

R-NET

Campus Logins:

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NEWS & INFORMATION
FOR THE ROLLINS
COMMUNITY

[R-Net Home](#) | [Rollins.edu](#) | [Directory](#) | [A to Z](#)

[R-Net Home](#) » [Holt R-Net](#) » [MA Schedule of Classes](#)

Holt R-Net

Campus News

Holt Student Government

Faculty & Staff

General Information

Registration Instructions

Financial Aid

Building Key

Campus Map

Student Consumer Information

Tuition Deadline

Tuition Deferment Form

Payment Plan

Prior Syllabi

MA Schedule of Classes

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

[Counseling](#)

[Education](#)

[Human Resources](#)

[Liberal Studies](#)

Questions? Comments?


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NEWS & INFORMATION
FOR THE ROLLINS
COMMUNITY

R-Net Home | Rollins.edu | Directory | A to Z

R-Net Home » Holt R-Net » MA Schedule of Classes » Counseling

Holt R-NetCampus NewsHolt Student GovernmentFaculty & Staff

Counseling Schedules

Prior Schedules

Prior Syllabi

Registration Instructions

Campus Map

Graduate Counseling Info

Payment Plan

Tuition Deferment Form

Tuition Deadline

Schedule of Classes Home

Spring 2015

Schedule

Calendar

Course Descriptions

Fall 2014

Schedule

Calendar

Course Descriptions

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Rollins College Graduate Counseling Fall 2014 Schedule of Classes

Schedule updated on:
05-MAR-15

Holt School Registration Check-in will open for all students March 11 at 12:00 noon.
To register for classes, each student is required to have a registration time ticket. Time tickets are obtained when online check-in is complete. Find the link to Check-In inside FoxLink on the Holt Student tab.

Summer/Fall Registration:
The summer Check-In process will also provide an opportunity for current students to pre-register for the fall 2014 term.

Update Social Security Number:
Students who do not have a social security number on file will be requested to provide one. SSNs are required for you to receive 1098-T tax forms.

If you have difficulty with the Check-In process, please email holtstudentservices@rollins.edu or call 407-646-2416. 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 September 2 Through December 11, 2014

Counseling Psychology

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	2	90001 CPY 510 1	Foundations of Mental Health	3	4 :00-6 :30P	T	CSS 229	Homrich	
Open	2	90002 CPY 510 2	Foundations of Mental Health	3	6 :45-9 :15P	T	CSS 229	Homrich	
Filled	-1	90003 CPY 515 1	Fund Statistics & Research	3	4 :00-6 :30P	T	BUSH 302	Baldwin	
Open	3	90004 CPY 515 2	Fund Statistics & Research	3	6 :45-9 :15P	T	BUSH 302	Case Pease	
Filled	0	90005 CPY 520 1	Group Dynamics	3	4 :00-6 :30P 4 :00-6 :30P	M M	CSS 229 CSS 226	Thomas	First class meeting in CSS 226
Filled	0	90006 CPY 520 2	Group Dynamics	3	4 :00-6 :30P 4 :00-6 :30P	R R	CSS 226 CSS 229	Paladino	First class meeting in CSS 226
Open	1	90879 CPY 520 3	Group Dynamics	3	4 :00-6 :30P 4 :00-6 :30P	M M	CSS 231 CSS 230	Baldwin	First class meeting in CSS 230
Filled	0	90007 CPY 538 1	Multicul/Social Justice Cnsing	3	6 :45-9 :15P 6 :45-9 :15P	T T	CSS 230 SULLV HSE	Sanabria	
Filled	0	90008 CPY 538 2	Multicul/Social Justice Cnsing	3	6 :45-9 :45P	T	CSS 226	Norsworthy	Class runs an extra 30 minutes, ending at 9:45 p.m.
Open	1	90009 CPY 550 1	Dynam Marr/Relatnshp/Family	3	4 :00-6 :30P	T	CSS 226	Bertram	
Cancelled	0	90010 CPY 550 2	Dynam Marr/Relatnshp/Family	3	TBA	TBA			
Cancelled	0	90011 CPY 557 1	Couples & Marriage Therapy: Th	3	TBA	TBA			Meets Tuesdays, Nov 4-Dec 2 and continues in Spring 2015 term. Spring dates TBA.
Open	6	90841 CPY 663 01	Mindul in Cnsing & Psychother	3	09:00-4 :00P 4 :00-6 :30P	S R	LODGE REEVES LODGE REEVES	Norsworthy	Class also meets Saturday, October 25 in Reeves Lodge
Open	1	90898 CPY 699 1	Master Therapists Series	0	TBA	TBA			

