



NEW STUDENT ORIENTATION GUIDE

WELCOME FSW BUCS!



DEDICATE
To
GRADUATE

www.fsw.edu/graduate

NEW STUDENT ORIENTATION GUIDE

TABLE OF CONTENTS

| | |
|---|-------|
| Enrollment Process Overview | 3 |
| Submit High School Transcripts | 4 |
| Florida Residency for Tuition Purposes | 5 |
| Financial Aid | 6 |
| Tuition & Fee Payment Options | 7 |
| View & Resolve Holds | 8 |
| Placement Testing | 9 |
| Student Resources | 10 |
| Student Engagement, Athletics | 11 |
| Bucs C.A.R.E. Resources, Campus Safety | 12 |
| Family Educational Right to Privacy Act (FERPA), Student Code of Conduct | 13 |
| Title IX | 14 |
| Academic Calendar & Important Deadlines, Difference Between AA & AS Degree Programs | 15 |
| Academic Advising | 16 |
| Course Delivery | 17-19 |
| Canvas & Online Learning Requirements | 19 |
| FSW Online Proctoring Information, Technology Available On Campus, Technology Assistance | 20 |
| Class Scheduling & Expectations | 21 |
| Registration & Resource Guides | 22 |

FINDING YOUR WAY

ENROLLMENT PROCESS OVERVIEW

Welcome to Florida SouthWestern State College!

To complete the enrollment process, students will need to:

- Submit high school transcripts
- Complete Online Orientation
- Submit the Florida Residency Declaration
- Apply for Financial Aid
- View and resolve any holds
- Complete placement testing or submit test scores, if necessary
- Schedule an appointment with Academic Advising
- Register for classes

Log into the [FSW Student Portal](#) for a personalized Checklist of enrollment requirements.

SUBMIT HIGH SCHOOL TRANSCRIPTS

Want to know how to avoid delays with financial aid and class registration?

- If a student was accepted before they graduated high school, we accepted them based on an unofficial, in-progress transcript.
- An official transcript with the student's graduation date will be required to receive financial aid and to register in classes beyond their first semester at FSW.
- Students must make sure their high school knows to send FSW their final high school transcript once the graduation date is posted to ensure there are no delays with financial aid and class registration.

Find more information online:
[Submitting high school transcripts](#)

FLORIDA RESIDENCY FOR TUITION PURPOSES

Want a discount on your tuition?

- In-state students are afforded the opportunity to pay Florida resident rates, which drastically reduces the cost of tuition for applicants who have lived in Florida for at least 12 consecutive months, prior to the first day they start classes.
- All students are classified as non-Florida residents, regardless of how long they have lived in the state, until a “Florida Residency for Tuition Purposes” form is completed by the student/claimant and processed by the Office of Admissions.

Want to know how to avoid a delay in qualifying for in-state tuition rates?

- If a student is under the age of 24, they will be considered a dependent for residency purposes and must list their parent/legal guardian’s name as the “claimant” and attach copies of their documents to support the residency claim.

Need more tips on how to complete the residency form correctly?

[Residency: FAQ](#)

Tuition Costs

■ Tuition & Fees per Credit Hour based on AA and AS programs





70% GRADUATE DEBT FREE

#FSWSuccess

FLORIDA
SOUTHWESTERN
STATE COLLEGE

APPLY FOR FINANCIAL AID

- The Office of Student Financial Aid at FSW helps students secure financial aid to make affording college easier through completion of the Free Application for Federal Student Aid (FAFSA).
- A FAFSA needs to be completed every year to determine eligibility for grants, loans, work study opportunities, and/or FSW scholarships.
- **FSW School Code for FAFSA – 001477**
- Complete the FSW Scholarship Application!
- Apply for financial aid every year!
- Apply for financial aid early!

HOW TO VIEW FINANCIAL AID ONLINE

1. Log into your Student Portal
2. Select the “Financial Aid & Student Services” tab
3. Select the “My Financial Aid Online” tab
4. Select the appropriate aid year

For more information visit Financial Aid

Email: financial.aid@fsw.edu

TUITION & FEE PAYMENT OPTIONS

Financial Aid

- Pell Grant
- Bright Futures
- FSW Scholarships
- Stafford Loan

Out-of-Pocket

- Cash
- Credit Card on Portal
- Check or Money Order
- [Florida Prepaid](#)
- [Tuition Installment Plan](#)

HOW TO VIEW ACCOUNT DETAILS & PAY ONLINE

1. Log into your [Student Portal](#)
2. Select the “Financial Aid & Student Services” tab
3. Select the “View Account/Pay Online” icon
4. Select the appropriate aid year

For more information visit the [Cashier's Office](#)

Email: cashiers@fsw.edu

VIEW AND RESOLVE HOLDS

HOW TO VIEW HOLDS

1. Log into your [Student Portal](#)
2. Select the “Student Academics” tab
3. Click the “View Holds” icon

A student must resolve all registration holds on their account before they are eligible to register for classes.

