



# Navitas at FAU Student Handbook 2016

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*Please note that although the information below is accurate at the time of publication, it may change according to University policy at any time. It is always best to check with Navitas staff if you feel that you need more information. We are here to help you succeed!*

## Navitas at FAU Welcomes YOU!

Congratulations on your acceptance to Navitas at Florida Atlantic University (FAU). The staff at FAU welcomes you and we look forward to assisting you with all the important aspects of your studies.

This booklet has been prepared to provide you with valuable information to help you prepare for your studies at FAU and to make your transition as smooth as possible. You can be assured that we are fully committed to ensuring that your studies with us are both successful and enjoyable. You are always welcome to speak to one of the Navitas at FAU staff members regarding any issues or questions you may have.

## Navitas at FAU Staff

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## Academic Information

Navitas at FAU has a three (3) semester year. Intakes occur in January, May, and August.

In general, each semester is approximately 14 weeks, plus one additional week for the final exam period (Summer is slightly shorter). Your instructors will tell you when your final examinations have been scheduled.

There are approximately 1 – 2 weeks between semesters, so **plan your vacation accordingly**.

**DO NOT BOOK FLIGHT ARRANGEMENTS DURING THE FINAL EXAM PERIOD and MAKE SURE YOU ARRIVE BACK FOR THE FIRST DAY OF CLASSES!**

Due to inclement weather or unforeseen circumstances, the final examination schedule can be adjusted. While these occurrences are infrequent, final examinations will not be rescheduled to accommodate flight arrangements, and you will risk failing the course if you are not present to take your final examinations!

## Academic Calendar 2016

<b>Spring Semester, 2016</b>	
5-7 January	Orientation (for new students)
11 January	Classes Begin
15 January	Last Day to Add/Drop Classes
18 January	Martin Luther King (No Classes)
7-13 March	Spring Break (No Classes)
30 May	Memorial Day (No Classes)
25 April	Classes End
26-27 April	Reading Days
28 April-4 May	Final Exam
<b>Summer Semester, 2016</b>	
10-12 May	Orientation (for new students)
16 May	Classes Begin
20 May	Last Day to Add/Drop Classes
4 July	Independence Day (No classes)
8 August	Classes End
<b>Fall Semester, 2016</b>	
17-19 August	Orientation (for new students)
22 August	Classes Begin
26 August	Last Day to Add/Drop Classes
5 September	Labor Day (No Classes)
11 November	Veteran's Day (No Classes)
2 December	Classes End
24-27 November	Thanksgiving Break (No Classes)
8-14 December	Final Exam

Semester & Examination dates are subject to change without notice. Full detailed Academic Calendar available at <http://www.fau.edu/registrar/registration/calendar.php>

## **Navitas Course Registration**

### **Course Selection**

Students select courses prior to the start of each semester. Courses are offered based on availability and sufficient demand from students. Navitas at FAU reserves the right to add, cancel or withdraw courses entirely at its discretion. Students should ensure that they have selected the required courses according to their program.

### **Undergraduate Pathways**

Approximately 30 credits must be successfully completed and a 2.0 cumulative grade point average in order to ensure progression to Sophomore Year at the University. A full course load is the equivalent of 12 credit hours per semester or more. A student's course load may vary depending on program requirements. Not all classes earn FAU credit, but count towards the required credit hours of study. Students wishing to increase their course load to a maximum of 15 credits must obtain formal approval from the Navitas at FAU Executive Director.

Students who start Navitas in the ESL Program or in the Standard with English Program must successfully pass the English components before enrolling in other classes.

### **Pre-Master's Pathways**

Students will take classes that equate approximately to 18 credit hours of study during the program. Three FAU Master's level courses in the subject area are part of the PMP equating to 9 FAU credits. These credits will be applied to the students' chosen Master's program upon successful completion of the PMP. To progress to the Master's degree, students must successfully pass all Navitas classes and gain a "B" or higher in all 3 of the FAU classes. Business and Economics students must also obtain a GMAT score of 500 or above.

### **Registration**

Students cannot register for classes until their Navitas accounts hold enough funds for the following semester (note the initial deposit received is held for the final semester). A registration hold will be placed on the student's account until all required funds are received, including anything owed to FAU (costs for housing, meal plans, medical center, library or parking fines etc.). If students do not register before the Navitas registration deadline, a late registration fee will be charged. An additional late registration fee will be charged by FAU if students do not register before the FAU Add/Drop deadline.

## **Drop/Add Courses**

Students must maintain a minimum course load of 12 credits (which includes academic and administrative credit). **It is important for students studying on an F-1 visa not to drop below full-time status** (minimum course load equivalent of 12 credit hours).

Students withdrawing from a course/s must first consult with the Navitas Student Services Officer (SSO) to ensure they maintain the minimum course load to satisfy their student visa requirements. (See also *International Student Conditions* section for more details.)

If approved by the Navitas Executive Director, students may withdraw from a course before the add/drop deadline without penalty; any student withdrawing after the add/drop deadline will be responsible for course tuition and any applicable fees. Note, non-attendance does not constitute withdrawal.

A student withdrawing from a course does not receive a refund. Students who withdraw from individual courses during a semester should refer to the Navitas at FAU *Refund Policy* on pages 12-13.

## **Transfer Credit**

Navitas at FAU students may be awarded credit for courses completed at another U.S. college or university that is regionally accredited, or from a post-secondary institution outside the United States that is approved by the government or Ministry of Education in that country. However, it is important that you note the specific policies related to transfer-of-credit as it relates to admission to the Navitas University Pathway Program.

### **Post-secondary transfer-of-credit policy for admissions into the Navitas University Pathway Program at FAU is as follows:**

- You have completed course work that may be eligible for credit at FAU prior to commencement of studies in the Navitas University Pathway Program.
- You have a professional course-by-course evaluation by the university, which is required prior to the completion of the Navitas University Pathway Program.
- Your transfer credit evaluation will not be done by FAU until AFTER you have completed the Navitas University Pathway Program.
- You understand that Navitas will not be able to waive any of your course requirements while you are in the program, and that this may result in some duplication of credits.
- You understand that should there be any duplication; the grades you earned at FAU while in the Navitas University Pathway Program will supersede any transfer credits.

## **Grading System**

Students are assessed in each course according to the course instructor's guidelines of assessment and attendance. Please read your course syllabus very carefully and be sure you are aware of your instructor's expectations in the course. Each letter grade has a grade point equivalent. To calculate your grade point average, list your grades in a column, then each grade point equivalent next to the letter grade. Multiply each grade point equivalent by the number of credits for each class. Total all products and divide by the total number of credits. The answer will be your grade point average for that semester (see an example on the next page).



Grade Point Average (GPA)		
GRADE	Percentage	GRADE POINT
A	95%	4.00
A-	90%	3.67
B+	85%	3.33
B	80%	3.00
B-	75%	2.67
C+	70%	2.33
C	65%	2.00 (minimum cumulative GPA)
C-	60%	1.67
D+	55%	1.33
D	50%	1.00
D-	45%	.67 (minimum passing)
F	40% - 0%	.00 (fail)
<b>Pass/Fail Option:</b> P – Pass, credits are counted in Graduation Credits only F – Fail, counts as a failure (counts in cumulative credits) W – Withdrawal, credits are not calculated (not counted)		

### Example:

Multiply the credit value by the grade point for each class. Add up the total for all classes. Divide this total number by the total value of all credits to calculate GPA for the semester.

Course Code	Course Name	Credit	Grade Point	Grade	Cr x GP
ENC 1101	College Writing I	3	0	F	0
ESC 2070	The Blue Planet	3	2.33	C+	6.99
CHM 2045	General Chemistry I	4	3.0	B	12.0
MAC 2233	Methods of Calculus	3	2.67	B-	8.01
	<b>Total</b>	<b>13</b>			<b>27</b>

GPA for Student is  $27/13 = 2.08$

Cumulative GPA = cumulative Grade Point Figure/number of cumulative credit hours.

**Note:** The grade system may vary from one instructor to another.

### Grading Policies

The grades of "A" through "D-," and "P," are passing grades, and credit is earned for courses in which they are awarded. Grades of "D+," "D" or "D-," while considered passing for undergraduate students, indicate weak performance. While the credits count toward graduation, some programs require certain courses to be passed with a "C-" or better to fulfill requirements for the major. The grade of "F" is a failing grade and does not earn credit.

