Dear Secondary Student:

Thank you for your interest in the High School Dual Enrollment Program at Florida State University. We are pleased to offer this acceleration opportunity that permits qualified high school students to begin postsecondary coursework while earning credits toward the high school diploma. The benefits of dual enrollment include access to rigorous postsecondary courses while reducing the time and cost of completing the college degree. However, I do want to caution you that any grades received in dual enrollment become a permanent part of your college transcript and will be factored into your future applications to other colleges or universities. Therefore, we expect you to work closely with our office for ongoing academic advisement and support. Additionally, you will need to go through this approval process each semester that you wish to participate in dual enrollment at Florida State University.

The eligibility requirements for dual enrollment are outlined in state statute and local articulation agreements. Please review the following page that summarizes those qualifications. If you think you meet the requirements, you must schedule a meeting with your high school guidance counselor who will grant you permission, if appropriate, by completing the Guidance Counselor Approval Form. Once this approval is obtained, you can then proceed with the student application process as outlined on the following pages of this packet. Please note that the application deadline for spring 2016 dual enrollment is Wednesday, November 25, 2015.

A copy of this application packet is available on our website under the Dual Enrollment tab at ace.fsu.edu.

If you have questions or we can assist you in any way, please feel free to call Angela Hockin or Christina Pater at (850) 645-0852 or email us at ace@admin.fsu.edu. We look forward to working with you in the upcoming semester!

Sincerely,

Sara Hamon, Ph.D.
Associate Dean of Undergraduate Studies
INFORMATION ABOUT DUAL ENROLLMENT

What is High School Dual Enrollment?

High School Dual Enrollment is a coursework acceleration program that allows qualified high school students to begin postsecondary coursework without paying tuition and fees, while earning credits toward their high school diploma at the same time. Dual Enrollment is established by law (Florida Statute 1007.271) for district, private, charter, and home school secondary students.

Student Eligibility

A High School Dual Enrollment student must meet the following requirements:

• Be a secondary student in Florida with a 3.9 weighted high school GPA on a minimum of 12 graded credits to include at least:
  ➢ 2 English credits
  ➢ 2 mathematics credits, one of which must be Algebra II or higher
  ➢ 1 science credit with lab
  ➢ 1 social studies credit

• The student must have all of the following:
  ➢ Writing - 21 on the ACT English and ACT E/W or 500 on the SAT writing
  ➢ Math - 21 on the ACT math or 500 on the SAT math
  ➢ Reading - 21 on the ACT reading or 500 on the SAT critical reading

• Must meet any course prerequisites as set forth in the University undergraduate catalog.

• Must show proof of credit for prerequisite course requirements, if applicable.

• Must provide proof of immunizations and health history form.

• Must be free of any charges of scholastic or behavioral misconduct at any educational institution, any violation of the law which did/may result in probation, community service, jail sentence, revocation or suspension of driver’s license, or a traffic violation that resulted in a fine of $200 or more, and also must be free of any felony charge even if adjudication has been withheld.

• Must maintain a 3.0 FSU GPA (FSU courses only) to continue in the Dual Enrollment Program.
Step 1: Guidance Counselor Permission

Secondary students must meet with their guidance counselor in order to validate that they meet the requirements for dual enrollment at FSU and gain permission for postsecondary coursework that would apply to their high school diploma. If approved, the student will receive a completed copy of the Guidance Counselor Approval Form, which the student must bring to the advising appointment with the Academic Center for Excellence (ACE) at FSU.

Home school students do not submit a Guidance Counselor Approval Form. Instead, the student will need to provide proof of enrollment in a home education program (s.1002.41, F.S.) and verification of grade level and performance such as tests and transcripts. If the student has prior college credit, please provide a copy of the college transcript.

Step 2: Complete the Student Application and Judicial Form

Applicants then complete the Student Application for Participation in the High School Dual Enrollment Program and also the Judicial Form prior to the advising appointment at ACE. If you have any questions about these forms, please call (850) 645-0852.

Step 3: Creating FSU ID & Email Account

First time students must create their FSU ID and email account prior to the advising appointment at the ACE. FSU email is the official source for FSU communication and official correspondence will be sent to this address. Follow the directions here to begin your registration: https://apps.oti.fsu.edu/CreateFSUID/?sponsor=ADMFSUID.

