

FACULTY HANDBOOK

2017-2018



**149 SE College Place
Lake City, FL 32025**

Main Switchboard: (386) 752-1822

**Security: (386) 754-4426 or Ext. 4426
Weekends and Evenings: Campus Extension 1010
Mobile Phone: (386) 623-2398**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. The Office of Disability Services can provide further information and assistance at (386) 754-4215.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is the Executive Director of Human Resources and may be reached at (386) 754-4313.

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through affordable, quality higher education programs and lifelong learning opportunities.

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FLORIDA GATEWAY COLLEGE

Board of Trustees:

Baker County Mr. Robert C. Brannan III
..... Pending Appointment

Columbia County..... Ms. Suzanne M. Norris
..... Dr. Athena Randolph
..... Dr. Miguel Tepedino

Dixie County..... Ms. Kathryn L. McInnis
..... Pending Appointment

Gilchrist County..... Mr. Lindsey Lander

Union County..... Ms. Renae Allen

Executive Officers:

President: Lawrence M. Barrett, Ed.D.

Vice President for Business Services: Michelle Holloway

Vice President for Academic Affairs..... Brian G. Dopson, Ed.D.

Vice President for Enrollment Management Jennifer Price, Ed.D.

Directory of Administrative Personnel

Title	Person	Extension
President	Dr. Lawrence Barrett	4200
Vice President, Academic Affairs	Dr. Brian Dopson	4209
Vice President, Business Services	Michelle Holloway	4385
Vice President, Enrollment Management & Student Affairs	Dr. Jennifer Price	4324
Dean, Academic Affairs	Dr. Paula Gavin	4260
Associate Dean, Academic Affairs	Mr. Matthew Peace	4213
Executive Director, Industrial & Agricultural Programs	Mr. John Jewett IV	4225
Executive Director, Foundation for FGC	Mr. Lee Pinchouck	4201
Executive Director, Human Resources/ Equity Officer	Ms. Sharon Best	4313
Executive Director, Informational Technology/CIO	Mr. Mike Davis	4242
Executive Director, Media & Community Information	Mr. Mike McKee	4331
Executive Director, Nursing & Health Sciences Programs	Ms. Melody Corso	4323
Executive Director, Teacher Preparation Programs	Dr. Pamela Carswell	4469
Director, Advising Services	Ms. Laurie Albury	4422
Director, ASDN and Certificate Programs	Ms. Patricia Orender	4354
Director, Business Services	Vacant	4364
Director, Campus Security	Ms. Lisa Sprague	4428
Director, College Facilities	Vacant	4325

Directory of Administrative Personnel -Continued

Title	Person	Extension
Director, College Success/TRIO	Ms. Sandra Tomlinson	4413
Director, Dual Enrollment	Ms. Michele Cuadras	4443
Director, Registrar & Enrollment Services	Ms. Gayle Hunter	4291
Director, Financial Aid	Ms. Becky Westberry	4395
Director, Grants & Grant Management	Ms. Sandra Johnston	4241
Director, Institutional Effectiveness & Distance Learning	Ms. Rebecca Van Hoek	4491
Director, Library	Ms. Christine Boatright	4337
Director, Procurement & Contracts	Ms. Misty Taylor	4381
Director, Public Service Programs	Mr. Jay Swisher	4303
Director, Public Information & Marketing	Vacant	4247
Director, Recruitment & Communications	Ms. Kacey Schrader	4233
Director, Water Resources Training Programs	Vacant	4343
Coordinator, Disability Services	Ms. Terry Ann Auger	4215
Coordinator, Information Services	Mr. Lewis Cox	4425
Coordinator, Law Enforcement Training	Ms. Lachrisha Gwinn	4383
Coordinator, Library Research	Ms. Patricia Morris	4391
Coordinator, Enrollment Marketing	Mr. Rob Chapman	4248
Coordinator, Pharmacy Technician	Mr. William Peace	4229
Coordinator, Planning & Institutional Accreditation	Ms. Gail Burdick	4365

Directory of Administrative Personnel -Continued

Title	Person	Extension
Coordinator, Student Activities	Ms. Amy Dekle-Hunt	4317
Coordinator, Testing	Mr. John Hartzog	4335
Coordinator/Instructor, AA Education	Ms. Allyson Dees	4268
Coordinator/Instructor, ASDN	Ms. Williema Mohan	4348
Coordinator/Instructor, BSN	Dr. Shane Neely-Smith	4487
Coordinator/Instructor, Business & Social Sciences	Vacant	
Coordinator/Instructor, Cosmetology	Ms. Carol McLean	4411
Coordinator/Instructor, Communication, Languages & Student Success	Dr. Troy Appling	4369
Coordinator/Instructor, Early Childhood	Dr. Sharron Cuthbertson	4495
Coordinator/Instructor, EPI	Ms. Elizabeth Carroll	4203
Coordinator/Instructor, EMS	Ms. Ann Brown	4297
Coordinator/Instructor, Engineering	Ms. Margi Lee	4228
Coordinator/Instructor, Health Information	Ms. Ruth Berger	4261
Coordinator/Instructor, Horticulture	Vacant	4406
Coordinator/Instructor, Humanities, Graphic Arts & Computer Science	Mr. Tim Moses	4267
Coordinator/Instructor, Math & Sciences	Dr. Juan Guzman	4250
Coordinator/Instructor, PCA	Paula Kinchen	4223
Coordinator/Instructor, PN	Ms. Kristen McIntosh	4456

Directory of Administrative Personnel -Continued

Title	Person	Extension
Coordinator/Instructor, PTA	Ms. Kim Salyers	4358
Academic Advisor	Dr. Onalee (Toni) Briley	4334
Academic Advisor	Ms. Audrey Jackson	4434
Academic Advisor	Vacant	4494
Academic Advisor/Recruiter	Ms. Kelly Sistrunk	4304
Academic Advisor, Dual Enrollment	Ms. Denise Johnson	4440
Associate Director, Financial Aid	Mr. Travis George	4283
Associate Registrar	Vacant	4204
Bursar	Ms. Jana Kazmierczak	4234
Manager, Bookstore	Ms. Audrey F. Hulen	4320
Manager, Food Service	Vacant	4299
Manager, Network & Security	Mr. Ryan Touchton	4444
Payroll Supervisor	Ms. Joyce Graham	4311

GENERAL INFORMATION

Florida Gateway College (FGC) has established a strong tradition of providing high quality, postsecondary educational opportunities to the citizens of North Florida. What began as a school of Forestry in 1947 has now grown to be a comprehensive, public community college serving more than 7,000 students a year.

The College traces its growth from the Forest Ranger School, which utilized structures that remained from a World War II era air base. In 1961, when the state of Florida created Lake City Junior College on the campus of the old forestry school, the College became one of 28 two-year institutions envisioned in the state's master plan. In those early days, Lake City Junior College had fewer than 400 students.

The inclusion in 1970 of "community" in the College's title emphasizes the broad spectrum of transfer and occupational programs offered in addition to continuing education and community service courses. The college officially changed its name to Florida Gateway College on July 1, 2010. Florida Gateway College began offering its first baccalaureate degree in 2012, a Bachelor of Science in Nursing. In 2014-2015 the Bachelor of Science in Early Childhood and Bachelor of Applied Science in Water Resources Management were added to the College's offerings.

Today the campus of FGC is an attractive site, nestled in one hundred acres of southern pines, with 25 modern buildings surrounded by crepe myrtle and azalea shrubbery. The College offers outstanding programs in liberal arts and sciences. A significant number of students who begin their college career in these programs earn associate degrees and then successfully transfer to senior institutions where they maintain superior records when compared to their university counterparts.

The College also offers outstanding opportunities in diverse occupational programs such as business administration, computer programming, golf course operations, water/wastewater, landscape technology, and cosmetology. The College provides comprehensive training in allied health fields such as registered nursing, practical nursing, emergency medical services, physical therapist assistant, patient care technician, and others. Each year the College maintains the search for excellence by offering new programs which meet the needs of its district.

The College's district encompasses five North Central Florida counties: Baker, Columbia, Dixie, Gilchrist, and Union. This 2,683 square mile district is an area twice the size of Rhode Island. The region around the College is commonly referred to as Florida's Crown and the Gateway to Florida. The College district is situated midway between the Atlantic Ocean and the Gulf of Mexico. The geographic area around the College would generally be considered rural.

The moderate climate, hospitality of the community, and beauty of the adjacent recreational areas draw visitors and newcomers from around the world. The main campus is located approximately six miles east on Highway 90 from downtown Lake City, Florida, by the airport with sites in Baker (Olustee), Dixie and Gilchrist counties.

MISSION STATEMENT

Mission Statement is annually reviewed and approved by the Board of Trustees, last review was on June 13, 2017.

“The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through affordable, quality higher education programs, and lifelong learning opportunities.”

DIVERSITY STATEMENT

We at Florida Gateway College are a multicultural community of diverse racial, ethnic and class backgrounds, national origins, religious and political beliefs, physical abilities, ages, genders, and sexual orientation. Our educational activities and everyday interactions are enriched by our acceptance of one another, and as members of the community, we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

In order to maintain this atmosphere, bigotry will not go unchallenged within this community. We shall strive to educate each other on the existence and effects of racism, sexism, ageism, homophobia, religious intolerance, and other forms of individual prejudices, especially when such prejudice results in physical or psychological abuse, harassment, intimidation, or violence against persons or property. We will not tolerate such behavior nor will we accept jest, ignorance, or substance abuse as an excuse, reason, or rationale for it.

All who work, live, study, and teach at Florida Gateway College should be committed to these principles which are an integral part of FGC’s focus, goals, and mission.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, Executive Director of Human Resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

Florida Gateway College provides any faculty member, employee, or student the right to pursue a grievance according to FGC Board of Trustees policy 6Hx12:6-10, which can be found on the FGC website, and in administrative offices on campus.

FGC also provides policies and grievance procedures that protect against harassment and/or discrimination (6Hx12: 6-23).

ACADEMIC FREEDOM

Academic freedom is supported and encouraged, and faculty and students are expected to uphold the following principles:

- The right of each student to pursue and acquire knowledge in an atmosphere of free inquiry;
- The right of each faculty member to pursue, acquire, and disseminate knowledge in the faculty member’s academic area (or related academic areas) in an atmosphere of free inquiry; and

- The right of members of the academic community to pursue learning free from disruption with due process for all concerned.

ACADEMIC PROGRAMS

The College offers a variety of programs leading to the Bachelor of Science, Bachelor of Applied Science, Associate in Arts and Associate in Science degrees, as well as certificates in several vocational/technical areas. The College also offers a variety of credit and non-credit courses on campus and at off-campus centers in major towns throughout the district. Short courses in a wide variety of interests may be arranged by area residents for enrichment and career advancement.

ACADEMIC CALENDAR (CRITICAL DATES)

The Academic Calendar (Critical Dates) is available on the College's website, in the College Catalog, and from the offices of the Registrar or Student Services.

FACULTY ADMINISTRATIVE INFORMATION

ACCESS to POLICIES and PROCEDURES

The College faculty and staff may access the Board of Trustees Policies and Procedures on the College website. This enables them to access current and complete information concerning College operations, which directly affect faculty and staff. Policies and Procedures are located at www.fgc.edu under Resources – Policy and Procedures or use the following link: <https://www.fgc.edu/resources/policies-and-procedures/>

FACULTY QUALIFICATIONS

The minimum qualifications for faculty (including Dual Enrollment instructors) are as follows:

KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to present information in a coherent manner and the ability to fairly evaluate student retention of that information. Computer literate.

EDUCATION AND EXPERIENCE:

- A Doctorate degree plus completion of 18 graduate credit hours in the field or have evidence of alternative credentials is preferred for faculty who teach baccalaureate level courses.
- Faculty who teach transferable college credit courses must hold a Master's degree and have completed 18 graduate credit hours in the field or have evidence of alternative credentials.
- Faculty who teach nontransferable college credit courses must hold a Bachelor's degree or have evidence of alternative credentials.
- Faculty who teach developmental education courses must have a Bachelor's degree, or have evidence of alternative credentials.
- Faculty who teach non-college (vocational) credit occupational courses; a Bachelor's degree is preferred or evidence of alternative credentials.

Alternative credentials may include undergraduate and graduate degrees, related work

experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

In an emergency situation the college reserves the right to employ an interim faculty member that may or may not have the academic credentials, but has substantial related experience.

(In accordance with Southern Association of Colleges and Schools Commission on Colleges.)

Clarification on appropriate SACSCOC approved teaching credentials can be obtained from the academic affairs vice president or dean.

Personnel files should be updated annually as returning faculty complete additional course work. New transcripts (official) should be forwarded to the office of Human Resources with a copy to the vice president and/or supervisor.

It is important that the Human Resources Office maintain a current address and phone number for each member of the faculty and staff. Notice of change of address and/or phone number should be given to Human Resources and the supervisor.

APPOINTMENT of ADJUNCT FACULTY

Adjunct faculty members are contracted for each course taught. Subsequent contracts are subject to the needs of the College. Contracts must be signed by the appropriate director or executive director, dean, vice president, and President. The contracts state course title, course number and section, the teaching period, days and time the class will meet, and the amount of remuneration. Under no circumstances does this contract carry with it a guarantee of future employment.

Adjunct faculty compensation for credit courses is determined by the total number of students enrolled in the course. In some cases, classes assigned to adjunct faculty must be reassigned to full-time faculty, and the College reserves the right to do so.

Adjunct faculty members do not hold academic rank, nor do they qualify for the benefits provided full-time employees of Florida Gateway College except those benefits as provided for in Division of Retirement Rule 60S-1.004 and in the Affordable Health Care Act. All personnel who teach for the College on an adjunct basis are invited to express an interest in and submit an application for an available full-time teaching faculty position appropriate to their discipline(s) and department(s). Beyond the invitation to make application, there shall be no other commitments or implication of a commitment to adjunct faculty for consideration for a full-time position.

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Instructional Work Schedule

NUMBER: 6Hx12:4-05

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Appropriate Vice President

DATE: See History Below

OTHER:

State Board of Education Rules: 6A.14.0261

Florida Statutes: 1001.64, 1001.65, 1012.82

College Policies: 6Hx12:7-14, 6Hx12:7-10, 6Hx12:6-13, 6Hx12:3-03

It is the policy of the District Board of Trustees to determine the instructional work schedule in accordance with applicable State Board Rules and Florida Statutes.

History: Adopted: 1/11/83; Effective: 1/11/83; Revised: 7/14/87; 4/12/88; 02/14/95; 6/11/96; 03/11/03

PROCEDURE

TITLE: Instructional Work Schedule

PAGE: 1 of 7

AUTHORITY: District Board of Trustees

DATE: See History Below

RESPONSIBILITY: Academic Vice President

NUMBER OF RELATED BOARD POLICY 6HX12:4-05

FOR FULL-TIME FACULTY who are assigned college credit classes in Associate of Arts, Associate of Science, and college credit certificate programs except Allied Health and Cosmetology programs. These faculty members occupy a Board approved, budgeted position and are on a normal forty (40) hours per week contract. For the regular fall/spring terms, these faculty members have a choice of teaching in one of the following two categories: A – twenty-five (25) hours per week on campus or B – thirty-three (33) hours per week on campus. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven hours on campus beyond their selected contract (Category A or B). Any release time for faculty and/or instructional coordinators must be approved by the Vice President.

Category A (25 hours on campus) – Eighteen (18) contact hours in classes (six classes or equivalent), seven (7) hours of on-campus office hours, with 15 hours scheduled for professional responsibility, with a minimum of 164 duty days as outlined in the school calendar.

Category B (33 hours on campus) – Fifteen (15) contact hours in classes (five classes or equivalent), seven (7) hours of on-campus office hours, eleven (11) hours scheduled on campus for student support and other work, and seven (7) hours for professional responsibility, with a minimum of 164 duty days as outlined in the school calendar.

The faculty members in these two categories receive all benefits accorded other full-time employees except for annual leave and paid holidays. Any overload classes taught are considered extra time and not included in these basic times, i.e., each three (3) contact hour class would also add thirty (30) minutes scheduled office hours per a three (3) hour class above the A & B categories.

Unless specifically exempted by the appropriate Director, Executive Director, Dean, Vice President, or President, all full-time faculty are to be available for:

- Required class time
- Required clinical (health related courses)
- Office hours
- Faculty meetings as called
- Committee meetings
- Attendance at college-related functions as required
- Academic Advising
- Student Recruitment

Teaching Load - Faculty will be assigned classes by the division dean, directors/executive directors, coordinators or their designees. The faculty's regular load will consist of courses and activities for which the faculty is deemed qualified. Normal teaching loads are as follows:

1. **Full-time faculty assigned college credit classes in Associate of Arts, Associate of Science, and college credit certificate programs except Allied Health and Cosmetology Programs:**

During the fall and spring terms, a full load is defined as teaching either 18 or 15 credit hours depending on the schedule a faculty member selects, Category A (25 hours on campus) or Category B (33 hours on campus) as detailed on page 1 of procedure.

