IMPORTANT STUDENT INFORMATION – Spring 2020

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

Drop/Add Period:

For **15-week courses** students may **ADD** classes the first 4 days of the term without penalty.

For **12-week courses** students may **ADD** classes the first 4 days of the term without penalty.

For **1st 8-week and 2nd 8-week courses** students may **ADD** classes the first 3 days of the term without penalty.

For **15-week and 12-week courses** students may **DROP** classes the first 10 days of the term without penalty.

For **1st 8-week and 2nd 8-week courses** students may **DROP** classes the first 5 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 January 8)**	100% Refund
1st - 10th Day of the Term **(January 8 – January 17)**	100% Refund
After the 10th Day of the Term **(After January 17)**	0% Refund

1st 8-Week Session:

Before the first date in term that classes are offered (start of term) **(Before January 8)**	100% Refund
1st – 5th Day of the Term **(January 8 – January 13)**	100% Refund
After the 5th Day of the Term **(After January 13)**	0% Refund

12-Week Session:

Before the first date in term that classes are offered (start of term) **(Before January 29)**	100% Refund
1st - 10th Day of the Term **(January 29 – February 7)**	100% Refund
After the 10th Day of the Term **(After February 7)**	0% Refund

2nd 8-Week Session:

Before the first date in term that classes are offered (start of term) **(Before March 16)**	100% Refund
1st – 5th Day of the Term **(March 16 – March 20)**	100% Refund
After the 5th Day of the Term **(After March 20)**	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 **February 5, 2020** and the remaining ½ balance owed by **March 5, 2020.**

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: Unpaid tuition by the due date may result in courses being purged. A $50 late fee will be charged beginning January 8, 2020 for the 15-week and the 1st 8-week session. January 29, 2020 for the 12-Week session and March 16, 2020 for the 2nd 8-week session.

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/

2019-2020 FAFSA file is active for Fall 2019, Spring 2020 **and** Summer 2020

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

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
SC Need-based Grant	Federal Parent Loans for Undergraduate Students
SC Promise Scholarship	SC Education Lottery Tuition Assistance
SC WIN Scholarship	

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.

Spring 2020 - Beyond 60% Dates:	15-Week Session – **March 25, 2020**
	1st 8-Week Session – **February 22, 2020**
	12-Week Session – **April 2, 2020**
	2nd 8-Week Session – **April 17, 2020**

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	- Community Service Projects
- Clubs and Organizations	- Early Alert Support Services

ADMISSIONS, RECRUITMENT & COMMUNITY OUTREACH SERVICES Room 102 100 Building (661-8218)

The following assistance is available to students:

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

DUAL ENROLLMENT   Room 100A   100 Building (661-8025)

Serving high school students participating in the dual enrollment program.

ONLINE TUTORING SERVICE--BRAINFUSE

Florence-Darlington Technical College enters into an agreement with an online tutoring service each year to offer all students the opportunity to receive tutoring in an online setting. Each online tutoring session is conducted in a one-to-one format within your web browser that can be accessed within the D2L component of your course. You can get a tutor in a variety of subjects including Math, Science, Social Studies, English, and Foreign Languages just to name a few. The online college wants to help students learn the concepts in their online classroom, but realizes that sometimes they may need additional assistance. The online tutoring services we work with are not answer giving services but rather services that help students better understand the concepts behind the subject they are working on. For more information about Brainfuse Tutoring please read the description below:

"Brainfuse HelpNow is an all-in-one suite of tutoring services designed for a wide range of academic needs - whether it's tackling a tough classwork problem, mastering a particular topic, or writing a paper. HelpNow services include expert academic tutoring and self-study tools to empower users to study at their own pace or collaborate with peers and instructors. Students access live, on-demand academic help from expert tutors and skills-building lessons, videos and practice tests for further study. With HelpNow, students exercise their learning options for a better classroom performance"