International Student’s Proof of Residency
If the high school student is not a U.S. citizen, leave U.S. Social Security Number (SSN) blank during the online registration process and select your country from the list provided. An FSU-assigned temporary student ID will be created for you. Please bring proof of residency to your advising appointment at ACE. This documentation can be in the form of a Green Card or INS letter stating that the student has been approved or is processing. If the student cannot provide proof of residency, either parent needs to provide proof of residency and proof that the student is a dependent.

Delegated Access on the Student’s FSU Account
Delegated Access gives parents access to their student’s information including grades and financial account. Immediately after creating the student’s FSU ID, log into the student’s account to set up the delegated access. For instructions on how to set up delegated access go to: http://www.sc.my.fsu.edu/Training-Documentation/Documentation/Delegated-Access.
Step 4: Schedule an advising & enrollment appointment with the Academic Center for Excellence (ACE)

The student must attend an advising appointment at ACE in order to select their schedule. The student will need to have the following items with them at this appointment:

- Guidance Counselor Approval Form
- High school transcript
- Non-FSU college transcripts (if relevant)
- AP/IB/AICE scores (if relevant)
- Completed Application for Participation in High School Dual Enrollment
- Completed Judicial Form
- FSUID and email
- Proof of Residency (International Students only)

Students must call (850) 645-0852 in order to schedule an appointment with an advisor at ACE in the University Center A (football stadium), Suite 3600. We recently implemented new dual enrollment advising procedures that cannot accommodate walk-in traffic. After the advising appointment, your selected schedule will be sent to the Registrar’s Office for administrative enrollment. Students will no longer register themselves. If you require a change of sections after that, you must contact your academic advisor at ACE. Any requests for classes that have not been approved by the high school counselor will require a Course Adjustment Form with the guidance counselor signature.

Course Selection
On the student’s Guidance Counselor Approval Form, the guidance counselor will indicate either specific courses or subject areas which the student has been given permission to register for at FSU. A student will not be enrolled in a course without their guidance counselor’s permission. This ensures that the credit earned at FSU will also apply towards the credits needed for completion of the high school diploma. The guidance counselor may approve for a maximum of 9 semester credits each term.

Some courses are not necessarily offered every semester. Students can look for available courses for Spring starting September 28 at http://registrar.fsu.edu/dir_class/class_search/index.htm.

Recommended Dual Enrollment Courses at FSU
With the recent establishment of a 15-hour core of general education courses (36 hours total) recognized across all public colleges and universities in Florida, the following courses are ideal for students who plan to attend college within the state. These credits will count toward the degree and fulfill a general education requirement as outlined below. Some of these credits may satisfy additional requirements, but that will vary across institutions and majors. Check other college and university catalogs as appropriate to your postsecondary plans.
<table>
<thead>
<tr>
<th>Gen. Ed. Subject Area</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ENC1101</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>Quantitative/Logical</td>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>(3 hours req.)</td>
<td>MAC 1114*</td>
<td>Analytic Trigonometry</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MAC 1140*</td>
<td>Pre-calculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAC 2233*</td>
<td>Calculus for Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAC 2311*</td>
<td>Calculus with Analytic Geom. I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MAC 2312*</td>
<td>Calculus with Analytic Geom. II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MAC 2313*</td>
<td>Calculus with Analytic Geom. III</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGF 1107</td>
<td>Topics in Practical Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Social Science/History</td>
<td>ANT 2000</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>(3 hours req.)</td>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>POS 1041</td>
<td>American Government: National</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SYG 1000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AMH 2020</td>
<td>History of the U.S. SINCE 1877</td>
<td>3</td>
</tr>
<tr>
<td>Ethics/Humanities</td>
<td>PHI 2010</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>(3 hours req.)</td>
<td>ARH 2000</td>
<td>Art, Architecture, and Artistic Vision</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HUM 2020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LIT 2000</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUL 2010</td>
<td>Music Literature, Listening and Understanding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>THE 2000</td>
<td>Introduction to Theatre for Non-Majors</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>AST 1002</td>
<td>Planets, Stars, &amp; Galaxies</td>
<td>3</td>
</tr>
<tr>
<td>(3 hours req.)</td>
<td>BSC 1005</td>
<td>General Biology for Non-Majors</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BSC 2010</td>
<td>Biological Science I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BSC 2085</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHM 1020</td>
<td>Chemistry for Liberal Studies (Non-Majors)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHM 1045*</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ESC 1000</td>
<td>Introduction to Earth Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EVR 1001</td>
<td>Introduction to Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHY 1020</td>
<td>Fundamentals of Physics (Non-Majors)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHY 2048C*</td>
<td>General Physics A (Calculus based)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHY 2053C*</td>
<td>College Physics A (Trig based)</td>
<td>4</td>
</tr>
</tbody>
</table>