COMMON HOLDS & HOW TO RESOLVE

| HOLD | ACTION NEEDED | DEPARTMENT |
|--|--|--|
| Permanent Resident Card or Immigration Documents | Submit required items to the Office of Admissions | Office of Admissions admissions@fsw.edu 239-489-9054 |
| Assessment/Testing | Complete placement testing or submit test scores to Testing Services | Testing Services leetesting@fsw.edu 239-432-5207 |
| College Transcript | Submit college transcripts to the Registrar’s Office | Registrar’s Office registrar@fsw.edu 239-489-9121 |

PLACEMENT TESTING

Placement Testing is used to determine what course placement will help students be successful in achieving their dream of a **college degree**. To determine if you need to take a placement test, please review each student type and select the appropriate link:

➤ First-Time-In-College Students

- A high school graduate, soon-to-be high school graduate, or GED student with no prior college credit.

➤ Transfer/Re-Admit Students

- A student who has earned college credit at another university or college and would like to become a degree-seeking student at Florida SouthWestern State College or a student who has previously attended Florida SouthWestern State College but has been away for 3 or more semesters.

Testing Services also provides testing for:

- Adaptive Services students who require accommodations
- CLEP: College-Level Examination Program
- EAP: English for Academic Purposes Placement Test
- FSW Online students who need a Proctorio ready station
- Make-up Exams previously approved and submitted by your professor
- Pearson Vue certification and licensure exams

Questions? Contact [Testing Services](#)

Email: leetesting@fsw.edu

STUDENT RESOURCES



**Be Empowered...
Self-Identify Today!**

ADAPTIVE SERVICES

- Dual Enrolled with an IEP/504 Plan?
- Veteran with service connected rating?
- Documented Disability?
- Experiencing an accessibility issue?

If a student answers "Yes!" to any of the above questions, then they may be eligible to receive reasonable accommodations.

To determine if you qualify please either email ADaptiveservices@FSW.edu or begin the [self-identification process online](#).

ACADEMIC SUPPORT CENTERS

The FSW Academic Support Centers offer free tutoring to all students!

- Peer Tutoring Center
- Math Center
- Writing Center
- Oral Communications/Speech Center
- 24/7 Online Tutoring: Tutor.com
- Virtual tutoring options

**For more information visit
[Academic Support – College Tutoring Services](#)**

Being A BUC!

STUDENT ENGAGEMENT

The Office of Student Engagement at FSW is committed to providing opportunities to enhance student success, retention, and graduation.

Each college location offers a variety of student activities, including but not limited to:

- Student Clubs & Organizations
- Campus Recreation
- Volunteer Opportunities
- Peer Mentoring
- Student Government Association
- Student Events
- Career & Leadership Development



@FSWSTUDENTS



ATHLETICS

- Men's & Women's Basketball
- Baseball & Softball
- Volleyball
- FREE Admission to all games with BUC Card!

BUCS C.A.R.E. RESOURCES



BUCS FOOD PANTRY

- Free non-perishable food and personal care items
- Pantries on all campuses
- All students are welcome and encouraged to use the Food Pantry, all students need to bring is their BUC Card!

Questions? [Food Pantry](#)

Email: FoodPantry@fsw.edu

COUNSELING SERVICES

FSW provides a variety of free and confidential counseling services including:

- Consultation
- On-campus short-term counseling
- Off-campus outreach programs

Want more information? Visit the [Office of Counseling](#)

CAMPUS SAFETY

FSW cares about the safety of our students.

Campus Police service all campus locations 24-hours per day, 7 days per week with the exception of the Hendry Glades Curtis Center.

Want more information? Visit [Campus Police](#)

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)

- FSW **CANNOT** release educational records without student consent
- To grant consent, a student must submit a FERPA Waiver Request Form
- Inquire at the Registrar's Office on how to submit this form



Want more information? Contact the [Office of the Registrar](#)

Email: Registrar@fsw.edu

STUDENT CODE OF CONDUCT

All FSW students have certain rights and responsibilities which are outlined in the [Student Code of Conduct](#).

