



**ACADEMIC
& PROFESSIONAL**
PROGRAM SERVICES

Registration Information

Phone: (850) 644-3801 Fax: (850) 644-3803 E-mail: register@campus.fsu.edu

1. Enrollment Options

- a. **Non-credit:** Most courses are available for non-credit enrollment. If you are interested in taking a course at FSU, but do not need to receive academic credit, **visit our website** to view available courses and register online.
- b. **Credit:** Follow steps 2-4 to complete academic credit admission and registration. Note: Courses offer either undergraduate or graduate credit. Course numbers of 5000 and above indicate graduate level.

2. University Admission

Individuals enrolling for academic credit must be admitted to the university prior to registering for credit courses. If you completed a credit course at Florida State within the last two semesters, you do not need to re-apply for admission. Go to step number 3.

- a. **Special Student:** This category is for individuals enrolling for academic credit, and who are either (1) not intending to pursue a degree or (2) have missed deadlines for admission to a degree program for the current semester. With permission from the appropriate department and dean, a limited number of credits taken as a special student may be transferred to a degree program upon acceptance; 15 undergraduate hours and 12 graduate hours.
- b. Complete the Special Student Biographical Form, Residency Affidavit, Health History Form, and the Course Registration Form. Include appropriate documentation of immunizations as required (see the second page of the Health History Form).

Special students are required to provide the university with all transcripts from previously attended higher education institutions no later than the end of the third week of the beginning of the term. All transcripts must be sent directly from the issuing institution.

If a degree has been received from FSU, transcripts from institutions attended prior to attending FSU do not have to be resubmitted.

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- c. **Degree-Seeking Student:** Individuals enrolling for academic credit and intending to pursue a degree must be admitted to the university as either undergraduate or graduate students. This is accomplished through application to the Office of Admissions and involves strict university deadlines. If you've missed the deadline, students may enter the university first as a special student and apply for degree seeking status while taking their initial course work. Enrollment as a special student does not guarantee acceptance to a degree program.
- d. **For More Information:** Call (850) 644-3801 register@campus.fsu.edu.

3. Special Florida State University Requirements for Registration

a. Request an FSU Card

Your official identification is your FSUCard, which you will use throughout your tenure at FSU. There will be a \$10.00 charge assessed to your account for this card.

- If you live **within** Leon, Gadsden, and Wakulla counties, you must obtain your FSUCard in person from the FSUCard Center, which is located on the FSU main campus. Be certain to bring a government issued photo ID with you such as a valid driver's license, Florida ID, military ID, or passport.

FSUCard Center, Tallahassee Main Campus
FSU Parking Garage
Corner of W. Call Street and Woodward Avenue
Tallahassee, FL 32306-4112
Hours: Mon - Fri, 8 a.m. - 5 p.m.
Phone: 850-644-7777

- If you live **outside** Bay, Leon, Gadsden, and Wakulla counties **complete the online FSUCard Application now**. Clicking this link will open a new window. Obtain your FSUCard by following the instructions: After submitting the FSUCard Application, you will receive an email within several hours that lists your FSUCard and library patron numbers. You will need these numbers to access the State University Systems Libraries. The card will be mailed to you within 5-7 business days. The FSUCard center can be reached by calling (850) 644-7777.

c. Generate your FSUID and Email account

Each member of the University community, whether faculty, staff, or student, is **required** to generate an FSUID. Students will find their FSUID provides convenient access to their course websites and other secure FSU applications (for example, Online Billing and Online Registration). It also includes your official email address, which the University uses for all communication to you.

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You are also responsible for checking your email address frequently. To obtain your account, **Activate your FSUID**. You'll need your Social Security Number and date of birth. Once completed, your FSU email address, username, and password will be displayed on your computer screen. **Write each of these down and keep them in a safe place.**

4. Academic Credit Registration

For your convenience, registration may be accomplished in any of the following ways:

- a. **Fax:** If you have been admitted to the university and have enrolled for academic credit within the last two terms, you may register by fax. Complete a Course Registration Form and fax to the registrar's office at (850) 644-3803.
- b. **Mail:** All students may mail their Special Student Admission forms and course requests. Current students (admitted to the university and enrolled within the last two terms) need only complete and submit the Course Registration Form. Mail your applications to the following address:

Attention Registrar
Academic and Professional Program Services
Florida State University
P. O. Box 3062550
Tallahassee, FL
32306-2550
- c. **Walk-In Registration:** The Academic and Professional Program Services Registration Office is open Monday through Friday from 8 a.m. to 5 p.m. and is located in Suite 3500 of the University Center C. You may initiate the admission and registration process any time during these hours. Please bring required documentation as specified on the Residency Affidavit and Health History Forms.
- d. **Add / Drop Deadlines:** Add/Drop ends on the fourth day of classes at midnight. Exceptions are made for students who have classes beginning after this date. Any change to a student's schedule, after this date, is subject to fee liability. Any drops after the seventh week of classes will be grade liable.

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5. Fee Payment

- a. There are 2 ways to pay your FSU tuition and fees:
 1. Pay on-line at **Online Fee Payment at FSU**
 2. Pay by mail: Mail your registration form with a check to:

Cashier
FSU Academic & Professional Program Services
Florida State University
296 Champions Way
P.O. Box 3062550
Tallahassee, FL 32306-2550
- b. **Intern Participation Certificates:** Signed certificates must be turned in to the registrar prior to the payment deadlines. *(Copies are not accepted.)*
- c. **Third Party Payment:** If a student's fees are to be paid by a third party, such as a county school system, written authorization must be received from the paying agency. The authorization must identify the agency agreeing to pay the fees, the student for whom the fees are being paid, the student's social security number, and the amount being authorized.
- d. **Cancellation Policy:** Individuals wishing to cancel their registration must drop his or her classes *before* the first day of classes, or must send a written request postmarked no later than the fifth day of classes to the Academic and Professional Program Services office. Please call (850) 644-3801 for more information.
- e. **Withdrawals:** Students needing to leave the University after the fifth day of the term must officially withdraw from the University no later than seven weeks prior to the last day of the semester or term. Students must contact the registration office by phone to initiate the Withdraw process. For more details, refer to the current term **Registration Guide**.

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