



Registrar

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Registrar Services

The Registrar's Office is the custodian of official student academic records. In addition to registration for classes, the Registrar's Office provides official transcripts and other services to students. The links at the bottom of this page provide additional information about some of the services provided by the Registrar's Office.

To see important information for students, [click here](#).

Office hours

Monday – Friday: 8:00 a.m. – 4:30 p.m.

Summer Hours: Monday – Thursday 7:30 a.m. – 5:00 p.m.

Wednesday: Extended hours until 6:30 p.m.

Contact Us

- Call the Registrar's Office: 386-754-4290, 386-754-4205, 386-754-4436, 386-754-4398
- Email the Registrar's Office: registrar@fgc.edu
- Visit our Office: Building 15
- Mailing Address: Office of the Registrar, 149 SE College Place, Lake City, FL 32025

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See the academic calendars [here](#) for all dates and deadlines.

Withdrawal deadlines may vary for classes that do not span the full term. You should contact your instructor or your advisor to ensure that you are aware of the deadline. No withdrawals are permitted after the established deadlines.

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Student Record Forms

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Student Record Forms

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- [Change of Degree/Field of Study](#)
- [Course Schedule Change Form](#)
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Florida Gateway College 149 SE College Place, Lake City, FL 32025 | 386.752.1822

[Gainful Employment and Net Price Calculator](#)

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The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through quality higher education programs and lifelong learning opportunities.

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

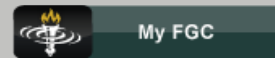
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Degree and Enrollment Verification



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Degree and Enrollment Verification

Florida Gateway College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. Employers or background screening firms requesting this information should contact the National Student Clearinghouse at:

Web: www.degreeverify.org

Mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 300, Herndon, VA 20171.

If the requesting party believes there is a discrepancy with the information provided by the National Student Clearinghouse, that party should contact the National Student Clearinghouse directly at: degreeverify@studentclearinghouse.org. The Clearinghouse will work with the requesting party and contact FGC, as needed.

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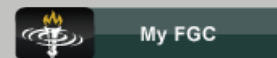
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Florida Virtual Campus FLVC



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Florida Virtual Campus

Florida Virtual Campus (FLVC) is a service of the State University System of Florida and the Florida College System. The web site is at <http://www.flvc.org>. As noted in the Overview on the website, FLVC was established "to provide access to online student and library support services, and to serve as a statewide resource and clearinghouse for technology-based public postsecondary education distance learning courses and degree programs." Visit the FLVC web site for more information about FLVC, specific services of FLVC, or the former organizations that form FLVC.

To use FLVC, students need a **logon** and a **password**. For more information about FLVC IDs and passwords, click [here](#). For more information about Florida Gateway College IDs and passwords/PINs, click [here](#).

To use FLVC click [HERE](#).

To return to the Registrar's Office home page click [HERE](#).



[Online Courses](#)

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FAQs

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Frequently Asked Questions

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[How do I reclassify as a Florida resident for tuition purposes?](#)

What is my PIN?

- Effective May 6, 2013, your initial PIN is your birthdate in the format: MMDDYYYY. You will be required to reset your PIN the first time you log in to MyFGC.
- Anyone with a 6-digit PIN will be required to reset it to an 8-digit PIN when logging on to MyFGC.
- This is the PIN to access MyFGC, Blackboard and FGC student email.
- Any time that you reset your PIN, it may take up to one hour for the new PIN to feed to Blackboard and FGC student email.
- If your PIN does not work, enter your FGC User ID and click the Forgot PIN? button. After you answer some security questions, you will be able to reset your PIN.
- If you have never before logged on to MyFGC and your PIN does not work, students should contact the Registrar's Office at 386.754.4205 or 386.754.4290 or by e-mail to: registrar@fgc.edu. Faculty and Staff should contact Human Resources. After verifying your identify for security purposes, a temporary PIN will be issued.

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What is my Student ID number?

- Your student ID number is a number assigned by the computer system. It cannot be changed. If you do not remember your college student ID number, you should contact the Registrar's Office. If in person, a photo ID is required. If by phone, Registrar staff will ask some questions to verify your identity. This is to protect your student information.

