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Holt R-Net

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Rollins College Graduate Counseling Summer 2014 Schedule of Classes

Schedule updated on:
09/15/2014 11:53:42 AM

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

June 2 Through July 25

Counseling Psychology										
Status	SeatsAvailable	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments	
Filled	0	60011 CPY 535 1	Career & Lifestyle Development	3	4 :00-6 :30P 5 :30-9 :30P	T	CSS 230 OLIN 210	DeLorenzi	\$35 materials fee. Meets 6/3, 6/10, 6/17 (4:00-6:30 p.m.) in CSS 230. Meets 6/24, 7/1, 7/8, 7/15, 7/24 (5:30-9:30 p.m.) in OLIN 210.	
Filled	0	60012 CPY 535 2	Career & Lifestyle Development	3	5 :30-9 :30P	T	OLIN 210	DeLorenzi	\$35 materials fee. Meets 6/3, 6/10, 6/17 (6:45-9:15 p.m.) in CSS 230. Meets 6/24, 7/1, 7/8, 7/15, 7/24 (5:30-9:30 p.m.) in OLIN 210.	
Open	4	60009 CPY 540 1	Theory & Prac Group Coun	3	6 :45-9 :45P 6 :45-9 :45P	M R	CSS 226 CSS 226	Sanabria	Meets Mondays (6:45-9:45 p.m.). Also meets 6/5, 7/24 (6:45-9:45)	
Open	1	60010 CPY 540 2	Theory & Prac Group Coun	3	6 :45-9 :45P 6 :45-9 :45P	T R	CSS 229 CSS 229	Baldwin	Meets Tuesdays (6:45-9:45 p.m.). Also meets 6/5, 7/24 (6:45-9:45).	
Filled	0	60013 CPY 545 1	Legal, Profess, Ethical Issues	3	09:00-4 :30P 4 :00-6 :30P	S M	CSS 226 CSS 226	Sanabria	Meets Mondays (4:00-6:30 p.m.). Also meets Sat, 7/12 (9:00 a.m.-4:00 p.m.)	
Open	3	60014 CPY 545 2	Legal, Profess, Ethical Issues	3	09:00-4 :00P 4 :00-6 :30P	S T	CSS 229 CSS 226	Bertram	Meets Tuesdays (4:00-6:30 p.m.). Also meets Sat, July 12 (9:00a-4:00p).	
Open	8	60017 CPY 559 1	Prof Sem Family Relation Thera	1	4 :00-8 :00P	R		Homrich	Meets: 6/5, 6/19 (4:00-8:00 p.m.)	
Filled	0	60015 CPY 560 1	Comm Cnslng & Crisis Intrvntn	3	09:00-4 :00P 4 :00-6 :30P	S W	CSS 230 CSS 230	Schiffner	Meets 6/4, 6/25, 7/16, 7/23 (4:00-6:30 p.m.) and 6/11, 6/18, 7/2, and 7/9 (5:30-9:15 p.m.). Also meets 7/12 (9:00 a.m.-4:00 p.m.)	
Open	4	60016 CPY 560 2	Comm Cnslng & Crisis Intrvntn	3	09:00-4 :00P 6 :45-9 :15P	S W	CSS 230 CSS 230	Schiffner	Meets 6/4, 6/25, 7/16, 7/23 (6:45-9:15 p.m.) and 6/11, 6/18, 7/2, and 7/9 (5:30-9:15 p.m.). Also meets 7/12 (9:00 a.m.-4:00 p.m.)	
Open	3	60007 CPY 603 1	Addictive Disorders	3	5 :00-9 :15P	W	CSS 229	Schefstad		
Open	2	60008 CPY 603 2	Addictive Disorders	3	5 :00-9 :15P	W	CSS 226	Sanabria		
Open	5	60129 CPY 662 1	Cnslng Contemp College Student	3	4 :00-7 :30P	R	CSS 231	Paladino		

Psychology										
Status	SeatsAvailable	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments	
Open	4	60018 PSY 660 1	Fld Exp in Cnslg & Soc Jus Adv	1	TBA	TBA		DeLorenzi	Register for your faculty advisor's section	
Open	3	60019 PSY 660 2	Fld Exp in Cnslg & Soc Jus Adv	1	TBA	TBA		Paladino	Register for your faculty advisor's section	
Open	11	60020 PSY 660 3	Fld Exp in Cnslg & Soc Jus Adv	1	TBA	TBA		Homrich	Register for your faculty advisor's section	
Open	11	60021 PSY 660 4	Fld Exp in Cnslg & Soc Jus Adv	1	TBA	TBA		Norsworthy	Register for your faculty advisor's section	
Open	11	60022 PSY 660 5	Fld Exp in Cnslg & Soc Jus Adv	1	TBA	TBA		Sanabria	Register for your faculty advisor's section	

