



SUMMER 2018



# Quick Links

Registration will begin on Tuesday, March 27, 2018 at Noon.

- [New to Hamilton Holt](#)
- [Registration Instructions](#)
- [Policies](#) for non-attendance, withdrawals, tuition payments, corporate sponsorship, etc.
- [Schedule Home](#)

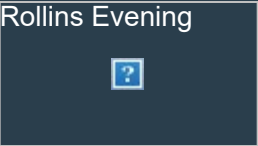
# Undergraduate Programs - Summer 2018

- [Schedule of Classes](#)
- [Course Descriptions](#)
- [General Education Requirements](#)
- [Guide to Majors and Minors](#)
- [Tuition Rate & Payment Deadline](#)
- [Calendar](#)

- [Registration Dates](#)
- [Current Undergraduate Catalog](#)

# Graduate Programs - Summer 2018

- [Schedule of Classes](#)
- [Course Selection & Descriptions](#)
- [Academic Calendar](#) | [Counseling Calendar](#)
- [Registration Dates](#)
- [Payment Deadlines](#)
- [Current Graduate Catalog](#)



## LOCATIONS

**Rollins Holt Admission**  
Phone: 407.646.2037  
311 West Fairbanks Ave.  
Winter Park, FL 32789

**Senior Enrichment Courses**  
Phone: 407.646.1577  
Rm.206, Warren Bldg.

**Rollins Holt Advising**  
Carnegie Hall  
Rollins College  
Phone: 407.646.2232

Directory

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# Payment Policy

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 will be assessed 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 posted deadline. Please visit the Office of the Bursar for additional information.

*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.*

## Late Fee Policy

In addition to a Bursar's hold, accounts with a past due balance will be subject to a monthly late payment fee on the following scale:

- Past Due Balance of \$200 - \$999.99 - \$75

Past Due Balance of \$1,000 - \$4,999.99 - \$125

- Past Due Balance of \$5,000 - \$19,999.99 - \$200
- Past Due Balance of \$20,000 or greater - 1% of Past Due Amount

Please visit the [Bursar's website](#) for additional information.

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## Non-Attendance Policy

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.

## Wait List Policy

The Holt School uses a wait-list system for courses that have reached capacity. If a course is filled, you must indicate you wish to be placed on the wait list by selecting "Wait-List" from the drop-down menu and submitting the registration again. Your selection will be shown again confirming that you are wait-listed.

In cases when a course either does not have a waitlist option or the waitlist is already full, students should make another course selection.

Graduate (with the exception of Counseling) and undergraduate programs in the Holt School administratively maintain separate waiting lists through the first week of classes. Instructor overrides are not accepted. 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 with the status of WL (wait-listed) instead of RE (registered). The WL status is not reflected on the schedule option viewed by day and time.

The waiting list is purged one week after the start of term.

## Email Policy

Correspondence from the Hamilton Holt School 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 information. Communications sent to this account will be considered to have fulfilled any College obligation for notification.

## Tuition Discount Policy

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.

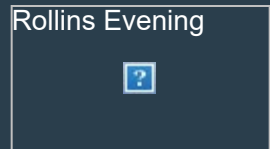
# Withdrawal Policy

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
- temporary duty assignment or transfer by the military

Withdrawal exceptions are extremely rare and may be granted only by the [Holt Appeals Committee](#).

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



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# Tuition Due Dates

## Summer 2018

Tuition deadline for all programs except Counseling: **Monday, May 21, 2018 at 5:00 p.m.**

Tuition deadline for Counseling: **Monday, June 4, at 5:00 pm**

## Rates:

- Undergraduate programs - \$474 per semester hour.
- Counseling - \$649 per semester hour.
- Applied Behavior Analysis in Clinical Science - \$615 per semester hour.
- Education - \$541 per semester hour.
- Health Services Administration - \$627 per semester hour.
- Human Resources - \$658 per semester hour.
- Liberal Studies - \$493 per semester hour.
- Public Health - \$623 per semester hour.

