

# FLORIDA STATE UNIVERSITY

## High School Dual Enrollment Student and Family Guide

### Spring 2024 Course Enrollment



For eligible students in the following schools with signed 2023-25 dual enrollment articulation agreements with Florida State University:

Leon County Public High Schools

Wakulla County High School

Florida State University Schools

Gadsden County High School

Robert F. Munroe Day School

St. John Paul II Catholic High School

Home Education Students Registered in Leon, Gadsden, or Wakulla County





**Florida State University**  
Academic Center for Excellence (ACE)  
Email: [ace@fsu.edu](mailto:ace@fsu.edu)  
Phone: 850-645-0852

## **FLORIDA STATE UNIVERSITY HIGH SCHOOL DUAL ENROLLMENT PROGRAM**

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 counselor who, if appropriate, will grant approval via the online School Counselor Approval Form. 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 signed by a parent/guardian. Please refer to the website for all of our application materials: [ace.fsu.edu/dual-enrollment](http://ace.fsu.edu/dual-enrollment).

***Please note the application submission FINAL deadline for dual enrollment courses in spring semester 2024:***

- ***Monday, November 13 – 5pm*** (incomplete applications will be denied)

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

Sincerely,

A handwritten signature in black ink that reads "Courtney Barry". The signature is fluid and cursive.

Courtney Barry, Ph.D.  
Assistant Dean of Undergraduate Studies

## “TO DO” CHECKLIST FOR HSDE APPLICATION PROCESS

Detailed instructions for all “To Do” items are outlined in the following pages of this Guide.

Local High School Students	Home Education Students
<ul style="list-style-type: none"> <li>□ In <b>October</b>, meet with your high school counselor to get verification of eligibility/permission, approved course options, and the online application password. Your school counselor will send your approval form to ACE.</li> </ul>	<ul style="list-style-type: none"> <li>□ In <b>October</b>, send your home education registration form/letter and qualifying ACT or SAT score to <a href="mailto:ace@fsu.edu">ace@fsu.edu</a> – we will reply to let you know if your documentation is sufficient and provide the online application password.</li> </ul>
<ul style="list-style-type: none"> <li>□ Your parent/guardian must give approval for HSDE. An email will be automatically sent to the person you designate in the online application <u>later in this process</u>. Let your parent/guardian know to look for it!</li> </ul>	<ul style="list-style-type: none"> <li>□ Your parent/guardian must give approval for HSDE. Complete the Home Education Articulation Agreement &amp; Course Request that you will upload into the online application <u>later in this process</u>.</li> </ul>
<ul style="list-style-type: none"> <li>□ <b>NEW Students:</b> Complete the online process to create your FSU EMPLID and temporary FSUID required for your application materials. Carefully read instructions in the Guide!</li> </ul>	
<ul style="list-style-type: none"> <li>□ <b>NEW Students:</b> Complete the <a href="#">Health Forms</a>, including all signatures.</li> </ul>	
<ul style="list-style-type: none"> <li>□ <b><u>ALL Students:</u></b> Complete the online HSDE Application ASAP for best course selection but no later than 5pm on November 13. <i>Participants must reapply every semester! Your application is not complete until we have all requested documentation.</i></li> </ul>	
<ul style="list-style-type: none"> <li>□ <b>NEW Students:</b> Once all materials are submitted to ACE, check your email daily after <b>November 13</b> for notice from FSU Registrar. Use the info in the Registrar’s email to activate your permanent FSUID (student format with your initials and the year, e.g., “abc22”) and activate your FSU email account, which you now must check daily for important info.</li> </ul>	
<ul style="list-style-type: none"> <li>□ <b>NEW Students:</b> Look for an email in your FSU account inviting you to Canvas where you must complete the online orientation module and quiz. <i>You will not be able to schedule advising/course registration until this is completed.</i></li> </ul>	
<ul style="list-style-type: none"> <li>□ <b><u>ALL Students:</u></b> Look for an email in your FSU account from ACE, including a link to schedule a virtual appointment for advising and course registration.</li> </ul>	
<ul style="list-style-type: none"> <li>□ <b><u>ALL Students:</u></b> Attend your virtual advising appointment with ACE as scheduled.</li> </ul>	
<ul style="list-style-type: none"> <li>□ <b><u>If requested</u></b>, send proof of pre-requisite credit: AP score, college transcript, or take the ALEKS math placement test so you are not dropped from a course with a pre-requisite.</li> </ul>	
<ul style="list-style-type: none"> <li>□ <b>NEW Students:</b> Order your FSU Card online for pickup at the FSU Card Center, register a vehicle if you will be parking on campus, and register for FSU Alerts.</li> </ul>	
<ul style="list-style-type: none"> <li>□ <b><u>ALL Students:</u></b> Complete the Financial Responsibility Agreement every semester (not for tuition/fees but for incidentals like parking tickets or library fines).</li> </ul>	

