WELCOME NEW 'NOLE!

Florida State University Panama City

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FLORIDA STATE UNIVERSITY PANAMA CITY

Vision

Florida State University Panama City will enhance its role as a region center of excellence, providing opportunities for advanced academic, cultural, and public service experiences within a caring community that is designed to promote success in a global society.

Mission

Florida State University Panama City offers life-changing educational and social opportunities that prepare students, faculty, and community members to achieve their goals, develop a richer culture of diversity, and foster a spirit of lifelong learning. Partnering with area military installations, industry leaders, and other Florida State University departments and colleges, we tailor the educational experience to make higher education more accessible to the residents of Northwest Florida.

FSU Panama City Promise – Core Values

For all of Florida State, our goal is always student success. Here at FSU Panama City, we have taken that priority an extra step, transforming it into a promise to potential students and alumni.

We promise to be your partner as you pursue your academic career at one of America's top public research universities. Through small classes, individual attention, and working with mentors, you will have the greatest opportunity for academic, career, and personal success.

We promise you will be prepared as you move into the work force or on to graduate school. The high academic standards, our commitment to helping you succeed, and your opportunity to participate in experiential learning, undergraduate research, and community service will help you succeed.

We promise you can set your path through group and individualized projects, separate pathways, and participating in hands-on learning opportunities directly tied to your academic career. You can count on us working with you to meet your individual goals.

We promise FSU will always be home. You see, this partnership is more than a commitment for just a few years. You will leave with greater critical thinking skills, a love for learning, and understanding the importance of being an engaged member of your community. Together, we will work to ensure that FSU continues to meet the needs of students just like you.

Motto

Found in the university seal and represented in the form of three torches, Florida State University's motto is "Vires, Artes, Mores." This motto is our guiding principle in all that we do at the university and beyond.

Vires is the Latin word for strength of all kinds – physical, moral, and intellectual. This torch symbolizes the academic and athletic prowess that has characterized Florida State University since our establishment in 1851.

Artes is the Latin word for skill. At Florida State University, we acquire knowledge which transcends skills and embraces the appreciation of beauty. This torch represents the ability to harness that beauty and turn it into something that inspires.

Mores is the Latin word for character. This torch represents the binding moral character that links every trait to a level of consciousness and responsibility.

The Seminole Creed

The guiding ethical norm at Florida State University is responsible freedom. As a member of this community, I promise the following:

Truthfulness – I will be honest and truthful at all times and work for personal and institutional integrity at Florida State University.

Respect – I will show respect for others, the University, the community, and myself.

Excellence – I will pursue excellence in my learning and living in the University and beyond.

Freedom of Speech and Inquiry – I will support academic freedom, including the right to dissent and freedom of speech.

Diversity – I will learn from and about those who are different and work to make the University inclusive.

Justice – I will treat others in a fair manner and strive to make the University a community of justice.

Citizenship – I will act as a responsible citizen in the University and beyond, participating in those activities fostering citizenship.

Discovery – I will take time for adventure, discovery, fun, excitement and friendship.

UNIVERSITY ESSENTIALS

FSU Panama City Website

A wide array of useful information may be found on the FSU Panama City website at **https://pc.fsu.edu**. Through the search engine in the top right corner of the site, you may search for other FSU Panama City or FSU webpages, contact information for University faculty and staff, and information on departments and services on campus. In case of an emergency, this site will contain the latest information and instructions for students.

Useful Apps

Below is a list of some of the mobile apps that are available for FSU Panama City students:

- **myFSU Mobile**: official app of FSU
- **Navigate**: guidance for staying on path to graduation
- **Florida State Gameday**: official app for FSU Athletics
- **Canvas**: course websites
- **Seminole Safe**: safety alerts and resources for FSU
- **Outlook**: access your FSU email

Additional information on these and other apps may be found at **https://fsu.edu/mobileapps**.

General Bulletin

All of the rules and regulations for FSU are found in a publication called the General Bulletin. You may access the bulletin online at **https://registrar.fsu.edu**.

Campus Safety

The mission of the Florida State University Police Department is to support the mission of the Florida State University by promoting a safe and secure higher education environment while providing proactive police and customer-related services aimed at reducing crime.

The FSU Police authority is granted by Florida law (FSS 1012.97) and is extended to all property under the control of the Board of Education. The FSU Police are granted full arrest authority by the legislature. Patrol is supplemented by the Panama City Police Department and the bay County Sheriff's Office. A Mutual Aid Agreement with these agencies increases the authority and support through the sharing of officers and other resources.

All emergencies, criminal activity, and suspicious persons should be promptly reported to FSU Police by calling 850-774-2705 or 911. The FSU Police encourage the accurate and prompt reporting of all crime, suspicious activities, and emergencies for your safety and the safety of your fellow students, faculty, and staff.

Confidential Reporting Procedures

If you are a victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may want to consider making a confidential report. With your permission, the Chief or his designee can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. This also helps the University to track crime trends and to alert the campus community to potential danger. The information you disclose will also be included in the annual crime statistics for the University.

FSU Alert

FSU Alert is Florida State University's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using one or more delivery methods including, but not limited to:

- FSU Panama City homepage (**https://pc.fsu.edu**)
- myFSU email
- Emergency hotline (850-770-2000)
- Text messages
- Social media

Severe Weather

When Panama City experiences severe weather, FSU Panama City administration does its best to inform students, faculty, staff, and local media about campus closings in a timely manner. Be sure to check the FSU Panama City homepage and your FSU email for the most accurate, up-to-date information.

Parking

Students are provided with a free parking decal each academic year (August through July) through the Office of Student Affairs. Except for reserved parking spaces, all lots are open for student parking. FSU Panama City parking lots are monitored by FSU Police.

Dining

The FSU Panama City campus has partnered with local vendors to offer food and beverages for the campus community. The Sandy Spear is located on campus as a dining option for students, faculty, staff and the community.

FSUCard

The FSUCard serves as the official physical university ID and is used across campus for all things FSU. In order for anyone on campus to identify you as an FSU student, you must always have your FSUCard on you. Keep your FSUCard safe and do not share your information with others.

Your FSUCard will get you access to:

- Reserve and borrow texts from the Library and Learning Center (LLC)
- Print on campus computers
- Make purchases at the FSU bookstore
- Events and programs on campus
- Discounts at local businesses

Card Fees

A $10 card fee is assessed semi-annually based on $5 for each Fall and Spring Semester to all FSU students. This fee is included with your tuition at the beginning of each semester. FSUCard replacements are $15. The replacement fee for a stolen card may be waived if official documentation (i.e., police report, police business card with case number) is presented at the time of card issuance in either a physical or electronic form. This fee will also be waived for legal name changes or change of University affiliation, as long as proper documentation is presented.

