

2021

Garnet and Gold Essentials for Transfer Students

FLORIDA STATE UNIVERSITY



DIVISION OF UNDERGRADUATE STUDIES



2021-2022 Important Deadlines

Dates and times may be subject to change; for the most complete and up-to-date calendar please visit the online Registration Guide at: https://registrar.fsu.edu/registration_guide/.

Summer 2021	
May 10-July 30, 2021	Summer A (12-week) Session Dates
May 10-June 18, 2021	Summer B (1 st 6-week) Session Dates
June 21-July 30, 2021	Summer C (2 nd 6-week) Session Dates
May 7-10, 2021	Drop/Add for Summer A/B. Begins 12:01 a.m. on May 7 and ends at 11:59 p.m. on May 10.
May 21, 2021	Last day to pay or defer tuition, housing or fees (Summer A/B).
May 28, 2021	Prorated end of seventh week (Summer B).
May 31, 2021	Memorial Day. NO CLASSES.
June 11, 2021	Prorated end of twelfth week (Summer B).
June 19-24, 2021	Drop/Add for Summer C. Begins 12:01 a.m. on June 19 and ends at 11:59 p.m. on June 24.
June 25, 2021	Prorated end of seventh week (Summer A).
July 2, 2021	Last day to pay or defer tuition, housing or fees (Summer C).
July 5, 2021	Independence Day. NO CLASSES.
July 9, 2021	Prorated end of seventh week (Summer C).
July 16, 2021	Prorated end of twelfth week (Summer A).
July 23, 2021	Prorated end of twelfth week (Summer C).
August 4, 2021	Grades available online.

Fall 2021	
Aug 21, 2021	Drop/Add (without fee penalty) Begins. Begins 12:01 a.m. on Aug. 21 and ends at 11:59 p.m. on Aug. 26.
Aug 23, 2021	Classes begin.
Aug 26, 2021	Last day to drop/add and have fees adjusted. Students are liable for all fees for courses remaining on their schedules at 11:59 p.m.
Sep 3, 2021	Last day to pay or defer tuition, housing or fees.
Sep 6, 2021	Labor Day. NO CLASSES.
Sep 27, 2021	Spring 2022 Registration Guide available online at: https://registrar.fsu.edu/registration_guide/ . Spring 2022 classes available in Schedule Assistant.
Oct 8, 2021	End of seventh week of semester: <ul style="list-style-type: none"> Last day to drop a course or withdraw from school without receiving a grade. Dean's permission is required if dropping below 12 hours. Last day to request S/U grading for a course.
Oct 11, 2021	Registration for Spring 2022 begins for <i>seniors with 110 hours or more</i> .
Nov 11, 2021	Veterans Day. NO CLASSES.
Nov 12, 2021	End of twelfth week of semester. Last day to request a late drop with Dean's permission.
Dec 3, 2021	Last day of classes.
Dec 6-10, 2021	Final exam week.
Dec 10, 2021	Semester ends.
Dec 15, 2021	Grades available online.

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CHAPTER 1: GETTING STARTED AT FSU

FSU Homepage – 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. In case of an emergency this site will contain the latest information and instructions for students.

General Bulletin: All About FSU

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

@my.fsu.edu Email

Your @my.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. Although you can forward your FSU emails to another email address, please make sure you have adjusted any filters to make sure that correspondence from @fsu.edu is considered to be safe and not automatically filtered to a junk or spam folder.

Useful Apps

Connect with us on the go by downloading these FSU mobile apps!



myFSU Mobile

- Access myFSU, see schedule, bills, campus map



Florida State Gameday

- Get info about games, teams, scores, etc.



FSU Tranz

- Parking Garage Counter



Transloc Rider

- GPS Bus Locator & Routes
- See city bus routes



Canvas

- Access your Canvas courses



SeminoleSAFE

- Check FSU Alerts, setup Friend Walk, register your personal property



FSU Rec

- Check capacity, register for class, status updates



Noles in Motion

- Info about Parking, transit, FSU PD etc.



Spear It Rewards

- Get points for attending athletic games for swag



Corq

- Find out what's happening on campus – clubs and organizations



wFSU

- Listen to FSU's public radio channel

#TransferTip

Request your final transcript be sent to FSU as soon as your AA is posted. Have an unofficial copy of your transcript with you at all academic advising sessions at FSU until all transfer credits have been evaluated.

FSU Sites

Search

Canvas

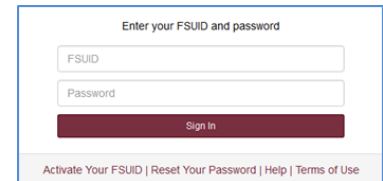
<https://canvas.fsu.edu>

This is the FSU Learning Management System. Many of your course communications, assignments, discussions, and assessments will be conducted through Canvas. You will be able to access Canvas through the myFSU portal. Selecting the icon will bring you to your Canvas dashboard where you will see your current courses using Canvas. There is also a Canvas 101 tutorial.

myFSU Portal

<https://my.fsu.edu>

MyFSU Portal is your personalized gateway to FSU systems and online tools, including Student Central, Canvas, and your student email account. Sign in for secure access to your student account and a one-stop spot for all the tools and information you need to manage your life as a Nole. 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 admission process. Memorize these two items as you will need them throughout your career at FSU. *Do not share your login information. See “Delegated Access” for instructions on how to grant limited access to your academic and financial records to a third party.*



Because some of the information in these systems is more sensitive, you may be asked to verify your identity again. This multi-step verification is an extra layer of security designed to prevent unauthorized access to your personal information. To use multi-step verification, you must register one or more of the following devices: a cellphone, tablet or landline. You will be automatically prompted to enroll or manage devices for multi-step 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: <http://its.fsu.edu/service-catalog/security/multi-step-verification>.

If you do forget your password you can select the Reset Your Password link and get a new password after answering the identity questions you defined when you activated your FSUID.

The my.fsu.edu landing page offers an excellent snap shot of your current information as an FSU student along with announcements and events of interest to FSU students.

MY COURSES					
Current			Future	Past	
COURSE	CR	DAYS	TIME	LOCATION	GRADE
CHM 2210	3	MWF	02:30 PM - 03:20 PM	FLH_0255	
CHM 2210	0	TH	10:00 AM - 10:50 AM	HTL_0218	
ECH 3023	3	TTH	02:00 PM - 03:15 PM	CE1_A0105	
ECH 3023	3	W	04:50 PM - 05:40 PM	CE1_A0105	
MUH 2019	3	MWF	01:25 PM - 02:15 PM	LON_0201	
PHY 2049C	5	TTH	11:00 AM - 12:15 PM	UPL_0101	
PHY 2049C	5	MW	11:15 AM - 12:05 PM	HCB_0210	
PHY 2049L	0	M	03:45 PM - 06:45 PM	UPL_0114	

My Courses displays summary information on your courses. The default display is for the current semester but selecting the appropriate tab will show past or pre-registered courses.

MY ACADEMICS

My Degree

My Advisor

Career: Undergraduate

Academic Level: Sophomore

Cumulative Hours: 58

FSU GPA: 2.691

Cumulative GPA: 2.807

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

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

MYFSU LINKS

Academics

Campus Life

Health, Safety, and Wellness

myFSU Identity Management

Research & Recognition

Resources








Student Financials

MyFSU Links allows you to do a deeper dive into your data.

My.fsu.edu provides an easy way for you to view summary information but, in order to actually DO anything, you must enter one or more of the sub-systems which make up the FSU Student Data System.

You do that by selecting one of these icons and/or links in the **MyFSU Links** section.

MYFSU LINKS

FSU Web

Canvas

Email

Help

Student Central

Submit Service Ticket

Campus Connect

Student Central










Student Central provides a 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 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 (see page 8).

FSU Campus Connect

Students in many academic departments can use Campus Connect to schedule advising or tutoring appointments as well as access reports or notes from prior advising meetings. *Be sure to check with your academic advisor about procedures for setting up appointments in our department or college.* 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.*
- Special Programs: Use this option to schedule an appointment with a non-academic advising program such as *Transfer Student Services*, *Academic Center for Excellence (ACE)*, or *Graduation Planning Strategies*.
- Tutoring: Use this option to schedule tutoring appointments or to reserve a study room.

▼ FSU Student Homepage

<p>My Academics</p>  <p>View GPA, map status, unofficial transcript, earned credits, and more!</p>	<p>My Canvas</p>  <p>Access Canvas to review your course syllabus, discussions, and view/submit assignments.</p>	<p>My Tasks</p>  <p>View registration holds and complete tasks.</p>
<p>My Bill</p>  <p>View account balance, tax documents, charges due, and make a payment.</p>	<p>My Financial Aid</p>  <p>View a summary of your financial aid award. Accept and decline awards.</p>	<p>My Info</p>  <p style="text-align: center;">James Bond</p> <p>Access and update your address, emergency contacts, and share your student information.</p>
<p>My Tools</p>  <p>Access the academic calendar, FSU alerts, course evaluations, and anonymously report incidents.</p>	<p>My Classes</p>  <p>View your enrollment date, degree progress report, drop/add classes, and use the schedule planner.</p>	<p>My How-To Videos</p>  <p>View short videos on how to navigate Student Central.</p>

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; data 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 Student Central, there is a “Share My Information” link in the My Info section. From this link, you are 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.

