# 2024

# It's All Academic

TRANSFER EDITION







Universities are dedicated to the study and creation of new knowledge. By joining Florida State University, you have also chosen to become a member of this knowledge process, and we welcome you to our research and learning community!

This handbook is titled "It's All Academic" because it is your first exposure to academic policies and procedures and will serve as a guide for navigating undergraduate academic policies and resources during your time at FSU.

This book is available online from the Division of Undergraduate Studies: https://undergrad.fsu.edu/academic-information/its-all-academic.

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# **Academic Resources**

# Transfer Tip

Transfer Student Services provides support, programs, and services to help prepare transfer students for success at Florida State University. For more information:

https://transferstudents.fsu.edu

# **Academic Dean's Office**

FSU is composed of 17 colleges. The head of a college is called a dean. Your Dean's Office is a place to go for information about academic requirements. You can identify information on your degree program at FSU by going to the My Academics section of the my.fsu.edu portal. The My Degree tab will have information on your major and the college where that major is housed:

**Primary Major** 

College: College of Engineering

Major: Pre-Chemical Eng/Biomed(Upper)

Excess Credit Hour Counter: 65

Current Map: Term Four Map Status: On Course

Your Academic Dean's Office is a resource for information and guidance regarding:

- Course overload/underload.
- Dropping or adding a course.
- Removal or clarification of registration holds.
- · Withdrawing from a semester.
- Illness and other situations affecting academic performance.
- Completing a college graduation check.

For upper division students, the dean of your college is your Academic Dean, and the contact information for each college may be found through the links available at <a href="https://advising.fsu.edu/deans-offices">https://advising.fsu.edu/deans-offices</a>.

Undergraduate Studies is the dean's office for most students with less than 52 hours (except for students admitted into music, motion picture, or a BFA program). Students admitted into the College of Music, the College of Motion Picture Arts, or a BFA program in the College of Fine Arts should contact those Dean's Offices directly.

# **Academic Advising**

You will work with one or more academic advisor(s) in your major to help identify courses you should take throughout your degree program and help guide your progress toward graduation. Academic advisors are also key resources on campus and can connect you with other valuable resources that are available to support your academic achievement, campus engagement, and career development goals. It is highly recommended to set aside time to consult with an academic advisor early and often in your academic career, but definitely prior to your registration window each semester.

Academic advising sites vary on walk-in and scheduling appointments procedures, so it is recommended to be clear on your department's procedures. You want to be prepared when registration begins with a carefully developed plan that includes first and second choices and alternate time options. The contact information for your advisor(s) is located in the **My Academics – Advising Tools** section of Student Central or using Advisor Search: <a href="http://undergrad1.its.fsu.edu/advisors/advisor-display.php">http://undergrad1.its.fsu.edu/advisors/advisor-display.php</a>.

Students in special programs such as CARE, 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. Veterans should consult with the Student Veterans Center to ensure all certification requirements are being met.

# **Academic Honor Policy**

### http://fda.fsu.edu/Academics/Academic-Honor-Policy

The statement on *Values and Moral Standards* says: "The moral norm which guides conduct and informs policy at Florida State University is responsible freedom. Freedom is an important experience that the University, one of the freest of institutions, provides for all of its citizens: faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards." (*Values and Moral Standards at FSU* retrieved from the current General Bulletin located at <a href="https://registrar.fsu.edu">https://registrar.fsu.edu</a>.) Guided by these principles, this 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: <a href="https://fda.fsu.edu/Academics/Academic-Honor-Policy">https://fda.fsu.edu/Academics/Academic-Honor-Policy</a>.

#### Instructor Responsibilities

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. Students should be cautious about joining software platforms that could facilitate cheating and unauthorized collaboration.

## Student Responsibilities

Students should read the Academic Honor Policy and follow each of its requirements, seek clarification from the instructor as needed, and participate actively and appropriately in the resolution of any Academic Honor Policy allegations. All email messages related to cases are sent to official FSU email accounts, which students are required to check and respond to regularly, as stated in the General Bulletin. Students are also expected to communicate respectfully with instructors, fellow students, and staff members throughout the process.

#### **Academic Honor Violations**

Examples have been provided for the purpose of illustration and are not intended to be all-inclusive. All charges include attempting to commit the alleged violation. Failed violation attempts will be construed as similar to completed violations in determining charges and sanctions.

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; submitting another's work through online thesaurus software.

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. This includes unauthorized actions taken on any social media platform.

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. This includes unauthorized actions taken on any social media platform.

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.)

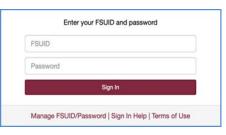
COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty. Typical examples include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested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

ATTEMPTING to commit any offense as outlined above.

# myFSU

# myFSU Portal - https://my.fsu.edu

The myFSU Portal serves as a personal gateway to the links, tools, and resources you need to be successful at Florida State University. From this central location, you can manage your FSU account and use the quick links to jump to frequently used websites and apps like Student Central, Canvas, Campus Connect, and your FSU email.