Psychology

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	2	90013 PSY 551 1	Psychopathology	3	4 :00-6 :30P	W	CSS 230	Sanabria	
Open	4	90014 PSY 551 2	Psychopathology	3	6 :45-9 :15P	W	CSS 230	Paladino	
Filled	0	90015 PSY 680 1	Practicum & Internship I	5	5 :00-8 :00P	M		Homrich	
Filled	0	90016 PSY 680 2	Practicum & Internship I	5	1 :00-6 :00P	T		Norsworthy	
Filled	0	90017 PSY 680 3	Practicum & Internship I	5	6 :45-9 :15P	T	CSS 231	Paladino	Individual supervision will only be held on Tuesdays and Thursdays. If you choose this section, please make arrangements in your internship schedule.
Filled	0	90018 PSY 680 4	Practicum & Internship I	5	4 :00-6 :30P	T	CSS 231	Sanabria	
Filled	0	91126 PSY 682 0	Practicum in Group Counseling	0	TBA	TBA		Baldwin	
Filled	0	91129 PSY 682 2	Practicum in Group Counseling	0	TBA	TBA		Thomas	
Filled	0	91132 PSY 682 3	Practicum in Group Counseling	0	TBA	TBA		Paladino	
Filled	0	90020 PSY 695 1	Internship II	5	TBA	TBA			For 5th year students. Department approval required.

Calendar

Course Descriptions
Calendar

Fall 2014

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: Tuesday, September 2
Term ends: Thursday, December 11

Registration and Other Important Dates

RETURNING STUDENTS:

March 11	Mandatory Pre-registration Check-In opens at 12:00 p.m. Check-in instructions provided in FoxLink.
March 18-21	Online registration for current students begins at 12:00 noon on the first day and ends at 5:00 pm on the last day.
July 31, 2014	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.

FIRST-YEAR STUDENTS:

Registration instructions will be emailed to your home email address by the first week of June.

June 17-20	Online registration for current students begins at 12:00 noon on the first day and ends at 5:00 pm on the last day.
July 31, 2014	Tuition payment due by 5:00 pm. NOTE: Credit Card payments (MasterCard, Discover, Visa, 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

September 1 Labor Day
November 26 - 28 Thanksgiving Holidays (Office closed Nov 27-28.)

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 first published meeting date
- 75% September 8
- 50% September 15

Withdrawal without Academic Penalty Date - October 31 (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

December 16 at 9:00am

Grades Available for viewing

December 19

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 via Foxlink for a nominal fee. The Holt School will not release grades to anyone over the phone.





Course Descriptions

Course Descriptions

Calendar

Fall 2014

Descriptions are for courses offered Fall 2014 only. Please see [catalog](#) for a complete list.

CPY 510 Foundations in Clinical Mental Health Counseling [3]

Foundations provides an overview of the field of clinical mental health counseling and the expectations of the Graduate Studies in Counseling program. Students explore historic, philosophical, and sociocultural trends in mental health counseling. Topics include: professional roles, functions, specialties, employment trends, preparation standards, credentialing, and ethical standards. An experiential portion of this course will introduce students to basic counseling skills. CPY 510 is a prerequisite for all other courses.

