



The Division of
Undergraduate Studies

STYLE GUIDE

Division of Undergraduate Studies program and office descriptions and usage instructions

When referring to the programs below, use the program's full name and proper capitalization upon first use. On second reference, the acronym or the shortened version of the program title may be used. Acceptable acronyms or shortened titles are in parentheses, and individual style guidelines for each program are italicized in their description.

Please see brand.fsu.edu/content for further information regarding FSU branding. To locate FSU's house style guide, click the drop-down menu titled "House Style Guide."

The Division of Undergraduate Studies

Works to advance a world-class experience for every undergraduate student, helping them develop sound academic preparation for their major field of study and to achieve their full potential. The Division of Undergraduate Studies ensures that each undergraduate receives a strong educational foundation to build a successful academic program of studies and monitors a number of state-wide and university-wide degree requirements.

The Office of Undergraduate Studies (UGS)

Serves as the academic dean's office for all students who have not yet been formally admitted to their majors. The office provides information and services on all academic matters and monitors student progress toward being formally admitted to a major and ensuring a smooth shift to the student's graduating dean's office.

Academic Support

Academic Center for Excellence (ACE)

University learning center that provides free academic support services including tutoring, study skills workshops and academic coaching. ACE is designed to help students strengthen their learning strategies and improve performance in challenging courses.

Personal Academic Consultations (PAC)

Free consultations through the Academic Center for Excellence that help FSU students review and make improvements to their study and personal success habits. Personal Academic Consultations allow students to meet one-on-one with ACE instructors to develop a plan of action to achieve academic goals.

pre-professional advising

Supports students pursuing careers in law and other professional fields by offering specialized advising, application preparation and career pathway planning.

Proactive Referral and Engagement (PRE)

Program that supports students experiencing academic and personal challenges. The Proactive Referral and Engagement program receives referrals from faculty about students in need and connects students with campus resources for personal and academic support.

Advising

adviser/advisor

Provides both in-person and online resources to support student progression and success. Together, the adviser and the student can discuss educational goals and map out academic programs that will achieve the student's long-range goals. *AP style prefers the spelling "adviser," and FSU has historically used "advisor." Both spellings are acceptable when referring to FSU's academic advising programs.*

Advising First (AF)

University-wide network of professional academic advisers who support students in achieving their personal, academic and career goals. Advising First emphasizes proactive, student-centered advising to assist students in making informed decisions, staying on track for graduations and engaging meaningfully with their college experience.

Advisor Training and Development (ATAD)

Supports academic advisers, both new and continuing, across all FSU academic departments as they advise and support students.

Center for Academic Guidance

Provides personalized support for students facing academic challenges. Academic Guides help students identify barriers and develop clear plans for success.

Center for College Life Coaching (CLC)

Offers students the opportunity to meet with a College Life Coach to maximize their potential both personally and academically. College Life Coaches meet with students regularly throughout each semester to provide continuous individualized support. *College Life Coaching and College Life Coach can both be abbreviated to CLC on second reference.*

Center for Exploratory Students

Helps incoming first-year students explore academic interests and select a major. The Center for Exploratory Students offers advising for students in the Exploratory major and helps them declare a major by the end of their first year.

- Offers the **Engage 100** course *SLS1203: Introduction to Academic Major Exploration*, designed to further support students in confidently declaring their major through self, major and career exploration.

Center for Academic Planning (CAP)

- Assists sophomores and upper division students who are rethinking their major. The Center for Academic Planning offers advising to those continuing in the Exploratory major and those redeciding on academic direction.
- Offers the course *SLS3207: Exploring Mindset, Motivation, and Majors*, designed to further support students in major exploration and major re-selection by examining their personal growth mindset, motivations and unique strengths.

