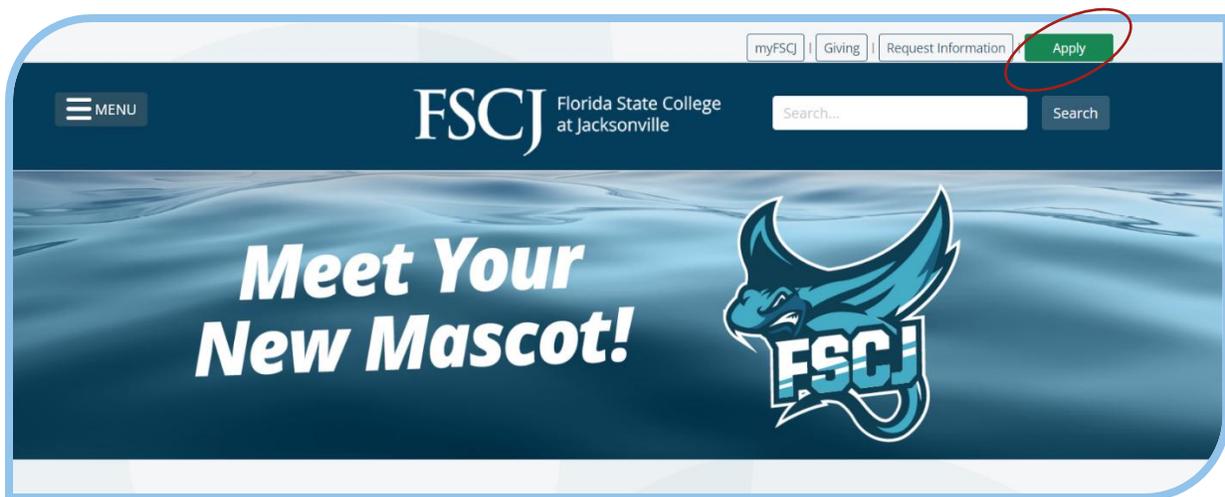
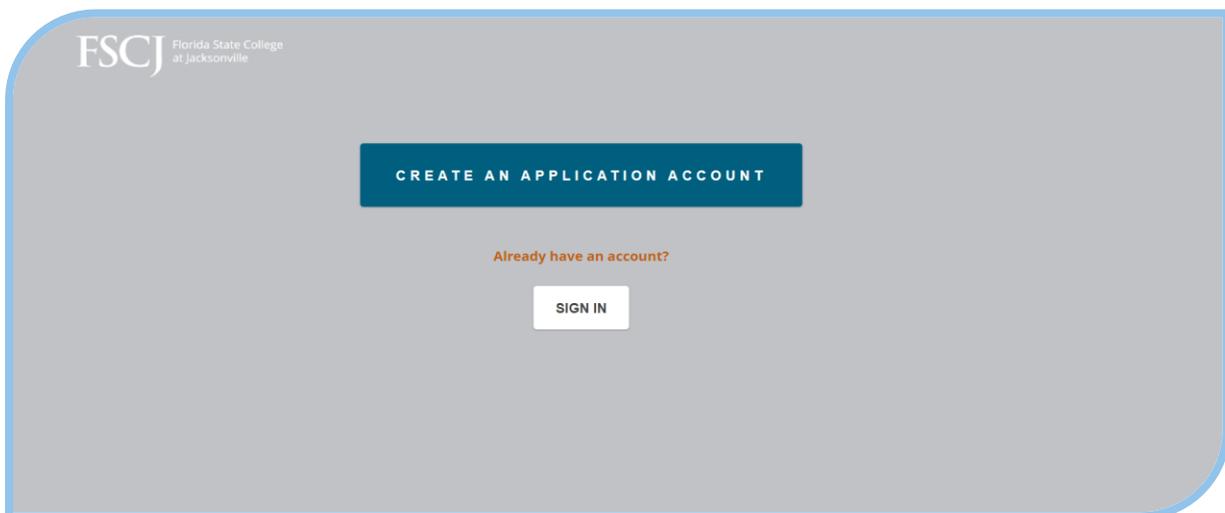


