



Freshman Student Orientation



Hialeah Campus

4425 W Jose Regueiro (20th) AVE Hialeah,
FL 33012

Phone: (305) 821-3333

Fax: (305) 362-0595

South Campus

11865 SW 26 ST, UNIT H-3 Miami,
FL 33175

Phone: (305) 226-9999

Fax: (305) 226-4439

Training Center

4206 W 12 Ave

Hialeah, FL 33012

Phone: (305) 231-3326

Fax: (305) 819-9616

Online Learning

4425 W Jose Regueiro (20th) AVE Suite
143

Hialeah, FL 33012

Phone: (305) 821-3333

Fax: (305) 362- 0595

<http://www.fnu.edu/distance-learning/>

Index

Page	Content
4.....	Mission Statement
5.....	FNU History
6.....	Student Rights
7.....	Student Responsibilities
8.....	Student Creed
9.....	Dress Code
10.....	Campus Safety Alert
11.....	F.E.R.P.A
12.....	Title IX
14.....	Confidential Policy
16.....	Zero Tolerance Policy
18.....	The Clery Act
19.....	American Disability Act
20.....	Drug and Alcohol Policy
21.....	Code of Behavior
22.....	Military Information
24.....	University Calendar
25.....	Academic Advising
26.....	Bursar's Office
27.....	Financial Aid
30	Scholarships
31.....	Insurance for Students
32.....	Job Placement
33.....	Library
34.....	Online Learning
36.....	Registrar's Office
38.....	Student Services
40.....	How to Activate your Student email
40.....	Portal Accounts
42.....	How to Buy, Sell, Rent Books
43.....	Student Success Services
44.....	The Writing Lab
45.....	Clubs & Organizations
46.....	Student Government Association
48.....	Athletics Department
50.....	Contact Us

Mission Statement

The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.

Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the students the attainment of a quality university education according to the students' personal goals, and the advancement of modern technology.

Furthermore, Florida National University provides educational and cultural programs intended to enrich the community it serves.

FNU History

Florida National University opened its doors on January 4th, 1988, in the city of Hialeah, FL, as Florida International Institute, under the administration of Dr. José Regueiro, Mrs. María C. Regueiro and Mr. Omar Sánchez. It offered business, computer, dental, electronics, medical, paralegal, and travel programs. The institution soon became Florida International College and in September 1989, Florida National College.

On March 3, 1989 the Flagler Campus was built. Shortly after, on March 5, 1990, a third campus was opened in Miami: the Bird Road Campus.

Florida National College officially changed its name to Florida National University on March 24, 2012, after receiving approval from its accrediting agency to offer programs at a more advanced degree level. At the present time, FNU offers two Master's Degree programs, eight Baccalaureate Degree programs, twentyfour Associate Degree programs, nine Diploma Programs, and eight Certificate Programs.

Student Rights

IT IS THE RIGHT OF THE STUDENT TO:

1. Know what services Florida National University offers to all students.
2. Have access, upon written request (directed to the proper FNU officials), to a list of the types of records and student-related reports maintained on him or her by the respective offices and departments at FNU.
3. Know the policies and procedures in reference to financial aid, enrollment, registration, and of any changes in his or her program, classes, and grades.
4. Privacy of all records.
5. Challenge record contents through Florida National University's established appeal processes.
6. Have access to all FNU student service offices and their benefits.
7. Have a safe, healthy and pleasant atmosphere for learning, studying, and conducting research.
8. Participate in any student activity.
9. Know the criteria used in the selection of recipients of financial aid and the method used for calculating need.
10. Be fully informed of FNU refund and repayment policies.

* The "Student's Rights and Responsibilities" can be found in the Florida National University Catalog and the Florida National University Student Handbook, published online at www.fnu.edu.

Students Responsibility

IT IS THE STUDENT'S RESPONSIBILITY TO:

1. Adopt a professional manner in attire, speech, inquiry, research, and personal values that will contribute to the goal of preparing the student for a successful, professional future.
2. Acquire his/her own textbooks and other class materials within the first five days of the term.
3. Study, learn, and fulfill, in a timely manner, the requirements of the courses of study.
4. Maintain awareness of grades, course completions and grade point averages with an eye toward fulfillment of graduation requirements.
5. Know FNU's transfer of credit policies as delineated in the *FNU Catalog*.
6. Be knowledgeable with respect to the contents of the *FNU Catalog* and *FNU Student Handbook*.
7. Perform the timely and proper completion of all financial forms by the established deadlines and guarantee the accuracy of any information provided in the financial aid application.
8. Notify the Financial Aid Office of any scholarship, grant, or other resources made available from non-college sources while the student is receiving financial aid.
9. Fulfill all financial obligations by the established deadlines.
10. Notify the Student Services Office of any change in address or phone numbers in order to ensure proper communication between the University and the student.
11. Comply with FNU's Computer Use Policy.

Student Creed

As a student at Florida National University I agree and will:

BEHAVE: With integrity and responsibility in my interactions with students, faculty and staff

RESPECT: The rights of others and accept our diversity

DEMONSTRATE: Intellectual courage in situations that demand it

CONTRIBUTE: To the improvement of this community according to the mission established by FNU

UPHOLD: Academic freedom and freedom of intellectual inquiry

Written by the FNU SGA and approved through unanimous vote.

Dress Code

The Florida National University code of conduct* explicitly states:

“Students are expected to be in proper attire while they are on FNU grounds; tank tops, short shorts or halter tops are not acceptable attire.”

This dress code prohibits low cut/bare midriff shirts, see through material, short skirts, and sagging pants.

Business casual is recommended

According to the code, students must also wear their student ID in a visible place at all times, while on campus.

“It is a matter of safety and security”

Students attending dental labs must restrain long hair.

Allied Health students must wear the FNU medical uniform.

* FNU Code of Conduct can be found in the Florida National University Catalog and the Florida National University Student Handbook, published online at www.fnu.edu.

Campus Safety Alert

A Text Message alert for students and staff in the event of an unexpected emergency on campus. For example: the cancellation of a classes due to dangerous events or weather.

