

Introduction

Hello and welcome to the Office of Enrollment Services at Florida Hospital College of Health Sciences. We are so glad that you are considering applying to our College and hope this brief information session will answer any questions you may have. Don't worry about taking notes during this presentation – just below this window are some quick links to download the script of this presentation and also any forms we refer to during the next few minutes. All of the information you will receive applies to our on-campus programs and to our Denver site.

Your Campus Enrollment Specialist

Everyone that applies or is thinking about applying to FHCHS is assigned to a Campus Enrollment Specialist. I'll let them introduce themselves to you.

Hi! I'm Natasha Castro. If your last name begins with A-G, I'll be happy to help you during this process. The best way to reach me is by e-mail at natasha.castro@fhchs.edu.

I'm Kelvin Santana. If your last name begins with H-J, I'll be your contact. The best way to reach me is by e-mail at kelvin.santana@fhchs.edu.

Hello! My name is Yanira Palomo. If your last name begins with K-P, I will be your contact. The best way to reach me is by e-mail at yanira.palomo@fhchs.edu. Hope to hear from you soon!

Hi! I'm Clarissa Burkett. If your last name begins with Q-Z, I'll be your campus contact. I am also the only Enrollment Specialist for graduate applicants. The best way to reach me is by e-mail at clarissa.burkett@fhchs.edu.

If you are an applicant to one of our Distance programs, please refer to the link below for contact information to our Off-Site Admissions Office. There is no information included in this presentation for our distance applicants. In addition, if you are a graduate applicant, please contact Clarissa Burkett directly for information regarding your requirements.

Once you view this presentation, you are welcome to contact your Campus Enrollment Specialist with any further questions. Please note that the preferred method of communication is by e-mail. Let's get started.

Application Steps

Once you have decided that FHCHS is the place for you, the next step is to apply!

Please keep in mind that admission to FHCHS has two parts. The first step includes General College admission which allows you to take general courses. The second step is admission to a professional program if that is your desire. Admission to General College does not guarantee admission to a professional program.

If you have not yet applied to FHCHS, you can visit www.FHCHS.edu and then click Apply Online to launch our online application. Please note that it may take 2-3 business days before your information is entered into our Student Information System which will generate your ID and PIN. The e-mail address you provide during the application process is where you can expect the majority of communication from our College to be sent to you. We also communicate some by mail.

If you send application materials to us before you have applied, they will end up in our unknown files because we will have no record of you. It's very important to apply first before sending any other application materials. Once you have applied and your information is in our system, you may check your application status online at my.fhchs.edu. Please use the look-up feature to obtain your ID and PIN since they will not be the same as your login for the online application.

Submit Transcripts

The next step in the application process is to submit your transcripts.

If you have just graduated from high school or have less than 60 credits of college-level courses completed, we will require you to submit your high school transcript. If you have more than 60 credits of college-level courses or if you are applying to our graduate program, you will not be required to submit your high school transcript.

If you have ever attended college, a transcript from each institution you attended will be required. Military transcripts are also required. Please think carefully about your academic history. If you intentionally leave out a college you attended, this can be grounds for denial or dismissal as part of our Academic Integrity Policy.

If you completed any college-level credit by way of CLEP, Advanced Placement, or International Baccalaureate, you may submit transcripts if you would like it to be

considered for transfer of credit. AP and IB courses may be transferred from a high school or college transcript, but a CollegeBoard transcript will be required for any CLEP credit.

If you attended college overseas, please have that institution send your transcripts directly to one of our approved credential evaluation companies. We will accept course-by-course evaluations only from one of these three companies.

It is very important to remember that all transcripts must be sent directly to our office from the educational institutions you attended. Hand-delivered transcripts will not be considered official. Also, you are welcome to fax transcripts to us but they will not be considered official, either.

Applicants with a cumulative GPA of 2.50 or higher will be accepted as Regular students. Applicants with a cumulative GPA of 2.00-2.49 will be accepted as Probation students and will not be eligible for financial aid during their first trimester.

Test Scores

We will also need record of your test scores.

If you have less than 24 credits of college-level courses, you will be required to submit ACT or SAT scores. Scores required for these tests are a 19 composite on the ACT and 910 on the SAT, which are the Critical Reading and Math scores combined. These scores determine placement in English, math, and biology courses.

Applicants scoring less than these minimums may be required to complete academic placement testing. You will be notified in your admission letter if you are required to complete this additional step.

If you score less than a 14 on any part of the ACT or less than a composite score of 690 on the SAT, you will be required to retake the test until these minimums are met.

The ACT is offered each month on our campus by the Center for Academic Achievement.

