Florida A&M University
State Employees With Fee Waivers
All State Employees who are granted fee waivers are welcome to Florida A&M University to register for six credit hours on a “space available basis only.”

All State Employees must obtain and complete a “State Employee Tuition Waiver - Intent to Apply” and a “State Employee Tuition Waiver Registration” form by the required deadline.

State employees may only register for courses approved by their immediate supervisor, agency head and the University.

Fee waivers may not be used for thesis, dissertation, applied music courses, internship, and courses requiring directed individual instruction.

State employees using fee waivers must:
1) Present the approved tuition waiver forms to the registration representative.
2) Complete the one-page Special Student Application form. The form may be obtained form the Registrar’s website at www.famu.edu. (This form will not be necessary if you were enrolled the previous semes-
3) Complete a class schedule request form provided by the registration representative(s).
4) Submit the class schedule request form to the registration representative.
5) Pickup the class schedule printout and check for accuracy.
6) Take the class schedule printout back to the registration representative to have the late fee waiver attached.
7) Go directly to Student Financial Services and turn the approved tuition waiver form for fee validation in the Foote-Hilyer Administration Center (G-7).
8) If your fees are not validated by the end of the payment deadline, you will be assessed a $100.00 late payment/reimbursement fee.

Please contact the Registrar’s Office at (850) 599-3115 if you have questions or need additional information.

Tuition-Free Courses for Persons 60 Years of Age and Older

Individuals who are 60 years of age and older and are residents of the State of Florida are permitted to take courses on a tuition-free basis. All fees are waived for this group of citizens who attend credit classes. Registration will be processed upon presentation of a proof of residency and proof of age.

Under this option, registration is allowed on a space available basis only and does not include thesis, dissertation, applied music courses, and courses requiring directed individual instruction. Certain courses require permission of the department for enrollment therein. Individuals who attempt to register in permission courses must go to the department offering the class and get a permission signature prior to going to the registration center.

Registration dates and procedures are the same as those listed for state employees.

Registration Requirements and Procedures

Registration Holds
A student's registration is placed on hold based on a variety of financial and administrative reasons. Students are notified of registration holds prior to each registration period and are required to clear all holds before being allowed to register. Please see the University website for a detailed description of all hold codes.

Auditing Courses
A student may register to audit a course on a space available basis. Admission to Florida A&M University is not required, and no credit will be given for audited courses. To audit a course the student must (1) fill out a class schedule request form and enter an “A” in the “AUD” column of the form and (2) obtain the approval of the instructor of the course. The instructor must sign in the permission signature column opposite the course. The student must register and pay the appropriate fee for the course(s). Registration for audit may not be changed from audit to credit, or vice versa, after the first week of classes.

Cancellation of Registration
The University may cancel the registration of a student whose registration fees have not been paid in full by the deadline as indicated in the university calendar. Students whose registration is canceled may apply for reinstatement but must do so before the published deadline. Cancellation, however, does not include students who have received approved deferred payment status, financial aid, (i.e., scholarships, veterans 60 day determinations, third party billing, etc.) to the Office of Student Financial Services. Students whose registration is cancelled are not liable for registration fees for the applicable term.

Reinstatement of Students Whose Registration Has Been Cancelled
Students whose registration has been canceled due to their failure to pay registration fees by the deadline may be reinstated upon the payment of all tuition and fees and a late payment fee of $100.00.

Students who fail to reinstate their registration by the published deadline shall be dismissed from the university, including university housing, and shall be denied those benefits which are offered to students who are officially enrolled.

Class Schedule Changes (Add/Drop)
Changes in class schedules may be made only with consent of the advisor and the dean of the college or school in which the student is registered. No changes in class schedules may be made after the date stipulated in the calendar for making changes. The time limit for adding or dropping a course is published in the University calendar.

No student will receive credit for any course or courses for which the student is not properly registered, although the student attends class and a grade is reported to the university registrar.

Curriculum Changes
In response to changes in education and in order to keep in line with occasional changes in certification requirements, the curriculum of one or several divisions or departments may change; such changes may extend the normal time of course requirements for a degree. A student who has been in regular attendance and has taken and passed the prescribed program of work each term may expect to obtain a degree normally in eight semesters. Any other student may be required to spend longer periods of time and must meet any added requirements introduced in the curriculum, including grade point average required, total number of credit hours required, etc.

The curriculum in the catalog of the year in which the student enters the university or a Florida community college is the one under which he or she normally should obtain the degree if there has been no break in enrollment. Students are encouraged to consult their academic chair/advisor for more information.

Major and Minor Fields of Study
Every student fulfilling the requirements for a degree from the university is required to earn a “major.” The major must meet the approval of the department in which it is earned. Students seeking double majors must meet the requirements of both departments. Courses to be counted for the minor must be approved by the division chairperson and the dean of the school.

Major Changes
Students may transfer from one department to another or from one school to another with the written approval of the department chair and dean concerned and notification to the university registrar.

If a student intends to change his/her major within his present school/college or to a different school/college, he must first obtain a copy of the latest Florida A&M University transcripts from his current Dean’s Office. The student must then complete a change of Major Form and meet with an advisor in the department of his/her intended major. If accepted by the new College/School, the new Dean must complete the Change of Major form. This form must then be sent to the Registrar’s Office to complete the process. If the student has not been accepted into the new department, by registration time, the student must still seek advisement from this current faculty advisor.

Double Major
Students are permitted to declare double majors by obtaining a memorandum from the second major department signed by the department chair indicating that the student has been accepted in the program. Students must satisfy requirement for graduation in each major in order to receive degrees in both majors. See requirement for double major elsewhere in this publication.

Academic Load
Some colleges/schools have a maximum or minimum load which is stated in the respective curriculum sections of this catalog. The normal load for a student is 15-18 credit hours.

Academic Status
For the Fall and Spring Terms, undergraduate students are considered full-time if they are enrolled for 12 hours or more. For the Fall and Spring Terms, graduate students are considered full-time if they are enrolled for 9 hours or more. During the Summer Term, undergraduate students are considered full-time if enrolled for 9 hours or more; graduate students are considered full-time if enrolled for 6 hours or more.

All students who are recipients of financial aid may be required to main-