Florida State University

High School Dual Enrollment
Student Guide
Summer and Fall 2021 Course Enrollment

For eligible students in the following schools pending signature of 2021-22 articulation agreements:

Leon County Public High Schools
Wakulla County High School
Florida State University Schools
St. John Paul II Catholic High School
Home Education Students Registered in Leon or Wakulla County
Dear Secondary Student:

Thank you for your interest in the High School Dual Enrollment (HSDE) 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 a college degree. However, you must remember that any grades received in dual enrollment courses become a permanent part of your college transcript and will be factored into future college admission decisions. Therefore, we expect you to work closely with our office for ongoing academic advising and support. Additionally, you will need to go through this approval process each semester that you wish to participate in HSDE.

The eligibility requirements for dual enrollment as outlined in state statute and articulation agreements are summarized herein. If you think you are eligible, you must schedule a meeting with your high school guidance counselor who, if appropriate, will grant approval on the Guidance Counselor Approval Form and send to ACE on your behalf. You may then proceed with the student application process as outlined on the following pages. Home Education students have slightly different application materials, including an articulation agreement, proof of home education registration, and a course request form to be signed by a parent/guardian. Please refer to the website for all of our applications materials: ace.fsu.edu/dual-enrollment.

Please note the application submission deadlines for summer and fall 2021 dual enrollment:

- **Monday, March 29 – 5pm is the Priority Deadline** (for best course selection)
- **Monday April 12 – 5pm is the Final Deadline** (incomplete applications rejected)

If you have any questions, please feel free to contact us at ace@fsu.edu or (850) 645-0852. We look forward to working with you!

Sincerely,

Sara Hamon, Ph.D.
Associate Dean of Undergraduate Studies
## CHECKLIST FOR HSDE APPLICATION PROCESS

### To Do Checklist

- **In March,** meet with your high school guidance counselor to obtain permission and discuss course options. Your guidance counselor will send your approval form directly to ACE.

- **NEW STUDENTS:** Complete the online registration process to create your FSU EMPLID and temporary FSUID required for your application materials.

  After meeting with your guidance counselor, complete and submit the following items:
  - Student Application signed by student and parent (regardless of student age) – separate forms for school and home education students.
  - **NEW STUDENTS:** Health Forms (Student Admission Health History & FAMU Co-Op/Dual Enrollment Form)
  - **International students only:** Proof of Residency
  - **Home Education students only:** Proof of home education registration with local county/district.

  After the application deadline, look for an email from the FSU Registrar regarding your status.

- **NEW STUDENTS:** Use the information in this email to activate your permanent FSUID (in the student format with your initials and the year, e.g., “abc19”) and activate your FSU email account.

- **NEW STUDENTS:** Order an FSU Identification card online at [https://fsucard.fsu.edu/your-fsucard](https://fsucard.fsu.edu/your-fsucard).

- **NEW STUDENTS:** Look for an email at your new FSU email account inviting you to the new student orientation module in Canvas. You must complete this in order to be eligible for advising/registration.

- Look for an email in your FSU email account inviting you to schedule a virtual advising appointment with ACE to register for classes.

- If needed for a math course, take the ALEKS Math Placement Test. Look for an email in your FSU email account inviting you to take the test.

- If needed for a course, submit proof of earned prerequisite credit.

- If driving to campus, obtain or renew a parking permit.


### Notes

*Detailed directions for all of these steps are in the following pages – please read carefully so your application is complete and submitted by the deadline!*
INFORMATION ABOUT DUAL ENROLLMENT

What is High School Dual Enrollment?

High School Dual Enrollment (HSDE) 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. HSDE 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

In order to be eligible for HSDE, a 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

- Achieve a qualifying ACT or SAT Test score (including the composite/total and all subscore minimums for the test):
  - 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 or 27.5 or higher
  • Math subscore or 25.5 or higher

Students without a qualifying ACT or SAT score may request a temporary exception to the test score with a PSAT score of 1110 or higher (verified by the guidance counselor) as long as it is accompanied with documentation verifying test postponement, cancellation, or lack of availability due to COVID-19 or other local, state, or federal emergency.

- 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 HSDE at FSU.

**APPROVAL & ENROLLMENT PROCESS**

**Step 1: Guidance Counselor/Home School Approval (All Students/Every Semester)**

*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 approval for postsecondary coursework that would apply to their high school diploma. If approved, the guidance counselor will send a completed copy of the *Guidance Counselor Approval Form* directly to ACE.

*Home education students* must obtain parental approval for their application and related course requests. See the home education student application form for details. You will need to provide proof of enrollment in a home education program in Leon or Wakulla County (s.1002.41, F.S.).

