

FLORIDA STATE UNIVERSITY

High School Dual Enrollment Application & Student Guide

Summer/Fall 2019 Class Enrollment



For eligible students in the following schools with
2019-20 articulation agreements:

Leon County Public High Schools
Wakulla County High School
Florida State University Schools
Christ Classical Academy
Community Christian School
St. John Paul II Catholic High School
Home School Students Registered in Leon or Wakulla County





Florida State University
Academic Center for Excellence
Sara Hamon, Associate Dean
A-3600 University Center
Phone: 850-645-0852

**FLORIDA STATE UNIVERSITY HIGH SCHOOL DUAL ENROLLMENT PROGRAM
APPROVAL AND APPLICATION PACKET**

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 courses 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 pages that summarize 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 summer and fall 2019 dual enrollment is Friday, April 26, 2019.

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 at (850) 645-0852 or email us at ace@admin.fsu.edu. We look forward to working with you in the upcoming semester!

Sincerely,

A handwritten signature in black ink that reads "Sara Hamon".

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.

Dual Enrollment at Florida State University

Dual enrollment students at Florida State University (FSU) are non-degree seeking students and are limited to a maximum of 9 credit hours per semester. **As non-degree seeking students, they are not eligible for an Associate in Arts (AA) degree at FSU.** Students interested in earning the AA degree concurrent with high school graduation should explore dual enrollment at Tallahassee Community College. FSU does permit Early Admission (i.e., full-time dual enrollment). However, that requires a separate application through the FSU Admissions Office approximately one year in advance of the semester for which the high school student is seeking admission. Early Admission students at FSU are regular degree-seeking students who intend to earn the bachelor's degree at FSU. For more information and application requirements, see the Undergraduate Bulletin or contact the Office of Admissions.

Student Eligibility

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

- Attend a secondary school that has a signed dual enrollment articulation agreement with FSU or registered as a home school student in a district that has a signed dual enrollment articulation agreement with FSU. *Note: Students who transfer to a high school without a signed articulation agreement with FSU will no longer be eligible to participate in the program in subsequent semesters.*
- Be a local area secondary student 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 associated lab
 - 1 social studies credit
- Have the following minimum test scores:
 - ACT Test – 26 or higher Composite Score plus the following subscores:
 - Reading subscore of 19 or higher
 - English subscore of 19 or higher
 - Math subscore of 21 or higher
 - SAT Test – 1230 or higher Total Score plus the following subscores:
 - Reading subscore of 24.5 or higher
 - Writing subscore of 27.5 or higher
 - Math subscore of 25.5 or higher

**The following schools have an Articulation Agreement with FSU for the
2018-2019 Academic Year**

Chiles High School	SAIL High School	FSUS (Florida High)
Godby High School	Leon County Virtual School	John Paul II High School
Leon High School	Wakulla High School	
Lincoln High School	Christ Classical Academy	
Rickards High School	Community Christian	

- Meet any course prerequisites as set forth in the University undergraduate catalog.
- Show proof of credit for prerequisite course requirements, if applicable.
- Provide proof of immunizations and health history form.
- 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.
- Maintain a 3.0 FSU GPA (FSU courses only) to continue in the Dual Enrollment Program.

APPROVAL & ENROLLMENT PROCESS

Step 1: Guidance Counselor Permission

Secondary students enrolled in local schools must meet with their guidance counselor in order to verify 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 will need to complete the *Home School Course Request Form and Articulation Agreement* and also provide proof of enrollment in a home education program (s.1002.41, F.S.) along with 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: New Student's FSU EMPLID Creation

If a first time student has a prior association with the University such as: employment, attended a camp, been a student at FSUS, etc., please call ACE at (850) 645-0852 before

attempting to create an FSU EMPLID. The student may already have an EMPLID which ACE staff can research to find.

All other new students must create their FSU EMPLID prior to the advising appointment at ACE. Students will need their Social Security Number and should follow the directions available at: <https://apps.its.fsu.edu/FSUIDRegistration/?sponsor=ADMFSUID>. **Students should NOT create an EMPLID without a social security number. If they do, they will not be able to activate their FSUID until they have provided a copy of their social security card.**

If the student is not a U.S. citizen, leave U.S. Social Security Number (SSN) blank during the online EMPLID creation process and select your country from the list provided. An FSU-assigned temporary student ID will be created for you.

