



Welcome Orientation

Congratulations!

We are delighted that you have decided to attend Florida National University (FNU). The faculty and staff look forward to meeting you and assisting you throughout your transition to college life at FNU. There is a variety of services available both on campus and online to help students succeed in their college careers. Our website provides useful information the available student support services as well as community resources. The different university departments will introduce themselves and present important information. Please take advantage of this moment to ask questions or address any doubts or concerns you may have.

As a student at Florida National University, you will have a Microsoft Outlook Email and a FNU Student Portal. Your first assignment as our student is activating this account!

The primary source of information for all aspects of being a student at FNU is located in the University Catalog. Students can access this catalog on the main page of the website or directly through this link: <https://www.fnu.edu/university-catalog/>

Links will be sent to your FNU student email address with additional Information

Academic Affairs

The Office of Academic Affairs is overseen by the Vice President of Academic Affairs (VPAA). The Office of Academic Affairs is responsible for all faculty, courses, and curriculum. Also, the Office of Academic Affairs includes the Academic Advising Center, the Library, and the Office of the Registrar. The Office of Academic Affairs handles matters related to Academic Honesty, grade reviews, and ADA accommodations. The ADA Coordinator for the university is Dr. Anthony Berrios.

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| Office of Academic Affairs – academicaffairs@fnu.edu | |
| Vice President of Academic Affairs Dr. Anthony Berrios (305) 821-3333 ext. 1163 aberrios@fnu.edu | |
| Business Division Dr. Ernesto Gonzalez (305) 821-3333 ext. 1070 egonzalez@fnu.edu | Humanities & Liberal Arts Division Dr. Nat Hardy (305) 821-3333 ext. 1221 nhardy@fnu.edu |
| Allied Health Division Dr. Loreto Almonte (305) 821-3333 ext. 1074 lalmonte@fnu.edu | Nursing Division MSN Yunieski Farradas (305) 821-3333 ext. 1077 yfarradas@fnu.edu BSN Pavel de la Noval (305) 821-3333 ext. 1146 pnoval@fnu.edu ADN Barbara Zaldivar (305) 821-3333 ext. 1212 bzaldivar@fnu.edu |
| ESL Division Reynaldo Ales (305) 821-3333 ext. 1154 rales@fnu.edu | Social & Behavioral Sciences Division Dr. Osviel Alfonso (305) 821-3333 ext. 1058 oalfonso@fnu.edu |

Student Services

The Office of Student Services is the department that serves as a mediator between the Student Body and the University. This entity also coordinates the various activities offered to the students that contribute to their cultural, social, moral, intellectual, and physical development.

Student Services offers a variety of virtual and on-campus services for the student, ranging from campus engagement, clubs and organizations, campus activities and cultural events. This innovative office and its staff exist to serve the student by creating and maintaining a sustainable environment for student learning and success.

Services Provided:

- Coordination of the Student Orientation
- Coordination the Graduation Ceremonies
- Troubleshooting the Student Email and Student Portal Account
- Providing Students with the FNU Student ID and Parking Decal (on-campus students only)
- Assisting student access to Academic Resources such as the FNU Tutoring
- Assisting Students with any complaints and concerns, not related to grade reviews.
- Special Accommodations through the American with Disabilities Act (ADA)
- Campus Life
 - Student Government Association
 - FNU Alumni Association
 - Campus Activities
 - Discounted Bus Passes
 - Health Insurance Guidance
 - Community Services Access

Contact Information:

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| Student Services Department – studentservices@fnu.edu | |
| Director of Student Services Seilyn Santos (305) 821-3333 ext. 1004 or 1113 santoss@fnu.edu | |
| Hialeah Campus & Distance Learning | South Campus |

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| <p>Yadira Rodriguez - Officer (305) 821-3333 ext. 1040 or 1113 yrodriguez@fnu.edu</p> <p>Victor De La Rosa – Assistant (305) 821-3333 ext. 1215 or 1113 vdelarosa@fnu.edu</p> | |
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Registrar

The Office of the Registrar guides the students in registering in the different programs or courses. The Registrar's Office conducts registration of each student entering the institution and processes any student academic activities, in conjunction with the Vice President of Academics, the Divisions Head, and the Deans, such as class schedules, review of transcripts, etc. This office also implements university regulations relating to the removal of students with academic deficiencies in compliance with probation and readmission requirements.

Important: All Students Must Be Aware of the Add/Drop Period!

The Add/Drop period is always the 1st week of the semester (1st week of Term A). Any changes made to a student's class schedule after this period will incur a fee of \$50.00.

