Dear New Eagle,

Your registration is the first step towards *Completing the University Experience*, and is designed to help make your total Eagle View Orientation (EVO) experience go more smoothly. As you may know, the EVO process has several steps. First, you registered to participate in the on-campus EVO session of your choice. EVO is designed specifically to meet the needs of first-year students. Now that you have registered for your on-campus EVO session, your next task will be to carefully review the information that follows and complete this pre-orientation checklist. By doing so, your EVO experience will be much more enjoyable for you and your family. This information is designed to introduce you to some of the information that will be important to you as a student and to answer some of your most basic questions before you arrive on campus. We hope this will take some of the mystery out of your transition to FGCU, and will give you an idea of what to anticipate when you come to campus for your EVO program.

**Pre-Orientation Checklist**

- **What time should I arrive?**
  Orientation check-in will last from **8:00 a.m. to 8:45 a.m.** The program will begin with a Resource Fair at 8:00 a.m. You must check-in at the Student Union Lobby by 8:45 a.m. Please be on time!

- **Where do I go?**
  Directions to FGCU:
  **From the north** (via I-75): Take I-75 South to Exit 128, Alico Rd. Go east (left) on Alico Rd. for half a mile. Go south (right) on Ben Hill Griffin Pkwy for two miles. Turn left at the stoplight at the main FGCU entrance.

  **From the south** (via I-75): Take I-75 North to Exit 123, Corkscrew Rd. Go east (right) on Corkscrew Rd. for half a mile. Turn north (left) on Ben Hill Griffin Pkwy. Go three miles to FGCU entrance. Turn right at the stoplight.

  Once you arrive on campus, follow the directional signs to **Parking Garage #3**. After you park, follow the EVO signs which will direct you to the Student Union. Both parents and students will check-in at this location.

  **If you have family members or other guests with disabilities or who have other special needs, you may bring them directly to the front entrance of the Student Union building prior to parking in the parking garage.**

- **What time will I leave?**
  The program is only a half-day program. The program begins at 8:00 a.m. with a resource fair and lasts until approximately 10:30 a.m. At this time you will move to your advising rooms...
where you will register for classes. You should conclude at approximately 1:00 p.m. When you are finished with advising/registration you are free to leave.

- **What should I bring?**
  - Your UIN and PIN numbers (these are on your admissions acceptance letters)
    - UIN is a nine digit number starting with 814; your PIN is a six digit number.
  - Photo ID is necessary in order to obtain your student ID card at orientation (driver’s license, passport, or other official picture ID)
  - Know your license plate number (for your permanent semester parking pass)
  - If you have been recently admitted to FGCU, we highly recommend that you bring unofficial copies of your transcripts from all previous institutions, so your advising session runs smoothly.
  - Money for lunch (if you intend to eat on campus)

- **What do I need to do prior to coming to orientation?**
  Print your EVO parking pass which is located on the student’s EVO registration confirmation located on their Gulfline account. For instructions on how to access this information, please see our website: [http://studentservices.fgcu.edu/NewStudentPrograms/orientationregistration.html](http://studentservices.fgcu.edu/NewStudentPrograms/orientationregistration.html). Print it out and put it on your dashboard when you come so that you do not get a ticket.

- **What do family members need to do/bring prior to coming to orientation?**
  - Bring money for lunch (optional)

- **What to do if you need hotel accommodations.**
  If needed, arrange hotel accommodations (we are unable to provide overnight accommodations on campus for transfer students and their family members). For local accommodations see our website: [http://studentservices.fgcu.edu/NewStudentPrograms/lodging.html](http://studentservices.fgcu.edu/NewStudentPrograms/lodging.html).

- **Submit your immunization forms and verify that they are on file.**
  You can fax your immunization records to Student Health Services at (239) 590-7968. This is very important! You will be unable to register for classes if your immunization records have not been received by Student Health Services. Phone: (239) 590-1254.

  To see if your records are on-file you may go on-line and follow the directions below. If you do have an immunization hold and have not submitted your immunization forms then you must do so immediately.

  **View Holds via Gulfline**
  1. Go to [http://gulfline.fgcu.edu](http://gulfline.fgcu.edu)
  2. Click “login to Gulfline”
  3. Login using your UIN and PIN
  4. Click on “Student and Financial Aid”
  5. Click on “Student Records”
  6. Click “View Holds” – if you have an immunization hold (IM) then you have not yet submitted your immunization records.
** If you must bring your immunization records to orientation, deliver them to Student Health Services immediately upon your arrival to campus.