## **Assessment**

Students are assessed in each course according to the course instructor's standards of assessment and attendance. Please read the course syllabus very carefully and be sure to be aware of all instructors' expectations in each course.

## **Academic Standing**

Students must maintain at least a 2.00 cumulative average to remain in Good Academic Standing.

### **Good Academic Standing**

To remain in good academic standing, Navitas students are required to maintain a minimum average GPA of 2.0 and to maintain an attendance record of 80% or higher. Attendance greatly impacts academic performance and students who fall below the minimum standards may be placed on probation or suspension, which may result in dismissal from the university.

### **Academic Probation**

All undergraduate students who fail to earn a satisfactory average (2.0 or higher) on all work attempted in any term are considered to be on academic probation. Students on academic probation who fail to earn a 2.0 average on all work attempted in any term but have a cumulative average of 2.0 or higher at FAU will continue on academic probation. Students on academic probation must engage with the Academic Manager to develop a Study Plan to ensure they get back on track to successfully complete the program.

Academic probation is removed when an undergraduate student earns at least a 2.0 average in all work attempted during the next period of enrollment **and** has a cumulative grade point average of 2.0 or higher.

### **Suspension and Dismissal**

Students on academic probation who fail to earn a 2.0 average in all work attempted in any term and who have a cumulative average lower than 2.0, will be placed on Academic Probation at FAU and will be dismissed from the Navitas program.

### **Dean's List**

The University recognizes superior academic performance at the end of each semester by the publication of a Dean's List for each college of the University. To be included in this list, an undergraduate student must complete at least 12 credits or more (full-time load) with a grade point average of 3.0 or higher and must rank in the upper 10 percent of the students enrolled in the college. The selection of Dean's List students is based on grades reported on the official grade reporting date for each semester.

### **President's List**

In recognition of superior academic achievement, the President's List is published at the end of each semester of the academic year. This list includes the names of all undergraduate students who have completed 12 or more credits and who have attained a grade point average of 4.0. The selection of President's List students is based on grades reported on the official grade reporting date for each semester.

## **Attendance**

Students are expected to attend 100% of their classes. Anyone with an I-20 and in F-1 student status is required by US immigration law to attend classes full-time (12 credits or more). Failure to do so will result in I-20 termination. All students are expected to arrive prepared for class at the designated time on their schedule. Each instructor has his/her own attendance policy, so it is important to check each syllabus to understand each instructor's attendance policy. In ALL cases however, missing class will affect your performance and lower your grade.

Excused absences are rare but may be considered for religious observation, serious illness, or other special circumstances. An excused absence simply provides for the opportunity to make up any missed work in a timely manner at the instructor's discretion. It does not excuse you from the work however. If the absence is not excused, the instructor has the right to refuse submission of any assignments and will not allow you to make up any missed quizzes or exams, presentations etc. To request an excused absence, the student should speak with each instructor and provide any available documentation (doctor's note, etc.). In all cases, it is your responsibility to contact the instructor directly.

Important note: In order for instructors to make an informed assessment of students' academic skills, students *must attend all classes*. If a student fails to attend a class, instructors will not be able to evaluate and assess preparedness.

Attendance is recorded per class, not per day.

## **Conditions of Being in Navitas**

1. Each student is expected to attend all classes, take all tests and examinations during a semester, and abide by all rules and regulations of Navitas at FAU and FAU. If a conflict exists between Navitas and FAU, FAU policy shall prevail.
1. The contract between the applicant and Navitas at FAU is governed by the laws of the United States and the State of Florida.
2. Navitas at FAU may, by written notice, vary the conditions of enrollment as required to comply with any law, regulation or amendment thereof, of the United States or the State of Florida.
3. If a student requires urgent medical care and it is not possible to contact the student's parent or guardian, Navitas at FAU is authorized as a matter of urgency to seek and provide appropriate medical care. Students are responsible for any additional costs incurred.
4. International students must meet minimum English language requirements for entry into the program. English proficiency will be assessed by Navitas at FAU prior to program commencement. If English proficiency skills are insufficient, the student will be required to include a bridging English course in the first semester of study.
5. FAU requires each international student to acquire FAU medical insurance upon arrival. Each student is required to maintain medical coverage under FAU's medical insurance plan for the duration of their studies with Navitas at FAU.

6. UPP students are required to complete a minimum 30 credits with a minimum GPA of 2.0 with Navitas at FAU to ensure progression to the second year of the degree at FAU\*.

PMP students are required to pass every course in the pathway and obtain a B minimum in all classes holding FAU credit to ensure progression to the chosen Master's degree at FAU (500 GMAT required for Business/Econ students).

**\*Note:** *Students may require GPA of more than 2.0 to declare a major depending on the college they choose. (eg: to be admitted into FAU's College of Business, students are required to have a cumulative GPA of 2.5 or higher by their Junior year to be accepted into that program.)*

## **Classroom Expectations**

Students must switch off their mobile phones before entering Navitas at FAU classrooms. Text messaging is not permitted when in class and mobile phones are not permitted in class during exams. Students are expected to attend class on time and are expected to come prepared for class. Email must be checked every day for notices/instructions from instructors and Navitas staff. When in class, students should give instructors their full attention and not disturb the classroom by talking or using mobile phones during classroom instruction.

## **Course Repeat Policy**

Students may repeat any course regardless of the grade earned in the course with the exception of courses taught in sequential order. Students may not repeat a course if it is the pre-requisite for a more advanced course that has already been taken and passed. No exceptions to this rule.

**Students may repeat a course only once and may choose to exercise the option of repeating courses only four times during their entire undergraduate career.**

If students choose to repeat a course, both grades for the course will be posted on the transcript, but only the *second grade* will be counted towards the grade point average (GPA). Please note there are additional costs for repeating courses.

## **Requesting Transcripts**

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits disclosure of information from students' transcripts to third parties without written consent of the student. Therefore, in order for the Office of the Registrar to release an official copy of a student's transcript (your academic record), a written and signed authorization form must be submitted.

*Students may not request a transcript via email.*

Current students may request their official transcript or view their unofficial transcript by logging in to MyFAU self service: <http://myfau.fau.edu/>

Once you have logged into FAU self-service click on:

1. Student Services
2. Student Records
  - Request Official Transcript
  - View Unofficial Transcript
  - Transcript Order Status

For more information visit: <http://www.fau.edu/registrar/transcripts.php>.

## Refund Policy

1. For the purposes of this Refund Schedule Policy, term fees are defined as one full-time term of study in any program at Navitas at FAU.
2. All currency in this refund policy is in United States dollars (USD).
3. If an applicant accepts a place offered at Navitas at FAU and pays the administration fee and/or fees, a binding contract is created between Navitas at FAU and the student.
4. Notification of cancellation or withdrawal from a course(s) or withdrawal or deferral from a program of study must be made in writing to Navitas at FAU, 777 Glades Rd. Boca Raton, FL 33431 or by email to [admissionsFAU@navitas.com](mailto:admissionsFAU@navitas.com). This communication must come directly from the student's email address.
5. Students who dispute Navitas at FAU's decision regarding a refund have recourse with the Executive Director of Navitas at FAU.
6. In the case of cancellation or withdrawal, the cancellation fee (administration charge if relevant) will be calculated as shown in the table below.
7. In case of a deferral, the fees will be retained by Navitas at FAU until commencement of studies; in case of a leave of absence, the fees will be retained by Navitas at FAU until recommencement of studies. If the student subsequently withdraws, the Refund Policy will apply as of the date Navitas at FAU was advised in writing of a student's withdrawal. Navitas at FAU reserves the right to apply the Refund Policy to the date of the initial deferral or leave of absence.
8. SEVIS fees paid to the US Department of Homeland Security by the student are not reimbursed by Navitas.
9. Students whose admission offer is withdrawn for submission due to a false/misleading application or whose enrollment is terminated by Navitas at FAU will not be entitled to any refund of fees. Any fee refund is wholly at the discretion of Navitas at FAU.
10. Refunds for students who must withdraw for medical reasons will be based upon the table below.
11. Navitas at FAU reserves the right to withdraw a program or course(s) from offer at its discretion. If a student is unable to enroll in a similar program or course(s) at Navitas at FAU and the enrollment is cancelled, all fees will be refunded with the exception of any non-refundable fees.
12. When an I-20 and/or F-1 Visa or any other immigration document is terminated or rejected due to a breach in student study conditions, a student must withdraw from Navitas at FAU and the cancellation fee will be calculated as shown in the table below. Students withdrawing from a course must first consult with a Navitas Advisor to ensure they maintain the minimum course load to satisfy their student visa requirements.
13. All refunds under this Refund Policy will be paid within four (4) weeks of receiving a written claim from the student.
14. Refunds are to be paid to the person who enters into the contract with Navitas at FAU and to the original account from which the fees were paid.