*NOTE: Course has a college-level prerequisite that must be completed prior to enrollment (i.e., must submit documentation of satisfactory completion/grade in prior course as determined by departmental policy).

Other Common Dual Enrollment Courses at FSU
Some of the following courses may meet general education requirements at other postsecondary institutions in the state, but you will need to check college and university catalogs as appropriate to your postsecondary plans.
Anthropology
ANT 2100 – Intro to Archaeology (3 credits)
ANT 2410 – Intro to Cultural Anthropology (3 credits)
ANT 2511 – Intro to Physical Anthropology and Prehistory (3 credits)

Computer Science
CGS 2060 – Computer Fluency (3 credits)
CGS 3066 – Web programming and Design (3 credits)
CGS 3406 – Object Oriented Programming in C++ (3 credits) (Prerequisite: MAC 1105)
CGS 3416 – Java Programming for Non-specialists (3 credits) (Prerequisite: MAC 1105)
COP 3014 – Programming I (3 credits) (Prerequisite: MAC 1105)
COP 3353 – Introduction to Unix (1 credit)
COP 3502 – Intro to Computer Science (3 credits) (Prerequisite: MAC 1105)

Geography
GEO 1330 – Environmental Science (3 credits)
GEO 1400 – Human Geography (3 credits)

History
AMH 2010 – History of the U.S. to 1877 (3 credits)
AMH 2091 – The African-American Experience in the U.S. (3 credits)
AMH 2097 – Nationality, Race, and Ethnicity in the United States (3 credits)
EUH 2000 – Ancient and Medieval Civilizations (3 credits)

Political Science
CPO 2002 – Introduction to Comparative Government and Politics (3 credits)
INR 2002 – Introduction to International Relations (3 credits)

What types of courses are Dual Enrollment students restricted from taking?
• Courses that are not creditable to both the high school diploma and the college degree
• Courses graded on an S/U basis or not graded at all
• Physical education, recreation, and leisure courses
• Courses in limited access majors or otherwise restricted to students in the major
• Directed Individual Study (DIS) and courses with an IFS prefix because they may not transfer
• Army ROTC
• Online classes

What courses require special approval?
• Courses with prerequisites require test scores or transcripts to be submitted as documentation to verify eligibility
• Courses at the 3000 or 4000 level may require departmental permission
• Dance or other performing arts classes may require an audition to determine eligibility
• Air Force ROTC requires parent approval because of the extra physical training and leadership lab
• Math courses in the calculus sequence may require the ALEKS placement test ($25)
ALEKS Math Placement Test
If a student is planning to take a course in the calculus sequence as their first math course at FSU (MAC1114, MAC1140, MAC2311, MAC2312, or MAC2233), they will be directed to take the online ALEKS math placement test ($25 fee) soon after their advising appointment at ACE. Students must use their FSU email address to register for the ALEKS placement test. Instructions for ALEKS are available online at http://www.math.fsu.edu/~bellenot/ALEKS/. Students who do not complete ALEKS testing will be dropped from their math class during the first week of classes.

Course Prerequisite Credit
If the student requests to take a course which requires prerequisite credit, the appropriate test scores/transcript must be provided to ACE prior to the first day of classes or the student will be dropped from the class.

AP/IB/AICE test scores and Florida State University’s course equivalents can be found using the following urls:

- http://admissions.fsu.edu/credit/apcredit.cfm
- http://admissions.fsu.edu/credit/ibcredit.cfm
- http://admissions.fsu.edu/credit/aicecredit.cfm

Downloading the AP Score Report
Log-in to https://apstudent.collegeboard.org/. Click on the button which reads “Download PDF”. You may submit this AP Report to ACE by email, fax or hand delivery.