DO NOT share your FSUID and password information with anyone, including your family. FSUID and password will allow the person to access your email as well as individual course assignments and tests in Canvas. Sharing your FSUID and password can bring into question who is actually writing your papers and taking your exams and may trigger an academic integrity investigation.

Information Technology Services (ITS)

<https://its.fsu.edu/student-essentials>

ITS provides technology support to students, faculty, and staff at FSU. The site contains valuable information on *free software* available to students, @myFSU email accounts, Internet services on campus, cybersecurity tips, troubleshooting, and how to request technical support.

Campus Map

<http://campus.map.fsu.edu>

An interactive University campus map may be accessed online at <http://campus.map.fsu.edu>. You may use this online campus map to locate classroom buildings, parking, dining and other points of interest on campus. In addition, the site provides virtual tours of campus as well as transit information for bus routes.

Transportation and Parking Services

<https://transportation.fsu.edu/>

Transportation and Parking Services provides information on parking on campus, parking permits, Seminole Express Bus Service, parking maps, event parking and Camps Roadside Assistance. For additional information, you may contact Transportation and Parking Services at transportation@fsu.edu or (850) 644-5278.

FSU's campus has a very active bus route system to help students navigate to on and off-campus locations. **Renegade (Campus Loop)** is the only bus that circles the entire campus and is a new student's best option.

Seminole Dining

<https://seminoledining.sodexomyway.com/>

Visit Seminole Dining to learn more about purchasing campus meal plans, the dining locations across campus, Seminole concessions, and nutrition and dietary information.

Office of Financial Aid

<https://financialaid.fsu.edu/transfer-students>

The Office of Financial Aid is located at UCA 4400. The FAFSA for the next academic year becomes available on October 1. If you have not already done so, please update your application with FSU's school code (001489). Visit the website to get information on deadlines, scholarships, and other resources for transfer students.

Student Health Insurance

<https://studentinsurance.fsu.edu>

FSU requires all main campus students to annually show proof of health insurance coverage. FSU does offer a sponsored plan through United Healthcare Resources.

Immunization Records

In order to register for classes at FSU, all main campus students are required to submit a one-time Immunization form showing proof of the following: MMR (measles, mumps, rubella). Two vaccinations are required. The first immunization must have been given on or after the first birthday and after January 1, 1968. Immunizations given more than 4 days before the first birthday DO NOT count toward the two MMR requirement. The second immunization must have been given at least 28 days following the first MMR immunization. IgG titers showing proof of positive immunity to measles, mumps AND rubella may be submitted in place of the two MMR requirement.

The following immunizations while not required for attendance at FSU are strongly encouraged for all students.

- Meningococcal Meningitis – One immunization is sufficient but the CDC recommends a second immunization if the first was administered before the student was 15 years of age.
- Hepatitis B – Complete the two or three-shot vaccination series.

The State of Florida requires that students be advised of the risks associated with not being vaccinated and thus requires a formal declination of these if proof of immunization is not provided. To decline/waive Meningococcal Meningitis or Hepatitis B immunizations, complete section 6 on the Student Immunization Form. The student must sign and date in the spaces provided on the waiver. Electronically generated entries and incomplete fields are not acceptable. Contact Health Compliance at (850) 644-8958, 1005 Health & Wellness Center if you have any questions.

Tuition and Fee Payment

<https://studentbusiness.fsu.edu/>

It is important to check the Academic Calendar each semester to verify the deadline to pay tuition and fees. Contact **Student Business Services** for information on billing and payment: UCA 1500, (850) 644-9452.

Cancellation of Schedule for Non-Payment

Students who do not pay tuition and fees or make arrangements to pay tuition and fees by the deadline may have their schedules cancelled for the semester. Students who have their schedules cancelled may not attend classes or receive grades. If your schedule is cancelled for non-payment, you must submit a written petition to the Registrar's Office to have your schedule reinstated. Information on the appeal process is available on the Registrar's Office website: <https://registrar.fsu.edu/forms/>.

#TransferTip

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>.

CHAPTER 2: PLANNING YOUR DEGREE

Academic Dean's Office

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

As an upper division student, the dean of your college is your Academic Dean. Your Academic Dean's Office is a resource for information and guidance regarding:

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

More information on the different colleges at the University may be found on the FSU website at <https://www.fsu.edu/academics/departments.html>.

Transfer Credit and Excess Credit

Transfer Credit Evaluation

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, 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.

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	A

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.

SUMMARY: Admission Type (RG006318)

Admission type controls which university-wide requirements must be satisfied

Admission type (RQ1952)

Admission type may alter the university-wide requirements in this report

▶ **AA student**

Excess Credit

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 2020, 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 FSU courses that are failed, dropped after the drop/add period or withdrawn will count. Courses that were failed, dropped, or withdrawn from 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.

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

Liberal Studies for the 21st Century

The *Liberal Studies for the 21st Century* program is required of all students and provides an educational foundation that enables FSU students to thrive in and beyond the classroom.

A summary of the requirements for the Liberal Studies program is included below, but you can view additional details and a list of courses that satisfy these requirements on the Liberal Studies website:

<http://liberalstudies.fsu.edu/>. On the last page of this book, there is a Liberal Studies Advising Sheet that you may complete with your advisor to fill in any transfer courses that apply to certain requirements of the program. See the next section (Transfer Credit and Excess Credit) for information on transfer credit evaluation for degree requirements.

The Liberal Studies program consists of 36 hours of **General Education** coursework (including **Statewide Core Requirements**) and a series of University-wide **Graduation Requirements**. 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*.

Review Transfer Credit and Excess Credit (above) for information on transfer credit evaluation for degree requirements. **Students entering FSU after having earned a Bachelor's degree or higher only have to satisfy the college and major requirements (next section) to earn their degree from FSU.**

Below is a summary of liberal studies requirements; A transfer-friendly review of how the requirements impact different types of transfer students is located on page 15. For a more detailed explanation of each requirement, please 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.

- **Quantitative and Logical Thinking:** six hours. Students must earn a “C-” or higher. Three of those credit hours must be taken from the Department of Mathematics (courses with a course prefix of either MAC or MGF).
- **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** must be completed.

Notes on Quantitative & Logical Thinking: Speak with your academic advisor for the specific Quantitative and Logical Thinking course sequence for your major. 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: All students shall complete the required English Composition courses by the time they have **attempted 30 hours** 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.

The screenshot displays a web interface for 'SUMMARY: Admission Type (RG006318)'. It includes a header bar with the title and a main content area. The main content area has a sub-header 'Admission type controls which university-wide requirements must be satisfied'. Below this, there is a section titled 'Admission type (RQ1952)' which contains the text 'Admission type may alter the university-wide requirements in this report'. At the bottom of this section, there is a label 'AA student' with a small icon to its left.

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 and E-Series Courses:** Two courses required. A grade of C- or higher is 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:** Two courses required: one “cross-cultural studies” (courses marked with an “x”) and one “diversity in western experience” (courses marked with a “y”). A grade of “C-” or higher must be earned. **Students entering FSU with 60 or more transfer hours only need to take one Diversity course (x or y).**
- **Upper-Division Writing:** One course required. A grade of “C-” or higher is required

- **Oral Communication Competency:** One course required. A grade of “C-” or higher is required.
- **Computer Competency:** One course required. A grade of “C-” or higher is required.
- **Natural Sciences Laboratory:** One credit hour required. A grade of “C-” or higher is required.
- **Civic Literacy:** The State of Florida mandates that all students must demonstrate competence in Civic Literacy. To satisfy this requirement, students must do **one** of the following:
 - Complete either POS1041 (American National Government) or AMH2020 (A History of the United States Since 1877) with a grade of “C-” or higher;
 - Earn credit for either POS1041 or AMH2020 through completion of one or more of the following:
 - Advanced Placement Government and Politics: United States exam with a score of 3 or more.
 - Advanced Placement United States History exam with a score of 4 or more.
 - CLEP American Government exam with a score of 50 or more; or
 - Obtain a score of 60 out of 100 on the U.S. Citizenship and Immigration Services Naturalization Test, which will be administered at the Testing Center at Florida State University.

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 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 **Majors and Maps** – <http://academic-guide.fsu.edu/>.

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); and (3) the State of Florida Civic Literacy requirement.