## Quick Links

- [Quick Pay](#)
- [Financial Aid](#)
- [Bursar](#)
- [FACTS Payment Plan](#)

## Refund Schedule

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

### Refund Schedule

#### 12-Week Session:

100% refund: Monday, May 21—Sunday, May 27

75% refund: Monday, May 28—Sunday, June 3

50% refund: Monday, June 4—Sunday, June 10

Last date to withdraw without penalty is Thursday, July 5

#### First 6-Week Session

100% refund: Monday, May 21—Sunday, May 27

75% refund: Monday, May 28—Sunday, June 3

Last date to withdraw without penalty is Tuesday, June 12

#### Second 6-Week Session

100% refund: Thursday, July 5—Wednesday, July 11

75% refund: Thursday, July 12—Wednesday, July 18

Last date to withdraw without penalty is Friday, July 27

#### Graduate Counseling

100% refund: Monday, June 4—Sunday, June 10

75% refund: Monday, June 11—Sunday, June 17

50% refund: Monday, June 18—Sunday, June 24

Last date to withdraw without penalty is Thursday, July 5

## 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 drop courses by the last day of the drop/add period to receive a full refund. The Holt School is not

involved or aware of decisions regarding the status of student aid and does not automatically withdraw students for non-payment.

# Payment by Corporate Sponsor

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.

Rollins Evening

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# Calendar Summer 2018

\*Note: The Graduate Counseling Program follows an [alternate academic calendar](#).

Payment Deadline	Monday, May 21 at 5:00 pm <a href="#">Payment Schedule</a> See <a href="#">Policy</a> for additional information regarding attendance and refunds.
12-Week Session	<b>Session Dates:</b> Monday, May 21 to Wednesday, August 15 Drop/Add, no notation: Monday, May 21 to Sunday, May 27 75% refund with notation: Monday, May 28 to Sunday, June 3 50% refund with notation: Monday, June 4 to Sunday, June 10 Last day to withdraw without academic penalty: Thursday, July 5
First 6-Week Session	<b>Session Dates:</b> Monday, May 21 to Monday, July 2 Drop/Add, no notation: Monday, May 21 to Sunday, May 27 75% refund with notation: Monday, May 28 to Sunday, June 3 Last day to withdraw without academic penalty: Tuesday, June 12

Second 6-Week Session	<b>Session Dates:</b> Thursday, July 5 to Wednesday, August 15 Drop/Add, no notation: Thursday, July 5 to Wednesday, July 11 75% refund with notation: Monday, May 28 to Sunday, June 3 Last day to withdraw without academic penalty: Friday, July 27
Event Deadlines	<b>New Student Orientation:</b> Saturday, May 19 <b>Independent Study Deadline:</b> Thursday, May 24
Holidays No classes	<b>Memorial Day:</b> Monday, May 28 - no class <b>Independence Day:</b> Tuesday, July 3 & Wednesday, July 4 - no class
Course & Instructor Evaluations	First 6-Week Session: 12 and Second 6-Week Session:
Grades Due:	First 6-Week Session: Monday, July 10 All Sessions: Friday, August 17 at 9:00 am
Grades Available for Student View	Friday, August 24
Summer Graduation Date	August 31

## Registration Dates

Check-In opens: Tuesday, March 20 at 12:00 Noon

### Undergraduate:

Declared students with 90 or more EARNED hours: Tuesday, March 27 at 12:00 Noon

Declared students with 90 or less earned hours: Tuesday, April 3 at 12:00 Noon

Undeclared, non-degree seeking, and new students: Tuesday, April 10 at 12:00 Noon

### Graduate:

Tuesday, March 27 at 12:00 Noon

- *Counseling Students:* See the [Counseling Calendar](#) for additional information about registration times.

*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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# Registration Dates

## Summer 2018

Students who entered Spring 2018 and have not yet met with an adviser are required to do so prior to registration. All other students are encouraged, but not required to meet with their adviser each term. You may make a telephone or office appointment by calling the Holt School Office at 407-646-2232.

Mandatory Pre-registration Check-In	Opens <b>March 20</b> , 12:00 p.m. Check-in instructions provided in FoxLink. <a href="#">Registration Instructions</a>
March 27 - May 21	<b>Graduate and Undergraduate Senior Registration:</b> Master's level and undergraduate degree-seeking Holt students with a declared major and 90+ <i>earned</i> hours at the time of registration are permitted to participate in priority registration.
March 27-	<b>Graduate Counseling</b> Registration period.



30	
April 3 - May 21	<b>Registration for Current Degree-seeking Students:</b> Priority registration for degree-seeking students with a declared major and fewer than 90 earned semester hours at the time of registration. Registered seniors may add/drop during this period.
April 6	<b>College of Liberal Arts</b> students may register for Holt classes. CLA students are responsible to get advisor approval prior to registration and are limited to eight (8) credit hours during the summer including Maymester.
April 10 - May 21	<p><b>Undergraduate only:</b>  <b>Registration for authorized new, returning, and non-degree-seeking students:</b> Complete applications are required for new and returning students and include the application form/fee, official transcripts from all previously attended institutions, and all documentation required for international students. New students will receive a letter with authorization to contact the Holt School Office for a registration appointment. Students completing applications after the new student registration will be contacted by a program adviser and permitted to register during the late registration period.</p> <p><b>Graduate:</b>  New students will receive registration information and dates according to each program.</p>
April 18- April 21	Administrative review and enrollment census. Low enrolled courses may be canceled at this time.
May 21	<b>Payment Deadline:</b> Full tuition payment must be received by the Holt School or Bursar's Office prior to 5:00 p.m. A low-cost payment plan is available. Please refer to payment instructions.
Saturday, May 19	<b>Undergraduate New Student Orientation</b> Location and time: TBD