**Questions not answered in the Guide? Email [ace@fsu.edu](mailto:ace@fsu.edu) for help!**

## 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 Credit Limit 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 in the senior year of high school for 12-16 hours of FSU credit). 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. Students admitted as degree-seeking Early Admit do not have to apply for admission again in the future unless they have not enrolled at FSU for three or more consecutive semesters. For more information and application requirements, see the Undergraduate Bulletin or contact the Office of Admissions.

### Student Eligibility Requirements

A secondary student must meet the following requirements in order to be eligible to participate in the High School Dual Enrollment Program at Florida State University:

- Must attend a Leon, Gadsden, or Wakulla County public school or attend a private school (in Leon, Gadsden, or Wakulla County) that has an articulation agreement with Florida State University; or be registered as a home school student in Leon, Gadsden, or Wakulla County.
- Must have a 3.9 weighted high school GPA and no semester grades below a C.
- Must have a minimum of 12 graded high school credits by start of Spring 2024, including:
  - 2 English credits
  - 2 Mathematics credits, one of which must be Algebra II or higher
  - 1 Science credit with lab
  - 1 Social studies credit

- Must have the minimum standardized test score and all required sub-scores on either the ACT or SAT. The last test administrations available to qualify for Spring 2024 are **September 9<sup>th</sup> ACT** and the **October 7<sup>th</sup> SAT**.
  - **ACT Test** – 26 or higher Composite Score plus the following sub-scores:
    - Reading sub-score of 19 or higher
    - English sub-score of 19 or higher
    - Math sub-score of 21 or higher
  - **SAT Test** – 1230 or higher Total Score plus the following sub-scores:
    - Reading sub-score of 24.5 or higher
    - Writing sub-score or 27.5 or higher
    - Math sub-score or 25.5 or higher
- Must meet any course prerequisites as set forth in the University undergraduate catalog, and transcript must show proof of credit for prerequisite course requirements to enroll, if applicable.
- Must provide proof of immunizations (or religious exemption or waiver acknowledgement) and health history form.
- Must be free of (or reviewed and cleared by the Office of Admissions in light 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 any felony charge even if adjudication has been withheld.
- Must maintain a **3.0 FSU GPA** to continue in the High School Dual Enrollment Program at Florida State University.

**APPROVAL & ENROLLMENT PROCESS**

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

**Secondary students enrolled in local schools** must meet with their school 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 school counselor will submit the online school counselor approval directly to ACE. The school counselor will then provide the password required for the online student application available at [ace.fsu.edu/dual-enrollment](http://ace.fsu.edu/dual-enrollment). After the student fills out the online application, an email will be sent to the designated parent/guardian for approval.

