
HELPING FIRST-TIME FRESHMAN NAVIGATE ADMISSIONS & ENROLLMENT



WELCOME!

Who We Are:

Kaci Brito

Associate Director,

Enrollment
Communications
and Systems



Kelli Campbell
Associate Director,

Admissions,
Admissions Office

TODAY'S TOPICS:

- Apply
- Admit
- Enroll
 - Residency
 - Transcripts
 - Testing if non-exempt
 - New Student Orientation
 - Advising Workshop
- Checklist



BUILDING MY TEAM: APPLICATION TO GRADUATION!

Apply to FSW
Admissions Counselor



*View and resolve holds along the way

ADMISSIONS

Getting an Admissions Application Promo Code

Admissions Application Promo Codes

Admissions applications at FSW require students who are new to the college to pay an application fee. The College does not provide promo codes to discount or waive admissions application fees except when associated with event attendance (i.e. open house).

However, graduating high school seniors may be eligible for a national application fee waiver program such as ACT, SAT (CollegeBoard) and the National Association for College Admissions Counselors (NACAC). A high school counselor will determine eligibility and provide the appropriate waiver form to students who qualify.

Students eligible for a waiver, should:

- Complete the information on the **Application Fee Waiver Submission Form**,
- Upload the completed fee waiver document signed by an authorized school official, and
- Begin the admissions application online at apply.fsw.edu (complete all information and stop when you get to the "promo code" screen).

Once the submission form and attached fee waiver document are reviewed and processed by the Office of Admissions, a unique promo code will be sent to the e-mail used to submit the form. That code should be entered into the online admissions application prior to its expiration date.

FSW also provides promo codes for virtual and on-campus events, along with Instant Decision Days (on-campus and in high schools). Events are online and updated frequently at www.fsw.edu/explore.

ADMISSIONS

Required Readmit Application for Graduating DE Students

Application Listing

Identify the application type that best describes you.

AA/AS, New to FSW

- I am a high school graduate, soon-to-be high school graduate, or GED student with no prior college credit; OR
- I have earned college credit at another university or college and would like to become a degree seeking student at Florida SouthWestern State College (not for bachelor's degree applicants).

AA/AS, Readmit

- I previously attended Florida SouthWestern State College but have been away for 3 or more semesters (not for bachelor's degree applicants); OR
- I am a graduating high school senior who earned dual enrollment credit at FSW during high school.

ADMISSIONS

Adding High School Information on Admissions Application

School Name (full or partial)

Country

United States

State/Province

Florida

City (full or partial)

SEARCH RESULTS (MUST CLICK "SELECT" AFTER CHOOSING SCHOOL)

- ☐ *Florida GED (Florida, United States)
- ☐ *Home School (Fort Myers, Florida, United States)
- ☐ *Non-Florida GED (Florida, United States)
- ☐ *Non-Florida High School (Florida, United States)
- ☐ *Other Florida High School (Anywhere, Florida, United States)
- ☐ 3 Oaks Academy (Naples, Florida, United States)
- ☐ A Academy for Reading (Melbourne, Florida, United States)
- ☐ A. D. Harris High School - 101337 (Panama City, Florida, United States)
- ☐ A.W. Dreyfoos, Jr. Arts School - 101822 (West Palm Beach, Florida, United States)
- ☐ Academy At The Lakes (Land O Lakes, Florida, United States)
- ☐ Academy at Youth Care Lane (Sebring, Florida, United States)

ADMISSIONS

Completing Admissions Application with Incorrect Personal Information

Application processing can be delayed or duplicate IDs can occur due to incorrect:

- Date of birth
- Social security number
- Incorrect name



BUILDING MY TEAM: APPLICATION TO GRADUATION!