## Refund Policy Table

Event	Cancellation Fee
Student visa refusal (Proof of refusal necessary, for example, letter of visa refusal; rejection from the US embassy)	US\$250 administration fee
<b>Withdrawal from program (in any semester):</b>	
Written notice given prior to first day of Orientation	The higher of \$3500 or 20% of the balance of tuition on account (+ US\$250 administration fee)
Written notice given on or after the first day of Orientation	100% of semester tuition*
<b>Withdrawal from single course(s):</b>	
Written notice given prior to Add/Drop deadline	No cancellation fee. (Funds remain with Navitas and are credited against enrollment in a subsequent semester. 100% of tuition is forfeited if the student does not re-enroll in a subsequent semester.)
Written notice given after Add/Drop deadline	100% of semester tuition*

\*Semester tuition is equivalent to 12 credits or 4 subjects, whichever is greater.

## Course Descriptions (UPP)

### **ANT 2000 Introduction to Anthropology (3 credits)**

This course introduces students to the study of humankind: its origins, cultures, and languages, with an emphasis on the diversity of people around the world.

(Foundations of Society & Human Behavior IFP Course)

### **AEC 100 Academic English Communications**

The Standard with English Communications module assists students in building the necessary communication skills required to participate and succeed in an academic environment. Students will be shown how to develop their confidence in speaking in groups and as individuals with a strong emphasis on understanding purpose and audience in speaking. Additionally, students will build active listening skills through the use of listening strategies learned throughout the course. Students will be able to speak more effectively and listen with a higher degree of discernment as they practice speaking to and listening to academically focused topics.

***Required of Standard with English Program students***

### **AERW 100 Academic English Reading and Writing**

The Reading/Writing module teaches students valuable skills in understanding academic readings. These skills include distinguishing between main ideas and supporting details, and facts and opinions. Students will learn to analyze the purpose of a writer's argument and the way the argument is constructed, with direct preparation for meeting the writing demands of courses at FAU. Students will be guided through the process of planning and writing paragraphs and essays, focusing on persuasive writing. Students will also receive instruction in how to revise and edit writings.

***Required of Standard with English Program students***

### **CWP 100 College Writing Preparation**

The course prepares students who need extra support to prepare for College Writing I and meet the strict passing requirements. Extensive practice in developing vital key skills necessary to be a good writer of academic material will be covered.

### **BSC 1005 Life Science + Lab (3 credits)**

This course provides a survey of life on earth for non-majors. Evolution, anatomy, physiology, genetics, reproduction, and ecology are stressed. Discussions demonstrate how biological knowledge is relevant to social, economic environmental and philosophical problems.

(Foundations of Science & the Natural World IFP Course)

### **CHM 2045 General Chemistry I + Lab (4 credits)**

An introduction to chemical principles, including atomic structure, chemical bonding, kinetics, thermodynamics and properties of the elements. A prerequisite to all other chemistry courses in science programs.

(Foundations of Science & the Natural World IFP Course)

### **ENC 1101 College Writing I (3 credits)**

Reading examples of effective expository prose and writing essays practicing the forms of rhetoric. Basic freshman composition course. Students read essays, stories, articles and other written selections and write term papers and essays to improve their writing skills.

***(Required Foundations of Written Communication IFP Course for ALL FAU Colleges)***

**ENC 1102 College Writing II** (3 credits)

A continuation of College Writing I  
(Foundations of Written Communication IFP Course)

*Prerequisite: ENC 1101 with grade of "C" or above*

**LIT 2010 Interpretation of Fiction** (3 credits)

Interpretation of Fiction is designed as an introduction reading and analyzing fiction while sharpening your skills in critical thinking and writing. Focusing on the short story and the novel, the course will provide students with the tools to read, analyze, critically think and write about fiction and to communicate their insights in both oral and written form. We will use the methods and language of literary criticism to explore fundamental elements of fiction, such as plot, style, character, setting, symbolism, and theme.

(Foundations of Humanities IFP Course PLUS [WAC] Writing Across the Curriculum)

*Prerequisite: ENC 1102 with grade of "C" or above*

**ENG 1002 Fundamentals of Engineering** (3 credits)

Engineering survival skills: orientation, professionalism, planning, problem solving, creative thinking, software and calculator techniques, time and project management, teaming skills, engineering disciplines, report writing and technical communications.

*All Engineering students are **required** to take this course freshmen year, except for Computer Science and Engineering students*

**ESC 2070 The Blue Planet** (3 credits)

The course is a survey introduction to earth system science with an emphasis on the interactions between earth, ocean and atmosphere. Special attention will be paid to greenhouse effect, ozone depletion, and global change. Course is oriented to students not majoring in science.

(Foundations of Science & the Natural World IFP Course)

**INR 2002 Introduction to World Politics** (3 credits)

Introduction to World Politics is a survey of the major trends, events and actors in world politics. The aim of the course is to provide students with the conceptual skills to better understand the complex and ever changing international arena. A major focus of this course is the implication of the interaction of diverse cultures across time and geographic space. Individual, national and regional perspectives, informed by history, culture and experience, create misperceptions, conflict and missed opportunities when they come into contact with differing perspectives.

(Foundations of Global Citizenship IFP Course)

**ISM 2000 Information Systems Fundamental (for Business Majors)** (3 Credits)

Course introduces students to the basic concepts in computer technology and highlights the relevance of computers and their applications to all aspects of life in the modern world. It covers the fundamentals of computer systems, computer networks, software applications, and the Internet as well as social issues related to the use of computer technology.

*Prerequisite: MAC 1105, must be completed with "C" or above.*

**LIN 2607 Global Perspectives on Language** (3 Credit)

This course explores language from a global perspective. Taking the world as our research area, we begin with a historical atlas of the world as a language system to address the language constellations of the present, the significance of colonial languages, the complex relationship between language and culture, the unequal exchange of texts, and the role of English as a global language.



(Foundations of Global Citizenship IFP Course)

**MAC 1105 College Algebra** (3 credits)

MAC 1105 is a fast-paced Algebra course designed to prepare students for university level courses using mathematics. Linear and quadratic functions, systems of equations and inequalities, polynomial functions and equations, complex numbers, rational exponents and radicals, exponential and logarithmic functions will all be covered.

(Foundations of Mathematics & Quantitative Reasoning IFP Course)

*Prerequisite: MAT 1033, MGF 1106 or MGF 1107 or ALEK placement score of 30 or better).*

**MAC 2233 Methods of Calculus** (3 credits)

A descriptive and intuitive introduction to the methods and applications of differentiation and integration. Primarily for social science and business administration majors.

(Foundations of Mathematics & Quantitative Reasoning IFP Course)

*Prerequisite: MAC 1105 or ALEKS score of 40 or better*

*Prerequisite courses must be completed with grades of "C" or better.*

**MAC 2311 Calculus with Analytic Geometry** (4 credits)

The course provides an introduction to standard techniques from calculus with a single variable. The main focus is on the concepts and computation of limits, derivatives and integrals. After completion of the course, you should be acquainted with the basic definitions and techniques to compute limits, derivatives and integrals and also with methods and techniques for computing them. Also, after completion of the course, you should be able to apply these techniques in different contexts and translate different types of theoretical and practical problems into mathematical terms and then calculate the solution.

