2017

It's All Academic

AN ACADEMIC GUIDE TO FLORIDA STATE UNIVERSITY TRANSFER STUDENTS

DIVISION OF UNDERGRADUATE STUDIES

This handbook is titled *"It's All Academic"* because it is your first exposure to FSU academic policies and procedures. Universities are dedicated to the study and creation of new knowledge. By deciding to enter college, you have chosen to become a member of this academic process, and we welcome you into the research and learning community here at Florida State University.

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Online Academic Resources

Academic Center for Excellence	**http://ace.fsu.edu/**
Academic Calendar	**http://registrar.fsu.edu/calendar/**
Advisor Contact Information	**http://advisor.undergrad.fsu.edu/advisors/advisor-display.php**
FSU Course Evaluations	**https://distance.fsu.edu/students/course-evaluations**
Liberal Studies	**http://liberalstudies.fsu.edu/**
Majors and Academic Maps	**http://www.academic-guide.fsu.edu/**
New Student Information	**http://dos.fsu.edu/newnole/**
myFSU Student Central How To	**http://sc.my.fsu.edu/students/how**
Undergrad Research Opportunities	**http://cre.fsu.edu/**
Undergraduate Bulletin	**http://registrar.fsu.edu/bulletin/undergraduate/**
University Departmental Directory	**http://fsu.edu/departments/alpha-departments.shtml**

University Bulletin

All of the rules and regulations for FSU are found in a publication called the Undergraduate Bulletin. You may access the Bulletin online at **http://registrar.fsu.edu/.**

FSU Websites

You can find most of the information you need on the FSU websites. They include information about academics, registration holds, financial aid, majors, parking, the Academic Program Guide, and an Academic Requirements Report to check your progress towards graduation. The earlier you become familiar with the resources available to you through these websites, the more convenient it will be to perform tasks related to registration, financial aid, and academic progress.

Main FSU Website – http://www.fsu.edu

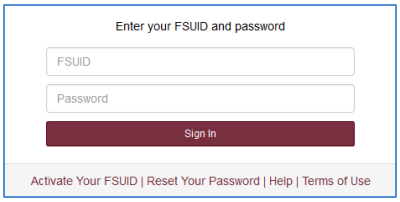
A wide array of useful information may be found on the main FSU website. Through the search engine in top right corner of the site you may search for other FSU websites, contact information for University faculty and staff, and information on departments and services on campus.

myFSU Student Central How-To – http://sc.my.fsu.edu/students/how

The myFSU Student Central How-To site contains step-by-step instructions to help guide you through many of the processes you will need to know as a student, such as how to search for classes, add classes to your shopping cart, and register.

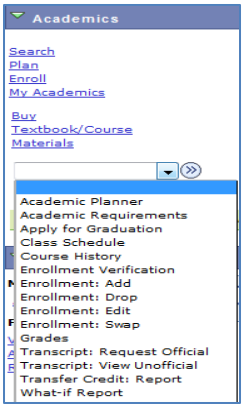
myFSU Portal – http://my.fsu.edu

myFSU portal is your personalized gateway to FSU systems and online tools, including myFSU Student Central, Blackboard, and your student email account. Sign in for secure access to your student account and a one-stop spot for all the tools required to plan your future as a Nole.



myFSU Student Central

myFSU Student Central is FSU's student information system where you will manage all of your academic, financial, and personal information, such as enrolling in classes, checking grades, viewing your financial aid, and updating contact information. Access myFSU Student Central by signing in to myFSU Portal and selecting "SC" under myFSU Links.



Student Center Tab - Drop-Down Tools

Once in Student Central, you may utilize the drop-down tools under the Academics toolbar to view your Academic Requirements Report (online degree audit), view your final grades, view a What-If Report (compare courses you have taken against alternative major requirements), view your unofficial transcript, and more.

Campus Connect

Access Campus Connect by going to **myFSU Portal – my.fsu.edu**, and selecting "CC" under myFSU Links.

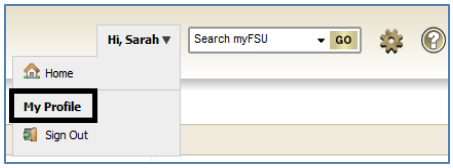
Once in Campus Connect, the Student Home (top icon in left sidebar menu) includes tabs for class information, academic advisor reports, notes, and calendar. Students can also make appointments with selected advising offices from Student Home by clicking on the blue "Get Advising: Selected Sites Only" button on the right, then selecting "Meet with my Assigned Advisor," then following through with other scheduling details. Students can make appointments with an academic advisor from another major or special program area by clicking on the blue "Get Advising: Selected Sites Only" button on the right, then selecting "Meet with Other Advisor," then following through with other scheduling details. Please note that not all advising offices are using Campus Connect at this time, so be sure to talk to your advisor about procedures for setting up appointments in your department or college.

myFSU Mobile

Use FSU's official mobile app to tackle important student to-dos on the go. With myFSU Mobile, you can enroll in classes, check grades, make payments, contact your advisor, view campus maps, track buses, search for campus dining locations, and much more. Download myFSU Mobile for free in the App Store or Google Play. For more information go to: **its.fsu.edu/Mobile.**

FSU Identity Numbers

You have already been assigned FSU identity numbers. These numbers are private, so students should not share, post, or display them in public. To access yours, follow the directions below.



Log on to **my.fsu.edu.**
Click the **"Hi, your name"** in the top right of your Student Home page.
Click the **"My Profile"** link.
Your Profile information, including your contact information, **FSUID** and **EMPLID** appear.

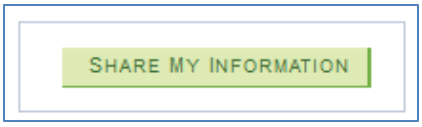
Student Directory Information and Right to Privacy

Students may choose at any time to hide all of the data considered student directory information by completing the "Request to Prevent Publication of Directory Information" form accessible at the following site: **http://registrar.fsu.edu/forms/.**

Student Directory Information includes: Name; date and place of birth; local address; permanent address; telephone number; classification; major; participation in official University activities and sports; dates of attendance; degrees; honors and awards received; most recently attended educational institution; digitized FSUCard photo.

Delegating Access

You will be able to allow different people to view a sub-set of your academic and financial records. Within your Student Center, there is a "Share My Information" link where you will be able to define "contacts" and allow them access to the information you select. You will need to know the person's e-mail address. Consider allowing your family to view the following: Make a Payment, View Class Schedule, View Grades, View Unofficial Transcript, View Holds, and Tax Information. For more information on granting access, visit **http://sc.my.fsu.edu/students/how** and select "Assign Delegated Access to a Third Party".



Important Deadlines

Academic Calendar – http://registrar.fsu.edu/calendar/

The Academic Calendar is published once each semester. It contains important dates regarding registration, fees, graduation, and other academic deadlines. Below are some important deadlines that pertain to dropping and adding classes each semester. **Dates are adjusted for the summer terms.**

- *4th Day of Classes* — Drop/Add ends. After midnight you are liable for all course fees.
- *10th Day of Classes* — Last day to pay fees or make payment arrangements.
- *End of 7th Week of Classes* — Last day to withdraw from school without receiving grades. Last day to drop a class without dean's permission. (Dean's permission *is* required if dropping below 12 hours.) Courses dropped before the end of the seventh week will not appear on the transcript. Last day to select the S/U (Satisfactory/Unsatisfactory) grade option.
- *End of 12th Week of Classes* — Last day to late drop a class (dean's permission is required). A grade of "W" will appear on the transcript.

