

Florida State University

Registration Guide

Summer 2009

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UNIVERSITY NOTICES

Required First Day Attendance Policy

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

Notification of Student Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
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, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an 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 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 Florida State University's 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*, which may be found online at <http://registrar.fsu.edu/bulletin/undergrad/info/drugs.htm>.

The disciplinary function at Florida State University is an integral part of the educational mission of the University. Students in violation of state laws, city ordinances, or university policies will be reported to Florida State University authorities for disciplinary action. Disciplinary processes are outlined in the *Florida State University Student Handbook*, which gives the University the authority to impose sanctions including suspension, dismissal, and expulsion. Parental notification under certain circumstances is integral to University protocol regarding alcohol use.

Sexual Harassment Policy

All students are responsible for knowing and adhering to the Florida State University Sexual Harassment Policy. This policy is available in the *General Bulletin* and the *Graduate Bulletin* and may also be found online at <http://www.auditservices.fsu.edu/sh/policy.html>. Students who have questions, or who believe they may have been subjected to sexual harassment, should contact the Office of Audit Services Sexual Harassment Hotline at (850) 644-9013, the Office of Audit Services main office at (850) 644-6031, or the Dean of Students Department at 644-2428.

Repeat Course Surcharge

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

The repeat course surcharge for the 2008-2009 academic year is \$175.84.

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

ServScript

Through the ServScript Program at Florida State University, students may record their hours of service to the community on their official Florida State University transcript. The transcript is a permanent record of a student's academic achievements and a direct reflection of his or her college career to potential employers and graduate and professional schools. To download ServScript forms, please visit our Web site at <http://www.serve2learn.fsu.edu> and follow the ServScript link.

ACADEMIC CALENDAR

Note: The 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.

Main Campus Dates	Session A May 11–Aug 7 (13 week)	Session B May 11–June 19 (6 week 1)	Session C June 29–Aug 7 (6 week 2)	Session D June 15–Aug 7 (8 week 2)	Session F May 11–July 2 (8 week 1)
Last Day community college students can apply for Summer 2009 Cooperative Program registration. Last day to apply for Transient Student Status.	March 1	March 1	March 1	March 1	March 1
Registration for currently enrolled and readmitted degree-seeking students. See “Registration Windows.”	March 16–April 24	March 16–April 24	March 16–April 24 and June 25–26	March 16–April 24	March 16–April 24
Intradepartmental Registration: 8:00 a.m. – 4:30 p.m.	June 11–12	...
Residence Halls open at 9:00 a.m.	May 7 (9:00 a.m.)	May 7 (9:00 a.m.)	June 24 (9:00 a.m.)
Last day to Register for CLAST exam, (850) 644-3181. Last day to file for change in residency status.	May 8	May 8	May 8	May 8	May 8
Registration for Florida National Guard using fee waivers.	May 9–14	May 9–14	June 27–July 2	June 15–18 (intradepartmental)	May 9–14
Drop/Add 8 a.m.–Midnight (Includes College of Law).	May 9–14	May 9–14	June 27–July 2	...	May 9–14
Drop/Add, in-department, 8:00 a.m.–4:30 p.m.	June 15–18	...
Application window opens for Graduation Summer 2009 online at https://campus.fsu.edu/	May 11	May 11	May 11	May 11	May 11
Classes Begin.	May 11	May 11	June 29	June 15	May 11
Late Registration (\$100.00 late registration fee.)	May 11–14	May 11–14	June 29–July 2	June 15–18 (intradepartmental)	May 11–14
FAMU–FSU Co-op Program Registration at the Office of the Registrar, UCA 3900.	May 11–14	May 11–14	June 29–July 2	June 15–18	May 11–14
Last day to submit waivers or billings.	May 13	May 13	July 1	June 17	May 13
Last day to Drop/Add and have fees adjusted. Students are liable for all fees for courses still on their schedules at midnight. Last day to add a course without Academic Dean’s permission.	May 14	May 14	July 2	June 18	May 14
Fifth Day of Classes. Last day to cancel enrollment and have fees 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 request VA deferment from VA representative in Registrar’s Office.	May 15	May 15	July 6	June 19	May 15
Financial aid available via EFT in FSUCard accounts. First day to apply for financial aid deferments and delayed delivery loans. All financial aid students must check their financial aid status at http://www.ais.fsu.edu/finaid .	May 18	May 18	July 7	June 22	May 18
Last day to pay or defer tuition for all students (including veterans who are not using a veteran deferment) without a \$100.00 late fee. Veterans should contact a VA representative with questions.	May 22	May 22	July 10	June 26	May 22
No Classes: Memorial Day Observed.	May 25	May 25	May 25
Last day to file for Summer 2009 Graduation online at https://campus.fsu.edu/ .	May 29	May 29	May 29	May 29	May 29
CLAST exam given.	June 6	June 6	June 6	June 6	June 6

Prorated 7th week session deadline. Last day to submit form requesting S/U grading or to change S/U option back to regular grade. Last day to reduce course load without permission of Academic Dean. Dean's permission required to drop below minimum hours. Last Day to drop a course without receiving a grade. Last Day to withdraw from school without receiving a grade.	June 19	May 29	July 17	July 10	June 5
No Classes: Independence Day Observed.	July 3	...	July 3	July 3	...
Official Thesis/Dissertation manuscript approval deadline, 408 Westcott.	July 6	July 6	July 6	July 6	July 6
Official Thesis/Dissertation copies due to manuscript clearance adviser, 408 Westcott.	July 13	July 13	July 13	July 13	July 13
End of prorated 12th week of classes. Deadline for late drop with dean's permission.	July 17	June 12	July 31	July 24	June 19
Financial Aid Exit Interviews Deadline, for all students with federal loans graduating, transferring or taking less than six (6) semester hours at http://www.studentsfirst.fsu.edu .	July 17	July 17	July 17	July 17	July 17
Financial Aid and Veterans' Deferments Expire. Full tuition payment must be received to avoid a late payment fee.	July 24	July 24	July 24	July 24	July 24
Last day to turn in ServScript hours online.	August 7	August 7	August 7	August 7	August 7
Last Day of Classes. Last day to reduce course load, if permitted, by the Academic Dean. Last day to apply for AA Certificate at the Office of Undergraduate Studies, UCA 3400.	August 7	June 19	August 7	August 7	July 2
Final Exam Week.	June 29– July 2
Term Ends.	August 7	June 19	August 7	August 7	July 2
Last day to officially withdraw from the University.	August 7	August 7	August 7	August 7	August 7
Commencement , Civic Center, 9 a.m.	August 8	August 8	August 8	August 8	August 8
Residence Halls close at noon.	August 8 (noon)	Halls do not close; Vacate by noon June 20	August 8 (noon)
Summer 2009 Diplomas dated with the following date.	August 8	August 8	August 8	August 8	August 8
Online Grades Due by 4:00 p.m.	August 11	June 23; August 11	August 11	August 11	August 11
Grades available online.	August 12	June 24; August 12	August 12	August 12	August 12

*Check with academic department

Note: Fees may be paid anytime after schedule is final but no later than the session deadline published in this calendar.

