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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

CE ** • 04F1 at Noon

Si a a Yf Graduation Date

CE ** • 04F, 2013

Questions? Comments?

E-mail [Holt Student Services](#)



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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) 628-6363.

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 at 407-628-6363.

Payment

Payments by check can be sent to:

Rollins College
Office of the Bursar
1000 Holt Ave-2715
Winter Park, FL 32789

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.

Rollins also offers a convenient payment plan option. For more details, visit the [Rollins Bursar](#) website.

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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Registration Instructions

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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 (407-628-6363) 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. 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).

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.



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Payment Due:

August 26, 2013 at 5:00 p.m.

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

Tuition for Summer 2013, Fall 2013, and Spring 2014:

Master of Arts in Counseling

\$560 per credit hour

Master of Education/Teacher Certification

\$487 per credit hour

Master of Human Resources

\$568 per credit hour

Master of Liberal Studies

\$430 per credit hour

\$576.20 for Masterworks courses

Master of Planning & Civic Urbanism

\$568 per credit hour

\$852 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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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.



Rollins College Graduate Counseling Summer 2013 Schedule of Classes

Schedule updated on:
09/09/2013 02:57:52 PM

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. Please be sure to provide the specific error message

Term Calendar	Course Descriptions	Registration Instructions	Syllabi	Textbook Lookup
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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday
MW = Monday & Wednesday TR = Tuesday & Thursday

GRADUATE COUNSELING SESSION May 13 Through July 25

Counseling Psychology

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60031 CPY 535 1	Career & Lifestyle Development	3	4 :00-6 :30P	T	CSS 229	DeLorenzi	
Open	60032 CPY 535 2	Career & Lifestyle Development	3	6 :45-9 :15P	T	CSS 229	DeLorenzi	
Filled	60028 CPY 540 1	Theory & Prac Group Coun	3	3 :30-6 :30P	T	CSS 226	Paladino	
Open	60029 CPY 540 2	Theory & Prac Group Coun	3	3 :30-6 :30P	W	CSS 226	Paladino	
Filled	60030 CPY 540 3	Theory & Prac Group Coun	3	6 :00-9 :00P	R	CSS 229	Sanabria	
Filled	60033 CPY 545 1	Legal, Profess, Ethical Issues	3	6 :45-9 :15P	W	CSS 229	Bertram	
Open	60034 CPY 545 2	Legal, Profess, Ethical Issues	3	4 :00-6 :30P	W	CSS 229	Sanabria	
Open	60039 CPY 559 1	Prof Sem Family Relation Thera	1	4 :00-6 :30P	T	CSS 249	Homrich	Class meets May 16, 23, & 30.
Filled	60040 CPY 560 1	Comm Cnslng & Crisis Intrvntn	3	4 :00-6 :30P	W	CSS 230	Bertram	
Filled	60041 CPY 560 2	Comm Cnslng & Crisis Intrvntn	3	6 :45-9 :15P	W	CSS 230	Schiffner	
Open	60042 CPY 603 1	Addictive Disorders	3	4 :00-6 :30P	T	CSS 231	Sanabria	
Open	60043 CPY 603 2	Addictive Disorders	3	6 :45-9 :15P	T	CSS 231	Schefstad	
Open	60044 CPY 662 1	Cnslng Contemp College Student	3	4 :00-6 :30P	M	CSS 226	Paladino	

Psychology

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60046 PSY 660 1	Fld Exp in Cnslg & Soc Jus Adv	1	TBA	TBA		Paladino	
Open	60047 PSY 660 2	Fld Exp in Cnslg & Soc Jus Adv	1	TBA	TBA		Homrich	
Filled	60048 PSY 660 3	Fld Exp in Cnslg & Soc Jus Adv	1	TBA	TBA		DeLorenzi	
Open	60049 PSY 660 4	Fld Exp in Cnslg & Soc Jus Adv	1	TBA	TBA		Sanabria	

Calendar

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

Summer 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, May 13

Term Ends: Thursday, July 25

Registration and Other Important Dates

March 12-May 13 Mandatory Pre-registration Check-In opens at 12:00 pm and closes at 5:00 pm. Check-in instructions provided in FoxLink.

March 19 & 20 Online registration begins at noon on March 19th and ends at midnight on March 20st.

May 13 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:

May 27 Memorial Day (Monday)-The Holt School office will be closed.

July 4 Independence Day

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)

50% May 13 - 20

Withdrawal without Academic Penalty Dates

June 17, 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

August 13, at 12:00 noon

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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Archival Copy

Course Descriptions

Calendar

Course Descriptions

COURSE DESCRIPTIONS

Descriptions pertain to the Summer semester only and are taken from the [2012-2013 Graduate Studies Catalog](#).