If the student receives an error while attempting to create their EMPLID, call ACE right away at (850) 645-0852 so that staff may give guidance on how to resolve the error.

Step 3: Forms to Complete Prior to the Advising Appointment at ACE

All applicants must complete the *Student Application for Participation in the High School Dual Enrollment Program* and the *Judicial Form* prior to the advising appointment at ACE.

New students are required to complete the *Student Admissions Health History* form and the *FAMU Co-Op/Dual Enrollment Form* (located at the back of the student guide) in order to show proof of immunizations. Meningococcal Meningitis is an immunization required by the University. However, the immunization reports provided by the high schools generally do not show proof of a Meningitis immunization, which is why the *FAMU Co-Op/Dual Enrollment Form* is required. After all documentation has been cleared by University Health Services, then the student will be enrolled in their classes. If a student wishes to request a Religious Exemption from immunizations, they should contact the Academic Center for Excellence (ACE) for information. Students should be aware of the ramifications of waiving an immunization. If they do so and there is an outbreak of that “immunization preventable” disease at FSU, they will not be permitted to come to campus until the outbreak is under control. Additionally, they will be responsible for making up all of the work they miss as a consequence.

Be sure to include the EMPLID that you created in Step 2 on all forms. If you have questions, please call (850) 645-0852.

Step 4: Schedule an advising and enrollment appointment with the Academic Center for Excellence (ACE)

Returning students must attend an advising appointment at ACE in order to select their classes. Students will need to have the following items with them at this appointment:

- Completed *Guidance Counselor Approval Form OR Home School Course Request Form and Articulation Agreement*

- Completed *Application for Participation in High School Dual Enrollment*
- Completed *Judicial Form*
- Non-FSU college transcripts (if relevant)
- AP/IB/AICE scores (if relevant)
- FSU EMPLID or FSUID
- Proof of residency (non-U.S. citizens only)
- Proof of enrollment in a home education program (home school students only)

New students must attend Dual Enrollment Orientation, where they will receive instruction on the high school dual enrollment program and select their classes. Students will need to have the following items with them at this appointment.

- Completed *Guidance Counselor Approval Form OR Home School Course Request Form and Articulation Agreement*
- Sealed high school transcript
- Completed *Application for Participation in High School Dual Enrollment*
- Completed *Judicial Form*
- Completed *Student Admission Health History Form*
- Completed *FAMU Co-Op/Dual Enrollment Form*
- Non-FSU college transcripts (if relevant)
- AP/IB/AICE scores (if relevant)
- FSU EMPLID
- Proof of residency (non-U.S. citizens only)
- Proof of enrollment in a home education program (home school students only)

Students must call (850) 645-0852 in order to schedule an appointment with an advisor or to sign up for Dual Enrollment Orientation at ACE in the University Center A (football stadium), Suite 3600. ***Our dual enrollment advising procedures cannot accommodate walk-in traffic.*** After the advising appointment and clearance of health forms (new students), your selected schedule will be sent to the Registrar's Office for administrative enrollment. Students do not have access to enroll themselves in courses.

Non-U.S. Citizen Student's Proof of Residency

If the high school student is not a U.S. citizen, please bring proof of residency to the 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, please contact ACE at (850) 645-0852 for assistance.

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 credit hours each term. **To see the Florida Department of Education's Dual Enrollment Course Equivalency list, go to: <http://www.fl DOE.org/core/fileparse.php/5421/urll/0078394-delist.pdf>.** Some courses are not offered every semester. Students can look for available courses for Summer and Fall 2019 starting March 4, 2019, at http://registrar.fsu.edu/class_search/.

Recommended Dual Enrollment Courses at FSU

Below is a list of recommended courses for high school dual enrollment students, including high school subject area and credit. Past high school dual enrollment participants have taken these classes and been successful. Please use this list when consulting your guidance counselor about which courses to take at FSU.

With the establishment of a 15-hour core of general education courses (36 hours total) recognized across all public colleges and universities in Florida, the courses marked with an asterisk are ideal for students who plan to attend college within the state. These credits will count toward the bachelor's degree and fulfill a general education requirement. 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.

Course descriptions are available in the FSU Undergraduate Bulletin or <http://liberalstudiescourses.fsu.edu>.

Note: FSU cannot guarantee you a seat in any of these courses. Availability is based only on remaining seats during your registration window.

