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## MA Schedule of Classes

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.

[Counseling](#)
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### Important Dates

**Start/End Dates:**  
Please see the individual calendar

**Grades Due**  
May 8 @ 9am

**Graduation Date**  
May 11, 2013

Questions? Comments?  
E-mail [Holt Student Services](#)

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# Rollins College Graduate Counseling Spring 2013 Schedule of Classes

Schedule updated on:  
09/10/2013 08:19:56 AM

Holt School Registration Check-in will open for all students March 12 at 12:00 noon.

Each Holt 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 one week prior to registration and applies only to current Holt School undergraduate and graduate students. To check in, log into FoxLink and go to the Holt Student tab and select the *Hamilton Holt Registration Check-in* link.

If you have difficulty with the Check-In process, please contact 407-646-2416 or [holtstudentservices@rollins.edu](mailto:holtstudentservices@rollins.edu). Please be sure to provide the specific error message

<a href="#">Term Calendar</a>	<a href="#">Course Descriptions</a>	<a href="#">Registration Instructions</a>	<a href="#">Syllabi</a>	<a href="#">Textbook Lookup</a>
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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday  
MW = Monday & Wednesday TR = Tuesday & Thursday

## INTERSESSION January 2 Through May 6

No INTERSESSION courses scheduled for this term

## FULL TERM

### Counseling Psychology

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Filled	10540 CPY 525 1	Counseling Theories and Proces	3	4 :00-6 :30P	W	CSS 230	DeLorenzi	
Filled	10541 CPY 525 2	Counseling Theories and Proces	3	4 :00-6 :30P	R	CSS 226	Paladino	
Filled	10542 CPY 525 3	Counseling Theories and Proces	3	6 :45-9 :15P	W	CSS 226	Paladino	
Filled	10543 CPY 530 1	Theories of Personality	3	4 :00-6 :30P	W	CSS 226	Sanabria	
Filled	10544 CPY 530 2	Theories of Personality	3	6 :45-9 :15P	W	CSS 229	Schefstad	
Filled	10545 CPY 555 1	Family/Rela Coun:Thera Modal	3	4 :00-6 :30P	T	CSS 229	Homrich	
Filled	10546 CPY 555 2	Family/Rela Coun:Thera Modal	3	6 :45-9 :15P	T	CSS 229	Homrich	
Cancelled	11086 CPY 557 1	Couples & Marriage Therapy: Th	0	6 :45-9 :15P	R	CSS 229		
Filled	10556 CPY 562 1	Cnslg Children & Adolescents	3	6 :45-9 :15P	W	CSS 230	DeLorenzi	Prerequisites: CPY 525 and 550
Filled	10547 CPY 565 1	Individ/Group Assess & Treat	3	4 :00-6 :30P	M	CSS 230	Robertson	
Open	10548 CPY 565 2	Individ/Group Assess & Treat	3	6 :45-9 :15P	M	CSS 230	Robertson	
Filled	10549 CPY 601 1	Human Sexuality:Therapy/Coun	3	4 :00-6 :30P	T	CSS 226	Sanabria	
Filled	10550 CPY 601 2	Human Sexuality:Therapy/Coun	3	6 :45-9 :15P	T	CSS 226	Sanabria	
Open	10551 CPY 602 1	Human Growth & Devel	3	4 :00-6 :30P	M	CSS 229	Baldwin	
Open	10552 CPY 602 2	Human Growth & Devel	3	6 :45-9 :15P	M	CSS 229	Schiffner	
Open	10998 CPY 699 1	Master Therapists Series	0	08:30-5 :00P	S	HHS AUD	Paladino	Class meets Saturday, February 16th and Saturday, February 23rd.

### Psychology

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Filled	10553 PSY 695 1	Internship in Mental Health Co	5	09:00-12:00P	M		Homrich	
Open	10554 PSY 695 2	Internship in Mental Health Co	5	4 :00-6 :30P	T		DeLorenzi	
Filled	10555 PSY 695 3	Internship: Mental Health	5	6 :45-9 :15P	T	CSS 231	Schefstad	

## Calendar

Calendar

Course Descriptions

### Spring 2013

#### 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 14

Term Ends: Monday, April 29

#### Registration and Other Important Dates

October 23 Mandatory Pre-registration Check-In opens at 12:00 pm and closes at 5:00 pm January 14. Check-in instructions provided in FoxLink.

