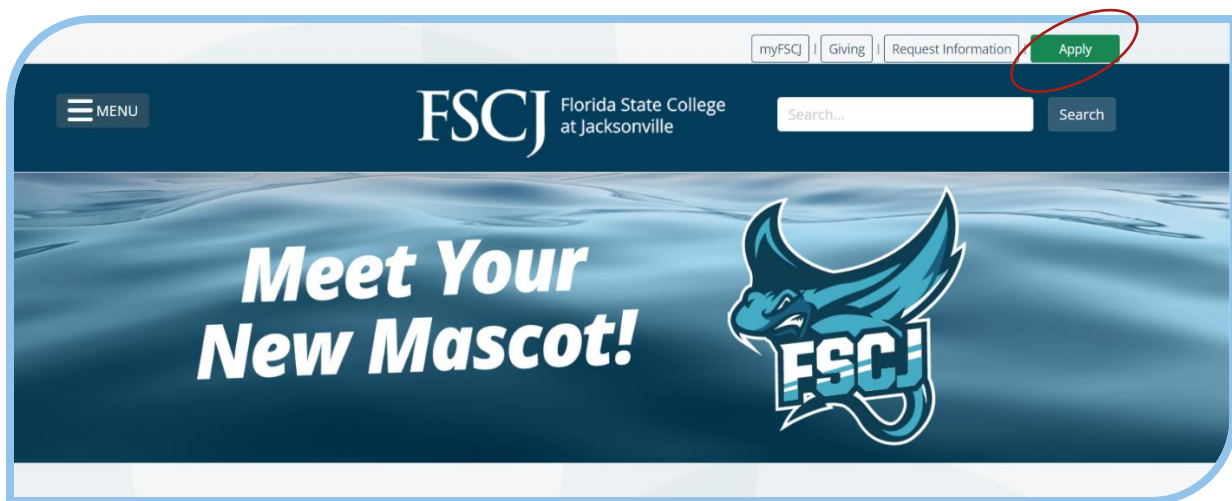
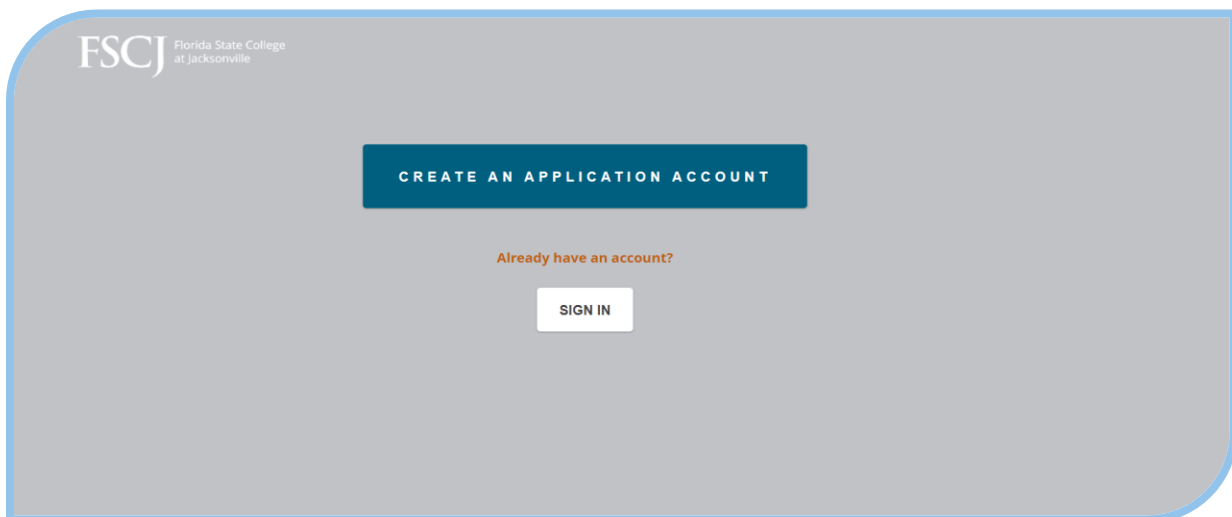