# Step by Step Instructional Guide for Continuing Education Courses (CWE) Application

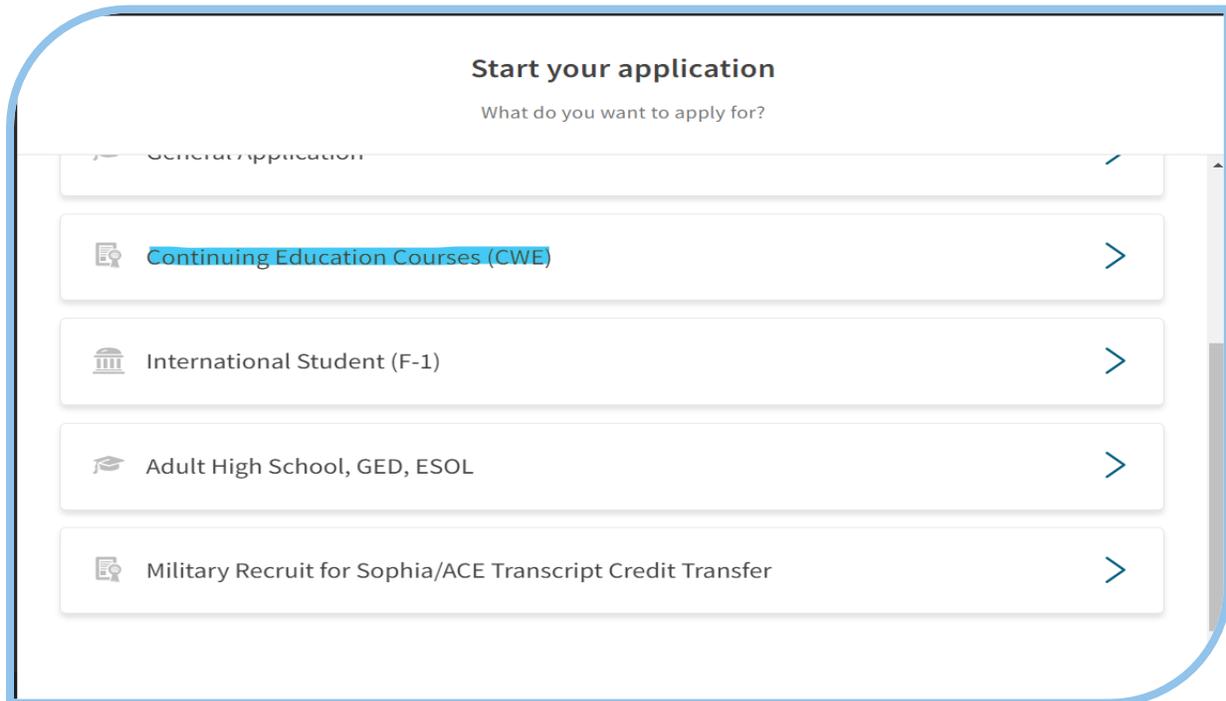
1. Start by navigating to the webpage: <https://www.fscj.edu>
2. Next: Click the **Apply** button on right hand corner of the web page.



