

REGISTRAR'S OFFICE

1735 Cnj gc'I kduqp Way, CASS Bldg., Suite #206 – Tallahassee, FL 32307 Office: (850) 599-3115 Fax: (850) 561-2428 Email: <u>registrardocs@famu.edu</u>

FAMU/FSU Cooperative Program (Co-op)

- ***** You must be enrolled for at least one course at FAMU.
- Tuition and fees for all your courses should be paid at FAMU.
- Registration for the course at FSU will appear on your transcript in iRattler,
- ALL drops and withdrawals are done through the FAMU Co-op Representative. NOT through FSU's Registrar's Office. Please see FAMU academic calendar for deadline.
- No special arrangement is required with the Financial Aid Office. However, your attendance must be reported for funds to be disbursed. Please return the attendance form upon first day of attending class.
- ♦ Your Grades will be calculated into your FAMU grade point average (G.P.A.).
- ✤ Grades will be posted by the Co-op Representative at the end of the term.
- Additional fees may apply if you chose online classes at FSU (See course information on FSU website.)
- ✤ Please use the fillable feature when completing the application.
- 1. Complete the FAMU/FSU Registration Form available at <u>www.famu.edu</u>. Access the Registrar website and the forms.
- 2. Search for courses at <u>www.fsu.edu</u> and access the FSU Registrar's Website under Registration Tools. Complete the 'Requested Classes' portion of the Co-op form.
- 3. Obtain the permission signature of the FSU department chair or instructor for the course.
- 4. Take completed form to your FAMU academic advisor and obtain the Dean's signature. Their signatures give you permission to take classes at FSU.
- 5. Obtain a copy of your immunization record from the FAMU Health Center and take it to the Wellness Center at FSU. Get clearance for registration on FSU campus.
- 6. Obtain a financial clearance from Student Financial Services at FSU (equivalent to our Student Accounts) to ensure that you do not owe FSU any money.
- 7. Bring the completed registration form and application, stamped immunization record, and financial clearance to the Co-op Representative in the FAMU's Registrar's Office, FHAC Room 112.
- 8. The "Proof of Attendance" form is enclosed within this packet. Once the instructor(s) have signed in their appropriate area, the student should return this packet via email (<u>registrardocs@famu.edu</u>) to the Registrars department.

If problems arise with your registration, you will be contacted using the information provided on your registration form.

FAMU—FSU CO-Operative Program Registration

Is this your first semester as a FAMU-FSU Co-op student?

Florida A&M University

FAMU

Home institution:

Office Of The Registrar 1735 Althea Gibson Way, CASS Bldg., Suite #206 Tallahassee, FL 32307 (850) 599–3115

FSU

Florida State University Office Of The Registrar A3900 University Center Tallahassee, FL 32306–2480 (850) 644-1050

N/ Y*

SSN			— <u>ī</u>	ast Name		1		First Name			MI
Term: Fall Spr Sum Year:								Race			Gender
Residency Code*: U.S. State of Residence: F N T R E A								Nation of Citizenship:			
Education											
Majo	r:		Cl	assification:	FR SO	JR SR	GR	Degree p	oursuing:	B M D	
Highest degree awarded: Grad Date: Institution:											
Last university attended prior to FAMU/FSU: Location:											
High school: Name, City, State (required):											
*see attached for definitions											
Contact Information											
Email address:											
Local Mailing Address, City, County, State, Zip () Phone number										•	
Permanent mailing address, City, County, State, Zip Phone number											
Perma	anent mail	ing address,	City, Co	ounty, State, Zip		() ()				Phone number	
Requested Classes											
Sess	Prefix	ourse Number	Sec	Class/Ref Number	Credit Hours	Meeting Days/Time		Time	SU/ Letter	Permission S of FS (instructor/ d	Ū
											- /

List Alternate Courses "A" in the event the first choice is closed.

Student's Signature

FAMU—FSU Co-Operative Program Registration Code Definitions

Major:	Social Work, Math, Biology, etc			
Race/Ethnicity	Caucasian Black/African American			
	Asian			
	American Indian			
	Spanish American			
Classification:	Senior, Junior, Sophomore, Freshmen,			
	Graduate			
	Special student (all levels)			
Residency Code:				
U.S Nationality Codes	F Resident of Florida			
	N Non-resident of Florida			
	T Exception (military, in-state)			
Non - U.S. Nationality Codes	R Resident alien, resident of Florida			
	E Resident Alien, nonresident of Florida (out of state)			
	A Temporary Visa, Alien (Out of state)			
National Citizenship:	US, Japan, Korea, Guam, Africa (etc.)			

OFFICE of **ADMISSIONS**



FLORIDA STATE

We are pleased to receive your application for admission to Florida State University. Your responses to the following questions were left blank. Please submit this form, so that we may add this information to your file.

Yes No Are you currently, or have you ever been, charge with or subject to disciplinary action for scholastic or any other type of behavioral misconduct at any educational institution? You do not need to disclose academic dismissal, suspension, or probation for poor grades. However, you will be required to furnish FSU with a written explanation of the events(s) if there was academic misconduct (such as plagiarism or cheating) or behavioral misconduct, and tell us what you have learned from your past action(s).

Yes No Have you ever been charged with a violation of the law which resulted in, or if still pending could result in, probation, community service, a jail sentence, or the revocation or suspension of your driver's license (including traffic violations which resulted in a fine of \$200 or more)? You will be required to furnish FSU with a list of all violations, and include a statement telling us what you have learned from your past action(s).

Yes No Have you ever been charged with a felony (even if adjudication was withheld)? You will be required to furnish FSU with a copy of your criminal background history from each state in which the violation(s) occurred. If the violation(s) occurred in Florida, the criminal background history can be emailed to the Office of Admissions at <u>admsoffice@admin.fsu.edu</u> from the Florida Department of Law Enforcement (<u>www.fdle.state.fl.us</u>). You will be required to furnish a statement telling us what you have learned from your past actions.

If your answer to any of the above questions is "yes," the University reserves the right to request additional information. If your records have been expunged pursuant to the applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes, we strongly suggest you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admissions.

Signature of Applicant

Social Security Number

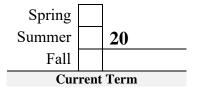
Date



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PROOF OF ATTENDANCE



M.I.

FAMU's Student ID#

Last Name

First Name

Prefix, e.g.	Number & ENC 1102	Section 001	Course Title	Instructor Signature(s)		

Kindest regards,

Rosa Christie

Rosa Christie

Date