

It's all Academic

AN ACADEMIC GUIDE TO FLORIDA STATE UNIVERSITY

SPECIAL EDITION FOR THE REPUBLIC OF PANAMA CAMPUS

2019-2020



Based on *"It's all Academic"*, the Academic guide issued by the Office of Undergraduate Studies FSU, Tallahassee: (<http://undergrad.fsu.edu/iaa.pdf>)



It's All Academic - Special edition for FSU-Panama (Academic Year 2019-2020)

Based on 'It's all Academic', the Academic guide issued by the Office of
Undergraduate Studies FSU, Tallahassee

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INTRODUCTION

When the first English settlers came to this region, they found hundreds of Native American tribes such as the Euchee, Yamasee, Timucua, Tequesta, and Abalachi. Each tribe was unique, but all were living free. In Maskókî, the core language, *istî siminolí* meant that they were “free people”.

English speakers in the area began calling all of these tribes “Seminole” because they had never been dominated. As one of the many students who have gathered here from all over the state, the nation, and the world, you bring your own unique set of talents and experiences. Here you will join this community of Florida State University Seminoles. Part of what will define you as an FSU Seminole is our Liberal Studies for the 21st Century program.

While the Liberal Studies program will help you to strengthen the skills and character you bring with you to the campus, it will also allow you to discover new aspects of your character, refine the strength you need to excel in all parts of your life, and develop the skills you will need in the future.

This handbook is titled “It’s All Academic” because it is your first exposure to FSU academic policies and procedures. Universities are dedicated to the study and creation of new knowledge. By deciding to enter college, you have chosen to become a member of this academic process, and we welcome you into the research and learning community here at Florida State University.

Your quest for excellence begins today!

By offering you this booklet and by the orientation session we aim to provide you with necessary information that will set you on a sure path for success in the academic environment of FSU-Panama. As a branch of Florida State University, FSU-Panama follows the academic regulations and policies set by the main campus.

This handbook is your first exposure to the academic component of Orientation. Universities are dedicated to the study and creation of new knowledge. The entire university experience revolves around this basic fact. By deciding to enter college you have chosen to become a member of this academic process and we welcome you into the learning community here at FSU-Panama.

A lot of the excitement for entering the college environment becomes tension and often confusion as you encounter new terms, new policies, and new structures, in all a set of different and unique expectations. Our task today will be to guide the initiation process.

We will introduce you to the new terms that you will soon learn to handle and use. We will introduce you to the process of keeping track of your academic progress, and we will prepare you for the selection of courses. You are about to start the fascinating journey of college experience. We want to make sure you have the necessary tools and know where to find the needed support.

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Additional Online Resources

Academic Center for Excellence

<http://ace.fsu.edu/>

Academic Calendar

<http://registrar.fsu.edu/calendar/>

Advisor Contact Information

<http://advisor.undergrad.fsu.edu/advisors/advisor-display.php>

FSU Career Center

<http://career.fsu.edu/>

FSU Course Evaluations

<http://distance.fsu.edu/students/course-evaluations>

Liberal Studies

<http://liberalstudies.fsu.edu/>

Majors and Maps

<http://academic-guide.fsu.edu/>

New Student Information

<http://dos.fsu.edu/newnole/>

Undergrad Research Opportunities

<http://cre.fsu.edu/>

Undergraduate Bulletin

<http://registrar.fsu.edu/bulletin/undergraduate/>

University Departmental Directory

<http://fsu.edu/departments/alpha-departments.shtml>

FSU - Rep. of Panama Campus

<http://panama.fsu.edu>



SECTION I

GETTING STARTED AT FSU

OFFICE OF UNDERGRADUATE STUDIES

FSU is composed of 15 undergraduate colleges. The head of a college is called a dean. Your Dean's Office is a place to go for information about academic requirements. As a student at FSU Panama your home base for getting all academic issues resolved is the Office of Admissions and Records at the FSU-Panama campus, and your academic dean or Academic Vice-Rector.

The office of Admissions and Records in conjunction with the Academic Vice-Rector handle your academic advising, your admission status, and facilitate all issues related to your academic progress, as it relates to both the Liberal Studies and your intended major.

The advisors in the Admissions and Records office can help you by:

Informing you about your admission status, required documentation, or requirements that need to be completed guiding you through the requirements, and “walking you through” the registration process.

Evaluating transfer credit to see if courses meet some or all of the following requirements:

- Statewide Core
- Liberal Studies / General Education
- Campus-wide Composition and Quantitative / Logical Reasoning Requirements
- Multicultural Requirement

In this process, the Admissions and Records office sends all transfer transcripts to the Office of Undergraduate Studies in Tallahassee that has the final word on transfer credit.

In conjunction with the Academic Vice-Rector, advisers in the Admissions and Records office provide “Dean's Approval,” understanding, and/or guidance regarding.

Providing “Dean's Approval”, understanding, and / or guidance regarding:

- Course overload / underload
- Dropping or adding a course
- Removal or clarification of registration stops
- Illness and other situations affecting academic performance
- Required enrollment in English and Quantitative / Logical Reasoning courses
- Special needs such as academic remediation or learning disabilities

University Bulletin

All of the rules and regulations for FSU are found in a publication called the Undergraduate Bulletin. You may access the Bulletin online at <http://registrar.fsu.edu/>

FSU Homepage – fsu.edu

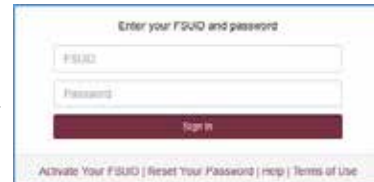
A wide array of useful information may be found on the main FSU website. Through the search engine in top right corner of the site you may search for other FSU

websites, contact information for University faculty and staff, and information on departments and services on campus. In case of an emergency this site will contain the latest information and instructions for students.

A screenshot of the search bar on the FSU homepage. It features a dark red background. On the left, there is a dropdown menu labeled "FSU Sites" with a downward arrow. To its right is a white search input field. Further right is a gold-colored button with the word "Search" in dark red.

myFSU Portal – my.fsu.edu

MyFSU Portal is your personalized gateway to FSU systems and online tools, including Student Central, Canvas, and your student email account. Sign in for secure access to your student account and a one-stop spot for all the tools and information you need to manage your life as a Nole. Your FSUID is the first part of your FSU email address. The password is the one you selected when you activated your FSUID as part of the admission process.

A screenshot of the myFSU Portal login page. It has a light blue header with the text "Enter your FSUID and password". Below this are two white input fields: the first is labeled "FSUID" and the second is labeled "Password". A dark red "Sign In" button is positioned below the password field. At the bottom, there is a link that says "Activate Your FSUID | Reset Your Password | Help | Terms of Use".

Memorize these two items as you will need them throughout your career at FSU.

If you do forget your password you can select the Reset Your Password link and get a new password after answering the identity questions you defined when you activated your FSUID. DO NOT share this information with anyone, including your family.

FSUID and password will allow the person to access your email as well as individual course assignments and tests in Canvas. Sharing your FSUID and password can bring into question who is actually writing your papers and taking your exams and may trigger an academic integrity investigation.

The my.fsu.edu landing page offers an excellent snap shot of your current information as an FSU student along with announcements and events of interest to FSU students.

My Tasks displays any outstanding To Do's or Holds.


To Do's ask you to perform various tasks such as confirming your emergency contact and financial aid information, but does not block your ability to register or access your academic data.

Holds appear as three different types. Anything with the word "Hold" at the end of the title will keep you from registering for the next semester and may also block your access to your transcript. Instructions about what you need to do to have the Hold removed will appear in the description underneath the Hold title.

Holds will begin appearing during the third week of classes each semester and remain until you accomplish the tasks outlined in the description. Anything with the word "Action" at the end will ask you to perform a simple task but will NOT block your ability to register. Actions are similar to ToDo's except they are not as complex. They are often just prompting you to go to your FSU email account for additional information. A "Note" is just a reminder of past actions which impact your ability to do certain tasks such as dropping a course. Notes do not block your ability to register.

My Courses displays summary information on your courses.

The default display is for the current semester but selecting the appropriate tab will show past or pre-registered courses.

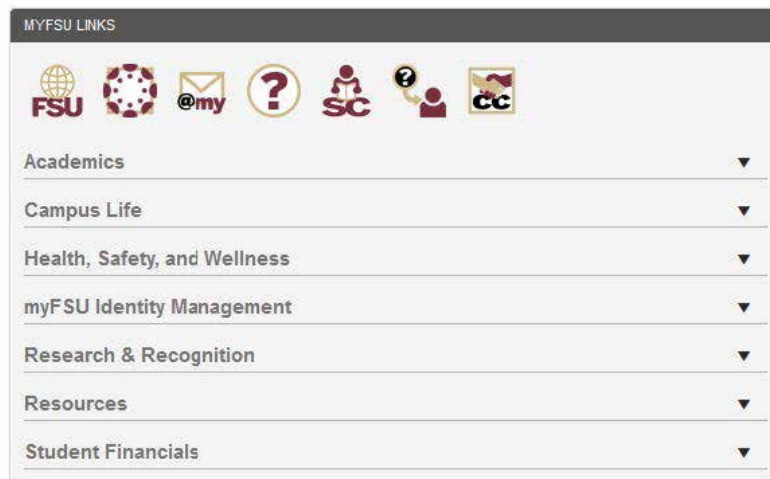
MY COURSES					
Current			Future	Past	
COURSE	CR	DAYS	TIME	LOCATION	GRADE
CHM 2210	3	MWF	02:30 PM - 03:20 PM	FLH_0255	
CHM 2210	0	TH	10:00 AM - 10:50 AM	HTL_0218	
ECH 3023	3	TTH	02:00 PM - 03:15 PM	CE1_A0105	
ECH 3023	3	W	04:50 PM - 05:40 PM	CE1_A0105	
MUH 2019	3	MWF	01:25 PM - 02:15 PM	LON_0201	
PHY 2049C	5	TTH	11:00 AM - 12:15 PM	UPL_0101	
PHY 2049C	5	MW	11:15 AM - 12:05 PM	HCB_0210	
PHY 2049L	0	M	03:45 PM - 06:45 PM	UPL_0114	
 Course Quicklinks ▼					

My Academics displays a summary of your current academic status

You may also see the contact information for your academic advisor by selecting the My Advisor tab.

MY ACADEMICS	
My Degree	My Advisor
Career: Undergraduate Academic Level: Sophomore Cumulative Hours: 58 FSU GPA: 2.691 Cumulative GPA: 2.807	
Primary Major College: College of Engineering Major: Pre-Chemical Eng/Biomed(Upper) Excess Credit Hour Counter: 65 Current Map: Term Four Map Status: On Course	

My FSU Links allows you to do a deeper dive into your data.



My.fsu.edu provides an easy way for you to view summary information but, in order to actually DO anything, you must enter one or more of the sub-systems which make up the FSU Student Data System. You do that by selecting the icons and/or links in the MyFSU Links section.

Because some of the information in these systems is more sensitive, you may be asked to verify your identity again. This multi-step verification is an extra layer of security designed to prevent unauthorized access to your personal information. To use multi-step verification, you must register one or more of the following devices: a cellphone, tablet or landline. You will be automatically prompted to enroll or manage devices for multi-step verification when you try to access a protected page.