Step by Step Instructional Guide for Continuing Education Courses (CWE) Application

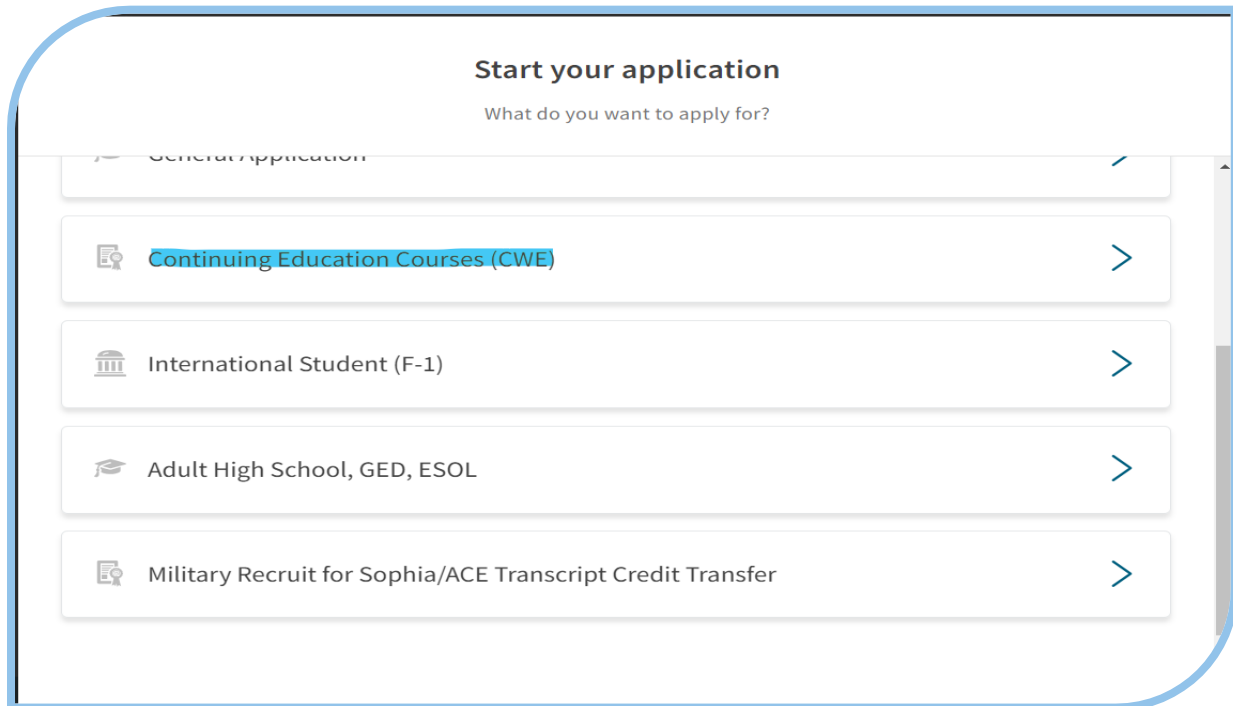
1. Start by navigating to the webpage: <https://www.fscj.edu>
2. Next: Click the **Apply** button on right hand corner of the web page.



3. Next: Click the **CREATE AN APPLICATION ACCOUNT** button.



4. Next: Click [Continuing Education Courses \(CWE\)](#) under “What do you want to apply for?”



The screenshot shows a web interface titled "Start your application" with the subtitle "What do you want to apply for?". Below the title is a list of application options, each with an icon and a right-pointing arrow. The options are:

