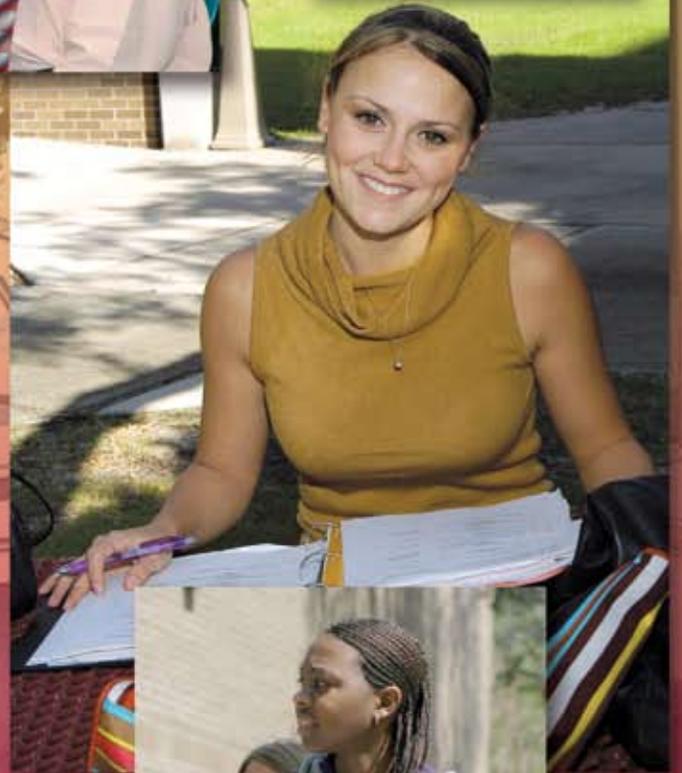
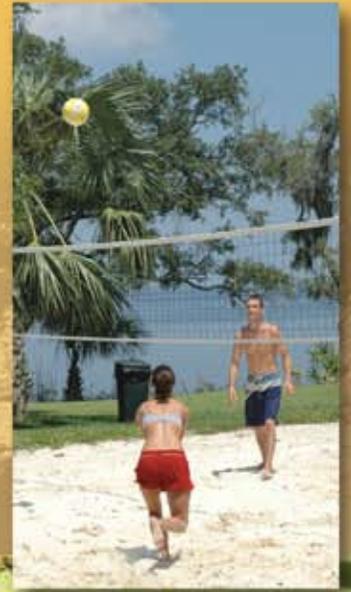


# STUDENT HANDBOOK 2007-08



FLORIDA STATE  
UNIVERSITY  
PANAMA CITY



Dear Students,

Florida State University Panama City is one of the most beautiful campuses in the United States. The picturesque setting on beautiful North Bay with its Florida wildlife and majestic live oaks provides an idyllic educational setting for our students.

We are an upper-division and graduate institution. Community colleges provide the first two years of coursework for our baccalaureate degree programs. Our campus also offers nearly 20 graduate programs. Please visit our Web site, [www.pc.fsu.edu](http://www.pc.fsu.edu) for a full description of academic program offerings. Resident faculty and faculty from the Tallahassee campus deliver quality instruction for our students. Our staff is committed to providing a supportive environment for you to pursue your educational objectives.

We provide the advantages of a large research university in a small campus setting and we're thrilled to have you be a part of it.

George DePuy, Ph.D.  
Dean



PHONE LIST

	FSU PC Main Number:	(850) 522-2013
	Toll-free number:	1-866-MYFSUPC
<b>A</b>	ACADEMIC RESOURCE CENTER	522-2007
	ADMISSIONS	522-2001
	ADVANCEMENT OFFICE	522-2005
	ALUMNI AFFAIRS	522-2035
	AUTISM CENTER	215-4330
<b>B</b>	BEACON LEARNING CENTER EVALUATION	522-2085
	BOOKSTORE	522-2050
<b>C</b>	CAMPUS COMMUNICATIONS	522-2013
	CAREER & WRITING CENTER	522-2055
	CASHIER/STUDENT FINANCIAL SERVICES	522-2080
	COMPUTER LAB	522-2020
	CONTROLLER	522-2068
<b>D</b>	DEAN'S OFFICE	522-2000
	DEVELOPMENT OFFICE	522-2008
<b>F</b>	FACULTY OFFICE	522-2009
	FINANCE & ADMINISTRATION/PHYSICAL PLANT	522-2010
	FINANCIAL AID/VETERANS AFFAIRS	522-2003
	FSU ID CARD CENTER	522-2011
<b>I</b>	ITV LAB	522-2025
<b>M</b>	MAIL CENTER	522-2063
<b>P</b>	PUBLIC SAFETY	522-2072
<b>R</b>	REGISTRAR	522-2002
<b>S</b>	STUDENT AFFAIRS	522-2003
	STUDENT GOVERNMENT COUNCIL	522-2040
	STUDENT TEACHING & CERTIFICATION	522-2006
	SWITCHBOARD	872-4750
<b>T</b>	TECHNICAL SERVICES	522-5520
<b>U</b>	UNDERWATER CRIME SCENE INVESTIGATION/ ADVANCED SCIENCE DIVING PROGRAM	522-5550