Apply to FSW
Admissions Counselor

Submit High School
Transcripts
Enrollment Counselor



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ADMISSIONS

In-Progress vs. Final High School Transcripts

UNOFFICIAL

=

In-progress,
no graduation date

OFFICIAL*

=

Reflects final graduation date
and diploma type

ADMISSIONS

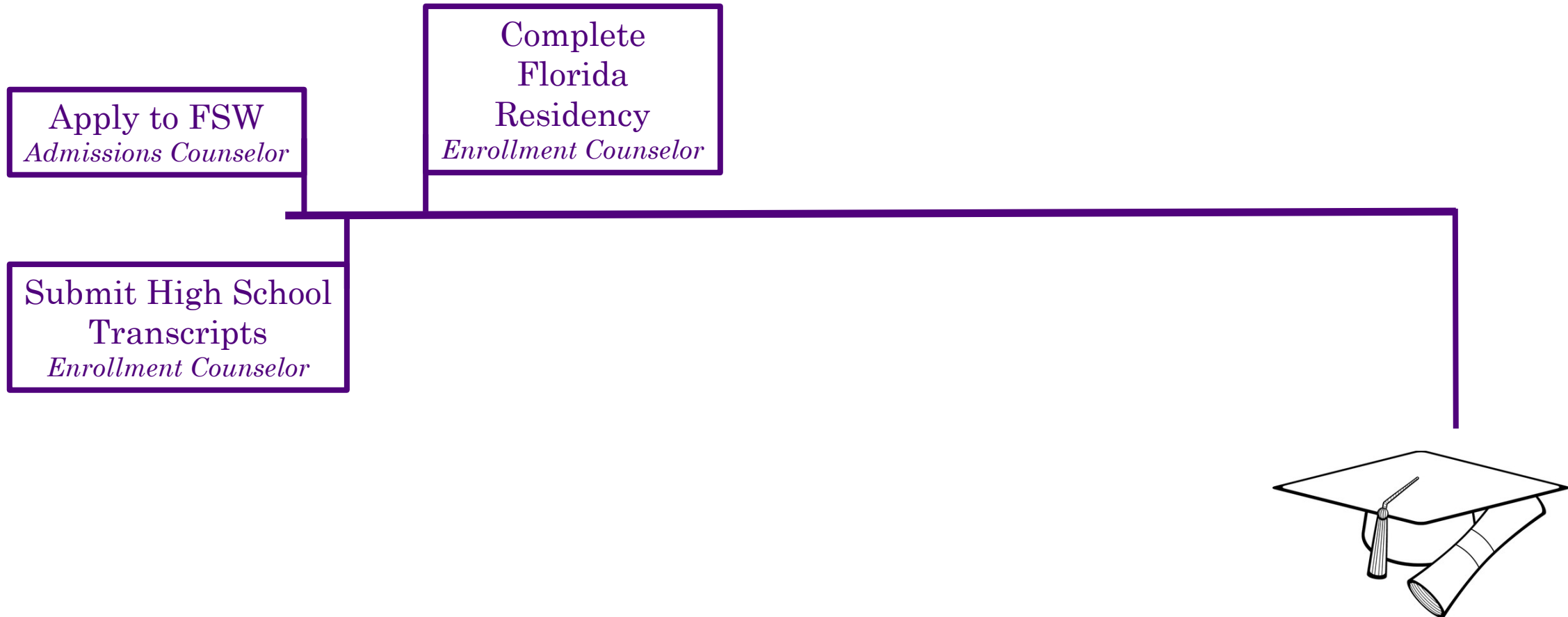
Failure to Check Applicant Email

Frequent e-mails are sent to applicant e-mail address:

- After applying
- Student ID number
 - Acceptance
- Enrollment steps
 - And more...



BUILDING MY TEAM: APPLICATION TO GRADUATION!



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ADMISSIONS

Neglecting Florida Residency Requirements

How to Complete the Florida Residency Declaration

1. Determine Who Will Be "Claimant"

The first step to completing your Florida Residency Declaration is to determine whose information and documents will be used to determine whether or not you meet the qualifications to be considered a Florida resident for tuition purposes. **The person whose information you will be used is called 'claimant' on the form.** Many students under the age of 24 will be considered "dependent" and will use their parent/legal guardian's information unless they meet one of the qualifications listed under "independent" below.