1. Go to www.fnu.edu.
2. Click on MY FNU on the top, right corner of the page.
3. Log into your STUDENT PORTAL HOMEPAGE.
4. from the menu on the left side click MY PROFILE and look for the option MY INFORMATION.
5. Find and click on SMS, then click EDIT on the right side.
6. Proceed to write your current phone number and check mark the YES button.
7. Choose your mobile provider.
8. Click the SAVE button on the right side.

F.E.R.P.A

Family Education Rights and Privacy Act

Students:

- May have access to inspect and review his/her education records maintained by the school.
- May request information in reference to how a grade is determined
- May request a grade which he/she believes to be inaccurate or misleading to be corrected.
- May request a formal hearing if the grade is not corrected and, if still not corrected, have the right to place a statement with the record setting forth his or her view about the contested Information.

Florida National University:

- May NOT disclose (without the student's consent) any information related to his/her records, other than Directory Information as stated in FNU Student Handbook pages 13 and 14. The student has the right, upon informing the Office of the Registrar in writing, to withhold personal directory information from publication or release.
- May NOT pass around a sheet of paper asking students to put their phone number on the paper.
- May have students fill out individual contact sheets with contact information that can be collected.
- May NOT publicly tell which student received which grade.
- May NOT disclose student information on a voice mail message.
- May NOT disclose information to a family member or to anyone else - employer- etc. without written permission from the student.
- May disclose information to a student about him/herself over the phone.

For further information in regards to FERPA go to:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

Title IX

What is Title IX?

Title IX promotes equal opportunity by providing that no person may be subjected to discrimination on the basis of sex under any educational program or activity receiving federal financial assistance. A school must respond promptly and effectively to sexual harassment, including sexual violence, that creates a hostile environment. When responsible employees know about possible sexual harassment or sexual violence they must report it to the Title IX coordinator or other school designee.

Who is the FNU Title IX Coordinator?

Bernardo Navarro

South Campus Assistant Dean

navarro@fnu.edu

11865 SW 26th St., Suite H3,

Miami Florida 33175

Room # 205 C

305-226-9999 ext. 1339

**Please see the following table to see your
FNU Title IX Campus Coordinator:**

Hialeah Campus

4425 w Jose Regueiro (20th) Av.
Hialeah, FL 33012

John Ferrari
Student Services
Officer
Room # 124
Ph. (305) 821-3333
Ext. 1004 & 1040
jferrari@fnu.edu

Silvia Borges
Senior Job Development
3rd Floor Room # 314 B
Ph. (305) 821-3333
Ext. 1075
sborges@fnu.edu

Edward Zaldivar
Human Resources
Director
Room # 134
Ph. (305) 821-3333
Ext. 1073
ezaldivar@fnu.edu

South Campus

11865 SW 26th ST Suite H3
Miami, FL 33175

Bernardo Navarro
South Campus Asst. Dean
Room # 205C
Ph. (305) 226-9999
Ext. 1339
navarro@fnu.edu

Adriana Irias
Student Services Officer
Room # 222
Ph. (305) 226-9999
Ext. 1372
airias@fnu.edu

Training Center

4206 W 12th Av.
Hialeah, FL 33012

Jose Luis Valdes
University Registrar
Room # 130
Ph. (305) 821-3333
Ext. 1028
jvaldes@fnu.edu

Manuel Concepcion
University Asst.
Registrar
Room # 128
Ph. (305) 821-3333
Ext. 1011
mconcepcion@fnu.edu

Online Learning

4425 w Jose Regueiro (20th) Av.
Hialeah, FL 33012

Sandra Lomena
Director of Online
Learning
Ph. (305) 821-3333
Room # 143
Ext. 1047
slomena@fnu.edu

Confidentiality Policy

Procedure for Confidential Campus Crime Reporting

Confidentiality can be maintained up to the extent allowed by federal law. The name of the person reporting may be kept confidential, but the incident has to be reported to the Office of Student Services so it may be included in the crime log and the annual security report without disclosing the person's name or any other information that would lead to identify the person and/or infringe on his/her confidentiality. If the situation cannot be resolved without disclosing the name of the complainant or the situation is not appropriate to this type of arrangement then the name of the complainant may have to be disclosed in order to conduct an investigation.

Complaints against students are protected under the Family Education Rights and Privacy Act, and may be disclosed for legitimate educational purposes within the university. To share the information out of the university the complainant would have to give explicit permission for the information to be shared through the Disclose of Information Form available at the FNU Publications webpage and at the Office of the Registrar's.

Complainants have to be notified of the possible extent of the Confidentiality policy and it is recommended to the students to ask what would mean this policy in terms of the disclosing of their identity when filling a complaint or disclosing a crime.

Medical records are meant to be confidential and medical and health professionals are required to keep confidentiality in regards to the patient's information.

Persons wanting to report a crime or incident can do so confidentially by contacting:

Hialeah Campus

4425 w Jose Regueiro (20th) Av.
Hialeah, FL 33012

John Ferrari
Student Services
Officer
Room # 124
Ph. (305) 821-3333
Ext. 1004 & 1040
jferrari@fnu.edu

Silvia Borges
Senior Job Development
3rd Floor Room # 314 B
Ph. (305) 821-3333
Ext. 1075
sborges@fnu.edu

Edward Zaldivar
Human Resources
Director
Room # 134
Ph. (305) 821-3333
Ext. 1073
ezaldivar@fnu.edu

South Campus

11865 SW 26th ST Suite H3
Miami, FL 33175

Bernardo Navarro
South Campus Asst. Dean
Room # 205C
Ph. (305) 226-9999
Ext. 1339
navarro@fnu.edu

Adriana Irias
Student Services Officer
Room # 222
Ph. (305) 226-9999
Ext. 1372
airias@fnu.edu

Training Center

4206 W 12th Av.
Hialeah, FL 33012

Jose Luis Valdes
University Registrar
Room # 130
Ph. (305) 821-3333
Ext. 1028
jvaldes@fnu.edu

Manuel Concepcion
University Asst.
Registrar
Room # 128
Ph. (305) 821-3333
Ext. 1011
mconcepcion@fnu.edu

Online Learning

4425 w Jose Regueiro (20th) Av.
Hialeah, FL 33012

Sandra Lomena
Director of Online
Learning
Ph. (305) 821-3333
Room # 143
Ext. 1047
slomena@fnu.edu

Zero Tolerance Policy

Zero Tolerance for Hate Crimes

To prevent and protect all FNU stakeholders, we encourage everyone to report all and any crimes or incidents, even those that may seem not important. Please make detailed notes of any incident in order to contribute to university action when required.