REGISTRATION WINDOWS

Summer 2009

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

Sessions A, B, C, D, and F Continuing and Readmitted Students

Level	Hours Completed*	Registration Opens	Registration Ends
Graduate		Monday, March 16, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Senior	110 & up	Monday, March 16, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Senior	100–109	Tuesday, March 17, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Senior	90–99	Wednesday, March 18, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Junior	80–89	Thursday, March 19, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Junior	70–79	Friday, March 20, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Junior	60–69	Monday, March 23, 2009—3:00 p.m.	Friday, April 24, 2009—midnight
Sophomore	56–59	Wednesday, March 25, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Sophomore	51–55	Friday, March 27, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Sophomore	46–50	Monday, March 30, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Sophomore	41–45	Wednesday, April 1, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Sophomore	36–40	Friday, April 3, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Sophomore	31–35	Monday, April 6, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Freshman	26–30	Wednesday, April 8, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Freshman	21–25	Friday, April 10, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Freshman	16–20	Monday, April 13, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Freshman	11–15	Wednesday, April 15, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Freshman	06–10	Friday, April 17, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Freshman	00–05	Monday, April 20, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Open Registration		Tuesday, April 21, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Transient/Special Students (Panama City campus only)		Tuesday, April 21, 2009—8:00 a.m.	Friday, April 24, 2009—midnight
Early Registration Ends			Friday, April 24, 2009—midnight

*Does not include hours for the current semester (Spring 2009)

Sessions A, B, and F Only

All New Graduates	Wednesday, May 6, 2009—8:00 a.m.	Friday, May 8, 2009—midnight
Transient/Special Students (all)	Friday, May 8, 2009—8:00 a.m.	Friday, May 8, 2009—midnight
National Guard using a fee waiver for Sessions A, B, F	Saturday, May 9, 2009—8:00 a.m.	Thursday, May 14, 2009—midnight
Drop/Add (Includes Law School)	Saturday, May 9, 2009—8:00 a.m.	Thursday, May 14, 2009—midnight
Late Registration	Monday, May 11, 2009—8:00 a.m.	Thursday, May 14, 2009—midnight
State Employees using a fee waiver for Sessions A, B, and F only	Friday, May 15, 2009—8:00 a.m.	Friday, May 15, 2009—5:00 p.m.

Summer Session C Only

All New Graduates	Wednesday, June 24, 2009—8:00 a.m.	Friday, June 26, 2009—midnight
Registration Continuing Students	Thursday, June 25, 2009—8:00 a.m.	Friday, June 26, 2009—midnight
Special Students and Transient Students (All)	Friday, June 26, 2009—2:30 p.m.	Friday, June 26, 2009—midnight
Drop/Add for Session C only	Saturday, June 27, 2009—8:00 a.m.	Thursday, July 2, 2009—midnight
National Guard using a fee waiver for Session C only	Saturday, June 27, 2009—8:00 a.m.	Thursday, July 2, 2009—midnight
Late Registration	Monday, June 29, 2009—8:00 a.m.	Thursday, July 2, 2009—midnight
State Employees using fee waiver for Session C only	Monday, July 6, 2009—8:00 a.m.	Monday, July 6, 2009—5:00 p.m.

Summer Session D Only**Registration in Academic Departments**

Registration	Thursday, June 11, 2009—8:00 a.m.	Friday, June 12, 2009—4:30 p.m.
Drop/Add Session D only	Monday, June 15, 2009—8:00 a.m.	Thursday, June 18, 2009—4:30 p.m.
National Guard using a fee waiver for Session D only	Monday, June 15, 2009—8:00 a.m.	Thursday, June 18, 2009—4:30 p.m.
Late Registration	Monday, June 15, 2009—8:00 a.m.	Thursday, June 18, 2009—4:30 p.m.
State Employees using a fee waiver for Session D only	Friday, June 19, 2009—8:00 a.m.	Friday, June 19, 2009—5:00 p.m.

Eligibility

Students must complete both a University graduation check with the Office of the University Registrar and a departmental graduation check with the appropriate college prior to reaching one hundred (100) semester hours earned. Registration stops will be placed on students who have exceeded 99 semester hours earned but have not applied for both graduation checks.

By Registering Students Accept Both Fee and Grade Liability

To cancel registration, a student must drop all of his or her classes via the web registration site before the first day of classes or must send an email from his or her official FSU (fsu.edu) account to registrar@admin.fsu.edu no later than the fifth day of classes.

Students will be dropped from classes for non-attendance of the first class meeting. The University may cancel registration for non-payment of fees.

Annual student parking permits are obtained online at

<https://student.access.fsu.edu/index.html>.

For account status and fee payments visit

<http://www.fees.fsu.edu>.

Admission/Readmission Dates

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

Law School/Medical School Dates

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

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

WEB REGISTRATION WORKSHEET

1. Log on to <https://campus.fsu.edu>.
2. Click the **Secure Apps** tab. Read and accept the policy statement to continue.
3. Click the **Register for Classes** link.
4. A form appears requesting your cell phone number for emergency contact purposes. Enter your number or select **I do not have a cell phone or choose not to provide it**.
5. Click **Submit**.
6. A liability and protected area notice appears. Click **Yes** to accept the conditions and continue.
7. If you have any stops, they are displayed along with contact information. If you have no stops, you are prompted to select the year and term for which you wish to register.
8. Follow the instructions that appear for dropping and/or adding classes.

Note: Courses added after the fifth day of classes must be paid for separately by the student within five (5) calendar days.

REGISTRATION INFORMATION

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

The official method of communication at Florida State University is your fsu.edu e-mail account. In order to stay informed and aware, you are required to set up and maintain your account and check it three times per week. If you choose to have your fsu.edu official account forwarded to another e-mail account, you are still held responsible for all information distributed by the University to your fsu.edu account.

Immunization Requirements

The State Board of Education requires all entering students born after 1957 to complete Florida State University's Required Student Health History Form and show documented proof of immunization against measles (rubeola), German measles (rubella), and mumps prior to registration. College-age individuals living in residence halls, shared apartments, and other group housing are at an increased risk for developing meningitis and hepatitis B—serious infections that can have devastating consequences. State of Florida law mandates that all university students be informed of the risks of infections. Students currently enrolled must either be vaccinated against meningitis and hepatitis B or sign a waiver stating that they have declined to receive the vaccine. All students are required to show proof of MMR's, meningitis, and hepatitis B before they are permitted to register for classes. Information about these vaccinations may be obtained at Thagard Student Health Center or online at <http://www.tshc.fsu.edu>.

All students are required to complete the student health-history form and submit it to Thagard Student Health Center before registration. The student health-history form along with its specific instructions is available at <http://www.tshc.fsu.edu>. For questions, please call (850) 644-6573.

Health-Insurance Requirement

The University's Thagard Student Health Center provides basic outpatient care. Because students are likely to incur costs for medical care beyond that provided through outpatient services, adequate health insurance coverage must be obtained before they will be permitted to register for classes or to continue enrollment. In addition, international students with "J" visa status who will be accompanied by dependents are required by federal regulations to purchase health insurance coverage for their dependents also. For more information regarding health insurance, contact the Thagard Student Health Center, (850) 644-4250, <http://www.tshc.fsu.edu>.

International applicants are required to complete and submit a health history form that describes previous illnesses and/or surgery. If students have ever had tuberculosis (or scars appearing on chest x-rays) or other serious infectious diseases, they must have a thorough medical examination before coming to the University and must bring the reports to campus. International applicants must be immunized and show proof of such immunization prior to registration. International students will not be allowed to enroll until they have submitted the health history form and have purchased insurance or provided proof of health insurance that meets the minimum coverage required by the state of Florida for international "F-1" and "J-1" status students. International students with "J" visa status who will be accompanied by dependents are required by federal regulations to purchase health-insurance coverage for their dependents also. For more information regarding health insurance, contact the Thagard Student Health Center, (850) 644-8860, <http://www.tshc.fsu.edu>.