During summer terms, full-time faculty may teach in adjunct status per the salary schedule, or choose to accept a rate of pay that is associated with more office hours and on campus time, but not to exceed 6 courses for the summer. For faculty choosing the daily rate calculation, the pay will be determined using the following chart:

If enrollment is:	6-week or 12-week terms		4-week terms (not to exceed 2 per term)		Multiply by
	Take daily rate & multiply by	Then multiply by # of days in term	Take daily rate & multiply by	Then multiply by # of days in term	
24+ students	1/3	30	1/2	20	1
17-23	1/3	30	1/2	20	.87
11-16	1/3	30	1/2	20	.74
7-10 (if approved)	1/3	30	1/2	20	.65
4-6 (if approved)	1/3	30	1/2	20	.50
1-3 (if approved)	1/3	30	1/2	20	.39

Note: The maximum number of courses that can be paid according to this chart

Summer Office Hours – Office hours per week are determined by the number of courses (on-line or traditional) taught per term. Outside of hours devoted to instruction, office hours are required for meetings on campus or for support of students. Below are the required number of class time hours and office hours that must be scheduled each week for the 4-week, 6-week, and 12-week summer terms.

Hours required **per course** according to term

	# of hours per week for class time	# of office hours per week	# of office hours if at adjunct rate (over 6 courses)	Add the following time for any credits over 3 per course	
				Class time	Office hour
4-week term (A4, B4 or C4)	12	3.75	2.25	3	1.5
6-week term (A6 or B6)	8	2.5	1.5	2	1
12-week term (A12)	4	1.25	0.75	0.75	0.25

Office hours must be fulfilled on campus if faculty are accepting the daily rate pay method. Faculty choosing the adjunct rate of pay complete office hours according to adjunct guidelines listed in the table above. In cases where a faculty member's load exceeds the 40 hour work week, exceptions may be made by the appropriate administrator with final approval by the appropriate Vice President.

Courses that have additional credits will be calculated as follows:

If enrollment is:	6-week or 12-week terms		4-week terms (not to exceed 2 per term)		Multiply by
	Take daily rate & multiply by	Then multiply by # of days in term	Take daily rate & multiply by	Then multiply by # of days in term	
24+ students	1/3	30	1/2	20	.33
17-23	1/3	30	1/2	20	.29
11-16	1/3	30	1/2	20	.25
7-10 (if approved)	1/3	30	1/2	20	.22
4-6 (if approved)	1/3	30	1/2	20	.17
1-3 (if approved)	1/3	30	1/2	20	.13

Use the following values for the pay chart per 1 contact hour over credits:

- 1 contact hour =
 1.34 hours per week for a 12-week term
 2.67 hours per week for a 6-week term
 4.0 hours per week for a 4-week term

Faculty pay for summer term lab course contact hours overload will be calculated using the following formula:

If enrollment is:	Calculate total number of extra contact hours	Multiply by	Multiply by
24+ student	X hours	25.00	# of weeks in term
17-23	X hours	21.75	# of weeks in term
11-16	X hours	18.50	# of weeks in term
7-10	X hours	16.25	# of weeks in term
4-6	X hours	12.50	# of weeks in term
1-3	X hours	9.75	# of weeks in term

2. **Full-time faculty assigned College related classes in Allied Health Associate of Science programs:**

During fall and spring terms, fifteen (15) credit hours. Classroom contact hours and required office hours are to be completed on campus. Clinical hours fall within the 33 hours per week the instructors are required to be on campus. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the appropriate Vice President, with final approval by the President.

During summer terms, six (6) credit hours. Classroom contact hours and required office hours are to be completed on campus. Clinical hours fall within the 33 hours per week the instructors are required to be on campus. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/ Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the appropriate Vice President with final approval by the President.

3. **Faculty Load for Instrumental & Voice Lessons Taught by Full-time faculty**

Applied music lessons will be counted toward faculty load at the ration of five (5) half-hour lessons (or any combination equaling 2.5 hours of instruction) to one (1) 3 semester hour class.

4. **Full-time faculty assigned vocational credit courses in Certificate programs:**

Twenty-four (24) to thirty (30) classroom contact hours. These contact hours will be scheduled within the 33 hours the faculty are required to be on campus and office hours will be adjusted accordingly to accommodate the scheduled classroom contact hours. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the appropriate Vice President with final approval by the President.

5. **Full-time faculty teaching College credit courses in Allied Health Associate of Science programs:**

During fall and spring terms, class load exceeds fifteen (15) credit hours, and/or total approved classroom contact and clinical hours creates an on-duty regular schedule in excess of 33 hours per week. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the appropriate Vice President with final approval by the President.

During summer term, class load exceeds six (6) credit hours and/or total classroom contact and clinical hours creates an on-duty regular schedule in excess of 33 hours per week. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the appropriate Vice President with final approval by the President.

6. **Full-time faculty assigned vocational credit courses in Certificate programs:**

Classroom contact hours plus required scheduled office hours creates a schedule in excess of 33 hours per week. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the appropriate Vice President with final approval by the President.

The following will not be considered in the determination of an overload situation:

1. Courses which are part of an activity for which supplements are being paid.
2. Overload payments to part-time faculty.
3. Contact hours for lecture courses in excess of credit hours.

7. For Full-Time Faculty (Baccalaureate Programs)

Full-time faculty assigned college credit courses in baccalaureate programs occupy a Board approved, budgeted position and are on a normal forty (40) hours per week contract. For the regular fall/spring terms, these faculty members have a choice of teaching in one of the following two categories: A – twenty-five (25) hours per week on campus or B – thirty-three (33) hours per week on campus. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven hours on campus beyond their selected contract (Category A or B). Any release time for faculty and/or instructional coordinators must be approved by the appropriate Vice President.

Category A (25 hours on campus) – Fifteen (15) contact hours in classes (five classes or equivalent), seven (7) hours of on-campus office hours, with 15 hours scheduled for professional responsibility, with a minimum of 164 duty days as outlined in the school calendar.

Category B (33 hours on campus) – Twelve (12) contact hours in classes (four classes or equivalent), seven (7) hours of on-campus office hours, eleven (11) hours scheduled on campus for student support and other work, and seven (7) hours for professional responsibility, with a minimum of 164 duty days as outlined in the school calendar.

The faculty members in these two categories receive all benefits accorded other full-time employees except for annual leave and paid holidays. Any overload classes taught are considered extra time and not included in these basic times, i.e., each three (3) contact hour class would also add thirty (30) minutes scheduled office hours per a three (3) hour class above the A & B categories.

Unless specifically exempted by the appropriate Dean, Director, Executive Director, Vice President, or President, all full-time faculty are to be available for:

- Required class time
- Required clinical (health related courses)
- Office hours
- Faculty meetings as called
- Committee meetings
- Attendance at college-related functions as required
- Academic Advising
- Student Recruitment

During fall and spring terms a full load is defined as teaching 12 credit hours. To meet BOT faculty contractual requirements faculty will have 2 credits for scholarship and one credit for practice in fall and spring to meet scholarship (research) and practice requirements of those teaching at this level. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the appropriate Vice President with final approval by the President.

During summer term a full load is defined as teaching six (6) credit hours. Faculty are expected to schedule seven (7) hours weekly for professional responsibilities and five (5) hours weekly for office time.

Overload pay - The appropriate Vice President, upon recommendation of a Dean, Directors/Executive Directors, may recommend overload pay in allowable circumstances. Approved overload pay will be computed per the salary schedule.

PART-TIME FACULTY - An employee who works less than an eight hour day or 40 hour week. There are no benefits offered to persons employed in this status except those benefits as provided for in Division of Retirement Rule 60S-1.004.

Part-time faculty are required to meet all classes as scheduled. Additionally, they must be available to students 30 minutes per week per 3 credit hour course or equivalent. Faculty teaching online courses may complete office hours virtually, while faculty teaching traditional campus courses should maintain campus office hours.

REQUIRED DOCUMENTATION - Faculty shall be required to submit an **Instructor's Class Schedule** form and a **Faculty Load Report** form to his or her Director/Executive Director/Dean.

The Dean, Director/Executive Director of each division shall be responsible for keeping records of class loads, including numbers of students in each class and of assignments made to faculty in lieu of classroom assignments.

One copy of the faculty's (full-time and part-time) work schedule shall be filed with the appropriate Dean, Director/Executive Director and one shall be posted in clear view at the faculty's office. Each schedule should fully account for each faculty's work hours during each term. A copy of the **Instructor's** (full-time and part-time) **Faculty Load Report** form shall be filed with Human Resources. When requesting overload pay, a Faculty Load Report must be submitted with the faculty's contract.

History: Adopted: 2/14/95; Effective: 2/14/95; Revised: 6/11/96, 01/09/01, 03/11/03; 04/02/03, 02/2/09, 02/09/10, 05/03/10; 05/02/11; 10/26/2012; 8/18/15; 9/15/15; 05/03/16

SALARY PAYMENT

All personnel must be paid via direct deposit. All full-time faculty members will receive payment according to the established payroll schedule. At the current time the pay dates are the 15th and the last working day of the month. Payment for overload and part-time instructors (excluding hourly-compensated instructors) will be equal installments and be paid on the 15th and the last day of the month during the period of the contract. Payment for summer terms will be at the next applicable pay period after receipt of the Recommendation and Contract in Human Resources. Adjunct faculty members are enrolled in the FICA Alternative Plan administered by the BENCOR Company. FICA contributions are made to the BENCOR Company and invested as directed by the faculty member.

ACADEMIC RANK

Full-time faculty may hold academic rank. The academic rank has no relationship to the establishment of instructional salaries. All full-time faculty members on continuing contract status will be awarded the title of associate professor, and then professor after 5 additional years and the approval of your submitted portfolio. All full-time faculty members who are not on continuing contract will be awarded the title of assistant professor. All adjunct faculty members will be classified as instructors.

DOCUMENTS REQUIRED FOR APPOINTMENT AS A FACULTY MEMBER ARE:

1. Application for Employment
2. Official academic transcripts for all colleges and universities attended
3. Copies of pertinent licenses or certificates (if applicable)
4. Tax Withholding Exemption Form (W-4)
5. Florida Retirement Statement
7. Emergency Notification Form
8. Computer User Guideline Form
9. Notice of SSN Collection/Usage Form
10. Employment Eligibility Verification (I-9)
11. FERPA Certification
12. Direct Deposit Authorization
13. FDLE

MUST BE COMPLETED PRIOR TO, OR BY FIRST DAY OF EMPLOYMENT

Full-time faculty must also provide:

1. Post Offer Information Form/Loyalty Oath

Adjunct faculty must also provide:

1. A signed Recommendation and Contract for Part-time Employment
1. Loyalty Oath (notarized)
2. Signed Bencor Alternative Social Security Enrollment Form and Statement

PLEASE NOTE: YOUR NAME AND COLLEGEWIDE IDENTIFICATION NUMBER CANNOT BE PROCESSED FOR PAY UNTIL THESE DOCUMENTS ARE ON FILE.

RESPONSIBILITIES AND CONDITIONS OF EMPLOYMENT

The responsibilities of teaching faculty are as follows:

(*full-time faculty only)

1. Conduct assigned classes in accordance with the catalog description at times listed in the College course schedule and the written stipulations of the supervisor.
2. Meet every class, including the final examination, at the assigned time and in the assigned room.
3. Maintain standards of teaching worthy of accreditation.
4. Seek out means of improving instruction through professional societies, meetings, workshops, and the current literature of the field.
5. Adjust, as far as possible, teaching methods to student needs.
6. Punctually submit to the appropriate directors and/or executive directors:
 - a. Office hours when faculty will be available to students submitted each term by deadline set by division vice president.
 - b. A copy of the syllabus.
 - c. Revised rosters accurately identifying students who never attended class by required deadline.
 - d. Other forms and reports as may be necessary
7. May not dismiss a class for the entire period without approval by the appropriate supervisor.
8. Maintain grades in Canvas for student access throughout the term. Submit grades in Banner by the established deadline located in the Academic Calendar.
- 9.* Provide academic advising for students.
- 10.* Attend all faculty meetings (Collegewide, division, or department)
- 11.* Participate as members of campus committees.
- 12.* Participate in community service or community based organizations.
13. Conduct independent studies and special assignments as needed and/or assigned.
14. Participate in determining course schedules for upcoming terms.
15. Submit textbook change request and/or orders and all other forms to appropriate offices in a timely manner.

16. Abide by the Code of Ethics (Appendix C) and observe all regulations stated within the College Policies and Procedures Manual, this handbook and/or as enumerated by the appropriate supervisor.
17. Hold the required minimum office hours per week and be available to students and others in office during scheduled time.
18. Other duties as assigned.

CODE OF ETHICS (From State Board of Education Rules)

CHAPTER 6A-10

CODE OF ETHICS - EDUCATION PROFESSION

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

(1) Florida educators shall be guided by the following ethical principles:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. Shall not unreasonably restrain a student from independent action in pursuit of learning.

3. Shall not unreasonably deny a student access to diverse points of view.

4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

6. Shall not intentionally violate or deny a student's legal rights.

7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

8. Shall not exploit a relationship with a student for personal gain or advantage.

9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one's own professional qualifications.

8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History--New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.

EVALUATION OF FACULTY

Formal evaluations of faculty on continuing contract will be completed using the approved evaluation instrument once every two years using the same process for reporting as annual contract faculty. Every other year continuing contract faculty will complete an action research project known as a Learning Enhancement Assessment Plan. The appropriate supervisor will evaluate the

plan for relevance, significance, scope, and specificity of the plan. In cases where faculty performance is below an acceptable range, the administrator may choose to evaluate a faculty member more often than is noted here.

Part-time faculty will be observed at least one time per academic year, and be required to meet with the appropriate supervisor or administrative designee. Student evaluations of the instructor, the formal observation instrument, and the goals for the coming year will all be discussed with the part-time faculty member. At that time, a part-time evaluation form will be completed and submitted to the employee's file.

Student evaluation of faculty will be conducted each fall and spring term. These evaluations will be anonymous. Evaluations are delivered electronically to students for response, and the anonymous compilation of student feedback is disseminated to faculty electronically for their review immediately after the respective term. The appropriate supervisor meets with the faculty member to discuss the student feedback, and to incorporate that feedback into the faculty evaluation. In cases where faculty performance is below an acceptable level, the administration reserves the right to seek more frequent feedback from students and to collect student evaluation of instruction in-class via paper and pencil questionnaires in cases where not enough data is collected, or where accrediting agencies call for additional information.

PROCESS USED TO GRANT CONTINUING CONTRACTS

All full-time faculty members hired on a continuing contract track are required to submit a portfolio in the fall of their fourth year of continuous service. The portfolio will include elements from the faculty portfolio checklist document. All portfolios for continuing contract will follow an approval process outlined in the Portfolio submission document.

Full time faculty on a tenure track line will be hired as assistant professor. Upon the awarding of continuing contract faculty will be titled Associate Professor. Faculty who are titled associate professor may apply for the title of Professor upon completion of five years of effective service.

Faculty members on annual contract are evaluated each year utilizing a comprehensive, formative process. Student evaluations of the instructor are conducted in all class sections. Results are tabulated and strengths and weaknesses noted. The appropriate supervisor visits at least one full class session and notes effective methodologies and those needing improvement. The faculty evaluation form includes self-evaluation on the part of the instructor, which is juxtaposed with the supervisor's evaluation. There are also sections for outlining professional development plans, goals attained during the year, setting new goals for the next year, and documenting service to the college/community. Five years of satisfactory evaluations must be documented before the academic vice president can recommend continuing contract, and five years of effective service must be documented before an associate professor moves to the level of professor

The dean meets with new faculty in their first full term of instruction to review the requirements set forth for the continuing contract. The appropriate supervisor will evaluate the faculty member every other year using the standard evaluation instrument, and will provide feedback and support as the faculty member develops, implements, and assesses the Learning Enhancement Assessment Plan. The appropriate supervisor will also review with associate professor level faculty the requirements for professor level status.

