

It's all Academic

AN ACADEMIC GUIDE TO FLORIDA STATE UNIVERSITY

SPECIAL EDITION FOR THE REPUBLIC OF PANAMA CAMPUS

2022-2023



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



It's All Academic - Special edition for FSU-Panama (Academic Year 2022-2023)

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

Florida State University - Panama Bldg. 227, City Of Knowledge, Clayton, Republic of Panama.
Tel.: 317-0367 - fsupanama@fsu.edu

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 Maskóki, the core language, *istí siminolí* meant that they were “free people”. English speakers in the area began calling all these tribes “Seminoles” 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.

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.

TABLE OF CONTENTS

SECTION I...: Getting Started at FSU

SECTION II...: Earning your Bachelor's Degree

SECTION III...: Academic Programs and Support

SECTION IV...: Additional Resources and Opportunities

Appendix A lists FSU course equivalencies for common AP, IB, CLEP, and AICE exams.

Appendix B where to go for what

Appendix C liberal studies tracking sheet

Appendix D provides a list of the approved FSU Liberal Studies courses

Online Academic Resources:

Academic Center for Excellence

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

Academic Calendar

<https://panama.fsu.edu/admissions/academic-calendar>

Advisor Contact Information

rop-admissions@fsu.edu

FSU Career Center

<https://www.career.fsu.edu/>

FSU Course Evaluations

<https://odl.fsu.edu/assessment-testing/course-evaluations>

Online Learning Support

<https://distance.fsu.edu/support>

Liberal Studies

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

Majors and Maps

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

Undergraduate Bulletin

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

University Departmental Directory

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

FSU – Republic of Panama Campus

<http://panama.fsu.edu>



SECTION I

GETTING STARTED AT FSU

OFFICE OF ADMISSIONS AND RECORDS

FSU is composed of 17 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, guide you through the requirements, and even "walking you through" the registration process.

Evaluating transfer credit to see if courses meet some or all 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.

The staff in Undergraduate Studies can help you by providing "Dean's Approval," understanding, and/or guidance regarding:

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

University Bulletin

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

The Undergraduate edition of the General Bulletin contains the University's academic policies and procedures as well as descriptive information about colleges, departments, courses, and more. Web-friendly and full version PDFs of the Bulletin are published to the registrar's website annually in June.

FSU Homepage

<https://fsu.edu/>

A wide array of useful information may be found on the main FSU website. Through the search engine in the top right corner of the site you may search for other FSU websites, contact information for faculty and staff, and information about 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 dropdown menu labeled "FSU Sites" on the left, a text input field in the center, and a "Search" button on the right.

myFSU Portal

<https://my.fsu.edu>

The myFSU Portal serves as a personal gateway to the links, tools, and resources you need to be successful at Florida State University. From this central location, you can manage your FSU account and use the quick links to jump to frequently used websites and apps like Student Central, Canvas, Campus Connect, and your FSU email.

A screenshot of the myFSU login page. It has a title "Enter your FSUID and password". Below it are two input fields: "FSUID" and "Password". A "Sign In" button is positioned below the password field. At the bottom, there is a link "Manage FSUID/Password | Sign In Help | Terms of Use".

Sign-in to myFSU for secure access to your student account. 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 admissions process. If you do forget your password, you can select the "Manage FSUID/Password" link to answer security questions and update your password.

DO NOT share your myFSU login credentials with anyone, including family. Sharing your login information will allow another person to access your FSU email and your Canvas course sites where you submit assignments and complete exams. Sharing your login may bring into question who is writing your papers or taking your exams. This may trigger an academic integrity investigation.

FSU uses a 2-factor authentication (2FA) as an extra layer of security designed to prevent unauthorized access to your personal information. 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:

<https://its.fsu.edu/service-catalog/accounts-and-access/identity-management/2fa-duo>

After logging in to my.fsu.edu these are some of the sections you will find on the student homepage:



MY COURSES						
Current			Future		Past	
COURSE	CR	DAYS	TIME	LOCATION	GRADE	
CHM 2210	3	MTWTF	02:30 PM - 03:20 PM	FLH_0255		
CHM 2210	0	TH	10:00 AM - 10:50 AM	HTL_021B		
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	MTWTF	01:25 PM - 02:15 PM	LOR_0201		
PHY 2049C	5	TTH	11:00 AM - 12:15 PM	UPL_0101		
PHY 2049C	5	MTW	11:15 AM - 12:05 PM	HCB_0210		
PHY 2049L	0	M	03:45 PM - 06:45 PM	UPL_0114		

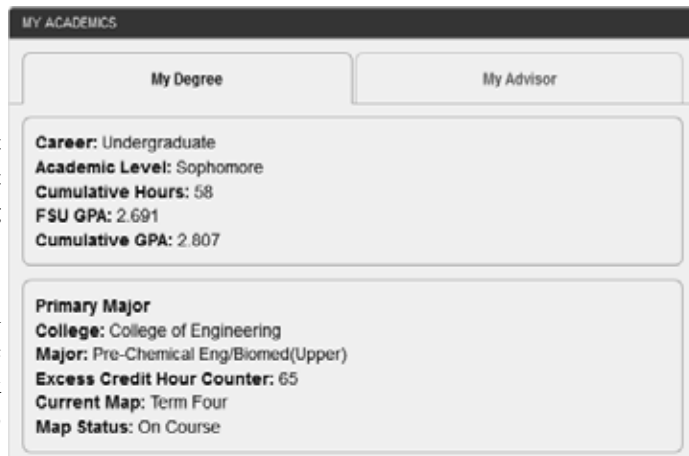
Course Quicklinks

My Courses displays summary information about your courses.

Current is the default display and will show your current course information. The Future tab will display your enrollment window date once they have been set for the upcoming semester. Once enrolled in future courses, those courses will display here.

The Past tab will display your courses enrolled in from the previous semester and the grade earned in those courses.

