

ORIENTATION CHECKLIST FOR ADMITTED STUDENTS

Contact your advisor

- Set up a meeting to discuss your plan of study.
- Be sure to stay in touch with your advisor, either by phone, e-mail or by setting up an advising session.
- If you don't know who your advisor is contact GCE Program Advisor, Lisa Moison, at 978-665-3660, lmoison@fsc.edu, or visit www.fsc.edu/gce/findadvisor.cfm.

Contact Financial Aid, if necessary

- Call 978-665-3156 or go to www.fsc.edu/finaid.
- Fill out a FAFSA.
- Be sure to fill out your FAFSA for the term you are accepted.

Register for courses

- Go to www.fsc.edu/gce to view current course offerings.
- If this is your first time taking a course with us make your course selection with your advisor and then contact the Office of the Registrar at 978-665-4196 or fax your registration to the Office of the Registrar at (978) 665-4151.
- If you've taken a course with us before go to www.fsc.edu/registrar and follow the instructions for GCE online registration.
- Graduate students cannot take more than twelve graduate credits if they have not been formally admitted into a program and they plan on using those credits toward a degree. If you have taken more than 12 graduate credits prior to being admitted you will need to fill out a petition/waiver with your advisor.
- Review special scheduling and course cancellation policies at www.fsc.edu/gce.
- If you plan on dropping a Specially Scheduled course you must do so one week before the first day the course begins or you will be charged the full amount for the course.
- Review distance learning guidelines at <http://www.fsc.edu/distance/>.
- Order your textbooks: www.fsc.bkstr.com or call 978-665-4026.
- To find out how to pay for your course contact Student Accounts at 978-665-4126 or visit their web site at www.fsc.edu/studentacct. Students who take courses through GCE are required to pay tuition and fees at the time they register. You will not receive a bill. Make your payment online through web4.fsc.edu or by calling 978-665-4126.

Get a Falcon Key

- This username and password will give you access to your online courses, your student e-mail account and online library access. Contact the IT Help Desk for your Falcon Key at 978-665-4500 or visit www.fsc.edu/it.
- Student E-mail: <http://student.fsc.edu>.
- Online courses: <http://blackboard.fsc.edu>.

Get a One Card

- Fitchburg State College offers you the convenience of a campus One Card system. The One Card is an essential key to campus life and acts as a library card, Recreation Center pass, meal card, door key, access to campus events and more. The One Card also includes a Fitchburg Gold Flexible spending account, which can be used as a form of payment for everything you need on campus.
- Please visit www.fsc.edu/onecard or call 978-665-3039 for more information.

Get a Parking Permit

- Contact Housing and Residential Services, located in Aubuchon Hall, at 978-665-3219 or go to their web site at www.fsc.edu/parking. Students will need to know the following information: vehicle license plate number, year, make, model and color of their car. Parking Permits are free for GCE students.

Check grades, register for courses, make payments and make changes to personal information

- Go to web4.fsc.edu. (Web4 PIN required. Go to www.fsc.edu/registrar and follow the Web4 link for details.)