**Step 2: FSU EMPLID Creation (New Students Only)**

The FSU EMPLID is required on the HSDE application materials, and therefore must be identified or created before completing the application materials.

If a new HSDE student has a prior association with FSU (such as FSU employment, attendance at a camp, current or prior student at FSUS) please contact ACE at ace@fsu.edu or
(850) 645-0852 before attempting to create an EMPLID. The student may already have one that ACE can identify.

All other new students must create their FSU EMPLID prior to completing the application forms. 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 in person. Save yourself a trip to campus!**

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. You will be assigned an FSU temporary student ID.

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

**Step 3: Complete Health Forms / Signed by Physician (New Students Only)**

**New students** are required to complete two health forms: *Student Admissions Health History* form and the *FAMU Co-Op/Dual Enrollment Form* in order to show proof of immunizations. Start early because one must be certified by a doctor’s office. **These health forms must be submitted along with the student application form as explained below.**

All health documentation must be cleared by University Health Services before the student will be registered for classes. Meningococcal Meningitis is a required immunization. To request a Religious Exemption, please contact ACE for information. Students may waive immunization requirements, but there may be ramifications. Specifically, if there is an outbreak of that “immunization preventable” disease, the student will NOT be permitted on campus until the outbreak is controlled, and the student will be responsible for making up all missed work.

**Step 4: Complete Student Application Form (All Students/Every Semester)**

All applicants must complete the following forms electronically or **in black or blue pen (not pencil)** and include the EMPLID created in Step 2. These forms are available on the website at ace.fsu.edu/dual-enrollment. There are unique forms for students attending local schools (in person or remote during COVID-19) and students who are registered with the county/district as a home education student (i.e., NOT registered at a local school).

- Local School Student Application for High School Dual Enrollment – **must be signed by the student and a parent/guardian** regardless of the student’s age. The application includes a conduct disclosure that must be completed.
OR

- Home Education Application for High School Dual Enrollment - must be signed by the student and a parent/guardian regardless of the student’s age. The application includes a conduct disclosure, a course request form, and the articulation agreement between FSU and your home education program.

Home Education Students Only: Proof of Home Education Registration: If the student is a home education student, please submit proof of enrollment in a home education program in Leon or Wakulla County pursuant to s.1002.41, F.S.

Non-U.S. Citizens Only: “Student’s Proof of Residency” If the secondary student is not a U.S. citizen, please submit one of the following documents with your application materials. If the student cannot provide proof of residency, please contact us at ace@fsu.edu or (850) 645-0852 for assistance.

- Permanent Resident Card (aka “Green Card”)
- INS letter stating that the student has been approved or is processing

Step 5: Submit Application Materials Electronically (All Students/Every Semester)

Application materials must be submitted electronically to ACE via FSU Dropbox by the established “final application deadline.” Please scan documents rather than sending a picture file. Incomplete files will not be considered or deferred to a later semester.

Instructions for submitting application materials to ACE via FSU Dropbox:

New students follow these directions for FSU Dropbox:
1. Go to dropbox.fsu.edu.
2. Click on “Drop-off.”
3. Fill in Your name, Your organization (school), and Your (personal) email address.
4. Click “I’m not a robot.”
5. Click Send confirmation.
6. Check your email at the email address from above and look for a message from FSU Dropbox. Click the link in this email.
7. Add Recipients by clicking the green +. Fill in the Name (ACE) and Email (ace@fsu.edu). Click “Add & Close.”
8. Click “Click to Add Files or Drag Them Here.” Choose all the document(s) you need to send to ACE.
9. Click “Drop-off Files.”

Returning students follow these directions for FSU Dropbox:
1. Go to dropbox.fsu.edu.
2. Log in with your FSU credentials.
3. Click “Drop-off.”
4. Fill in Name (ACE) and Email (ace@fsu.edu) and click on “Add & Close.”
5. Click “Click to Add Files or Drag Them Here.”
6. Choose document(s) to be dropped off. Click “Drop-off Files.”

After each of the two deadlines (priority and final), ACE will review complete applications and send the eligible ones to the Registrar’s Office for admission as a non-degree seeking student for one semester only. Students will then receive an email from the Registrar’s Office confirming this action.

**Step 6: FSUID and Email Address Activation (New Students Only)**

Follow the directions in the email from the Registrar’s Office in order to activate the permanent student FSUID and the FSU email account. This student-style FSUID replaces the temporary one assigned when creating the EMPLID. The format of this student-style FSUID includes the student’s initials and year of matriculation (e.g., “abc19”) rather than the temporary FSUID assigned when creating the EMPLID (e.g. alisonbcobb@gmail.com).