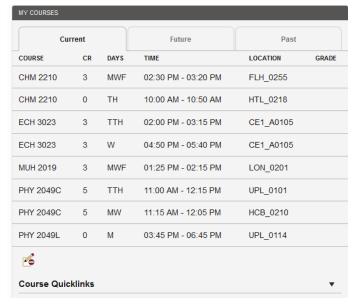


Sign-in to myFSU for secure access to your student account. Your FSUID is the first part of your FSU email address. The password is the one you selected when you activated your FSUID as part of the admissions process. If you do forget your password, you can select the "Manage FSUID/Password" link to answer security questions and update your password.

**DO NOT share your myFSU login credentials** with anyone, including family. Sharing your login information will allow another person to access your FSU email and your Canvas course sites where you submit assignments and complete exams. Sharing your login may bring into question who is writing your papers or taking your exams. This may trigger an academic integrity investigation.

FSU uses a 2-factor authentication (2FA) as an extra layer of security designed to prevent unauthorized access to your personal information. You will be automatically prompted to enroll or manage devices for multistep verification when you try to access a protected page. For additional information on multi-step verification and instructions on how to register a device, go to Information Technology Services:

https://its.fsu.edu/service-catalog/accounts-and-access/identity-management/2fa-duo.



**My Academics** displays a summary of your current academic status. You may also see the contact information for your academic advisor by selecting the My Advisor tab.

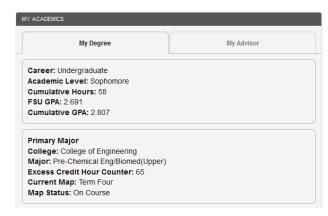
After logging in to **my.fsu.edu** these are some of the sections you will find on the student homepage:

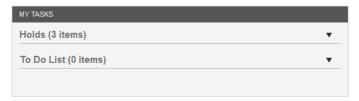
**My Courses** displays summary information about your courses.

<u>Current</u> is the default display and will show your current course information.

The <u>Future</u> tab will display your enrollment window date once they have been set for the upcoming semester. Once enrolled in future courses, those courses will display here.

The <u>Past</u> tab will display your courses enrolled in from the previous semester and the grades earned in those courses.





**My Tasks** shows any outstanding documentation or administrative actions that need immediate attention. Some tasks, if uncompleted, may block your ability to register and may block your access to academic information. Types of tasks include:

- "Holds" will prevent you from registering for classes and may also block access to your academic data.
   Instructions about how to have a Hold removed will appear in the description beneath the Hold and will remain there until the task is completed. Holds will begin appearing in the third week of classes each semester and remain until you accomplish the tasks outlined in the Hold description.
- <u>"To Do's"</u> prompt you to complete various tasks but do not block your ability to register for courses or access your academic data. Examples include confirming your emergency contact information or confirming your financial aid information.
- <u>"Actions"</u> notifications will ask you to perform a simple task. Like To Do's, an Action task will not block your ability to register or access academic information.
- "Notes" are reminders of past actions which impact your ability to do certain tasks such as dropping a course. Notes do not block your ability to register for classes.



**My FSU Links** includes shortcuts to applications and FSU subsystems that you will use during your time as a student.

The icons shown at the top of the box will be used most frequently and are detailed below.

Additional link menus are located under the icons. Clicking the downward arrow to the right of the grey text will expand the link menus associated with each topic.



**Canvas**: This is the FSU Learning Management System. Many of your course communications, assignments, discussions, and assessments will be conducted through Canvas. Selecting the icon will bring you to your Canvas dashboard where you will see your current courses. Selecting "All Courses" will show all past courses. There is also a Canvas 101 tutorial.



**Email:** Your **@fsu.edu** email address is the official way the university will communicate with you. Check your FSU email daily for important information from your instructors, advisers, and other university offices. *Always use your FSU email when communicating with FSU faculty, staff, or offices.* Although you can forward your FSU emails to another email address, please make sure you have adjusted any filters to make sure the FSU communications are getting to the new account.



**Campus Connect**: Students use Campus Connect to schedule advising or tutoring appointments as well as access reports or notes from advising meetings. Once in the platform, advising and tutoring appointments can be scheduled by clicking the blue "Schedule Advising or Tutoring" button at the top right side of the home screen. You may receive emails sent through this system which will have the words "campus connect" as part of the address. Make sure they are not trapped by any of your filters. Students can select from three different types of appointments:

- Advising: Use this option to meet with your academic department or college advising office. If you are interested in learning about another academic program, select "Learn about another Major/Minor". Please note that not all advising offices are using Campus Connect at this time. Be sure to check with your academic advisor about procedures for setting up appointments in your department or college.
- Special Programs: Use this option to schedule an appointment with a non-academic advising support office.
- Tutoring/Study Rooms: Use this option to schedule tutoring appointments or to reserve a study room.