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



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



**Start your application**  
What do you want to apply for?

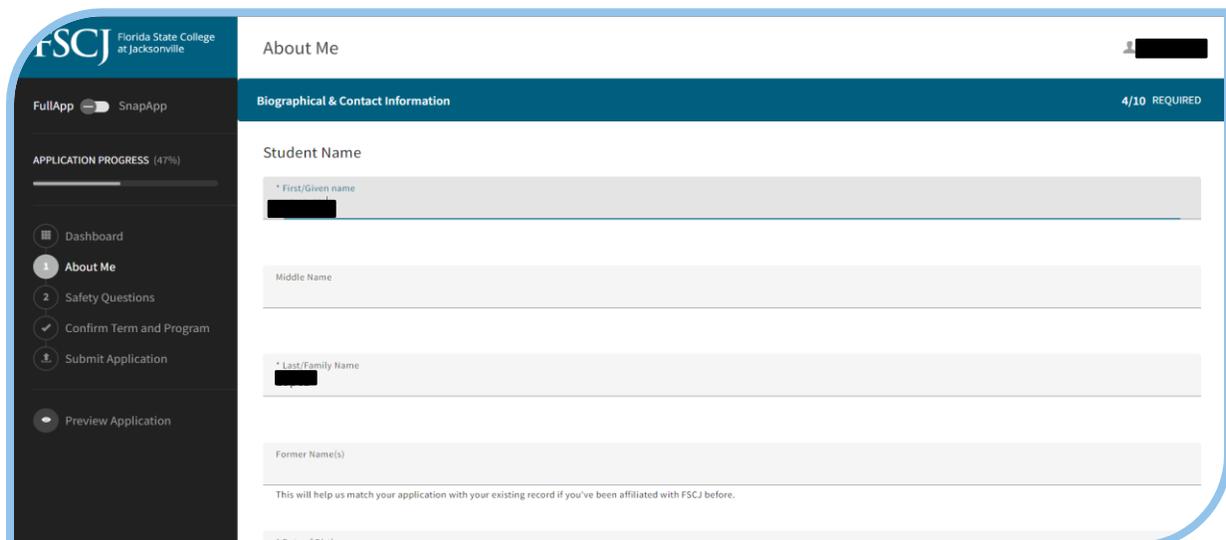
- General Application
- Continuing Education Courses (CWE)**
- International Student (F-1)
- Adult High School, GED, ESOL
- Military Recruit for Sophia/ACE Transcript Credit Transfer

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.



**FSCJ** Florida State College at Jacksonville

About Me

FullApp SnapApp

APPLICATION PROGRESS (47%)

Dashboard

**1 About Me**

2 Safety Questions

3 Confirm Term and Program

4 Submit Application

Preview Application

**Biographical & Contact Information** 4/10 REQUIRED

Student Name

\* First/Given name

Middle Name

\* Last/Family Name

Former Name(s)

This will help us match your application with your existing record if you've been affiliated with FSCJ before.

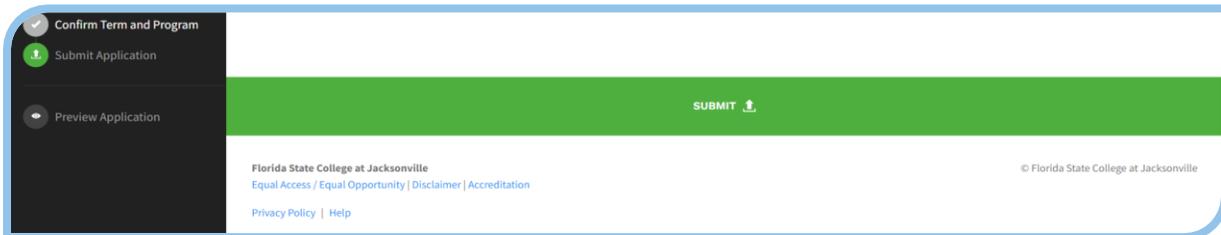
Date of Birth

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



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**.



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

Now, please continue to the **second application**.

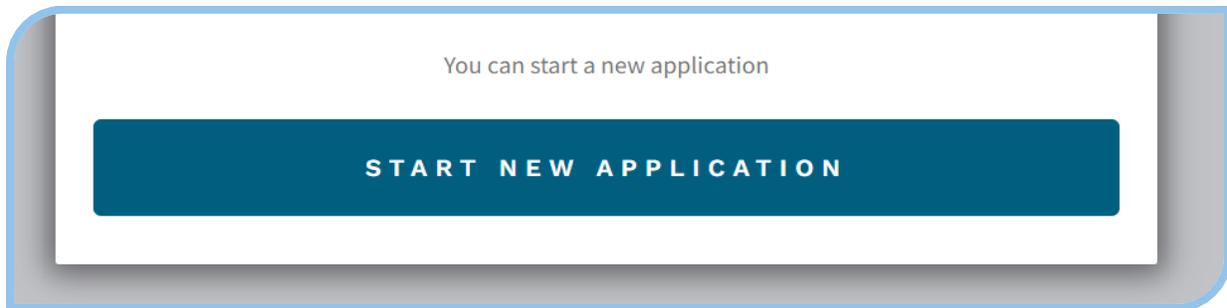
Remember, **both** applications must be completed for admittance.