Center for Academic Retention & Enhancement and related programs and initiatives

Center for Academic Retention & Enhancement (CARE)

Provides preparation, orientation and academic support programming for first-generation students and those who may face unique challenges in college because of educational or economic circumstances. *The Center for Academic Retention & Enhancement can be referred to as the CARE Department or CARE but should not be referred to as the CARE Program.*

pre-college programs:

CARE Freedom School

Summer reading program that helps K-6 students strengthen reading skills through enrichment activities.

Summer Seminoles Program

One-week residential program for rising high school seniors from across Florida. The program focuses on college preparation and social engagement to help students realize their possibilities at FSU.

Upward Bound Classic (UBP)

Federally funded program to help 9th through 12th grade students thrive in high school while developing skills and gaining experiences that will help them pursue college and career opportunities in any field. The program consists of an academic year component and a six-week summer component where students attend workshops and seminars, visit college campuses, shadow career professionals and receive individualized academic support. *Upward Bound Classic can be referred to as the Upward Bound Program, Upward Bound or UBP.*

Upward Bound Math and Science (UBMS)

Federally funded program for 9th through 12th grade students to develop skills and gain experiences that help them realize college and career opportunities related, but not exclusive to, science, technology, engineering and math (STEM). The program consists of an academic year component and a six-week summer component where students attend workshops and seminars, visit college campuses, shadow career professionals and receive individualized academic support related to STEM fields. *When referring to the Upward Bound Math and Science Program, include "Math and Science" or use the acronym UBMS to differentiate from Upward Bound Classic.*

enhancement programs:

Bridge to Graduate Education

Introduces CARE students to graduate or professional education. Helps with personal statements, resumes, finance planning and networking.

FGEN Noles Living-Learning Community (FGEN Noles LLC)

Community and support network for first-generation college students designed to provide a living environment that promotes campus community involvement. Offers shared housing, mentoring and events that foster connection and academic success.

Student Support Services - S.C.O.P.E. (SSS)

Federally funded TRIO program that provides academic advising, tutoring, mentoring and financial literacy support to first-generation and low-income students. The Scholarship, Community, Opportunity, Programming & Engagement initiative focuses on holistic student development and retention.

Student Support Services - STEM (SSS-STEM)

Federally funded TRIO program designed to improve retention, graduation, financial literacy and academic success for students pursuing degrees in science, technology, engineering or mathematics (STEM).

success services:

CARE academic advising

Provides personalized academic advising to CARE students, helping them navigate course selection, degree planning and university policies to ensure academic success. Academic growth and guidance plans are offered for CARE students on academic warning or probation.

CARE College Life Coaching

Partners with the Advising First's Center for College Life Coaching to support CARE students through a structured program designed to increase students' effectiveness in and out of the classroom. Second-year Summer Bridge students are required to participate in the College Life Coaching program.

CARE financial wellness

Offers a full-time financial aid specialist to help CARE students and families with financial matters. The specialist covers topics such as eligibility, scholarships, grants, loans, employment opportunities, budgeting and other financial management issues.

CARE student persistence specialist

Works with students one-on-one to address academic concerns and create personalized success plans.

CARE tutoring and computer lab

Provides free study rooms, tutoring and resources for CARE students to encourage and support academic success. Located in the Thagard Building, the lab provides support in small groups and individualized sessions with staff prepared to assist students in developing effective study skills, reviewing academic materials, exploring learning styles and developing self-confidence in coursework.

Exploratory advising with CARE

Supports CARE students who are undecided on a major by offering guidance in exploring academic interests and career paths.