**Home education students** must obtain parental approval for their application and related course requests via the Home Education Articulation Agreement and Course Request Form available at [ace.fsu.edu/dual-enrollment](http://ace.fsu.edu/dual-enrollment). You will need to email proof of enrollment in a home education program in Leon, Gadsden, or Wakulla County (s.1002.41, F.S.) and your SAT/ACT score report to [ace@fsu.edu](mailto:ace@fsu.edu) and ACE will provide you with the password for the online application available at [ace.fsu.edu/dual-enrollment](http://ace.fsu.edu/dual-enrollment).

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

**Please read ALL of these instructions carefully before proceeding!** The FSU EMPLID is required in the application, so you must get this information before starting the online application. Some applicants may already have an EMPLID from attending FSU Schools (present or past), attending an FSU camp, or working at FSU – read below for how to proceed under these circumstances. All other students will follow the directions for creating an EMPLID.

- **If a new HSDE student has a prior association with FSU, please check with ACE before creating a new EMPLID!** Prior association includes FSU employment, attendance at a camp, and current or prior enrollment at FSU Schools. Contact ACE at [ace@fsu.edu](mailto:ace@fsu.edu) or (850) 645-0852 with your full name and date of birth. If you have an existing EMPLID, ACE will provide that information to you.
- **All other new students must create their 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](mailto:ace@fsu.edu) or (850) 645-0852 so that staff may give guidance on how to resolve.

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

**New students** are required to complete three health forms: the [Florida State University Immunization Form](#), the [Student Admissions Health History form](#), and the [FAMU Co-Op/Dual Enrollment form](#) to show proof of immunizations. Start early because one must be certified by a doctor's office. **This health form 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 Online Student Application (All Students/Every Semester)**

All applicants must complete the online application and include the EMPLID created in Step 2. The application form is linked on the website at [ace.fsu.edu/dual-enrollment](http://ace.fsu.edu/dual-enrollment). The online form requires a password, which will be provided to the student by their school counselor.

The online application must be completed, and all other documents submitted via the application or at [ace@fsu.edu](mailto:ace@fsu.edu) by 5:00pm on the established “final application deadline.” **Please scan documents rather than sending a picture file.** Incomplete files will be denied.

**If you are asked to upload AP/IB/AICE test scores:** If you have earned a score of 3 or higher on any AP test, please upload the AP score report (in pdf format) from the College Board website (address below) into the online application. Do not send directly to FSU Admissions, or it will not be accessible to ACE as quickly as we need it.

- AP scores can be retrieved in pdf format at <https://apscore.collegeboard.org/scores#/>.
- IB scores can be retrieved at <https://www.ibo.org/programmes/diploma-programme/assessment-and-exams/getting-results/>.

**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 within the online application or to [ace@fsu.edu](mailto:ace@fsu.edu). If the student cannot provide proof of residency, please contact us at [ace@fsu.edu](mailto: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

After each of the two deadlines (priority and final), ACE will review completed applications and send those that are determined to be fully eligible to the Registrar’s Office for processing 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., “abc22”) rather than the temporary FSUID assigned when creating the EMPLID (e.g., [alisonbcobb@gmail.com](mailto:alisonbcobb@gmail.com)).

**FSU email is the official source for FSU communication and all official correspondence will be sent to this email address once it is created. Additionally, any time you email an FSU employee or office, you must use this FSU email address as it verifies your identify. If you have any questions, please contact ACE at [ace@fsu.edu](mailto:ace@fsu.edu) or (850) 645-0852.**

### **Step 6: Complete New Student Orientation Module (New Students Only)**

Once new students have created the FSUID and email account, they will receive an invitation at their FSU email account to a new student orientation module housed in Canvas. Students must complete this module and earn at least 80% on the associated quiz before they will be invited to schedule an advising appointment and register for classes.

### **Step 7: Complete Virtual Advising with ACE (All Students/Every Semester)**

After being accepted to participate in dual enrollment for the term and completing new student orientation (first time only), students will receive an email notice at the FSU email account to schedule a mandatory virtual academic 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](mailto:ace@fsu.edu) or (850) 645-0852.

