

IMPORTANT STUDENT INFORMATION – Fall 2016

STUDENT RECORDS INFORMATION Room 100H 100 Building (661-8095)

Drop/Add Period:

For **15-week and 12-week courses** students may **ADD/DROP** classes the first 6 days of the term without penalty.

For **8-week, 3-week, and Holiday Term courses** students may **ADD/DROP** classes the first 3 days of the term without penalty.

Withdrawals after the DROP period deadline are the student's responsibility and full tuition is charged.

Student Records:

Students who have not been verified through the Financial Aid Office must provide proof of legal residency (SC Driver's License, Birth Certificate, or Passport) to Registrar Services. Students must notify Registrar Services of any changes in name, address, phone number. Family Educational Rights and Privacy Act (1) protects confidentiality of student records, (2) allows student access to educational records, and (3) allows amendment of records that are inconsistent or inaccurate.

Change of Academic Program:

Step 1: Meet with new academic advisor and obtain signature on Change of Curriculum Form

Step 2: Check with the Financial Aid Office staff to verify the new program is Title IV eligible

Grades/Transcripts:

Students access their final course grades via WebAdvisor. No grades are mailed to the home address. Official transcripts may be requested at www.getmytranscript.com.

BUSINESS OFFICE INFORMATION Room 5203 5000 Building (661-8311)

Refund Policy:

15-Week Session:

Before the first date in term that classes are offered (start of term) **(Before August 15)** 100% Refund

1st - 6th Day of the Term **(August 15 - August 20)** 100% Refund

After the 6th Day of the Term **(After August 20)** 0% Refund

1st 8-Week Session:

Before the first date in term that classes are offered (start of term) **(Before August 15)** 100% Refund

1st – 3rd Day of the Term **(August 15 - August 17)** 100% Refund

After the 3rd Day of the Term **(After August 17)** 0% Refund

12-Week Session:

Before the first date in term that classes are offered (start of term) **(Before September 6)** 100% Refund

1st - 6th Day of the Term **(September 6 - September 12)** 100% Refund

After the 6th Day of the Term **(After September 12)** 0% Refund

2nd 8-Week Session:

Before the first date in term that classes are offered (start of term) **(Before October 10)** 100% Refund

1st – 3rd Day of the Term **(October 10 - October 12)** 100% Refund

After the 3rd Day of the Term **(After October 12)** 0% Refund

1st 3-Week Session:

Before the first date in term that classes are offered (start of term) **(Before August 15)** 100% Refund

1st – 3rd Day of the Term **(August 15 - August 17)** 100% Refund

After the 3rd Day of the Term **(After August 17)** 0% Refund

2nd 3-Week Session:

Before the first date in term that classes are offered (start of term) **(Before September 12)** 100% Refund

1st – 3rd Day of the Term **(September 12 - September 14)** 100% Refund

After the 3rd Day of the Term **(After September 14)** 0% Refund

3rd 3-Week Session:

Before the first date in term that classes are offered (start of term) **(Before October 10)** 100% Refund

1st – 3rd Day of the Term **(October 10 - October 12)** 100% Refund

After the 3rd Day of the Term **(After October 12)** 0% Refund

4th 3-Week Session:

| | |
|---|-------------|
| Before the first date in term that classes are offered (start of term) (Before November 7) | 100% Refund |
| 1 st – 3 rd Day of the Term (November 7 - November 9) | 100% Refund |
| After the 3 rd Day of the Term (After November 9) | 0% Refund |

Holiday Term:

| | |
|--|-------------|
| Before the first date in term that classes are offered (start of term) (Before December 12) | 100% Refund |
| 1 st – 3 rd Day of the Term (December 12 - December 14) | 100% Refund |
| After the 3 rd Day of the Term (After December 14) | 0% Refund |

Tuition Payment Plan – Fall Payment Dates

Students who signed up for the Tuition Payment Plan by paying a **\$30 fee** must pay ½ the balance owed by **September 13, 2016** and the remaining ½ balance owed by **October 13, 2016**.

A **\$25.00 late fee** will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The student's account will be frozen for any further activity until the account is brought current and any future registrations will be cancelled and all transcripts will be held.

IMPORTANT: A **\$50 late fee will be charged** beginning **August 15, 2016** for the 15-week, the 1st 8-week session and the 1st 3-week session. **September 6, 2016** for the 12-Week session, **September 12, 2016** for the 2nd 3-week session, **October 10, 2016** for the 2nd 8-week session and the 3rd 3-week session, **November 7, 2016** for the 4th 3-week session and **December 12, 2016** for the Holiday Term.