Unconquered Scholars Program

Provides an array of support services promoting overall success to youth who have experienced foster care, homelessness, relative care or ward of the state status. The Unconquered Scholars Program aims to provide guidance, continual mentorship, advocacy and security to students to ensure their personal academic success and long-term independence. *Capitalize "scholars" only after the name of the program. In this case, capitalize "Unconquered Scholars."*

transition programs:

Illuminate Program and Scholarship

Invitation-only program and scholarship for students pursuing their bachelor's degree with the support of the Federal Pell Grant. Includes structured workshops, support from professional staff and an annual scholarship. Illuminate Scholars have a unique transition and development program designed to build community, gain skills and have an impactful FSU experience. *Capitalize "scholars" only after the name of the program. In this case, capitalize "Illuminate Scholars."*

Summer Bridge Program (SBP)

CARE's flagship transition program for first-generation and Pell Grant-eligible students. The Summer Bridge Program offers a comprehensive orientation experience and continued support through graduation.

QUEST Scholars Program

Invitation-only transition and development program designed to help CARE students build community, gain skills and make an impactful FSU experience. QUEST Scholars receive a renewable scholarship for up to four years. *Capitalize "scholars" only after the name of the program. In this case, capitalize "Quest Scholars."*

Center for the Advancement of Teaching

Center for the Advancement of Teaching (CAT)

Provides a space for a collegial exchange about teaching and learning, bringing together faculty of all levels and across disciplines to promote FSU's goal of providing students with a preeminent education. The Center for the Advancement of Teaching promotes student success by helping faculty design impactful learning experiences and by promoting a culture that values and rewards good teaching.

Learning Assistant (LA) Program

Enhances students' learning experiences by making courses more interactive and making large classes feel smaller. Learning Assistants are undergraduates who have successfully completed a course and have been selected by faculty to work with them in the classroom. LAs help current students engage with course material and improve understanding.

Collaborative Lab for the Advancement of Student Success

Collaborative Lab for the Advancement of Student Success (CLASS)

Research and innovation hub focused on engaging researchers and leaders within and beyond FSU to advance student success at FSU and nationally. CLASS assesses and evaluates effective policies, programs, and practices and identifies lessons for successful implementations. CLASS is a collaboration between the Division of Undergraduate Studies and the Center for Postsecondary Success in the Anne Spencer Daves College of Education, Health, and Human Sciences at FSU.

Graduation Planning and Strategies Office

Graduation Planning and Strategies Office (GPS)

Provides programming and academic support for undergraduate students with high credit hours and other general advising needs to promote long-term planning and support student-driven goals for graduation and beyond.

Completion Campaign

Initiative to help students overcome challenges that could delay graduation. The Completion Campaign provides resources and action plans to regain academic momentum.

Degree in Three

Program designed to assist students who wish to graduate in three years or less. Typically best for students who enter FSU with college credit earned through Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE) courses or dual enrollment.

High School AA Mentorship Program

Assists first-time-in-college students who earned an AA degree while in high school by increasing their awareness of FSU's resources and opportunities and promoting personal and academic growth. The program also enables student mentors to gain leadership skills and share their experience and expertise with mentees. First-semester high school AA students can take *IDS 1107: The High School AA Florida State Experience* to fulfill their Engage 100 requirement.

IDS 1107: The High School AA Florida State Experience

Course within Engage 100 exclusively for students who earned an AA degree while in high school. The course allows high school AA students to reflect on how the high school AA degree impacts their plans at FSU, explore FSU's resources and connect with fellow high school AA students. The course is taught by trained upperclassmen who also earned their AA degrees in high school.

More in Four

Supports high-achieving students who finish their bachelor's degree in three years or less and plan to immediately begin graduate studies at FSU. Program participants have access to specialized workshops and individual advising.

Living-Learning Communities

Living-Learning Communities (LLC)

Residential programs that bring together students with shared academic interests or identities to live and learn in a supportive, themed environment in a residence hall. Living-Learning Communities integrate academic coursework, faculty interaction and co-curricular activities to enhance student engagement and success.

Exploration and Discovery Living-Learning Community (ED-LLC)

Living-Learning Community designed for students who are undecided or still exploring different majors and minors. The Exploration and Discovery LLC provides specialized guidance, workshops and peer mentorship to help students explore their interests and decide on a major by the end of their first year. After their first year, they are invited to join the Explorer's Guild to remain connected to their cohort and previous ED-LLC cohorts. The Explorer's Guild hosts both social and career events to support students as they seek internships and other post-graduation opportunities.

