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Current student Check-in for Fall 2010 opens on June 8.

All students are required to verify their personal information prior to registering each term. This is also how you get your specific time to register. To access the Hamilton Holt Check-In, log into FoxLink and select the Holt Student tab. You may check-in once you have activated your account. You will automatically receive your registration time on the screen and by email (your Rollins Account). You will not be able to register until this process is complete.

Please see the individual calendars for registration periods and term start dates.

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Campus Holidays

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December 14

Questions? Comments? E-mail

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Graduate Counseling

Graduate Counseling

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Rollins College

Graduate Studies in Counseling

Schedule update
on:
10/12/2010
10:10:21 AM

Fall 2010 Schedule of Classes

Holt School Registration Check-in will open for all students June 9.
Each student must verify (and update if needed) their contact information to receive a registration time period. You will not be able to register if you do not complete this process. Check-in starts two weeks prior to registration and applies only to current Holt School undergraduate and graduate students.

To check in, Log into FoxLink and go to the Student tab and select the *Hamilton Holt Registration Check-in* link.

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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Filled	90586 CPY 510 1	Foundations of Mental Health	3	04:00p-06:30p	CSS 230	T	Alicia Homrich	
Filled	90587 CPY 510 2	Foundations of Mental Health	3	06:45p-09:15p	CSS 230	T	Alicia Homrich	
Open	90588 CPY 515 1	Fund Statistics & Research	3	06:45p-09:15p	CSS 232	M	Heather Horne	
Open	90589 CPY 515 2	Fund Statistics & Research	3	06:45p-09:15p	CSS 226	R	Heather Horne	
Filled	90582 CPY 520 1	Group Dynamics	3	04:00p-06:30p	CSS 226	M	Derrick Paladino	Breakout Room-CSS 231
Filled	90585 CPY 520 2	Group Dynamics	3	04:00p-06:30p	CSS 232	R	Judith Provost	Breakout Room-CSS 231
Open	90590 CPY 538 1	Psychosoc & Multicult Theories	3	06:45p-09:45p	CSS 229	T	Samuel Sanabria	
Filled	90591 CPY 538 2	Psychosoc & Multicult Theories	3	06:45p-09:45p	CSS 229	M	Kathryn Norsworthy	
Filled	90592 CPY 550 1	Dynam Marr/Relatnshp/Family	3	04:00p-06:30p	CSS 226	T	Burt Bertram	
Open	90593 CPY 550 2	Dynam Marr/Relatnshp/Family	3	04:00p-06:30p	CSS 229	M	Leigh deArmas	
Filled	91168 CPY 599 I1	DIS: Research Practicum	1.5	-			Alicia Homrich	
Canceled	90596 CPY 662 1	CnsIng Contemp College Student	3	-				
Open	90594 PSY 551 1	Psychopathology	3	04:00p-06:30p	CSS 226	W	Samuel Sanabria	
Filled	90595 PSY 551 2	Psychopathology	3	06:45p-09:15p	CSS 230	W	Anthony Schefstad	
Filled	90839 PSY 680 1	Practicum & Internship I	5	12:00p-05:00p		W	Alicia Homrich	
Filled	90841 PSY 680 2	Practicum & Internship I	5	01:00p-03:30p		T	Burt Bertram	
Filled	90843 PSY 680 3	Practicum & Internship I	5	02:00p-04:30p		R	Derrick Paladino	
Filled	90846 PSY 680 4	Practicum & Internship I	5	06:45p-09:15p	CSS 231	M	Anthony Schefstad	
Filled	90855 PSY 680 5	Practicum & Internship I	5	01:00p-06:30p		T	Kathryn Norsworthy	
Filled	90857 PSY 680 6	Practicum & Internship I	5	04:00p-06:30p		R	Samuel Sanabria	
Canceled	90840 PSY 695 1	Internship: Mental Health	5	-				
Canceled	90842 PSY 695 2	Internship: Mental Health	5	-				
Canceled	90844 PSY 695 3	Internship: Mental Health	5	-				
Canceled	90845 PSY 695 4	Internship: Mental Health	5	-				
Canceled	90856 PSY 695 5	Internship: Mental Health	5	-				
Canceled	90858 PSY 695 6	Internship: Mental Health	5	-				



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Fall 2010

Session Beginning and Ending Dates

Some courses are offered in an intensive format with starting and ending dates as published. Final examinations will be given during the last schedule class meeting of all courses unless otherwise stated by instructor.

Term Begins: Wednesday, September 1
Term Ends: Monday, December 13

Registration and Other Important Dates

June 8	Mandatory Pre-registration Check-In opens at 12:00 pm and closes at 5:00 pm July 30. Check-in instructions provided in FoxLink.
June 22 & 23	Online registration begins at noon on the published first date of each registration period and ends at midnight on the last published date. Staff support is available noon until 6:30 p.m. on the first day and 8:30 a.m. - 5:00 p.m. for the remainder of the registration period.
TBD	New Students will receive a letter in mid-July detailing registration and orientation.
July 30	Tuition payment due by 5:00 p.m. NOTE: Credit Card payments (MasterCard, Discover, or American Express only) are accepted on-line only and are subject to additional fees. There is a Late Payment Fee of \$75 after this date.
August 31	New Student Orientation Thomas P. Johnson Student Resource Building Galloway Room 4:30-7:00 p.m

Holidays

No Classes on the following dates:
September 6 Labor Day
Nov 24, 25, 26 Thanksgiving Holiday (Holt office closed 25th & 26th)

Refund and Withdrawal Policies and Deadlines

Withdrawal deadlines are strictly enforced by the Hamilton Holt School. Tuition refunds for withdrawals after the stated deadline will not be granted for:

- change in job assignment (duties, hours, travel, etc.)
- change in financial aid status and/or eligibility if not reported in writing to the Holt Office by the end of the first week of classes
- lack of prerequisite knowledge or coursework
- personal or family crisis or illness
- relocation out of the area

Withdrawal exceptions are extremely rare and may be granted only by the Director of the Graduate Counseling Program.

Withdrawal and refund deadlines will differ for courses offered on an intensive format. Generally, 50% for withdrawal before the second scheduled class meeting.

Tuition Refund Schedule

All withdrawals must be submitted in writing to the Holt School Office. Tuition credit is first applied to existing unpaid balance. No refunds after published dates.

Refund Schedule

- 100% Before Classes Begin (Before first published meeting date)
- 75% September 2-7
- 50% September 8-13

Withdrawal without Academic Penalty Dates

October 27, 2010 for full-term courses.

Deadline for withdrawal from intensive courses is the Monday following the mid-point class meeting. Withdrawals must be submitted in writing to the Graduate Coordinator in the Holt School Office.

Grades Due to Holt School

December 14, at 9:00 am

Students may view grades through Campus Foxlink as they are received and posted in the Holt School Office. Unofficial grade reports and transcripts may be downloaded directly from Campus Foxlink. Official transcript copies may be requested in writing from the Holt School Office for a nominal fee.

The Holt School will not release grades to anyone over the phone.



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Fall 2010

Descriptions below pertain to the current term only. Please see the Graduate Studies Catalog for a complete list of descriptions.

CPY 510 Foundations in Mental Health Counseling [3]
An overview of the field of mental health counseling. Students explore historic, philosophical, and sociocultural trends in mental health counseling. Topics include: professional roles, functions, specialties, employment trends, preparation standards, credentialing, and ethical standards. An experiential portion of this course will introduce students to basic counseling skills. CPY 510 is a prerequisite to all other courses.

CPY 515 Fundamentals of Statistics, Research and Program Evaluation [3]
This course teaches students to be informed consumers of professional research. Basic statistics, fundamentals of research design, research-report development, program evaluation, needs assessment, and ethical and legal aspects of research are explored. The course focuses on interpretation of research data and appropriate application to professional practice.

CPY 520 Group Dynamics and Process [3]
This course examines group dynamics and group membership skills. Additionally, students examine various types of counseling groups and related issues such as group stages, ethical considerations, leader behavior, and appropriate groups for particular populations. Students are provided an opportunity to participate in a small group to promote self-awareness, interpersonal skills, and an understanding of group skills and techniques. CPY 520 is a prerequisite to all other courses.

CPY 538 Psychosocial and Multicultural Theories and Issues [3]
This course is designed to address the social and political context of counseling individuals, families, and groups with diverse identities and social locations. Other areas of investigation include the intersections of race, ethnicity, class, gender, sexual orientation, age, physical ability, and the impact of oppression. Intercultural communication patterns and multicultural counseling theory and practice are emphasized, along with the role of the counselor as an advocate, ally, and agent of social change. Prerequisite: CPY 525 or permission.

