Information and Steps to Enroll

Checklist for Admissions and Enrollment

☐ APPLICATION: Submit a completed application with a $30 application fee and forward it to the Office of Enrollment Services.

☐ SUBMIT RESIDENCY DOCUMENT: See Page 4 for residency information and requirements.

☐ SUBMIT TRANSCRIPTS: All first time in college, degree seeking students must provide official high school transcripts, high school equivalency diploma, or home school documentation. Transfer degree seeking students must submit official transcripts for all institutions previously attended.

These documents must be sent directly to FKCC from the educational institution attended. Faxed, emailed, or hand-delivered transcripts are not considered official. It is the student’s responsibility to have all official transcripts forwarded to the Office of Enrollment Services prior to or during the first term of enrollment. Failure to do so will result in a delay of registration and he/she will not be permitted to register for any subsequent term.

☐ PROVIDE TEST SCORES FOR PLACEMENT: Degree-seeking students, students intending to enroll in any course requiring college level English or Math prerequisite course, or students with ACT or SAT scores below the minimums may need to take the CPT. Your test scores will provide you and your academic advisor with information that will help to accurately place you in a college-level course. For more information; study guides; and testing dates, times, and locations; contact the Testing Coordinator at (305) 809-3196, or visit www.fkcc.edu.

☐ ATTEND ORIENTATION: Orientation is required for all first-time-in-college students. Orientation sessions are scheduled throughout the year and must be completed within the first semester of attendance. For questions about orientation contact Advising Services.

(305) 809-3196 Key West Campus
(305) 743-2133 Marathon Campus
(305) 852-8007 Coral Shores Campus

☐ MAKE AN APPOINTMENT: It is strongly recommended that degree seeking students meet with an academic advisor prior to registration. Call 305-809-3196

☐ FINANCIAL AID: All students interested in Financial Aid are encouraged to apply as early as possible and to contact the Financial Aid Office (305) 809-3260 for special help. In order to qualify for Financial Aid you must be in a degree-seeking program. See Page 3 for more information.

SPECIAL STUDENT SERVICES

DISABLED STUDENTS: Students with disabilities are encouraged to contact the Coordinator of Services for Students with Disabilities at (305) 809-3196.

VETERAN BENEFITS: FKCC is approved for the training of entitled veterans who can qualify for such training under current federal laws. Contact the Senior Enrollment Services Specialist in the Office of Enrollment Services at (305) 809-3246 for more information.

Student Classification; What kind of Student am I?

STUDENTS STILL IN HIGH SCHOOL: If you wish to take FKCC courses, you must complete a Dual Enrollment Authorization Form for each course you wish to take. This form is available from your high school counselor, or contact the FKCC Office of Enrollment Services at (305) 809-3188 to find out more.

HOME SCHOOLED STUDENTS are required to complete the Dual Enrollment/Early Admissions Form for Home Schooled Students, available in the Office of Enrollment Services.

INTERNATIONAL STUDENTS: International applicants should contact FKCC’s Primary Designated School Official (DSO) for the United States Customs and Immigration Services (USCIS) in the Enrollment Services Office for more information at (305) 809-3188. A downloadable packet of additional information and application materials is available at www.fkcc.edu.

TRANSIENT STUDENTS: Students seeking to enroll in courses at FKCC for transfer back to their home institution should request written permission each semester from their home institution.

WHERE TO SUBMIT APPLICATION AND FEE:

Application and fee may be submitted in person or mailed to the Office of Enrollment Services, Florida Keys Community College, 5901 College Rd., Key West, FL 33040.
Financial Aid

The financial aid staff at FKCC considers it their personal mission to help students finance their education. Contact them at (305) 809-3260, or visit www.fkcc.edu. Below is listing of scholarships, grants, loans, and work study opportunities.

Am I eligible for financial aid?
To be eligible for any government financial aid, you must:
1. Be a U.S. citizen or eligible non-citizen
2. Have a valid social security number
3. Be admitted into a degree-seeking program. You may apply early for aid, but must be enrolled before aid will be awarded or disbursed to you.
4. Be registered with selective service (males at least 18 years of age)
5. Retain eligibility by maintaining satisfactory academic progress

FAFSA4Caster is an internet tool that helps you plan and estimate your future federal financial aid package by unofficially completing a Free Application for Federal Student Aid (FAFSA) while still in high school. Visit www.fafsa4caster.ed.gov.

How do I apply for financial aid?
College is a significant investment. But by following the simple steps below, you will be well on your way to reaping maximum returns from a well-planned education.