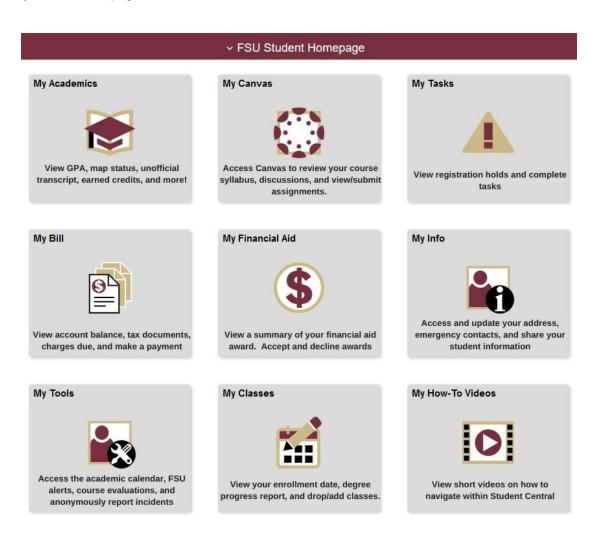
**Zoom**: Zoom is a web-conference tool that is used for virtual class discussions, in addition to online meetings you may have with your professors, advisors, and other University administrators. Information on Zoom for students is available online at

https://support.canvas.fsu.edu/kb/article/1451-zoom-overview/#students.



#### **Student Central:**

Student Central provides more detailed access to your information and the places where you need to conduct your business as an FSU student. Selecting this SC icon from the portal will take you to your SC Homepage:



You will notice some of the functions, such as My Canvas and My Tasks, duplicate what you see in your my.fsu.edu portal. Others may look similar but have extended capability within Student Central:

**My Academics** includes: **Summary** where you can view GPAs, Map Status, Earned Hours, and Excess Credit information; **Academic Records** where you can view your grades, access your unofficial transcript, request an official transcript, and request verification of your enrollment; **Advising Tools** where you can view the full-length version of your Academic Requirements Report, search for adviser contact information, and research other majors; and **Graduation** where you will apply for graduation.

**My Classes** includes: Enrollment Dates and Schedule Assistant where undergraduates will search for classes, enroll, and conduct drop/add activities. The other tabs in the tile are designed for graduate students who do not have an Academic Requirements Report.

**My How-To Videos** includes a series of short videos on how to do various activities within the student data system. The content in this tile will vary over time.

# **Getting Started on Degree Requirements**

# **Structure of Degree Requirements**

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 **Majors and Maps:** https://academic-guide.fsu.edu.

# CoreFSU

# http://core.fsu.edu

CoreFSU is Florida State University's modern approach to liberal studies. It is a framework that helps students make sense of their collegiate career. Through CoreFSU, students learn to communicate, reason, analyze, and engage.

The CoreFSU curriculum consists of 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 *Find a CoreFSU Course* page of the CoreFSU website: <a href="http://core.fsu.edu/find-corefsu-course">http://core.fsu.edu/find-corefsu-course</a>.

#### **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 included in 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.

- Quantitative and Logical Thinking: These courses help students to become critical analyzers of quantitative and logical problems. Six hours. Students must earn a "C-" or higher.
- English Composition: These courses help students to become critical readers and clear, creative, and convincing communicators. Six hours. Students must earn a "C-" or higher.
- **Social Sciences:** These courses help students become critical analyzers of theories and evidence about social forces and social experience. **Three hours.**
- **History:** These courses help students become critical analyzers of theories and evidence about historical events and forces. **Three hours.**
- **Humanities and Cultural Practice:** These courses help students become thoughtful patrons of and participants in cultural practices. **Three hours.**
- Ethics: These courses help students become ethically engaged citizens and logical thinkers. Three
  hours.
- Natural Sciences: These courses help students become critical appraisers of theories and the facts that support them. Six hours.
- Six additional General Education hours must be completed.

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 toward 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.

**Notes on Quantitative & Logical Thinking:** 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.

**Notes on English Composition:** 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.

Note for students transferring with an Articulated AA degree or a Bachelor's Degree: Students entering FSU with an Associate of Arts degree from a Florida Public Institution (articulated AA) or a Bachelor's Degree from any institution have satisfied the Statewide Core and General Education requirements by the AA/BA degree. Check your My Academic Requirements page in Student Central to verify that your AA or BA degree has been posted.

### **University-Wide Graduation Requirements**

In addition to General Education Requirements, all students must complete the following Graduation Requirements as part of the *CoreFSU* curriculum:

- "W" State-Mandated Writing and E-Series Courses: Two courses required. This requirement is satisfied by an articulated AA or Bachelor's degree.
- Scholarly and Formative Experiences: Two courses required: one Scholarship in Practice (SIP) course and one Formative Experience (FE) course. A grade of "C-" or higher must be earned (or an "S" for FE if taken on an "S/U" basis). Students entering FSU with 60 or more transfer hours only need to take one SIP or one FE course.
- Diversity: Students may satisfy this requirement by completing two diversity courses. Students entering FSU with 60 or more transfer hours need to take only one Diversity course.
- Upper-Division Writing: One course required.
- Oral Communication Competency: One course required.
- Digital Literacy: One course required.
- Natural Sciences Laboratory: One course required.
- Civic Literacy: The State of Florida mandates that all students must demonstrate competence in Civic Literacy. Visit <a href="http://core.fsu.edu/advisors-and-students/civic-literacy-requirement">http://core.fsu.edu/advisors-and-students/civic-literacy-requirement</a> for the most recent guidance on meeting the Civic Literacy requirement.

