FLORIDA GATEWAY COLLEGE

Authorization to Disclose Information

Except as allowed under the Family Educational Rights and Privacy Act, Florida Gateway College (FGC) must have written consent from a student on file in the Registrar's Office in order to release information from academic records to another party. In accordance with 34 C.F.R. Part 99 (99.30), the signed and dated consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class or parties to whom the disclosure may be made.

In order to ensure compliance with FERPA, the written consent must be signed in the presence of an approved college witness. **Otherwise, it must be notarized.**

_____   _____
Student Name (Print)   Student ID Number

hereby authorizes disclosure of the educational records as indicated below:

Specify the records that may be disclosed:_____

Purpose of disclosure:_____

Disclosure is authorized to the following party or class of parties:

_____   _____
Name   Relationship or class of parties

_____   _____
Name   Relationship or class of parties

_____   _____
Student's Signature   Date

_____   _____
Signature of witness (must be an approved college witness)   Date

_____
Printed name of witness

State of Florida
County of Columbia

The foregoing was acknowledged before me this_____day of_____, 20_____,
by_____, who is personally known by me or
who presented identification in the form of_____.

_____
Notary Public, State of Florida
Notary Seal

Student Acknowledgement:

**Codes of Academic Ethics and Conduct
for FGC Dual Enrollment Program**

Dual Enrollment Program Code of Academic Ethics

The faculty of FGC is committed to a policy of honesty in academic work. Conduct which may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. **Dishonesty** is cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another student cheat, you will be subject to the same penalties as the student who is assisted.

2. **Plagiarism** is the deliberate use and appropriation of another's work without identifying the source and then passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

    In case of dishonesty or plagiarism: The instructor may take academic action consistent with college policy that may result in loss of credit for a specific course and removal from the Dual Enrollment Program.

Dual Enrollment Program Code of Conduct

1. Attendance at FGC is a privilege, and to maintain the college ideals of scholarship and character development, the right is reserved to withdraw any student at any time for any reason deemed sufficient, and the student concedes this right to the college.

2. Each registered student assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct of the college.

    o Disruptive behaviors, if they take place on our campus or at our off-campus college centers may lead to suspension or dismissal from the college.

    ▪ Any of the following violations may constitute a form of disruptive behavior:
    - Cheating in any form
    - Deliberate interference with the rights of others
    - Behavior that intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This applies to acts conducted at our college campus or any off-campus college center.

_____   _____
Student signature   Date   College Witness/Guidance Counselor   Date

AA Degree Checklist

Name_____

SID _____ Program of Study: AA (_____)

Electives: 24 credit hours:
Must be AATR; check for
transfer requirements

Communications: 9 credit hours

3 credit hrs: ENC 1101 (required)   _____
AND
  3 credit hrs: ENC 1102, CRW 2001; any Gen Ed AML, LIT or ENL
        (except LIT X000)   _____
AND
  3 credit hrs: SPC 2608 or any Gen Ed SPC or ORI   _____

Humanities: 6 credit hours

3 credit hrs: ARH 1000; HUM 2020, MUL 1010, THE 2000   _____
AND
  3 credit hrs: HUM 2551, any Gen Ed PHI or REL; or transfer LIT X000
        (PHI 2910 is not Gen Ed)   _____

OR

3 credit hrs: PHI 2010 or transfer LIT X000   _____
AND
  3 credit hrs: MUL 1010, THE 2000; any Gen Ed ARH, MUH, MUL,
        THE, or HUM (except 2551),   _____

Mathematics: 6 credit hours

3 credit hrs: MAC, STA, MGF (check meta-major)   _____
AND
  3 credit hrs: MAC, STA, MGF (check meta-major)   _____

Science: 6 credit hours + 1 hour lab (can be used as elective)

3-4 credit hrs: BSC 1005, BSC 2010C, or BSC 2085   _____
AND
  3-4 credit hrs: AST 1002C, EVR 1001, PSC 1341, any Gen Ed CHM, GLY;
        or PHY or transfer CHM X020 or ESC X000   _____

OR

3-4 credit hrs: AST 1002C, CHM 2045; PHY (1020, 2048C; 2053C;
        EVR 1001 or transfer CHM X020 or ESC X000   _____
AND
  3-4 credit hrs: BOT 1000, BOT 2010C, MCB 2010, ZOO 2010C, or any 3
        Credit Gen Ed BSC (except 2910)   _____

Social Science: 9 credit hours

3 credit hrs: **SLS (required)**   _____
AND
  3 credit hrs: PSY 2012; ECO 2013; SYG 1000   _____
AND
  3 credit hrs: AMH (2010/2020), EUH (2000/2001), POS 1041, or any Gen Ed
        AMH, ANT, POS, WOH or EUH or; any transfer ANT X000 _____

OR

3 credit hrs: **SLS (required)**   _____
AND
  3 credit hrs: POS 1041; AMH 2020; or transfer ANT X000   _____
AND
  3 credit hrs: PSY 2012, SYG (1000, 2300), or any Gen Ed PSY, ECO,
        SYG or DEP   _____

Checklist for Graduation:

Foreign language (2yrs/2sem)
    HS_____ College_____

GPA_____

SLS _____

Computer Literacy (Fall 2020) _____

Civic Literacy:
    AMH 2020 _____ - **OR** -
    POS 1041   _____

Transfer:
    Institution_____
    Degree_____

NOTES:_____
_____
_____
_____
_____

Updated 2/2021

Florida Gateway College

PERSONAL EDUCATION PLAN (PEP)