For additional information on multi-step verification and instructions on how to register a device, go to Information Technology Services: <http://its.fsu.edu/service-catalog/security/multi-step-verification>

You will most often use the following under My FSU Links: Canvas, Email, Campus Connect, and Student Central.



Canvas: This is the FSU Learning Management System. Many of your course communications, assignments, discussions, and assessments will be conducted through Canvas. Selecting the icon will bring you to your Canvas dashboard where you will see your current courses using Canvas. There is also a Canvas 101 tutorial.



Email: Your @my.fsu.edu email address is the official way the university will communicate with you. Check your FSU email daily for important information from your instructors, advisers, and other university offices. Although you can forward your FSU emails to another email address, please make sure you have adjusted any filters to make sure the FSU communications are getting to the new account.



Campus Connect: Students use Campus Connect to schedule advising or tutoring appointments as well as access reports or notes from prior advising meetings. Once in the platform, advising and tutoring appointments can be scheduled by clicking the blue “Schedule Advising or Tutoring” button at the top right side of the home screen. You may receive emails sent through this system which will have the words “campus connect” as part of the address. Make sure they are not trapped by any of your filters. Students can select from three different types of appointments:

- **Advising:** Use this option to meet with your academic department or college advising office. If you are interested in learning about another academic program, select “Learn about another Major/Minor”. Please note that not all advising offices are using Campus Connect at this time. Be sure to check with your academic advisor about procedures for setting up appointments in your department or college.

- **Special Programs:** Use this option to schedule an appointment with a non-academic advising support office.
- **Tutoring:** Use this option to schedule tutoring appointments or to reserve a study room.



Student Central: Student Central provides a more detailed access to your information and the places where you need to conduct your business as an FSU student. Selecting this SC icon from portal will take you to your SC Homepage:

You will notice some of the functions, such as My Canvas and My Tasks, duplicate what you see in your my.fsu.edu portal. Others may look similar but have extended capability within Student Central:

My Academics includes: **Summary** where you can view GPAs, Map Status, Earned Hours, and Excess Credit information; **Academic Records** where you can view your grades, access your unofficial transcript, request an official transcript, and request verification of your enrollment; **Advising Tools** where you can view the full-length version of your Academic Requirements Report, search for adviser contact information, and research other majors; and **Graduation** where you will apply for graduation.

My Bill includes: Account Balance, Charges Due, Make a Payment, and view your 1098-T Tax Form.

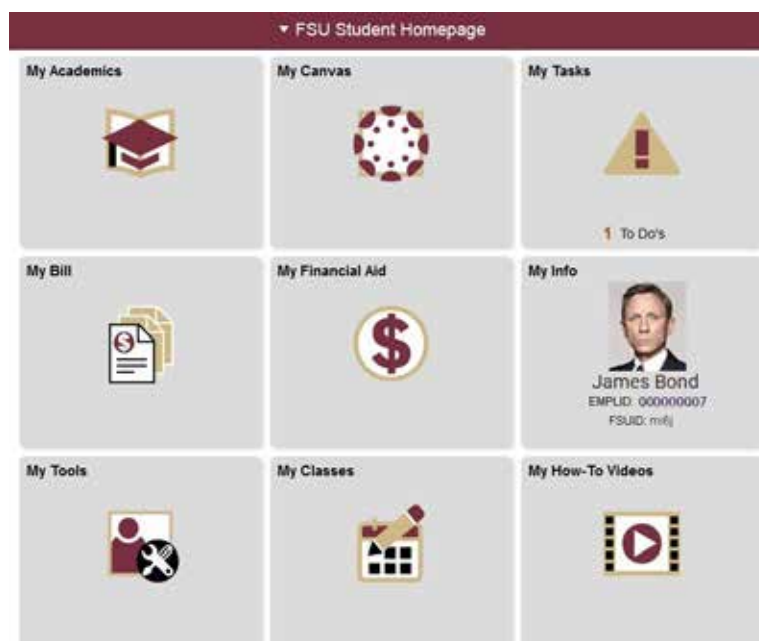
My Financial Aid includes: a summary of your awards and Accept or Decline an Award

My Information includes: Address information, Emergency Contacts, and Share My Information.

My Tools includes: the Academic Calendar, FSU Alerts, Course Evaluations, and Report Community Incidents where you can report incidents such as misconduct, discrimination, and hazing. These can be reported anonymously.

My Classes includes: Enrollment Dates and Undergraduate Degree Progress where undergraduates will view a concise version of your degree requirements (Academic Requirements Report), search for classes to meet these requirements, register for classes, conduct drop/add, and tell the university what courses you want to take in future semesters. The other tabs in the tile are designed for graduate students who do not have an Academic Requirement Report.

My How-To Videos includes a series of short videos on how to do various activities within the student data system. The content in this tile will vary over time.



IMPORTANT DEADLINES

Academic Calendar – <http://registrar.fsu.edu/calendar/> **FSU Panama follows very closely the academic calendar of the main campus, with the exception of the national holidays, in which case FSU Panama follows the official national holidays of the Republic of Panama.**

The Academic Calendar is published once each semester. It contains important dates regarding registration, fees, graduation, and other academic deadlines. Below are some important deadlines that pertain to dropping and adding classes each semester. **Dates are adjusted for the summer terms.**

- **4th Day of Classes**

Drop/Add ends. After midnight you are liable for all course fees.

- **10th Day of Classes**

Last day to pay fees or make payment arrangements.

- **End of 7th Week of Classes**

Last day to withdraw from school without receiving grades.

Last day to drop a class without dean's permission. (Dean's permission is required if dropping below 12 hours.) Courses dropped before the end of the seventh week will not appear on the transcript. Last day to select the S/U (Satisfactory/Unsatisfactory) grade option.

- **End of 12th Week of Classes**

Last day to late drop a class (dean's permission is required). A grade of "W" will appear on the transcript.

Federal Student Aid Course Eligibility

Federal Student Aid may only be awarded for courses that count toward a student's degree requirements. If you are receiving Federal Student Aid, it is important that you work with your advisor each semester to ensure that the courses you are enrolled in are meeting the requirements of your degree. For additional information on Federal Student Aid requirements and eligibility, contact the Office of Financial Aid through the contact information on their website:

<http://financialaid.fsu.edu/>

Excess Credit Surcharge

The legislature for the State of Florida has passed a law limiting the number of hours you can take at the regular in-state and out-of-state tuition rates. You will be allowed a certain percentage above the hours required by your degree program. For students entering FSU in 2019, the percentage is 110%. For a typical degree of 120 hours, students will be allowed 132 hours at normal tuition rates after which an additional fee will be assessed. Although all of your acceleration and dual enrollment credit does not count towards this maximum, all FSU courses that are failed, dropped after the drop/add period or withdrawn will count. Courses that were failed, dropped, or withdrawn from another institution may be removed from your excess credit hour counter. If those hours have not been removed please contact the Office of the Registrar. You will be able to monitor your Excess Hours Counter in the "My Academics" section of Student Central.

For more detailed information, go to the Registrar website at: http://registrar.fsu.edu/records/excess_hours/

ACADEMIC INTEGRITY

The statement on Values and Moral Standards says: “The moral norm which guides conduct and informs policy at Florida State University is responsible freedom. Freedom is an important experience that the University, one of the freest of institutions, provides for all of its citizens: faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.” (Values and Moral Standards at FSU retrieved from the current General Bulletin located at <http://registrar.fsu.edu/>) Guided by these principles, this Academic Honor Policy outlines the University’s expectations for students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process:

<http://fda.fsu.edu/Academics/Academic-Honor-Policy>

Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples of academic dishonesty have been provided for the purpose of illustration and are not intended to be all-inclusive. Students should be cautious about joining software platforms that could facilitate cheating and unauthorized collaboration.

PLAGIARISM. Presenting the work of another as one’s own (i.e., without proper acknowledgement of the source). Typical examples include: Using another’s work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source; utilizing ghostwriting or pay-for-paper services.

CHEATING. Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise. Typical examples include: Copying from another student’s paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.

UNAUTHORIZED GROUP WORK. Unauthorized collaborating with others. Typical examples include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical examples include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

MULTIPLE SUBMISSIONS. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor’s responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical examples include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical examples include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student’s notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty. Typical examples include: Knowingly allowing another to copy from one’s paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

ATTEMPTING to commit any offense as outlined above.



SECTION II

EARNING YOUR BACHELOR'S DEGREE

STRUCTURE OF DEGREE PROGRAMS

The bachelor's degree consists of multiple requirements. Not all degrees will include all of the following components, and some programs may allow a course to satisfy requirements in more than one component. View your **Academic Requirements Report** in Student Central to see how the courses you have taken meet various degree requirements. To learn more about FSU's Undergraduate Academic Degree Programs, visit **Majors and Maps**: <http://academic-guide.fsu.edu/>

Liberal Studies for the 21st Century

Liberal Studies courses provide a comprehensive intellectual foundation and transformative educational experience. *The Liberal Studies for the 21st Century* program provides an educational foundation that enables FSU students to thrive in and beyond the classroom. Across the program, students build the knowledge and skills needed to be successful in the major and life after college.

As you move through the Liberal Studies program, you will explore different ways of thinking, develop creative approaches to persistent questions, work closely with faculty and peers, and engage in hands-on learning. You will engage critically with information and ideas, communicate effectively, and contribute meaningfully to your communities.

The Liberal Studies program consists of 36 hours of **General Education** coursework (including **Statewide Core Requirements**) and a series of University-wide **Graduation Requirements**.

A list of courses that satisfy the Statewide Core, General Education, and Graduation Requirements may be found on the Find a Liberal Studies Course tab of the Liberal Studies website: <http://liberalstudies.fsu.edu/>

Statewide Core Requirements

The Statewide Core is a standardized General Education curriculum required of all college students in the state of Florida. Students must take one Core course from each of the following five areas: Quantitative and Logical Thinking (3 hours); English Composition (3 hours); Social Sciences/History (3 hours); Humanities and Cultural Practice/Ethics (3 hours); and Natural Sciences (3 hours). These 15 hours are also a part of the 36-hour FSU General Education requirements defined in the next section.

General Education

General Education requirements must be completed by every student graduating from FSU. How a student meets General Education requirements and when they meet the requirements will be different for each student, depending on the major and personal interests.