COLLEGE WEB SITE: WWW.FDTC.EDU

WebAdvisor offers students easy access to the following records and information:

| | |
|---------------------------------|-------------------------|
| Class Schedule | Student ID Number |
| Grades | Financial Aid Status |
| View/Reprint 1098-T | Unofficial Transcripts |
| View Account and Make a Payment | Curriculum Program Plan |

Accessing WebAdvisor:

- Step 1: Locate the direct icon link for WebAdvisor located on the FDTC home page
- Step 2: Log on information is provided on the WebAdvisor main page
- Step 3: REVIEW ALL INSTRUCTIONS ON MAIN PAGE BEFORE FIRST LOG-IN

FINANCIAL AID INFORMATION Room 5302 5000 Building (661-8085)

Free Application for Federal Student Aid (FAFSA) <https://www.fdtc.edu/admissions/financial-aid/>

2016-2017 FAFSA file is active for Fall 2016, Spring 2017, Summer 2017

A new FAFSA must be filed every year. Allow 4-6 weeks for processing.

A completed FAFSA file may qualify students for the following types of financial aid:

| | |
|-----------------------|--|
| Federal Pell Grant | Federal Supplemental Education Opportunity Grant |
| Federal Stafford Loan | Federal Work Study |
| Federal Perkins Loan | Federal Parent Loans for Undergraduate Students |
| SC Need-based Grant | SC Education Lottery Tuition Assistance |

Withdrawal and Return of Federal Funds Policy

Students receiving Federal Grants/Loans who drop or withdraw from all their classes **before or on** the 60% date in the term will be required to repay the unearned amount of funds to the Federal government and/or FDTC. Students do not fully earn their federal student aid unless they **attend beyond** the 60% date.

| <u>Fall 2016</u> – | <u>Beyond 60% Dates</u> | <u>3-Week Session Dates</u> - | <u>Beyond 60% Dates</u> | <u>Holiday Term</u> - | <u>Beyond 60%</u> |
|--------------------------------|---------------------------|-------------------------------|---------------------------|-----------------------|--------------------------|
| 15-Week Session | October 25, 2016 | Aug. 15 - Sept. 2 | August 29, 2016 | Dec. 12 - Dec. 30 | December 23, 2016 |
| 1 st 8-Week Session | September 16, 2016 | Sept. 12 - 30 | September 26, 2016 | | |
| 12-Week Session | November 2, 2016 | Oct. 10 - 28 | October 24, 2016 | | |
| 2 nd 8-Week Session | November 15, 2016 | Nov. 7 - 30 | November 22, 2016 | | |

Satisfactory Academic Progress (SAP)

Students receiving Federal aid MUST maintain satisfactory academic progress each term.

The following three rules constitute satisfactory academic progress:

1. **Maintain a minimum cumulative grade point average (CGPA) of 2.0.**
2. **Complete a minimum of 67% of the courses attempted.**
3. **Complete your academic program within 150% of the required credits.**

Failure to maintain any of the three rules of satisfactory academic progress will result in:

- A. Warning** for the next term with an opportunity to improve.
- B. Suspension** if SAP is not met during the warning term.
- C.** A suspended student may file an **Appeal** for consideration by the Appeals Committee.

STUDENT LIFE

Room 5100 5000 Building (661-8282)

The Department of Student Life will foster an inclusive culture of student leadership development, community involvement, and activities designed to enhance the student's collegiate experience.

- Annual Activities/ Events
- Clubs and Organizations
- Community Service Projects
- Early Alert Support Services

ADMISSIONS, RECRUITMENT & COMMUNITY OUTREACH SERVICES **Room 102 100 Building (661-8152)**

The following assistance is available to students:

- Admissions to the College
- Referral Services to Community Agencies
- International Student Admissions
- Placement Testing Information
- Transfer Information

K-12 and EARLY COLLEGE

Room 100A 100 Building (661-8258)

Serving current high school graduates and Early College/Dual Enrollment students.

ONLINE TUTORING SERVICE

Tutor.com is a fully online tutoring service that is available 24/7. Each tutoring session is conducted in a one-to-one format that takes place in an easy-to-use online classroom, which runs in your web browser. You can get a tutor in more than 40 subjects including Math, Science, Social Studies, English, and Foreign Languages just to name a few. Tutor.com's philosophy is to help students understand the concepts behind what they are working on, so that our students can learn how to solve the problem and reach the answer on their own. Tutor.com is not an answer-giving service. Please contact your course instructor for further details on how to access this service.