<p style="text-align: center;">Florida State University Liberal Studies Requirements for Transfer Students entering FSU Summer 2015 and Later</p>			
Hours/status	No AA or non-articulated AA	Articulated AA (includes H.S. AA)*/ Gen. Ed. Complete Statement (re-admitted after first attending FSU)*	Second Bachelor's degree
12-59 hours ¹	<ul style="list-style-type: none"> • General Education (36 hours)² <ul style="list-style-type: none"> • Includes ENC 2135³ • Graduation Requirements <ul style="list-style-type: none"> • 1 Scholarship in Practice (SIP) <u>and</u> 1 Formative Experience (FE) • State-mandated writing⁴ • Upper Division Writing • Natural Science Lab • 2 Diversity (X <u>and</u> Y) • Oral Communication (OCCR) • Computer Competency • Civic Literacy⁵ 	<ul style="list-style-type: none"> • General Education waived • Graduation Requirements <ul style="list-style-type: none"> • 1 Scholarship in Practice (SIP) <u>or</u> Formative Experience (FE) • Upper Division Writing • Natural Science Lab • 1 Diversity (X <u>or</u> Y) • Oral Communication (OCCR) • Computer Competency • Civic Literacy⁵ 	<ul style="list-style-type: none"> • General Education waived • Graduation Requirements waived • Civic Literacy⁵
60 or + hours	<ul style="list-style-type: none"> • General Education (36 hours)² <ul style="list-style-type: none"> • Includes ENC 2135³ • Graduation Requirements <ul style="list-style-type: none"> • 1 Scholarship in Practice (SIP) <u>or</u> Formative Experience (FE) • State-mandated writing⁴ • Upper Division Writing • Natural Science Lab • 1 Diversity (X <u>or</u> Y) • Oral Communication (OCCR) • Computer Competency • Civic Literacy⁵ 		
College decides program requirement term.			

¹According to State policy, students who have earned 12 or more credits post high school at institutions other than FSU are "transfer students."

²Includes courses from the previous institution accepted as transfer credit for General Education requirements.

³Or an approved advanced composition course focused on developing research skills.

⁴Requirement can be met with "W" courses approved for Liberal Studies credit, with ENC1102, or with approved E-Series courses.

⁵Students who transferred to FSU from another Florida public college or university who were enrolled as degree-seeking students prior to Fall 2018 are exempt from the Civic Literacy requirement.

*Students with fewer than 12 post-high school credit hours who completed a H.S AA are classified as articulated AA for Liberal Studies requirements but as FTIC for the purposes of Mapping. Students who were readmitted with an AA after first attending FSU (AAGR reset) are not "transfer students" but are classified as articulated AA for Liberal Studies.

Major and College Requirements

Your major 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. 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. The college offering your major may have specific courses that are required of all their students. An example of this is the College of Arts and Sciences' foreign language requirement.

Foreign Language Placement

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, placement tests, transfer credit, 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 but do not yet have college credit for that language. 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 entering FSU in Fall 2011 or later 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 (850-644-3017) 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 (850) 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.

Students with college-level credit in a language will have their course placement level determined based on the evaluation of the transfer work completed. Contact the Modern Languages and Linguistics academic advisor in 364 Diffenbaugh or call 850-644-2606 if you have questions regarding your transfer credit in foreign language coursework.

Minors and Electives

Minors and electives can be important parts of your program and help groom you for specific job opportunities or creating alternative ways of entering the field. Some degree programs do not require a minor, some require students to choose a minor, and some not only require a minor, they also *dictate which minor*. Your major may have a minor embedded within the major.

The number of electives required in a degree program can range anywhere from "0" to 45 credit hours. Some students use electives to complete more than one minor or a second major.

Double Majors, Dual Degrees, and Graduate School

Some students choose to pursue a second major in addition to their primary major. 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 (two bachelor's degree at the same time), by completing all major, minor, and college requirements needed for both degree programs. Decisions to double major or pursue dual degrees will be formally declared before the end of the semester in which you will have earned 90 credit hours.

The potential impact of decisions regarding a major, minor, electives, double majors, or dual degrees should be discussed at length with an academic advisor. It may be more advisable to pursue a master's degree.

Mapping

Mapping is FSU's advising and monitoring system that provides students with a plan for completing their degree requirements on time. Each major has developed an academic map that provides students with a **Sample Schedule** (in the left hand column) to illustrate one of the many ways to satisfy all requirements in four years. More important are the **Milestones** identified for each major (in the right hand column).

Term 5	hrs	Milestones 5
ECH3101 Chemical Engineering Thermodynamics	3	Complete MAC 2313 (≥ C)
ECH3266 Transport Phenomena I	3	Complete PHY2048C (≥ C)
ECH3854 Chemical Engineering Computations	4	Overall GPA ≥ 2.00
CHM4410 Physical Chemistry I	3	Civics Literacy requirement
E-Series Course	3	

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.

To view the Academic Map for your major go to the **Majors and Maps site** – <http://academic-guide.fsu.edu>.

You may check your current **Map Term** and **Status** in the **My Academic Summary** page of Student Central. A status of “0” indicates that you are on course 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.

If you are seeking to change your major, you must be on-track with the Milestones of the intended major for your *current* Map Term. For example, if you are currently Map Term 5 you must meet the milestone requirements of Map Term 5 of the new major. You are entitled to a single-term Map Term roll-back (that may be used only at the point of changing majors) if it places you on-course with the new major. You can only use this option one time in your 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.

Center for Academic Planning: Re-Thinking Your Major

The Center for Academic Planning provides support and resources for sophomores, juniors or seniors in a declared major who are “re-deciding” their major. For additional information on the Advising First Center for Academic Planning, contact (850) 644-3430 or go to UCA 3200.

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. 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.
- 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.
- 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 transfer 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.**

Diversity Requirement (may also meet a major or general education requirement)					
Satisfied: Diversity Requirement (RQ005)					
Upper Division Transfer - Multicultural Course Requirement (X or Y)					
Satisfied: Students transferring to FSU with 60 or more units must take one Cross-Cultural (X) or Diversity in the Western Experience (Y) course.					
The following courses were used to satisfy this requirement:					
Personalize View All First 1 of 1 Last					
Course	Description	Units	When	Grade	Status
PHI2635	BIOETHICS	3.00	2016 Fall	B	✓

In addition to the Academic Requirements Report, there are two alternative ways to view your degree requirement information:

- My Academic Progress Summary** provides a mobile-friendly option for you to see a high-level overview of your degree requirements. This tool does not contain any course information but does include your degree requirements from the Academic Requirements Report with an indication of whether any additional coursework is needed to complete those requirements. The Academic Progress Summary may be viewed in Student Central under **My Academics – My Academic Progress Summary**.
- Undergraduate Degree Progress** is a more concise version of the Academic Requirements Report and is designed to be used in registration. Within Undergraduate Degree Progress, you may plan ahead for courses you would like to take in future semesters. At the time registration opens for a given semester, you may then import those courses to the Schedule Assistant registration tool to proceed with enrollment. Undergraduate Degree Progress may be found in Student Central under **My Classes – Undergraduate Degree Progress**.

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

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: <http://advisor.undergrad.fsu.edu/advisors/advisor-display.php>.

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 also consult with the Student Veterans Office to ensure that all certification requirements are being met.

Degree Progress

Degree Progress simplifies and personalizes the degree planning process for students. The application provides a comprehensive list of degree requirements and makes it simple for students to select and plan courses for future terms. Students can use Degree Progress to: 1) create a term-by-term pathway; 2) track

progress towards achieving degree goals; 3) understand the impact of degree and career path decisions on degree progress; and 4) import planned courses into Schedule Assistant. Access Degree Progress by going thorough Student Central > My Classes > Undergraduate Degree Progress. **Get a step-by-step video tutorial by going to <https://undergrad.fsu.edu/academic-information/schedule-planner/degree-progress>.**

CHAPTER 3: REGISTRATION AND CLASSES

The terms *enrollment* and *registration* are often used interchangeably at Florida State. Frequent contact with your academic advisor, a close watch on your academic map, and planning ahead of time with many options will improve your registration/enrollment experience.

#TransferTip

Keep track of the academic calendar so that you can review the next semester's course availability as soon as it is released. Always schedule an academic advising appointment prior to registration.

Schedule Assistant

Schedule Assistant is an application within Schedule Planner 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 (alternately, you may also import planned courses from Undergraduate Degree Progress); **add breaks** into your schedule for work or extra-curricular activities to avoid time conflicts with your classes; and **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 may access Schedule Assistant in Student Central under **My Classes – Schedule Assistant**.

Registration Guide


Published by the Registrar's Office, the Registration Guide provides important information on enrollment windows, the academic calendar, final exam schedules, university notices and academics and financial information. The Summer and Fall Registration Guide is published annually in March, and the Spring Registration Guide in October. Registration Guides are available in both electronic and PDF formats. To view the current edition of the Registration Guide go to https://registrar.fsu.edu/registration_guide/.