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
<div>My Degree</div> <div>My Advisor</div>
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 Tasks shows any outstanding documentation or administrative actions that need immediate attention. Some tasks, if uncompleted, may block your ability to register and may block your access to academic information. Types of tasks include:

- **“Holds”** will prevent you from registering for classes and may also block access to your academic data. Instructions about how to have a Hold removed will appear in the description beneath the Hold and will remain there until the task is completed. Holds will begin appearing in the third week of classes each semester and remain until you accomplish the tasks outlined in the Hold description.
- **“To Do’s”** prompt you to complete various tasks but do not block your ability to register for courses or access your academic data. Examples include confirming your emergency contact information or confirming your financial aid information.
- **“Actions”** notifications will ask you to perform a simple task. Like To Do’s, an Action task will not block your ability to register or access academic information.
- **“Notes”** are reminders of past actions which impact your ability to do certain tasks such as dropping a course. Notes do not block your ability to register for classes.



myFSU Links
<div>FSU</div> <div>my</div> <div>?</div> <div>SC</div> <div>CC</div>
<div>Academics</div> <div>Campus Life</div> <div>Delegated Access</div> <div>Health, Safety, and Wellness</div> <div>myFSU Identity Management</div> <div>Research & Recognition</div> <div>Resources</div> <div>Student Financials</div>

My FSU Links includes shortcuts to applications and FSU sub-systems that you will use during your time as a student.

The icons shown at the top of the box will be used most frequently and are detailed below.

Additional link menus are located under the icons. Clicking the downward arrow to the right of the grey text will expand the link menus associated with each topic.



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. Selecting “All Courses” will show all past courses. There is also a Canvas 101 tutorial.



Email: Your **@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 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.



Zoom: Zoom is a web-conference tool that is used for virtual class discussions, in addition to online meetings you may have with your professors, advisors, and other University administrators.

Information on Zoom for students is available online at <https://support.canvas.fsu.edu/kb/article/1451-zoom-overview/#students>.



Student Central:

Student Central provides 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 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 Requirements 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 – FSU Panama follows very closely the academic calendar of the main campus, except for the national holidays, in which case FSU Panama follows the official national holidays of the Republic of Panama. The academic calendar is sent to you by email at the beginning of each semester and you can find it on our website:

<https://panama.fsu.edu/admissions/academic-calendar>

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

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

Federal Student Aid may be awarded only 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.

Excess Credit Surcharge

http://registrar.fsu.edu/records/excess_hours/

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 2022, the percentage is 120%. For a typical degree of 120 hours, students will be allowed 144 hours at normal tuition rates after which an additional fee will be assessed. Although all 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.

ACADEMIC HONOR POLICY

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

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 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 <https://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; submitting another’s work through online thesaurus software.

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. This includes unauthorized actions taken on any social media platform.

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. This includes unauthorized actions taken on any social media platform.

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.

Pending revisions approval from Faculty Senate, Student Senate, and other regulatory bodies; this policy will be updated in the near future. Implementation of the new policy is projected to occur between Fall 2022 and Spring 2023.



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 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**: <https://academic-guide.fsu.edu>.

Liberal Studies

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

Liberal Studies courses provide an intellectual foundation and transformative educational experience. The *Liberal Studies* curriculum provides an educational foundation that enables FSU students to thrive in and beyond the classroom. Across the curriculum, students build the knowledge and skills needed to be successful in the major and life after college. Through Liberal Studies, 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 curriculum 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 page 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 included in 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.

Students must earn a minimum of "C-" or higher in all coursework in Quantitative and Logical Thinking and English Composition. 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.

UNIVERSITY-WIDE GRADUATION REQUIREMENTS

In addition to General Education Requirements, all students must complete the following Graduation Requirements as part of the *Liberal Studies* curriculum:

"W" State-Mandated Writing: These courses help students become clearer, creative, and convincing written communicators. Beyond the coursework required for English Composition, students must complete six additional hours of coursework that require college-level writing. Students commonly satisfy this requirement by completing E-Series course and State- Mandated Writing courses that are designated with a "W". **6 hours. A grade of "C-" or higher is required** for courses taken for the writing requirement.

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, you will develop a broader base of knowledge for understanding yourself and the world around you. These courses help students become culturally literate members of society. 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 may satisfy this requirement by completing two diversity courses.** 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: Skills 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 learn and demonstrate competency in oral communication through public speaking activities. These courses are designed to provide thorough instruction and ample opportunities for practice that help students become flexible, proficient, and professional oral communicators. Through these courses, students master the kinds of spoken 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. Visit <http://liberalstudies.fsu.edu/students-advisors/civic-literacy-requirement> for the most recent guidance on meeting the Civic Literacy requirement.

ADDITIONAL UNIVERSITY-WIDE REQUIREMENTS

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

- **FSU Residency:** 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. Waiver petitions may be submitted electronically in the My Tasks tile of myFSU Student Central at the time you reach 80 hours or more and should be submitted 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:** A typical undergraduate degree program requires 120 unduplicated credit hours. Select programs may require more. To find the number of hours required for your degree, visit Majors and Maps – <https://academic-guide.fsu.edu>. Students must complete the minimum number of hours required for the degree to graduate.

COLLEGE REQUIREMENTS

The college offering your major may also have specific courses that are required for all its students. An example of this is the College of Arts and Sciences' foreign language requirement. You should learn about any College- specific requirements during Orientation and from your advisor.

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.

Limited Access and Limited Enrollment Majors: Some majors at FSU have a selective admission process and require that certain entrance criteria must be met. These are called Limited Access or Limited Enrollment Programs, also referred to as "Specialized Admissions" programs.

Limited Access Programs: may require a certain GPA, test score, or completion of a defined set of courses prior to formal admission. Some programs may also require students to submit a departmental application, perform an audition or submit a portfolio for review.

Limited Enrollment Programs: may have the same types of admission criteria as a Limited Access major, but only admit a specific number of students each year.

Limited Access and Limited Enrollment Programs at FSU include the following:

- Advertising
- Athletic Training
- Business (all majors)
- Communication Science and Disorders
- Computer Programming & Applications
- Computer Science (BS and BA)
- Dance
- Dietetics
- Digital Media Production
- Economics
- Elementary Education
- English Education
- Entrepreneurship (all majors)
- FSU-Teach (all majors)
- Global Club Management
- Hospitality and Tourism Management
- Interior Architecture and Design
- Media/Communication Studies
- Motion Picture Arts (all majors)
- Music (all majors)
- Neuroscience (all majors)
- Nursing
- Psychology
- Public Relations
- Social Science Education
- Social Work
- Special Teaching Education
- Sport Management
- Studio Art (BFA)
- Theatre (all majors)
- Visual Disabilities

Competition for admission to these limited access/limited enrollment programs is generally high, and some programs accept new students only once a year. Information on application procedures and deadlines for Limited Access and Enrollment Programs is found by going to the **Majors and Maps site** at <https://academic-guide.fsu.edu> or the department website. Make it a point to know any special admission requirements or deadlines for your major and allow adequate time to prepare yourself and plan alternatives.

