WELCOME TO THE NEW STUDENT ORIENTATION

FLORIDA NATIONAL UNIVERSITY

“Opens Doors To The Future”
“Welcome to Florida National University and to all we can offer you!”

~Dr. Jose Regueiro~
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 student 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.
Accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award associate and baccalaureate degrees

Approved for veterans training in the state of Florida.
Florida National University provides:

- Educational facilities
  Including: Library, Computer Labs, Free Tutoring
- Campus Resources
  Example: Online Portal, Distance Learning
- Quality university education
- Small classroom environment
- Day and evening classes
- Financial aid available for those who qualify
- Opportunities for International Students
ACADEMIC PROFILE

Degrees Offered
- Master In Business Administration (MBA)
- Bachelor Degrees in Arts and Science
- Associate Degrees in Arts and Science
- Diploma and Certificate Programs

Divisions
- Allied Health Science
- Business & Economics
- Humanities & Fine Arts
- English as a Second Language
- Nursing

For more information about Program Description visit: www.fnu.edu
REGISTRAR’S OFFICE

Contact Us

Hialeah Campus:
(305) 821-3333
Ext. 1010 or Ext. 1011
Monday – Friday
8:00 A.M. – 9:00 P.M.

South Campus:
(305) 226-9999
Ext. 1307, 1374, or 1308
Monday – Friday
8:00 A.M. – 9:00 P.M.

Training Center:
(305) 231-3326
Ext. 1210
Monday – Friday
8:00 A.M. – 9:00 P.M.

Topic Outline:

- Academic Year
- Class and Schedule
- Grade Point Average (G.P.A.)
- Satisfactory Academic Progress (S.A.P.)
- Leave of Absence
- Graduation Requirements

WWW.FNU.EDU
**ACADEMIC YEAR**

- **Definition of Academic Year:** 2 semesters, each consisting of 4 months

- **Semesters:** each has 2 terms, consisting of 2 months
  - Term A 8 weeks
  - Term B 8 weeks

- **Recess/Vacation:** 2 weeks after Summer and 2 after fall
Florida National University offers three different class sessions for your convenience:

Morning Session: from 8:00 A.M. to 12:00 P.M.
8:30 A.M. to 12:30 P.M.
9:00 A.M. to 12:00 P.M.

Evening Session: from 6:00 P.M. to 10:00 P.M.

Distance Learning: online access 24 hours a day

Classes: Monday – Friday
**Grade Point Average (G.P.A.)**

- **Satisfactory Academic Progress** is a requirement for graduation; it is also necessary to maintain eligibility for Financial Aid Assistance.

- **Satisfactory Progress Requires** a G.P.A. of 2.0 ("C") or above, for the semester.

- **Add Drop Period**
  Must be done during the first week of class of the Semester-Term A and approved by Division/Department Head. Any changes requested during the first week of Term B will incur a fee of $50.00 that needs to be paid in advance at the Bursar’s office.
Academic Probation
G.P.A. falls below 2.0 and placed in academic probation, and the student will still be able to apply for Financial Aid.

Once the student reaches a 2.0 G.P.A., academic probation will end. Otherwise, the student will not be able to re-apply for next semester’s financial aid.

Academic Termination
G.P.A. falls below 2.0 at the end of 2 consecutive semesters.

Appeals Process
Students can write a letter to Mr. Omar Sanchez, Director of Financial Aid explaining the reasons for falling below a 2.0 G.P.A. This decision will be final and binding.
Steps to Request Leave of Absence:

- Submit a written LOA request to the Registrar’s Office within the 1st week of the semester

- LOA request must be approved by the Campus Registrar

- LOA cannot be for more than 120 days
Distance Learning  

- Florida National University Distance Learning FNU’s initiative to offer a convenient way to take online University courses.

- Online Courses  
  A flexible way to adjust your studies to your busy schedule.

www.fnu.edu  

We invite you to explore this site and learn how education at a distance can meet your needs.
Hialeah Campus
Jelenny Hernandez
(305) 821-3333
Ext.1013

South Campus
Melissa Lopez
(305) 226-9999
Ext.1346

Online Learning Campus
Carol Romero
(305) 821-3333
Ext.1069

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ACADEMIC ADVISING

RN Program Director:
Maida Burgos  R.N., M.S.N.

BNS Program Director:
Ruben Coll  R.N., M.S.N., A.R.N.P.

