

CHECKLIST

TO DO ASAP

- ❑ Go to www.flsouthern.edu/form and complete your New Student Information Form.

Be sure to have your parent and emergency contact information handy, along with your insurance information (company name, member ID, and group number) if you plan to decline College coverage. *All students will be automatically billed if the above information is not provided prior to the start of classes.*

- ❑ Go to www.flsouthern.edu/safety to complete your Security Escort Personal Safety System User Agreement. This is required of ALL NEW STUDENTS.

TO DO PRIOR TO YOUR ARRIVAL

- ❑ Contact your roommate once housing assignments have been made.
- ❑ Clear your account with the Business Office.
- ❑ Start packing.
- ❑ Review orientation dates and confirm arrival plans.
- ❑ International Students: Acquire your Student Visa, confirm your travel plans, and schedule your interview at The Life and Cultural Center.

COMMUNITY LIVING

At Florida Southern College, we build community! Your experience in the residence halls will be of significant importance to you throughout your career at Florida Southern.

Because of our dynamic residential life community, there is a high demand for on-campus housing. We will do our best to accommodate your preferences whenever possible. Housing assignments are based on:

- Date of deposit
- Date you submit your **New Student Information Form**, which can be found on the College Web site at www.flsouthern.edu/form.

Be sure to answer the questions on the housing application honestly because roommate pairing is based on the information contained in the questionnaire.

Information will be available for residential students in July confirming your housing assignment, roommate information, check-in times and other important items. You will be informed of your roommate's name and contact information. Your contact information will be released only to your roommate.

If you have any questions or would like to speak with one of our Community Living staff members, please feel free to contact our office at 863.680.4206. You may also contact our director, Mindy Baine, at mbaine@flsouthern.edu.

Welcome to our college community!

MISSION STATEMENT

The Office of Community Living fosters a secure, diverse, and engaging residential community where members have the opportunity to share in intellectual exchange and broaden personal development in a comfortable environment. Community Living provides facilities, programs, and services that are in support of the College's mission. It is an area that encourages responsibility and prepares students for life beyond Florida Southern.

ABOUT OUR STAFF

The Office of Community Living is within the division of Student Development. The staff works cooperatively and synergistically with a number of other offices and departments on campus, including the Center for Student Involvement, Counseling Center, Student Health Center, Nina B. Hollis Wellness Center, Campus Safety, and Greek Life.

Director of Community Living

The Director of Community Living supervises all programming for building community, manages the residential life experience, and oversees student accountability.

Assistant Director of Community Living

The Assistant Director of Community Living oversees the daily operations of campus housing, housing assignments, and developmental programming for the residential community. The Second-Year Experience (SYE) is also coordinated by this office.

Community Living Coordinators

Community Living Coordinators (CLCs) are full-time professional staff members responsible for the well-being of students living in the residence halls. Additionally, these staff members handle the administrative needs of the hall, build community, and supervise the undergraduate housing staff. CLCs also assist in other areas of student development, including housing operations, marketing, residential education, and student activities.

Hall Directors

These professional staff members supervise the Resident Advisors, create an inclusive community that is safe and welcoming, interpret College policy for residents, tour the building routinely to assess maintenance needs, and provide emergency response.

Resident Advisors

Resident Advisors (RAs) are peer helpers in the residence halls. They are paraprofessional staff members and undergraduate student leaders who are responsible for the social and educational programming in the residence halls. This staff also focuses on the health and safety of the halls and fosters an environment of accountability with the residents. Fifty-four RAs serve the College, with higher concentrations of staff placed in first-year halls.

WHAT TO BRING

- ❑ Pillow
- ❑ Linens: towels, extra long sheets, blankets, mattress pad
- ❑ Toiletries: soap, shampoo, toothpaste, something to carry toiletries
- ❑ Shower shoes
- ❑ First aid items: pain relievers, Band-aids, tissues, vitamins, etc.
- ❑ Hair dryer
- ❑ Laundry detergent (high efficiency) and basket
- ❑ Clothes hangers
- ❑ Iron and ironing board
- ❑ Small sewing kit
- ❑ Study lamp
- ❑ Alarm clock
- ❑ Small refrigerator (not larger than 4.0 cubic feet)
- ❑ Microwave oven (space saver or apartment size is preferred)
- ❑ Dictionary, thesaurus
- ❑ Desk supplies: pens, scissors, paperclips, pencil sharpener
- ❑ Computer, printer
- ❑ Calendar/date book/planner
- ❑ Writing paper, envelopes, stamps
- ❑ Poster, pictures for walls (poster putty)
- ❑ Pictures of family and friends
- ❑ Telephone
- ❑ TV and iPod
- ❑ UL-listed surge protectors and/or extension cords
- ❑ Can opener
- ❑ Crates or other shelving for books
- ❑ Throw pillows, bean bag chair
- ❑ Throw rugs (most rooms have tile floors)
- ❑ Carpet sweeper/dust buster/ broom
- ❑ Small tool kit and flashlight
- ❑ Umbrella
- ❑ Plants
- ❑ Snack foods
- ❑ Cleaning supplies
- ❑ Silverware, plates, bowls, cups, glasses
- ❑ Business attire (for classroom presentations)

ITEMS TO LEAVE HOME

Students are encouraged to make their residence hall rooms their home away from home. Please note that the following items **are not permitted** in the residence halls.