Course #	Course Title	FSU Credits	HS Subject Area	HS Credit	Prerequisite(s)
<i>English/Literature</i>					
*LIT 2000	Introduction to Literature	3	English	1	None
LIT 2010	Introduction to Fiction	3	English	0.5	None
<i>Math/Statistics</i>					
*MAC 1105	College Algebra	3	Math	1	None
*MAC 1114	Analytic Trigonometry	2	Math	1	MAC 1105
*MAC 1140	Pre-Calculus Algebra	3	Math	1	MAC 1105
*MAC 2233	Calculus for Business	3	Math	1	MAC 1105
*MAC 2311	Calculus w/Analytic Geom. I	4	Math	1	MAC 1114 and MAC 1140
*MAC 2312	Calculus w/Analytic Geom. II	4	Math	1	MAC 2311
*MAC 2313	Calculus w/Analytic Geom. III	5	Math	1	MAC 2312
*MGF 1106	Mathematics for Liberal Arts	3	Math	1	None
*MGF 1107	Topics in Practical Finite Math	3	Math	1	None
STA 1013	Statistics Through Example	3	Math	1	None

Course #	Course Title	FSU Credits	HS Subject Area	HS Credit	Prerequisite(s)
*STA 2023	Fundamental Business Statistics	3	Math	1	None
STA 2122	Introduction to Applied Statistics	3	Math	1	MAC 1105
Social Science/History					
*AMH 2020	History of US Since 1877	3	Social Studies	0.5	None
AMH 2097	Nationality, Race, and Ethnicity in the United States	3	Elective	0.5	None
*ANT 2000	Introduction to Anthropology	3	Elective	0.5	None
ANT 2100	Introduction to Archaeology	3	Elective	0.5	None
ANT 2511	Introduction to Physical Anthropology and Prehistory	3	Elective	0.5	None
CLT 3378	Ancient Mythology, East and West	3	Elective	0.5	None
CPO 2002	Introduction to Comparative Government and Politics	3	Social Studies	0.5	None
*ECO 2013	Principles of Macroeconomics	3	Elective	0.5	None
ECO 2023	Principles of Microeconomics	3	Elective	0.5	None
EUH 2000	Ancient and Medieval Civilizations	3	Elective	0.5	None
EUH 3205	19 th -Century Europe	3	Elective	0.5	None
GEO 1330	Environmental Science	3	Elective	0.5	None
GEO 1400	Human Geography	3	Elective	0.5	None
INR 2002	Introduction to International Relations	3	Elective	0.5	None
*POS 1041	American Govt: National	3	Social Studies	0.5	None
*PSY 2012	General Psychology	3	Elective	0.5	None
REL 1300	Intro to World Religions	3	Elective	0.5	None
SOP 3004	Social Psychology	3	Elective	0.5	None
*SYG 1000	Introduction to Sociology	3	Elective	0.5	None
Ethics/Humanities					
*HUM 2020	Introduction to Humanities	3	Elective	0.5	None
MUH 2019	Modern Popular Music	3	Perf/Fine Arts	0.5	None
MUH 2051	Music in World Cultures	3	Perf/Fine Arts	0.5	None
*MUL 2010	Music Literature, Listening, and Understanding	3	Perf/Fine Arts	0.5	None
*PHI 2010	Introduction to Philosophy	3	Elective	0.5	None
PHI 2100	Reasoning & Critical Thinking	3	Elective	0.5	None
PHI 2620	Environmental Ethics	3	Elective	0.5	None