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Hate Crimes are criminal acts or attempted criminal acts against an individual or group due to race, skin color, ancestry, national origin, religious affiliation, sexual orientation, gender or gender identity, or disability.

Hate Crimes are regulated and addressed according to FNU Title IX Policy and Procedures and any incident, if founded, may lead to suspension or expulsion in case of students, or to warning or termination in case of staff and faculty.

To report Hate Crimes please contact
University Administrators at:

Hialeah Campus

4425 w Jose Regueiro (20th) Av.
Hialeah, FL 33012

John Ferrari
Student Services
Officer
Room # 124
Ph. (305) 821-3333
Ext. 1004 & 1040
jferrari@fnu.edu

Silvia Borges
Senior Job Development
3rd Floor Room # 314 B
Ph. (305) 821-3333
Ext. 1075
sborges@fnu.edu

Edward Zaldivar
Human Resources
Director
Room # 134
Ph. (305) 821-3333
Ext. 1073
ezaldivar@fnu.edu

South Campus

11865 SW 26th ST Suite H3
Miami, FL 33175

Bernardo Navarro
South Campus Asst. Dean
Room # 205C
Ph. (305) 226-9999
Ext. 1339
navarro@fnu.edu

Adriana Irias
Student Services Officer
Room # 222
Ph. (305) 226-9999
Ext. 1372
airias@fnu.edu

Training Center

4206 W 12th Av.
Hialeah, FL 33012

Jose Luis Valdes
University Registrar
Room # 130
Ph. (305) 821-3333
Ext. 1028
jvaldes@fnu.edu

Manuel Concepcion
University Asst.
Registrar
Room # 128
Ph. (305) 821-3333
Ext. 1011
mconcepcion@fnu.edu

Online Learning

4425 w Jose Regueiro (20th) Av.
Hialeah, FL 33012

Sandra Lomena
Director of Online
Learning
Ph. (305) 821-3333
Room # 143
Ext. 1047
slomena@fnu.edu

The Clery Act

What is The Clery Act?

The Clery Act promotes campus safety by ensuring that students, employees, parents, and the broader community are well-informed about important public safety and crime prevention matters. Institutions must disclose accurate and complete crime statistics for incidents that are reported to Campus Security Authorities (CSAs) and local law enforcement as having occurred on or near the campus. Schools must also disclose campus safety policies and procedures that specifically address topics such as sexual assault prevention, drug and alcohol abuse prevention, and emergency response and evacuation. The Clery Act also promotes transparency and ongoing communication about campus crimes and other threats to health and safety and empowers members to take a more active role in their own safety and security.

Institutions must disclose crime statistics for Clery-reportable offenses that occur on its so-called “Clery Geography.”

Criminal Offenses: Criminal homicide; rape and other sexual assaults; robbery; aggravated assault; burglary; motor vehicle theft; and, arson as well as arrests and disciplinary referrals for violations of drug, liquor, and weapons laws.

Where can I find FNU Clery Act Information? <http://www.fnu.edu/current-students/student-services/crime-report/> Who do I report Clery Act Crimes to?

Campus Deans, Faculty, Administrators, Office of Student Services

Where can I Find Information and Resources? Not

Alone - <https://www.notalone.gov/>

<https://www.notalone.gov/students/> FNU Website @

Student Services webpage:

<http://www.fnu.edu/current-students/student-services/>

Awareness Campaigns

It's on US / 1 is 2 Many / One Love Foundation Source of Title IX & Clery Act

<https://www.notalone.gov/assets/ferpa-clerychart.pdf>

Americans Disability Act

ADA

Accommodations for Students with Disabilities

All classrooms and buildings at all campuses are accessible to students with disabilities in accordance with the Americans with Disability Act of 1990 (ADA).

Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private colleges and universities.

Florida National University provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the university.

Students who believe they are in need of such accommodations should contact the Office of Student Services.

Florida National University maintains strict confidentiality with regards to medical information related to students' disabilities.

Any complaints or concerns regarding disability accommodations should be presented to the Office of Student Services. Complaints will be handled in accordance with the university's complaint procedure. More information about ADA Accommodations Procedure can be found at www.fnu.edu under Publications

ADA Accommodations Information Request Forms

http://www.fnu.edu/Publications/ADA_Accommodations_Information_Request_Forms.pdf

Alcohol and Drug Policy

University Policy on Drug and Alcohol Use on Campus

Florida National University is a Drug-Free Workplace. Standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

FNU reserves the right to terminate, suspend and/or put on probation any student or employee who is under the influence of alcohol or drugs while on the University premises.

The University has a Drug Abuse program which makes use of experts in the field, featuring counseling,

Seminars, instruction, preventive recommendations, speakers, movies and the appropriate literature.

(See page 49 of the Student Handbook)

The FNU Drug Abuse Program follows the guidelines for such programs as required under section 1213 of the Higher Education Act of 1965 and as amended by the Drug Free Schools and Communities Amendments of 1989.

FNU supports and abides by the drinking laws of the State of Florida, especially with respect to underage drinking. The University supports Federal and State Laws on the sale, possession and use of illegal drugs.

Drug and Alcohol Prevention Program can be found

On Page 49 of the FNU Student Handbook

FNU Student Code of Behavior

- Students will come to class on time, visible wearing their student ID card, and must remain in their classroom for the entire class session.
- All students will bring textbooks and other materials to class every day.
- Breaks will be kept within the designated time frame of twenty Minutes.
- The student should follow all safety rules. All female and male Students with long hair must wear hair bands in the dental lab.
- Students are expected to be generally in proper attire while they are on FNU grounds; tank tops, shorts or halters are not acceptable attire.
- Guests and visitors will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only.
- No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
- Allied Health students are required to wear the FNU medical uniform at all times.
- Serious disturbances of order on campus will lead to suspension or possible expulsion.
- Respect for personal and university property, and a sense of responsibility about their own security and the security of others, is expected of all students at all times. Serious violations will be presented to the University Honor Court for adjudication.
- We expect all students to be of good moral character and to abide by all laws of our city, county, state, and nation.
- Students must comply with FNU's Computer Use and Copy Infringement Policies at all times.