*Prerequisite: MAC 1140, MAC 1114, MAC 1147 (with minimum grade of 'C') or ALEKS score 65 or better.*

**MAT 1033 Intermediate Algebra** (3 credits)

Preparation for entry level university mathematics courses. Topics include properties of and operations on real numbers, scientific notation, linear equations and inequalities, polynomial and rational expressions, exponents and radicals, products and factoring, quadratic equations, and graphing.

***This course counts as elective credit only.***

*Prerequisite: High school algebra*

**PSY 1012 Introduction to Psychology** (3 credits)

An appraisal of the antecedents and determinants of human behavior with special reference to individual differences, perception, learning, and personality formation.

(Foundations of Society & Human Behavior IFP Course)

**STA 2023 Introductory Statistics** (3 Credits)

This course aims to impart an understanding of elementary descriptive and inferential statistics. The emphasis will be on applied problems solving and interpretation of results, although computation will also be required.

(Foundations of Mathematics & Quantitative Reasoning IFP Course)

*Prerequisite: MAC 1105, MFG 1106 or MAC 2233 or ALEKS score of 30 or better*

**SYG 1000 Sociological Perspectives** (3 credits)

Examines the major principles, concepts, theories, and methods of sociology.

(Foundations of Society & Human Behavior IFP Course)

**UNI 101 University Learning Skills** (Navitas course for UPP students)

The University Learning Skills course is designed to provide students with the skills required to be successful in university studies in an American classroom. The course covers the basic academic skills required to successfully participate in an undergraduate degree program and to operate effectively in a university context. The course emphasizes both academic and non-academic topics to assist students' transition to the University and community, in general.

***Required for all UPP students during the first semester***

## Course Descriptions (PMP)

**NAV 101 Navigating the Graduate Student Pathway** (course for all PMP students)

This course was developed to assist international students in developing and enhancing skills needed for academic success at the University. Students will be exposed to readings, individual and group work, class conversations and opportunities to interact with other graduate students, as well as faculty and staff. Additionally, students will visit various experts and facilities on campus that will support graduate student success.

**NAV 102 Academic Communication for Graduate Students** (course for all PMP students)

This course provides international students with the communicative skills needed to successfully engage in the worlds of academia and professionalism. It includes skills in interpersonal communication, small group participation, graduate-level presentations and research discussions in various academic disciplines. Students are afforded opportunities to utilize the skills learned in this course.

**NAV 103 Introduction to Graduate Research** (Navitas course for all PMP students)

This course introduces international students to investigative skills needed to critically review and design research. It includes skills in using academic databases, synthesizing research and collecting and analyzing data. Students are required to design an action research plan specific to their academic discipline of study.

**NAV 104 Intercultural Issues for Graduate Students** (course for all PMP students)

The course aims to build on and extend students intercultural skills and understandings, preparing students to participate effectively in varied personal and professional contexts in a challenging global environment. The course also aims to assist students to understand and manage transitions between different cultural contexts effectively.

**GMAT Preparation Course** (Free course provided for Business/Economics students)

This 4-week course is provided for Business and Economics students to help them prepare to take the GMAT exam and reach the required score of 500 to be able to progress to their chosen Master's program.

**MAN 6296 Leadership and Organization Management** (3 credits)

Business Pathway course. The topics in this course provide the foundation for understanding leadership in organizations and its application to problems faced by managers. The course will review the theory, research, and practice of leadership in organizations. Topics addressed will include leadership in relation to motivation, communication, performance, group dynamics, and organizational change.

**ECO 6717 Advanced International Monetary Economics** (3 credits)

Economics Pathway course. Advanced International Monetary Economics is a course that is intended to expose students to the principle workings of the international monetary economy. The course covers international trade, the balance of payments, the foreign exchange market and exchange rates, and Open economy macroeconomics.

**FIN 6406 Advanced Financial Management** (3 credits)

Business and Economics Pathway course. This course exposes students to advanced theory and practice of financial planning and management. It emphasizes the capital structure of business enterprise, its cost of capital and its evaluations. Applications of quantitative methods to capital theory are covered.

**QMB 6603 Data Analysis for Managers** (3 credits)

Business and Economics Pathway course. The main thrust of this course is to supply students with the skills necessary to apply basic statistical methods. Students will enhance their ability to confront data-based management decisions in a practical fashion.

**EGN 5930 Analytical Methods in Engineering** (3 credits)

Engineering and Computing Pathway course. This course introduces graduate students to essential analytical methods needed to solve Engineering problems and prepares them for future graduate engineering studies.

**EML 4930 Experimental Methodology** (3 credits)

Engineering and Computing Pathway course.

**Computational Science and Math** (3 credits)

Science Pathway course.

**Geographic Information Science** (3 credits)

Science Pathway course.

# University Policies and Student Rights

## **Code of Student Conduct**

The Code of Student Conduct provides a framework of standard acceptable behavior for students. It is set forth to give students general notice of prohibited conduct. Students are responsible for understanding and complying with this Code.

- All students studying at Navitas at FAU have the right to be treated with respect and courtesy by Navitas at FAU staff and fellow students in an environment free from harassment and conducive to learning.
- Navitas at FAU expects all students to abide by the Code of Conduct by accepting responsibility for their behavior and conducting themselves in a professional manner at all times, treating fellow students and staff with respect, honesty and courtesy.

For more information on The Code of Student Conduct, please go to [http://www.fau.edu/dean/pdf/Guide\\_Book.pdf](http://www.fau.edu/dean/pdf/Guide_Book.pdf)

## **Academic Honesty**

It is the expressed policy of the University that every aspect of academic life, including formal coursework situations and all relationships and interactions connected to the educational process, shall be conducted in an absolutely and uncompromisingly honest manner. The University presupposes that any submission of work for academic credit indicates that the work is the student's own and is in compliance with University policies. In cases where academic dishonesty is discovered after completion of a course or degree program, sanctions may be imposed retroactively, up to and including revocation of the degree. Any student who reasonably believes another student has committed an act of academic dishonesty should inform the course instructor of the alleged violation.

Here are a few examples of Academic DISHONESTY:

- Submitting an author's published or unpublished work (e.g. material from a journal, Internet site, newspaper, encyclopedia) as one's own whether in whole, in part, or in paraphrase, without fully and properly crediting the author.
- Submitting as one's own work or materials obtained from another student, individual, or agency without full and proper attribution.
- Submitting substantially the same work to more than one course without prior approval from all instructors involved: i.e., dual or multiple submission.
- Using any unauthorized material during an examination, such as notes, tests, calculators, cell phones, or other electronic or mechanical communication devices. Abuse of cellular devices with photographic capabilities and use of devices for purposes of photographing test questions or other notes and materials are also prohibited.

A more extensive list of violations of the University's Code of Academic Integrity can be found here: [https://www.fau.edu/ctl/4.001\\_Code\\_of\\_Academic\\_Integrity.pdf](https://www.fau.edu/ctl/4.001_Code_of_Academic_Integrity.pdf)

## **Cheating and Plagiarism**

- *Collusion* occurs when two or more individuals combine their efforts in order to **deceive** the instructor as to who is responsible for a particular piece of work
- *Cooperation* may be permitted by an instructor in certain circumstances, where a joint study effort, class presentation or group project forms an appropriate part of the overall assessment.
- *Plagiarism* occurs when a student copies ideas, words, sentences, diagrams and/or other forms of work, without acknowledging the source of the work used. This includes work done by other students on previous occasions.

Copying someone else's work without acknowledgement and all other forms of cheating, collusion or plagiarism are not tolerated at FAU, regardless of whether the student is 'aware' of the offense or not. The Navitas at FAU policy on cheating and plagiarism applies to all courses, **i.e., a zero mark will be given for that piece of work, and further disciplinary action-- including the possible awarding of an "F" grade—will be taken for that course.**

## **Academic Dishonesty Sanctions**

Sanctions to be imposed by faculty members may include one or more of the following:

- a. Failure in the assignment in which the violation occurred.
- b. Forced withdrawal: the student is required to withdraw from the course. A grade of "W" will appear on the transcript, and no refunds of tuition, fees, or other charges will be made.
- c. Failure in the course or competency in which the violation occurred.
- d. Recommendation of Additional Sanctions: The faculty member, in cases of an especially serious nature, may recommend to the Director/Dean the imposition of additional penalties, including those listed in VII c for misconduct. See [http://www.FAU.edu/life\\_on\\_campus/policies/code/](http://www.FAU.edu/life_on_campus/policies/code/) for more information.