FGEN Notes

See FGEN Notes in CARE section

Office of CoreFSU

Office of CoreFSU

Oversees the university's modern approach to liberal studies. CoreFSU offers hundreds of courses in a wide variety of fields so students can build their own FSU experience. The four tenets of CoreFSU are: communicate, analyze, reason and engage. Using these principles, CoreFSU is a well-rounded curriculum that supports all academic paths.

Office of National Fellowships

Office of National Fellowships (ONF)

Provides information and support throughout the fellowship application process for undergraduates and recent graduates to pursue fellowships for engaged learning, international experiences, research and more. Provides one-on-one mentoring to help students identify and achieve their academic, public service, creative and leadership goals.

Retention

Engage 100

Collection of courses that connect first-year students with a peer-supported, small learning community focused on academic, professional and personal development. Engage 100 courses help students build community, develop skills and engage meaningfully with the FSU community during their transition to college life. All first-year students must enroll in an Engage 100 course during their first term.

Freshman Interest Groups (FIG)

Cohort-based learning communities that enroll students in a cluster of courses centered around a shared academic interest with a small peer-supported colloquium course. The FIG Colloquium is supported by a trained peer leader and includes co-curricular programming to foster connection among students and support the transition to college. FIGs satisfy the Engage 100 enrollment requirement.

IDS 1000: First Year Connections & Success

Engage 100 seminar course designed for students in any major. Students explore the value of both academic and extracurricular learning experiences, learn about valuable resources on campus, and develop strategies for thriving academically and personally.

IDS 1107 The Florida State Experience: Out-of-State Student Success

Engage 100 seminar course designed for first-year students from beyond Florida. The class provides students with a set of experiences that introduces them to the university and the local area, while also promoting connectedness.

Noles Everywhere

Group of trained student staff selected to support students who are living off-campus their first year or who come to FSU from beyond Florida. Noles Everywhere ambassadors host events, help students connect with campus resources and assist students during the transition to college life at FSU.

Office of Retention

Leads university-wide efforts to support student retention and persistence. Through targeted outreach and programming, the Office of Retention collaborates with academic and student affairs to promote academic engagement and connect students with resources that promote success.

Student-Athlete Academic Services

Student-Athlete Academic Services (SAAS)

Provides comprehensive academic support services to assist student-athletes with the transition into college while providing continued support in all phases of academic and professional development, progress toward degree, job placement and/or graduate school. Services include academic advising, career development, tutoring, mentoring and learning specialist support. Student-Athlete Academic Services works with campus faculty and staff, athletic administrators and coaches to ensure student-athletes receive individualized support.

Student Ombudsman Office

Student Ombudsman Office

Offers a safe place for students to seek counsel, obtain resources and ask questions about FSU policies. An ombuds professional is an impartial and independent representative who helps FSU students resolve university policy or process-related matters by offering an informal and confidential exploration of options.

Transfer Student Services

Transfer Student Services (TSS)

Supports students transferring to FSU from other institutions by providing personalized advising, coaching and mentoring to ensure a seamless transition. The Transfer Student Services office offers comprehensive transition support and connects students to academic and social resources, helping them navigate credit transfers, engage in campus life, and establish a strong foundation for both academic and personal success.

FSU Next Program

First-year admission offer that provides an opportunity for students to start their pathway to FSU by taking 12 to 15 credit hours at Tallahassee State College in the fall. Students in the Next Program take the dedicated *IDS 1002: Gateway to Garnet and Gold* course on FSU's campus. Successful completion of this program grants admission to FSU in January.