FSUCard

Your FSUCard is your key to university life while attending Florida State University. Besides serving as a picture I.D., the FSUCard offers many important features. It is your library card, long-distance calling card, bank card, snack card, and copy card; you need the card both to obtain Internet service and to gain entry into campus computer labs. Therefore, all students are required to have a photo FSUCard. There is a charge for the first card which can be paid with your tuition. If you should lose or damage the card, the FSUCard Center (located in the Parking Garage) will replace it for a fee. An FSUCard semi-annual fee of \$5.00 applies to all main-campus students each Fall and Spring semester. The FSUCard Center is open from 8:00 AM to 5:00 PM, Monday through Friday; (850) 644-7777.

Library Cards

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

First Class Meeting Attendance Policy

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

Academic Advisement

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

FSUSN

To better protect student identity, Florida State University is transitioning from the use of Social Security numbers as student identifiers to the use of Florida State University security numbers (FSUSN). To find your FSUSN, follow the steps below:

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

Personal Identification Numbers (PIN) Codes

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

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

The FACTS PIN

Your birth month and year (mmyy) has been assigned to you automatically as your FACTS PIN code. You must change your FACTS PIN code from the birth month/year default to a unique four-digit code. You may change your FACTS PIN code by logging on to <https://campus.fsu.edu> and clicking the Secure Apps tab. From there, click the FACTS PIN link to change the PIN. Your FACTS PIN code may be changed as often as desired and should be regarded as confidential and under your control. Please memorize your new FACTS.org PIN code. You must have it to access your information through the FACTS.org Web site.

In order to provide security for a student's confidential FACTS PIN by preventing further access, a lockout occurs after ten (10) consecutive access denials for attempting to access a student's confidential records. Should you get locked out, please call (850) 644-1050 to request reinstatement, and be prepared to provide proper identification.

The Florida State University Communications PIN

This PIN is used when placing long distance calls that are billed to your current address and for Florida State University's "Seminole Circuit" customer service.

FSUCard/SunTrust Banking PIN

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

Prior to Registration

1. Contact your departmental office for any clearances or course authorizations you may need.
2. Use the Check Your Registration Stops link on the Secure Apps tab at <https://campus.fsu.edu>. The most common stop is due to outstanding fees and tuition. Check your account status at <http://www.fees.fsu.edu>.
3. Undergraduate students and transfer students must see their academic adviser prior to registration. All students are urged to consult their adviser prior to registration.

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

The Registration Process

Step 1: Obtain the Florida State University FSUCard

See the "FSUCard" section of this chapter and activate you FSUID, if you have not already done so.

Step 2: Complete the Registration Worksheet

1. Be careful not to select courses that meet at the same time. The system does not check for time conflicts.
2. Consult the General Bulletin or Graduate Bulletin to check if a course requires a laboratory or has prerequisites that must be completed prior to enrolling in the class.
3. Double check the five-digit reference number that appears in the Course Look Up (<http://registrar.fsu.edu>).
4. List alternate courses.

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

1. You can use the Web site to register or perform drop/add any time during the "window" assigned to you by the number of credit hours you have earned toward graduation. You cannot register after the ending date of your assigned registration window.
 - **Note:** Be prepared to request non prime-time course sections to complete your schedule. Be persistent; the effort you spend during registration will save you a great deal of time and effort during the drop/add period.
2. The system does not allow you to register for more than eighteen (18) semester hours. Your Academic Dean can provide overload authorization. To then register for overload hours, you must go to the Office of the University Registrar. See the "Course Load" section of this chapter.
3. The system allows you to register for an underload, but you still must obtain authorization from your Academic Dean.

Step 4: Pay Tuition

Tuition must be paid by the date posted at <http://www.studentsfirst.fsu.edu> by selecting the Tuition Payment Deadlines option in the Money Matters section. Visit <http://www.fees.fsu.edu> for account status and fee-payment options.

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, in addition to the approval of their Academic Dean, before returning the Drop/Add form to the University Registrar.

4. Students who do not maintain attendance and who do not officially drop a course will receive an "F."
5. Courses added after the fifth day of classes must be paid for within five (5) calendar days.

Change of Schedule After Drop/Add

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

Course Load

For Summer semester, the following course loads apply:

Session	A	B	C	D	F
Maximum	15	9	9	14	14
Minimum	9	6	6	9	9

For any combination of sessions, the maximum is fifteen (15) and the minimum is nine (9) hours. 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.

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

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

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

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

Student Cancellation of Schedule

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

- Prior to the first day of classes, a student may cancel his/her registration by dropping all courses using the Web site registration system.
- Prior to and during the first five (5) days of a semester or Summer session, a student may cancel registration by submitting a written request to the Office of the University Registrar, at A3900 University Center, Tallahassee, Florida 32306-2400; (850) 644-1050. Requests may be mailed to:

*Office of the University Registrar
Florida State University
Room A3900 UCA
282 Champions Way
P.O. Box 3062480
Tallahassee, FL 32306-2480*

Students who cancel registration within this time frame are not liable for tuition; if tuition has been paid, students should request a refund from the Office of Student Financial Services.

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- Beyond the fifth class day students cannot cancel registration, but must officially withdraw from the University through Withdrawal Services, at A4300 University Center, Tallahassee, FL 32306; (850) 644-1741.
- The University may automatically drop students for non-payment of tuition. See, "Cancellation of Student Schedules for Non-payment of Tuition and Fees" for more information.
- International students who wish to cancel their registration must request and receive prior authorization from an International Center adviser. In addition, international students should submit the SEVIS Update Form available at <http://www.internationalcenter.fsu.edu>.

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

Students are expected to pay all tuition and fees by the published deadline for each semester they enroll. In accordance with Rule 6C-7.002(6), F.A.C., students who do not pay tuition and fees or make arrangements to pay tuition and fees by the end of the established fee payment deadline may have their schedules cancelled and academic progress discontinued for the semester. Students who are cancelled for non-payment of tuition and fees will not be permitted to attend classes or receive grades after the cancellation takes place.

It is important that all students ensure they have an active FSU e-mail account. The FSU e-mail account is the official method by which the University will communicate with students concerning any outstanding financial obligations, including outstanding tuition and fees. Students will receive an official e-mail communication from the Office of Student Financial Services at the end of the second week of the semester alerting them to the possibility of the cancellation of their current term's schedule. Students will then have the opportunity to pay tuition and fees or make arrangements to pay tuition and fees to avoid being cancelled.

Students who fail to pay tuition and fees or make formal arrangements to pay tuition and fees by the end of the third week of the semester will receive an e-mail notification from the Office of the University Registrar. This notification will inform the student that his or her schedule has been cancelled and explain appeal process for the reinstatement of their schedule.

Students may check their account status at any time at <http://www.mymoney.fsu.edu> to determine any amounts owed to the university and to verify that payments have been made.