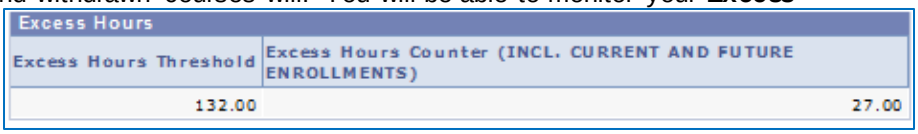
Federal Student Aid Course Eligibility

Federal Student Aid may only be awarded for courses that count toward a student's degree requirements. If you are receiving Federal Student Aid, it is important that you work with your advisor each semester to ensure

that the courses you are enrolled in are meeting the requirements of your degree. For additional information on Federal Student Aid requirements and eligibility, contact the **Office of Financial Aid** through the contact information on their website**: http://financialaid.fsu.edu/**.

Excess Credit Surcharge

The legislature for the State of Florida has passed a law limiting the number of hours you can take at the regular in-state and out-of-state tuition rates. You will be allowed a certain percentage above the hours required by your degree program. For students entering FSU in 2017, the percentage is 110%. For a typical degree of 120 hours, students will be allowed 132 hours at normal tuition rates after which an additional fee will be assessed. Although all of your acceleration and dual enrollment credit does not count towards this maximum, all of your failed, dropped, and withdrawn courses will. You will be able to monitor your **Excess Hours Counter** in the "My Academics" section of Student Central.



Excess Hours	
Excess Hours Threshold	Excess Hours Counter (INCL. CURRENT AND FUTURE ENROLLMENTS)
132.00	27.00

For more detailed information, go to the Registrar website at: **http://registrar.fsu.edu/records/excess_hours/.**

Academic Integrity

The Academic Honor Policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process: **http://fda.fsu.edu/Academics/Academic-Honor-Policy**.

Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples of academic dishonesty have been provided for the purpose of illustration and are not intended to be all-inclusive.

PLAGIARISM. Presenting the work of another as one's own (i.e., without proper acknowledgement of the source). Typical examples include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source; utilizing ghostwriting or pay-for-paper services.

CHEATING. Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise. Typical examples include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.

UNAUTHORIZED GROUP WORK. Unauthorized collaborating with others. Typical examples include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical examples include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

MULTIPLE SUBMISSIONS. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical examples include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical examples include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally

damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty. Typical examples include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

ATTEMPTING to commit any offense as outlined above.

Structure of Degree Programs

The bachelor's degree consists of multiple requirements. Not all degrees will include all of the following components, and some programs may allow a course to satisfy requirements in more than one component. View your **Academic Requirements Report** in Student Central to see how the courses you have taken meet various degree requirements. To learn more about FSU's Undergraduate Academic Degree Programs, visit the **Academic Program Guide: http://www.academic-guide.fsu.edu/.**

Liberal Studies for the 21st Century

The *Liberal Studies for the 21st Century* program provides an educational foundation that will enable FSU graduates to thrive intellectually and materially and to engage critically and effectively in their communities. In this way your Liberal Studies courses provide a comprehensive intellectual foundation and transformative educational experience. The program requires all undergraduate students to complete 36 hours of **General Education** coursework (including **Statewide Core Requirements**) and a series of University-wide **Graduation Requirements**.

A list of courses that satisfy the Statewide Core, General Education, and Graduation Requirements may be found on the Liberal Studies website. For additional information, scan the QR code above or visit: **http://liberalstudies.fsu.edu/**.

Statewide Core Requirements

The Statewide Core is a standardized General Education curriculum required of all college students in the state of Florida. Students must take one Core course from each of the following five areas: Quantitative and Logical Thinking (3 hours); English Composition (3 hours); Social Sciences/History (3 hours); Humanities and Cultural Practice/Ethics (3 hours); and Natural Sciences (3 hours). These 15 hours are also a part of the 36-hour FSU General Education requirements defined in the next section.

General Education

General Education requirements must be completed by every student graduating from FSU. *How* a student meets General Education requirements and *when* they meet the requirements will be different for each student, depending on the major and personal interests. Some majors require all General Education to be completed by the end of the sophomore year. Others prefer that students take all four years to complete their General Education requirements.

- **Quantitative and Logical Thinking:** six hours. Students must earn a "C-" or higher.
- **English Composition**: six hours. Students must earn a "C-" or higher.
- **Social Sciences:** three hours.
- **History:** three hours.
- **Humanities and Cultural Practice:** three hours.
- **Ethics:** three hours.
- **Natural Sciences:** six hours.
- **Six additional General Education hours** selected from Social Sciences/History, Humanities/Ethics, Natural Sciences, and/or Scholarship In Practice courses (see below). Only three additional hours may be selected from Social Sciences/History. Only three additional hours may be selected from the Natural

Sciences Area. Only three hours of Scholarship In Practice coursework at the 1/2/3000-level that does not fall within one of the General Education areas above may be counted as a General Education Elective.

- **E-Series: Not required of any transfer student**

Students must earn a minimum of "C-" or higher in all coursework in Quantitative and Logical Thinking and English Composition. Courses taken on a Satisfactory/Unsatisfactory (S/U) basis will not count towards a General Education requirement. Students must earn a minimum of 2.0 GPA average in the *36 hours of required Statewide Core and General Education coursework*.

Speak with your academic advisor for the specific Quantitative and Logical Thinking course sequence for your major. Students must complete (or be exempted from with credit) at least six credit hours in Quantitative and Logical Thinking. Three of those credit hours must be taken from the Department of Mathematics (courses with a course prefix of either MAC or MGF). Students must complete their first Quantitative and Logical Thinking course by the time they have **attempted 30 hours**, which includes any credit hours earned through acceleration (i.e., AP, IB, Dual Enrollment, etc.). Students must complete or be registered for their second Quantitative and Logical Thinking course by the time they have **attempted 40 hours**. All six hours of the Quantitative and Logical Thinking requirement should be completed by the time the student earns 52 degree hours.

Students must complete (or be exempted from with credit) at least six hours in English Composition. All students shall complete the required English Composition courses by the time they have **attempted 30 hours**, which includes any credit hours earned through acceleration (i.e., AP, IB, Dual Enrollment, etc.) or must show an appropriate exemption, as approved by the Faculty Senate, from six hours of composition courses.

