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Spring 2011

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, January 10
Term Ends: Monday, April 25

Registration and Other Important Dates

Oct 25	Mandatory Pre-registration Check-In opens at 12:00 pm and closes at 5:00 pm Nov 12. Check-in instructions provided in FoxLink.
Nov 1-12	Online registration begins at noon on the first published 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.
Jan 10	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.
May 7	Commencement

Holidays

No Classes on the following dates:
January 17 Martin Luther King, Jr. Holiday
March 5-13 Spring Break (Office Open)

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% January 10-17
50% January 18-25

Withdrawal without Academic Penalty Dates

February 26, 2011 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

May 4 at 9am for Graduating Interns
May 9 at 9am for all other students

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.

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

CPY 525 Counseling Theories and Practice [3]

This course focuses on the development of fundamental counseling skills. In addition to in class presentation and skill demonstration, students are involved in laboratory and supervision meetings designed to facilitate skill development. Course content includes counseling process models, critical dimensions of helping, and experiences designed to assist students in the formulation of a personal philosophy system of counseling.

CPY 530 Theories of Personality [3]

This course examines the major theoretical approaches to personality development and focuses on theorists such as Freud, Adler, Jung, Rogers, Fromm, Skinner, Wolpe, Ellis, Glasser, and others. This course reviews theories, dynamics, and processes of personality and demonstrates how various modes of practice relate to theory.

CPY 555 Family and Relationship Counseling: Theory and Therapeutic Modalities [3]

This course is designed to develop specific therapeutic competencies regarding inter and intra personal dynamics of family systems and relationships. Communication patterns, role of children, origin of family interaction patterns, conflict resolution styles, impact of treatment issues, and specific modalities of therapeutic intervention are explored. Prerequisite: CPY 550.

CPY 557 Couples and Marriage Therapy: Theory and Techniques [3]

Theories and associated techniques of couples and marriage counseling will be explored. This course also explores specific developmental issues and social and political factors affecting couples. A range of therapeutic modalities will be surveyed. Prerequisites: CPY 550 and CPY 555.

CPY 565 Individual/Group Assessment and Treatment Planning [3]

Types of educational and psychological appraisal, psychometric statistics, and factors influencing appraisals are examined. Assessment techniques, treatment plans, and intervention strategies are developed for specific case studies. Theoretical appraisal bases and methodology are studied for data collection, interpretation, and use. These concepts are studied in the context of professional, legal, and ethical issues. Lab fee will be assessed. Prerequisite: CPY 515.

CPY 601 Human Sexuality: Therapy, Counseling Theory and Techniques [3]

A lifespan developmental approach is applied to the study of human sexuality. Medical and psycho-social aspects of sexual function are addressed. Course topics include physical, psychological, and social development; gender, sex role orientation and preference; sex therapy theories and techniques; current sexual life styles; sexual dysfunction; relationship issues; AIDS and other sexually transmitted diseases; sexual deviance, rape, and incest; and family dysfunction. Prerequisite: CPY 530 or permission.

CPY 602 Human Growth and Development [3]

This course introduces and examines several theories of human growth, development, and regression. The entire lifespan is explored. Various philosophical perspectives—psychoanalytic, behavioral, humanistic, psychosocial, and organismic—are examined as to their implications for counseling. An analysis is made of developmental behaviors associated with stages of development, environmental and disruptive influences upon development, and responses of mental health services and practitioners. Normal and abnormal human behavior and development including psychological, sociological, moral, and physical factors are addressed. Also included are the cognitive structural developmental theories concerned with moral, intellectual, and ethical development. Prerequisite: CPY 530 or permission.

CPY 650 Special Topics Seminar [1-5]

The Counseling Institute is designed as an intensive format to study a particular professional topic. The Institute provides training, professional development, and personal awareness. The format is both didactic and experiential. The design

affords the opportunity for participants to accommodate both personal growth and clinical/professional objectives.

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 Counseling

Schedule update:
2/22/2011 9:35:24
AM

Spring 2011 Schedule of Classes


Holt School Registration Check-in will open for all students October 25.

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. Beginning this term, check-in will start one week prior to registration and applies only to current Holt School undergraduate and graduate students. To check in, Log into FoxLink and select the Holt Student tab and select the *Hamilton Holt Registration Check-in* link from the middle column.