November 1 & 2 Online registration begins at noon on November 1 and ends at midnight on November 2.

January 14 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.

#### Holidays

No Classes on the following dates:

January 21 MLK Holiday (Monday)-The Holt School office will be closed.

March 3 - 10 Spring Break

#### 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 14-21

50% January 22-28

#### Withdrawal without Academic Penalty Dates

March 11, 2013 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**

Graduating seniors May 8 at 9am

All other students May 14 at 9am

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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## Course Descriptions

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### COURSE DESCRIPTIONS

From the 2012-2013 [Graduate Studies Catalog](#).

#### 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 interand 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 562 Counseling Children and Adolescents [3]

Examination of specific approaches and strategies for working with children and adolescents in school, private practice, and agency settings are the focus of this course. Specific concerns such as discipline, substance abuse, school violence, eating disorders, child abuse, self-esteem, grief, and divorce are addressed. Play therapy, individual and group approaches, prevention strategies, innovative programming, and relevant techniques are included. Prerequisite: CPY 525.

#### 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.

#### 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 Education Spring 2013 Schedule of Classes

Schedule updated on:  
09/10/2013 08:29:59 AM

Holt School Registration Check-in will open for all students March 12 at 12:00 noon.

Each Holt 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 one week prior to registration and applies only to current Holt School undergraduate and graduate students. To check in, log into FoxLink and go to the Holt 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  
MW = Monday & Wednesday TR = Tuesday & Thursday

## INTERSESSION January 2 Through May 6

No INTERSESSION courses scheduled for this term

## FULL TERM

### Education

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	10674 EDU 500 1	Pre-Internship Field Experienc	1	TBA	TBA		Hewit	
Filled	10675 EDU 501 1	Socio Foundations Education	3	4 :00-6 :30P	W	CSS 222	McLaughlin	
Open	10676 EDU 512 1	Instruct Strateg for Divers	3	6 :45-9 :15P	M	CSS 232	Hewit	
Open	10678 EDU 522 1	Instruct Strat Diverse Sec Lrn	3	4 :00-6 :30P	R	CSS 232	Hewit	
Open	10679 EDU 533 1	Student Teach: Elementary	9	TBA	TBA		Yu , Clark	
Open	10680 EDU 535 1	Reading in the Content Areas	3	4 :00-6 :30P	M	CSS 222	Wellman	
Open	10681 EDU 540 1	Seminar in Classroom Mgmt.	3	4 :00-6 :30P	W	CSS 232	Fadool	
Cancelled	10682 EDU 550 1	Motivation in Education	3	TBA	TBA			
Open	10683 EDU 590 1	Global Perspective of Educatio	3	4 :00-6 :30P	T	CSS 232	McLaughlin	

### Elementary Education

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	10684 EED 560 1	Lab in Elem School Music	2	4 :15-6 :00P	R	ASC 109	Swallow	
Open	10685 EED 561 1	Lab in Elem School Art	2	6 :15-8 :00P	R	CSS 222	Branen	
Open	10686 EED 566 1	Teaching Elem Soc Studies	3	4 :00-6 :30P	M	CSS 232	Fielder	
Open	10687 EED 568 1	Lang Arts and Content Area Ins	3	6 :45-9 :15P	W	CSS 222	Griner	

## Calendar

Calendar

Course Descriptions

### Spring 2013

#### 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 14

Term ends: Monday, May 6

#### Registration and Other Important Dates

October 23	Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.
November 1-11	Online registration for current students begins at 12:00 noon on November 1 and ends at 5:00 pm November 11.
January 14	Tuition payment 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

January 21 MLK Holiday - office will be closed

March 3 - 10 Spring Break (No class)

#### 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 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% Refund - Before Classes Begin (Before first published meeting date)
75% Refund - January 14 - 21
50% Refund - January 22 - 28

Withdrawal without Academic Penalty Date - March 22 (full-term courses only)



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**

Graduating students: May 8 at 9:00 am

All others: May 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.

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## Course Descriptions

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### COURSE DESCRIPTIONS

From the 2012-2013 [Graduate Studies Catalog](#).

#### 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. 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 monstates 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 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 Field Experiences (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.

#### 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.

#### EDU 590: Special Topics in Education [3]

Special topics will be covered in a seminar format to focus on a specific issue in education.