STUDENT RIGHTS & RESPONSIBILITIES

Title IX and Non-Discrimination

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

FSU does not discriminate on the basis of sex/gender in education programs and activities, and, as a recipient of Federal financial assistance for education activities, is required by Title IX to ensure that all of its education programs and activities do not discriminate in such a manner. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Additionally, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. FLA. STAT. § 1000.05 (2012). Furthermore, this commitment is reaffirmed in FSU's Sex Discrimination and Sexual Misconduct Policy, which is applicable to all faculty, staff, students, visitors, applicants, and contractors.

Academic Integrity

The 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. The policy can be viewed online at **https://pc.fsu.edu/students/srr**.

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. 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).
- **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.
- **Unauthorized Group Work —** Unauthorized collaborating with others.
- **Fabrication, Falsification, and Misrepresentation —** Unauthorized altering or inventing of any information or citation that is used in assessing academic work.
- **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 the assignments are given.
- **Abuse of Academic Materials —** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
- **Complicity in Academic Dishonesty —** Intentionally helping another to commit an act of academic dishonesty.
- **Attempting to Commit Academic Dishonesty —** Attempting to commit any offense as outlined above.

FSU Academic Honor Pledge

"I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at Florida State University. I will abide by the Academic Honor Policy at all times."

Student Conduct

The Student Conduct Code outlines the University's expectations for student's behavior, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students, faculty, and staff throughout the process. The policy can be viewed online at **https://pc.fsu.edu/students/srr**.

- **Sex Discrimination and Sexual Misconduct –** Including sex/gender-based discrimination, sex/gender-based harassment, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse stalking, sexual exploitation, retaliation, and complicity in an act of sex discrimination or sexual misconduct
- **Endangerment –** Physical violence; imminent endangerment; interference with freedom of another to move about lawfully; endangering the health, safety, and well-being of an animal
- **Harassment and Bullying Behavior –** Non-sexual harassment or bullying; stalking, not of a sexual nature
- **Invasion of Privacy –** Unauthorized intrusion of property or communications; unauthorized appropriation of someone's personal data or documents; recording of images without consent; recording of oral communications without consent
- **Hazing –** Individual hazing; soliciting, aiding, or assisting another in hazing; observing or participating in hazing
- **Weapons and Dangerous Substances –** On-campus possession or use of firearms, destructive devices, or other dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball markers, slingshots, crossbows, stun guns, Tasers, metallic knuckles, archery equipment, or any other dangerous chemical or biological agent; unauthorized knives; fireworks, sparklers, and any item designed with the primary intention of exploding including but not limited to firecrackers, skyrockets, rockets, roman candles, and cherry bombs; or weapons or dangerous articles or substances in violation of state or federal law
- **Fire and Safety –** Inappropriate activation/false reporting of an emergency; tampering with emergency equipment; failure to evacuate when fire alarm is sounded; unauthorized fire or safety hazard; obstructing egress; presence on roofs, ledges, or balconies; unauthorized use of remote-controlled aircraft
- **Alcohol, Controlled Substances, and Illegal Drugs –** Possession, purchase, use of controlled substances or illegal drugs; purchase, distribution, delivery, or sale of drugs or controlled substances; drug paraphernalia; underage possession, purchase, consumption, or influence of alcohol; operating a wheeled conveyance while under the influence; disrupting the community or engaging in a violation while under the influence; hosting event or property where alcohol, controlled substances, or illegal drug violation occurs
- **Disruption and Obstruction –** Failure to comply; providing false information; unauthorized commercial solicitation; obstructing orderly conduct of the University or community; urination or defecation in public; unauthorized sale of student tickets; disruption by one's animal; behavior materially disrupting previously scheduled activities; obstruction of traffic; unreasonable disruption of others; non-sexual retaliation
- **Falsification and Misrepresentation –** Permit another's use of identification; inappropriate use of another's identification; impersonation or misrepresentation of authority; forgery, alteration, or misuse of documents, keys, access codes, or identification; falsifying any identification or document; manufacture, distribution, delivery, sale, or purchase of false identification; possession or use of false identification
- **Property –** Damage or destruction of property; theft; misappropriation; receipt, possession, sale, or purchase of stolen property; unauthorized access to someone's property
- **Computers –** Unauthorized access or alteration; unauthorized downloading
- **Gambling –** Engaging in or offering games of chance for money or other gain in violation of Florida law
- **Other Violations –** Violation of federal or state law or ordinance; violation of Florida Board of Governors regulation; assist in the violation of federal or state law or ordinance; violation of other regulation or policy; Academic Honor Policy violation by a student not currently enrolled in the course

Rights

The University supports the rights of all students, including the ability to grieve, file complaints, and the right to due process. While students are encouraged to resolve issues through an informal process of respectful communication with the individual(s) involved in the concern, there are procedures in which students may report a complaint or appeal a decision with the University. Visit **https://report.fsu.edu**.

MYFSU PORTAL

MyFSU Portal is your personalized gateway to FSU systems and online tools, including Student Central, Canvas, and your student email account. Sign in for secure access to your student account and a one-stop spot for all the tools and information you need to manage your life as a Seminole.

Your FSUID is the first part of your FSU email address. The password is the one you selected when you activated your FSUID as part of the admission process. Memorize these two items as you will need them throughout your career at FSU. If you do forget your password, you can select the "Reset Your Password" link and get a new password after answering the identity questions you defined when you activated your FSUID. DO NOT share this information with anyone, including your family. FSUID and password will allow the person to access your email as well as individual course assignments and tests in Canvas. Sharing your FSUID and password can bring into question who is actually writing your papers and taking your exams and may trigger an academic integrity investigation.

Homepage

The myFSU Portal landing page offers and excellent snapshot of your current information as an FSU student, along with announcements and events of interest to FSU students.

My Courses displays summary information on your courses. The default display is for the current semester, but selecting the appropriate tab will show past or pre-registered courses.

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

The myFSU Portal provides an easy way for you to view summary information, but, in order to actually DO anything, you must enter one or more of the sub-systems which make up the FSU Student Data System. You do that by selecting the icons and/or links in the myFSU Links section. Because some of the information in these systems is more sensitive, you may be asked to verify your identity again. This multi-step verification is an extra layer of security designed to prevent unauthorized access to your personal information. To use multi-step verification, you must register one or more of the following devices: a cellphone, tablet, or landline. You will be automatically prompted to enroll or manage devices for multi-step verification when you try to access a protected page. For additional information on multi-step verification and instructions on how to register a device, go to Information Technology Services at **https://it.fsu.edu/service-catalog/security/multi-step-verification**.

My Tasks in Student Central displays any outstanding To Do items or Holds.