# Step by Step Instructional Guide for General Application

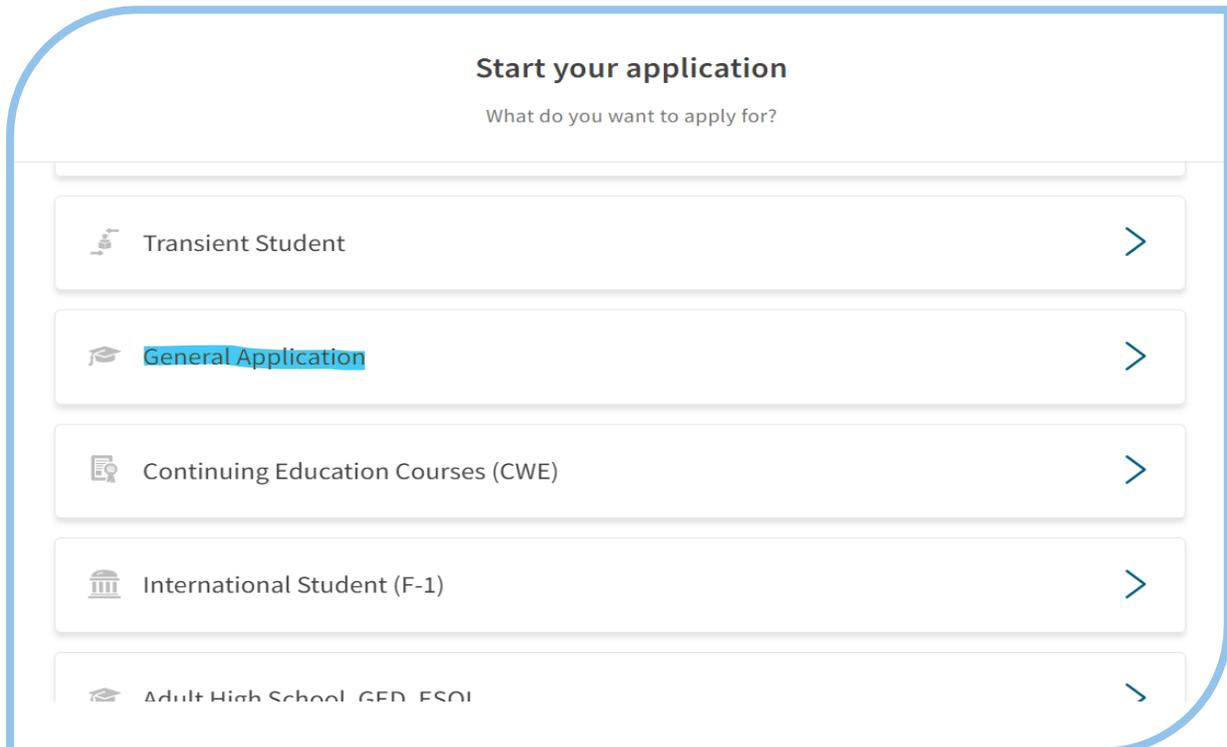
1. Navigate back to: <https://apply.fscj.edu/> in your web browser.

It will show you a list of the applications you have already submitted.

2. Next: Click on the **Start New Application** button.



3. Next: Click on **General Application**.



3. Please enter the Term: select the earliest Term possible.

### Start New Application

---

If you will be studying with us under an F-1 visa, please fill out our [International Application](#).

\* When do you want to start classes?

Summer 2024 ▼

Click the [Academic Calendar](#) for specific start dates.