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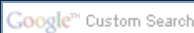
M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Filled	10966 CPY 525 1	Counseling Theories and Proces	3	04:00p-06:30p	CSS 226	M	Derrick Paladino	
Open	10971 CPY 525 2	Counseling Theories and Proces	3	04:00p-06:30p	CSS 230	W	Anthony Schefstad	
Open	10979 CPY 525 3	Counseling Theories and Proces	3	06:45p-09:15p	CSS 135	W	Kyle Baldwin	
Filled	10972 CPY 530 1	Theories of Personality	3	04:00p-06:30p	CSS 226	W	Samuel Sanabria	
Open	10980 CPY 530 2	Theories of Personality	3	06:45p-09:15p	CSS 232	W	Heather Horne	
Filled	10970 CPY 555 1	Family/Rela Coun:Thera Modal	3	04:00p-06:30p	CSS 229	T	Kathryn Norsworthy	
Open	10976 CPY 555 2	Family/Rela Coun:Thera Modal	3	06:45p-09:15p	CSS 229	T	Kathryn Norsworthy	
Filled	10977 CPY 555 3	Family/Rela Coun:Thera Modal	3	06:45p-09:15p	CSS 230	M	Valorie Thomas	
Open	10997 CPY 557 1	Couples & Marriage Therapy: Th	3	06:45p-09:15p	CSS 231	T	Burt Bertram	
Open	10965 CPY 565 1	Individ/Group Assess & Treat	3	04:00p-06:30p	CSS 230	M	Linda Robertson	
Open	10975 CPY 565 2	Individ/Group Assess & Treat	3	06:45p-09:15p	CSS 226	M	Linda Robertson	
Filled	10969 CPY 601 1	Human Sexuality:Therapy/Coun	3	04:00p-06:30p	HHS AUD	T	Alicia Homrich	
Open	10974 CPY 601 2	Human Sexuality:Therapy/Coun	3	06:45p-09:15p	HHS AUD	T	Alicia Homrich	
Filled	10967 CPY 602 1	Human Growth & Devel	3	04:00p-06:30p	CSS 229	M	Nancy Cruce	
Open	10978 CPY 602 2	Human Growth & Devel	3	06:45p-09:15p	CSS 229	M	Nancy Cruce	
Open	11001 CPY 650 1	Mindfulness in Couns. & Psycho	3	09:00a-04:40p 04:00p 06:30p	LODGE REEVES	S W	Kathryn Norsworthy	
Filled	11068 CPY 699 1	Master Therapists Series	0	08:30a-05:00p 08:30a 05:00p	BUSH 120	S S	Derrick Paladino	
Filled	10998 PSY 695 1	Internship in Mental Health Co	5	04:00p-06:30p	CSS 226	T	Kyle Baldwin	
Filled	10999 PSY 695 2	Internship in Mental Health Co	5	06:45p-09:15p	CSS 226	W	Samuel Sanabria	
Filled	11000 PSY 695 3	Internship: Mental Health	5	09:00a-11:30a		M	Alicia Homrich	



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Jan 10, 2011	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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January 17 Martin Luther King, Jr. Holiday (Holt office closed)
March 5-13 Spring Break (Holt office open)

Refund and Withdrawal Policies and Deadlines

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Tuition Refund Schedule

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Refund Schedule

100% Before Classes Begin (Before first published meeting date)
75% January 18
50% January 24

Withdrawal without Academic Penalty Dates

March 25, 2011 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

- May 4 at 9am for graduating students
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Descriptions below pertain to the Spring 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 501: Sociological Foundations of Education [3]

A study of the social, political, economic, and historical background of the contemporary American school system. This course demonstrates how social forces have shaped the curriculum, organization, and purposes of formal education. Three ESOL themes (cultural diversity, linguistics, and curriculum and methods) are introduced in this course and noted on the syllabus with an asterisk (*) ESOL. ESOL infused course.

EDU 511: Teaching Writing in Elementary Schools [3]

Students learn about the nature of the writing process and how to develop learning activities where the development of good writing will be facilitated among elementary students.

EDU 512: Instructional Strategies for Diverse Learners [3]

This course examines current and emerging school programs found in grades K-6. Topics include learner diversity, planning, and delivery of instruction and assessment procedures. ESOL infused course.

EDU 522: Instructional Strategies for Diverse Secondary Learners [3]

Examines current and emerging school programs found in grades 6-12. Topics include the impact of technology, student diversity, and accountability on curriculum. Prospects for curriculum and assessment reform, and the relation of curriculum design to teaching methods will be addressed. ESOL infused course.

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 535: Content Area Reading in Secondary Schools [3]

All teachers are teachers of reading. This course is designed to provide background information for secondary teachers in the content areas including the reading process, strategy instruction, and diagnosis of reading problems. Pre-service teachers will be provided with a variety of strategies to promote an understanding of content area materials.

