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MA Schedule of Classes

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

[Counseling](#)

[Education](#)

[Human Resources](#)

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Important Dates

Start/End Dates:

Please see the individual calendar

Spring Grades Due

May 7 for graduates

May 12 for all others

Spring Graduation Date

May 10, 2014

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

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Rollins College Graduate Counseling Spring 2014 Schedule of Classes

Schedule updated on:
07/29/2014 09:08:48 AM

Holt School Registration Check-in will open for all students October 24 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

INTERSESSION January 2 Through January 31

No INTERSESSION courses scheduled for this term

GRADUATE COUNSELING SESSION January 13 Through April 28

Counseling Psychology

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Filled	0	10644 CPY 525 1	Counseling Theories and Proces	3	4 :00-6 :30P	W	CSS 229	DeLorenzi	
Open	1	10645 CPY 525 2	Counseling Theories and Proces	3	6 :45-9 :15P	W	CSS 229	DeLorenzi	
Cancelled	0	10646 CPY 525 3	Counseling Theories and Proces	3	TBA	TBA			
Open	1	10647 CPY 530 1	Theories of Personality	3	4 :00-6 :30P	W	CSS 226	Sanabria	
Filled	0	10648 CPY 530 2	Theories of Personality	3	6 :45-9 :15P	W	CSS 230	Home	
Filled	-1	10649 CPY 555 1	Family/Rela Coun:Thera Modal	3	4 :00-6 :30P	T	CSS 229	Norsworthy	
Filled	0	10650 CPY 555 2	Family/Rela Coun:Thera Modal	3	6 :45-9 :15P	T	CSS 229	Norsworthy	
Open	1	10651 CPY 555 3	Family/Rela Coun:Thera Modal	3	6 :45-9 :15P	W	CSS 226	Thomas	
Open	1	10801 CPY 557 0	Couples & Marriage Therapy: Th	0	6 :45-9 :15P	M	CSS 231		Continuing from Fall 2013. Meets: Jan 13, 20, 27, Feb 3, 10, 17, 24, Mar 3, 10
Open	8	10652 CPY 562 1	Cnslg Children & Adolescents	3	4 :00-6 :30P	R	CSS 226	DeLorenzi	
Open	1	10653 CPY 565 1	Individ/Group Assess & Treat	3	4 :00-6 :30P	M	CSS 226	Baldwin	Materials fee: \$60
Open	1	10654 CPY 565 2	Individ/Group Assess & Treat	3	6 :45-9 :15P	M	CSS 229	Jacobson	Materials fee: \$60
Filled	0	10655 CPY 601 1	Human Sexuality:Therapy/Coun	3	4 :00-6 :30P 6 :45-8 :30P	T R	CSS 226 LODGE REEVES CSS 232	Sanabria	Class meets: T, 4:00-6:30. Additional class meetings: Feb 20, Mar 27, Apr 10 (6:45-8:30 p.m.)
Open	1	10656 CPY 601 2	Human Sexuality:Therapy/Coun	3	6 :45-9 :15P	T	CSS 230	Schiffner	Additional class meetings: Feb 20, Mar 27, Apr 8 (6:45-8:30 p.m.)
Filled	-1	10657 CPY 602 1	Human Growth & Devel	3	4 :00-6 :30P	M	CSS 229	Schiffner	
Filled	0	10658 CPY 602 2	Human Growth & Devel	3	6 :45-9 :15P	M	CSS 226	Baldwin	
Open	7	11106 CPY 650 1	Counsel Adult Trauma Survivors	2	09:00-5 :30P	FSU	CSS 232	Rowland Petrie	Meets: March 21, 22, 23
Open	3	10659 CPY 699 1	Master Therapists Series	0	08:00-5 :00P	S	BUSH 176		Meets: Jan 25, Feb 22

Psychology

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	1	10660 PSY 695 1	Internship II	5	09:00-11:30A	M		Homrich	
Open	1	10661 PSY 695 2	Internship II	5	5 :00-7 :30P	M		Homrich	
Filled	0	10662 PSY 695 3	Internship II	5	6 :45-9 :15P	T	CSS 226	Sanabria	
Filled	-1	11038 PSY 695 4	Internship II	5	6 :45-9 :15P	T	CSS 231	Schefstad	

Calendar

Calendar

Course Descriptions

Spring 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, January 13

Term Ends: Monday, April 28

Registration and Other Important Dates

October 24 Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.