LOCATIONS

Rollins Holt Admission



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# Course Descriptions

## APPLIED BEHAVIOR ANALYSIS AND CLINICAL SCIENCE

[Course Descriptions](#) | [Program of Study \(2017 cohort and newer\)](#) | [Program of Study \(2016 cohort and prior\)](#)

## COUNSELING

[Course Descriptions](#) | Program of Study: [2018 Cohort](#), [2017 Cohort](#), [2015 & 2016 Cohorts](#)

## EDUCATION

[Course Descriptions](#) | [Elem Ed Program of Study](#) | [Music Program of Study](#)

## HEALTH SERVICES ADMINISTRATION

[Course Descriptions](#) | [Program of Study \(2017 cohort\)](#) | [Program of Study \(2016 cohort\)](#)

## HUMAN RESOURCES

[Course Descriptions](#) | [Program of Study](#)

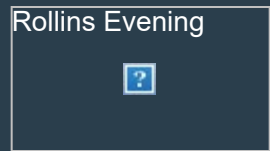
## LIBERAL STUDIES

[Course Descriptions](#) | [Program of Study](#)

PUBLIC HEALTH

[Course Descriptions](#) | Programs of Study: [2018 Cohort](#), [2017 Cohort](#), [2016 Cohort](#)

If you have questions about your program of study, please contact your faculty advisor or Amber Taylor at [ataylor1@rollins.edu](mailto:ataylor1@rollins.edu) or 407.646.1568



LOCATIONS

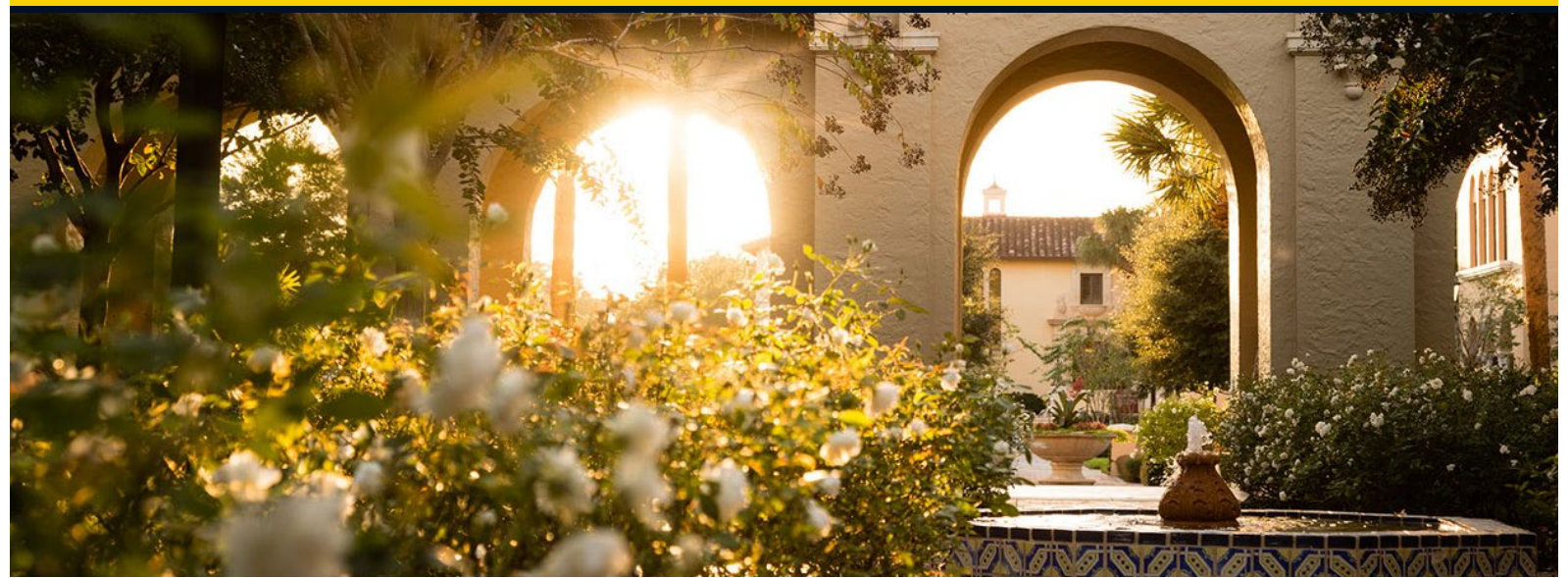
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# Graduate Counseling Calendar

This calendar applies only to the Graduate Counseling program.