Students entering FSU with an Associate of Arts from a Florida Public Institution (articulated AA) or a Bachelor's Degree from any institution have the General Education requirements satisfied by the AA/BA degree. Check your Academic requirements report to verify that your AA or BA has been posted:

Graduation Requirements

In addition to General Education Requirements, all students must complete the following Graduation Requirements as part of the *Liberal Studies for the 21st Century* program:

- **"W" State-Mandated Writing:** In addition to the coursework required for English Composition, students must complete six additional hours of coursework that require college-level writing. These requirements are normally met by careful selection of courses that will meet General Education requirements. Students may satisfy this requirement by completing two State-Mandated Writing courses that are designated with a "**W**". All E-Series courses may also be counted toward this requirement. A grade of "C-" or higher is required for courses taken for the writing requirement**. This requirement is satisfied by an articulated AA or Bachelor's degree.**

- **Scholarship In Practice:** Scholarship In Practice (SIP) courses provide students with the opportunity to apply scholarship to produce an original analysis, project or creative work that reflects a body of knowledge relevant to the course. Students must complete two Scholarship In Practice courses. Students may complete one of these two courses by taking an approved Formative Experience, such as studying abroad through FSU International Programs; participating in faculty-supervised research; participating in a faculty-supervised internship; or by completing Honors in the Major thesis credit. A grade of "C-" or higher must be earned (or an "S" for courses that offer only S/U grading**). Students entering FSU with 60 or more transfer hours only need to take one SIP course.**

- **Diversity:** As an FSU student, it is expected that by learning about cultures around the world and diversity in western culture, you will develop a broader base of knowledge for understanding yourself and the world around you. Therefore, you are required to select two courses, one designated as "cross-cultural studies" (courses marked with an "**x**") and one designated as "diversity in western experience" (courses marked with a "**y**"). These courses must be taken on a letter grade (not S/U) basis. A grade of "C-" or higher must be earned. There are many diversity courses that also meet major requirements. Some majors, such as business and engineering, prefer students to meet this requirement through General Education courses. **Students entering FSU with 60 or more transfer hours only need to take one Diversity course.**

- **Upper Division Writing Competency:** In addition to the hours required for English Composition and "W" State-Mandated Writing described above, all students will be required to demonstrate competency in professional writing by completing one approved Upper-Division Writing course. A grade of "C-" or higher is required to meet the writing requirement.
- **Oral Communication Competency:** Competence in oral communication is indicated by demonstrating the ability to transmit clearly ideas and information orally in a way that is appropriate to the topic, purpose, and audience. It also involves demonstrating the ability to discuss ideas clearly with others, to hear and respond to questions, and to assess critical response appropriately. Students must complete one approved Oral Communication Competency course with a grade of "C-" or higher or an "S" (in an S/U graded course).
- **Computer Competency:** All undergraduates at Florida State University must demonstrate basic computer competency prior to graduation. The specific computer competency skills needed vary from discipline to discipline. Thus, associated with each major is a required course(s) that provides instruction in the discipline-specific computer skills. Students should check with their major department to identify the course(s) designated by the department as satisfying computer competency in the major. A grade of "C-" or higher is required.
- **Natural Sciences Laboratory:** Students must complete at least one credit hour of a Natural Sciences laboratory course. Students may complete the laboratory requirement either as a separate laboratory course (designated with the course suffix "L") or as a combined lecture/lab class (designated with the course suffix "C"). A grade of "C-" or higher is required.

Additional University-wide Requirements

FSU requires that all students also satisfy the following University-wide Requirements:

- **FSU Residency:** Student's final 30 hours must be completed in residence at FSU.
- **Summer Residency:** Students who have entered a university in the State of Florida with fewer than 60 hours of post-high school credit are required to earn at least nine hours by attendance in one or more summer terms at one of the State University System institutions. If completing the summer residency hours will be a hardship, you may request a waiver of this requirement by submitting a written petition to your graduating Dean's Office prior to applying for graduation. Please see your Academic Dean's Office with questions.
- **Upper-Division Courses:** Students must earn a minimum of 45 hours of 3000/4000 level coursework. Of these 45 hours, at least 30 must be earned at FSU. Only 15 hours of 3000/4000 level coursework from another institution may be used toward this requirement.
- **Total Hours:** Students must complete the minimum number of hours required for the degree. A typical undergraduate degree program requires 120 unduplicated hours although a few programs require more. To find the number of hours required for your degree, visit the **Academic Program Guide – www.academic-guide.fsu.edu/.**

Students entering FSU after having earned a Bachelor's degree or higher only have to satisfy the college and major requirements to earn their degree from FSU

College Requirements

The college offering your major may also have specific courses that are required of all their students. An example of this is the College of Arts and Sciences' foreign language requirement. You should learn about any College-specific requirements at advising during Orientation.

Major

This is an academic area in which you plan to take a concentration of courses. The size of your major will vary from as little as 30 hours (approximately 10 courses) to as high as 110 hours. Half of the major requirements must be satisfied with credit taken from FSU. Some majors are called limited-access or limited-enrollment which means they may require a certain grade point average, test score, special application, and/or coursework prior to formal admission. There also may be a specific deadline when you must apply for acceptance into the major. Competition for these limited access/limited enrollment programs (usually at the end of the sophomore year) is generally high. Make it a point to know any special admissions requirements or deadlines for your major, and allow adequate time to prepare yourself and plan alternatives.

Minor

Not all degree programs require you to complete a minor. Some not only *require* a minor, they also *dictate* which minor you will do. Typically, the majors that require more hours either have the minor embedded within the major or do not require a minor at all. Your minor can be an important part of your program and help groom you for specific job fields. Consider your minor as an opportunity to develop knowledge and skills that are not a part of your major.

Electives

Electives are courses you take just for fun or to make yourself more competitive in the job market. The number of elective hours in a degree program will range from 0 to 45. Some students use electives to complete more than one minor or a second major. The number of electives you have and how you plan to use your electives are good topics to discuss with your advisor.

Double Majors, Dual Degrees, and Graduate School

Some students choose to pursue a second major in addition to their primary major (i.e., two majors within one bachelor's degree program). If you intend to double major, you should discuss the second major with your advisor at orientation. The second major must be formally declared before the end of the semester in which you will have earned 90 credit hours.

Students may also choose to pursue a dual degree (i.e, two bachelor's degrees earned at the same time). Students who pursue a dual degree must complete all of the Major, Minor and College requirements needed for both degree programs. In addition, you must complete at least 30 hours beyond the minimum number of credits required for your first degree. As with a second major, you must formally declare a second degree with your advisor and your Dean's Office when you have between 52 to 90 hours earned.

A double major or dual degree requires considerable academic planning to avoid an excess credit surcharge. You should investigate the possibility of earning a master's degree instead of pursuing multiple majors and/or degrees. Master's degrees often require the same number of hours as a second major, are not subject to the excess credit surcharge, and are far more impressive to employers and admission committees. Many do not require that you have a bachelor's degree within the same academic discipline. To see a list of master's degree programs go to **http://registrar.fsu.edu/bulletin/graduate/** and select "Academic Departments and Programs".

Special Program Requirements

Participation in special programs such as Honors-in-the-Major or ROTC may require you to complete additional courses. You should meet with a representative from your special program during free time at orientation if a meeting is not already a regular part of the orientation program, or contact them prior to the end of Drop/Add in your first semester.

Evaluation of Transfer Credit for Degree Requirements

Transfer and dual enrollment credit you may be bringing into FSU from another institution will be evaluated by the appropriate office to determine if those credits equate to courses that count for credit toward General Education, Graduation, and/or College/Major requirements.

The Office of Undergraduate Studies evaluates transfer credits as they may apply to the following requirements: Statewide Core, General Education, and State-Mandated Writing. This evaluation is automatic for all non-AA/BA transfer students.

Your Graduating Dean's Office evaluates transfer credits as they may apply to the following requirements: Scholarship In Practice, Diversity, Upper Division Writing Competency, Oral Communication Competency, Computer Competency, and Natural Sciences Laboratory.