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.

MINOR

Not all degree programs require you to complete a minor. However, some not only *require* a minor, but they also *dictate* which minor you must 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 prepare 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 because you are interested in the topic 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 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".

EVALUATION OF TRANSFER CREDIT FOR DEGREE REQUIREMENTS

Transfer and dual enrollment credit you may be bringing 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: Scholarship in Practice, 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.

TRANSFER TERM	EXT YEAR	EXT TERM	INCOMING COURSE	UNITS TAKEN	STATUS	EQUIV COURSE	UNITS	GRADE
2019 Spring	2018	Fall	ENGL 1100	3.00	Posted	ENC 1101	3.000	B+
2019 Spring	2018	Fall	HIST 2070	3.00	Posted	EUH 2000	3.000	A

It is important to note that all of your incoming credit may not be received and/or posted at the time you attend orientation.

ASSOCIATE OF ARTS DEGREE

<https://undergrad.fsu.edu/programs/associate-arts-degree-aa>

Once a student reaches 60 credit hours and has met certain requirements within the General Education curriculum, he/she can apply for an Associate of Arts degree through the Office of Undergraduate Studies. For more information about applying for an Associate of Arts degree, please visit the link above.

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.

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.

CONTACTS FOR STUDENTS AT FSU PANAMA

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

Office of Admissions and Records

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

Admissions & Records Assistants:

Ivonne Vasquez (ivasquez@fsu.edu)

Farida Rengifo (frengifo@fsu.edu)

Isabela Cuevas (icuevas@fsu.edu)

Admissions & Records Office: (rop-admissions@fsu.edu)

Student Affairs

Housing Coordinator: Hector Miranda: (hamiranda@fsu.edu)

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

It is best to plan to see your advisor early each semester. Academic advising sites vary on walk-in and scheduling appointments. Make sure to contact your advisor prior to registration beginning to prevent being unprepared to enroll when your registration window is made available.

Mapping

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

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-course 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-course 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.

Academic Requirements Report

Your Academic Requirements Report in Student Central is an online unofficial degree audit that will allow you to see how the courses you have taken meet various degree requirements. The report also indicates most of the requirements you have remaining to complete, including requirements for Liberal Studies, your major/college as well as your Mapping Milestones.

A full-version of the Academic Requirements Report is available in Student Central under **My Academics – Advising Tools**. Requirements within the report will display a status of either **Satisfied** or **Not Satisfied** to indicate if a requirement has been met.

Here is an example of how a standard requirement will appear on the report:

Oral Communication Competency (RQ009)					
Satisfied: Go to: Oral Competency Courses and scroll down for a complete list of courses.					
Oral Competency Course					
Satisfied: Oral Competency Course					
The following courses were used to satisfy this requirement:					
Personalize View All First Last					
Course	Description	Units	When	Grade	Status
SPC2608	PUBLIC SPEAKING	3.00	2021 Summer		◇

- A status of **Satisfied** means you have taken or enrolled in the courses needed to fulfill that requirement. Clicking the green arrow icon will expand the information to show you which courses you have enrolled in or have completed that are meeting the requirement.
- A status of **Not Satisfied** means that the requirement has not yet been met.
- The report will count any classes you are enrolled in for a current or future semester. Dropping or not completing classes with the minimum grade required may cause the status of a requirement to change from Satisfied to Not Satisfied. The report will not recognize any courses planned for a future semester.
- **It is important to note that all your accelerated credit or dual enrollment credit may not be received and/or posted at the time you attend orientation. The status of some requirements may change after all incoming credit has been posted.**
- The Academic Requirements Report is not an official graduation check. At the time you reach 90 credit hours, you will need to request an official academic progress check from the Registrar's Office and the college of your major.

Undergraduate Degree Progress

<https://undergrad.fsu.edu/academic-information/schedule-planner/degree-progress>

Undergraduate Degree Progress is a tool for you to plan the courses you need to take to fulfill your degree. Like the Academic Requirements Report, it provides a listing of the requirements you must complete. In addition, it allows you to plan the courses you may take to meet those requirements in the terms you want to take them in.

You may plan courses for your next semester and as far into the future as you would like. Students are expected to plan at least three semesters ahead as this information assists academic departments in managing course availability. Undergraduate Degree Progress will be available to students by Day 1 of Orientation. Access it by going to **My Classes – Undergraduate Degree Progress**.

The screenshot displays the 'Undergraduate Degree Progress' tool interface. At the top, it shows a timeline from '2023 Fall - 2024 Summer'. Below this, there are three columns representing different semesters: '2023 Fall', '2024 Spring', and '2024 Summer'. Each column has a header indicating '6 Units Planned'. Under each semester header, there are two course cards. Each card shows a course number and title, the number of units, and a dropdown menu to select the semester. For example, in the 2023 Fall column, the first card is 'AMH-2000 A History of the United States Since 1877' (3 units) planned for 2023 Fall, and the second is 'CGS-2000 Computer Fluency' (3 units) planned for 2023 Fall. In the 2024 Spring column, the first card is 'THE-2000 Introduction to Theatre' (3 units) planned for 2024 Spring, and the second is 'BSC-1005 General Biology for Nonmajors' (3 units) planned for 2024 Spring. In the 2024 Summer column, the first card is 'PHI-2010 Introduction to Philosophy' (3 units) planned for 2024 Summer, and the second is 'AML-2000 Introduction to African-American Literature' (3 units) planned for 2024 Summer. At the bottom of each column, there is a text box that says 'Drag a course here or browse the course catalog'.

PLANNING YOUR FIRST SEMESTER SCHEDULE

To simplify the process of picking classes for your first semester:

1. Start by looking at the sample schedule on your Academic Map at <https://academic-guide.fsu.edu/>.
2. 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 courses that may be of interest to you. Be aware that not all classes are offered every semester.
3. Your advisor will help you with building and refining your schedule based on your interests, the milestones for your major, and course availability.

You may use the **Undergraduate Degree Progress** tool to plan any courses you are interested in taking beyond your first semester and later in your academic career.

Course Loads

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.