[www.pc.fsu.edu](http://www.pc.fsu.edu)

## ACADEMIC ADVISING

You are strongly encouraged to meet with an adviser prior to or during registration. For a list of advisers and their schedules contact the Faculty Office in the Faculty Building, room 109 or by phone at

522-2073 or 522-2009. Adviser hours are also posted on the FSU PC web site. If an adviser is not available, the faculty support staff will coordinate with the appropriate adviser to answer and/or resolve your advising questions and concerns. A telephone is available in the Faculty Support Office for student use to contact advisers on the main campus. Academic advising is provided by faculty and advisers from the Panama City and Tallahassee campuses. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## ACADEMIC RESOURCE CENTER (ARC)

The Academic Resource Center (ARC), as a part of the Florida State University Libraries, is the on-campus location for access to quality electronic information, research materials and research help. The ARC

is located in Room 139 of the Technology Building and is equipped to provide access to all available university libraries' electronic resources, databases and library catalogs necessary to complete your course assignments. FSU PC students also have complete access to the libraries' databases and other electronic resources from off-campus. For help in accessing electronic resources, performing research, or with any other information need, contact the campus librarian, Darby Syrkin at dsyrkin@pc.fsu.edu or call 522-2007. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## ADMISSIONS & RECORDS

The Office of Admissions & Records performs numerous functions and provides a wide array of services to prospects and students of FSU Panama City. A few of the functions/services include:

- Admission, University
  - Degree-seeking undergraduate
  - Degree-seeking graduate
  - Readmission
  - Special Student
  - Transient
- Cancellation of registration
- Change of name, address, campus location
- Change of major
- DIS Request Forms
- Drop/Add
- Enrollment certification
- Graduation application
- Graduation progress check, University
- Late registration waivers
- Liberal studies evaluations
- Medical/Mental Health Course Drops
- Pre-enrollment academic advising
- Privacy requests
- Recruiting
- Refund appeals (other than withdrawals)

- Residency reclassification
- State Employee Tuition Waiver
- Transcript request
- Transient Student Authorization

Within the Office of Admissions & Records is the Registrar's office. This office is primarily responsible for coordinating registration, publishing the Registration Guide and maintaining student records. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## ADVANCEMENT OFFICE

### Alumni Affairs, Communication, Foundation, Marketing, Publications and Special Events

The Office of Advancement coordinates fundraising for

scholarships and academic program support essential to the growth of FSU Panama City. Special Events, including the annual FSU PC Golf Tournament, Dean's Round Table and the Annual Dinner, along with other activities hosted by FSU PC fall under the auspices of the Advancement Office. This office serves as the central location for Alumni Affairs, whose main function is to build and sustain productive and meaningful relationships between the campus, its graduates and its current students. In addition, campus communications and marketing are provided by this office. All publications and the campus web site are created, maintained and distributed by the Advancement Office.

Foundation scholarships are available for both full-time and part-time students, as well as students enrolled in either undergraduate or graduate degree programs. Students may apply for FSU PC Foundation scholarships online by accessing the FSU PC Web site at [www.pc.fsu.edu](http://www.pc.fsu.edu). Information regarding the types of scholarships available and the criteria to qualify for each award is included in the application and online information. Applications may be obtained from the Office of Financial Aid and Veterans Affairs. Scholarships are awarded for fall, spring and summer semesters. Students should check the FSU PC Web site for application deadlines. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## ALUMNI AFFAIRS

The Florida State University Panama City Alumni Club was created to communicate with and foster relationships with the alumni of FSU Panama City. At the time of graduation, all

graduates are automatically enrolled in the Alumni Club. No dues are required for membership. In addition to staying in contact with their alma mater, the club provides alumni the opportunity to get together with others who share at least one very important characteristic--a degree from FSU Panama City.