The department of your major evaluates transfer credits as they may apply to your major requirements. You must request these evaluations from your dean and major department.

Limited Access and Limited Enrollment Majors

Some majors at FSU require special applications and entrance criteria that must be met prior to the junior year. These are called Limited Access or Limited Enrollment Programs. ***Limited Access Programs at FSU include: Psychology, Social Work, everything in Business, Computer Science, Economics, everything in the Dedman School of Hospitality, most programs in Education, and everything in Music, Dance, and Studio***

Art. Admission into these programs is based on taking a defined set of courses and earning a defined GPA. Some programs may require an audition or portfolio review. Limited Enrollment Programs may have the same types of admission criteria but differ from Limited Access Programs in that they only admit a specific number of students each year. ***Limited Enrollment Programs at FSU include: Athletic Training, everything in Communication, Communication Science and Disorders, everything in Theatre, Elementary Education, Motion Picture Arts, Nursing, and Interior Design.*** Information on application procedures and deadlines for Limited Access and Enrollment Programs is found by going to the department website.

Not being admitted to the Limited Access Program of your choice does not have to be the end of your career in that field. Most professions have alternative ways of entering the field. For instance, students wishing a career in business may want to look into English with a business minor, retail merchandising and product development, or any of our foreign languages with a concentration in business. Combining any major with a business minor is also an alternative route to a business career. Most employers will be just as interested in the skills developed through work, clubs, organizations, and volunteer activities, as they are in what major a student has completed. Go to the FSU Career Center to research your chosen profession early in your college career. You may be surprised at the variety of academic directions that lead you to where you want to be.

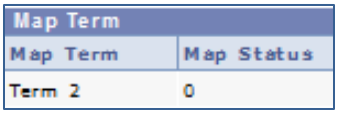
Academic Advising

During Orientation, you will meet with an academic advisor before you register for classes. The goals for this meeting are to introduce you to academic advising and provide guidance in selecting appropriate courses for your first semester. After orientation, you will work with an advisor(s) in your major to help identify courses you should take throughout the academic year. It is important to see your major advisor at least one time per semester so they may assist and guide you towards graduation. The contact information for your advisor(s) is located on the bottom right of your Student Center page under the dark blue "Advisor" bar. Click "Details" to get advisor contact information or email them directly.

Students interested in a pre-med or pre-law track can visit the link below for additional information: **http://undergrad.fsu.edu/academic-information/prelaw-and-premedpre-health.**

Students in special programs such as TRIO, ROTC, Athletics, and Honors-in-the-Major are required to meet with academic advisors in these programs in addition to meeting with the major advisor.

It is best to plan to see your advisor early each semester. Academic advising sites vary on walk-in and scheduling appointments procedures. Make sure to contact your advisor prior to registration beginning to prevent being unprepared to enroll when your registration window is made available. Students may locate academic advisors using the Advisor Search: **http://advisor.undergrad.fsu.edu/advisors/advisor-display.php.**


Map Term

Map Term	Map Status
Term 2	0

Mapping

Each major has developed an academic map that provides students with a **Sample Schedule** to illustrate one of the many ways to satisfy all requirements in four years. More important are the **Milestones** identified for each major. Milestones can be courses, specific grades in courses, and/or GPAs that must be achieved by specified points within your college career. Failure to achieve a Milestone for a given Map Term identifies you as *off-course* for your major, places a hold on your registration, and requires you to meet with an advisor. Failure to get back on-course the next semester will result in a hold on your registration that will require you to change your major.

You may check your current **Map Term** and **Status** in the "My Academics" section of Student Central. A status of "0" indicates that you are on-track with the Milestones. A status of "1" means you are off-course for the first time. A status of "2" means you have been off-course for two consecutive semesters.

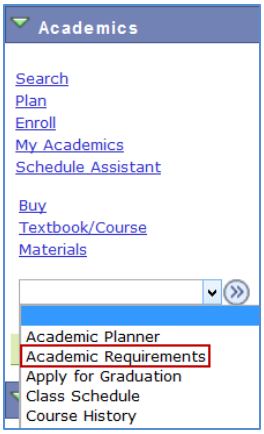
Students seeking to change their major must be on-track with the Milestones of the intended major for the Map Term they are currently at. Students are entitled to a single-term Map Term roll-back (that may be used only at the point of changing majors) if it places the student on-course with the new major. Students can only use this option one time in their undergraduate career. "Limited Access" majors may

have additional restrictions. Note: The one-time roll-back may not be used for the purpose of meeting GPA Milestones.

Students seeking to add a second major must be on-track with the Milestones of the intended second major for the Map Term they are at (or minus one, if using the one-time roll-back option) at the point of adding the major. However, the second major will *not* be monitored by Mapping afterwards. If the primary major is a "Limited Access" one, students must have approval from that major to add a second major before doing so.

To see more information about Milestones for majors at FSU go to the **Academic Program Guide – www.academic-guide.fsu.edu**.

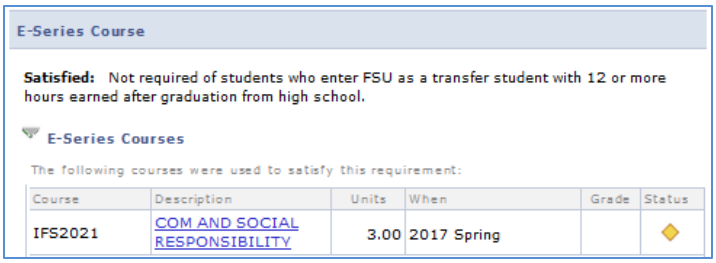
Academic Requirements Report



Your Academic Requirements Report in Student Central is an online degree audit that will allow you to see how the courses you have taken meet various degree requirements. The report also indicates which requirements you have remaining to complete. Requirements for Liberal Studies, your major/college as well as your Mapping Milestones may all be viewed within the report. The Academic Requirements Report is available in the **Drop-Down Tools** under the Academics Toolbar in Student Central.

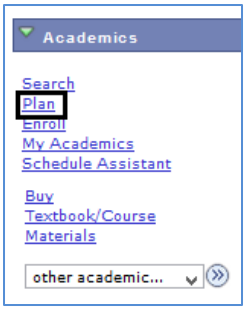
Students are expected to view their Academic Requirements Report at least once per term. Each semester you will be prompted with a checklist item in your **To-Do List** in Student Center when it is time to view your report in preparation for meeting with an advisor.

- Requirements within the report will display a status of either **Satisfied** or **Not Satisfied** to indicate if a requirement has been met.
- A status of **Satisfied** means you have taken or enrolled in the coursework needed to fulfill that requirement. Clicking the green arrow icon will expand the information to show you which courses you have enrolled in or have completed that are meeting the requirement.
- A status of **Not Satisfied** means that the requirement has not yet been met.
- For all Liberal Studies and University-wide requirements, as well as the requirements for most majors, the report will count any classes you are enrolled in for a current or future semester. Dropping or not completing classes with the minimum grade required may cause the status of a requirement to change from Satisfied to Not Satisfied.
- It is important to note that all of your accelerated credit or dual enrollment credit may not be received and/or posted at the time you attend orientation. The status of some requirements may change after all incoming credit has been posted.