Aspire TSC2FSU

Transfer pathway program between Tallahassee State College (TSC) and FSU designed to create a seamless transfer experience for students who earn an AA degree at TSC and plan to pursue a bachelor's degree at FSU. TSC students have access to FSU academic advisers, academic maps and opportunities to engage with FSU students and faculty while enrolled at TSC.

IDS 1002: Gateway to Garnet and Gold

Course that supports FSU Next students in their academic and social transition to FSU, focusing on the transition to a Research 1 (R1) university, goal setting, academic planning and building a sense of community through structured engagement with peers and campus resources.

IDS 3003: Transfer Student Connections and Success

Course that supports new transfer students in their academic and social transition to FSU, focusing on goal setting, academic planning and building a sense of community through structured engagement with peers and campus resources.

Tau Sigma

National honor society that recognizes and promotes academic excellence and involvement among transfer students. FSU launched the chapter in 2024 and joined 255 other four-year institutions that have Tau Sigma chapters. Students must have earned a 3.5 GPA after transferring with at least one year's worth of academic credit and completing a full term at FSU to qualify for induction into Tau Sigma.

Transfer Leadership Institute (TLI)

Executive project within the Student Government Association that encompasses weekly workshops, interest groups and a peer mentor program for student participants. TLI's mission is to provide personal, professional and leadership growth opportunities for ambitious transfer students.

Undergraduate Research and Engagement

Center for Undergraduate Research and Academic Engagement (CRE)

Initiative to involve undergraduate FSU students in the highest levels of academic engagement by helping them take advantage of the resources FSU has for research. The Center for Undergraduate Research and Academic Engagement facilitates research projects with community-based organizations, involves undergraduate students in research and scholarship, and showcases the work of student researchers through symposia and publications.

undergraduate research:

IDEA Grants

Provides funding for students to pursue self-designed research or creative projects over the summer semester. Projects are mentored by faculty and culminate in presentations at the President's Showcase of Undergraduate Research Excellence. IDEA Grants are open to students from all majors.

International Genetically Engineered Machine Competition (iGEM)

Global synthetic biology competition where FSU students collaborate on innovative research projects and present their work at an international conference. Students design, build and present innovative biological systems to solve real-world problems. The program fosters interdisciplinary collaborations and provides hands-on experiences in cutting-edge research. The program is open to all majors.

Global Scholars

Program that prepares students to become globally engaged citizens through coursework, international service-learning and independent research. Participants complete a global experience and present their work at the Global Scholars Showcase. *Students in the Global Scholars program may be referred to as "Global Scholars."*

Tyler Center for Global Studies Fellowship

Supports globally focused undergraduate research projects. Funded by the Tyler Center for Global Studies, a network of higher education institutions coordinated by FSU, Tyler Fellows conduct research that addresses international issues or is situated in global contexts. The Tyler Center for Global Studies Fellowship is a branch of the IDEA Grants. *Recipients of this fellowship can be referred to as "Tyler Fellows." The Tyler Center for Global Studies can be referred to as the "Tyler Center."*

Undergraduate Research Opportunity Program (UROP)

Year-long program that introduces first- and second-year students and select transfer students to research through mentored assistantships, peer-led research colloquia and a culminating presentation at the Undergraduate Research Symposium.

major events:

Global Scholars Showcase

Annual event during the fall semester showcasing international research and service-learning experiences of students in the Global Scholars Program. Global Scholars present projects that address global challenges, often based on fieldwork conducted domestically and abroad.

President's Showcase of Undergraduate Research Excellence

A fall event featuring IDEA Grant and Tyler Center for Global Studies Fellowship recipients who present their research to university leadership, faculty, donors and guests.

Undergraduate Research Symposium (URS)

Annual university-wide spring dissemination event showcasing research and creative projects from students across all disciplines. Participants present research posters to the FSU community and wider general public. Projects include those conducted independently or through a research program, including UROP, IDEA Grants, Global Scholars, Honors in the Major, highlighting the diversity of undergraduate research at FSU.