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Is my PIN the same as my Blackboard PIN?

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How do I check my grades?

- After your Instructors submit the grades, they are available through MyFGC. **If you cannot see your grades, you should contact your instructor directly.**

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How do I register for classes?

- First, consult with your advisor. You and your advisor will map out a plan for you to reach your educational objective.
- Second, during open registration or add/drop bring your Registration Form to a Registrar's Office staff person and we'll register you for the classes that you and your advisor agreed upon. You may be able to register via MyFGC. Please check the links for instructions on those options.
- Finally, pay your fees by the date required.

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How do I get a transcript?

- Official and unofficial transcripts are obtained from the Registrar's Office in Building 15.
- A **signed** transcript request form is required.

More information on transcripts and the Transcript Request Form can be found **HERE**. Unofficial transcripts may also be accessed via MyFGC. Check out the "[Transcripts](#)" link on our web page for more information.

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How do I drop or withdraw from a course?

- There's a difference between "**dropping**" a course and "**withdrawing**" from a course.
- Dropping is when a student cancels a course during the open registration or drop/add period for a full refund. It is only permitted during the published registration and add/drop periods.
- Withdrawing from a course means the student no longer wants to attend class and receive a grade. This takes place after the add/drop period has passed. Students must officially withdraw from the course and may do so through the published date in the academic calendar for traditional classes. There is no refund. The classes also count as an attempt in assessing full cost of tuition charges for the third or subsequent attempt at a course. For minimester classes, the last day to withdraw is at the midpoint of the mini-mester. (Call the Registrar's Office at 386.754.4205 for specific dates for withdrawals from minimester classes.)
- An Add/Drop form is used for all of the above transactions. An advisor's signature is required for withdrawals and is recommended to add or drop a class. The instructor's signature is also needed on the Add/Drop form in the case of an audit.

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Who is in charge of the Registrar's Office?

- Ms. Gayle Hunter, Registrar, can be reached at 386.754.4291 or by e-mail at gayle.hunter@fgc.edu.

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What is a grade recalculation?

- When you repeat a course, we recalculate your GPA, excluding your previous grade and counting only your last grade up to your third attempt. If your GPA has not been recalculated, contact the Registrar's Office. You may also submit a grade recalculation form [CLICK HERE](#) to the Registrar's Office.

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When should I apply for graduation?

- Consult the college calendar for application deadlines. To view the academic calendar [CLICK HERE](#).
- Generally you should meet with an advisor during the term prior to the term in which you plan to graduate and submit your graduation application by the deadline noted in the academic calendar. You apply by meeting with an advisor and completing a Graduation Application available from your advisor, on the [Student Record Forms web page](#) or at the Registrar's Office in Building 15.

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Does my Advisor have to sign my registration or add/drop form?

- No. You may register via MyFGC or by bringing a completed, signed registration form to the Registrar's office. However, consulting with an advisor is always encouraged. Please see the links regarding internet registration for more information about the student's responsibilities if choosing to register via MyFGC.

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What do I do if a class I need is full?

- Consult with the course instructor, perhaps he or she can authorize a seat for you. If the instructor authorizes you to enroll in the class, you must also obtain the approval of the appropriate Vice President or the Vice President's designee.

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What are the deadlines for registering or withdrawing from a class?

- Check the academic calendar. [CLICK HERE](#)
- Be sure to keep these deadlines in mind when planning your semester.

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How do I change my major?

- Student's desiring to change their major must complete a Change of Major Form, obtain an advisor's signature and submit the form to the Admissions Office. It will then go to the Registrar's Office.

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How do I change my name, address, or telephone number?

- You may change your address and telephone number through MyFGC. Your student ID and PIN will be needed. You may also complete the [Address and/or Phone Number Change Form](#) and submit it to the Registrar's Office. A government issued photo ID must also be provided.
- If your name has changed, stop by the Registrar's Office to complete a [Name Change Form](#). You will need to provide a government issued photo ID and proof of a name change, such as a copy of your marriage license or other court document or driver's license which has your new name. Additional documentation may be required.
- Always make sure the Registrar's Office has your current address. This is extremely important when we mail diplomas and if you are receiving correspondence from the Financial Aid Office or any other office on campus. It is the student's responsibility to ensure that the address of record is current and correct.