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 550: Motivation in Education [3]

The purpose of this course is to explore trends in the area of academic motivation with an eye to how motivation constructs relate to one another and how they influence classroom behavior and achievement. Toward that end, we will explore historically important ideas as well as constructs prominent in the current academic literature including achievement goals, self theories (self-concept, self-efficacy), interest, and attribution theory. All theories will be taught with a strong emphasis on practical application to classroom settings.

EED 560: Laboratory in Elementary School Music [2]

A workshop covering the basic concepts, literature, and methods for teaching music in the elementary grades. Vocal and instrumental music are included, and the course stresses the use of music to provide creative experiences. Required for all students seeking music certification (K-12).

EED 561: Laboratory in Elementary School Art [2]

Focuses on how art can be used to foster child development and supplement learning in the curricular areas. Related topics include sensory experiences, aesthetics and aesthetic education, managing a classroom art center, and the adult's role in child art. Participants directly experience an array of artistic media and conduct art activities with children. Required for all students seeking art certification (K-12).

EED 566: Teaching Elementary School Social Studies [3]

This course reviews special methods of teaching social studies in the elementary grades. Topics include cooperative learning, contemporary affairs, and recently developed materials designed to introduce young children to the evaluation of significant social issues.

EED 568: Language Arts and Content Area Instruction [3]

This course presents strategies for teaching the four areas of language arts: reading, writing, listening, and speaking. Emphasis on the importance of integrating reading and content area instruction. Strategies for diverse learners will be implemented in an original unit of instruction designed by the student based on best practices of a balanced reading classroom. ESOL infused course. Prerequisite: EDU 509.



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Rollins College

Graduate Studies in Education

Schedule update:
2/22/2011 9:35:24 AM

Spring 2011 Schedule of Classes


Holt School Registration Check-in will open for all students October 25.

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. Beginning this term, check-in will start one week prior to registration and applies only to current Holt School undergraduate and graduate students. To check in, Log into FoxLink and select the Holt Student tab and select the *Hamilton Holt Registration Check-in* link from the middle column.

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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	10954 EDU 533 1	Student Teach: Elementary	9	08:00a-03:30p		MTWRF	Margot Fadool	
Open	10955 EDU 534 1	Student Teach: Secondary	9	08:00a-03:30p		MTWRF	Margot Fadool	
Open	10956 EDU 535 1	Reading in the Content Areas	3	04:00p-06:30p	CSS 222	M	Joyce Clark	
Open	10957 EDU 540 1	Seminar in Classroom Mgmt.	3	04:00p-06:30p	CSS 232	W	Madeline Kovarik	
Open	10958 EDU 550 1	Motivation in Education	3	04:00p-06:30p	CSS 222	T	Giovanni Valiante	
Filled	11301 EDU 580 I1	DIS:The Multicultural Classrm.	3	-			Wendy Brandon	
Open	10959 EED 560 1	Lab in Elem School Music	2	04:15p-06:00p	CSS 226	R	Suzette Swallow	
Open	10960 EED 561 1	Lab in Elem School Art	2	06:15p-08:00p	CSS 222	R	Karen Branen	
Filled	11306 EED 563 I1	DIS:Elem. Math Meth. & Lab	4	-			Giovanni Valiante	
Open	10961 EED 566 1	Teaching Elem Soc Studies	3	04:00p-06:30p	CSS 232	M	Coleman Fielder	
Canceled	10962 EED 568 1	Lang Arts and Content Area Ins	3	-				
Filled	11305 EED 568 I1	DIS: Literacy and Content	3	-			Margot Fadool	
Open	10949 EDU 500 1	Pre-Internship Field Experienc	1	-			Margot Fadool	
Filled	11297 EDU 500 I1	DIS: Pre-Internship Field Exp.	2	-			Margot Fadool	
Open	10950 EDU 501 1	Socio Foundations Education	3	04:00p-06:30p	CSS 222	W	Wendy Brandon	
Open	10951 EDU 511 1	Teaching Writing: Elementary S	3	06:45p-09:15p	CSS 222	T	Joyce Clark	
Filled	11329 EDU 511 I1	DIS: Teaching Writing: K-12	3	-			Joyce Clark	
Open	10952 EDU 512 1	Instruct Strateg for Divers	3	06:45p-09:15p	CSS 222	M	John Hewit	
Open	10953 EDU 522 1	Instruct Strat Diverse Sec Lrn	3	04:00p-06:30p	CSS 232	R	Joyce Clark	



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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, January 10 (Full-term courses only. Check schedule for intensive course dates.)
Term Ends:	Tuesday, May 3

Important Dates

January 10	Last day to submit independent study proposals.
??	Last day to submit graduate petition (\$75 fee)

Registration Dates

Nov 1-12	Online registration for all formally accepted MHR degree students that have taken a core course. Begins at 12:00 noon on November 1 and ends at 5:00pm November 12.
Dec 1	New Student Registration: Walk-in at Hamilton Holt School, 4:00 p.m. to 6:00 p.m.
January 10	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

Janaury 17	Martin Luther King Holiday (no classes. Holt School office closed).
March 8-14	Spring break (No classes. Holt School office open).

