edu and log in; you then will see your courses and fees detailed. To view your deferment amount and deadline, click on the “Details” button next to “Arrangements.” With your temporary deferment, your total balance due may show “$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.  

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 session (see the “Academic Calendar” of this Registration Guide). The basic 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.  

Mail–in Fee Payments  

When paying fees by mail, send a personal check, money order, or cashier checks 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 social security number, local address and local telephone number of the student. Send payment to: Office of Student Financial Services, Florida State University, A1500 University Center, Tallahassee, FL 32306-2394. Mailed payments for tuition must be received no later than the tuition payment deadline for each session (see “Academic Calendar”) or a $100.00 late payment fee will be assessed.  

Fee Payment Drop Box  

Use the convenient fee payment drop box located on the outside wall of A1501 University Center in the T.K. Wetherell Building across from the Heritage Fountain. Be sure to use an envelope and include your social security 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 (fee 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 submits all personal checks twice 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.  

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 payments, etc., placed on checks. In addition to the returned check charge, if the initial payment is for tuition and redemption of the returned check is not made prior to the tuition payment deadline, a $100.00 late payment fee is assessed to tuition. 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. Repayment of a returned check or electronic payment must be made with cash, FSUCard, money order or cashier’s check.

Notification will be given to the student via mail to the address on the check or to the last maintained 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.

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.studentsfirst.fsu.edu.

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.

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 (Board of Governors Rule 6C.801).

First Class Meeting

Attendance is mandatory in many departments unless properly excused by the instructor of the class. You may be dropped from a course in the departments below if you do not attend the first class meeting. However, there is no University-wide policy to drop a student for non-attendance the first day of class. It remains the student’s responsibility to verify course drops and check that fees are adjusted. During the first four (4) class days, a staff member in the University Registrar’s Office will assist students experiencing problems with the above policy.

If you are enrolled in classes offered by the following departments or schools, you may be dropped if you do not attend the first class meeting (Students should verify the drop for non-attendance with the department):

- Biological Science
- Business
- Chemistry and Biochemistry
  (Lab and courses with ‘C’ suffix)
- Communication
- Computer Science
- Criminology and Criminal Justice
- Educational Psychology and Learning Systems (EME 2040)
- English (2000 level and above)
- Family and Child Sciences
- Humanities
- Mathematics
- Modern Languages (1000 & 2000 levels)
- Nursing
- Nutrition, Food and Exercise Sciences
- Oceanography (Diving classes)
- Political Science
- Psychology

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.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.

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).
7. Participation in official University activities and sports.
8. Weight and height of athletic team members.
10. Degrees, honors and awards received.
11. Most recently attended educational institution.
12. Digitized FSUCard photo.

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 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.

For a complete list of these qualifying courses please refer to http://registrar.fsu.edu and click on “Registration Guide - Summer.”

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.

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 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_waive/ for additional information including the link to download the State Employee Tuition Wavier Form.

FSU Employee Tuition Scholarship

Florida State University employees 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.
## FEE INFORMATION

### Course Fee Charges Per Credit Hour

#### 2002-2003 Fee Schedule — Main Campus

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Level**</td>
<td>$84.58</td>
<td>$402.71</td>
</tr>
<tr>
<td>Graduate Level</td>
<td>$178.26</td>
<td>$670.92</td>
</tr>
<tr>
<td>Law Level</td>
<td>$199.43</td>
<td>$712.59</td>
</tr>
<tr>
<td>Medical Level***</td>
<td>$13,508.30</td>
<td>$38,821.20</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 $18.45 per credit hour.

**Repeat course surcharge $177.42 per credit hour (subject to change.)

***Medical fees assessed on a per annum basis.

#### 2002-2003 Fee Schedule — Panama City Campus

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Level**</td>
<td>$73.91</td>
<td>$392.04</td>
</tr>
<tr>
<td>Graduate Level</td>
<td>$167.59</td>
<td>$660.25</td>
</tr>
<tr>
<td>Law Level</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 $177.42 per credit hour (subject to change.)