Course #	Course Title	FSU Credits	HS Subject Area	HS Credit	Prerequisite(s)
PHI 2630	Ethical Issues & Life Choices	3	Elective	0.5	None
Natural Science					
*AST 1002	Planets, Stars, and Galaxies	3	Science	0.5	None
AST 1002L	Planets, Stars, and Galaxies and Lab	4	Science	1	None
*BSC 1005	General Biology for Non-Majors	3	Science	0.5	None
*BSC 2010	Biological Science I	3	Science	0.5	None
BSC 2010L	Biological Science I and Lab	4	Science	1	Co-requisite: BSC 2010
BSC 2011	Biological Science II	3	Science	0.5	BSC 2010, BSC 2010L
BSC 2011L	Biological Science II and Lab	4	Science	1	BSC 2010, BSC 2010L Co-requisite: BSC 2011
*CHM 1045	General Chemistry I	3	Science	0.5	MAC 1105
CHM 1045L	General Chemistry I and Lab	4	Science	1	Co-requisite: CHM 1045
CHM 1046	General Chemistry II	3	Science	0.5	CHM 1045, CHM 1045L
CHM 1046L	General Chemistry II and Lab	4	Science	1	CHM 1045, CHM 1045L Co-requisite: CHM 1046
CHM 2210	Organic Chemistry I	3	Science	0.5	CHM 1046 and CHM 1046L
*ESC 1000	Introduction to Earth Science	3	Science	0.5	None
EVR 1001	Intro to Environmental Sci	3	Science	0.5	None
MET 1010	Intro to the Atmosphere	3	Science	0.5	None
PHY 1020	Fundamentals of Physics for Non-Majors	3	Science	0.5	None
PHY 2048C	General Physics A (Calculus based)	4	Science	1	MAC 2311
PHY 2053C	College Physics A (Trig based)	4	Science	1	MAC 1114, MAC 1140
PSB 2000	Intro to Brain and Behavior	3	Science	0.5	None
Computer Science					
CGS 2060	Computer Fluency	3	Elective	0.5	None
CGS 2100	Microcomputer Applications for Business/Economics	3	Elective	0.5	None
CGS 3066	Web Programming & Design	3	Elective	0.5	None
CGS 3406	Object-Oriented Programming C++	3	Elective	0.5	MAC 1105
CGS 3416	Java Programming for Non-Specialists	3	Elective	0.5	MAC 1105
COP 3014	Programming I	3	Elective	0.5	MAC 1140
COP 3353	Introduction to UNIX	1	Elective	0	None
Foreign Languages					
FRE 1120	Elementary French I	4	Elective	1	None
GER 1120	Elementary German I	4	Elective	1	None
SPN 1120	Elementary Spanish I	4	Elective	1	None

Course #	Course Title	FSU Credits	HS Subject Area	HS Credit	Prerequisite(s)
Other					
CHD 2220	Child Growth/Development: The Foundation Years	3	Elective	0.5	None
SDS 3340	Intro to Career Development	3	Elective	0.5	None

What types of courses are Dual Enrollment students restricted from taking?

- Online courses
- Any courses for which the student already has credit or may earn AP/IB credit
- Courses that are not creditable to both the high school diploma and the college degree
- One-credit courses, with the exception of science lab classes taken with the associated lecture class
- 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
- ENC 2135 – Research, Genre, and Context
- Army ROTC
- Directed Individual Study (DIS) and courses with an IDS prefix

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 after the advising session.
- 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 require the ALEKS placement test (\$25).

Other information regarding approved courses:

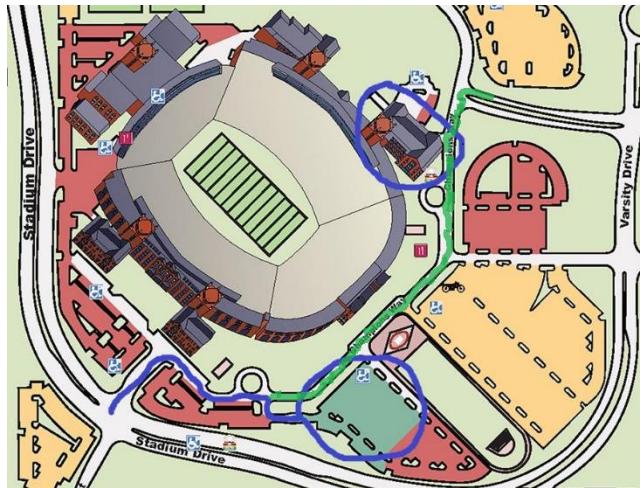
- Effective Fall 2019 the Leon County School District and Florida State University have approved ECO 2013 and ECO 2023 as courses that satisfy the economics with financial literacy requirement for high school graduation. Students at other schools should check with their guidance counselor to see if those courses will satisfy this requirement at their high school.

Where to Park For Your Appointment with ACE

The Visitor Parking Lot is accessible off of Stadium Drive or Pensacola Street (see map below) and is available to visitors only. Currently enrolled students must park in Student W parking, which is also available nearby. From the visitor's parking lot or the Student W parking lot, walk towards the right around the stadium in order to access University Center A. We can validate visitor parking. Bring the ticket you take upon entering the visitor parking lot, and we will stamp

it for you. If you do not bring this ticket with you to our office, parking in the visitor parking lot costs \$1.50/hour, which you will pay as you leave the lot.