In addition, the Code of Conduct also includes information on:

- Dean of Students
- Academic Integrity & Appropriate Conduct
- Student Grievance Procedures
- Drug, Alcohol, Tobacco, & E-Cigarette Free Campus

TITLE IX

- FSW cares about our students and will report incidents of sexual misconduct.
- We encourage reporting incidents and will provide support and resources.
- Students will be added to a Canvas Course called *Title IX Training* a few weeks after registration add/drop, and can take the course for more information.
- Discrimination or harassment complaints can be reported to equity@fsw.edu

Title IX Resources:

- [Sexual Assault Information Page](#)
- [Sexual Offender and Predators Registry](#)
- [What to do After an Assault](#)
- [Phone Numbers and Resources in the Community \(PDF\)](#)
- [How to Report an Incident](#)

CLARIFYING YOUR GOALS

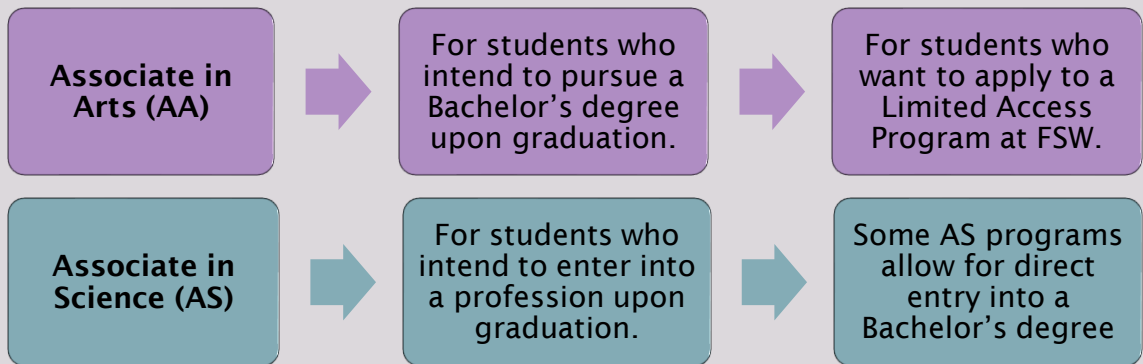
ACADEMIC CALENDAR & IMPORTANT DEADLINES

Important Academic Deadlines:

- Tuition and Fees Payment Due Date
- Last Day to Add/Drop Courses
- Last Day to Add Courses for Financial Aid Eligibility
- First and Last Day of Classes
- Last Day to Withdraw from Courses

OFFICIAL COLLEGE
CALENDAR
AVAILABLE ONLINE

DIFFERENCE BETWEEN AA & AS DEGREE PROGRAMS



ACADEMIC ADVISING

A student's assigned Academic Advisor works with them from Orientation through Graduation!

A student's Advisor will work to:

- Review degree requirements, course sequencing, semester planning, college policies, and procedures
- Explore career options and the majors associated with those careers
- Help students understand their options and how to make the transfer process as seamless as possible

Students must complete the following steps from their Student Portal Checklist, to prepare for their advising session:

- Placement Testing (if required; refer to your checklist for more information)
- New Student Questionnaire

After completing these steps, students will receive information from their Advisor regarding course registration.

During a student's meeting with their assigned Advisor, they will:

- Verify major choice
- Develop a first semester course schedule
- Register for classes

Questions? Contact the Office of Academic Advising

Click: [Academic Advising](#)

Email: advising@fsw.edu

COURSE DELIVERY

Think the only class options are online or in-person? Think again.

FSW developed five different instructional methods to provide course delivery options that promote both safety and high-quality education.

To learn more about FSW's course instructional methods visit:
[Course Delivery](#)

FSW Traditional



What Are Traditional Courses?

- Traditional courses are courses where faculty and students meet on an FSW campus in an assigned room according to a schedule.
- *Instruction occurs together in the classroom.*

What Technology is Required for Students?*

- Access to Canvas

FSW Blended



What Are Blended Courses?

- Blended courses are courses that mix online instruction with required, scheduled on-campus meetings.
- *Some instruction will occur together in the classroom, and some instruction will be delivered online through Canvas and/or Zoom.*

What Technology is Required for Students?*

- Access to Canvas
- Laptop or desktop computer with an up-to-date operating system
- Stable high-speed internet
- External webcam with microphone

**Professors may require additional technology to meet the needs of their course. This information will be listed in the course syllabus.*

FSW Online



What Are Online Courses?

- Online courses are courses where instruction occurs via Canvas or an equivalent learning platform. Faculty and students may never meet face-to-face.
- *Instruction is asynchronous and no classroom is assigned.*

FSW Online courses may be assessed a Distance Learning fee per section 1009.24(17), Florida Statutes (F.S.).