- **Business and Economics:**
  - Dr. James Bullen, PhD.
  - Dr. Ernesto Gonzalez, PhD

- **Criminal Justice/Paralegal**
  - Elizabeth Barcena, J.D.

- **Computer:**
  - Sonia Martinez

- **Humanities & Fine Arts**
  - Barbara Rodriguez

- **English as a Second Language:**
  - Oscar Perez
    - **Hialeah Campus:** Juan Diaz
    - **South Campus:** Alain Polo

- **BNS:**
  - Ruben Coll  R.N., M.S.N., A.R.N.P.

- **LPN:**
  - Maida Burgos  R.N., M.S.N.

- **Nursing RN:**
  - Maida Burgos  R.N., M.S.N.
Allied Health Programs:
Dr. Loreto Almonte

Hialeah Campus
- Diagnostic Medical Sonographer:
  Segundo Cazalis, RDMS
- Medical Assisting Technology:
  Dr. Loreto Almonte
- Radiologic Technology:
  Taimi Ramos ARRT
- Respiratory Therapy:
  Jose A Lammoglía RRT

South Campus
- Medical Assisting Technology:
  Dr. Carlos Cuervo MD
- Radiologic Technology:
  Dr. Carlos Cuervo MD
- Diagnostic Medical Sonographer:
  Dr. Carlos Cuervo MD

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# SLS 050 - University Study Skills

## Structure of Course
- Free of charge
- Course has already been added to your schedule
- Course consists of 7 Friday Session
- Can pick from the following times:
  - 9am-12pm
  - 6pm-9pm

## Topics Discussed
- Study Skills
- Life Planning Skills
- Critical Thinking
- Experimental Learning
- Time Management

*Course is mandatory and must be taken before proceeding to the 2nd academic term*
Four main sources of Financial Aid:

- **Grants**
  need-based monies given by the government

- **Scholarships**
  based on Merit, Skill, or Unique Characteristic

- **Loans**
  lenders will provide a loan to use at your discretion (MUST be repaid)

- **Federal Work Study**
  allows students to work and earn money to fund their education
ELIGIBILITY

- Depends on tax data reported on income tax return for parents and students
- Once reviewed, an award letter will be provided, along with a payment plan
- Must take at least 3 credits for Pell Grant and 6 credits per semester to receive Loans
- Students need to Re-Apply every year for Financial Aid
Funds must be received from loans prior to eligibility

You can contact your loan provider directly:

- Department of Education
  - www.fafsa.ed.gov
  - www.studentaid.gov

- Direct Loan Servicing
  - (https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp)

- Sallie Mae
  - www.salliemae.com
Bursar's Office

Purpose of Bursar's Office:
To collect your monthly payments and ensure that each student is complying with their financial responsibilities to the institution.

Payments
- Students must pay their tuition within the first 5 days of each month
- If payment is not received, the student will not be allowed in the classroom
- Online Payments can be made through the Student Portal

Forms of Payment
- Tuition and Books: you can pay with Cash, Check* or Credit Card
- When writing a check, make sure that funds are available. Otherwise, you will incur a $30.00 fee.
Job Placement Offers

- Job Placement Assistance
- Resume Services
- Career Advising
- Employment Workshops
- Mock Interview Sessions
- Job Fairs & Special Career Events
JOB PLACEMENT REQUIREMENTS

Forms you need to submit

- Orientation Form TODAY & turn it in to Job Placement Officer
- Before graduation, complete the “Exit Interview Form” and turn it in in the Job Placement office

Events you need to attend

- Employment Skills Workshop
FNU Library

- More than just books!
- Online library
  available 24/7 from anywhere
- Research assistance
  find reputable sources for term papers
  APA & MLA style and citation help
- Intercampus Loan
  material exchange between Hialeah and South Campuses
- Online library catalog
  search for DVDs, periodicals, books on tape/CD, and books too!

Contact Us

Hialeah Campus
Library:
(305) 821-3333
Ext. 1020
Email:
hllibrary@fnu.edu

South Campus
Resource Room:
(305) 226-9999
Ext. 1320
Email:
sclibrary@fnu.edu
Library Resources

- My FNU Library via My FNU Campus Portal
- LIRN Databases
  - InfoTrac, LexisNexis, ProQuest
    - Newspapers
    - Magazines
    - Journals
    - Encyclopedias
- Online Books
  - e-books spanning all subject areas
    - ebrary
    - eLibrary
Our Purpose

To serve as a mediator between the students and the University.

