



General College Admissions



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Florida Gateway College adheres to the open-door admissions policy for associate-level degree programs and workforce education programs, providing open-access to superior, affordable, quality education and training opportunities without regard to race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law.

Admission to associate degree programs is subject to minimum standards adopted by the State Board of Education and shall require: a standard high school diploma, a high school equivalency diploma as prescribed in s. 1003.435, previously demonstrated competency in college credit postsecondary coursework, or, in the case of a student who is home educated, a signed FGC affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program as prescribed by the respective state statute in which home school completion was achieved..

The admissions process for baccalaureate programs requires that all students, including native associate degree graduates, apply for baccalaureate admission through a **separate** admission process in order to be admitted into an upper division program.

Florida Gateway College adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by contacting Janice Irwin, Coordinator of Disability Services at (386) 754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, Florida 32025.

Admissions Procedures

All prospective students (including returning students who were previously enrolled at FGC as a dual enrollment/collegiate high school student and/or former students who have not attended FGC in the past three semesters) are required to complete an application for admission to the college. Applicants are further required to complete the residency declaration portion of the admission application while providing required supporting documents to effectively substantiate *residency for tuition purposes*, if desiring the benefit of in-state tuition rates. Residency refers to the classification of a student as an in-state resident as defined for *tuition purposes* or out-of-state resident. This classification determines the rate of tuition assessed to the student, the requirements of which are governed by Florida Statute and Florida Department of Education State Board Rule.

Prior to acceptance to the institution, applicants are required to provide (if applicable for program selection) official transcripts reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by state statute.

In order to register for courses and/or receive financial aid, students are required to provide and have evaluated by the Registrar's Office, official transcripts from each and every previously attended institution of higher education. This includes official transcripts from each and every college, university and/or vocational-technical school attended by the student, regardless of the award of credit, or applicability of credits towards the program of intent at FGC.

Admission to the College does not imply nor guarantee admission into any program with special admission requirements. A number of programs are classified as "limited access programs", signifying that they are programs for which a limited number of students are admitted each semester or year. Limited access programs typically involve a selection process whereby prospective students submit a separate program application (with required documents) in addition to the standard application for admission to the college. Applicants interested in enrolling in a limited access program should contact the appropriate program director and/or meet with an academic advisor as early as possible.

Admission to the College does not signify that a student has met or will meet requirements for professional licensure or

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certification. If the intended program of study culminates in professional licensure or certification, students are encouraged to obtain information relative to those licensure/certification requirements prior to entering the program of study.

Section 1009.286 of the 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 2012-13 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.

Admission procedures for all degree, certificate and applied technology diploma students are listed below by student type at admission. Prospective students are encouraged to visit the college website, and/or contact an admissions representative for application materials and admission information at:

Florida Gateway College
Office of Admissions
149 S.E. College Place
Lake City, Florida 32025
(386) 754-4287
admissions@fgc.edu

LOWER DIVISION - ADMISSION TO THE COLLEGE:

New/First-Time-in-College Student/Freshman

(someone who has never attended any institution of higher education)

Fully complete and submit by the published admission application deadline the ([see academic calendar for semester deadlines](#))

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized FGC home school affidavit attesting to the student's successful completion of a home education program as prescribed by the state statute in which high school completion was achieved.

Returning/Re-admit Student

(someone who was previously enrolled at FGC, or Lake City Community College (LCCC) as a dual enrollment/collegiate high school student, OR someone who has not attended FGC or LCCC in the last three semesters, but was previously admitted/enrolled)

Fully complete and submit by the published admission application deadline the ([see academic calendar for semester deadlines](#)):

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by the state statute in which high school completion was achieved. If previously provided, and deemed acceptable for re-admission, applicant does not need to provide.
4. Registration, and the award of financial aid is contingent upon the receipt and evaluation of official transcripts from each and every postsecondary institution the applicant has attended, regardless of credit earned and/or applicability of credits to program of intent at FGC. All returning students who attended another institution while not enrolled at FGC must provide official transcripts from that institution for evaluation by the Registrar's Office.

Transfer Student

(someone who is applying for admission to FGC and has attended other colleges, universities, and/or technical school schools, regardless of credits earned and/or applicability to program of intent at FGC)

Fully complete and submit by the published admission application deadline the ([see academic calendar for semester](#)