

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. Providing your SSN signifies that you consent to the use of your number in the manner described. 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 at FGC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at FGC including registration, access of your online record, etc. All Social Security numbers are protected by federal regulations and are never released to unauthorized parties.

## Registrar's Office

All SSNs are protected by federal regulations of the Family Educational Rights and Privacy Act (FERPA) and are never released to unauthorized parties. Your SSN is used for legitimate business purposes, as set forth below.

- Completing and processing enrollment certification for students applying for Veterans benefits (Veterans Administration)
- Verifying identification on transcripts for evaluation and award of transfer credit

## Human Resources Department

Your SSN is used for legitimate business purposes in compliance with:

- Completing and processing the Federal I-9 (Department of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security taxes (FICA)
- Processing and distributing Federal W2 (Internal Revenue Service)
- Completing and processing quarterly Unemployment Reports (FL Dept. of Revenue)
- Completing and processing Florida Retirement Contributions reports (FL Dept. of Revenue)
- Completing and processing Workers Compensation claims (FCCRMC and Department of Labor)
- Completing and processing 403(b) and 457(b) Contribution reports and FICA Alternative enrollment
- Completing and processing group health, life, and dental coverage enrollment and census reports
- Completing and processing various supplemental insurance deduction reports
- Verify identification for Employment verification

Providing your Social Security number is a condition of employment at FGC.

## Student Conduct

College students are expected to conduct themselves appropriately both on and off campus. Students are subject to federal, state, and local ordinances as well as regulations prescribed by Florida Gateway College. A breach or violation of any of these laws or regulations will result in disciplinary action.

Every student, by the act of registering at Florida Gateway College, is obligated to obey the rules and regulations established by the College. Specific regulations are outlined in the Student Handbook, which is available through the Vice President for Student Services, or on the College Web site.

The College reserves the right to discipline any student whose conduct is considered unbecoming or detrimental to the College or the community.

The Vice President for Student Services is responsible for the administration of student discipline as described in the Student Code of Conduct. The President is the final authority on appeals at the institutional level.

## Veteran's Services

Florida Gateway College is an approved site for the education and training of veterans and veterans' dependents. The College maintains a full-time employee who oversees the Veteran's Affairs Office. This office is located within the Registrar's Office.