CPY 550 Dynamics of Marriage, Relationship, and Family Systems [3]
This course examines theoretical approaches including major systems theories, strategies, and techniques of family and relationship therapy. A survey of the development of family and relationship counseling and proponents of the field are studied. Issues of conflict and ethical considerations are examined. The impact of cultural and societal forces upon the family system are explored. Prerequisite: CPY 530 or permission.

PSY 551 Psychopathology: Diagnosis and Assessment of Abnormal Behavior [3]
This course focuses on providing knowledge and skills in the effective use of interview and examination, systematic observation of client behavior, correct application of psychological constructs and appraisals, recognition and classification of major syndromes of psychopathology, diagnostic schema and the prevalence of mental disorder. Students also learn how to diagnose dysfunctional behavior according to the current Diagnostic and Statistical Manual. For the purpose of identifying effects and side-effects of prescribed psychotropic medications, the basic classifications,

indications, and contraindications of commonly prescribed psychopharmacological medications are surveyed.
Prerequisites: CPY 515 and CPY 530, or permission.

PSY 680 Practicum and Internship I in a Clinical Mental Health Setting [3]
Course objectives are to help students develop effective individual and group counseling skills. Students are expected to demonstrate an effective counseling style based upon personal strengths, sound professional principles, and a personally defined philosophy and system of counseling. This course involves on-site experience, individual supervision by faculty, and weekly seminars. Lab fee will be assessed. Prerequisites: Completion of all coursework.

PSY 695 Internship II in a Clinical Mental Health Setting [1-5]
This course provides students the opportunity to perform under supervision a variety of activities regularly employed professional staff perform in a clinical mental health setting. Internships extend from fall through spring terms and accrue the remaining 1,000 hours of required clinical experience beyond the practicum experience. Participation in on-campus group supervision and seminars and individual supervision by faculty and site are required. Students must apply and be approved to enter this portion of the degree program. Prerequisite: Completion of all coursework.



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Rollins College

Graduate Studies in Education

Schedule update on:
10/12/2010 10:10:21 AM

Fall 2010 Schedule of Classes

Holt School Registration Check-in will open for all students June 9.
Each student must verify (and update if needed) their contact information to receive a registration time period. You will not be able to register if you do not complete this process. Check-in starts two weeks prior to registration and applies only to current Holt School undergraduate and graduate students.

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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Open	90533 EDU 500 1	Pre-Internship Field Experienc	1	-			John Hewit	
Open	90534 EDU 504 1	Psychological Foundations	3	04:00p-06:30p	CSS 222	R	Giovanni Valiante	
Filled	90999 EDU 509 I1	DIS: Foundations of Reading	3	-			Margot Fadool	
Open	90535 EDU 513 1	Curriculum Thry & Sch Prgm	3	04:00p-06:30p	CSS 222	T	Madeline Kovarik	
Open	90536 EDU 517 1	Teaching (Subj) Secon Schools	2	04:00p-06:30p	CSS 232	M	John Hewit	Co-requisite: EDU 517L.
Open	90537 EDU 517L 1X	Field Experience Second School	1	-				Co-requisite: EDU 517.
Open	90538 EDU 533 1	Student Teach: Elementary	9	08:00a-03:00p		MTWRF	Madeline Kovarik	Co-requisite: EDU 540.
Open	90539 EDU 534 1	Student Teach: Secondary	9	08:00a-03:00p		MTWRF	Madeline Kovarik	Co-requisite: EDU 540.
Filled	91136 EDU 536 I1	DIS: Research in Education	3	-			Wendy Brandon	
Open	90540 EDU 540 1X	Teacher Competencies	3	04:00p-06:30p	CSS 222	W	Madeline Kovarik	Co-requisite: EDU 533 or 534.
Open	90541 EDU 575 1	Diagnostic Techniq in Reading	3	06:30p-09:15p	CSS 222	W	Joyce Clark	
Open	90921 EDU 590 1A	Teaching in 21st Cent. Classrm	3	06:45p-09:15p	CSS 222	R	Trevor Honohan	
Open	90955 EDU 590 1B	Literacy Coaching: Grp Dyn Ldr	3	04:00p-06:30p	CSS 232	W	Joyce Clark	
Canceled	90572 EDU 599 I1	Literacy Coaching: Grp Dyn Ldr	3	-				
Open	90954 EDU 599 I2	DIS:Research in Child Lit	2	-				
Filled	90967 EDU 599 I3	DIS: Qual Research on Alt Ed	6	-			Wendy Brandon	
Filled	91026 EDU 599 I4	DIS: Demonstration Accomp. Rdg	3	-			Joyce Clark	
Filled	91156 EDU 599 I5	Qualitative Research-Study	3	-			Wendy Brandon	
Filled	91161 EDU 599 I6	DIS: Research & Thesis	3	-			Wendy Brandon	
Canceled	90542 EED 563 1	Teaching Mathematics in El Sch	3	-				Co-requisite: EED 563L.
Open	90995 EED 563 I1	DIS: Teaching Math in Elem Sch	3	04:00p-06:30p	CSS 170	T	Stefani Bertino	
Canceled	90543 EED 563L 1	Elementary Sci Mathematics Lab	1	-				Co-requisite: EED 563.
Open	90996 EED 563L I2	DIS: Elem School Math Lab	1	-			Stefani Bertino	
Open	90544 EED 564 1	Teaching Elem Sch Science	3	07:00p-09:30p	CSS 222	T	Kelly Gooden	
Open	90545 EED 567 1	Health & PE Pgms Elem Schools	2	06:45p-08:00p	ASC 109	R	Richard Morris	



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Session Beginning and Ending Dates

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Term Begins: Monday, August 23
Term Ends: Friday, December 9

Registration and Other Important Dates

June 8	Mandatory Pre-registration Check-In opens at 12:00 pm and closes at 5:00 pm July 30. Check-in instructions provided in FoxLink.
June 22 - July 30	Online registration for current students begins at 12:00 noon on June 22 and ends at 5:00pm July 30.
July 30	Tuition payemnt due by 5:00 pm. NOTE: Credit Card payments (MasterCard, Discover, or American Express only) are accepted on-line only and are subject to additional fees. Late payment penalties include an initial fee of \$75 and \$50 per month until the end of term or the balance is paid in full.

Holidays

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- lack of prerequisite knowledge or coursework
- personal or family crisis or illness
- relocation out of the area

Withdrawal exceptions are extremely rare and may be granted only by the Director of the Graduate Education Program.

Withdrawal and refund deadlines will differ for courses offered on an intensive format. Generally, 50% for withdrawal before the second scheduled class meeting.

Tuition Refund Schedule

All withdrawals must be submitted in writing to the Holt School Office. Tuition credit is first applied to

existing unpaid balance. No refunds after published dates.

Refund Schedule

- 100% Before Classes Begin (Before first published meeting date)
- 75% August 30
- 50% September

Withdrawal without Academic Penalty Dates

October 29, 2010 for full-term courses.

Deadline for withdrawal from intensive courses is the Monday following the mid-point class meeting. Withdrawals must be submitted in writing to the Graduate Coordinator in the Holt School Office.

Grades Due to Holt School

December 14, at 9:00 am

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Descriptions below pertain to the Fall term only. Please see the Graduate Studies Catalog for a complete list of descriptions.

EDU 500: Pre-Internship Field Experience [1]
Provides an opportunity for students planning to teach to gain insight into the education process as it exists in the schools. The course consists of two components: 1) directed observation and field experience which requires a student to spend a minimum of 60 hours in an approved school; 2) development and practice of specific skills in the following areas: communication skills, analyzing classroom verbal interaction, classroom management, analyzing classroom leadership styles, writing behavioral objectives, and developing lesson plans. Course is required for all students in programs leading to elementary certification. Prerequisite: must be in at least second full semester of M.A.T. program.

EDU 504: Psychological Foundations of Education [3]
Presents an application of psychological principles to learning by children and adolescents in school contexts. Special topics include child and adolescent development, human motivation, and implications for teaching strategies.

EDU 513: Curriculum Theory for Diverse Learners [3]
This course addresses school organization and curriculum development in elementary and secondary schools including instructional goals and basic teaching strategies. This course is a designated ESOL stand-alone course in the Department of Education and emphasizes curricular adaptations for Limited English Proficiency (LEP) and ESOL materials. The skills and competencies covered in this course are indicated on the syllabus.