- Calendar
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Calendar

Summer 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, June 2
Term Ends: Friday, July 25

Registration and Other Important Dates

- | | |
|-------------|--|
| March 11 | Mandatory Pre-registration Check-In opens. Check-in instructions provided in FoxLink. |
| March 18-21 | Online registration begins at noon on March 18th and ends at midnight on March 21st. |
| May 19 | 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:
July 4 Independence Day (Friday)

Refund and Withdrawal Policies and Deadlines

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

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

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

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

Tuition Refund Schedule

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

Refund Schedule

100% Before Classes Begin (Before first published meeting date)
50% June 2-8

Withdrawal without Academic Penalty Dates

June 27, 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

August 13, at Noon

Grades available for student view

August 15 at Noon

Students may view grades through Campus Foxlink as they are received and posted in the Holt School Office. Unofficial grade reports and transcripts may be downloaded directly from Campus Foxlink. Official transcript copies may be requested via Foxlink for a nominal fee.

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



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Course Descriptions

Calendar

Course Descriptions

Descriptions pertain to the Summer semester only and are taken from the [2013-14 Graduate Catalog](#).

CPY 535 Career and Lifestyle Development [3]

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

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

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

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

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

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

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

CPY 560 Community Counseling and Crisis Intervention [3]

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

CPY 603 Addictive Disorders [3]

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

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

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

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



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Rollins College Graduate Education Summer 2014 Schedule of Classes

Schedule updated on:
09/15/2014 11:56:07 AM

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

FULL TERM 12 WEEK SESSION May 19 Through August 7

Education										
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments	
Open	7	60029 EDU 536 1	Research in Education	3	7 :15-9 :15P	TR	CSS 232	Brandon	Class meets TR from June 3 to July 2. Instructor arranges meeting times with students during July and August. Final class meeting is August 7.	
Filled	0	60140 EDU 546F 1	Rural Education in Rwanda		TBA	TBA		Hewit		
Open	2	60137 EDU 599 01	Rural Education in Rwanda		TBA	TBA		Hewit		

Music										
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments	
Filled	0	60155 MUS 510 01	Technological Trends	3	TBA	TBA		Ray		
Filled	0	60156 MUS 561 01	Historical Performance	3	TBA	TBA		Sinclair		


FIRST SIX WEEK TERM May 19 Through June 28

Education										
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments	
Open	7	60028 EDU 509 1	Foundations of Reading	3	4 :00-7 :10P	MW	CSS 222	Griner		

SECOND SIX WEEK TERM June 30 Through August 9

Education										
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments	
Open	5	60030 EDU 580 1	TheMulticult Clsm: Cross Cul	3	4 :00-7 :10P	MW	CSS 222	Yu		

Elementary Education										
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments	
Open	4	60031 EED 569 1	Lit for the Elem School Child	3	4 :00-7 :10P	TR	CSS 222	Fadool		



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Summer 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.

12-Week Session:	Monday, May 19 to Thursday, August 9
First 6-Week Session:	Monday, May 19 to Saturday, June 28
Second 6-Week Session:	Monday, June 30 to Thursday, August 9

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 - April 6	Online registration for current students begins at 12:00 noon and ends at 5:00 pm.
May 12, 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

May 26	Memorial Day - office will be closed
July 4	Independence Day - office will be closed

Refund and Withdrawal Policies and Deadlines

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

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

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

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

Tuition Refund Schedule

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

Refund Schedule

100% Refund - Before Classes Begin (Before first published meeting date)
50% Refund - May 27 for 12-week and first 6-week courses
50% Refund - July 7 for Second 6-week courses

Withdrawal without Academic Penalty

12-Week Session: June 30
First 6-Week Session: June 9
Second 6-Week Session: July 21

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

Grades Due to Holt School

August 13 at Noon

Grades available for Student Viewing

August 15

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EDU 509: Foundations of Reading [3]

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

EDU 536: Research in Education [3]

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

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

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

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

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



Rollins College Master of Human Resources Summer 2014 Schedule of Classes

Schedule updated on:
09/15/2014 11:58:24 AM

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.