Step 5: FSU Student Identification Card
Before students begin their first semester at FSU, they are required to obtain an FSU Student Identification Card. Students are required to bring this card any time they are on campus. Students pay a $5.00 card fee each fall and spring semester of enrollment. If the card is lost, there is a $15 replacement fee. The FSUCard Center is located at 104 N. Woodward Avenue, in the Woodward Avenue Parking Garage, on the corner of Woodward Avenue and West Call Street. The student must bring a photo ID (driver’s license, passport, etc.). For more information, please visit http://fsucard.fsu.edu/.

Step 6: Health History Forms
Students are required to show proof of immunizations and complete a Health History Form before they can register for classes. Health forms can be found on the University Health Services website at: http://uhs.fsu.edu/forms/forms.html. Immunization records can come from a doctor or your high school. If the records are from your high school, they must have the official school stamp or seal. Please submit these documents directly to University Health Services located in
the Health and Wellness Center, 960 Learning Way or fax your forms to 850-644-8958. Please call 850-644-6230 if you have questions.

**Step 7: Parking on Campus**

If the student plans to drive and park on campus, they MUST obtain an FSU student parking permit from the FSU Transportation & Parking Services to avoid being ticketed and/or having their car towed. The student parking permit is only valid for the parking lot/garage spaces that are designated “Student W Parking.” Failure to abide by Transportation and Parking Services regulations will result in fines that must be paid before transcripts will be released to the student. For more information, please visit https://transportation.fsu.edu/parking/parking-permits.

**ADDITIONAL IMPORTANT INFORMATION**

**Textbooks**

Textbooks are required in most classes at FSU. Those specifics are available in course syllabi. State statute requires the secondary schools to provide textbooks for dual enrollment. Generally these are “on loan” to the student and must be returned after class ends. Students should contact their high school guidance counselor to inquire about textbooks.

**Access to Campus Resources**

Dual Enrollment students have access to various campus resources:

- FSU’s libraries are a valuable resource and many of their materials are accessible online. For full details go to https://www.lib.fsu.edu/.
- The ACE Learning Studio provides free tutoring in many subject areas and is located in the William Johnston Building on Landis Green in the heart of campus. For more information go to http://ace.fsu.edu/Tutoring.
- Information about bus service on campus is available at https://transportation.fsu.edu/bus-service.

**Grades and Transcripts**

Students must maintain a 3.0 FSU GPA in order to be eligible for any further dual enrollment coursework at Florida State University. Students may view their grades online using my.fsu.edu.

The Registrar’s Office will send grades to the student’s high school within 7-10 days of grades posting at FSU. However future registration and access to transcripts will be blocked if the student owes money to the university (e.g., library or parking fines).
**Student Conduct Code**

Dual enrollment students are responsible for reading and adhering to the Student Code of Conduct. The University reserves the right to impose discipline based on any violation of the student conduct. You should review the student conduct code at https://dos.fsu.edu/srr/conduct-codes/student-conduct-code.

**Academic Honor Policy**

The Academic Honor Policy outlines the University's expectations for students' academic work. Dual enrollment students should review the Academic Honor Policy at http://fda.fsu.edu/Academics/Academic-Honor-Policy/.

**Campus Environment**

*FSU is serious about our commitment to ensure the safety and well-being of all students.* This includes maintaining an environment that is free from discrimination and harassment as well as campus resource offices to assist students in reporting concerns and provide appropriate follow-up. For more information, see our Title IX statement and links to other resources online at knowmore.fsu.edu. If you have any concerns about your FSU experience, please contact your academic advisor at ACE.
# STUDENT CHECKLIST FOR DUAL ENROLLMENT APPLICATION & APPROVAL