October 31-
November 4 Online registration begins at noon on October 31 and ends at 5:00 pm on November 4.

January 14 Tuition payment due by 5:00 p.m.

NOTE: Credit Card payments (MasterCard, Discover, or American Express only) are accepted on-line only and are subject to additional fees. There is a Late Payment Fee of \$75 after this date.

Holidays

No Classes on the following dates:

January 20 MLK Holiday (Monday)-The Holt School office will be closed.

March 2-8 Spring Break

Refund and Withdrawal Policies and Deadlines

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

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

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

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

Tuition Refund Schedule

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

Refund Schedule

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

75% January 13-20

50% January 21-27

Withdrawal without Academic Penalty Dates

March 10, 2014 for full-term courses.

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

Grades Due to Holt School

Graduating seniors May 7 at Noon
All other students May 12 at Noon

Grades available for student view:

Graduating students - May 9 at Noon (degree will not show at this time)
All other students - May 15 at Noon
All students will receive email notification when the end of term grading process is complete.

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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Spring 2014

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CPY 525 Counseling Theories and Practice [3]

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

CPY 530 Theories of Personality [3]

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

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

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

Prerequisite: CPY 550.

CPY 562 Counseling Children and Adolescents [3]

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

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

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

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

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

CPY 602 Human Growth and Development [3]

This course introduces and examines several theories of human growth, development, and regression. The entire lifespan is explored. Various philosophical perspectives—psychoanalytic, behavioral, humanistic, psychosocial, and organismic—are examined as to their implications for counseling. An analysis is made of developmental behaviors associated with stages of development, environmental and disruptive influences upon development, and responses of mental health services and

practitioners. Normal and abnormal human behavior and development including psychological, sociological, moral, and physical factors are addressed. Also included are the cognitive-structural developmental theories concerned with moral, intellectual, and ethical development. Prerequisite: CPY 530 or permission.

CPY 699 Master Therapist Series [0]

Each year, three eminent scholars/practitioners are invited to campus to conduct one-day seminars designed to integrate the theoretical and practical perspectives of the core areas in the curricula. These three seminars are only open to and must be attended by all students in their final year of the program. They are offered on a cost free, no credit basis. A

paper on the experience is required and will be evaluated by the internship faculty members. The Master Therapist Series is offered in lieu of a comprehensive examination. Therefore, successful completion is a graduation requirement.

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

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

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Rollins College Graduate Education Spring 2014 Schedule of Classes

Schedule updated on:
07/29/2014 09:10:47 AM

Holt School Registration Check-in will open for all students October 24 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
-------------------------------	-------------------------------------	---	-------------------------	---------------------------------

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

INTERSESSION January 2 Through January 31

No INTERSESSION courses scheduled for this term

FULL TERM January 13 Through May 5

Education

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	1	11380 EDU 395 01	Children's Literature	3	TBA	TBA		Fadool	
Open	12	10802 EDU 500 1	Pre-Internship Field Experienc	1	TBA	TBA		Fadool	
Open	6	10803 EDU 501 1	Socio Foundations Education	3	4 :00-6 :30P	T	CSS 222	McLaughlin	
Open	1	10809 EDU 511 1	Teaching Writing: Elementary S	3	4 :00-6 :30P	T	CSS 230	Brandon	
Open	6	10810 EDU 512 1	Instr Lrng & Classr Mgmt: Elem	3	6 :45-9 :15P	M	CSS 222	Hewit	
Open	15	10811 EDU 522 1	Instr Lrng & Classr Mgmt: Sec	3	4 :00-6 :30P	R	CSS 222	Hewit	Corequisite EDU 535
Open	13	10812 EDU 533 1	Student Teach: Elementary	9	TBA	TBA		Yu	Corequisite EDU 540
Open	14	10814 EDU 535 1	Reading in the Content Areas	3	4 :00-6 :30P	M	CSS 222	Clark	Corequisite EDU 522
Open	13	10813 EDU 540 1	Seminar in Classroom Mgmt.	3	4 :00-6 :30P	T	CSS 232	Fadool	Corequisite EDU 533
Open	6	10992 EDU 545 1	Orient Int'l Studies: Rwanda	1	7 :00-8 :00P	R	CSS 222	Hewit	Prerequisite: Acceptance to Rural Education in Rwanda field study
Open	14	11018 EDU 547 1	Global Perspectives of Educ	3	4 :00-6 :30P	W	CSS 222	McLaughlin	
Open	12	10815 EDU 550 1	Motivation in Education	3	4 :00-6 :30P	R	CSS 232	Valiante	
Cancelled	0	10816 EDU 590 1	Topic: Global Perspective Educ	3	4 :00-6 :30P	W	CSS 222	McLaughlin	

