



## IMPORTANT INFORMATION FROM ENROLLMENT SERVICES

**Academic Calendar:** Contains important dates & deadlines for the academic year (Fall through Summer). This includes registration dates and deadlines for fee payment, withdrawal, and graduation applications.

**College Catalog:** Provides information about the college's programs, courses, and policies, such as grading, repeating courses, withdrawing, graduation, academic honors, and academic sanctions. The catalog is online at [www.fgc.edu](http://www.fgc.edu)

**FERPA** - Family Educational Right to Privacy Act of 1974 (also known as the Buckley Amendment). See FERPA in the College Catalog for specific details.

**Course selection:** The schedule of courses each semester is available on the college's webpage at [www.fgc.edu](http://www.fgc.edu) when completed. Click on MyFGC Portal to view the schedule or catalog. See the academic calendar for all deadlines. **Use the Schedule Planner to help create your schedule.**

Students may register via the web or by bringing the registration form to Enrollment Services. Forms for all registration processes, including registration, add/drop, and withdrawal, must be completely filled out and signed by the student before they will be accepted and processed. Withdrawal forms require an advisor signature. First time and readmitted students must meet with an academic advisor before being eligible for registration.

Certain courses have prerequisites that must be met or corequisite courses that must be taken at the same time. If you register for a class for which you have not met the prereq or coreq, you may be dropped from that class. (Check the catalog or ask your advisor.)

**Holds:** Some holds on your records will prevent certain processes, such as registration, transcripts, or graduation. Check your status on the web to ensure that you're eligible to register.

**Fees must be paid by the established deadlines to avoid being dropped from your classes for non-payment of fees.** In order to be re-enrolled, you will need to go through the registration process again. If you have approved financial aid awarded or approved third party billing/payment through our Business Office or the Foundation, please ensure that all fees are covered.

**Ways to connect to the college website and access self-service (including online registration, schedule planner, grades, class schedule, unofficial transcripts, degree evaluations)** [www.fgc.edu](http://www.fgc.edu) Go to *MyFGC Portal*

**Login:** Use your student email. Your password is initially set as your birthdate in the format: MMDDYY. You will be required to set up MFA (Multifactor Authentication) and change your password the first time that you log in.

Dual enrollment students must register through the college's Dual Enrollment staff.

### **Dropping classes, W vs. F grades, and "I" grades**

**(\*\*Withdrawals and non-passing grades result in increased time and cost to complete a degree.\*\*)**

**Drop:** Classes may be dropped during the established registration/add/drop periods. (The add/drop deadlines for express sessions may vary.) The course does not show up on the transcript and all fees are refunded.

**"W" grades:** After the deadline to drop a class, a student may withdraw from the course

- A student may withdraw before the withdrawal deadline (see the Academic Calendar). Withdrawals are not allowed after that date. The last date of attendance must be included on the withdrawal form.
- The course and a "W" grade are shown on the transcript and it counts as an attempt at the course
- The "W" is not calculated into your FGC GPA, but some universities calculate all attempts at courses into the GPA
- A "W" in a third or subsequent attempt reverts to an "F"

**"F" grades:**

- Are calculated into the GPA
- Count as an attempt, but may be repeated
- If repeated, only the most recent grade will be calculated into the GPA after grade recalculation. All grades for a third or subsequent attempt will be included in the GPA.

**“I” grades:** May be awarded at the discretion of the instructor, if the course is almost complete, but cannot be completed by the end of the term due to extenuating circumstances.

- “I” grades must be changed by the instructor by the deadline shown on the academic calendar or revert to “F”
- The instructor must submit a grade change form to change the grade
- An “I” grade may not be received in a third or subsequent attempt. If so, it will revert to an “F” immediately
- “I” grades prevent the student from receiving recognition on the President’s List or Vice President’s List and do not meet prereqs for other courses.