Sample First Term Schedule:

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

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 at <https://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 housed in the College of Arts and Sciences require completion of a modern or classical language through the 2000 level (2200 or equivalent course). This may require up to 12 hours spread out over 3 semesters if beginning in the first level of a language. However, it could be less for students who already have experience in a language or collegiate credit in a language. The foreign language proficiency requirement may be satisfied through AP, IB, CLEP, Dual Enrollment, placement tests, or course completion. Any student anticipating accelerated credit or transfer credit should check their incoming credit before beginning/continuing the sequence in the same language at FSU.

For students who have experience in French, German, or Spanish (ex. high school class) but no collegiate credit in that language, the Modern Languages and Linguistics department requires a mandatory (no cost) placement test to continue studying the same language at the college level. *No college credit is granted through this test.*

The purpose of a placement test is to ensure that students begin their language studies at FSU without repeating material and with as few gaps in their learning as possible. Students who score high enough on the placement exam may be eligible to have their foreign language requirement exempted. Visit our website for more information and how to register: <https://modlang.fsu.edu/students/undergraduate-advising/exemption-placement>. Students with experience in Arabic, Chinese, Italian, Japanese, or Russian should contact the Modern Languages and Linguistics academic advisor at mlladvising@fsu.edu to set up a proficiency/placement exam. Students with experience in Hebrew (biblical or modern) should contact Dr. Levenson in the Religion department at dlevenson@fsu.edu to set up a placement exam. Students with experience in Latin should contact Chris O'Neal in the Classics department at coneal@fsu.edu to set up a placement exam.

If a student has at least intermediate proficiency of a language for which no exam is available, they should contact the Modern Languages and Linguistics academic advisor at mlladvising@fsu.edu to set up an alternative means of certifying proficiency in that language.

CLEP exams are only available to students who have not attempted a subject matter at the collegiate level.

ALEKS

<https://www.math.fsu.edu/Undergraduate/ALEKS>

The ALEKS math placement test is an online, skill-based assessment that assists the FSU Math Department in placing students in the appropriate math course during their first semester at FSU.

All incoming freshman students who intend to register for Analytic Trigonometry (MAC1114), Pre- Calculus Algebra (MAC1140), Calculus with Analytic Geometry I (MAC2311), or Calculus for Business (MAC2233) as **their first mathematics course at FSU** (in their first semester or subsequent semesters) will be required to take the ALEKS placement exam with the following exceptions:

- A student who has earned college credit with a C- or better in a MAC course through high school dual enrollment or transfer credit may take the next MAC course in the sequence without taking ALEKS.
- A student who qualifies for college mathematics credit with an appropriate AP, IB, AICE, or CLEP official test score may present proof of their score in advising for math placement without the need to take ALEKS. However, entering students who are still awaiting scores during orientation advising should take ALEKS prior to orientation to avoid course registration delays.

Detailed information about taking the ALEKS exam can be found at the website above. If you have additional questions regarding the ALEKS exam, please contact the Academic Center for Excellence (ACE) at ace@admin.fsu.edu or (850) 645-0852.

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 ENC1101. The Placement test may determine that a student requires ENC1905 Improving College Level Writing prior to taking ENC1101, and/or a Grammar Enhancement class, which is offered through FSU Panama's English Language Program. The English Placement tests is offered during the orientation and the results will become available before registration for new students opens.

Schedule Assistant

<https://undergrad.fsu.edu/academic-information/schedule-planner/schedule-assistant>

Schedule Assistant is an application 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
- 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 will learn more about how to access and use Schedule Assistant during Orientation.

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

Courses

☒

BSC 2011
BIOLOGICAL SCIENCE II

Sections ⓘ 🔒 ⓧ

☒

CLA 2123
DEBATES ABOUT THE PAST: ROMAN

Sections ⓘ 🔒 ⓧ

Breaks

☐

Work
M - 8:00am to 11:00am

Edit ⓧ

Schedules

Advanced Options

View Schedules

Generate 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.
- Confirm your major is correct so you will be able to register for classes required for that major.
- 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 for important dates and deadlines on our website: panama.fsu.edu - <https://panama.fsu.edu/admissions/academic-calendar>
- The beginning of the semester includes a Drop/Add period that lasts until the fourth day of classes.
- You are 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 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 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. It is the student's responsibility to verify that all classes have been dropped and all fees adjusted.

On the first day of class the professor usually goes over the course syllabus in detail and explains the expectations of the course, including attendance for the rest of the semester. You should attend all your classes unless you are ill. The course syllabus will explain the university criteria for an excused absence and the documentation required to take an exam at an alternate time. 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 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.

The Follett Access Program: Follett Access is a partnership between Student Business Services and the FSU Bookstore that allows you to rent or purchase digital textbooks at a reduced cost. The charge is posted directly to your MyFSU Tuition and Fees bill and can be paid along with your other University charges or using financial aid. **If you take a class that participates in Follett Access, you will be enrolled in the program automatically.** Student Business Services will send you an introductory email when they identify that you are enrolled in a participating class, which will be followed by an official email from Follett Access/the FSU Bookstore detailing how to access your materials and how to opt-out of the program if you prefer to purchase your class materials elsewhere. For more information on Follett Access see: <https://studentbusiness.fsu.edu/how-pay/follett-access-textbook-program>.

Viewing 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 program may not be taken on an S/U basis (except for certain Formative Experience courses that only offer S/U grading).

Calculating Your FSU and Combined GPA

<https://undergrad1.its.fsu.edu/gpacalc>

A minimum Florida State University (FSU) cumulative grade point average (GPA) of 2.0 ("C") or better is required to remain in good academic standing at FSU. FSU GPA refers to only the GPA of courses taken while enrolled at FSU. Here's how you figure out your FSU 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 following example 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+".

Combined Cumulative GPAs

Every student also has a Combined Cumulative 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

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 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 exceptional 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 could lead to expanded job opportunities after graduation and make you a more desirable candidate for graduate and professional schools. **Your academic standing is based only on your FSU GPA.**

DEAN'S LIST / PRESIDENT'S LIST

Students who are registered for at least 12 hours of letter-graded courses are eligible for recognition on the Dean's List or President's List. The required grade point average for the Dean's List is 3.5 for all colleges and schools for any given term. The President's List requires a 4.0 GPA.

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.

Academic Probation and Dismissal

Any time a student's FSU GPA falls below 2.0, the student will have a designation of "Academic Probation" placed on their transcript and the student will be placed on academic probation for their next term of enrollment at FSU. A student who has been placed on academic probation must enroll for no less than twelve and no more than fifteen letter-graded semester hours in their next term of enrollment after being placed on academic probation.