Military Information

National Guard Guard Support Center

ARNG: Guard Support Center

- Education Counseling Support Team
- Employment Network Support Team
- GoArmyEd Support Team

Toll Free: (866) 628-5999 Local: (501) 212-4940 Fax: (501) 212-4928

Box 46, Camp Joseph T. Robinson, North Little Rock, Arkansas 72199-9600

Email: gsc@ng.army.mil Website: nationalguard.com

Monday-Friday 0600-1800 Central Standard Time

Employment

H2H: Hero 2 Hired Job Board

<https://h2h.jobs>

Employer Partnership of the Armed Forces

www.employerpartnership.org

Vet Central

www.jobcentral.com/vetcentral

Hire a Hero

www.hireahero.org

Occupational Outlook handbook

www.bls.gov/oco

U.S Chamber of Commerce: Hiring Our Heroes Job Fairs

www.uschamber.com/hiringourheroes

O*NET Online

www.onetonline.org

Testing

DANTES: Defense Activity for

Non- Traditional Education Support: Testing

Programs and Information (850) 452-1111

www.dantes.doded.mil email: exams@voled.doded.mil

Army Personnel Testing

(703) 325-3529

DSN 221-3529

Email: apt@conus.army.mil

<p style="text-align: center;"><u>Family Member Information</u></p> <p>Scholarship Opportunities www.education.ng.mil/rendercontent.aspx?contentID=10</p> <p>Military Spouse www.milspouse.com</p> <p>Military Child Education Coalition www.militarychild.org</p> <p>MyCAA: Military Spouse Career Advancement Accounts www.airportal.acc.af.mil/mycaa</p>	<p style="text-align: center;"><u>Guidance Tools</u></p> <p>E-Discover Information www.actapps.act.ort/eDISCOVER</p> <p>Army e-Learning www.atrrs.army.mil/channels/elearning/smartforce email: army.elearning@us.army.mil</p> <p>Peterson's DOD MWR Libraries Educational Lifelong Learning Resources Center www.petersons.com/dod (609) 896-1800</p> <p>Credentialing Opportunities on-Line (COOL) www.cool.army.mil</p> <p>Military One Source www.militaryonesource.com</p> <p>Troops to Teachers www.proudtoserveagain.com</p> <p>Tutoring Services www.tutor.com/military</p>
--	---

Military Information

<p>National Guard Guard Support Center</p>
<p><u>ARNG: Guard Support Center</u></p> <ul style="list-style-type: none"> • Education Counseling Support Team • Employment Network Support Team • GoArmyEd Support Team <p>Toll Free: (866) 628-5999 Local: (501) 212-4940 Fax: (501) 212-4928 Box 46, Camp Joseph T. Robinson, North Little Rock, Arkansas 72199-9600 Email: gsc@ng.army.mil Website: nationalguard.com Monday-Friday 0600-1800 Central Standard Time</p>

GI Bill and Federal Tuition Assistance

GI Bill VA Customer Service

(888)442-4551
<https://gibill.va.gov>

GI Bill Team emails gibill@ng.army.mil

gilbill.1607@ng.army.mil – CHAP 1607
QUESTIONS gilbill.ch30@ng.army.mil - CHAP 1607
QUESTIONS gilbill.ch33@ng.army.mil - CHAP 1607
QUESTIONS

Verify Attendance (W.A.V.E) for GI Bill

www.gilbill.va.gov/resources/verify-attendance/
toll free: (877) 823-2378

NOBE: Notice of Basic Eligibility for Ch. 1606

www.minuteman.nbg.army.mil

Apply for Post 9-11 GI Bill Transfer

www.dmdc.osd.mil/milconnect

**Dependent Application for Post 9-11 Benefits
(VA Form 22-1990e)**

www.vabenefits.vba.va.gov/vonapp.main.asp

**VA approved Education & Job Training Programs,
License & Certification Programs and National Exams**

www.gilbill.va.gov/resources/education-resources/find-a-school.gtml

State Approving Authorities for Apprenticeship

www.nasaa-vetseducation.com/whoaware/default.aspx

Federal Tuition Assistance Request www.goarmyed.com

Testing

**AARTS: Army American Council on Education
Registry Transcript System (will not list**

officer credits) www.aartstranscripts.army.mil
email: hrc.tagd.aarts@conus.army.mil

**VMET: Verification of Military Experience and
Training (will list officer credits)**

www.dmdc.osd.mil/appj/vmet/index.jsp

**ATRRS: Army Training Requirement and Resources
System**

www.atrrs.army.mil

Order DD 214 www.archives.gov/st-louis/military-personnel-standard-form180.html

Promotion Point Certification

www.hrc.army.mil/site/active/select/TechCert.html

**CCAF: Community College of the Air Force
Transcripts**

www.au.af.mil/au/ccaf

**SMART: Sailor/Marine American Council of
Education Registry Transcript**

www.smart.navy.mil/smart/welcome.do

US Coast Guard Transcript Link

www.uscg.mil/bq/cgi/downloads/forms/cg_564.pdf

**CGSC: Command and General Staff and College / Ft.
Leavenworth**

www.cgsc.edu/

Academic Advising

Academic advisors advise students on course and program selection, as well as entrance and exit requirements. They facilitate the students' development and the communication of accurate information regarding: degree programs; courses; resources; college policies and procedures; and career opportunities.

They perform:

- Degree Progress Evaluations
- Career Change Evaluations
- Graduation Requirement Evaluations
- Referrals to Academic Support Programs
- College Study Skills (SLS 1501)

Avoid the academic and financial ramifications of unsatisfactory progress.

Unsatisfactory progress includes:

- Academic Probation - GPA below 2.0 at the end of one semester.
- Academic Termination - GPA below 2.0 after 2 consecutive semesters.