University Honors Program

University Honors Program

Offers high-achieving students who are intellectually curious a vibrant community of scholars with a dedication and commitment to lifelong learning. Through small discussion-based classes taught by Honors Core Faculty, major-specific courses and Honors thesis work, Honors students discover a rich educational landscape. The Honors Program emphasizes academic excellence, leadership and community engagement. Honors students receive personalized advising and access to exclusive events. *On first reference, can be referred to as either the University Honors Program or Honors Program. Upon second reference, can be shortened to "Honors" but should always be capitalized when referring to the program. If using "honors" generically, such as in "honors credit," or "honors distinction," the term should not be capitalized.*

colloquium

One-credit pass/fail course required of all first-year Honors students. The colloquium provides a common academic experience for new Honors students to support personal growth, intellectual curiosity and community building by focusing on their holistic experience as Honors students at a modern research university through student-directed learning and peer collaboration..

Honors in the Major (HITM)

Allows qualifying juniors and seniors from any academic discipline the opportunity to engage in graduate level research, either with an original thesis or creative research project, under faculty supervision. Students who complete the Honors in the Major program earn an honors distinction in their major.

Honors Legal Scholars (HLS)

Professional-track program for Honors students interested in law. In partnership with FSU College of Law, Honors Legal Scholars offers mentorship, law-related programming and guidance for law school applications and legal careers. Honors students interested in this program must complete a separate application and meet independent requirements from the University Honors Program.

Honors Medical Scholars (HMS)

Professional-track program available to Honors students interested in medicine. In partnership with the FSU College of Medicine, Honors Medical Scholars supports pre-med Honors students through academic support, clinical exposure and mentorship to help students prepare for medical school and careers in healthcare. Honors students must apply separately and meet specific and independent requirements from the University Honors Program.

Honors, Scholars, and Fellows House (HSF)

Supports a variety of major programs that promote student achievement in a collaborative space near Landis Green for Honors students and other high-achieving scholars. The Honors, Scholars, and Fellows House houses the Honors Program, Presidential Scholars Program, Office of National Fellowships, Center for Undergraduate Research and Academic Engagement, Graduate Fellowships and Awards, Postdoctoral Affairs and the Graduate Student Resource Center.

Honors Signature Courses

Small, discussion-based courses exclusive to Honors students and taught by top faculty. Honors Signature Courses explore complex topics through an interdisciplinary lens and encourage critical thinking and creativity.

Honors Student Association

Student-led organization that fosters community among Honors students through academic, social and service-oriented events. The Honors Student Association provides leadership opportunities and helps students connect with peers across disciplines.

James M. Seneff Honors Program

Professional-track program available to Honors students interested in business. In partnership with the FSU College of Business, the James M. Seneff Honors Program focuses on leadership, ethics and global engagement, and offers enhanced academic opportunities, mentorship and funding for research, travel and internships. Honors students must apply separately and meet program-specific requirements.

lateral admissions

Allows high-achieving FSU students not initially enrolled in the Honors Program to apply after demonstrating academic excellence in their first year.

Peer Mentorship Program

Pairs incoming Honors students with upper-division Honors student mentors who provide guidance, support and insight about navigating the Honors experience.

Presidential Scholars

Premier merit scholarship program that employs a cohort model with a specially designed four-year sequence of coursework and engaged learning experiences. The Presidential Scholars community invites critical, collaborative and innovating thinkers to make meaningful contributions to society. The class of Presidential Scholars is selected from the incoming class of first-year Honors students through a rigorous application and interview process.

OTHER USEFUL RESOURCES

Florida State University brand guide

<https://brand.fsu.edu>

Florida State University style guide

<https://brand.fsu.edu/content#writing>

Division of Student Affairs FSU lingo doc

<https://studentaffairs.fsu.edu/resources/fsu-lingo-document>



FSU DIVISION OF UNDERGRADUATE STUDIES

<https://undergrad.fsu.edu>