If the student fails to remove the probationary status by the end of the probationary term, the student's academic standing will be reassessed. Students who do not return to good academic standing after a semester on academic probation and who earn a term GPA of less than 2.5 will be dismissed from the university.

Students on academic probation who do not return to good academic standing but who earn a term GPA of 2.5 or higher at FSU will have their academic standing reflected as "Academic Probation Continued". A student may be on "Academic Probation Continued" for a maximum of two consecutive terms. Students who have not returned to good academic standing after two consecutive semesters of "Academic Probation Continued" status will be dismissed.

Students are dismissed *forever* unless they do one of the following:

- Freshmen and sophomores can earn an Associate of Arts degree 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 reinstatement 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 the credit will not count toward the hours required for graduation.

SECTION IV

ADDITIONAL RESOURCES & OPPORTUNITIES

TUTORING SERVICES

Free tutoring is available for a wide range of challenging courses at Florida State University. Tutoring provides targeted content review outside of the classroom for any enrolled student. Tutors are not permitted to work on any class assignment. Students are encouraged to bring content or practice problems to review with the tutor. Visit tutoring.fsu.edu to access a list of tutoring options by course subject and to learn more about tutoring services. University sponsored tutoring options include:

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:

<https://lib.fsu.edu/>

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.

The Career Center:

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

Visit the Career Center to explore any career related questions. A few of the many services available to students include:

- meet with a career advisor to explore majors and careers;
- enroll in SDS3340: Introduction to Career Development;
- begin your Career Portfolio to document your skills;
- join the Garnet and Gold Scholar Society;
- attend career fairs, workshops, and networking nights;
- check out NoleNetwork and ProfessioNole Ready;
- revise your resume and cover letter;
- gain experience through the internship fund or FSUshadow; and
- interview for employment or graduate programs.

To learn more, visit the Career Center website above.

Student Perceptions of Courses and Instructors (eSPCI):

<https://odl.fsu.edu/assessment-testing/course-evaluations>

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 the link above.

Garnet and Gold Scholar Society:

<http://garnetandgoldscholar.fsu.edu>

The Garnet and Gold Scholar Society facilitates involvement and recognizes the engaged, well-rounded undergraduate student who excels within and beyond the classroom in the areas of **Leadership, Internship, Service, International, and Research**.

- An undergraduate student who meets the criteria in **3 of the 5** areas and completes a Synthesis Reflection will qualify to graduate as a member of the Garnet and Gold Scholar Society. Students are encouraged to become involved on and off campus as early as their first semester at FSU.
- Garnet and Gold Scholar Society inductees will be awarded a Garnet and Gold Scholar Society medal, will be recognized at graduation, and the achievement will be noted on the academic transcript.

Honor Societies:

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

FSU recognizes several University-wide Honor societies. To be University-recognized, the organization has submitted an application outlining the admission requirements and financial operations. The societies listed below include both scholastic (only) and leadership & scholastic societies. You may be contacted by other groups that, although not University-recognized, are affiliated with FSU as a student club. Others may not be affiliated with FSU in any way.

ELIGIBLE IN THE FIRST YEAR, SPRING SEMESTER:

- Phi Eta Sigma, Established 1923
- National Society of Collegiate Scholars, Established 1994

ELIGIBLE IN THE SECOND YEAR, FALL SEMESTER:

- Golden Key International Honor Society, Established 1977
- Hispanic Honor Society, Established 1992
- W.E.B. Du Bois Honor Society, Established 1991

ELIGIBLE IN THE THIRD AND FOURTH YEAR:

- Garnet and Gold Key, Established 1924
- Mortar Board National College Senior Honor Society, Established 1918
- Omicron Delta Kappa, Established 1914
- Phi Beta Kappa, Established 1776
- Phi Kappa Phi, Established 1897

APPENDIX - A

Accelerated Credit Scores and Course Equivalents

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.

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/>. These lists are 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.

ADVANCED PLACEMENT (AP) TESTS

AP Exam Names	Score of 3	Score of 4	Score of 5
2-D ART & DESIGN	ART1201C (3)	Same as 3	Same as 3
3-D ART & DESIGN	ART1203 (3)	Same as 3	Same as 3
ART HISTORY	ARH2000 (3)	ARH2050 (3), ARH2051 (3)	Same as 4
BIOLOGY	BSC1005 (3), BSC1005L (1)	BSC2010 (3), BSC2010L (1)	BSC2010 (3), BSC2010L (1) BSC2011 (3), BSC2011L (1)
CALCULUS – AB	MAC2311 (4)	Same as 3	Same as 3
CALCULUS – BC	MAC2311 (4)	MAC2311 (4), MAC2312 (4)	Same as 4
CALCULUS – AB subscore	MAC2311 (4)	Same as 3	Same as 3
CAPSTONE RESEARCH	IDS**** (3)	Same as 3	Same as 3
CAPSTONE SEMINAR	IDS1350 (3)	Same as 3	Same as 3
CHEMISTRY	CHM1020 (3), CHM1020L (1)	CHM1045 (3), CHM1045L (1)	CHM1045 (3), CHM1045L (1) CHM1046 (3), CHM1046L (1)
CHINESE LANGUAGE & CULTURE	CHI2220 (4)	CHI2220 (4), CHI2300 (4)	Same as 4
COMPUTER SCIENCE A	CGS2060 (3)	Same as 3	Same as 3
COMPUTER SCIENCE AB	CGS1076 (3)	Same as 3	Same as 3
COMPUTER SCIENCE PRINCIPLES	CGS1000 (3)	Same as 3	Same as 3
DRAWING	ART1300C	Same as 3	Same as 3
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
EUROPEAN HISTORY	EUH1009(3)	EUH2000 (3), EUH2001	Same as 4
FRENCH – LANGUAGE	FRE2220 (4)	FRE2220 (4), FRE3420 (3)	Same as 4
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
HUMAN GEOGRAPHY	GEO1400 (3)	Same as 3	Same as 3
ITALIAN LANGUAGE & CULTURE	ITA2220 (4)	ITA2220 (4), ITA2240 (3)	Same as 4
JAPANESE LANGUAGE & CULTURE	JPN2220 (4)	JPN2220 (4), JPN2300 (4)	Same as 4