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What does a Registration Hold mean?

- A Registration Hold prevents you from registering for classes, getting a transcript and obtaining your diploma when you complete your degree or certificate.
- Reasons for Registration Holds could be unpaid traffic fines, unpaid library book fines, bad checks, bad address, or unreturned college equipment, just to name a few.
- Types of Registration Holds include Registrar's Hold, Admission's Hold, Business Office Hold, Financial Aid Hold, Security Hold and Library Hold. By placing a Hold, each of these respective offices has indicated that there is a matter that you need to clear with them. Check with the Registrar's Office staff or your advisor to find out where you need to go to clear your hold.

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How do I reclassify as a Florida resident for tuition purposes?

- Being in the State of Florida for 12 months does not automatically make one eligible for "resident" status for tuition purposes. In fact Florida State law stipulates that residing in the State for a year for educational purposes is not reason enough to qualify a student for residency status. For more information regarding the state guidelines for reclassification of residency for tuition purposes, please contact the Registrar's Office in Building 15.

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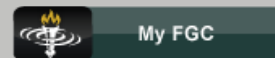
Florida Gateway College endeavors to offer distance education courses/programs to prospective students in all states in accordance with regulations established by the United States Department of Education (USDOE). Individuals who reside and plan to continue to reside in certain states are prohibited from enrolling in distance education courses/programs offered by Florida Gateway College. If you have questions, please contact the college at 386-754-4349 for more information.

[Click here for more information on Distance Learning](#)





FERPA



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Family Educational Rights and Privacy Act (FERPA)

Student Privacy Issues

Your college student record, by law, is a private matter between you and selected college staff members.

Directory Information

We may release Directory Information upon request, unless the student has indicated in writing to the Registrar that he or she does not want this information released. Directory Information consists of your name, date and place of birth, major, dates of attendance, degrees awarded, honors and awards, most recent institution attended, enrollment status, full or part-time status, county of residence, participation in officially recognized activities and student's photograph.

Any student who does not wish us to make this information available must specify this in writing to the Registrar.

FERPA (what it is and how it protects you)

The Family Educational Rights and Privacy Act is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. Postsecondary students have certain rights with respect to their educational record.

Postsecondary students have the right to inspect and review their education record(s) maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as a great distance, it is impossible for students to inspect the records. Schools may charge a fee for copies.

Postsecondary students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the postsecondary student has the right to place a statement with the record commenting on the contested information in the record.

Generally schools must have written permission from the postsecondary student before releasing any non-directory information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School officials who have a need to know (including officials of other schools in accordance with the provisions of articulation agreements with the college);
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law; and
- Parents who can prove that the student is claimed as a dependent per IRS tax forms.

For More Information

For more information about FERPA, see the College Catalog. If you have questions about the privacy of your student record, please contact the Registrar at 386.754.4291 or E-Mail registrar@fgc.edu.

To File a FERPA Complaint

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A post-secondary student may file a written complaint regarding an alleged violation under the FERPA act. The address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-5920

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[Click here for more information on Distance Learning](#)





REGISTRAR'S OFFICE

REQUEST FOR GRADE RECALCULATION

Student: _____

Student ID: _____

Florida Gateway College has established a course forgiveness policy in conjunction with applicable College procedures and State of Florida regulations. The following guidelines apply to request for grade forgiveness:

1. Students may only repeat a course in which they earned a grade of less than a C (2.0), unless approved by the Vice President for Instruction and Student Services or authorized by College policy.
2. Students may attempt college level courses up to three times, contingent upon number 1 above. A course may be taken a fourth time if permission is received from the Vice President for Instruction and Student Services.
3. An attempt is defined as any enrollment in a course which results in a grade assignment and/or a grade of Audit (AU) and/or a withdrawal (W).

I hereby apply for a recalculation of my grades, since I meet the applicable criteria above.