The publication of next semester's Registration Guide means that it is time to begin planning for next semester's classes:

- ✓ **Find your enrollment date (registration window) for next semester.** To find your enrollment dates, you may either use the chart on the Enrollment Appointments page of the Registration Guide (you will need to know the total number of hours you have already earned) or in my.fsu.edu go to **My Courses – Future**.
- ✓ **Check any Holds and To-Do items.** Resolve any outstanding Holds or To-Do's prior to your enrollment window opening.
 - **My Tasks** displays any outstanding To Do's or Holds.
 - **To-Do's** ask you to perform various task such as confirming emergency contact and financial aid information but does not block your ability to register or access your academic data.
 - **Holds** appear as three different types. Anything with the word "**Hold**" at the end of the title will keep you from registering for the next semester and may also block your access to your transcript. Instructions about what you need to do to have the Hold removed will appear in the description underneath the Hold title. Holds will begin appearing during the third week of classes each semester and remain until you accomplish the tasks outlined in the description. Anything with the word "**Action**" at the end will ask you to perform a simple task but will NOT block your ability to register. Actions are similar to To-Do's except they are not as complex. They are often just prompting you to go to your FSU email account for additional information. A "**Note**" is just a reminder of past actions which impact your ability to do certain tasks such as dropping a course. Notes do not block your ability to register.
- ✓ **Meet with your advisor.** Contact your advisor early and prior to registration opening to discuss your class schedule for next semester.
- ✓ **Search for classes.** Even before your enrollment dates opens, you may use Schedule Assistant to begin searching the class search to find the class sections that are offered next semester and add those your shopping cart. Alternately, you may also import any planned courses from your Degree Progress into Schedule Assistant to begin the class search process.
- ✓ **Transient applications.** If you intend to take classes at another institution for a semester and transfer those courses back to FSU, you must submit a transient application. You must have completed at least










one term at FSU and be in good academic standing to take classes as a transient student. Transient applications must have approval from your academic advisor, your Academic Dean's Office, the Registrar's Office, and the institution you will be attending. You must also provide documentation of your immunization clearance. If you will be receiving financial aid for the term, you must also submit a copy of the transient application to the Office of Financial Aid. Students wanting transient classes at another Florida public institution may submit the transient application online at <https://www.floridashines.org/>. For additional information, see the Registrar's Office website at https://registrar.fsu.edu/forms/transient_application.pdf.

- ✓ **Enroll in Classes.** Classes may fill so students are encouraged to register as soon as their enrollment window becomes open. The longer you wait to enroll, the fewer class sections and schedule options may be available to you.

 Instructions: Add desired courses and breaks and click Generate Schedules button! ✕




Courses

+ Add Course



<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<div>BSC 2011 BIOLOGICAL SCIENCE II</div> <div style="display: flex; justify-content: space-between; align-items: center;">  Sections    </div>	
<input checked="" type="checkbox"/>	<div>CLA 2123 DEBATES ABOUT THE PAST: ROMAN</div> <div style="display: flex; justify-content: space-between; align-items: center;">  Sections    </div>	


Breaks

+ Add Break


<input type="checkbox"/>		
<input type="checkbox"/>	<div>Work M - 8:00am to 11:00am</div> <div style="display: flex; justify-content: space-between; align-items: center;">  Edit  </div>	

Schedules

 Advanced Options
 View Schedules

 Generate Schedules

Enrollment and Drop/Add

- You must enroll in a minimum of 12 hours in a fall or spring semester to be considered a *full-time student*.
- 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 an initial Drop/Add period that lasts until 11:59pm on the fourth day of classes. You may add/drop or swap sections on a space available basis through the end of 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.*
- Some class sections may be reserved for certain majors or certain populations of students, such as students in special programs like Honors, CARE, or Distance Learning. To determine if a specific class section has a **Reserve Capacity**, click the  button while in your Course Shopping Cart. If a Reserve Capacity exists, you will see it in the course information:

Title: BIOLOGICAL SCIENCE II
 Section: 0001
 Component: LEC
 Seats Open: 250
 Session: Regular Academic Session
 Instructor: Kevin Dixon
 Physical Location: Main, Tallahassee
 Campus: Tallahassee
 Credits: 3
Reserve Caps:
0 of 10 reserved seats filled for requirement: Seats are reserved for students in the New Student Orientation Student Group
 Special Topic: Recitation
 Academic Organization: ASBIO
 Location: TLHMAIN
 Delivery Method: Face to Face: On/Off Campus
 Enrollment Requirement: Prerequisite: BSC 2010.
 Liberal Studies: General Education Area-Natural Sciences

Day(s) & Location(s):
 MWF 12:20pm - 1:10pm
 Dates: 08/26/2019 - 12/13/2019
 M 5:15pm - 6:15pm
 Dates: 08/26/2019 - 12/09/2019

Description: This course is the second part of a two-semester introductory biology course designed for those interested in pursuing a career in life sciences. The course provides an overview of the processes underlying animal embryonic development, inheritance genetics, evolution and ecology.

Books
 o None

Textbooks/Materials

Course materials are carefully selected by your instructors with the intent and purpose to enrich your learning. Instructors will often expect that their students have appropriately explored textbook materials prior to the in-class lecture/discussion and these materials are also frequently used to supply important course information that is not covered during class time. Therefore, it is critical to student success for students to fully utilize and secure access to all course materials no later than the end of the first week of class. If you are unable to purchase your textbooks, please speak with your instructor about FSU's Open Educational Resources:

<http://guides.lib.fsu.edu/oer>.

Your required course materials may be found by viewing the Buy Textbook/Materials link found within your **My Classes – My Class Schedule** page of Student Central. You may choose to buy your textbook/materials directly from the FSU Bookstore or through other resources (e.g. online stores, social media or various smart phone apps) but you should carefully note the ISBN# so that you purchase the correct text.

What is IncludED? IncludED is a partnership between Student Business Services and the FSU Bookstore that allows you to rent or purchase digital textbooks at a reduced cost. The charge is posted directly to your MyFSU Tuition and Fees bill and can be paid along with your other University charges or using financial aid. For more information on IncludED see: <https://studentbusiness.fsu.edu/how-pay/included-textbook-program>.

First Day Attendance

FSU has **mandatory** first day attendance, which means ALL courses require students to attend the first day of class. Make sure that you sign the attendance sheet on the first day of class. Particularly in large classes, the sign-in sheet is used to take attendance. If you are late on the first day, attendance may have already been taken and collected. See the instructor at the end of class to verify your attendance.

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.

Course Drops after Week 1 Drop/Add

Below are some important deadlines that pertain to dropping classes each semester after the Drop/Add period has ended. **Dates are adjusted for the summer terms.**

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

- *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.

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 your Excess Credit Counter. The deadline is adjusted for shorter summer terms.

Upper division students with more than 60 hours earned are permitted a one-time (in the life of the academic program) late drop between the eighth and twelfth week of classes (see academic calendar for dates in summer terms). Tuition charges will remain. Approval by your academic dean is required. A course drop approved as a late drop 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 one-time late drop 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.

Students who wish to drop all the classes on their schedule (drop to zero hours) after Drop/Add has ended must file for a withdrawal from the University. Students seeking to withdraw should contact their Academic Dean's Office and the Office of Withdrawal Services: <https://dos.fsu.edu/withdrawal>. UCA4100 (850) 644-1741.

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>.

Grades

Grades are available by the Wednesday after the end of finals. Check your official grades in **myFSU Portal** under **My Courses**, or in **Student Central** by going to **My Academics – Academic Records**.

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

Do not rely on Canvas to determine your final grade. Your grades in 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.

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

Instructors may only assign Incomplete (I) grades in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of the course for reasons beyond their control. In such cases, you must petition the instructor for the Incomplete and provide supporting documentation. If you are assigned an Incomplete "I" grade in a course, it is important that you complete the missing work within the time frame agreed upon with the instructor. 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.

If you are assigned a No Grade (NG) for a course, contact the instructor as soon as possible. Do not re-register for the class.

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 Formative Experience courses that only offer S/U grading).

Calculating Your FSU and Combined GPA

Your cumulative (or overall) GPA consists of grades from all courses attempted and is re-calculated at enrollment. Your FSU GPA only consists of grades from courses taken solely at Florida State University. 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*. A plus (+) grade adds .25 to the grade point total and a minus (-) grade subtracts .25.
 - Each hour of "A" = 4 grade points (A- = 3.75)
 - Each hour of "B" = 3 grade points (B- = 2.75, B+ = 3.25)
 - Each hour of "C" = 2 grade points (C- = 1.75, C+ = 2.25)
 - Each hour of "D" = 1 grade point (D- = 0.75, D+ = 1.25)
 - Each hour of "F" = 0 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 a GPA calculation.
- A three-hour course in which you earn an “A” would give you a total of 12 grade points (3 hours X 4 grade points) while a three-hour course with a “D” grade would only give you 3 grade points (3 hours X 1 grade point).
- Satisfactory/Unsatisfactory (S/U), “I”, or “NG” grades, exemption credit, and transfer work are not used to computer your FSU GPA.
- Both grades count in your GPA if you re-take a course.

