

Set up an advising session

- Contact GCE Program Advisor, Lisa Moison, for a general advising session, lmoison@fsc.edu or call 978-665-3660.
- Request a plan of study for the degree program you wish to pursue.
- Develop a tentative schedule.
- Work with GCE Program Advisor to get program specific information.

Begin the admissions process

- Go to www.fsc.edu/gce/apply.cfm to learn how to apply for a graduate degree.
- Contact Stephanie Fielding, GCE Admissions Counselor at sfieldin@fsc.edu if you have additional questions.
- Graduate Students—sign up for appropriate testing (GRE, GMAT, MAT, MTEL). Go to www.fsc.edu/gce and click on "Graduate Program Directory" to find out more information about which test you need and how to sign up for it.
- Undergraduate and International Students should contact Admissions for further details and visit www.fsc.edu/admissions.

Contact Financial Aid, if interested

- Call 978-665-3156 or go to www.fsc.edu/finaid.
- Fill out a FAFSA (Only admitted students receive financial aid, but it is important to begin the process as soon as possible). Be sure to fill out your FAFSA for the term you expect to be admitted.

Register for courses

- Go to www.fsc.edu/gce to view current course offerings.
- Contact the Office of the Registrar at 978-665-4196 if this is your first time taking courses with us to register for your courses 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 plan to pursue a degree.
- Review special scheduling and course cancellation policies at www.fsc.edu/gce.
- Review distance learning guidelines at <http://www.fsc.edu/distance/>.
- Order your textbooks: <http://www.fsc.bkstr.com> or call 978-665-4026.
- To find out how to pay for your courses 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 must bring their valid One Card with them to get a parking permit and 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.)

*Only students who have registered for a course or been admitted to a program can obtain a Falcon Key, One Card or Parking Permit.