Holds and To Do List

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

Holds appear as three different types. Anything with the word "**Hold**" at the end of the title will keep you from registering for the next semester and may also block your access to your transcript. Instructions about what you need to do to have the Hold removed will appear in the description underneath the Hold title. Holds will begin appearing during the third week of classes each semester and remain until you accomplish the tasks outlined in the description. Anything with the word "**Action**" at the end will ask you to perform a simple task but will NOT block your ability to register. Actions are similar to To-Do's except they are not as complex. They are often just prompting you to go to your FSU email account for additional information. A "**Note**" is just a reminder of past actions which impact your ability to do certain tasks such as dropping a course. Notes do not block your ability to register.

Delegating Access

You will be able to allow different people to view a sub-set of your academic and financial records. Within Student Central, there is a "Share My Information" link in the My Information section. From this link, you can define "contacts" and allow them access to the information you select. You will need to know the person's email address.

Consider allowing your family to view the following: Make a Payment, View Class Schedule, View Grades, View Unofficial Transcript, View Holds, and Tax Information.

Canvas

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

Email

Your @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, advisors, and other university offices. Although you can forward your FSU emails to another email address, please make sure you have adjusted any filters to make sure the FSU communications are getting to the new account.

Campus Connect

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

Student Central

Student Central provides a more detailed access to your information and the places where you need to conduct your business as an FSU student. Selection this SC icon from the myFSU Portal will take you to your Student Central homepage. You will notice some functions, such as My Canvas and My Tasks, duplicate what you see in your myFSU 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 Requirement Report, search for advisor contact information, and research other majors
  - Graduation where you will apply for graduation
- **My Bill** includes account balance, charges due, make a payment, and view your 1098-T tax form
- **My Financial Aid** includes a summary of your awards and accept or decline an award
- My Information includes address information, emergency contacts, and share your information
- **My Tools** includes the academic calendar, FSU alerts, course evaluations, and report community incidents where you can report incidents such as misconduct, discrimination, and hazing. These can be reported anonymously.
- **My Class Schedule** includes enrollment dates and degree programs, search for classes to meet program requirements, register for classes, conduct drop/add, and tell the University what courses you want to take in future semesters. The other tabs in the tile are designed for graduate students who do not have an Academic Requirement Report.
- **My How-To Videos** includes a series of short videos on how to do various activities within the student data system. The content in this tile will vary over time.

Mapping

Mapping is FSU's advising and monitoring system that provides students with a plan for completing their degree requirements on time. Each major has developed an academic map that provides students with a **Sample Schedule** (in the left-hand column) to illustrate one of the many ways to satisfy all requirements in four years.

More important are the **Milestones** identified for each major (in the right-hand column). 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.

To view the Academic Map for your major, go to the Majors and Maps webpage at **https://academic-guide.fsu.edu**.

You may check your current Map Term and Status in the **My Academic Summary** page of Student Central. A status of "0" indicates that you are on course 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.

Academic Requirements Report

Your Academic Requirements Report in Student Central is an online degree audit that will allow you to see how the courses you have taken meet various degree requirements. The report also indicates which requirements you have remaining to complete. Requirements for Liberal Studies, your major/college, as well as your Mapping Milestones may all be viewed within the report. 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.
  - A status of **Satisfied** means you have taken or enrolled in the coursework 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 of your transfer credit may not be received and/or posted at the time you attend orientation. Be sure that you request final transcripts from all previous institutions attended so all of your transfer credit is received and posted.

In addition to the Academic Requirements Report, there are two alternative ways to view your degree requirement information:

- **My Academic Progress Summary** provides a mobile-friendly option for you to see a high-level overview of your degree requirements. This tool does not contain any course information, but does include your degree requirements from the Academic Requirements Report with an indication of whether any additional coursework is needed to complete those requirements. The Academic Progress Summary may be viewed in Student Central under **My Academics — My Academic Progress Summary**.
- **Undergraduate Degree Progress** is a more concise version of the Academic Requirements Report and is designed to be used in registration. Within Undergraduate Degree Progress, you may plan ahead for courses you would like to take in future semesters. At the time registration opens for a given semester, you may then import those courses to the Schedule Assistant registration tool to proceed with enrollment. Undergraduate Degree Progress may be found in Student Central under **My Classes — Undergraduate Degree Progress**.

Contact your advisor with any questions you may have about the requirements within your Academic Requirements Report.

Schedule Assistant

Schedule Assistant is an application within Schedule Planner that you may use to plan, select, and enroll in your classes. Searching for courses in Schedule Assistant allows you to:

- Add courses that you want to take for the semester (alternately, you may also import planned courses from Undergraduate Degree Progress)
- Add breaks into your schedule for work or extra-curricular activities to avoid time conflicts with your classes
- Generate schedules to view all possible schedule combinations for you classes

After you have selected your preferred schedule, you may add it to your Shopping Cart and proceed with registration. You may access Schedule Assistant in Student Central under **My Classes – Schedule Assistant.**

IT'S ALL ACADEMIC

Academic Calendar

The Academic Calendar is published once a semester and can be found online at
https://registrar.fsu.edu/calendar. It contains important dates regarding registration, fees, graduation, and other academic deadlines. Below are some important deadlines to note for each semester. Note that dates are adjusted for the summer semesters.

Timeline	Event / Deadline
4th Day of Classes	Drop/Add ends at 10:59 PM CT on the fourth day of classes. After this deadline, you are liable for all course fees.
10th Day of Classes	Deadline to pay tuition and 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 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.

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 advisor at least one time per semester so they may assist and guide you towards graduation. The contact information for your advisor(s) is located in the **My Academics – Advising Tools** section of Student Central.

It is best to plan to see your advisor early each semester. Prior to registration, schedule an appointment with your academic advisor. This will aide academic preparedness prior to the opening of your enrollment appointment.

Structure of Degree Programs

The bachelor's degree consists of multiple requirements. Not all degrees will include all of the following components and some programs may allow a course to satisfy requirements in more than one component. Be sure to consult with your academic advisor and 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 https://academic-guide.fsu.edu.

Liberal Studies for the 21st Century

The *Liberal Studies for the 21st Century* program is required of all students and provides an educational foundation that enables FSU students to thrive in and beyond the classroom. Across the program, students build the knowledge and skills needed to be successful in the major and life after college. As you move through the Liberal Studies program, you will explore different ways of thinking, develop creative approaches to persistent questions, work closely with faculty and peers, and engage in hands on learning. You will engage critically with information and ideas, communicate effectively, and contribute meaningfully to your communities.

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

A list of courses that satisfy the Statewide Core, General Education, and Graduation Requirements may be found on the "Find a Liberal Studies Course" tab of the Liberal Studies webpage at **https://liberalstudies.fsu.edu**.

