

IMPORTANT STUDENT INFORMATION – SPRING 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 1st 8-week courses students may **DROP** classes the first 3 days of classes without penalty.

For 2nd 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 January 9**) 100% Refund

1st - 5th Calendar Day of the Term (**January 9 - January 13**) 100% Refund

After the 5th Calendar Day of the Term (**After January 13**) 0% Refund

1st 8-Week Session:

Before the first date in term that classes are offered (**Before January 9**) 100% Refund

1st – 3rd Calendar Day of the Term (**January 9 - January 11**) 100% Refund

After the 3rd Calendar Day of the Term (**After January 11**) 0% Refund

2nd 8-Week Session:

Before the first date in term that classes are offered (**Before March 5**) 100% Refund

1st – 3rd Calendar Day of the Term (**March 5 – March 7**) 100% Refund

After the 3rd Day of the Term (**After March 7**) 0% Refund

IMPORTANT: A \$50 late fee **will be charged** beginning **January 5, 2012** for the 15- week and 1st 8-week sessions and beginning **March 5, 2012** 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

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 **and** Summer 2012

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 may qualify students for the following types of financial aid:

Federal Pell Grant
Federal Stafford Loan
Federal Perkins Loan
SC Need-based Grant

Federal Supplemental Education Opportunity Grant
Federal Work Study
Federal Parent Loans for Undergraduate Students
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.

Spring 2012 - 60% Dates:

15-Week Session - March 26, 2012

1st 8-Week Session - February 13, 2012

2nd 8-Week Session - April 16, 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)

Success Center Services include individual/group tutoring, counseling, and academic needs workshops. The Center also has a bank of computers, instructional CD-ROMs, anatomy models, instructional video tapes, and various supplementary instructional materials.

Check www.fdtc.edu/StudentServices/SuccessCenter/ for Success Center Hours.

The following services are available to students:

- Clubs and Organizations
- Job Placement Services
- Internships
- Athletics (Baseball/Softball)
- Single Parent Program Services
- Identification Cards
- Ambassador Program

Admissions & Recruiting Services

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

The following assistance is available to students:

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