## **Student Academic Grievance/Appeal**

### **Procedures:**

**(A)** If the instructor determines that there is sufficient evidence to believe that a student engaged in dishonesty, the instructor will meet with the student at the earliest possible opportunity and provide notice to the student of the instructor's perception of the facts, the charges against the student, and the sanction. The instructor may not remove the student from the course until the appeal process has come to a conclusion.

**(B)** If, after this meeting, the instructor continues to believe that the student engaged in dishonesty, the instructor will provide the student written notice of the charges and the penalty. A copy of this statement shall be sent to the chair of the department or director of the school/program administering the course.

**(C)** The student is entitled to an opportunity to be heard at a meeting with the instructor and chair/director to review and discuss the instructor's charges/statement. Such request for a meeting must be made in writing and received by the chair/director within five (5) business days of receipt of the instructor's charges/statement. The purpose of the meeting is to discuss the facts and to advise the student of the appeal process. The chair/director will provide the student, the instructor, and the dean of the college administering the course a summary of both the student's position and the instructor's position.

**(D)** The student may appeal in writing to the dean of the college administering the course. The appeal must be received by the dean within five (5) business days of receipt of the chair/director's summary from the review meeting. The dean will convene a Faculty-Student Council ("Council"), which will be composed of the dean (or designee), two faculty members, and two students. The dean (or designee) will act as chair of the Council, direct the hearing, and maintain the minutes and all records of the appeal hearing, which will not be transcribed or recorded. The hearing is an educational activity subject to student privacy laws/regulations, and the strict rules of evidence do not apply. The student may choose to be accompanied by a single advisor, but only the student may speak on her/his own behalf. The student and instructor may present testimony and documents on his/her behalf. Additional witnesses may be permitted to speak at the dean's (or designee's) discretion and only if relevant and helpful to the Council. The Council will deliberate and make a recommendation to the dean to affirm or void the instructor's findings of academic dishonesty. The dean (or designee) will inform the student and instructor in writing of his/her findings of academic dishonesty after receipt of the Council's recommendation.

**(E)** The student may request an appeal in writing of the dean's findings of academic dishonesty to the University Provost (or designee) and include relevant documentation in support of such appeal. The University Provost (or designee) will notify the student, dean, and instructor of his/her decision in writing. This decision by the Provost (or designee) constitutes final University action.

**(F)** If there is a finding that the Code of Academic Integrity has been violated, the chair will notify the University Registrar that the following notation be included on both the student's official transcript and on the student's internal record: "Violation of Code of Academic Integrity, University Regulations 4.001." If such violation is appealed and overturned, the dean or University Provost (or their designees) will notify the University Registrar that such notation should be removed from the student's transcript and internal record.

### **Penalties:**

**(A)** The instructor will determine the penalty to be administered to the student in the course. Penalty grades cannot be removed by drop, withdrawal, or forgiveness policy. Students should be aware that, in some Colleges/programs, failure in a course or a finding of dishonesty may result in other penalties, including expulsion or suspension from the College/program.

**(B)** In the case of a first offense, the student may elect to complete a peer counseling program administered by the Division of Student Affairs by the end of the semester following the semester in which the dishonesty occurred. Upon successful completion of this program, the notation regarding violation of the Code of Academic Integrity will be expunged from the student's official transcript. The grade, however, will remain unchanged and cannot be removed by drop or forgiveness policy. Also, the notation will remain in internal University student records.

**(C)** In the case of a repeat offense, even if the notation of violation of the Code of Academic Integrity from the first offense had been expunged from the official transcript as a result of successful completion of the peer counseling program, the student will be expelled from the University.

## **Privacy Act**

Navitas at FAU is bound by the United States Privacy Act, which regulates the way private sector organizations can collect, use and disclose personal information.

## **Access and Equity**

Navitas at FAU is committed to creating equal opportunities for all students to ensure that no student who has met the specified academic and English language entry requirements is

denied access to a program and that no student, once enrolled in a course, is disadvantaged.

### **Credit Transfer**

Credit transfer *may* be given to students who have completed an equivalent course of study at accredited institutions of higher education where the grade received will be determined by FAU on a case-by-case basis. Some additional requirements may also apply.

All students wishing to transfer credit from another U.S. college or university that is regionally accredited or from a postsecondary institution outside the United States that is approved by the government or Ministry of Education in that country may not do so until they have successfully completed the Navitas at FAU Undergraduate Pathway Program. Upon entering their second year, student may submit their postsecondary transcripts for a professional course-by-course evaluation. It is important to note that Navitas at FAU will not be able to waive any of the course requirements while a student is enrolled in the program and this may result in the duplication of some credits. If there is any duplication in credits, the grades earned while enrolled at FAU in the Navitas Pathway Program will supersede any transfer credits.

### **Mainstream FAU Courses**

An undergraduate student in the Navitas program is not permitted to take mainstream classes at FAU. Once a student has successfully completed the Navitas program and progressed on to year 2 at the university, he/she will be eligible to take those classes at that time.

### **Concurrent Study**

Navitas offers a rigorous program, moderated by FAU for quality assurance and comparability. Students in Navitas at FAU programs can be assured of the finest preparation and support systems available during the course of their studies.

Students, therefore, are *not permitted* to study at other academic institutions during their course of study with Navitas. This policy includes students who defer or who take a leave of absence from their Navitas studies for a semester.

Navitas will not grant authorization, transfer credit or exemption from courses where outside credit has been obtained concurrently, and while a student is registered with Navitas at FAU.

### **Harassment**

Navitas at FAU and FAU should be a pleasant environment in which students can grow and learn. Harassment consists of unwelcome, offensive, abusive, or threatening behavior directed at students. Students subjected to any form of harassment by any individual or group of individuals are advised to report the matter *in confidence* to Navitas at FAU staff. Conversely, Navitas at FAU students who harass another student or staff will be subject to disciplinary action.

## **Anti-discriminatory Policy**

Navitas at FAU is committed to equal opportunity for all students to ensure that no student who has met the specified academic and English language entry requirements is denied access to a program and that no student, once enrolled in a course, is disadvantaged.

All Navitas at FAU staff, both academic and administrative, are responsible for ensuring that any students with disabilities are treated with dignity and courtesy and are given every opportunity to reach his/her full educational potential.

## **Navitas Student Support & Resources**

Navitas and FAU offer a variety of programs that have been designed to provide students with additional academic support:

- Small class sizes (fewer than 25)
- Academic writing support
- Math Learning Center
- On-campus Writing Center
- Subject tutoring / Drop-in tutorials
- Center for Teaching and Learning
- UNI 101

Students seeking free subject tutoring can contact the Center for Learning and Student Success (CLASS), which is located in the General Classroom South (GS-2) Room 223. Students may visit [www.fau.edu/CLASS/tutoring.php](http://www.fau.edu/CLASS/tutoring.php) or [e-mail stay@fau.edu](mailto:stay@fau.edu), or call (561) 297-0906 for more information. Students should also speak to the Navitas Student Services Officer for assistance.

## **International Student Immigration Information**

### **New International Student Check-In**

All new F-1 international students must attend a mandatory SEVIS Information Session and Immigration Clearance. This will take place at the International Student Check-In at the start of your semester. Failure to attend Immigration Clearance will result in an inability to enroll in classes. Information about this session will be emailed to students along with additional pre-arrival information.

Students must complete the necessary forms and submit the copies of the following documents:

- Form I-20
- U.S. visa stamp
- Passport I.D. pages

### **Student visa conditions**

- International students must be enrolled full time to maintain their student visa status. Undergraduate full time status consists of enrollment in a minimum of 12 credits (3 courses during Navitas program) over the Spring/Fall semesters. Students in the Navitas program are required to attend the Summer semester. Once students



have completed the program, however, they may take Summer courses but are not required to do so.