Statewide Core Requirements

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

General Education

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

- **Quantitative and Logical Thinking** – 6 hours; a grade of "C-" or higher is required
- **English Composition –** 6 hours; a grade of "C-" or higher is required
- **Social Sciences –** 3 hours
- **History –** 3 hours
- **Humanities and Cultural Practice –** 3 hours
- **Ethics –** 3 hours
- **Natural Sciences –** 6 hours
- Six additional **General Education** hours must be completed. These hours may be selected from Social Sciences/History, Humanities & Cultural Practice, Ethics, Natural Sciences, and/or Scholarship in Practice areas. There are a few limitations:
  - Three hours may be selected from the Social Sciences or History areas (but not both)
  - Three hours may be selected from the Natural Sciences area
  - Three hours of Scholarship in Practice (SIP) coursework at the 1/2/3000-level that does not fall within of the General Education areas above may be counted. Note: If students meet three hours of the General Education Elective requirement with a Social Sciences, History, or Natural Sciences course and also take a 3 hour Scholarship in Practice course that is approved for that same General Education area, that course will count as a General Education elective due to the SIP designation.
- **E-Series –** 3 hours; a grade of "C-" or higher is required

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

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

Notes on English Composition: Students must complete (or be exempted from with credit) at least six hours in English Composition. All students shall complete the required English Composition courses by the time they have **attempted 30 hours**, which includes any credit hours earned through acceleration (i.e., AP, IB, Dual Enrollment, etc.) or must show an appropriate exemption, as approved by the Faculty Senate, from six hours of composition courses.

Graduation Requirements

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

- **"W" State-Mandated Writing —** 6 hours; a grade of "C-" or higher is required
- **Scholarly and Formative Experiences**
  - **Scholarship in Practice (SIP) —** one course; a grade of "C-" or higher is required
  - **Formative Experiences (FE) —** one course; a grade of "C-" or higher is required (or an "S" for FE if taken on an "S/U" basis)
- **Diversity**
  - **Cross-Cultural Studies —** one course; a grade of "C-" or higher is required
  - **Diversity in Western Experience —** one course; a grade of "C-" or higher is required
- **Upper-Division Writing —** one approved course; a grade of "C-" or higher is required
- **Oral Communication Competency —** one approved course; a grade of "C-" or higher is required
- **Computer Competency —** a grade of "C-" or higher is required
- **Natural Sciences Laboratory —** 1 hour; a grade of "C-" or higher is required
- **Civic Literacy —** The State of Florida mandates that all students must demonstrate competence in Civic Literacy. To satisfy this requirement, students must do <u>one</u> of the following:
  - Complete either POS1041 American National Government or AMH2020 A History of the United States Since 1877 with a grade of "C-" or higher
  - Earn credit for either POS1041 or AMH2020 through completion of one or more of the following:
    - Advanced Placement Government and Politics: United States exam with a score of 3 or more
    - Advanced Placement United States History exam with a score of 4 or more
    - CLEP American Government exam with a score of 50 or more
  - Obtain a score of 60 out of 100 on the U.S. Citizenship and Immigration Services Naturalization Test

Liberal Studies and Career Competencies

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

Additional University-Wide Requirements

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

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

College and Major Requirements

The college offering your major may have specific courses that are required of all their students. Your major is an academic area in which you plan to take a concentration of courses. The size of your major will vary from as little as

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

Minor Requirements

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

Electives

Electives are courses you take for fun or to make yourself more competitive in the job market. The number of elective hours in a degree program will range from 0 to 45. Some students use electives to complete more than one minor or a second major. Research shows that students enrolling in an elective during their first term as a college student report higher levels of satisfaction and success. The number of electives you have and how you plan to use your electives are good topics to discuss with your advisor. Some degree program will ask you to complete all electives during your first two year, 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. 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 of the Major, Minor, and College requirements needed for both degree programs. In addition, you must complete at least 30 hours beyond the minimum number of credits required for your first degree. As with a second major, you must formally declare a second degree with your advisor and your Dean's Office when you have between 52 and 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.

Transfer Credit

Transfer and dual enrollment credit you may be brining into 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.

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. The Transfer Credit Report will display both your Incoming Course(s) from any other institutions and the Equivalent Course(s) at FSU. It is important to note that all your transfer credit may not be received and/or posted at the time you attend orientation. Be sure that you request final transcripts from all previous institutions attended so all your transfer credit is received and posted.

Excess Credit

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. Although all of your acceleration and dual enrollment credit does not count towards this maximum, all FSU courses that are failed, dropped after the drop/add period, or withdrawn will count. Courses that were failed, dropped, or withdrawn from another institution may be removed from your excess credit hour counter. If those hours have not been removed, please contact the Office of Academic Advising and Student Success at 850-770-2288. You will be able to monitor your Excess Hours Counter in the "My Academics" section of Student Central. For more detailed information, go to the Registrar webpage at **https://registrar.fsu.edu/records/excess_hours**.

Registration Guide

Published by the Registrar's Office, the Registration Guide provides important information on enrollment windows, the academic calendar, final exam schedules, university notices, and academics and financial information. The Summer and Fall Registration Guide is published annually in March, and the Spring Registration Guide in October. Registration Guides are available in both electronic and PDF formats. To view the current edition of the Registration Guide, go to **https://registrar.fsu.edu/registration_guide**.

The publication of next semester's Registration Guide means that it is time to begin planning for next semester's classes:

- **Find your enrollment date for next semester –** To find your enrollment dates, you may either use the chart on the Enrollment Appointments page of the Registration Guide (you will need to know the total number of hours you have already earned) or in the myFSU Portal go to **My Courses – Future**.
- **Check any Holds and To-Do Items** – Resolve any outstanding Holds or To-Do's prior to your enrollment window opening.
- **Meet with your advisor –** Contact your advisor early and prior to registration opening to discuss your class schedule for next semester.
- **Search for classes –** Even before your enrollment date opens, you may use Schedule Assistant to begin searching the class search to find the class sections that are offered next semester and add those to your shopping cart. Alternately, you may also import any planned courses from your Undergraduate Degree Progress into Schedule Assistant to begin the class search process.
- **Transient applications –** If you intend to take classes at another institution for a semester and transfer those courses back to FSU, you must submit a transient application. You must have completed at least one term at FSU and be in good academic standing to take classes as a transient student. Transient applications must have approval from your academic advisor, your Academic Dean's Office, the Registrar's Office, and the institution you will be attending. You must also provide documentation of your immunization clearance. If you will be receiving financial aid for the term, you must also submit a copy of the transient application to the FSU Panama City Financial Aid Officer. Students wanting transient classes at another Florida public institution may submit the transient application online at **https://www.floridashines.org**. For additional information, see the Registrar's Office webpage at **https://registrar.fsu.edu/forms/transient_application.pdf**.
- **Enroll in classes –** Class may fill so students are encouraged to register as soon as their enrollment window becomes open. The longer you wait to enroll, the fewer class sections and schedule options may be available to you.