Reinstatement of Student Schedules Cancelled for Non-Payment of Tuition and Fees

Students whose schedules are cancelled for non-payment of tuition and fees may appeal to the University Registrar for the reinstatement of their schedule. The appeal must be made in writing and must be submitted to the University Registrar (A3900 University Center) no later than the end of the 12th week of the Fall or Spring semester. Consult the Summer edition of the Registration Guide for Summer term deadlines. The appeal will be reviewed and acted upon in a timely manner. Approval of the reinstatement of a student's schedule is contingent upon verification from the Office of Student Financial Services that tuition and fees have been paid or that formal arrangements have been made for tuition and fee payment. Reinstatement of schedules will also include a \$100.00 late registration fee and a \$100.00 late payment fee. Checks or credit card payments that are returned or refused will negate any tuition and fee payment arrangement for the reinstatement of a student's schedule. Also, the University reserves the right to deny reinstatement when a student has demonstrated a pattern of tuition delinquencies over a period of two or more semesters.

Required Summer Attendance

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

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

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 seven days prior to the last day of the semester or term. See the "Academic Calendar" for the specific deadline date. For more information, contact Withdrawal Services at (850) 644-1741. Students who withdraw within the first seven (7) weeks of a term (to be adjusted accordingly for Summer sessions) have no liability for grades; afterward, they will be assigned a grade of "W" or "F" at the discretion of their instructor. Students who do not officially withdraw will be assigned a grade of "F" for each course for which they are registered but fail to attend. These grading policies also apply to courses taken S/U.

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

For additional information regarding withdrawals, including fee liability, please refer to the "Withdrawals and Return of Financial Aid" section of this *Registration Guide*.

Enrollment Certification

All student certifications will be by official request only. Students who need enrollment certification should submit a request online at <https://campus.fsu.edu>. From Secure Apps, select Certification Request. Follow the instructions on the screen in order to obtain your certification letter. Your letter will be processed the following business day. Written requests may be submitted to:

*Office of the University Registrar
Florida State University
Room A3900 UCA
282 Champions Way
P.O. Box 3062480
Tallahassee, FL 32306-2480*

Exam Schedule

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

Graduation

Undergraduate students should request a graduation check from the Office of the University Registrar two (2) terms prior to their anticipated graduation date, or at the time they have earned ninety (90) hours of credit. A second check should be completed in the office of their Academic Dean one (1) term prior to their anticipated graduation. Registration stops will be placed on students who have earned one hundred (100) semester hours, including current term registration, but have not completed the graduation check. Graduate students should check with their department regarding degree requirements. Application for graduation must be made by the published deadline; students can apply online in Blackboard under Secure Apps; refer to <http://registrar.fsu.edu> for this information. Students who graduate in the Summer of 2009 must apply for and be readmitted to register for Fall 2009 or any subsequent term.

Fee Payment Regulations

Students who enroll must pay fees and tuition in full by the tuition and fees payment deadline. Students who fail to pay tuition in full by the fee payment deadline will be assessed a late payment fee of \$100.00 and may have their schedule cancelled. All waivers, vouchers, Intern Participation Certificates, agency billings, and department billings for all students, including those receiving financial aid, must be submitted no later than the third day of the semester or session. You may pay by check, cash, money order or FSUCard. Payments may be submitted by mail, drop box, or in person. Florida State University also takes credit cards and e-checks (online only) at <http://www.fees.fsu.edu>. Cards accepted online include FSUCard, American Express, Discover, Mastercard, and Visa. There is a \$5.00 non-refundable flat fee to cover the cost of providing this online payment service. Classes added after the drop/add deadline must be paid for within five (5) calendar days. Foreign and two-party checks are not accepted. Make checks payable to Florida State University. Include your local phone and local address on each check and one of the following: your FSUSN, the last four digits of your social security number, or your FSU email address.

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

You may obtain financial status information on the Web at <http://www.fees.fsu.edu>, at the self-inquiry kiosks located in University Center Building A, and other locations.

Internet Payments Seven (7) Days a Week

Florida State University accepts credit cards only online at <http://www.fees.fsu.edu>; the following payment types may be used online:

- E-checks
- FSUCard
- American Express
- Discover
- MasterCard
- Visa

There is a \$5.00 non-refundable flat fee for each transaction. Returned payments will be assessed the same fees as paper checks.

Mail-in Fee Payments

When paying fees by mail, send a personal check, money order, or cashier's check for the full amount of the fees that are due. Please do not send cash. Payments must be made payable to the order of Florida State University and must include your name, local address and local telephone number, and one of the following: your FSUSN, the last four digits of your social security number, or your FSU email address. Mailed payments for tuition must be received no later than the tuition payment deadline to avoid the late payment fee. Incomplete checks will be considered as late payment. Payments should be mailed to Florida State University, Office of Student Financial Services, A1500 University Center, Tallahassee, FL 32306-2394.

Fee Payment Drop Box

Use the convenient fee payment drop box located on the outside wall of A1501 University Center across from the Heritage Fountain and Dick Howser Baseball Stadium. Be sure to use an envelope and include one of the following on your check: your FSUSN, the last four digits of your social security number, or your (personal or FSU) email address. Tuition payments must be inserted by 4:30 PM of the tuition payment deadline to avoid the late-payment fee. Incomplete checks will be considered as late payments.

Late Fee Waivers

Requests for waiver of the \$100.00 Late Registration Fee may be submitted via e-mail to registrar@admin.fsu.edu or in person to the Office of the University Registrar, A3900 University Center, Tallahassee, FL 32306-2400.

Requests for the waiver of the \$100.00 Late Payment Fee may be submitted online through Blackboard (from Secure Apps, click Late Payment Waiver).

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

Note: Not being aware of due dates or not having funds are not valid reasons to waive the late payment fee or late registration fee.

Refund of Fees

Students who drop a course without fee liability after their tuition and fees are paid, due to documented extenuating circumstance or administrative error, may be eligible for a tuition refund. Any amount paid in excess of the amount owed to the University during the semester/term will be carried forward and may be applied against subsequent University charges or may be refunded upon request. Any outstanding charges owed to the University will be deducted and the balance will be issued as a refund. At the beginning of a semester, refunds will not be processed until the end of the third week of class to ensure that all checks have cleared the bank. Refunds requested during the fiscal year close-out, during the last two weeks of June, will not be processed until the first week of July. The refund will be processed as a credit to the student's FSUCard account for currently enrolled students unless the student requests a check to be mailed to the address on file. Checks will be mailed to those students who are no longer enrolled. However, payments made by credit card will always be refunded to the credit card. Summer session refunds will start processing two (2) weeks

after the beginning of session C. Refund request forms are available at the Office of Student Financial Services, A1500 University Center, or online at http://www.sfs.fsu.edu/documents/refundform_000.pdf.

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

Note: The following fees are non-refundable: Web payment convenience fees, admission deposit, admission application fee, FSUCard, and other fees as specified by certain schools or departments.

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 or D sessions (i.e. only six [6] hours) will not be eligible to receive financial aid until distribution for C or D 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 Student Account Payment Setup (SAPS). Students may complete the SAPS at <http://www.mymoney.fsu.edu>. Choose one of the following two ways to receive financial aid:

1. By Electronic Funds Transfer (EFT) to your FSUCard Account at Sun Trust. Approximately 90% of the student body receiving financial aid at Florida State University have chosen to process their aid electronically and take advantage of the fastest and most reliable method of receiving their financial aid; or
2. By a check mailed to your local address.

Exceptions for holds on account:

1. Students must check their status at <http://www.ais.fsu.edu/finaid>. Your financial aid will be disbursed in accordance with your SAPS selection after the hold has been resolved. You must present a picture ID to either remove holds or receive a short-term loan. In order to receive your aid, you must be enrolled for the required number of hours; and
2. Students whose financial aid has not arrived by the beginning of the semester must confirm they received a tuition deferment. After the distribution dates at the beginning of the semester, additional funds that become available will be disbursed daily and mailed or sent to the FSUCard account in accordance with the selection made on the student's Student Account Payment Setup (SAPS).