The Academic Advising Center is located in Room 140 at the Hialeah Campus, Room 22 at the Training Center and in Room 206 at the South Campus. Online students have access through Blackboard.

Bursar's Office

Payments

Payments are due by the 5th of every month. Students failing to make their payment before the 10th will be charged late fees (5%); if a payment has not been made by the 21st of said month the student will incur an additional \$50.00 collection fee and be unable to continue attending classes until payment has been made.

Cash, check or credit cards are accepted with proper identification which includes student ID, and Driver's license or passport. IF you are paying with someone else's card, that person MUST be present at the time of payment.

Text books and uniforms for medical students

Textbooks and scrubs can be purchased from the Bursar's Office at South Campus and from the Bookstore at Hialeah Campus.

To Make a Payment online (ESL Students)

- Go to www.fnu.edu
- Click on "My FNU"
- Click on "Student Portal Home Page"
- Log in to your account with your Username and Password
- Click on My account info (left side tab)
- Click on "Make Payment Online"
- Check on " I accept the above payment agreement"
- Click on Continue
- Click on "Pay Now"
- If there is a Payment Method activated go to "Card Verification#"
- Click on "Pay"
- If there is a NOT a payment Method activated go to " Add a Payment Method"
- Complete your Credit or Debit Card Information-When finished, Click on "SAVE"
- Go again over steps 6-7-8-9-10-11

Financial Aid

Financial Aid helps students and their families pay for college. This financial assistance covers educational expenses including tuition and fees; room and board; books and supplies; and transportation. There are several types of financial aid, including grants and scholarships, work study and loans.

Financial Aid Eligibility - The Student Must:

1. Have a high school diploma, GED diploma, or earn a passing score on an independently administered test. High school diplomas from foreign schools need to be evaluated by a Foreign Credential evaluator. For Admission Requirements to be met, the evaluation results must be the equivalent of graduating from an accredited high school in the United States.
2. Be enrolled as a regular student in an eligible program of study.
3. Be a U.S. citizen or eligible non-citizen.
4. Make satisfactory academic progress toward completion of the program.
5. Not be in default or owe a refund to any Title IV program.
6. Have the applicable financial aid forms completed and signed.
7. Register (if you have not done so) with the Selective Service (applicable solely to males between the ages of 18 and 25).
8. Demonstrate financial need.

Financial Aid Programs

These programs may be from federal, state or private sources. There are three types of federal student aid:

- **Grants:** financial aid that does not have to be repaid (unless, for example, you withdraw from school and owe a refund).
- **Work-Study:** allows you to earn money for your education.

- Loans: allow you to borrow money for your education. You must repay your loans, with interest.

Grants:

- **Pell Grant:** is an entitlement program designed to assist undergraduates in paying for their education.
- **Federal Supplemental Education Opportunity (FSEOG) Grant:** is awarded to undergraduate students with exceptional financial need who will also receive Federal Pell Grants during the award year.
- **Florida Student Assistance (FSAG) Grant:** is a State of Florida grant awarded on the basis of student financial need and availability of funds. The awards may vary from \$200 to \$1500 per academic year. The FSAG is available for associate of arts or science degree program students only.
- **Access to Better Learning and Education (ABLE):** is a grant program that provides tuition assistance to undergraduate students enrolled in degree programs, in Florida.

Loans:

- **Direct Subsidized loan:** For undergraduate students. No interest is charged while you are in school at least half-time.
- **Direct Unsubsidized:** For undergraduate, and graduate students. Interest is charged during all periods.
- **Direct PLUS:** For parents of dependent undergraduate students. Interest is charged during all periods.
- **FNU Educational Loan:** For students who cannot afford to pay tuition in full and/or do not qualify either for Financial Assistance or the deferred payment plan.

For further information in reference to Grants and Loans please refer to the FNU website / Quick Links / University Catalog

Financial Aid

How do you apply for federal student aid?

Complete the Free Application for Federal Student Aid (FAFSA) every year at www.fafsa.gov.

When do you apply for the federal student aid?

- Every year (as long as you are enrolled in a program)
- After you apply, you will receive a Student Aid Report, or SAR. Your SAR contains the information reported on your FAFSA and usually includes your Expected Family contribution (EFC). The EFC is an index number used to determine your eligibility for federal student aid. The school(s) you list on your FAFSA will get your SAR data electronically.

What is a Federal Student Aid ID?

Your FSA ID is used to confirm your identity when accessing financial aid information and electronically signing ***federal student aid*** documents. The FSA ID replaces the Federal Student Aid PIN.

For more information, visit

<https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid#pinreplacement>

What are some of the uses for your FSA ID?

- Sign your online free application for federal student aid (FAFSA) at www.fafsa.gov
- Review what federal student aid you have received in the past by visiting the National Student Loan Data System at www.nsls.ed.gov
- Find out whether your FAFSA has been processed or correct information you reported on your FAFSA at www.fafsa.gov.

Scholarships

- Federal Work Study Program
- Access to Better Learning and Learning and Education Grant Program
- Florida Student Assistance Grant
- Florida Bright Futures
- Jose Regueiro Scholarship
- FNU Alumni Scholarship
- Diaz Ballart Scholarship
- FNU M-DCPS High School Seniors Scholarship
- FNU/Government Scholarship
- The Medical Professional Scholarship at FNU
- City of Hialeah Parks & Recreation Scholarship
- Dr. Manuel Viamonte Scholarship
- Bertha Redondo Scholarship
- Alpha Phi Sigma - Mu Zeta Presidential Award
- FNU Athletic Scholarship
- FNU Graduate Assistant and Team Manager Scholarship
- Academic Scholarship
- Community Scholarship

Visit the Florida National University Website, click the University Catalog link and you will find the requirements for each scholarship and program.

If you think that you are eligible, please contact the financial aid office and/ or the academic office.

Insurance for International Students and Scholars

Insurance for Students provides comprehensive & affordable insurance programs to all international students, scholars and visiting professors under the age of 65 with a student visa or current passport and temporarily residing outside their Home Country while actively engaged in educational or research related activities within the United States.