Services Provided:

- Assistance with class schedules
 - Adding or Dropping Courses before or within the add/drop period
- Assistance with Leave of Absence
 - Must be in the form of a written request
 - Not to exceed 180 days in 1 Academic Year
 - Can only be requested during the Add/Drop Period
 - Must be approved by the Campus Registrar, Bursars Office and a Financial Aid Officer
- Ordering of Diplomas or Certificates
 - Can only be done 15 days after a student's last day of attendance
 - \$15.00 Standard (6-8 Weeks processing time)
 - \$30.00 Rushed (1 week processing time)
 - All financial obligations to the university must be met before the order is processed
- Ordering of Official Transcripts
 - Can only be done 15 days after a student's last day of attendance
 - The first Transcript is free
 - \$6.00 Standard (15 days processing time)
 - \$12.00 Rushed (3 days processing time)

- All financial obligations to the university must be met before the order is processed
- Unofficial Transcripts are always available directly through the Student Portal

Contact Information:

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| Registrar Department – registrars@fnu.edu | |
| University Registrar Bradley Arnette Erz (305) 821-3333 ext. 1213 berz@fnu.edu | |
| Hialeah Campus & Distance Learning | South Campus |
| Daybe Sanz – Campus Registrar (305) 821-3333 ext. 1010 dsanz@fnu.edu | Barbara Mursuli – Campus Registrar (305) 226-9999 ext. 1308 bmursuli@fnu.edu |
| Ana Vega Acosta – Associate Registrar (305) 821-3333 ext. 1011 vacosta@fnu.edu | Lisseth Mejia – Associate Registrar (305) 226-9999 ext. 1307 lmejia@fnu.edu |

Academic Advising

The primary purpose of Academic Advising is to advise new and current students in the development of meaningful education plans that are compatible with their life and career goals.

New, transfer and returning students benefit from the services provided by the academic advisors. Students have already made one of the biggest decisions of their lives by deciding to attend Florida National University. Whether planning a semester schedule, reviewing academic program requirements, or interacting with a professor, the academic advisors help students through their college experience.

All students are welcome and encouraged to contact an advisor with questions or concerns, or to discuss how FNU can help a student achieve their goals.

Services Provided:

- Introducing students to Florida National University
- Explore each student’s academic and career goals according to their abilities and interests
- Offer information on programmatic academic requirements
- Provide Graduation Requirement Evaluations
- Assist with Course Registration through the FNU Student Portal
- Monitor students throughout their academic careers
- Assist with Career/Program change evaluations

- Assist with other FNU departments or offices

Satisfactory Academic Progress

All students must maintain satisfactory academic progress to remain enrolled at the university. In order to achieve Satisfactory Academic Progress, a student must satisfy important criteria, each of which is evaluated, on a cumulative basis, at the end of each semester. The three criteria are as follows:

- Cumulative Grade Point Average (G.P.A) of 2.0 and above for each term
- Pace of Progression (must successfully complete at least 66.7% of credits attempted)
- Maximum Time Frame (must complete the program in no more than 150 percent of the normal time frame for completion)

Contact Information:

| Academic Advising | |
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| Hialeah Campus | Nursing – Training Center & Hialeah |
| Dr. Rosa Hernandez (305) 821-3333 ext. 1013 rhernandez@fnu.edu | Amanda Carreras (305) 821-3333 ext. 1156 acarreras@fnu.edu |
| Cary Noa (305) 821-3333 ext. 1055 cnoa@fnu.edu | South Campus |
| Leo Lozano (305) 821-3333 ext. 1195 llozano@fnu.edu | Mariana Mercado (305) 226-9999 ext. 1363 mmercado@fnu.edu |
| Andreina Paez-Gonzalez (305) 821-3333 ext. 1069 apgonzalez@fnu.edu | Karla Baez (305) 226-9999 ext. 1363 mmercado@fnu.edu |
| Kerlys Ruano (305) 821-3333 ext. 1211 kruano@fnu.edu | International Students Julia Sanchez (305) 821-3333 ext. 1039 jsanchez@fnu.edu |

Distance Learning & Blackboard

The Distance Learning department is available to assist students with a variety of services and troubleshooting. Blackboard is the study learning system used at Florida National University. Its modern design makes it simple and user-friendly. Due to its responsive design, the interface adjusts to fit on any computer, tablet or smartphone.