FSU email is the official source for FSU communication and all official correspondence will be sent to this email address. If you have any questions, please contact ACE at ace@fsu.edu or (850) 645-0852.

**Step 7: Complete New Student Orientation Module (New Students Only)**

Once new students have created the FSUID and email account, they will receive an invitation at the FSU email account to a new student orientation module housed in Canvas. Students must complete this module before they will be invited to schedule an advising appointment and register for classes.

**Step 8: Complete Virtual Advising with ACE (All Students/Every Semester)**

After being admitted into dual enrollment for the term, students will receive an email notice at the FSU email account to schedule a mandatory virtual advising appointment with an ACE advisor in order to finalize their classes. If you cannot attend that meeting once it is scheduled, please contact us at ace@fsu.edu or (850) 645-0852 if you need to change it or cannot attend.

Students will be registered for classes by ACE after completing the advising appointment. If a change to your schedule becomes necessary after that time, you must contact your academic advisor at ACE. In most cases, a change will require a Guidance Counselor Course Adjustment Form with the guidance counselor’s signature. Home school students will need to complete the Home School Course Adjustment Form.
Step 9: FSU Student Identification Card (New Students Only)

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. You will need to request an FSUCard electronically prior to the start of the semester, and it will be mailed to you. Please see https://fsucard.fsu.edu/your-fsucard for instructions about how to request and submit a photo. There is no fee for the first card, however if the card is lost there will be a $15 replacement fee.

Step 10: Course Prerequisites (Depends on Schedule/Discussed at Advising)

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, or MAC2233), they will be directed to take the online ALEKS math placement test via an email link giving access to a Canvas site with all the details and the test. Students who do not complete ALEKS testing as required 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: No action is needed. 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 credit earned at Tallahassee Community College to satisfy a prerequisite, do not ask their Registrar’s Office to send your official transcript directly to FSU. ACE cannot access transcripts sent in this way. Instead, have it sent to your home address and, after receiving it, contact ACE for delivery arrangements.

If you are using AP/IB/AICE test scores to satisfy prerequisite credit: The student must submit test scores directly to ACE via Dropbox (instructions in Step 5). If the score is sent directly to FSU Admissions, it will not be accessible to ACE.

- AP scores can be retrieved in pdf format at https://apscore.collegeboard.org/scores#/.
- 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 11: Parking on Campus (Students Driving to Campus Only)

If the student plans to park on campus, they MUST register online for an FSU student parking “virtual permit” from FSU Transportation and Parking Services to avoid being ticketed and/or towed. The online registration opens starting in mid-August, and it must be completed prior to the first week of classes. 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 the Transportation and Parking Services website at https://transportation.fsu.edu/parking/parking-permits.

Step 12: Financial Responsibility & FSU Alerts (All Students/Every Semester)

Complete Student Financial Responsibility Agreement

Each semester the Office of Student Business Services places a Financial Responsibility Hold on every student’s account. HSDE students will not be charged fees related to course registration. However, HSDE students are responsible for fees assessed for 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.

After course registration, you may notice that your FSU account shows a balance due. HSDE 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 third week of FSU classes (or later), please contact ACE at ace@fsu.edu or 850-645-0852.

Set up FSU Alert emergency notification test messages

Make sure you are registered to receive FSU ALERT emergency notification text messages: https://emergency.fsu.edu/services/FSUAlert/SMSText.
Course Advising & Search for Available Sections

Course Selection
The student’s Guidance Counselor Approval Form will indicate 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 guidance counselor or home education parent/guardian permission. This ensures that the credit earned at FSU will also apply toward the credits needed for completion of the high school diploma. The guidance counselor may approve a maximum of 9 credit hours each term.

Approved Dual Enrollment Courses at FSU
Dual enrollment students may choose ONLY from courses on the HSDE Approved Course List, posted on the ACE website at https://ace.fsu.edu/dual-enrollment. This list clarifies the high school subject area and credit agreed upon for each FSU course. Please use this list when consulting your guidance counselor about which course(s) to take at FSU. Please note that some courses on this list are not offered every semester. After admission and matriculation, students can look for available courses online using course search/schedule assistant (Schedule Assistant instructions available at https://undergrad.fsu.edu/academic-information/schedule-planner/schedule-assistant).

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 highlighted courses 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.

For course descriptions of all approved HSDE courses, please see HSDE Course Descriptions at https://ace.fsu.edu/dual-enrollment.

