

“TO DO” CHECKLIST FOR HSDE APPLICATION PROCESS

Detailed instructions for all “To Do” items are outlined in the following pages of this Guide.

Local High School Students	Home Education/PEP Students
In February and March , meet with your high school guidance counselor to get verification of eligibility/permission, approved course options, and the online application password. Your guidance counselor will send your approval form to ACE.	<input type="checkbox"/> In February and March , send your home education registration form/letter and qualifying ACT, CLT, or SAT score to ace@fsu.edu – we will reply to let you know if your documentation is sufficient and provide the online application password.
<input type="checkbox"/> Your parent/guardian must give approval for HSDE. An email will be automatically sent to the person you designate in the online application <u>later in this process</u> . Let your parent/guardian know to look for it!	<input type="checkbox"/> Your parent/guardian must give approval for HSDE. Complete the Home Education Articulation Agreement & Course Request that you will upload into the online application <u>later in this process</u> .
<input type="checkbox"/> NEW Students: Complete the online process to create your FSU EMPLID and temporary FSUID required for your application materials. Carefully read instructions in the Guide!	
<input type="checkbox"/> NEW Students: Complete the Health Forms , including all signatures.	
<input type="checkbox"/> <u>ALL Students:</u> Complete the online HSDE Application ASAP for best course selection but no later than 5pm on April 3. <i>Participants must reapply every semester! Your application is not complete until we have all requested documentation.</i>	
<input type="checkbox"/> NEW Students: Once all materials are submitted to ACE, check your email daily for notice from FSU Registrar. Use the info in the Registrar’s email to activate your permanent FSUID (student format with your initials and the year, e.g., “abc22”) and activate your FSU email account, which you now must check daily for important info.	
<input type="checkbox"/> NEW Students: Look for an email in your FSU account inviting you to Canvas where you must complete the online orientation module and quiz. <i>You will not be able to schedule advising/course registration until this is completed.</i>	
<input type="checkbox"/> <u>ALL Students:</u> Look for an email in your FSU account from ACE, including a link to schedule a virtual appointment for advising and course registration.	
<input type="checkbox"/> <u>ALL Students:</u> Attend your virtual advising appointment with ACE as scheduled.	
<input type="checkbox"/> <u>If requested</u> , send proof of pre-requisite credit: AP score, college transcript, or take the ALEKS math placement test so you are not dropped from a course with a pre-requisite.	
<input type="checkbox"/> NEW Students: Order your FSU Card online for pickup at the FSU Card Center, register a vehicle if you will be parking on campus, and register for FSU Alerts.	
<input type="checkbox"/> <u>ALL Students:</u> Complete the Financial Responsibility Agreement every semester (not for tuition/fees but for incidentals like parking tickets or library fines).	

Questions not answered in the Guide? Email ace@fsu.edu for help!