Parking Map for Appointments at ACE for Dual Enrollment Advising



Changing Your Schedule After Your Advising Appointment

If a change to your schedule becomes necessary, you must contact your academic advisor at ACE. All requests for FSU classes that have not been previously approved by the high school guidance counselor and all requests for changes to FSU classes after the high school start date will require a *Guidance Counselor Course Adjustment Form* with the guidance counselor signature. Home school students will need to complete the *Home School Course Adjustment Form*.

Step 5: Course Prerequisites

ALEKS Math Placement Test

If a student is planning to take a course in the calculus sequence as their first math course at FSU (MAC1105, MAC1114, MAC1140, MAC2311, MAC2312, MAC2313 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 a student requests to take a course which requires prerequisite credit, the appropriate test scores/transcript must be provided to ACE or the student will be dropped from the class.

If you are using a course taken at FSU to satisfy prerequisite credit:

The student does not need to take any action. Your ACE advisor will check to make sure the course was completed with a satisfactory grade.

If you are using a course taken at a different institution to satisfy prerequisite credit:

The student must submit an official sealed transcript to ACE as soon as possible after the grade is received.

If you are using AP/IB/AICE test scores to satisfy prerequisite credit:

The student must submit test scores directly to ACE by email, fax, or hand delivery.

AP scores can be retrieved at <https://apscore.collegeboard.org/scores#/>.

IB scores can be retrieved at <https://www.ibo.org/programmes/diploma-programme/assessment-and-exams/getting-results/>.

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

- <https://admissions.fsu.edu/credit/AP/>
- <https://admissions.fsu.edu/credit/IB/>
- <https://admissions.fsu.edu/credit/AICE/>

Step 6: New Student FSUID and Email Address Activation

The Registrar's Office will send an email with instructions to all new students shortly after their advising appointment with ACE. Follow the directions within the email in order to activate the student FSUID and the FSU email account. **FSU email is the official source for FSU communication and all official correspondence will be sent to this address.** If you have any questions about this process, please call ACE at (850) 645-0852.

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 FSU ID, log into the student account to set up the delegated access. For instructions on how to set up delegated access, go to: <https://sc.my.fsu.edu/training-documentation/documentation/delegated-access>.

Step 7: 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 with them any time they are on campus. 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.). There is no fee for the first card, however if the card is lost there will be a \$15 replacement fee. For more information, please visit the website at <http://fsucard.fsu.edu/>.

Step 8: 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>.

Step 9: Financial Responsibility

Each semester the Office of Student Business Services places a Financial Responsibility Hold onto every student’s account. Dual Enrollment students will not be charged fees related to course registration. However, Dual Enrollment students are responsible for other fees assessed due to parking tickets, FSU identification card replacement, etc. By completing the Student Financial Responsibility Agreement, the student acknowledges responsibility for those types of fees. To clear this hold: log into my.fsu.edu, click on the ‘SC’ tile at the top left, click ‘Tasks,’ and click ‘Student Financial Agreement’ to complete it.

At some point after you are registered for classes, you may notice that your FSU account shows a balance due. After registration, FSU student accounts will be assessed tuition and fees for the courses that students are registered to take in the upcoming semester. **High school dual enrollment students are NOT responsible for tuition and fees. Please do NOT pay any of these charges.** The balance will be removed from your account once waivers are applied the day after drop/add ends (fifth day of classes). These charges will *not* have any effect on a student’s enrollment. If you still see charges on your account in the second week of FSU classes (or later), please contact ACE at 850-645-0852 or ace@admin.fsu.edu so we can have inappropriate charges removed.

ADDITIONAL IMPORTANT INFORMATION

Textbooks

Textbooks are required in most classes at FSU. Those specifics are available in course syllabi and in the course search feature of Student Central at the time of registration (in class search results, click the blue “Class” number to get to details). The schools/districts participating in dual enrollment with FSU are required to provide textbooks for their dual enrollment students. Students should contact their high school guidance counselor to inquire about textbooks. Home education students will be given the option of buying their own textbooks or borrowing them

through FSU for the semester of enrollment. More information about that process will be provided at the time of registration.

Access to Campus Resources

Dual Enrollment students have access to campus resources as follows:

Full Access

- 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 <https://ace.fsu.edu/Tutoring>.
- Information about bus service on campus is available at <https://transportation.fsu.edu/bus-service>.