Students must confirm that their application is complete prior to the first week of the semester by going to <http://www.studentsfirst.fsu.edu> and clicking on the Check Financial Aid Status subheading in the Money Matters section. All financial-aid students must check their financial-aid status by visiting <http://www.ais.fsu.edu/finaid>.

If you have any questions, please call (850) 644-9452 at the Office of Student Financial Services. For information about your FSUCard account at SunTrust, call 1-800-786-8787.

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

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

Deferments: Financial aid deferments may be granted to students whose aid has not arrived by the published distribution date. Not having applied for financial aid is not a valid reason for applying for a deferment. The deadline to request a deferment is the tuition payment deadline. When deferments expire, students must pay their unpaid tuition balance in full or receive a late fee after the deadline. If tuition is not paid, students will not be able

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to register for future classes, receive a delayed delivery loan, grades, or transcripts. Students must confirm that their financial aid has arrived and that all requirements have been met by the deferment expiration date. Go to <http://www.mymoney.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 or you may be assessed a late payment fee of \$100.00. You may check your financial aid status at <http://www.ais.fsu.edu/finaid>. For questions, please contact us at sfs@admin.fsu.edu or (850)644-9452.

Withdrawals and Return of Financial Aid

Effective Fall 2000, students who withdraw and have received financial aid will be required to repay to the program source the amount of unearned financial-aid funds disbursed to them as of their withdrawal date. Programs include Pell Grants, Perkins Loans, Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans (subsidized and unsubsidized), and Parent Loans (the Federal PLUS program), and other awards. The unearned amount of program funds is calculated based on the percentage of the semester completed before the date of withdrawal. Both the University and students receiving financial aid are required to return unearned financial aid to the aid source. The University is required to return the unearned portion of the financial aid funds it received from withdrawing students that was used to pay institutional charges such as tuition, fees, housing, and other education-related expenses assessed by the institution. The funds returned to the aid source by the University will be credited against the students' total liability of unearned funds. However, students will owe the University the amount returned to the aid source for institutional charges. In addition, any student who receives Title IV funds, stops attending classes during the semester, and does not officially withdraw from the University is considered an unofficial withdrawal, according to Title IV federal regulations. The University is required to return unearned financial aid to the federal government for all unofficial withdrawals in the same manner as students who withdraw officially.

Students must repay the unearned Title IV funds to any Title IV loan program in accordance with the terms of the loan. For Title IV loan programs, unearned grant-program funds are considered overpayments, and students are required to return fifty (50) percent of the grant. Students who owe grant overpayments remain eligible for Title IV program funds for forty-five (45) days if during those forty-five (45) days the student: 1) repays the overpayment in full to the University; or, 2) enters into a repayment agreement with the University. However, entering into a repayment agreement does not mean the student is eligible to register for additional classes, receive a transcript, diploma, etc. Students can lose financial aid eligibility if they do not comply with the options above. Students should consider their repayment responsibilities for these programs as part of any withdrawal decision. Please contact the Florida Bright Futures office for the most current restrictions on eligibility.

Exit Interviews

Federal and University regulations require that all recipients of federal loans participate in an exit-interview counseling session upon graduating, withdrawing from the University, or dropping below six (6) credit hours. These loans include Perkins (NDSL), Subsidized Stafford (GSL), Unsubsidized Stafford (UGSL) and SLS loans. Failure to complete this procedure will result in the withholding of diploma and/or official transcripts. Counseling sessions can be completed by going to the Financial Aid Exit Interview link located on the Secure Apps page on Blackboard at <https://campus.fsu.edu>.

Delinquent Accounts

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

Dishonored Checks or Electronic Payments

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

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

Notification will be given to the student by mail to the address on the check or to the last maintained address in Florida State University's records. After notification that a check has been returned, redemption (including the service charge) must be made within fifteen (15) days. Florida State University forwards all returned payments to the State Attorney's Office for redemption and prosecution after collection efforts are exhausted. After a returned payment is forwarded to the State Attorney's Office, restitution of the check will not prevent prosecution.

Parental or Third Party Access to Records

Students may give a designated parent(s) authority to review their University financial status by logging onto <https://campus.fsu.edu> and selecting the Parent/Third Party Access link.

Special Student Information

All new special students on the main campus will be assessed a non-refundable application fee of \$30.00, paid at the time of application. For specific policies concerning the registration and status of special students, consult the General Bulletin. For additional information, contact the Office of Admissions, University Center Building A2500, (850) 644-6200. Procedures and residency requirements for special student registration are the same as for regularly enrolled degree-seeking students as described on the preceding pages.

State Employee Registration

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

Florida State University accepts only the official State-Employee Tuition Waiver Form available on the Registrar's Web site. Agencies may require additional paperwork or forms that will not be accepted unless accompanied by the State-Employee Tuition Waiver Form.

State employees using a tuition waiver must obtain supervisor signatures and academic departmental approval on the tuition form and then submit the signed and completed tuition waiver to the Office of the University Registrar on the fifth day of classes **only**. State-Employee Tuition Waivers may not be used for any course that is registered for prior to this space-available registration window. Thus, for any class obtained prior to the fifth day of classes, the student assumes personal financial liability for tuition.

Additional restrictions and deadlines apply. For additional information, including the link to download the State-Employee Tuition Waiver Form, see the Office of the University Registrar's Web site at <http://registrar.fsu.edu/>.

Note: Due to enrollment limitations at this time, the University is accepting State-Employee Tuition Waivers for graduate classes only. State employee waivers will not be approved for use in undergraduate classes.

FSU Employee Tuition Scholarship

Employees of Florida State University intending to take classes may do so through the FSU Employee Scholarship program. See the Human Resources web site at http://www.hr.fsu.edu/index.cfm?page=FacultyStaff_BenAndPerks_EmployeeTuitionScholar for details, restrictions, and deadlines.

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 Florida State University. Courses offered at Florida State University may not be taken at FAMU. Exceptions may be granted by your Academic Dean, whose office also determines eligibility based on courses already completed at Florida State University. For additional information, as well as forms to be completed, please see http://registrar.fsu.edu/services/famu_coop/apdefault.htm.

Auditing Courses

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

Procedures

1. During the first week of classes, obtain the audit approval form online at http://registrar.fsu.edu/services/records/audit_registration.pdf or you may pick up an audit approval form from the Office of the University Registrar.
2. Fill out the form and obtain both the instructor's approval and clearance from the University Student Health Center.
3. Return the approved form to the Office of the University Registrar for final approval and class registration.
4. Pay fees during fee payment at A1500 University Center. No waivers or deferrals may be used, except for those age sixty (60) or over.
5. Present the form to your instructor at the next class meeting.

Note: If you have already registered for the course you wish to audit, you must drop it within the first week of class, before the audit request can be processed.

Policy on Refunds for Audited Courses

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

Note: The refund request form or withdrawal form must be submitted to the Office of Student Financial Services within six (6) months from the end of the term from which the student withdrew.

Tuition-Free Courses for Those Sixty Years of Age and Older

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

1. Under this tuition-free option, registration is allowed on a space-available, audit-basis only (see above) and does not include thesis, dissertation, 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 online or from the Office of the University Registrar. Proof of age and Florida residency must be presented to the Office of the University Registrar to validate audit waiver eligibility.