AP Exam Names	Score of 3	Score of 4	Score of 5
LATIN	LNW3211 (3)	Same as 3	Same as 3
MUSIC THEORY (if composite score is 3 or higher)	MUT1001 (3)	Same as 3	Same as 3
MUSIC THEORY (if both aural & non-aural subscores are 3 or higher)	MUT1111 (3), MUT1241 (1)	Same as 3	Same as 3
PHYSICS 1	PHY2053C (4)	Same as 3	Same as 3
PHYSICS 2	PHY2054C (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
UNITED STATES HISTORY	AMH2010 (3)	AMH2010 (3), AMH2020 (3)	Same as 4
WORLD HISTORY:MODERN	WOH2023 (3)	Same as 3	WOH2023 (3), WOH2030 (3)

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
BIOLOGY (SL)	BSC1005 (3), BSC1005L (1)	Same as 4	Same as 4
BIOLOGY (HL)	BSC1005 (3), BSC1005L (1), BSC2010 (3), BSC2010L (1)	Same as 4	Same as 4
BUSINESS AND MANAGEMENT	GEB1011 (3)	GEB1011 (3), GEB1012 (3)	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
DESIGN TECHNOLOGY	ETI1410 (3)	ETI1410 (3), ETI1930 (3)	Same as 5
ECONOMICS	ECO2000 (3)	ECO2013 (3), ECO2023 (3)	Same as 5
ECOSYSTEMS & SOCIETIES	GEO1330 (3)	EVR1017 (3), GEO 1330 (3)	Same as 5
ENGLISH A1	ENC1101 (3)	ENC1101 (3), ENC1102 (3)	Same as 5
ENGLISH LANGUAGE A: LANG & LIT	ENC1101 (3)	ENC1101 (3), ENC1102 (3)	Same as 5
ENGLISH LITERATURE	ENC1145 (3)	LIT2000 (3), ENC1145 (3)	Same as 5
ENVIRONMENTAL SYSTEMS	GEO1330 (3)	GEO1330 (3), ISC1050 (3)	Same as 5
FILM STUDIES	FIL2001 (3)	FIL2001, FIL2002 (3)	Same as 5
FRENCH: LANGUAGE B	FRE1120 (4), FRE1121 (4)	FRE1120 (4), FRE1121 (4), FRE2220 (4)	Same as 5
FURTHER MATH – (Advanced Math)	MGF1106 (3)	MGF1106 (3), MHF 1202 (3)	Same as 5
GEOGRAPHY	GEA1000 (3)	GEO1400 (3), GEO2200 (3)	Same as 5
GERMAN: LANGUAGE B	GER1120 (4), GER1121 (4)	GER 1120 (4), GER1121 (4), GER2220 (4)	Same as 5
GLOBAL POLITICS (SL)	INR2002 (3)	Same as 4	Same as 4
GLOBAL POLITICS (HL)	INR2002 (3)	INR2002 (3), INR**** (3)	Same as 5
HISTORY	WOH2030 (3)	WOH2030 (3), WOH2023 (3)	Same as 5
HISTORY (SL)	WOH2030 (3)	Same as 4	Same as 4
HISTORY – AFRICA & MIDDLE EAST	WOH2030 (3)	WOH2030 (3), AFH1000 (3)	Same as 5
HISTORY – AMERICAS	WOH2030 (3)	WOH2030 (3), AMH2010 (3)	Same as 5
HISTORY – EAST & SE ASIA	WOH2030 (3)	WOH2030 (3), ASH3100 (3)	Same as 5
HISTORY – EUROPE	WOH2030 (3)	WOH2030 (3), WOH2023 (3)	Same as 5
INFO & TECH FOR A GLOBAL SOC.	FSU****(3)	FSU****(6)	Same as 5
ISLAMIC HISTORY	ASH1044 (3)	ASH1044 (3), REL3363 (3)	Same as 5
ITALIAN: LANGUAGE B	ITA1120 (4), ITA1121 (4)	ITA1120 (4), ITA1121 (4), ITA2220 (4)	Same as 5

LATIN	LAT1121 (4)	LAT1121 (4), LAT2220 (4)	Same as 5
LITERATURE AND PERFORMANCE	THE1300 (3)	Same as 4	Same as 4
MARINE SCIENCE	OCB1000C (4)	OCB1000C (4), BSC1311C (4)	Same as 5
MATH ANALYSIS & APPROACH (SL)	MAC1105 (3)	MAC1105 (3), MAC1106 (3)	Same as 5
MATH ANALYSIS & APPROACH (HL)	MAC1114 (3), MAC1140 (3)	MAC1114 (3), MAC1140 (3), MAC2311 (3)	Same as 5
MATH APPLICAT & INTERPRET (SL)	MAC1140 (3)	MAC1140 (3), MAC1114 (3), MGF1106 (3)	Same as 5
MATH APPLICAT & INTERPRET (HL)	MAC1140 (3)	MAC1140 (3), MAC1114 (3), MGF1106 (3)	Same as 5
MATHEMATICS	MAC1140 (3), MAC1114 (3)	MAC1140 (3), MAC1114 (3), MAC2233 (3)	MAC1140 (3), MAC1114 (3), MAC2311 (4)
MATHEMATICS – METHODS	MAC1105 (3)	MAC1105 (3), MAC1140 (3)	MAC1140 (3), MAC2233 -3
MATHEMATICS – STUDIES (SL)	MAT1033 (3)	Same as 4	Same as 4
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
PHYSICS (SL)	PHY1020 (3), PHY1020L (1)	Same as 4	Same as 4
PHYSICS (HL)	PHY2053C (4), PHY2054C	Same as 4	Same as 4
	-4		
PSYCHOLOGY	PSY2012 (3)	PSY2012 (3), PSY4930r (3)	Same as 5
SOCIAL & CULTURAL ANTHRO.	ANT2410 (3)	ANT2410 (3), ANT4930r (3)	Same as 5
SPANISH: LANGUAGE B	SPN1120 (4), SPN1121 (4)	SPN1120 (4), SPN1121 (4), SPN2220 (4)	Same as 5
THEATRE (SL)	THE 2000 (3)	Same as 4	Same as 4
THEATRE (HL)	THE 2000 (3)	Same as 4	Same as 4
THEATRE ARTS	THE2000 (3)	THE2000 (3), THE3931r (3)	Same as 5
VISUAL ARTS	ART2003C (3)	ART2003C (3), ART1201C (3)	Same as 5
WORLD RELIGIONS	REL1300 (3)	Same as 4	Same as 5