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 email approval from your school counselor. Home school students will need to complete the *Home School Course Adjustment Form* and have it signed by a parent/guardian.

### **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 (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 that requires prerequisite credit, the appropriate test scores/transcript must be provided to ACE, or the student will not be enrolled in 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 posted. **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 to FSU.** ACE cannot quickly and easily access transcripts sent in this way. **Instead, have it sent to your home address AND DO NOT OPEN 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 at [ace@fsu.edu](mailto:ace@fsu.edu). If the score is sent directly to FSU Admissions, it will not be accessible to ACE as quickly as we need it.

- AP scores can be retrieved in pdf format 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 9: FSU Student Identification Card and FSU Alerts (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 may request an FSUCard electronically prior to the start of the semester, and you will pick it up at the FSU Card Center. Please see <https://fsucard.fsu.edu/your-fsucard> for instructions about how to submit a photo and request an FSUCard. There is no fee for the first card, but if the card is lost, there will be a \$15 replacement fee.

### **Set up FSU Alert emergency notification text messages**

Make sure you are registered to receive FSU ALERT emergency notification text messages: <https://emergency.fsu.edu/services/FSUAlert/SMSText>.

## **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>.

## **Step 11: Financial Responsibility (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](mailto:ace@fsu.edu) or 850-645-0852.

## **Course Advising & Search for Available Sections**

### **Course Selection**

The student's online school counselor approval will indicate specific courses or subject areas that the student has been given permission to register for at FSU. A student will not be enrolled in a course without school 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 school counselor may approve a maximum of 9 credit hours each term.

### **Approved Dual Enrollment Courses at FSU**

Students who qualify for High School Dual Enrollment (HSDE) at FSU are encouraged to choose from the list of recommended courses found at <https://ace.fsu.edu/dual-enrollment>, if such courses are available at the time of registration. This list does not constitute a promise of availability. Please note that course offerings vary by semester, so check Schedule Assistant or Class Search for availability. HSDE students may discuss other course options with their academic advisor; however, the following restrictions apply:

- No online sections of any course
- No physical education, recreation, or leisure courses
- No courses graded S/U or offered for fewer than 3 credits or as DIS (individual study)

- No specialized admission, limited availability, honors, or major-restricted courses
  - No courses taught by the English department (prerequisite ENC course is not available)
  - No BSC2010, BSC2011, CHM1045, CHM1046, or associated lab courses
  - No MAC1105, MGF1106, or MGF1107
- No courses that duplicate credit or for which the prerequisite was not met
- No 4000-level or higher courses

Although you may discuss other available courses (that are not restricted from HSDE) with your advisor, the recommended course list contains those that are most likely to transfer as general education credit in Florida.

After admission and matriculation, students can look for available courses online using course search or schedule assistant (Schedule Assistant instructions available at <https://undergrad.fsu.edu/academic-information/schedule-planner/schedule-assistant>).

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

**What is the deadline for academic advising and course registration?**

Students must complete advising and course registration by close of the HSDE registration window on **December 1 at noon**. Students may not increase their credit load after that date, and changes are limited to drop/add during the first week of classes. Students who decide not to participate in HSDE after course registration must notify ACE of that intent to ensure the course and associated grade liability is removed from their record. Once those courses are dropped, that decision is final and cannot be reverted.

**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 do not 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 another online site (e.g., LaunchPad, Top Hat, WebAssign, etc.)

#### How to Obtain Your Course Materials:

**Public School Students:** Coordinate with your school counselor, who will place the order and communicate with students about pickup details. **If you are being asked to subscribe to a website or application that requires a credit card, please contact your school counselor rather than paying yourself – you cannot be reimbursed for that expense.** For courses that participate in the Follett Access program, you will receive an email (before the semester starts and then reminders) asking you if you want to “Opt Out” of the program. **Students should NOT “Opt Out.”** Follett Access will give you easy online access to your materials, and that charge will be billed to your school district.