# **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 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 petition to your graduating Dean's Office. Waiver petitions may be submitted electronically in the My Tasks tile of myFSU Student Central at the time you reach 80 hours or more and should be submitted 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: A typical undergraduate degree program requires 120 unduplicated credit hours. Select programs may require more. To find the number of hours required for your degree, visit Majors and Maps https://academic-guide.fsu.edu. Students must complete the minimum number of hours required for the degree to graduate.

Students entering FSU after having earned a Bachelor's degree or higher only have to satisfy the following requirements for an additional degree:

(1) the college and major requirements.

- (2) a minimum of 30 credit hours in residence (in addition to the hours required for the first degree).
- (3) the State of Florida Civic Literacy requirement.

# **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 housed in the College of Arts and Sciences require completion of a modern or classical language through the 2000 level (2200 or equivalent course). This may require up to 12 hours spread out over 3 semesters if beginning in the first level of a language. However, it could be less for students who already have experience in a language or collegiate credit in a language. The foreign language proficiency requirement may be satisfied through AP, IB, CLEP, Dual Enrollment, placement tests, or course completion. Any student anticipating accelerated credit or transfer credit should check their incoming credit before beginning/continuing the sequence in the same language at FSU.

Students who have experience in **French**, **German**, or **Spanish** (ex. high school class) but no collegiate credit in that language, the Modern Languages and Linguistics department requires a mandatory (no cost) placement test to continue studying the same language at the college level. *No college credit is granted through this test*. The purpose of a placement test is to ensure that students begin their language studies at FSU 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. Visit our website for more information and how to register: <a href="https://modlang.fsu.edu/undergraduate-studies/exemption-placement">https://modlang.fsu.edu/undergraduate-studies/exemption-placement</a>.

- Students with experience in Arabic, Chinese, Italian, Japanese, Russian or Ukrainian should contact
  the Modern Languages and Linguistics academic advisor at mlladvising@fsu.edu to set up a
  proficiency/placement exam.
- Students with experience in **Latin** should contact the Classics department to set up a placement exam: https://classics.fsu.edu/undergraduate-programs/latin-placement-exam.
- Students with experience in **Hebrew** (biblical or modern) should contact Dr. Levenson in the Religion department at <u>dlevenson@fsu.edu</u> to set up a placement exam.
- If a student has at least intermediate proficiency of a language for which no exam is available, they should contact the Modern Languages and Linguistics academic advisor at mlladvising@fsu.edu to set up an alternative means of certifying proficiency in that language.

CLEP exams are only available to students who have not attempted a subject matter at the collegiate level.

# **Mapping**

# https://academic-guide.fsu.edu

Each undergraduate major has developed an Academic Map that provides students with a **Sample Schedule** that illustrates a way to satisfy all requirements in four years. Most 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 being *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-course 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. "Specialized Admission" 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-course 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. Students must have approval from their primary major to add a second major before doing so.

# **Academic Requirements Report**

Your Academic Requirements Report in Student Central is an online unofficial degree audit that will allow you to see how the courses you have taken meet various degree requirements. The report also indicates most of the requirements you have remaining to complete, including requirements for CoreFSU, your major/college as well as your Mapping Milestones.

A full-version of the Academic Requirements Report is available in Student Central under **My Academics – Advising Tools**. Requirements within the report will display a status of either **Satisfied** or **Not Satisfied** to indicate if a requirement has been met.

Here is an example of how a standard requirement will appear on the report:



- A status of Satisfied means you have taken or enrolled in the courses 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.
- 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. The report will *not* recognize any courses *planned* for a future semester.
- 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.
- The Academic Requirements Report is not an official graduation check. At the time you reach 90 credit hours, you will need to request an official academic progress check from the college of your major.

The Academic Requirements Report will be available to new students by Day 1 of Orientation. Contact your advisor with any questions you may have about the requirements within your report.

NOTE: A new online student success platform is in development and is expected to be launched in Fall 2024. This new application will feature a more streamlined degree audit, a degree planner tool as well as an improved class registration system. Further information and communication on the platform will be provided to students later in the summer prior to the launch.

# **Federal Student Aid Course Eligibility**

#### http://financialaid.fsu.edu

Federal Student Aid may be awarded only 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.