- Students needing to extend their visas should first consult Navitas at FAU for assistance.
- Students withdrawing from a course must first consult with a Navitas Student Support Officer to ensure they maintain the minimum course load to satisfy their student visa

## **Traveling Abroad in F-1 Student Status**

If leaving the U.S. to visit another country, the following documents must be in order to return to the U.S.:

- **Valid Passport**: A passport should be valid at least six months into the future. A passport is normally renewable at the student's country's embassy in the U.S. For a list of foreign embassies in the U.S., see the Diplomatic List at [www.state.gov](http://www.state.gov)
- **Valid U.S. Visa Stamp**: If the visa is expired and there is a need to travel outside of North America (Canada, Mexico, and adjacent islands excluded) the visa must be renewed to return to the U.S. **A visa cannot be renewed in the United States.** Do NOT re-enter on a visa other than an F-1 student visa. For visa renewal, see the list of U.S. embassies/consulates at <http://usembassy.state.gov>. The ISSS Office needs a copy of any new F-1 visa upon return to the U.S.
- **A Valid Form I-20**: A valid Form I-20 with a valid travel signature (found on page 3 on the Form I-20) is required for travel. Once signed, the travel signature is good for 6 months after the date signed.
- **I-94**: I-94's are now updated online. Each time a student re-enters the U.S. be sure to check your I-94 information (date and visa status) at the following website: <https://i94.cbp.dhs.gov/I94/request.html>

Important note: If you are traveling to a country other than your own, you need to check with that country's Embassy/Consulate to see if you need a visa in order to enter.

## **Obtaining a Social Security Number (SSN)**

To be eligible for a SSN, written proof of having on-campus employment, an authorized internship, or approved practical training is required.

In order to apply for a SSN, students must request a SSN letter from the ISSS Office. Students must bring this letter to the Social Security Administration Office along with the required immigration documents. The SSN application can be found at [www.ssa.gov](http://www.ssa.gov).

## **Employment for F-1 International Students**

Navitas at FAU students are eligible for on-campus employment only. On-campus jobs are very competitive and international students may work up to 20 hours per week. On-campus employment can be found on the Department of Human Resources website at [http://www.fau.edu/hr/Student\\_Employment/index.php](http://www.fau.edu/hr/Student_Employment/index.php) or speak to the Navitas Student Support Officer for more information.

**NOTE:** Spouses and children of F-1 international students are classified as F-2 dependents. No paid employment of any kind is permitted for those in F-2 status.

### **On-Campus Employment**

Students may work part-time (up to 20 hours per week) during the Fall and Spring semesters and full-time (up to 40 hours per week) during winter and summer breaks if they are in good academic standing (2.0 cumulative GPA), and have been enrolled full-time. Information about jobs on campus can be found at The Student Employment Office, on the 4th floor of the Campus Center.

### **Curricular Practical Training (CPT)**

Students who have been enrolled full-time for at least one academic year are eligible to do an internship or practicum. Not all students have internships available to them in their programs. Internships, required or integral part of the class, may permit students to be eligible for CPT. Consult the ISSS office for more details.

### **Optional Practical Training (OPT)**

When students near the completion of their program of study, they may apply to USCIS for 12 months of Post-Completion Optional Practical Training (OPT) authorization to accept employment related to one's field of study. Attend an OPT workshop to learn more about this kind of authorized employment. Though uncommon, students may begin OPT (Pre-Completion OPT) on a part-time basis after they have been enrolled full-time for two semesters. Consult with the ISSS for more information.

### **Unforeseen Economic Need**

Students who are full-time, in good academic standing, and have been in F-1 status for one academic year can apply for off-campus work authorization based on severe economic hardship, assuming that other employment opportunities are not available. The economic need must be due to unforeseen circumstances beyond the student's control and the student must submit supporting materials documenting these conditions to USCIS. This type of employment is part-time when school is in session and full-time during vacation periods.

**Important Note:** F-1 international students are not eligible for federally funded "work study" positions. Federal assistance of this nature is only granted to U.S. citizens and legal permanent residents.

### **Leave of Absence (LOA)**

If a non-medical leave of absence is required, students must depart the United States within 15 days. Students considering an LOA must first speak with the Student Services Officer. All LOA's must be approved by the Navitas Executive Director.

**Absences from the U.S. longer than five months require a new Form I-20 and payment of the SEVIS fee again for re-entry to the U.S.**

**An important consideration in taking an LOA:** USCIS regulations state that an F-1 international student must complete a full academic year (9 months) to be eligible for CPT and OPT. Students who take a leave of absence will be required to be full-time for at least nine months before again being eligible for these benefits.

*There is a **\$250 administration fee** for taking an LOA while in the Navitas program.*

### **Medical Leave of Absence**

In case of illness, a reduction in credit hours is permitted for up to 12 months:

- Students must provide a letter from a US-licensed medical doctor, doctor of osteopathy, or clinical psychologist.

## Welfare & Advice

### **Medical Care**

FAU's health provider is Aetna Student Health Plan. Students who are sick or need medical attention must visit Student Health Services (SHS) office to receive medical treatment. SHS is located on the second floor of the Student Services & Cafeteria building on the FAU campus. Medical services that cannot be provided by SHS will be referred to a doctor outside of FAU. In order for health care to be covered by insurance in this instance, a referral must be obtained PRIOR to accessing care outside of FAU.

**Note:** Prior referral is not needed if a student seeks treatment for an emergency medical condition that, if not treated immediately, would result in permanent damage.

SHS provides primary and episodic (illness) care to enrolled students at FAU. Same day appointments are available to students with an episodic illness or injury. Medical care includes primary preventative care; annual physical examinations. Women's and men's health care is available by appointment. Specialty services include: dermatology, sports medicine, travel medicine, laboratory services, and an immunization and Tuberculosis Clinic.

To contact Student Health Services, call 561.297.3512 or visit their website at [www.fau.edu/shs](http://www.fau.edu/shs).

### **Emergency Care**

Students who require emergency medical care off campus should seek assistance through their local hospital emergency service. View a list of after-hours emergency medical facilities at the website, [http://www.fau.edu/shs/clinic/boca/boca-about\\_general\\_info.php](http://www.fau.edu/shs/clinic/boca/boca-about_general_info.php).

Students should consult their Student Health Insurance Plan Brochure for a summary of benefits and expenses related to emergency treatment.

### **Counseling Services**

The FAU Counseling and Psychological Services office offers scheduled brief consultation, assessment, crisis intervention, focused therapy, education/outreach, consultation, and referrals.

Common issues with which staff can help are:

- Adapting to a new culture or country
- Managing time

- Improving academic performance
- Balancing work, school, and personal relationships
- Negotiating life-stage transitions and dilemmas
- Coping with anxiety and depression
- Working through loss and grief
- Resolving relationship difficulties
- Recovering from trauma / responding to traumatic events
- Identifying and managing self-destructive behavioral patterns, including eating disorders and problems with alcohol and drug abuse.

The Counseling and Psychological Services Center is located in the Student Services and Cafeteria building. To contact the FAU Counseling and Psychological Services Center, call 561.297.3540. The Center is open 8:00am–6pm on Mondays and Thursdays, and 8:00am–5:00pm on Tuesdays, Wednesdays, and Fridays. Visit their website at <http://www.fau.edu/counseling>.

## **Safety and Security**

As a student in a new city, it is important to be aware of your surroundings. The following advice is given to help ensure your safety and security.

***To contact the police, fire department or an ambulance, call 911.*** This is a free call from any telephone.

### **Home Safety**

- Keep doors locked at all times. Lock your windows during the night and when away.
- If keys are lost or stolen, change the locks right away.
- Carry keys in hand so you can get into your home quickly.
- Never lend keys or access cards to anyone.
- Do not leave notes on the front door, on Facebook, or on twitter announcing being away from home.
- Do not let strangers into your home to make telephone calls.
- Make a photocopy of all credit cards, passports, and study permits to keep them in a separate place from your wallet.
- If you EVER feel unsafe, seek immediate assistance from others in the area or by contacting 911 or police.