**Private School and Home School Students:** Coordinate with ACE, who will place the order and communicate with students about pickup details. Please pick up your materials by the stated deadline or they may not be immediately available after that time. **If you are being asked to subscribe to a website or application that requires a credit card, please contact ACE rather than paying yourself – you cannot be reimbursed for that expense.** 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. **Students should NOT “Opt Out.”** Follett Access will give you easy online access to your materials, and that charge will be billed to FSU.

#### Important Notes:

- The materials required for your classes are detailed in the course syllabi that are posted on Canvas once your instructor publishes the site – and that timeframe varies. However, you can also check that information in the course search at the time of registration (in Class Search, click the blue “Class” number / in Schedule Assistant, click the blue circle with the )
- 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, and binders/folders) and personal equipment (e.g., lab coat, goggles, graphing calculator).
- If you do not have access to a graphing calculator or any other consumable/personal item required for a course, please speak with your school counselor or email [ace@fsu.edu](mailto: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 your school district or FSU, as appropriate. If you have any related concerns, email [ace@fsu.edu](mailto: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>.
- The ACE Learning Studio provides free tutoring in many subject areas and is located in the William Johnston Building (WJB) 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>.

### **Limited Access**

- The Health & Wellness Center offers only 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. (Free-to-the-public athletic events are open to dual enrollment students.)

## **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](mailto: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 FSU. 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

<b>A</b> 4.0	<b>B-</b> 2.75	<b>D+</b> 1.25
<b>A-</b> 3.75	<b>C+</b> 2.25	<b>D</b> 1.0
<b>B+</b> 3.25	<b>C</b> 2.0	<b>D-</b> 0.75
<b>B</b> 3.0	<b>C-</b> 1.75	<b>F</b> 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’ in ECO 2013 (3 credit hours) and a ‘B+’ in MAC2313 (5 credit hours) then  $GPA = [(4.0 \times 3) + (3.25 \times 5)] \div 8$ . This student’s GPA = 3.53. If you have any questions about GPA calculation, you may contact ACE at [ace@fsu.edu](mailto:ace@fsu.edu) or (850) 645-0852.

### How to Send/Request Copies of Your Official Transcript

The FSU Registrar’s Office will send official transcripts to the high schools within **7-10 days** of grades posting at FSU as a part of dual enrollment grade processing. Transcripts for home education students will be sent to the student’s home address.

Once you start applying to colleges and universities for regular admission beyond high school graduation, you will be responsible for requesting and paying for official 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>.

You can view and print your unofficial transcript at any time in Student Central at my.fsu.edu. In some cases, the unofficial transcript may suffice – be sure to read any related requests carefully. 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 & Academic Honor Policy

Dual enrollment students are responsible for reading and adhering to the Student Conduct Code, which you should review: <https://dos.fsu.edu/srr/conduct-codes/student-conduct-code>. The University may impose discipline based on any violation of the Student Conduct Code.

The Academic Honor Policy outlines the University's expectations for students' academic work, which you should review: <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.

### Campus Environment and Title IX

**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](http://knowmore.fsu.edu). If you have any concerns about your FSU experience, please contact your academic advisor at ACE.



## **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 special student status. This includes those days that are considered holidays or breaks in the high school calendar (e.g., Thanksgiving week and some federal holidays). 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](mailto:ace@fsu.edu) so we can ensure that you are not dropped from the class.

University policy specifies that excused absences include documented illness, death in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse.

**Please note that absences excused by the high school are not guaranteed to be excused by the instructor.**

**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 (**4<sup>th</sup> day of classes**) will not be approved unless written permission is granted by both the high school school 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 more of their courses, they should contact an advisor at ACE as soon as possible to discuss alternatives and implications.

## **Student Records and Delegated Access to Student Information**

ACE can share educational information with the designated parent/guardian for HSDE students under the age of 18. However, the Federal Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of records for students age 18 or older. Delegated Access is a process through which students may choose to give family members access to their student 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>.