# **Planning Your First Semester Schedule**

# **Course Loads**

**Fall and Spring – Take 15:** A normal fall or spring semester schedule includes 15-16 hours. You must be enrolled in a minimum of 12 hours in fall and spring semesters to be considered a full-time student. FSU students who take 15 hours have higher term GPAs and are more likely to graduate on time in comparison to students who just take 12 hours. While we want our students to be engaged in many aspects of the FSU experience, we also want to remind them that their academic engagement is the most important commitment they can make to achieve their future goals and, therefore, we recommend the fuller course load of 14-16 hours.

**Summer:** Summer terms are slightly different. A six-week term load should be limited to 6 or 7 hours (half a normal load for half a term). Your financial aid may have higher requirements for academic progress than what is expected of the general FSU undergraduate population. Make sure you are aware of all enrollment and progress requirements for your specific financial aid package.

It is important to note that BALANCE IS KEY. Many transfer students work while in college. However, even if you may have been able to work 30-40 hours per week while attending classes full-time at your previous institution, that may not be a viable option moving forward. Higher expectations at a Research I institution and greater demands on your time as you progress into your major coursework may require you to reassess what is feasible. Speak with your advisor about your work and family commitments as you are planning your class schedule.

The difficulty of a schedule has more to do with the *nature of the courses taken* rather than the *number of hours*. The level of a course does not always indicate the degree of difficulty. A 1000-level course is not necessarily less challenging than a 3000-level. How much you can handle in a semester is one of the most difficult decisions facing both a student and the advisor. Your advisor will work with you to make the best decision for this first semester.

You can find a sample schedule for your major on the Academic Map by visiting the **Majors and Maps site** at <a href="https://academic-guide.fsu.edu">https://academic-guide.fsu.edu</a> and clicking the link for "Academic Map" for your major.

# **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.

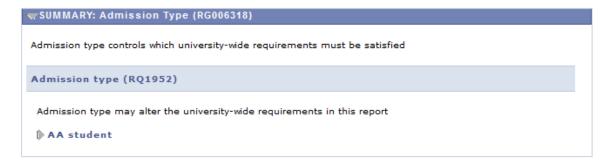
- The Office of Undergraduate Studies evaluates transfer credits as they may apply to the following requirements: Statewide Core, General Education, State-Mandated Writing, and Civic Literacy. This evaluation is automatic for all transfer students who do not have an articulated AA degree or a Bachelor's degree.
- Your Academic Dean's Office evaluates transfer credits as they may apply to the following requirements: Scholarly and Formative Experiences, Diversity, Upper Division Writing, Oral Communication Competency, Digital Literacy, 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.

You may review how your transfer courses have been equated by accessing your **Transfer Credit Report** in the **My Academics – Academic Records** section of Student Central.

The Transfer Credit Report will display both your Incoming Course(s) from any other institutions and the Equivalent Course(s) at FSU.

TRANSFER TERM	EXT YEAR	EXT TERM	INCOMING COURSE	UNITS TAKEN	STATUS	EQUIV COURSE	UNITS	GRADE
2019 Spring	2018	Fall	ENGL 1100	3.00	Posted	ENC 1101	3.000	B+
2019 Spring	2018	Fall	HIST 2070	3.00	Posted	EUH 2000	3.000	Α

It is important to note that all of your transfer credit may not be received and/or posted at the time you attend Orientation. Be sure that you request final transcripts from all previous institutions attended so all of your transfer credit is received and posted. Check your My Academic Requirements page in Student Central to verify that your AA or BA degree has been posted.



# **Excess Credit Surcharge**

#### https://registrar.fsu.edu/records/excess-hours

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 2024, the percentage is 120%. For a typical degree of 120 hours, students will be allowed 144 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 FSU courses that are failed, dropped after the drop/add period or withdrawn from will count. Courses that were failed, dropped, or withdrawn at another institution may be removed from your excess credit hour counter. If those hours have not been removed, please contact the Office of the Registrar. You will be able to monitor your Excess Hours Counter in the "My Academics" section of Student Central.

# **Enrolling in Classes**

# **Enrollment**

- Each student is assigned an Enrollment Appointment based on their earned credit hours (not including the current term). Check **my.fsu.edu** to view your Enrollment Appointment and plan to register that day.
- Always check my.fsu.edu portal to see if you have any holds that will keep you from registering. Do this at least
  two weeks prior to your Enrollment Appointment to give you time to clear the holds.
- · You should aim to meet with your academic advisor a week or two before your Enrollment Appointment.
- Confirm your major is correct so you will be able to register for classes required for that major.
- 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
  on my.fsu.edu in the Academics drop-down box in My FSU Links.
- The beginning of the semester includes a Drop/Add period that lasts until 11:59 pm 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, but you are encouraged to "Take 15".

# 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 4<sup>th</sup> 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 (eleventh week for Engineering; see academic calendar for dates in summer terms) during the semesters in which you have earned fewer than sixty hours of college credit. Tuition charges will remain. Approval by your academic dean is required. Courses dropped during this period will appear on your transcript with the notation "W".

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.