- Candles
- Halogen lamps
- Non-UL-listed extension cords
- Christmas lights
- Toaster/ toaster oven

These items are fire hazards and jeopardize the safety and security of the entire community.

- Sleeper sofas
- Glow-in-the-dark stars
- Duct tape

These items cause a significant amount of damage in the residence halls and can be costly to remove.

ADDITIONAL INFORMATION

Window blinds are supplied in all residence halls. Window blinds may not be removed for any reason.

There is one operational phone jack in each room. Additionally, each student has personalized voice mail.

Laundry facilities are located in Joseph-Reynolds, Allan Spivey, the Publix Commons, Jenkins, Miller, and the Barnett Residential Life Center. All residential students enjoy the convenience and cost savings of FREE LAUNDRY.

STUDENT SOLUTIONS CENTER

The Student Solutions Center is very pleased to welcome you to Florida Southern College. Our Center provides a one-stop resource for students and families. **Call 863.680.4900 for assistance.**

OUR STAFF INCLUDES:

Louise Johnson, Director,
Student Solutions Center
863.680.3865; ljohnson@flsouthern.edu.

Amy Salley, Assistant Director,
Student Solutions Center
863.616.6468; asalley2@flsouthern.edu.

Robin Vansacik, Assistant Director,
Student Solutions Center
863.680.4300; rvansacik@flsouthern.edu.

Kaci Kohlhepp, Graduate Assistant
Student Solutions Center
863.680.4900; kkohlhepp@flsouthern.edu.

SERVICES INCLUDE:

- Academic Counseling
- Time-Management Techniques
- Note-Taking Strategies
- Test Preparation Advice
- Mentoring
- Peer Tutoring
- Transition Support
- Guidance with Major Selection
- Registration and Orientation Assistance
- Supplemental Advising

The Student Solutions Center provides the resources students need to explore their aspirations and goals, establishing a foundation for success.

ADDITIONAL STUDENT RESOURCES:

Dr. Susan Serrano, Director of Advising,
Student Solutions Center; 863.680.4433;
sserrano@flsouthern.edu. Contact her if you have any questions or concerns regarding academic advising.

Sara Penny, Director of Testing Services,
Ordway Room 142; 863.680.4299;
spenny@flsouthern.edu. See her if you wish to CLEP certain subjects. Later, if you need to take exams for professional certification or entrance into professional programs, the Testing Center can help!

Dr. Richard Burnette, Director of Student Disability Services, Thrift Building
863.680.4196; rburnette@flsouthern.edu.
Contact him if you have a documented disability, visible or hidden, for which you wish to request accommodations. *Please note, FSC does not have a comprehensive program for students with learning disabilities.*

STUDENT COMPUTING

Florida Southern operates comprehensive computer facilities for students. We hope you will take advantage of them. Technically speaking, our network backbone is 10/100 Ethernet and we provide 200Mb for Internet access.

Every residence hall room and all classrooms and laboratories at FSC are connected through a high-speed network. Each student is assigned a network login and has free Internet access and e-mail on the campus network.

We currently have more than 300 lab computers available to students. Many departments also operate their own computer labs focused on their majors. We have a Central Student Lab (CSL), which hosts 30 Pentium dual-core PC computers, 6 Macintosh G5 computers, two laser printers, and a scanner. Software available in the CSL includes Microsoft Office, PsychSimm, Maple, Visual Studio, and Typing Master, as well as Internet browsers, e-mail software, and instant messenger programs. Our lab computers are protected with Norton Antivirus. Students are responsible for providing their own paper and media (CDs, diskettes, USB thumb drives) for use in the lab. CSL lab computers are protected by a device that prevents any permanent file storage.

The CSL in the Rinker Technology Center is available 92 hours each week. Our campus Help Desk resides inside the CSL, is manned by lab monitors and students, and offers phone help with e-mail, Microsoft Office, and network connection questions.

See www.flsouthern.edu/compsvcs/, for our networking policy, lab rules, and general information regarding the network.