INDEPENDENT

Claimant = Student

Use **student's name and documentation as claimant** if you meet one of the following:

- 24 or older
- Married
- Veteran
- Has Dependents
- Is/was in foster care
- Earned annual income of \$9,655

DEPENDENT

Claimant = Parent/Legal Guardian

Use **parent/legal guardian's name and documentation as claimant** if you do not meet any of the qualifications for "independent" and meet one of the following:

- Under 24
- Eligible to be claimed as a "dependent" on parent/legal guardian's last tax filing

2. Request the eForm



IMPORTANT

Do not request form until STEP 1 is
complete

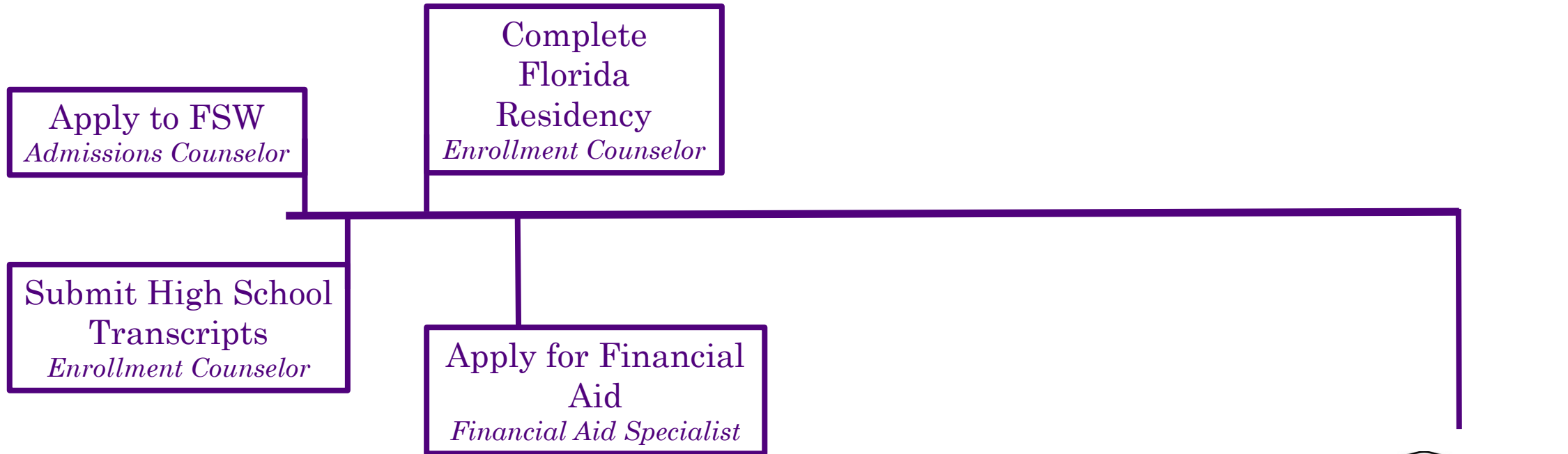
If you enter the wrong person as the claimant and submit the form, you will be unable to change the name and will have to request a new form.



IMPORTANT

[Residency Declaration eForms](#)

BUILDING MY TEAM: TIMELINE



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FINANCIAL AID



Be one of the 70% of students who graduate from FSW debt free.

Apply for financial aid every year!

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)**.