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: January 18. Must withdraw in writing (full-term courses only).

50% Refund: January 24. Must withdraw in writing (full-term courses only).

25% Refund: January 31. 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

March 26, 2011. 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

Graduating students: 9:00 a.m. on May 4

All other students: 9:00 a.m. on May 9

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Spring 2011

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 501: International Human Resource Management [4]

Explores the problems of managing HR in a cross-national firm. Deals with issues of global strategy, cross-cultural management, international assignments, immigration, workforce mobility, and integration of cross-national HR practices. Course is taught from a managerial perspective using case studies.

MHR 505: Training and Development [4]

Human Resource Development (HRD) deals with the personal and professional enhancement of employees. Topics covered include needs assessment, designing an employee development program, methods of adult education and training, career and life planning issues, and developing employee skills to meet the needs of future organizations.

MHR 510: Organizational Change and Development [4]

Organization Development (OD) is the process of applying social science principles to the workplace to bring about planned organizational change. Focuses on developing new approaches to organizational problems and providing for the psychological well being of organizational members. Addresses interventions at the personal, group, and system levels.

MHR 553: Employment and Labor Law [4]

Analyzes state and federal regulations of human resource decision-making. Significant attention will be devoted to specific employment and labor laws. The course focuses on the identification and application of legal, ethical, and regulatory issues in formulating and implementing policies.

MHR 540 Management Consulting [4]

Focuses on consulting tools, processes, and strategies for establishing relationships, analyzing problems, recommending solutions, and evaluating effectiveness. Course will discuss the planning, marketing, and management of the consulting firm as well as the assignment.

MHR 590: Special Topics [4]

This course will be offered on an occasional basis focusing on an in-depth treatment of a special topic or current issue in human resources or organization development. Course topics might be theoretical (Critical Theories of the Firm), professional (Preparation for the PHR Exam), disciplinary (Talent Management), or practical (Managing Conflicts between EEO, ADA, INS, and Florida Workers Comp).



Rollins College Graduate Studies

Master of Human Resources

Schedule update:
2/22/2011 9:35:24 AM

Spring 2011 Schedule of Classes


Holt School Registration Check-in will open for all students October 25.

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. Beginning this term, check-in will start one week prior to registration and applies only to current Holt School undergraduate and graduate students. To check in, Log into FoxLink and select the Holt Student tab and select the *Hamilton Holt Registration Check-in* link from the middle column.

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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	10805 MHR 501 1	International HRM	4	06:45p-09:15p	CSS 230	T	Donald Rogers	
Open	10807 MHR 510 1	Organizatnl Change & Developmnt	4	06:45p-09:15p	BUSH 129	W	Robert Smither	
Open	11054 MHR 540 1	Management Consulting	4	06:45p-09:15p	CSS 170	M	Robert Prescott	
Filled	10808 MHR 553 1	Employment and Labor Law	4	06:45p-09:15p	BUSH 129	R	Mary Houston Patrick Muldowney	
Open	10809 MHR 590 1	PHR Certification Review	4	06:45p-09:15p	CSS 226	T	Leslie Miller	Prereq: Completion of two MHR courses. Additional materials fees included.



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Spring 2011

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, January 10 (Full-term courses only. Check schedule for intensive course dates.)
Term Ends:	Tuesday, May 3, 2011

Important Dates

- January 10: Last day to submit independent study proposals.
- ??: Last day to submit graduate petition (\$100 fee)

Registration Dates

- Nov Online registration for all formally accepted MLS degree students who have taken a core course. Begins at 12:00 noon on 1- November 1 and ends at 5:00 p.m. on November 12.
- Jan Tuition Due by 5:00 p.m.
- 10 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

- January 17 Martin Luther King Holiday (No classes - Holt School closed)
- March 8-14 Spring Break (No classes - Holt School open)

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.
- 75% Refund: January 18. Must withdraw in writing (full-term courses only).
- 50% Refund: January 24. Must withdraw in writing (full-term courses only).
- 25% Refund: January 31. 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

- March 26, 2011: 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

- Graduating students: 9:00 a.m.on May 4
- All other students 9:00 a.m. on May 9

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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Descriptions of courses offered through the graduate programs of the Hamilton Holt School are listed alphabetically by prefix, and then numerically.

