**ODL Appointment Policy and Process**

Each term, ODL will send out an email to department HR contacts with information about entering the next term’s appointments into the [online submission system](https://campus.fsu.edu/dlappointment), as well as the ODL due date for submitting appointment requests. You may log into the system to begin entering appointment information for the upcoming term at that time.

When all appointments have been entered, click “Send Dept. Approval Request.” The Approval Authority must log in to approve and submit departmental appointments.

Please note:

* Please refer to the Registrar’s [graduate bulletin](https://registrar.fsu.edu/bulletin/graduate/) concerning the guidelines for Graduate Assistant Tuition Waivers, Deferments, and Financial Arrangements.
* ODL may provide a tuition waiver for up to nine hours of the resident tuition fees, contingent upon budget availability and an appropriate appointment. ODL does not pay nonresident tuition fees, regardless of residency status.
* **Please be sure to input mass appointment information into the ODL Electronic Appointment Submission System.** ODL must have a record of all appointments that use the Distance Learning (DL) Auxiliary Account funding. The ODL Finance Department must review all DL appointment requests to be sure the auxiliary accounts can fund the expenditures.

Once the submission window closes, your department will need to conduct a final review of all appointments. If your department has *changes* to submitted appointments after the window closes, notify ODL-HR@campus.fsu.edu and cc the Approval Authority.

*Additional appointments* after the deadline will require an [Appointment Memo](https://distance.fsu.edu/docs/admin_docs/ODLAppointmentMemo.pdf) with appropriate signatures for processing.

**Additional Instructions**

1. All hires will be appointed through OMNI HR job offer and use the Onboarding Portal:
* If the appointment is for a graduate student, please include a signed copy of an offer letter filed with the university pursuant to the current Collective Bargaining Agreement with the Graduate Assistants Union. Offer letter templates are available on the Graduate School’s Canvas site.
1. Furnish the necessary completed [**dual comp forms**](http://www.hr.fsu.edu/PDF/Forms/DualCompRequest_fill.pdf) if the ODL-funded appointment is the secondary appointment.

If you have questions regarding ODL appointments, contact Cindy Finuff or ODL-HR@campus.fsu.edu.