For eligible students in the following schools pending signature of 2020-21 articulation agreements:

Leon County Public High Schools
Wakulla County High School
Florida State University Schools
Community Christian School
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/fall 2020 dual enrollment:

- **Monday, March 30 – 5pm is the Priority Deadline** (for best course selection)
- **Monday, April 24 – 5pm is the Final Deadline** (incomplete applications rejected)

If you have any questions, 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!

Sincerely,

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

<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 &amp; obtain</td>
<td><strong>NEW STUDENTS:</strong> Complete the online registration process to create your FSU EMPLID and temporary FSUID required for your application materials.</td>
</tr>
<tr>
<td>permission. If new to FSU, you will also need your HS transcript. Your guidance</td>
<td><strong>NOTES</strong></td>
</tr>
<tr>
<td>counselor will send your approval form directly to ACE.</td>
<td>Detailed directions for all of these steps are outlined on the following pages – please read them carefully so your application is complete and submitted by the deadline!</td>
</tr>
<tr>
<td><strong>NEW STUDENTS:</strong> Complete the online registration process to create your FSU EMPLID</td>
<td></td>
</tr>
<tr>
<td>and temporary FSUID required for your application materials.</td>
<td></td>
</tr>
<tr>
<td>After meeting with your guidance counselor, make sure you have completed the</td>
<td></td>
</tr>
<tr>
<td>following items:</td>
<td></td>
</tr>
<tr>
<td>□ Completed Student Application signed by student and parent (regardless of student age)</td>
<td></td>
</tr>
<tr>
<td>□ Completed Conduct Form signed by student</td>
<td></td>
</tr>
<tr>
<td>□ <strong>NEW STUDENTS:</strong> Health Forms (Student Admission Health History &amp; FAMU Co-Op/Dual</td>
<td></td>
</tr>
<tr>
<td>Enrollment Form)</td>
<td></td>
</tr>
<tr>
<td>□ <strong>NEW STUDENTS:</strong> Sealed High School Transcript</td>
<td></td>
</tr>
<tr>
<td>Attend one of the HSDE Orientation Sessions to submit your application materials and to</td>
<td></td>
</tr>
<tr>
<td>complete course search training and HSDE program orientation.</td>
<td></td>
</tr>
<tr>
<td>After the application deadline, look for an email from the FSU Registrar regarding your</td>
<td></td>
</tr>
<tr>
<td>status.</td>
<td></td>
</tr>
<tr>
<td><strong>NEW STUDENTS:</strong> Use the information in this email to activate your permanent FSUID (</td>
<td></td>
</tr>
<tr>
<td>in the student format with your initials and the year, e.g., “abc19”) and activate your</td>
<td></td>
</tr>
<tr>
<td>FSU email account.</td>
<td></td>
</tr>
<tr>
<td>Students accepted for the semester will receive an email invitation to schedule an</td>
<td></td>
</tr>
<tr>
<td>advising appointment with ACE to register for classes.</td>
<td></td>
</tr>
<tr>
<td>At your appointment with ACE, submit:</td>
<td></td>
</tr>
<tr>
<td>□ Documentation for prerequisite credit (AP test scores or transcripts from other</td>
<td></td>
</tr>
<tr>
<td>colleges)</td>
<td></td>
</tr>
<tr>
<td>□ Proof of Residency (International Students only)</td>
<td></td>
</tr>
<tr>
<td>□ <strong>NEW STUDENTS:</strong> Bring photo ID to obtain FSU Identification Card after advising.</td>
<td></td>
</tr>
<tr>
<td>Take the ALEKS Math Placement Test, if required (MAC1105 or higher in calculus sequence</td>
<td></td>
</tr>
<tr>
<td>courses only).</td>
<td></td>
</tr>
<tr>
<td><strong>NEW STUDENTS:</strong> Set up Delegated Access on your FSU account with your parents (p. 10)</td>
<td></td>
</tr>
<tr>
<td>Obtain or renew a parking permit, if necessary.</td>
<td></td>
</tr>
</tbody>
</table>
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
- 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 or 27.5 or higher
    - Math subscore or 25.5 or higher
• 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 Permission** *(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 permission 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 will need to complete the *Home Education Articulation Agreement* and provide proof of enrollment in a home education program in Leon or Wakulla County (s.1002.41, F.S.). If the student has prior college credit, please provide a copy of the college transcript.