- **Spring: January - May**
- **Summer: May - August**
- **Fall: August - December**

**EDUCATIONAL GOAL OPTIONS**

**Associate in Arts Degree (A.A.)** is a two-year program for students interested in continuing into one of FSCJ's bachelor's programs or transferring to one of Florida's many public colleges or universities.

**Associate in Science Degree (A.S.)** is a two-year program to prepare you for immediate employment in a chosen career upon graduation or to help you seamlessly transition into a bachelor's program at FSCJ.

START

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

4. Before clicking **START**: Scroll down and then enter *Career Certificate* under “What’s your educational goal?”

Then under Program of Study *select the program* you would like to enter.

Please be aware of the program you are entering. You must apply for the correct program for your application to be pushed through to the next step.

Select: “Florida Law Enforcement Academy (C.C.)” For **Police** Officer.

Select: “Correctional Officer (C.C.)” for **Correctional** Officer.

PLEASE BE SURE YOU **DO NOT** SELECT THE PART TIME OPTION; THIS IS FOR NIGHT CLASSES ONLY.

### Start New Application

---

**K-12 Teacher Certification Programs** include the Educator Preparation Institute (EPI) for baccalaureate degree holders in fields outside of education who want to earn their Florida Professional Certification to teach in a K-12 classroom and a non-degree re-certification opportunity for current K-12 teachers.

**Non-Degree** is for individuals that want to take college credit courses without pursuing a degree.

*If you plan to use financial aid to pay for your courses, please review the program webpage before selecting a major. Non-degree seeking programs and some short-term programs are not eligible for financial aid.*

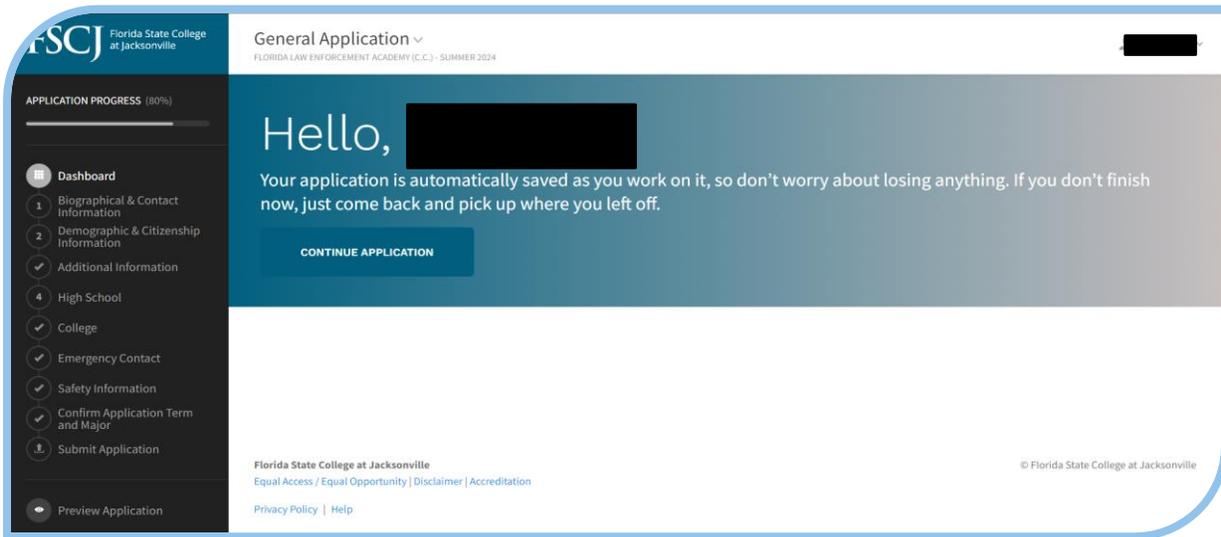
\* What's your educational goal at FSCJ?  
**Career Certificate**

\* Program of Study  
**Florida Law Enforcement Academy (C.C.)**

\* Important Note: This program of study is selective or limited access. The program has specific admission requirements which may include prerequisite coursework and completing an additional application prior to the published deadline. We encourage you to visit the program web page to learn more about these requirements.