TERMINATION OF FACULTY ON CONTINUING CONTRACT

In accordance with State Board of Education Rule 6A-14.0411(6), Faculty on continuing contract may be dismissed by the Board upon recommendation of the President at any time during the college year, provided that no such employee may be dismissed during the college year without opportunity to be heard at a public hearing after at least fourteen (14) days notice of the charges against the employee and of the time and place of the hearing and provided further that the charges must be based on Board Policy: 6Hx12:3-03:

- Annual contracts may be offered to full-time administrative, professional and instructional personnel.
 - Continuing contracts shall be offered to full-time instructional personnel in accordance with Florida Statutes and SBE Rules. Time spent on instructional contracts funded solely by grant money will not be credited towards the award of a continuing contract.
1. The continuing contract shall be effective at the beginning of the annual College contractual periods.
 2. Each faculty member must complete at least five (5) years of satisfactory service.
 3. Each employee issued a continuing contract shall be entitled to continue in a faculty position at the College without the necessity for annual nomination or reappointment until the employee resigns except as otherwise provided in the State Board rule.
 4.
 - a. The College may dismiss an employee under continuing contract or return the employee to an annual contract upon recommendation by the President and approval by the Board (see b and c). The President shall notify the employee in writing of the recommendation, and upon approval by the Board, shall afford the employee the right to a hearing in accordance with the policies and procedures of the College. As an alternative to the hearing rights provided by College policies and procedures, the employee may elect to request an administrative hearing in accordance with the guidelines of Chapter 120, Florida Statutes, by filing a petition with the Board within twenty-one (21) days of receipt of the recommendation of the President.
 - b. Upon consolidation, reduction, or elimination of a community college program or restriction of the required duties of a position by the Board, the Board may determine, on the basis of the criteria set forth in (1) and (2) of State Board Rule 6A 14.04111, which employees should be retained on a continuing or annual contract and which should be dismissed. The decision of the Board shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the Board shall be final.
 - c. For failure to meet post-award performance criteria, or for cause in accordance with college policies and procedures.
 5. Any employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded may be granted an administrative leave of absence for a period not to exceed one year from the initial acceptance of the administrative leave. Continuation in the

administrative leave position beyond one year constitutes relinquishment of the continuing contract.

COMPUTERS

Each instructor has a computer available to him/her for advising and class preparation. In order to use baseline Banner (INB), each supervisor must request permission from the Office of Enrollment Services for faculty access to the necessary security class. Assistance in learning to use the computers is available from the division coordinator, director, executive director, dean, vice president, division secretary, or the Technology Department.

Computer labs are available for class instruction. Instructors wishing to teach classes using the computers should contact the coordinator or director to schedule those classes.

LAPTOP COMPUTER POLICY

Due to loss of laptop computers owned by the college, the college has instituted the following policy:

FACULTY

1. Faculty will sign out laptop computers from the division office indicating that they take full responsibility for the machine.
2. The division office will verify the location of each computer two times per semester.
3. All faculty members will keep their office doors closed and locked when they are not in their office.
4. The Academic Affairs Vice Presidents will emphasize each semester the need for constant security of laptops at all times, both on and off campus.
5. The Academic Affairs Vice Presidents will inform faculty each semester that access to laptops may be revoked or restricted based upon the breaking of any of these rules.
6. A computer program will be inserted into each laptop purchased that allows it to be tracked.
7. Supervisor will remind faculty of this policy every semester.

STUDENTS

1. Students will sign out laptop computers from their program area indicating that they take full responsibility for the machine.
2. The program leaders will verify the location of each computer every two weeks.
3. Program leaders will emphasize each semester the need for constant security of laptops at all times, both on and off campus.
4. Program leaders will inform students within each semester that access to laptops may be revoked or restricted based upon the breaking of any of these rules.
5. A computer program will be inserted into each laptop purchased that allows it to be tracked.
6. Program leaders will remind students of this policy every semester.

COMPUTER USE GUIDELINES

Florida Gateway College Computer Use Guidelines

Introduction

User access to technology resources owned and operated by Florida Gateway College impose specific responsibilities and obligations and are granted subject to College policies and local, state and federal laws. Appropriate use of these facilities must always be legal, ethical, reflect academic honesty and abide by college standards. The use of shared resources including Internet access, network-drive storage, and available network bandwidth should show restraint and good judgment. All users must demonstrate respect for system security mechanisms; intellectual property; ownership of data and application software; freedom from intimidation, harassment and unwarranted annoyance. Appropriate use of technology resources include authorized research, access to authorized areas of the network and shared resources, use of telephones, fax, e-mail, computers and application software intended for academic, administrative or other College work-related purposes. State law restricts the use of state facilities for personal gain or benefit.

GUIDELINES AND AGREEMENT GOVERNING THE USE OF THE COLLEGE'S INFORMATION TECHNOLOGY RESOURCES

1. All use of college technology resources **MUST BE** consistent with the business of the college.
 - Information placed on the system must relate only to instructional/educational responsibilities assigned to the employee or student.
 - Use of the system for any personal profit-orientated, commercial, or business purpose is strictly prohibited.
 - Threatening, obscene or defamatory statements are prohibited.
 - Anyone using the system is responsible for adhering to these guidelines and the prohibitions listed herein. A user shall indemnify the College from any damage or injury resulting from inappropriate/illegal use.
2. No individual shall place any device or peripheral on the College's network system without the express knowledge and consent of the Office of Information Technology.
3. All user accounts including log-on, e-mail access and FTP (File Transfer Protocol) are for use by the individual or individuals assigned. Sharing, or loaning an account to any individual not assigned to it is strictly prohibited.
4. Use of College resources to gain unauthorized access to any account not assigned to the individual is expressly prohibited.
5. Use or interfacing of other organizations' networks or computing resources must comply with the rules of that network and must not interfere with the security of the College's network.
6. The following activities are prohibited:
 - Using College IT (Information Technology) resources to acquire, reproduce, distribute or share intellectual property protected under state and federal laws (copyright).

- Using College IT resources for the acquisition, storing, posting, or displaying of obscene or pornographic or graphically violent materials or content.
- Transmitting unsolicited materials such as repetitive mass e-mailings, chain messages or advertising for private or personal business purposes.
- Attempts to circumvent or interfere with established network security devices including firewalls, log-ons and/or passwords, or the resetting or reprogramming of secure equipment including servers, mainframes, gateways, switches, routers and other devices or security codes.
- Attempts to modify system equipment and/or software.
- Unauthorized access, alteration, or destruction of another user's data, programs or e-mail; forged or fraudulent e-mail.
- The installation of unauthorized or unlicensed software.
- Attempts to obtain unauthorized access to either local or remote computer systems or networks.
- Harassing or threatening of persons or organizations on or off campus.
- To every extent possible, student/employee social security numbers will not be kept on PCs.

7. Only authorized personnel are permitted to install or delete software on the College's computers. Any exception must be approved by the Executive Director of Information Technology in conjunction with the Vice President.

8. The College reserves the right to investigate possible inappropriate or unacceptable use. The College has the right to terminate the agreement and the user's privileges with or without cause immediately upon actual or written notice to the user.

I hereby understand and will abide by the terms and conditions listed in this document. I understand that FGC reserves the right to withdraw my computer use and/or access privileges for non-compliance of the provisions of this document.

KEYS/SWIPE CARDS

The division assistant will fill out a key request form for each key that each instructor will need. After the signed approval of the director or executive director, and vice president the card will be sent to Maintenance/Security. The instructor will be contacted to go to the Maintenance/Security office to sign for the keys. The keys will be the responsibility of the instructor until the instructor leaves the employment of the College and returns the keys.

PARKING

There are limited Staff/Faculty parking places. They are filled on a "first come, first served" basis. You must obtain a parking decal from the Maintenance/Security office. If the decal is not displayed in your vehicle, you will be ticketed.

FACULTY ID

All full-time faculty should have a photo ID made in the Student Activities Office (SAO) located in Building 007, the Charles W. Hall Student Center. Nursing & Health Sciences department adjuncts should also have a photo made. The photo ID is free of charge. Contact Human Resources prior to visiting SAO to ensure that they have emailed your employee ID information to them.

TRAVEL PAPERS/PROFESSIONAL MEETINGS

All Travel/Temporary Duty Requests must be approved by all parties prior to the travel. Any travel which is not approved in advance is unauthorized travel and expenses may not be reimbursed. Please remember that out of state travel must be approved by the President and out of country travel must be approved by the Board of Trustees.

Instructors may request funds for professional development from Staff and Program Development (SPD). Money is available for faculty to attend professional meetings and for program development. Even if money is not available for per diem, you may still be able to get temporary duty. See the division secretary for the forms. The academic vice president authorizes expenditures from the SPD account.

AVAILABILITY OF TAX SHELTERED ANNUITIES

Full-time instructors, adjunct instructors, and part-time employees are eligible to participate in Tax Sheltered Annuities available through the College. To participate, contact the Payroll Department.

FACULTY ACADEMIC INFORMATION

GENERAL

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (Buckley Amendment)

The Family Educational Rights and Privacy Act of 1974 entitles students to certain rights and responsibilities regarding the confidentiality of their educational records. Florida Gateway College has implemented a Board policy which explains and clarifies its administration of the Buckley Amendment requirements.

Briefly, the Buckley Amendment states that student records may not be released to third parties without the prior written consent of the student. All postsecondary students, regardless of age, are considered to be independent in regard to their personal records and parents **may not** have access to those records without written consent of the student or proof to the Office of Enrollment Services that the student is dependent on that parent. Therefore, it is incumbent on instructors to do everything in their power to guard the integrity of the student records for which they are entrusted. The President has designated the Registrar as the official custodian of student records at the College. Requests for release of information about a student's educational record should be directed to the Office of Enrollment Services.

The Buckley Amendment means that grades cannot be posted using names, social security numbers or any other data that may identify students.

All employees must sign a FERPA Certification. Should instructors have any questions about the authorization and/or release of students' records, they should contact the Office of Enrollment Services. Additional FERPA information is located in the Registrar's Information section of this Handbook.

COLLEGE CREDIT AND HOURS OF INSTRUCTION

State Board of Education rules define the required minimum number of hours of instruction (or equivalent) for the credits the colleges and universities of the state may grant. The Florida Gateway College instructional calendar is prepared each year to ensure that all day and evening classes are scheduled to meet or exceed these requirements, including class breaks and examination time. It is of great importance, therefore, that all instructors adhere to the scheduled hours of instruction. If absence from class is necessary, the instructor should contact the division coordinator, director, executive director, dean, or vice president about arranging a substitute instructor or about scheduling class make-up time. Since exam week is a part of the instructional schedule, **all classes should meet during that week at the times scheduled for final examinations.**

In college credit classes, fifteen hours in class equals one credit hour. For a student to be considered a full-time student, he/she must take at least 12 credit hours. In order to complete an Associate in Arts degree in two years, a student should take at least 15 hours per fall/spring term.

FACULTY MEMBERS TEACHING ONLINE/HYBRID

Faculty members teaching online and/or hybrid must complete the Faculty Certification Course delivered through Canvas. The course consists of five modules: Learn about FGC; Technology at FGC; Building Interaction and Communication with Students; Developing and Managing the Online Classroom and Canvas Basics. The course must be completed within the first semester of teaching online and/or hybrid.

CLASSROOM CONTROL

The progress of a class must not be jeopardized by permitting the continued presence of any student whose behavior in any way could adversely affect the class. While the responsibility for the administration of classroom discipline ordinarily rests with the instructor, the Vice President of Student Services handles all disciplinary problems which are referred to that office. If an adjunct instructor takes disciplinary action concerning a student, the Vice President of Student Services must be notified. Should the behavior of a student require assistance removing the student from the classroom, Security may be contacted at extension 4428. For further information, see the Student Code of Conduct in the Student Handbook.

There will be no smoking, or other consumption of tobacco products in any classroom or laboratory by students or faculty. This applies to on-campus and off-campus facilities.

SPEAKERS

Any instructor who wishes to have a speaker who is not a member of the faculty appear in class is required to notify the appropriate supervisor in advance of the proposed date. Regular contract and budget procedures must be followed if there is cost involved.

CHANGE IN MEETING LOCATIONS

Occasionally, instructors find it necessary or desirable to conduct a class session in a different location, classroom, or laboratory other than the one to which they were assigned. Should this occur, prior permission must be obtained from the appropriate director, dean or vice president and signs should be posted at the assigned location to indicate the change. Permanent changes

should be submitted to the Office of Enrollment Services by the faculty coordinator, so that the correct location is in the system.

All classes must meet for the total scheduled hours - in the assigned classroom facility - on the scheduled day or evening. No exceptions will be allowed without written permission of the appropriate director, executive director, dean or vice president.

DUPLICATION SERVICES

Contact Division Administrative Assistant for duplicating procedures.

PURCHASE OF MATERIALS AND SUPPLIES

If supplies are needed, faculty members should consult with the appropriate division coordinator, director, executive director, dean or vice president well in advance of the date they are needed. General office supplies (pens, legal pads, etc.) are available in the division offices.

No materials, supplies, etc., are to be purchased in the College's name without proper authorization. Only the directors, executive directors, deans or vice presidents are authorized to sign purchase requisitions. All purchases must be made through the division and using proper procedures. Call your division secretary or supervisor.

No faculty member will be reimbursed for any supplies purchased without proper and prior authorization.

TEXTBOOK COMMITTEE: The purpose of the Textbook Committee is to review textbooks used in courses taught in each discipline to ensure that the adoption of textbooks conforms to current State guidelines as prescribed by the State Board of Education. There may be an exception where the selection of a textbook will be mandated by external requirements (i.e. specific textbooks for required state programs).

DESK COPIES OF TEXTBOOKS

Desk copies and examination copies of textbooks will be offered to you by publishing representatives. If there is a text you would like, you may request the division office to provide contact information for the appropriate publisher.

CREDIT BY EXPERIENTIAL LEARNING

Students may earn credit for life or work experience. In order to earn credit in this manner, the student must apply to the vice president. Experiential learning application forms are available in the Office of Enrollment Services. The method of evaluation, whether by examination or portfolio, will be determined by the director, executive director, dean or vice president. There will be a \$100 assessment fee per course. Grades for these courses will be reported on a pass/fail basis. For further information, refer to the college catalog.

DUAL ENROLLMENT

The student should notify his or her high school counselor of interest in the Dual Enrollment Program. The counselor will confirm that the student is eligible and forward the Dual Enrollment Application form, transcripts and student's GPA to the Coordinator of Dual Enrollment. Advising is done by the high school counselor and the Dual Enrollment Advisor.

Enrollment procedures will be the same as in credit course registration above. **Withdrawal from a Dual Enrollment class requires the use of the Dual Enrollment Registration form. This form must be signed by the course instructor, the high school counselor and the Dual Enrollment Advisor before withdrawal is complete.**

CLASS-RELATED

COURSE SYLLABI

A course syllabus is required for each course offered by the College each term. Each supervisor keeps on file the course syllabi for each course offered in the division, and is responsible for the development of new courses proposed. Each course syllabus should be submitted to the appropriate supervisor or vice president by the division deadline each term. These syllabi are kept on file electronically.

Course Syllabus: Faculty shall prepare a syllabus for each class taught. Included in the syllabus will be a brief description of all required assignments, approximate value of each assignment in the course grade, instructor's attendance policy, instructor's grading scale, the academic honesty statement, the disability statement, the college withdrawal policy, equity and diversity statement, FERPA statement, SACS statement, and the library orientation statement for Gordon Writing Rule courses. A copy of the syllabus must be given to each student at the first class meeting. Syllabi should include:

- a. Instructor's Name and Division
- b. Office Telephone Number and Location
- c. Office Hours
- d. E-mail address
- e. Textbook(s), Lab Manuals, Workbooks, etc.
- f. Learning Activities (projects, papers, presentations, reading, oral participation, test, etc.)
- g. Applicable Learning Resources (published materials, tapes, films, slides, charts, models, specimens, etc.)
- h. Evaluation
- i. Attendance Requirements
- j. Schedule of class events (topics, tests, other learning activities)
- k. Student Learning Outcomes
- l. Library Orientation Statement for Gordon writing Rule Courses
- m. Grading System
- n. Relevant support for learning (lab hours, NetTutor information, Canvas, other available support)
- o. **Every syllabus must contain the following statements:**

Disability Statement:

Florida Gateway College seeks to provide reasonable accommodations for all qualified individuals with disabilities. The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with

the Office of Disability Services (extension 4393) in Building 17, Room 21, and to contact the faculty member in a timely manner to arrange for appropriate accommodations.

Academic Integrity:

You may not purposefully deceive any official of the College by Cheating on any assignment, examination, or paper. Cheating is the use of anyone else's work, whether he/she is a student or not, as your own. A student may be withdrawn from a course with the grade of "F" if found to have cheated on any course assignments or tests.

EA/EO:

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, sexual orientation, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, Executive Director of Human Resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

SACSCOC Statement:

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

A dated copy of all syllabi must be submitted electronically to the area office in the Microsoft Word format for each class for each semester taught. Faculty members are encouraged to put their syllabi and course outlines on the College website.