Alumni should be sure to check out FSU Panama City's Web site. It features a special section just for alumni. By visiting [www.pc.fsu.edu](http://www.pc.fsu.edu) alumni can update their contact information, subscribe to the free e-mail newsletter, Alumni Connection, and find out about upcoming events—including the Spring Alumni Event and 'Nole Fest, the annual Homecoming celebration. Please feel free to contact the Alumni Affairs Office at 522-2035 or send an e-mail to [alumni@pc.fsu.edu](mailto:alumni@pc.fsu.edu). ◆◆◆

# FLORIDA STATE UNIVERSITY PANAMA CITY



[www.pc.fsu.edu](http://www.pc.fsu.edu)

## BOOKSTORE

The Florida State University Bookstore is located off the commons area of the Barron Building. Items available for purchase include textbooks, school supplies, reference and general

reading material, as well as FSU memorabilia, sports wear and gifts. The bookstore also sells hot and cold drinks, as well as snacks. Book buyback occurs throughout the year. Check with the bookstore for details. Regular hours of operation are Monday through Thursday 10 a.m. to 7 p.m. during the semester (These hours are subject to change).

Cap and gown orders are processed through the bookstore for graduating students who plan to participate in Commencement. The deadline for ordering is early in the semester. Watch the bulletin boards or visit the FSU Web site for information. Class rings can be purchased during business hours year-round at the bookstore. A display of rings is located in the store. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## BULLETIN BOARDS/SIGNS

Bulletin boards and posting strips are located in high traffic areas throughout the campus. You must obtain permission from the office designated on each bulletin board before posting any materials. Posting

of materials on glass, painted or brick surfaces is prohibited. Permission to display signs or banners on the grounds must be requested through the Office of Finance and Administration. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## CAMPUS COMMUNICATIONS

See Advancement  
◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## CAREER SERVICES

The Career & Writing Center is located in the Office of Student Affairs, Barron building room 210. This service advises students of career choices and provides information to assist with successful career preparation. These

services are accomplished by helping students identify their interests and career values and matching these to similar majors, occupations, and career paths.

In addition to one-on-one resume' and interviewing advising, the FSU Panama City Job & Internship Bulletin Board is located on the second floor of the Barron Building. Check the board for announcements of local and distant opportunities, as well as on-campus recruiting opportunities. Career related materials are available in the Office of Student Affairs. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## CLASS MEETING CANCELLATION

On occasion a class meeting may be cancelled due to an instructor's absence. The staff at FSU PC will attempt to notify you via your Garnet e-mail address.

Signs will be posted in the classroom for those who cannot be reached via e-mail. In the event of severe weather/emergency conditions – tune to local television and radio stations for information about possible class cancellations, or check our Web site at [www.pc.fsu.edu](http://www.pc.fsu.edu) for updates. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## COMPUTER LAB

A full service computer lab is located in the Technology Building. The lab provides students with technical assistance and access to Pentium computers with e-mail and Internet capabilities. Students will need to

show their FSUCard to use the lab. Computer lab hours are:

### Fall/Spring Semester

Monday-Thursday:

8 a.m. to 10 p.m.

Friday: 8 a.m. to 8 p.m.

Weekends: Noon to 6 p.m.

### Summer Semester

Monday-Thursday:

8 a.m. to 8 p.m.

Friday: 8 a.m. to 5 p.m.

Weekends: Noon to 6 p.m.

The computer lab is closed during semester breaks and on the following holidays: New Year's Day, MLK Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving, the Friday after Thanksgiving and Christmas Day.

A variety of software is available to use for course assignments, including Microsoft Office, Internet Explorer, SPSS, Adobe Acrobat Reader, Adobe Photoshop and Adobe Pagemaker.

Computer services for disabled students are also available. The computer lab has Jaws for Windows Screen Reader, Telesensory equipment and a Kurzweil Reader. A teaching lab with 23 Pentium class computers is available on a reservation basis for use by instructors. The teaching lab computers have access to the same software as the student computer lab. ◆◆◆

[www.doce.ufl.edu](http://www.doce.ufl.edu)

## CORRESPONDENCE STUDY

The University of Florida, Division of Continuing Education coordinates correspondence courses offered by the participating state universities in Florida. Course information is available on

the Web at [www.doce.ufl.edu](http://www.doce.ufl.edu).

Correspondence credit is not automatically counted toward graduation. You must obtain prior approval from your academic adviser and from your academic dean. When you complete the course(s), request a transcript to be mailed to the Office of the Registrar. Correspondence courses taken by a dismissed student to raise a GPA will be posted on a transcript but cannot be used as hours earned toward graduation.

