

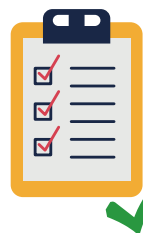


# EXECUTIVE EDUCATION MASTER OF SCIENCE IN INFORMATION TECHNOLOGY & OPERATIONS MANAGEMENT NEW STUDENT CHECKLIST

Congratulations on your recommendation for acceptance into the  
MS in ITOM Programs at Florida Atlantic University!  
To ensure your acceptance is official, please complete the following steps:

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## Submit Official Graduate Application



- **CLICK HERE** to complete the application
- *Please note this application is separate from the initial supplemental application you completed to gain acceptance*

## Submit All Official Transcripts

- Official transcripts are required for each college/university attended
- Electronic delivery method is preferred: [gcadmissions@fau.edu](mailto:gcadmissions@fau.edu)
- If sending via mail, use exact address below:  
Florida Atlantic University Attention: Graduate College  
777 Glades Rd,  
SU 80, Room 101  
Boca Raton, FL 33431



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## Submit \$150 Enrollment Deposit



- Deposit will secure seat in program and will be deducted from first semester's total balance
- Student Z number not required to pay deposit
- **CLICK HERE** to pay

## Submit Immunization Records

*(On-campus students ONLY, online students skip this step)*

- **CLICK HERE** to visit [Medicat.com](https://www.medicat.com) to verify your immunization records. You will need to enter your vaccine dates and upload supporting documentation



*For questions, please contact [complianceservices@medicat.com](mailto:complianceservices@medicat.com)*

## Schedule/Attend Mandatory New Student Meetings

- Academic Advising
  - A one-on-one advising session with your Academic Advisor to discuss program details, course registration, schedule, and other important information
  - **CLICK HERE** to schedule
- RSVP & Attend Virtual New Student Orientation
  - Saturday, January 7, 2023 from 8:00 am - 5:00 pm
  - Meet Graduate Business leadership, students and faculty, gain insight on student resources and career services, and build connections with the FAU business community
  - **CLICK HERE** to RSVP
- RSVP & Attend Financial Services and IT Session
  - An overview of the funding methods and technical support available to ensure you have coverage of tuition and access to all student learning systems
  - **CLICK HERE** to RSVP
- Faculty Ambassador Introduction
  - A conversation with an esteemed professor to learn more about what to expect in the program and how to best leverage your degree
  - **CLICK HERE** to RSVP



**YOUR GRADUATE JOURNEY BEGINS!**



### CONTACT US:

ADMISSIONS: MANANA ARGVLIANI @ 561-297-2179

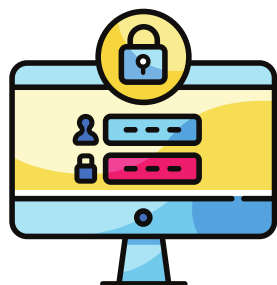
FINANCIAL SERVICES: [EXECEDFINANCE@FAU.EDU](mailto:EXECEDFINANCE@FAU.EDU)

INFORMATION TECHNOLOGY: [EXECEDIT@FAU.EDU](mailto:EXECEDIT@FAU.EDU)

# ADMISSIONS FAQ



## MyFAU Log-in Access:



Once you have been fully admitted, you will receive access to MyFAU. MyFAU is the University's web portal, which allows you access to your FAU email, class grades, financial aid and more. Your Academic Advisor will email instructions on how to access MyFAU, your FAU Net ID and FAU email address. Please contact [ExecEdit@fau.edu](mailto:ExecEdit@fau.edu) with questions.

## Z Number:

A Z number is a student ID used for identification purposes within the FAU system. Your Z number is unique to you and protects your privacy; this is assigned once you complete the [Graduate College Application](#). You can search for your Z number by going to [locate Z Number](#).



## Registering For a Courses:



Students do not register for courses. Following the New Student Advising meeting and being fully enrolled, you will be registered for courses by your Academic Advisor.

## Parking ePermit:

You will be able to register your vehicle for a parking ePermit on MyFAU only after you have been officially registered for courses.

Your advisor will contact you once eligible to register. No physical decal will need to be

displayed and there will be no parking enforcement during orientation or the first week of classes.



## Owl Card:



Your Owl Card serves as your official student photo ID, library card, building key, gym membership ID and more. Your Academic Advisor will send you your Owl Card closer to the start of the semester. Students must be fully admitted and registered for classes before we can provide an Owl Card.

## Textbooks:

Textbooks & Instructional Materials will be provided as part of your tuition for on-campus courses. Your Academic Advisor will send textbook information and book service options prior to the start of the semester.



**FOR STUDENT SERVICE SUPPORT, CONTACT:**  
**[FINANCIAL SERVICES: EXCEDFINANCE@FAU.EDU](mailto:EXCEDFINANCE@FAU.EDU)**  
**[INFORMATION TECHNOLOGY: EXECEDIT@FAU.EDU](mailto:EXECEDIT@FAU.EDU)**