#### 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.



# Rollins College Master of Human Resources Spring 2013 Schedule of Classes

Schedule updated on:  
09/10/2013 08:20:47 AM

Holt School Registration Check-in will open for all students March 12 at 12:00 noon.

Each Holt 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 one week prior to registration and applies only to current Holt School undergraduate and graduate students. To check in, log into FoxLink and go to the Holt Student tab and select the *Hamilton Holt Registration Check-in* link.

If you have difficulty with the Check-In process, please contact 407-646-2416 or [holtstudentservices@rollins.edu](mailto:holtstudentservices@rollins.edu). Please be sure to provide the specific error message

<a href="#">Term Calendar</a>	<a href="#">Course Descriptions</a>	<a href="#">Registration Instructions</a>	<a href="#">Syllabi</a>	<a href="#">Textbook Lookup</a>
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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday  
MW = Monday & Wednesday TR = Tuesday & Thursday

## INTERSESSION January 2 Through May 6

*No INTERSESSION courses scheduled for this term*

## FULL TERM

### Master Of Human Resources

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	10494 MHR 501 1	International HRM	4	6:45-9:15P	W	CSS 170	Rogers	Course meet: W 6:45-9:15 Jan 16 - May 1
Filled	11010 MHR 505 01	Training and Development	4	6:45-9:15P	T		Prescott	Course Meet: T 6:45 to 9:15, January 15 - April 30
Open	10495 MHR 510 1	Organizational Change & Development	4	6:45-9:15P	M	CSS 170	Mourino	Course meet: M 6:45 - 9:15, Jan 14 - May 6
Cancelled	10496 MHR 540 1	Management Consulting	4	TBA	TBA			Course meets: M 6:45 - 9:15, Jan 14 - May 6
Filled	10497 MHR 553 1	Employment and Labor Law	4	6:45-9:25P	R	CSS 170	Houston , Muldowney	Course meets: R 6:45-9:15 Jan 14 - May 2
Open	10498 MHR 610 1	Managing the HR Department	4	6:45-9:25P	R	HHS AUD	Carricato	Course meets: R 6:45-9:15, Jan 17 - May 2 in the Holt School Auditorium (2nd floor)



## Calendar

Calendar

Course Descriptions

### Spring 2013

#### 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 Dates:** Start: Monday, January 14  
End: Monday, May 6

#### Important Dates

January 14: Last day to submit independent study proposals.

#### Registration Dates

October 23	Check-in opens at 12:00 noon. Check-in is required to receive registration time ticket.
November 1-11	Online registration for all formally accepted degree students who have taken a core course. Begins at 12:00 noon on the first day of registration and ends at 5:00 p.m. on the last day of registration.
January 14	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

January 21 MLK Holiday - office closed  
March 3-10 Spring Break (No classes)

#### 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 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 first scheduled class meeting  
75% Refund: January 14-21  
50% Refund: January 22-28

#### Withdrawal without Academic Penalty Dates

March 22 - 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: May 8 at 9:00 am

All other students: May 14 at 9:00 am

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

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### **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 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 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 543: Employee Relations [4]**

Examines common approaches to employee-centered issues. Explores company responses to problems in workplace laws and regulations regarding hiring and firing, personnel practices, wage and hour requirements, employee benefits, family and medical leave, health and safety, illegal discrimination, workers with disabilities, termination, employee privacy, independent contractors, and unions.

### **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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# Rollins College Master of Liberal Studies Spring 2013 Schedule of Classes

Schedule updated on:  
09/10/2013 08:21:08 AM

Holt School Registration Check-in will open for all students March 12 at 12:00 noon.

Each Holt 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 one week prior to registration and applies only to current Holt School undergraduate and graduate students. To check in, log into FoxLink and go to the Holt Student tab and select the *Hamilton Holt Registration Check-in* link.