**CAUTION:** You may not take correspondence coursework if you are currently enrolled. You may not interrupt your last 30 semester hours in residence with correspondence coursework. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## COURSE CANCELLATION

After registration, it is possible that a course may be cancelled due to insufficient enrollment. The staff at FSU Panama City will notify students via their Garnet e-mail address, and signs will be posted in the classroom

where the course was scheduled to meet. Tuition is not automatically refunded for cancelled courses. You must apply for a refund through the Cashier's Office. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## COURSE EVALUATIONS

You will be asked to participate in assessing the effectiveness of instruction in your courses. Your candid responses on the evaluation form will be useful to both the instructors and department administrators. If you

have questions or concerns about a course in which you are enrolled, you should feel free to talk with the instructor about it. Most instructors welcome the opportunity to interact with students concerning instruction. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## DELIVERY of MESSAGES to CLASSES

Only emergency messages (typically regarding hospitalization, death in the family and emergency military duty) will be delivered to instructors in class. If you want to contact your instructor to explain a

non-emergency reason for tardiness or absence from class, you may obtain the telephone number from the Web site, the FSU PC faculty secretaries, the night secretary, or the switchboard operator. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## DIPLOMAS

See GRADUATION  
◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## DISABLED STUDENT SERVICES

The Office of Student Affairs works with area agencies and the Student Disability Resource Center (in Tallahassee) to meet special needs of disabled students attending FSU Panama City.

Academic support services are provided at no cost to students who meet eligibility requirements. These services may include individualized testing assistance, note takers and tutors. Students with temporary disabilities may also receive services from this office.

To register for services, students must present documentation of their disability to the Office of Student Affairs and complete a registration form. Student names and the nature of disabilities are kept confidential and used solely to provide requested and needed services. For information or assistance, contact the office of Student Affairs, second floor, Barron building. FSU Panama City is designed to be accessible to individuals with disabilities. Reserved parking spaces are located in all paved lots on campus. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## EMERGENCIES

The Department of Public Safety (Campus Police) assists in all emergency situations including accidents, fire and illness. During regular hours, call 774-2705 and describe the emergency. After hours, call 911.

In the event of a fire or smoke, do not attempt to extinguish the fire.

You should immediately:

- 1) Activate the fire alarm to evacuate the building.
- 2) Contact the switchboard operator and give the name of the building and the location of the fire.
- 3) The switchboard operator will contact Campus Police. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## EVACUATION

When a fire alarm sounds, immediate evacuation is required.

- 1) Quickly close all windows.
- 2) Leave lights on so the area may be checked by staff and firefighters.
- 3) Close the room door as you exit (make sure that the door is left unlocked).
- 4) Leave the building in an orderly but rapid manner by the nearest available exit.
- 5) Assist the disabled in exiting. Two individuals should help each disabled person if stairs will be used.
- 6) Go a reasonable distance away from the building.
- 7) Do not use the elevators.

Once outside, remain quiet and orderly until advised by university or Fire Department officials to re-enter the building. Never attempt to re-enter a burning building. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## FACILITY USE

Inquiries concerning the use of any FSU Panama City facility should be directed to the Office of Finance and Administration. The Facility Use Request form is available online at [www.pc.fsu.edu](http://www.pc.fsu.edu); click

on calendar and then Facility Use Request. (Note: student activities require prior approval of the Director of Student Affairs). ◆◆◆



[www.studentsfirst.fsu.edu](http://www.studentsfirst.fsu.edu)

## FEE PAYMENT

Tuition payment liability is incurred at the time of registration. Students who enroll must pay fees and tuition in full or initiate an installment contract by the tuition and fees payment deadline.

Students who fail to pay tuition in full by the fee payment deadline will be assessed a late payment fee of \$100.00, and may have their schedules cancelled and have academic progress discontinued for the semester. When you register for courses, you are automatically assessed tuition and are liable for all courses that remain on your schedule after the fifth day of the semester. See the Registration Guide or access [www.studentsfirst.fsu.edu](http://www.studentsfirst.fsu.edu) in the Money Matters section for additional information. Review each semester for important information concerning fee payment, payment deadlines and procedures, financial aid distribution and other regulations. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## FINANCIAL AID

Financial aid is money in the form of grants, loans, scholarships and work awards to help students afford the cost of college attendance. Florida State University participates in most major financial aid programs offered through

the federal and state government. Scholarships are available from federal, state, university and private resources. For more information, contact the Office of Financial Aid and Veterans Affairs.