# Schedule Assistant

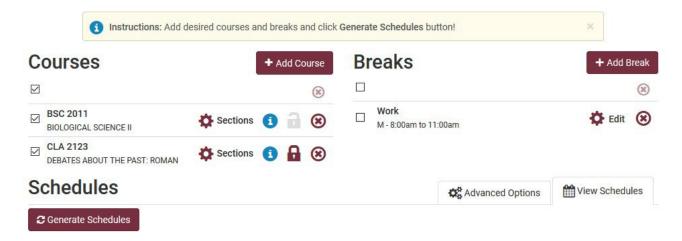
#### https://undergrad.fsu.edu/academic-information/schedule-planner/schedule-assistant

Schedule Assistant is an application that you may use to plan, select and enroll in your classes. Searching for courses in Schedule Assistant allows you to:

- · Add courses that you want to take for the semester.
- Add breaks into your schedule for work or extra-curricular activities to avoid time conflicts with your classes.
- Generate schedules to view all possible schedule combinations for your classes.

After you have selected your preferred schedule, you may add it to your Shopping Cart and proceed with registration. You will learn more about how to access and use Schedule Assistant during Orientation.

More information on how to use Schedule Assistant is in the Schedule Assistant Help Guide of this book.



# **Courses with Reserved Capacity**

# https://advising.fsu.edu/undergraduate/reserve-capacities

Some class sections may be reserved for certain populations of students, such as upper-division students, certain majors, or students in special programs like Honors, CARE, LLC, or Distance Learning. In some cases, the entire section may be reserved. In others, only some of the seats may be restricted.

When you are registering for classes in **Schedule Assistant**, you can see if any sections of a course are reserved by clicking the **Sections** button beside each course.

Courses

Select All

ENC 2135
RESEARCH, GENRE, AND CONTEXT

POS 1041
AMER GOV: NATIONAL

+ Add Course

\*\*Sections\*\*

Sections\*\*

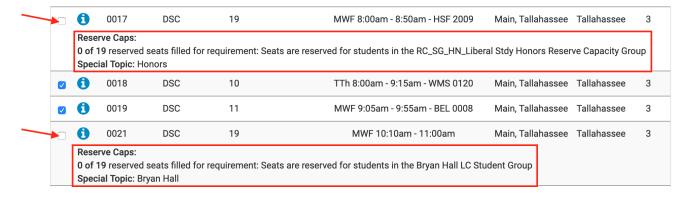
Sections\*\*

Sections\*\*

Sections\*\*

If a **Reserve Capacity** exists, you will see it beneath the class section information. Clicking on the blue information icon will also show you additional information on the course, such as required prerequisites and textbooks.

You should use the check boxes to the left to unselect any sections that are reserved for a program or major in which you are not participating.



# SCHEDULE ASSISTANT HELP GUIDE

#### Step 1: Open Schedule Assistant

Log in to my.fsu.edu > SC > My Classes > Schedule Assistant > Open Schedule Assistant.

Schedule Assistant will open in a new tab. If it does not open, make sure the pop-up blocker is turned off.

#### Step 2: Set the Correct Filters

Course Status: Open Classes Only Term: Summer, Fall, or Spring

Campus: Tallahassee Session: A6, B6, or C12 (for Summer) or

Academic Career: Undergraduate Regular Academic Session (for Fall/Spring)

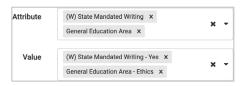
#### Step 3: Search for & Add Courses

#### Registering for a specific course

• Use **By Subject** when registering for a specific course (ex. SYG 1000).

#### Registering for a CoreFSU Course

 Use the CoreFSU/Liberal Studies tab and select a CoreFSU area using both the Attribute and Value fields.



# Step 4: Review Class Sections & Check for Reserve Caps

- Review and uncheck all class sections in the **Sections** button that you cannot register for because they are reserved or offered in another location. (Click the blue information circle for details)
- Courses that have a location as TBA are likely online. Check the blue info icon to verify the Delivery Method.



• Some courses, especially in Math and certain sciences, are multicomponent and require you to enroll in two sections, such as a **lecture** (LEC) and a **lab** (LAB). When unchecking classes be sure you have at least one lecture and one associated lab section checked.



#### Step 5: Generate Schedules & View Schedule Options

- Click Generate Schedules to view schedule combinations for the class sections you chose.
- If you have hundreds or even over a 1000 schedule options; don't try to look at each one. Limit your options by reviewing **Sections** again and selecting only a few open sections, adding a **Break**, and/or using the **Lock** section feature (to lock in a specific section of a class in all schedule options). This will reduce the number of options you have to review.
- The check boxes beside Courses may be used to include or exclude courses from the Generate Schedule options.
- Any class sections in your Shopping Cart or Current Schedule are always included in your schedule options.

# Step 6: Register

- When you find the schedule you want, click Send to Shopping Cart. Then click Register to enroll.
- You will get a confirmation message if registration is successful or if you could not get into certain classes.
- If you could not get into some classes, those sections are probably full, remaining seats in that section are reserved, or the class is offered at a different FSU campus. Check the **Filters** again, review available **Sections** of the course on the Plan page, and make any changes needed.