To calculate your FSU GPA (also see <http://myweb.fsu.edu/phanowel/gpa/gpacalc.html>), add up all of your *graded* FSU hours and divide them into your total number of grade points.

Course	Hours	Grade		Grade Points
EAL 1101	3	C+	3 X 2.25	6.75
SZP 1000	3	B	3 X 3	9
MLQ 1102	3	D-	3 X .75	2.25
APG 1000	3	A	3 X 4	12
APR 1111	1	F	1 X 0	0
Total Hours = 13			Total Grade Points =	30

Divide 13 hours into 30 grade points (=13/30). The student’s GPA for the term is 2.307, or slightly above a “C+.”

Every student 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.

Dean’s List/President’s List

Any student who is registered for at least 12 graded hours of coursework is eligible for the Dean’s List. The required grade point average is 3.5 for all colleges and schools for any given term. Students earning a perfect 4.0 GPA are placed on the President’s List.

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.**

Students must perform academically or they will be dismissed from FSU. This decision is based on your **FSU GPA**. All failed courses and withdrawals after Week 7 will be included in the GPA. At the end of each semester, after grades have been posted, your academic standing will be reviewed by the University. An FSU GPA of 2.0 or higher is considered *good academic standing* at FSU.

Academic Probation

Academic Probation indicates that grades have fallen dangerously low (below 2.0) *after the first term at FSU* and that the student is in danger of being dismissed from FSU without significant improvements. A student on probation must enroll for at least 12 credit hours, but no more than 15 credit hours during the probationary term. It is expected that the student maintain a term GPA of 2.5 or higher during this probation period. Students who do not achieve a term GPA of 2.5 during this one semester period will be academically dismissed.

Students on academic probation will be mandated to enroll in *SLS3140, Academic Success Strategies for Transfer Students*. This is a one-hour graded course designed to help students develop the needed study skills to return to good academic standing. Students will be administratively enrolled in the course during the following semester and are responsible for all tuition, fees, and textbook/supplies. This course is eligible for financial aid.

Continued Academic Probation

Continued Academic Probation provides students with extremely low GPAs, but who have performed satisfactorily during the initial academic probation period (a term GPA of 2.5) with additional time to improve. Students who do not return to good academic standing, but did achieve a 2.5 term GPA will have their academic standing reflected as “continued academic probation” for a maximum of two consecutive terms.

Students who have not returned to good academic standing after two consecutive terms of “continued academic probation” will be academically dismissed.

Academic Dismissal

Students who fail to achieve a 2.5 term GPA during the initial academic probation period or have not regained good academic standing after two consecutive semesters of “continued academic probation” will be **academically dismissed**. Academic dismissal constitutes a separation of the student from the University for academic reasons.

The dismissed student **must** consult his or her academic dean at the time of dismissal about criteria governing possible reinstatement to the University. Students are not eligible for reinstatement after two academic dismissals. Students dismissed because of low grade point averages (GPAs) may be reinstated only with approval of the academic dean.

Options for Reinstatement

Close consultation with the academic dean is required in order to determine if any of the following options are appropriate for a given student and his or her situation:

1. Achieving the required minimum FSU GPA through online courses taken in the Flexible Learning Program offered by the State of Florida, Division of Colleges and Universities. Students must meet with their academic dean for approval to take courses in the Flexible Learning Program (correspondence coursework) and to determine the minimum GPA that must be earned in the course(s) to be eligible for reinstatement. Courses taken for this purpose will not earn credit toward the total degree hours. Student taking correspondence coursework are ineligible for financial aid. Grades earned in courses taken through the Flexible Learning Program will be applied to the student's FSU GPA.
2. Attending and graduating with an academic Associate of Arts (AA) degree from a Florida public postsecondary institution (or a regionally accredited institution within or outside the state) with an overall GPA of 2.0 or higher, with approval of the academic dean. The student's FSU GPA will be reset to 0.00 upon readmission after earning an AA degree. In addition, the student earning an AA degree from a Florida public institution is guaranteed sixty semester hours when granted the GPA reset. Returning to FSU with an AA degree will not guarantee readmission to a limited access major or a major where prerequisite coursework has not been met.
3. Under documented extraordinary circumstances and when the GPA deficit is minimal, being immediately reinstated on academic probation by the academic dean (Under this option, if the student fails to achieve the required GPA to return to good academic standing (2.0 FSU cumulative GPA) during the first term of reenrollment, the student will again be dismissed.

Consideration of the academic dismissal takes priority over any readmission application and must be resolved first. Students on dismissal are not eligible for readmission or the readmission appeals process unless they have first been reinstated by the academic dean. The academic dean is the final authority for reinstatement consideration when the student is not subject to the multiple withdrawal or dismissal policy. In cases where a student has multiple dismissals or withdrawals, the University Withdrawal/Reinstatement Committee will review the student's request for readmission and render a decision in consultation with the academic dean. Reinstatement by the academic dean does not constitute automatic readmission. Students who have been out of the University for more than three consecutive semesters (including summer) must go through the readmission process and meet University requirements and standards.

All students who enter Florida State University for the first time are assured retention for their second term. Students may, however, be placed on academic probation at the end of the first enrolled term.

Students pursuing multiple degrees under different careers (i.e., graduate and undergraduate simultaneously) are subject to the retention standards of the career associated with each degree. Dismissal from one career

does not automatically constitute dismissal from the second career when those careers are different (i.e., undergraduate and graduate, or Law and graduate).

Students on academic probation who elect to enroll in a Florida public postsecondary institution (or in a regionally accredited institution within or outside the state) and who receive an Associate of Arts degree with an overall 2.0 average will have the probationary status and their previous Florida State University average excluded upon application for readmission and will be guaranteed a maximum of sixty semester hours, with approval of the academic dean.

Your academic standing at the University *does not overrule any mapping requirements for your major*. It is possible to be academically in good standing and be considered off-map for your major. Please consult with your academic advisor with any questions on this topic.

Graduation Checks

All students must request a University Academic Progress Check from the Registrar's Office two terms prior to their expected graduation date, or at the time they have earned ninety (90) hours of credit. The University Academic Progress Check may be requested online from the Registrar's Office at <https://registrar.fsu.edu/graduation/checklist/>. Registration stops will be placed on students who have earned ninety hours, including any hours from the current term, but have not completed the graduation check.

A second check should be completed with the student's Academic Dean's Office one term prior to their anticipated graduation. Contact your Academic Dean's Office for information on how to request a graduation check with your college.

Graduation

Students who are graduating at the end of a given term must formally apply for graduation before the published deadline. The application deadline may be found on the Academic Calendar for that semester:

https://registrar.fsu.edu/registration_guide/.

NOTE: Completing a graduation check with the University or your Academic Dean's Office is **NOT** the same as applying for graduation.

Graduating students may complete the graduation application online from Student Central under **My Academics – Graduation**.

Information on commencement, cap and gown, and tickets is available on the Graduation website:

<https://registrar.fsu.edu/graduation/>.

#TransferTip

Facilitating study groups represent the highest level of learning and are shown to improve academic outcomes. Introduce yourself early in the semester to your peers and instructors. Meet regularly to sharpen course concepts and prepare for exams.

CHAPTER 4: IN PURSUIT OF ACADEMIC EXCELLENCE

Florida State University sets high expectations for members of the academic community and is committed to providing an environment that fosters academic excellence. In this section, resources and policies to support those endeavors are described.

Academic Integrity

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 <http://registrar.fsu.edu/>.) 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: <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. Students should be cautious about joining software platforms that could facilitate cheating and unauthorized collaboration.

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.

Reading and Writing Center

<http://wr.english.fsu.edu/reading-writing-center>

The RWC/DS offers writing support in multiple locations on campus 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.

University Libraries

<http://lib.fsu.edu>

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, 8:00pm to 1:00am, 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.

Honors in the Major

<https://honors.fsu.edu/honors-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).

Center for Undergraduate Research and Academic Engagement (CRE)

<https://cre.fsu.edu/>

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.

Office of National Fellowships

<http://onf.fsu.edu/>

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.

Scholastic Honor Societies

<http://honorsocieties.fsu.edu>

FSU recognizes several University-wide honor 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.

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)

SL S3140: Academic Success Strategies for Transfer Students

SLS 3140 is a one-credit graded course especially designed for transfer students who seek to improve their academic outcomes. It focuses on the development and application of classroom, life, and engagement practices necessary for successfully navigating the increased scholastic expectations of a research university. Students will reflect on and adjust formerly unsuccessful strategies and choices. *This course is required for transfer students who are on probation after their first semester at FSU.*

Academic Center for Excellence

<http://ace.fsu.edu>

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 peer tutoring in content areas and study skills, peer assisted study sessions (PASS), workshops on classroom management and graduation preparation, free study space and technology, and personal academic consultations (PACs) with faculty to provide guidance on balancing college-work-life.