GRADING SYSTEM

The assignment of grades is the sole responsibility of the instructor. Posting grades (e.g. on your office door) by name or social security number is a violation of the Family Education Rights and Privacy Act (FERPA) and, as such, is not permitted.

Final grades are entered into MyFGC and must be entered no later than the date published for submission of final course grades in the academic calendar. Directions for submission of grades are available at the Tutorials link on the Registrar's web page.

Be sure to enter the last date attended for any F, I, or U grade. You may change a grade until grades are rolled into academic history. This happens throughout the term. After that time, you will not be allowed to change grades online and should submit a grade change form to the Office of Enrollment Services.

Please contact the Office of Enrollment Services if you have questions or problems with grade submission. If you submitted your grades, but have been notified that they are missing, contact the Office of Enrollment Services.

The grades of "A", "B+", "B", "C+", "C", "D+", "D", and "S" are passing grades. Grades of "F" and "U" are failing grades. Grade of "I" is an interim grade. Grades of "W", "S", "AU", and "N" are final grades carrying no credit. (Note: All General Education Gordon Rule Math and Writing courses require a "C" or higher to pass.)

The quality of a student's performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

"A" 4 grade points per credit
"B+" 3.5 grade points per credit
"B" 3 grade points per credit
"C+" 2.5 grade points per credit
"C" 2 grade points per credit
"D+" 1.5 grade points per credit
"D" 1 grade point per credit
"F" 0 grade points per credit

"N" No Credit

"S" Satisfactory No grade point credit applies.

"U" Unsatisfactory No grade point credit.

"W" Withdrawal No credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period. Instructors may not assign a "W" as a grade.

"AU" Audit No credit. A student may not be changed to audit after add/drop.

"I" Incomplete No credit.

Incomplete grades should be used only for emergency reasons, e.g., sickness, accident, etc. Faculty who give a grade of "I" must submit the grade, and when work is completed, file a Grade Change form.

A course for which the grade of "I" has been awarded MUST be completed by the deadline shown on the academic calendar, and another grade ("A", "B+", "B", "C+", "C", "D+", "D", "F") must be awarded by the instructor based upon course work which has been completed or the "I" automatically becomes the grade of "F".

ATTENDANCE

Regular attendance is expected, and is a course requirement in all Florida Gateway College courses. Attendance requirements will be established by the individual instructor in each course syllabus. The student is responsible for adhering to each instructor's attendance requirements as set forth in the course syllabus. After the last date to withdraw from a course, an "F" grade may be assigned for excessive absences. The instructor will determine the validity of absences and

whether the student will be allowed to make up class work and/or examinations. Failure of the student to adhere to the instructor's attendance requirements may result in an "F" grade in the course. The instructor must supply a last date of attendance for any "F" grades.

CLASS RECORDS, GRADE SHEETS, ETC.

Attendance and grade records must be maintained by the instructor. All necessary class rolls and other reports will be furnished to the instructor by the division coordinator, director, executive director, dean or vice president. Rolls must be returned to the division office by the dates indicated on the forms. This policy applies to both credit and non-credit classes.

CLASS ROSTERS

All faculty members will print from MyFGC the Preliminary and Official Class Rosters for each class taught. The steps to access class rosters are located in the Tutorials section of the Registrar's web page. The supervisor will ensure that faculty members print the Preliminary Roster the morning of the first class meeting. If there is any student in your class that is not on the class roster, he or she should contact the Office of Enrollment Services.

Revised Rosters and Official Rosters indicate students who have paid or legally deferred their fees and are considered to be officially enrolled at the College. Faculty will be provided with a Revised Class Roster which should be checked and circle the name of any student who **has never attended**. The Revised Rosters should be signed by the faculty member and returned to the appropriate office by the designated due date. These rosters will be sent to the Registrar and the students circled as never attending will be dropped. The revised rosters must be processed before financial aid can feed to student accounts.

For minimester courses that start before or after the first day of classes for a semester, the instructor should print the class roster from the official roster in MyFGC on the first day of class. This should be used as the revised roster to verify enrollment and report students who have never attended following the process set out above.

It is important to accurately report students who have never attended. Ramifications include: students being refunded fees that must be repaid or financial aid being over-awarded and the college, the student, or both required to repay those funds.

Once Revised Rosters are submitted to the Registrar, any corrections should be submitted by the faculty member to the supervisor. If approved, the vice president or designee will send the official notification to the Office of Enrollment Services. It is only upon receipt of the approval of the vice president that the Office of Enrollment Services will process corrections.

Banner feeds to Canvas on a regular basis, but is not immediate. Therefore, MyFGC is the most accurate enrollment information. If a student is dropped in error and has to be reinstated, they will not have access to Canvas until that feed has taken place.

All instructors will print the official class rosters on the date established by the vice president (after notification that all revised rosters have been processed by the Office of Enrollment Services). The official rosters should be accurate and any errors should be resolved immediately. Should instructors have any questions about class rosters or the monitoring of student attendance, they should contact their immediate supervisor.

FINAL GRADE ROSTER

An instructor should not submit an “audit” (AU) on the Final Grade Roster for any student who has not already officially received that designation (AU) on the Revised Roster. An instructor may not post a grade of “W.”

Grades are due into MyFGC by the posted date in the Academic Calendar. After the deadline, the academic vice president is notified of all missing grades.

AWARDING GRADES OF “F” AND “I”

Remember: if you award final grades of “F,” “I,” or “U,” you will need to also indicate on the final grade roster within MyFGC the student’s last date of attendance. This is required for financial aid purposes. Faculty members are encouraged to assign the student’s earned grade except in cases of major life disruption (i.e. car accident, death in family, etc).

MID-TERM WARNING GRADES

FGC does not provide mid-term grades. Instructors will consult with their students regarding mid-term warning grades. Mid-term grades should not be entered into MyFGC.

It is the instructor's option to give a failing grade ("F"). However, the instructor can do this only after the last date for a student-initiated withdrawal. The last date of attendance must be entered on the final grade roster.

Change of Grade Form:

In the event a grade must be changed (if an "I" was assigned, for instance), this is the form to fill out and submit to the Office of Enrollment Services. **WARNING!!** If an "I" grade is not changed by the deadline shown on the academic calendar, the "I" will be converted to an "F." Grade change forms should not be given to the student.

FINAL EXAM POLICY

The College shall set aside appropriate times during each term/semester for faculty to administer a final examination in each college credit course.

Each faculty member who teaches a college credit course shall administer a final examination during the examination time set aside by the College. At the faculty member's discretion, he/she may provide other appropriate instructional activity during the specified time, and in lieu of a final examination, or may continue instruction during the scheduled final exam period. It is the faculty member’s responsibility to consult with the vice president concerning the method to be used, reaching an agreement which is consistent with concepts for each course.

Faculty members teaching classes on schedules not covered by the examination schedule will make, in consultation with the classes, arrangements for an examination time, and inform the vice president of those arrangements.

Students shall not be required to take more than three examinations on the same day. When the examination schedule would cause students to be scheduled for more examinations on the same

day, provisions will be made for alternative testing arrangements for those students who petition for them. Faculty members are expected to make reasonable accommodations for students to avoid having students take more than three examinations on the same day.

Students are expected to take tests and examinations. The Final Exam Schedule is published in the College Schedule of Classes each term. Instructors will receive a copy of the exam schedule, and are to announce the exam date, and post the exam schedule.

Instructors are required to keep the final examination papers or evaluative instruments of students on file for one semester, in case any question arises concerning grades.

COLLEGE WITHDRAWAL AND DROP PROCEDURE

It is the student's responsibility to initiate a withdrawal from a course. A student may initiate a withdrawal up to the date published in the college calendar for the last day to withdraw. See Academic Calendar for "student initiated withdrawal" deadline. The instructor cannot withdraw students from a course. To withdraw, the student must fill out a Course Schedule Change form, available in the Office of Enrollment Services or in Advising Services. The form must be complete and be signed by the student and an advisor. The student who does not clear his or her record by filing the withdrawal form with the Office of Enrollment Services, prior to the published date for withdrawal, may be assigned an "F" grade. No withdrawals are allowed after the deadline.

Students in minimester courses may initiate a withdrawal anytime before one-half (50%) of the class is over. The withdrawal deadlines may differ for classes that do not span the full term.

Dual Enrollment students must contact their high school Dual Enrollment Guidance Counselor and request withdrawal from the course. The guidance counselor fills out a withdrawal form and submits it to the college's Dual Enrollment Advisor no later than the date published in the college calendar for the last day to withdraw. Otherwise, the student will receive a letter grade for the course.

Students who register for classes are responsible for all fees associated with those classes. Non-attending students will not automatically be dropped.

Students who decide not to attend or wish to be removed from a class are responsible for "dropping" a course, before the end of the add/drop period. Students should see their advisor or Dual Enrollment Guidance Counselor before the end of the add/drop deadline if they wish to be dropped from the course. "Dropping" a course does not result in a "W" on a student's transcript. Any student not dropping or withdrawing by the published date will remain officially registered, liable for all fees, including collection charges, and assigned an earned grade at the end of the semester.

TO WITHDRAW FROM A COURSE A STUDENT MUST:

1. Submit the Course Schedule Change form to the Director of Advising Services (Advising Services, Building 14), or director's designated advisors for signature (Ext. 4422, 4334, 4434, 4443). Last date of attendance must be shown on the form.

2. Submit the same form to the Director of Financial Aid or Director's designees for signature, if the student receives any form of financial aid, including scholarships.
3. Take the signed Course Schedule Change form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course, not a "W."

Students who take courses off campus or have extenuating circumstances that prevent submission of Course Schedule Change form for withdrawal, may phone the Director of Advising Services (386-754-4422), or director's designated advisors.

AUDITING COURSES

Auditing a course allows the student to attend classes without taking examinations or receiving credit. A grade of "AU" is assigned.

There are two methods of auditing a course: (1) registering for the course at the beginning of the semester, or (2) filing a Course Schedule Change form with the course changed to audit. The student needs permission from the instructor to audit a class. The audit option is designed to give students an opportunity to take courses to gain perspective, to review subject material, or for enjoyment, without academic penalty.

A student auditing a course is not allowed to change to credit status. Courses taken for audit do not count as hours enrolled for the following areas: Veteran's certification, Financial Aid awards, international student enrollment requirements, early admission program requirements, or dual enrollment.

ABSENCE OF AN INSTRUCTOR FROM A CLASS

If an instructor must miss a class because of illness or some other reason, he or she must notify the appropriate coordinator, director, or supervisor, as soon as possible. Every attempt should be made to reach the supervisor.

If an instructor feels that a substitute is needed in his/her absence, he or she should contact the supervisor as soon as possible.

It is the responsibility of the instructor to obtain both the residence and business telephone numbers of each student in a class if the instructor wishes that information. Since students often do not inform the Registrar of changes, do not count on the college database for this information.

DELAY OF AN INSTRUCTOR IN MEETING A CLASS

If an instructor must be late for a class session, he or she must notify, as soon as possible, the supervisor or vice president so that adequate provision can be made for the class. If an instructor must call after 4:30 p.m., he/she should call the Security campus extension 754-1010 to get a message to the appropriate supervisor.

INFORMATION FOR FACULTY FROM THE OFFICE OF ENROLLMENT SERVICES

Tutorials: Tutorials for various processes are available at <https://www.fgc.edu/students/registration-and-records/tools-and-tutorials/>

Academic Calendar & Catalog: Please refer to the Academic Calendar for important dates and deadlines. The College Catalog contains additional important information, including graduation requirements for various degrees, academic sanctions, course prerequisites, and course repeat rules.

Class Rosters & Student Attendance: The class roster process is included in this Handbook.

Grades: *All final grades are entered into MyFGC.* It is crucial that grades be entered into MyFGC by the designated deadlines. Other offices have processes that must take place after grades are awarded. The impact of late grades includes unnecessary telephone calls, delayed graduation and delayed transcripts. A student's last date of attendance should be provided for assigned "I", "F", or "U" grades. These are audit issues and also impact financial aid.

Canvas: **The Office of Enrollment Services is not involved with any phase of Canvas. If you have any problems with Canvas, please contact Mike Davis at ext. 4242.**

Registration & other forms: Please ensure that all forms that you sign to be submitted to the Office of Enrollment Services are filled out completely, accurately, and legibly. Anything requiring additional signatures, including the vice president, should have that approval before being sent to the Registrar.

MyFGC for Faculty

Below is information to access MyFGC.

Log into MyFGC by selecting MyFGC on the FGC home page

Select Enter Secure Area and enter your user ID (your employee ID#)

Enter your PIN (Your MyFGC default PIN is your birthdate in the format: MMDDYYYY. The first time that you log into Self-Service, you will be required to reset the PIN. From that time on, use your new PIN. If your PIN does not work, BEFORE trying three times, select the "Forgot PIN?" button. That allows you to answer your personalized security question. If you answer it correctly, your PIN will be reset to the default of MMDDYYYY of birthdate. If it still does not work, contact Human Resources at 4314 to reset your PIN to the above format.) Students contact the Office of Enrollment Services to reset a pin.

If the system is idle for a length of time, you may be prompted to enter your user ID and PIN again. This is a security measure to ensure that non-authorized individuals do not have access to the system via your access.

Choose Faculty Services. This is where you access information, depending upon your level of access. Depending upon which option you select, you may be prompted to enter a term.

Some items that you can access from here, depending upon your access, are:

Faculty only: Summary Class List (class roster), Student Information (for students registered in your classes), and Final Grades (where you'll enter the final grades at the end of the term).

Advisor only: Student information (you must have the student's ID number), including academic transcript, address and phone number, schedule of classes, test scores, and holds.

If designated as faculty and advisor, you will have access to the items listed above for faculty and advisor.

Make your selection and proceed as prompted. You may be required to enter a term.

Faculty: To Access Class Rosters or Student Information (student must be enrolled in your class):

- Select Summary Class List
 - Select the term; SUBMIT
 - Select the course; SUBMIT
- This is the class roster. **(Rosters may not be in alphabetical order until the Registrar runs a process at the beginning of the term)**
- From this form, you may also access the form to enter the grade for a student, look up information on the student, or get information about the course

Faculty: To Enter Final Grades:

- Select Final Grades and select the term; SUBMIT
- Select the course that you want to grade; SUBMIT
- Enter the grade for each student; SUBMIT. (You may do this whenever you have a grade for a student. **Be sure to enter the last date attended for any F, I, or U grade.**) If you are attempting to change a grade, but cannot, that means the grade has been rolled to the student's academic history. In that case, you will not be allowed to change grades online and should submit a grade change form to the Office of Enrollment Services.
- **I, U, and F grades:** If a grade of I, U or F is assigned, **the last date of attendance must be entered in the format shown on the grade entry form.** If not, a message will display when the grades are submitted. The message will indicate that the date is needed. **The date must be entered and the grades submitted again.**
- **I grades:** For any I grade that is entered, **the last date of attendance must be entered** (see bullet above). When grades are submitted, the I grade, default grade of F, and the date on which the grade will change to F are displayed. The faculty member may see a message regarding the default grade and date for any I grade submitted as the final grade. **The SUBMIT button must be selected again for the grades to be submitted. (However, last date of attendance must be entered first, if not already entered.)** To avoid having the I grade default to F, the faculty member should submit a grade change form to the Office of Enrollment Services prior to the default date.
- **Typical issues that will prevent grades from saving relate to the last date of attendance for I, U and F grades. If grades will not save, try entering all grades except I, U, and F grades, and save. Then go back and enter all I, U, and F grades, enter last date of attendance in the format shown, and save. Note that the last date of attendance may not be before the first day of class or after the last day of class. It must also be entered in the format shown at the top of the column for last date of attendance.** Be sure to save changes. If a message appears, you must save again.

FERPA – Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment)

Once a student is enrolled as a postsecondary student, the rights belong to the student and the parent no longer has the right to the academic information. This includes dual enrollment students. Directory information may be released without the student's written consent, unless the

student has directed that no information be released. All inquiries for information should be directed to the Office of Enrollment Services because students can request a restriction on the release of directory information. The Office of Enrollment Services is the custodian for any written consent for release of information. Do not provide non-directory information in letters of recommendation without signed, written consent of the student. Law enforcement officials looking for students should be directed to Jennifer Price, Vice President of Enrollment and Student Services. Detailed FERPA information is in the College Catalog.

Information related to student records is confidential and is to be used for Florida Gateway College purposes only. The Family Educational Rights and Privacy Act (FERPA) regulates the use and disclosure of this information. Detailed information relating to FERPA is in the college catalog.

Information covered by FERPA includes information in the Banner student system. As such, it is to be used for carrying out work responsibilities only and must not be released to third parties or used for any other purpose. Requests for information regarding student directory information or other student information should be referred to the Office of Enrollment Services. Any violation of these policies will result in access denial or removal of access.