Step 1 Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. The application is available online at www.fafsa.ed.gov, and typically takes 5-7 business days to process. Make sure that you properly enter FKCC’s Title IV Code (001485). Your most recent federal tax return should be completed before completing the FAFSA.

Step 2 Allow 5-7 business days for federal processing of your online application. Contact the Financial Aid Office to verify that your file has been received and to find out about any further requirements.

Step 3 The United States Department of Education may want to verify your application. If this occurs, we will request you provide additional documentation to verify your FAFSA application. This may include you or your parents’ tax returns, W2s, and/or any other documents necessary to ensure accuracy.

Step 4 Complete the Florida Financial Aid application online at www.floridastudentfinancialaid.org. If you qualify and funding is available, you will be pre-approved for receipt of Florida Student Assistance and other state grants.

Step 5 Explore local financial sources with high school and community organizations.

Step 6 Check with the Financial Aid office about available scholarship opportunities.

Step 7 Interested in a Stafford (subsidized and unsubsidized) or Parent PLUS loan? Download the loan instructions at www.fkcc.edu for application information.

There are financial aid options available for almost every circumstance.

Available Scholarships and Grants

Scholarships
- Bright Futures
- Evelyn Kawaler Memorial Scholarship
- First Generation in College
- Fishermen's Hospital
- FKCC Board of Trustees
- Full-time, Degree Seeking
- Hemingway Scholarship
- Lower Keys Medical Center Nursing Scholarship
- Lower Keys Women’s Club
- Lupus Foundation Scholarship
- Marathon Business & Professional Women (BPW)
- Marathon Rotary
- Natalie Shein Art Scholarship
- RAVE (Renewing and Advancing through Vocational Education)
- Rotary Key Largo
- Rotary Middle Keys
- Russell Sullivan
- Student Ambassador
- Upper Keys Business & Professional Women (UKBPW)
- Zonta Key West
- Zonta Middle Keys

Grants
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- Florida Student Assistance Grant (FSAG)

Work Study Programs
- Federal Work Study Program
- Florida Work Experience Program

Loans
- Stafford Loan Program
  (subsidized and unsubsidized loans are available)

International Education Financial Aid and College Scholarship Search
IEFA is the premier financial aid information resource for U.S. and international students wishing to study abroad. Visit them at www.iefa.org to explore available scholarships, grants, and student loans.
Florida Residency Classification for Tuition Purposes

Information and Instructions for Residency Classification

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, legal permanent resident alien, or hold a visa status approved by the Florida Legislature. Living in or attending school in Florida does not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. A Florida resident "for tuition purposes" is a person who has, or a dependent person whose parent or guardian has, established and maintained legal residence in Florida for at least twelve consecutive months immediately preceding their enrollment. Residence in Florida must be for the purpose of establishing a permanent home and not merely incidental to enrollment at an institution of higher education. Other persons not meeting the twelve-month legal residency requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. Florida Keys Community College will award Florida residency status for in-state tuition in accordance with state laws, rules and guidelines. The following guidelines summarize FKCC's procedure for compliance.

1. A student's residency classification is determined at the time of admission. A non-resident may request reclassification after establishing residency in Florida as determined by the law.

2. The law allows a United States citizen or eligible non-US citizen may be classified as a Florida resident if the student, or dependent student's parent or legal guardian, has been a legal resident of the state of Florida for at least 12 consecutive months immediately preceding the first day of classes for the term in which classification as a Florida resident for tuition purposes is desired.

3. Living in Florida, attending school in Florida, or property ownership in Florida does not, in and of itself, establish residency for tuition purposes.

4. All students must complete the Residency Affidavit. It must be signed by the person claiming residency.

5. The affidavit form and all supporting documentation must be filed no later than the last day of Add/Drop for the term which classification or reclassification is sought.

6. The affidavit will not be accepted until it is completed in its entirety and all documents are attached.

Required Documentation

1. Two pieces of supporting documentation are required with issue dates that evidence the 12 month qualifying period. At least one of the documents must be a Florida issued driver's license or ID, voter's registration, or vehicle registration (unless qualified under special category indicated by statute). The other document may be from Tier 2 below.

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Florida Driver's License or State ID</td>
<td>• A Florida professional or occupational license</td>
</tr>
<tr>
<td>• Florida Vehicle Registration</td>
<td>• Florida Articles of Incorporation</td>
</tr>
<tr>
<td>• Florida Voter's Registration</td>
<td>• Documents evidencing family ties</td>
</tr>
<tr>
<td>• Domicile form (obtain at clerk of court)</td>
<td>• Proof of membership in Florida organizations</td>
</tr>
<tr>
<td>• Proof of Florida Homestead Exemption</td>
<td>• Letter of employment on company letterhead indicating permanent full-time employment with a Florida employer</td>
</tr>
</tbody>
</table>

2. Proof of U.S. citizenship: Persons who were born outside of the United States but are claiming U.S. citizenship must provide proof of citizenship or naturalization.