Contact your advisor with any questions you may have about the requirements within your Academic Requirements Report.

Planner Report



The Planner Report allows you to plan ahead for courses you would like to take in future semesters. For example, you may add Mapping Milestones that you will need to take later in your major to the Planner and then assign those courses to a future term. At the time registration opens for those semesters, you may then select the courses in your Planner to view available sections and register. The Planner Report is available as the "Plan" link in your Student Center under the Academics bar or through myFSU Mobile.

Foreign Language through Testing

Many majors require completion of a foreign language through the intermediate (2200) level. For example, all Bachelor of Arts (B.A.) degrees and all majors in the College of Arts and Sciences require completion of a modern or classical language through the 2000 level (2200 or equivalent course). The foreign language

proficiency requirement may be satisfied through AP, IB, CLEP, Dual Enrollment, placement tests, or course completion at Florida State University. Students may gain up to 12 hours of college credit toward the foreign language requirement. *To receive credit for a CLEP exam, students must take the test before they enroll in any college level course for the language.*

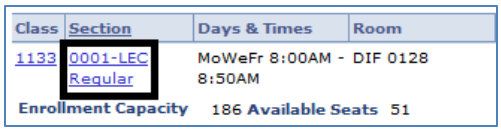
The placement test is a mandatory, no cost exam that is required for all students who took French, German, or Spanish in high school and plan to continue studying the language at the college level. The purpose of a placement test is to ensure that students continue their language studies without repeating material and with as few gaps in their learning as possible. Students who score high enough on the placement exam may be eligible to have their foreign language requirement exempted. *Students will not be permitted to use a placement test for foreign language exemption if they have ever received college credit for that language.* Contact FSU Assessment and Testing (644-3017) to arrange testing. *No college credit is granted through this test.* The Classics Department offers a Latin exam for credit.

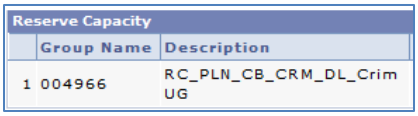
If you have at least intermediate proficiency of a language for which no exam is available, contact the Modern Languages and Linguistics academic advisor in 364 Diffenbaugh, or call 644-2606 to set up an alternative means of certifying proficiency in that language. Students who wish to continue in a different foreign language should also contact the Modern Languages and Linguistics academic advisor for proper placement.

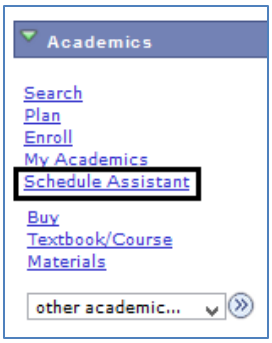
Class Search and Enrollment

Scan the QR code at left to access an e-book with instructions on how to search for classes, add sections of a class to your shopping cart, and then enroll from your shopping cart. You may also use the **myFSU Student Central How-To site: http://sc.my.fsu.edu/students/how** to find step-by-step instructions searching for classes, dropping and adding, swapping classes, and registering through myFSU Mobile.

- Once you register, you may continue to access the system and modify your schedule for the remainder of the enrollment period. Registration DOES close. Visit the FSU Academic Calendar for important dates and deadlines: **Academic Calendar – http://registrar.fsu.edu/calendar/.**
- The beginning of the semester includes a Drop/Add period that lasts until 11:59pm on the fourth day of classes.
- You are not required to pay for courses dropped prior to the end of Drop/Add. You must pay all course fees for classes that are on your schedule after 11:59 pm on the fourth day of classes.
- You must enroll in a minimum of 12 hours in a fall or spring semester to be considered a full-time student.
- Confirm your major is correct so you will be able to register for classes required for that major.
- Some class sections may be reserved for certain populations of students, such as upper-division students, or students in special programs like Honors, CARE, LLC, or Distance Learning. To determine if a specific class section has a **Reserve Capacity**, click the Section hyperlink of your Class Search results. If a Reserve Capacity exists, you will see it located on the "Class Detail" Screen.







Schedule Assistant

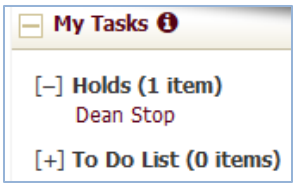
Schedule Assistant is an application you may use to assist in planning your schedule. Exporting courses from your Shopping Cart or your Planner Report into Schedule Assistant allows you to: generate all possible schedule combinations of the classes you want to take for a given semester, plan breaks into your schedule for work or extra-curricular activities to avoid time conflicts with your classes, and schedule travel time between your classes. In addition, you may also "lock" a specific section of a class into Schedule Assistant to ensure that it appears on every combination of the schedule that you generate. Schedule Assistant will then plan your other classes around the locked section.

While Schedule Assistant is a helpful tool for planning your class schedule, it does NOT enroll you in the

classes. To complete the enrollment process, you must import your selected schedule from Schedule Assistant into your shopping cart in Student Central. From the shopping cart you will then need to follow the online instructions to finalize your enrollment.

Schedule Assistant can be accessed in your Student Center under the Academics bar. Additional information on how to use Schedule Assistant may be found online at **myFSU Student Central How-To: http://sc.my.fsu.edu/students/how**.

Registration Holds



Go to the "My Tasks" section of **myFSU Portal – my.fsu.edu** to check for Registration Holds well in advance of your enrollment appointment. A hold will prohibit future registration, but you will remain enrolled in all of your current courses.

If you have a hold on your account, there are a couple of steps you can take to find more information about why the hold was placed and how to have it removed:

Step 1: Click the hold in the "My Tasks" area to access an **Item List** that includes a summary of when the hold takes effect, when the hold is scheduled to be removed (if available), and the department that placed the hold.

Item List

Hold Item	Amount		Institution	Start Term
Dean Stop		USD	Florida State University	2017 Spring

Step 2: Click the **Hold Item** in the Item List to view more detailed information. The detailed view will give you instructions on the bottom of the screen about the steps you need to take to have the hold removed as well as a phone number and/or email address if you have any questions.

Dean Stop

Reason and Contact

Description:	Florida State University
Start Term	2017 Spring
Start Date	02/09/2017
Reason:	Mandatory Exploratory Advising
Department:	Dean Undergraduate Studies
Contact:	Exploratory Advising Office
	ExploratoryAdvising@fsu.edu

Instructions:

Students need to set up an advising appointment to plan classes for next semester. Refer to your weekly emails from Exploratory for information on when to schedule this appointment. For questions, call 850-645-2847.

You can have your registration stopped for different reasons, including:

- Student Business Services (A1500 University Center) may hold your registration if you owe money to the University or if you are delinquent on your student loans.
- Your dean may hold your registration if specific requirements have not been met. Undergraduate Studies will hold your registration for not enrolling in Quantitative and Logical Thinking courses and English Composition in a timely manner.
- Your registration will be held if you are off-course in your major and have failed to reach required Map Milestones. Contact your advisor. Some deans hold your registration if you have not met with your advisor.
- The Health and Wellness Center may hold your registration if you have not completed the required insurance documentation.
- The Admissions Office may hold your registration if it has not received your final transcript(s).
- The Office of Student Rights and Responsibilities may hold your registration if specific requirements of the Judicial Office have not been met.