FGC has implemented a FERPA Certification for all employees to confirm that they will abide by FERPA regulations and the policies of the college relating to student records and information. This is maintained by Human Resources.

FERPA Summary

- Once a student is enrolled as a postsecondary student, the rights belong to the student and the parent no longer has the right to the academic information. This includes dual enrollment students.
- Student educational records are considered confidential and may not be released without the written consent of the student, except by provisions outlined in law (exceptions are handled by the Registrar).
- As a faculty or staff member, you have a responsibility to protect educational records in your possession. This may include a document in the Office of Enrollment Services, a computer printout, a class list, or a computer display screen, among others.
- Some information is considered public (sometimes called “directory information”). This information can be released without the student’s written permission. However, the student may opt to consider this information confidential and direct that it not be released. All inquiries for information should be directed to the Office of Enrollment Services. The Office of Enrollment Services is the custodian for any written consent or authorization from the student related to release of information.
- FGC has identified Directory Information as: student’s name, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational institution attended by the student, enrollment status, full or part-time status, county of residence, participation in officially recognized activities, and student’s photograph. Other information regarding directory information is listed in the college catalog.
- Do not provide non-directory information in letters of recommendation without signed, written consent of the student.
- You have access to information only for legitimate “educational” use in completion of your responsibilities as a college employee. Information cannot be used for any other purpose.
- Law enforcement officials looking for students should be directed to Jennifer Price, Vice President of Enrollment and Student Affairs.

- Detailed FERPA information is in the College Catalog
- If you are ever in doubt, do not release any information until you contact the College Office of Enrollment Services at 386-754-4291 or gayle.hunter@fgc.edu. The Office of the Registrar is responsible for student record information.

Important Points to Remember

1. Check to see if a student's information is flagged as confidential before releasing **any** information, including directory information. It is better for requests for information to be forwarded to the Office of Enrollment Services.
2. Any papers with student information on them, even if it is just a social security number with no name, must be shredded or burned for disposal, not thrown into the trash.
3. Passwords and PINs to access the student database or Self Service Banner must not be shared with anyone.
4. Students, even student workers, are not allowed access to the student database.
5. Sign off of the student database whenever you leave your computer unattended.
6. Parents are only entitled to directory information, unless proof of dependency or a signed release from the student is received by the Office of Enrollment Services.
7. Access to the database or Self Service Banner does **not** authorize unrestricted use of student data. Records should only be accessed when needed in the context of official business.

STUDENT ENROLLMENT INFORMATION

I. ADMISSIONS

The Office of Enrollment Services serves as the conduit by which students learn of and gain access to higher education opportunities at Florida Gateway College. The Office of Enrollment Services maintains the responsibility of disseminating recruitment materials and admission information to prospective students, further serving as a catalyst in identifying target markets for the recruitment of students and general marketing of the college. In addition to recruitment and admissions counseling, the Office of Admissions bears the responsibility of qualifying the admission and acceptance of prospective students to the College while adhering to College, state, and federal policies and procedures respective of the process by which students enroll in postsecondary education.

All prospective students (including returning students who were previously enrolled at FGC as a dual enrollment/collegiate high school student, and/or former students who have not attended FGC in the past three semesters) are required to complete an application for admission to the college. Applicants are further required to complete the residency declaration portion of the admission application, while providing required supporting documents to effectively substantiate *residency for tuition purposes*, if desiring the benefit of in-state tuition rates. Residency refers to the classification of a student as an in-state resident *as defined for tuition purposes*, or out-of-state resident. This classification determines the rate of tuition assessed to the student, the requirements of which are governed by Florida Statute and Florida Department of Education State Board Rule.

Prior to acceptance to the institution, applicants are required to provide (if applicable for program selection), official transcripts reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by state statute.

In order to register for courses and/or receive financial aid, students are required to provide and have evaluated by Office of Enrollment Services staff, official transcripts from each and every previously attended institution of higher education. This includes official transcripts from each and every college, university, and/or vocational-technical school attended by the student, regardless of the award of credit, or applicability of credits towards the program of intent at FGC. Pending the receipt of all postsecondary transcripts, the student will have an “RT” hold placed on their record indicating transcripts are required. No further action can be taken by the student until all transcripts have been received.

The admissions process for baccalaureate programs requires that all students, including native associate degree graduates, apply for baccalaureate admission through a separate admission process in order to be admitted into an upper division program. This process is inclusive of the residency requirement, as well as the required provision of official transcripts from each postsecondary institution attended.

Upon admission, an initial advising hold (IA) is placed on the record of all new, and/or returning students, as students must meet with an academic advisor before they can register for courses.

Once all admission requirements have been fulfilled, students receive a formal letter from the Office of Admissions, informing them of their admitted/accepted status, as well as providing them with information relative to their next steps, i.e., must see an advisor, assignment of their student ID number which is provided, notification of student email account name/login specifics, etc.

Faculty, when speaking with, and/or advising students, should be certain to ask if the student has completed the application process. Students will often take placement tests, and/or prepare tentative schedules without being formally admitted, and/or readmitted to the college. Additionally some may complete supplemental program applications, without first applying for general admission to the college.

II. ADVISING SERVICES

Academic advising is an important part of a student's experience at Florida Gateway College. Although new students meet with professional advisors in the Office of Advising Services and often continue those relationships to program completion, faculty advising plays a significant role in the development of many FGC students.

Faculty advisors have a unique perspective about the academic experience at FGC and what it takes to be a successful learner. In addition, faculty advisors have valuable insights regarding career and life goals, based on their field of expertise, which can help students develop personal awareness that extends beyond the college experience.

To help with the advising process, program brochures and packets are available online. Transfer information, for students who plan to transfer to another college or university, is available at flvc.org and on the Office of Advising website. Students should be encouraged to use the most recent FGC Catalog for specific information regarding program eligibility, academic success, and graduation requirements. Another important resource is the Student Handbook, which outlines FGC policies and procedures that affect student life.

Graduation applications must be completed with an advisor, and filed with the Office of Enrollment Services at the beginning of the student's final term. CAPP, the degree evaluation in Banner, is a useful tool to verify that all requirements have been met.

III. TEST CENTER

The Test Center is located in building 017, room 001. Students are required to present a government-issued or FGC photo ID prior to testing. The Test Center web page can be viewed at testcenter.fgc.edu. It is the responsibility of the Coordinator of Testing to oversee all testing activities assigned to the Test Center.

Exams are normally delivered via the computer or online, and they are all closely monitored using security cameras with one or more test administrators or proctors present. The Test Center administers exams in compliance with state and federal regulations, including adherence to guidelines established in the Americans with Disabilities Act. Students with documented disabilities may qualify for accommodations as prescribed by the Disabilities Services Coordinator.

Effective assessment, testing, and certification services are fundamental to providing students and other test-takers a means of evaluating and measuring their potential and in accomplishing their goals. The following are a sample of the exams given in the Test Center.

- Challenge Exams – Institutional credit-by-exam
- Computer Proficiency Test
- Florida Basic Abilities Test (FBAT) – Corrections Officer and Law Enforcement Officer
- Florida Department of Law Enforcement State Officer Certification Exams (SOCE) – Corrections Officer Law Enforcement Officer and Probation Officer
- Florida Educational Leadership Examination (FELE)
- Florida Teacher Certification Examinations (FTCE)
- General Educational Development Program examination (GED[®])
- General Knowledge exam (GK)

- HESI Nurse Entrance Exams – Practical Nurse (PNET) and Registered Nurse (RNET)
- Paraprofessional Exam (Parapro)
- PearsonVUE Examinations (other certifications and examinations)
- Postsecondary Education Readiness Test (PERT)
- Remote Site Proctoring for non-FGC students
- Test of Adult Basic Education (TABE)
- Workshops related to testing as requested – Topics include Taming Test Anxiety or Study Smarter Not Harder.

Dual Enrollment Entry Testing

Dual Enrollment candidates must complete the ACT, CPT, PERT, or SAT prior to registering for their first term. Scores will be used for placement into the appropriate college-level courses.

For the SAT-I or Enhanced ACT scores, an official test score transcript must be submitted to the Test Center. Candidates taking the computer-based PERT test only need to notify the Test Center that they have taken the test, and the staff will retrieve the scores from the State repository upon request.

First-Time-In-College (FTIC) Placement Testing

All first-time-in-college applicants for admission to state colleges and universities who apply to enter degree programs (associate or bachelor's) must be tested for reading, writing, and mathematics proficiency or provide official test score transcripts (ACT, SAT). However, those students who meet the exemption criteria, as set forth in State Board Rule 6A-10.0315 are not required to provide test scores. Advisors are prepared to discuss the appropriate placement options for students who are exempt from testing or for those students who do not meet the cut scores for placement into college level courses.

Test scores will be accepted provided they are less than two years old at the time of initial placement into subject area courses.

IV. REGISTRATION

Credit Course Registration (including registration for internet and distance learning classes)

To register for classes at Florida Gateway College a student must:

- Complete all admissions processes and be admitted to FGC.

- Take the appropriate placement test.
 - TABE, test for most vocational programs
 - ACT, SAT or PERT tests for college credit programs
- First time students must meet with an academic advisor to prepare a schedule.
- Register online via MyFGC or bring the registration form to the Office of Enrollment Services.
- Pay for classes by the due date shown on the Academic Calendar.

Online Registration

Returning students or new students who have met with an academic advisor may register online via MyFGC. This is accessed by selecting MyFGC on the College's web page. Dual Enrollment students are not authorized to register using MyFGC. Students who have not met pre-requisites for courses at FGC may be prevented from registering for those courses using MyFGC. In other words, students who have taken the pre-requisite at another college or university may be prevented from registering using MyFGC, unless an override is entered by authorized college staff or until the transcripts are evaluated by the Office of Enrollment Services.

Off-site Registration

District residents who wish to register for credit courses should make application to the Admissions Office, complete the required placement testing, then check the course offerings in the Schedule of Courses, meet with an advisor in person or via webcam at a college center in Dixie or Gilchrist Counties, fill out a registration form and submit it, or register online through MyFGC, and pay fees by the deadline. Center staff members at the above locations assist students who are off campus with getting online and registering. The regular registration dates and fee payment dates must be followed. Students may register for courses through MyFGC. This service is not available to dual enrollment students.

Student Personal Identification Number (PIN)

To utilize MyFGC students will need a personal Identification Number (PIN). The PIN is initially set as the birthdate in this format MMDDYYYY. The PIN for returning students may be the same one they used before. Students who are having difficulties logging onto the system should call (386) 754-4205 or (386) 754-4290 and Office of Enrollment Services staff will reset the PIN to the student's birthdate. Students change their PIN once they are logged into the system.

Student Schedule Planner

Students may use a new Schedule Planner application on MyFGC. The student must log in, go to the Student menu, select the Registration link, and then choose Schedule Planner. This will provide the student with various schedule options. Once the desired schedule is chosen, any student allowed to register through MyFGC may register for classes from the Schedule Planner.

Advisors may also access a Guest Mode of Schedule Planner from the MyFGC Faculty Services tab to help students develop the desired schedule of classes. Registration is not allowed from Guest Mode.

A tutorial is available on the Registrar's web page.

V. COMPUTERS

You should never share your User ID, Password, or PIN with anyone else.

Each instructor has access to MyFGC (Self-Service Banner) to access course information and information on students in that instructor's classes. Tutorials are located on the Registrar's web page.

Any employee designated as an advisor also has access to MyFGC to access information on students. This information may include the student's transcript, class schedule, or other information.

If you require additional information that cannot be obtained through MyFGC, you may request access to baseline Banner. Such requests should be submitted through your supervisor, who will forward his or her approval to the Registrar. Upon determination that the access is required, the request will be forwarded to Information Services. Information Services will notify the instructor of the Username and Password for baseline Banner.

By accessing student information, you are agreeing to comply with all rules and regulations relating to student records, including FERPA. Please see information on FERPA for more information.

VI. SELF-SERVICE (MyFGC)

Depending upon a person's role (student, faculty, advisor, staff or administrator), varying access to general information, class information, and student information, is available through our My FGC self-service system on the college's web page. Information, such as the college catalog of courses or course schedules, may be accessed by anyone. The online schedule and catalog are updated as soon as changes are made. This is the way to get the most accurate information relating to courses and sections of classes. An ID and PIN are required to enter the secure area. This is the area where information needed for advising and other student information may be accessed, depending upon the access for an individual.

VII. FORMS

The following is a list and brief explanation of each form an advisor might use for registration, course substitution, add/drop, or other advising duties:

Assessment Record:

This is a record of the student's test scores that are used for placement into English, reading, and math classes.

Florida Gateway College AA Degree Requirements:

This gives a breakdown of the courses required to get an AA degree. As of Fall, 1996, only 36 credit hours of general education classes will be required. A remaining 24 credit hours will be electives. Advisors should check the Common Course Prerequisite Catalog, FloridaShines at

www.floridashines.org, and/or the AA degree major sheet for course requirements needed for transfer to the universities in the student's intended major. Advisors should also be familiar with all degree requirements as noted in the College Catalog. This includes, but is not limited to, GPA, computer proficiency, foreign language requirements, and Test scores.

AA degree requirement check sheet:

The specific degree form is designed for students who wish to transfer to the state university system. This should be maintained in the student's folder so the advisor is aware of classes taken and the grades earned. It will also serve as a guide each term when advising the student. Students should check with transferring institution to ensure all needed prerequisites are covered. The sheet is available through the online catalog and can be printed using the 'Print Degree Planner' Icon on the link of the AA degree.

All AA students need either two credits of a foreign language in high school or the equivalent of completion of the elementary 2 level of a foreign language at the postsecondary level to graduate from a state university or for admission to some universities. This is also required for all AA students initially entering a Florida College System institution or state university in 2014-2015 and thereafter. It is less expensive for students to take the courses at the community college than at the university. Taking foreign language courses may put students over the 60 credit hours needed for the AA degree.

Advisors are encouraged to use MyFGC to do degree evaluations or a **what-if-analysis** for a student. All met and unmet requirements will be shown. This is the evaluation used by the Office of Enrollment Services to process graduates.

Division AS or Certificate check sheets:

These sheets were designed in the department to serve as a guide for both the advisor and student. Listed are the required classes for completion of an AS or Certificate. This sheet should be kept in the student's folder so the advisor is aware of classes taken and grades earned. It will also serve as a guide each term when advising the student. The sheets are available through the online catalog and can be printed using the 'Print Degree Planner' Icon on the link of each program.

Advisors are encouraged to use MyFGC to do degree evaluations or a what-if-analysis for a student. All met and unmet requirements will be shown. This is the evaluation used by the Office of Enrollment Services to process graduates.

Academic Class Schedule:

As advisors prepare schedules for students, this may be used to ensure classes are scheduled at different times. Writing the course prefix and number in the appropriate block will give the advisor a visual guide to available times.

Student Initial Registration Form:

All students at Florida Gateway College who register through the Office of Enrollment Services are required to complete a registration form in order to register for any class. These forms are available at the Office of Enrollment Services, in Advising Services, or at any of the various instructional division offices around campus. Students should complete the registration form with the assistance of a qualified advisor.

Students and faculty should be aware of the following:

Overrides: Various staff have permit/override authority to override prerequisites, corequisites, capacity and time conflicts. The override must be entered in Banner by the authorized person in your area or noted on the registration form. Contact your vice president or the Office of Enrollment Services if you have any questions.

Student Signature: Audit requirements mandate that students sign their registration forms to attest to classes desired, if the form is processed by the Office of Enrollment Services.

Self-Reported Major: Students are monitored by the College and state concerning progress to their degree. Students should indicate carefully their current major. Should a student decide to change their major, a **Change of Degree/Field of Study** form should be completed and signed by the student and advisor. The form should be sent to the Admissions Office and then to the Office of Enrollment Services.

Fee Area And Due Date: This section will be completed by the Registrar's staff during registration, if fees have been approved. Students should be reminded to follow registration and fee payment deadlines carefully.

Students should also be made aware of the important dates which affect withdrawal and registration. Off campus students must adhere to dates established by the College. An Academic Calendar is published each year to assist students with these dates.

The Registration Form is the official registration form used by the Office of Enrollment Services. It is used for the first registration of a term. Once registered, any changes should be made on a Course Schedule Change form. **Advisors should never sign these forms without taking the time to ensure that the proper classes are listed and that the student has entered his/her personal information at the top of the form.**

When working with a student in the office, the advisor may want to fill in the student ID number, term, year, and course information. The advisor may also wish to "total" the number of hours under the column entitled "credits" so no other classes may be added without signatures. The advisor should sign and date the form on the appropriate lines. Students should be advised to register via My FGC or bring the form to the Office of Enrollment Services to have the information put in the computer. They are not officially registered until they have registered and paid all fees.