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

What types of courses are Dual Enrollment students restricted from taking?
- Online courses. (During periods of remote instruction at FSU, dual enrollment students will be encouraged to take remote, synchronous courses.)
- Any courses for which the student already has credit or may earn AP/IB credit
- One-credit courses, with exception of science lab classes taken with associated lecture class
- Courses graded on an S/U basis or not graded at all
- Courses in limited access majors or otherwise restricted to students in the major
What courses require special approval?
- Courses with prerequisites require test scores or transcripts to be submitted as documentation to verify eligibility.
- Math courses in the calculus sequence require the ALEKS placement test.

ADDITIONAL IMPORTANT INFORMATION

Textbooks/Instructional Materials
Textbooks or other instructional materials are required in most classes at FSU, and we want you to have access to those ideally by the first week of class so you don’t fall behind. As a dual enrollment student, you should never be required to pay for textbooks or instructional materials; however, some courses require consumables or other personal equipment students must purchase.

Textbook and instructional materials come in a variety of formats at FSU:
- Traditional hardcover or paperback books or workbooks
- Electronic textbooks accessed in Canvas or other online sites
- Loose-leaf “binder ready” paper copies with three-hole punch
- Online Accounts – online applications that are used for simulation or other learning activities (e.g., Second Life, Labster)
- Subscriptions – online tools that may serve multiple functions, including instructional materials, practice problems, and learning resources accessed in Canvas or other online site (e.g. LaunchPad, Top Hat, WebAssign, etc.)

For courses that participate in the Follett Access program, you will receive an email (before the semester starts and then reminders) asking if you want to “Opt Out” of the program – please do NOT do this. Follett Access will give you easy online access to your materials, and that charge will be billed to your school or district.

If you are being asked to subscribe to a website or application that requires a credit card, please contact your guidance counselor rather than paying yourself – you cannot be reimbursed for that expense. If you have difficulty accessing online instructional materials, please discuss with your instructor and contact ace@fsu.edu for guidance.

FAQs:

How do I get my materials? This depends on your school or district. Generally, students coordinate with the guidance counselor who places the order and communicates with students about pick up details. However, home educations students will work with the Academic Center
for Excellence (ACE) at FSU to obtain their materials. This will be discussed during academic advising.

**How do I know what materials are required?** The materials required for your classes are detailed in syllabi which are posted on Canvas once your instructor publishes the course – that timeframe varies. However, you can also check that information in the course search feature of Student Central at the time of registration (in course search results, click the blue “Class” number to get to details).

**What materials do I pay for?** Students taking dual enrollment courses do not pay for textbooks or instructional materials. However, they must purchase their own consumables (e.g., paper, pens, composition/lab book, binders/folders) and personal equipment (e.g., lab coat, goggles, graphing calculator).

**Important Notes:**

- If you are being instructed to subscribe to a website or application that requires a credit card, please contact your guidance counselor rather than paying yourself – you cannot be reimbursed for that expense.
- If you do not have access to a graphing calculator or any other consumable/personal item required for a course, please speak with your guidance counselor and email ace@fsu.edu for options.
- If you notice that you have been billed for instructional materials on your FSU student account (Follett Access program), please do not pay it. That amount will be billed to the appropriate school or district. If you have any related concerns, email ace@fsu.edu.

**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](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](https://ace.fsu.edu/Tutoring).
- Information about bus service on campus is available at [https://transportation.fsu.edu/bus-service](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.

Office of Accessibility Services

The Office of Accessibility Services (OAS) 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 OAS for accommodations in your classes at FSU, which will require registering online and uploading documentation. The Office of Accessibility Services 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://dsst.fsu.edu/oas. You may also contact the OAS at oas@fsu.edu or (850) 644-9566. 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

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\[ \text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Hours Attempted}} \]

- 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 GPA = \([4.0 \times 3] + [3.25 \times 5]\) ÷ 8. This student’s GPA = 3.53.

Please contact ACE at ace@fsu.edu or (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 (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 Conduct Code. 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://fida.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 course syllabi, so students should review this document carefully at the beginning of the semester.

FSU has an administrative First Day Attendance Policy that requires all faculty to drop those students who did not attend on the first day of classes. 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@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.*

**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.

**Delegated Access to Student Information**

Delegated Access gives parents access to their student’s information, including class schedule, final course grades, and the student financial account. Once students have an FSUID, they can 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.