If you are applying to our graduate program, we require you to submit GRE or MAT scores. A competitive GRE score is 500 verbal, 500 quantitative, and 3.5 analytical

writing. A minimum of 900 on the GRE is acceptable. If you are taking the MAT, a score of 40% or higher is acceptable.

English Proficiency

All applicants are required to indicate their primary language on the application. If it is indicated as anything other than English, you will be required to prove proficiency in one of a number of different ways. Please refer to the English Language Proficiency information in the quick links below for details.

Finished

That's it! Once you have submitted all of these items, you will be ready to be reviewed for General College admission. There are some other important pieces that we will review just briefly now.

Program Admission

All programs require applicants to submit two recommendations in addition to the documents submitted for General College admission. Three recommendations are required for graduate programs. They must be submitted on our forms. An accompanying letter is welcome but will not be accepted by itself.

If you're wondering who you can ask to fill these out, think along the lines of professional contacts. Choose people like your teachers, advisors, work supervisors, guidance counselors, pastors, or anyone who would know you on a professional basis. Recommendation forms filled out by family or friends will not be accepted.

Most programs also require a career essay. Be sure to refer to the specific requirements for those essays online. Also, Nursing requires their applicants to complete an entrance exam.

It is important for you to know that both Nursing and OTA have a limit as to the number of times you can repeat their cognate courses. For both programs, you are allowed to repeat only two cognates one time each. If this is exceeded, you will be ineligible for one or both of these programs depending on the courses repeated. For a list of the cognate requirements for Nursing and OTA, visit the *Academic Bulletin* online.

Transfer of Credit

As you begin to think about which courses to take, we know our transfer applicants will be interested in the transfer of credit policies. Please keep in mind the following important information:

Transfer of credit will not be performed until you are admitted to the College. Once your file is sent to the Office of the Registrar after the admission committee it will take 2-3 weeks for the credit evaluation to be done and your transferred courses to show up on your student page.

The transfer of credit policy states that math and science courses may transfer if they have been taken within 5 years. All other courses may transfer if they have been taken within 7 years. English, fitness, and religion courses may transfer from any time period if they are encapsulated within an earned degree.

FHCHS has a residency requirement of 50 credits completed at FHCHS for all students in our AS programs and 86 credits completed at FHCHS for all students in our BS programs. Residency is a graduation requirement.

Course descriptions for generals at FHCHS can be found in the *Academic Bulletin* online under the section for the Department of Health and Biomedical Sciences.

Deadlines

Let's talk about deadlines now. It's very important to know the deadlines for General College but also for the professional program you may want to apply to. These deadlines are different. If you are hoping to meet a program deadline and it falls before the General College deadline, you must have everything in by the earliest deadline for which you would like to be considered.

Visit our website and click on Enrollment and then Application Deadlines for the most accurate list of these dates.

Financial Aid

As you begin your application to the College, start thinking about applying for Financial Aid. This process may take some time and you want to be sure that you get every

available amount of aid that you can. Fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. All students applying for financial aid are required to do this.

In addition, you must also fill out the FHCHS Aid Application. You can access this from your student page. If you have questions about financial aid, feel free to call them at 407-303-1631.

Your financial aid paperwork cannot be fully processed until you are granted admission to the College.

Laptop Requirement

FHCHS is in the process of transitioning into using more technology in the classrooms and because of this, all new students must have a laptop. You may bring your own laptop or purchase one from the College. If you choose to bring your own laptop, it must meet minimum criteria which you can access in the quick links below.

If your laptop does not have all of these features, you may purchase one from the College through your student account and financial aid may be applied to this if eligible. Please note that some professional programs require students to purchase FHCHS laptops.

Things to Do Now

FHCHS requires that all incoming students complete a background check. This prepares you for Service Learning projects and also for clinicals once admitted to a professional program. This is not an admission requirement but you won't be able to register until the online portion is complete and a signed copy of the waiver is submitted. You can start on this now by visiting www.fhchs.edu/enrollment/admission/backgroundchecks.

In addition to background checks, all students must present proof of current immunizations. Again, this is not an admission requirement but you won't be able to register until this form is filled out, signed by a medical professional, and submitted. You can find a copy of this form on our website.

Final Reminder

As a final reminder, your Enrollment Specialist is here to help you from start to finish during your application process. If you still have questions after viewing this presentation, please e-mail your Enrollment Specialist or you may call our office at 407-303-7742. Once you are admitted as a student, your academic advisor will become your source for information. But for now, it is our pleasure to help see you through this process and to make it as easy as possible. We can't wait to see you around campus!