Welcome

On behalf of Florida Institute of Technology, welcome to Florida Tech’s Online University. We applaud your efforts to continue your education.

We hope you find this newsletter valuable to you. It contains information you’ll need to know about the term calendar, financial aid and other areas for your successful pursuit of your degree.

If you have suggestions about additional information this newsletter should contain, send this information to Stevie Pursell, who is our student newsletter editor, at spursell@fit.edu.

Mary S. Bonhomme, Ph.D.
Associate Vice President for Academic Affairs, Dean of Online Learning and University Professor

Bridging the Distance: Evans Library Video Tutorials
By Cheryl Davis

Have you ever experienced the following scenarios?

- It’s your first time doing research using library resources. Where do you begin?
- Your topic for a research paper is too broad and needs revision.
- It’s midnight and you’re just beginning your article search for your research paper.
- You’ve heard about RefWorks but aren’t sure how to access it.

The Conducting Research Series contains modules that cover a variety of topics related to using library resources at Florida Tech. The eight modules are:

- Understanding Your Assignment
- Defining Your Topic
- Search Strategies
- Keeping Track of References—(an introduction to RefWorks)
- Scope
- Using the Internet for Research and Using Library Resources
- Finding Books
- Finding Articles

You can view each module separately, but for maximum benefit, it is suggested that you view the entire series and then revisit those modules as needed. Remember, these are available for viewing 24/7!

Cheryl Davis, Distance Learning Librarian

If you have any questions, I am here to help. I can be reached at (321) 674-8766 or at cdavis05@fit.edu.

And, you can always use our Ask a Librarian service at http://lib.fit.edu/?app=askalibrarian

Next time I will tell you about another great library resource that will help us all to bridge the distance.
Career Management Services Corner

The Florida Tech Career Management Services Office is pleased to announce an enhancement to our services that will benefit online students and assist in their job search preparation. Career Management Services has recently signed on with OptimalResume.com, the leading application services provider of online career tools, to offer a state-of-the-art practice interview program to students. With this interview practice program, users gain valuable interview skills before ever stepping foot into an employer's office. The application offers tough-case sample interviews conducted by professional actors to simulate a live interview situation. A Virtual Coach helps to understand what is behind the question and offers strategies for how to position answers.

This user-friendly program also allows students to record their responses using a webcam and microphone for later review and sharing. Then, they can have career counselors, mentors, peers or parents give critiques that better prepare them for the real thing. This dramatically improves the ability to think on your feet by knowing what to expect and how to best respond.

“Creating a résumé with OptimalResume.com could not be easier and is accomplished with step-by-step instructions, intuitive examples, career exploration tools, action words, automatic spell checking and a myriad of styling options to make each résumé the best presentation possible. The easy yet sophisticated résumé builder provides a flexible structure tailored to a wide variety of educational backgrounds, each of which can be changed in any way to fit the individual’s goals and career interests. The process is further enhanced with the ability to perform career exploration using a database from the U.S. Department of Labor, which gives critical information like skills, tasks, knowledge, abilities, work activities, work styles and even wages and trends for any given occupation. It’s even possible to look at growth projections for the occupation being sought. All of this can be accessed in an easy interface and helps to focus and refine the résumé for maximum effectiveness. Check out Optimal Resume at https://fit.optimalresume.com.

Register with Career Management Services

Career Management Services encourages online students to register on eRecruiting (powered by Experience) to take advantage of the following services:

- **Jobs & Internships:** Explore opportunities targeted to Florida Tech, with the option to further your search to more than 800,000 jobs from 100,000+ employers within the Experience Network

- **Alerts and Job Search Agents:** Jobs that are tailored just for you are delivered directly to you

- **Document Management:** Upload and maintain several résumés, cover letters, writing samples and other documents, all stored in the same place for easy access

- **Applications:** Apply for jobs directly through eRecruiting and track the status of your applications

- **Employer Searches:** Refine your search by location and industry, and save results from specific employers who have targeted jobs to Florida Tech

- **The Experience Network:** You have instant access to the many tools and resources within the Experience Network, www.experience.com, including industry-specific content, city and salary guides, communities, a Career Portfolio and much more

To register now on eRecruiting, go to http://fit.experience.com and use the password token "panther" to get started.