EDU 517: Teaching (Particular Subject) in Secondary Schools [3]
Examines special methods for teaching at the middle or secondary level. The course covers instructional techniques and classroom materials in the designated subject and includes special problems associated with classroom testing and teaching the "at-risk" learner. To be taken the semester before student teaching and with EDU 517L.

EDU 517L: Field Experience in Secondary Education [1.5]
A pre-internship field experience. A minimum of four hours a week in a middle or secondary school is required. To be taken with EDU 517.

EDU 533: Student Teaching: Elementary [9]
A student teaching internship offered at the elementary level. A nine-semester-hour experience requiring teaching in a public or private school. This course requires prior application to the director of student teaching (deadlines for each term are published). This experience is fully explained in the Student Teaching Handbook available from Graduate Studies.

EDU 534: Student Teaching: Secondary [9]
A student teaching internship offered at the secondary level. A nine-semester-hour experience requiring teaching in a public or private school. This course requires prior application to the director of student teaching (deadlines for each term are published). This experience is fully explained in the Student Teaching Handbook available from Graduate Studies.

EDU 540: Seminar in Classroom Management [3]
A survey course, taken during the student teaching semester, helps to prepare future teachers in the planning of

instruction, organization of classrooms, and the management of student learning. Beyond the day-to-day items facing the teachers, this course examines topics pertaining to teaching such as child abuse, assessments, and job-hunting skills. The ETEP portfolio based on the Florida Educator Accomplished Practices must be completed at the performance level. Concurrent with EDU 533 or EDU 534. Formerly: Beginning Teacher Competencies.

EDU 575: Diagnostic Techniques in Reading [3]

This course examines a variety of testing available to classroom teachers to diagnose and improve reading instruction. Students will administer diagnostic instruments and design and implement curriculum to improve the student's reading skills. Prerequisite/Corequisite: EDU 509.

EED 563: Teaching Mathematics in Elementary School [3]

Focuses on the NCTM standards for the teaching of elementary mathematics. Major topics include the use of manipulatives, calculators, the real number system, informal and formal geometry, basic facts and algorithms, measurement and metrics, and problem solving.

EED 563L: Elementary School Mathematics Lab [1]

Problem solving sessions that utilize basic mathematical concepts introduced in EED 563. The use of manipulatives facilitates understanding of various number systems, measurements, and algorithms.

EED 564: Teaching Elementary School Science [3]

Reviews special methods of teaching science to elementary school pupils. A learning cycle approach is used stressing activity-oriented science and basic science concepts. Performance assessment will be utilized throughout the class.


EED 567: Health and Physical Education Programs in Elementary Schools [2]

Reviews special methods for physical activities for children, concepts and materials of health education, and the values underlying programs of personal fitness for children.



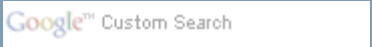
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Rollins College Graduate Studies

Master of Human Resources

Schedule update on:
10/12/2010 10:10:21 AM

Fall 2010 Schedule of Classes

Holt School Registration Check-in will open for all students June 9.
Each student must verify (and update if needed) their contact information to receive a registration time period. You will not be able to register if you do not complete this process. Check-in starts two weeks prior to registration and applies only to current Holt School undergraduate and graduate students.

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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Filled	90849 MHR 500 1	Strategic HR Management	4	06:45p-09:15p	CSS 170	T	Donald Rogers	
Filled	90850 MHR 515 1	Recruitmnt, Selection, Retentn	4	06:45p-09:15p	HHS AUD	M	Robert Smither	
Filled	90851 MHR 538 1	HR Leadership	4	06:45p-09:15p	FAIRBK 116	M	Richard Bommelje	
Open	90852 MHR 542 1	Team Building	4	06:45p-09:15p	BUSH 162	T	Paul Harris John Houston	
Open	90853 MHR 557 1	Compensation Management	4	06:45p-09:15p	LODGE REEVES	W	Arthur Harris	
Open	90854 MHR 610 1	Managing the HR Department	4	06:45p-09:15p	CSS 231	R	Daniel Carricato	



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Session Beginning and Ending Dates

Some courses are offered in an intensive format with starting and ending dates as published. Final examinations will be given during the last schedule class meeting of all courses unless otherwise stated by instructor.

Term Begins:	Monday, August 23 (Full-term courses only. Check schedule for intensive course dates.)
Term Ends:	Tuesday classes, November 30. Monday/Wednesday/Thursday, December 6, 8, 9.

Important Dates

August 28:	Last day to submit independent study proposals.
September 14:	Last day to submit graduate petition (\$75 fee)

Registration Dates

June 22 - July 30	Online registration. (All formally accepted MHR degree students that have taken a core course.) Begins at 12:00 noon on June 22 and ends at 5:00pm July 30.
July 29 - 30	New Student Registration: Walk-in at Hamilton Holt School, 4:00 p.m. to 6:00 p.m.
July 30	Tuition Due by 5:00p.m. NOTE: Credit Card payments are accepted on-line only and are subject to additional fees. Late payment penalties include an initial fee of \$75, and \$50 per month until the end of the term or the balance is paid in full. This will be applied to all payments received after the payment deadline.

Holidays

September 6	Labor Day Holiday (no classes. Holt School office closed).
November 24, 25, 26	Thanksgiving Holiday (no classes. Holt School office closed 25th and 26th).

Refund and Withdrawal Policies and Deadlines

Withdrawal deadlines are strictly enforced by the Hamilton Holt School. Tuition refunds for withdrawals after the stated deadline will not be granted for:

- change in job assignment (duties, hours, travel, etc.)
- change in financial aid status and/or eligibility if not reported in writing to the Holt Office by the end of the first week of classes
- lack of prerequisite knowledge or coursework
- personal or family crisis or illness
- relocation out of the area

Withdrawal exceptions are extremely rare and may be granted only by the Director of the Master in

Human Resources Program.

Withdrawal and refund deadlines will differ for courses offered on an intensive format. Generally, 50% for withdrawal before the second scheduled class meeting.

Tuition Refund Schedule

All withdrawals must be submitted in writing to the Holt School Office. Tuition credit is first applied to existing unpaid balance. No refunds after published dates.

Full Term Courses:

- 100% Refund: Before the first class. All sessions. Must withdraw in writing before the first scheduled class meeting.
- 75% Refund: August 31. Must withdraw in writing (full-term courses only).
- 50% Refund: September 7. Must withdraw in writing (full-term courses only).
- 25% Refund: September 13. Must withdraw in writing (full-term courses only).

Intensive Courses:

- 100% Refund: Must withdraw in writing before the first scheduled class meeting.
- 50% Refund: Must withdraw in writing before the second scheduled class meeting.

Withdrawal without Academic Penalty Dates

- October 29, 2010. Must withdraw in writing (full-term courses only).
- Intensive courses: Must withdraw before the Monday following the mid-point class meeting

Withdrawals must be submitted in writing to the Graduate Coordinator in the Holt School Office.

Grades Due to Holt School

9:00 a.m. on December 14

Students may view grades through Foxlink. Grades are posted the same day that they are received in the Holt School Office. Unofficial grade reports and transcripts may be downloaded directly from Foxlink. Official transcript may be requested in writing from the Holt School Office for a nominal fee.

The Holt School will not release grades to anyone over the phone.





Course Descriptions

Human Resources Schedule of Classes

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Descriptions of courses offered through the graduate programs of the Hamilton Holt School are listed alphabetically by prefix, and then numerically. Note that all courses are not offered every term.

MHR 500: Strategic Human Resource Management [4]
Provides an overview of the Human Resources (HR) Profession. Emphasizes strategic thinking concepts (e.g.: human capital theory, value added, best practices, distinctive competencies, competitive advantages, return on investment) and tools (e.g.: vision, values, assessment, design, implementation, evaluation). Explores the process of Human Resource Management (HRM) from a strategic perspective using case studies.

MHR 515: Recruitment, Selection, and Retention [4]
Various methods for recruiting, selecting, and retaining employees. Topics include equal employment opportunity; human resource planning; determination of staffing needs; internal and external recruitment strategies; selection interviews, tests, and assessment procedures; placement, promotion, and transfer policies; and retention strategies.

MHR 538: HR Leadership [4]
A personal effectiveness course focusing on the cultivation of leadership attributes, skills and knowledge. Topics include a review of leadership theory, leadership development models, and leadership education. Students will design leadership development programs.

MHR 542: Team Building [4]
Theories of cooperation, participatory decision-making, and collaborative learning are used to develop strategies for creating and improving the operational performance of work teams. The course will be taught from both the group-process and information technology perspectives.