In college, there is no access to instructor grade books or course sites for anyone other than enrolled students. Family members should not contact faculty with any concerns. Family members may help students prepare for their own conversation with an instructor or contact ACE with any concerns.

## **Gender and Preferred Pronouns**

All students have the option to change their gender and preferred pronouns via their myFSU Portal:

1. Log into my.fsu.edu.
2. Click the “SC” icon at the top left.
3. Click “My Info” tile.
4. Click “Personal Details.”
5. Click “Biographic” tab.

## **Students Enrolling at FSU After High School Graduation**

Students choosing to enroll at FSU during the academic year immediately following high school graduation **MUST** apply as First-Time-in-College Students and will be treated as such during their matriculation and enrollment at FSU. Those who intend to live on campus should contact University Housing (850-644-2860) **before submitting the housing application** to ensure they get access to the new student housing application rather than the returning student application (which is automated based on number of FSU credits).

## **Tax Form 1098-T**

The University is required to report eligible tuition payment and scholarship and grant disbursements to the IRS each tax year on Form 1098-T. All students (including those in HSDE) will receive a copy of this form by January 31st each year, which can be used to help them determine whether or not they qualify for certain educational tax credits.

While the University is required to report this information to the IRS, it **does not engage in tax advice or opinion**. FSU will not provide you with information about the taxability of your scholarships and grants, and cannot advise you on the use of the 1098-T in your annual tax filing. You should consult a tax professional or your accountant for more information about the taxability of your educational awards. For additional details, see:

<https://controller.vpfa.fsu.edu/services/tax-compliance/scholarships-fellowships-and-1098-t-tax-reporting>.

## **Registration and Course Terminology**

### **Technology/Applications:**

- ***myFSU Portal*** – the gateway to all FSU systems and online tools, including Student Central, Canvas, Campus Connect, 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 the 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 are 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 are 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.
  - If you don’t see your course listed on your Dashboard after you have added it to your schedule, keep several things in mind:
    - Your course site may be on your Courses > All Courses page.
    - It takes several hours after adding a course for it to appear in Canvas.
- ***Campus Connect*** – the platform used to make appointments for ACE advising, as well as tutoring and other services.
- ***Schedule Assistant*** – the application students use to register for classes.
  - 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.
  - 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
    - Course Status – reflect whether a course has open seats or is full.
    - Campus – reflects the campus at which a course is offered. FSU has three campuses: Tallahassee, Panama City, and the Republic of Panama. Dual enrollment students may only take classes at the Tallahassee campus.
    - Term – in Schedule Assistant, designates the semester for which the student intends to register. Spring 2024 is an example of a term.

### Holds/Service Indicators:

- **Service Indicator** (aka hold) – marker placed on student’s account that informs 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 for a student to participate fully 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.

### Course Numbering:

- **Course** – shows as 3 letters and 4 numbers. For instance, *ENC 1101*.
- **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.
- **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.
- **Course Section** – designates specifics related to a course, such as instructor, meeting time, and meeting location. ECO 2013 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.
- **Class Number** – the unique identifier for each course section in a given semester.
- **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 must 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:

- **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.
- **Co-requisite** – a course that a student is required to take concurrently in the same term as another course. For example, students enrolled in BSC 1005L (Biology for Non-Majors Lab) must also be enrolled in the corresponding lecture class, BSC 1005 (Biology for Non-Majors).

- ***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), and LAB (Laboratory).
- ***Multi-Component Classes*** – Most classes will only have one component, but certain classes, especially in math and sciences, will 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 component) will appear on your schedule when you are registering.

**Class Location:**

- ***In Person/Traditional*** – means the course is taught completely in person. These are the types of courses dual enrollment students take.
- ***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.
- ***Flex*** – means the course is designed for a combination of online and in-person delivery. Flex courses are not available to dual enrollment students.