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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 12 WEEK SESSION May 19 Through August 7									
Master Of Human Resources									
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	8	60025 MHR 591 01	SHRM National Conference	4	4 :00-6 :30P	T	BUSH 201	Rogers	Course will meet June 10 and July 8 on campus in Bush 201 and June 22, 23 and 24 at the conference. Location and times will follow.
Filled	0	60166 MHR 675 1	Internship	6	TBA	TBA		Rogers	
FIRST SIX WEEK TERM May 19 Through June 28									
Master Of Human Resources									
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	11	60024 MHR 540 01	Management Consulting	4	6 :45-9 :15P	MW		Prescott	
SECOND SIX WEEK TERM June 30 Through August 9									
Master Of Human Resources									
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	19	60130 MHR 543 01	Employee Relations	4	6 :45-9 :15P	MW	BUSH 176	Sherry	Additional fees: \$45 will be charged at time of registration, \$40 will be paid during course. More information first night of class. Class meets in BUSH 201 July 1-10; then in Reeves Lodge from July 15-Aug 7.
Open	16	60023 MHR 544 01	Conflict Management	4	6 :45-9 :15P 6 :45-9 :15P	TR TR	LODGE REEVES BUSH 201	Bommelje	

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Summer 2014

Session Beginning and Ending Dates

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- 12-Week Session: Monday, May 19 to Thursday, August 9
- First 6-Week Session: Monday, May 19 to Saturday, June 28
- Second 6-Week Session: Monday, June 30 to Thursday, August 9

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 - April 6 Online registration for current students begins at 12:00 noon and ends at 5:00 pm.
- May 12, 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

- May 26 Memorial Day - office will be closed
- July 4 Independence Day - office will be closed

Refund and Withdrawal Policies and Deadlines

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

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Tuition Refund Schedule

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- 100% Refund - Before Classes Begin (Before first published meeting date)
- 50% Refund - May 27 for 12-week and first 6-week courses
- 50% Refund - July 7 for Second 6-week courses

Withdrawal without Academic Penalty

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MHR 540: Management Consulting [4]

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

MHR 544: Conflict Management [4]

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

MHR 591: SHRM National Conference [4]

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

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Rollins College Master of Liberal Studies Summer 2014 Schedule of Classes

Schedule updated on:
09/15/2014 12:00:05 PM

Holt School Registration Check-in will open for all students March 11 at 12:00 noon.
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MW = Monday & Wednesday TR = Tuesday & Thursday

FULL TERM 12 WEEK SESSION May 19 Through August 7


Master Of Liberal Studies									
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Filled	0	60006 MLS 505M 1	Dante's Florence	1.34	TBA	TBA		Heller	On campus meeting: Wednesday May 21 and 28 at 6:45 in CSS 167
Cancelled	0	60027 MLS 521 01	Middle East:Culture & Film	4	TBA	TBA			Course meets: tuesday and Thursday, May 20 to July 10.
Open	12	60134 MLS 535 01	Pragmatism and Liberal Arts	4	6 :45-9 :15P	M	CSS 167	Musgrave	
Cancelled	0	60133 MLS 543M 01	Pragmatism and Liberal Arts	1.34	TBA	TBA			
Filled	0	60157 MLS 680 01	Role of Emot in Human Flourish	4	TBA	TBA		Gournelos	
Filled	0	60163 MLS 682 01	Study Abroad: Dante's Florence	2.66	TBA	TBA		Heller	

FIRST SIX WEEK TERM May 19 Through June 28

No FIRST SIX WEEK TERM courses scheduled for this term

SECOND SIX WEEK TERM June 30 Through August 9

Master Of Liberal Studies									
Status	Seats Available	Course	Course Title	Hours	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	16	60026 MLS 560M 01	Short Stories of Hemingway	1.34	6 :45-9 :15P	W	ORLAN 105	Reich	Meets: July 2-30



R-NET

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Course Descriptions

Calendar

Calendar

Summer 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.

12-Week Session:	Monday, May 19 to Thursday, August 9
First 6-Week Session:	Monday, May 19 to Saturday, June 28
Second 6-Week Session:	Monday, June 30 to Thursday, August 9

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 - April 6	Online registration for current students begins at 12:00 noon and ends at 5:00 pm.
May 12, 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

May 26	Memorial Day - office will be closed
July 4	Independence Day - office will be closed

Refund and Withdrawal Policies and Deadlines

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

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

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

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

Tuition Refund Schedule

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

Refund Schedule

100% Refund - Before Classes Begin (Before first published meeting date)
50% Refund - May 27 for 12-week and first 6-week courses
50% Refund - July 7 for Second 6-week courses

Withdrawal without Academic Penalty

12-Week Session: June 30
First 6-Week Session: June 9
Second 6-Week Session: July 21

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

Grades Due to Holt School

August 13 at Noon

Grades available for Student Viewing


August 15

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.