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) WORLD 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)
SPANISH WITH WRITING	[50] SPN1120 (4)	[65] SPN1120 (4), SPN1121 (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
BUSINESS LAW, INTRODUCTION TO	BUL2241 (3)	50
CALCULUS WITH ELEMENTARY FUNCTIONS	MAC2233 (3)	50
CHEMISTRY, GENERAL	CHM1020 (3)	50
COLLEGE COMPOSITION (includes essay)*	ENC1101 (3) & ENC1102 (3)	50
COLLEGE COMPOSITION MODULAR (no essay)	No Credit	
EDUCATIONAL PSYCHOLOGY, INTRODUCTION TO	EDP1002 (3)	50
ENGLISH LITERATURE	ENL1000 (3)	50
FINANCIAL ACCOUNTING	ACG1001 (3)	50
HISTORY OF THE US TO 1877	AMH2010 (3)	50
HISTORY OF THE US FROM 1865	AMH2020 (3)	50
HUMANITIES	HUM2235 (3)	50
HUMAN GROWTH & DEVELOPMENT	DEP2004 (3)	50
INFORMATION SYSTEMS & COMPUTER APPLICATIONS	CGS2060 (3)	50
MACROECONOMICS, PRINCIPLES OF	ECO2013 (3)	50
MANAGEMENT, PRINCIPLES OF	MAN2021 (3)	50
MARKETING, PRINCIPLES OF	MAR2011 (3)	50
MATHEMATICS, COLLEGE	MGF1106 (3)	50
MICROECONOMICS, PRINCIPLES OF	ECO2023 (3)	50
NATURAL SCIENCE	No Credit	
PRECALCULUS	MAC1140 (3)	50
PSYCHOLOGY, INTRODUCTORY	PSY2012 (3)	50
SOCIAL SCIENCE & HISTORY	No Credit	
SOCIOLOGY, INTRODUCTORY	SYG1000 (3)	50
WESTERN CIVILIZATION I, TO 1648	EUH2000 (3)	50
WESTERN CIVILIZATION II, FROM 1648	EUH2001 (3)	50

**No credit will be awarded for ENC1102 if credit has already been earned in ENC1101.*

ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE) WORLD LANGUAGE EXAMS

AICE EXAM	LEVEL	A, B, C, D, E
FRENCH LANGUAGE	AS-Level only	FRE2220 (4)
FRENCH LITERATURE	AS-Level only	FRW3100 (3)
FRENCH	A-Level	FRE2220 (4), FRE3420 (3)
GERMAN LANGUAGE	AS-Level only	GER2220 (4)
GERMAN	A-Level	GER2220 (4), GER2221 (4)
SPANISH LANGUAGE	AS-Level only	SPN2220 (4)
SPANISH LITERATURE	AS-Level only	SPW3030 (3)
SPANISH	A-Level	SPN2220 (4), SPN2240 (3)

ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)

AICE Exam	Level	A, B, C, D, E
ACCOUNTING	AS-Level	ACG1001 (3)
	A-Level	ACG1001 (3), ACG 1004 (3)
APPLIED ICT – INFORMATION, COMMUNICATION TECHNOLOGY	AS-Level	CGS 2060 (3)
	A-Level	CGS 2060 (3), CGS **** (3)
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)
BUSINESS STUDIES	AS-Level	GEB1011 (3)
	A-Level	GEB1011 (3), GEB1012 (3)
CHEMISTRY	AS-Level	CHM1020 (3), CHM1020L (1)
	A-Level	CHM1020 (3), CHM1020L (1), CHM1045 (3), CHM1045L (1)
CLASSICAL STUDIES	AS-Level	CLA2010 (3)
COMPUTING	AS-Level	CGS2060 (3)
	A-Level	CGS2060 (3), CGS1074 (3)
COMPUTER SCIENCE	AS-Level	COP2000 (3)
	A-Level	COP2000 (3), COP2220 (3)
DESIGN and TECHNOLOGY	AS-Level	ETI1930 (3)
	A-Level	ETI1930 (3), FSU**** (3)
DIVINITY	AS-Level	REL2210 (3)
	A-Level	REL2210 (3), REL2240 (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)
ENVIRONMENTAL MANAGEMENT	AS-Level	EVR1001C (4)
GENERAL PAPER	AS-Level	IDS2*** (3)

GEOGRAPHY	AS-Level	GEA1000 (3)
	A-Level	GEO2200 (3), GEO1400 (3)
GLOBAL PERSPECTIVES	AS-Level	INR2*** (3)
	A-Level	INR2*** (6)
HISTORY – US HISTORY	AS-Level	AMH2*** (3)
	A-Level	AMH2*** (3), AMH2020 (3)
HISTORY – EUROPEAN HISTORY	AS-Level	EUH2*** (3)
	A-Level	EUH2*** (3), EUH2001 (3)
HISTORY – INTERNATIONAL RELATIONS/HISTORY	AS-Level	WOH2030 (3)
	A-Level	WOH2023 (3), WOH1*** (3)
LATIN	AS-Level	LAT1120 (3), LAT1121 (4)
MARINE SCIENCE	AS-Level	OCE1001 (3)
	A-Level	OCE1001 (3), OCB2*** (3)
MATHEMATICS	AS-Level	MAC1140 (3), MAC1114 (3)
	A-Level	MAC1114 (3), MAC2311 (4)
MATHEMATICS, FURTHER	A-Level	MAC2311 (4), MAC2312 (4)
MEDIA STUDIES	AS-Level	DIG1000 (3)
	A-Level	DIG1000 (3), DIG1001 (3)
MUSIC	AS-Level	MUL2010 (3)
	A-Level	MUL2010 (3), MUH 2011 (3)
PHYSICS	AS-Level	PHY1020 (3), PHY1020L (1)
	A-Level	PHY2053C (4), PHY2054C (4)
PSYCHOLOGY	AS-Level	PSY2012 (3)
	A-Level	PSY2012 (3), PSY4930 (3)
SOCIOLOGY	AS-Level	SYG1000 (3)
	A-Level	SYG1000 (3)
THINKING SKILLS	AS-Level	PHI2*** (3)
	A-Level	PHI2*** (3), PHI2100 (3)
TRAVEL AND TOURISM	AS-Level	HFT3000 (3)
	A-Level	HFT3000 (3), HFT1*** (3)