**Forgiveness policy:** A class may not be repeated if you have passed it with a C or higher (some exceptions specifically noted in catalog). For classes in which a grade below a “C” was received:

- FGC recalculates the GPA when a student repeats a course and receives a grade. Students should check their unofficial transcript on MyFGC to ensure that the GPA has been recalculated. If it has not, contact Enrollment Services to request the recalculation.
- Only 3 attempts at a class (except through an appeals process)
- **In 3<sup>rd</sup>+ attempts, must receive a letter grade (no W, N, I)**
- According to state law, students must petition to exceed three attempts at a class. A 4<sup>th</sup> attempt is allowed only when approved by the Vice President for Student Services. The student must submit a written petition to the Vice President.
- State law prohibits more than 4 attempts at a class.
- If a course is not passed on the 3<sup>rd</sup> attempt (or 4<sup>th</sup> attempt if approved by the Vice President),
  - if a developmental education class, cannot take any further classes
  - if a college level class, cannot retake that class
  - a hold will be placed on your records to prevent future registrations

**Excess Hours Advisory Statement:** Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for students seeking baccalaureate degrees at state universities. It is critical that students, including those entering Florida College System institutions, are aware of the potential for additional course fees. For the 2012-2013 academic year and thereafter, “excess hours” are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% X 120).

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System students intending to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours of college credit, be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

**Academic Honors:** President’s List and Vice President’s List. Also, academic honors based on a GPA of 3.33 – 4.0 at the time of graduation will reflect on your diploma. – Details are in the catalog.

**Academic Standards of Progress:** Warning, Probation, Suspension (a cumulative GPA below 2.0) – Details are in the catalog.

**Other Services in the Enrollment Services**

Admissions

Name and address change

Transient Student Requests

Graduation Clearance

Application for graduation (**must meet with an advisor**)

Veterans Affairs

Change of Major

Residency Classification for Tuition Purposes

Request transcript

Verification of Enrollment/Verification of Good Standing

(**after first 10 days of classes**)

## **FERPA-Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment)**

### **FERPA offers three rights to students:**

1. The right to inspect and review the student's education records
2. The right to challenge and request that a school correct any records that are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. The right to require the institution to get written consent before the disclosure of the personally identifiable information, except in those instances specifically noted in FERPA regulations.

### **FERPA covers:**

1. Students enrolled in an institution of higher education
2. Former students in an institution of higher education

**NOTE: Age is not a factor. Parents transfer their rights under FERPA to their child when he/she turns 18 or enrolls in an institution of postsecondary education. In other words, even if a college student is under age 18, non-directory information cannot be released to parents without written permission from the student or proof of dependency. The written permission or proof of dependency would need to be provided to Enrollment Services. Keep in mind that this applies to dual enrollment students, too.**

**Education Records:** Any information or data recorded in any medium that is directly related to a student which is maintained by the school or a representative of the school. Education records do not include private notes, law enforcement records (if kept separately), employee records, physician, psychiatrist, psychological records

### **Student Consent to Release Records:**

1. Must be signed by student and dated. **(Must be signed in the presence of and witnesses by a college employee, or notarized)**
2. Must specify the records/information to be released.
3. Must state the purpose of disclosure.
4. Must identify to whom the disclosure may be made.

**Note: Written consent is required for transcript requests.**

**Access Without Consent:** According to FERPA, the college may release information without the student's written consent to certain individuals or under exceptions noted in the regulations. These include

- Release to school officials, as identified by the College, determined to have a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Release to persons in an emergency situation if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons, including release to student's parents.
- Release of information designated by the college as Directory Information
- Release to state and governmental agencies in accordance with state and federal guidelines

See the FERPA section of the college catalog for a full listing of school officials and specific exceptions to the requirement of written consent, including a list of directory information.

NOTE: Parties to whom information is released are NOT permitted to disclose the information to others without the student's consent.

**Note: A student may request that directory information not be released. This must be submitted in writing to Enrollment Services. Please be aware, this restriction will prevent us from verifying a degree or terms of attendance.**

**For more information about FERPA,** look at the college catalog, student handbook, and Policy and Procedure 9-34. Information is also available on the following websites:

[www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)  
[www.aacrao.com](http://www.aacrao.com)