**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 Florida High) please call ACE at (850) 645-0852 before attempting to create an EMPLID. The student may already have one that ACE can identify.

Students new to HSDE at FSU will also need to obtain a sealed copy of the high school transcript to submit with the HSDE application.

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](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, call ACE right away at (850) 645-0852 so that staff may give guidance on how to resolve the error.

**Step 3: Complete Student Application Forms (All Students/Every Semester)**

All applicants must complete the following forms 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.

- **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 that must be completed and a course request form.

- **ALL 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.

**HEALTH & IMMUNIZATION NOTES:** 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: Attend HS Info Meeting to Submit Application (All Students/Every Sem.)

New this year! ACE is going out to the high schools to hold a series of HSDE Application and Information Meetings designed for students and parents to:

- Submit the HSDE paper applications to ACE
- Get a quick ACE review of the application to determine if anything is missing
- Get training on the NEW course search/schedule assistant to simplify course selection (HSDE students no longer have to use the print edition of classes)
- Get a quick orientation to HSDE for any new students and parents – **required as part of the first-time application process**

See the ACE website for the current list of meeting dates/times/locations.

Any materials not submitted at one of the HSDE Application & Information Meetings must be submitted electronically to ACE@admin.fsu.edu or faxed to (850) 645-0180 by the established “final application deadline.” **Please scan documents rather than sending a picture file.** Incomplete files will not be considered for HSDE.

After each of the two deadlines, ACE will review all 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 5: 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 call ACE at (850) 645-0852.

**Step 6: Complete Advising Appointment at ACE (All Students/Every Semester)**

After students are accepted into the HSDE program, they will receive notice to schedule a mandatory advising appointment at ACE in order to finalize their classes. Students will need to have the following items with them at this appointment:

- AP/IB/AICE scores (unofficial is fine for advising)
- Proof of residency (for non-U.S. citizens only)

*Our dual enrollment advising procedures cannot accommodate walk-in traffic,* so please schedule ahead and call us at (850) 645-0852 if you have any scheduling changes.
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.

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 for new students. 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. 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 7: 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.

It is a good idea to get the FSU Student Identification Card immediately after the ACE advising appointment. 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: 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, 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 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:**
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 credit you 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, ask for it to be sent to your home address and when it arrives, bring it to ACE, unopened.

**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#/.


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 9: Set Up Delegated Access** *(New Students Only)*

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](https://sc.my.fsu.edu/training-documentation/documentation/delegated-access).

**Step 10: 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](https://transportation.fsu.edu/parking/parking-permits).

**Step 11: 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 second week of FSU classes (or later), please contact ACE at 850-645-0852 or ace@admin.fsu.edu.

**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](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.

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 only on remaining seats during your registration window.

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
- 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 ($25).
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 advising.

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.

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 the SDRC for accommodations in your classes at FSU, which will require completing registration forms and providing documentation. The OAS 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 (850) 644-9566 or oas@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**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>A+</td>
<td>4.35</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
</tr>
<tr>
<td>D+</td>
<td>1.25</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.75</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

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

- 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 × 3) + (3.25 × 5)] ÷ 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 (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 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. 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.*

**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.
Instructions for Completing the Student Application for High School Dual Enrollment and Conduct Form

Complete the Student Application for Participation and the Conduct 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:

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

<table>
<thead>
<tr>
<th>National Citizenship</th>
<th>US, Japan, Canada, Mexico, etc.</th>
</tr>
</thead>
</table>

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

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

After you have completed the Student Application and the Conduct Form, please refer to the student checklist on page 3 to continue with the remaining registration steps.