CPY 535 Career and Lifestyle Development [3]

This course is designed to facilitate student development of knowledge, skills and competencies to engage in counseling clients with career issues; to utilize occupational/career resources including technology-based resources and assessments; to examine theories of career development and decision-making; to develop the ability to evaluate and implement appropriate assessments; to collaborate with clients in identifying personal and career goals; and to organize and implement program planning and techniques and do so in a diversity of work settings. The interrelationship of work, family, relationships, geographic location, leisure, cultural diversity, gender roles, economic trends, oppression, diverse life roles, and other sociopolitical factors are explored in relation to career and lifestyle issues in comprehending the career narrative of clients. Lab fee will be assessed. Prerequisites: CPY 525, CPY 530, or permission.

CPY 540 Advanced Theory and Practice of Group Counseling [3]

This course is designed to train students in the fundamental concepts and skills necessary to lead counseling and therapy groups. Course activities include lecture, demonstration, discussion of assigned readings, and experience as member and leader in simulated counseling and therapy groups. Prerequisites: CPY 525, CPY 530.

CPY 545 Legal, Professional, and Ethical Issues in Counseling [3]

This course examines ethical and legal standards, their evolution, methods of change, and applications to various counseling professional activities. Professional counseling organizations, standards of preparation, certifications, licensure and the role identity and professional obligations of counselors are addressed. Prerequisite: CPY 525 or permission.

CPY 559 Professional Seminar in Family and Relationship Therapy [1]

This seminar investigates the implications of professional issues unique to marital, couple, and family counseling/therapy, including ethical and legal considerations; professional organizations, preparation standards, and credentialing bodies pertaining to the practice of marital, couple, and family counseling/therapy (e.g., the International Association of Marriage and Family Counselors and the American Association for Marriage and Family Therapy); the role of marital, couple, and family counselors/therapists in a variety of practice settings and in relation to other helping professionals; and research and technology applications in marital, couple, and family counseling/therapy. The professional identity of the family and relationship therapist is discussed. Prerequisite: CPY 550.

CPY 560 Community Counseling and Crisis Intervention [3]

This course explores the roles and functions of counselors as they practice in diverse communities. Specifically the course will provide students with an understanding of the socio-economic and political influences that affect the availability of mental health services as well as public access to community counseling agencies and organizations. It will also review public policy, funding, administration, and program evaluation in community counseling. Students will gain knowledge and skills to assist individuals and families during times of crisis and trauma, including suicide prevention/intervention strategies and civil commitment procedures. Finally, the course will address the role counselors can play during times of community disaster. Prerequisites: CPY 515, CPY 525.

CPY 603 Addictive Disorders [3]

This course includes research and theories of substance use and abuse as well as principles and practices for the assessment, diagnosis, and treatment of substance abuse and addiction. The diversity of addictions is studied including dual diagnoses and interrelationship of addictive modalities. Students will develop specific strategies for working with addictive clients, knowledge about referral resources, and promotion of responsible behavior.

PSY 660: Pre-Practicum in Counseling and Social Justice Advocacy [1]

This pre-practicum course introduces graduate counseling students to clinical mental health delivery systems, practice settings, and professional social justice advocacy roles through service learning in community organizations and agencies. Students are expected to participate in 200 hours of field work experience during their first two years in the

program as partial fulfillment of the pre-degree experience requirements for Florida licensure. These community engagement activities involve on-site experience in agencies and with community organizations that will culminate prior to beginning practicum. Enrollment in this course will be the summer immediately prior to the semester of enrollment in PSY 680: Practicum and Internship I in a Clinical Mental Health Setting and is graded as a credit/no-credit course.

CPY 662 Counseling Contemporary College Students [1-3]

Overview of historical, philosophical, and theoretical foundations of student development and college counseling; provision of developmentally appropriate services (e.g., counseling, preventive programming, outreach, coordination of campus services) for contemporary college students; and an exploration of the diverse post-secondary student: academic characteristics, socioeconomic background, finances, self-concept, interests, peer-group influences, personality characteristics, developmental tasks, reasons for attending college, reactions to college, choice of vocation, major field of study, freedom and authority, educational and occupational aspirations, and dropouts.