Services Provided:

- Flexibility; work, be with your family and attend classes online

- State of the art technology that makes you feel like you're on campus while taking online classes
- Virtual and interactive classes
- Professors respond in less than 8 hours
- Career Services Assistance is available
- Online Orientations through web sessions to ensure familiarity with courses prior to the start of the classes
- Blackboard/Online Support Specialists available through web, phone or in person to ensure student success. (Main Campus and South Campus)

Contact Information:

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| Online Learning Department – bbsupport@fnu.edu | |
| Blackboard Administrator Ricardo Cirio (305) 821-3333 ext. 1035 rcirio@fnu.edu | |
| Blackboard System Administrator Assistant Arturo Martinez (305) 821-3333 ext. 1035 armartinez@fnu.edu | |
| Hialeah Campus | South Campus |
| Kelly Bravo – Blackboard Support Specialist (305) 821-3333 ext. 1049 kbravo@fnu.edu | Gloriana Rodriguez – Blackboard Support Specialist (305) 226-9999 ext. 1310 grodriguez@fnu.edu |

Career Services

Career Services offers employability skills training and placement assistance to active students and graduates in good standing. **This is a free and lifetime service!**

Services Provided:

- Employability Skills Workshops
 - Resume Writing assistance
 - Cover Letters & Thank you Letters/Emails
 - Job Search Assistance & Social Networking Training
 - Interview Skills Techniques
- Mock Interviews
- Job Fairs
- Federal Work Study Program
 - Active Student

- Must be receiving Financial Aid, a U.S Citizen, U.S Permanent Resident or authorized to work in the U.S
- 20 – 29 hours a week
- \$10.00 an hour
- FNU Job Club

Contact Information:

| Career Services – careerservices@fnu.edu | |
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| Hialeah Campus | South Campus |
| Angel Urquiola - Career Services Specialist (305) 821-3333 ext. 1057 aurquiola@fnu.edu | Lorien Escorcia - Career Services Specialist (305) 226-9999 ext. 1311 lescorcia@fnu.edu |
| Ariadne Lopez Sardinias - Career Services Specialist (305) 821-3333 ext. 1019 alopez@fnu.edu | |

Library

The mission of the Florida National University Library is to support the curricular needs of the University. This includes the acquisition, organization, maintenance, and provision of timely access to library materials, in a variety of formats, which reflect current advances in academic and professional knowledge, as well as, information technology.

Services & Spaces Provided:

- Check out library books up to 21 days
- Textbooks available for studying within the library
- Printing and photocopying services:
 - Black & white = ¢0.10 per sheet
 - Color = ¢0.25 per sheet
- Literacy workshops
- Individual & Group Study Rooms
- Computer Center Services
- Electronic Resources
 - LIRN Electronic Databases (Articles, Newspapers, Magazines, Journals, Encyclopedias, etc.)
 - Library Electronic Catalog
- Scholarly Research Guidance

Contact Information:

| Library and Resource Rooms | | |
|---|---|---|
| Library Director Ida Tomshinsky (305) 821-3333 ext. 1161 itomshinsky@fnu.edu | | |
| Hialeah Campus - hllibrary@fnu.edu (305) 821-3333 ext. 1020 | South Campus - sclibrary@fnu.edu (305) 226-9999 ext. 1320 | Training Center |
| Maria Elena de la Cruz - Librarian mcruz@fnu.edu | Martha Rodriguez - Librarian mrodriguez@fnu.edu | Beatriz Gil – Library Assistant bgil@fnu.edu |
| Justin Pereira – Library Assistant jpereira@fnu.edu | Lourdes Portuondo Palomino – Library Assistant lportuondo@fnu.edu | |
| Melissa Espinoza – Library Assistant lespinoza@fnu.edu | | |

Bursars

The Office of the Bursar is responsible for billing, collecting, and posting the students' payments.

Student Payments

- All students have from the 1st of the month to the 10th of the month to make their payment.
- Payments received after the 10th of the month will include a 5% late charge
- A \$50 collection fee will be added to payments made after the 20th of the month.
- Extensions will be given until the 26th of the month.

Tuition Options

- The Department of Financial Aid creates student payment plans through Tuition Options
- Each payment plan has a set due date

Tuition Reimbursement

- When the employer pays for a student's tuition
- Only for previously completed terms or semesters

- Email the Bursars Department including your name, student ID number and the specific semester that you're requesting reimbursement for
- Must be up to date with your payments

Important Information:

Failure meet payment due dates can result in:

- Late fees
- Being blocked from attending classes (On-Campus or Online)
- Being withdrawn due to lack of payment
- Being sent to a collections agency
- Inability to request a Leave of Absence, transcript, diploma, or attend Medical Seminars (Allied Health and Nursing students).