3. A STUDENT UNDER THE AGE OF 24 is assumed to be a dependent: Parent or legal guardian must complete the affidavit and provide appropriate documentation.

   A Dependent Student is; any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.

4. A STUDENT UNDER THE AGE OF 24 who claims to be independent must sign the affidavit and provide documents supporting residency AND independent status. A copy of student and/or parent’s tax return may be required to document independent status.

   An Independent Student is; a person who provides 51% of his or her own support, and is not eligible to be claimed as a dependent under the federal income tax code.
Application for Admission

Before completing the application please read the following directions:
1. Please type or print clearly using black or blue ink only.
2. Please sign the application. Incomplete forms will be returned.
3. You must complete the Residency Affidavit portion of this application.

General Information
Social Security Number ________________________________
Have you applied to FKCC before? □ Yes □ No
Full Legal Name:
____________________________________________________
(Last)   (First)   (Middle)
List any previous name(s) under which transcripts or other records may have been received:
____________________________________________________
Present Mailing Address:
____________________________________________________
City, State _________________ Zip Code ________________
Home Phone __________________________
Daytime Phone ________________________
Cell Phone ___________________________
Email Address _________________________
Date of Birth _________________________
City of Birth _________________________
State/Country of Birth ________________
Gender* □ Male □ Female
Ethnic Origin*: □ White □ Black □ Hispanic Origin
□ Asian/Pacific Islander □ Native American □ Other
*Information is voluntary and kept confidential

Citizenship and Language Information
Citizenship: □ U.S. Citizen □ Student Visa □ Tourist
□ Resident Alien/Refugee Card No. _________________________
□ Other (specify) ___________________________
Primary language spoken: □ English □ German □ Spanish □ French
□ Other ___________________________

Emergency Contact Information
Name of Emergency Contact Person _______________________
Address ______________________________________________
City, State ____________________________ Zip Code __________
(Area Code) Phone Number _____________________________
Emergency contact’s relationship to you _____________________

High School Information
High School Graduation Date: _______/_______ (MM/YYYY)
High School Name ______________________________________
City __________________________________________________
State/Nation __________________________________________
Diploma earned:
□ Standard High School Diploma □ GED
□ Certificate of Completion □ Did not graduate from high school
□ Special Diploma □ Home School □ (MM/YYYY) ____________
□ Currently enrolled in high school

Previous Postsecondary Education (List all colleges, universities, and technical schools attended since high school)
Name of Institution ______________________________________
City/State ______________________________________________
Dates of Attendance _____________________________________
Degrees Earned __________________________________________
Name of Institution ______________________________________
City/State ______________________________________________
Dates of Attendance _____________________________________
Degrees Earned __________________________________________
Name of Institution ______________________________________
City/State ______________________________________________
Dates of Attendance _____________________________________
Degrees Earned __________________________________________
When and where do you plan to enroll?
I will begin classes in:
□ Term 1 (Aug.-Dec./Fall) □ Term 2 (Jan.-May/Spring)
□ Term 3 (May-Aug./Summer)
I plan to attend classes:
□ Key West (main) □ Marathon □ Coral Shores □ Virtual

Confidentiality Indicator
Do you object to the college releasing directory information concerning you (i.e. mailing lists, information released over the phone)? □ Yes □ No
My Education Goals

1. I will be entering FKCC as a (Check one)
   - [ ] First-time in college student
   - [ ] Transfer student (Previously attended other colleges)
   - [ ] Transient student (Temporarily at FKCC, but enrolled at another institution)
   - [ ] Dual enrolled high school student

2. I plan to pursue (Check all that apply)
   - [ ] AA: Associate in Arts (University Transfer) major;
   - [ ] AS: Associate in Science major;
   - [ ] AAS: Associate in Applied Science major;
   - [ ] CCC: College Credit Certificate major;
   - [ ] ATD: Applied Technology Diploma major;
   - [ ] PSAV: Post Secondary Adult Vocational Training Program major;
   - [ ] EPI: Education Prep Institution major;
   - [ ] ND: Not Seeking a Degree

How did you learn about FKCC?