Grade Reports

Semester grades are reported via Blackboard at <https://campus.fsu.edu>. To access grades using the Web site, students must log in to the Web site and click on the Secure Apps tab. Grades for the prior term will be displayed. Grade changes processed after the initial grade posting will not display and may be viewed on the unofficial transcript.

Phone Monitoring

Students should be aware that phone calls placed to Florida State University's interactive telephone network may be periodically monitored to ensure that the appropriate quality control is maintained.

To Prevent Publication of Directory Information

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

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

The Center for Leadership & Civic Education

At Florida State University, leadership, community involvement, and civic responsibility are integral elements of a liberal arts education. The Center for Leadership & Civic Education enhances the education of students for responsible citizenship and effective leadership. The Center operates as a clearinghouse of service-related information, including directory of service organizations in the community, a listing of Service Learning courses that feature community service components, and Florida State University student organizations that focus on community service.

The Center coordinates, advises, and supports many projects and programs related to service and leadership. Students can come in on a walk-in basis to meet with an advisor. ServScript is a way Florida State University students can enhance their academic transcript by documenting their service hours online.

For more information, contact The Center for Leadership & Civic Education, Division of Student Affairs, Dunlap Student Success Center, 100 S. Woodward Avenue, Tallahassee, FL 32306; (850) 644-3342; Fax (850) 644-3362; Web site: <http://www.thecenter.fsu.edu>; email: thecenter@admin.fsu.edu.

Paying Your Tuition and Other Fees

To pay tuition or fees, you may stand in line at Student Financial Services, A1500 University Center between 8:30 a.m.–4:30 p.m., Monday–Friday. You may also pay online at <http://www.fees.fsu.edu> or see <http://www.sfs.fsu.edu> for additional payment locations.

Student parking permits are issued online at <http://parking.fsu.edu>.

Students are assessed \$100.00 for late registration and \$100.00 for late payment.

Note: Installment contracts are not available for Summer sessions.

Summer 2009 Financial-Aid Distribution Schedule Information

Students are required to apply for Summer financial aid separately from the Fall/Spring applications. To receive financial aid, students are required to attend a minimum of six (6) semester hours. If a student is attending three

Summer 2009

(3) semester hours in A, B, F sessions and three (3) credit hours in C or D sessions, the student is not eligible to receive financial aid until the distribution for C or D sessions.

Student Business Hours

- The Registrar's Office is available for lobby hours and by phone from 8:00 AM to 5:00 PM, Monday through Friday.
- The Financial Aid Office is available for lobby hours and by phone from 8:00 AM to 5:00 PM, Monday through Friday.
- The Office of Student Financial Services is available for lobby hours from 8:30 AM to 4:30 PM, Monday through Friday, and by phone from 8:00 AM to 5:00 PM, Monday through Friday.
- The Office of Undergraduate Studies is available for lobby hours and by phone from 8:00 AM to 5:00 PM, Monday through Friday.

FEE INFORMATION

Course Fee Charges per Credit Hour

**Per credit hour does not include the Student Facilities Use Fee or other facilities and equipment fees

Course Level	Florida Student Before 7/1/07	Non-Florida Student Before 7/1/07	Florida Student After 7/1/07*	Non-Florida Student After 7/1/07*
0001-4999	\$122.62**	\$604.10**	\$129.58**	\$611.06**

*Includes Tuition Differential Fee

Course Level	Florida Student**	Non-Florida Student**
5000 and above	\$278.75	\$910.15
Thesis/Dissertation	\$278.75	\$910.15
Law 3rd Yr Pre0708	\$392.75	\$1,059.83
Law 2nd Yr Pre0708	\$409.72	\$1,076.80
Law 1st Yr Pre0809	\$409.72	\$1,076.80
Medical per year	\$17,955.78	\$52,506.97

Transportation Access Fee: \$7.40 per credit hour

* The Florida Prepaid College Plan does not cover the local fees, which are \$24.33 per credit hour

** Repeat course surcharge \$175.84 per credit hour (subject to change)

*** Medical fees assessed on a per annum basis

All fees are per credit hour	In-State Admitted to FSU Before 7/1/07	Out-of-State Admitted to FSU Before 7/1/07	In-State Admitted to FSU After 7/1/07	Out-of-State Admitted to FSU After 7/1/07
Panama City Campus - Undergraduate Level	99.42	\$580.70	\$106.38	\$587.86
Panama City Campus - Undergraduate Level Local Fees not paid by the basic Florida Prepaid College Program (\$99.42 - \$90.89 = \$8.53) - standard Florida Prepaid	\$8.53	--		

* The Florida Prepaid College Plan does not cover the local fees, which are \$8.53 per credit hour.

** Repeat course surcharge \$175.84 per credit hour (subject to change).

Summer 2009—Materials and Supplies Fees

Art	
ART 1201C, 1300C, 2301C, 2330C, 2500C, 2501C, 3542C, 5927C, 5928C, 5929C; PGY 2100C	\$35.00
ART 2400C, 2430C, 2441C, 2701C, 2752C, 3420C, 3710C, 3764C, 4921C, 4922C, 4923C, 4924C, 4925C, 4926C, 4928C, 4929C, 4930C; DIG 3025, 4830; GRA 2190C, 3112C, 3193C; PGY 2401C, 2941C, 3410C	\$50.00
Art Education	
ARE 3313C, 4550C, 4931, 5304, 5460, 5551, 5556	\$20.00
Biological Science Laboratories	\$13.00
Chemistry and Biochemistry Laboratories	\$37.50
Communication	
ADV 3001, 4300; COM 3310L, 4123, 4330, 4470, 5305, 5316, 5317, 5331, 5336, 5337, 5339; PUR 3002, 3100, 4600; RTV 3220, 3234, 3264, 4467	\$9.00
Communication Disorders	
SPA 5055	\$7.00
SPA 5305L, 5505	\$20.00
SPA 5526L, 5528L	\$25.00
Education	
EVI 5332; MAE 4310	\$5.00
EVI 5318	\$7.70
EVI 5315	\$8.00
EEC 4303; MAE 4300; SCE 4362, 5215	\$10.00
RCS 5250	\$10.75
RED 4510	\$13.44
RED 4310	\$14.60
EVI 4312	\$16.50
EVI 5255	\$31.00
Engineering	
ECH 4323L	\$25.00
EML 3002C	\$50.00
ECH 3274L, 4404L	\$75.00