The Free Application for Federal Student Aid (FAFSA) should be filed as soon as possible after January 1 for the upcoming academic year. Contact the Office of Financial Aid and Veterans Affairs for applications and specific deadline dates. FAFSA web link and Foundation scholarship applications are available online at [www.pc.fsu.edu](http://www.pc.fsu.edu); click on Financial Aid, then choose "apply on line FAFSA" or "apply online Foundation". ◆◆◆

[www.eng.fsu.edu/feeds](http://www.eng.fsu.edu/feeds)

## FLORIDA ENGINEERING DELIVERY SYSTEM (FEEDS)

The Florida Engineering Education Delivery System (FEEDS) was established to deliver engineering education, primarily at the graduate level, to engineers throughout the state at

their place of work. FEEDS, operating as a technology based delivery system, is a product of the cooperative effort of the State University System and private sector industries located within the state of Florida.

The joint College of Engineering of Florida Agriculture and Mechanical University and Florida State University is one of six primary centers originating classes for FEEDS. Master's degree programs are offered in: Civil Engineering/ Electrical Engineering and Mechanical Engineering. The college utilizes three modes of delivery to accomplish their mission:

### Live Two-Way Video System

Students and professors from Tallahassee and FSU Panama City interact in videoconferencing classrooms. All classes are videotaped for viewing at students' convenience.

### Videotape Delivery

Courses are videotaped at the originating site and sent to the remote sites (no tape delivery in the Panama City area). Students typically receive classes three days later.

### Internet

Lectures are transmitted live over the Internet with interactive capability and are archived for later viewing or review. Engineers have access to courses and other disciplines offered by the remaining five primary centers through proctored videotape, CD and streaming video instruction as well.

Students may earn their degree from any one of the seven universities participating in the delivery of FEEDS courses. With prior approval from their adviser, credits earned from the other participating universities may be transferred and applied toward their degree program. Students must earn 50 percent of their credits from the university in which they are admitted.

[www.registrar.fsu.edu/bulletin](http://www.registrar.fsu.edu/bulletin)

## FSU BULLETIN

The FSU General Bulletin and the Graduate Bulletin are available in CD form in the Office of Admissions & Records and online at [www.registrar.fsu.edu/bulletin](http://www.registrar.fsu.edu/bulletin). These resources contain essential

information regarding academic requirements, policies and procedures. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## FSU ID CARD

The FSU Card is your student ID card. There is a one-time charge for the FSUCard and a replacement fee for lost or damaged cards. The FSUCard is the key for obtaining Internet service and e-mail accounts,

as well as access to Web-based services such as grades and fees. You are required to present an FSUCard to use the FSU Panama City Computer Lab and Strozier Library (Tallahassee) and to purchase student discount tickets to SGC-sponsored activities in Panama City and to most FSU-sponsored activities in Tallahassee (i.e., football, basketball games, the Mainstage Theatre performance, the FSU Artist Series).

See also: FSUCARD (Renegade Section) ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## GRADUATION

All students must apply for graduation in the Office of Admissions & Records during the first week of the term in which they expect to complete degree requirements.

An annual graduation ceremony is held in April or May for FSU PC graduates of the current spring and past summer and fall semesters. Three months prior to the ceremony, students eligible to participate will be mailed instructions for ordering their cap and gown and information about the commencement ceremony. Graduates planning to participate in the Panama City ceremony should contact the FSU Panama City Bookstore for placing cap and gown orders. Diplomas will be mailed approximately 6-8 weeks after grades are posted. ◆◆◆

# FLORIDA STATE UNIVERSITY PANAMA CITY



All FSU PC graduates are eligible to participate in ceremonies held in Tallahassee. Contact Dianne Skinner at 644-7128 or Jerry Fisher at 644-7130 in Tallahassee for information regarding the commencement ceremony on the main campus. ♦♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## HEALTH INSURANCE

The Division of Student Affairs and the Student Government Association (in Tallahassee) sponsor a student health and accident plan that is available to Panama City Campus graduate and

undergraduate students. Packets on this coverage may be obtained from the Office of Student Affairs.

The Thagard Student Health Center on the main campus offers Panama City students discounts on medical services available at the center. Panama City students must have a Thagard Health Card that can be obtained through the center for \$50. Students interested in these services should contact the Thagard Student Health Center at 644-6230. ♦♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## HOUSING

To assist you in your housing search, the Office of Student Affairs has printed information on local rental facilities. Also, check the bulletin boards on campus for rental notices and roommate requests.

If a transfer to the Tallahassee campus is in your future, you may obtain on-campus housing information from the Office of Student Affairs. ♦♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## IMMUNIZATION POLICY

The State University Board of Trustees enforces a student immunization policy as a prerequisite to registration. It requires that:

1) All students born on or after 01/01/1957 must provide documented

proof of immunity to measles (Rubeola), Mumps and German measles (Rubella).