### Materials and Supplies Fees

#### Geography

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO 3040, 3200C, 4151</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>GEO 5159, 5165</td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Geological Sciences Laboratories

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedman School of Hospitality</td>
<td>$10.00</td>
<td></td>
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</table>

#### Interior Design

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 3600, 4424, 4431, 5235, 5236</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>IND 3217, 4218, 4227, 4228, 4311, 4461, 5425, 5435</td>
<td>$15.00</td>
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</table>

#### Management

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 4441</td>
<td>$15.00</td>
<td></td>
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</table>

#### Nursing Laboratories

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3026L, 3064L, 3226L, 4255L, 4465L, 4767L</td>
<td>$12.00</td>
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</table>

#### Nutrition and Food Science Laboratories

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOS 4114C, 6351C</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>HSC 2400</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>HUN 5802L</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>PET 3301C, 3302C, 3380C, 3621, 3932, 4076, 4224C, 4312C, 4384, 4623, 5077, 5235C</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>PET 5389</td>
<td>$25.00</td>
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</table>

#### Oceanography

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEN 1136</td>
<td>$30.00</td>
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</tbody>
</table>

#### Physics Laboratories

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
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</thead>
<tbody>
<tr>
<td>PEO 4006, 4009; PEP 4206</td>
<td>$13.00</td>
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### Textiles and Consumer Sciences Laboratories

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
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<tbody>
<tr>
<td>CTE 3742, 3784</td>
<td>$8.50</td>
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<td>CTE 3835</td>
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<tr>
<td>CTE 1401L, 4441C, 4442C</td>
<td>$21.50</td>
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<tr>
<td>CTE 1310, 4725</td>
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<tr>
<td>CTE 3734</td>
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<td></td>
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<tr>
<td>CTE 4712</td>
<td>$31.00</td>
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</tbody>
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### Theatre

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 4923</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>TPA 2200C, 2201L, 2211, 4071</td>
<td>$10.00</td>
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</tr>
<tr>
<td>TPA 4077, 5079</td>
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<tr>
<td>TPA 4241, 4244, 5047, 5245, 5246</td>
<td>$25.00</td>
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</table>

### Urban and Regional Planning

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Florida Students*</th>
<th>Non–Florida Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>URP 5272, 5316, 5389, 5422, 5717</td>
<td>$20.00</td>
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### Lifetime Activities Program Fees

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Basic Sailing</td>
<td>$35.00</td>
</tr>
<tr>
<td>Blue Water Sailing</td>
<td>$125.00</td>
</tr>
<tr>
<td>Bowling</td>
<td>$28.00</td>
</tr>
<tr>
<td>Golf</td>
<td>$33.00</td>
</tr>
</tbody>
</table>

Note: courses taken through the Center for Professional Development and Public Service 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 semester hour course. When registering for a zero semester 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 May 23, 2003
is the last day to apply for Summer 2003 Graduation.

Nomination Form

The Florida State University Award for Excellence in Teaching or Undergraduate Advising

Awards are presented during the April Faculty Awards Ceremony

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, Campus Mail 1310 or Tallahassee, FL 32306-1310. For a complete listing of previous recipients, please refer to http://registrar.fsu.edu/dir_class/summer/teaching_award.htm.

I. I wish to nominate:

   Name: __________________________________________________________________

   Department: __________________________________________________________________

   Choose one:
   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.

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

III. Your name: __________________________________________________________________

   Please check one:    □ Current FSU 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 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
Please submit ServScript no later than  
- Spring 2003 — April 23, 2003
- Spring 2004 — April 21, 2004
- Summer 2004 — July 28, 2004
- Fall 2003 — December 3, 2003
- Fall 2004 — December 1, 2004

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>
</tr>
</thead>
<tbody>
<tr>
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</table>

20 hour minimum per term

Please total hours

Entered by ___________________________

Comments ___________________________________________
College of Arts and Sciences
Dr. Donald J. Foss, Dean