MLS 548 Great Trials in Human History [4]

Oliver Wendell Holmes wrote that "the law is 'a magic mirror' in which we see reflected not only our own lives, but the lives of all men that have been." The story of the great trials is a narrative of human nature, in which the majestic principles of liberty and justice are played out. Studies will include examples from early times (the trials of Socrates, Galileo, Joan of Arc) to later cases (Sacco and Vanzetti, John Scopes, the Rosenbergs, the Nuremberg trials) which concern such perennial issues as prejudice, martyrdom, mass hysteria, freedom of speech and religion, and other themes. Examines how these celebrated cases, with all the special ceremony that accompanies them, are as much trials of ideas as they are trials of the defendants.

MLS 553M The Great Gatsby [1.34]

This course offers an in-depth exploration of F. Scott Fitzgerald's most critically acclaimed novel. We will examine biographical and cultural relevance, but most importantly, our goal will be to establish literary qualities within The Great Gatsby making it worthy to be called an American literary masterwork.

MLS 560 Florida Film Festival Enzian [4]

Participants in this course will engage in an extended conversation about film as art by participating in this year's Florida Film Festival. The class will view a wide range of films—from features and documentaries to animated shorts and works in progress—attend festival forums, and hold a series of conversations on the films and programs. The class will also meet with directors, producers, and festival organizers, as well as write film reviews and evaluative essays.

MLS 579 Chaucer's Canterbury Tales

This course will focus on the crowning achievement of Chaucer's poetic career. It is the first work to gather the entire spectrum of English folk and to give them voice. The carnival and the controversy that it plays out on the stage of pilgrimage allows Chaucer to create a complete library of medieval genres and an enduring statement about the human condition. Students will learn enough of the language to do a close reading of each tale, place the author's achievements in the context of our contemporary theories, and, adopting one of the tales, produce a paper that is linked to their own version of the tale. We will end the term, then, with a story-telling pilgrimage of our own.

MLS 594M The Evolution of Sex [1.34]

"Nothing in biology makes sense except in the light of evolution," said geneticist Theodore Dobzhansky. How does this observation apply to sex? How and why has sex evolved? How does a sexual strategy influence aspects of life beyond reproduction? This course introduces students to the science of sexual evolution, its causes, maintenance, and influence on associated biological systems. Based on this knowledge the class will explore other issues, chosen by students, that relate to sexuality.

MLS 603 Religion and Western Culture [4]

This course explores the underpinnings of Christian tradition, focusing on Christianity as a religion, a social and political philosophy, and an explanation of human history.

MLS 605 Milestones of Modern Science [4]

Science has always been concerned with the search for order, whether it be to explain the starry phenomena in the night sky; the diversity of substances like rocks, water, and wind; or the nature of our own origins. This course pursues the pathways of science since the 17th century, concentrating on some of the exceptional ideas in biology and physics, with excursions into chemistry and mathematics. We study how the accumulation of knowledge acquired by technical tools and extraordinary thinking fabricates a new view of the universe and indicates our place in it.

MLS 690 Seminar/Thesis Project [4]

The culmination of the degree program is the completion of a thesis project. Working under the direction of a faculty mentor and with the support of a liberal studies seminar, students apply the knowledge they have acquired in the program in designing and executing a final project. The project may be a research study or a creative work supported by a critical or theoretical essay. For guidelines and approval procedure, please see page 76.

Rollins College Graduate Studies

Master of Liberal Studies

Schedule update:
2/22/2011 9:35:24 AM

Spring 2011 Schedule of Classes

Holt School Registration Check-in will open for all students October 25.