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Rollins College Graduate Education Summer 2013 Schedule of Classes

Schedule updated on:
09/09/2013 03:00:37 PM

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. Please be sure to provide the specific error message

Term Calendar	Course Descriptions	Registration Instructions	Syllabi	Textbook Lookup
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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday
MW = Monday & Wednesday TR = Tuesday & Thursday

FULL TERM 12 WEEK SESSION May 20 Through August 8

Education

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60023 EDU 536 1	Research in Education	3	7 :15-9 :00P	TR	CSS 222	Brandon	Class meets TR from May 21 to June 27. Instructor arranges meeting times with students during July and August. Final class meeting is August 8.

FIRST SIX WEEK TERM May 20 Through June 30

Education

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60020 EDU 509 1	Foundations of Reading	3	4 :00-7 :10P	TR	CSS 222	Clark	

Elementary Education

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60018 EED 569 1	Lit for the Elem School Child	3	4 :00-7 :10P	MW	CSS 222	Moe	

SECOND SIX WEEK TERM July 1 Through August 8

Education

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60022 EDU 580 1	The Multicultural Classroom	3	4 :00-7 :10P	MW	CSS 222	Yu	

Calendar

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

Summer 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.

12-Week Session: Monday, May 20 to Thursday, August 8
First 6-Week Session: Monday, May 20 to Sunday, June 30
Second 6-Week Session: Tuesday, June 26 to Thursday, August 8

Registration and Other Important Dates

March 12 - May 20 Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.

March 19 - April 5 Online registration for current students begins at 12:00 noon and ends at 5:00 pm.

May 13 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

May 27 Memorial Day - office will be closed
July 4 Independence Day - office will be closed

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)
50% Refund - May 28 for 12-week and first 6-week courses
50% Refund - July 8 for Second 6-week courses

Withdrawal without Academic Penalty

12-Week Session: July 5

First 6-Week Session: June 7

Second 6-Week Session: July 19

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

August 13 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

Descriptions pertain to the Summer semester only and are taken from the [2012-2013 Graduate Studies Catalog](#).

EDU 509: Foundations of Reading [3]

This is the introductory course in the reading sequence. The course covers the theoretical models of reading, emergent literacy, phonics instruction, and the reading/writing connections. A balanced approach to reading instruction is emphasized.

EDU 536: Research in Education [3]

An analysis of the current issues in education. Topics for discussion may include technology in the classroom, current curricular trends, important educational research results, and others. A formal search of the literature is required. Each student may choose his/her own area of interest to research. M.Ed. students conduct a study with elementary students.

EDU 580: The Multicultural Classroom: Issues in Cross-Cultural Communication and Understanding [3]

Examines cultural pluralism in the classroom: multicultural education, diversity and teaching, bilingual education, racism, tracking, and teacher preparation. This course is a designated ESOL stand-alone certification course in the Department of Education and is intended to meet the competencies and skills that are required for Teacher Certification in Florida.

EED 569: Literature for the Elementary School Child [3]

This course immerses students in authentic literature appropriate for elementary grade reading instruction. Students will become familiar with a variety of major children's authors and illustrators, the genres of children's literature, recent research in the field, and techniques for the effective use of children's literature in the classroom. Emphasis on strategies appropriate for responding to literature and participating in literature circles.


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Rollins College Master of Human Resources Summer 2013 Schedule of Classes

Schedule updated on:
09/09/2013 03:01:48 PM

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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Term Calendar	Course Descriptions	Registration Instructions	Syllabi	Textbook Lookup
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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday
MW = Monday & Wednesday TR = Tuesday & Thursday

FULL TERM 12 WEEK SESSION

May 20 Through August 8

No FULL TERM courses scheduled for this term

FIRST SIX WEEK TERM

May 20 Through June 30

Master Of Human Resources

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60056 MHR 557 01	Compensation Management	4	6 :45-9 :15P	TR	CSS 230	Harris	Course meets: TR 6:45-9:15 May 20-June 30 in CSS 230
Open	60064 MHR 591 01	SHRM National Conference	4	4 :00-6 :30P	W		Rogers	Course meets on campus: W May 22 and June 26 in Faculty Club 4:00-6:30, SHRM Conference in Chicago June 15-19.

SECOND SIX WEEK TERM

July 1 Through August 8

Master Of Human Resources

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60053 MHR 543 01	Employee Relations	4	6 :45-9 :15P	MW	KMC 1	Sherry , Herrmann	Course meets: MW 6:45-9:15 July 1-August 8 in Knowles Memorial Chapel classroom (KMC) 1
Open	60012 MHR 544 01	Conflict Management	4	6 :45-9 :15P	TR	FAIRBK 116	Bommelje	Course meets: TR 6:45-9:15 July 1 - August 8 in 170 W. Fairbanks, classroom 116 Additional fees required.

Calendar

[Course Descriptions](#)
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Summer 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.