CPY 515 Fundamentals of Statistics, Research, and Program Evaluation [3]

This course teaches students to be informed consumers of professional research. Basic statistics, fundamentals of research design, research report development, program evaluation, needs assessment, and ethical and legal aspects of research are explored. The course focuses on interpretation of research data and appropriate application to professional practice.

CPY 520 Group Dynamics and Process [3]

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

CPY 538 Multicultural and Social Justice Counseling [3]

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

CPY 550 Dynamics of Marriage, Relationship, and Family Systems [3]

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

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

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

CPY 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.

PSY 551 Psychopathology: Diagnosis and Assessment of Abnormal Behavior [3]

This course focuses on providing knowledge and skills in the effective use of interview examination, systematic observation of client behavior, correct application of psychological constructs, appraisals, and empirically supported treatments, recognition and classification of major syndromes of psychopathology, diagnostic schema, and the

prevalence of mental disorder. Students also learn how to diagnose dysfunctional behavior according to the current Diagnostic and Statistical Manual and accompanying treatment planning. For the purpose of identifying effects and side effects of prescribed psychotropic medications, the basic classifications, indications, and contraindications of commonly prescribed psychopharmacological medications are surveyed. Prerequisite: CPY 530 or permission.

PSY 680 Practicum and Internship I in a Clinical Mental Health Setting [3]


Course objectives are to help students develop effective individual and group counseling skills. Students are expected to demonstrate an effective counseling style based upon personal strengths, sound professional principles, and a personally defined philosophy and system of counseling. This course involves on site experience, individual supervision by faculty, and weekly seminars. Lab fee will be assessed. Prerequisites: Completion of all coursework.

PSY 695 Internship II in a Clinical Mental Health Setting [1-5]

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



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[R-Net Home](#) | [Rollins.edu](#) | [Directory](#) | [A to Z](#)

[R-Net Home](#) » [Holt R-Net](#) » [MA Schedule of Classes](#) » [Graduate Education](#)

[Holt R-Net](#) | [Campus News](#) | [Holt Student Government](#) | [Faculty & Staff](#)

Graduate Education

Prior Schedules

Syllabi

Payment Plan

Campus Map

Graduate Education Info

Tuition Deferment Form

Registration Instructions

Schedule of Classes Home

Tuition Deadline

Spring 2015

[Schedule](#)

[Calendar](#)

[Course Descriptions](#)

Fall 2014

[Schedule](#)

[Calendar](#)

[Course Descriptions](#)

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Rollins College Graduate Education Fall 2014 Schedule of Classes

Schedule updated on:
05-MAR-15

Holt School Registration Check-in will open for all students March 11 at 12:00 noon.
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Summer/Fall Registration:
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Update Social Security Number:
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Term Calendar	Course Descriptions	Registration Instructions	Syllabi	Textbook Lookup
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MW = Monday & Wednesday TR = Tuesday & Thursday

FULL TERM August 25 Through December 12, 2014

Education										
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments	
Open	6	90514 EDU 500 1	Pre-Internship Field Experienc	1	TBA	TBA		Fadool		
Open	3	90515 EDU 504 1	Psycho Foundations Education	3	4 :00-6 :30P	T	CSS 232	Staton		
Open	6	90516 EDU 510 1	Teaching 21st Cent. Classroom	3	4 :00-6 :30P	R	CSS 222	Honohan		
Open	3	90517 EDU 513 1	Curr Theory Edu Assess Div Lrn	3	4 :00-6 :30P	W	CSS 222	Yu		
Open	9	90518 EDU 517 1	Teaching (Subj) Secon Schools	3	6 :45-9 :15P	T	CSS	Hewit	Co-requisite: EDU 517L. Meets in Rebecca Cordray Memorial Library (CSS Building)	
Open	9	90519 EDU 517L 1	Field Experience Second School	1	TBA	TBA		Hewit	Co-requisite: EDU 517	
Open	8	90520 EDU 533 1	Student Teach: Elementary	9	TBA	TBA		Hewit	Co-requisite: EDU 540	
Open	8	90521 EDU 540 1	Seminar in Classroom Mgmt.	3	4 :00-6 :30P	W	CSS 232	Hewit	Co-requisite: EDU 533	
Open	5	90522 EDU 575 1	Diagnostic Techniq in Reading	3	6 :45-9 :15P	W	CSS 222	Fadool	May be taught in blended learning format. Mandatory orienation first day of class. Virtual class meeting dates will be announced at orientation.	