### **Using Transportation**

- Wait for the bus or train in a well-lit place and close to other people.
- Remember to keep track of your bags at all times.
- If you are being bothered or harassed on the bus or subway, tell the driver what is happening right away.
- Use taxis late at night.
- Never hitchhike or get into the car of a stranger. If driving, do not offer rides to strangers. Although it may be normal practice in many parts of the world, hitchhiking in North America is not common and can be very dangerous for both women and men.
- Stay alert at all times! Be aware of your surroundings. Limit phone conversations, texting, and music listening to small amounts especially when alone.
- If you EVER feel unsafe, seek immediate assistance from others in the area or by contacting 911 or police.

## Alcohol and Drugs

- Alcohol consumption for individuals under the age of 21 is **ILLEGAL** in the state of Florida.
- Drugs (other than over-the-counter or prescription medications) are **ILLEGAL** in the United States.
- Students above the legal drinking age are expected to be responsible about their alcohol intake.
- Providing alcohol to underage individuals is **ILLEGAL**.
- Be aware that alcohol consumption can result in impaired judgment and can be a danger to your safety and the safety of those around you.

The University's Alcohol and Other Drugs Policy can be found at the following website, <http://www.edu/policies/>.

## In Social Situations

- Signals of physical intimacy are not the same for all cultures. In the United States, it is inappropriate to touch another person without his/her expressed permission. Communicate your limits clearly; if someone is pressuring you, say NO clearly. Be direct and assertive.
- Do not go off alone with someone you do not know well or who makes you feel uncomfortable.
- Suggest staying with a group or going to a public place.
- Always bring money to cover the cost of a subway ride or cab fare.
- If you EVER feel unsafe, seek immediate assistance from others in the area or by contacting 911 or police.

## Keep All Possessions Safe

The most common crime on university campuses is the theft of unattended property. The following tips can help prevent theft:

- Do not leave books, backpacks, or purses unattended anywhere. This includes leaving belongings at the library, in a dining hall on a table while getting food, etc.
- Carry only what is needed and don't have valuables such as cash, phone or jewelry out in the open.
- Keep a record of your credit card numbers and photocopies of your passport/I-20 for use if you have to report a theft.

***Important: If you have been the victim of a crime on or off campus, no matter how small, report it to the police or Campus Security immediately.***

**Emergency:** From any campus phone dial **911**. The FAU Police Department also offers a free escort service at night for all FAU students. If a student would like to be escorted around campus or back to their dorm room, please call **561.297.6695**.

## Life in Boca Raton

### Time Zone

Boca Raton is located in the Eastern Standard time zone (EST). On the second Sunday in March at 2am, clocks are set ahead one hour. Turn them back one hour on the first Sunday in November.

## **Business Hours**

Standard retail hours are Monday through Saturday between 10am - 6pm and Sunday between 12pm - 6 pm. Large stores and grocery stores are open seven days a week until 9 pm or later. Most business offices are open Monday through Friday from 9am - 5:00pm. Banks are usually open Monday through Friday from 9am - 5pm; some bank branches are open on Saturdays and Sundays.

## **Bank Account**

Most international students open a bank account when they arrive in Boca Raton. BB&T has automated teller machines (ATMs) on campus but students may choose another bank. In order to open a bank account, you will need a passport, an I-20 from FAU, and address verification (a letter from Navitas on letterhead showing your address) are required.

*Checking* - This is the most common type of account for everyday needs. When opening a checking account, the bank will issue a debit card that can be used to pay for purchases in most stores and to make cash withdrawals at ATMs. A charge made to the debit card is deducted from the bank account immediately.

The bank will typically issue a few free temporary checks, but there is a fee to order more. Checks are often used to pay rent and bills. Many people prefer to bank and pay their bills online or over the telephone. Ask about these options, too.

**Important: It is quite common for banks to put a hold on large deposits (from your home country). To access certain funds, find out if and for how long a hold will be put on funds.** Before wiring funds to or from the home country, make sure to find out how much it will cost (wire transfer fee) and how long it will take.

## **United States Currency**

The basis of U.S. currency is the dollar which is equal to 100 cents. U.S. bills are issued in denominations of \$1, \$5, \$10, \$20, \$50, and \$100. Coins are issued in denominations of 1¢, 5¢, 10¢ and 25¢ cent(s).

penny = \$ .01  
nickel = \$ .05  
dime = \$ .10  
quarter = \$ .25

Tip: Many stores will not accept \$100 bills. It is common to carry small bills or pay with a credit or debit card (ATM bank card) for large purchases. Be aware that there may be service charges for using a debit card.

## **Post Office**

The US post office is the most commonly used method of delivery for mail within the United States. For shipping packages or sending mail within the US, please see the example address below:

Mr. /Mrs. /Ms. Smith  
1234 Road Name

City, State, Zip Code

Students interested in sending mail to their home country are advised to consider using a courier service such as FedEx or UPS.

### **Sales Tax**

Most purchases in Florida are subject to sales taxes, *which are not included in the price indicated on the price tag*. The tax will be added to the price of most retail goods and services totaling 6.0% of the total purchase price.

### **Smoking – FAU 100% Tobacco-Free**

Smoking is not permitted in most indoor public places in Florida. This includes bars, nightclubs and restaurants. Smoking is sometimes permitted on outdoor patios and in approved designated smoking areas in places that are otherwise smoke free. It is common to be asked for ID to purchase cigarettes if an individual appears to be under the age of 25.

Please note starting on January 1, 2015, FAU has a **tobacco-free policy** (cigarettes, cigars, pipes, smokeless tobacco, snuff, chewing tobacco, smokeless pouches and any other form of loose-leaf, smokeless tobacco) which **prohibits use of ALL mentioned products in all indoor spaces, outdoor locations and within cars on campus**. Full details at [www.fau.edu/healthycampus/tobaccofree/](http://www.fau.edu/healthycampus/tobaccofree/)

### **Identification Card**

In order to purchase alcohol or attend events where alcohol will be served, being 21 years or older is required. One piece of official ID with one's name, photo and date of birth on it (passport or driver's license or state ID) will need to be presented. Those without a driver's license can obtain an official Florida identification card. Florida ID cards are available through the Department of Motor Vehicles (DMV).

- Bring one piece of primary and one piece of secondary identification to any driver licensing office.
- Pay the Florida ID card fee and have a photo taken.

## **Local Media**

### **Newspapers**

- The Sun Sentinel (Ft. Lauderdale)
- New Times Broward-Palm Beach
- Miami Herald

- Miami New Times
- Miami SunPost
- Miami Today
- The Palm Beach Post

## **Websites**

- [www.ci.boca-raton.fl.us](http://www.ci.boca-raton.fl.us)

## **Television**

- WPBF (Channel 25)
- WPTV (Channel 5)
- WPEC (Channel 12)
- WFLX (Channel 9)

## **Radio**

For a list of radio stations accessible from Boca Raton check out <http://radio-locator.com/cgi-bin/locate?select=city&city=Boca%20Raton&state=FL>.

## **Exploring Boca Raton and Beyond**

In Florida, hospitality is our second largest industry and a huge part of who we are. Boca Raton is home to some of the world's best beaches, restaurants, museums, parks and shopping opportunities. Additionally, we are ideally located in the heart of South Florida with easy access to both Ft. Lauderdale and Miami (both are under an hour from FAU) so students have a wide array of entertainment options.

For longer weekends, students may also choose to take trips to visit places like the tropical paradise of Key West or even to visit Walt Disney World and Universal Orlando theme parks in Orlando. There is access to both bus and train transportation in Boca Raton to access these locations.

## **FAU Student ID**

Students may get their OWL Student ID Card in the Student Union, Room 129.

The OWL Card is a gateway to retail and services at Florida Atlantic University. All students are required to obtain one, as it serves as your official photo identification, debit card, OWL Bucks card, library card, residence hall building key, meal card for those who have meal plans, and your ticket to many FAU events, including sporting events. You will need to present your OWL card to receive the benefits of the many services offered at FAU.

OWL Cards are provided at Orientation. Replacement IDs cost \$15 each.



## **Getting Around**

Palm Tran Bus or Tri-Rail train service is available to students who wish to utilize public transportation to FAU. Information about all bus routes for Palm Beach County is available at [www.palmtran.org](http://www.palmtran.org) or by calling 561.841.4287. Palm Tran route schedules are also available at the Student Support Services Building located on campus. Students may also use Tri-Rail train service for transportation to school. Palm Tran bus number 94 shuttles riders between the Tri-Rail station and the parking lot of the campus Administration Building.