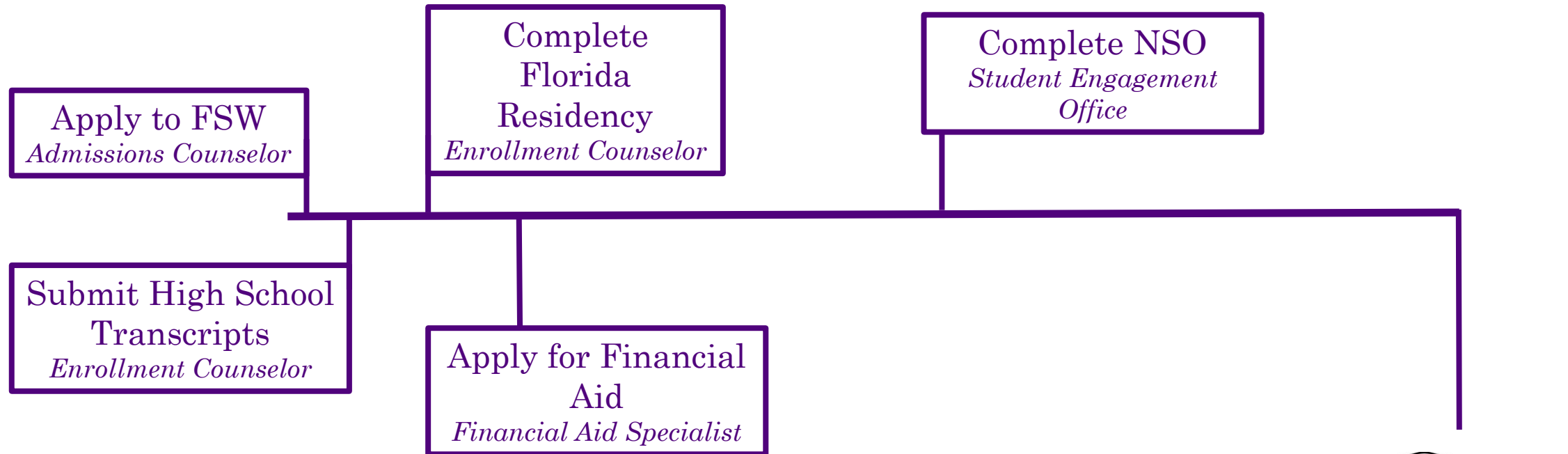
A FAFSA needs to be completed every year to determine eligibility for **grants, loans, work study opportunities**, and/or FSW scholarships.

2021-2022 FAFSA Available

FSW School Code for FAFSA:

001477

BUILDING MY TEAM: TIMELINE



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NEW STUDENT ORIENTATION: DEMO



FLORIDA
SOUTHWESTERN
STATE COLLEGE

NEW STUDENT
ORIENTATION



FINDING YOUR WAY

BEING A BUC!

CLARIFYING YOUR GOALS

Ahoy Buccaneer!

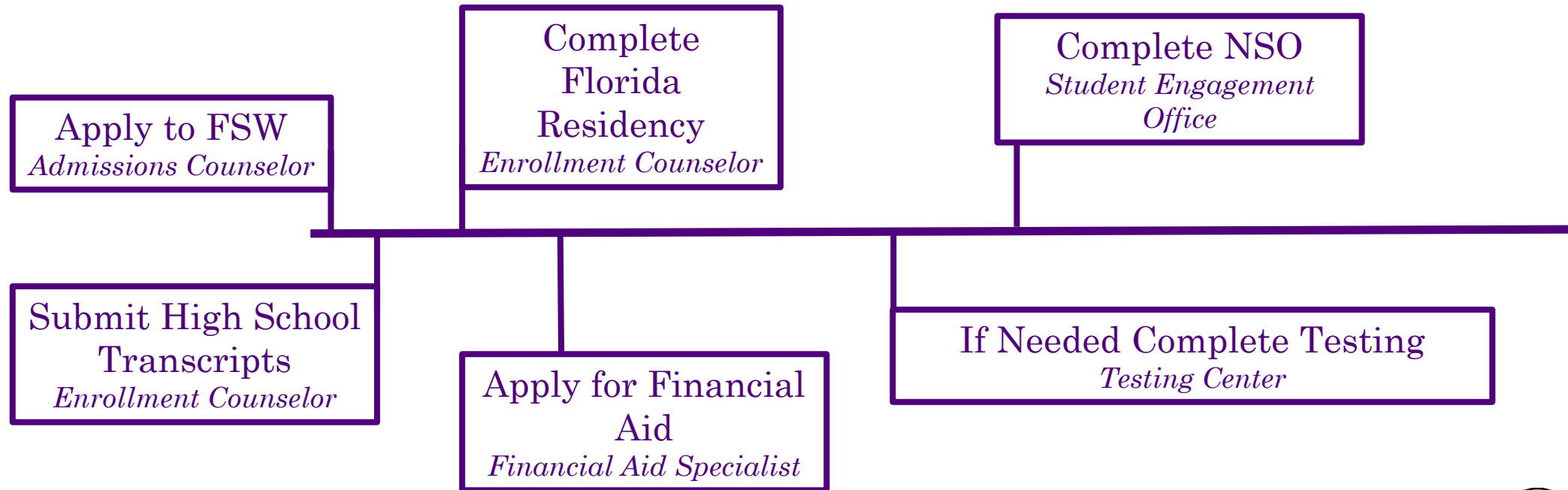
You are ready to complete the FSW Online Orientation!