Geography	
GIS 4043	\$15.00
GIS 5101	\$20.00
Geological Sciences Laboratories	\$10.00
Dedman School of Hospitality	
HFT 3806, 4866	\$18.00
Information	
LIS 4482, 4488	\$10.00
Interior Design	
IND 3217, 3440, 3465, 3469, 4218, 4227, 4228, 5235, 5236, 5257, 5258, 5476, 5477	\$15.00
Management	
MAN 4441	\$28.00
Nursing Laboratories	
NUR 3026L, 3066L, 3226L, 4227L, 4767L	\$40.00
Nutrition, Food, and Exercise Sciences Laboratories	
FOS 3026	\$9.00
FOS 4114C	\$30.00
FOS 6351C	\$50.00
PET 3323C	\$6.00
PET 5553	\$25.00
PET 4551	\$33.00
PET 1638	\$70.00
Physics Laboratories	\$6.50
PSC 2801C	\$10.00
Psychology Laboratories	\$15.00
Sport Management, Recreation Management and Physical Education	
PEL 1341	\$3.00
LEI 1264, 1267	\$10.00
LEI 1269, 3420	\$15.00
PEO 4006, 5042	\$20.00
PEL 1441; PEN 1121	\$25.00
PEO 4009, 5002	\$32.00
PEL 1111, 1121	\$36.00
Textiles & Consumer Sciences Laboratories	
CTE 1310, 3334, 3341, 3734, 3742, 4752	\$10.00
CTE 3835, 4442C	\$12.00
CTE 4441C	\$15.00
CTE 1401L	\$18.00
CTE 4725	\$30.00
CTE 4773	\$31.00
CTE 4738	\$37.00
Theatre	
TPA 2323	\$12.00
TPA 5335, 5336	\$25.00
TPA 5047, 5356	\$30.00
THE 4285, 4923, 5287; TPA 2248, 3230, 4071, 4077, 4078, 4084, 4238, 4239, 4240	\$35.00
TPA 4246, 5243, 5247, 5287	\$40.00
TPA 5027, 5028, 5029, 5062, 5065, 5067, 5069, 5079, 5086, 5203, 5236, 5242, 5245	\$50.00
Urban and Regional Planning	
URP 5122, 5272, 5279, 5717	\$20.00
URP 5342	\$25.00

Facilities and Equipment Fees

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

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

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

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

The five areas are listed below:

Film

Effective Fall semester 2007, the Film School's equipment and facilities fee of \$175.00 per student, per semester, will be assessed at the beginning of each semester in which a student engages in production or post-production.

Medicine

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

Music

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

Nursing

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

Underwater Crime Scene Investigation

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

Fees for Cooperative Education

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

Fees for Graduate Examinations

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

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

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

Health Insurance

Beginning Fall semester 2007 and continuing in all subsequent semesters, new, full-time students at Florida State University must show proof of adequate health insurance coverage before being permitted to register for classes. Additionally, all non-United States citizens in F or J status, regardless of their credit load, are required to show proof of appropriate health insurance as a condition of their admission to the University.

To purchase the FSU-sponsored health insurance or to waive enrollment in the FSU sponsored plan:

1. Go to the Health Center Web site at <http://www.tshc.fsu.edu>.
2. Click the Mandatory Insurance Purchase/Waiver button.

Doing so takes you to a tutorial that walks you through the health compliance steps for immunizations, the health history form, and health insurance.

Purchase or waiver of purchase of school health insurance is all performed online at the Health Center Web site (<http://www.tshc.fsu.edu>). Students should review the comparables so they can answer waiver questions before they begin the waiver process. The waiver is an annual requirement that must be completed before registration for Fall classes.

Students seeking degrees in majors where they are exposed to particular hazards associated with the major are required to carry health and accident insurance prior to registration every Fall. The Film School, College of Medicine, and College of Nursing have health insurance requirements for their students. Check with your department for any additional insurance requirements associated with your major.

Health Insurance Questions

Questions about basic health insurance coverage or purchasing school-sponsored health insurance can be addressed to Collegiate Risk Management, the University's insurance broker, at 800-922-3420 or 850-644-4250. Questions about specific benefits or authorizations for procedures should be addressed directly to The Chickering Group, the University's insurance carrier, at 888-834-4646. Billing questions for services rendered at the health center should be addressed to the billing office at 850-644-1640. Students who have other health insurance carriers should contact their specific carrier with questions about what their plan includes and excludes.

ADMINISTRATIVE OFFICES AND UNIVERSITY WEB ADDRESSES

Important Web Addresses

- Main Florida State University site <http://www.fsu.edu>
- FSYou! <http://www.studentsfirst.fsu.edu>
- User Services <http://us.fsu.edu>
- University Computing Services <http://www.ucs.fsu.edu>
- Admissions <http://www.admissions.fsu.edu>
- Course Lookup (Course Listings)
<http://apps.oti.fsu.edu/RegistrarCourseLookup/SearchForm>
- Course Requirements (Liberal Studies, Multicultural Credit)
<https://cfprod.ais.fsu.edu/anr/CourseRequirementsView/index.cfm>
- Fee Payment Information <http://fees.fsu.edu>
- Financial Aid <http://www.finaid.fsu.edu>
- 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

For details regarding lab locations, hours, and operating procedures, please visit: http://us.fsu.edu/index_labs.html.

Important Lab Info:

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

Information for Sight-Impaired Lab Users

http://us.fsu.edu/index_labs.html

This site provides a list of resources available from the ACNS Computer Lab Support for use by those at Florida State University who are sight-impaired.

University Academic and Administrative Offices

	Room	Building	Phone
Dr. T. K. Wetherell, President	211	WES	(850) 644-1085
Dr. Lawrence G. Abele, Provost and Vice President for Academic Affairs	212	WES	(850) 644-1816
Dr. Anne Rowe, Dean of the Faculties and Deputy Provost	314	WES	(850) 644-6876
Mr. John Carnaghi, Senior Vice President for Finance and Administration	214	WES	(850) 644-4444
Dr. Mary Coburn, Vice President for Student Affairs	313	WES	(850) 644-5590
Ms. Lee Hinkle, Vice President for University Relations	216	WES	(850) 644-1000
Dr. Kirby Kemper, Vice President for Research	109	WES	(850) 644-9694
Dr. Robert Bradley, Vice President for Planning and Programs	212F	WES	(850) 644-5196
Mr. Ralph Alvarez, Associate Vice President for Budget, Planning and Financial Services	321	WES	(850) 644-4203
Dr. Karen Laughlin, Dean, Undergraduate Studies	3300	UCA	(850) 644-2740
Dr. Nancy Marcus, Dean, Graduate Studies	408	WES	(850) 644-3500
Mr. Bill Lindner, Director of Academic and Professional Program Services	3500	UCC	(850) 644-7572

	Room	Building	Phone
College of Arts and Sciences			
Dr. Joseph A. Travis, Dean	110	LON	(850) 644 - 1083
Aerospace	212	MIL	(850) 644 - 3461
American and Florida Studies	223	WMS	(850) 644 - 0202
Anthropology	103	L52	(850) 644 - 4281
Biological Science	2067	KIN	(850) 644 - 3700
Chemistry and Biochemistry	118	DLC	(850) 644 - 3810
Chinese	334	DIF	(850) 644 - 8389
Classical Civilizations	205A	DOD	(850) 644 - 4259
Computer Science	253	LOV	(850) 644 - 4029
English	405	WMS	(850) 644 - 4230
French	362	DIF	(850) 644 - 3728
Geological Sciences	108	CAR	(850) 644 - 5860
Geophysical Fluid Dynamics	018	KEN	(850) 644 - 5594
German	362	DIF	(850) 644 - 3728
Greek (Classics)	205A	DOD	(850) 644 - 4259
History	401	BEL	(850) 644 - 5888
Hebrew	MO5	DOD	(850) 644 - 1020
Humanities	432	DIF	(850) 644 - 2726
Italian	362	DIF	(850) 644 - 3728
Japanese	362	DIF	(850) 644 - 3728
Latin (Classics)	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	101	KLB	(850) 644 - 4764
Oceanography	102	OSB	(850) 644 - 6700
Philosophy	151	DOD	(850) 644 - 1483
Physics	315	KEN	(850) 644 - 2868