Limited Access

- The Health & Wellness Center only offers emergency and first aid services to dual enrollment students. For routine health-related consultations, please see your family physician.

No Access

- Dual enrollment students do not have access to programs or services directly supported by fees that have been waived for them, including athletic tickets, the Leach Center, and other campus recreation programs and facilities.

Student Disability Resource Center

The Student Disability Resource Center (SDRC) is a campus resource open to all enrolled students. If you have accommodations in the learning process at your high school, we encourage you to register with the SDRC for accommodations in your classes at FSU, which will require completing registration forms and providing documentation. The SDRC houses an adaptive technology lab and offers an alternative testing location, extended testing time, note takers, alternate text conversion, and sign language/interpreting, among many other services. For more information, visit <https://dos.fsu.edu/sdrc>. You may also contact the SDRC at (850) 644-9566 or sdrc@fsu.edu. We encourage you to discuss this and any other learning support needs you may have with your academic advisor in ACE.

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. At the end of each semester, students should view their official grades online using my.fsu.edu. Please note: instructor grade books in Canvas are not the official grades. Please check your official grades to be sure they are accurate.

How GPA is calculated at FSU

A	4.0
A-	3.75
B+	3.25
B	3.0
B-	2.75
C+	2.25
C	2.0
C-	1.75
D+	1.25
D	1.0
D-	0.75
F	0

GPA = Total Grade Points ÷ Total Hours Attempted

- Total Grade Points are calculated for each class by multiplying the course credit hours by the grade points received for the corresponding letter grade (see chart).
- Total Hours Attempted are the total number of credit hours taken by the student.

For example: If a student receives an ‘A’ for ENC1101 (3 credit hours) and a ‘B+’ for MAC2313 (5 credit hours) then $\text{GPA} = [(4.0 \times 3) + (3.25 \times 5)] \div 8$. This student’s GPA = 3.53.

Please call ACE at (850) 645-0852 if you have questions about calculating your GPA.

How to Send/Request Copies of Your Official Transcript

The FSU Registrar’s Office will send transcripts to the high schools within 7-10 days of grades posting at FSU as a part of dual enrollment grade processing.

Once you start applying to colleges and universities for regular admission beyond high school graduation, you will be responsible for requesting and paying for FSU transcripts sent to other higher education institutions or organizations offering financial aid opportunities. For instructions on how a student can request a copy of the official transcript either in person or online, go to: <https://sc.my.fsu.edu/students/how/access-official-transcripts>.

Your unofficial transcript is available to be viewed and printed in Student Central at my.fsu.edu. You have the right to release your own transcript, official or unofficial, to anyone you choose. However, FSU may not share it without your permission.

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 Code. 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/>. Dual Enrollment Students found responsible for violating the Academic Honor Policy will not be permitted to continue in subsequent semesters.

Attendance Policy

Attendance is a critical part of academic success in college! Dual enrollment students are expected to attend all scheduled class sessions as part of their student status. This includes those days that are considered holidays or breaks in the high school calendar (e.g., Thanksgiving or Spring Break). Professors set their own attendance policies on the course syllabus, so students should review this document carefully at the beginning of the semester.

FSU has an administrative Required First Day Attendance Policy that requires all students to attend the first day of all classes for which they are registered. Failure to attend the first day of class will result in the student being dropped from the class. If you have a legitimate emergency that will cause you to miss the first day, please email the professor in advance and copy ACE at ace@admin.fsu.edu so we can ensure you are not dropped from the class.

Please do not plan family vacations during the semester. If a dual enrollment student has an emergency or anticipates being out of classes for a week or longer, please contact ACE so we can give you proper advice and support.

Course Drop and Withdrawal Policies

Course drops after the end of drop/add (4th day of classes) will not be approved unless written permission is granted by both the high school guidance counselor and the academic dean at FSU. Students with two or more course drops that do not involve a documented medical or personal crisis will not be permitted to continue participation in dual enrollment at FSU. If a student is considering dropping one or all of their courses, they should contact an advisor at ACE as soon as possible to discuss alternatives and implications.

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 Process

We strive to make the Dual Enrollment application and approval process as easy as possible, but there are numerous steps and responsibilities involved with enrollment at a large research university. Please use the student checklist on the following page to stay on track with all that you must do to submit your application and get registered for dual enrollment classes. Your advisors at ACE are here to help, so contact us if you have any questions. We look forward to working with you this year!