Please review the Insurance for Students website for additional eligibility criteria and plan benefits. Coverage start dates vary and extend for different amounts of time. Please refer to the website for the most current information. There is a 3 month minimum enrollment coverage period.

You may find IFS at the FNU website, www.fnu.edu, under the Current Students/Student Services/Insurance for Students tab.

This will redirect you a IFS website, look for:

“FEATURED COLLEGES AND UNIVERSITIES”

For International Students and Scholars

- Select “Year 2014 - 2015” or “Year 2015 - 2016”
Look for Florida National University in the list.
- Select the plan that fits better to your needs.

If you have questions about plans or the requirements of your school, please call 1-800-356-1235, where you may be provided with more information

<http://www.insuranceforstudents.com/>

Job Placement

Florida National University's Job Placement Department is dedicated and committed to assisting our students search for and secure employment in their chosen field of study.

Services Offered:

Job Placement Assistance

Resume assistance

Mock interviews

Workshops

Resume Clinics

Job search tips

Interview skills and tips

Networking in person, and via Social Media

Job Opening Bulletin Board

Assistance finding internships

Job Fairs

Federal Work Study is available for students who qualify.

FNU alumni are offered free lifetime placement assistance.

Students are asked to complete the Orientation Form at the beginning of the first term. Prior to graduation, students are required to attend the Employability Skills Workshop, and complete the Exit Interview Form.

Please visit or contact the Job Placement Department for assistance with employment and employability skills.

Library

Library Hours

Hialeah Campus

Monday 8:00am - 10:00pm
Tuesday 8:00am - 10:00pm
Wednesday 8:00am - 10:00pm
Thursday 8:00am - 10:00pm
Friday 8:00am - 9:00pm
Saturday and Sunday Closed **South**

Campus

Monday 8:00am - 10:00pm
Tuesday 8:00am - 10:00pm
Wednesday 8:00am - 10:00pm
Thursday 8:00am - 10:00pm
Friday 8:00am - 9:00pm
Saturday and Sunday Closed

More than just books!

- My FNU Library 24/7-Online library available from Campus Portal
- LIRN Databases-Newspapers, magazines, journals, encyclopedias, radio transcripts, maps, pictures, audio/video, etc.
- **ebrary** Online Books-Electronic book collection in all subject areas
- Research Assistance-Help finding reputable sources for term papers; how to avoid plagiarism; APA & MLA citation · Intercampus/library - (Material exchange between campuses; see our **Online Library Catalog** for items to check out!)
- Be a student, learn more!

Online Learning

Online Classes

- All online classes may be accessed through www.fnu.edu .
- FNU offers 19 degrees completely online
- Access to classes 24 hours a day 7 days a week.
- Technical support and online learning orientations are available through the Office of Online Learning or on the [Online Learning](#) page.

To Login:

1. Go to www.fnu.edu (Alternately you may go to <http://fnu.blackboard.com> and skip the next two steps)
2. Click on the [Online Learning](#) tab
3. Click on the Blackboard button. Enter your student ID number as the username and the last four digits of your Social Security number as your password.
4. Click on the login button
5. Click on your class link under MY COURSES (at the right of the screen)

Change your password immediately!

A Blackboard Training Course is available online for all students.

Click on:

[http://www.fnu.edu/content-programpdfs/BB for Newbies.rev.pdf](http://www.fnu.edu/content-programpdfs/BB%20for%20Newbies.rev.pdf)(Blackboard Training Course)

Online Learning

You may also visit us for a face-to-face training:

Hialeah Campus, room 143:

Monday to Friday 8:00 AM to 9:00 PM.

South Campus, room 224:

Monday, Tuesday, & Thursday:

8:00am/1:00pm and 5:30pm to 8:30 pm

For more information, go to: Online Learning

You can check all of the courses we offer online each term by visiting:

<http://www.fnu.edu/distance-learning/class/schedule/>

How to review the list of text books online

1. Go to www.fnu.edu.
2. Click on the “Current Student” Tab.
3. On the dropdown menu select “Bookstore”.
4. On the side menu select “Text Book Information”.
5. The list of books provided by FNU Bookstore will be displayed.

How to buy your books online

1. Repeat steps 1 through 3.
2. Click on Bookstore to access the webpage.
3. Information on the Bookstore webpage will be displayed.

Registrar's Office

The Registrar's office provides services to students in the following areas:

- Scheduling Courses (Prepared by Division/Department Head)
- Adding/Dropping Classes (Must be done during the first week of class during the Semester Term A and approved by Division/Department Head. Please note that any changes requested during the first week of Term B will incur a fee of \$50.00 that must be paid in advance, at the Bursar's office).
- Applying for a Leave of Absence (not to exceed 180 days/ 1 Academic year)
- Applying for Graduation (Students must participate in an exit interview to ensure all graduation requirements have been met, prior to graduating)
- Transcript Requests
- Diploma Requests

Academic Year

The FNU academic year is divided into three semesters, each consisting of four months. The semester consists of two terms: term A and term B, each of which is comprised of two months. There will be two weeks of recess at the completion of the Summer and Fall semesters.

Class Schedules

Most courses held on campus are scheduled for either three or four hour sessions, held Monday through Friday, anytime from 8:30 am—10:00 pm; some courses are offered on Saturdays. Additionally, clinical practices are offered 7 days a week, (scheduling based on program requirements and site availability). FNU also offers internet-based distance-learning courses.

Attendance Policy

The policy on attendance for university classes will be at the discretion of the professor. The professor will fully inform students of such policies at the beginning of the semester.

Registrar's Office

Grade Point Average (G.P.A)

A student must meet certain standards for satisfactory progress while enrolled at FNU. This progress is computed on the basis of the quality points earned by the grades received in a semester (GPA).

The Cumulative Grade Point Average (C.G.P.A) is the average GPA of all the semesters.

All students are required to maintain a status of satisfactory progress in order to graduate; satisfactory progress is also necessary to maintain eligibility for financial aid: (see University Catalog)

1. Grade Point Average of 2.0 or above for the term
2. Satisfactory completion of the program in a period no greater than 2.0 the normal time frame.