- [ ] Colleges and Career Magazine
- [ ] College Fair
- [ ] College Night
- [ ] Friend
- [ ] HS Guidance Counselor
- [ ] Radio
- [ ] Newspaper
- [ ] Next Magazine
- [ ] Referred by an Employee
- [ ] Web
- [ ] Other

I understand and agree that all FKCC students are bound by the college's regulations as published in the College Catalog and the Student Handbook. I declare under penalty of perjury punishable by law that all information given in this application is complete and accurate. I understand that any misrepresentation of facts may result in the immediate cancellation of registration and credits earned. I agree to the release of any test scores to Florida Keys Community College, including any score reports that Florida Keys Community College may request from the College Board or ACT.

*Voluntary application information will not be used discriminatively, but will aid the college in its commitment to equal education opportunity.

Residency Affidavit for Tuition Purposes

- [ ] I am eligible to be classified as a Florida resident for tuition purposes.
- [ ] I am requesting reclassification to Florida resident for tuition purposes status.

(Documentation of 12 consecutive months of residency and additional affidavit required)

1. Please check [ ] one of the following that applies to you. See information on page 4.

- [ ] I am an independent person and have maintained legal residence in Florida for at least 12 consecutive months prior to the first day of classes for which I am seeking residency. I provide at least 51% of my living expenses. (Students under the age of 24 who wish to declare independent status may be required to submit copies of their parent/legal guardian's tax return as well as their own to document status.) Complete section 2 on page 7.

- [ ] I am a dependent person eligible to be claimed by my parent/legal guardian under the United States tax code as providing a minimum of 51% of my support. My parent or legal guardian has maintained legal residency in Florida for at least 12 consecutive months prior to the first day of classes for which I am seeking residency. (Parent or guardian must complete section 2 on page 7.)

Exceptions and Qualifications

Please check any of numbers 1-11 that apply to you.

- [ ] 1. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 consecutive months. (Attach a notarized verification letter from the adult relative; adult relative must also complete section 2 on page 7.)

- [ ] 2. I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida residence. (Attach official verification from institution. Complete section 2 on page 7.)
3. I am married to a person who has maintained legal residence in Florida for at least 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required. USCIS documentation required for permanent resident aliens. Spouse must also complete section 2 on page 7.)

4. I am an active duty member of the armed services of the United States residing or stationed in Florida (and spouse/dependent children), an active duty member of the Florida National Guard who qualifies under 250.10 (7) and (8), or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children). (Copy of military orders or DD2058 required.)

5. I am a full-time instructional or administrative employee, employed by a Florida public school, community college or institution of higher education (or I am the employee's spouse or dependent child. (Copy of employment verification required.)

6. I am part of the Latin American/Caribbean scholarship program. (Copy of scholarship required.)

7. I am a qualified beneficiary under the term of the Florida Pre-Paid Postsecondary Expense Program (S.240.551.F.S). (Copy of signed card required.)

8. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch (or I am the student's spouse or dependent child). (College transcript required; if spouse or child, copy of marriage certificate or proof of dependency also required.)

9. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Letter of verification required.)

10. I am a full-time student participating in an international linkage institute (S.240.137.F.S). (Letter of verification required.)

11. I am an active duty member of a foreign nation's military, serving as a liaison officer attending a community college or state university within 50 miles of the military establishment where I am stationed. (Provide a letter to document your active status as a liaison officer.)

2. Person claiming residency MUST complete this section in full

Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. All documentation is subject to verification. Additional documentation, other than what is required above, may be requested in some cases.

A minimum of two documents are required with dates that evidence the 12 month qualifying period.

Please print:

1. Name of student: ____________________________________________________   2. Student's SSN: __________________________________

3. Name of person claiming Florida residency: __________________________________   4. Relationship to student: _______________________

5. Claimant's permanent legal address:_______________________________________________________________________________________ Street/P.O. Box/Apt.#/City/State/Zip Code: __________________________________________________________________________________

6. Claimant's telephone #: _________________________________________________________________________________________________

7. Date claimant began establishing legal Florida residence and domicile: __________________________________________________________

8. Claimant's voter registration: State: __________________ Number:_____________________________ County: _______________________ Issue Date: _____________________

9. Claimant's driver license: State: ______________________   Number: ____________________________  Issue Date: _____________________

10. Claimant's vehicle registration: State: ______________________ Tag #: ___________________________  Issue Date: _____________________

11. Non-U.S. citizen only: resident alien number: ______________________________  Issue Date: ________________ (Copy of both sides of card required.)