- **Quantitative and Logical Thinking:** These courses help students to become critical analyzers of quantitative and logical problems. **Six hours. Students must earn a “C-” or higher.**
- **English Composition:** These courses help students to become critical readers and clear, creative, and convincing communicators. **Six hours. Students must earn a “C-” or higher.**
- **Social Sciences:** These courses help students become critical analyzers of theories and evidence about social forces and social experience. **Three hours.**
- **History:** These courses help students become critical analyzers of theories and evidence about historical events and forces. **Three hours.**
- **Humanities and Cultural Practice:** These courses help students become thoughtful patrons of and participants in cultural practices. **Three hours.**
- **Ethics:** These courses help students become ethically engaged citizens and logical thinkers. **Three hours.**
- **Natural Sciences:** These courses help students become critical appraisers of theories and the facts that support them. **Six hours.**
- **Six additional General Education hours** must be completed. These hours may be selected from Social Sciences/History, Humanities & Cultural Practice, Ethics, Natural Sciences, and/or Scholarship in Practice areas. There are a few limitations:
 - Three hours may be selected from the Social Sciences or History areas (but not both).
 - Three hours may be selected from the Natural Sciences area.
 - Three hours of Scholarship in Practice (SIP) coursework at the 1/2/3000-level that does not fall within of the General Education areas above may be counted. Note: If students meet three hours of the General Education Elective requirement with a Social Sciences, History, or Natural Sciences course and also take a 3-hour Scholarship in Practice course that is approved for that same General Education area, that course will count as a General Education elective due to the SIP designation.
 - Note: If students meet three hours of the General Education Elective requirement with a Social Sciences, History, or Natural Sciences course and also take a 3-hour Scholarship in Practice course that is approved for that same General Education area, that course will count as a General Education elective due to the SIP designation.
- **E-Series:** E-Series courses focus on broad questions that are relevant to humanity and our natural world and can be explored, examined, and experimented upon (thus the “E”). These courses help students become competent interdisciplinary, analytical, and flexible thinkers and lifelong learners. All E-Series courses will also count for the “W” State-Mandated Writing Requirement (see below). **Three hours. Students must earn a “C-” or higher.**

Students must earn a minimum of “C-” or higher in all coursework in Quantitative and Logical Thinking, English Composition, and E-Series. Courses taken on a Satisfactory/Unsatisfactory (S/U) basis will not count towards a General Education requirement. Students must earn a minimum of 2.0 GPA average in the *36 hours of required Statewide Core and General Education coursework*.

NOTES ON QUANTITATIVE & LOGICAL THINKING:

Speak with your academic advisor for the specific Quantitative and Logical Thinking course sequence for your major. Students must complete (or be exempted from with credit) at least six credit hours in Quantitative and Logical Thinking. Three of those credit hours must be taken from the Department of Mathematics (courses with a course prefix of either MAC or MGF). Students must complete their first Quantitative and Logical Thinking course by the time they have **attempted 30 hours**, which includes any credit hours earned through acceleration (i.e., AP, IB, Dual Enrollment, etc.). Students must complete or be registered for their second Quantitative and Logical Thinking course by the time they have **attempted 40 hours**. All six hours of the Quantitative and Logical Thinking requirement should be completed by the time the student earns 52 degree hours.

NOTES ON ENGLISH COMPOSITION:

Students must complete (or be exempted from with credit) at least six hours in English Composition. All students shall complete the required English Composition courses by the time they have **attempted 30 hours**, which includes

any credit hours earned through acceleration (i.e., AP, IB, Dual Enrollment, etc.) or must show an appropriate exemption, as approved by the Faculty Senate, from six hours of composition courses.

GRADUATION REQUIREMENTS

In addition to General Education Requirements, all students must complete the following Graduation Requirements as part of the *Liberal Studies for the 21st Century* program:

“W” State-Mandated Writing: These courses help students become clear, creative, and convincing communicators which is necessary in any discipline. In addition to the coursework required for English Composition, students must complete six additional hours of coursework that require college-level writing. These requirements are normally met by careful selection of courses that will meet General Education requirements. Students commonly satisfy this requirement by completing an E-Series course and one State-Mandated Writing course that is designated with a “W”. **6 hours. A grade of “C-” or higher is required** for courses taken for the writing requirement.

Scholarly and Formative Experiences: Scholarship in Practice (SIP) courses provide students with the opportunity to apply scholarship to produce an original analysis, project, or creative work that reflects a body of knowledge relevant to the course. **Students must complete one Scholarship in Practice course. A grade of “C-” or higher must be earned.** Formative Experiences (FE) engage students in applied learning through “hands-on” experiences outside of the classroom in which they explore issues in a field. Examples of FE include faculty-supervised creative or artistic works; studying abroad; participating in faculty-supervised research; participating in a faculty-supervised internship or service work; or by completing Honors in the Major thesis credit. Students may also complete a FE through the Career Center’s Experience Recognition Program (ERP). **Students must complete one FE. A grade of “C-” or higher must be earned (or an “S” for FE if taken on an “S/U” basis).** An additional SIP course may be substituted for the FE.

Diversity: As an FSU student, it is expected that by learning about cultures around the world and diversity in western culture, you will develop a broader base of knowledge for understanding yourself and the world around you. These courses help students become culturally conscious participants in a global community. There are many diversity courses that also meet major requirements. Some majors, such as business and engineering, prefer students to meet this requirement through General Education courses. **Students are required to select two courses, one designated as “cross-cultural studies” (courses marked with an “x”) and one designated as “diversity in western experience” (courses marked with a “y”).** These courses must be taken on a letter grade (not S/U) basis. **A grade of “C-” or higher must be earned.**

Upper-Division Writing: Skill in professional writing for specific tasks or contexts is critical to the long-term success of all FSU graduates. In addition to the hours required for English Composition and “W” State-Mandated Writing described above, **all students must complete one approved Upper-Division Writing course. A grade of “C-” or higher is required.**

Oral Communication Competency: Students are required to demonstrate competency in oral communication through the use of public speaking activities in courses designed to provide instruction and ample opportunities for guided practice in oral communication. These courses are designed to help students become flexible and proficient oral communicators for professional purposes. Through these courses, students master the kinds of oral communication that are appropriate for their academic major and future leadership roles. **Students must complete one approved Oral Communication Competency course with a grade of “C-” or higher.**

Computer Competency: All undergraduates at Florida State University must demonstrate basic computer competency prior to graduation. The specific computer competency skills needed vary from discipline to discipline. Thus, associated with each major is a required course(s) that provides instruction in the discipline-specific computer skills. Students should check with their major department to identify the course(s) designated by the department as satisfying computer competency in the major. **A grade of “C-” or higher is required.**

Natural Sciences Laboratory: Students must **complete at least one credit hour of a Natural Sciences laboratory course.** Students may complete the laboratory requirement either as a separate laboratory course (designated with the course suffix “L”) or as a combined lecture/lab class (designated with the course suffix “C”). **A grade of “C-” or higher is required.**

Civic Literacy: The State of Florida mandates that all students must demonstrate competence in Civic Literacy. To satisfy this requirement, students must do **one** of the following:

- Complete either POS1041 American National Government or AMH2020 A History of the United States Since 1877 with a grade of “C-” or higher;
- Earn credit for either POS1041 or AMH2020 through completion of one or more of the following:
 - Advanced Placement Government and Politics: United States exam with a score of 3 or more.
 - Advanced Placement United States History exam with a score of 4 or more.
 - CLEP American Government exam with a score of 50 or more; or
- Obtain a score of 60 out of 100 on the U.S. Citizenship and Immigration Services Naturalization Test, which will be administered at the Testing Center at Florida State University.

LIBERAL STUDIES AND CAREER COMPETENCIES

The Liberal Studies curriculum at Florida State University is designed to help students develop analytical and flexible thinking and to draw on diverse perspectives to address complex problems in a global world. The curriculum requirements provide students with multiple opportunities to develop these competencies. It also supports FSU’s commitment to provide a strong liberal arts foundation to all students, regardless of intended major. The Liberal Studies program prepares you for your next step, whether it be graduate/professional school or employment.

The list below outlines competencies that the **National Association of Colleges and Employers** – <http://naceweb.org> have identified as key to career readiness and are developed through FSU Liberal Studies curriculum.

Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communication: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

ADDITIONAL UNIVERSITY-WIDE REQUIREMENTS

FSU requires that all students also satisfy the following University-wide Requirements:

- **FSU Residency:** Student's final 30 hours must be completed in residence at FSU.
- **Summer Residency:** Students who have entered a university in the State of Florida with fewer than 60 hours of credit are required to earn at least nine hours by attendance in one or more summer terms at one of the State University System institutions. If completing the summer residency hours will be a hardship, you may request a waiver of this requirement by submitting a petition to your graduating Dean's Office prior to applying for graduation. Please see your Academic Dean's Office with questions.
- **Upper-Division Courses:** Students must earn a minimum of 45 hours of 3000/4000 level coursework. Of these 45 hours, at least 30 must be earned at FSU. Only 15 hours of 3000/4000 level coursework from another institution may be used toward this requirement.
- **Total Hours:** Students must complete the minimum number of hours required for the degree. A typical undergraduate degree program requires 120 unduplicated hours although a few programs require more. To find the number of hours required for your degree, visit **Majors and Maps** – <http://academic-guide.fsu.edu>.

COLLEGE REQUIREMENTS

The college offering your major may also have specific courses that are required of all their students. An example of this is the College of Arts and Sciences' foreign language requirement. You should learn about any College-specific requirements at the "Get to Know Your College" meeting during Orientation.

MAJOR

This is an academic area in which you plan to take a concentration of courses. The size of your major will vary from as little as 30 hours (approximately 10 courses) to as high as 110 hours. Some majors are called limited-access or limited-enrollment which means they may require a certain grade point average, test score, special application, and/or coursework prior to formal admission. There also may be a specific deadline when you must apply for acceptance into the major. Competition for these limited access/limited enrollment programs (usually at the end of the sophomore year) is generally high. Make it a point to know any special admissions requirements or deadlines for your major, and allow adequate time to prepare yourself and plan alternatives.

MINOR

Not all degree programs require you to complete a minor. Some not only require a minor, they also dictate which minor you will do. Typically, the majors that require more hours either have the minor embedded within the major or do not require a minor at all. Your minor can be an important part of your program and help groom you for specific job fields. Consider your minor as an opportunity to develop knowledge and skills that are not a part of your major.

ELECTIVES

Electives are courses you take just for fun or to make yourself more competitive in the job market. The number of elective hours in a degree program will range from 0 to 45. Some students use electives to complete more than one minor or a second major. Research shows that students enrolling in an elective during their first term as a college student report higher levels of satisfaction and success. The number of electives you have and how you plan to use your electives are good topics to discuss with your advisor. Some degree programs will ask you to complete all electives during your first two years, so developing a plan on how to use electives is an important early step in advising.

DOUBLE MAJORS, DUAL DEGREES, AND GRADUATE SCHOOL

Some students choose to pursue a second major in addition to their primary major (i.e., two majors within one bachelor's degree program). If you intend to double major, you should discuss the second major with your advisor at orientation. The second major must be formally declared after you have earned at least 52 credit hours but before the end of the semester in which you will have earned 90 credit hours.

Students may also choose to pursue a dual degree (i.e., two bachelor's degrees earned at the same time). Students who pursue a dual degree must complete all of the Major, Minor and College requirements needed for both degree programs. In addition, you must complete at least 30 hours beyond the minimum number of credits required for your first degree. As with a second major, you must formally declare a second degree with your advisor and your Dean's Office when you have between 52 to 90 hours earned.

A double major or dual degree requires considerable academic planning to avoid an excess credit surcharge. You should investigate the possibility of earning a master's degree instead of pursuing multiple majors and/or degrees. Master's degrees often require the same number of hours as a second major, are not subject to the excess credit surcharge, and are far more impressive to employers and admission committees. Many do not require that you have a bachelor's degree within the same academic discipline. To see a list of master's degree programs go to <http://registrar.fsu.edu/bulletin/graduate/> and select "Academic Departments and Programs".

DEGREE IN THREE

Degree in Three is a special program designed to assist students who wish to **graduate in three years or less**. While all students are welcome to explore this accelerated path, Degree in Three is typically best for students who enter Florida State with around 24 or more hours of accelerated credit.

Benefits of the program include:

- creating an individualized three-year academic plan,
- financial savings of up to one year's cost-of-attendance,
- being able to start graduate school or a career earlier,
- attending workshops tailored specifically for accelerated bachelor degree students, and
- having priority registration for enrollment.