Elementary Education

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	8	10817 EED 566 1	Teaching Elem Soc Studies	3	4 :00-6 :30P	M	CSS 232	Fielder	
Open	4	10820 EED 568 1	Lang Arts and Content Area Ins	3	6 :45-9 :15P	W	CSS 222	Griner	
Open	3	10991 EED 590 1	Integr Arts in the Elem School	3	4 :15-6 :30P	R	BUSH 176	Swallow	May be taught in blended learning format - mandatory orientation first day of class. Virtual class meeting dates will be announced at orientation
Filled	0	11121 EED 590 2	Integr Arts in the Elem School	3	7 :00-9 :15P	R	BUSH 302	Swallow	May be taught in blended learning format - mandatory orientation first day of class. Virtual class meeting dates will be announced at orientation.

Calendar

[Calendar](#)
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Spring 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, January 13

Term ends: Monday, May 5

Registration and Other Important Dates

October 24	Mandatory Pre-registration Check-In opens at 12:00 pm. Check-in instructions provided in FoxLink.
October 31 - November 19	Online registration for current students begins at 12:00 noon on October 31 and ends at 5:00 pm November 19.
January 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

January 20	MLK Holiday - office will be closed
March 2-8	Spring Break (No class)

Refund and Withdrawal Policies and Deadlines

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

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

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

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

Tuition Refund Schedule

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

Refund Schedule

100% Refund - Before Classes Begin (Before first published meeting date)
75% Refund - January 13 - 20
50% Refund - January 21 - 27

Withdrawal without Academic Penalty Date - March 21 (full-term courses only)

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

Grades Due to Holt School

Graduating seniors May 7 at Noon

All other students May 12 at Noon

Grades available for student view:

Graduating students - May 9 at Noon (degree will not show at this time)

All other students - May 15 at Noon

All students will receive email notification when the end of term grading process is complete.

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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Spring 2014

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EDU 500: Pre-Internship Field Experience [1]

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

EDU 501: Sociological Foundations of Education [3]

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

EDU 511: Teaching Writing in Elementary Schools (3)

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

EDU 512: Instructional Strategies for Diverse Learners [3]

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

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

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

EDU 533: Student Teaching: Elementary [9]

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

EDU 535: Content Area Reading in Secondary Schools [3]

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

EDU 540: Seminar in Classroom Management [3]

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

EDU 545 Orientation International Studies: Rwanda [1]

This course serves as an orientation to a field study. Students will read, write, view videos, and discuss the culture, people, geography, history, politics, religions, education and economy of the country where the field study will take place.

EDU 547 Global Perspectives of Education

An analysis of the economic, political, and social factors that affect students' education in case study countries across the world, with special emphasis on gender issues and on marginalized communities

EDU 550: Motivation in Education [3]

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

EED 566: Teaching Elementary School Social Studies [3]

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

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

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

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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Rollins College Master of Human Resources Spring 2014 Schedule of Classes

Schedule updated on:
07/29/2014 09:31:09 AM

Holt School Registration Check-in will open for all students October 24 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

INTERSESSION January 2 Through January 31

No INTERSESSION courses scheduled for this term

FULL TERM January 13 Through May 5

Master Of Human Resources

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Cancelled	0	10640 MHR 501 01	International HRM	4	TBA	TBA			
Filled	0	10613 MHR 510 01	Organizatnl Change & Developmnt	4	6:45-9:15P	M	BUSH 308	Mourino	
Filled	0	10614 MHR 510 02	Organizatnl Change & Developmnt	4	6:45-9:15P	W	BUSH 308	Mourino	
Open	2	10616 MHR 553 01	Employment and Labor Law	4	6:45-9:15P	R	FAIRBK 116	Houston , Muldowney	
Open	5	11020 MHR 559 01	Performance Management	4	6:45-9:15P	M	BUSH 201	Rogers	
Cancelled	0	10617 MHR 590 01	Special Topics: PHR Prep	4	TBA	TBA			Special Materials fee of \$960 will be charged to your student account.