# Connecting to the FSU Experience

**Transfer Tip** 

Ask questions, meet new people, get involved, and

transition and avoid the "transfer shock" of a first

utilize campus resources to ensure a smooth

semester at FSU.

Employers and graduate programs are looking for well-rounded candidates with a variety of experiences. Choose key opportunities in research, career, service, leadership, and culture to balance your excellence in the classroom.

Instagram: @fsutransferstudents

Email: transferstudentservices@fsu.edu

# Transfer Student Services

### https://transferstudents.fsu.edu

State University. TSS hosts engagement events and workshops to help students get acclimated, give transfer students an opportunity to meet other transfer students, and guide transfer students on how to balance college, work, and life. Be sure to stay up to date with your FSU email to learn more about our events and when we are hosting them!

Transfer Student Services (TSS) provides programming, academic support, and advocacy for transfer students at Florida

# IDS 3003 - Transfer Connections and Success

This is a variable credit (0-1) course designed for transfer students to take in the first semester at FSU. The course is led by Peer Transfer Leaders and is intended to engage new transfer students with academic, social, and cultural resources on campus and help to build a smaller campus community within the larger research university setting. Students learn how to overcome the challenges that come with change and transition while also becoming familiar with the experiences that allow them to make the most of their time at FSU, and prepare for life post-graduation.

# Transfer Student Success Coaching

As a student enrolled in IDS 3003 - Transfer Connections and Success you have the option to meet with a Transfer Student Success Coach. This professional staff member is trained to work with you on a biweekly basis to support you during your transition to FSU. Your coach will work with you on establishing goals, working on academic transitional challenges such as study habits, procrastination, and motivation and help you find balance between school, personal wellness, and life experiences. The role of the coach is to be an unbiased, empathetic, support system for you during your highs and lows in your first semester at FSU and to be your one-stop shop of assistance.

# **Transfer Student Services – Transfer Community Mentors Program**

Making social connections is an essential part of college life. The Transfer Community Mentors (TCM) serve as a guide to your transfer experience. Students are matched with TCMs' based on common interests or majors. Transfer Community Mentors also help incoming transfers with campus engagement by attending our Transfer Student Roundtable Events and other social activities sponsored by the office of Transfer Student Services.

# **Tau Sigma National Honor Society**

Tau Sigma National Honor Society is an academic honor society designed to recognize transfer students who are engaged in the classroom and are involved on campus. Students who earn a 3.5 FSU GPA and have completed at least 12 FSU credit hours will be eligible to

join this prestigious honor. Tau Sigma offers an opportunity for students to engage in leadership, tailored programming based on your desired career, and connections with fellow academically successful transfer students.



# **Transfer Student Timeline to Graduation**

Timeline	Event/Deadline
Prior to start of first term	<ul><li>Attend Orientation</li><li>Meet with advisor during Orientation and register for classes.</li></ul>
Drop/Add for each term	Make any final schedule adjustments prior to 11:59pm on the fourth day of classes.
Tenth day of classes each term	Deadline to pay tuition and fees or make arrangements to pay.
Third week of first term	<ul> <li>Check Transfer Credit Report to verify that all transfer/test credit has been received and posted to your account.</li> <li>Check Academic Requirements Report to view remaining degree requirements.</li> </ul>
Mid-semester each term when Registration Guide is published	<ul> <li>View Academic Calendar for upcoming dates and deadlines for next term(s).</li> <li>Find your enrollment appointment for next term.</li> <li>Clear Holds and check To-Do's prior to registration.</li> <li>Use Academic Requirements Report to review degree requirements.</li> <li>Meet with advisor to discuss degree requirements and finalize class schedule for next term.</li> <li>Enroll in classes as soon as enrollment appointment opens.</li> </ul>
End of first 12 months of enrollment	Deadline to submit Excess Credit Hours Appeal form to request any failed or withdrawn transfer courses be removed from your Excess Credit Counter.
At 90 hours	Deadline to declare second major or dual degree.
One term prior to graduation	Request Graduation Check from your Academic Dean's Office.
First two weeks of your last semester	<ul> <li>Submit Graduation Application online in Student Central.</li> <li>Check Registrar website for cap and gown order information.</li> </ul>
End of last semester	<ul> <li>Complete Graduating Senior Survey in last two weeks of the term.</li> <li>Attend Commencement Ceremony</li> </ul>