Students interested in Degree in Three should be *confident in their major* and *know which type of graduate school, professional school, or career field they want to pursue*. Not all majors can be completed within three years, so students must work closely with their advisors and academic units to determine if this accelerated path is feasible for their situation. It is sometimes possible for students to pursue both a double major and Degree in Three.

The application is accepted year-round and information sessions are held at the beginning of each fall and spring semester. There is no GPA requirement, but students' schedules will be monitored for adherence to their three-year academic plan. Students interested in Degree in Three may visit <http://gps.fsu.edu/degree-in-three/> for more information.

SPECIAL PROGRAM REQUIREMENTS

Participation in special programs such as Honors, ROTC, or a Living-Learning Community (LLC) may require you to complete additional courses. You should meet with a representative from your special program during free time at orientation if a meeting is not already a regular part of the orientation program, or contact them prior to the end of Drop/Add in your first semester.

EVALUATION OF TRANSFER CREDIT FOR DEGREE REQUIREMENTS

Transfer and dual enrollment credit you may be bringing in to FSU from another institution will be evaluated by the appropriate office to determine if those credits equate to courses that count for credit toward General Education, Graduation, and/or College/Major requirements.

The Office of Undergraduate Studies evaluates transfer credits as they may apply to the following requirements: Statewide Core, General Education, State-Mandated Writing, and Civic Literacy.

Your Graduating Dean's Office evaluates transfer credits as they may apply to the following requirements: Scholarly and Formative Experiences, Diversity, Upper Division Writing, Oral Communication Competency, Computer Competency, and Natural Sciences Laboratory.

The department of your major evaluates transfer credits as they may apply to your major requirements. You may review how your transfer courses have been equated by accessing your **Transfer Credit Report** in the **My Academics – Academic Records** section of Student Central.

LIMITED ACCESS AND LIMITED ENROLLMENT MAJORS

Some majors at FSU require special applications and entrance criteria that must be met prior to the junior year. These are called Limited Access or Limited Enrollment Programs. ***Limited Access Programs at FSU include: Psychology, Social Work, everything in Business, Computer Science, Neuroscience, Economics, everything in the Dedman School of Hospitality, most programs in Education, and everything in Music, Dance, and Studio Art.***

Admission into these programs is based on taking a defined set of courses and earning a defined GPA. Some programs may require an audition or portfolio review. ***Limited Enrollment Programs may have the same types of admission criteria but differ from Limited Access Programs in that they only admit a specific number of students each year. Limited Enrollment Programs at FSU include: Athletic Training, everything in Communication, Communication Science and Disorders, everything in the Jim Moran School of Entrepreneurship, everything in Theatre, Elementary Education, Motion Picture Arts, Nursing, and Interior Design.*** Information on application procedures and deadlines for Limited Access and Enrollment Programs is found by going to the department website.

Not being admitted to the Limited Access Program of your choice does not have to be the end of your career in that field. Most professions have alternative ways of entering the field. For instance, students wishing a career in business may want to look into English with a business minor or any of our foreign languages with a concentration in business. Combining any major with a business minor is also an alternative route to a business career. Most employers will be just as interested in the skills developed through work, clubs, organizations, and volunteer activities, as they are in what major a student has completed. Go to the FSU Career Center at <http://career.fsu.edu> to research your chosen profession early in your college career. You may be surprised at the variety of academic directions that lead you to where you want to be.

SECTION III

ACADEMIC PROGRAMS & SUPPORT

ACADEMIC ADVISING

During Orientation, you will meet with an academic advisor before you register for classes. The goals for this meeting are to introduce you to academic advising and provide guidance in selecting appropriate courses for your first semester. After orientation, you will work with an advisor(s) in your major to help identify courses you should take throughout the academic year. It is important to see your major advisor at least one time per semester so they may assist and guide you towards graduation. The contact information for your advisor(s) is located in the **My Academics – Advising Tools** section of Student Central.

Locating Your Adviser

The Admissions and Records Office is responsible for providing academic orientation to students, for handling all issues related to students' progress, and for resolving any problems or doubts. The Admissions and Records Office works on a walk-in basis, so you can be sure to find someone willing to help you during office hours: Monday through Thursday from 8:00am to 6:00 pm and on Friday from 8:00am to 5:00 pm.

CONTACTS FOR FIRST SEMESTER STUDENTS AT FSU PANAMA

Vice Rector for Academic Affairs: Alexandra Anyfanti (aanyfanti@fsu.edu)

Office of Admissions and Records

Admissions & Records Coordinator: Anna Mae Marquez (amarquez@fsu.edu)

Admissions & Records Assistants:

Maria Teresa Calvo (mcalvo@fsu.edu)

Ivonne Vasquez (ivasquez@fsu.edu)

Farida Rengifo (frengifo@fsu.edu)

Student Affairs

Director of Student Affairs: Dr. Raymong George (rgeorge@fsu.edu)

Housing Coordinator: Maria Elena Puerta (mpuerta@fsu.edu)

Cashier's Office: Isabel Ramirez (iramirez@fsu.edu)

Mapping

Each major has developed an academic map that provides students with a **Sample Schedule** to illustrate one of the many ways to satisfy all requirements in four years. More important are the Milestones identified for each major. Milestones can be courses, specific grades in courses, and/or GPAs that must be achieved by specified points within your college career. Failure to achieve a Milestone for a given Map Term identifies you as off-course for your major, places a hold on your registration, and requires you to meet with an advisor. Failure to get back on-course the next semester will result in a hold on your registration that will require you to change your major.

You may check your current **Map Term** and **Status** in the “My Academics” section of Student Central. A status of “o” indicates that you are on-track with the Milestones. A status of “1” means you are off-course for the first time. A status of “2” means you have been off-course for two consecutive semesters.

Students seeking to change their major must be on-track with the Milestones of the intended major for the Map Term they are currently at. Students are entitled to a single-term Map Term roll-back (that may be used only at the point of changing majors) if it places the student on-course with the new major. Students can only use this option one time in their undergraduate career. “Limited Access” majors may have additional restrictions. Note: The one-time roll-back may not be used for the purpose of meeting GPA Milestones.

Students seeking to add a second major must be on-track with the Milestones of the intended second major for the Map Term they are at (or minus one, if using the one-time roll-back option) at the point of adding the major. However, the second major will not be monitored by Mapping afterwards. If the primary major is a “Limited Access” one, students must have approval from that major to add a second major before doing so.

To see more information about Milestones for majors at FSU go to **Majors and Maps** – <http://academic-guide.fsu.edu>

PLANNING YOUR FIRST SEMESTER SCHEDULE

Sample First Term Schedule:

Quantitative and Logical Thinking	3 hours
English Composition	3 hours
History, Humanities or Ethics	3 hours
Natural Science	3-4 hours
Social Science or Elective	3 hours
PE, FIG, LLC, or CYC	1 hour
TOTAL	15- 16 hours

To simplify the process of picking classes for your first semester, look at the sample schedule on your Academic Map. Go to the Find a Liberal Studies Course website at <http://liberalstudiescourses.fsu.edu/care/LS-courses/course-display.php> to identify Statewide Core and General Education classes that may be of interest to you. Not all classes are offered every semester. Build a list of courses and bring it to advising. Your advisor will help you refine your list based on your interests, the milestones for your major, and course availability.

A normal fall or spring semester schedule includes **15-16 hours**.

You must be enrolled in a minimum of 12 hours in fall and spring semesters to be considered a full-time student. The average GPA of freshmen who take 15 hours is typically over 1/3 of a grade point higher than that of students who take 12 hours. While we want our students to be engaged in many aspects of the FSU experience, we also want to remind them that their academic engagement is the most important commitment they can make to achieve their future goals and, therefore, we recommend the fuller course load of 15-16 hours. Summer terms are slightly different. A six-week term load should be limited to 6 or 7 hours (half a normal load for half a term). Your financial aid may have higher requirements for academic progress than what is expected of the general FSU undergraduate population. Make sure you are aware of all enrollment and progress requirements for your specific financial aid package.

The difficulty of a schedule has more to do with the nature of the courses taken rather than the number of hours. The level of a course does not always indicate the degree of difficulty. A 1000-level course is not necessarily less challenging than a 3000-level. How much you can handle in a semester is one of the most difficult decisions facing both a student and the advisor. Your advisor will work with you to make the best decision for this first semester.

Your major may require a first-term schedule that differs considerably from the sample. To view your major's sample schedule found on the Academic Map, visit the **Majors and Maps site** – <http://academic-guide.fsu.edu> and click the link "Academic Map" for your major. Your major may require you to take more than one course from a particular Statewide Core or General Education area during the first semester such as two Natural Sciences or two Quantitative and Logical Thinking courses. Only students with strong writing skills should take more than one History, Humanities or Ethics course in addition to English Composition.

Foreign Language Through Testing

Many majors require completion of a foreign language through the intermediate (2200) level. For example, all Bachelor of Arts (B.A.) degrees and all majors in the College of Arts and Sciences require completion of a modern or classical language through the 2000 level (2200 or equivalent course). The foreign language proficiency requirement may be satisfied through AP, IB, CLEP, Dual Enrollment, placement tests, or course completion at Florida State University. Students may gain up to 12 hours of college credit toward the foreign language requirement. *To receive credit for a CLEP exam, students must take the test before they enroll in any college level course for the language.*

A mandatory (no cost) placement test is required for all students who took French, German, or Spanish in high school and plan to continue the language at the college level. No college credit is granted through this test. All three placement tests are available at FSU-Panama. Please see the Academic Vice-Rector in order to arrange a convenient testing time.

PLACEMENT TESTING

MATH

The Math Placement Test is mandatory for first semester students, and it allows student the opportunity to advance their placement in the area of math, or it may reveal the need for remediation. The results will determine whether you are eligible for attending MAC 1114 or MAC 1140, or whether you need to start with the basic Math class which is MAC 1105. It is recommended that you wait for the results before registering for classes. At the same time, the math placement test may determine that you need remediation. FSU Panama has been offering a Math Remedial class (MAT 1033 Intermediate Algebra) since Fall 2012. This is a class that can help students strengthen their math skills before tackling MAC 1105 or any other Liberal Studies math class.

ENGLISH COMPOSITION

The English Composition Placement test is also mandatory for first semester students that do not bring any transfer credits or accelerated credits in his area. It can help determine if students have any need for remediation before taking ENC 1101. The Placement test may determine that a student requires ENC 1905 Improving College Level Writing prior to taking ENC 1101, and/or a Grammar Enhancement class, which is offered through FSU Panama's English Language Program.

Both Placement tests are offered on the orientation date, and the results will become available before registration for new students opens.

Schedule Assistant

Schedule Assistant is an application within Schedule Planner that you may use to plan, select and enroll in your classes. Searching for courses in Schedule Assistant allows you to: add courses that you want to take for the semester (alternately, you may also import planned courses from Undergraduate Degree Progress); add breaks into your schedule for work or extra-curricular activities to avoid time conflicts with your classes; and generate schedules to view all possible schedule combinations for your classes. After you have selected your preferred schedule, you may add it to your Shopping Cart and proceed with registration. You may access Schedule Assistant in the My Classes section Student Central under Schedule Planner – Schedule Assistant.