MHR 557: Compensation Management [4]
The design and administration of compensation and benefit packages. Course content includes financial analysis of compensation packages, economics of compensation, executive compensation, mandated benefits, and control of costs. The course will be taught from a managerial perspective focusing on issues of equity, incentive, and risk.

MHR 610: Managing the Human Resource Department [4]
This course looks at the field of human resources from a department leadership perspective. Using the case method, students will develop a problem solving approach to issues that affect organizational effectiveness and employee development.





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Liberal Studies Schedule of Classes

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- [Term Syllabi](#)



Rollins College Graduate Studies

Master of Liberal Studies

Schedule update on:
10/12/2010 10:10:21 AM

Fall 2010 Schedule of Classes


Holt School Registration Check-in will open for all students June 9.
Each student must verify (and update if needed) their contact information to receive a registration time period. You will not be able to register if you do not complete this process. Check-in starts two weeks prior to registration and applies only to current Holt School undergraduate and graduate students.

To check in, Log into FoxLink and go to the Student tab and select the *Hamilton Holt Registration Check-in* link.

[Calendar](#) [Course Descriptions](#) [Syllabi](#) [Textbook Lookup](#)

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday


Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Filled	91170 MLS 580M I1	RSCH: Medieval Theatre	1.34	-			Gregory Cavanaugh	
Open	90557 MLS 592 1	Rococo to Revolution	4	06:45p-09:15p	CSS 167	W	Susan Libby	
Open	90558 MLS 593 1	Love and Desire in Judaism	4	06:45p-09:15p	CSS 167	T	Yudit Greenberg	
Open	90553 MLS 602 1	The Human Order	4	06:45p-09:15p	SULLV HSE	M	Scott Rubarth	
Open	90554 MLS 604 1	The Origins of Modernity	4	06:45p-09:15p	CSS 167	R	R. Levis	
Open	90555 MLS 606 1	Masterpieces Modern Literature	4	06:45p-09:15p	CSS 167	M	Gail Sinclair	
Filled	90948 MLS 680 I1	Reading French in Soc. Science	4	-			Patricia Lancaster	
Filled	90986 MLS 680 I3	Independent Study	4	-			Creston Davis	
Filled	90987 MLS 680 I4	Independent Study	4	-			Robert Stephenson	
Filled	90988 MLS 680 I5	Independent Study	4	04:30p-06:30p	CSS 231	W	Patricia Lancaster	
Filled	90989 MLS 680 I6	Independent Study	4	-			Creston Davis	
Filled	90990 MLS 680 I7	Independent Study	4	-			Claire Strom	
Filled	90991 MLS 680 I8	Independent Study	4	-			Joseph Siry	
Filled	90984 MLS 691 I1	MLS Thesis Extension	4	-			Sharon Carnahan	
Filled	90985 MLS 691 I2	MLS Thesis Extension	4	-			Patricia Lancaster	
Filled	91162 MLS 691 I3	MLS Thesis Extension	4	-			Jennifer Cavanaugh	
Filled	91163 MLS 691 I4	MLS Thesis Extension	4	-			Joseph Siry	
Open	90556 MLS 574M 1	Gnostic Gospels	1.34	06:45p-09:15p	KMC 1	W	Patrick Powers	Course meets September 1 - 29.
Open	90559 MLS 593M 1	The Sisters' Arts: Woolf-Bell	1.34	06:45p-09:15p	ORLAN 215	W	Jean Phelan	Course meets Oct 20 - Nov 17.



R-NET

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Fall 2010

Session Beginning and Ending Dates

Some courses are offered in an intensive format with starting and ending dates as published. Final examinations will be given during the last schedule class meeting of all courses unless otherwise stated by instructor.

Term Begins:

Monday, August 23

(Full-term courses only. Check schedule for instensive course dates.)

Term Ends:

Tuesday classes, November 30

Monday/Wednesday/Thursday, December 6, 7, & 8.

Important Dates

August 28: Last day to submit independent study proposals.

September 15: Last day to submit graduate petition (\$100 fee)

Registration Dates

June 22 -

Online registration. (All formally accepted MLS degree students who have taken a core course.) Begins at 12:00 noon on

July 30

June 22 and ends at 5:00pm on July 30.

July 30

Tuition Due by 5:00 p.m.

Note: Credit Card payments are accepted on-line only and are subject to additional fees.

Late payment penalties include an initial fee of \$75, and \$50 per month until the end of the term or the balance is paid in full. This will be applied to all payments received after the payment deadline.

Holidays

September 6

Labor Day Holiday (No classes - Holt School closed)

November 24, 25, & 26

Thanksgiving Holiday (No classes - Holt School closed 25th & 26th)

Refund and Withdrawal Policies and Deadlines

Withdrawal deadlines are strictly enforced by the Hamilton Holt School. Tuition refunds for withdrawals after the stated deadline will not be granted for:

change in job assignment (duties, hours, travel, etc.)

change in financial aid status and/or eligibility if not reported in writing to the Holt Office by the end of the first week of classes

lack of prerequisite knowledge or coursework

personal or family crisis or illness

relocation out of the area

Withdrawal exceptions are extremely rare and may be granted only by the Director of the Master of Liberal Studies Program.

Withdrawal and refund deadlines will differ for courses offered on an intensive format. Generally, 50% for withdrawal

http://r-net.rollins.edu/holt/schedule-graduate/mls/calendar.html[10/12/2010 11:10:14 AM]

before the second scheduled class meeting

Tuition Refund Schedule

All withdrawals must be submitted in writing to the Holt School Office. Tuition credit is first applied to existing unpaid balance. No refunds after published dates.

Full Term Courses:

- 100% Refund: Before classes begin. All sessions. Must withdraw in writing before the first scheduled class meeting.
- 75% Refund: August 30. Must withdraw in writing (full-term courses only).
- 50% Refund: September 7. Must withdraw in writing (full-term courses only).
- 25% Refund: September 13. Must withdraw in writing (full-term courses only).

Masterworks and Intensive Courses:

- 100% Refund: Must withdraw in writing before the first scheduled class meeting.
- 50% Refund: Must withdraw in writing before the second scheduled class meeting.

Withdrawal without Academic Penalty Dates

- October 29, 2010: Full-term courses only.
- Intensive courses only: Monday following the scheduled mid-point class meeting.
- Masterworks courses only: Before the fourth scheduled class meeting.

Withdrawals must be submitted in writing to the Graduate Coordinator in the Holt School Office.

Grades Due to Holt School

- * 9:00 a.m. on December 14

Students may view grades through Foxlink. Grades are posted the same day that they are received in the Holt School Office. Unofficial grade reports and transcripts may be downloaded directly from Foxlink. Official transcripts may be requested in writing from the Holt School Office for a nominal fee.

The Holt School will not release grades to anyone over the phone.



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Course Descriptions

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Descriptions of courses offered through the graduate programs of the Hamilton Holt School are listed alphabetically by prefix, and then numerically. Note that all courses are not offered every term.

MLS 574M: Gnostic Gospels [1.34]

Who were the Gnostics? Were they heretics or were they ancient visionaries who possessed the keys to the deepest secrets of Christianity? Where did they come from? Did they leave any descendants? Why were they suppressed by the early Church? And why do their ideas keep reappearing throughout history? We will find the answers to these and other questions in our course.

MLS 592: Rococo to Revolution [4]

Examines the dramatic changes that took place in French 18th century visual culture, focusing on issues of gender, race, and power. Visual culture includes not only art and architecture, but fashion, interior decoration, and landscape gardening. We will explore representations of kingship and queenship, women's empowerment within the restrictions of 18th century gender roles, and images of slavery in an age of liberty, among other areas.

MLS 593: Love and Desire in Judaism [4]

Surveys and examines representations of love and desire in the history of Judaism from the biblical period to contemporary times. Through readings of classical religious texts and contemporary accounts, analyzes central Jewish values and social roles in light of contemporary culture.

MLS 593M: The Sisters' Arts: Woolf-Bell [1.34]

Virginia Woolf wanted "to invent a new form" for the novel and her sister, Vanessa Bell, wanted to break up the picture plane and experiment with color. United by this common interest in the IMAGE and in the importance of LOOKING (having an "insatiable eye") the sisters were, nonetheless, uncomfortably competitive. The premise of this brief visit to the avant-garde world that Woolf and Bell shared with other writers, painters, and thinkers of their time is to leave you eager for a longer trip. A note on Bloomsbury: Leonard Woolf (Virginia's husband) remarked that Bloomsbury was simply a "group of friends" who gathered to discuss art, politics and philosophy, and each other. Most the members became well-known writers, painters, and critics. Some of you may have studied the economist, Maynard Keynes, who was a participant. The gatherings began early in the 20th Century, continued through WW1 and beyond. Bloomsbury takes its name from a neighborhood of London.