Enrollment

Once you enroll in classes, you may continue to access the system and modify your up to the fourth day of the semester you are enrolling. Registration *does* close; visit the Academic Calendar for important dates and deadlines on your myFSU Portal in the Academics drop-down box in My FSU Links.

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 be responsible for all tuition and fees for any class remaining on your schedule at the end of the fourth day. You may still request to 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 12 hours. 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 fourth day of classes 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 documentable, extenuating circumstance, in which case you must meet with your academic advisor.

A cumulative maximum of two courses may be dropped between the eighth and twelfth week of classes (see the 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's staff is required. Courses dropped during this period will appear on your transcript with the notion "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 special approval of your academic dean's staff. These circumstances may typically include:

- Documented medical condition that has impeded your ability to meet course requirements
- Verified family crises/extraordinary circumstances
- 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 may include a refund of fees.

First Day of Class

FSU has a 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. 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.

Textbooks/Materials

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

What is IncludED? IncludED 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. For more information on IncludED see: **https://studentbusiness.fsu.edu/how-pay/included-textbook-program**.

Bookstore

The campus bookstore offers students the essentials including books, apparel and accessories, school supplies, and gifts. Visit the online store at **https://www.bksrt.com/floridastpanamacitystore**.

Grades

Grades are available by the Wednesday after the end of finals. Check your official grades in the 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.

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

Calculating your FSU and Combined GPA

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

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

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	Calculation	Grade Points
SZP1000	3	B	(3*3.00)	9.00
MLQ1102	3	D-	(3*0.75)	2.25
APG1000	3	A	(3*4.00)	12.00
APR1111	1	F	(1*0.00)	0.00
Total Hours =	13		Total Grade Points =	30.00

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

Every student also has an Overall, or Combined GPA, which is calculated using all graded college-level courses regardless of where the credit was earned. All courses taken at FSU, college-level courses taken at another institution, and college-level courses taken as dual enrollment courses while in high school count in the 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 very good grades can be recognized by being on the Dean's List, having the best opportunities to enter limited access majors, and graduating from college with degrees of distinction. These successes lead to expanded job opportunities after graduation and make you a more desirable candidate for graduate and professional schools. Your academic standing is based on your FSU GPA.

Dean's List / President's List

Any student who is registered for at least 12 graded hours of coursework is eligible for recognition on their Academic Dean's List. The required grade point average is 3.5 for all colleges and schools for any given term. Students earning a 4.0 GPA are recognized on the President's List.

The Retention Table

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

Attempted Hours	Warning GPA Range	Probation GPA Range
1 – 15	1.500 – 1.999	Less than 1.500
16 – 30	1.750 – 1.999	Less than 1.750
31 or more	Not applicable	Less than 2.000

Academic Warning — A student will be placed on Warning if the FSU GPA is slightly below a 2.0 and the student has less than 30 attempted hours. Only first-year students with less than 30 hours can be placed on Warning.

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

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

- First-year students 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 readmission after a second dismissal unless they have successfully petitioned the University Multiple Withdrawal/Reinstatement Committee.

- 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.

Withdrawal Services

FSU Panama City understands that a student's enrollment may be unexpectedly interrupted due to unforeseen circumstances (personal, family, medical or mental health, and/or other reasons). Students who must leave during the semester must officially withdraw from all classes through the FSU Dean of Students Withdrawal Services, with the guidance of the Office of Student Affairs at FSU Panama City.

If a withdrawal is necessary, it is best to start with the academic dean of your college to discuss the implications and viability of withdrawal, as well as any alternative academic options that may exist. For procedures and more information, visit **https://pc.fsu.edu/students/student-affairs/withdrawal-procedures**.

Student Perceptions of Courses and Instructors (eSPCI)

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

Academic Progress Checks

All students must request a University Academic Progress Check from the Registrar's Office two terms prior to their expected graduation date, or at the time they have earned 90 hours of credit. The University Academic Progress Check may be requested online from the university Registrar's Office at **https://registrar.fsu.edu/graduation/checklist**. Registration stops will be placed on students who have earned ninety hours, including any hours from the current term, but have not completed the graduation check.

A second check should be completed with the student's Academic Dean's Office one term prior to their anticipated graduation. Contact your Academic Dean's Office for information on how to request a graduation check with your college.

Graduation

Students who are graduating at the end of a given term must formally apply for graduation before the published deadline. The application deadline may be found on the Academic Calendar for that semester: **https://registrar.fsu.edu/registration_guide**.

NOTE: Completing a graduation check with the University or your Academic Dean's Office is NOT the same as applying for graduation.

Graduating students may complete the graduation application online from Student Central under **My Academics – Graduation**.

Information on commencement, cap and gown, tickets is available on the FSU Panama City Commencement webpage at **https://pc.fsu.edu/students/commencement**.

SUSTAINING AND MAINTAINING ACADEMIC EXCELLENCE

Peer Tutoring Services

Free tutoring is available for a wide range of courses and topics at FSU Panama City, including help in those courses typically perceived as particularly rigorous. 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. For more information regarding tutoring at FSU Panama City, visit **https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring**.

If the course(s) or subject area(s) you need support in are not listed, please speak with our academic advising team to arrange a tutor. To request Skype tutoring through the Academic Center for Excellence (ACE) in Tallahassee, email **tutor@fsu.edu**. It may take up to 24 hours to hear back from ACE, so be proactive and plan ahead.

Test Proctoring

Students in need of test proctoring for online classes can access this service for free at the Gulf Coast State College Testing Center, located across the street from FSU Panama City. For information and how to register for an exam, go to **https://gulfcoast.edu/admissions/testing-services**.

Student Disability Services (SDS)

Student Disability Services serves as an advocate for FSU Panama City students with disabilities and ensure that reasonable accommodations are provided. Through the provision of academic accommodations, testing support, assistive technologies, and a space for students to feel a part of the FSU community, SDS creates an environment of success. For additional information or to apply for services, go to **https://pc.fsu.edu/students/student-disability-services**.

Accommodation Process

It is the responsibility of the student to initiate contact with SDS to register for academic support services. In order to allow ample time to coordinate required services and/or equipment, students are urged to contact the office at least 30 days prior to the first day of classes. Services must be renewed annually in order to continue receiving services.