The First Day of Class

FSU has mandatory first day attendance, which means ALL courses require students to attend the first day of class. Failure to attend will result in students being removed from the class roster. You must contact the professor prior to class if you are unable to attend the first day. ***If you miss a class, you must verify that the course has been dropped or risk being dropped at a later date and charged for the course. It is the student's responsibility to verify that all classes have been dropped and all fees adjusted.***

Dropping, Adding, or Swapping a Class

You may add a class or swap sections on a space available basis through the end of the fourth day of classes. You will have to pay the fee for any class on your schedule at the end of the fourth day. You may still drop a class until the end of the seventh week of classes *provided* you still have *at least 12 hours left* after dropping the course or you get your academic dean's approval to drop below full-time status. You will be charged tuition fees

for any courses dropped after the fourth day of classes. *Students on Bright Futures must return Bright Futures money for all courses dropped after the end of the fourth day.* Please note: courses dropped after the 4th day of class will be counted in the Excess Credit Surcharge counter. The deadline is adjusted for shorter summer terms. You may not drop English Composition, a lower-level math class, or any required preparatory classes unless you have some kind of documentable, extenuating circumstance, in which case you must meet with your academic dean.

A cumulative maximum of two courses may be dropped *between the eighth and twelfth week* of classes (see academic calendar for dates in summer terms) during the semesters in which you have earned fewer than sixty hours of college credit. After earning sixty hours or more, students are permitted one additional drop between the eighth and twelfth week. Approval by your academic dean is required. Courses dropped during this period will appear on your transcript with the notation "W". Tuition charges will remain.

Under extraordinary circumstances, you may be allowed to drop a class after the seventh week and/or beyond the limit on late drops with your academic dean's special approval. These circumstances may typically include: documented medical condition that has impeded your ability to meet course requirements, verified family crises/extraordinary circumstances, or death in the immediate family. You must document that you were passing the course prior to the onset of the situation. Your dean will not allow you to drop a class merely because you have changed your major or because you are not doing well in the class. Medical/mental health course drops that have been recommended for approval by the Health and Wellness Center or the Student Counseling Center may include a refund of fees.

Getting Your Grades

Grades are available by the Wednesday after the end of finals. Check your official grades in **myFSU Portal** under "My Courses", or **Student Central** by selecting "Grades" from the drop-down menu under the dark blue Academics toolbar. Once in "View My Grades", select the term for which you want to see your grades.

If you are unable to view your grades, they may be withheld because you owe the University money.

Do not rely on Blackboard or Canvas to determine your final grade. Your grades in Blackboard and Canvas are unofficial. If you access your official grades and do not see the grade you expected in a particular class, then contact your professor. Errors in grade posting are best cleared up as soon as possible.

No Grade Assigned (NG) and Incomplete (I) Grades

Contact your instructor immediately to complete the missing work as early as possible during your next term at FSU. Do not re-register for the class. Once you complete the work, your professor will submit a grade change to assign you a regular letter grade. The "I" or "NG" may expire and count as an "F" in your GPA if you re-register for the class or don't finish the work by the end of your next term of enrollment.

Satisfactory/Unsatisfactory Grades (S/U)

Students may choose to take a course on a Satisfactory/Unsatisfactory grading scale if the course is taken as an elective or to meet a foreign language graduation requirement for some majors. Students should discuss this option with their academic advisor and be sure to complete the required paperwork by the end of the seventh week of classes. Courses within the *Liberal Studies for the 21st Century* program may not be taken on an S/U basis with the exception of certain Scholarship In Practice courses that only offer S/U grading.

Calculating Your FSU and Combined GPA

You must maintain a "C" grade point average (2.0) or better to remain in good academic standing at FSU. Here's how you figure out your GPA:

A number of grade points is assigned to each letter grade. For each hour of "A" you accumulate four grade points; a "B" carries three grade points; a "C" carries two; a "D" carries one; and an "F" none. A plus (+) grade adds .25 to the grade point total. For example, a "B+" carries 3.25 grade points. A minus (-) grade subtracts .25 grade points. A grade of "B-" carries 2.75 grade points. Courses earned through testing mechanisms such as AP and IB are posted with grades of EC, ED, or EX and do not figure into any GPA calculation.

A three-hour course in which you earn an "A" would give you a total of 12 grade points (three hours times 4 grade points) while a three-hour course with a "D" grade would only give you 3 grade points (three hours times 1 grade point).

To find out your FSU GPA, add up all your graded FSU hours and divide them into your total number of grade points. Satisfactory/Unsatisfactory (S/U), "I," or "NG" grades, exemption credit, and transfer work are not used to compute your FSU GPA. Both grades count in your GPA if you re-take a course.

The following example illustrates calculation of a GPA.

Course	Hours	Grade		Grade Points
EAL1101	3	C+	(3 X 2.25)	6.75
SZP1000	3	B	(3 X 3)	9
MLQ1102	3	D-	(3 X .75)	2.25
APG1000	3	A	(3 X 4)	12
APR1111	1	F	(1 X 0)	0
Total Hours = 13			Total Grade Points =	30

Divide 13 hours into 30 grade points. This student's GPA for the term is 2.307, or slightly above a "C+".

Every student also has an Overall, or Combined GPA, which is calculated using *all* **graded** college-level courses regardless of where the credit was earned. All courses taken at FSU, college-level courses taken at another institution, and college-level courses taken as dual enrollment courses while in high school count in the Overall/Combined GPA. Graduate schools, law schools, medical schools, limited access programs, academic honor societies, and GPA for earning degrees of distinction upon graduation all use the Overall/Combined GPA in their decisions.

Academic Standing

The final grades you earn in your courses taken at FSU determine your academic standing at FSU. Students who make very good grades can be recognized by being on the Dean's List, being eligible for the Honors in the Major program, having the best opportunities to enter limited access majors, and graduating from college with degrees of distinction. **Your academic standing is based on your FSU GPA.**

Progress Toward Degree

Some majors, most often in the sciences, are not limited access but have criteria for satisfactory progress toward degree. This will typically include a specified GPA in introductory or major courses and/or a limit on the number of low grades in these courses. Many programs restrict your ability to register for higher-level courses until you have completed a defined set of introductory courses. This is also designed to ensure you do not register for a course without the foundation of knowledge required to be successful.

The Retention Table

Students must perform academically or they will be dismissed from FSU. This decision is based on your **FSU GPA** and the **total number of hours you have attempted**. Although AP, IB, CLEP, AICE credit, and courses taken from other institutions do not count in your FSU GPA, they do count as attempted hours. Failed courses will also count as attempted hours. The table below defines the criteria for being placed on Warning, Probation, and Dismissal.

Attempted Hours	Warning GPA Range	Probation GPA Range
1 – 15	1.5 – 1.999	Less than 1.5
16 – 30	1.75 – 1.999	Less than 1.75
31 or more		Less than 2.0
Dismissal	Failure to remove Probation by end of next term	

Academic Warning

A student will be placed on Warning if the FSU GPA is slightly below a 2.0 *and* the student has less than 30 attempted hours. Only freshmen with less than 30 hours can be placed on Warning.

Academic Probation

Academic Probation indicates the student is in danger of being dismissed from FSU at the end of the semester. Be aware that the more hours accumulated, the higher the grades needed to raise the FSU GPA.