APPENDIX - B

Where to Go For What

Delegate Access	my.fsu.edu > Student Central > 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 Assistant
Search for Classes	my.fsu.edu > Student Central > My Classes > Schedule Assistant
Liberal Studies Courses	http://liberalstudiescourses.fsu.edu/care/LS-courses/course-display.php
Get my Books	my.fsu.edu > Student Central > My Classes > Schedule Assistant
Find my Classrooms	my.fsu.edu > My FSU Links > Resources > Campus Map
Testing Center	my.fsu.edu > My FSU Links > Academics > Distance Learning > Proctored Testing
Find a Campus Bus	my.fsu.edu > My FSU Links > Resources > Bus Route and Schedule
Parking	my.fsu.edu > My FSU Links > Resources > Parking Information
View 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
Plan my Degree	my.fsu.edu > Student Central > My Classes > Undergraduate Degree Progress
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 Adviser	my.fsu.edu > My Academics > My Adviser
Find any Adviser	my.fsu.edu > My FSU Links > Academics > Academic Advisor Search
Find my Dean's Office	my.fsu.edu > My FSU Links > Academics > Academic Departments and Programs
Zoom	my.fsu.edu > My FSU Links > Zoom
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 Tools > Report FSU Community Incidents
Tallahassee Events	http://www.visittallahassee.com/events

APENDIX - C: LIBERAL STUDIES ADVISING SHEET

Please record all earned/anticipated credit. Shaded areas are met for students with an articulated AA degree.

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 AND History 3 hours required (See Civic Literacy Below)	Option A: Choose one Social Science core from: ANT2000, ECO2013, POS1041, PSY2012, SYG1000; <i>and</i> any 3 hours of GE-approved History. Option B: Choose the approved History core AMH2020 <i>and</i> any 3 hours of GE-approved Social Sciences. _____ course _____ grade _____ hours _____ course _____ grade _____ hours		
Humanities & Cultural Practice 3 hours required AND Ethics 3 hours required	Option A: Choose one Humanities core from: ARH2000, HUM2020, LIT2000, MUL2010, THE2000; <i>and</i> any 3 hours of GE-approved Ethics. Option B: Choose Ethics core PHI2010 <i>and</i> any 3 hours of GE-approved Humanities and Cultural Practice. _____ course _____ grade _____ hours _____ 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
Additional Approved General Education Hours 6 hours required	_____ course _____ grade _____ hours		_____ 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.			
E-Series or "W" (State-Mandated Writing) 6 hours required	_____ course _____ grade _____ hours		_____ course _____ grade _____ hours
Scholarly/Formative Exp. 1 SIP course required 1 FE course required	_____ course _____ grade _____ hours		_____ course _____ grade _____ hours
Diversity 2 courses required	_____ course _____ grade _____ hours		_____ course _____ grade _____ hours
Civic Literacy POS1041 or AMH2020 AND an Assessment (See liberalstudies.fsu.edu for details)	Course _____ course _____ grade _____ hours	Assessment _____ score	Other Approved Method _____ course _____ assessment
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

APPENDIX - D: GENERAL EDUCATION COURSES

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

"x" indicates Cross-Cultural Studies course

"e" E-series

"w" indicates State-mandated Writing course

"s" indicates Scholarship in Practice course

"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/History Core	POS1041	American National Government					
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 Core	THE2000	Intro to Theatre			Y
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 1030	Environmental Issues in Geology			
Natural Sciences	HUN 1201	The Science of Nutrition			
Natural Sciences	PSB 2000	Introduction to Brain & Behavior			

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 <https://connect.fsu.edu/status>. 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**.

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**.

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.

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**.

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.

2FA QUICK START GUIDE

WHAT IS 2FA?

Two-factor authentication (2FA) is an extra layer of security designed to prevent unauthorized access to your personal information.

DOWNLOAD DUO MOBILE

To get started with 2FA you will need your cellphone, tablet, mobile device or a token. You will also need to download the Duo Mobile app, available in The App Store and Google Play.



[App Store](#)

[Google Play](#)

ADD >1 DEVICE

After installing the Duo Mobile app, you can easily add devices to your 2FA account. We recommend adding at least two devices, such as a cellphone and tablet or smartwatch. This way, if you ever misplace one device, you can still use 2FA.

Questions?

We're here to help. If you experience issues, contact the ITS Service Desk at 850-644-4357 or

help.fsu.edu

ADD A DEVICE

1. Sign in to my.fsu.edu
2. Under **myFSU Links**, click **myFSU Identity Management** and select **Update Duo**
3. Verify your identity using an existing device and method
4. Click **+ Add another device** (or click **Device Options** to edit an existing device)
5. Follow the instructions below

ADD A CELLPHONE

1. Select **Mobile phone** and click **Continue**
2. Select your country, enter your phone number and click **Continue**
3. Select the type of device you have and click **Continue**
4. Click **I have Duo Mobile Installed**
5. A barcode and set of instructions will appear
6. Open the Duo Mobile app and follow the instructions to activate Duo Mobile
7. Click **Continue** to finish adding your device

ADD A TABLET

1. Select **Tablet** and click **Continue**
2. Select the type of tablet you have and click **Continue**
3. Click **I have Duo Mobile Installed**
4. A barcode and set of instructions will appear
5. Open the Duo Mobile app and follow the instructions to activate Duo Mobile
6. Click **Continue** to finish adding your device

VERIFY YOUR IDENTITY

VERIFY USING DUO PUSH

1. Click **Send Me a Push**
2. Your device will receive a push notification with a login request from Duo
3. Tap **Approve**
4. If you do not receive a notification, open the Duo Mobile app and tap **Approve**

VERIFY USING PASSCODE

1. Click **Enter a Passcode**
2. Pick your notification method
 - o Mobile app – open the Duo Mobile app on your phone or tablet and tap your Florida State University account to reveal a temporary passcode
 - o Duo Token – press the button on your hardware token to generate a new temporary passcode
3. Enter the passcode in the box on your screen
4. Click **Log In**



INFORMATION TECHNOLOGY SERVICES



It's All Academic - Special edition for FSU-Panama (Academic Year 2022 - 2023)

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



Florida State University - Panama Bldg. 227, City Of Knowledge,
Clayton, Republic of Panama.
Tel.: +507-6710-3345 - fsupanama@fsu.edu