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 (the ground floor of WJB)
- **Biology** – The Biology Study Center is staffed by 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 8:30am-4:30pm, 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 8:00pm to 1:00am, 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.

Office of Accessibility Services (OAS)

<https://dsst.fsu.edu/oas>

The Office of Accessibility Services serves as an advocate for Florida State students with disabilities and ensures that reasonable accommodations are provided. Through the provision of academic accommodations, testing support, assistive technologies, accessible transportation services, coaching and a space for students to feel part of the FSU community the OAS creates an environment of success. For additional information or to apply for services, go to <https://dsst.fsu.edu/oas> or contact OAS at oas@fsu.edu or (850) 644-9566.

Proactive Referral and Engagement (PRE) Program

<http://ace.fsu.edu/pre>

Your instructors may designate your course to participate in the Proactive Referral and Engagement (PRE) program, a new initiative at FSU that is supported by the Office of the Provost. The purpose of this program is to give you early academic assistance and advice by connecting you to one-on-one assistance with time management, developing a study plan, finding tutoring, and/or campus resources to support your success:

Center for Intensive English Studies (CIES)

<https://cies.fsu.edu>

The Center for Intensive English Studies provides high quality English language instruction and academic language support to international students so they can succeed at FSU. For more information, contact CIES at cies@fsu.edu or (850) 644-4797.

CHAPTER 5: CONNECTING TO THE FSU EXPERIENCE

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.

#TransferTip

Ask questions, meet new people, get involved, and utilize campus resources to ensure a smooth transition and avoid the "transfer shock" of a first semester at FSU.

NoleCentral and Registered Student Organizations

<https://nolecentral.dsa.fsu.edu>

NoleCentral is FSU's primary guide for activities, events, and clubs for students who desire to fully engage in the FSU experience. FSU has over 650 Recognized Student Organizations (RSOs) on campus. The Student Activities Center can help you if you do not see what you are looking for on NoleCentral. They are located on the 4th floor of the Thagard Bldg. 850-644-6673 or email them at sac@fsu.edu.

Phi Theta Kappa (PTK) Honor Society Alumni Association

Phi Theta Kappa is an international honor society for two-year colleges. At FSU, members continue to uphold the ideas of PTK, encouraging scholarship, community service, and academic excellence. For more information, contact fsuptkalumni@gmail.com.

Transfer Leadership Institute (TLI)

The Transfer Leadership Institute (TLI) is an executive project within the Student Government Association (SGA) at Florida State University. The program encompasses a ten-week session of fall and spring weekly workshops, interest groups, a weekend retreat, and a peer mentoring program for student participants.

Transfer Student Union (TSU)

TSU is a network of transfer students who want to help new students meet people, take advantage of opportunities, and advocate for transfer student needs on campus. For more information, contact transferstudentionfsu@gmail.com.

Transfer Student Services

<https://transferstudents.fsu.edu>

Transfer Student Services (TSS) provides programming, academic support, and advocacy for transfer students at Florida State University. Besides hosting a 1-credit course, *Academic Success Strategies for Transfer Students*, faculty and staff host workshops to help students get acclimated, facilitate events for transfer students to meet other transfer students, and guide transfer students on how to balance college, work, and life. Peer facilitators help students connect to important campus resources and share their own experiences on how to navigate FSU.

Student Veteran's Center

<https://veterans.fsu.edu/>

The Student Veteran's Center serves as a home to all Florida State University initiatives that ease the transition from military service to campus life; foster a community of past, present and future veterans; raise awareness of veteran issues among campus and local communities; and support student veterans through graduation and into rewarding careers and graduate-education programs. They are located in A4300 University Center, (850) 645-9562.

Center for Global Engagement

<https://cge.fsu.edu/>

The CGE (often called The Globe) provides orientation, immigration advising, and ongoing support to over 3,000 international students and family members as well as to over 400 international scholars and faculty. They also

offer a variety of educational, social, and cultural programs for all FSU students throughout the year to promote interaction among students of all cultures and help develop a culturally enriching learning environment. Their signature social event is International Coffee Hour held every Friday 5:00 – 6:30 p.m. while classes are in session. 110S. Woodward Ave., (850) 644-1702, cge@fsu.edu.

Center for Leadership and Social Change

<https://thecenter.fsu.edu/>

The Center for Leadership & Social Change transforms lives through leadership education, identity development and community engagement. They offer more than 30 programs for students, faculty and staff intended to foster opportunities and vision to create positive, sustainable change in their communities and the broader world. Opportunities range from one-time service at local nonprofits to the 18-credit Undergraduate Certificate in Leadership Studies. The center works with more than 30 partnered student organizations whose missions align with our work, whether that is through community service, identity and diversity, or a focus on human rights and social justice concerns. They offer training for students and staff on such topics as leadership development, identity and cultural competence, service learning, and community change. Dunlap Student Success Center, (850) 644-3342.

Garnet and Gold Scholar Society

<http://garnetandgoldscholar.fsu.edu>

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.
- 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 noted on the academic transcript.

FSU Recreation

<https://campusrec.fsu.edu/>

This office coordinates all recreation and fitness activities for the campus including: physical training, aquatics, Leach Recreation Center, the Fitness & Movement Center, Intramurals, sports clubs, outdoor pursuits, and the FSU reservation.

Study Abroad

FSU students can enhance their college experience by studying at one of our global locations. Students explore, perceive, and understand intercultural issues through engagement with global problems, international cultures, and foreign languages.

#TransferTip

Incorporate self-care as a regular part of your weekly routine. Take advantage of campus resources that help you to manage stress and anxiety, maintain physical fitness, and balance your college-work-life environment.

CHAPTER 6: PRACTICING “NOLE CARE”

As an intentional practice of being *good to yourself* and integrating *self-compassion* into your life, self-care has long-term benefits for the mind, body, and attitude. Florida State has many resources to help students build coping mechanisms, regulate challenging emotions, and make positive physical and nutritional changes.

Department of Student Support and Transitions

<https://dsst.fsu.edu>

The Department of Student Support and Transitions supports an inclusive academic environment through education, empowerment, crisis management, and advocacy of students in collaboration with campus and community partners. Students and family members experiencing a crisis or just needing someone to talk through a problem or experience should connect with the Department of Student Support and Transitions. Specific services include Case Management, New Student & Family Programs, the Office of Accessibility Services, Student C, the Victim Advocate Program, and Withdrawal Services. A4100 University Center, (850) 644-2428.

University Health Services

<https://uhs.fsu.edu>

University Health Services (UHS) provides health promotion, prevention, and medical services. Emphasizing healthy lifestyle decisions, self-care, and academic success, the mission of UHS is to facilitate and contribute to the well-being of FSU students and the community.

Our Health Care Services include primary care, priority care, gynecological services, travel clinic, immunizations, allergy clinic, psychiatric services, diagnostic imaging, physical therapy, and a medical response unit. We provide family practice-type services and priority care services (minor suturing, splinting, intravenous therapy) for acute injuries and illnesses. Many Community Partners share Wellness Center space to provide extended services to students. These include specialists in dermatology, allergy, endocrinology, neurology, psychiatry, dental and chiropractic, and massage.

Center staff will assist you with your Admission Health requirements that include immunizations and health insurance. Should you need copies of medical records for continuing patient care, educational requirements, medical or mental health course-drop & withdrawal, our Health Information Management (HIM) staff may assist you with these Forms and Records.

Center for Health Advocacy and Wellness

<https://chaw.fsu.edu>

The Center for Health Advocacy and Wellness (CHAW) encourages students to make healthy lifestyle decisions that facilitate academic success and lead to life-long health and wellness. CHAW provides nutrition counseling, confidential HIV testing, wellness coaching, sexual health consultations, alcohol and drug harm reduction programs, and tobacco cessation sessions. Other outreach topics include interpersonal violence prevention, eating disorder prevention and body image programs.

Counseling Center

<https://counseling.fsu.edu>

No matter how well-educated we become, we all could use a hand in facing the challenges that life presents. The University Counseling Center (UCC) is a welcoming and confidential place to come and they are here to help. They are enthusiastic about assisting students with all kinds of questions and concerns, such as homesickness, struggles with relationships, sexual identity and gender questions, cultural issues, eating and

body image, substance use, worries, and depression. Licensed and professionally-trained staff offer counseling to those currently enrolled at FSU in a variety of ways: through one-on-one sessions, couples sessions, group sessions, and walk-in services for urgent situations. Because student fees cover these services, there is no out-of-pocket expense for any visit. 2nd floor, Student Life Bldg., (850) 644-8255.

Resilience Project

<https://strong.fsu.edu>

The “Student Resilience Project” is an online, evidence-informed trauma resilience training tool developed by the Institute for Family Violence Studies at the FSU College of Social Work. The FSU Student Resilience Project uses highly engaging animation, videos and numerous TED-talk style educational audio sessions from faculty and mental health providers. The training helps students build on their existing strengths and provides them with new strategies that promote health and teach crucial new resilience and coping skills.