NETWORK CONNECTIONS

Connecting to the Florida Southern College network will require you to download and install Impulse from our network when you arrive on campus. Impulse provides the following benefits: automatic registration of your computer, verification that operating system automatic updates are enabled, verification that anti-virus software is running and up-to-date, and verification that anti-spyware software is installed. This ensures that your computer is kept up-to-date and that it will not have a detrimental effect on network performance.

Connecting to the campus network requires a network card (most new computers already have this card) and connecting cord. Information is provided on our department site for personal computer connection in the residence hall rooms. In addition, we have added wireless access in selected areas on campus and you will need a wireless Internet card for Internet access in those areas. Wireless access is available in the residence hall lobbies or common areas. It is also available in selected areas around campus, such as the cafeteria, library, cyber café, pool area, and some of the green spaces across campus.

Although personal computers may use modem connections from residence hall rooms, it is recommended that students access the Internet by connecting to the campus network. The campus Internet connection provides much greater speed than your phone line and does not restrict your usage of your phone line. AOL can be accessed through the campus network.

COMPUTER RECOMMENDATIONS

Suggested:

3.0 GHz processor, 4 GB RAM, 250 GB hard drive, MS Windows 7, 10/100 Ethernet Network card with patch cable (category 5, RJ-45 connectors on both ends), either a DVD-RW drive, 17 inch SVGA monitor. (Note: Network card & patch cable may not be required for commuters.)

Minimum:

2.4 GHz, 2 GB RAM, 80 GB hard drive, MS Windows XP Professional with Service Pack 3 or Windows Vista, 10/100 Ethernet Network card with patch cable (category 5, RJ-45 connectors on both ends) and a CD-RW drive. (Note: Network card & patch cable may not be required for commuters.)

If you are planning to purchase a computer, you can obtain some special discounts from the following vendors.

Dell: www.dell.com/edubuy
Member ID: US22786853
Phone: 800.695.8133

Gateway: call 877.485.1462
ext. 55146 for James Small or
ext. 55625 for Gale Huddleston

Apple: store.apple.com
From the Apple store online, select Education Store (at the very bottom of the page), click on "Select your college" in the zip code field, enter "33801," and choose Florida Southern.

SOFTWARE

Florida Southern College provides Norton Antivirus software to all students at no additional charge. This can be downloaded from the FSC servers when you arrive on

campus or you can opt to use another product for antivirus. Each student must maintain operating system and anti-virus software updates on their computers. Computers that are not up-to-date are susceptible to infection and can cause detrimental performance of the campus network. In addition, students are responsible for regularly cleaning spyware/malware from their computer. These can cause your computer to run more slowly and/or cause the network to operate more slowly. We recommend three free programs that assist in removing spyware:

- **AdAware SE and Spybot Search & Destroy** can be found at www.download.com, and
- **Windows Defender** is available at www.microsoft.com.

You may wish to wait until you enroll to purchase other software. Florida Southern College provides an option to purchase software through E-Academy, including Microsoft Office and operating system upgrades at substantial discounts. You may wish to check the sites listed below for other discounts and ordering procedures.

- www.creationengine.com
- www.journeyed.com
- www.schoolworld.com

Recommended Software

We also recommend that you purchase MS Office 2007 Professional.

While covered in the policies referenced on our Web site, we cannot overemphasize the consequences of illegal pirating of music, video, and software. Vendors have already brought a number of successful lawsuits against university and college students across the country. We are happy to report none have involved an FSC student. This is a reminder that such use of the campus network will not be tolerated and violators may be exposing themselves to prosecution beyond the control of FSC.

E-MAIL & NETWORK ACCOUNTS

Florida Southern also offers Web-based e-mail for easy access from any location. (Please indicate that you would like an FSC e-mail account when you complete your **New Student Information Form** at www.flsouthern.edu/form.)

Florida Southern maintains an Intranet for current network account holders, with network updates and an ever-growing “how-to” section.

During Orientation Check-In each student will be provided with a personal network user account. Your network username will be assigned by Information Services and cannot be changed. You will be responsible for maintaining the security of your account information. You will also be responsible for changing the password.

If I bring a computer, should I bring a desktop or laptop?

It is completely up to you as to what type of computer you bring. See Computer Recommendations for information about what capabilities your computer should have.

FSC PORTAL

During the summer you will be given your ID and password for an additional account that you will access to assist you as a student at Florida Southern College. The On-line Student Information System and the FSC Portal will allow you to do the following via the Internet:

- See schedule of current classes.
- Review grades from previous terms.
- Search for courses by department, professor, time, etc.
- Access accounts information.
- Pay account online with a credit card.
- Access course information: syllabus, course schedule, handouts, books, announcements, on-line quizzes, etc.
- Learn about other students in your classes through coursemates.
- Find links to On-line Student Information options.

* When you log into the FSC Portal for the first time, please update your Biographical Info, located under personal information. Be sure to input the e-mail address where you wish to be contacted by faculty. This can be your FSC e-mail account or any e-mail account you want to use.