MLS 602: The Human Order [4]

The social and political philosophies of the ancient world reflect the effort to shape the human community according to a universal order in which human beings have a natural place and a natural purpose. In this course, students explore the social and political thought of ancient Greece and Rome in the context of the culture in which that thought arose. The course also examines the cosmology and science of the ancient world, with an emphasis on the attempt to direct the powers of reason to the discovery of a natural order.

MLS 604: The Origins of Modernity [4]

If ancient social and political thought can be characterized by the attempt to fashion a human order that reflected the order of the universe, modern thought must be characterized by the effort to establish order in the human community without the help of a divine being and without knowledge of a transcendent natural order. This course investigates the various ways in which modern social, aesthetic, and political thinkers endeavor to rest human society on purely secular foundations.

MLS 606: Masterpieces of Modern Literature [4]

This course explores the ways in which literature has come to question and define values in the modern world. As writers have endeavored to come to grips with the social, political, and spiritual dislocations of modern life, they have pursued themes of meaning, identity, community, and communication in order to examine the complexities and perplexities of the human condition.



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Planning in Civic Urbanism

Fall 2010

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Rollins College

Master of Planinng in Civic Urbanism

Schedule
update on:
10/12/2010
11:10:18 AM

Fall 2010 Schedule of Classes


Holt School Registration Check-in will open for all students June 9.
Each student must verify (and update if needed) their contact information to receive a registration time period. You will not be able to register if you do not complete this process. Check-in starts two weeks prior to registration and applies only to current Holt School undergraduate and graduate students.

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[Calendar](#) [Course Descriptions](#) [Registration Instructions](#) [Syllabi](#)


M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Filled	90830 MPC 500 1	Urbanism:Renaiss to New Urbansm	3	06:45p-09:15p	SULLV HSE	T	Robert Stephenson	
Filled	90831 MPC 510 1	Plan Theory & Civic Implemtatn	3	06:45p-09:15p	CSS 221	W	Richard Foglesong	



R-Net

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Planning in Civic Urbanism

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Fall 2010

Session Beginning and Ending Dates

Some courses are offered in an intensive format with starting and ending dates as published. Final examinations will be given during the last schedule class meeting of all courses unless otherwise stated by instructor.

Term Begins: Monday, August 23

Term Ends: Tuesday classes, November 30
Monday/Wednesday/Thursday, December 6, 7, & 8.

Important Dates

August 28: Last day to submit independent study proposals.

September 15: Last day to submit graduate petition (\$100 fee)

Registration Dates

Registration dates and times will be mailed to accepted students.

Holidays

September 6 Labor Day Holiday (No classes - Holt School closed)

November 24, 25, & 26 Thanksgiving Holiday (No classes - Holt School closed 25th & 26th)

Refund and Withdrawal Policies and Deadlines

Withdrawal deadlines are strictly enforced by the Hamilton Holt School. Tuition refunds for withdrawals after the stated deadline will not be granted for:

- change in job assignment (duties, hours, travel, etc.)
- change in financial aid status and/or eligibility if not reported in writing to the Holt Office by the end of the first week of classes
- lack of prerequisite knowledge or coursework
- personal or family crisis or illness
- relocation out of the area

Withdrawal exceptions are extremely rare and may be granted only by the Director of the Master of Liberal Studies Program.

Withdrawal and refund deadlines will differ for courses offered on an intensive format. Generally, 50% for withdrawal before the second scheduled class meeting

Tuition Refund Schedule

All withdrawals must be submitted in writing to the Holt School Office. Tuition credit is first applied to existing unpaid balance. No refunds after published dates.

Full Term Courses:

100% Refund: Before classes begin. All sessions. Must withdraw in writing before the first scheduled class meeting.
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50% Refund: September 7. Must withdraw in writing (full-term courses only).
25% Refund: September 13. Must withdraw in writing (full-term courses only).

Withdrawal without Academic Penalty Dates

October 29, 2010: Full-term courses only

Withdrawals must be submitted in writing to the Graduate Coordinator in the Holt School Office.

Grades Due to Holt School

9:00 a.m. on December 14

Students may view grades through Foxlink. Grades are posted the same day that they are received in the Holt School Office. Unofficial grade reports and transcripts may be downloaded directly from Foxlink. Official transcripts may be requested in writing from the Holt School Office for a nominal fee.

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Course Descriptions

Planning in Civic Urbanism

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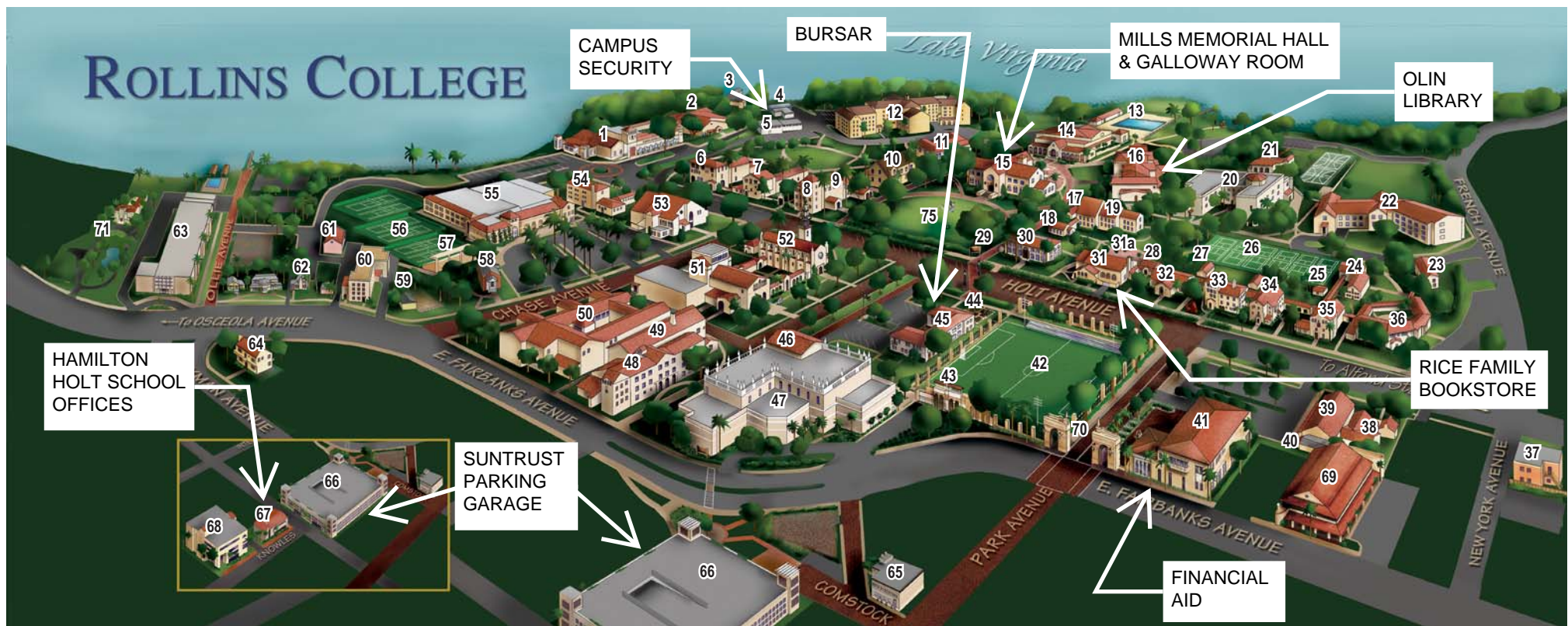
Fall 2010

Descriptions of courses offered through the graduate programs of the Hamilton Holt School are listed alphabetically by prefix, and then numerically. Note that all courses are not offered every term.

MPC 500 Urbanism: From the Renaissance to the New Urbanism
Examines the interplay of urban design, republican government, and civic humanism from the Italian Renaissance to the present. Includes the study of 15th century Tuscany, 18th century urban England, 19th century Paris, early 20th century Boston, 1920s Florida, and contemporary Portland, Oregon.

MPC 510 Planning Theory and Civic Implementation
Analyzes the interplay of private interest and the public good in American city planning, focusing on the 1909 Chicago Plan and comparing it with the process that created the MyRegion.org2050 Vision.