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Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Filled	11112 MLS 582M I1	Jerusalem: History & Religion	1.34	-			Yudit Greenberg	
Open	10509 MLS 594M 1	The Evolution of Sex	1.34	06:45p-09:15p	ORLAN 215	T	Persis Coleman	Class meets: January 11 - February 8.
Open	10510 MLS 603 1	Religion and Western Culture	4	06:45p-09:15p	CSS 167	M	R. Levis	
Open	10799 MLS 605 1	Milestones of Modern Science	4	06:45p-09:15p	CSS 167	R	Pedro Bernal	
Filled	11115 MLS 680 I2	Martin Luther	4	-			Patrick Powers	
Filled	11116 MLS 680 I3	Orch. For Theatre	4	-			Daniel Crozier	
Filled	11120 MLS 680 I4	Ethics and Legal Interpretatio	4	-			Eric Smaw	
Open	10800 MLS 690 1	Seminar/Thesis Project	4	06:45p-09:15p	OLIN 214	M	Robert Smither	
Filled	11117 MLS 690 I4	Thesis Seminar/Project	4	-			Creston Davis	
Filled	11314 MLS 690 I5	Seminar/Thesis Project	4	-			Margaret McLaren	
Filled	11315 MLS 690 I6	Seminar/Thesis Project	4	-			Claire Strom	
Filled	11316 MLS 690 I7	Seminar/Thesis Project	4	-			Debra Wellman	
Filled	11317 MLS 690 I8	Seminar/Thesis Project	4	-			Kimberly Dennis	
Filled	11318 MLS 690 I9	Seminar/Thesis Project	4	-			Eric Smaw	
Filled	11319 MLS 690 I10	Seminar/Thesis Project	4	-			Hoyt Edge	
Open	10803 MLS 548 1	Great Trials in Human History	4	06:45p-09:15p	FAIRBK 116	W	Marvin Newman	
Filled	10801 MLS 560 1	Florida Film Festival Enzian	4	11:00a-11:59p		S	Maurice O'Sullivan	Class meets on Saturday: April 9 & 16, Sunday: April 10 & 17 from 11:00 a.m. to around midnight, and Friday April 15 from 6:00 p.m. to around midnight.
Open	10802 MLS 579 1	Chaucer's Canterbury Tales	4	06:45p-09:15p	CSS 167	T	Walter Phelan	
Filled	11320 MLS 690 I12	Seminar/Thesis Project	4	-			Edward Cohen	
Filled	11321 MLS 690 I13	Seminar/Thesis Project	4	-			Charles Rock	
Filled	11322 MLS 690 I14	Seminar/Thesis Project	4	-			Walter Phelan	
Filled	11323 MLS 690 I15	Seminar/Thesis Project	4	-			Vidhu Aggarwal	
Filled	11324 MLS 690 I16	Seminar/Thesis Project	4	-			Jim Norris	
Filled	11313 MLS 691 1	MLS Thesis Extension		-			Joseph Siry	
Open	10804 MLS 553M 1	The Great Gatsby	1.34	06:45p-09:15p	CSS 226	W	Gail Sinclair	Class meets: March 16- April 13.



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Spring 2011

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, January 10 Full term courses onl. Check schedule for intensive course dates.
Term Ends:	Tuesday, May 3

Important Dates

January 10: Last day to submit independent study proposals.

Registration Dates

Oct 25	Registration Check-In opens at 8:30 a.m. All Holt students must verify and, if needed, update their contact information.
Nov 1-12	Online registration for currently matriculated students. Opens at 12:00 noon and ends at 5:00 p.m. on November 12.
Dec 1	New and non-degree students. Walk-in at the Hamilton Holt School 4:00 p.m. to 6:00 p.m.
Jan 10	Tuition Due by 5:00 p.m.

Note: Credit card payments are accepted online 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

- January 17 Martin Luther King Holiday (No classes - Holt School closed)
- March 8-14 Spring Break (No classes - Holt School open)

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.

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- 100% Refund: Before classes begin. All sessions. Must withdraw in writing before the first scheduled class meeting.
- 75% Refund: January 18. Must withdraw in writing (full-term courses only).
- 50% Refund: January 24. Must withdraw in writing (full-term courses only).

25% Refund: January 31. Must withdraw in writing (full-term courses only).

Withdrawal without Academic Penalty Dates

Friday, March 26, 2011: Full-term courses only

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

Grades Due to Holt School

Graduating students: 9:00 a.m. on May 4

All other students: 9:00 a.m. on May 9

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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Spring 2011

Descriptions of courses offered through the graduate programs of the Hamilton Holt School are listed alphabetically by prefix, and then numerically.

Short intensive courses:

MPC 513A Green Infrastructure: Principles & Practice

The course is a composite of topics and field laboratory experience focused on the environmental components and principles growth management. Students will examine the ecological and technical basis for interpreting environmental conditions; conduct an investigation of regulatory databases and related resource information; and experience “hands-on” field assessment exercises.

Class meets:

January 3 & 5, from 6:45p to 9:15p

January 22 from 10:00a to Noon

Four field labs will be conducted over two weekends January 8/9 and 15/16, 2011

MPC 513B Sustainable Spaces & Places: Principles & Practice

This course focuses on the spaces that define sustainable places. The goal is to explore the pragmatic edge of sustainability by exploring the synergy between the green infrastructure and civic design. Urban squares, community gardens, restored habitats, neighborhoods parks, and the varied elements of pedestrian-oriented neighborhood will be analyzed.

Class meets:

January 5 from 6:45p to 9:15p

January 12 from 7:00p to 9:00p

January 30 from 1:00p to 3:00p

Four field labs will be conducted over two weekends January 8/9 and 15/16, 2011

MPC 513C Urban Form & Architecture

This course focuses on the interaction between architecture and urban as a vital piece of sustainability. Students will analyze existing plans and examples of civic urbanism in the Orlando area including Sanford, Rollins College, Baldwin Park, Thornton Park, and Winter Park. These are vital living laboratories, which requires measuring critical dimensions, documenting uses and functions. Through empirical analysis students will not only identify the physical condition but the social and economic conditions of a given place. The course will be held over a 3 week period starting January 4, 2011. Course will a mix of lecture, field laboratory research and student reporting and discussion.