Please provide the course prefix and number (e.g., ENC 1101) of the course to be recalculated and indicate the term date first attempted and then the term date(s) of the subsequent attempt(s).

Course Prefix & Number	Term 1	Term 2	Term 3

 Student's Signature Date

Registrar's Office: _____
Verified Date



Student Grades

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Student Grades

Students should go to [MyFGC](#) to view their final grades from any Internet access location. The student ID and PIN are required. Computers are available in the Learning Resource Center and various other departments on campus. Final grades are not mailed.

For assistance with MyFGC Logon or PIN, click [here](#). *If you still have trouble with your PIN, contact the Registrar's Office at 386.754.4205 or email: Registrar@fgc.edu*

NOTE: If you are having difficulties using the Internet connections to access your final grades, make sure you have your web browser set to accept "cookies". Also, the AOL browser does not work with the College's Web Registration site. You may connect to the Internet using AOL and then minimize the AOL browser and start your Windows Explorer browser and you should be able to access the FGC Web Registration site. If you have a pop-up blocker activated on your web browser, you will need to temporarily disable it to use the Internet registration site.

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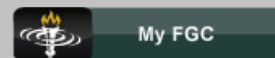
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Tutorials and General Information



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Tutorials and General Information

The tutorials and general information below are provided to assist with various processes.

[How to Access MyFGC](#)

[Test Code Guide](#)

[Term Guide](#)

[Course Attribute Guide](#)

[How to Search the Online Course Schedule](#)

[How to Search the Online Course Catalog](#)

FGC Faculty, Advisors, and Staff Tutorials

FGC faculty, advisors, and staff have specific access in Banner and should only perform the functions for which they are authorized. All employees will not have access to view the forms or perform the functions in all of these guides. Self-Service is MyFGC and Baseline Banner is INB.

[General Information and Keyboard Shortcuts \(INB\)](#)

[Common Banner Forms \(INB\)](#)

[How to Access Baseline Banner \(INB\)](#)

[How to Enter or Remove Holds \(INB\)](#)

[How to Enter a Permit/Override \(INB\)](#)

[How Advisors Perform Degree Evaluations \(MyFGC\)](#)

[How Faculty Access Class Rosters and Enter Grades \(MyFGC\)](#)

[How Advisors Access Student Information \(MyFGC & INB\)](#)

[Information for Faculty from the Registrar's Office](#)

Student Tutorials (MyFGC)

[How Students Perform Degree Evaluations \(MyFGC\)](#)

[How to Register for Classes or Add or Drop Classes \(MyFGC\)](#)

[How to View Unofficial Transcripts \(MyFGC\)](#)

[How to Search the Online Class Schedule \(MyFGC\)](#)

[How to Search the Online Course Catalog \(MyFGC\)](#)

[How to Use Schedule Planner](#)

[Important Information from the Registrar's Office](#)

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Logon and PIN Information



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Logon and PIN Information



MyFGC Logon:

If you are encountering problems with your FGC ID and PIN on MyFGC or through Florida Virtual Campus (FLVC), go to www.fgc.edu, then MyFGC, and follow the steps below.

Your user ID is your FGC assigned 8 digit ID number.

- Effective May 6, 2013, your initial PIN is your birthdate in the format: MMDDYYYY. You will be required to reset your PIN the first time you log in to MyFGC.
- Anyone with a 6-digit PIN will be required to reset it to an 8-digit PIN when logging on

to MyFGC.

- This is the PIN to access MyFGC, Blackboard and FGC student email.
- Any time that you reset your PIN, it may take up to one hour for the new PIN to feed to Blackboard and FGC student email.
- If your PIN does not work, enter your FGC User ID and click the Forgot PIN? button. After you answer some security questions, you will be able to reset your PIN.
- If you have never before logged on to MyFGC and your PIN does not work or you do not remember your FGC ID number, students should contact the Registrar's Office at 386.754.4205 or 386.754.4290 or by e-mail to: registrar@fgc.edu. Faculty and Staff should contact Human Resources. After verifying your identify for security purposes, a temporary PIN will be issued.