12-Week Session: Monday, May 20 to Thursday, August 8

First 6-Week Session: Monday, May 20 to Sunday, June 30

Second 6-Week Session: Monday, July 1 to Thursday, August 8

Registration and Other Important Dates

March 12 Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.

March 19-April 3 Online registration for current students begins at 12:00 noon and ends at 5:00 pm.

May 13 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

May 28 Memorial Day - office will be closed

July 4 Independence Day - office will be closed

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)

50% Refund - May 21 for 12-week and first 6-week courses

50% Refund - July 2 for Second 6-week courses

Withdrawal without Academic Penalty Date

12-Week Session: July 5

First 6-Week Session: June 1

Second 6-Week Session: July 13

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

August 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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Summer 2013

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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 544: Conflict Management [4]

Analysis of various methods for resolving grievances, disputes, and conflicts in unionized and nonunion organizations. Topics include collective bargaining; sources of conflict; exchange theory; negotiation; mediation, arbitration, and third-party intervention methods; selecting the appropriate conflict-resolution method for a particular organization; and evaluating the effectiveness of the method. Formerly Conflict and Dispute Resolution.

MHR 557: Compensation Management [4]

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

MHR 591: SHRM National Conference [4]

This course is designed to help students explore the concept of continuing professional education (Life Long Learning) in the context of the Society for Human Resource Management's Annual Professional Conference. Prior to the conference, we will meet to develop conference plans. During the conference, we will meet daily to discuss what people are learning. After the conference, each student will write a reflection on his or her participation and learning.



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Rollins College Master of Liberal Studies Summer 2013 Schedule of Classes

Schedule updated on:
09/09/2013 03:02:20 PM

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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Term Calendar	Course Descriptions	Registration Instructions	Syllabi	Textbook Lookup
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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday
MW = Monday & Wednesday TR = Tuesday & Thursday

FULL TERM 12 WEEK SESSION May 20 Through August 8

Master Of Liberal Studies

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60027 MLS 505 01	Aesthetics & Politics of Art	4	6:45-9:15P	MW	LODGE REEVES	Musgrave	Course meets: M & W 6:45-9:15 May 29-July 29 (no class July 8) in Reeves Lodge *Fulfills Contemporary Culture requirement.

FIRST SIX WEEK TERM May 20 Through June 30

Master Of Liberal Studies

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60087 MLS 553M 01	The Great Gatsby	1.34	6:45-9:15P	T	CSS 167	Sinclair	Course meets: T 6:45-9:15 May 21-June 18 in CSS 167

SECOND SIX WEEK TERM July 1 Through August 8

Master Of Liberal Studies

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60013 MLS 514M 01	John Stuart Mill	1.34	6:45-9:15P	R	CSS 167	Maskivker	Course meets: Thur 6:45-9:15 July 11-Aug 8 in CSS 167

Calendar

[Course Descriptions](#)
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Summer 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.

12-Week Session: Monday, May 20 to Wednesday, August 8

First 6-Week Session: Monday, May 20 to Monday, June 25

Second 6-Week Session: Monday, July 1 to Thursday, August 8

Registration and Other Important Dates

March 12 Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.

March 20 - April 3 Online registration for current students begins at 12:00 noon and ends at 5:00 pm.

May 13 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

May 27 Memorial Day - office will be closed

July 4 Independence Day - office will be closed

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)

50% Refund - May 28 for 12-week and first 6-week courses

50% Refund - July 8 for Second 6-week courses

Withdrawal without Academic Penalty Dates

12-Week Session: July 5

First 6-Week Session: June 7

Second 6-Week Session: July 19

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

August 14 at 9:00 am

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MLS 505 Aesthetics & Politics of Art

This course is framed by the question "when does art/artistic representation have ethical impact?" It examines how aesthetic criteria for judging artworks might or might not overlap with ethical criteria. We will explore the work and life of Leni Riefensthal; cultural imperialist tendencies of glossy tourist-art-books about impoverished locations; the Bauhaus movement ; representational versus non-representational art; the "Warhol effect" of blurring art and everyday consumer goods; handmade artifacts versus mechanical reproductions; and the theme of "moral imagination through arts" of philosopher Martha Nussbaum and others.

MLS 514M John Stuart Mill

This course will introduce students to John Stuart Mill, the most influential British philosopher and political thinker of the 19th century. Known for his fervent defense of a liberal view of society and culture, Mill drew from empiricism and utilitarianism to justify a conception of human progress and freedom that has profoundly shaped not only theory, but also institutional building and constitutional design across the globe. Distinctively, Mill incorporated in his thought elements of the classic Aristotelian tradition, with its emphasis on personal excellence, which explains his fascinating revision of utilitarian philosophy. This course will explore the complexity of Mill's legacy by focusing on some of his most celebrated works including On Liberty, On Utilitarianism, On the Subjection of Women, and Considerations on Representative Government.