Calendar

Calendar

Course Descriptions

Spring 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 Dates: Start: Monday, January 13
End: Monday, May 5

Important Dates

January 13: Last day to submit independent study proposals.

Registration Dates

October 24	Check-in opens at 12:00 noon. Check-in is required to receive registration time ticket.
October 31- November 19	Online registration for all formally accepted degree students who have taken a core course. Begins at 12:00 noon on the first day of registration and ends at 5:00 p.m. on the last day of registration.
January 13	Tuition Due by 5:00 p.m. Note: Credit Card payments are accepted on-line only and are subject to additional fees. Late payment penalties include an initial fee of \$75, and \$50 per month until the end of the term or the balance is paid in full. This will be applied to all payments received after the payment deadline.

Holidays

January 20 MLK Holiday - office closed
March 2-8 Spring Break (No classes)

Refund and Withdrawal Policies and Deadlines

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

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

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

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

Tuition Refund Schedule

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

Full Term Courses:

100% Refund: Before first scheduled class meeting
75% Refund: January 13-20
50% Refund: January 21-27

Withdrawal without Academic Penalty Dates

March 21 - full term courses only
Withdrawals must be submitted in writing to the Graduate Coordinator in the Holt School Office.

Grades Due to Holt School

Graduating seniors May 7 at Noon

All other students May 12 at Noon

Grades available for student view:

Graduating students - May 9 at Noon (degree will not show at this time)

All other students - May 15 at Noon

All students will receive email notification when the end of term grading process is complete.

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Spring 2014

From the 2013-2014 [Graduate Studies Catalog](#).

MHR 501: International Human Resource Management [4]

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

MHR 510: Organizational Change and Development [4]

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

MHR 553: Employment and Labor Law [4]

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

MHR 590: Special Topics [4]

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

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Rollins College Master of Liberal Studies Spring 2014 Schedule of Classes

Schedule updated on:
07/29/2014 09:33:29 AM

Holt School Registration Check-in will open for all students October 24 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

INTERSESSION January 2 Through January 31

No INTERSESSION courses scheduled for this term

FULL TERM January 13 Through May 5

Master Of Liberal Studies

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	3	10623 MLS 512 01	The Mad and the Bad	4	6:45-9:15P	T	CSS 167	Cook	
Open	2	10624 MLS 520 01	Writing Self, Other, Culture	4	6:45-9:15P	W	LODGE REEVES	Tillmann	
Open	1	10626 MLS 549M 01	The Odyssey	1.34	6:45-9:15P	M	CSS 167	Rubarth	Course meets: Monday at 6:45 - 9:15 in CSS167 January 27-February 3, 10, 17, 24
Open	9	10625 MLS 550M 01	Nietzsche and Film	1.34	6:45-9:15P	M	CSS 167	Gournelos	Course meets: Monday at 6:45 to 9:15 in CSS 167 March 17, 24, 31, April 7, 14
Open	2	10621 MLS 603 01	Religion and Western Culture	4	6:45-9:15P	R	KMC 2	Phelan	
Open	7	10622 MLS 605 01	Milestones of Modern Science	4	6:45-9:15P	R	BUSH 212	Bernal	

Calendar

Calendar

Course Descriptions

Spring 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, January 13

Term Ends: Monday, May 5

Important Dates

January 13: Last day to submit independent study proposals.

Registration Dates

October 24 Check-in opens at 12:00 noon. Check-in is required to receive registration time ticket.

October 31-
November 19 Online registration for all formally accepted degree students who have taken a core course. Begins at 12:00 noon on the first day of registration and ends at 5:00 p.m. on the last day of registration.

January 13 Tuition Due by 5:00 p.m.
Note: Credit Card payments are accepted on-line only and are subject to additional fees. Late payment penalties include an initial fee of \$75, and \$50 per month until the end of the term or the balance is paid in full. This will be applied to all payments received after the payment deadline.