Changing your PIN:

- Log onto MyFGC at www.fgc.edu. Select MyFGC.
- Click on Enter Student Services
- Enter your student ID and PIN and click on Login
- Click on Personal Info
- Scroll down to Change PIN

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How to Register Online

Go to www.fgc.edu and click on MyFGC.

Click on Enter Secure Area

Enter your user college-assigned 8-digit User ID

Enter your PIN (default PIN is birthdate in the format: MMDDYYYY). If your PIN does not work, enter your FGC User ID and click the Forgot PIN? button. After you answer some security questions, you will be able to reset your PIN.

Click Login

If this is your first time logging into MyFGC, you may be prompted to change your PIN and enter and answer a security question. If so, complete this step. The PIN must be between 8 and 15 digits - no letters.

Click on Student

Click on Registration

Select Registration Status in order to ensure eligibility to register in the term.

If you have any registration holds, you may select View Holds at the bottom on the page.

Choose Add or Drop Classes at the bottom of the page to proceed with registration.

Select the term

Choose the term for which you are registering and click SUBMIT

Choose Add or Drop Classes

If you know the CRN (course reference number) of the specific class section, you may enter it directly. If not, you may do a Class Search at the bottom of the page to look for your courses.

If you do a class search, you may make your selection and Register or Add to Worksheet. It is recommended that you Add to Worksheet until all courses are selected. **Make sure that any corequisite courses are added to the registration worksheet before processing your registration.** This will avoid any corequisite registration errors. **You must have met all prerequisites for any courses you select.**

Once you enter the CRN for all desired classes on the Registration Worksheet, click Submit Changes to process registration.

If no registration errors occur, the courses are added to your current schedule. The schedule will show the classes and indicate **Web Registered. That means you are registered in those classes.**

If there are any registration errors, they will be revealed. You will be prevented from registering for the course(s) via the web unless the registration errors are resolved. You may follow the registration process to register for a different class.

Click Registration Fee Assessment. You may now look at your Student Detail Schedule.

Be sure to click Exit in the upper righthand corner of the page and then Return to Homepage to completely log out of the self-service system.

Follow the process above to add or drop classes.

BE SURE THAT ALL FEES ARE PAID BY THE DESIGNATED DEADLINES SET FORTH IN THE ACADEMIC CALENDAR.



Online Self-Service

[FGC Library](#)[Blackboard Login](#)[My FGC](#)

[Home](#) > [Current Students](#) > [Registrar](#) > [Online Self-Service](#)

Online Self-Service

The college's online self-service portal (MyFGC) provides students with access to their records at the college. After entering the secure portal by using the student ID number and PIN, among other things a student may:

- Register for classes
- Add/drop classes
- Pay for classes
- View or print a schedule of classes by term
- View grades and transcripts
- Print an unofficial transcript
- View account information
- View and change address
- View assigned student e-mail address
- View student information
- Change the PIN
- Perform degree evaluations and what-if scenarios to see requirements needed for a current major or other majors at the college and which requirements are still unmet
- Check financial aid status
- View and accept/decline financial aid awards

The portal may be accessed from the My FGC link on the college's web page or by [clicking here](#).

For information about logging on to MyFGC or your PIN, [click here](#).

For tutorials or general information, [click here](#).

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Higher Education Opportunity Act (HEOA) / Student Consumer Information

As required by the Higher Education Opportunity Act of 2008, Florida Gateway College (FGC) is providing this page as a single access point for students and the public to required HEOA disclosures and specified consumer information. This information is intended to enable prospective students to make informed decisions regarding postsecondary education at FGC.

Accreditation

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

General Institutional Information

Privacy of Student Records

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- Annual Notification of Rights under FERPA in the [Student Handbook](#) pages 61, 68; and in the [2014-15 College Catalog](#)

Facilities and Services for Students with Disabilities

- [Disability Services Office](#) on the web
- [2014-15 Student Handbook](#), pages 61, 94

Student Tuition and Cost of Attendance

- [2014-15 General Fees and Charges](#)
- [Fee Schedule](#)
- [Financial Aid Process and Cost of Attendance Calculation](#)

Net Price Calculator

FGC's calculator is found on the [web](#)

Textbooks

- Required textbook lists are posted on the college website home page each term.
- [Spring 2015 Textbook List](#) (subject to change)
- More information, including textbook list updates, can be found on the [College Bookstore](#) web.

Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid

- See the [College Policies and Procedures](#) Refund Policy 6Hx12:11-4
- [2014-15 Refund Policy](#)
- [2014-15 Repayment Policy](#)

Student Activities

- [Student Activities](#) information located on the on the web;
- in the [College Catalog](#);
- and throughout the [2014-15 Student Handbook](#)
- Voter Registration forms are available at the Student Activities office or on the Supervisor of Elections [website](#)

Student Diversity

- Student profiles and demographic information are available in the [Florida Gateway College Fact Books](#)
- [2013-14 Annual Equity Update](#)

Programs – 2014-2015

Financial Aid

Notice of Availability of Institutional and Financial Aid Information

Contact the Financial Aid Office for more information: 386.754.4296

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information:

- [Financial Aid Office](#) on the web
- For more information, call 386.754.4296

Student Financial Assistance

- [General Financial Aid Information](#)
- Student Financial Assistance from Federal, State, and Institutional Programs
 - FGC Federal School Code is **001501**
 - [Federal & State Grants / Work-Study Programs](#)
 - Federal Pell Grant Lifetime Eligibility Used ([LEU](#))
 - [Institutional Scholarships](#)
- [Federal Student Financial Aid Penalties for Drug Law Violations](#)

Student Loan Information

- General Student Loan Information on the FGC [web](#)
- Links to Federal Student Aid Direct Loan Information regarding:
 - [Initial Counseling](#)
 - [Exit Counseling for Student Borrowers](#)
 - [Financial Aid History](#)
- Preferred Lender List and Preferred Lender Arrangements do not apply as FGC participates in the Federal Direct Loan Program

Student Performance / Student Outcomes

The department of [Research and Institutional Effectiveness](#) maintains information regarding the student performance and outcomes on its [Facts-at-a-Glance](#) web page and/or in its annual [fact books](#). Measures include:

- Retention Rate
- Graduation Rates (Student Right-to-Know Act)
- Transfer-out Rates (Student Right-to-Know Act)
- Placement of Occupational Program Graduates
- Articulation to Florida Universities

Teacher Preparation Program Report

- The Teacher Preparation Academy was started in July 2005.
- Program information is available on the [the college website](#).
- 2013 Title II Higher Education Act [Report Card – Florida](#)

- Academic Programs ([Associate in Arts Degree](#))
- Occupational Programs
 - [Associate in Science](#)
 - [College Credit Certificates](#)
 - [Occupational Credit Certificates](#)
 - [Applied Technology Diplomas](#)
- [Program Accreditations](#)

Health and Safety

Drug and Alcohol Abuse Prevention Program:

- Educational efforts for prevention of drug and alcohol abuse are directed toward all members of the academic community.
- Campus Security Policies, Crime Statistics, Crime Log:
Refer to the [2014-15 Student Handbook](#) pages 61, 115.

Weather Emergency Closing Procedure

- Emergency college closing information is found in the [2014-15 Student Handbook](#) page 65.

Emergency Evacuation

- [College Policies and Procedures](#) – Emergency Evacuation 6Hx12:3-09

Campus Safety

- [Emergency Call Box](#) locations on campus are provided in the [2014-15 Student Handbook](#) page 107
- Chapter VII of the 2014-15 Student Handbook, beginning on page 107, discusses Campus Safety procedures in detail.

Telephone Numbers of Offices Discussed in Consumer Information:

Admissions	386-754-4287
Advising & Student Development	386-754-4222
Bookstore	386-754-4320
Disability Services	386-754-4393
Emergency Messages	386-754-4336
Financial Aid	386-754-4282
Library	386-754-4401
Registrar's Office	386-754-4436

Faculty and Staff

- [2014-15 Faculty and Administrative Personnel](#) from catalog
- [Personnel and Departmental Directory](#) on the web
- Faculty statistics are found in the [FGC Fact Books](#)

Transfer of Credit Policies

Contact the Registrar's Office for more information: 386.754.4204

Articulation Agreements

- [Career Pathways programs](#).
- [Career Pathways Articulation Agreements](#)

