

FALL 2009 Alcohol EDU Instructions (Effective 8/09):

Students who are required to take Alcohol EDU as part of a sanction will be able to complete the *course portion* of the program *on their own*. The *test portion* must be completed in the *Prevention & Wellness office*. Please let us know if you do not have access to a computer with internet and would like to take the complete course in our office.

1. **To sign-up to take the course on your own, you must first pay for the course.** If you have questions or concerns about this process, you should speak to the office that is sending you to complete EDU, either Housing or the Student Affairs Judicial office. Once you have paid for the course and receive the receipt, you can then register for EDU.

P&W offers specific registration/testing times during the week, as listed below, based on our staff availability. However, we are flexible with testing on other days/times, as needed. Just let us know. Please note we are closed on school holidays.

2. **You must register IN PERSON, and must bring your receipt (see #1). Walk-in EDU registration hrs are:**
 - a. **Mondays and Thursdays 9a-5p, Prevention & Wellness, Wellness Center, RIGHT hand side of building**

However, if you cannot come during this walk-in time, please contact our office to schedule a specific time to come in and register for EDU with your receipt. Please call the Prevention & Wellness office at 239-590-7733 or email pws@fgcu.edu and someone will get back to you about scheduling.

When you register for EDU, you will establish a login and password, and get instructions on how to complete the course. You will also, at that time, sign up to take the EDU test in our office. The test slots are 30 min.

3. **EDU tests are held on the following days/times:**
 - a. **Mondays and Thursdays 9a-5p, Prevention & Wellness, Wellness Center, RIGHT hand side of building.**

However, if you have a class during these times, you may schedule your test on a different day/time which is suitable for your schedule and matches our staffing abilities.

You can only sign up for the EDU test by completing 1) and 2) from above.

Please note: We offer a wide variety of programming, events and resources to the campus community. Administering EDU is just one of the services we provide. P&W has created walk-in hours for EDU registration to insure your convenience and certainty of staffing. It is highly recommended that students follow the outlined procedure above to complete their EDU sanction. If you have come to our office to register for EDU and find there is not a staff member here, please try our walk-in hours or contact our office (pws@fgcu.edu or 590-7733).