Holidays

January 20 MLK Holiday
March 2-8 Spring Break (No classes)

Refund and Withdrawal Policies and Deadlines

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

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

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

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

Tuition Refund Schedule

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

Full Term Courses:

100% Refund: Before first scheduled class meeting

75% Refund: January 13-20

50% Refund: January 21-27

Withdrawal without Academic Penalty Dates

March 21: Full-term courses only.

Intensive courses only: Monday following the scheduled mid-point class meeting.

Masterworks courses only: Before the fourth scheduled class meeting.

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

Grades Due to Holt School

Graduating seniors May 7 at Noon

All other students May 12 at Noon

Grades available for student view:

Graduating students - May 9 at Noon (degree will not show at this time)

All other students - May 15 at Noon

All students will receive email notification when the end of term grading process is complete.

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

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

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Course Descriptions

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Course Descriptions

Spring 2014

From the 2013-2014 [Graduate Studies Catalog](#).

MLS 512 The Mad and the Bad [4]

Interdisciplinary Perspectives on Madness: The phenomena which we refer to as "madness" or "mental illness" have been understood and dealt with in different ways in different cultures and historical periods. Some have damned madness as demonic possession; others have sought it as a source of inspiration. Some see the mad as "lunatics"; others say that only madmen and children speak the truth. Modern medicine sees mental illness as organic/chemical brain dysfunction; yet some contemporary critics maintain that the diagnosis of "mental illness" is just a way in which society expresses its disapproval of the unusual ways in which some individuals choose to think, speak, and act. Topics to be discussed include madness as possession, madness and creativity, madness and insight, the biomedical account of madness, and other controversies.

MLS 520 Writing Self, Other, Culture [4]

A course to develop skills in research and writing that supports students in composing both autobiographically and ethnographically/journalistically (using interview and observational methods). Course readings focus on writing practices and exemplars of narrative work.

MLS 549M O Odysseus, Where Art Thou? [1.34]

Homer's Odyssey is one of the most important and influential texts of world literature. Drawing on oral myths and songs passed down for generations, the epic poem was composed around the 8th century BCE yet continues to inspire and provoke readers today. In this course we shall do a careful reading of Homer's Odyssey in its original historical, social, and cultural context in an attempt to understand the meaning and power of the poem. Students will also be encouraged to consider modern literary odysseys such as James Joyce's Ulysses, Derek Walcott's Afro-Caribbean odyssey, Omeros, and N. Scott Momaday's Native American epic Way to Rainy Mountain.

MLS 550M Nietzsche and Film [1.34]

This masterworks class will read a series of contemporary films through the works of Friedrich Nietzsche. We will examine notions of genius, power, and insanity along with films like A Beautiful Mind, Being John Malkovich, and Eternal Beloved, as well as attempt to understand the implications of Nietzsche's work on Western civilization and thought.

MLS 603: Religion and Western Culture [4]

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

MLS 605: Milestones of Modern Science [4]

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

MLS 690: Thesis Project [4]

The culmination of the degree program is the completion of a thesis project. Working under the direction of a faculty mentor and with the support of a liberal studies seminar, students apply the knowledge they have acquired in the program in designing and executing a final project. The project may be a research study or a creative work supported by a critical or theoretical essay. For guidelines and approval procedure, please see page 88 of the Graduate Studies catalog.

Rollins College Planning in Civic Urbanism

Spring 2014 Schedule of Classes

Schedule updated on:
07/29/2014 09:35:08 AM

Holt School Registration Check-in will open for all students October 24 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

INTERSESSION January 2 Through January 31

Master Plan Civic Urbanism

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	1	10642 MPC 513E 01	Topic: CNU Accreditation	1.5	09:00-1:00P 6:45-9:15P	S MTWR	CSS 221 CSS 221	Geller	Course meets: Monday - Thursday January 6-9; Saturday Jan 4, 11, 18 9:00 to 1:00 in CSS 221.