I do hereby swear or affirm that the above-named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this document will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes. ___________________________________________ Date: ______________________________

Signature of person claiming Florida residency (as listed in item #3 above)

3. Non-Florida Residents

☐ I am not eligible to be classified as a Florida resident for tuition purposes. I am a resident of ______________________________.

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that, if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature in ink: ___________________________________________ Date: ______________________________
Available Degrees and Certifications

Types of Degree/Certificate Programs

**Associate in Arts (A.A.) Transfer Degree**
The A.A. is equivalent to the first two years at a university. Students planning to pursue an undergraduate degree may be especially interested in the A.A. The A.A. consists of a minimum 36 General Education credit hours and 24 elective credit hours.

**Associate in Science (A.S.) Degree**
The A.S. programs prepare students for immediate entry into the workforce. Although not a transfer degree, some transfer is possible.

**Associate in Applied Science (A.A.S.) Degree**
The A.A.S. programs prepare students for immediate entry into the workforce. The AAS may include courses that will not typically apply to a bachelor degree program.

**Applied Technology Diploma (A.T.D.)**
A.T.D.’s provide occupational training classes that lead to an A.A.S. or A.S. degree.

**Post Secondary Adult Vocational Certificate**
Certificate programs provide instruction consisting of vocational credit courses to prepare students for entry into employment.

**Academies**
FKCC's Institute of Criminal Justice offers FDLE-certified training for correctional or law enforcement offices in the state of Florida.

**College Credit Certificate**
Certificate programs are generally one year in length. The prepare the student for immediate entry into the workforce.

**Education Preparation Institutes**
This is a credit program that leads to a Florida Professional Teaching certificate. The program is designed for career changers who hold non-teacher/education bachelor’s degrees, but would like to become a certified teacher in Florida.

Housing

Florida Keys Community College does not currently provide on-campus housing. The FKCC Student Outreach Office and Student Ambassadors do, however, keep lists of nearby housing options, and can assist you in finding roommates of similar study and lifestyle interests. There are even a few employment opportunities that include housing. Contact the Student Outreach Office for immediate housing assistance at 305-809-3281. You may also wish to visit the classified section of the local daily newspaper's Web site at www.keysnews.com.

The following is a list of housing opportunities in Key West, many of which have their own Web sites:

**Closest to Campus**
Key West Golf Club Resort
Sunset Marina & Condos
Stock Island (mobile homes)

**In New Town Area** (5-minute ride to campus)
South Roosevelt/Beach Area
Las Salinas
Sunrise Condominiums
Salt Pond Condominiums
1800 Atlantic
Bertha Street Apartments
Santa Clara (condominiums)
New Town Residences and Apartments

**Old Town** (Commute via city bus, or a 10-15 minute bike ride)
Shipyard Condos
Homes
Apartments
Guest Cottages
Rooms

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Majors

**The Associate in Arts Degree**
- Accounting – 105
- Biology – 110
- Business Administration and Management – 115
- Economics – 120
- Elementary Teacher Education – 125
- General Studies – 133
- History – 140
- Journalism – 145
- Marine / Aquatic Biology – 150
- Pre-Professional – 153
- Psychology – 155
- Public Administration – 160
- Studio / Fine Arts – 165

**Associate in Science Degrees**
- Computer Information Technology – 205
- Computer Programming & Analysis – 210
- Diving Business and Technology – 220
- Early Childhood Education – 225
- Marine Engineering – 240
- Marine Environmental Technology – 250
- Nursing (R.N.) – 270

**Associate in Applied Science Degrees**
- Business Administration – 300
- Criminal Justice Technology – 320

**Applied Technical Diploma**
- Emergency Medical Technician (E.M.T.) – 500

**Educator Preparation Institute**
- Become a Florida Certified Teacher – 700

**Certificates**
- Addiction Studies – 400
- Business Data Processing – 410
- Small Business Management – 430
- Marine Engineering (Propulsion) – 420

**Post Secondary Adult Vocational Training Programs**

**Nursing**
- Certified Nursing Assistant (C.N.A.) – 660

**Law Enforcement**
- Correctional Officer – 600
- Law Enforcement Officer – 620
- Law Enforcement Aux Officer – 630
- Crossover Law Enforcement to Correctional Officer – 640
- Crossover Correctional Officer to Law Enforcement – 650

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Florida Keys Community College
5901 College Road
Key West, FL 33040
(305) 296-9081

Middle Keys Center
900 Sombrero Beach Road
Marathon, FL 33050
(305) 743-2133

Upper Keys Center
89951 US Highway 1
Tavernier, FL 33070
(305) 852-8007