2) Students who were born before 1957 do not need to submit documentation of immunity, but must still complete a Health History Form.

Student Health History forms are available in the Office of Student Affairs. Exemptions and exceptions may be granted under certain documented conditions. Address your questions about the policy to the Office of Student Affairs. ♦♦♦♦

[www2.pc.fsu.edu/fur/itn/itn.asp](http://www2.pc.fsu.edu/fur/itn/itn.asp)

## INSTRUCTIONAL TELEVISION NETWORK (ITN)

Two interactive television studios are located on the FSU Panama City campus. With the use of state-of-the-art equipment selected courses are made available

to FSU PC students and Tallahassee campus students by way of live, interactive transmission between the two campuses.

Job interviews, advising, meetings and other activities are also shown via ITN. Questions concerning this system may be referred to the Director of Instructional Television.

Requests to offer an academic course using ITN can be processed online at <http://www2.pc.fsu.edu/fur/itn/itn.asp>. ♦♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## LIBRARY SERVICES

FSU Panama City library services are provided by the FSU Libraries, the Academic Resource Center (ARC) and the Gulf Coast Community College (GCCC) Library.

The ARC is the on-campus library service point for FSU PC students, faculty and staff. FSU PC print resources and other library services are also available in the GCCC Library.

The FSU Libraries, the ARC and GCCC Library work collaboratively to ensure the best possible library and research services are available to FSU PC students, faculty and staff. All library service points provide research assistance in person, by phone, by e-mail and via chat technologies. For more information, contact the campus Librarian, Darby Syrkin at [dsyrkin@pc.fsu.edu](mailto:dsyrkin@pc.fsu.edu) or call 522-2007. ♦♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## LOST & FOUND

Contact the Department of Public Safety to report lost or found items. It is located on campus in the Administrative Services Building, room 101H. Call 522-2072. ♦♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## MAIL SERVICE

You may send mail to the Tallahassee campus through the intercampus mail system. Deposit your mail in the box marked "Van Mail" at the Mail Center in the Commons area. U.S. postage stamps are available for purchase at the Mail Center. ♦♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## MILITARY EDUCATION SERVICE

The FSU Panama City Office of Admissions & Records provides services for Tyndall Air Force Base (TAFB) and the Naval Coastal Systems Station (NCSS) through their Base Education Offices.

Information regarding those services may be obtained by calling TAFB at 283-4285 or NCSS at 234-4716. FSU Panama City staffs an office at TAFB with posted days and office hours. Office phone number: 283-8908 or 283-8909. ♦♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## NOTARIES

Notaries are available in the following offices:

Office of Admissions & Records; Office of the Dean; Office of Finance and Administration; Faculty Support Office and Office of Student Affairs. ♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## PARKING

At FSU Panama City, Florida law governs parking. The speed limit on campus is 20 mph. Park only in designated spaces. Vehicles that are illegally parked will be ticketed and/or towed. These

areas are prohibited: parking in handicapped spaces without authorization, blocking access, parking in a loading zone, parking or driving on landscaped areas. ♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## PUBLIC SAFETY/ FSU POLICE

The Department of Public Safety provides all police services to the university community. Some of these services are: lost and found, security survey, personal safety presentations, bicycle registration, crime

prevention information, crisis intervention and property engraving. In addition, campus police can provide information on personal, home and campus security. Call 522-2072. ♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## PUBLICATIONS

The Advancement Office produces publications for the campus, as well as providing content for materials published by the main campus on behalf of FSU Panama City. Local publications include The

Torch, our quarterly newspaper which keeps donors, students, local citizens and businesses informed about happenings at FSU Panama City (also available online); The Signal, an online publication updated monthly and intended to keep students advised of current and upcoming campus events; and The Spirit, our alumni newsletter. ♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## REGISTRATION GUIDE

The Registration Guide should be used as a key source of information throughout the semester. Published online each semester by the Office of Admissions & Records, it includes the campus

map, office hours, telephone numbers, academic calendar and valuable information about registration, fee payment and other university procedures. The Registration Guide is usually available in March for the summer and fall semesters and in October for the spring semester.

All course offerings are listed on the course look-up system on the Web at [www.pc.fsu.edu](http://www.pc.fsu.edu) and following the "Course Search" link or by going to <http://www.studentsfirst.fsu.edu> and clicking on "Course Search Look Up." Course changes, additions and cancellations may occur. It is recommended that students check the Course Look up System frequently. ♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## SCHOLARSHIPS

Foundation scholarships are available for both full-time and part-time students, as well as students enrolled in either undergraduate or graduate degree programs. Students may apply for FSU PC Foundation scholarships

online by accessing the FSU PC Web site at [www.pc.fsu.edu](http://www.pc.fsu.edu). Information regarding the types of scholarships available and the criteria to qualify for each award is included in the application and online information. Applications may be obtained from the Office of Financial Aid and Veterans Affairs. Scholarships are awarded for fall, spring and summer semesters. Students should check the FSU PC Web site for application deadlines.