FULL TERM January 13 Through May 5

Master Plan Civic Urbanism

Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	1	10642 MPC 513E 01	Topic: CNU Accreditation	1.5	09:00-1:00P 6:45-9:15P	S MTWR	CSS 221 CSS 221	Geller	Course meets: Monday - Thursday January 6-9; Saturday Jan 4, 11, 18 9:00 to 1:00 in CSS 221.
Open	13	10998 MPC 537 01	Green Neighborhood Design	1.5	6:45-9:15P 6:45-9:15P	W R	BEAL 2 LODGE REEVES	Landis Wilcox	Course meets: Wednesday, January 15 in Beal #2, Thursday, January 23 - February 27 with one Sunday meeting to be scheduled
Filled	0	10641 MPC 690 01	Studio: Project/Presentation	4.5	09:00-1:00P 6:45-9:15P	S T	CFAC 110	Stephenson Cunningham	Class will meet on Tuesdays, January 14 - April 29 and Saturdays January 25, February 8 & 22, March 15 & 29, April 12 & 26

Calendar

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[Course Descriptions](#)

Spring 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, January 13

Term Ends: Monday, May 5

Important Dates

January 13: Last day to submit independent study proposals.

Registration Dates

October 24	Check-in starts at 12:00 noon. Check-in is required for to receive registration time ticket.
October 31- November 19	Online registration for all formally accepted degree students who have taken a core course. Begins at 12:00 noon on the first day of registration and ends at 5:00 p.m. on the last day of registration.
January 13	Tuition Due by 5:00 p.m. Note: Credit Card payments are accepted on-line only and are subject to additional fees. Late payment penalties include an initial fee of \$75, and \$50 per month until the end of the term or the balance is paid in full. This will be applied to all payments received after the payment deadline.

Holidays

January 20	MLK Holiday - office closed
March 2-8	Spring Break (No classes)

Refund and Withdrawal Policies and Deadlines

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

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

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

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

Tuition Refund Schedule

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

Full Term Courses:

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

75% Refund: January 13-20

50% Refund: January 21-27

Withdrawal without Academic Penalty Dates

March 21: Full-term courses only.
Intensive courses only: Monday following the scheduled mid-point class meeting.
Withdrawals must be submitted in writing to the Graduate Coordinator in the Holt School Office.

Grades Due to Holt School

Graduating seniors May 7 at Noon
All other students May 12 at Noon

Grades available for student view:

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Spring 2014

From the 2013-2014 [Graduate Studies Catalog](#).

MPC 513E Topic: CNU Accreditation

The course provides a comprehensive overview of the New Urbanism. The goal is to enable the student to pass the Congress for the New Urbanism ("CNU") Accreditation Examination, administered by the University of Miami's School of Architecture. The course will include numerous guest lectures by professionals in their fields, many of whom have CNU accreditation. Examines demographic and economic trends to determine future urban patterns. Special reference is given to the option of walkable urbanism in the real estate market.

MPC 537 Green Neighborhood Design

This course utilizes the LEED Green Neighborhood Design criteria established by the Congress of the New Urbanism, Natural Resources Defense Council and the U.S. Green Building Council to analyze the performance of historic and new urbanism projects. Students will become familiar with the base line expectations of Green Neighborhood Development, and will learn how to apply requisite design standards to projects. The goal is to improve project design quality, even if it is not LEED certified.

MPC 690 Design Studio

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

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General Information

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

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."

- | | |
|------------------------------|------------------------------|
| Admission | Parking |
| Advising | Office Hours |
| Olin Library | FoxLink |
| Textbooks | Payment |

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, 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.

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Registration Instructions

MA Schedule of Classes

- General Information
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- Financial Aid
- Building Key
- Campus Map
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- 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 *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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Building Key

Undergraduate Schedule of Classes

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[Registration FAQ](#)
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[Tuition Deferment Form](#)
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Campus Map

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

Building Key

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

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

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Student Consumer Information

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Graduation rates and transfer-out rates and information relating to the athletic program may be obtained by contacting the Director of Institutional Research at (407) 691-1076. Information on campus crime statistics may be obtained by contacting the [Campus Security Office](#) at Rollins College.

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

RIGHTS AND RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

You have the right to:

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

You are responsible for:

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

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Tuition Deadline

MA Schedule of Classes

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

Payment Due:

May 19, 2014 at 5:00 p.m. for Summer
August 25, 2014 at 5:00 p.m. for Fall

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
\$592.95 for Masterworks courses

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.

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