

## Fall 2025 Junior Journey

### Next Steps After the Showcase...

Trips and most prices will be online at the Junior Journey website below starting Thursday, February 27th for you to review. Please carefully review the trip destinations, descriptions, prices, deposit deadlines and payment schedules issued during the showcase. Make sure you log online to review and discuss the trips and trip prices with your parent or guardian before you choose a trip on our Student Travel webpage on the college's website at <https://www.flsouthern.edu/campus-offices/student-travel/home.aspx> Scroll down the page to see all trips being offered for fall 2025. Click "View all Trips" or choose the Region you want to travel and click on it (not all regions will offer trips) to review trip information.

#### TO APPLY ON THE TRAVEL TAB ON THE PORTAL:

**SENIORS: ONLY seniors who are journey eligible students can apply for fall 2025 Jr. Journeys beginning on Monday March 17th at 11:00am. (If you have already used your Jr. Journey eligibility on another trip, you may apply starting Friday, March 21<sup>st</sup>.)**

**JUNIORS: On Wednesday, March 19<sup>th</sup>, juniors who are junior journey eligible students can apply for fall 2025 trips beginning at 11:00am. If you are a junior and the portal allows you access before Wednesday, March 19<sup>th</sup>, you must wait until 11:00a on Wednesday, March 19<sup>th</sup> to apply. Starting an application earlier than Wednesday, March 19<sup>th</sup> at 11:00a may cause you to lose your place in the queue. It can take IT 24 hours before your application is reset for you to submit another application. Jr. Journeys may fill up during that time. **(If you already used your Jr. Journey eligibility on a previous Jr. Journey, you may apply starting Friday, March 21<sup>st</sup>.)****

**ALL OTHER STUDENTS: All other students will have access to the Travel tab on the portal to apply for a trip beginning Friday, March 21<sup>st</sup> at 11:00am.**

**To apply on the portal:** Students will log onto their student portal, click the travel tab at the top of the portal ribbon, complete a trip application in full, submit the application along with a passport that is valid six (6) months beyond the return date of the trip, their driver's license or govt. issued ID and health insurance card. **You must travel prior to graduating from Florida Southern College.** Only full-time undergraduate students are eligible to travel.

Note: You may only apply for one (1) trip. Take your time and please make sure you choose the correct trip from the drop-down box. If the trip is not in the drop-down box, it is full and not available. Your application will only populate to the trip you choose from the drop-down box. It will not populate to a selection that you have typed in the box. Choose another trip.

If you make a mistake and apply for the wrong trip you will need to send an email to [juniorjourney@flsouthern.edu](mailto:juniorjourney@flsouthern.edu) to request that your application be canceled and reset. Be aware that all trips have limited space. It can take IT 24 hours before your application is reset for you to submit another application. Trips may fill up during that time.

#### Before you start your application

- Make sure you have **your Driver's License or govt. issued ID, health insurance card and a valid passport. Photos taken with "live" turned on camera will not upload (heic format).**
- **Step 1**-go to the portal, click "Travel" at the top of the screen. (If you do not have the "Travel" tab, it is because you are not eligible to apply at that time). The travel tab will be visible to all students on March 21<sup>st</sup>. **IMPORTANT:** If you log on to the portal before 11:00a on the date you are eligible to register, the travel tab and/or the Jr. Journeys will not be visible. You may need to clear the computer's cache and log on after 11:00a to see the travel tab and Jr. Journeys. It is best to use a laptop or desktop and not a cell phone. If you are using an apple product, you may need to use Firefox for smoother access to the portal.
- **Step 2**-begin and complete the application in full and upload all requested documents. Incomplete applications cannot be accepted so don't go in just to complete a partial application. When prompted, you must upload a

government issued ID before your application is properly submitted. You must also upload a copy of your valid passport with an expiration date of 6 months beyond the return date of the trip.

Please **do not** upload an expired passport or any other notes. Important: only applications with a valid passport and other documents will be considered a full submission and will be placed on a preliminary trip list until trip space is filled. Upload a copy of the inside information page of the passport that has your photo, information, and signature.

- (If you do not have a valid Passport, you can still apply for a trip, however, that still does not give you priority trip status to get on the initial trip list until you bring a valid passport or receipt showing you have paid and applied for a passport. Note: In addition to passport submission, many factors are considered and will be verified before trip placement.)
- If you choose a trip that requires permission from the instructor, please make sure you email the Faculty member leading the trip as soon as possible prior to submitting your application. (Note: You may submit the Application but acceptance must be verified before you are placed on the trip list).

**Look at your percentage of application completion, if it is not 100%, we cannot process it so make sure you finish it.**

**Turning in Additional Documents, Receiving Clearance to make a deposit. Trip Deposits are non-refundable**

**Step 3- You must have clearance from the Office of Student Travel via email before you can deposit. If your application is approved, you will be notified by email from the Office of Student Travel with instructions on how to make a deposit.** You are not guaranteed a spot on the trip until your deposit is received. Please make sure you are checking your “mocs” email. This is the email the Student Travel Office will use to communicate with you throughout this process.

**Note: Although we will accept your application through the portal (and any required documents you have not previously uploaded or turned in) and we will issue you a clearance form to make a deposit - you will not be on the initial trip list until the following has been completed:**

1. All documents turned in including a valid passport.
2. A ***non-refundable deposit of \$350*** for all trips, which is a part of the total trip cost. **Deposits may be paid to the Student Accounts Office via, cash, credit, or debit after you receive the email that you are clear to make a deposit.** (\*\*You will receive a payment schedule of due dates for trip balances once you are confirmed on the trip list. You will be able to make the payments through the portal once your initial deposit has been cleared. Deposit due dates will be scheduled for the week of March 31st . Each Jr. Journey will be scheduled on a specific day. Deposit must be made by Friday, April 4<sup>th</sup> or you will be moved to a waitlist.)
3. Current GPA, financial, business, social standing and Junior Journey eligibility of each student is verified internally. Note: this will be verified a second time prior to departure.

Note: Trips that are oversubscribed (we have more applicants than spaces) will be based on the following: a valid passport in hand, total number of credit hours at FSC, cumulative G.P.A. and payment of deposit.

**You will be notified by the faculty leading the trip if you are on the official trip list you submitted the application.**

**Important Note: All trips have limited space and can fill before the deposit deadline dates listed online so it is beneficial to pay your deposit as soon as you receive clearance from the Travel Office. If a trip fills, you will be placed on a waitlist and notified by the Office of Student Travel. Therefore, it is beneficial to have a second option in mind.**

You will receive a payment schedule of due dates for trip balances once you are confirmed on the trip list.

You must have had a Physical Examination within a year of trip departure. A Health Clearance for Student Travel form, which is a requirement to participate on a trip, must be submitted by July 10th. (**Note:** this form is available under the Travel tab.) We cannot access FSC records. You must send them to us.

#### **Important Dates:**

Monday, March 17<sup>th</sup> at 11a – Seniors may apply on the portal

Wednesday, March 19<sup>th</sup> at 11a – Juniors may apply on the portal

Friday, March 21<sup>st</sup> at 11a - all other students may apply

Friday, April 4<sup>th</sup> – Deposit deadline

**If you have any questions, please reach out to the Office of Student Travel sending an e-mail to [juniourney@flsouthern.edu](mailto:juniourney@flsouthern.edu).**