Elementary Education										
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments	
Filled	0	90523 EED 563 1	Teaching Mathematics in El Sch	3	4 :00-6 :30P	M	CSS 222	Yu		
Filled	0	90524 EED 563L 1	Elementary Sci Mathematics Lab	1	6 :45-8 :00P	M	CSS 222	Yu		
Open	2	90525 EED 564 1	Teaching Elem Sch Science	3	7 :00-9 :30P	T	CSS 222	Gooden		
Open	3	90778 EED 567 1	Health & PE Pgms Elem Schools	2	6 :45-8 :00P	R	ASC 109	Morris		
Open	8	90711 EED 590 1	Integr Arts in the Elem School	3	4 :15-6 :30P	R	CSS 232	Swallow	May be taught in blended learning format. Mandatory orienation first day of class. Virtual class meeting dates will be announced at orientation.	



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NEWS & INFORMATION
FOR THE ROLLINS
COMMUNITY

[R-Net Home](#) | [Rollins.edu](#) | [Directory](#) | [A to Z](#)

[R-Net Home](#) » [Holt R-Net](#) » [MA Schedule of Classes](#) » [Graduate Education](#) » [Calendar](#)

Course Descriptions

Calendar

Calendar

Fall 2014

Session Beginning and Ending Dates

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

Term begins:	Monday, August 26
Term ends:	Thursday, December 11

Registration and Other Important Dates

March 11	Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.
March 18-26 (pre-registration)	Online registration for current students begins at 12:00 noon on the first day and ends at 5:00 pm on the last day.
June 10-27	
July 31, 2014	Tuition payment due by 5:00 pm. NOTE: Credit Card payments (MasterCard, Discover, Visa, 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

September 1	Labor Day
November 26 - 28	Thanksgiving Holiday (Office closed Nov 27 & 28)

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:

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

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

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

Tuition Refund Schedule

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

Refund Schedule

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

75% September 2
50% September 8

Withdrawal without Academic Penalty - October 31, 2014 (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

December 16 at 9:00am

Grades Available for Student View

December 19

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Course Descriptions

- Course Descriptions
- Calendar

Fall 2014

Description are for Fall 2014 term only. Please view the [Graduate Studies catalog](#) for a complete list.

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 504 Psychological Foundations of Education [3]

Presents an application of psychological principles to learning by children and adolescents in school contexts. Special topics include child and adolescent development, human motivation, and implications for teaching strategies.

EDU 510 Teaching in a 21st Century Classroom [3]

This course offers the students a firsthand study of the components of a 21st century classroom. They will learn about cutting-edge techniques, software, hardware, and learning styles of today's digital native.

EDU 513 Curriculum Theory for Diverse Learners [3]

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

EDU 517 Teaching (Particular Subject) in Secondary Schools [3]

Examines special methods for teaching at the middle or secondary level. The course covers instructional techniques and classroom materials in the designated subject and includes special problems associated with classroom testing and teaching the "at-risk" learner. To be taken the semester before student teaching and with EDU 517L.

EDU 517L Field Experience in Secondary Education [1.5]

A pre-internship field experience. A minimum of four hours a week in a middle or secondary school is required. To be taken with EDU 517.

