



## Admission Procedures

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## Admission Procedures

Prospective students (includes returning students who were previously enrolled at FGC as a dual enrollment student or someone who has not attended FGC for one year) are required to complete a FGC application for admission, inclusive of the residency affidavit (per Florida Statute 1009.21). Students must provide official transcripts indicative of high school graduation when and if applicable, as well as transcripts from all previously attended institutions of higher learning. All foreign educational transcripts must be evaluated by a National Association of Credential Evaluation Services (NACES) approved foreign credential evaluation and translation service.

A number of Associate in Science and Certificate programs are classified as limited access programs, signifying that they are programs for which a limited numbers 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 as early as possible. **Admission to the College does not imply nor guarantee admission into any program with special admission requirements.**

Additionally, admission to the College does not signify that you have met or will meet requirements for professional licensure. If your intended program of study requires professional licensure you are encouraged to obtain information relative to those licensure requirements *prior* to entering the program of study.

**NOTE:** [Section 1009.286](#), Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

"Excess hours" are defined as hours that go beyond 115% 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 138 credit hours (115 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 the intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses non-essential to the intended major, may contribute to a potential excess hour surcharge.**

### Residency Appeals Committee:

In accordance with Florida Statutes, Florida Gateway College has established a residency appeals committee to consider student appeals of residency determinations. In cases where the applicant expresses a desire to appeal the Admissions classification, the matter will be referred to the designated residency appeal officer or appropriate appeal committee, in accordance with the institution's official appeal process.

The residency appeal officer or committee will convey to the applicant the final residency determination and the reasons for the determination. The final residency determination will be provided to the student in writing upon request. All residency determinations will be subject to judicial review as "final agency action" in the appropriate District Court of Appeal.

Students who wish to appeal the Admissions classification of residency for tuition purposes should begin by contacting Gayle Hunter, Registrar and Chair of FGC's Residency Appeal Committee at 386.754.4291 and/or via e-mail at [gayle.hunter@fgc.edu](mailto:gayle.hunter@fgc.edu).

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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.

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](#)**

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