In addition, FAU students have access to a subscription car rental service on campus called Zipcar. For more information on this service visit <http://www.zipcar.com/fau>.

## **IT Policies and Procedures**

### **FAU E-mail System**

All students are given an FAU student e-mail account once accepted to the Navitas program. Access to the My FAU e-mail system will be set up with students during the Navitas Orientation. Students will need their 'Z number' (located on the FAU acceptance letter).

The University's primary source of correspondence with students is through the student's FAU email. Messages sent by the University may include time-sensitive information. Students are responsible for checking their FAU email on a regular basis. FAU has partnered with Google to bring students Owl Apps, a Gmail interface that replaces the MyFAU email and includes a 25 GB inbox, among other features. To switch to Owl Apps and for more information about FAU email, visit [www.fau.edu/owlapps](http://www.fau.edu/owlapps). For issues with logging into MyFAU, contact the [Office of Information Technology Help Desk](#) or call 561.297.3999.

### **My FAU**

*My FAU* is FAU's web-based student management system. It is a comprehensive information system related to academic and co-curricular life at FAU.

#### **You can**

- (1) See final grades
- (2) Request transcripts and enrollment verification letters
- (3) See any holds or blocks on registration
- (4) See what is required to meet your graduation requirements – known as a "Degree Audit"

#### **Once you progress to Year 2, you can**

- (5) View upcoming semester schedules of classes (usually available two months before the current semester ends)
- (6) Add/drop classes
- (7) View tuition bills
- (8) View co-curricular activity transcript

## **Navitas Student Portal**

As a student in Navitas, the student portal is a great way to access most student information. While in the Navitas program, the student portal is used to register for classes, get information about student fees, communicate with classmates, instructors and Navitas staff, as well as access Navitas documents such as the Student Handbook.

To access the Navitas Portal, go to this site: <https://learning.FAU.navitas.com>

Your **initial username is your Navitas ID number** and your **initial password is your birthday (Date, Month, Year)** for the first time that you log into the website.

When you first log in, change your password. Start by clicking "Forgot Password?" on the login page. Then enter your username. When creating a new password, please use the following format: ***Password length of 8 characters, alphanumeric with at least one uppercase character, and a symbol such as "!"***

## **Housing & Meal Plan**

### **On-campus Housing**

It is the policy of Florida Atlantic University that all first year FAU students whose parents do not live within a 30-mile radius of the school are required to live in on-campus accommodation. Living on campus provides students with a wide array of opportunities to become involved in the campus community of FAU. All rooms come furnished with a twin bed, desk, chair, and dresser. All students will be required to sign a housing contract upon arrival on campus and will be required to follow all FAU Housing and Residential Life policies.

More information regarding campus housing including information on safety, rules and regulations, and campus housing resources can be found in the Housing Guide book at <http://www.fau.edu/housing/prospective/guidebook.php>.

During year 2, students will have the opportunity to live off campus or to continue living on campus if they choose. The university offers different housing options for upper class students that include apartment-style suites. For students choosing to live off campus there are resources provided by the University to help students in the process of finding and securing housing off campus.

### **Meal Plan**

All first-year students are required to purchase a meal plan. Navitas students are provided with a 15 meal per week plan to use at the Atlantic Dining Hall. The meals are served based on meal periods. There are three meal periods per day Monday through Friday, and two meal periods per day Saturday and Sunday. The dining hall does not close between meal periods.

Navitas students meal plans also include a pre-determined amount of Flex Bucks (\$200 per term) to use at campus eateries including those found in the Breezeway Food Court. Flex Bucks are given out on a per term basis and they do not carry over from one term to the next. To use Flex Bucks, simply show your student ID (or 'Owl Card') to pay, just like you would use a credit card.

## Other

### **S.E. Wimberly Library & Computer Labs**

The S.E. Wimberly Library is located just off of the central Breezeway. The library also houses the Ritter Art Gallery and public computer labs. The library staff at the S.E. Wimberly Library will help you find any book, article, or scholarly journal that you need to succeed with your academic papers and projects. Also, if a book or journal is not available at the library, the library staff will help you to get a copy sent from another university.

### **Bookstore**

The FAU bookstore is located in the Breezeway on the ground floor (Lower Level) very close to the Navitas office. Students can buy textbooks, course materials, computer products and school supplies as well as FAU clothing and gifts. For certain classes, the bookstore also has a textbook rental program and sells digital textbooks via the Barnes and Noble Nook.

For more information, please call 561.297.3720 or visit <http://www.fau.edu/business-services/bookstore/>.

### **Weather in Florida**

Boca Raton has a subtropical climate with an average temperature of 77F (25C) annually. Winters are usually warm, with days around 75F (24C) and nights around 56F (13C). However, the occasional cold snap does occur, so bring a light sweater just in case. Summers are rainy, humid and hot—90F (32C) for a high and 75-80F (24-27C) for a low. Autumn and spring are rather pleasant. Water temperatures range from 70F (21C) in winter to 85F (29C) in summer, and from 75F (24C) in spring to 80F (27C) in fall.

## Helpful Websites

### **Navitas at FAU**

[www.fau.navitas.com](http://www.fau.navitas.com)

### **Athletic Center and Intramurals**

[www.fau.edu/campusrec/imsports/](http://www.fau.edu/campusrec/imsports/)

### **Department of Public Safety**

<http://www.fau.edu/police/>

### **Health Services**

<http://www.fau.edu/shs/>

### **International Student and Scholar Services**

[www.fau.edu/iss](http://www.fau.edu/iss)

### **Office of the Dean of Students**

[www.fau.edu/dean/](http://www.fau.edu/dean/)

### **Student Involvement**

<http://www.fau.edu/involvement/>

### **Center for Learning and Student Success (CLASS)**

<http://www.fau.edu/CLASS/index.php>

### **My FAU**

<http://myfau.fau.edu>

### **University Policies**

<http://www.fau.edu/policies/>

### **Career Development Center**

<http://www.fau.edu/cdc/>

### **The Student Code of Conduct**

<http://www.fau.edu/studentconduct/>

### **FAU Bookstore**

<http://www.fau.edu/business-services/bookstore>

## Navitas at FAU Office Location

The Navitas at FAU Office is located on the FAU campus in the Student Services Hallway Room 225. This hallway is on the second floor of the Breezeway above the Food Court. If you need to speak with a Navitas staff member for any reason, please stop by our office. To contact the Navitas staff by phone, please call **561.297.4690** or email our Student Services Officer at [chanelle.trowbridge@navitas.com](mailto:chanelle.trowbridge@navitas.com).

## Campus Map

FLORIDA ATLANTIC UNIVERSITY

### BOCA RATON CAMPUS TOUR MAP

- |  |   |   |                                   |
|--|---|---|-----------------------------------|
| 1 Student Support Services               | 10 Engineering East                               | 19 Alumni Plaza                               | 26a Algonquin Hall                |
| 2 Student Union                          | 11 Christine E. Lynn College of Nursing           | 20 General Classroom South                    | 26b Heritage Park Towers          |
| 3 College of Education                   | 12 Dorothy F. Schmidt College of Arts and Letters | 21 Student Services, Breezeway and Food Court | 26c Glades Park Towers            |
| 4 College of Business Complex            | 13 Culture and Society Building                   | 22 FAU Bookstore                              | 26d Indian River Towers           |
| 5 Marlene & Harold Forkas Alumni Center  | 14 Social Science Building                        | 23 Ritter Art Gallery                         | 26e Parliament Hall               |
| 6 Recreation and Wellness Center         | 15 Williams Administration Building               | 24 S.E. Wimberly Library                      | 26f Innovation Village Apartments |
| 7 FAU Stadium                            | 16 Physical Sciences Building                     | 25 Engineering West                           | 26g University Village Apartments |
| 8 Science Building                       | 17 Behavioral Sciences Building                   | 26 Student Residence Halls                    |                                   |
| 9 Charles E. Schmidt College of Medicine | 18 Sanson Life Sciences Building                  | 27 Housing Office                             |                                   |
|  |   | 28 Athletics Complex                          |                                   |