**Registration and Course Terminology**

- **Applications**
  - myFSU Portal – the gateway to all FSU systems and online tools, including Student Central, Canvas, and your student email account.
  - Student Central – the platform within myFSU that houses students’ academic data, such as course history, academic requirements, grades and unofficial transcripts.
  - Canvas – FSU’s learning management system. You will access all FSU courses through Canvas. Students are expected to check Canvas daily, paying particular attention to course announcements, syllabi, assignments, and gradebooks. Each instructor may create their course Canvas site differently. Review each Canvas site thoroughly to understand where to find all needed materials to be successful in the course.
    - If you're receiving an "unauthorized" permission error when you try to access a particular page or file in your course on Canvas, it usually means your instructor has not yet published that item. We recommend contacting your instructor to let them know if you're unable to access an item in their course site. If the entire course site is not published, make sure to contact your instructor because that means no one in the class can access the course materials.

- **Holds**
  - Service Indicator (aka hold) – marker placed on student’s account that inform a student of important issues or tasks that have not been completed. A service indicator may prevent a student from adding courses to their schedule, so it is important for students to check for any holds on their myFSU Portal prior to attempting to register for classes. The “HS Dual Enrollment Reg.-Hold” is placed on all high school dual enrollment students and does not need to be removed in order for a student to fully participate in high school dual enrollment.
To-Do List – a place on the myFSU Portal that may list essential tasks for students to complete. Some tasks on a student’s to-do list may help remove a particular service indicator.

• Schedule Assistant
  o Schedule Assistant – the application students use to register for classes.
  o Plan Schedule – page in Schedule Assistant that allows the student to search for the courses they want to take, as well as set up breaks in their schedule when they may elect not to have a class.
  o Shopping Cart – page in Schedule Assistant allowing the student to make one final check on the classes they have chosen before finalizing their registration.

• Schedule Assistant Filter Settings
  o Course Status – reflect whether a course has open seats or is full.
  o Campus – reflects the particular campus at which a course is offered. FSU has three campuses: Tallahassee, Panama City, and the Republic of Panama.
  o Term – in Schedule Assistant, designates the semester for which the student intends to register. Spring 2021 is an example of a term.

• Course Numbering
  o Course – shows as 3 letters and 4 numbers. For instance, ENC 1101.
  o Course Subject or Prefix – the 3-letter designation that helps specify the particular department that teaches the course. For example, ENC refers to English Composition and is taught by the English Department.
  o Course Number – the 4-number sequence that helps specify the course. For example, ENC 1101 and ENC 2135 are entirely different courses, but both deal with English composition and both are taught by the English Department.
  o Laboratories – some classes are designated as laboratory courses and will have an “L” or “C” suffix attached to the end of the course number, such as CHM 1045L and PHY 2048C. Courses with an “L” are stand-alone lab sections and have to be registered for separately from the class lecture. Those with a “C” are combined, meaning that the lecture and the lab are registered for as one class and have to be taken together.

• Class Details
  o Class Section – designates specifics related to a course, such as instructor, meeting time, and meeting location. ENC section 1 may meet Mondays, Wednesdays, and Fridays from 9:00-9:50 am, whereas section 2 may meet Tuesdays and Thursdays from 11:00am-12:15pm.
  o Reserve Cap – indicates that a particular section of a course may have some or all seats reserved for particular students. Common reserve caps are for students in Honors, CARE, and those in a particular major.
  o Co-requisite – a course that a student is required to take concurrently in the same term as another course. For example, students enrolled in CHM 1045L
(Chemistry I Lab) must also be enrolled in the corresponding lecture class, CHM 1045 (Chemistry I).

- Pre-requisite – a course that a student is required to complete with a passing grade as a requirement to enroll in another course. For example, students must pass MAC 1140 (Pre-Calculus) before being allowed to enroll in Calculus I (MAC 2311).

- Component – the component field of a class indicates the format for that particular section. Common components you will see for classes include: LEC (Lecture), DSC (Discussion), LAB (Laboratory).

- Multi-Component Classes – Most classes will only have one component, but certain classes, especially in math and sciences, will often have multiple components. For example, MAC 1105 may require both a lecture (LEC) and a laboratory (LAB) section. When adding a course with multiple components, note that more than one section of the class (one section per each component) will appear on your schedule when you are registering.

- **Class Location**
  - Online – means the course is specifically designed for online delivery. Most online classes have a distance learning fee per credit hour in addition to regular tuition and fees. Online courses are not available to dual enrollment students.
  - Remote – means the course would normally have been taught in-person but has been transitioned to a course taught virtually.
  - Synchronous classes – classes that require students and instructors to be online at the same time. Synchronous classes are indicated with a specific day/time listed.
  - Asynchronous classes – classes that do not require students and instructors to be online at the same time. Instructors provide materials, lectures, tests, and assignments that can be accessed at any time and students complete the content per the specified time frame outlined in the syllabus. Asynchronous classes are traditionally listed as TBA or do not have days/times listed.