



FALL 2018



## Quick Links

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

## Undergraduate Programs - Fall 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 - Fall 2018

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

Rollins Evening



### 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



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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.

*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.*

## 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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## CLASS SCHEDULES



# Class Schedules

## Current students:

Please note that Spring 2019 schedule and term information is tentative and may change through October 22.

## Term Information

[Fall 2018](#)

[Fall Registration Dates](#)

[Spring 2019](#)

[Spring Registration Dates](#)

## Schedule of Classes

[Fall 2018 Undergraduate Schedule](#)

[Fall 2018 Graduate Schedule](#)

[Spring 2019 Undergraduate Schedule](#)

[Spring 2019 Graduate Schedule](#)

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## Advisor Contact Information

[Terrie Cole](#)

407-646-2232

Elementary Education  
Environmental Studies  
Humanities  
International Affairs  
Music  
Secondary Certification  
A-G Business and Undeclared  
A-G Healthcare Management and Leadership

[Coleen Palmer](#)

407-646-2232

Communication Studies  
Computer Science  
International Students  
Economics  
H-P Business and Undeclared  
H-P Healthcare Management and Leadership

[Debbie Tatum](#)  
407-646-2232

3/2 Program (BA/MBA)  
English  
Organizational Behavior  
Psychology  
Q-Z Business and Undeclared  
Q-Z Healthcare Management and Leadership

[Amber Taylor](#)  
407-646-1568

Master of Arts (Applied Behavior & Clinical Sciences)  
Master of Arts (Mental Health Counseling)  
Graduate Education  
Master of Human Resources  
Master of Liberal Studies  
Master of Health Services Administration  
Master of Public Health

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# Undergraduate - Fall 2018

[Schedule of Classes](#)

## Quick Links

- [Registration dates](#) and [instructions](#)
- [Calendar](#)
- [Guide to Majors and Minors](#)
- [General Education Requirements](#)
- [Important Policies](#)
- For additional academic policies, please view the [Undergraduate Catalog](#).

## Course Descriptions

Course descriptions reflect the Fall 2018 term schedule only.

## AMERICAN SIGN LANGUAGE

- [ANTHROPOLOGY](#)
- [ART & ART HISTORY](#)
- [BIOLOGY](#)
- [BUSINESS](#)
- [COMMUNICATION](#)
- [COMPUTER SCIENCE](#)
- [CRITICAL MEDIA](#)
- [DANCE](#)
- [ECONOMICS](#)
- [EDUCATION](#)
- [ENGLISH](#)
- [ENVIRONMENTAL STUDIES](#)

## HEALTH SERVICES MANAGEMENT & LEADERSHIP

- [HISTORY](#)
- [HUMANITIES](#)
- [INFORMATION TECHNOLOGY](#)
- [INTERDISCIPLINARY STUDIES](#)
- [INTERNATIONAL AFFAIRS](#)
- [LANGUAGES](#)
- [MATHEMATICS](#)
- [MUSIC](#)
- [PSYCHOLOGY](#)
- [SEXUALITY, WOMEN'S, AND GENDER STUDIES](#)
- [THEATER](#)

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# General Education Requirements

## Fall 2018

To be eligible for a bachelor of arts degree, students must complete one course from each of the general education areas listed below:

### Expressive Arts (A)

- ARH 233 European Art
- DAN 170 Ballet I
- DAN 177 Jazz I
- DAN 270 Ballet II
- DAN 277 Jazz II
- MUS 251 Theory III: Counterpoint

### Non-Western Cultures (C)

- ANT 150 Cultures of the World
- ANT 220 Happiness & Wellbeing
- COM 240 Intercultural Communication
- INAF 322 Islam, Culture & Politics

## Knowledge of Western Culture (H)

- BUS 233 Micro & Macro Economics
- ECO 202 Econ in Historical Perspective
- EDU 271 School & Society
- HUM 306 Humanities: Modern Period
- MUS 361 Music History I
- PSY 211 Social Psychology

## Intro to the Liberal Studies (I)

- INT 200P Liberal Arts: Ancient Meets Contemp

## Awareness of Literature (L)

- ENG 190 Our Monsters, Ourselves
- ENG 190 Modern Irish English
- ENG 190 The Western
- ENG 234 Film's in the 80's

## Scientific Perspective (P)

- BIO 113 Plants and Humanity
- ENV 120 Fundamentals of ENV Science
- ENV 220 Field Botany

## Quantitative Thinking (Q)

- BUS 236 Statistics for Business
- MAT 108 Essential Math with Lab
- PSY 304 Statistics & Decision Making

## Writing Reinforcement (R)

- ENG 300B Expository Writing

ENG 300H Expository Writing

- ENG 374 Editing Essentials
- ENG 380 Language Studies

## Oral Communication (T)

- COM 210 Public Speaking
- PSY 211 Social Psychology

## Written Communication (W)

- ENG 140 Writing About: Women in Film
- ENG 140 Writing About: Tars Nation

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# Guide to Majors & Minors

Fall 2018

[Schedule of Classes](#)

