



Registration Information

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 4.

- a. **Non-Degree Student:** This category is for individuals enrolling for academic credit, and who are not intending to pursue a degree. All registration by non-degree students is on a space-available basis. With permission from the appropriate department and dean, a limited number of credits taken as a non-degree student may be transferred to a degree program upon acceptance; 15 undergraduate hours and 12 graduate hours.

Complete the Non-Degree Student Biographical Form, Residency Affidavit, Health Compliance Form, and the Course Registration Form. Include appropriate documentation of immunizations as required. **Non-Degree 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 to the office of the Center for Academic & Professional Development.** If a degree has been received from FSU, transcripts from institutions attended prior to attending FSU, and FSU, do not have to be resubmitted.

- b. **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. Enrollment as a non-degree student does not guarantee acceptance to a degree program.
- c. **For More Information:** Call (850) 644-3801 or contact register@capd.fsu.edu.

3. Special Florida State University Requirements for Registration

- a. **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. You are responsible for checking your email address frequently. As a part of the admission process, the Center for Academic and Professional Development will initiate the FSUID Registration process. You will receive an acceptance email with Instructions to activate your FSUID.

- b. **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 annual charge assessed to your account for this card. \$5.00 will be charged for the Spring semester and \$5.00 for the Fall semester.

- If you live within Leon, Gadsden or 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.

FSU Card 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 or Wakulla counties you may obtain your FSUCard via email. Email the FSUCard Agreement, photo ID (Driver's License, Passport, etc.) and your mailing address to fsucard@fsu.edu. Do NOT include sensitive personal information (Social Security Number, etc.) in this email. An FSUCard Center representative will contact you if additional information is needed. 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.

4. Academic Credit Registration

Once you have been notified of your admission and have your email account, you may register in any of the following ways.

- Online:** Register online under 'Registration Tools'. Check for your 'Enrollment Appointments'.
- 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 CAPD registrar at (850) 644-3803.
- Mail:** All students may mail their Non-Degree 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
 The Center for Academic & Professional Development
 Florida State University
 P. O. Box 3061640
 Tallahassee, FL
 32306-1640

- Walk-In Registration:** The Center for Academic & Professional Development Registration Office is open Monday through Friday from 8 a.m. to 5 p.m. and is located in the Florida State Conference Center at 555 W. Pensacola St.. You may initiate the admission and registration process and pay your fees any time during these hours. Please bring required documentation as specified on the Residency Affidavit and Health History Forms.
- 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.

5. Fee Payment

There are 2 ways to pay your FSU tuition and fees:

1. Pay online at <http://fees.fsu.edu>.
 2. Pay by mail: Mail your registration form with a check to:
 Cashier
 The Center for Academic & Professional Development
 555 West Pensacola Street
 P. O. Box 3061640
 Tallahassee, FL 32306-1640
- Intern Participation Certificates:** Signed certificates must be turned in to the registrar prior to the payment deadlines. (Copies are not accepted.)
 - 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 prior to the payment deadline. 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.
 - Cancellation Policy:** Individuals wishing to cancel their registration must drop his or her classes by the drop/add deadline, or must send a written request postmarked no later than the fourth day of classes to the CAPD office. Please call (850) 644-3801 for more information.
 - Withdrawals:** Students needing to leave the University after the fourth day of the term must officially withdraw from the University. Students must contact the University Withdrawal Services (850-644-1741) to initiate the Withdraw process. For more details, refer to the current term Registration Guide.

The Center for Academic & Professional Development

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