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

☒ **BSC 2011**
BIOLOGICAL SCIENCE II

☒ **CLA 2123**
DEBATES ABOUT THE PAST: ROMAN

Breaks

☐ **Work**
M - 8:00am to 11:00am

Schedules

☒ **Generate Schedules**

☐ **Advanced Options** ☐ **View Schedules**

Enrollment

- Always check my.fsu.edu portal to see if you have any holds that will keep you from registering. Do this at least two weeks prior to your enrollment appointment.
- Once you register, you may continue to access the system and modify your schedule for the remainder of the enrollment period. Registration DOES close. Visit the FSU Academic Calendar that is send by email or given to you during orientation for important dates and deadlines
- The beginning of the semester includes a Drop/Add period that lasts until 11:59pm on the fourth day of classes.
- re not required to pay for courses dropped prior to the end of Drop/Add. You must pay all course fees for classes that are on your schedule after 11:59 pm on the fourth day of classes.
- You must enroll in a minimum of 12 hours in a fall or spring semester to be considered a full-time student.

THE FIRST DAY OF CLASS

FSU - Panama has mandatory first day attendance, which means ALL courses require students to attend the first day of class. Failure to attend will result in students being removed from the class roster. You must contact the professor prior to class if you are unable to attend the first day. *If you miss a class, you must verify that the course has been dropped or risk being dropped at a later date and charged for the course.*

On the first day of class the professor usually goes over the course syllabus in detail and explains the expectations of the course. The syllabus is your contract with the professor, so it's very important to make sure you understand the rules and requirements for each of your courses. Review your test and assignment due dates across all courses to identify periods of increased academic pressure. Be aware that a class with a lower course number is not necessarily less demanding than one with an upper level number.

Dropping, Adding, or Swapping a Class

You may add a class or swap sections on a space available basis through the end of the fourth day of classes. You will have to pay the fee for any class on your schedule at the end of the fourth day. You may still drop a class until the end of the seventh week of classes provided you still have at least 12 hours left after dropping the course or you get your academic dean's approval to drop below full-time status. You will be charged tuition fees for any courses dropped after the fourth day of classes. Students on Bright Futures must return Bright Futures money for all courses dropped after the end of the fourth day. Please note: courses dropped after the 4th day of class will be counted in the Excess Credit Surcharge counter. The deadline is adjusted for shorter summer terms. **You may not drop English Composition, a lower-level math class, or any required preparatory classes unless you have some kind of documentable, extenuating circumstance, in which case you must meet with your academic dean.**

A cumulative maximum of two courses may be dropped between the eighth and twelfth week of classes (see academic calendar for dates in summer terms) during the semesters in which you have earned fewer than sixty hours of college credit. Tuition charges will remain. Approval by your academic dean is required. Courses dropped during this period will appear on your transcript with the notation "W".

Under extraordinary circumstances, you may be allowed to drop a class after the seventh week and/or beyond the limit on late drops with your academic dean's special approval. These circumstances may typically include: documented medical condition that has impeded your ability to meet course requirements, verified family crises/extraordinary circumstances, or death in the immediate family. You must document that you were passing the course prior to the onset of the situation. Your dean will not allow you to drop a class merely because you have changed your major or because you are not doing well in the class. Medical/mental health course drops that have been recommended for approval by the Health and Wellness Center or the Student Counseling Center may include a refund of fees.

Textbooks/Materials

Course materials are carefully selected by your instructors with the intent and purpose to enrich your learning. Instructors will often expect that their students have appropriately explored textbook materials prior to the in-class lecture/discussion and these materials are also frequently used to supply important course information that is not covered during class time. Therefore, it is critical to student success for students to fully utilize and secure access to all course materials no later than the end of the first week of class. If you are unable to purchase your textbooks, please speak with your instructor about FSU's Open Educational Resources: <http://guides.lib.fsu.edu/oer>.

Your required course materials may be found by viewing the Buy Textbook/Materials link found within your **My Classes – My Class Schedule** page of Student Central. You may choose to buy your textbook/materials directly from the FSU Bookstore or through other resources (e.g. online stores, social media or various smart phone apps) but you should carefully note the ISBN# so that you purchase the correct text.

Getting Your Grades

Grades are available by the Wednesday after the end of finals. Check your official grades in **myFSU Portal** under **My Courses**, or **Student Central** by going to **My Academics – Academic Records**.

If you are unable to view your grades, they may be withheld because you owe the University money.

Do not rely on Canvas to determine your final grade. Your grades in Canvas are unofficial. If you access your official grades and do not see the grade you expected in a particular class, then contact your professor. Errors in grade posting are best cleared up as soon as possible.

Grades of Incomplete (I) and No Grade Assigned (NG)

Instructors may only assign Incomplete (I) grades in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of the course for reasons beyond their control. In such cases, you must petition the instructor for the Incomplete and provide supporting documentation. If you are assigned an Incomplete "I" grade in a course, it is important that you complete the missing work within the time frame agreed upon with the instructor. Do not re-register for the class. Once you complete the work, your professor will submit a grade change to assign you a regular letter grade.

If you are assigned a No Grade (NG) for a course, contact the instructor as soon as possible. Do not re-register for the class.

Satisfactory/Unsatisfactory Grades (S/U)

Students may choose to take a course on a Satisfactory/Unsatisfactory grading scale if the course is taken as an elective or to meet a foreign language graduation requirement for some majors. Students should discuss this option with their academic advisor and be sure to complete the required paperwork by the end of the seventh week of classes. Courses within the *Liberal Studies for the 21st Century* program may not be taken on an S/U basis (with the exception of certain Formative Experience courses that only offer S/U grading).

Calculating Your FSU and Combined GPA

You must maintain a “C” grade point average (2.0) or better to remain in good academic standing at FSU. Here’s how you figure out your GPA:

A number value is assigned to each letter grade. These numbers are called grade points. For each hour of “A” you accumulate four grade points; a “B” carries three grade points; a “C” carries two; a “D” carries one; and an “F” none. A plus (+) grade adds .25 to the grade point total. For example, a “B+” carries 3.25 grade points. A minus (-) grade subtracts .25 grade points. A grade of “B-” carries 2.75 grade points. Courses earned through testing mechanisms such as AP and IB are posted with grades of EC, ED, or EX and do not figure into any GPA calculation.

A three-hour course in which you earn an “A” would give you a total of 12 grade points (three hours times 4 grade points) while a three-hour course with a “D” grade would only give you 3 grade points (three hours times 1 grade point).

To find out your FSU GPA, add up all your graded FSU hours and divide them into your total number of grade points. Satisfactory/Unsatisfactory (S/U), “I,” or “NG” grades, exemption credit, and transfer work are not used to compute your FSU GPA. Both grades count in your GPA if you re-take a course.

The example on the following page illustrates the calculation of a GPA.

Course	Hours	Grade		Grade Points
EAL1101	3	C+	(3 X 2.25)	6.75
SZP1000	3	B	(3 X 3)	9
MLQ1102	3	D-	(3 X .75)	2.25
APG1000	3	A	(3 X 4)	12
APR1111	1	F	(1 X 0)	0
Total Hours = 13			Total Grade Points = 30	

Divide 13 hours into 30 grade points. This student’s GPA for the term is 2.307, or slightly above a “C+”.

Every student also has an Overall, or Combined GPA, which is calculated using *all graded* college-level courses regardless of where the credit was earned. All courses taken at FSU, college-level courses taken at another institution, and college-level courses taken as dual enrollment courses while in high school count in the Overall/Combined GPA. Graduate schools, law schools, medical schools, limited access programs, academic honor societies, and GPA for earning degrees of distinction upon graduation all use the Overall/Combined GPA in their decisions.

ACADEMIC STANDING

The final grades you earn in your courses taken at FSU determine your academic standing at FSU. Students who make very good grades can be recognized by being on the Dean’s List, being eligible for the Honors in the Major program, having the best opportunities to enter limited access majors, and graduating from college with degrees of distinction. These successes lead to expanded job opportunities after graduation and make you a more desirable candidate for graduate and professional schools. Your academic standing is based on your FSU GPA.

DEAN’S LIST / PRESIDENT’S LIST

Any student (**students classified as transient in the FSU Republic of Panama campus are not eligible for Dean’s or President’s List, regardless of their grade point average**) who is registered for at least 12 graded hours of coursework is eligible for the Dean’s List. The required grade point average is 3.5 for all colleges and schools for any given term. Students earning a perfect 4.1 GPA are placed on the President’s List.

Progress Toward Degree

Some majors, most often in the sciences, are not limited access but have criteria for satisfactory progress toward degree. This will typically include a specified GPA in introductory or major courses and/or a limit on the number of low grades in these courses. Many programs restrict your ability to register for higher-level courses until you have completed a defined set of introductory courses. This is also designed to ensure you do not register for a course without the foundation of knowledge required to be successful.

The Retention Table

Students must perform academically or they will be dismissed from FSU. This decision is based on your FSU **GPA** and the **total number of hours you have attempted**. Although AP, IB, CLEP, AICE credit, and courses taken from other institutions do not count in your FSU GPA, they do count as attempted hours. Failed courses will also count as attempted hours. The table below defines the criteria for being placed on Warning, Probation, and Dismissal.

ATTEMPTED HOURS	WARNING GPA RANGE	PROBATION GPA RANGE
1 - 15	1.5 -1.999	Less than 1.5
16 - 30	1.75-1.999	Less than 1.75
31 or more		Less than 2.0
DISMISSAL		Failure to remove probation by end of next term

Academic Warning

A student will be placed on Warning if the FSU GPA is slightly below a 2.0 and the student has less than 30 attempted hours. Only freshmen with less than 30 hours can be placed on Warning.

Academic Probation

Academic Probation indicates the student is in danger of being dismissed from FSU - Panama at the end of the semester. Be aware that the more hours accumulated, the higher the grades needed to raise the FSU GPA.

Academic Dismissal

A student who fails to get off Probation after one semester will be dismissed from FSU – Panama. Dismissal from FSU – Panama is dismissal from FSU and does not carry a time limit. Students are dismissed forever unless they do one of the following:

- Freshmen and sophomores can earn an Associate in Arts from an accredited Florida post-secondary institution, and reapply to FSU. Contact Undergraduate Studies prior to attempting this option at a non-Florida institution.
- The dean might reinstate a student for the next term, but only if there is a compelling reason to believe the student's academic performance will improve enough to bring the GPA up to a 2.0 in one semester. Students are not eligible for readmission after a second dismissal.
- With dean's approval, students may take State University System of Florida Flexible Learning courses until enough "A" and "B" grades have been earned to achieve a 2.0. The grades will count in computing the GPA, but will count toward the hours required for graduation.

SECTION IV

ADDITIONAL RESOURCES & OPPORTUNITIES

TUTORING SERVICES

English: From the department of English at FSU Panama you can find individualized instruction in composition and reading through one-on-one tutoring and small group workshops. The Writing Center is located in the FSU Panama library and its drop-in hours are circulated every semester.

Mathematics: Math Learning Center – the Math Learning Center at FSU Panama provides walk-in math tutoring in many introductory and intermediate math courses. Hours are circulated every semester.

Wellness Center: The FSU Panama Wellness Office provides basic counseling and referral services. Additionally, it organizes workshops and presentations throughout the semester on topics related to student health and wellness, study practices, and campus life and conduct. Workshops are open to all students, free of charge. The schedule and topics are circulated every semester.

