Information at Evans Library

Your instructor has asked you to include research and statistics from government resources for your research paper. What resources are available through the Evans Library?

The Evans Library is a Federal Depository Library and provides access to thousands of government publications.

Take a look at the newly created Government Information Research Guide! From the library's home page at http://lib.fit.edu, you can access this information here:

- **Quick Start** provides an overview of government resources available at Evans Library together with links to government websites covering research, business and general topics.

- **Research Guide** offers direction on finding government resources covering a variety of topics and disciplines.

Check it out!

Remember! If you have any questions, I am here to help. I can be reached at (321) 674-8766 or at cdavis05@fit.edu.
I’ve Enrolled. Now What?

So, the time has come. You have decided that now is the time to return to school for that degree you have thought about for years. Perhaps you are after a promotion, but find it difficult without the degree to back up your knowledge. Maybe you want the degree to fulfill your own dreams, or you might want to set an example for your children.

Whatever the reason, now is the time for you. You are excited, nervous and wonder how you are going to do this. How will you manage your career, your family, your leisure time, and still do well in your classes? How will you relate to the other students? Will you understand what you need to do? Will you enjoy your instructors?

What Happens Next? How Do You Proceed?

Let me give you a few tips that have helped students to be successful through the years. I know you can be successful. Please read that statement again. I know you can be successful. I didn’t say I know you will be successful, but you have made a choice to pursue your education, and that shows me that you have what it takes to successfully complete the program and do well.

Now, how do you go about being successful? Below you will find a few tips that I have given to students through the years. Some may apply more than others, but I think you will find each of them helpful.

1. **Participate!** You can’t be successful if you don’t do anything!

2. **Communicate with your instructor.** Many students who take online classes have full time jobs, families and other responsibilities that they must attend to weekly as well as their classes. Your instructors understand this. Although they expect you to meet your obligations and responsibilities as a student, they also understand emergencies and will work with you to try to help you through those times that are truly emergencies if you communicate with them.

3. **Read the syllabus, course schedule and other documents provided by your instructor.** Don’t skip through them because these documents contain important information that will help you to be successful.

4. **Read messages and posts from your instructor.** I know a lot of instructors and I have yet to meet one who posts discussions or sends messages just to have something to do. They are providing important information or moving the discussions forward, or they might have an announcement about an important issue in the class or a deadline change. Don’t miss those important messages.

5. **Read the chapters and other assigned readings, watch any videos or listen to any audio material that is provided.** It is up to you to read the material and let your instructor know about any questions you have.

6. **Start your work early in the week.** Your instructors have lives, too, and they might not be available to answer your questions at the last minute. They are happy to help, but you need to be sure to begin the work early enough to allow time for a response or an exchange of messages between yourself and your instructor before the deadline for an assignment.

7. **Be specific in your questions.** “I don’t understand the material. Please help me.” This isn’t a statement that an instructor can easily respond to except with a question asking that you be more specific. “I don’t understand the diagram on page 34” or “I’m not sure how to create a formula to sum a column in Excel.” These examples would save time in getting you the help you need.

8. **Set aside time for your school work.** Reading and understanding material may take more time than expected. You might need to practice an assignment or rewrite a paper before you are satisfied. Proofreading a paper the day after you finish it can help you find mistakes you might miss while proofreading it immediately after you finish it because you know what you meant to say. Doing your work at the last minute may be necessary due to other circumstances in your life at times, but you’ll find you have less stress if you complete your assignments earlier in the week instead of seconds before the deadline.

9. **Participate in the discussion boards.** You have a wealth of experience to share with your classmates, just as they have to share with you. Your instructor is a great resource as well, but each of you will have unique experiences that can be helpful for other students. Don’t shortchange yourself or others by your lack of participation in the discussions.

10. **Take time for yourself!** If you don’t remember to take care of yourself, you won’t be able to take care of everything else you need to do. When the safety instructions are given on an airplane, one of them is that you should put on your own oxygen mask first before helping others. It’s difficult to do this at times, but it is important for your well-being and success. Read, hike, sew, fish, cook, shop, exercise, spend time with family or do the other things that help you recharge.

With these tips, and the hard work and perseverance that you have shown by getting to this point, I know you can be successful! Develop your own habits that will help you to do your best in your classes. Perhaps you can share that with other students who look up to you because you have moved forward in your degree program and are being successful.

Dr. Lyn Lazar
**Financial Aid Corner**

**It's Time to Complete the FAFSA**

It's that time of year again. Please complete the 2012–2013 FAFSA using the 2011 tax data retrieval option to fill in your 2011 tax information, if possible, at www.fafsa.ed.gov. All student financial aid applicants are encouraged to use the “IRS data retrieval process when completing the Free Application for Federal Student Aid (FAFSA) for the 2012–2013 award year.

It is best to file taxes as early as possible and use the IRS data retrieval function. If the FAFSA is completed before taxes are filed, the applicant can go back after taxes are filed, and, through the FAFSA corrections process, retrieve the IRS data.

