Florida SouthWestern State College  
New Student Orientation Guide.

Welcome FSW Bucs!

## Get Informed: Student Resources

Here is a list of campus email contact resources for students:

* [Academic Support Centers](https://www.fsw.edu/academicsupport)
* [Adaptive Services](https://www.fsw.edu/adaptiveservices)
* [BUC Store (Bookstore)](https://www.fsw.edu/bookstore)
* [BUC Card (Student ID)](https://www.fsw.edu/buccard)
* [Free Counseling Services](https://www.fsw.edu/counseling)
* [Veteran Services](https://www.fsw.edu/veteranservices)

Note: The 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 [Consumer Information Availability website](https://www.fsw.edu/consumerinformation) to access additional information.

## Get Informed: Academic Calendar and Deadlines

The [official college calendar](https://www.fsw.edu/calendars) is posted online.

### Important academic deadlines include:

* 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

## Florida Residency for Tuition Purposes

**Every** student wishing to qualify for in-state tuition rates must complete [the required Florida Residency Declaration](https://www.fsw.edu/admissions/residency).

The declaration and supporting documentation must be submitted **and** processed **prior** to the start of your first semester of classes. *Return all completed documents to the Office of Admissions.*

[Download Printable Residency Declaration (PDF)](https://www.fsw.edu/assets/pdf/admissions/Residency-Form-Online.pdf)

If you have questions, [contact the Office of Admissions](mailto:admissions@fsw.edu) or [visit the Admissions webpage](https://www.fsw.edu/admissions).

## Financial Aid Information

* Students should [apply for FAFSA](https://studentaid.ed.gov/sa/fafsa) early!
* [Obtain your Federal Student Aid (FSA) ID](https://fsaid.ed.gov/npas/index.htm)
* The Florida SouthWestern State College School Code is 001477
* It is important to renew your FAFSA every year!

How to view your Financial Aid Awarded screen:

1. Log into your Student Portal
2. Select the “Financial Aid & Student Services” tab
3. Select the “My Financial Aid Online” tab
4. Select aid year
5. Select the blue link that says “Awarded”

If you have questions [Contact the Office of Financial Aid](https://www.fsw.edu/financialaid).

## Get Involved: Student Engagement

Student Engagement Offers a Variety of Activities. These include:

* Student Government Association
* Social Events
* Campus Recreation, Fitness and Wellness
* Clubs and Organizations
* Peer Mentoring
* Leadership Development
* Career Programming
* Civic Engagement and Community Services

Participating in all Student Engagement events is **free** with your **BUC Card**!

Connect with Student Engagement through [Instagram](https://www.instagram.com/fswstudents/) and [Facebook @FSWStudents](https://www.facebook.com/FSWStudents/).

Campus Recreation offers intramural sports, group fitness, special events, student health 101 and a fitness center.

Contact campus recreation and discover more information on the [Campus Recreation webpage](https://www.fsw.edu/campusrec).

## Advising, Career, and Transfer Center

The Advising, Career, and Transfer Center or ACT, includes your assigned Advisor who works with you from Admission through graduation.

ACT offers information for Advising degree requirements, course sequencing, semester planning, and college policies and procedures. It also offers Career counseling to help you explore career options and the majors associated with those careers. ACT also helps you understand your transfer options and how to make the transfer process as seamless as possible.

The ACT Center also helps you understand the difference between AA and AS degree programs. AA stands for Associate in Arts. AS stands for Associate in Science. An Associate in Arts degree is a path for direct entry into a Bachelor’s program upon graduation. An Associate in Science degree is a path for direct entry into a profession upon graduation.

For more information, [visit Advising webpage](https://www.fsw.edu/advising) or [Contact the Advising, Career, and Transfer Center](mailto:advising@fsw.edu).

## Campus Police

Campus Police services all campus locations 24 hours per day, 7 days per week with the exception of the Hendry Glades Curtis Center. [Visit the Campus Police Website](https://www.fsw.edu/campuspolice).

Other resources include:

* [Sexual Assault Information Page](https://www.fsw.edu/sexualassault)
* [Sexual Offender and Predators Registry](https://www.fsw.edu/about/righttoknow)
* [What to do After an Assault](https://www.fsw.edu/sexualassault/gethelpnow)
* [Phone Numbers and Resources in the Community (PDF)](https://www.fsw.edu/assets/pdf/sexualassault/resources.pdf)
* [How to Report an Incident](https://www.fsw.edu/sexualassault/report)

## Accessing Your Student Portal

Your student [Portal for FSW](https://my.fsw.edu/) can be accessed from any FSW webpage, the icon is located within the page header. The student Portal contains your personal information, your Bucs email, your Advisor information, course registration, and other information.

### For New Users

1. [Visit the FSW Portal](https://my.fsw.edu/)
2. Select the [“New User” link](https://sync.fsw.edu/passwordManager/manageAccount/resetPassword)
3. Follow the instructions and create a password
4. Write down your username displayed on the next screen.

### For Returning Users

Enter your Username and Password. If you forgot your password, [visit the password reset form](https://sync.fsw.edu/passwordManager/manageAccount/resetPassword).

If you have technical issues you can [contact the Office of Information and Technology](https://fsw.teamdynamix.com/TDClient/Home/).

## How to Register for Classes

1. [Login to the FSW Portal](https://my.fsw.edu/)
2. Select the “Student Academics” tab on the purple ribbon, near the top of the page.
3. Locate the Registration/Student Profile box and select the “Student Profile” icon.
4. Select the “Registration & Planning” link located along the left part of your screen.

[Visit the Registrar’s “How To” video tutorials webpage](https://www.fsw.edu/registrar/videos) which includes a video on “Registration” and other helpful videos.

## Canvas and Online Learning Requirements

Students can access class information via [Canvas](https://fsw.instructure.com/). Canvas is available through your student Portal and includes online and in-person class information.

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
  + All online proctored exams will need to be taken via Proctorio, an online remote proctoring system

## Dedicate to Graduate

Find out more information regarding [FSW’s Dedicate to Graduate initiative](https://www.fsw.edu/graduate) and the FSW experience.

Note: 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](mailto:Jana.sabo@fsw.edu). FSW online anonymous reporting [www.fsw.edu/report](http://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.