Florida State University participates in most major financial aid programs offered through the federal and state government. Scholarships are available from federal, state, university and private resources. For more information, contact the Office of Financial Aid and Veterans Affairs.

The Free Application for Federal Student Aid (FAFSA) should be filed as soon as possible after January 1 for the upcoming academic year. Contact the Office of Financial Aid and Veterans Affairs for applications and specific deadline dates. FAFSA web link and Foundation scholarship applications are available online at [www.pc.fsu.edu](http://www.pc.fsu.edu); click on Financial Aid, then choose "apply on line FAFSA" or "apply online Foundation". ♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## SEMINOLE CLUB

Membership in the Panama City Area Seminole Club is open to students, graduates and friends of the Florida State University Panama City. The club actively supports the campus by planning and implementing projects

that focus on the arts, academics and athletics. Annual dues are \$50. For more information, contact the Office of Alumni Affairs. ♦♦♦

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## SEMINOLE NEWS NETWORK (SNN)

The Seminole News Network is a scrolling announcement system that keeps students, faculty and staff updated on campus information. SNN scrolls on the televisions in each building on campus and is available for students,

faculty and staff to promote *campus-related events, activities and information*. A request to have an announcement on SNN may



be submitted by completing an "SNN Broadcast Request Form" located in the Student Government Council Office. Completed forms must be returned to the Advancement Office at least three days prior to the requested start date. Students who wish to have an announcement posted on SNN must have the message approved by the associate director of Student Affairs prior to turning it in to the Advancement Office. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## STUDENT GOVERNMENT COUNCIL (SGC)

The Student Government Council (SGC) is your elected voice at FSU Panama City. Eleven student representatives work together in a variety of ways to promote services and activities aimed at making your educational experience at FSU PC more academically and personally rewarding. One of the most important functions of the Council is communicating your concerns to the university administration and faculty. Another is exercising budget authority over your Activity & Service fees, which you contribute as part of your tuition. The Council uses A & S fees to fund student activities and organizations as well as other projects to benefit students. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## STUDENT ACTIVITIES

Throughout the year, SGC and Registered Student Organizations sponsor a number of activities designed to build spirit and foster camaraderie among students on this campus. These activities include: food socials, the Homecoming Torch Run, variety entertainment and graduation banquet. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## SGC ELECTIONS & MEETINGS

SGC elections are held twice a year, in the fall and spring terms. At other times, appointments may be made to fill vacant SGC seats. If you are interested in serving as a representative, contact the SGC office for information about how to qualify. If you would like to become a SGC volunteer and work with your council on this year's projects, contact the SGC office or one of the SGC representatives on campus. (Look for the students wearing the SGC name badges).

Council meetings are open to all students and your participation is encouraged. SGC meetings are held in the SGC office located in the portable building on the west side of the campus. Meeting dates, times and the minutes of SGC meetings are posted on the SGC bulletin board in the Commons area, Barron building and also on the FSU PC Web site. SGC are interested in knowing your ideas and opinions. They are committed to serving your interests. To do that well, they need to hear from you! Meet your representatives and share your ideas with them. Visit the SGC office to find out how you can get involved. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## STUDENT ORGANIZATIONS

Registered Student Organizations offers opportunities for you to share common goals and interests with other students who are seeking a well-rounded university experience while attending FSU Panama City.

As a member, you can strengthen your leadership skills by serving as an officer or project leader. Group activities range from coordinating service projects to attending regional and national conferences; from organizing a book fair to hosting a social event; and from sponsoring a guest speaker to organizing a recreational activity. If you are interested in joining (or forming) a student organization on campus, contact the Office of Student Affairs for information and assistance.

(NOTE: FSU PC students may be eligible for membership in several honoraries on the Tallahassee campus. Contact the Office of Student Affairs for details). ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## STUDENT RIGHTS & RESPONSIBILITIES

The Office of Student Affairs administers student disciplinary procedures at FSU Panama City in accordance with the FSU Student Code of Conduct, which is published in the Student Handbook. The judicial officer adjudicates non-academic offenses in consultation with FSU Police and Office of Student Rights and Responsibilities in Tallahassee. Emphasis is placed on educating students about their rights and responsibilities as members of the FSU community. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## STUDENT TEACHING

The Office of Student Teaching administers the operation of the Area II Student Teaching Center, which includes coordinating and supervising student teaching placements. The primary service area of this office incorporates Bay, Calhoun, Franklin, Gulf, Jackson, Liberty, Okaloosa, Walton, and Washington counties. Other counties contiguous to the primary service area may be served by special permission.