EDU 533 Student Teaching: Elementary [9]

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

EDU 540 Seminar in Classroom Management [3]

A survey course, taken during the student teaching semester, helps to prepare future teachers in the planning of instruction, organization of classrooms, and the management of student learning. Beyond the day-to-day items facing the teachers, this course examines topics pertaining to teaching such as child abuse, assessments, and job-hunting skills. The ETEP portfolio based on the Florida Educator Accomplished Practices must be completed at the performance level. Concurrent with EDU 533 or EDU 534.

EDU 575 Diagnostic Techniques in Reading [3]

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

EED 563 Teaching Mathematics in Elementary School [3]

Focuses on the NCTM standards for the teaching of elementary mathematics. Major topics include the use of

manipulatives, calculators, the real number system, informal and formal geometry, basic facts and algorithms, measurement and metrics, and problem solving.

EED 563L Elementary School Mathematics Lab [1]

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

EED 564 Teaching Elementary School Science [3]

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

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


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

EED 590 Integr Arts in the Elementary School [3]

This course provides the prospective teacher with knowledge, skills, and the disposition to integrate Music and Art into the education of elementary school children.



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R-NET

Campus Logins:

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NEWS & INFORMATION
FOR THE ROLLINS
COMMUNITY

R-Net Home | Rollins.edu | Directory | A to Z

R-Net Home » Holt R-Net » MA Schedule of Classes » Human Resources

Holt R-NetCampus NewsHolt Student GovernmentFaculty & Staff

Human Resources
Schedule of Classes

Prior Schedules

Syllabi

Payment Plan

Campus Map

Human Resources Info

Tuition Deferment Form

Registration Instructions

Schedule of Classes Home

Tuition Deadline

Spring 2015

[Schedule](#)

[Calendar](#)

[Course Descriptions](#)

Fall 2014

[Schedule](#)

[Calendar](#)

[Course Descriptions](#)

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GREATER CONNECTIONS

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Rollins College Master of Human Resources Fall 2014 Schedule of Classes

Schedule updated on:
05-MAR-15

Holt School Registration Check-in will open for all students March 11 at 12:00 noon.
To register for classes, each student is required to have a registration time ticket. Time tickets are obtained when online check-in is complete. Find the link to Check-In inside FoxLink on the Holt Student tab.

Summer/Fall Registration:
The summer Check-In process will also provide an opportunity for current students to pre-register for the fall 2014 term.

Update Social Security Number:
Students who do not have a social security number on file will be requested to provide one. SSNs are required for you to receive 1098-T tax forms.

If you have difficulty with the Check-In process, please email holtstudentservices@rollins.edu or call 407-646-2416. Please be sure to provide the specific error message.

Term Calendar	Course Descriptions	Registration Instructions	Syllabi	Textbook Lookup
-------------------------------	-------------------------------------	---	-------------------------	-------------------------------------

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

FULL TERM

August 25 Through December 12, 2014

Master Of Human Resources									
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Filled	0	90722 MHR 500 01	Strategic HR Management	4	6 :45-9 :15P	T	BUSH 201	Rogers	
Filled	0	90723 MHR 515 01	Recruitmnt, Selection, Retentn	4	6 :45-9 :25P	M	BUSH 201	Sherry , Brito	
Open	14	90843 MHR 522 01	Organizational Psychology	4	6 :45-9 :15P	R	KMC 1	Mourino	
Open	12	90021 MHR 538 01	HR Leadership	4	6 :45-9 :15P	W	FAIRBK 116	Bommelje	
Cancelled	0	90724 MHR 542 01	Team Building	4	TBA	TBA			
Open	21	90725 MHR 625 01	Emerging Issues in HRM	4	6 :45-9 :25P	T	KMC 1	Miller	



Calendar

- Course Descriptions
- Calendar

Fall 2014

Session Beginning and Ending Dates

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

Term begins:	Monday, August 25
Term ends:	Thursday, December 11

Registration and Other Important Dates

March 11	Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.
March 18-26 (pre-registration)	Online registration for current students begins at 12:00 noon on the first day and ends at 5:00 pm on the last day.
June 10-27	
July 31, 2014	Tuition payment due by 5:00 pm. NOTE: Credit Card payments (MasterCard, Discover, Visa, 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