The project aims to increase a sense of safety, connection and belonging for students at FSU. It connects students to trauma-informed university and community resources and is designed to supplement existing educational and counseling interventions. While geared toward students, this program is accessible to anyone with an active FSUID, at any time and on any device.

FSU Police Department

<https://police.fsu.edu>

The Florida State University Police Department (FSUPD) is committed to providing Florida State University with a safe environment conducive to the goals of education and research. Although reported crime at Florida State is relatively low, it is important for students to remember that FSU is not immune from criminal activity and shares many of the crime and safety issues that exist in any city. In partnership with the community, we work to prevent crime and solve problems that affect students, faculty, and staff. The safety and security of the University is the combined responsibility of the entire Florida State University community.

Stop by their headquarters at the corner of Jefferson Street and Woodward Avenue in Tanner Hall to ask any questions about security issues that are important to you. (850) 644-1234.

Report.FSU.Edu

Florida State University has a centralized system to report any information regarding incidents or concerning behavior happening in the community.

CHAPTER 7: PREPARING FOR A GARNET AND GOLD TOMORROW

FSU Career Center

<https://career.fsu.edu/>

Visit the Career Center to explore any career related questions. A few of the many services available to students include:

- Meet with a career advisor to explore majors and careers
- Enroll in SDS 3340: Introduction to Career Development
- Begin your Career Portfolio to document your skills
- Join the Garnet and Gold Scholar Society
- Attend career fairs, workshops, and networking nights
- Check out Handshake and Professionale
- Revise your resume and cover letter
- Gain experience through the internship fund or FSUshadow
- Interview for employment or graduate programs

To learn more, call (850) 644-6431.

#TransferTip

Most professions have alternative ways of entering into a field. Utilize the career center to research your chosen professions and the variety of academic directions that lead you to where you want to be.

Graduate School

The wide-ranging scholarship of FSU faculty and graduate students is nationally and internationally recognized. FSU faculty members are recognized for their exceptional level of instruction, which continually challenges and inspires students to reach their highest individual goals. The Graduate School Information Packet is a good starting point to learn more about post-baccalaureate study at FSU. It contains information regarding our commitment to diversity, funding your graduate education, resources available, and more. Download this information and more at <https://gradschool.fsu.edu/prospective-students>.

The Career Center (<https://career.fsu.edu/students/consider-graduate-school>) also provides quality career services and resources to guide students who are considering graduate school.

Pre-Law, Pre-Health, and Pre-Med Advising

Students interested in a pre-med/pre-health (<https://med.fsu.edu/outreach/pre-medical-advising-overview>) or pre-law (<https://prelaw.fsu.edu>) tracks should see advising as soon as they have made this decision.

Testing and Education Resource Center (TERC)

<http://lib.fsu.edu/get/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 the University Libraries. The Academic Center for Excellence (<http://ace.fsu.edu/>) offers an array of workshops to help students prepare for entrance exams.

Student Alumni Association

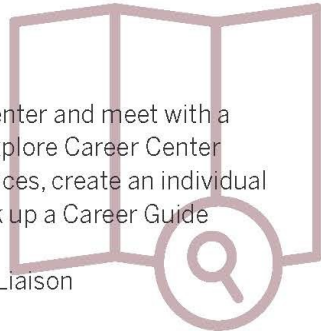
<https://alumni.fsu.edu/saa-home>

Students can begin working to preserve the legacy of Florida State from their very first day on campus. Help raise funds for scholarships and student activities or welcome prospective students to FSU. For information on the FSU Alumni Association, visit <https://alumni.fsu.edu/> or call (850) 644-2761.

Transfer Student Timeline for Career Success

First Year

Explore



- o Visit the Career Center and meet with a Career Advisor to Explore Career Center Resources and Services, create an individual action plan, and pick up a Career Guide
- o Meet your Career Liaison
- o Setup a Nole Connect and Folio account and complete your profiles
- o Find a Mentor through ProfessoNole Mentors, which will allow you to connect to engaged transfer students and professionals in your major or career field of interest.
- o Meet with a Career Advisor or your Career Liaison for a Resume Review and overview of conducting and Internship Search
- o Research companies/organizations and applying for internships, part-time jobs, research, or volunteer opportunities to gain relevant experience
- o Explore Pathway and Badging options that can help you connect to campus organizations and events, as well as help you develop ProfessoNole Competencies.
- o Determine if you need to or plan to pursue an advanced degree from a graduate or wprofessional school program and meet with a Career Advisor or your Career Liaison to create your personalized timeline for applying to graduate school.
- o Start preparing and studying for entrance exams for graduate and professional School programs

Engage



- o Conduct Informational interviews with mentors and professionals in your aspirational career field.
- o Continue to attend info sessions, workshops and networking events hosted by the Career Center, your college, and other campus partners
- o Attend an FSUshadow Info Session and Apply for FSUshadow Opportunities
- o Attend Graduate School Boot Camp and Graduate School Fair to determine if you need to pursue graduate or professional school options.
- o Join ProfessoNole Ready and work toward badges
- o Begin establishing relationships and identifying professors, faculty, staff, and supervisors who you can ask to be a reference or write stellar letters of recommendation.
- o Utilize Big Interview and Schedule a Mock wInterview to prepare for internship interviews
- o Engage in other ProfessoNole Pathways and Badging Opportunities



FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS
THE CAREER CENTER

850-644-6431 | career.fsu.edu | [@fsucareercenter](https://twitter.com/fsucareercenter) | [#DesignYourCareer](https://www.instagram.com/DesignYourCareer)

Second Year

Experience

- o Participate in an internship, work, research, or service that offers the opportunity for professional development and relevant experience (summer semester between first and second year is encouraged)

Execute

- o Meet with a Career Advisor or your Career Liaison to establish your individual action plan to secure a job prior to graduation or gain admission to a graduate or professional school program.
- o Narrow down the schools you plan to apply to, and put together your graduate school application packet
- o Submit your graduate or professional School applications
- o Prepare your job application materials
- o Utilize Big Interview and Schedule a Mock Interview to prepare for internship interviews
- o Network and utilize your contacts, Career Center Events, Nole Connect, and Folio to identify job opportunities
- o Engage in Graduate School Boot Camp and the Graduate School Fair
- o Attend Seminole Futures Career and Internship Fair, and other Career Fairs
- o Complete the requirements for the ProfessoNole Ready Badges
- o Complete additional ProfessoNole Pathways and Badging options and update your Folio
- o Celebrate your success of graduating, securing a job or your acceptance into graduate or professional school.

After Graduation

Reflect & Connect

- o Reflect on your experience at FSU and how you can take what you have learned and help others
- o Create a ProfessoNole Mentors account and mentor current FSU students
- o Submit your Seminole Success Story
- o Update your Folio account and continue to connect with FSU Students, Alumni, Faculty and Staff
- o Continue to utilize FSU Career Center Alumni resources and services
- o Connect with the FSU Alumni association and join the Alumni Association and local Seminole Club

Connect with The Career Center!



@FSUCAREERCENTER



CAREER.FSU.EDU

APPENDIX A

Academic Glossary

Academic Level: Your student classification as a degree-seeking undergraduate depending on how many semester hours you have earned: freshman (0-29 hours); sophomore (30-59 hours); junior (60-89 hours); or senior (90 or more hours).

Academic Standing: Your status at the University based on your FSU GPA and the total number of hours you have attempted (including all transfer credits). All students must maintain at least a minimum FSU GPA of 2.0 to be in good academic standing.

Cumulative GPA: Your Combined GPA that includes all letter-graded coursework attempted. This GPA includes both transfer courses (including dual enrollment) and FSU courses attempted. See also FSU GPA and Transfer GPA.

Cumulative Hours: The Total Hours Earned that you have completed for the degree. This calculation does not include any courses you are currently taking (in-progress courses) or are enrolled in for a future term.

Drop: Removal of one or more (but not all courses) from your class schedule for a given semester. See also Late Drop and Withdrawal.

Drop/Add: The period during the first week of classes when you may still make adjustments to your class schedule without fee liability. Drop/Add closes at 11:59pm on the fourth day of classes each term. You are fee liable for all classes on your schedule when the drop/add period closes.

EmplID: Your nine-digit student identification number in Student Central.

Enrollment: Registration in classes.

Enrollment Appointment: The dates when you are eligible to enroll in classes for a specific semester. The date your Enrollment Appointment begins is based on your Cumulative Hours (Total Hours Earned).

Enrollment Verification: Proof of enrollment at the University that may be requested through the Office of the Registrar.

Excess Credit Counter: The number of hours you have attempted that are being counted toward your Excess Credit Threshold.

Excess Credit Threshold: The maximum number of hours you can attempt at the normal tuition rate.

FSU GPA: Your GPA based only on your FSU coursework. Also known as your Enrollment GPA, this calculation does not include any transfer courses from other institutions.