All tutoring at FSU Panama is free of charge and open to all registered students.

University Libraries: Students at FSU Panama have access to all online Library resources through the FSU Libraries system. This means access to more than 600 databases as well as 3 million books, research guides and even a chat service. The inter-library loan system allows them to receive books from the main campus. Additionally, the FSU Panama library offers study areas, research support and a physical collection of its own.

Forming a Study Group: Research has shown that students who participate in study groups perform better than students who study alone. This is particularly true in introductory science and math courses. Consider forming a study group for these courses even if you feel confident in your ability to master the subject. If you live on campus, talk to your RA about setting up groups within your floor or building. Courses using Blackboard will have a link for setting up study groups. You may also speak with your instructor about making an announcement for students interested in participating in a study group to meet before or after class to get organized. Form study groups early in the semester and continue to meet on a weekly basis for the duration of the course.

University Libraries: Students at FSU Panama have access to all online Library resources through the FSU Libraries system. This means access to more than 600 databases as well as 3 million books, research guides and even a chat service. The inter-library loan system allows them to receive books from the main campus. Additionally, the FSU Panama library offers study areas, research support and a physical collection of its own.

Improving your Marketability: It is necessary that you understand the importance of your grade point average (GPA) and tracking your academic progress. While grades are very important, they are only one aspect of an intellectual life. There are many different learning opportunities available outside the classroom as well. You should consider becoming involved in one or more of the student clubs and organizations on campus, participate in an internship, conduct research, or volunteer. It is through these experiences that you will begin to apply the skills developed in the classroom to a real-life setting. Some employers and graduate programs are looking only for the very brightest students. The vast majority of employers are more interested in a well-rounded person with a variety of experiences. Balance your excellence in the classroom with equal excellence in leadership, cultural activities, work, and recreation.

Student Perceptions of Courses and Instructors (eSPCI): Toward the end of each semester you will be asked to evaluate your instructors. FSU takes these results very seriously and uses them in evaluations of faculty and in assignments of teaching duties. Please use this opportunity to share your insights into the performance of our teaching personnel. eSPCI provides a more complete picture of faculty classroom performance than data found on other non-FSU-sponsored feedback sites because all students evaluate the professor. You may access eSPCI results by going to **Office of Distance Learning** – <https://distance.fsu.edu/students/course-evaluations>.

APENDIX - A

Accelerated Credit

The tables below include lists of common AP, CLEP, IB and AICE exams. For complete lists, visit the Office of Admissions at: <http://admissions.fsu.edu/credit/>.

Up to 45 semester hours of credit can be awarded by taking AICE, AP, IB, or CLEP tests and achieving appropriate scores. To receive credit, official test scores must be sent directly to the Office of Admissions.

ADVANCED PLACEMENT (AP) TESTS

AP Exam	3	4	5
ART HISTORY	ARH2000 (3)	ARH2050 (3), ARH2051 (3)	Same as 4
BIOLOGY	BSC1005 (3), BSC1005L (1)	BSC2010 (3), BSC2010L (1)	BSC2010 (3), BSC2010L (1)
CALCULUS – AB	MAC2311 (4)	Same as 3	Same as 3
CALCULUS – BC	MAC2311 (4)	MAC2311 (4), MAC2312 (4)	Same as 4
CHEMISTRY	CHM1020 (3), CHM1020L (1)	CHM1045 (3), CHM1045L (1)	Same as 4
COMPUTER SCIENCE A	CGS2060 (3)	Same as 3	CHM1045 (3), CHM1045L (1)
COMPUTER SCIENCE AB	CGS1076 (3)*	Same as 3	CHM1046 (3), CHM1046L (1)
ECONOMICS – MACRO	ECO2013 (3)	Same as 3	Same as 3
ECONOMICS - MICRO	ECO2023 (3)	Same as 3	Same as 3
ENGLISH - LANGUAGE	ENC1101 (3)	ENC1101 (3), ENC1102 (3)	Same as 4
ENGLISH - LITERATURE	ENC1101 (3)*	ENC1101 (3), LIT2000 (3)*	Same as 4
ENVIRONMENTAL SCIENCE	GEO1330 (3)	Same as 3	Same as 3
FRENCH - LANGUAGE	FRE2220 (4)	Same as 3	FRE2220 (4), FRE3420 (3)
FRENCH - LITERATURE	FRW3100 (3)	FRW3100 (3), FRW3101 (3)	Same as 4
GERMAN - LANGUAGE	GER2220 (4)	GER2220 (4), GER2221 (3)	Same as 4
GOVT. & POLITICS: COMP.	CPO2002 (3)	Same as 3	Same as 3
GOVT. & POLITICS: US	POS1041 (3)	Same as 3	Same as 3
HISTORY - EUROPEAN	EUH1009 (3)	EUH2000 (3), EUH2001 (3)	Same as 4
HISTORY – US	AMH2010 (3)	AMH2010 (3), AMH2020 (3)	Same as 4
HISTORY - WORLD	WOH1023 (3)	Same as 3	WOH1023 (3), WOH1030 (3)
HUMAN GEOGRAPHY	GEO1400 (3)	Same as 3	Same as 4
LATIN LITERATURE	LNW1700(3)*	Same as 3	WOH1023 (3), WOH1030 (3)
LATIN	LAT2220 (4)	Same as 3	Same as 3
PHYSICS B	PHY2053C (4)	PHY2053C (4), PHY2054C (4)	Same as 4
PHYSICS C – ELEC. & MAG.	PHY2054C (4)	PHY2049C (5)	Same as 4
PHYSICS C - MECHANICS	PHY2053C (4)	PHY2048C (5)	Same as 4
PSYCHOLOGY	PSY2012 (3)	Same as 3	Same as 3
SPANISH - LANGUAGE	SPN2220 (4)	SPN2220 (4), SPN2240 (3)	Same as 4
SPANISH - LITERATURE	SPW3030 (3)	SPW3030 (3), SPW3132 (3)	Same as 4
STATISTICS	STA2023 (3)	Same as 3	Same as 3
STUDIO ART - DRAWING	ART1300C (3)	Same as 3	Same as 3
STUDIO ART: 2-D	ART1201C (3)	Same as 3	Same as 3
STUDIO ART: 3-D	ART2203C (3)	Same as 3	Same as 3

*Subject to change. Recent legislation calls for an annual review to determine the appropriate examination scores and courses for which credit is to be granted.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) FOREIGN LANGUAGE EXAMS

Exam	Level 1 (score in brackets)	Level 2 (score in brackets)	Level 3 (score in brackets)
FRENCH	[50] FRE1120 (4)	[59] FRE1120 (4), FRE1121 (4)	[66] FRE1120 (4), FRE1121 (4), FRE2992 (4)
GERMAN	[50] GER1120 (4)	[60] GER1120 (4), GER1121 (4)	[66] GER1120 (4), GER1121 (4), GER2992 (4)
SPANISH	[50] SPN1120 (4)	[63] SPN1120 (4), SPN1121 (4)	[68] SPN1120 (4), SPN1121 (4), SPN2992 (4)

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) EXAMS

CLEP Exam	Course	Minimum Score
ALGEBRA, COLLEGE	MAC1105 (3)	50
AMERICAN GOVERNMENT	POS1041 (3)	50
AMERICAN LITERATURE	AML1000 (3)	50
BIOLOGY, GENERAL	BSC1005 (3)	50
CALCULUS WITH ELEMENTARY FUNCTIONS	MAC2233 (3)	50
CHEMISTRY, GENERAL	CHM1020 (3)	50
COLLEGE COMPOSITION (INCLUDES ESSAY)*	ENC1101 (3) & ENC1102 (3)	50
ENGLISH LITERATURE	ENL1000 (3)	50
HISTORY OF THE US TO 1877	AMH2010 (3)	50
HISTORY OF THE US FROM 1865	AMH2020 (3)	50
HUMANITIES	HUM2235 (3)	50
INFORMATION SYSTEMS & COMPUTER APPLICATIONS	CGS2060 (3)	50
MACROECONOMICS, PRINCIPLES OF	ECO2013 (3)	50
MATHEMATICS, COLLEGE	MGF1106 (3)	50
MICROECONOMICS, PRINCIPLES OF	ECO2023 (3)	50
PRECALCULUS	MAC1147 (5)	50
PSYCHOLOGY, INTRODUCTORY	PSY2012 (3)	50
SOCIOLOGY, INTRODUCTORY	SYG1000 (3)	50
WESTERN CIVILIZATION I, TO 1648	EUH2000 (3)	50
WESTERN CIVILIZATION II, FROM 1648	EUH2001 (3)	50

*Subject to change. Legislation calls for an annual review to determine the appropriate examination scores and courses for awarding credit.

International Baccalaureate (IB)

IB Exam	4	5	6,7
BIOLOGY	BSC1005 (3), BSC1005L (1)	BSC1005 (3), BSC1005L (1), BSC2010 (3), BSC2010L (1)	Same as 5
CHEMISTRY	CHM1020 (3), CHM1020L (1)	CHM1020 (3), CHM1020L (1), CHM1045 (3), CHM1045L (1)	Same as 5
COMPUTER SCIENCE	CGS2060 (3)	CGS2060 (3), CGS1074 (3)	Same as 5
ECONOMICS	ECO2000 (3)	ECO2013 (3), ECO2023 (3)	Same as 5
ENGLISH A1	ENC1101w (3)	ENC1101 (3), ENC1102 (3)	Same as 5
ENVIRONMENTAL SYSTEMS	GEO1330 (3)	GEO1330 (3), ISC1050 (3)	Same as 5
FRENCH	FRE1121 (4)	FRE1121 (4), FRE2220 (4)	Same as 5
GEOGRAPHY	GEA1000 (3)	GEO1400 (3), GEO2200 (3)	Same as 5
GERMAN	GER1121 (4)	GER1121 (4), GER2220 (4)	Same as 5
HISTORY - ALL REGIONS	WOH1030 (3)	WOH1030 (3), WOH1023 (3)	Same as 5
HISTORY - AFRICA	WOH1030 (3)	WOH1030 (3), AFH1000 (3)	Same as 5
HISTORY - AMERICAS	WOH1030 (3)	WOH1030 (3), AMH2010 (3)	Same as 5
HISTORY - EAST & SE ASIA	WOH1030 (3)	WOH1030 (3), ASH3100 (3)	Same as 5
HISTORY - EUROPE	WOH1030 (3)	WOH1030 (3), WOH1023 (3)	Same as 5
HISTORY - WEST & SO ASIA	WOH1030 (3)	WOH1030 (3), ASH1044 (3)	Same as 5
LATIN	LAT1121 (4)	LAT1121 (4), LAT2220 (4)	Same as 5
MATHEMATICS	MAC1147 (5)	MAC1147 (5), MAC2233 (3)	MAC1147 (5), MAC2311 (4)
MATHEMATICS - METHODS	MAC1105 (3)	MAC1105 (3), MAC1140 (3)	MAC1140 (3), MAC2233 (3)
MUSIC	MUL2010 (3)	MUL2010 (3), MUT1001 (3)	Same as 5
PHILOSOPHY	PHI2010 (3)	PHI2010 (3), PHI2630 (3)	Same as 5
PHYSICS	PHY1020 (3), PHY1020L (1)	PHY2053C (4), PHY2054C (4)	Same as 5
PSYCHOLOGY	PSY2012 (3)	PSY2012 (3), PSY4930r (3)	Same as 5
SOCIAL ANTHROPOLOGY	ANT2410 (3)	ANT2410 (3), ANT4930r (3)	Same as 5
SPANISH	SPN1121 (4)	SPN1121 (4), SPN2220 (4)	Same as 5
SPANISH A1 or A2	SPW3030 (3)	SPW3030 (3), SPW4930r (3)	Same as 5
THEATRE ARTS	THE2000 (3)	THE2000 (3), THE3931r (3)	Same as 5
VISUAL ARTS (Design)	ART2003C (3)	ART2003C (3), ART1201C (3)	Same as 5

* Credit may be awarded for other exams based on content and score.