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<a href="#">Term Calendar</a>	<a href="#">Course Descriptions</a>	<a href="#">Registration Instructions</a>	<a href="#">Syllabi</a>	<a href="#">Textbook Lookup</a>
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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday  
MW = Monday & Wednesday TR = Tuesday & Thursday

## INTERSESSION January 2 Through May 6

No INTERSESSION courses scheduled for this term

## FULL TERM

### Master Of Liberal Studies

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	10557 MLS 511M 01	Faulkner's Light in August	1.34	6:45-9:15P	W	ORLAN 113	Reich	Course meets: W 6:45-9:15 January 16 - Feb 13
Filled	10558 MLS 512M 01	Spinoza's Ethics	1.34	6:45-9:15P	T	CSS 167	Cook	Course meets: T 6:45-9:15 March 12 - April 9
Filled	10493 MLS 566 1	Gender, Culture & Human Rights	4	6:45-9:15P	W	CSS 167	McLaren	Course Meets: W 6:45-9:15 Jan 16-May 1
Open	10688 MLS 585 01	Writers of the Wild West	4	6:45-9:15P	T	KMC 2	Phelan	Course meets: T 6:45-9:15 Jan 15-May 30
Open	10490 MLS 603 1	Religion and Western Culture	4	6:45-9:15P	M	CSS 167	Levis	Course meets: M 6:45-9:15 Jan 14-May 6
Open	10491 MLS 605 1	Milestones of Modern Science	4	6:45-9:15P	R	CSS 167	Bernal	Course meets: Th 6:45-9:15 Jan 17-May 2
Filled	11017 MLS 690 01	Survive Elite White Wm Novels	4	TBA	TBA		Russell , Reich	
Filled	11018 MLS 690 02	NYC Garden Philosophy	4	TBA	TBA		Lancaster , Stephenson	



## Calendar

[Calendar](#)
[Course Descriptions](#)

### Spring 2013

#### 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 14

**Term Ends:** Monday, May 6

#### Important Dates

January 14: Last day to submit independent study proposals.

#### Registration Dates

October 23 Check-in opens at 12:00 noon. Check-in is required to receive registration time ticket.

November 1-11 Online registration for all formally accepted degree students who have taken a core course. Begins at 12:00 noon on the first day of registration and ends at 5:00 p.m. on the last day of registration.

January 14 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

January 21 MLK Holiday  
March 4-9 Spring Break (No classes)

#### 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 first scheduled class meeting

75% Refund: January 14-21

**Withdrawal without Academic Penalty Dates**

March 22: 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: May 8 at 9:00 a.m.

All other students: May 14 at 9:00 a.m.

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

[Calendar](#)
[Course Descriptions](#)

### MLS 511M Faulkner's Light in August

Consistently ranked as one of the best English-language novels of the twentieth century, William Faulkner's *Light in August* contains the Nobel Prize winning author's earliest—and perhaps most explicit—commentary on racism and misogyny in the American South. In our study of Faulkner's seventh novel, we will also examine writings that preceded *Light in August* and the critical conversation surrounding it.

### MLS 512M Spinoza's Ethics

Baruch Spinoza (1632-1677) was unable to publish his most important work during his lifetime. Instead, he left the manuscript for friends to edit and publish after his death -- as part of his *Opera Posthuma*. Appearing in 1678 (and immediately banned in much of Europe), the *Ethics* presents, in one geometrically-structured volume, a radical take on the major issues in modern philosophy -- theology, theory of knowledge, psychology, and ethics. Based on this work, Spinoza has been decried as an atheist and lauded as a "God-intoxicated man." Einstein called himself "Spinoza's disciple," while contemporary neuroscientists look to Spinoza for ideas regarding the role of emotions in our cognitive processes. Hailed by historians as the intellectual spark for the "radical enlightenment," Spinoza's *Ethics* scandalized its 17th-century readers, and its ideas still challenge us today.

### MLS 566 Gender, Culture & Human Rights

This course will explore the tension between respecting cultural traditions, and respecting human rights. We will pay particular attention to the role that gender plays because many of the cultural traditions that seem to violate human rights disproportionately affect women. Issues such as female genital mutilation, forced prostitution, dowry, suttee (the practice of widows throwing themselves on the funeral pyre of their husbands), and wearing the veil have increasingly been the focus of international attention. These examples raise difficult ethical and political questions: Is the notion of human rights a cross-cultural or universal notion or is it culturally and historically specific? If cultural practices are voluntary, is it appropriate for someone from another culture to intervene? What are the appropriate guidelines for cross-cultural interaction? How can a concern for cultural sovereignty and integrity be balanced with cultural practices that apparently harm individuals? In this course we will explore the theoretical debate about these issues, and the implications for politics, ethics and public policy.

### MLS 585 Writers of the Wild West

An introduction to the rich tradition of American nature writing from the prairies and deserts, mountains and glacial valleys of the west: featuring Muir, Austin, Snyder, and Leopold, among others.