## Majors

- [BUSINESS MANAGEMENT](#)
- [COMMUNICATION STUDIES](#)
- [COMPUTER SCIENCE](#)
- [ECONOMICS](#)
- [EDUCATION](#)
- [ENGLISH](#)
- [ENVIRONMENTAL STUDIES](#)

## Minors

- [AFRICAN/AFRICAN-AMERICAN STUDIES](#)
- [DANCE](#)
- [HISTORY](#)
- [JEWISH STUDIES](#)
- [SEXUALITY, WOMEN'S, & GENDER STUDIES](#)

- [HEALTH SERVICES LEADERSHIP  
\(Formerly Healthcare Management\)](#)
  - [HUMANITIES](#)
  - [INTERNATIONAL AFFAIRS](#)
  - [MUSIC](#)
  - [ORGANIZATIONAL BEHAVIOR](#)
  - [PSYCHOLOGY](#)
- [WRITING](#)

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# Tuition Due Dates

## Fall 2018

Tuition deadline for all programs except Counseling: **Monday, August 27, 2018 at 5:00 p.m.**

Tuition deadline for Counseling: **Monday, August 27, 2018 at 5:00 p.m.**

## Rates:

- Undergraduate programs - \$488 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 - 15-week courses only

100% Drop/Add no notation Monday, August 27—Tuesday, September 4

75% Withdraw with notation Wednesday, September 5—Tuesday, September 11

50% Withdraw with notation Wednesday, September 12—Tuesday, September 18

Last date to withdraw without academic penalty is Friday, November 2

### First Half of Term (7 weeks)

100% Drop/Add no notation Monday, August 27—Tuesday, September 4

75% Withdraw with notation Wednesday, September 5—Tuesday, September 11

Last date to withdraw without academic penalty is Tuesday, September 25

### Second Half of Term (7 weeks)

100% Drop/Add no notation Tuesday, October 23—Monday, October 9

75% Withdraw with notation Tuesday, October 10—Monday, November 5

Last date to withdraw without academic penalty is Tuesday, November 27

### Information Technology Courses (3 weeks)

All IFT courses are offered on a credit/no credit basis and do not impact GPA.

**1<sup>st</sup> Session:** Monday, August 27—Monday, October 15

100% Drop/Add no notation Monday, August 27—Tuesday, September 4

50% Withdraw with notation Wednesday, September 5—Tuesday, September 11

Last date to withdraw with "W" notation is Wednesday, September 12

**2<sup>nd</sup> Session:** Tuesday, September 18—Monday, October 8

100% Drop/Add no notation Tuesday, September 18—Monday, September 24

50% Withdraw with notation Tuesday, September 25—Monday, October 1

Last date to withdraw with "W" notation is Tuesday, October 2

**3<sup>rd</sup> Session:** Monday, October 22—Sunday, November 11

100% Drop/Add no notation Monday, October 22—Sunday, October 28

50% Withdraw with notation Tuesday, October 29—Sunday, November 4

Last date to withdraw with "W" notation is Monday, November 5

**4<sup>th</sup> Session:** Monday, November 26—Friday, December 14

100% Drop/Add no notation Monday, November 26—Sunday, December 2

50% Withdraw with notation Monday, December 3—Sunday, December 9  
Last date to withdraw with "W" notation is Monday, December 10

## 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.

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## Calendar Fall 2018

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

August 27      Term Start for Holt undergraduate and Holt graduate programs\*  
Tuition Due by 5:00 p.m. [Payment Schedule](#)  
See [Policy](#) for additional information regarding attendance and refunds.

August 30      Last day to submit independent study proposals. Student should be aware that some academic departments have earlier submission deadlines. The Holt School will defer to the departmental deadline in such cases. [Undergraduate Independent Study Form](#)

September 3      Labor Day Holiday (no classes)

November 20-      Thanksgiving break (Tuesday-Sunday)  
November 25

|                            |  |
|----------------------------|--|
| November 2                 | Last date to withdraw without academic penalty             |
| November 19-<br>December 7 | Course and Instructor Evaluations (Tentative)              |
| December 13                | Term End for Holt undergraduate and Holt graduate programs |
| December 18 at<br>9:00 am  | Grades due for all programs                                |
| December 21                | Grades Available for Viewing                               |
| December 31                | Fall Graduation Date                                       |

## Note:

Holt School classes **will** meet during the time listed as CLA Fall Break.

## Registration Dates

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

Registration starts:

### 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

## Fall 2018

Students who entered Summer 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>Tuesday, March 20, 12:00 p.m.</b> Check-in instructions provided in FoxLink.  |
| March 27                            | <p><b>Undergraduate Senior Registration:</b> 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.</p> <p><b>Graduate Programs:</b> Applied Behavior Analysis and Clinical Science, Education, Health Services Administration, Human Resources, and Liberal Studies.</p> |

|                       |  |
|-----------------------|--|
| March 27-<br>March 30 | <b>Graduate Counseling only</b>  |
| April 3               | <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 10              | <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. |
| July 9-13             | Administrative review and enrollment census. Low enrolled courses may be canceled at this time.  |
| August 27             | <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.  |
| August 11             | <b>Undergraduate New Student Orientation</b><br>Location and time: Bush Auditorium from 10:00 am to 2:00 pm.   |

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