Grade Forgiveness: A grade policy that allows a student to re-take a course in an attempt to remove the grade from the first attempt of the class. The Grade Forgiveness policy was abolished at FSU effective beginning with the Fall 2004 semester.

Graduation Check: A review of the requirements you need to complete for your degree program. The University Academic Progress Check is the Graduation Check you must request from the Registrar at the time you have 90 hours of credit (or two terms prior to graduation). A second Graduation Check is requested from your College one term prior to graduation.

Late Drop: A course drop requested between weeks 8-12 of the semester (deadlines are pro-rated in summer semesters). Dean's permission is required.

Limited Access: A type of major that has special entrance requirements, such as required coursework, a minimum GPA, an audition process or portfolio review.

Limited Enrollment: A type of major that has special entrance requirements, similar to a Limited Access major, in addition to only admitting a certain number of students each year.

Map Status: Your Map Status indicates if you are on-track with the required Mapping Milestones for your major: Status 0 (On-course); Status 1 (Off-course for first time); Status 2 (Off-course for two consecutive terms).

Map Term: Your Map Term indicates your progress in the term-by-term Academic Map for your major. You must satisfy the Mapping Milestones for the Map Term you are currently in to remain on-course with your major. For new incoming transfer students, your initial Map Term is decided at the point of admission.

Mapping: A University advising system that monitors student progression through the major. The Academic Map for each major includes a term-by-term Sample Schedule and a list of required Mapping Milestones that a student must complete to remain on-course in the program.

Mapping Milestones: Requirements for a specific Map Term that you must satisfactorily complete to remain on track within your major program. Milestones may be courses, specific grades in courses and/or GPA requirements.

Reserve Capacity: Class sections that have a Reserve Capacity code are restricted to specific majors or special student populations.

Semester Hours: The number of credits a course is worth based on the number of classroom hours per week. Also referred to as Credit Hours or Units (in Student Central).

Transfer GPA: Your Transfer Credit Cumulative GPA based only upon the courses you have transferred to FSU from another institution (including dual enrollment courses). This GPA does not include any FSU coursework. See also Cumulative GPA and FSU GPA.

Transient Application: An application to take classes at another institution.

Withdrawal: Removal of all of your courses (dropping to zero hours) from your schedule for a given semester after the Drop/Add period has ended.

APPENDIX B

Transfer Timeline to Graduation

Timeline	Event/Deadline
Prior to start of first term	<ul style="list-style-type: none"> Attend orientation Meet with advisor during orientation and register for classes.
Drop/Add for each term	<ul style="list-style-type: none"> Make any final schedule adjustments prior to 11:59pm on the fourth day of classes.
Tenth day of classes each term	<ul style="list-style-type: none"> Deadline to pay tuition and fees or make arrangements to pay.
Third week of first term	<ul style="list-style-type: none"> Check Transfer Credit Report to verify that all transfer/test credit has been received and posted to your account. Check Academic Requirements Report to view remaining degree requirements.
Mid-semester each term when Registration Guide is published	<ul style="list-style-type: none"> View Academic Calendar for upcoming dates and deadlines for next term(s). Find your enrollment dates for next term. Check Holds and To-Do's and remove prior to enrollment. Use Undergraduate Degree Progress tool to review degree requirements and to plan courses to take for the upcoming academic year. Meet with advisor to discuss degree requirements and finalize class schedule for next term. Enroll in classes as soon as enrollment date opens.
End of first 12 months of enrollment	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Deadline to declare second major or dual degree. Request University Academic Progress Check from the Office of the Registrar.
One term prior to graduation	<ul style="list-style-type: none"> Request Graduation Check from your Academic Dean's Office.
First two weeks of your last semester	<ul style="list-style-type: none"> Submit Graduation Application online in Student Central. Check Registrar website for cap and gown order information.
End of last semester	<ul style="list-style-type: none"> Complete Graduating Senior Survey in last two weeks of the term. Attend Commencement Ceremony

APPENDIX C

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. _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			3 hours GE-approved Quant/Logical Thinking (of the 6 total hours for this area, at least 3 <i>must</i> be a course with a MAC or MGF prefix) _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	
English Composition 6 hours required C- grade or higher	3 hours: ENC1101 _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			3 hours: ENC2135 _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	
Social Sciences 3 hours required	3 hours (choose one): AMH2020, ANT2000, ECO2013, POS1041, PSY2012, SYG1000 _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			3 hours of GE-approved Social Sciences or History (whichever is <i>not</i> represented by the statewide core course) _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	
History 3 hours required					
Humanities and Cultural Practice 3 hours required	3 hours (choose one): ARH2000, HUM2020, LIT2000, MUL2010, PHI2010, THE2000 _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			3 hours of GE-approved Humanities or Ethics (whichever is <i>not</i> represented by the statewide core course) _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	
Ethics 3 hours required					
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. _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			3 hours of GE-approved Natural Sciences _____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	
Additional General Education Hours 6 hours required (see limitations on page 11)	_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	

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	_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	
Scholarly/Form. Exp. 1 SIP course required 1 FE course	_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	
Diversity 1 X course required 1 Y course required	_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	
Civic Literacy POS1041, AMH2020, or passing score for alternative test credit.		_____ <div style="display: flex; justify-content: space-between; width: 100%;"> score </div>		_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>	
Natural Sciences Laboratory 1 hour required		_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			
Upper-Division Writing 1 course required		_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			
Oral Communication Competency 1 course required		_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			
Computer Competency 1 course required		_____ <div style="display: flex; justify-content: space-between; width: 100%;"> course grade hours </div>			

APPENDIX D

Navigating Student Central

Delegate Access.....	my.fsu.edu > My Info > Share My Information
Registration Window.....	my.fsu.edu > My Courses > Future (appears mid-semester)
Check for Holds	my.fsu.edu > My Tasks
Register for Classes	my.fsu.edu > Student Central > My Classes > Schedule Assistant
Search for Classes	my.fsu.edu > Student Central > My Classes > Schedule Assistant
Liberal Studies Courses	http://liberalstudiescourses.fsu.edu/care/LS-courses/course-display.php
Get my Books.....	my.fsu.edu > Student Central > My Classes > Schedule Assistant
Find my Classrooms	my.fsu.edu > My FSU Links > Resources > Campus Map
Testing Center.....	my.fsu.edu > My FSU Links > Academics > Distance Learning > Students > Testing
Find a Campus Bus	my.fsu.edu > My FSU Links > Resources > Bus Route
Parking	my.fsu.edu > My FSU Links > Resources > Parking Information
Get my Grades	my.fsu.edu > Student Central > My Academics > Academic Records
Official Transcript.....	my.fsu.edu > Student Central > My Academics > Academic Records
Unofficial Transcript	my.fsu.edu > Student Central > My Academics > Academic Records
Verify Enrollment	my.fsu.edu > Student Central > My Academics > Academic Records
Excess Credit Status	my.fsu.edu > Student Central > My Academics > My Academic Summary
My Major/Minor/Certificate ..	my.fsu.edu > Student Central > My Academics > My Academic Summary
Check my Requirements.....	my.fsu.edu > Student Central > My Academics > Advising Tools
Majors & Maps Information .	my.fsu.edu > Student Central > My Academics > Advising Tools > Majors & Maps
Find my Advisor.....	my.fsu.edu > My Academics > My Advisor
Find any Advisor.....	my.fsu.edu > My FSU Links > Academics > Academic Advisor Search
Find my Dean's Office.....	my.fsu.edu > My FSU Links > Academics > Academic Departments
Academic Support	my.fsu.edu > My FSU Links > Resources > ACE
Internships.....	my.fsu.edu > My FSU Links > Campus Life > Career Center Handshake
Undergraduate Research....	my.fsu.edu > My FSU Links > Research & Recognition > Undergrad
Research Study Abroad.....	my.fsu.edu > My FSU Links > Campus Life > International
Programs Academic Calendar	my.fsu.edu > My FSU Links > Academics > Academic Calendar
Professor Evaluations	my.fsu.edu > Student Central > My Tools > Course Evaluations
Honor Societies	my.fsu.edu > My FSU Links > Research & Recognition > Honor Societies
Check for Bills.....	my.fsu.edu > Student Central > My Bill
Health Insurance	my.fsu.edu > My FSU Links > Resources > Health Insurance
Check my Financial Aid	my.fsu.edu > Student Central > My Financial Aid
Scholarships	my.fsu.edu > My FSU Links > Student Financials > Scholarship Information
Clubs and Organizations.....	my.fsu.edu > My FSU Links > Campus Life > Student Activities
Athletic Tickets	my.fsu.edu > My FSU Links > Campus Life > Athletics > Tickets > Student Tickets
Report Problems.....	my.fsu.edu > Student Central > My Academics > Advising Tools > Report Incidents
Tallahassee Events	http://www.visittallahassee.com/events