September 1	Labor Day
November 26 - 28	Thanksgiving Holiday (Office closed Nov 27 & 28)

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% September 2
50% September 8

Withdrawal without Academic Penalty - October 31, 2014 (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

December 16 at 9:00am

Grades Available for Student View

December 19

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

Course Descriptions
Calendar

Fall 2013

Description are for Fall 2013 term only. Please view the [Graduate Studies catalog](#) for a complete list.

MHR 500 Strategic Human Resource Management [4]

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

MHR 515 Recruitment, Selection, and Retention [4]

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

MHR 522 Organizational Psychology [4]

Foundations for understanding individual and group behavior with applications to managerial problem solving. Topics will include individual behavior, perception, motivation, group behavior, group dynamics, leadership, communication, and stress.


MHR 538 HR Leadership [4]

A personal effectiveness course focusing on the cultivation of leadership attributes, skills, and knowledge. Topics include a review of leadership theory, leadership development models, and leadership education. Students will design leadership development programs.

MHR 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.





R-NET

Campus Logins:

Google™ Custom Search

NEWS & INFORMATION
FOR THE ROLLINS
COMMUNITY

R-Net Home

Rollins.edu

Directory

A to Z

R-Net Home » Holt R-Net » MA Schedule of Classes » Liberal Studies

Holt R-Net

Campus News

Holt Student Government

Faculty & Staff

Liberal Studies
Schedule of Classes

Prior Schedules

Syllabi

Payment Plan

Liberal Studies Info

Campus Map

Tuition Deferment Form

Registration Instructions

Schedule of Classes Home

Tuition Deadline

Spring 2015

[Schedule](#)

[Calendar](#)

[Course Descriptions](#)

Fall 2014

[Schedule](#)

[Calendar](#)

[Course Descriptions](#)

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Rollins College Master of Liberal Studies Fall 2014 Schedule of Classes

Schedule updated on:
05-MAR-15

Holt School Registration Check-in will open for all students March 11 at 12:00 noon.
To register for classes, each student is required to have a registration time ticket. Time tickets are obtained when online check-in is complete. Find the link to Check-In inside FoxLink on the Holt Student tab.

Summer/Fall Registration:
The summer Check-In process will also provide an opportunity for current students to pre-register for the fall 2014 term.

Update Social Security Number:
Students who do not have a social security number on file will be requested to provide one. SSNs are required for you to receive 1098-T tax forms.

If you have difficulty with the Check-In process, please email holtstudentservices@rollins.edu or call 407-646-2416. 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

August 25 Through December 12, 2014

Master Of Liberal Studies									
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	10	90822 MLS 506 01	Medieval Times	4	6 :45-9 :15P	T	LODGE REEVES	Mathews	
Cancelled	0	90699 MLS 530M 01	Gandhi's Phil, Life & Legacy		TBA	TBA			Course will be taught Spring 2015
Open	11	90875 MLS 556M 01	Conceptions of Justice	2	6 :45-9 :15P	T	CSS 167	Maskivker	Meets Oct 21 through Dec 11.
Open	6	90025 MLS 571M 01	Faulkner's Absalom, Absalom!		6 :45-9 :15P	W	KMC 2	Sinclair	Change in meeting dates (8/1): August 27 - October 8. No class Sept 10.
Cancelled	18	90695 MLS 588 01	Landscape Desgn-Canceled 8/15	4	TBA	TBA			
Open	6	90022 MLS 602 01	The Human Order	4	6 :45-9 :15P	M	CSS 167	Rubarth	
Open	3	90023 MLS 604 01	The Origins of Modernity	4	6 :45-9 :15P	R	CSS 167	Cook	
Cancelled	0	90886 MLS 604 1	The Origins of Modernity	4	TBA	TBA			
Open	14	90024 MLS 606 01	Masterpieces Modern Literature	4	6 :45-9 :15P	R	LODGE REEVES	Russell	