+Subject to change. Legislation calls for an annual review to determine the appropriate examination scores and courses for awarding credit.

ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)

AICE Exam	Level	A, B, C, D, E
ART AND DESIGN	AS-Level	ART1300C (3)
	A-Level	ART1300C (3), ART1201C (3)
BIOLOGY	AS-Level	BSC1005 (3), BSC1005L (1)
	A-Level	BSC2010 (3), BSC2010L (1), BSC2011 (3)
CHEMISTRY	AS-Level	CHM1020 (3), CHM1020L (1)
	A-Level	CHM1020 (3), CHM1020L (1), CHM1045 (3), CHM1045L (1)
COMPUTING	AS-Level	CGS2060 (3)
	A-Level	CGS2060 (3), CGS1074 (3)
ECONOMICS	AS-Level	ECO2000 (3)
	A-Level	ECO2013 (3), ECO2023 (3)
ENGLISH - LANGUAGE or LANGUAGE & LIT.	AS-Level	ENC1101 (3)
	A-Level	ENC1101 (3), ENC1102 (3)
ENGLISH - LITERATURE IN ENGLISH	AS-Level	ENC1101 (3)
	A-Level	ENC1101 (3), LIT2000 (3)*
FRENCH LANGUAGE	AS-Level	FRE1120 (4), FRE1121 (4)
FRENCH LITERATURE	AS-Level	FRW3100 (3)
FRENCH	A-Level	FRE2220 (4), FRE3420 (3)
GEOGRAPHY	AS-Level	GEA1000 (3)
	A-Level	GEO2200 (3), GEO1400 (3)
GERMAN LANGUAGE	AS-Level	GER1120 (4), GER1121 (4)
GERMAN	A-Level	GER2220 (4), GER2221 (4)
HISTORY - AMERICAN	AS-Level	AMH2010 (3)
	A-Level	AMH2010 (3), AMH2020 (3)
HISTORY - EUROPEAN	AS-Level	EUH1009 (3)
	A-Level	EUH2000 (3), EUH2001 (3)
HISTORY - INTERNATIONAL	AS-Level	WOH1030 (3)
	A-Level	WOH1023 (3), WOH1030 (3)
LATIN	AS-Level	LAT1120 (3), LAT1121 (4)
MATHEMATICS	AS-Level	MAC1140 (3), MAC1114 (2)
	A-Level	MAC1114 (2), MAC2311 (4)
MATHEMATICS, FURTHER	A-Level	MAC2311 (4), MAC2312 (4)
PHYSICS	AS-Level	PHY1020 (3), PHY1020L (1)
	A-Level	PHY2053C (4), PHY2054C (4)
PSYCHOLOGY	AS-Level	PSY2012 (3)
	A-Level	PSY2012 (3), PSY4930r (3)
SOCIOLOGY	AS-Level	SYG1000 (3)
	A-Level	SYG1000 (3)
SPANISH LANGUAGE	AS-Level	SPN1120 (4), SPN1121 (4)
SPANISH LITERATURE	AS-Level	SPW3030 (3)
SPANISH	A-Level	SPN2220 (4), SPN2240 (3)

*Subject to change. Recent legislation calls for an annual review to determine the appropriate examination scores and courses for which credit is to be granted.

ANTICIPATED COLLEGE CREDIT

As most of your acceleration credit may not be received and posted by the University until after orientation, it is important that you share with your advisor any credits you anticipate receiving. Use the tables below to fill in any acceleration credit you expect to receive through test credit and/or dual enrollment. Attach additional sheets if needed. To receive credit, official test score reports and official transcripts must be sent directly to the Office of Admissions.

ACCELERATED TEST CREDIT

Exam Type: AP, IB, AICE, CLEP	Exam	Score	FSU Equivalent

DUAL ENROLLMENT CREDIT

INSTITUTION			
Course Prefix/Number	Course Title	Credits	Grade

APPENDIX - B

Where to Go For What

Delegate Access	my.fsu.edu > My Info > Share My Information
Registration Window	my.fsu.edu > My Courses > Future (appears mid-semester)
Check for Holds	my.fsu.edu > My Tasks
Register for Classes	my.fsu.edu > Student Central > My Classes > Schedule Planner
Search for Classes	my.fsu.edu > Student Central > My Classes > Schedule Planner
Liberal Studies Courses	http://liberalstudiescourses.fsu.edu/care/LS-courses/course-display.php
Get my Books	my.fsu.edu > Student Central > My Classes > Schedule Planner
Find my Classrooms	my.fsu.edu > My FSU Links > Resources > Campus Map
Testing Center	my.fsu.edu > My FSU Links > Academics > Distance Learning > Students > Testing
Find a Campus Bus	my.fsu.edu > My FSU Links > Resources > Bus Route
Parking	my.fsu.edu > My FSU Links > Resources > Parking Information
Get my Grades	my.fsu.edu > Student Central > My Academics > Academic Records
Official Transcript	my.fsu.edu > Student Central > My Academics > Academic Records
Unofficial Transcript	my.fsu.edu > Student Central > My Academics > Academic Records
Verify Enrollment	my.fsu.edu > Student Central > My Academics > Academic Records
Excess Credit Status	my.fsu.edu > Student Central > My Academics > My Academic Summary
My Major/Minor/Certificate	my.fsu.edu > Student Central > My Academics > My Academic Summary
Check my Requirements	my.fsu.edu > Student Central > My Academics > Advising Tools
Majors & Maps Information	my.fsu.edu > Student Central > My Academics > Advising Tools > Majors & Maps
Find my Advisor	my.fsu.edu > My Academics > My Advisor
Find any Advisor	my.fsu.edu > My FSU Links > Academics > Academic Advisor Search
Find my Dean's Office	my.fsu.edu > My FSU Links > Academics > Academic Departments
Academic Support	my.fsu.edu > My FSU Links > Resources > ACE
Internships	my.fsu.edu > My FSU Links > Campus Life > Career Center Handshake
Undergraduate Research	my.fsu.edu > My FSU Links > Research & Recognition > Undergrad Research
Study Abroad	my.fsu.edu > My FSU Links > Campus Life > International Programs
Academic Calendar	my.fsu.edu > My FSU Links > Academics > Academic Calendar
Professor Evaluations	my.fsu.edu > Student Central > My Tools > Course Evaluations
Honor Societies	my.fsu.edu > My FSU Links > Research & Recognition > Honor Societies
Check for Bills	my.fsu.edu > Student Central > My Bill
Health Insurance	my.fsu.edu > My FSU Links > Resources > Health Insurance
Check my Financial Aid	my.fsu.edu > Student Central > My Financial Aid
Scholarships	my.fsu.edu > My FSU Links > Student Financials > Scholarship Information
Clubs and Organizations	my.fsu.edu > My FSU Links > Campus Life > Student Activities
Athletic Tickets	my.fsu.edu > My FSU Links > Campus Life > Athletics > Tickets > Student Tickets
Report Problems	my.fsu.edu > Student Central > My Academics > Advising Tools > Report Incidents
Tallahassee Events	http://www.visittallahassee.com/events

APENDIX - C

The following table is a list of courses that are approved to count for General Education requirements. This list is subject to change. For the most up-to-date list of approved General Education courses, see <http://liberalstudies.fsu.edu/>

"C" indicates lab is contained within the course	"W" indicates State-mandated Writing course
"X" indicates Cross-Cultural Studies course	"S" indicates Scholarship in Practice course
"E" E-series	"Y" indicates Diversity in Western Experience course

General Education Area	Course	Title	W	S	X	Y	E
Quantitative/Logical Core	MAC 1105	College Algebra					
Quantitative/Logical Core	MAC 2311	Calculus with Analytic Geometry I					
Quantitative/Logical Core	MGF 1106	Mathematics for Liberal Arts					
Quantitative/Logical Core	MGF 1107	Topics in Practical Finite Mathematics					
Quantitative/Logical Core	STA 2023	Fundamental Business Statistics					
Quantitative/Logical Core	MAC 1114	Analytic Trigonometry					
Quantitative/Logical Core	MAC 1140	Pre-calculus Algebra					
Quantitative/Logical Core	MAC 2233	Calculus for Business					
Quantitative/Logical Core	MAC 2312	Calculus with Analytic Geometry II					
Quantitative/Logical Core	MAC 2313	Calculus with Analytic Geometry III					
English Composition Core	ENC 1101	Freshman Composition					
English Composition	ENC 2135	Research, Genre, and Context					
Social Sciences/History Core	ECO 2013	Principles of Macroeconomics					
Social Sciences/History Core	PSY 2012	General Psychology					
Social Sciences	CCJ 3011	Criminology					
Social Sciences	CPO 2002	Intro to Comparative Government and Politics					
Social Sciences	ECO 2023	Principles of Microeconomics					
Social Sciences	GEA 1000	World Geography			X		
Social Sciences	GEO 1330	Environmental Science					
Social Sciences	GEO 1400	Human Geography			X		
Social Sciences	IDS 2651	Language: Body, Mind and World	W	S			E
Social Sciences	SYD 3800	Sociology of Sex and Gender				Y	
Social Sciences	SYG 2010	Social Problems				Y	
Social Sciences	SYO 3100	Families and Social Change					
Social Sciences/History Core	AMH 2020	History of the U. S. since 1877					
History	EUH 2000	Ancient and Medieval Civilizations	W				
History	EUH 3205	19th Century Europe	W		X		
History	LAH 1093	Latin America: A Cross-Cultural History	W		X		
History	WOH 1023	Modern World to 1815	W		X		
History	WOH 1030	Modern World Since 1815	W		X		
Humanities Core	ARH 2000	Art, Architecture, and Artistic Vision					
Humanities Core	HUM 2020	The Art of Being Human					
Humanities Core	LIT 2000	Introduction to Literature					

Humanities Core	MUL 2010	Music Literature, Listening and Understanding					
Humanities	ART 2003C	Contemporary Art Scholarship and Practice	W	S			
Humanities	HUM 3321	Multicultural Dimensions of Film	W	S		Y	
Humanities	IDS 2293	Dangerous Liaisons	W				E
Humanities	IDS 2335	Central American Cinema	W		X		E
Humanities	IFS 3140	Contemporary Art As a Mirror	W				E
Humanities	MUH 2019	Modern Popular Music				Y	
Humanities	REL 1300	Introduction to World Religions	W		X		
Humanities	REL 2210	Introduction to the Old Testament	W			Y	
Humanities	REL 2240	Introduction to the New Testament	W			Y	
Humanities	REL 3145	Gender and Religion	W		X		
Ethics Core	PHI 2010	Introduction to Philosophy					
Ethics	IDS 2293	Dangerous Liaisons	W				E
Ethics	CIS 3250	Ethics and Computer Science					
Ethics	PHM 2300	Introduction to Political Philosophy			X		
Ethics	REL 3170	Religious Ethics and Moral Problems	W		X		
Natural Sciences Core	BSC 1005	General Biology for Non-majors					
Natural Sciences Core	BSC 2010	Biological Science I					
Natural Sciences Core	BSC 2011	Biological Science II					
Natural Sciences Core	CHM 1020C	Chemistry for Liberal Studies					
Natural Sciences Core	CHM 1045	General Chemistry I					
Natural Sciences Core	CHM 1046	General Chemistry II					
Natural Sciences Core	EVR 1001	Introduction to Environmental Science					
Natural Sciences Core	PHY 2048C	General Physics A					
Natural Sciences Core	PHY 2049C	General Physics B					
Natural Sciences	GLY 1000	Dynamic Earth					
Natural Sciences	GLY 1030	Environmental Issues in Geology					
Natural Sciences	HUN 1201	The Science of Nutrition					
Natural Sciences	PSB 2000	Introduction to Brain & Behavior					

APENDIX - C

Please record all earned and/or anticipated credit. Shaded areas are satisfied by earning an Associate of Arts from a Florida public institution. An overall 2.0 average or better is required on all coursework used to satisfy the General Education requirements.

