

# IMPORTANT STUDENT INFORMATION – Fall 2012

## STUDENT RECORDS INFORMATION: Room 100H 100 Building (661-8255)

### Drop/Add Period:

Students may **ADD** classes the first 3 days of classes each term without penalty.

For 15-week courses students may **DROP** classes the first 5 days of classes without penalty.

For 1<sup>st</sup> 8-week courses students may **DROP** classes the first 3 days of classes without penalty.

For 2<sup>nd</sup> 8-week courses students may **DROP** classes the first 3 days of classes without penalty.

Withdrawals after the deadline to **DROP** 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 online or by completing a form in the Registrar Services Office.

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

### Refund Policy:

#### 15-Week Session:

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

1<sup>st</sup> - 5<sup>th</sup> Business Day of the Term (**August 15 - August 21**) 100% Refund

After the 5<sup>th</sup> Business Day of the Term (**After August 21**) 0% Refund

#### 1<sup>st</sup> 8-Week Session:

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

1<sup>st</sup> – 3<sup>rd</sup> Business Day of the Term (**August 15 - August 17**) 100% Refund

After the 3<sup>rd</sup> Business Day of the Term (**After August 17**) 0% Refund

#### 2<sup>nd</sup> 8-Week Session:

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

1<sup>st</sup> – 3<sup>rd</sup> Business Day of the Term (**October 15 - October 17**) 100% Refund

After the 3<sup>rd</sup> Business Day of the Term (**After October 17**) 0% Refund

**IMPORTANT:** A \$50 late fee will be charged beginning **August 10, 2012** for the 15-week and 1<sup>st</sup> 8-week sessions and beginning **October 15, 2012** for the 2<sup>nd</sup> 8-week session.

## COLLEGE WEB SITE: [WWW.FDTC.EDU](http://WWW.FDTC.EDU)

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

Class Schedule

Financial Aid Status

Grades

Unofficial Transcripts

Financial Profile

Curriculum Program Plan

Student ID Number

### 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 101 100 Building (661-8085)

### Free Application for Federal Student Aid (FAFSA) <http://www.fdtc.edu/admissions/FinancialAid/default.asp>

2012-2013 FAFSA file is active for Fall 2012, Spring 2013, Summer 2013

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

Students may complete the 2013-2014 FAFSA beginning in **January 2013**.

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.

#### Fall 2012 - 60% Dates:

15-Week Session	-	<b>October 25, 2012</b>
1 <sup>st</sup> 8-Week Session	-	<b>September 18, 2012</b>
2 <sup>nd</sup> 8-Week Session	-	<b>November 20, 2012</b>

### 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 70% 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 Financial Aid Director.

## ACADEMIC SUPPORT AND OTHER STUDENT SERVICES

### Student Activities & Athletics

**Room 5100 5000 Building (661-8282 or 661-8081)**

### Success Center

**Room 300 300 Building (661-8281 or 661-8282)  
successcenter@fdtc.edu**

The Success Center provides academic support and preparation services to all FDTC Students. These services include: individual and group as well as online and distance learning tutoring in core and advanced courses, academic counseling/referral services, and academic needs workshops online and by request. Students also have access to computers, laptops, podcasts, Skype, scribe link, e-readers, anatomy models, printers, internet sites, YouTube, flickr, instructional resources, and other supplemental tools and instruction.

Check [www.fdtc.edu/StudentServices/SuccessCenter/](http://www.fdtc.edu/StudentServices/SuccessCenter/) for Success Center Hours.

Additional Services through Student Activities, Success Center and Athletics include:

- Clubs and Organizations
- Community Service Projects
- Eye On Tech (Student Broadcast)
- Annual Activities/ Events
- Job Placement Services
- Financial Aid Assistance
- Compass Prep/ Remediation
- Early Alert Support Services
- Internships
- Athletics (Baseball/Softball)
- Single Parent Program Services
- Success Center D2L Course (Academic Support Services and Information)

### Admissions & Recruiting Services

**Room 100 100 Building (661-8051 or 661-8159)**

The following assistance is available to students:

- Admissions
- Referral Services to Community Agencies
- International Student Admissions