Calendar

- Course Descriptions
- Calendar

Fall 2014

Session Beginning and Ending Dates

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

Term begins:	Monday, August 26
Term ends:	Thursday, December 11

Registration and Other Important Dates

March 11	Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.
March 18-26 (pre-registration)	Online registration for current students begins at 12:00 noon on the first day and ends at 5:00 pm on the last day.
June 10-27	
July 31, 2014	Tuition payment due by 5:00 pm. NOTE: Credit Card payments (MasterCard, Discover, Visa, 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

September 1	Labor Day
November 26 - 28	Thanksgiving Holiday (Office closed Nov 27 & 28)

Refund and Withdrawal Policies and Deadlines

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

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

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

Tuition Refund Schedule

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

Refund Schedule

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

75% September 2
50% September 8

Withdrawal without Academic Penalty - October 31, 2014 (full-term courses only)

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

Grades Due to Holt School

December 16 at 9:00am

Grades Available for Student View

December 19

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Course Descriptions

- Course Descriptions
- Calendar

Fall 2014

Descriptions are for Fall 2014 courses only. View [catalog](#) for a complete list.

MLS 506 Medieval Times [4]

Course celebrates the writings of the major authors of the medieval period. Topics include virgins, vixens, and cuckolds; forms of persecution and prosecution; and the bestselling book in the world.

MLS 556M Conceptions of Justice [2]

What is justice? This question has taxed philosophers and political thinkers for millennia. Aristotle and Plato defined it as treating equals equally, and unequals unequally. The moderns of the 17th century revolutionized the political and philosophical landscape by positing a principle of universal human equality. Social reformers of the 19th century offered utilitarian justifications for political and economic change. How did all these conceptions of justice vary from each other? What ideals of equality remain a legacy of which epoch, and what can we learn from all these different conceptions of fairness?

MLS 571M Faulkner's Absalom, Absalom!

This intensive course offers an in-depth exploration of William Faulkner's *tour de force* novel, *Absalom, Absalom!* While the text is deeply American, set in the Civil War era and flashing forward and backward more than fifty years on either side, it is more significantly a novel of universal and Biblical complexity. We will examine Faulkner's unique writing style, his intricate thematic layering, and the novel's place in American literature and as one of the masterpieces of twentieth-century fiction.

MLS 588 Art of Landscape Design [4]

The health of a society can be discerned by the quality of its landscape, and the manner in which it is designed. The Renaissance Garden is the point of origin for this class, the rebirth of the classical ideal. From this early effort to reunite humanity and nature, the evolution of landscape design will be studied through the Baroque, Enlightenment, Romantic, and Modern periods. The course will culminate with a focus on Florida, with field trips to Bok Tower Garden.

MLS 602 The Human Order [4]

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

MLS 604 The Origins of Modernity [4]

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

MLS 606 Masterpieces of Modern Literature [4]

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

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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, Visa 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 available for student viewing 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.





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.

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 *Registration and Student Records* 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.





Student Consumer Information

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](#)

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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Tuition Deadline

MA Schedule of Classes

- General Information
- Registration Instructions
- Financial Aid
- Building Key
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- Tuition Deadline
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Payment Due:

January 12, 2015 at 5:00 pm. for Spring 2015

August 25, 2014 at 5:00 p.m. for Fall 2014

May 19, 2014 at 5:00 p.m. for Summer 2014

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

Tuition for Summer 2014, Fall 2014, and Spring 2015:

- Master of Arts in Counseling**
\$575 per credit hour
- Master of Education/Teacher Certification**
\$500 per credit hour
- Master of Human Resources**
\$581 per credit hour
- Master of Liberal Studies**
\$442.00 per credit hour
- Master of Planning & Civic Urbanism**
\$583 per credit hour
\$885 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.