Library and Learning Center (LLC)

The FSU Panama City Library and Learning Center (LLC) is located in the Holley Academic Center and offers a wealth of scholarly resources to support teaching and research with millions of scholarly books and articles in both print and digital format. In addition to our local library collection, students may request delivery of physical books or journal articles housed remotely in any of the FSU libraries on the Tallahassee campus.

The LLC also helps with research, computer workstations, printing, group study rooms, private student lounges, individual and course-integrated library instruction, technology check out, and test preparation. For more information on the LLC, visit our webpage at **https://pc.fsu.edu/students/library-and-learning-center**.

John & Gail Robbins Center for Academic Excellence & Innovation

Digital Design Studio

Located on the first floor of the Holley Academic Center, the Digital Design Studio is a creative space, fostering innovating practices for teaching and learning with digital technology. Students are welcome to use the many resources available including, but not limited to:

- Adobe Suite
- Web development software
- Data analysis
- Video and photography software
- Augmented reality lab
- Study spaces

For more information on the center, visit **https://pc.fsu.edu/students/student-services/john-gail-robbins-center**.

FINANCIAL MATTERS

Tuition and Fee Payment

Students who register for any class at FSU or receive any service from the University accept full responsibility to pay all tuition, fees, and other associated costs assessed. It is important to check the Academic Calendar each semester to verify the deadline to pay tuition and fees.

Cancellation of Schedule for Non-Payment

Students who do not pay tuition and fees or make arrangements to pay tuition and fees by the deadline may have their schedules cancelled for the semester. Students who have their schedules cancelled may not attend classes or receive grades. If your schedule is cancelled for non-payment, you must submit a written petition to the Registrar's Office to have your schedule reinstated. Information on the appeal process is available on the Registrar's Office webpage at **https://registrar.fsu.edu/forms**.

Financial Aid

FSU Panama City is committed to finding the best financial options possible for our students through grants, loans, awards, and scholarships. For more information, visit **https://pc.fsu.edu/finances/financial-aid-benefits**.

Free Application for Federal Student Aid (FAFSA)

The first step in the financial aid process is to complete the FAFSA, which must be completed every year financial aid is needed. The FAFSA is used to determine federal and state financial aid opportunities such as grants, work study, scholarships, and loans. Additionally, most private scholarships require the FAFSA to be completed to receive aid. We encourage students to file early as some financial aid is first come, first serve. The FAFSA is available beginning October 1 the year prior and must be renewed every year financial aid is desired, including graduate school.

The Title IV Code for all Florida State University campuses, including Panama City, is 001489.

Federal Student Aid Course Eligibility

Federal Student Aid may only be awarded for courses that count toward a student's degree requirements. If you are receiving Federal Student Aid, it is important that you work with your advisor each semester to ensure that the courses you are enrolled in are meeting the requirements of your degree. For additional information on Federal Student Aid requirements and eligibility, contact the FSU Panama City Financial Aid Officer at 850-770-2177.

Bright Futures

Bright Futures is a State-sponsored scholarship program that rewards Florida high school graduates for high academic achievement. Students apply for the award through the Office of Student Financial Assistance at the Florida Department of Education and must meet basic eligibility requirements to receive either the Academic Scholarship or the Medallion Scholarship.

Make sure you list Florida State University as your school; students will need to contact Bright Futures directly. You update your demographics online at **https://www.floridastudentfinancialaid.org/ssfad/bf** or call 1-888-827-2004.

Florida Prepaid

Florida Prepaid is a college saving plan that is either purchased as a 529 investment plan or the Florida Prepaid College Plan. Each option can be sued at Florida State University Panama City. With a Florida Prepaid plan, your FSU

account will automatically be billed unless you complete a form with the Cashier's Office to indicate that you do not wish for Florida Prepaid to be billed.

Foundation Scholarships

FSU Panama City has endowed scholarships based on financial need, merit, and/or community service. The process is simple: complete one of our general foundation applications at **https://pc.fsu/edu/admissions/tuition-fees/scholarships**. The scholarship committee will match students to the scholarships that best match student profiles.

Transfer Scholarships

Transfer applicants who have or will have earned an Associate of Arts degree from a regionally accredited college or university will automatically be considered for transfer scholarships. All transfer scholarships may be combined with Foundation scholarships and/or other financial aid, which require separate applications.

Work Study Awards

Work study awards may be awarded to eligible students on the basis of financial need. Only a few positions are available at FSU Panama City, so apply early. Our Financial Aid Officer will then match you to a work study opportunity on campus as they are available.

Veterans Affairs (VA) Benefits

If you are using VA Benefits to assist in paying tuition, you will need to contact the VA certifying office at FSU Tallahassee each semester after you enroll in classes. See the section of this guide regarding VA Certification for more information.

CONNECTING TO THE FSU EXPERIENCE

Student Government Council

The Student Government Council (SGC) mission is to provide representation to FSU Panama City students within the university structure as well as to serve as a liaison between the student body and administration. The council is also the governing body of Activity & Service (A&S) Fees, collected as part of tuition, and manages the allocation of these funds to students and recognized student organizations. For more information about the SGC and how to get involved, visit **https://pc.fsu.edu/students/student-government-council**.

All currently enrolled students that meet requirements are eligible to serve on the Student Government Council. Representatives are elected by the student body and hold a term of three semesters. Many representatives chair a committee within the SGC and focus their efforts on a specific part of student life. All currently enrolled students are able to join any committee as part of the SGC.

All SGC and related committee meetings are open to the public. Dates, times, and locations are published on the FSU Calendar as well as the SGC webpage.

Student Organizations

FSU Panama City has a variety of Registered Student Organizations (RSOs) on campus. The Office of Student Affairs is committed to the holistic development of student leaders by providing services, resources, events, and programs that allow students to deeply engage with each other, their organizations, and the overall campus community. For more information on our current organizations, visit **https://pc.fsu.edu/students/campus-life/registered-student-organizations**. If you do not see what you are interested in, the Office of Student Affairs can help you form a new organization.

Seminole-Commodore Alliance

The Seminole-Commodore Alliance (SCA) is a collaboration between FSU Panama City and Gulf Coast State College (GCSC) that provides opportunities to enhance student engagement at both campuses. We are across the street from each other on Collegiate Drive and feel the students from our campuses will benefit from each other's array of activities and services to create a total campus experience. Shared opportunities include:

FSU Panama City	Gulf Coast State College
Campus Events	Campus Events
Counseling Center	Career Development Center
Library & Learning Center (LLC)	Fitness Center & Weight Room
Outdoor Recreation	Intramurals
Intramural Sports	Library
Student Government Council	Student Government Association
Student Organizations	Student Organizations
	Testing Services

Student Activities Board Alliance (SABA)

As part of the SCA, we have a Student Activities Board Alliance. SABA fosters student unity by providing several activities for students at FSU Panama City and GCSC. By hosting these activities, SABA strives to bring students together from both campuses to enhance student involvement and create a collaborative atmosphere that addresses student needs outside of the classroom. The purpose of SABA is to provide diverse events and programming that engage students in the campus experience.