*Any student experiencing a hardship must contact the Bursars Department for support.

Contact Information:

| Bursars Department & Bookstore | |
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| Hialeah & Distance Learning Campus | South Campus |
| Ingrid Enriquez (305) 821-3333 ext. 1014 ienriquez@fnu.edu | Giuseppe Charon Casero (786) 364-9582 ext. 1338 (305) 226-3013 ext. 1304 gcharon@fnu.edu |
| Ashley Armendariz (305) 821-3333 ext. 1052 aarmendariz@fnu.edu | |
| Yaumara Noa (305) 821-3333 ext. 1090 ynoa@fnu.edu | |

Financial Aid

The mission of the Financial Aid Office is to provide a financial package to cover the difference between the student's budget and the amount revealed by his or her official need analysis. Current students and prospective students are urged to file an application for financial aid early and follow-up on any additional information needed to make an award. The University's Financial Aid Office, which is located on each Campus, is available to assist with the application process.

The Office of Financial Aid at Florida National University attempts to meet your financial need with a combination of all aid funds for which you are eligible, providing you with a financial aid package.

Different types of Financial Aid

Grants & Scholarships

- *Gift Aid* : Money that is given through Financial Aid that does not have to be repaid
- Community Hours are **MANDATORY** with all scholarships offered by FNU. **(25 Hours per semester)**
- Speak to Academic Advising for a copy of the hour's login sheet due by the end of every semester

Steps to Access Available Scholarships at FNU

- Visit the FNU Catalog and look for the Scholarship section:
<https://fnu.smartcatalogiq.com/2021-2022/University-Catalog/Scholarships>

Loans

- *Self-Help Aid*: Money that is borrowed from Financial Aid **MUST** be repaid after graduating or withdrawing from school
 - Student Loans
 - PLUS Loans
- Students with previous loans will be differed with the loan servicer within four weeks of being active in the school
- Visit the NSLDS Student Access at https://nsldsfa.ed.gov/nslds_FAP/ to find helpful tools to monitor your student loans.

Federal Work Study Program

The Federal Work Study Program allows students to earn money to help pay educational costs such as books and materials. Federal work funds do not require repayment.

To apply:

- Visit the Career Services Department - Qualifications are based on Financial Aid: 75% of the salary is paid by the Department of Education, and the other 25% by the school.

Free Application for Federal Student Aid (FAFSA)

A standard form that collects demographic and financial information about the student and family.

- Must be completed electronically or using paper form (Annually)
- Must be filed at any time during an academic year, but no earlier than the October 1st
<https://fafsa.ed.gov/>
- FNU deadline is May 30 of each year.

Federal Student Access

Used for all Education Department student and borrower-based websites:

- FAFSA on the Web
- NSLDS Student Access
- Studentloans.gov
- StudentAid.com
- <https://fsaid.ed.gov/npas/index.htm>

Default Management Office

The purpose at the Default Management Office is to provide guidance to all the students with Direct Stafford Subsidized or Unsubsidized loans. We know how important it is to familiarize students with the loan terms, with their rights and responsibilities, and also to guide them as they try to find a repayment plan that best fits their financial needs at the time of repayment. As well as explain to them what Default consist of and the consequences that it brings, that's what we are here for. We are here to guide them from A-Z.

Pantheon Student Solutions is a premier third party company, assisting/ counseling graduates entering repayment as well.

If you happen to find yourself having difficulty paying back your student loan; if you are needing help understanding deferment, forbearance, or repayment options, we can assist you.

Important Information:

- When requesting a **Book Voucher** it will be available to use the Monday following the start week (second Monday).
- Keep in mind! If you have any pending documents with Financial Aid, you will not be given a voucher until pending details are completed.

Contact Information:

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| Financial Aid Department | |
| Vice President of Financial Aid Omar Sanchez (305) 821-3333 ext. 1203 omarsnc@fnu.edu | |
| Director of Financial Aid Kesia Garlobo (305) 821-3333 ext. 1042 kgarlobo@fnu.edu | |
| Hialeah Campus & Training Center | South Campus |
| Alaina Baro (305) 821-3333 ext. 1061 | Mayelin Martinez (305) 226-9999 ext. 1336 |

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|---|---|
| amachado@fnu.edu | mmartinez@fnu.edu |
| | Distance Learning |
| Estefania Ekelson (305) 821-3333 ext. 1046 eeelson@fnu.edu | Laura Ginarte (305) 821-3333 ext. 1095 ginartel@fnu.edu |