

Want to attend NFC and need to know what steps to take?  
This checklist outlines the steps you will need to complete before starting classes.  
For more in-depth information, visit [NFC.EDU](http://nfc.edu).

### Apply and Submit

- Apply for admission:** Admissions Office (Bldg. 3) or at [nfc.edu](http://nfc.edu).
  - *Florida Resident: For Statement of Florida Residency for Tuition Purposes, you will need your driver's license, voter's registration and/or vehicle registration, etc. If you're under the age of 24, these documents will need to be your parents' documents unless you meet an independent exception.*
- Submit final, official, sealed transcripts:** Request your official high school transcript or official GED transcript and official transcripts from all prior colleges attended. If you were homeschooled, complete a home school affidavit available from admissions or visit [nfc.edu/apply-to-nfc](http://nfc.edu/apply-to-nfc). Your transcripts must be received prior to advising and registering.
- Apply for financial aid:** If you are seeking financial assistance, apply for financial aid at [fafsa.gov](http://fafsa.gov). Use NFC code 001508. Submit all financial aid requirements by the priority deadline to make sure your award is processed in time to pay for classes. Contact the Financial Aid Office (Bldg. 2) at 850-973-1621 or [FinancialAid@nfc.edu](mailto:FinancialAid@nfc.edu).
- Check out scholarships** at [nfc.edu/foundation-giving](http://nfc.edu/foundation-giving). Contact NFC Foundation Office (Bldg. 36), 850-973-9423 or [Foundation@nfc.edu](mailto:Foundation@nfc.edu). Scholarship applicants must also complete a FASFA application at [fafsa.gov](http://fafsa.gov).

### Sign Up

- Veterans Educational Assistance:** If you receive V.A. education benefits, contact the Veterans' Affairs Specialist in the Office of Enrollment Services (Bldg. 3), 850-973-9469 or 9405 or [VeteransAffairs@nfc.edu](mailto:VeteransAffairs@nfc.edu).
- Activate your MyNFC account:** Visit [my.nfc.edu](http://my.nfc.edu) then select "First Time User" to activate your student account. The MyNFC portal will give you access to your student records (eBanner), your official school email (GoMail), your courses (Desire2Learn/D2L), graduation worksheets (Degree Works), virtual bookstore (eCampus).
- Sign up to receive emergency alerts:** Visit [e2campus.net/my/nfc](http://e2campus.net/my/nfc) to register your cell phone and/or email address to receive alerts in the event of campus-wide emergency or closing due to inclement weather. System only used for emergency messages.

**Questions?** Contact Enrollment Services at 850-973-1622, 973-9405 or [Admissions@nfc.edu](mailto:Admissions@nfc.edu).

## See Your Advisor

- ❑ **Determine if you need testing:** A placement or program entry test may be required. See an academic or program advisor for more information. If an advisor determines you need to test, schedule online at [nfc.edu/getting-started/testing](http://nfc.edu/getting-started/testing) or contact the Testing Center (Bldg.16) at 850-973-9451 or [Testing@nfc.edu](mailto:Testing@nfc.edu).

## Attend

- ❑ **Get advised:** An academic advisor will assist you with program planning and course selection. Advising is located in Bldg. 2. Contact Advising at [Advising@nfc.edu](mailto:Advising@nfc.edu) or call 850-973-1737. A student with a documented disability who would like to receive accommodations in his/her course of study should see the Disability Resource Center in Bldg. 6 or call 850-973-9403.

## Register Pay Order

- ❑ **Attend new student orientation:** Watch for notifications about new student orientation or ask an academic advisor for details ([Advising@nfc.edu](mailto:Advising@nfc.edu)). Online students should call 850-973-9455.
- ❑ **Register for classes:** After meeting with an advisor, you may register on the dates/times specified for registration in the catalog and schedule of classes ([nfc.edu/getting-started/catalog-and-schedule/](http://nfc.edu/getting-started/catalog-and-schedule/)). Visit [my.nfc.edu](http://my.nfc.edu) to register.
- ❑ **Pay tuition and fees:** Your tuition and fees must be paid by the published date in the schedule of classes. Pay fees in the Business Office in Bldg. 2 or call 850-973-1610 to pay by phone.
- ❑ **Order textbooks** at the NFC Virtual Bookstore, [nfc.edu/virtual-bookstore](http://nfc.edu/virtual-bookstore), or other textbook provider.

## GO!

- ❑ **Get student ID card:** Visit the NFC Library (Bldg. 4) to get your student ID, required while on campus and for check-out of NFC library materials.
  - *Bring: student schedule, form of ID such as driver's license or high school ID, signed instructor approval form if your program requires Level 2 background screening. Online students should call 850-873-1624.*
- ❑ **Attend your first day of classes:** Attend the first day of each of your classes or you may be withdrawn as a “no-show” and still be responsible for cost of the course. For online classes, you must login to D2L on the day the term begins and select your course to view announcements and content. The Drop/Add period is in the first week of the term.
- ❑ **Review the Catalog and Student Handbook:** Review the NFC College Catalog, including Student Handbook, at [nfc.edu/getting-started/catalog-and-schedule](http://nfc.edu/getting-started/catalog-and-schedule). This provides guidance on student rights and responsibilities, code of conduct, and other important guidelines and information.
- ❑ **Know where to park:** white lines=students/visitors; yellow lines=faculty/staff; blue lines=disabled parking.