170 W. FAIRBANKS AVENUE (69.)
CAREER SERVICES (Arts & Sciences)
COMMUNICATION
CRITICAL MEDIA
CULTURAL STUDIES
PUBLIC RELATIONS
STRATEGIC MARKETING

ADMISSION (41.)
OFFICE OF ADMISSION (Arts & Sciences)
STUDENT FINANCIAL AID

ALFOND BOAT HOUSE (3.)

ALFOND SPORTS CENTER (55.)
ATHLETICS

ALFOND SWIMMING POOL (13.)

ALUMNI HOUSE (28.)
ALUMNI RELATIONS

ANNIE RUSSELL THEATRE (51.)
THEATRE ARTS AND DANCE

BARKER FAMILY STADIUM (43.)

BARKER HOUSE (President's Res.) (71.)

BEAL MALTBIE CENTER (Baker) (32.)
ENVIRONMENTAL STUDIES

BOOKSTORE (31.)

BURSAR (45.)

BUSH EXECUTIVE CENTER (48.)
MANAGEMENT & EXECUTIVE EDUCATION

BUSH SCIENCE CENTER (46.)
BIOCHEMISTRY/MOLECULAR BIOLOGY
BIOLOGY
BUSH AUDITORIUM
CHEMISTRY
COMPUTER SCIENCE
INFORMATION TECHNOLOGY
MATHEMATICS
PHYSICS
PREHEALTH SCIENCE ADVISING

CAHALL-SANDSPUR FIELD (42.)

CAMPUS SECURITY (5.)

CARNEGIE HALL (30.)
ENGLISH
HUMAN RESOURCES
OFFICE OF INTERNATIONAL PROGRAMS
OFFICE OF INTERNATIONAL
STUDENT & SCHOLAR SERVICES

CASA IBERIA (38.)
HISPANIC STUDIES

CHASE HALL (11.)
COMMUNITY ENGAGEMENT
DEAN OF STUDENT AFFAIRS
GREEK AFFAIRS
HEALTH PROMOTIONS
MULTICULTURAL AFFAIRS
STUDENT INVOLVEMENT & LEADERSHIP

CHILD DEVELOPMENT CENTER (59.)

COLLEGE ARMS (37.)
ADVANCEMENT PUBLICATIONS
DONOR & EXTERNAL RELATIONS

COMSTOCK (65.)
ADVANCEMENT SERVICES
DEVELOPMENT
FOUNDATION RELATIONS

COPELAND TENNIS STADIUM (57.)

CORNELL ART CENTER (2.)
ART & CLASSICAL STUDIES

CORNELL CAMPUS CENTER (14.)
ALL CAMPUS EVENTS OFFICE (ACE)
BIEBERBACH/REED CONF. ROOMS
CATERING
C-STORE
DARDEN LOUNGE
DAVE'S DOWNUNDER
SKILLMAN MARKETPLACE

CORNELL FINE ARTS MUSEUM (1.)

CORNELL HALL FOR THE SOCIAL SCIENCES (50.)
AFRICAN AMERICAN STUDIES
ANTHROPOLOGY

ASIAN STUDIES
COMPUTER LAB
CORNELL CAFÉ
ECONOMICS
EDUCATION
GRADUATE STUDIES
HISTORY
HONORS PROGRAM
INTERNATIONAL BUSINESS
INTERNATIONAL RELATIONS
LATIN AMERICAN & CARIBBEAN
STUDIES
POLITICAL SCIENCE
PRE-LAW ADVISING PROGRAM
SOCIOLOGY

CORRIN HALL (Chi Omega) (23.)

CROSS HALL (Alpha Omicron Pi) (35.)

CRUMMER HALL (49.)
ALUMNI RELATIONS (Crummer)
CAREER MANAGEMENT CENTER
CENTER FOR ENTREPRENEURSHIP
CENTER FOR LEADERSHIP DEVELOPMENT
DEAN'S OFFICE
DEVELOPMENT OFFICE
EARLY ADVANTAGE MBA (EAMBA)
EXECUTIVE MBA (EMBA)
EXTERNAL RELATIONS
PROFESSIONAL MBA (PMBA)
SATURDAY MBA (SMBM)

ELIZABETH HALL (Residence Hall) (22.)
DUBOIS HEALTH CENTER

FACILITIES & SERVICES (5.)
CAMPUS SECURITY
FACILITIES MANAGEMENT
PUBLISHING CENTER (Copy Center)
R-CARD OFFICE
RECEIVING (Warehouse)

FACULTY CLUB (27.)

FOX HALL (Kappa Delta) (24.)

FRED STONE THEATRE (58.)

FRENCH HOUSE (21.)
AUSTRALIAN STUDIES
CLASSICAL STUDIES
JEWISH STUDIES
PHILOSOPHY & RELIGION
WOMEN'S STUDIES

GALE HALL (X-Club) (9.)

GREENHOUSE (4.)

HAMILTON HOLT SCHOOL OFFICES (67.)
EVENING UNDERGRADUATE PROGRAMS
GRADUATE STUDIES
SUMMER PROGRAMS
VETERANS' AFFAIRS

HAUCK HALL (39.)
MODERN LANGUAGES & LITERATURES

HOLT HALL (Residence Hall) (60.)

HOOKER HALL (Chi Psi) (7.)

HUMAN RESOURCES (30.)

INTERNATIONAL HOUSE (25.)

JOHNSON CENTER (47.)
PSYCHOLOGY

KEENE HALL (53.)
COMMUNITY SCHOOL OF MUSIC
MUSIC
TIEDTKE CONCERT HALL

KNOWLES MEMORIAL CHAPEL (52.)
CENTER FOR PUBLIC SERVICE
DEAN OF CHAPEL

LAWRENCE CENTER (68.)
PHILANTHROPY & NONPROFIT
LEADERSHIP CENTER

LIBRARY (16.)

LYMAN HALL (Rollins Outdoor Club) (8.)

MARY-JEAN PLAZA (31a.)

MARTIN TENNIS COMPLEX (56.)

MAYFLOWER HALL (Non Compis Mentis) (34.)

McKEAN GATEWAY (70.)

McKEAN HALL (Residence Hall) (12.)
JUDICIAL AFFAIRS
PERSONAL COUNSELING
RESIDENTIAL LIFE

MILLS LAWN (75.)

MILLS MEMORIAL HALL (15.)
DEAN OF FACULTY
GALLOWAY ROOM
JOHNSON INSTITUTE FOR EFFECTIVE
POST OFFICE
ROLLINS EXPLORATIONS
R-TV
SANDSPUR (Newspaper)
STUDENT GOVERNMENT ASSOC.
STUDENT RECORDS
THOMAS P. JOHNSON STUDENT
RESOURCE CENTER
TOMOKAN (Yearbook)
WPRK RADIO STATION

NELSON ROSE GARDEN (44.)

OLIN LIBRARY (16.)
ARCHIVES & SPECIAL COLLECTIONS
BIB LAB
COMPUTER LAB
CONFERENCE ROOMS
INFORMATION TECHNOLOGY
OLIN LATE-NIGHT STUDY CENTER

ORLANDO HALL (19.)
FILM STUDIES
WRITING

PARKING GARAGE (66.)

PINEHURST COTTAGE (10.) (Res Organization)

PUGSLEY HALL (Tau Kappa Epsilon) (33.)

REX BEACH HALL (Residence Hall) (54.)

RICE FAMILY BOOKSTORE & CAFÉ (31.)

RINKER BUILDING (41.)
OFFICE OF ADMISSION (Arts & Sciences)
STUDENT FINANCIAL AID

ROLLINS HALL (Kappa Kappa Gamma) (6.)

ROSEN FAMILY CENTER (64.)
EVENT SCHEDULING
PRE-COLLEGIATE PROGRAMS
UPWARD BOUND

STEWART HOUSE (62.)
BACH FESTIVAL OFFICE

STRONG HALL (Alpha Tau Omega) (36.)

SULLIVAN HOUSE (18.) (Classroom)

SUTTON PLACE SOUTH APTS. (63.) (Res Hall)

THEATRE ANNEX (40.) (Dance)

TIEDTKE TENNIS COMPLEX (26.)

WALK OF FAME (29.)

WARD HALL (Residence Hall) (20.)

WARDEN COSTUME STUDIO (61.)