Name: _____   **SID:** _____

Degree/Program: _____   **Catalog:** _____

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4	SEMESTER 5
Term: _____	Term: _____	Term: _____	Term: _____	Term: _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SEMESTER 6	SEMESTER 7	SEMESTER 8	SEMESTER 9	SEMESTER 10
Term: _____	Term: _____	Term: _____	Term: _____	Term: _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- -

Intended Transfer Institution: _____   **Intended Field of Study:** _____

Advisor: _____   **Date:** _____

Comments: _____
_____

PEP Checklist

The PEP checklist includes tasks that should be completed throughout your degree at FGC.   Requirements vary by program. Please follow up with your advisor to confirm the necessary items for your degree. If you have any questions about these tasks, please contact the office that is associated with them:

For advising and transfer tasks - contact your academic advisor
For financial aid tasks - contact the Office of Financial Aid in Building 14
For career tasks - contact the Office of Career Services in Building 14

Complete Each Term

Run Degree Evaluation
See your advisor
Verify financial aid is on account
Register for classes
Review Transfer Requirements and Deadlines (if applicable)

Complete Each Year

Complete FAFSA
Attend Transfer Day (if applicable)
Confirm Career Path with Career Services Office

Career Services Checklist

Participate in Career Fair and Networking Opportunities
Identify Prospective Employers
Attend at least one Resume Workshop
Create your Content-Based Resume

Last Term Checklist

Complete Steps for Transfer (if applicable)
Apply for Jobs (if applicable)

Graduation Checklist

Foreign Language (if applicable)
SLS 1501/Computer Literacy (if applicable)
Civic Literacy (if applicable)
GPA - 2.0 or higher
Complete Graduation Application
Update contact information in MyFGC

Comments
_____
_____
_____

Dear Parent and Student,

By design, the college has an established process for solving problems, addressing issues, and treating concerns. This process enables us to create an effective operating institution. We work diligently on behalf of our students, and follow this process in resolving Dual Enrollment issues so an equitable resolution will be reached. Below you will find an outlined process to follow in communications regarding the Dual Enrollment Program at Florida Gateway College.

Students who attend public or private schools

1. Contact your high school guidance counselor or designee – if your issue is not resolved, please follow step #2.

2. Contact the Director of Dual Enrollment at Florida Gateway College – your issue will be resolved.

Students who are receiving home schooling

1. Contact the Director of Dual Enrollment at Florida Gateway College – your issue will be resolved.

By following this process we create an effective and consistent means of communication in a fair and professional manner to handle any issues which may arise since the vice-presidents and president of the college have many other duties and responsibilities that require their time. You will find that issues will be resolved more efficiently and effectively by following the appropriate protocol listed above.

We appreciate your cooperation. Thank you!

Cordially,

Julie Cannon,
Director, Dual Enrollment
and Career Services
Office of Student Affairs
Florida Gateway College
(386) 754-4443 or
julie.cannon@fgc.edu

FLORIDA GATEWAY COLLEGE

Instructions to Set Up FGC Student Email Account

Determine username:

- Go to the college's homepage: *https://www.fgc.edu/*
- Click on the **My FGC** button. Click on **Enter Secure Area.**
- Login using your Student ID and PIN.
- Click on **Personal Information.** Click on **View Email Addresses.**
- Copy email address containing **@wolves.fgc.edu**. Sign Out.

Now log-on email account:

- Go to *www.outlook.com/fgc.edu*
- You will be prompted for an email address and password.
- Enter entire email address copied from **My FGC**. (example: *john.doe@wolves.fgc.edu*)
- Enter PIN (same PIN used to login to My FGC).
- You may be asked a few security questions before your FGC email account pops up.

Check your college email frequently. Professors, as well as other departments on campus will contact you during the term. This is the official means of communication from the College.

CANVAS:The online course system for FGC Classes

- **Username** – FGC email address
- **Password** - Same as PIN for MY FGC
- To log in to your Canvas account, go to:
FGC homepage and click on My Courses
- **Canvas Instructional Guides & Help:**
https://guides.instructure.com/m/4212

Should you have problems after verifying your log-on information, please contact your advisor

ON-LINE REGISTRATION INSTRUCTIONS

1. Go to: *www.fgc.edu*

2. Click on:
    a.   My FGC
    b.   Enter Secure Area

3. Enter your Student ID and PIN

4. Click on:
    a.   Login
    b.   Student
    c.   Registration

5. Select:
    a.   Term, Year (example: Fall, 2014)
    b.   Submit
    c.   Add or Drop Classes

6. Enter:
    a.   If you don't know the 5-digit CRN #, go to CLASS SEARCH at the bottom of the page; high light the course you want, type in the course number, and click on 'CLASS SEARCH'. A list of all the choices will appear; choose the class and section that you want, check the box for it, and click on 'Register'.
    b.   If you know the 5-digit CRN # for each class/section, enter those numbers in the boxes.

       Then click: 'SUBMIT CHANGES.'

7. Once your registration is complete
    a.   Click on 'Registration Fee Assessment' at bottom of the page to see the cost of tuition and fees

8. To get a copy of your schedule
    a.   Click on 'Student Detail Schedule' at the bottom of the 'Registration' page
    b.   Print schedule