CareerShift

Looking for a job in a particular geographic area or looking for contacts who can help you in your job search? Florida Tech Career Management Services is pleased to offer CareerShift to online students to assist them in conducting a targeted job search.

CareerShift offers the most comprehensive online resource, designed to support the #1 request of job seekers: an easy-to-use website to conduct and organize their job search. CareerShift’s set of tools and applications provide a very unique opportunity to job hunters. While other web services provides bits and pieces of the job hunt process, only CareerShift provides an easy-to-use approach for bringing all these parts together to crack the “hidden job market” and for managing the job hunt all in one place.

Sign up with Career Shift now!

- Go to http://fit.careershift.com
- Click sign up.
- Fill out required information using your myfit.edu or fit.edu e-mail address.
- Select a security question and answer.
- Answer the human verifier question.
- Check user agreement.
- Click Next. Answer required questions.
- You will be brought to your CareerShift account.
- Questions can be directed to admin@careershift.com or call toll free (888) 232-0632

You can find these and other career resources targeted to online students at www.fit.edu/career/online/index.php. For more information on Career Management Services, contact us at career@fit.edu or (321) 674-8102.

Look for us on Linkedin—Florida Tech Career Management Services!
Financial Aid Corner

If you are interested in receiving federal financial aid, please complete your 2011–2012 FAFSA using your 2010 tax information at www.fafsa.ed.gov. Our federal school code is: 001469. A financial aid counselor will e-mail your financial aid package to your student e-mail address after you have been fully admitted to the university. Please check your student e-mail account frequently for important financial aid and academic updates. To access your Florida Tech student e-mail account, visit: http://my.fit.edu. Your login ID and password will be the same as your PAWS account: www.fit.edu/paws.

Paying for Books with Financial Aid

Attention University Alliance online students, please follow these instructions:

To use your financial aid to pay for your books, you must complete the appropriate authorization at http://authaid.fit.edu. This is the only method financial aid recognizes for these authorizations.

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<th>Important Dates</th>
<th>SPRING 2011</th>
<th>SPRING 2012</th>
<th>SPRING 2013</th>
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<td>Summer 2 8-week class start</td>
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Financial Aid Corner

If you are interested in receiving federal financial aid, please complete your 2011–2012 FAFSA using your 2010 tax information at www.fafsa.ed.gov. Our federal school code is: 001469. A financial aid counselor will e-mail your financial aid package to your student e-mail address after you have been fully admitted to the university. Please check your student e-mail account frequently for important financial aid and academic updates. To access your Florida Tech student e-mail account, visit: http://my.fit.edu. Your login ID and password will be the same as your PAWS account: www.fit.edu/paws.

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Financial Aid:
(321) 674-8270 for UA Students
E-mail: finaid@fit.edu

FAQ Website:
http://online.fit.edu/faq.php
Visit to learn more about University Alliance and financial aid

FYI Policy for Students

Policy regarding math and communication required courses

The term after completing the diagnostic assessment as part of ASC 1006 Mastering e-learning (typically this would be the student’s second term), depending on the results of the diagnostic assessment, students must register for either a math course

- MTH 0003 Basic Algebra
  (3 credit hours but credits may not be applied to any Florida Tech degree)
- MTH 0111 Intermediate Algebra
  (3 credit hours but credits may not be applied to any Florida Tech degree)
- MTH 1701 College Algebra
  (3 credit hours)
- MTH 1703 Finite Mathe-matics
  (3 credit hours)

or a communication course

- COM 0110 Basic Writing Skills
  (3 credit hours but credits may not be applied to any Florida Tech degree)
- COM 1101 Composition and Rhetoric
  (3 credit hours)
- COM 1102 Writing about Literature
  (3 credit hours)

The following term, the student should register for whichever one (MTH or COM) was not yet taken. Both sequences of courses should be finished by the end of the first year.

Students who have applicable transfer credits in the MTH and COM area should complete whatever requirements are missing by the end of the first year.

VA Corner

Questions about your veterans’ education benefits? Contact your VA representative, Andrea Morley, at (321) 674-8204 or amorley@fit.edu.


ATTENTION VETERAN AND MILITARY STUDENTS!

If you have registered for classes and want to use your GI Bill benefits, you will need to submit a request form: https://dl.fit.edu/forms/ua/va_certification

“Education is learning what you didn’t even know you didn’t know.”
—Daniel J. Boorstin

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