STUDENT CHECKLIST FOR DUAL ENROLLMENT APPLICATION & APPROVAL

		NOTES
	Meet with your high school guidance counselor to discuss course options and obtain permission.	
	<p>At the end of the meeting with your guidance counselor, make sure you have the following items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guidance Counselor Approval Form <input type="checkbox"/> Sealed copy of high school transcript (new students) <input type="checkbox"/> Dual Enrollment Application & Student Guide <input type="checkbox"/> NEW STUDENTS: Sealed High School Transcript <input type="checkbox"/> NEW STUDENTS: Health Forms (Student Admission Health History & FAMU Co-Op/Dual Enrollment Form) 	
	Complete the Student Application for Participation and judicial form (every semester).	
	NEW STUDENTS: Complete Health Forms.	
	NEW STUDENTS: Complete the online registration process to create your FSU EMPLID.	
	Make an advising appointment with the Academic Center for Excellence (ACE) at (850) 645-0852.	
	<p>At your appointment with ACE, submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guidance Counselor Approval Form <input type="checkbox"/> Student Application for Participation <input type="checkbox"/> Judicial Form <input type="checkbox"/> Health Forms (new students only) <input type="checkbox"/> Documentation for prerequisite credit (test scores/transcripts as appropriate) <input type="checkbox"/> Proof of Residency (International Students only) 	
	NEW STUDENTS: Activate your FSUID and FSU email account.	
	NEW STUDENTS: Set-Up Delegated Access on your FSU account.	
	Take the ALEKS Math Placement Test, if necessary (calculus sequence courses only).	
	NEW STUDENTS: Obtain FSU Identification Card.	
	Obtain or renew a parking permit, if necessary.	
	Log into my.fsu.edu to check your FSU account info.	
	Complete the Financial Responsibility Agreement.	
	Check your FSU email account daily.	



Florida State University
Academic Center for Excellence
A-3600 University Center
Phone: 645-0852
Contact: Angela Hockin

Instructions for Completing the Student Application for High School Dual Enrollment and Judicial Form

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, call (850) 645-0852.

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

<u>Race/Ethnicity</u>	American Indian/Alaska Native Asian Black/African American Hispanic/Latino Not Specified Native Hawaiian/Other Pacific Islander White
-----------------------	---

<u>National Citizenship</u>	US, Japan, Canada, Mexico, etc.
-----------------------------	---------------------------------

<u>Residency Code</u>	F Resident of Florida N Non-resident of Florida T Exception (military, in-state) R Resident alien, resident of Florida E Resident alien, non-resident of Florida (out of state) A Temporary Visa, Alien (out of state)
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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 17 to continue with the remaining registration steps.



Florida State University
Academic Center for Excellence
A-3600 University Center
Phone: 850-645-0852
Contact: Angela Hockin

Student Application for Participation in the Florida State University High School Dual Enrollment Program

TERM: Summer/Fall/Both (circle one) 2019

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.

Student Signature _____

Date _____

Parent Signature (required for all students, regardless of age) _____

Date _____

*See p. 18 of Student Guide for further information.

Revised: 03/2019



Florida State University
Academic Center for Excellence
A-3600 University Center
Phone: 850-645-0852
Contact: Angela Hockin

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



THE FLORIDA STATE UNIVERSITY
UNIVERSITY HEALTH SERVICES
 HEALTH & WELLNESS CENTER

REQUIRED for New DE Students

STUDENT ADMISSIONS HEALTH HISTORY (Form 1)

YOU WILL NOT BE CLEARED TO REGISTER AT FSU WITHOUT THIS COMPLETED FORM
 AND ADEQUATE PROOF OF IMMUNIZATIONS ON FILE

MAIL or FAX ALL COMPLETED PAGES TO:

University Health Services
 Health Compliance Office
 960 Learning Way
 TALLAHASSEE, FLORIDA 32306-4178
 Fax: 850.644.8958

Or Electronically submit using FSU drop box

Information:

healthcenter.fsu.edu

Insurance: 850.644.4250

Immunizations: 850.644.3608

**THIS FORM REQUIRES FIVE DAYS FOR
 PROCESSING**

SECTION A- PRINT TWO COPIES OF THIS FORM. SUBMIT ONE; KEEP THE OTHER FOR YOUR RECORDS.

