

College Policy 6Hx12:6-44, the College will comply with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2009. This law represents a comprehensive ban on discrimination against disabled individuals in employment, public services, public accommodations, and services. The ADA does not preempt any federal, state, or local law that provides greater or equal protection for the rights of individuals with disabilities. Further, the College complies with Section 504 of the Rehabilitation Act, as required by law. It is the policy of the District Board of Trustees that reasonable substitution of requirements for admission to the College, admission to a program of study, or graduation from Florida Gateway College be provided for students who can demonstrate eligibility through certification by an appropriate professional in their field. For services, contact Janice Irwin, Disability Services Coordinator, located in Building 017, telephone 386.754.4393, before or directly upon arrival on campus.

Florida Virtual Campus www.flvc.org is your central Web resource for planning and managing your higher education experience. If you are a currently enrolled, transfer, or returning student, you may be able to access your personal information and utilize the services below. You will need a password which can be obtained from the Registrar's Office. Sample degree audit allows you to review requirements of a particular degree program at selected institutions. Institutional degree audit compares your academic record at your home institution to your major currently on record. Degree planning compares your academic record along with courses you may want to take against particular degree programs at selected institutions.

Financial Assistance Information For those who qualify, this includes types of aid available, application forms/procedures to use in applying for aid, eligibility requirements, selection criteria, criteria used to determine amount of aid award, satisfactory student progress standards, how to reestablish satisfactory progress status, disbursement methods, loan qualifications and student employment conditions, conditions for federal loan repayment for students who participate in volunteer services. This information can be found in the College Catalog, on the College Web site and at the Financial Aid Office in Building 014, telephone 386.754.4296.

Scholarships The Financial Aid Office, The College Foundation Office, and the Office of Advising have information regarding scholarships. Refer to the SCHOLARSHIPS section of this book.

Voter Registration Information Florida Gateway College encourages all students who are 18 years of age and U. S. citizens to participate in local, state, and national elections. Voter registration forms are available from the Student Activities Office in Building 007 and from your county Supervisor of Elections Office. If you have any questions, you can contact the Elections Office at 386.758.7029 for Columbia County.

Medical Services In case of illness, injury, or an emergency while on campus or at a school-sponsored activity, the student should contact his or her personal physician or go to the emergency room. If an emergency, illness, or injury appears life threatening, 911 should be called and the incident should be reported immediately to campus security, office telephone 1010 or 386.623.2398. The injured or ill student shall be responsible for the cost of all medical, transportation, and emergency services.

Academic Freedom Academic freedom is encouraged and faculty, staff, and students are expected to uphold the following principles:

- The right of each student to pursue and acquire knowledge in an atmosphere of free inquiry;
- The right of each faculty member to pursue, acquire, and disseminate knowledge in the faculty member's academic area (or related academic areas) in an atmosphere of free inquiry;
- The right of members of the academic community to pursue learning free from disruption, with due process for all concerned.

Academic freedom carries with it responsibilities and duties correlative with rights, such as accuracy, appropriate restraint, and respect for the opinion of others. Academic freedom must be exercised within the framework of responsibility and the ethical commitment to which the College subscribes.

Scholarship information are also a part of the Multicultural Academic Success Program. For further information, or to join the MASP, contact isabelle.perez@fgc.edu or telephone 386.754.4434.

DUAL ENROLLMENT

Dual Enrollment is dependent on academic readiness, social maturity, and motivation. Public school students must be recommended by the high school guidance counselor, principal or a designee to participate in Dual Enrollment. As required by Section 1008.30 of Florida Statutes, the College utilizes the State-approved college placement testing system as a measure of academic readiness. The test scores may be no more than two years old. The program is open to sophomores, juniors, and seniors who meet the required minimum test score levels and have the required GPA. The pupil must have minimum 3.0 high school unweighted grade point average on the 4.0 scale and a 2.0 GPA for vocational courses.

Private Schools:

Private high school students are eligible for the Dual Enrollment program. Participating schools must be in full compliance with Section 1002.42 and Section 232.246, Florida Statute. To enroll in the program, the student's requirements are the same as public schools.

Home Education Program:

The student must be officially enrolled in a home education program and in compliance with Section 1002.41, Florida Statutes. The student must be at least 15 years of age and will not be eligible to participate in the Dual Enrollment program after his or her 19th birthday.

The student must submit State-approved college entrance test scores; scores must be less than two years old from the day of class registration. More test details can be found at the FGC Test Center website.

FINANCIAL AID (for those who qualify)

Financial Aid provides financial assistance to eligible students entering college. The monies are used to assist students with direct costs (tuition, fees, books) and indirect costs (rent, food, travel, miscellaneous) to attend college.

The College participates in four broad categories of financial aid to help students pay educational expenses. They are federal, state, institutional and local. The federal programs are: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Direct Subsidized Stafford, Direct Unsubsidized Stafford, Direct PLUS Loans, and Federal TEACH Grant.

The state programs are: The Florida Student Assistant Grant (FSAG),

First Generation Matching Grant, and scholarships such as Florida Bright Futures, Jose Marti Challenge Grant, and many others. Contact the Financial Aid Office or visit our website at www.fgc.edu.

Financial Aid Application Process

To be considered for all types of aid:

- **Complete the Free Application for Federal Student Aid (FAFSA) on or after January 1.**

To file online, apply at www.fafsa.ed.gov. It can save you weeks in processing time and has a built-in editing format to reduce errors.

- **Request a federal PIN at www.pin.ed.gov.**

Follow the instructions on the site. Be sure to read “Before Beginning a FAFSA,” and “Common Mistakes on the FAFSA.” List “Florida Gateway College” and the federal code is 001501. Sign your FAFSA. Students can sign the FAFSA electronically using their federal PIN, instead of printing, signing, and mailing the signature page to the federal processor. Parents of dependent students must either request their own PIN to sign electronically, or print, sign and mail the signature page to the processor.