What Technology is Required for Students?*

- Access to Canvas
- Laptop or desktop computer with an up-to-date operating system
- Stable high-speed internet
- External webcam with microphone

FSW Live Online



What Are Live Online Courses?

- Live Online courses are a special version of an online course where instruction occurs via Zoom during a regularly scheduled time.
- *Instruction happens together in a virtual classroom and never meets on campus.*

FSW Live Online courses may be assessed a Distance Learning fee per section 1009.24(17), Florida Statutes (F.S.).

What Technology is Required for Students?*

- Access to Canvas
- Laptop or desktop computer with an up-to-date operating system
- Stable high-speed internet
- External webcam with microphone

**Professors may require additional technology to meet the needs of their course. This information will be listed in the course syllabus.*

FSW Live Flex



What Are Live Flex Courses?

- Live Flex courses are courses where faculty and students meet at regularly scheduled times, but some of the students participate via Zoom and some attend on campus.
- *Instruction happens together as a class with some students attending virtually.*

What Technology is Required for Students?*

- Access to Canvas
- Laptop or desktop computer with an up-to-date operating system
- Stable high-speed internet
- External webcam with microphone

**Professors may require additional technology to meet the needs of their course. This information will be listed in the course syllabus.*

CANVAS AND ONLINE LEARNING REQUIREMENTS

Access student class information and online classes through the Student Portal Canvas login.



Online Learning Requirements*:

- A computer with a webcam, microphone, and Google Chrome browser
- A stable high-speed internet connection
- A quiet and bright location to take proctored exams
- [Are you ready for online learning?](#)

**Some courses may require additional technology. Check the course syllabus!*

FSW ONLINE PROCTORING INFORMATION

FSW Online exam proctoring will be conducted remotely using a fully-online service called Proctorio. This service is free to students and no scheduling is required!

For more information visit: [FSW Online Proctoring Information](#)

Review the interactive tutorial: [FSW Students, Meet Proctorio Tutorial](#)

TECHNOLOGY AVAILABLE ON CAMPUS

Florida SouthWestern State College has set up the following on-campus solutions should students need access to technology for their coursework.

- Enhanced Wi-Fi parking lots
- Computer Labs
- Designated Zoom Rooms
- Proctorio Testing Stations

TECHNOLOGY ASSISTANCE

Whether a student is on-campus or online, the Technology Helpdesk is here to support them!

Use the [Knowledge Base](#) to search for answers to questions like “How do I connect to the Wi-Fi” and “How do I add or drop classes?” or get personalized support by submitting a [helpdesk ticket!](#)

Visit the [Office of Information Technology](#) for Live Chat

CLASS SCHEDULING & EXPECTATIONS

A 3 credit course meets for 3 hours per week
(in a traditional 16-week semester)



Students can expect to spend an additional
6 hours per week
outside the classroom for each 3 credit course

FULL-TIME STUDENTS

(12-15 CREDIT HOURS, 4 OR 5 CLASSES)

**WILL SPEND OVER 30 HOURS PER WEEK
ON ACADEMIC ACTIVITIES!**

(class time, studying, homework, projects, etc.)



| CREDITS | 3 credits (1 class) | 12-15 credits (4-5 classes) |
|--------------------------|-------------------------------|---------------------------------------|
| TIME SPENT IN CLASS | 3 hours per week | 12-15 hours per week |
| TIME SPENT OUTSIDE CLASS | 6 hours per week | 24-30 hours per week |
| TOTAL TIME COMMITMENT | 9 hours per week | 36-45 hours per week |



HOW TO GRADUATE IN 2 YEARS:

15 TO FINISH!

Enroll in 15 credits a term
(5 classes)

REGISTRATION & RESOURCES GUIDES

[How To: Register/Drop a course](#)

[How To: View Your Class Schedule](#)

[How To: Pay For Classes](#)



CONSUMER INFORMATION AVAILABILITY

Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA), Florida SouthWestern State College is required to disclose certain information to consumers – current and prospective students, employees, and the public. The College has developed a website which information can be accessed at <https://www.FSW.edu/consumerinformation>.

EEO STATEMENT

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Title IX Coordinator/Equity Officer/504 Coordinator: Jana Sabo; Room S-213; 8099 College Parkway SW, Fort Myers, FL 33919; (239) 489-9051; Jana.sabo@fsw.edu. FSW online anonymous reporting www.fsw.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email, or with the US Department of Education, Office of Civil Rights, Atlanta Office: 61 Forsyth St. SW Suite 19T70, Atlanta, GA 30303-8927.