Click on each of the boxes above to complete your Online Orientation.

- Complete all 3 modules, quizzes, and the Enrollment Satisfaction Survey.
 - Orientation takes approximately 30 minutes to complete.

Upon completion of Online Orientation your Orientation hold will be released within 24 hours.

BUILDING MY TEAM: TIMELINE



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COURSE PLACEMENT & TESTING

To test or not to test?



A) They are Exempt: No Testing Required

- ✓ Entered the 9th in a **Florida** public school (2003 or after)
- ✓ Graduated from a **Florida** public school with standard diploma

OR

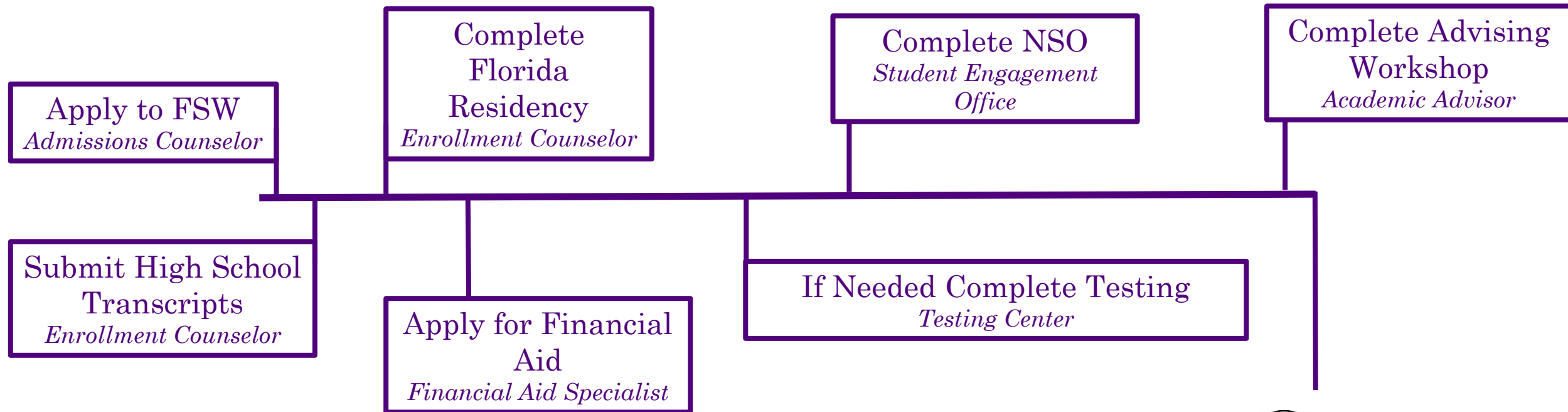
- ✓ Serving as active duty member of any branch of the U.S. Armed Services

*Exemption Placement: ENC 1101, MAT 1033/MAT1100

B) Testing Options

- ✓ Placement tests
 - ✓ ACT
 - ✓ SAT
 - ✓ Classic ACCUPLACER
 - ✓ Next Generation ACCUPLACER
 - ✓ P.E.R.T.