To coordinate activities that will contribute to the cultural, moral, and intellectual development of the students.
Office of Student Services

Topic Outline:

• Student ID’s
• Dress Code
• Campus Transportation
• Student Applause Awards
• Change of Address
• Student Government Association
• Student Concerns/Grievances
• Graduation and Commencement Activities
• Deans List
• Student Clubs and Organizations
**Student Services**

**Student ID**
- **Mandatory IDs**
  you will not be allowed inside the building without your ID
- **Re-Issued IDs**
  if you loose your ID, you need to pay $5.00 to obtain one
- **Benefit of ID**
  allows you to use the library and campus resources
- **Discounts**
  at the Movie Theater, Insurance Company, some Travel Agencies, etc.

**Dress Code**
- **The Florida National University Student Code of Behavior explicitly states:**
  “Students are expected to be generally in **proper attire** while they are on FNU grounds; tank tops, shorts or halter 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.**
- **Students attending dental labs must restrain long hair.**
- **Allied Health students must wear the FNU medical uniform.**
**Student Services**

**Bus Passes**
- **Usage**
  Unlimited use of Metro Rail and Metro-Dade Bus system for 1 month
- **Cost**
  $50.00 must be purchased a month prior to usage
- **Renew**
  Money must be given to Student Services on the 23rd of each month

**Parking Permits**
- **Vehicles MUST** be Registered in Student Services
- **Required to display a current and valid Parking Permit**
- **Place the permit on the back left side windshield of the vehicle**
- **Do not park in the visitors parking**
Change of Address

- Not all news is bad news and keeping us up to date on your current address and phone number ensures you will receive vital information.

- Change of address forms can be completed in the Student Services department.

- Online students will be able to download the form under “Publications” in the student website.

Student Applause

- Every term students are encouraged to select and honor a professor that has positively impacted their lives.

- Surveys will be giving to the students in their classrooms at the end of each semester.
**Student Services**

**Student Government Association:**
- The voice of the student body
- In charge of coordinating various social and community activities
- Anyone can join SGA, pick up an application today in Student Services

**Student Concerns/Grievances**

- **Step 1**
  The student should address his complaint to the faculty member, staff member, or administrator involved.

- **Step 2**
  If the student is not satisfied, he or she is to address the individual’s superior.

- **Step 3**
  If the student follows the chain of command and is not satisfied, he or she can file a written complaint with the Office of Student Services.

- **Step 4**
  If the complaint has not been resolved to the student’s satisfaction. He or she is to address the Campus Dean.
Creating a Portal Account

- Click on “Student Portal Home Page”
- Click on “Create New Account”
- Enter Your Social Security # or Student ID
- Enter Your First Name and Last Name
- Answer the Security Question “Place of Birth”
- Confirm the E-Mail

If you have an outdated E-Mail, you must contact the Office of Student Services to update the E-Mail in our records
- Memorize the Username that the system gave you.

The first letter of your name and your last name. If your last name is common, you will have a number at the end.
**Enter a password.** This information is not related to any other FNU password you use. You may, if you wish, use the same password.

**Click on ‘Submit’**

**Wait for an e-mail from portalaccount@fnu.edu; once received click on the link** that the e-mail contains. If you cannot click on the link, cut and paste the information in a browser address field.

**Within the Authentication e-mail click on the link.**

**A window showing an OK button will pop up,**

**Click the OK button.**

**A window to log in in your Portal will pop up.**

**Enter your Username and password**

**Click on ‘LOGIN’**
ACCESSING YOUR PORTAL

Returning users:

- Click on “Student Portal Home Page”
- Enter your Username and Password
- Click on “Login”

Login Information

Required Field

Your student record was successfully located and your username has been created. Please enter a new password.

Very Important!!! Memorize your username referenced below, you will need this information later to log in.

This username and password IS NOT related to your Blackboard login credentials.

You username is:*  cokelly

Password*  
Confim Password*  

Submit
ON CAMPUS SERVICES

Campus Cafeteria

The Hialeah Campus has a full service cafeteria, providing the students with a broad choice of cuisines, from something as simple as small meal to a full service catered lunch.

Day Care Service

Little Angels Children Development Center provides child care services and after school programs. Registration is $55.00 (academic year). The Center accepts children from 0 to 5 years old. A 10% discount for all Florida National University faculty, students, and staff.

Tutorial Services

Free tutoring is offered to all of our students in a one-on-one session with our own University professors.

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“Once again, welcome to Florida National University and to all we can offer you.”

~Dr. Jose Regueiro~

President Emeritus