All other programs, [please click here](#) for the academic calendar.

## Summer 2018

June 4	Term Start for Graduate Counseling program. <a href="#">Tuition Due date</a>
June 8	Last day to submit independent study proposals.
July 4	Independence Day holiday - no class (July 3, no class at the discretion of the instructor)
July 5	Last day to withdraw without academic penalty
August 1	Term End for Counseling program



August 17	Grades due
August 24	Grades available to students
August 31	Summer Graduation date

## Holidays

No classes on these dates:

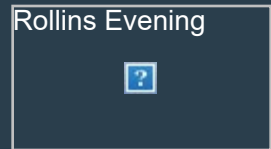
May 29: Memorial Day

July 4: Independence Day

## Counseling Registration Dates

**Check-In opens:** March 20 at noon

**Continuing Counseling Student Registration:** March 27 at 12:00 noon - March 30 at 5:00 p.m.



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# Rollins College Hamilton Holt Graduate Studies

## Summer 2018 Schedule of Classes

Schedule updated on:  
02/18/2019 08:42:15 AM

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

### HOLT SUMMER FULL TERM

#### Health Professions

Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	2	60008 BACS 535 01	Behavior Therapies	4	Blended	6:00-9:10P	W	CRUM 208	D Richard	
Open	3	60009 BACS 542 01	Behav Intervnt II: Special Pop	4		6:00-9:10P	T	BUSH 277	A Williams	
Open	1	60010 BACS 671 01	Practicum I	2		4:00-5:45P	T	BUSH 277	S Freeman	Meets with BACS 671-2 & BACS 681
Open	3	60012 BACS 671 02	Practicum I	2		4:00-5:45P	T	BUSH 277	S Kincaid	Meets with BACS 671-1 & BACS 681
Open	3	60014 BACS 681 01	Thesis or Capstone I	2		4:00-5:45P	T	BUSH 277	S Freeman	Meets with BACS 671 & BACS 681-2/681-3
Open	4	60013 BACS 681 02	Thesis or Capstone I	2		4:00-5:45P	T	BUSH 277	S Kincaid	Meets with BACS 671 & BACS 681-1/681-3
Open	6	60011 BACS 681 03	Thesis or Capstone I	2		4:00-5:45P	T	BUSH 277	S Freeman	Meets with BACS 671 & BACS 681-1/681-2
Open	5	60065 BACS 683 01	Thesis or Capstone III	2		4:00-5:45P	T	BUSH 277	S Freeman	Meets with BACS 671 & BACS 681
Open	3	60005 HSA 610 01	Healthcare HR Mgmt	4	Blended	6:00-9:10P	T	BUSH 201	L Pitre	Restricted to MSHA students. Meets 5/22, 6/5, 6/19, 7/3, 7/17, 7/31, and 8/14.
Open	17	60006 HSA 610 02	Healthcare HR Mgmt	4	Blended	6:00-9:10P	T	BUSH 201	L Pitre	Restricted to MPH students. Meets 5/22, 6/5, 6/19, 7/3, 7/17, 7/31, and 8/14.
Filled	-1	60007 HSA 630 01	HCM Internship			TBA	TBA		N Niles	1-4 credits. Register through Holt Student Services.
Open	12	60060 MPH 630 01	Practicum			TBA	TBA		J Johnson	1-4 credits. Register through Holt Student Services.

#### Liberal Studies

Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	7	60002 MLS 5151 01	Ethical Dilemma Modern Society	4		6:00-9:10P	W	OLIN VAN HOUTEN	J Maskivker	

### FIRST SESSION

#### Education

Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	5	60055 EDU 546F 01	Rural Education in Rwanda	3		TBA	TBA		J Hewit	\$3850 trip fee. Travel dates 5/25-6/17. Prerequisite: EDU 345/545 in Spring 2018
Open	5	60027 EDU 580 01	TheMulticult Clsrm: Cross Cul	3		4:00-7:10P	TR	ORLAN 115	J Yu	

#### Human Resources

Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	18	60029 MHR 543 01	Employee Relations			6:00-9:25P	MW	SULLV HSE	E Baez	
Open	11	60030 MHR 591 01	SHRM National Conference	4		4:30-5:45P 4:30-5:45P	W R	OLIN 211 OLIN 211	D Rogers	Meets Thur, 5/31 and Wed, 6/27 (4:30-5:45). Conference Dates: June 17-20. Conference registration fee not included in tuition.