Copyright Infringement – Policies and Sanctions

- [Policy and Procedure](#) 6Hx12:04-14 – Intellectual Property
- [Policy and Procedure](#) 6Hx12:9-08 – Student Discipline, II.A.4
Plagiarism
- [2014-15 Student Handbook](#) pages 70-71

Computer Use and File Sharing

- [2014-15 Student Handbook](#) page 71

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE:

In compliance with Florida Statute 119.071(5), Florida Gateway College issues this notification regarding the purpose of the collection and use of your Social Security number. FGC collects your Social Security number for use in performance of the college's duties and responsibilities. To protect your identity, FGC will secure your Social Security number from unauthorized access. FGC will never release your Social Security number to unauthorized parties, and each student and employee at FGC will be issued a unique identification number. The unique identification numbers are assigned to students and employees to help to protect identities. Your unique student identification number is used for all educational purposes at Florida Gateway College including registration, access of your online record, etc. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security number of all post-secondary students to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the Social Security number of every student. A student may refuse to disclose his/her Social Security number to the college, but refusing to comply with the federal requirement may result in fines established by the IRS. In addition to the federal reporting requirements, the public school system in Florida uses the Social Security number as a student identifier. This use is authorized in Florida Statute 229.559 and in School Code Section 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next. All Social Security numbers are protected by federal regulations and are never released to unauthorized parties. For additional detailed information on the college's collection and use of social security numbers please [click here](#).

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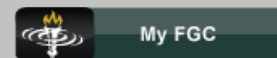
Florida Gateway College endeavors to offer distance education courses/programs to prospective students in all states in accordance with regulations established by the United States Department of Education (USDOE). Individuals who reside and plan to continue to reside in certain states are prohibited from enrolling in distance education courses/programs offered by Florida Gateway College. If you have questions, please contact the college at 386-754-4349 for more information.

[Click here for more information on Distance Learning](#)





Meet the Registrar's Office Staff



[Home](#) > [Current Students](#) > [Registrar](#) > [Meet the Registrar's Office Staff](#)

Registrar's Office Staff

Gayle Hunter, Registrar
386.754.4291
gayle.hunter@fgc.edu

Kacey Schrader, Associate Registrar
386.754.4204
kacey.schrader@fgc.edu

Amanda Luke, Registrar Specialist II & Veterans' Certifying Official
386.754.4398
amanda.luke@fgc.edu

Crystal Lee, Registrar Specialist I
386.754.4436
crystal.lee@fgc.edu

Gloria Jordan, Staff Assistant II
386.754.4290
gloria.jordan@fgc.edu

Jeanne Anderson, Registrar Assistant I
386.754.4205
jeanne.anderson@fgc.edu

Kim Withers, Registrar Specialist II (Part-time)
386.754.4438
kimberly.withers@fgc.edu

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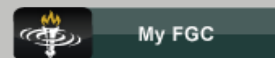
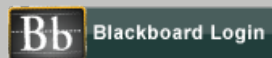
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State Employee Tuition Waiver Program



[Home](#) > [Current Students](#) > [Registrar](#) > [State Employee Tuition Waiver Program](#)

STATE EMPLOYEE TUITION WAIVER PROGRAM

Per Section 1009.265, Florida Statutes:

Florida Gateway College will waive tuition and some fees for state employees to enroll for up to 6 credit hours of courses per term on a space-available basis. Florida Gateway College has three terms: Fall, Spring, and Summer.

For purposes of this section, employees of the State include employees of the executive, legislative, and judicial branches of state government, except for persons employed by a state university.

For more information contact the Cashier at 386.754.4211

Critical documentation submission and registration dates are shown on the academic calendar located [HERE](#).

For guidelines and procedures [click here](#).

Click [here](#) to download the State Employee Tuition Waiver Program – Intent to Apply Form.

For questions please e-mail: Cashier2@fgc.edu.

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Student Records



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Student Records

Change of Major

Students desiring to change their major should meet with an advisor to complete the Change of Major form. This form needs to be signed by your Advisor and Admissions and then submitted to the Registrar's Office for processing.