### MLS 603: Religion and Western Culture [4]

The society that emerged from the ruins of the Roman Empire brought together classical, Germanic, and Christian elements to forge a new western European culture. This course traces the interaction of these strands through an examination of religion, social and political development, and changes in the arts. Students will examine the medieval synthesis in which religious concerns predominated, explore the factors that lead to its breakdown, and enhance their research skills at the graduate level.

### 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: 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 88 of the Graduate Studies catalog.



# Rollins College Planning in Civic Urbanism Spring 2013 Schedule of Classes

Schedule updated on:  
09/10/2013 08:21:30 AM

Holt School Registration Check-in will open for all students March 12 at 12:00 noon.

Each Holt 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 one week prior to registration and applies only to current Holt School undergraduate and graduate students. To check in, log into FoxLink and go to the Holt Student tab and select the *Hamilton Holt Registration Check-in* link.

If you have difficulty with the Check-In process, please contact 407-646-2416 or [holtstudentservices@rollins.edu](mailto:holtstudentservices@rollins.edu). Please be sure to provide the specific error message

<a href="#">Term Calendar</a>	<a href="#">Course Descriptions</a>	<a href="#">Registration Instructions</a>	<a href="#">Syllabi</a>	<a href="#">Textbook Lookup</a>
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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday  
MW = Monday & Wednesday TR = Tuesday & Thursday

## INTERSESSION January 2 Through May 6

### Master Plan Civic Urbanism

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Cancelled	10706 MPC 513E 01	Topic: CNU Accreditation	1.5	TBA	TBA			
Open	10839 MPC 514B 01	FL Vernacular Arch w Sketch up	1.5	09:00-1:00P 6:45-9:15P	S TR	LODGE REEVES LODGE REEVES	Vargas	Course meets: TR Jan 3-15, 6:45-9:15; S 5 & 12 9:00 - 1:00

## FULL TERM

### Master Plan Civic Urbanism

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Cancelled	10706 MPC 513E 01	Topic: CNU Accreditation	1.5	TBA	TBA			
Open	10839 MPC 514B 01	FL Vernacular Arch w Sketch up	1.5	09:00-1:00P 6:45-9:15P	S TR	LODGE REEVES LODGE REEVES	Vargas	Course meets: TR Jan 3-15, 6:45-9:15; S 5 & 12 9:00 - 1:00
Open	10708 MPC 515 01	Economics of Urbanism	3	6:45-9:15P	M	LODGE REEVES	Logan	Course meets: M 6:45-9:15 Jan 14-May 6 in Reeves Lodge
Open	10713 MPC 520 01	Land Use Law	3	6:45-9:15P	R	CSS 232	Consalo , Geller	Course meets: R 6:45-9:15 Jan 17-May2 CSS232
Open	10714 MPC 525 01	Drawing the Urban Landscape	1.5	09:00-1:00P	S	CFAC	Simmons	Course meets: Saturday Jan 19-March 2 9:00 - 1:00 in CFAC112
Open	10712 MPC 618 01	Amer Dream:Housing Transition	3	6:45-9:15P	W	HHS AUD	Hahn	Course meets: W 6:45-9:15 Jan 16-May 1 in Holt School Auditorium
Open	10715 MPC 690 01	Studio: Project/Presentation	4.5	09:00-1:00P 6:45-9:15P	S M		Stephenson Cunningham	Course meets: M 6:45-9:15 Jan 14-May 6 and Sat. Jan 26, Feb 9, 23, March 16,30, April 13, 27 in CFAC110



## Calendar

[Calendar](#)
[Course Descriptions](#)

### Spring 2013

#### 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 14

**Term Ends:** Monday, May 6

#### Important Dates

January 14: Last day to submit independent study proposals.

#### Registration Dates

- |               |  |
|---------------|--|
| October 23    | Check-in starts at 12:00 noon. Check-in is required for to receive registration time ticket.   |
| November 1-11 | Online registration for all formally accepted degree students who have taken a core course. Begins at 12:00 noon on the first day of registration and ends at 5:00 p.m. on the last day of registration.   |
| January 14    | Tuition Due by 5:00 p.m.<br>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 21 | MLK Holiday - office closed |
| March 3-10 | Spring Break (No classes)   |

#### 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: Must withdraw in writing before the first scheduled class meeting.
- 75% Refund: January 14-21
- 50% Refund: January 22-28

#### Withdrawal without Academic Penalty Dates

March 22: Full-term courses only.  
Intensive courses only: Monday following the scheduled 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: May 8 at 9:00 a.m.