After applying, you can also check the status of your application and/or make corrections online at www.fafsa.ed.gov.

- **You may receive a Federal Student Aid Report (SAR) from the federal processor after you submit your FAFSA.** The SAR indicates your Expected Family Contribution (EFC), which is used to determine your eligibility or ineligibility for financial aid. It also lists information you recorded on your FAFSA, so that you can check your information for accuracy.

If you provide your e-mail address on your FAFSA, you will receive online SAR information as soon as 24 hours after your FAFSA is processed.

Follow-up on your application is important. You may be selected for verification. You are responsible for following up on your aid application. Submit all requested documents to the school as soon as possible to prevent processing delays.

- **Your award will be posted on Self-Service. You can access at www.fgc.edu and click on the My FGC icon.**

When FGC receives your application information from the federal processor, it is evaluated and processed. If you are eligible, have been admitted to the College, are enrolled in classes at least half-time, and meet

minimum standards of progress, the Financial Aid Office will award you an aid package based on your financial aid need.

SATISFACTORY ACADEMIC PROGRESS

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility Federal regulations (34 CFR 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than college Academic Standards, Warning, and Suspension. Federal regulations state that Satisfactory Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet all the minimum standards in order to receive financial aid.

Required SAP Standards

- **Grade Point Average (GPA):** Students must meet the following cumulative GPA of 2.0 overall.
- **Completion Rate:** Financial aid students must also complete at least 67% of the credit hours they attempt each semester and overall.
- **Maximum Time Frame:** Students lose their financial aid eligibility once they cannot complete their degree within 150% of the number of credit hours it takes to graduate. Example: AA degree requires 60 credit hours to graduate, 150% of 60=90 credit hours. Once the student cannot complete their degree within 90 credit hours, they are placed on automatic suspension and are no longer eligible for financial aid.

FINANCIAL AID APPEALS

Students who have applied for financial aid have the opportunity to appeal decisions related to the award or administration of financial aid with the institution. Contact the Financial Aid Office or visit our website at www.fgc.edu.

Nationwide, Financial Aid Directors have update capability for student aid eligibility, which includes override capabilities. At Florida Gateway College, these overrides are determined using “professional judgment” on a case by case basis by the director of financial aid in consultation with the vice president for student services. A log is maintained in the Financial Aid Office regarding these updates and overrides and a dated notation is made in the individual student’s file of the decision rendered by the director of financial aid and the vice president for student services.

**REPAYMENT POLICIES
FINANCIAL AID RECIPIENTS**

Students are strongly urged to speak to the Financial Aid Office before withdrawal from classes or total withdrawal from school. You may be required to return a portion of certain grants or loan funds as a result of such actions. For more specific information regarding refunds/ repayments, please contact the Financial Aid Office in Building 014, 386.754.4296.

INSTITUTIONAL FINANCIAL AID (SCHOLARSHIPS)

Florida Gateway College offers several types of financial assistance to students. They are listed below under the broad categories of Academic, Performance, and Service. Each scholarship has specific requirements for award and for renewal.

Academic Scholarship

Florida Gateway College offers academic scholarships to graduates of the five-county service district who are in the top 20 percent of their graduating high school class. Each area high school will submit eligible student names to FGC each spring. Contact your high school guidance counselor for more details.

**Multicultural Academic Success
Program Scholarship**

African-American or Hispanic males who are enrolled in college for the first time and meet the criteria are eligible to be considered for the MASP Scholarship. Contact the Multicultural Academic Success Program in Building 014. Contact isabelle.perez@fgc.edu or telephone 386.754.4434 for more details.

Performance Scholarships

Choir, Band, Speech/Debate Team, and Brain Bowl scholarships are awarded each year to students who attend at least half time, and have a cumulative 2.0 GPA or higher. The scholarship does not cover lab fees. Each advisor is responsible for selection of the scholarship recipients.

Service Scholarships

Student Government executive board tuition reimbursements are awarded each term.

Student Government Association (SGA)

The SGA acts as a liaison between the student body and the College administration. SGA is active in student issues and also plans numerous student activities. The SGA office is located in Building 007,

telephone 386.754.4318. For information on the SGA President Scholarship, refer to College policy 6Hx12:9-22.

The Foundation for Florida Gateway College, Inc.

New and current students are eligible to apply for a Foundation scholarship. The Foundation for Florida Gateway College, Inc. offers numerous private scholarships to eligible students of the five-county service districts. Applications are available a month before fees are due each term. Applications are available online at www.fgc.edu on the Financial Aid home page, telephone 386.754.4296. The Foundation Office telephone number is 386.754.4433.

Local

Students and parents are encouraged to look for financial assistance wherever possible. Some likely places to look for aid are:

- Community Clubs and Organizations
- Civic Groups
- Fraternal Organizations
- Religious Groups (churches, etc.)
- Medical Associations (for Health students)

Check with your academic advisor or Financial Aid Office to determine if you have any other sources of possible assistance. Most outside assistance received must be counted as a resource in the eligibility of some types of financial aid.

If you are a local individual or member of an organization who would like to assist Florida Gateway College students, your donations or establishment of a scholarship through the FGC Foundation would be greatly appreciated.

A compilation of online sources for scholarships is available at the Office of Advising.

REGISTRAR

The Registrar's Office provides many services to students, including:

- Registration
- Add/drop/withdrawal
- Student transcripts
- Grade recalculation
- Verification/certification of enrollment status
- Graduation
- Name and address change processing
- Veterans' services
- Change of Major
- Transcript evaluation