5. Next: Click the **START** button.

6. Next: This will bring you to the application Dashboard: You may click **Continue Application** here.



6a. Please enter all of the required information and then click on the **GO TO NEXT STEP**→ button.

6b. Please answer the prompts under **Demographic & Citizenship Information** and then click the **GO TO NEXT STEP**→ button

6c. Please answer the prompts under **Additional Information** and then click on the **GO TO NEXT STEP**→ button.

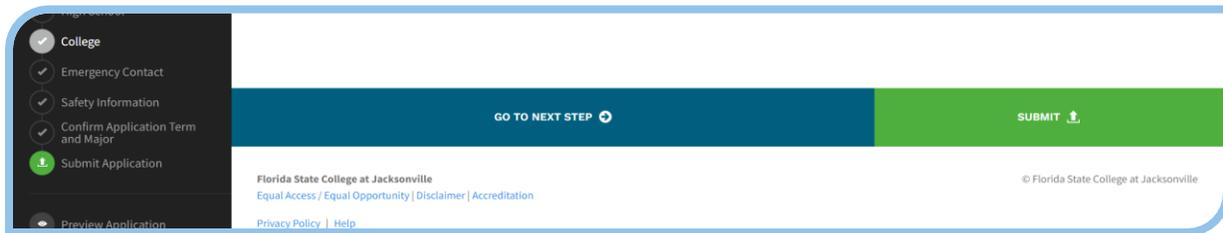
6d. Please enter your High School Information in the **High school** tab, and then click on the **GO TO NEXT STEP**→ button.

6e. You may then enter information in the **College, Emergency Contact,** and **Safety Information** tabs.

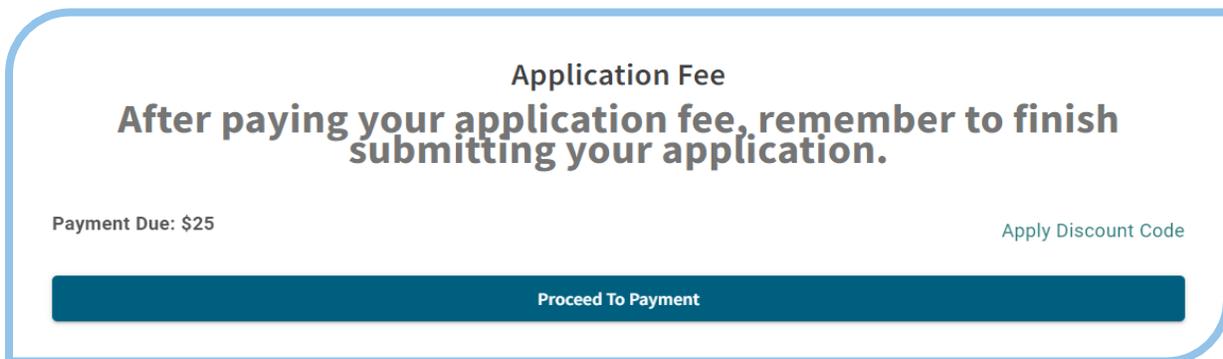


If you already entered your *Application Term* and *Major*, you may click **Submit**, but if not, you can enter them here.

7. Click on the **SUBMIT** button.



You will be prompted to pay an application fee to enter the program. Please submit the payment of \$25.00 to continue with your application process.



Note: You will only need to submit one payment of \$25.00 per **clock** hour program. If you have already applied for a different **clock** hour program with FSCJ in the past, and paid an application fee, you will not need to pay for a second application fee. If you have already submitted an application with FSCJ for a **credit** hour program in the past, you will still need to submit payment for the application fee, as there are separate application fees for **credit** and **clock** hour programs.

8. Next: Make sure to click the **SUBMIT** button again.

Be sure to read and monitor your emails carefully for next steps, as we will communicate with you directly for any additional actions we may need you to take to complete your enrollment into the program.