Portuguese	362	DIF	(850) 644 - 3728
Psychology	A203	PDB	(850) 644 - 2040
Religion	MO5	DOD	(850) 644 - 1020
Russian	211	BEL	(850) 644 - 4418
Serbo-Croatian	362	DIF	(850) 644 - 3728
Slavic Language	362	DIF	(850) 644 - 3728
Spanish	362	DIF	(850) 644 - 3728
Statistics	214	OSB	(850) 644 - 3218
College of Business	Room	Building	Phone
Dr. Caryn Beck-Dudley, Dean	314	RBA	(850) 644 - 3090
Accounting	309	RBA	(850) 644 - 2771
Finance	311	RBA	(850) 644 - 4220
Dedman School of Hospitality	4100	UCB	(850) 644 - 4787
Management Information Systems	325	RBB	(850) 644 - 5508
Management	305	RBA	(850) 644 - 5505
Marketing	307	RBA	(850) 644 - 4091
Multinational Business	307	RBA	(850) 644 - 4091
Risk Management and Real Estate	313	RBA	(850) 644 - 4070
Undergraduate Programs Office and Advising Center	328	RBB	(850) 644 - 3892
Graduate Office	215	RBB	(850) 644 - 6458
College of Communication	Room	Building	Phone
Dr. John K. Mayo, Dean	4100	UCC	(850) 644 - 9698
Communication	3100	UCC	(850) 644 - 5034
Communication Disorders	401	RRC	(850) 644 - 2253
College of Criminology and Criminal Justice	Room	Building	Phone
Dr. Thomas Blomberg, Dean	202	HEC	(850) 644 - 7365
Criminology	205	HEC	(850) 644 - 4050

College of Education	Room	Building	Phone
Dr. Marcy P. Driscoll, Dean	236	STB	(850) 644 - 6885
Educational Leadership and Policy Studies	113	STB	(850) 644 - 6777
Educational Psychology	307	STB	(850) 644 - 4592
School of Teacher Education	G107	STB	(850) 644 - 4880
Sport Management, Recreation Management and Physical Education	200	TUL	(850) 644 - 4813
FAMU—FSU College of Engineering	Room	Building	Phone
Dr. Ching-Jen Chen, Dean	206B	CEB	(850) 410 - 6437
Chemical Engineering	131A	CEB	(850) 410 - 6151
Civil and Environmental Engineering	129A	CEB	(850) 410 - 6136
Electrical and Computer Engineering	341A	CEB	(850) 410 - 6456
Industrial Engineering	231A	CEB	(850) 410 - 6345
Mechanical Engineering	229A	CEB	(850) 410 - 6335
College of Human Sciences	Room	Building	Phone
Dr. Billie J. Collier, Dean	242	SAN	(850) 644 - 1281
Family and Child Sciences	225	SAN	(850) 644 - 3217
Nutrition, Food and Exercise Sciences	436	SAN	(850) 644 - 1829
Textiles and Consumer Sciences	332	SAN	(850) 644 - 2498
College of Information	Room	Building	Phone
Dr. Lawrence C. Dennis, Dean	101A	LSB	(850) 644 - 5775
Information Studies	101	LSB	(850) 644 - 5775
College of Law	Room	Building	Phone
Dr. Donald J. Weidner, Dean	201	LSR	(850) 644 - 3071
Law - Main	201	LSR	(850) 644 - 3400
College of Medicine	Room	Building	Phone
Dr. John Fogarty, Dean	1160	MSB	(850) 644 - 1346
Medicine - Main	1160	MSB	(850) 644 - 1855
College of Motion Picture, Television, and Recording Arts	Room	Building	Phone
Mr. Frank Patterson, Dean	3100	UCA	(850) 644 - 0453
Film School	3100	UCA	(850) 644 - 7728
College of Music	Room	Building	Phone
Dr. Don Gibson, Dean	202B	HMU	(850) 644 - 4361
Music	204	HMU	(850) 644 - 3424
College of Nursing	Room	Building	Phone
Dr. Lisa Plowfield, Dean	472	SCN	(850) 644 - 3299
Nursing	472	SCN	(850) 644 - 3299
College of Social Sciences	Room	Building	Phone
Dr. David W. Rasmussen, Dean	160	BEL	(850) 644 - 5488
Aging Studies	201	PCB	(850) 644 - 2831
Asian Studies	211	BEL	(850) 644 - 4418
Demography	601	BEL	(850) 644 - 1762
Economics	288	BEL	(850) 644 - 5001
Geography	323	BEL	(850) 644 - 1706
International Affairs	211	BEL	(850) 644 - 4418
Political Science	531B	BEL	(850) 644 - 5727
Public Administration	627	BEL	(850) 644 - 3525
Russian/East European Studies	211	BEL	(850) 644 - 4418
Social Science	101	BEL	(850) 644 - 5470
Sociology	526	BEL	(850) 644 - 6416
Urban and Regional Planning	330	BEL	(850) 644 - 4510

College of Social Work	Room	Building	Phone
Interim Dean Nicholas Mazza	2502	UCC	(850) 644 - 4752
Social Work	2501	UCC	(850) 644 - 4751
College of Visual Arts, Theatre, and Dance	Room	Building	Phone
Dr. Sally McRorie, Dean	236	FAB	(850) 644 - 5244
Art	220	FAB	(850) 644 - 6474
Art Education	028	WJB	(850) 644 - 5473
Art History	220D	FAB	(850) 644 - 1250
Dance	202	MON	(850) 644 - 1024
Interior Design	225	WJB	(850) 644 - 1436
Theatre	239	FAB	(850) 644 - 7257
Inter-Divisional Programs	Room	Building	Phone
African-American Studies	211	BEL	(850) 644 - 4418
International Programs	5500	UCA	(850) 644 - 3272
Women's Studies	A208	PDB	(850) 644 - 9514
Other Administrative Offices	Room	Building	Phone
Dr. Jeanine Ward-Roof, Dean of Students	4113A	UCA	(850) 644 - 2428
Academic Retention and Enhancement, Center for	5400	UCA	(850) 644 - 9699
Admissions, Office of	2500	UCA	(850) 644 - 6200
Advising First	3200	UCA	(850) 644 - 3430
Career Center	1200	DSC	(850) 644 - 6431
Financial Aid, Office of	4400	UCA	(850) 644 - 0539
Law, College of, Admissions	210	LAW	(850) 644 - 3787
Medicine, College of, Admissions	1110	MSB	(850) 644 - 7904
Multicultural Student Affairs	211A	ACT	(850) 644 - 2450
Oglesby University Union	T211	OGC	(850) 644 - 6860
Professional Development, Center for	3500	UCC	(850) 644 - 3801
University Registrar, Office of the	3900	UCA	(850) 644 - 1050
Retention and Academic Support, Center for	3300	UCA	(850) 644 - 2740
Student Counseling Center	201	SLB	(850) 644 - 2003
Student Financial Services, Office of	1500	UCA	(850) 644 - 9452
Thagard Student Health Center	1st fl.	THC	(850) 644 - 6230
Undergraduate Dean's Office	3400	UCA	(850) 644 - 2451
Undergraduate Studies, Office of	3300	UCA	(850) 644 - 2740
University Honors Program	3600	UCA	(850) 644 - 1841
University Housing Office	133	SLB	(850) 644 - 2860
Visitor Information Center	1200	UCB	(850) 644 - 3246
Westcott Welcome Center is in the Westcott Welcome Center Building			(850) 644 - 5782