Failure to maintain satisfactory progress can potentially lead to academic termination . A student whose cumulative GPA falls below the minimum for satisfactory progress will be placed on academic probation for the next semester. While on academic probation, the student remains eligible for financial aid funds. Any student on academic probation who brings up his/her cumulative GPA to the indicated index at the end of the semester will be removed from academic probation; however, any student who falls below the indicated cumulative GPA at the end of the probation period will be ineligible for financial aid from federal and state funds.

Leave of Absence (LOA)

Any student requesting a leave of absence from the institution must submit a written request to the Registrar's office. The request must be signed and dated by the student and must contain the date which the student expects to return to school. The campus registrar must approve all leave of absence requests. LOA cannot be more than 180 days.

Diploma Request

Students requesting a Diploma must complete a Diploma Request form, pay \$15.00 at the Bursar's Office, and take the Form to the Registrar's office. The form may be also found at the FNU Website under publications "Diploma Request".

Student Services

Student Services offers a wide variety of services for students, ranging from campus engagement, clubs and organizations, campus security, to campus activities and events. This innovative office and its staff exist to serve the student by creating and maintaining a sustainable environment for student learning and success. Some of the things that student services provides are:

Social Media Connections—Connects students to social media; Facebook, YouTube, Twitter, LinkedIn, and Blogs on the latest happenings on campus.

Graduation and Commencement Activities—From the caps and gowns to the ceremony and after party— Student Services will be right there with you!

Dean's List—All students who receive a 3.5 or above are honored by being placed on the Dean's List. Certificates are available in Student Services.

Student Applause Awards –Every term, students are encouraged to select and honor a professor and/or staff member that has positively impacted their lives.

Leadership—It takes more than a simple degree to be a leader. The department offers hands on leadership training from the experts to assist you in that pursuit!

Student Clubs and Organizations—College is what you make it! Get out and get engaged in your community and school by joining a club or organization.

Student ID's—*For your safety and security Student IDs must be worn in a visible place at all times. Replacement IDs are \$5.00*

Student Services

Educational Enrichment—Student Services works closely with the student body to identify and create motivational and inspirational activities and presentations that will enrich the educational experience.

Student Support Services— Students may need important social services that are not offered at Florida National University. Student Services has an active list of community resources that students may use to identify and meet their individual needs.

Change of Address—not all news is bad news. Keeping us up to date on your current address and phone number ensures you will receive vital information from the university. Such forms may be completed in the Student Services office.

Campus Safety—Campus Crime reports can be found on the FNU website and a paper copy is available in the student services office upon request.

English as a Second Language (ESL) Honors List—Honors students who are studying English as a Second Language, for academic excellence.

FNU Alumni Association—Organization that supports and honors graduates of FNU.

Family Education Rights and Privacy Act (FERPA) — ensuring that students understand their privacy rights in regard to their educational information.

Campus Transportation—Student Services offers discounted bus passes, parking permits, maps and other information for students and visitors.

How to activate your stu.fnu.edu email

Student's FNU email address is made by the

Student's **first name initial**

Followed by the **last name, all in lowercases,**

And the **last 4 digits of the student ID#**

For instance: Full Name: **John Doe**

Student number 1230003535

jdoe3535@stu.fnu.edu

If the student has two last names in the system, the email will be:

The **first name initial** followed by the **two last names**

And the **last 4 digits of the student ID#**

John Doe Monroe Student number 1230003535

jdoemonroe3535@stu.fnu.edu

Temporary Password combination is:

Student's first name initial (CAPITAL LETTER)

Followed by FNU Campus zip Code

And the last 4 digits of the student ID#

Hialeah Campus Training Center and Online Learning

J330123535

South Campus

J331753535

To activate and Log In your student email go to:

www.fnu.edu

Current Students

Student email login

Portal Account

How to create Your Student Portal Account

1. Go to www.fnu.edu.
2. Click on “My FNU”.
3. Click on the “Student Portal Home Page”.
4. Click on “Create a New Account”.
5. Fill out all the information
 - Social Security Number
 - First Name
 - Last Name
 - Country of Birth
 - The system will give you a user name
 - Enter a password
6. Save your username and password in a place where you will not lose it and may refer to it at a later date.
7. Open your personal email account to activate your student portal account.

How to retrieve a lost password

1. Go to www.fnu.edu.
2. Click on My FNU.
3. Click on “Student Portal Homepage”.
4. Click on “Forgot Password”.
5. Fill out the following Information
 - Username
 - Email address
6. Enter your place of birth.
7. Enter a new password (twice)

Buying, Selling, and Renting Books

How to Buy and Sell Used Books through your Portal Account (My FNU)

1. Go to FNU.edu.
2. Click on my FNU.
3. Click on Student Portal Homepage.
4. Log in to your portal account.
5. Click on the Student Services Tab on your left.
6. Click on (Books DB) “Click to Open”.
7. Click the option required:
 - a. Place Textbook Ad
 - b. Edit Textbook Ad
 - c. Browse textbooks
 - d. Search TextbookOr
 - e. Select a Category/Subject
 - f. Browse the listed books per Category/Subject
8. Follow the steps related to the option selected

How to buy or rent Used Books through the Web

1. Current Students / Bookstore.
2. Browse the page and look for the paragraph starting with “The third option is to buy the textbooks online: new, used, or e-textbooks...”
3. Follow the hyperlinks on the Bursar’s page or search the web.

Student Success Services

Florida National University Offers Free Tutoring, Writing Lab and KAPLAN tutorials to ensure Students Success.

Tutoring & KAPLAN, HESI, TEAS Tutorials

English Tutorials

English Composition 1

English Composition II

Speech

Research Writing

Allied Health

Nutrition

Anatomy & Physiology

Medical Terminology

Math and Physics

College Prep Math

College Prep Algebra

College Algebra

Statistics

Physics

ESL

Tutoring

Language Lab

Criminal Justice/Paralegal

Tutoring

Advising

Kaplan Tutorials

Hialeah Campus

South Campus

Medical Seminars

CPR

OSHA

HIV

Domestic Violence

Tutoring hours and KAPLAN tutorials are updated every term, for further information you may contact the Office of Student Services or Academic Advising Offices in Hialeah Campus and South Campus. *Schedules are published every Term on Facebook and FNU website*

Student Success Services

The Writing Lab

Mission

“The mission of the Writing Lab is to provide writing tutorials and support to all students and faculty across the disciplines. The Writing Lab is an integral part of the fulfillment of the institution’s Quality Enhancement Plan (Write It Right!).”