If you have additional questions, please contact us via e-mail at ISHelp@flsouthern.edu or call 863.616.6426.

SECURITY ESCORT PERSONAL SAFETY SYSTEM

The **Security Escort Transmitter** provides instant access to Campus Safety and Security personnel for medical emergencies and personal safety situations. The Security Escort Transmitter is the size of a keyless remote used for your vehicles. When activated, the Security Escort Transmitter sounds an alarm in the Campus Safety and Security Office, which is staffed 24 hours a day, 7 days a week, 365 days a year. In seconds, Safety professionals will know who and where you are and can dispatch a Safety Officer to assist with your needs. When activated, the Security Escort Transmitter displays all your personal information, such as race, gender, height, hair color, cell phone number, etc. The Security Escort Transmitter is a form of a GPS System, which means it tracks your movement no matter where you are on campus.

ALL new students are required to purchase the Security Escort Transmitter. The cost of the Security Escort Transmitter is \$50.00 per year and will be billed to your student account.

Please complete the Security Escort Personal Safety System User Agreement at www.flsouthern.edu/safety.

The Security Escort Transmitter is in use 24 hours a day, 7 days a week. It is not a substitute for safe behavior, but it can enhance one's perception of a safe environment. For additional information regarding the Safety Escort Transmitter, feel free to contact the Campus Safety and Security Office, at 863.680.4305.

FAQS

When will I know who my roommate is?

Information will be sent to residential students in July, complete with your housing assignment and roommate contact information.

When may I move into my residence hall?

All new students can move into their rooms beginning **Saturday, August 20, 2011**.

How do I ship my belongings to FSC so that I can retrieve them when I arrive?

You can send your items to Florida Southern by labeling them as follows:

Florida Southern College
Your Name (new student)
111 Lake Hollingsworth Dr.
Lakeland, FL 33801

You can claim your items from Facilities/Maintenance when you arrive on campus.

What is the closest airport to Lakeland?

Tampa and Orlando are almost equal distance to the college. We usually suggest that students fly into the airport that can provide the best-priced fare.

When will I meet my academic advisor?

You will have the opportunity to meet and work with your academic advisor during orientation.

How long should parents traveling with students plan to stay?

The official family orientation programming will conclude after lunch on **Sunday, August 21**.

IMPORTANT NUMBERS

Admissions

800.274.4131 863.680.4120 (fax)

Athletics

863.680.4244 863.680.4122 (fax)

Bookstore

863.680.4186 863.680.6270 (fax)

Business Office (Student Accounts)

863.680.4154 863.616.6467 (fax)

Campus Safety

863.680.4305 863.680.4214 (fax)

Chaplain

863.680.4297 863.680.4121 (fax)

Community Living (Housing)

863.680.4206 863.680.4195 (fax)

Financial Aid

800.205.1600 863.680.4567 (fax)

Health Center

863.680.4292 863.680.4378 (fax)

Mail Services

863.680.3928

Life and Cultural Center

863.680.6285 863.680.4443 (fax)

Provost

863.680.4124 863.680.3088 (fax)

Registrar

863.680.4127 863.680.4565 (fax)

ROTC

863.680.4235 863.680.4239 (fax)

Student Development

863.680.4209 863.680.4195 (fax)

Student Solutions Center

863.680.4900 863.680-4567 (fax)

Telephone Systems

863.680.3028

2011-12 ACADEMIC CALENDAR

FIRST SEMESTER

August 20-23	Orientation and Registration: New Students and Transfer Students
August 24	Classes Begin at 8:00 A.M.
August 30	Last Day to Register and Adjust Class Schedules
October 10-14	Fall Break
November 11	Final Day to Drop Courses Without an Academic Penalty
November 23-25	Thanksgiving Recess
December 9	Classes End
December 12-14	Final Examinations
December 17	Mid-Year Commencement
December 17	Christmas Holidays Begin

SECOND SEMESTER

January 9	Classes Begin at 8:00 A.M.
January 13	Last Day to Register and Adjust Class Schedules
January 16	No Classes (Martin Luther King Day)
February 27 - March 2	Spring Break
March 23	Final Day to Drop Courses Without an Academic Penalty
April 6	Good Friday Holiday
April 20	Classes End
April 23-25	Final Examinations
April 27	Baccalaureate
April 28	Commencement

MAY TERM

April 30 - May 25	Summer Session I - a variety of engaged learning activities
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SUMMER SESSIONS

May 2 - May 27	Summer Session II (May 11 - no classes)
May 29 - June 22	Summer Session III (May 28, Memorial Day - no classes)
June 25 - July 20	Summer Session IV (July 4, Independence Day - no classes)