

Chart Your Path to Success for Career Certificate Programs

1 Apply for Admission

- Visit fscj.edu/apply to complete your online application and pay your \$25 application fee.

2 Identify and apply to the Career Certificate program you wish to attend

- Check dates and deadlines – some programs start only once per year.
- If you are not accepted into the program of your choice or have missed the once-a-year start, we recommend that you reach out to Advising (fscj.edu/advising) to explore similar programs or check out our Continuing Workforce Education short term training options.

3 Apply for Residency

- Log in to your application portal at fscj.edu/apply.
- Click “**View**” next to the Checklist Item “Residency Declaration.”
- Complete and submit the form.
- Monitor your texts, emails and phone calls for replies from Student Records.

4 Complete the Free Application for Federal Student Aid (FAFSA) and apply for Scholarships

- Visit fafsa.ed.gov to access the online financial aid application. *FSCJ federal school code: 001484.*
- Apply for scholarships by visiting fscj.edu/scholarships.
- Please note that some Career Certificate programs are shorter and are not eligible for financial aid. Check out your program of interest to confirm.

5 Request Your Transcript(s)

- Check your program requirements to determine if high school equivalency is required. If so, please submit your high school transcripts. For Duval, St. Johns or Clay County high school graduates - the College will request your high school transcript. If you graduated from a high school outside of the above counties, or if you graduated from a private school, please contact your high school and request an official (sealed) transcript of your grades, credits and graduation date.
- **Send Transcript(s) to:** Admissions Office, FSCJ, P.O. Box 40515, Jacksonville, FL 32203-0515 or send your transcript electronically, please request for your school to submit your official transcript to studentrecords@fscj.edu. Please note, this email is for official use only and should not be used by students. Transcripts sent by students will be deemed unofficial.

6 Complete Required Testing and Assessment

- Most Career Certificate programs require that students take the Test of Adult Basic Education (TABE); students must achieve or surpass the designated exit score(s) on the TABE or qualify for a TABE waiver.
- Visit fscj.edu/assessment/available-assessments/tabe/tabe-certificate for more information regarding TABE requirements.

7 Class Registration

Each Career Certificate program offers a designated course sequence – you will be advised if you need to enroll on your own or if the program will enroll you automatically. Once you are enrolled, you will need to log in to my.fscj.edu to see your schedule of classes and pay your tuition and fees from your myFSCJ Student Center before the payment deadline.

8 Get Your Student ID Card/Parking Decal

- After you register for classes, visit the Library and Learning Commons to get your Student ID card.
- Visit my.fscj.edu to request a parking decal. (Under **Useful Links**, select **Parking Decal/Registration**)

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