#### Liberal Studies

Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	4	60003 MLS 546F 01	Art and Myth in Italy			TBA	TBA		R Vander Poppen	Travel dates 5/14/18-5/22/18. Trip fee of \$1500.

### SECOND SESSION

#### Education

Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	3	60028 EDU 504 01	Psych Foundations Education	3		4:00-7:10P	TR	ORLAN 115	E McLaughlin	

#### Health Professions

Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	5	60056 MPH 599 01	Global Health Field Exp Geneva			09:00-12:00P	S	BUSH 308	J Johnson	Travel dates: 7/28/18-8/10/18. \$1100 trip fee.

#### Human Resources

Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	8	60113 MHR 610 01	Managing the HR Department	4		6:00-9:25P	TR	LODGE REEVES	S Adams	
<b>Liberal Studies</b>										
Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Cancelled	0	60004 MLS 516G 01	MW: US Campus Rebels	2		TBA	TBA			
<b>GRADUATE COUNSELING SESSION</b>										
<b>Counseling</b>										
Status	Seats Available	Course	Course Title	Hours	Course Format	Time	Days	Location	Instructor	Pre-Reqs/Comments
Open	2	60018 CPY 535 01	Career & Lifestyle Development	3		5:00-9:30P	T	BUSH 176	K Baldwin	\$60 course materials fee
Filled	0	60020 CPY 540 01	Theory & Prac Group Coun	3		12:00-3:00P 12:00-3:00P	W R	SULLV HSE SULLV HSE	D Paladino	Meets Wednesdays (12-3pm). Also meets Thursdays 6/7 & 7/26 (12-3pm).
Open	2	60025 CPY 540 02	Theory & Prac Group Coun	3		4:00-7:00P 6:45-9:45P	T R	HAUCK 111 HAUCK 111	C Solomon	Meets Tuesdays (4:00-7:00). Also meets Thursdays 6/7 & 7/26 (6:45-9:45).
Filled	0	60026 CPY 540 03	Theory & Prac Group Coun	3		6:45-9:45P 6:45-9:45P	W R	HAUCK 113 HAUCK 113	K Baldwin	Meets Wednesdays (6:45-9:45). Also meets Thursdays 6/7 & 7/26 (6:45-9:45).
Open	1	60017 CPY 545 01	Legal, Profess, Ethical Issues	3		09:00-5:00P 12:00-3:00P	S T	SULLV HSE SULLV HSE	S Sanabria	Meets Tuesdays (12-3pm). Also meets Saturday, 7/14 (9am-5pm).
Filled	0	60023 CPY 545 02	Legal, Profess, Ethical Issues	3		09:00-5:00P 3:30-6:30P	S W	SULLV HSE HAUCK 112	S Sanabria	Meets Wednesdays (3:30-6:30 pm) in Hauck 111. Also meets Saturday, 7/14 (9am-5pm) in Sullivan House.
Open	1	60021 CPY 560 01	Comm Cnsing & Crisis Intrvntn	3		09:00-4:00P 5:00-8:30P	S W	BUSH 201 BUSH 201	T Schiffner	Meets Wednesdays (5-8:30pm). Also meets Saturday, 7/21 (9am-4pm).
Filled	-1	60024 CPY 560 02	Comm Cnsing & Crisis Intrvntn	3		09:00-4:00P 5:00-8:30P	S W	ORLAN 115	D Paladino	Meets Wednesdays (5-8:30pm). Also meets Saturday, 7/21 (9am-4pm).
Open	2	60019 CPY 603 01	Addictive Disorders	3		4:00-8:30P	T	SULLV HSE	S Sanabria	
Open	2	60022 CPY 603 02	Addictive Disorders	3		4:00-8:30P	W	HAUCK 110	A Schefstad	
Open	9	60015 CPY 662 01	College Counseling & Outreach	2		4:00-8:00P	R	ORLAN 113	D Paladino	Prerequisite: CPY 525
Open	15	60016 CPY 665 01	Couns Adult Trauma Survivors	2		09:00-5:30P	FSU	SULLV HSE	C Rowland Petrie	Meets Fri 7/27, Sat 7/28, & Sun 7/29 (9am-5:30pm).