BUILDING MY TEAM: TIMELINE



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ACADEMIC ADVISING WORKSHOP



The Office of Academic Advising at Florida SouthWestern State College is comprised of professional advisors located across all College campuses who are dedicated to providing holistic academic guidance to our students

ADVISING

- Degree requirements
- Course sequencing
- Semester planning and registration
- College policies & procedures

CAREER

- Investigate career options
- Discover possible majors
- Explore career related degree pathways

TRANSFER

- Understand your transfer options
- Guide College and University Exploration
- Help to make the transfer process as seamless as possible

FSW Freshman Academic Advising Guide

For your first semesters, classes have been selected for you based on the major or pathway that you indicated on your admissions application.

Academic Advising Guide

Name:	Student ID Number:
Degree:	Bucs Email:
Program Map:	Advisor:

Course Selections

SUMMER 2021		FALL 2021	
Course Title	Credit Hours	Course Title	Credit Hours
Total	0	Total	0

Placement Scores		
Reading	Exempt	
Writing	Exempt	
Math	Exempt	

Additional Notes:

High School	
Biology (1 year)	
Chemistry (1 year)	
Foreign Language (level 2)	

College Credit	
AP, AICE, CLEP, or DE Course	
Total Credits	

Date Prepared: 04/06/2021

ACADEMIC ADVISING WORKSHOP

First Advisor Meeting Checklist

My Academic Advisor

Name: _____

Email: _____

Phone Number: _____

My First Day of Class

Date: _____

My Account Balance

(Fall balance will post July 1st)

Balance: _____

To view your account details and pay online:

1. Log in to the [FSW Student Portal](https://my.fsw.edu) (my.fsw.edu)
2. Select Financial Aid and Student Services
3. In the Ways to Pay box, select View Account/Pay Online

Complete Student Survey

1. Log in to the [FSW Student Portal](https://my.fsw.edu) (my.fsw.edu)
2. Open your student email
3. Open email "Your First Semester Advising Workshop Survey"
4. Click the link to complete the survey

Checking Out

(Please have a staff member complete this portion)

Course Registration Complete

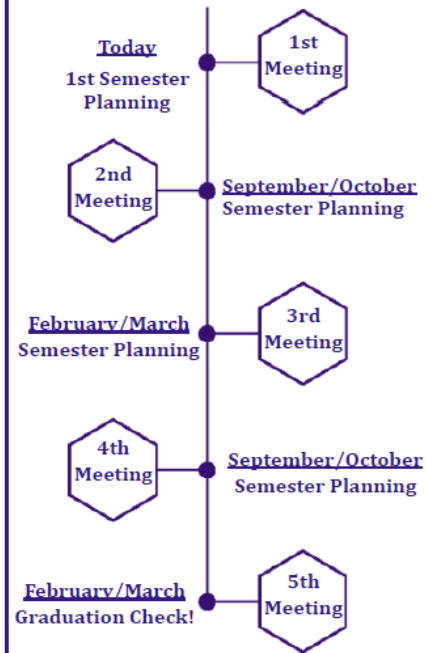
☐

Student Survey Complete

☐

Stay Informed; Stay on Track!

Advisor Meeting Timeline








Based on 2 year degree completion.

1st Year: Meetings 1, 2, and 3.

2nd Year: Meetings 4 and 5.

Course Modalities Table

Find the 3-digit section number of the course you want and check it to make sure you understand the modality and campus.

Course Type	Definition	Student Technology Requirements	Course Section Numbers
 Traditional	Traditional courses are courses where faculty and students meet on an FSW campus in an assigned room according to a schedule. <i>Instruction occurs together in the classroom.</i>	Required: Access to Canvas	100s – Lee Campus 200s – Collier Campus 300s – Charlotte Campus 700s – Hendry/Glades
 FSW Blended	Blended courses are courses that mix online instruction with required, scheduled on-campus meetings. <i>Some instruction will occur together in the classroom, and some instruction will be delivered online through Canvas and/or Zoom.</i>	Required: Laptop or desktop computer with an up-to-date operating system Stable high-speed internet External webcam with microphone	xxB – Blended i.e. 10B, 11B, 180, 20B, etc.
 FSW Online	Online courses are courses where instruction occurs via Canvas or an equivalent learning platform. Faculty and students may never meet face-to-face. <i>Instruction is asynchronous, and no classroom is assigned.</i>	Required: Laptop or desktop computer with an up-to-date operating system Stable high-speed internet External webcam with microphone	800s – FSW Online
 FSW Live Online	Live Online courses are a special version of an online course where instruction occurs via Zoom during a regularly scheduled time. <i>Instruction happens together in a virtual classroom and never meets on campus.</i>	Required: Laptop or desktop computer with an up-to-date operating system Stable high-speed internet External webcam with microphone	900s – FSW Live Online 90B, 91B – Zoom and FSW Online
 FSW Live Flex	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. <i>Instruction happens together as a class, with some students attending virtually.</i>	Required: Laptop or desktop computer with an up-to-date operating system Stable high-speed internet External webcam with microphone	xxF – Flex i.e. 10F, 20F, etc.