# **CoreFSU Advising Sheet**

	2		
Communicate	Reason	$\dashv$	Engage
English Composition (6 Hours) *^	Quantitative and Logical Thinking (6 Hours) *^ Choose One: MAC1105, MAC2311, MGF1130,	Social Sciences and History (3 Hours Each) *^ Option A: Choose one Social Science core from: ANT2000,	Scholarship in Practice & Formative Experience +
ENC1101		ECO2013, POS1041, PSY2012, and any 3 hours of GE- annoved History	1 SIP Course Required
Grade	3 hours GE-approved Quant/Logical Thinking (of the 6		I FE Course Kequired
And	total hours for this area, at least 3 must be a course with a MAC or MGF prefix)	Option B: Choose the approved History core AMH2010 or AMH2020 and any 3 hours of GE-approved Social Sciences.	
ENC2135			Course Grade
of such	Hours	7	Scholarship in Practice &
- January	de 5	Criade Hours	Formative Experience +
	Course Grade Hours	Course Grade Hours	Course
			iteracy
Writing/E-Series (6 Hours) +^	Natural Sciences (6 Hours) *^	Humanities and Cultural Practices/Ethics	Choose One: POS1041 or AMH2020
	Choose One: AST1002, BSC1005, BSC2010, BSC2085,   CHM1020 CHM1045 FSC1000 FVR1001 GLY2010C	(3 Hours Each) *^	
Course	OCE1001, PHY1020, PHY2048, PHY2053, or any course	•••	Course Grade
Grade	Tor which one of these is a prerequisite.  And	of GE-approved Ethics.	AND
	3 hours of GE-approved Natural Sciences	Option B: Choose Ethics core PHI2010 and any 3 hours of	
Hours ————————————————————————————————————		GE-approved Humanities and Cultural Practice.	Assessment Score
Course			Physical Commence 1
4	Course Grade Hours	Course Grade Hours	Diversity (2 Courses) +
Clade			Course
Hours	Course Grade Hours	Course Grade Hours	Grade
			Hours ————————————————————————————————————
Upper Division Writing (1 Course) +	Natural Science Lab (1 Hour) +	Digital Literacy (1 Course) +	Diversity +
ob on C			Course
Course	Course Grade Hours	Course Grade Hours	Grade
Oral Communication Competency (1 Course) +			Hours ————————————————————————————————————
,			
Course Grade			
Additional General Education Hours (6 Hours) *^ (any approved general ed	nrs) *^ (any approved general education course)		FLORIDA STATE UNIVERSITY
Course	Grade Hours Course	Grade Hours	183

<sup>\*</sup>An overall 2.0 average or better is required on all coursework used to satisfy the General Education Requirements.

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

> These categories are satisfied for a student with an articulated AA degree. Additionally, AA students are required to complete either a Scholarship in Practice course or a Formative Experience and one Diversity-designated course.



The online edition of **It's All Academic** is available from the Office of Undergraduate Studies website at

https://undergrad.fsu.edu/academic-information/its-all-academic.

#### **Getting Started at FSU**

FSU Home Page https://www.fsu.edu/
University Bulletin https://registrar.fsu.edu/bulletin/undergraduate/

University Advising https://advising.fsu.edu/
Advisor Search http://undergrad1.its.fsu.edu/advisors/advisor-display.php

Academic Calendars
ITS Student Essentials
https://registrar.fsu.edu/calendar/
https://its.fsu.edu/student-essentials

**Earning Your Bachelor's Degree** 

CoreFSU http://core.fsu.edu

Majors and Maps https://academic-guide.fsu.edu/
Graduation https://registrar.fsu.edu/graduation/

#### **Academic Honor Policy**

https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy

#### **Academic Standing and GPA Calculator**

http://advising.fsu.acsitefactory.com/undergraduate/academic-standing-gpa-calculator

## **Textbooks/Class Materials**

Follett Access Program https://studentbusiness.fsu.edu/how-pay/follett-access-textbook-program

Open Education Resources https://guides.lib.fsu.edu/oer

Course Evaluations (SPCI) https://odl.fsu.edu/assessment-testing/course-evaluations

#### **Pursuit of Academic Excellence**

Academic Center for Excellence (ACE) https://ace.fsu.edu/
Tutoring Services https://tutoring.fsu.edu/

Libraries Learning District

Reading Writing Center

Digital Studies

https://www.lib.fsu.edu/teaching-and-learning/tutoring
https://wr.english.fsu.edu/reading-writing-center

Digital Studio https://wr.english.fsu.edu/digital-studio-home
University Libraries https://www.lib.fsu.edu/

Center for Intensive English Studies
Student Support and Transitions
Office of Accessibility Services
Proactive Referral and Engagement (PRE)

https://cies.fsu.edu/
https://dsst.fsu.edu/
https://dsst.fsu.edu/oas
https://ace.fsu.edu/pre

Career Center https://ace.rsu.edu/pre

#### **Additional Resources and Programs**

Transfer Student Services https://transferstudents.fsu.edu/

CARE Program https://care.fsu.edu
Student Veterans Center https://veterans.fsu.edu/
Undergrad Research Opportunities https://cre.fsu.edu/

Honors in the Major https://honors.fsu.edu/honors-major

Office of National Fellowships https://onf.fsu.edu/

Honor Societies https://honorsocieties.fsu.edu/
International Programs https://www.international.fsu.edu/





SCAN THE QR CODE TO READ THE EXTENDED DOCUMENT