Change of Name or Address

It is the student's responsibility to ensure that the college has your correct name and address. You may change your address through MyFGC. You may also change your name or address by completing the appropriate forms and submitting them to the Registrar's Office. You will need to provide a government issued photo ID with each form. Additional documentation of the name change is also required. Click here for the [Name Change Form](#) or the [Address and/or Phone Number Change Form](#).

Student Grades

- Consult the Academic Calendar to see the deadline for faculty to enter grades. You can view the Academic Calendar by clicking [HERE](#).
- Log in to MyFGC to view grades. See Student Grades on the Registrar's web pages for more information.

Grade Recalculation

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 the Registrar's Office to request the recalculation. See the "Grade Forgiveness" information in the College Catalog for additional information. To obtain the form go to the [college forms database](#) page and select *Grade Recalculation form*.

Enrollment Verification

Students requiring enrollment verification may stop by the Registrar's Office during normal office hours. Students who are unable to come to the Registrar's Office may send an email request to registrar@fgc.edu. Email requests may require additional information to verify the student's identity and protect their records.

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Transcripts

[FGC Library](#)[Blackboard Login](#)[My FGC](#)

[Home](#) > [Current Students](#) > [Registrar](#) > [Transcripts](#)

Transcripts

The form to request transcripts contains instructions for submitting the form.

There is no fee for transcripts.

Be sure to sign the transcript request form. The student's signature is required in order to release transcripts.

Download: [TRANSCRIPT REQUEST FORM](#)

A hold on a student's record generated as a result of obligations such as library fines, parking fees, non-returned equipment or money owed to the College, will prevent a transcript from being issued.

- Students with a PIN can print an *unofficial transcript* from [MyFGC](#) on the college's home page for courses taken after 1986. If courses taken prior to 1986 are not on the web transcript, a transcript must be requested from the Registrar's Office.
- Students may request transcripts at the Registrar's Office in Building 015.
- Students may also request transcripts via mail or FAX.

- When submitting a written request, complete and sign the Transcript Request Form. If you don't have access to the Transcript Request Form, make sure your written request provides your name, address, social security number, and phone number (including area code). Provide the name and address to which the transcript should be sent. Remember to date and sign the Transcript Request Form. If you will pick up the transcript or will have someone else pick it up, that must be marked on the form. A photo ID is required to pick up a transcript.
- When submitting your transcript request by FAX provide the same information as above and sign the Transcript Request Form. **FAX your transcript request to 386.754.4581.**

- Unofficial transcripts are available the same day. Official transcripts will take 2-3 days to process upon receipt of the signed Transcript Request Form.

Student Privacy

- We must have the student's written authorization before issuing transcripts.
- We must have the student's written authorization before releasing a transcript to anyone else.
- We cannot FAX your transcript.

For Additional Information

If you have questions, please contact the Registrar's Office or call 386.754.4205 or e-mail registrar@fgc.edu.

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Veterans



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VETERANS

Florida Gateway College is approved for Veteran's Training

The Florida Gateway College Veterans Affairs Office is located within the Registrar's Office.

For information contact: Ms. Amanda Luke Registrar Specialist II 386.754.4398 amanda.luke@fgc.edu

REMEMBER: Each term for which you choose to use veterans benefits, **you must notify the Veterans Certifying Official** when you register for classes, make any schedule changes, or change your major. Each term, before the FGC Veterans Certifying Official may certify enrollment, the eligible student must enroll for classes and sign the accountability statement to verify in writing that he/she is choosing to use veterans benefits for the term. **Failure to notify the Veterans Certifying Official of registration, schedule changes, or major changes may result in delay of receipt of benefits or the student may be required to repay funds to the VA.**

[Attention VA Students](#)

[Veteran's Affairs Contacts and Information](#)

[Montgomery GI Bill – Non Reservist](#)

[Survivors' and Dependents' Veterans' Educational Assistance Program](#)

[Montgomery GI Bill – Selected Reserve](#)

[Vocational Rehabilitation](#)

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The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through quality higher education programs and lifelong learning opportunities.

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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