Section code elements that may be utilized across modalities:

xxH – Honors	1xx – On LEE Campus
xxK – Linked to another course (see advisor)	2xx – On COLLIER Campus
xxX – Cross Listed	3xx – On CHARLOTTE Campus
	7xx – On HENDRY GLADES Campus

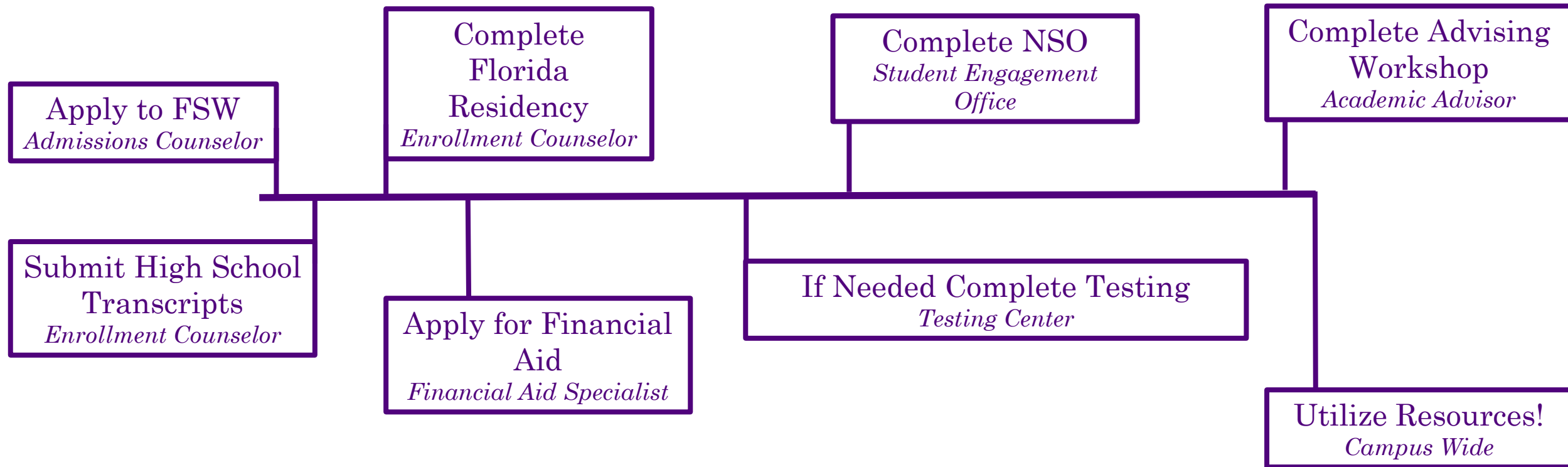


Student Course Registration Information

Class Registration Instructions

- Log in to the [FSW portal](https://my.fsw.edu)
*The Portal is located on the [FSW homepage](https://my.fsw.edu): (FSW.edu)
*If you do not know your username and/or password, click on "New User"
- Click on Student Academics
- Click on Student Profile
- Click on [Registration and Planning](#)
- Click on Register for Classes
- Select the Term for which you wish to register
- Under the Tab "Find Classes" enter search information (subject, course number, term, campus)
*Be sure to select the campus location at which you intend to take classes. If you plan on taking a class online, select "FSW online."
- Once you find your desired class, add the class to your Registration Summary by selecting "Add" located next to the class information.
- The class will then appear in the Summary box in the lower right hand corner of the screen.
*Please note that the status will be gray with the word "pending." This does not mean you are registered for the class.
- Click the [Submit](#) button to *save changes* under the Registration Summary section. You will notice the status will change to green with the word "Registered." You are now registered for that course.
*If you do not click "Submit", your classes will not be saved as registered.
- To drop a class, go to Registration Summary and select the drop down box "remove" and click [Submit](#) to finalize your changes.
- Click on Schedule and Options to view your registered classes.