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Planning & Civic Urbanism

Students who wish to register for the Fall term should contact the Hamilton Holt School office at 407-646-2232.

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Rollins College holds a distinctive place in higher education. From its founding in 1885, the College has grown from a small liberal arts undergraduate institution to a comprehensive college with more than 3,000 students. The College has master's degree programs in liberal studies, business, education, human resources and counseling. Rollins also has a traditional, residential undergraduate program of about 1,400 full-time students and unique evening bachelor's degree programs at the Hamilton Holt School in Winter Park. The faculty are dedicated to rigorous education in a responsive environment, interdisciplinary programs, scholarship, and creative endeavor. Ninety-two percent of Rollins professors have earned the Ph.D. or highest degree in their field. Rollins has been consistently listed by U.S. News and World Report as among "America's Best Colleges."

- | | |
|------------------------------|------------------------------|
| 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

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The Hamilton Holt School conducts all student registrations online using FoxLink. Registration is restricted to students in good academic and financial standing who have attended at least one of the previous three semesters. Students who do not have access to the internet from home or work may use the computing labs, located in the Olin Library, during normal hours of operation.

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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Campus Map

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


Building Key

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

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

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Download a [printable version](#) of the Rollins campus map.

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http://www.rollins.edu/map/[9/15/2014 11:28:24 AM]



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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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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
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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FACTS Payment Plan: An easier way to pay. Available only to Holt Students.

The Hamilton Holt School provides this low-cost payment plan that divides tuition into affordable monthly installments with flexible payment options. The plan differs from a loan in that there is no interest rate, just a low \$25 enrollment fee for each term. **NOTE:** Students are required to enroll in the plan prior to published payment deadlines in order to avoid late payment penalties. Be sure to check below to find out when e-Cashier enrollment is open for each term.

Advantages:

- Easy online enrollment
- Monthly payment plan
- Flexible payment options
- No interest

Payment Methods:

- Automatic bank payment (ACH)
- Credit card/Debit Card
- Payments are processed on the 5th of each month and will continue until the balance is paid in full. If a Credit/Debit Card is used, a convenience fee in addition to the enrollment fee will be assessed by the third party credit card merchant.

Cost to Participate:

- \$25 enrollment fee per semester (ACH & credit card)
- \$30 returned payment fee if a payment is returned

Steps to Enroll: Log into [FoxLink](#) > Select "Holt Student" tab > Scroll to the box labeled "Holt Bill and Payment Options">Select "FACTS Payment Plan"

Fall 2014 e-Cashier enrollment opens on July 7, 2014

Last Day to Enroll	Required Down Payment	Number of Payments	Month of Payments
July 25	\$100	4	Aug-Nov
Aug 25	\$100	3	Sept-Nov

Spring 2015 e-Cashier enrollment opens on November 3, 2014

Last Day to Enroll	Required Down Payment	Number of Payments	Month of Payments
November 19	\$100	5	December - April
December 17	\$100	4	January - April
January 13	\$100	3	February - April

Summer 2015 e-Cashier enrollment opens on March 30, 2015

Last Day to Enroll	Required Down Payment	Number of Payments	Month of Payments
April 21	\$100	3	May-July
May 18	\$100	2	June & July

e-Cashier Availability

Availability of e-Cashier is determined by Rollins College. Please be aware the College may elect not to have e-Cashier available during specific times and dates during registration. Please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added. You should review your agreement balance online through My FACTS Account or call the Office of the Bursar at 407-646-2252 to confirm the change. If you have any additional questions please refer to the "FAQ" or "How e-Cashier Works" link on the toolbar of the e-Cashier.

FACTS Payment Plan Customer Support: Nelnet Business Solutions

800-609-8056

Customer services representatives are available Monday through Thursday, 7:30 am to 7:00 pm (CST), and Friday, 7:30 am to 5:00 pm.

Check Your Email:

Correspondence from the Bursar's Office (including monthly billing statements) will be sent to the student's official College '@rollins.edu' email account. Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications.

e-Cashier Window Hours of Operation

Monday - Friday
8:30AM - 4:30PM

The **Bursar's Office** is located in the Warren Administration Building ([Campus map](#)) on the 2nd floor.

1000 Holt Avenue - 2716
Winter Park, FL 32789
Main: 407-646-2252
FAX: 407-975-6497