Course Schedule Change Form (Add/Drop/Withdrawal/Audit form):

Every time a student adds or drops a class he or she must do so through MyFGC or by submitting the Course Schedule Change form to the Office of Enrollment Services.

Students are allowed to initiate a withdrawal from a class until the published last date for student-initiated withdrawal. The Academic Calendar will specify the final day for a student-initiated withdrawal. Withdrawal after this date is not allowed.

Depending on the type of assistance, students who are receiving financial benefits must obtain the signature of the Financial Aid Office, Veteran's Office, or Business Office.

Students who are completely withdrawing from school must obtain the signature of an Academic Advisor before a complete withdrawal will be processed. The reason for this procedure is to assist students with any problem that might be overcome before the drastic action of totally withdrawing.

This form is used after the initial registration of a term to add or drop a course (during the add/drop period only), audit, or withdraw from a class. Advisors should be aware that dropping below 12 credit hours in a major fall or spring term makes a student part-time. This will affect financial aid, scholarships and, sometimes, personal health insurance. The advisor should be sure that the student's name, student ID number and the term are filled in on the form. The codes are:

- R for adding a class (may only be done during Add/Drop)
- D for dropping a class (may only be done during Add/Drop)
- AU for auditing a class (may only be done during registration period)
- W for withdrawing from a class (may only be done prior to published date to withdraw for that term)

After the advisor signs the form, the student should have Financial Aid sign it, if needed. The **student** should then take the form to the Office of Enrollment Services to be recorded. The transaction is not official until this is done.

This form may also be used for an **ADMINISTRATIVE TRANSFER**. The administrative transfer was designed to allow an instructor to transfer a student from one section of a class to another, or to move the student to a more appropriate class, after the Add/Drop period is over. This is often necessary, for instance, when a student's work schedule changes. This type of transfer also requires the signature of the vice president or his/her designee, who should note "Administrative Transfer" on the form.

Course Substitution/Course Exemption:

If a student is exempt from a class, or the advisor wants to request that one course be substituted for another, this is the proper form. The vice president has final approval authority for these requests. This affects program requirements only.

Change of Degree/Field of Study Request Form:

Whenever a student changes from one major to another or adds an additional degree, this form must be completed. It is one way for the College to track program enrollment. It also updates the college database and ensures that the student is assigned to the proper advisor. It is especially important for students changing from AS or certificate to AA, or vice versa.

Graduation Application:

In order for a student to participate in the graduation ceremony and/or be eligible to graduate, the student must fill out a graduation application. The advisor should then review the student's transcript and degree audit/evaluation to ensure, as much as possible, that all requirements for graduation have been met. The advisor should then sign the form and return it to the student. It is the student's responsibility to take the form to the Office of Enrollment Services. Advisors of

students in occupational programs should report any students graduating to the division office. Note: The student's graduation application process is not complete until the Office of Enrollment Services receives the form. The deadline for students turning in a graduation application is published in the Academic Calendar. Please emphasize to students that the graduation application must be turned in by the published deadline.

Grade Recalculation Form:

The Florida College System follows a "forgiveness" policy on grades. A student may retake a class to earn a higher than "D" or "F" grade. GPA recalculation is done by the Office of Enrollment Services as part of the end of term processes. However, it is the student's responsibility to verify that the recalculation has been completed. If not, the student must request that the GPA be recalculated. This is done by obtaining the Grade Recalculation Form from the Office of Enrollment Services, filling it out, and signing it. The form is then submitted to the Office of Enrollment Services to have the GPA recalculated. The GPA recalculation is based upon the grade received in the most recent attempt. All grades in a third or subsequent attempt are calculated into the GPA.

Advisor's Education Plan:

This instrument, used collaboratively, helps advisors and students chart a term-by-term path to program completion and graduation. Course sequencing, application deadlines, capstone requirements, etc. can all be noted on this form.

Name Change Form, Address and/or Phone Number Change Form, and/or Social Security Change Form: The student should use these forms to change his/her name, address or social security number on the official college records. The appropriate form should be submitted to the Office of Enrollment Services. Students can also change their address online through MyFGC. Supporting documentation is required for some changes.

Transcript Request: This form is used by the student to request a transcript to be sent from FGC to another institution. The student should complete the form and submit it to the Office of Enrollment Services.

Exit Interview Form: This form is used by the Advising Services staff when any student is completely withdrawing from school.

VIII. SCHEDULING

This is the most important part of the process. No advisor should sign a blank registration form and tell the student to "fill it in." Nor should an advisor sign a form already filled in by a student without checking that the classes are part of the program or appropriate for the program. Advisors are strongly encouraged to use the following suggestions:

1. Include all pertinent information, including course substitutions.
2. Check the student's transcript at each advising meeting. The advisor doesn't always know that a student has dropped a class for which he or she was scheduled.
3. Ask the student what limitations will be placed on attending classes, e.g., work schedule, transportation, child care, etc.

4. Ask the student whether there is transfer credit from another institution, whether it has been submitted to the Office of Enrollment Services for evaluation, and whether the student has a copy of the transcript. The student should provide an unofficial transcript for advising purposes.
5. Check the current catalog for any prerequisites that may be required for a course.
6. Check the current catalog for "Gordon Rule" designation for classes. By state statute, "Gordon Rule" classes must be passed with a "C" or higher. (Students in AS programs, who began their program and took Gordon Rule classes prior to fall 2000, will be exempt from this requirement, as long as they are continuously enrolled.) Be aware that these are course requirements at FGC and must be followed by all students.
7. If the student is an AA student, ask the student to which university he or she plans to transfer. Look up common course prerequisites for the major at that university in the common course prerequisites accessed through FLVC. As of 1996, prerequisites should be the same at all state universities for each major; however, requirements for admission to a particular college may differ at each university if the major is a "limited access" program.
8. Try to learn which courses are offered each semester. Some are offered every semester, while others are offered only certain semesters. Guide students to classes in an appropriate sequence. The suggested sequence in the brochures or catalog is a good guide to follow.
9. If a student is required to take developmental classes, the student must be continuously enrolled in those classes from the first term of enrollment. The developmental student should take Student Success (SLS 1501) concurrently with the first developmental class needed.

Students are limited to three attempts to pass a class. An "attempt" includes the original grade, repeat grades, withdrawals, and audits. After Fall 1997, the student will have to pay full cost of instruction (similar to out-of-state-tuition) for the third attempt. If a developmental class is not successfully completed within three attempts, the student will not be allowed to register for classes until he or she demonstrates mastery of the subject area. The responsibility for developing mastery of the subject area is the student's. Application must be made to the office of the Vice President for Student Services for approval to take a course more than three times.

10. If a student doesn't test into developmental classes, but expresses great difficulty with test taking, time management, or has been out of school for a number of years, the advisor might recommend the Student Success class (SLS 1501). SLS 1501 is now a requirement for the general education component for Social Sciences.
11. Advisors should be aware that state universities use different criteria for admission to programs. Although the state college system uses the "forgiveness" policy on retaking a class, many universities require the inclusion of **ALL** classes when calculating the GPA

for admission to a particular program. Others frown upon withdrawals from classes and may calculate a withdrawal as a "C" grade or lower. For these and similar reasons, Associate in Arts students should be warned to consider the long range consequences carefully when withdrawing from classes. Students should also be encouraged to do as well as possible in classes so retakes are unnecessary. There is a limit of three attempts for any one class. An "attempt" includes withdrawals and audits.

12. Advisors have access to all state university and many private university catalogs through the FloridaShines (floridashines.org). The common course prerequisites for all majors can also be accessed through FloridaShines at www.floridashines.org.
13. Students and advisors may access online degree evaluations and evaluations for different majors (what-if analysis) through MyFGC.

Banner Self-Service:

Log into: MyFGC from the College's web page

Select: Enter Secure Area

Enter your user ID (your employee ID#)

Enter your PIN (You should use the same PIN that you've been using to access your class rosters. Banner default PIN is your birthdate in the format: MMDDYYYY.)

Choose Faculty Services (From here, you can access your course information. Depending upon which option you select, you may be prompted to enter a term.) Some items that you can access from here are Summary Class List (class roster), Student Information (for students registered in your classes), and Final Grades (where you'll enter the final grades at the end of the term).

Make your selection and proceed as prompted. You may be required to enter a term.

Directions are available at the Tutorials link on the Registrar's web page.

Degree Evaluations and What-If Analysis may also be performed by students and advisors to monitor program/degree progress or determine course requirements for completion of another degree or certificate.

FGC OFFICE OF ADVISING SERVICES
Individualized Education Plan

STUDENT/ID _____ **DEGREE/FIELD OF STUDY** _____

<i>SEMESTER 1 COURSES</i> _____ _____ _____	<i>SEMESTER 2 COURSES</i> _____ _____ _____	<i>SEMESTER 3 COURSES</i> _____ _____ _____	<i>SEMESTER 4 COURSES</i> _____ _____ _____
<i>SEMESTER 5 COURSES</i> _____ _____ _____	<i>SEMESTER 6 COURSES</i> _____ _____ _____	<i>SEMESTER 7 COURSES</i> _____ _____ _____	<i>SEMESTER 8 COURSES</i> _____ _____ _____

.....
 SB1720 Exempt _____ Tutoring _____ Baycare _____ FA: Update FAFSA/Foundation Scholarships _____ Critical Dates _____
 Graduation/Completion Requirements: Foreign Language _____ Computer Literacy _____ GPA _____ Graduation Application _____
 Transfer Advising: Institution/Major _____
 Prerequisite Courses _____ Admission Deadlines _____
 Comments: _____

ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS

Dr. Jennifer Price, Vice President (4324)

Ms. Debra Harrison, Executive Assistant (4321)

Enrollment Services

Ms. Gayle Hunter, Director/Registrar (4291)

Vacant, Associate Director (4204)

Ms. Crystal Janasiewicz, Enrollment Specialist II (4361)

Ms. Gloria Jordan, Enrollment Specialist I (4290)

Vacant, Enrollment Specialist I (4396)

Ms. Amanda Luke, Enrollment Specialist I (4398)

Ms. Elaina Voyles, Enrollment Specialist I (4236)

Vacant, Registrar Specialist II, PT (4438)

Recruitment and Communication

Ms. Kacey Schrader, Director (4233)

Ms. Rylie O'Quinn, Office Assistant PT (4287)

Ms. Alisa Ring, Recruiter (4246)

Mr. Brian Lloyd, Recruiter (4416)

Ms. Jeanne Anderson, Communications Specialist I (4205)

Ms. Crystal Hollingsworth, Communications Specialist I (4436)

Ms. Rachel Rogers, Staff Assistant II, Gilchrist County, Bell (4254)

Information & Assistance, Dixie County, Cross City (4493)

Enrollment Marketing

Mr. Rob Chapman, Coordinator (4248)

Financial Aid

Ms. Becky Westberry, Director (4395)

Mr. Travis George, Associate Director (4283)

Ms. Cynthia Fretwell, Senior Office Assistant (4244)

Ms. Jeana Brown, Financial Aid Specialist I (4302)

Ms. Kristen Casperson, Financial Aid Specialist II (4272)

Ms. Melinda Green, Financial Aid Specialist I (4462)

Ms. Denise Morrisette, Financial Aid Specialist II (4282)

Ms. Bobbie Starling, Financial Aid Specialist I (4284)

Dual Enrollment

Ms. Michele Cuadras, Director (4443)

Ms. Pamela Anderson, Staff Assistant II (4341)

Ms. Denise Johnson, Academic Advisor (4440)

Mr. Brian Lloyd, Recruiter (4416)

Pharmacy Technician Program

Mr. William (Jonny) Peace, Coordinator (4229)

Advising & Disability Services

Ms. Laurie Albury, Director (4422)
Ms. Ariel Newsom, Staff Assistant I (4222)
Dr. Toni Briley, Academic Advisor (4334)
Ms. Lindsey Morton, Academic Advisor (4494)
Ms. Kelly Sistrunk, Academic Advisor (4304)
Vacant, Academic Advisor (4434)

Ms. Terry Ann Auger, Disability Services Coordinator (4215)
Ms. Wendy Clark, College Access Specialist (4390)

Student Activities

Ms. Amy Dekle, Coordinator (4317)
Mr. Barry Congressi, Student Activities Specialist (4319)

Student Success

Ms. Sandra Tomlinson, Director (4413)
Ms. Rebecca Thomas, Senior Staff Assistant, Student Success Office (4479)
Ms. Liz Allison, College Success Coach (4458)
Ms. Marcia Umstead, College Success Coach (4445)
Mr. Robert Dawson, Math Specialist (4382)
Mr. McKinley Jeffers, Student Success Lab Teaching Assistant II (4437)
Ms. Caryl Bender, Student Success Lab Teaching Assistant II, PT (4305)

Take Stock in Children (TSIC)

Ms. Antonia Robinson, TSIC Program Specialist (4392)
Ms. Brenda Hunter, Senior Staff Assistant (4423)
Ms. Tiffany Criswell, TSIC UNISON Student Success Coach (CHS) (4392)
Ms. Amy Grunder, TSIC UNISON Student Success Coach (FWHS) (4392)
Ms. Crystal Toler, TSIC Student Success Advocate (Dixie) (4475)

ADMISSIONS (4287)

The Admissions Office serves as the initial point of contact for prospective and/or returning students to FGC. Information regarding steps to enrollment as well as program options can be obtained via the Office of Admissions. The Office provides information regarding Florida Gateway College's academic and vocational programs. Review booklets for Computerized Placement Tests (PERT) and Test of Adult Basic Education (TABE) are available online.

TUTORING (4307)

Free tutors are available in a variety of subjects. Tutors are assigned to the Collegewide Learning Lab and schedules of the times they are available can be picked up in the Collegewide Learning Lab. Tutors are available during the summer. Specialized individual tutoring is available for disabled students through Disability Services Office at 4393.

FINANCIAL AID (4284)

The Financial Aid Office provides financial assistance and counseling for students who need help in meeting college expenses. Loans, grants, scholarships, and work study are available to qualified students. Questions about the process, deadlines, how to maintain eligibility, etc., should be directed to the Financial Aid Office or our website.

STUDENT ACTIVITIES (4316)

The Student Activities Office provides a diversified program of both social and cultural activities to enhance students' college education. In addition to providing activities/events for students, the Student Activities Office processes student identification cards, and houses the office of Student Government. Students are encouraged to develop their leadership abilities through club and organization activities. The Student Activities is located in Building 007, telephone 754-4316.

ADVISING SERVICES (4222)

Hours: are 8:00 a.m. to 4:30 p.m., Monday through Friday (Fall and Spring terms)

7:30 a.m. to 5:00 p.m., Monday through Thursday (Summer term)

Advisors are always available until 6:30 p.m. on Wednesday, throughout the year.

THE FOLLOWING SERVICES ARE AVAILABLE TO STUDENTS:

- Academic Advising (Ext 4222) for degree and certificate students, help with educational plan development, registration, and graduation applications.
- Career Services (Ext 4334 or 4434) that include career exploration and planning, resume writing and interview assistance, and employment preparation.
- College Catalogs and Transfer information.
- Dual Enrollment advising for high school students in public, private or home schools.
- Multicultural Services, including academic success support and mentoring.
- Preadmission advising for prospective students.
- Retention services.

New Students pursuing a degree or certificate who have placement scores on file may make an appointment for advising by contacting the Office of Advising and Student Development at 386-754-4222.

DISABILITY SERVICES OFFICE (4393)

As an instructor, your role in implementing needed accommodations for students with disabilities is critical to helping our college meet federally mandated requirements. In accordance with the Rehabilitation Act of 1973 and Amendments of 1974, as well as the Americans with Disabilities Act of 1990, and Amendments of 2008, the college is required to provide reasonable accommodations in coursework, testing and related matters to students with disabilities. Services are provided to persons who have impairments that substantially limit major life activities, including the ability to learn. Training that outlines the legal requirements to ensure non-discrimination will be made available through the Disability Services Office.

The Disability Services Office provides advising and identification of accommodations as well as services, including individualized tutoring for all students who self-identify and document their disability. Confidential files related to individual disabilities are maintained only by this office.

Students are required to register with the office to receive accommodations and also must provide accommodation letters issued by the Disability Services Office to their instructors. Faculty are required to provide the accommodations identified on the letter unless the student opts to exercise their right to refuse any or all of the accommodations if so desired. Instructors are strongly encouraged to contact the office (Building 017, Room 021) with any questions or concerns, or to determine whether special arrangements can be made to assist them in providing the needed accommodations. To contact the Disability Services Office, call 386-754-4393 or email us at disability.services@fgc.edu.

OMBUDS OFFICE (4267)

A student may appeal a decision that is related to the student's access to courses and credit granted toward the degree to the Office of the Ombuds Coordinator. The Ombuds Office is located in Building 002, telephone 386-754-4267.

