IMPORTANT STUDENT INFORMATION – Summer 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 10 week courses students may **DROP** classes the first 5 days of classes without penalty.
For 8 week courses students may **DROP** classes the first 3 days of classes without penalty.
For 5 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:

1st 5-Week Session:

Before the first date in term that classes are offered **(Before May 21)**	100% Refund
1st – 3rd Business Day of the Term **(May 21 – May 23)**	100% Refund
After the 3rd Business Day of the Term **(After May 23)**	0% Refund

10-Week Session:

Before the first date in term that classes are offered **(Before May 21)**	100% Refund
1st - 5th Business Day of the Term **(May 21 – May 25)**	100% Refund
After the 5th Business Day of the Term **(After May 25)**	0% Refund

8-Week Session:

Before the first date in term that classes are offered **(Before May 21)**	100% Refund
1st – 3rd Business Day of the Term **(May 21 – May 23)**	100% Refund
After the 3rd Business Day of the Term **(After May 23)**	0% Refund

2nd 5-Week Session:

Before the first date in term that classes are offered **(Before June 25)**	100% Refund
1st – 3rd Business Day of the Term **(June 25 – June 27)**	100% Refund
After the 3rd Business Day of the Term **(After June 27)**	0% Refund

Tuition Payment Plan – Summer Payment Dates

Students who signed up for the Tuition Payment Plan by paying a **$30 fee** must pay ½ the balance owed by **June 12, 2012** and the remaining ½ balance owed by **July 12, 2012.**

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 **May 15, 2012** for the 1st 5-week, 8-week & 10-week sessions and **June 25, 2012** for the 2nd 5-week session.

COLLEGE WEB SITE: 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
>2011-2012 FAFSA file is active for Fall 2011, Spring 2012, **Summer 2012**
>**A new FAFSA must be filed every year.** Allow 4-6 weeks for processing.
>Students may complete the 2012-2013 FAFSA beginning in **January 2012.**

A completed FAFSA file <u>may</u> 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 withdaw 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.

>**Summer 2012 – Beyond 60% Dates:**
>
>| | |
>|---|---|
>| 10-Week Session | - **June 28, 2012** |
>| 8-Week Session | - **June 18, 2012** |
>| 1st 5-Week Session | - **June 6, 2012** |
>| 2nd 5-Week Session | - **July 19, 2012** |

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/ for Success Center Hours.

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