FSU GENERAL EDUCATION (36 Hours)				
An overall 2.0 average or better is required on all coursework used to satisfy the General Education requirements.				
AREA	STATEWIDE CORE REQUIREMENTS			ADDITIONAL FSU REQUIREMENTS*
Quantitative and Logical Thinking 6 hours required C- grade or higher	3 hours (choose one): MAC1105, MAC2311, MGF1106, MGF1107, STA2023, or any course for which one of these is a prerequisite. _____ course _____ grade _____ hours			3 hours GE-approved Quant/Logical Thinking (of the 6 total hours for this area, at least 3 <i>must</i> be a course with a MAC or MGF prefix) _____ course _____ grade _____ hours
English Composition 6 hours required C- grade or higher	3 hours: ENC1101 _____ course _____ grade _____ hours			3 hours: ENC2135 _____ course _____ grade _____ hours
Social Sciences 3 hours required	3 hours (choose one): ARH2000, HUM2020, ECO2013, POS1041, PSY2012, SYG1000 _____ course _____ grade _____ hours			3 hours of GE-approved Social Sciences or History (whichever is <i>not</i> represented by the statewide core course) _____ course _____ grade _____ hours
History 3 hours required				
Humanities and Cultural Practice 3 hours required				
Ethics 3 hours required	3 hours (choose one): ARH2000, HUM2020, LIT2000, MUL2010, PHI2010, THE2000 _____ course _____ grade _____ hours			3 hours of GE-approved Humanities or Ethics (whichever is <i>not</i> represented by the statewide core course) _____ course _____ grade _____ hours
Natural Sciences 6 hours required	3 hours (choose one): AST1002, BSC1005, BSC2010, BSC2085, CHM1020, CHM1045, ESC1000, EVR1001, PHY1020, PHY2048, PHY2053, or any course for which one of these is a prerequisite. _____ course _____ grade _____ hours			3 hours of GE-approved Natural Sciences _____ course _____ grade _____ hours
General Education Electives 6 hours required (see limitations on page 5)	_____ course _____ grade _____ hours			_____ course _____ grade _____ hours
*General Education courses must include one 3-credit E-Series course (C- grade or higher).				3 hours of GE-approved E-Series (will also count in above areas) _____ course _____ grade _____ hours
UNIVERSITY-WIDE GRADUATION REQUIREMENTS				
All courses below must be completed with a C- grade or higher. Some courses may also count within General Education above.				
"W" (State-Mandated Writing) or second E-Series course 3 hours required		_____ course _____ grade _____ hours		
Civic Literacy POS1041, AMH2020, or passing score (60 or higher) on the U.S. Citizenship and Immigration Services Naturalization Test		_____ score	_____ course _____ grade _____ hours	
Scholarship in Practice (SIP) 2 courses required	_____ course _____ grade _____ hours		_____ course _____ grade _____ hours	
Diversity 1 X course required 1 Y course required	_____ course _____ grade _____ hours		_____ course _____ grade _____ hours	
Natural Sciences Laboratory 1 hour required	_____ course _____ grade _____ hours		Upper-Division Writing 1 course required	_____ course _____ grade _____ hours
Oral Communication Competency 1 course required	_____ course _____ grade _____ hours		Computer Competency 1 course required	_____ course _____ grade _____ hours

USING MYFSU

myFSU is the central gateway for all FSU applications. Blackboard, online enrollment, email, Secure Apps, library resources and more can be accessed from here.

USING THE ONLINE ENROLLMENT SYSTEM

1. Login with your FSUID to myFSU.
2. There, in the 'My Courses' section, in the 'future' tab, three links appear. Search, Shopping Cart, and Enrollment.
3. To begin adding classes, click on the shopping cart icon.



APPENDIX - C: USING ONLINE SERVICES

SEARCHING FOR COURSES

- Click on the Search icon in the 'Future' tab on your myFSU homepage



- You will find the dialogue shown on the right. There make sure to set the following parameters in order to get a list of classes available in our campus. After that, hit 'Search'.

- The system will return a list of all the classes that match your query. Each class will show its Class Number, Section, Schedule, Room, Instructor, meeting dates and Available seats. It will also show an ● *open* or ■ *closed* status depending on the availability of seats. To enroll, simply click 'select' and follow the steps. Make sure you click 'finish enrolling'.

WARNING: Always make sure the class number of the classes you enroll in match the ones in the Course List we provide. Otherwise you might end up enrolling in classes and class sections from other campuses.


▼ AST 1002 - Planets, Stars, and Galaxies

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15371	0004-LEC Regular	MoWe 14:30 - 15:45	TBA	Azael Barrera-Garrido	25/08/2014 - 12/12/2014	●	select

Enrollment Capacity 15 Available Seats 4

DROPPING A COURSE

You can drop any course at any time during the registration window and the first 4 days of classes without any charges. To do so, follow these steps:

1. In the 'Future' tab on your myFSU homepage, click the  'drop' button on the lower-left corner.

You are currently enrolled in the following courses:

Course	Description	Credits
Session: 1	August 25, 2014 - December 12, 2014	
COP 3014-0020	PROGRAMMING I	3
COP 3330-0009	OO PROGRAMMING	3
MAD 2104-0009	DISCRETE MATHMTICS I	3
STA 2023-0021	FUND BUS STATISTICS	3
	MW 04:00 PM - 05:15 PM	PANAMCTYRP



[Course Quicklinks >>](#)

2. You will find a list of the classes you're currently enrolled in. select the classes you want to drop with the checkbox on the left and then click 'Drop Selected Classes'.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	COP 3014-0020 (12305)	PROGRAMMING I (Lecture)		TBA	W. Harris	3.00	✓
<input checked="" type="checkbox"/>	COP 3330-0009 (4594)	OO PROGRAMMING (Lecture)		TBA	R. Lacher	3.00	✓
<input type="checkbox"/>	MAD 2104-0009 (2094)	DISCRETE MATHMTICS I (Lecture)		TBA	J. Shutt	3.00	✓
<input type="checkbox"/>	STA 2023-0021 (12395)	FUND BUS STATISTICS (Lecture)	MoWe 16:00 - 17:15	TBA	R. Pearson	3.00	✓

[DROP SELECTED CLASSES](#)

3. Confirm you wish to drop the class by clicking 'Finish Dropping'.

Class	Description	Days/Times	Room	Instructor	Units	Status
COP 3330-0009 (4594)	OO PROGRAMMING (Lecture)		TBA	R. Lacher	3.00	✓

[CANCEL](#)

[PREVIOUS](#)

[FINISH DROPPING](#)

HOW TO CREATE AN FSUID

Students who are admitted to FSU and plan to attend the University must create a permanent FSUID. The FSUID is a unique login that provides students with an official FSU email account, access to the University network, Canvas, myFSU portal, and course registration. Students will also need an FSUID to complete a housing contract and to register for orientation.

Students who accept a Summer, Seminole Pathways or Spring offer from FSU should wait two business days before trying to activate their FSUID.

Below is essential information that students must follow to activate their permanent FSUID:

- 1) Log in to my.fsu.edu.
- 2) Under the garnet Sign In button, click on Activate/Manage FSUID.



- 3) On the FSUID Management page, as a new or first-time user, click Activate Your FSUID under New Account.
- 4) To activate your permanent FSUID, read the information on the Account Activation screen and click Proceed.



- 5) At the FSUID Activation screen, enter the EMPLID, First Name, Last Name and Date of Birth - all four fields are required. You can access your EMPLID by logging in to your Application Status Check page. Then click Continue.

- 6) Depending on the information that is currently on file or that was submitted during the application process, students will see one of the two following screens:
 - a) Students that provided their Social Security Number during the application process will be prompted to enter the last five digits of their SSN to verify their account. Then click Continue

- b) Students that did not provide their Social Security Number during the application process will be prompted to enter the email address that was used to register an FSU account (as a former student, current applicant, employee of the university). Then click Continue.



FSUID ACTIVATION

Please enter your email address. (This is the email you used when you registered for an FSU account.)

Email Address

Continue

- 7) After the student has verified their account, an FSUID will be assigned and displayed on the Account Activation screen. Make note of the FSUID and then click Continue.



ACCOUNT ACTIVATION

The following FSUID has been assigned to you. This will be your permanent FSUID. Please make a note of this. You will need it to sign in to any FSU system, and it will be part of your FSU email address (i.e., FSUID@fsu.edu or FSUID@my.fsu.edu).

FSUID FSU123

Continue

- 8) Students will then be required to select three security questions and enter the answers to each question. These questions will be used to verify the students' identity and to reset their password. It is very important to remember the exact answers to the questions (i.e. including punctuation, case sensitive, etc.). Then click Continue.



SECURITY QUESTIONS

FSU uses security questions to provide an extra layer of protection for your account. These questions will be used to verify your identity and reset your password if you ever forget it.

Select three security questions and enter your answers below. It is very important to remember your answers exactly as you type them (i.e., including punctuation, case sensitive).

What was the first thing you learned to walk?

What was the first thing you learned to read?

What was the first thing you learned to cook?

Continue

- 9) Finally, students will need to enter a password for their account. Students must follow the requirements that are listed on the screen. After confirming the password, click Continue.



ENTER NEW PASSWORD

Enter and confirm your new password. You will need to re-enter the password to sign in to any FSU system. It shows the requirements listed below when creating your new password.

Password Requirements

- At least eight characters
- One or more upper characters (a-z, A-Z)
- One or more numbers (0-9)
- One or more non-alphanumeric characters (e.g., @, #, %, !, ~, &, *)
- No spaces
- Not your name
- Not easy to guess (dictionary words)
- Not any of your last four characters

New Password

Confirm Password

Continue

- 10) If the password is accepted, students will receive confirmation that the FSUID and its corresponding account has been successfully activated. The student can then proceed to their myFSU portal.



ACCOUNT ACTIVATION

Successful! Your account activation is complete.

Your FSUID: **FSU123**

myFSU Portal

[illegible]

[illegible]



It's All Academic - Special edition for FSU-Panama (Academic Year 2019 - 2020)

Based on 'It's all Academic', the Academic guide issued by the Office of
Undergraduate Studies FSU, Tallahassee



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