Services

- Individualized tutoring sessions as requested by instructors.
- Paper reading sessions (face-to-face and online) that includes:
- Rough draft evaluation (Revision of major components of the paper such as: thesis statement, support for the thesis, and organization.)
- Preliminary draft evaluation (Revision of mechanics, style, and transitions.)
- Final draft evaluation (Revision of every aspect of the paper, which includes but is not limited to: topic, thesis, argument, organization, mechanics, and format.)

Summer B Hours

Monday: 9:00 a.m. - 1:00 p.m.

Tuesday - Thursday: 12:00 p.m. - 4:00 p.m.

Friday: 9:00 a.m. - 1:00 p.m.

Contact

Hialeah Campus Room # 413

Instructor Prof. Ileana Torres irojas@fnu.edu

Ph. # 305-821-3333

Clubs and Organizations

Top Reasons To Join a Club or Organization

- 1. Make New Friends-** Starting at a new college campus can be scary, so why not get involved and meet new people that you already have something in common with?
- 2. Field Trips-** Go experience new things with your organization! From visiting local attractions to innovative businesses, field trips are always a blast!
- 3. Leadership Opportunities-** Hone your leadership skills. You can run for office and be a leader of your favorite student organization!
- 4. Time-management-** Getting involved with an organization will teach you how to juggle your time and energy!
- 5. Team work-** This is for all of you who never learned to play nicely with others at recess. Student Organizations take a lot of team work, so put your best foot forward and learn to work in a group!
- 6. Resume Building-** Put the organizations you are/were involved with on your resume!! Future employers love this stuff!! This is the best part of joining a student organization!
- 7. Personal Strengths-** Joining a club/organization helps you develop different skill sets— perhaps skills that you didn't even know you had! You can learn how to make great speeches, take on greater responsibilities, and better yourself in many ways.
- 8. Fun—** Make the most of your college experience, join a club or organization! Fun times guaranteed!

What is SGA?

The Student Government Association provides an opportunity for students to actively contribute to the academic and social climate of the campus.

Florida National University encourages students to participate in the governance of the campus community. One avenue for this participation is through the election of student leaders. The elected representatives of the student body include the President, Vice-President, Treasurer, and Secretary. Officers are representative of a vast array of FNU's programs and student population.

The SGA meets to discuss and address issues of campus concern. These meetings are open to all students and other members of the Florida National University community, unless otherwise noted. Everyone is encouraged to attend, to voice opinions or simply to listen and observe.

Members of the University community interested in getting involved with SGA are invited to visit the Student Services office, which is located in room 124 at the Hialeah campus and 225 at the South campus.

The Purpose of the Student Government

Top Three Reasons to Join

Be a Change Agent

It is easy to sit around and complain about what you would like to change in your institution so that it could better serve you, SGA is how you make that change. They provide students with a platform to be the voice of the student body and ensure that students' needs are heard and addressed.

Leadership

A good leader is not born, but created. Student Government plays a key role in helping students develop leadership skills. Student Government provides its members with numerous skills and experiences that will help to define leadership skills, from meeting facilitation, to the art of delegation, to the development of ethics and professionalism.

The Big Secret

There is a big difference between attending a university and being a part of the university. The majority of students attend a university to simply receive an education. However, individuals who become a part of the university, are exposed to new people and cultures, and learn new skills and abilities—skills that are of exceptional value in today's world.

Athletic Department

Mission

“The mission of the Florida National University Athletic Department is to provide assistance within an athletic structure that promotes the development of a wellrounded education through structured sport and competition, to develop life skills of discipline, integrity, leadership, philanthropy and social responsibility, to elevate ethnic and cultural diversity within the athletic programs, to assure equitable opportunity for all staff and student-athletes, and to make the athletic program a durable source of pride for the student population, student-athletes, alumni, university, and community of FNU.”



Contact Us!

Hialeah Campus - (305) 821-3333

<i>Academic Advising</i>	<i>ext. 1013 - 1069</i>
<i>Bursar's Office</i>	<i>ext. 1014</i>
<i>Distance Learning</i>	<i>ext. 1064</i>
<i>Financial Aid</i>	<i>ext. 1030 - 1061</i>
<i>Job Placement</i>	<i>ext. 1019</i>
<i>Library</i>	<i>ext. 1020</i>
<i>Registrar's Office</i>	<i>ext. 1018</i>
<i>Student Services</i>	<i>ext. 1004 - 1040</i>

South Campus - (305) 226-9999

<i>Academic Advising</i>	<i>ext. 1346</i>
<i>Bursar's Office</i>	<i>ext. 1304 & 1338</i>
<i>Distance Learning</i>	<i>ext. 1345</i>
<i>Financial Aid</i>	<i>ext. 1305 & 1306</i>
<i>Job Placement</i>	<i>ext. 1311</i>
<i>Library</i>	<i>ext. 1320</i>
<i>Registrar's Office</i>	<i>ext. 1307 & 1374</i>
<i>Student Services</i>	<i>ext. 1372</i>

Training Center - (305) 231-3326

<i>Campus Dean</i>	<i>Ext. 1209</i>
<i>Campus Registrar</i>	<i>ext. 1210 Financial</i>
<i>Aid</i>	<i>ext. 1212 Admissions</i>
<i>ext. 1211</i>	

Distance Learning - (305) 821-3333

<i>Student Support</i>	<i>ext. 1066</i>
<i>Blackboard Administrator</i>	<i>ext. 1067</i>
<i>Academic Advisor</i>	<i>ext. 1069</i>
<i>Job Placement</i>	<i>ext. 1057</i>
<i>Admissions</i>	<i>ext. 1072</i>

Connect with Florida National University!



Florida National University
Office of Student Services
Hialeah Campus Rm. # 124
South Campus Rm. # 225

<http://www.fnu.edu/latest-news/student-services/>