PLEASE PRINT LEGIBLY (ILLEGIBLE FORMS WILL NOT BE PROCESSED)

NAME Last	First	Mi	DOB ____/____/____	FSU EMPLID	Sex F ...M	Race
Address		City		State		Zip
Home Phone:()		Cell Phone:()				
Email Address:						
Primary Care Physician:	Address			Phone/Fax		

SECTION B-

Please list any relevant personal medical history: _____

Please list any relevant family medical history: _____

Do you have any allergies (to incl. medications): No Yes Please list if answered yes: _____

SECTION C -

PLEASE READ AND INITIAL EACH SECTION BELOW

Student Observers

I understand and acknowledge, by signing this document, that FSU Student Health and Wellness Center, as part of Florida State University, may have students from healthcare majors (i.e. College of Nursing, College of Medicine, College of Human Sciences) as observers during the course of my visit at UHS. I further understand that the UHS staff members will inform me when a student is observing my care. I give UHS permission to allow a student observer and I understand that I may at any time, decline to have a student observer during the course of my care at UHS.

Notice of Privacy Policy

I acknowledge, by my signature below that I have received a copy of the FSU Student Health and Wellness Center Notice of Privacy Practices (available at http://healthcenter.fsu.edu/forms/privacy_policy_2013.pdf) as required by Federal Regulations.

Consent to Treat

I authorize FSU Student Health and Wellness Center, its agents (ie College of Medicine, College of Nursing, First Responder Unit) and employees, to provide and perform such care, procedures, tests, and other services as are considered advisable by my clinician for my health and well being. I acknowledge that no guarantees have been made to me as to the effect of such examinations, procedures, and treatment of any condition.

Student Signature _____ Date: _____

REQUIRED AUTHORIZATION FOR CARE OF STUDENTS UNDER AGE 18: I CONCUR WITH THE ABOVE AND AUTHORIZE, AT THE DISCRETION OF HEALTH CENTER PERSONNEL, MEDICAL AND SURGICAL CARE INCLUDING EXAMINATIONS, TREATMENTS, IMMUNIZATIONS AND THE LIKE FOR MY SON/DAUGHTER. In the event of serious disease or injury or the need for major surgery, I understand that all reasonable effort will be made to contact me but the failure to make contact will not prevent emergency treatment if necessary to help preserve life or health.

Parent / Guardian signature _____ Date: _____



THE FLORIDA STATE UNIVERSITY
UNIVERSITY HEALTH SERVICES
HEALTH & WELLNESS CENTER



FAMU CO-OP/ Dual Enrollment Form

Part A—Print or type. Illegible forms will not be processed.

STUDENT NAME: Last _____ First _____ MI _____

DATE OF BIRTH: ____/____/____ FSU EMPLID _____ Gender: Male Female Other Race: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

Part B — To be completed by Clinician/Records custodian

BOTH IMMUNIZATIONS MUST BE COMBINED MMRs. SINGLE SHOTS ACCEPTABLE ONLY IF ADMINISTERED ON THE SAME DATE.

If your attached CO-OP/Dual Enrollment form has the required immunizations, the MMR dates do not have to be entered here. Make certain to bring Two copies of the FAMU record if you are from FAMU.

Part B Dates Required	REQUIRED IMMUNIZATIONS		
Combined MMR dates	Dose 1 / /	Dose 2 / /	Titers: document attached
No single shots	On or after first birthday	At least 28 days later	
Meningococcal Meningitis dates	Dose 1 / /	Dose 2, if applicable	
Meningococcal Meningitis	Waiver Student Initials _____	Date / / of waiver (REQUIRED)	
Hepatitis B dates	Dose 1 / /	Dose 2 / /	Dose 3 / /
Hepatitis B	Waiver Student Initials _____	Date / / of waiver (REQUIRED)	Titer: document attached

Waiver Information: I have received the required information regarding the risks of acquiring meningococcal meningitis and Hepatitis B and the benefits of receiving immunizations to reduce those risks. I also understand that I am required to receive these immunizations or to actively decline the immunizations by placing my initials in the space(s) **provided above**. I understand that I may decline either or both immunizations and that declining these vaccines now does not mean I may not receive them in the future. _____

patient signature

Part C: AUTHORIZATION and additional comments: The immunization dates and any statements of contraindication to immunizations entered on this document are, as of the date signed, verified by my signature below. Additional physician comments: _____

Clinician or Records Custodian Name

Clinician or Records Custodian Signature

Date

Office Stamp