OFFICE OF ENROLLMENT SERVICES (4205)

The Office of Enrollment Services is the custodian of all student academic records. The staff in the Office of Enrollment Services makes every attempt to keep all faculty members informed as to procedures and policies which relate to student enrollment at Florida Gateway College. Should you have any questions or problems regarding any student record or registration issues, please do not hesitate to contact the Office of Enrollment Services. The phone number is 386-754-4205 or Ext. 4205.

During fall and spring semesters, the Office of Enrollment Services hours are:

Monday through Friday	8:00 a.m. – 4:30 p.m.
Wednesday	8:00 a.m. – 6:30 p.m.

Some of the functions or processes handled by the Office of Enrollment Services include, but are not limited to:

- Maintaining the catalog of courses approved by EAC, the Board of Trustees and Statewide Course Numbering System (SCNS)
- Setting up the schedule of classes for registration, based upon the input sheets provided by the departments
- Registration, add/drop, and withdrawal
- Grade changes
- Major changes
- Name, address, and Social Security changes on student records
- Evaluating transcripts of transfer students
- Processing transcript requests
- Coordinating registration of incoming transient students
- Veteran's certification of enrollment
- GPA calculation and recalculation
- Processing graduates

DUAL ENROLLMENT (4443)

Dually enrolled high school students may also attend college courses with specific approval from their high school. These students must meet specific criteria, and file specific forms with the College to meet all applicable qualifications.

Questions regarding dual enrollment students should be directed to the dual enrollment coordinator. The Dual Enrollment coordinator is located in Building 015, telephone 754-4443.

STUDENT SUCCESS CENTER

Located in building 059 on main campus, The Student Success Center is a stand-alone, multi-purpose, learning/success center. The Center is available to all FGC students, St. Leo University students, and the general public from 8 a.m. to 8 p.m. Monday through Thursday during all semesters and on Fridays from 8 a.m. to 3 p.m. spring and fall semesters. The Lab provides over 50 computers that are internet accessible and preloaded with software programs commonly required for students. Students may work on assignments using the latest version of MicroSoft Office, Canvas, Internet Explorer, FireFox or Chrome, just check their emails or surf the web. Assistance is available for all these systems. Test proctoring is also available as needed. For information you may call 386-754-4307 or 386-754-4437.

The Student Success Center provides peer and instructor tutors for all levels of math, Writing, and Reading. Chemistry, Physics, Spanish, and Statistic tutors are also available depending on the current Tutor backgrounds. Tutors receive Level II CRLA (College Reading and Learning Association) training and certification. The center also offers Peer Mentors for college success. Peer mentors are available to provide course assistance for students taking SLS 1501. Tutor and mentor schedules are posted around campus at the beginning of each semester. Contact the Student Success Center for a copy.

Boot Camp for college readiness, GradesFirst early alert and retention program, and TRIO offices are also a part of The Student Success Center. If you wish to contact the Success Center or TRIO Program you may call 386-754-4479 or 386-754-4413.

An online tutoring program is also available, through Canvas for all FGC students. Net Tutor is available 24/7/365. Tutors are available for a wide variety of subjects. Essay and other writing assignments may also be submitted for tutor review.

TRIO STUDENT SUPPORT SERVICES

Florida Gateway College recently became a TRIO SSS College. The Federal TRIO Student Support Services Program (TRIO SSS) is a Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO SSS provides: personal college success coaches; academic tutoring; advice and assistance in postsecondary course selection, assist student with information on student financial aid programs, benefits and resources for locating scholarships; assistance in completing financial aid applications. TRIO SSS also provides counseling sessions designed to improve financial and economic literacy; assistance in applying for admission to, and obtaining financial assistance for enrollment in four-year programs. For more information you may call the TRIO SSS Program office 386-754-4458 or 386-754-4445.

EARLY ALERT/RETENTION - GradesFirst

GradesFirst is part of the Education Advisory Board and is the tool Florida Gateway College uses for student early alert to increase retention and completion. Each semester, two GradesFirst

early alert campaigns are created which generate an email to instructors asking them to complete a progress report on their students in their courses.

We want to help create an environment of open conversation between student and instructor by communicating with students ahead of our first early alert campaign each semester. Please help us in this endeavor. Take a few moments to discuss with your students about GradesFirst, the “at risk” email, and FGC’s goal of student support with successful course completion.

Instructions:

Student Success sends a GradesFirst Progress Report Campaign email to instructors two to four weeks into a new semester and again just before withdrawal deadline.

When you receive your email notification of Grades First Progress Report Campaign...

- **Click on the link** and you will be redirected to your courses and students

- **Select and complete a progress report on your at risk students only** using the criteria below:
 - multiple absences
 - incomplete/missing assignments
 - failing grade (F) or a grade that is very close to failing

- Please **include students’ current grade, attendance, and comments** that will help Success staff offer assistance to your students. We do not share this information; we offer support.

- **If you have a student(s) who needs to withdraw from your course, please be sure to add that in the comments.** When we contact students who need to withdraw, we will inform students to see their advisor to consider withdrawal. We will offer academic support for those students not recommended for withdrawal.

- **Scroll down and select Submit unmarked students as NOT at risk – I am done.** This will identify the students at risk and you will not have to complete a report for students with satisfactory progress.

Upon completion of the progress report, an email is generated and sent to students whose success may be at risk.

If you are listed on a course in Banner as “0%”, you do not need to respond. Only the course instructor will need to respond

**QUESTIONS/SUPPORT: Student Success Center
Director 386-754-4413**

**Bldg. 059
Sr. Staff Asst. 386-754-4479**

FREQUENTLY ASKED QUESTIONS

- When will early alert campaigns be sent to instructors?
 - Two campaigns are sent each semester/session. The first is sent when approximately ¼ of the course is complete and the second is sent one week prior to last day to withdraw date.

- How long is the early alert campaign open?

- Early alert campaigns are generally open three to five days depending on the length of course and turnaround time needed to contact students.
- Is completion of Grades First early alert campaign mandatory for instructors?
 - Yes. It is imperative that all faculty respond to every GradesFirst email you receive. The administration is making efforts to reach every student at risk and offer support to help them become successful.
- What type of help is given by the Student Success Center?
 - Tutors and Mentors, Student Success Coaches, Computers for student and computer assistance

Christine Boatright
Director, Library
386-754-4337 <christine.boatright@fgc.edu>

Fall and Spring Library Hours:

Mon - Thurs 7:30 a.m. - 7:30 p.m.
Friday 7:30 a.m. - 4:30 p.m.
Saturday and Sunday Closed

Summer Hours:

Mon - Thur 7:30 a.m. - 6:30 p.m.
Friday, Saturday, and Sunday Closed

Library Services for Faculty

- ❖ Collection and Faculty Participation
- ❖ Reserve services
- ❖ Online, full-text databases
- ❖ Orientation / Research skills
- ❖ Online interlibrary loan

THE COLLECTION AND FACULTY PARTICIPATION

The FGC Library contains more than 35,000 physical items, including books, DVD's audiobooks, and magazines. There are more than 80 full text databases online in the Library Catalog. You may access them with your MyFGC ID. Your PIN defaults to your birthdate MMDDYYYY. The Florida Academic Library Services Cooperative allows resource sharing between the 28 Florida College System libraries and the 12 State University System libraries.

As a faculty member at Florida Gateway College, your advice and involvement in developing the collection is required by our accrediting agencies to meet the high standards expected of an academic library. You may make online requests for materials to support your classroom activities, or make your request directly to library staff. You have an open invitation to tour facilities and stacks and to pull items in your area of study that you think should be weeded from the collection. In some areas, such as Allied Health and Nursing, old information can be dangerous. We invite your assistance in keeping our collection relevant and up to date.

RESERVE SERVICE

Faculty are encouraged to notify the Library staff prior to giving class assignments requiring use of the library, to identify available materials and to place on reserve those items that should be available in the library for all students in the class. This ensures that required materials for students will be easily accessible. You may select library materials or place your personal books or articles on reserve for in-library use only, or for limited checkout as specified by the instructor.

Intellectual Property:

Florida Gateway College subscribes to the belief that intellectual property rights should be respected and honored, and fair and appropriate use of published materials is both a legal and ethical obligation that all members of the College community should observe.

FGC Board Policy 6Hx12:04-14 addresses in detail intellectual property rights.

ONLINE FULL-TEXT DATABASES

The Library's electronic resources are entirely different from "internet resources." These database resources, covering many subject specific areas, are funded through FLVC and your FGC library to provide free access to journal articles, newspapers, e-books, and other digital content to current faculty, staff, and students. Please encourage your students to take advantage of these resources and to review the orientation overview and activity available on the library web page that will familiarize them with the databases.

ORIENTATION & RESEARCH SKILLS INSTRUCTION

The Coordinator of Library Research, Patty Morris, will be glad to meet with you to discuss your class needs and any special requests for a "tailored orientation." We provide tours of the library, and can schedule the library instruction room (with over 35 computers) so students can complete the orientation online as a group. If you schedule an orientation for the entire class, please remember to:

- ❖ **make the appointment as soon as possible to avoid room/librarian schedule conflicts**
- ❖ **indicate preferred location (i.e. classroom, computer lab, library instruction room, or online delivery)**
- ❖ **make sure all students have their student ID'S**

Of course, if the orientation can be scheduled in conjunction with a research assignment, the library resource information will have immediate relevance! The librarian will be happy to customize the activity to an assignment for this best-practice approach.

After a demonstration of the databases (20-30 minutes), the librarian can let your students finish the library skills activity and ask questions, or they can be assigned to complete the activity by a certain date. They will then turn the assignment in to the library where a red sticker will be placed on their I.D. to indicate the completion of the orientation.

SUPPORT FOR DISTANCE LEARNING

Distance learning students require equal access to reliable resources to assist them in their course work. Students' information literacy skills must reflect that they know how to access "peer-reviewed" journals not found on the internet, and also how to utilize the "Ask a Librarian" service to help them navigate the "virtual library." Not only will students find the library's databases reliable (unlike many resources found through search engines on the Internet), but they will access the information more quickly! Please encourage distance learning students to read the

Orientation Overview and fill out the Orientation Activity and Plagiarism Tutorial (see below). You may email (library@fgc.edu) or call Reference (386-754-4391) for assistance.

INFORMATION LITERACY ONLINE RESOURCES

1. Orientation Overview: go to the Library Home Page (<https://www.fgc.edu/current-student/library/>) and click on Library Orientation.
2. Orientation Activity and Plagiarism Tutorial: <https://www.fgc.edu/current-students/library/library-orientation/> this activity is located within the Orientation Overview and briefly surveys a few of the databases and the library catalog. It includes a thorough tutorial about plagiarism, and asks for feedback on the online instruction. The activity can be electronically submitted to the Library. The Library will check each activity, and submit email notification of receipt with any relevant comments to the student and the instructor.

Feel free to contact the Library Director or another staff member any time for assistance and to suggest improvements of library services or resources.

AUDIO VISUAL SERVICES

The Audio Visual Department is located in Building 200, the Wilson S. Rivers Library & Media Center. A variety of audio visual instructional aids is available for instructor checkout.

Procedures

1. Make your request for equipment in a timely manner, at least one day before equipment is required. You may call the Audio Visual Department at ext. 4329 or make a written request through campus mail or via e-mail to audiovisual@fgc.edu
2. To reserve equipment, give your name, date and location equipment is to be delivered, the type of equipment to be delivered, time equipment is needed and what time equipment may be picked up.
3. Last minute emergency requests will be taken care of, if scheduling permits.
4. As the instructor, you are responsible for equipment during the time period equipment is checked out to you. Because of the danger of theft, lap tops/multimedia projectors will be returned or picked up immediately after use.

Items Available for Check Out

4. Flat Screen Monitors
5. Audio cassette players
6. CD Player
7. Carts

8. PA System
9. Podium with microphone
10. DVD Players
11. Multi-Media Projectors
12. Digital Still Camera
13. Digital Camcorder
14. Laptop Computer

Services

Dry Mounting and Laminating - To preserve posters or other educational material, the Audio Visual Department will mount work on durable foam board or poster board. All costs involved will be charged against the budget of department making the request.

Video - Copies can be made of educational programming as long as there is no copyright on material to be copied. The cost of DVD will be charged against budget of department making request.

Video Taping - Requests to record special class lectures or guest lecturers should be made at least five days in advance. The cost for DVD and any copies will be charged to the budget of the department making the request.

Audio – CD of recordings if no copyright exists. Cost of CD will be charged against the budget of department making request.

Digital Photos

Television Support of Local Activities

The person or organization desiring television support of its activities should contact the Executive Director of Media and Community Information. The Executive Director will arrange with the Audio Visual Department to provide service to the individual or organization.

REQUESTS FOR DUPLICATING, PRINTING, & DESIGN

FGC Public Information Office (PIO)

Location: Building 200, the Wilson S. Rivers Library & Media Center

Phone: ext. 4329

Most duplicating, printing and design jobs are outsourced to the appropriate printing vendor. The following procedure will be followed should you need any duplicating, printing, design work or other type of advertising specialty.

1. Requestor will submit a Print Request form for the job to the PIO office

2. The PIO Office will review all requests for compliance with graphic, print and duplicating standards. Should any corrections be necessary, the PIO Office will notify the Requestor. The PIO will set the job and send proof to Requestor.
3. The PIO Office will obtain a quote for the job from the Vendor and will notify the Requestor of the Vendor to be used as well as the job cost.
4. Requestor will prepare a Purchase Requisition for the job.
5. Upon completion of the approval process, Purchasing will create a Purchase Order for the job.
6. The PIO Office will secure the PO Number and send job to the printer via email and fax a copy of original print request to Requester.
8. The Vendor will ship the completed order to Central Receiving (Warehouse) with a copy of the print request attached.
9. Central Receiving will notify the Requestor that the order can be reviewed and picked up at Central Receiving.
10. Vendor will submit an invoice for the job to Accounts Payable.
11. Upon Requestors' approval of invoice for payment, Accounts Payable will generate a remittance to the Vendor.

The following information related to the acquisition of duplicating, printing and design services may be of use to the Requestor.

Services:

Duplicating, printing and bindery will be out sourced locally depending on the requirements of the project. (Bindery services: collate, staple, hole punch, spiral and perfect binding, fold, cut, perforate, and number.)

1. Duplicating/Printing: There is a 10 business day turn around on duplication jobs and 20 business days turn around on printing. If your duplicating project is extensive and requires additional bindery steps such as numbering, collating, hole punching, etc., please check with the PIO to determine how it will affect the deadline for your request. Note: Depending upon the complexity of your job and the printing vendors schedule, your job may be turned around in less time.

You will be provided a "quote" prior to any work on your project. In addition, should the PIO need to outsource typesetting, there will be an additional charge that will be estimated upfront. You will need to supply a complete request for graphic design and printing prior to the PIO beginning any work on your project. The PIO will not purchase supplies for you. They will be purchased directly from your account.

In addition, the Business Services department has installed duplicators in strategic locations for departments to complete their own duplicating. It will be expected that faculty and/or staff duplicate all documents such as tests, syllabi, quizzes, class notes, etc. Other larger jobs should be sent to the PIO for processing.

2. Please allow an additional 10 business days if your project requires any typesetting or modification to an existing document. New graphic design projects must be coordinated through the Public Information Office and will require additional time to produce quality documents. Artwork and typesetting requests as well as the print request must be sent directly to the graphic designer, prior to initiation of the project. They can be reached at ext. 4248.
3. Due dates must be indicated on all printing/duplicating requests. **NOTE: ASAP** will not be considered a due date and will be scheduled into the regular workload with no priority. If you have a legitimate “rush job,” please contact the PIO immediately to see if it can be accomplished by our vendors.
4. Completed orders will be received in FGC’s Central Receiving (warehouse) and you will be notified. The Requestor will be responsible for picking them up. The Requestor is responsible for reviewing his/her documents for accuracy and quality and immediately notifies the PIO of any problems with their order.
5. Please make sure special instructions are marked on your orders (you may want to use a highlighter to indicate special instructions), remove any staples, and put the originals in order as you want them reproduced. Also, please note if originals are one or two-sided. If you have 8.5x11 originals and would like the end product to be 11x17 booklets please specify and clarify with the PIO.
6. Due to copyright restrictions, the PIO must request that you contact your division coordinator, director, or vice president regarding ruling on duplicating/printing of original work or preprinted materials. If materials are questionable and do not bear the division coordinator, director, or vice president’s initials, the PIO will not be able to process them until a release is secured. If you have written permission from the author or publisher, the PIO requires a copy for its records before processing. The permission clause must appear on the article to be reproduced.
7. For additional information contact coordinator of public information at ext. 4247.