WARREN ADMINISTRATION BUILDING (45.)
ACCOUNTS PAYABLE
CASHIER (Bursar)
CONTROLLER
ENVIRONMENTAL HEALTH & SAFETY
FINANCE
INSTITUTIONAL RESEARCH & ASSESSMENT
PLANNED GIVING
PRESIDENT'S OFFICE
PURCHASING
VP. ACADEMIC AFFAIRS & PROVOST
VP. BUSINESS & FINANCE, TREASURER
VP. INSTITUTIONAL ADVANCEMENT

WOOLSON HOUSE (17.)
Faculty/Student Meeting Room



Registration Instructions

MA Schedule of Classes

- Campus Map
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- Student Consumer Information
- Tuition Deferment Form

The Hamilton Holt School conducts all student registrations online using FoxLink. Registration is restricted to students in good academic and financial standing who have attended at least one of the previous three semesters. Students who do not have access to the internet from home or work may use the computing labs, located in the Olin Library, during normal hours of operation. There is also a student computing station located in the Holt School office.

The Student Help Desk (407-646-2655) is available during regular office hours should students encounter technical problems. Students should follow the procedures described below to report error messages received while attempting online registration.

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- [Complete Registrations](#)
- [Log In](#)
- [Logging Out](#)
- [Select Term](#)
- [Payment Submission](#)
- [Enter Registrations](#)
- [Wait list](#)

Getting Started

Select Courses from the Schedule of Courses and write down the CRN (5-digit number).

- Students will be prohibited from registering for more than the specified limit without prio approval. Graduate students should contact the appropriate coordinator for instructions.
- Absolutely no scheduling overlaps in meeting times or dates are permitted. This is non-negotiable.
- You may not register by web for courses offered in other Rollins Programs. Refer to the Graduate Studies catalog for policies and procedures.
- You will be prohibited from participating in online registration if you have an outstanding debt to the institution. Contact the College Bursar's Office at 407-646-2252.
- Students are forewarned to review prerequisite requirements reflected in the Schedule of Courses and in the course descriptions.
- The starting and ending dates of courses are not reliable in FoxLink schedule views. This is because intensive courses are built into parts of term for refund and grading purposes. These parts of term dates are not to be confused with the actual course meeting dates that are reflected in the online Schedule of Courses.

Log In

- From the Rollins Web home page, select FoxLink from the drop-down box under "Campus Logins."
- Enter Username (your FoxID) and Password (PIN).
- Click on *Holt Student* tab at top of form.
- The screen will then divide into three sections. Look at the middle section titled *Course Registration*; then select Hamilton Holt Check-in link and follow the instructions. When the Check-in form is complete, you will receive a registration time period on the screen and by email.

NOTE: All Hamilton Holt School students must now complete Check-in prior to registration.

- Once Check-in is complete, select the *Holt Student* tab again, then the *Registration* link.

Select Term

- Select the appropriate term link from the drop-down menu. (Example: Fall 2010 A&S/Holt.)
- Click on the Submit Term button.

- Click on Add/drop Classes link.

Enter Course Registrations

- Using the scroll bar to the right of the screen, scroll to the Add Class form at the bottom of the page. Enter the CRNs (the five digit number for each course) of your course selections and click on the Submit Changes button.
- A schedule will automatically come up indicating that you have either successfully registered for your courses or that registration errors/holds prohibit registration. (If you receive error messages, refer to Section I of these instructions.)

Note: The Holt School uses a wait-list system. If a course is filled, you are not automatically wait-listed. You must select Wait-List from the drop-down menu and submit again. Your selection will be shown again confirming that you are wait-listed. For more information, see Process to be Wait-Listed for a course.

- Clicking on the Reset button at the bottom will clear any changes you may have made as long as you have not already clicked on the Submit Changes button. You may also use the drop-down box in the action column to delete courses you may have entered in error.
- Once you have completed the registration process, scroll down to the bottom of the page and select the Registration Fee Assessment link. You will be shown the amount of tuition due. This amount does not consider any financial aid award.

Complete Registration

Select the Registration Fee Assessment link located either at the bottom of the registration page or from the Registration menu. Review the charges to your student account to ensure accuracy. This is a required step to finalize your electronic registration. This amount does not consider any financial aid award.

Logging Out

Once registration is complete, be certain to click on the Logout icon located in the top left corner of the screen. If you do not log out, anyone who uses the computer after you could view and/or access sensitive information in your records

Submission of Payment

Tuition rates vary for each graduate program. Follow this link for [current tuition rates](#).

Full tuition payment for all students is due by 5:00 p.m. on July 30, 2010. No exceptions will be considered or negotiated. We recommend that you not mail your payment since there is no guarantee that it will reach us prior to the payment deadline.

Students are held personally and financially responsible for the course enrollments, tuition, and fees they initiate through the registration process. We expect full and timely payment for all registrations. Students who cannot pay full tuition through one or a combination of acceptable methods of payment on or before the July 30 deadline must withdraw in writing prior to the deadline in order to avoid additional financial penalties. Late payment penalties include an initial fee of \$75, and \$75 per month until the end of the term or the balance is paid in full. This will be applied to all payments received after the July 30 deadline.

The Holt School does not automatically withdraw students for unpaid balances, but reserves the right to do so if such students are registered for courses that have waiting lists. In this case, the student will be withdrawn after the payment deadline, notified of the withdrawal in writing, and receive a full relevant tuition credit. Late payment fees will remain on the student account to cover incurred administrative time and costs.

- Holt School Payment Plan: The Holt School now offers a convenient, low cost payment plan for students.
- Payment by Cash/Check/Credit Card: The Holt School will not release account or payment information over the telephone. Authorized payers may access FoxLink through the Rollins Home Page at www.rollins.edu. Select FoxLink from the drop-down box options under Campus Logins.
 - Log into FoxLink, select the *Holt Student* tab, then select *Holt Bill and Payment Options* from the second column.
 - Select User Preferences to update e-mail addresses and notification preferences. A secondary e-mail address can be entered for notification when monthly statements are available. Under this option, you may also choose to receive an e-mail confirmation or notification when an authorized payer makes a payment.
 - Select Payment Profiles to enter credit card and banking information for electronic check payments. These profiles will be stored so that you will not need to enter this information each time you make a

payment.

- Select Authorized Payers to create an account for parents, grandparents, or anyone who will be responsible for paying on your account. You will need to communicate user Login Name and Password to the individual in order for that person to access your account online through the Authorized Payers link. The Authorized Payers link will be available at www.Rollins.edu.
 - Select View Accounts to review your monthly statement. You will be able to obtain this statement in printable format by clicking on the PDF option at the top left corner of the statement. You will also be able to view past statements via this option.
 - Select Make Payment to submit an online payment to your account.
 - Select Payment History to review payments made to your account via the online payment site.
 - Select Contact Us in the top right-hand corner or call 407-646-2252 (Bursar's Office) if you need assistance.
 - Log off is located in the top right-hand corner. Your FoxLink session will remain active while you are in the QuikPay site and will reappear on your screen when you log off QuikPay.
- Payment by Financial Aid: Financial aid recipients who have received the Rollins award letters may defer all or part of their payment (depending on the award) until the aid becomes available. Deferment of tuition for financial aid applicants is an extension of the payment due date. It is NOT a guarantee of eligibility for financial aid. Students are ultimately responsible for the full cost of tuition and fees. The amount of financial aid that is reflected on the student account on the date of registration is what the Holt School will consider when reviewing payments. Students have the responsibility to determine and pay any remaining balance prior to the payment deadline in order to avoid additional late payment fees. Students who anticipate financial aid and subsequently learn that aid has been reduced, denied, or withdrawn must either pay the full tuition balance or complete a written request to be withdrawn without financial penalty by the end of the first week of classes in order to avoid being held financially responsible for their classes and late payment fees. The Holt School is not involved or aware of decisions regarding the status of student aid and does not automatically withdraw. The student has responsibility for this. There is important Information About Making Schedule Changes for Florida Bright Futures Recipients.
 - Payment by Corporate Sponsors: Some employers have a billing agreement with the Rollins College Office of the Bursar. Students attending under one of these agreements must have a signed, authorized form on file in the Bursar's Office at the time of registration in order to defer tuition payment. If the original form is not on record at the time of registration, the student may register by paying 25% of tuition due plus fees.
 - Tuition Discounts: Alumni with Bachelor's or Master's Degrees, and current adjunct faculty in academic programs are eligible for a 20% tuition discount on undergraduate course tuition. Alumni with a MA in Counseling from Rollins College are also eligible for a 20% tuition discount on graduate counseling course tuition. Proof of employment or graduation may be required in some instances.