BUILDING MY TEAM: TIMELINE



*View and resolve holds along the way

COLLEGE SUCCESS

Key to Success: Don't Quit
Always ask for help!

Speech Lab

Math Lab

Advisors

Peers

Student Engagement

Online Tutoring

Writing Center

Career Coach

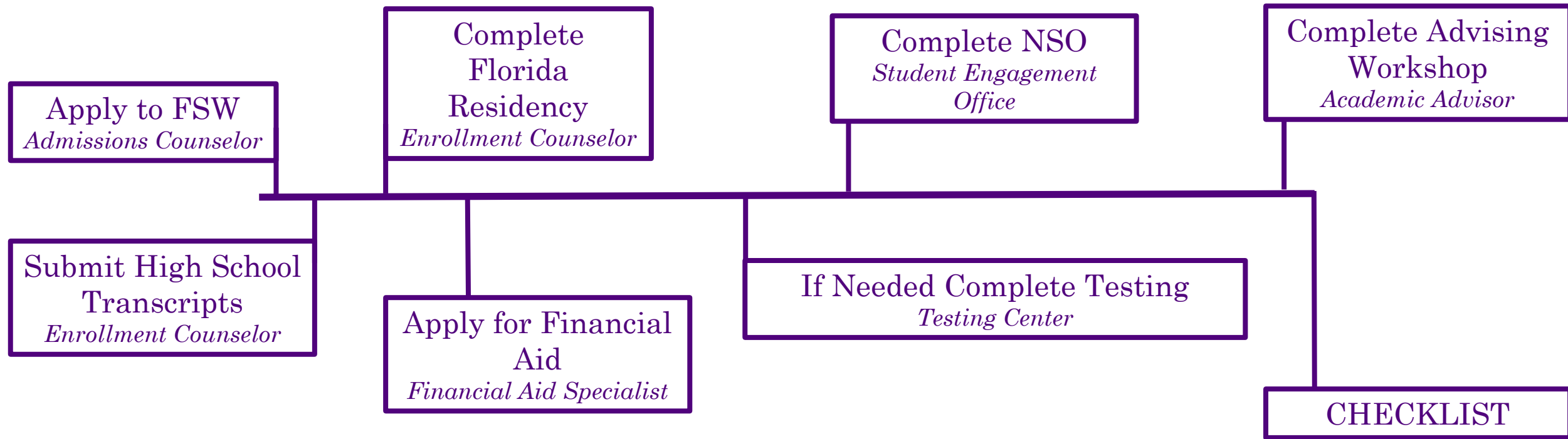
Professors

Adaptive Services

BUCS CARE



PUTTING IT TOGETHER



*View and resolve holds along the way

CHECKLIST

Am I missing something?
What's next?

Did you look at
your checklist?

Welcome Aboard, Ashley!

Welcome to your FSW Welcome Aboard Checklist where you can find all the steps you might need to take in order to register and pay for your first semester of classes at FSW!

Check this list often!

We may request additional documentation from you even after all items are marked as complete. It is important you complete steps quickly to ensure enough time for processing.

Snapshot

This section will give you a snapshot of your current standing in each of these important areas.

You should **come back to check this list frequently** as items that once were unavailable or appeared as completed may become required prior to the start of your semester. Some steps take time to complete, so **begin the Preparing for Registration and Save on Tuition sections as soon as possible.**

Legend

✓ Complete	! Incomplete	◇ Encouraged, not required	⏸ Not yet available
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QUESTIONS?