The FAFSA application will ask for details about the tax filer to determine if the IRS data retrieval process will be accessible. IRS data retrieval is easy—just select that option as you complete your FAFSA.

If any of the following tax filing scenarios apply to the student and/or parents, in the case of dependent students, the IRS data retrieval option will not be available for use:
- Tax filing status of “married filing separately”
- Tax filing status of “head of household” (married tax filers only)
- Amended tax return filed
- Foreign tax return filed
- Tax return filed recently (paper tax filers)

After your application has been processed, you will receive an e-mail instructing you to log into PAWS to review your financial aid package. Please check your student email account frequently for important financial aid and academic updates. To access your Florida Tech student email account visit: http://my.fit.edu.

Your login ID and password will be the same as your PAWS account: www.fit.edu/paws.

**Attention University Alliance Online Students.**

Please follow these instructions: If you would like to use your financial aid to pay for your books, you must complete the appropriate authorization at http://authaid.fit.edu, even if you think you already have authorized financial aid to pay for your books. The web application at http://authaid.fit.edu is the only method financial aid recognizes for these authorizations.

**Career Management Services**

**The Importance of Key Words in Online Job Applications**

Nearly every company today, especially large companies, use online applicant tracking software systems to manage their job applications and review résumés. These systems look for keywords on the résumés to select the top candidates and those are the résumés that will eventually end up in front of a hiring manager. Including the top keywords in your résumé is an important step in your job search success.

**What are keywords?**
- Keywords can be terms that are common to a particular industry, job responsibilities, educational requirements, specific technical skills, strengths and soft skills such as communication and management skills that are sought for a certain position.

**How do I know what keywords to include?**
- Research job descriptions and look at the “required or preferred qualifications” for the position. Make sure that you use the same words when describing your skills and experience.

**How can I use keywords in my Résumé?**
- Consider a skills section that lists your key skills and qualifications, include the keywords in a professional summary statement, and match the keywords used in the requirements of the job ad when describing your job responsibilities from past jobs.

**Résumé Keyword Do’s and Don’ts**
- Do target your résumé for each position and change the keywords accordingly
- Don’t copy and paste a job description or requirements list from a job ad into your résumé
- Don’t list any keywords that you can’t back up! Never be dishonest on your résumé!
Questions about your veterans’ education benefits? Contact your VA representative, Andrea Morley, at (321) 674-8204 or amorley@fit.edu.

### Attention! Changes to Post-9/11 Act Taking Effect

For information on the changes coming to the Post-9/11 Veterans Educational Assistance Act, go to [www.gibill.va.gov/benefits/post_911_gibill/index.html](http://www.gibill.va.gov/benefits/post_911_gibill/index.html). There are many changes taking effect, so please become aware.

### Starting August 1, 2011

**Tuition & Fees**

Starting August 1, 2011, payment of tuition and fees at private institutions under chapter 33 will be limited to $17,500 per academic year (August 1 through July 31).

- In essence, for students who are eligible at the 100% level, VA will pay the school for the full cost of the student’s tuition and fees until a total of $17,500 per academic year has been paid.

### Starting October 1, 2011

**Book Stipends for Active Duty**

- Allow students on active duty to receive a books and supplies stipend. The books and supplies stipend pays $41.67 per credit certified, up to 24 credits for the academic year. The maximum stipend is $1,000 per academic year.

**BAH or Housing Allowance**

- The Housing allowance is now payable to students enrolled solely in distance learning, the housing allowance is ½ the national average BAH for an E-5 with dependents (the rate would be $673.50 for 2011).
- The amount of $673.50 is only for those who are considered at the 100% level. If they are at another percentage level the VA will pay the appropriate percentage.
- Example: If the student is at the 80% level they would receive $538.80, 70% $471.75 and so on.
- A student must be enrolled full-time in order to receive the housing allowance.
IMPORTANT DATES

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<td>Jan. 9, 2012</td>
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<td>SUMMER TERM</td>
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Online Bachelor’s Degree Programs Rank In U.S. News & World Report’s Top 4 in 2012 Education Honor Roll

Features (News)— 11 January 2012

Florida Tech’s online education bachelor’s degree programs have been named to the U.S. News & World Report Top Online Education Programs 2012 Honor Roll. Only four programs were named to the national list, including those at University of Florida, Westfield State University (Mass.) and Pace University (N.Y.).

“We are, of course, very proud of this achievement and of the fact that we carefully select our online faculty members to respond to the needs of all professionals in industry, business and government. It’s nice to know that these rankings agree with our online students,” said President Anthony J. Catanese.

Among other highlights, Florida Tech was one of just 14 universities and colleges named to the online graduate business programs honor roll. In graduate programs in engineering, U.S. News ranked the university #7 of 59 institutions for Teaching Practices and #16 of 56 institutions for Student Services.

Programs at the bachelor’s level that made the honor roll are those that place in the top third of all three bachelor’s category rankings. At the master’s level, programs must place in the top third of at least three out of four of their category rankings.

More information on the rankings may be found here: www.usnews.com/education/online-education/bachelors-honor-roll-rankings.