Process to be Wait-Listed for a closed course

Should you receive a message that a course is closed, you may add your name to the waiting list by clicking on the drop-down box in the Action column and selecting Wait-Listed. Be certain to save this action by hitting the Submit button. You will be notified if a space becomes available in the course. Graduate and undergraduate programs in the Holt School administratively maintain separate waiting lists through the first week of classes. Instructor overrides are not accepted, so please do not contact the professor. Students are prohibited from attending courses without official registration.

Please note that even though you are not officially registered for wait-listed courses, they will appear on all FoxLink schedule viewing forms. Most forms reflect a status of WL (wait-listed) instead of RE (registered). The WL status is not reflected on the schedule option viewed by day and time. Please note the inclusion of wait-listed courses when using this schedule view option.

These condensed instructions are not intended to be an exhaustive representation of institutional or program policies and procedures. Additional information is contained in the current Rollins College Hamilton Holt School catalogs. [Catalogs](#) are available on the Holt School website.



R-Net Home | [Feedback About this Site](#) | [A to Z](#)

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Building Key

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Campus Map

This is a campus map in Adobe format that highlights buildings on campus: the bookstore, campus safety, Holt School office, R-Card office and the parking garage. Or if you prefer, take a [virtual tour of the campus](#).

Building Key

Classroom assignments are subject to change. Changes can be viewed through FoxLink. Studetns are encouraged to check locations prior to the first day of class.

- ANNIE - Annie Russell
- ART - Greenroom/Theatre Dept
- ASC - Alfond Sports Center
- BEAL - Beal Building (Formerly Baker Building)
- BOAT - Alfond Boathouse
- CFAC - Cornell Fine Arts Center
- CSS - Cornell Social Sciences
- DANCE - Dance Studio
- FAIRBK - 170 W. Fairbanks Avenue
- HHS - Hamilton Holt School
- HAUCK - Hauck Hall
- KEENE - Keene Hall
- KMC - Knowles Memorial Chapel
- OLIN - Olin Resource Center
- ORLAN - Orlando Hall
- LODGE REEVES - Lodge Reeves
- REX - Rex Beach Hall
- SULLV - Sullivan House





General Information

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- Financial Aid
- Student Consumer Information
- Tuition Deferment Form

Rollins College holds a distinctive place in higher education. From its founding in 1885, the College has grown from a small liberal arts undergraduate institution to a comprehensive college with more than 3,000 students. The College has master's degree programs in liberal studies, business, education, human resources and counseling. Rollins also has a traditional, residential undergraduate program of about 1,400 full-time students and unique evening bachelor's degree programs at the Hamilton Holt School in Winter Park. The faculty are dedicated to rigorous education in a responsive environment, interdisciplinary programs, scholarship, and creative endeavor. Ninety-two percent of Rollins professors have earned the Ph.D. or highest degree in their field. Rollins has been consistently listed by U.S. News and World Report as among "America's Best Colleges."

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Admission

All new students must submit an application for admission and pay a non-refundable application fee prior to registration.

Advising

General information is available at the Graduate Studies office in the Hamilton Holt School. Students may make an appointment with an academic adviser by calling (407) 646-2232. Students may make an appointment with their graduate program director by contacting the appropriate program coordinator.

For information on financial aid, students should contact the [Financial Aid Office](#) at (407) 646-2395.

For Veteran's Affairs, students should contact [Terrie Cole](#) at (407) 646-2232.

Olin Library

The 54,000 square-foot [Olin Library](#), a \$4.7 million gift of the Olin Foundation, was dedicated in 1985. Located near the shore of Lake Virginia, Olin Library houses volumes of books and government documents, special collections, Archives, computerized services, Internet-accessible SIRSI, circulation and interlibrary loan capabilities, and numerous databases provide library users online access to thousands of publications on various subjects. The professional staff is available for individual bibliographic appointments and formal instruction in library research methods. Also available to students, the 11,000 square-foot Olin Electronic Research Information Center within the Olin Library, which is a \$2.7 million gift of the Olin Foundation dedicated in 1998.

Library hours during the traditional academic year are: Monday - Thursday, 8 a.m. to 12 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9:00 a.m. to 5:00 p.m.; Sunday, noon to midnight. Hours are extended during exam weeks and shortened during holidays, spring break, and the summer. Pick up a detailed schedule at the library or call library circulation services at (407) 646-2521. And, the Olin Instructional Lab and Multimedia Center are open the same hours as the Olin Library. However, the 24-hour Late Night Study Area remains open after the library closes (from noon on Sunday until

5:00 p.m. on Friday; and from 9:00 a.m. to 5:00 p.m. on Saturday). For further information and the holiday schedule, contact the Department of Information Technology at (407) 628-2655.

Textbooks

Textbooks will be available in the [Rollins College Rice Family Bookstore](#) (407) 646-2133, located on Holt Avenue next to Carnegie Hall.

Parking and the SunTrust Garage

In order to use the College parking lots and the Rollins College SunTrust parking garage, students must have a valid parking decal for each cars. These decals are available at the Rollins College [Campus Security Department](#), located on the first floor of the Facilities Management Building.

The SunTrust parking garage is located between Lyman and Comstock Avenues--entrance located on East Lyman Avenue. Decals are required to use the garage. Students may park on the upper levels and in any space that is not reserved or designated for tenants.

Hamilton Holt Office Hours

8:30 a.m. - 6:30 p.m., Monday - Thursday
8:30 a.m. - 5:00 p.m., Friday

FoxLink

FoxLink is an online student resource software where students register for classes, view their financial aid requirements, view their term schedules, and connect with classmates and instructors. Access your account from anywhere by selecting FoxLink from the list of campus logins on the R-Net page. Once you login, select the “Holt Student” tab and view your academic information. Access FoxLink using your FoxID. Please contact the Student Help Desk if you encounter any difficulties (407-646-2655).

Payment

Payments by check can be sent to:

Rollins College
P.O. Box 550748
Tampa, FL 33655-0748

Tuition payments may also be charged to your credit card via our online process. Rollins accepts only MasterCard, Discover and American Express. When payment is made by credit card, students will be charged a user fee. Students may make a payment via FoxLink or via the Online Billing and Payment System.

Electronic checks are also accepted. Your financial institution routing number and account number will be needed. There is no fee applied when using electronic check. Electronic checks are processed using the Online Billing and Payment System. Be sure to select "e-check" from the drop down menu.

Cash payments should be taken directly to the Campus Bursar (Cashier) on the second floor of the Warren Administration Building. Cash tuition payments will NOT be accepted at the Holt School Office.

Grades

Grades are due in the Hamilton Holt School five days after the course ends. Students can access their grades via their Campus Foxlink account. Official report cards are no longer mailed to students at the end of each term. In accordance with the Family Educational Rights and Privacy Act as well as College policy, grades will not be given over the phone.





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Graduation rates and transfer-out rates and information relating to the athletic program may be obtained by contacting the Director of Institutional Research at (407) 646-2375. Information on campus crime statistics may be obtained by contacting the [Campus Security Office](#) at Rollins College.

The Family Educational Rights and Privacy Act (FERPA) assures the confidentiality of your educational record. This Act also allows you access to information contained in your educational record. Please contact the appropriate office if you would like access to any information held. Rollins College's policy regarding confidentiality can be found in the Holt School Catalog. The policy permits the release of directory information without the student's consent unless specifically requested in writing not to disclose. Students who wish to have their directory information withheld must make this request no later than September 1 each year. If a request is received, we withhold all directory information since the College can not release selected information. Requests for withholding of directory information should be made to the Holt School Office.

RIGHTS AND RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

You have the right to:

- Confidentiality - the privacy of your file is protected.
- Appeal financial aid decisions about your application. Written appeals should be submitted to the Student Aid Appeals Committee in care of the Office of Financial Aid.
- Information about the terms and conditions of financial aid programs. This information is provided in the Rollins College Catalogue and in the Student Aid Award Notice enclosures.
- Inspect your education records and request amendment of those records, if you believe them to be inaccurate, by contacting the Dean of your program.
- File a complaint with the Department of Education if you believe your right to confidentiality has been compromised.
- Defer Direct Loan payments for Peace Corps or other volunteer service after you graduate.

You are responsible for:

- Submitting accurate applications and forms before the deadlines.
- Following instructions for application, renewal of aid, or resolving problems.
- Providing the Dean of Students Office with accurate permanent and local addresses and telephone numbers.
- Notifying the Office of Financial Aid if a change in your family financial situation occurs, or if you receive assistance from an outside source.
- Reading the provided information about the terms and conditions of all aid programs.
- Requesting special assistance when it is needed.
- Maintaining satisfactory academic progress according to the policies established for financial aid recipients.