ACADEMIC AFFAIRS

Dr. Brian Dopson, Vice President (4209)
Ms. Kelly Hardee, Executive Assistant (4269)

Deans/Directors:

Dr. Paula Gavin, Dean, Academic Affairs (4260)
Mr. Matthew Peace, Associate Dean, Academic Affairs
Mr. John Jewett IV, Executive Director, Business, Industrial & Agricultural Programs (4225)
Ms. Melody Corso, Executive Director, Nursing and Health Sciences Programs (4323)
Dr. Pamela S. Carswell, Executive Director, Teacher Preparation Programs (4469)
Ms. Patricia Orender, Director, ASDN and Certificate Programs (4354)
Ms. Rebecca Van Hoek, Director, Institutional Effectiveness & Distance Learning (4491)
Ms. Christine Boatright, Director, Library (4337)
Mr. Jay Swisher, Director, Public Service Programs (4303)
Vacant, Water Resources (4343)

Coordinators:

Ms. Allyson Dees, AA Education (4268)
Ms. Williema Mohan, ASDN (4348)
Dr. Shane Neely-Smith, BSN (4487)
Dr. Pedro Mora, Coordinator/Instructor, Math, Business, & Gaming (4373)
Ms. Carol McLean, Cosmetology (4411)
Dr. Juan Guzman, Coordinator/Instructor, Biological, Physical, & Social sciences (4250)
Dr. Sharron Cuthbertson, Early Childhood AS (4495)
Ms. Elizabeth Carroll, Educational Preparation Institute (4203)
Ms. Ann Brown, Emergency Medical Services (4297)
Vacant, Engineering Technology (4228)
Ms. Ruth Berger, Health Information Technology (4261)
Vacant, Horticulture (4406)
Mr. Tim Moses, Coordinator/Instructor, Humanities, Government & History (4267)
Dr. Troy Appling, Coordinator/Instructor, Communications, Languages, & SLS (4369)
Mr. Joe Petersen, Coordinator/Instructor, Horticulture (4218)
Ms. Lachrishia Gwinn, Law Enforcement Training (4383)
Vacant, Patient Care Assistant (4223)
Ms. Kim Salyers, Physical Therapist Assistant (4358)

Office Personnel:

Ms. Becky Berry, Administrative Specialist, Academic Affairs (4253)
Ms. Anne Sawyer, Sr. Staff Assistant, Business, Industrial & Agricultural Programs (4219)
Ms. Michelle Bozeman, Cosmetology Specialist (4264)
Ms. Cathy Walsmith, Sr. Staff Assistant, Criminal Justice Training (4231)
Ms. Alicia Cabrera-Thomas, Staff Assistant I, Arts & Sciences (4489)
Ms. JoAnn Bailey, Library Technician II (4338)
Ms. Debra Shearer, Sr. Staff Assistant, Nursing & Health Sciences (4448)
Ms. Jeanette Blackmon, Sr. Staff Assistant, Nursing & Health Sciences (4404)
Ms. Debra Grow, Sr. Staff Assistant, Teacher Preparation Programs (4257)
Ms. Rene Dukeman, Senior Staff Assistant, Water Resources (4207)

General Information:

Arts and Sciences consists of the areas of Liberal Arts and Mathematics/Sciences. The Liberal Arts and the Mathematics/Sciences areas provide the majority of “university parallel” or university transfer instruction at Florida Gateway College. They also support, with general coursework, most of the other non-transferable programs at the college.

Occupational Programs offers students the opportunity to earn unique Bachelor of Science Degrees, Associate of Science Degrees, Vocational Certificates, College Credit Certificates, Applied Technology Diplomas, and Industry Certifications to prepare for immediate employment in business and industry. Programs consists of Corrections, Law Enforcement, Nursing and Health Sciences, Teaching, Cosmetology, and Business, Industrial, and Agricultural.

The Associate of Arts in Education students have declared an area of education as their major and intend on transferring to a university to continue their education and obtain a baccalaureate degree. Students spend hours outside the courses observing in a public school classroom. The Future Teachers Club offers benefits such as collegiate support, community service opportunities, and social interactions to enhance the college experience for education majors.

The Early Childhood Education programs offer both credit and noncredit courses with flexible scheduling to meet the needs of working students. The noncredit courses consist of the state mandated Department of Children and Families child care training courses which prepare early childhood teachers to pass competency exams. The DCF Child Care Professional Credential can be obtained through successfully passing a nine credit hour program. FGC also offers three 12 credit college certificates with specializations in infant and toddlers, management and preschool. All certificates articulate to the Associate of Science in Early Childhood Education (63 credits)

The Bachelor of Science Degree in Early Childhood Education (UBEC) program is designed to prepare graduates to work in child care programs serving young children birth through age four. The UBEC program is for students who have already received an Associate of Science or an Associate of Arts degree and are interested in pursuing further education. The UBEC program meets all requirements set by the state and is fully accredited. While the UBEC does not lead to Florida teacher certification, it does meet requirements identified to become either Head Start or Voluntary Pre-Kindergarten (VPK) lead teachers. Students will graduate with a strong knowledge base of how young children grow and best practices to support young children’s success.

The Educator Preparation Institute (EPI) encompasses many aspects of teacher training. One component in EPI is the alternate certification program that allows individuals with four year degrees or higher outside of the field of education to complete the coursework, pass the Florida Teacher Certification Exams, and become a certified teacher. The EPI personnel works with local school districts to provide support for teachers by offering professional development courses in Reading Endorsement and ESOL. Substitute teacher training and paraprofessional training are offered as needed. Teacher certification exams can be taken in the FGC testing center.

The Computer Science department offers courses designed to prepare students in a variety of areas, specializing in networking and programming. Major options can be one or more of three certificate or two degree tracks. Programs may lead to industry certification. Courses are also offered that are suitable for non-majors or A.A. electives.

The Graphic Design Technology program prepares students for employment in the graphic design industry by offering training in a computer production environment using current industry standard software. Graduates will have the skills to work in advertising, desktop publishing, Web publishing, electronic photo enhancement, and digital illustration. The Associate of Science in Graphic Design Technology is a two-year program requiring 64 credit hours in twenty-one courses. Students are required to complete seven computer graphics courses, two computer science courses, and classes in studio art, photography, English, math, business, speech, and either art history or art appreciation.

The College Credit Certificate in Graphic Design Production is a three semester program requiring completion of 24 credit hours in eight courses. This includes five computer graphics classes, one computer science class, design fundamentals, and digital photography. All course work completed in the C.C.C. articulates into the A.S. degree. The graphic design program is not only open to students seeking the Associate of Science degree and/or College Credit Certificate but also enrolls students seeking to transfer to four-year institutions, dual enrollment students, and those seeking job enhancement skills and personal enrichment.

The Game Design program is designed to give students an introduction to the many different skills used in the development of video games for all major platforms including PC, console, smart phone, and social networks. The 24 credit degree track helps them think like game designers while also offering basic instruction in digital art, programming, game writing, and game production. Graduates will be able to make an informed decision about what role they would like to pursue within the game industry and structure their educational plans accordingly.

The Health Information Technology program is an Associate in Science degree designed to prepare the graduate to work with and manage health-related information in a variety of settings. Health Information Technicians collect, organize and analyze data used in the healthcare profession. Most technicians working in Health Information Technology, also known as HIT professionals, work in healthcare facilities, but some work for insurance companies and government agencies, compiling data used for analysis and research. Graduates will sit for the Registered Health Information Technologist Exam.

The Medical Coder Biller program is designed to prepare students for employment in a variety of healthcare settings as entry level coder, medical record coder, coding technician, coding clerks, or medical coder/billers. The 26 credit degree track offers training in coding systems, fundamentals of disease process including pharmacology, healthcare delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills. Graduates will sit for the Certified Coding Associate exam.

Business programs consist of a 24 credit Certificate in Business Management and a 60 credit Associate in Science (AS) degree in Business Administration. These programs prepare students to enter the workforce in various aspects of small business, with some emphasis on entrepreneurship.

Logistics and Supply Chain Management consists of an 18 credit Logistics and Transportation Certificate and a 60 credit Associate in Science (AS) degree in Supply Chain Management. The Certificate is best suited for people who are working in the logistics and supply chain management industry who need some formal courses. New students should pursue the AS degree. This is a growing specialty area around the country, in Florida, and especially North Florida

Engineering Technology-Advanced Manufacturing consists of two Certificates and a 60 credit Associate in Science (AS) degree that prepares students for various entry level technical positions in manufacturing. Students who do not want to take Calculus and who are more interested in the manufacturing process than equipment design should investigate these programs. There is increasing demand for technically trained people on the manufacturing floor.

Heating, Ventilating, and Air Conditioning (HVAC) and Welding are two separate programs with two separate job markets. Welding jobs range from an individual welding shop to manufacturing to construction. There is constant demand for good certified welders, and this program leads to nationally recognized certification. The HVAC program also leads to nationally recognized certification. There is constant demand for properly trained air conditioning technicians with residential and commercial companies.

The Cosmetology program is a long established program that leads to state licensing. Throughout the years, Florida Gateway College students have a very high pass rate on the state licensing exam. This program fills every year, and graduates have been very successful in finding employment in our North Florida area. The program covers hair, facials, and nails with additional specialty certificates in facials and nails available.

The new all online 18 credit Certificate in Horticulture consists of six basic horticulture classes pertinent to anyone working in any aspect of the horticulture industry. The courses are Principles of Plant Growth, Agricultural Chemistry, Soils and Fertilizers, Landscape Plants, Irrigation for Golf and Landscape, and Turf for Golf and Landscape. This certificate is being marketed mainly to people working in the golf and landscape industries, but it is pertinent to any horticulture field and would have value to a new student without industry experience.

The Basic Law Enforcement program is a 770 hour program consisting of 18 courses. The courses range from classroom portions (Legal, Investigations, and Patrol Tactics) to practical courses (Firearms, Defensive Tactics, 1st Aid, and Vehicle Operations.) Successful completion of the program allows the graduate to sit for the state officer certification exam. A passing score enables the graduate for immediate employment with any state or local law enforcement agency in Florida. The program is offered on a full-time basis, twice a year and a part-time, night class, basis once a year. Successful completion of the course can articulate 24 credits toward an Associate of Science degree in Criminal Justice.

The Basic Corrections program is a 420 hour program consisting of 12 courses. The courses range from classroom setting (Introduction to Corrections, Facilities and Equipment, Intake and Release) to practical courses (Firearms, Defensive Tactics, and 1st Aid.) Successful completion of the program allows the graduate to sit for the state officer certification exam. A passing score enables the graduate for immediate employment with any state or local law enforcement agency

in Florida. A passing score enables the graduate for immediate employment with any state or local corrections agency in Florida. The program is offered on a full-time basis 3 to 4 times a year.

The Public Service Training Center also delivers advanced training to area law enforcement and corrections offers. The training center receives annual trust funds from the state to support this training. The center also contracts with the Department of Corrections to deliver a portion of their advanced training courses. These courses include, Advanced Report Writing, Instructor Techniques, Breathalyzer, RADAR/LASER, Interview and Interrogations, Inmate Manipulation, Crisis Management, and many more. The courses are typically 40 hours and offered throughout the year.

The Fire Fighter I program is 220 hour program consisting of basic firefighting principles. Topics covered include Fire Behavior, Ropes and Knots, Ladders, Controlled Burning, Physical Fitness, and Hazardous Materials. Successful completion of the program allows the graduate to perform duties as a volunteer fire fighter. It also allows the student to enter a Fire Fighter II program. Fire Fighter I is a part-time, night class and is offered twice a year.

The EMS Programs offer the following courses to prepare students to work in pre-hospital emergency care. Courses are offered in a number of formats, locations and times to allow for the flexibility required for the average adult learner currently in the workforce.

The EMT program is a one semester program consisting of 266 contact hours (11 credit hours) of EMS education requiring didactic, skills laboratory and clinical components. This course is offered each semester and prepares the student for employment as an emergency medical technician functioning at the basic emergency care level. Topics of study include a preparatory module, patient assessment, medical emergencies, trauma emergencies and special operations. This program is approved by the Florida Department of Health, Bureau of Emergency Medical Oversight. The curriculum adheres to the latest standards as approved by the Department of Education. Upon completion students are eligible to take the National Registry of EMTs certification exam for certification as an EMT. This course is a prerequisite for paramedic training.

The paramedic program is an extremely demanding three semester program that prepares students for employment at the advanced emergency care level. The course consists of 1116 total contact hours (38 credit hours) and requires either Essentials of Anatomy and Physiology or Anatomy and Physiology 1 and 2 as a pre- or co-requisite to the first semester of the program as well as a current Florida EMT certificate. This program requires personal sacrifice and demands a high degree of integrity, self-sufficiency, discipline, motivation and highly developed study skills. This program is approved by the Florida Department of Health, Bureau of Emergency Medical Oversight and is nationally accredited by the Commission on Accreditation of Emergency Medical Services Programs (CoAEMSP). Upon successful completion of this program, the graduate is eligible to take the National Registry or the State of Florida paramedic certification exam. This course is a required component of the Associate of Science in Emergency Medical Services Technology degree program.

The Associate of Science Degree in Emergency Medical Services Technology degree program consists of 73 credit hours and prepares paramedics for employment as supervisors, operations

managers, educators and service directors. The curriculum includes course work in psychology, ethics, and various business skills such as computer applications, oral communications and goal specific electives in management, education or critical care paramedic provider.

The Water Resources department offers non-credit workforce training in addition to credit programs. Students begin with a Water Quality Technician Certificate (12 credit hours) that will prepare and qualify them to take the State Water Operator exam.

The Environmental Science Technology A.S. degree program is designed for individuals interested in the water and wastewater field as well as experienced operators seeking to advance their career. Graduates are prepared to work in a variety of venues or transfer to the BAS program.

The Bachelor of Applied Science Degree (BAS) in Water Resources Management (WRM) is designed to prepare graduates to work in positions in the emerging field of water conservation, resources, and/or policy-making. The Water Resources Management Baccalaureate program is for students who have already received an Associate in Science degree (AS) in Environmental Science Technology or an Associate in Arts (AA) degree and are interested in pursuing further education. The program meets all requirements set by the state and is fully accredited. Students graduate with a strong knowledge base of management and political issues related to the field of water resources. This degree may lead to employment in a variety of fields that include water management districts, municipalities, corporations focused on water quality, and environmental agencies and corporations where water might be of primary concern. Water related jobs are considered some of the fastest growing positions of this decade.

Continuing Education

Courses are offered each semester to meet the continuing education requirements for many allied health professionals that include, but are not limited to: Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Prehospital Trauma Life Support (PHTLS), Advanced Medical Life Support (AMLS), Emergency Vehicle Operators Course (EVOC), Critical Care Paramedic, EMT Refresher and Paramedic Refresher. These courses are offered as needed.

Community Education

Florida Gateway College is pleased to offer courses to help make our community a safer place to live, work and play. We routinely offer courses for the lay person in CPR and first aid. These courses are for general knowledge, and do not provide any level of “certification.”

Services to Adjunct Instructors:

1. Duplication of materials: See the area office personnel for any requests for duplicating class-related materials.
2. Classroom supplies: Check in the area office for supplies such as chalk, markers, pens and pencils, paper, and other day-to-day materials. Personal purchase of materials for class and/or students, without prior authorization of the vice president, will not be reimbursed.
3. Offices: Shared office space, computers, and telephones are available. Make arrangements through the area office personnel.

4. **Procedures:** All campus forms, materials, access, and other procedures may be secured through the area office personnel or on the college website. Any questions about anything related to teaching for Florida Gateway College may be initiated with the Administrative Specialist.
5. **Faculty meetings:** Adjunct faculty members are encouraged to attend all general area meetings.

Requirements:

1. **Office hours and availability:** Adjunct faculty must have at least one half hour of office time available for students to ask questions. Time before and after each class is also desirable.
2. **Illness/other:** If you have to miss a class for illness or some other reason, you must notify the area office staff as soon as possible. Only the President of the College may cancel classes.
3. **Nursing and Health Sciences specifics:**
 - a) It is the instructor's responsibility to obtain phone numbers of students, clinical instructors and others in order to contact individuals in case of emergencies.
 - b) Time sheets for those working clinical hours must be turned in on time to the area office. Checks cannot be issued until the next pay period for those that are late.

I understand that the Florida Gateway College Faculty Handbook contains rules and policies that apply to me as an employee of the college. I agree to read the handbook and follow it during my employment with the College. I further understand it may be amended at any time.

It is also understood that in any conflict between this Handbook and the College's Policies and Procedures, the Policies and Procedures will take precedent.

I have received a copy of the Florida Gateway College Faculty Handbook:

Employee Signature Date

Employee Name (Printed)

Witness Signature Date