PRACTICING "NOLE CARE"

Counseling Center

No matter how well-educated we become, we all could use a hand in facing the challenges that life presents. The Counseling Center is a welcoming and confidential place to come and is here to help. The center is enthusiastic about assisting students with all kinds of questions and concerns, such as homesickness, struggles with relationships, sexual identity and gender questions, cultural issues, eating and body image, substance use, worries, and depression. Licensed and professionally trained staff offer counseling to students currently enrolled at FSU Panama City in a variety of ways: through one-on-one sessions, couples sessions, group sessions, and walk-in services for urgent situations. Because student fees cover these services, there is no out-of-pocket expense for any visit. For more information, visit **https://pc.fsu.edu/students/student-services/counseling-services**.

Resilience Project

The "Student Resilience Project" is an online, evidence-informed trauma resilience training tool developed by the Institute for Family Violence Studies at the FSU College of Social Work. The FSU Student Resilience project uses highly engaging animation, videos and numerous TED-talk style educational audio sessions from faculty and mental health providers. The training helps students build on their existing strengths and provides them with new strategies that promote health and teach crucial new resilience and coping skills.

The project aims to increase a sense of safety, connection and belonging for students at FSU. It connects students to trauma-informed university and community resources and is designed to supplement existing educational and counseling interventions. While geared toward students, the site **https://strong.fsu.edu** is accessible to anyone with an active FSUID, at any time and on any device.

Meditation Room

The FSU Panama City Meditation Room is available to any member of the FSU community who seeks a quiet, simple place to reflect, contemplate, pray, or meditate. The room is located on the third floor of the Barron Building and is available during building hours.

Lactation Room

In support of returning Seminole moms with a new baby, FSU Panama City has a lactation room designed as a private retreat from the hustle and bustle of campus life. The space is located on the first floor of the Holley Academic Center and is available during building hours.

Food Pantry

The FSU Panama City community wants to help students by supplying food when finances are difficult. The food pantry offers a selection of canned and non-perishable food items free for students in need. Donations are much appreciated.

MILITARY & VETERANS SERVICES

FSU Panama City is committed to military and veteran support and success through initiatives that ease the transition from military service to campus life, foster a community of past, present, and future veterans, raise awareness of veterans' issues among campus and local communities, and support veterans through graduation and into rewarding careers.

Veterans Affairs (VA) Certification

Our VA certification process is centralized through the FSU Student Veterans Center in Tallahassee (**https://pc.fsu.edu/students/student-services/student-veterans-center**) to ensure compliance and that services are keeping with our commitment to the needs of our student veterans and military dependents.

Active military students, student veterans, and military/veteran dependents using federal benefits are eligible for priority registration, which allows them to register for future semester courses during the first selection window of each course-registration cycle. After register for their courses, each student must submit the University's online Request for Benefits Form in order to have their benefit-certification documents submitted within the required timeframe.

FSU Panama City students with questions about VA benefit certification may contact the school certification officers in the FSU Student Veterans Center directly or may visit the FSU Panama City Academic Advising and Student Success Center in the Holley Academic Center, suite C117.

Credit for Experience

Military training you received that may qualify for college credit is evaluated by the Office of Admissions. While credits earned for military-related training do not factor into the admissions process, the academic dean for the program you major in may accept some or all of that credit and apply it toward your degree requirements.

Veterans Ready Room

At FSU Panama City, we are honored to provide the James and Cameron Skinner Ready Room for Veterans, a dedicated space for studying, small group meetings, decompressing, and socializing with fellow veteran students. For more information, visit **https://pc.fsu.edu/students/student-services/veterans-ready-room**.

PEPARING FOR A GARNET AND GOLD TOMORROW

Career Center

The FSU Career Center extends virtual services to FSU Panama City students and welcomes visits to their location in Tallahassee. Online services include:

- **Virtual Career Advising** – Students may participate in career advising appointments via phone or video conference.
- **Handshake –** An online connection to explore all things related to your career and job search. Upload your resume in Handshake and to access job search, career exploration, and networking tools.
- **CareerSpots –** Quick video tips from employers and professional bout the job/internship search and career readiness.
- **Document Critiques –** Resume, cover letter, or other career-related documents can be reviewed via email, phone, or video conference.
- **Internship Housing –** Information to support your search for temporary internship housing.
- **ProfessioNole Mentors Program –** Offers students the chance to reach out to professionals throughout the community, country, and world to learn more about their field's industry demands, career expectations, job outlook, and employment opportunities.
- **Online Career Library –** Links to sites that are designed to assist you in career planning, employment strategies, and the job search process.
- **Mock Interviews –** Available via phone or video conference, mock interviews assist you in practicing for a success job/internship interview.
- **Career Portfolio –** A free online resource which helps you document your skills and accomplishments.
- **Virtual Career Fair –** Participate in an online career fair available to students at SEC and ACC universities.

For more information on the Career Center, visit **https://career.fsu.edu**.

Professional Clothing Closet

The Professional Clothing Closet, operated by the FSU PC Counseling Center in partnership with the Academic Advising & Student Success Office, provides a way for students to access free professional attire appropriate for career fairs, interviews and the workplace. Please reach out to the Counseling Center for assistance.

Graduate School

The wide-ranging scholarship of FSU faculty and graduate students is nationally and internationally recognized. FSU faculty members are recognized for their exceptional level of instruction, which continually challenges and inspires students to reach their highest individual goals. The Graduate School Information Packet is a good starting point to learn more about post-baccalaureate study at FSU. It contains information regarding our commitment to diversity, funding your graduate education, resources available, and more. Download this information and more at **https://gradschool.fsu.edu/prospective-students**.

Garnet and Gold Scholar Society

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.

Students interested in becoming a Garnet & Gold Scholar may visit **http://garnetandgoldscholar.fsu.edu** for more information.

Alumni Association

For information on the FSU Alumni Association, visit **https://alumni.fsu.edu** or call 850-644-2761.