MLS 553M: The Great Gatsby

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.



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Rollins College Planning in Civic Urbanism Summer 2013 Schedule of Classes

Schedule updated on:
09/09/2013 03:23:39 PM

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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Term Calendar	Course Descriptions	Registration Instructions	Syllabi	Textbook Lookup
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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday
MW = Monday & Wednesday TR = Tuesday & Thursday

FULL TERM 12 WEEK SESSION

May 20 Through August 8

Master Plan Civic Urbanism

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60003 MPC 504 01	Urban Form and Architecture	1.5	09:00-1:00P 6:45-9:15P	S TR	CFAC 110 CFAC 110	Reep	Course meets in CFAC 110 TR May 14, 16, 21, 23 at 6:45 - 9:15 and Saturday May 18, 25 at 9:00 am - 1:00 pm. May substitute for MPC525
Filled	60005 MPC 530 01	GIS and Land Analysis	3	6:45-9:15P	TR	OLIN 210	Holbrook , Ripley	Course meets: TR June 4 - July 23 in Olin 210

FIRST SIX WEEK TERM

May 20 Through June 30

Master Plan Civic Urbanism

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60004 MPC 514C 01	Politics of Place	1.5	6:45-9:15P	MW	CSS 167	Foglesong	Course meets: MW 6:45 - 9:15 pm June 3-27 in CSS167

SECOND SIX WEEK TERM

July 1 Through August 8

Master Plan Civic Urbanism

Status	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	60006 MPC 550 01	Metro Greenspaces: Ori & Port	3	6:45-9:15P	MW	BEAL 1	Stephenson	Course meets: MW July 1-22 and August 8 in Beal 1, 6:45-9:15, Portland trip July 25-30

Calendar

[Course Descriptions](#)
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Summer 2013

Session Beginning and Ending Dates

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12-Week Session: Monday, May 20 to Thursday, August 8

First 6-Week Session: Monday, May 20 to Sunday, June 30

Second 6-Week Session: Monday, July 1 to Thursday, August 8

Registration and Other Important Dates

March 12 Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.

March 19 - April 3 Online registration for current students begins at 12:00 noon on March 169 and ends at 5:00 pm April 3.

May 13 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

May 27 Memorial Day - office will be closed

July 4 Independence Day - office will be closed

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- personal or family crisis or illness
- relocation out of the area

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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

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Refund Schedule

100% Refund - Before Classes Begin (Before first published meeting date)

50% Refund - May 28 for 12-week and first 6-week courses

50% Refund - July 8 for Second 6-week courses

Withdrawal without Academic Penalty Dates

12-Week Session: July 5

First 6-Week Session: June 7

Second 6-Week Session: July 19

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

August 14 at 9:00 am

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Course Descriptions

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Summer 2013

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MPC 504 Urban Form and Vernacular Architecture

Analyzes the interplay between urban space and the placement, scale, and style of the built environment. Special emphasis will be placed on vernacular forms.

MPC 514C Politics of Place

In this course we will, first, think nationally if not globally. We will do this by assessing the challenges confronted by new rail transit systems in the US (e.g., Charlotte, Salt Lake City, Nashville), paying close attention to what critics have said about them. Our aim in this regard is to anticipate challenges that SunRail may face when it begins rolling in 2014. Second, we will plan locally by proposing needed actions to make SunRail successful right here in Winter Park. This second part of the course will be student driven. I am charging the class, collectively, to write a white paper recommending needed actions on the part of Rollins and other community stakeholder groups (e.g., the city, hospital, chamber of commerce, Park Avenue merchants).

MPC 530 GIS and Land Analysis

Examines the use of GIS in mapping land and improving environmental decision making.

MPC 550 Metro Greenspaces Orlando and Portland

Metropolitan Greenspace Planning is key to regional planning. This course will analyze the regional "green infrastructure" of Orlando and Portland, Oregon and conclude with a five-day study of Portland, Oregon. Students will first assess and categorize model greenspaces in the Orlando and Portland region from the neighborhood scale to wilderness preserves. In Portland, special emphasis will be placed on assessing the quality of public and semi-public spaces in the Pearl District and Orenco Station. The criteria for this exercise is adopted from Lund and Chapman, "Housing Density and Livability in Portland, Oregon," in Osawa, ed., *The Portland Edge: Challenges And Successes In Growing Communities*.



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