<table>
<thead>
<tr>
<th>Task</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with your high school guidance counselor to discuss course options and gain permission</td>
<td></td>
</tr>
<tr>
<td>At the end of the meeting with your guidance counselor, make sure you have the following items:</td>
<td></td>
</tr>
<tr>
<td>1. Guidance Counselor Approval Form</td>
<td></td>
</tr>
<tr>
<td>2. Sealed copy of high school transcript</td>
<td></td>
</tr>
<tr>
<td>3. Dual Enrollment Application &amp; Student Guide (available online)</td>
<td></td>
</tr>
<tr>
<td>Complete the Student Application for Participation in the Dual Enrollment Program (every semester)</td>
<td></td>
</tr>
<tr>
<td>Complete the Judicial Form (every semester)</td>
<td></td>
</tr>
<tr>
<td>If this is your first semester at FSU, complete the online registration process to create your FSU ID and email address</td>
<td></td>
</tr>
<tr>
<td>Set-Up Delegated Access on your FSU account</td>
<td></td>
</tr>
<tr>
<td>Make an advising appointment with the Academic Center for Excellence (ACE) at (850) 645-0852</td>
<td></td>
</tr>
<tr>
<td>At your appointment with ACE, submit:</td>
<td></td>
</tr>
<tr>
<td>1. Guidance Counselor Approval Form</td>
<td></td>
</tr>
<tr>
<td>2. Student Application for Participation</td>
<td></td>
</tr>
<tr>
<td>3. Judicial Form</td>
<td></td>
</tr>
<tr>
<td>4. Sealed High School Transcript</td>
<td></td>
</tr>
<tr>
<td>5. Documentation for prerequisite credit (test scores/transcripts as appropriate)</td>
<td></td>
</tr>
<tr>
<td>6. Proof of Residency (International Students only)</td>
<td></td>
</tr>
<tr>
<td>Take the ALEKS Math Placement Test, if necessary (calculus sequence courses only)</td>
<td></td>
</tr>
<tr>
<td>If this is your first semester at FSU, obtain FSU Identification Card</td>
<td></td>
</tr>
<tr>
<td>Submit immunization records and health forms to the Wellness Center</td>
<td></td>
</tr>
<tr>
<td>Obtain or renew a parking permit, if necessary</td>
<td></td>
</tr>
<tr>
<td>Log into my.fsu.edu to check your FSU account info</td>
<td></td>
</tr>
<tr>
<td>Check your FSU email account daily</td>
<td></td>
</tr>
<tr>
<td>Complete your college courses with FSU GPA of 3.0 or higher</td>
<td></td>
</tr>
</tbody>
</table>
Instructions for Completing the Student Application for High School Dual Enrollment and Judicial Form

Please complete the Student Application for Participation and the Judicial Form before your advising appointment at the Academic Center for Excellence (ACE).

If you have any questions about the application process, please call (850) 645-0852.

Please refer to the following registration code definitions while completing the Student Application:

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>American Indian/Alaska Native</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Asian</td>
</tr>
<tr>
<td></td>
<td>Black/African American</td>
</tr>
<tr>
<td></td>
<td>Hispanic/Latino</td>
</tr>
<tr>
<td></td>
<td>Not Specified</td>
</tr>
<tr>
<td></td>
<td>Native Hawaiian/Other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>White</td>
</tr>
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</table>

| National Citizenship            | US, Japan, Canada, Mexico, etc. |

<table>
<thead>
<tr>
<th>Residency Code</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>F</td>
<td>Resident of Florida</td>
</tr>
<tr>
<td>N</td>
<td>Non-resident of Florida</td>
</tr>
<tr>
<td>T</td>
<td>Exception (military, in-state)</td>
</tr>
<tr>
<td>R</td>
<td>Resident alien, resident of Florida</td>
</tr>
<tr>
<td>E</td>
<td>Resident alien, non-resident of Florida (out of state)</td>
</tr>
<tr>
<td>A</td>
<td>Temporary Visa, Alien (out of state)</td>
</tr>
</tbody>
</table>

Do not write in the spaces below “For Office Use Only”. The student’s schedule will be filled in by an advisor during the advising appointment at the Academic Center for Excellence.

If you answer “Yes” to any question on the Judicial Form, please provide documentation or write an explanation on a separate sheet of paper. Complete details are provided on the Judicial Form.

After you have completed the Student Application and the Judicial Form, please refer back to the student checklist on page 11 to continue with the remaining registration steps.
Student Application for Participation in the Florida State University
High School Dual Enrollment Program

TERM:  SPRING 2016

Last Name (Please Print) First Name MI FSUID

Is this your first term at FSU?  Yes _____ No _____ If no, when was your first term at FSU?__________________

Name of High School:______________________________________________________________________________

Current Grade: _____ High School Graduation Year _______ Gender: _____ Race/Ethnicity*: ______________

National Citizenship*: __________________________ Date of Birth: _________________ Residency Code*: F N T R E A

State of Residence: ____________________________        County of Residence: ____________________________

Street Address: ____________________________________________________________________________________

City State Zip Code

Student Email:___________________________________________ Student Telephone: _______________________

Parent Name: __________________________________________

Parent Email:____________________________________________ Parent Telephone: ________________________

I hereby authorize Florida State University to provide a copy of my transcript to my high school
upon completion of the term indicated above.