CAMPUS DIRECTORY

Academic Advising & Student Success
Holley Academic Center C-117
850-770-2288
advising@pc.fsu.edu

Admissions & Records
Barron Building 108
850-770-2311
admissions@pc.fsu.edu

Advancement Office
Holley Academic Center A-313
850-770-2150

Bookstore
Holley Academic Center B-108
850-770-2290

Campus Information Center
Holley Academic Center
850-872-4750
1-866-693-7872 (Toll-Free)

Campus Tours & Welcome Center
Barron Building 110
850-770-2160

Cashier
Barron Building 114
850-770-2121

Contracts & Grants
Technology Building 151
850-770-2200

Counseling Services
Barron Building 303
850-770-2174
850-739-0591 (Call/Text)

Dean's Office
Holley Academic Center A-311
850-770-2100

Digital Design Studio
Holley Academic Center B-101
850-770-2181

Dive Locker
Barron Building 132
850-770-2206

Early Childhood Autism Program (ECAP)
Technology Building 157
850-770-2241

Facilities
Administrative Services Center 102
850-770-2180
850-832-5649 (Nights & Weekends)

Faculty Offices
Holley Academic Center A-111 & A-211
850-770-2233 (A-111)
850-770-2232 (A-211)

Finance & Administration
Holley Academic Center A-312
850-770-2110

Financial Aid
Barron Building 108
850-770-2177

Library & Learning Center (LLC)
Holley Academic Center A-110
850-770-2140

Military & Veterans Benefits
Holley Academic Center C-117
850-770-2288

Public Safety
Administrative Services Center 101
850-774-2705 (Officer on Duty)

Student Affairs
Barron Building 210
850-770-2170
studentaffairs@pc.fsu.edu

Student Disability Services
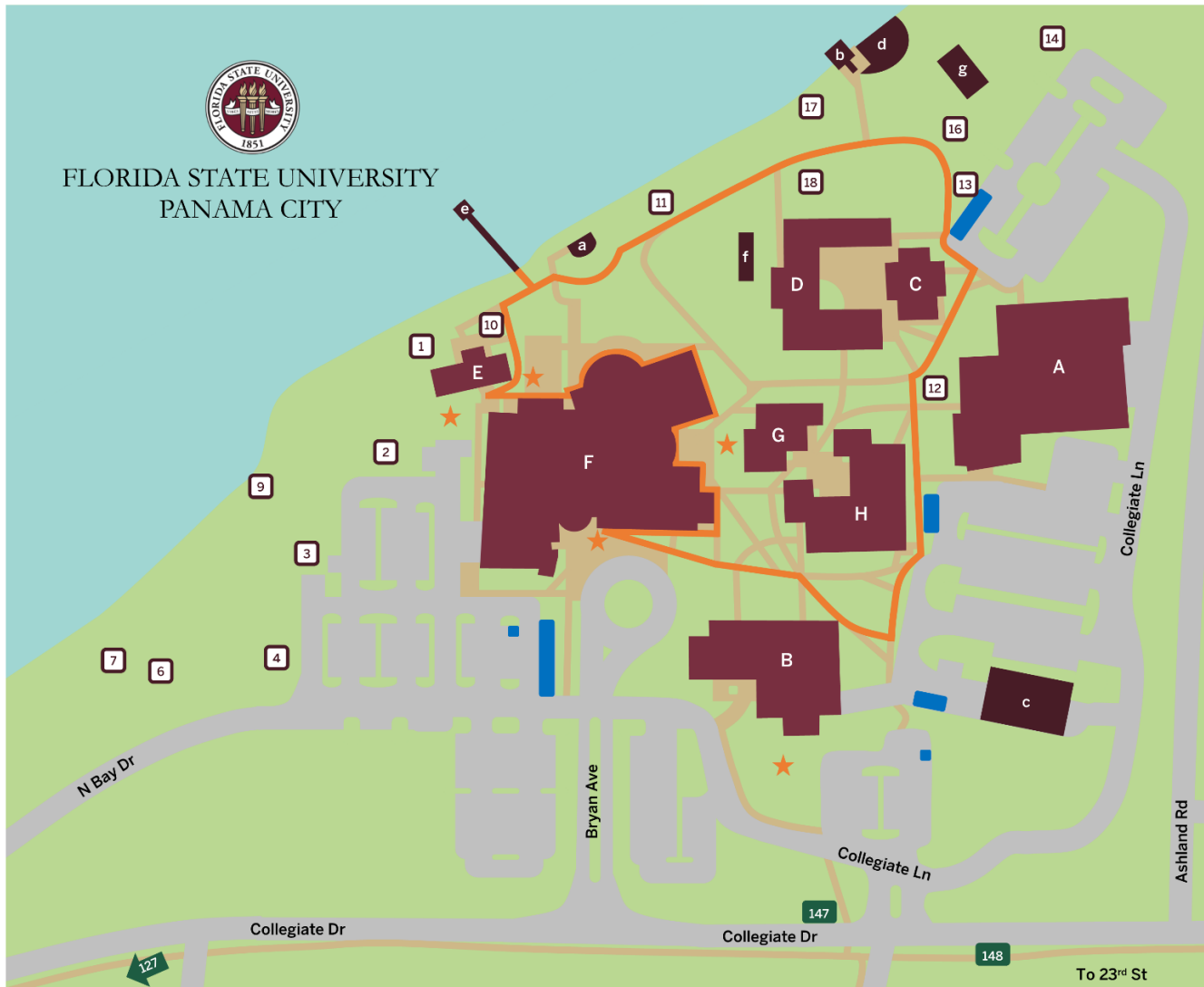Barron Building 215
850-770-2172

Student Government Council (SGC)
Barron Building 309
850-770-2194
sgc@pc.fsu.edu

Technical Services
Technology Building 142
850-770-2136

CAMPUS MAP

FLORIDA STATE UNIVERSITY
PANAMA CITY

BUILDINGS

A Administrative Services
- Mail Room
- Maintenance
- Police

B Barron Building
- Admissions & Records
- Bookstore
- Cashier
- Counseling Services
- Disability Services
- Dive Locker
- Student Affairs
- Student Government

C Bayside Auditorium

D Bayside Building
- Elementary Education
- Nurse Anesthesia

E Bland Conference Center

F Holley Academic Center
- Academic Advising & Student Success
- Cahall's Deli
- Center for Academic Excellence & Innovation
- Computer Labs
- Digital Design Studio
- Engineering Labs
- Grizzly Brew Coffee
- Lecture Hall
- Library & Learning Center
- Office of the Dean
- STEM Institute
- Veterans Study Room

G Office Building
- College of Applied Studies
- School of Business

H Technology Building
- Contracts & Grants
- Early Childhood Autism Program (ECAP)
- Information Technology Services

OUTDOOR RECREATION

a Amphitheater
b Back Deck
c Basketball Court
d Beachfront
Disc Golf Course
e Fishing Pier
f Horseshoe Court
g Sand Volleyball Court

TRANSPORTATION

- Bay Town Trolley
- Handicapped Parking
- Walking Path (0.5 miles)

★ FSU Panama City Legacy Walk

Updated: April 10, 2020