Class meets:

January 4 & 6 from 6:45p to 9:15p

January 8 from 10:00a to 4:00p

January 12 from 7:00p to 9:00p

January 15 from 10:00a to 4:00p

January 22 from 10:00a to Noon

Core Courses:

MPC 515 Economics of Urbanism

Examines demographic and economic trends to determine future urban patterns. Special reference is given to the option of walkable urbanism in the real estate market.

MPC 520 Land Use Law

Analyzes the evolution of land use law from 19th century city planning to the present, with special emphasis on Euclidian Zoning, Exclusionary Zoning, and Form Based Codes.

MPC 525 1 Drawing the Urban Landscape

Drawing course devoted to the urban milieu utilizing the Rollins campus and traditional urbanist venues in the region.

Class meets:
Thursdays, 6:45p to 9:15p on January 13, 20, 27 & March 3
Saturdays, 10:00a to 12:30p on February 5, 12, 19, and 26

MPC 525 2 Drawing the Urban Landscape

Drawing course devoted to the urban milieu utilizing the Rollins campus and traditional urbanist venues in the region.

Class meets:
Thursdays, 6:45p to 9:15p on March 17, 24, and April 28
Saturdays, 10:00a to 12:30p on March 19, 26, April 2, 9, and 16



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Rollins College

Master of Planning in Civic Urbanism

Schedule
update on:
2/22/2011
9:35:24 AM

Spring 2011 Schedule of Classes

Holt School Registration Check-in will open for all students October 25.

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. Beginning this term, check-in will start one week prior to registration and applies only to current Holt School undergraduate and graduate students. To check in, Log into FoxLink and select the Holt Student tab and select the *Hamilton Holt Registration Check-in* link from the middle column.

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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	10994 MPC 513A 01	Topic: Green Infrastructure	1.5	10:00a-12:00p 06:45p 09:15p	LODGE REEVES	S MW	William Grey	Mandatory Saturday field labs. Please see course description for specific dates and times.
Open	10995 MPC 513B 02	Topic:Sustnbl Spaces & Places	1.5	01:00p-03:00p 06:45p 09:15p	CSS 226	U W	Robert Stephenson	Mandatory Saturday field labs. Please see course description for specific dates and times.
Open	10996 MPC 513C 03	Topic:Urban Form & Arch	1.5	10:00a-12:00p 06:45p 09:15p	SULLV HSE	S TR	Geoffrey Mouen	Mandatory Saturday field labs. Please see course description for specific dates and times.
Open	10982 MPC 515 1	Economics of Urbanism	3	06:45p-09:15p	BUSH 301	T	Gregg Logan	
Open	10983 MPC 520 1	Land Use Law	3	06:45p-09:15p	CSS 221	M	Karen Consalo Richard Geller	
Open	11055 MPC 525 1	Drawing the Urban Landscape	1.5	10:00a-12:30p 06:45p 09:15p	BEAL 1	S R	Rachel Simmons	Class meets: Thursday, January 13, 20 & 27, March 3 - 6:45 -9:15 p.m.; Saturday, February 5, 12, 19, & 26 - 10:00 a.m. - 12:30 p.m.
Filled	11056 MPC 525 2	Drawing the Urban Landscape	1.5	10:00a-12:30p 06:45p 09:15p	SULLV HSE	S R	Geoffrey Mouen	Class meets: Thursday, March 17 & 23, April 28 - 6:45 - 9:15 p.m.; Saturday, March 19 & 26, April 2, 9, & 16 - 10:00 a.m. - 12:30 p.m.



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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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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 prior 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: Spring 2011 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 January 10, 2011. 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 January 10 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 January 10 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.

Elective Course Options for Non-Majors

A non-matriculated student who holds a baccalaureate degree from a regionally accredited college or university may enroll, as space permits, in intensive elective courses offered during the spring and summer terms (1.5 semester hours each). The spring 2011 elective options are:

- MPC 513A 01 Topic: Green Infrastructure
- MPC 513B 02 Topic: Sustainable Spaces and Places
- MPC 513C 03 Topic: urban Form and Architecture

To be admitted, students must complete the application form and pay the nonrefundable application fee. Students must submit an official transcript of the baccalaureate degree prior to completing the course. Normally, nonmatriculated students who wish to take a second course must earn a grade of "B" or better in the first course. Unless an exception is granted, nonmatriculated students may enroll in no more than three intensive elective courses.