- ** Pay your orientation fee.**
  Your **NON-REFUNDABLE** orientation fee should have been paid with a credit or debit card when you registered on-line for EVO. If you have not paid your orientation fee ($35) prior to attending EVO, you may pay on-line or at the Cashier’s Office on campus.

  **To pay on-line**
  1. Go to [http://gulfline.fgcu.edu](http://gulfline.fgcu.edu)
  2. Login to Gulfline
  3. Click on ‘Student and Financial Aid’
  4. Click on ‘Student Records’
  5. Click on ‘Account Detail for Term’
  6. Select correct term (i.e. summer/fall)
  7. Review your account
  8. Make a payment via credit card by clicking ‘PAY NOW’

  If you have problems making a payment on-line, please contact the Cashier’s Office at: (239) 590-1213.

  ** Failure to pay your fee will result in a hold prohibiting you from registering for classes.**

- ** Students/parents with disabilities**
  FGCU maintains accessibility and compliance per the Americans with Disabilities Act and other federal and state statutes regarding a disability. By making arrangements prior to your EVO session, you will assist us in providing you with a more enjoyable experience.

  **Students:**
  If you require an accommodation pursuant to the **ADA Amendments Act of 2008 (ADAAA)** to participate in EVO, contact the **Office of Adaptive Services** at (239) 590-7956 or (800) 590-3428. Accommodation requests should be received **at least one week prior** to your orientation session. If you need hearing or speech assistance to place a telephone call to this office, do so via Florida Relay at 711 (TTY, VCO, HCO, ASCII or Speech-to-Speech).

  **Parents:**
  If you require an accommodation pursuant to the **ADA Amendments Act of 2008 (ADAAA)** to participate in EVO, contact the **Office of Institutional Equity and Compliance** at (239) 590-7405 or (800) 590-3428. Accommodation request should be received **at least one week prior** to your student’s orientation session. If you need hearing or speech assistance to place a telephone call to this office, do so via Florida Relay at 711 (TTY, VCO, HCO, ASCII or Speech-to-Speech).

- ** Obtaining a Permanent Parking Pass**
  Decals and Permits can be obtained at the Parking Services office after registering on Gulfline. You must bring your university identification card and permit registration form with you to Parking Services to obtain the permit/decal.
Log into your Gulfline account at: [http://gulfline.fgcu.edu/](http://gulfline.fgcu.edu/)

- Click **Student and Financial Aid**
- Click **Parking Services**
- Click **Request a Permit**
- Select Permit Type and click Continue
- Print Permit Registration form and bring to Parking Services to obtain your permit/decal

In the meantime, a **tentative** parent/family and student orientation agenda is available on our website as well as a map of campus. Your official program agendas will be distributed during the check-in process at orientation.

Finally, one other important piece of advice is to **GET INVOLVED** as soon as possible! We have multiple clubs and organizations in addition to Intercollegiate Athletics, intramurals and other leadership opportunities available to you at FGCU. There is something here for everyone! Please visit the Office of Campus Involvement website for more information. [http://studentservices.fgcu.edu/StudentInvolvement/index.html](http://studentservices.fgcu.edu/StudentInvolvement/index.html)

As your EVO date approaches, you will receive an e-mail from the orientation department with more information about check-in and some additional tips for how to be successful at orientation.

We look forward to meeting you and your family during your Eagle View Orientation visit. If you have any questions about any of the above information, please visit our website or contact the Office of New Student Programs.

**Business Hours:**
Monday through Friday  
8 a.m. to 5 p.m.

**Contact Information:**
Phone: (239) 590-7957  
Toll Free: (800) 590-3428  
Fax: (239) 590-7862  
Student Email: orientation@fgcu.edu  
Parent Email: parents@fgcu.edu  
Website: [http://studentservices.fgcu.edu/NewStudentPrograms/index.html](http://studentservices.fgcu.edu/NewStudentPrograms/index.html)

**Office Location:**
229 McTarnaghan Hall

**Mailing Address:**
Office of New Student Programs  
Florida Gulf Coast University  
229 McTarnaghan Hall  
10501 FGCU Boulevard South  
Fort Myers, Florida 33965-6565
Directions and Maps:
Link titled ‘Getting to FGCU Campus’
http://www.fgcu.edu/Admissions/Prospective/maincampusdirections.html

Link titled “Map of Campus’
http://www.fgcu.edu/info/Map/Campus_MainMap.asp