American and Florida Studies 223 WMS (850) 644 - 2002
Anthropology 105 LS2 (850) 644 - 4281
Biological Science 204 CON (850) 644 - 3099
Chemistry and Biochemistry 118 DLC (850) 644 - 3810
Chemistry Lab 517 DLC (850) 644 - 3491
Chinese 362 DIF (850) 644 - 3728
Classical Civilizations 205A DOD (850) 644 - 4259
Computer Science 203 LOV (850) 644 - 8700
English 405 WMS (850) 644 - 4230
French 362 DIF (850) 644 - 3728
Geological Sciences 108 CEB (850) 644 - 5860
Geophysical Fluid Dynamics 018 KEN (850) 644 - 5594
German 362 DIF (850) 644 - 3728
Greek 205A DOD (850) 644 - 4259
History 403 BEL (850) 644 - 5888
Hebrew 205 M05 (850) 644 - 1020
Humanities 205P DOD (850) 644 - 2726
Italian 362 DIF (850) 644 - 3728
Japanese 362 DIF (850) 644 - 3728
Latin 205A DOD (850) 644 - 4259
Latin American and Caribbean Studies 327 DIF (850) 644 - 8195
Mathematics 208 LOV (850) 644 - 2202
Meteorology 404 LOV (850) 644 - 6205
Military Science 201 MIL (850) 644 - 1016
Modern Languages 362 DIF (850) 644 - 3728
Molecular Biophysics 251 MBB (850) 644 - 1012
Oceanography 102 OSE (850) 644 - 6700
Philosophy 151 DOD (850) 644 - 1483
Physics 315 KEN (850) 644 - 2668
Portuguese 362 DIF (850) 644 - 3728
Psychology 209 PSY (850) 644 - 2040
Religion 505 DOD (850) 644 - 1020
Russian 362 DIF (850) 644 - 3728
Serbo-Croatian 362 DIF (850) 644 - 3728
Spanish 362 DIF (850) 644 - 3728
Statistics 214 OSE (850) 644 - 3218

School of Criminology and Criminal Justice
Mr. Daniel Maier-Katkin, Dean

Exercise Sciences 436 SAN (850) 644 - 1828
Sociology 526 BEL (850) 644 - 5512
Social Science 101A BEL (850) 644 - 5470
Political Science 531 BEL (850) 644 - 5727

Dr. Katherine Mason, Dean

Music 202 HMU (850) 644 - 3424

Dr. Ray Fielding, Dean

Medicine 112 COM (850) 644 - 1855

Dr. Donald J. Weidner, Dean

Information Studies 101 LSB (850) 644 - 5775

Dr. Mary Coburn

Dr. Lawrence G. Abee

Dr. Steve Edwards

Mr. John Carnaggi

Ms. Beverly B. Spencer

Dr. Mary Coburn

Mr. Ralph Alvarez

Dr. Sandra Rackley

Dr. Dianne Harrison

Mr. Bill Lindner

School of Communication
Dr. Richard C. Kunkel, Dean

School of Education
Dr. Melvin Smith, Dean

Dr. John Mayo, Dean

Communication Studies 107 RRC (850) 644 - 2238

School of Criminology and Criminal Justice
Mr. Daniel Maier-Katkin, Dean

Dr. Jane Robbins, Dean

101 LSB (850) 644 - 5775

Dr. Katherine Mason, Dean

102 SCN (850) 644 - 3299

School of Social Sciences
Dr. Marie E. Cowart, Dean

216 BEL (850) 644 - 5488

Aging Studies 203 PCB (850) 644 - 2831

Demography 601 BEL (850) 644 - 1762

Economics 216 WJB (850) 644 - 5001

Geography 323 BEL (850) 644 - 1706

International Affairs 225 BEL (850) 644 - 4418

Political Science 531 BEL (850) 644 - 5727

Russian/East European Studies 225 BEL (850) 644 - 4418

Social Science 101A BEL (850) 644 - 5470

Sociology 526 BEL (850) 644 - 4416

Urban and Regional Planning 330 BEL (850) 644 - 4510

School of Social Work
Dr. Bruce Thyer, Dean

2502 UCC (850) 644 - 4752

Social Work 2502 UCC (850) 644 - 6742

School of Theatre
Mr. Steve Wallace, Dean

239 FAB (850) 644 - 6795

Theatre 239 FAB (850) 644 - 6795

School of Visual Arts and Dance
Dr. Sally McRorie, Dean

216 WES (850) 644 - 5775

School of Education
Dr. John Mayo, Dean

102 SCN (850) 644 - 3299

School of Social Sciences
Dr. Marie E. Cowart, Dean

216 BEL (850) 644 - 5488

Aging Studies 203 PCB (850) 644 - 2831

Demography 601 BEL (850) 644 - 1762

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