Academic Dismissal
A student who fails to get off Probation after one semester will be dismissed from FSU. Dismissal from FSU does not carry a time limit.

The dean might reinstate a student for the next term, but only if there is a compelling reason to believe the student's academic performance will improve enough to bring the GPA up to a 2.0 *in one semester*. Students are not eligible for readmission after a second dismissal unless they have successfully petitioned the University Multiple Withdrawal/Reinstatement Committee.

With dean's approval, students may take State University System of Florida Flexible Learning courses until enough "A" and "B" grades have been earned to achieve a 2.0. The grades will count in computing the GPA, but the credit will not count toward the hours required for graduation.

Academic Center for Excellence (ACE)

ACE faculty, staff, and peer tutors are available to help all undergraduate students develop the study skills and personal success habits that enhance learning and promote the highest level of academic achievement. ACE offers the following services:

- Peer tutoring in a wide variety of subjects including accounting, biology, chemistry, economics, math, physics, statistics, modern languages, and more. Tutoring is available by appointment, walk-in, and in groups.
- Personal Academic Consultations with ACE faculty, to discuss academic goals and develop a Success Plan.
- Workshops on topics such as time management for college, note taking, study and test-taking strategies, and preparation for graduate/professional school examinations.
- An elective one-credit "Strategies for Academic Success" course (SLS1122) designed to help students enhance their college-level study skills and personal success habits.
- Study space and technology located in the Johnston Ground floor of the William Johnston Building (WJB), also known as the ACE Learning Studio, for students to work on course material. Study rooms, laptops, iPads, and other technology are available for check-out.
- Online materials and videos on topics related to academic achievement.

For more information about ACE, visit **http://ace.fsu.edu/**.

Tutoring Services

Free tutoring is available for a wide range of courses and topics at Florida State University including help in those courses typically perceived as particularly rigorous. Tutoring provides targeted content review outside of the classroom for any enrolled student. Tutors are not permitted to work on any class assignment. Students are encouraged to bring content or practice problems to review with the tutor. These University sponsored tutoring options include:

ACE Learning Studio – In the Johnston Ground (ground floor of WJB), the ACE Learning Studio provides tutoring appointments in a large number of subject areas from 10am to 10pm Monday through Thursday, 10am to 5pm Friday, and 5pm to 10pm Sunday (Spring and Fall hours listed. Summer hours are abbreviated). Students may schedule either 30 or 50 minute appointments. Appointments can be made within 'Secure Apps' in my.fsu.edu. A part of the ACE Learning Studio, the Math Studio provides walk-in math tutoring in many introductory and intermediate math courses. To learn about all the services offered by ACE, please visit **http://ace.fsu.edu/** or call (850) 645-9151 for more information.

Biology - The Biology Study Center is staffed by senior biology undergraduate tutors. The Biology Majors Study Center, located in 1054 King Life Sciences Building, is for students enrolled in BSC2010 and BSC2011 and is generally staffed between 8:30-4:30, Monday through Friday (the current semester's schedule can be found on the door). The Biology Non-Majors Study Center, located in 425 Carothers, serves students enrolled in BSC1005 and BSC1005L (check course websites for tutor hours).

Learning District – Sponsored by the University Libraries, the Learning District is a drop-in tutoring service for students during later evening hours on Sundays through Wednesdays, from 8pm to 1am, in Strozier and Dirac Libraries, that provides assistance in a variety of subject areas. Visit **https://www.lib.fsu.edu/tutoring-information** for more information.

Reading-Writing Center and Digital Studio–The RWC/DS offers writing support to all FSU students, including first-year undergraduates, students in all majors, international and other ELL students, CARE students, and student athletes. Tutors act as a practice audience for students' ideas and writing, helping them develop their writing in many areas. Visit **http://wr.english.fsu.edu/reading-writing-center** to see hours and locations.

For more information about free tutoring, visit **http://ace.fsu.edu/tutoring/academic-support**.

Forming a Study Group

Study groups can be an effective learning strategy to use each semester and throughout your time at Florida State University. Contact the Academic Center for Excellence (ACE) and schedule a Personal Academic Consultation (PAC) with a faculty member to learn how to create an effective study group that will enhance your learning of course content. ACE also offers workshops to teach best practices in forming study groups. To learn more, visit **http://ace.fsu.edu/** or call (850) 645-0852.

University Libraries

University Libraries provide support for all undergraduate success in three main locations. The main library, Strozier, is on the north end of Landis Green, Dirac Science Library is next to the Woodward parking garage, and the FAMU-FSU Engineering Library is off campus at Innovation Park. In addition to more than 3 million books and 600 databases, the libraries offer individual research consultations, research guides, and assistance 24 hours a day, Monday through Friday, through their online research chat service. Students will also find a wide range of technology and software, including Macs and PCs, tablets, and assistance in creating multimedia projects. The Libraries also offer free walk-in tutoring Sunday-Wednesday, 8pm to 1am, in chemistry, math, and physics in Strozier, with limited tutoring at Dirac. During the day, Modern Languages offers foreign language tutoring. The Reading Writing Center also hosts a location at Strozier. Call, email, or visit your librarians today! Visit **lib.fsu.edu** for a complete listing of FSU Libraries and services.

Testing and Education Resource Center (TERC)

The Testing & Education Resource Center (TERC) provides study guides and timed practice tests for the GRE, LSAT, GMAT, MCAT, and MAT. This resource is offered through a subscription service provided by University Libraries. It can be accessed by FSU students at **lib.fsu.edu** by clicking on the Databases tab and clicking "T" or directly visiting **lib.fsu.edu/get/terc**. From the main page, choose "Graduate School Tools" tab and then the test for which you are preparing. For information on graduate/professional school entrance exam workshops, visit the ACE website at **http://ace.fsu.edu/**.

The Career Center

Visit the Career Center to explore any career related questions. Here are a few of the many services we offer: meet with a career advisor to explore majors and careers; enroll in SDS 3340: Introduction to Career Development; join the Garnet and Gold Scholar Society; attend career fairs, workshops, and networking nights; check out SeminoleLink and ProfessioNole; revise your resume and cover letter; intern to gain experience; and interview for employment or graduate programs. To learn more, visit **http://career.fsu.edu/** or call (850) 644-6431.

Improving your Marketability

It is necessary that you understand the importance of your grade point average (GPA) and tracking your academic progress. While grades are very important, they are only one aspect of an intellectual life. There are many different learning opportunities available outside the classroom as well. You should consider becoming involved in one or more of the student clubs and organizations on campus, participate in an internship, conduct research, or volunteer. It is through these experiences that you will begin to apply the skills developed in the classroom to a real-life setting. Some employers and graduate programs are looking only for the very brightest students. The vast majority of employers are more interested in a well-rounded person with a variety of

experiences. Balance your excellence in the classroom with equal excellence in leadership, cultural activities, work, and recreation.

Student Perceptions of Courses and Instructors (eSPCI)

Toward the end of each semester you will be asked to evaluate your instructors. FSU takes these results very seriously and uses them in evaluations of faculty and in assignments of teaching duties. Please use this opportunity to share your insights into the performance of our teaching personnel. eSPCI provides a more complete picture of faculty classroom performance than data found on other non-FSU-sponsored feedback sites because all students evaluate the professor. You may access eSPCI results by going to **Office of Distance Learning – https://distance.fsu.edu/students/course-evaluations**.