All other students: May 14 at 9:00 a.m.

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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[Course Descriptions](#)

### MPC 513E Topic: CNU Accreditation

The course provides a comprehensive overview of the New Urbanism. The goal is to enable the student to pass the Congress for the New Urbanism ("CNU") Accreditation Examination, administered by the University of Miami's School of Architecture. The course will include numerous guest lectures by professionals in their fields, many of whom have CNU accreditation. 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 514B Florida Vernacular Arch with Sketch Up

No available description.

### MPC 515 The 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 Drawing the Urban Landscape

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

### MPC 618 The American Dream: Housing in Transition

Course examines the evolving housing market over the last half century. Special emphasis placed on workforce housing, walkable urbanism, and suburban retrofitting.

### MPC 690 Design Studio

A project based course that contracts with a client, with the goal of meeting the program mission statement and advancing sustainable urbanism. In addition to providing a market analysis, students will mix green infrastructure and urbanism in sustainable form.


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## Registration Instructions

### MA Schedule of Classes

- General Information
- Registration Instructions
- Financial Aid
- Building Key
- Campus Map
- Student Consumer Information
- Tuition Deadline
- Tuition Deferment Form
- Payment Plan
- Prior Syllabi

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 (407-628-6363) 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.

- [Getting Started](#)
- [Enter Registrations](#)
- [Payment Submission](#)
- [Log In](#)
- [Complete Registrations](#)
- [Wait list](#)
- [Select Term](#)
- [Logging Out](#)
- [Elective Options for Non-Majors](#)

### 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: Fall 2013 A&S/CPS/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 the deadline stated in the Schedule of Classes. 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 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 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](http://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](http://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).

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. 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.*



## Tuition Deadline

### MA Schedule of Classes

- [General Information](#)
- [Registration Instructions](#)
- [Financial Aid](#)
- [Building Key](#)
- [Campus Map](#)
- [Student Consumer Information](#)
- [Tuition Deadline](#)
- [Tuition Deferment Form](#)
- [Payment Plan](#)
- [Prior Syllabi](#)

#### Payment Due:

**Spring:** January 14, 2013 at 5:00 p.m.

See [Registration Instructions](#) for specific information regarding payment and payment options.

#### Tuition for Summer 2012, Fall 2012, and Spring 2013:

##### Master of Arts in Counseling

\$544 per credit hour

##### Master of Education/Teacher Certification

\$473 per credit hour

##### Master of Human Resources

\$551 per credit hour

##### Master of Liberal Studies

\$417 per credit hour

\$558.78 for Masterworks courses

##### Master of Planning & Civic Urbanism

\$551 per credit hour

\$826.50 for short course

Note: By registering, students agree to accept full responsibility for the payment of tuition and fees. If a payment is not fulfilled or returned for insufficient funds or no approval by credit, students also agree to pay all fees associated with collection of due funds, including collection costs and attorney's fees.

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## Building Key

### Undergraduate Schedule of Classes

[Holt R-Net Home](#)
[Academic Internship  
Program](#)
[Independent Study Form](#)
[Registration FAQ](#)
[Building Key](#)
[Campus Map](#)
[Payment Plan](#)
[Prior Schedules](#)
[Prior Syllabi](#)
[Tuition Deferment Form](#)
[Student Consumer  
Information](#)
[Academic Achievement](#)
[New Student Orientation](#)
[Off Campus Opportunities](#)

### 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 [tour of the campus](#).

### Building Key

Classroom assignments are subject to change. Changes can be viewed through FoxLink. Students 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
- BUSH - Bush Science Center
- CFAC - Cornell Fine Arts Center
- CSS - Cornell Social Sciences
- DANCE - Dance Studio
- FAIRBK - 170 W. Fairbanks Avenue
- HAUCK - Hauck Hall
- HHS - Hamilton Holt School
- KEENE - Keene Hall
- KMC - Knowles Memorial Chapel
- LODGE REEVES - Lodge Reeves
- OLIN - Olin Resource Center
- ORLAN - Orlando Hall
- REX - Rex Beach Hall
- SULLV - Sullivan House


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## Student Consumer Information

### Undergraduate Schedule of Classes

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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) 691-1076. 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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