________________________________________________                 ________________________
Signature (Student/Parent)                                                                 Date

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - For Office Use Only - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Requested Classes

<table>
<thead>
<tr>
<th>Sess</th>
<th>Prefix</th>
<th>Number</th>
<th>Sec</th>
<th>Class Number</th>
<th>Meeting Days/Times</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Alternate Classes  (In case there are conflicts with recommended classes)


* See instructions for definitions

Division Code: UGST     Program: HSDUE     Plan: HSDUALENRL

Revised: 09/2015
We are pleased to receive your application for High School Dual Enrollment at Florida State University. Please complete this form and return it to the Academic Center for Excellence along with the Student Application. Failure to answer these questions will result in a delay in processing your application.

**Educational Misconduct Question:**
Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic or any other type of behavioral misconduct at any education institution? You do not need to disclose academic dismissal, suspension, or probation for poor grades. However, you are required to furnish FSU with a written explanation of the event(s) if there was academic misconduct (such as plagiarism or cheating) or behavioral misconduct, and tell us what you have learned from your past actions.

_____ Yes          _____ No

**Legal Violation Question:**
Have you ever been charged with a violation of the law which resulted in, or if still pending could result in, probation, community service, a jail sentence, or the revocation or suspension of your driver’s license (including traffic violations which resulted in a fine of $200 or more)? You are required to furnish FSU with a list of all violations, and must include a statement telling us what you have learned from your past action(s).

_____ Yes          _____ No

**Felony Question:**
Have you ever been charged with a felony (even if adjudication was withheld)? You are required to furnish FSU with a copy of your criminal background history from each state in which the violation(s) occurred. If the violation(s) occurred in Florida, the criminal background history can be emailed to the Office of Admissions (admsofficer@admin.fsu.edu) directly from the Florida Department of Law Enforcement (www.fdle.state.fl.us). You are also required to furnish a statement telling us what you have learned from your past actions.

_____ Yes          _____ No

If your answer to any of the above questions is “yes,” the University reserves the right to request additional information. If your records have been expunged pursuant to the applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer “yes,” we strongly suggest you answer “yes” and fully disclose all incidents. By doing so, you can avoid risk of disciplinary action or revocation of registration privileges for the Dual Enrollment program.

_____________________________  ____________________________
Name of Applicant (please print)    Date of Birth

_____________________________     ____________________________
Signature of Applicant                                          Date
<table>
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<tr>
<th><strong>UNIVERSITY CONTACTS</strong></th>
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| **High School Dual Enrollment Office** | **Academic Center for Excellence (ACE)**  
282 Champions Way  
University Center A, Suite 3600  
(850) 645-0852 – phone  
(850) 645-0180 - fax  
ace@admin.fsu.edu  
http://ace.fsu.edu/ |
| **Admissions** | **Admissions**  
282 Champions Way  
University Center A, Suite 2500  
(850) 644-6200  
http://admissions.fsu.edu/ |
| **Department of Mathematics** | **Pamela Andrews**  
Department of Mathematics  
Andrews@math.fsu.edu  
Love Building, Room 208  
http://www.math.fsu.edu/ |
| **FSU Card** | **FSUCard Center**  
104 N. Woodward Avenue  
(850) 644-7777  
https://fsucard.fsu.edu/ |
| **Immunization Records and Health Forms** | **University Health Services @ The Health and Wellness Center**  
960 Learning Way  
(850) 644-6230  
http://uhs.fsu.edu/ |
| **Parking** | **FSU Transportation & Parking Services**  
104 N. Woodward Avenue  
(850) 644-5278  
https://transportation.fsu.edu/parking/parking-permits |
| **Registrar’s Office** | **Registrar’s Office**  
282 Champions Way  
University Center A, Suite 3900  
(850) 644-1050  
http://registrar.fsu.edu/ |