For more information concerning student teaching application procedures and deadlines, contact the Office of Student Teaching in the Faculty Building, room 115 or by phone at (850) 522-2006. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## STUDY ROOM

The Lounge Area of the Bayside Bldg. has been designated the Student Study Room and may be used for individual and group study on Monday-Thursday, from 8 a.m. to 10 p.m. and Friday from 8 a.m. to 4 p.m. ◆◆◆

# FLORIDA STATE UNIVERSITY PANAMA CITY



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## TESTING

The Florida CLAST (College Level Academic Skills Test) is required by Florida Statutes and Rules of the State Board of Education for the admission of students to upper-division status in the state universities of Florida.

Transfer students admitted directly to bachelor degree programs who have not completed the Florida CLAST must register for and take the Florida CLAST prior to or during the first term of enrollment.

(NOTE: This requirement does not apply to students who have earned a bachelor's degree and are seeking a second undergraduate degree).

Refer to the University Bulletin for alternative methods of meeting statewide requirements of the Florida CLAST and for CLAST waiver criteria.

The CLAST requirement must be satisfied by the term in which 96 semester hours are earned. Students exceeding 96 semester hours without satisfying the CLAST requirements will not be able to continue in major course work until appropriate scores have been achieved.

The Office of Admissions and Records provides test date information registration materials and test date information for the following undergraduate and graduate admission exams:

- FTCE (Florida Teacher Certification Exam)
- FELE (Florida Educational Leadership Exam)
- GMAT (Graduate Management Admission Test)
- GRE (Graduate Record Exam)

Registration for the FTCE/FELE examinations is handled through FTCE/FELE – USF and registrants are assigned to requested test sites on a space available basis. The “regular administration” for these exams is available on the FSU Panama City campus four times annually. Study materials are available on the Internet, in libraries and in college bookstores.

The GMAT is a computer-based exam that is administered year-round at Sylvan Learning Centers. The nearest test sites for this exam are Dothan, Ala. and Tallahassee. Study materials are available online at [www.mba.org](http://www.mba.org).

The GRE is a computer-based exam that is administered year-round at Thomson Prometric Test Centers – Sylvan Learning Centers. The nearest sites for this exam are Dothan, Ala., Pensacola and Tallahassee. Study materials are available online at [www.gre.org/pracmats.html](http://www.gre.org/pracmats.html). ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## THE TORCH

*The Torch* is FSU Panama City's quarterly newspaper which is distributed in and around Northwest Florida to keep readers informed of campus news and developments, university services, special events and important dates and

deadlines. Each issue is inserted into *The News Herald* with a distribution of approximately 35,000. Issues are periodically mailed to alumni and community leaders and are distributed around the campus, at orientation and during recruitment visits to high schools, military bases and community colleges. If you have story suggestions or event news, please send them to [torch@pc.fsu.edu](mailto:torch@pc.fsu.edu). ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## TUITION

See FEE PAYMENT



[www.pc.fsu.edu](http://www.pc.fsu.edu)

## UNATTENDED MINORS

Our campus is reserved for use by our students, faculty and staff during business hours. Minors may not be left unattended. Classroom seating is limited to students, teachers and those present by invitation

of the teacher. No exceptions will be made for guests, including minor children of our students. Failure to adhere to this policy may result in judicial action by the administration. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## VETERANS AFFAIRS

If you are seeking to apply for education benefits from the Department of Veteran Affairs under Chapter 32 (VEAP); Chapter 35 (Survivors and Dependents); Chapter 30/34 (the Montgomery

G.I. Bill); and Chapter 1606 (Selected Reserve), contact the Office of Student Affairs for assistance. Your tuition may be deferred if there is a delay in your receipt of benefits. ◆◆◆

[www.pc.fsu.edu](http://www.pc.fsu.edu)

## WEB SITE

The FSU Panama City Web site is the campus' window to the external world. The Web site is under the management of the Advancement Office. In order to keep the site current, we depend on information from several

sources, including students. Submissions and changes should be delivered to the Advancement Office, which is located in Room 207 of the Barron Building. The Web site for FSU Panama City is [www.pc.fsu.edu](http://www.pc.fsu.edu). ◆◆◆