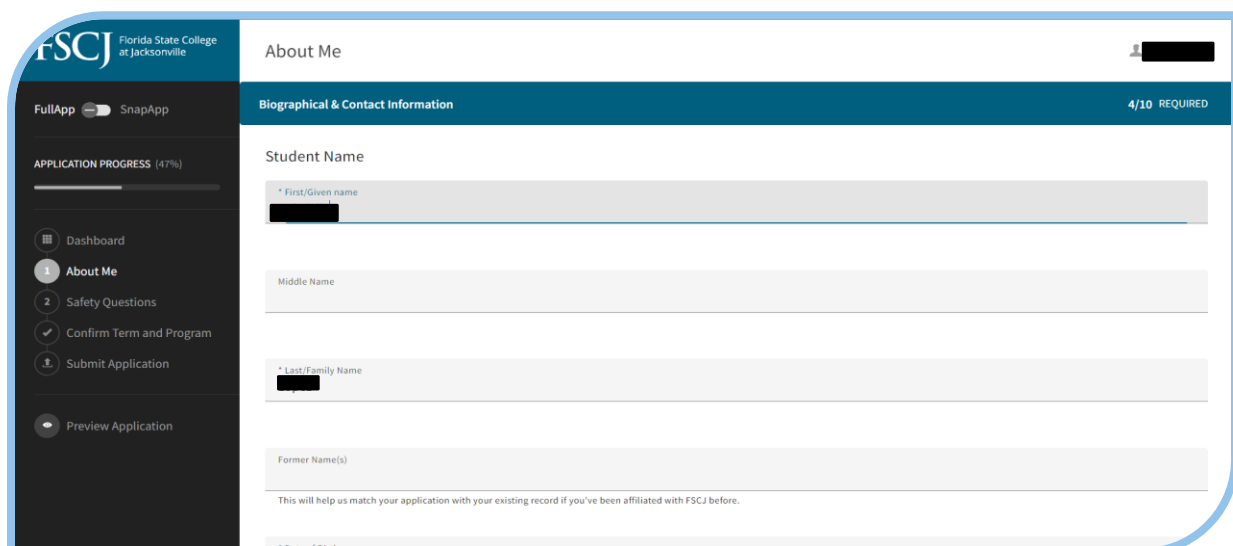
- General Application
- Continuing Education Courses (CWE)** (highlighted with a blue background)
- International Student (F-1)
- Adult High School, GED, ESOL
- Military Recruit for Sophia/ACE Transcript Credit Transfer

5. Next: Create Your Account.

Please enter all the fields required.

- Under TERM, enter the earliest possible term.
- Under PROGRAM (or Major), enter “**Career Enrichment**”.
- Next: Select **Create Account**.

This will then bring you to the **Application Progress** Dashboard.



The screenshot shows the "About Me" page in the FSCJ application system. The page has a dark blue header with the FSCJ logo and the text "Florida State College at Jacksonville". Below the header is a sidebar with navigation links: Dashboard, About Me (selected), Safety Questions, Confirm Term and Program, Submit Application, and Preview Application. The main content area is titled "Biographical & Contact Information" and shows a progress bar for "APPLICATION PROGRESS (47%)". The form fields are:

- Student Name
 - * First/Given name (required)
 - Middle Name
 - * Last/Family Name (required)
 - Former Name(s)

Below the form fields is a note: "This will help us match your application with your existing record if you've been affiliated with FSCJ before."

6. Here under **About Me** fill out all the required information and then click the **GO TO NEXT STEP→** button.

The screenshot shows a web application interface. On the left is a dark sidebar with three menu items: 'Confirm Term and Program' (with a checkmark icon), 'Submit Application' (with a download icon), and 'Preview Application' (with an eye icon). The main content area has a white header with the 'GO TO NEXT STEP →' button in a dark blue bar. Below the header, the footer contains the text 'Florida State College at Jacksonville', 'Equal Access / Equal Opportunity | Disclaimer | Accreditation', and 'Privacy Policy | Help' on the left, and '© Florida State College at Jacksonville' on the right.

7. This will take you to the **Safety Questions** tab. Please answer these questions, and then click on the **GO TO NEXT STEP→** button.

8. If you have already entered the *Application Term* and *Application Major* it will then prompt you to submit the application. You can click **submit** here. *If not*, you can add these, and then click **Submit**.

The screenshot shows the same web application interface as before, but with a green bar at the top of the main content area containing the 'SUBMIT' button with a download icon. The sidebar and footer remain the same.

Your application will not be pushed through to the next step until you have clicked on the **Submit** button.