Center for Undergraduate Research and Academic Engagement (CRE)

Each year, undergraduate students from every major conduct research and creative projects with faculty members, travel to intern in developing countries around the world, and launch new organizations to address social problems. All of these opportunities, and more, are available through the CRE. CRE's signature programs include:

- The Undergraduate Research Opportunity Program (UROP). UROP helps students partner with our excellent faculty and doctoral students as research assistants, receive mentorship and training in a colloquium course, and present their contributions in the Annual Research Symposium. Research projects span the disciplines, from investigating possible treatments for cancer, to analyzing voting behaviors, to writing poetry, and composing music.
- The Global Scholars program. This program helps students secure summer internships at nonprofit organizations in developing countries around the world. Students live with local families and intern in countries like India, Peru, and Uganda.
- IDEA Grants provide funding up to $6000 for students to undertake self-designed work on a topic, project, problem, artistic product or performance, or other entrepreneurial or creative idea over the summer.

Students interested in these opportunities should connect with the Center for Undergraduate Research and Academic Engagement: **http://cre.fsu.edu/.**

Honors in the Major

Honors in the Major provides talented students the opportunity to design and conduct original research or creative activity, develop relationships with faculty, prepare for graduate school, and receive recognition on their transcripts. It is the only way to graduate "With Honors" from Florida State University.

Honors in the Major students complete a written thesis project based on research done in their major area of study. They work under the guidance of at least three faculty members and defend the thesis orally before their faculty committee. During the time students complete the thesis, they register for 6-9 hours of 4000-level thesis credit. Students who have completed and successfully defended their projects graduate "With Honors" in their major.

The Honors in the Major program is open to undergraduates who have a minimum cumulative GPA of 3.20 and at least 60 hours of college credit, with at least two full terms before their anticipated graduation date. For information about Honors in the Major, contact the University Honors Program via email (**hitm@fsu.edu)** or phone (850-644-1841).

Office of National Fellowships

The Office of National Fellowships offers comprehensive services to assist students interested in selecting and applying for national fellowships and scholarships such as the Rhodes, Marshall, Truman, Goldwater, and Fulbright. The office assists students in pursuing opportunities for enrichment by providing information and support throughout the fellowship application process. For more information, visit the Office of

National Fellowships located in Suite 3002 of the Honors, Scholars and Fellows House, or refer to **http://onf.fsu.edu/**.

Garnet and Gold Scholar Society

The Garnet and Gold Scholar Society facilitates involvement and recognizes the engaged, well-rounded undergraduate student who excels within and beyond the classroom in the areas of **Leadership, Internship, Service, International, and Research.** An undergraduate student who meets the criteria in ***3 of the 5*** areas and completes a Synthesis Reflection will qualify to graduate as a member of the Garnet and Gold Scholar Society. Students are encouraged to become involved on and off campus as early as their first semester at FSU in order to fulfill criteria in each of the engagement areas and then submit reflections on each area. Students will also work with an Overall Program Advisor who is selected by the student at the time of enrollment. At the time of submission of the Synthesis Reflection, which is the final step, the student must hold a c*umulative GPA of 2.75* or higher and *clearance from the Office of Student Rights and Responsibilities*. Garnet and Gold Scholar Society inductees will be awarded a Garnet and Gold Scholar Society medal, will be recognized at graduation, and the achievement will be notes on the academic transcript.

Students interested in becoming a Garnet & Gold Scholar may visit **http://garnetandgoldscholar.fsu.edu** for more information.

Scholastic and Leadership / Scholastic Honor Societies

FSU recognizes several University-wide Honor societies. To be University-recognized, the organization has submitted an application outlining the admission requirements and financial operations. The societies listed below are scholastic and leadership/scholastic societies. You may be contacted by other groups that, although not University-recognized, are affiliated with FSU as a student club. Others may not be affiliated with FSU in any way. To see the full list of university-recognized societies go to: **Scholastic and Leadership/Scholastic Honor Societies** - **http://honorsocieties.fsu.edu/**.

ELIGIBLE IN THE FIRST YEAR, SPRING SEMESTER:

- National Society of Collegiate Scholars, Established 1994

ELIGIBLE IN THE SECOND YEAR, FALL SEMESTER:

- Golden Key International Honor Society, Established 1977
- Oscar Arias Sanchez Hispanic Honor Society, Established 1992
- W.E.B. Du Bois Honor Society, Established 1991

ELIGIBLE IN THE THIRD AND FOURTH YEAR:

- Garnet and Gold Key, Established 1924
- Mortar Board National College Senior Honor Society, Established 1918
- Omicron Delta Kappa, Established 1914
- Phi Beta Kappa, Established 1776
- Phi Kappa Phi, Established 1897

LIBERAL STUDIES ADVISING SHEET

Please record all earned/anticipated credit. Shaded areas are met for students with an articulated AA degree.

FSU GENERAL EDUCATION (36 Hours)

An overall 2.0 average or better is required on all coursework used to satisfy the General Education requirements.

AREA	STATEWIDE CORE REQUIREMENTS	ADDITIONAL FSU REQUIREMENTS
Quantitative and Logical Thinking 6 hours required C- grade or higher	3 hours (choose one): MAC1105, MAC2311, MGF1106, MGF1107, STA2023, or any course for which one of these is a prerequisite. course grade hours	3 hours GE-approved Quant/Logical Thinking (of the 6 total hours for this area, at least 3 *must* be a course with a MAC or MGF prefix) course grade hours
English Composition 6 hours required C- grade or higher	3 hours: ENC1101 course grade hours	3 hours: ENC2135 course grade hours
Social Sciences 3 hours required History 3 hours required	3 hours (choose one): AMH2020, ANT2000, ECO2013, POS1041, PSY2012, SYG1000 course grade hours	3 hours of GE-approved Social Sciences or History (whichever is *not* represented by the statewide core course) course grade hours
Humanities and Cultural Practice 3 hours required Ethics 3 hours required	3 hours (choose one): ARH2000, HUM2020, LIT2000, MUL2010, PHI2010, THE2000 course grade hours	3 hours of GE-approved Humanities or Ethics (whichever is *not* represented by the statewide core course) course grade hours
Natural Sciences 6 hours required	3 hours (choose one): AST1002, BSC1005, BSC2010, BSC2085, CHM1020, CHM1045, ESC1000, EVR1001, PHY1020, PHY2048, PHY2053, or any course for which one of these is a prerequisite. course grade hours	3 hours of GE-approved Natural Sciences course grade hours
General Education Electives 6 hours required (see limitations on page 6)	course grade hours	course grade hours

UNIVERSITY-WIDE GRADUATION REQUIREMENTS

All courses below must be completed with a C- grade or higher. Some courses may also count within General Education above.

"W" (State-Mandated Writing) 6 hours required	course grade hours	course grade hours
Scholarship In Practice (SIP) 2 courses required	course grade hours	course grade hours
Diversity 1 X course required 1 Y course required	course grade hours	course grade hours
Natural Sciences Laboratory 1 hour required		course grade hours
Upper-Division Writing 1 course required		course grade hours
Oral Communication Competency 1 course required		course grade hours
Computer Competency 1 course required		course grade hours