Courses taken for credit by a nonmatriculated student may be counted toward the MPCU degree if the student is later admitted to degree-seeking status.

Seniors in Rollins Undergraduate Programs

Each term, as space permits, undergraduates of Rollins College who have advanced to senior standing and achieved a cumulative grade point average (GPA) of 3.0 or better may enroll in up to three intensive elective courses in the program, as long as they maintain a GPA of "B" or better in the courses. (Spring 2011 elective options listed above.) Interested students should contact their undergraduate program adviser.

MPCU courses taken by undergraduate students to fulfill requirements for a baccalaureate degree cannot be counted toward the Master of Planning in Civic Urbanism.

Undergraduate students in the Hamilton Holt School must pay graduate tuition and fees when they enroll in MPCU courses.

Schedule Changes

Rollins College reserves the right to change or cancel course offerings, as necessary. A reasonable effort will be made to inform students of such changes. Students are advised to routinely check the schedule web site and Rollins e-mail for updates. There will be no financial penalty to students enrolled in courses that are canceled.

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.



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Building Key

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

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General Information

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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.

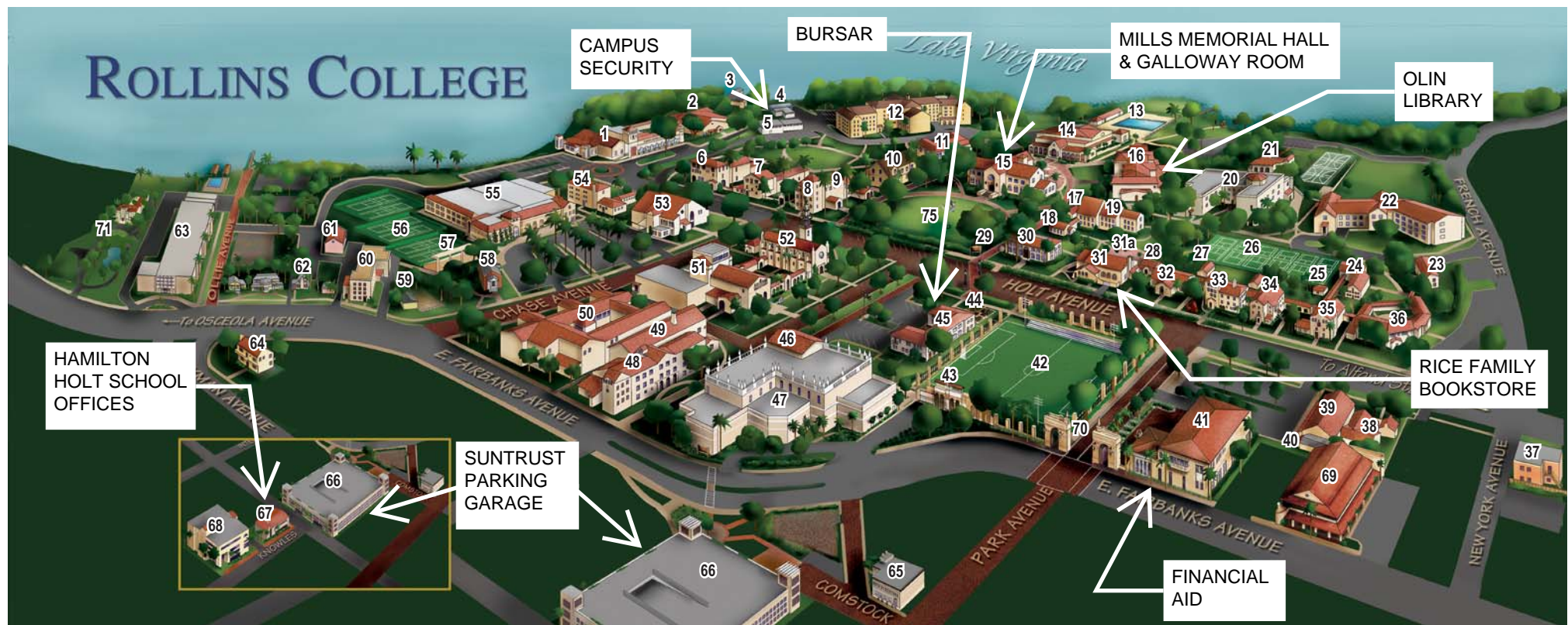
You are responsible for:

- 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.

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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 (SMBA)

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

Embedded Adobe XML Form

The file <http://r-net.rollins.edu/holt/forms/deferment.pdf> is an Adobe XML Form document that has been embedded in this document. Double click the pushpin to view.

