REGISTRATION GUIDELINES

NEW STUDENT REGISTRATION CHECKLIST

Not sure what to do? If you need additional help, email the Office of Enrollment Services at EnrollmentServices@gulfcoast.edu or give us a call at 850-872-3892. You may also find answers to your questions on our website.

- ✓ **APPLY FOR ADMISSION**
  Click here to apply for admission to Gulf Coast State College or go to our homepage and click on the APPLY button. Determine your application status by following the on-screen instructions. Non-refundable application fees apply for each applicant type except returning student. If you choose the wrong application type and pay the fee, you may be required to re-apply under the correct applicant type and submit an additional non-refundable application fee.
- ✓ **TESTING & ORIENTATION**
  Placement testing is required for all degree-seeking students who have not previously completed college level math and English, or who have not recently taken the ACT or SAT, and for students who are not eligible for Flexible Placement. Visit the Testing Services page for more information.
  All degree-seeking college students are required to complete Pathway Orientation before registering for classes.
- ✓ **ADVISING, STUDENT DASHBOARD & REGISTRATION**
  Advising is required for all new first time in college students. Please visit the Student Navigation Center located on the 2nd floor of Student Union East. For registration questions or concerns, it is recommended that you see a Pathway Navigator or Program Coordinator to ensure that you are enrolling in classes that meet your program requirements. Log into **myGCSC** and choose **My Student Dashboard** to view holds, check registration notices, view residency status, run a degree evaluation, view test scores, verify student information, check fees and register for classes. If you receive a registration error, please contact Enrollment Services for assistance (EnrollmentServices@gulfcoast.edu or call 850-872-3892)
- ✓ **FINANCIAL AID AND HOW TO APPLY**
  If you are interested in applying for Financial Aid, begins by submitting a Free Application for Federal Student Aid (FAFSA). Please visit https://studentaid.ed.gov/sa/fafsa for information on how to submit a FAFSA. For questions and concerns about your Financial Aid please email fa@gulfcoast.edu or visit the Financial Aid web page or stop by their office in the Ivie Burch Enrollment Services building.
- ✓ **VETERANS AND THEIR DEPENDENTS**
  If you are a Veteran or a dependent using Veteran Benefits, please contact our Veteran's Liaison at 850-769-1551 extension 3210 or visit their webpage.
- ✓ **PAY FEES**
  Fees are the responsibility of the student and must be paid by the published deadlines on the academic calendar. You can ***CHECK MY BILL*** by logging into **My Student Dashboard**. If you are using Florida Prepaid, contact the Business Office at 850-872-3879.
- ✓ **STUDENT IDS and PARKING**
  Student IDs and Parking Decals are issued at the Campus Information Desk located on the first floor of the Robert L. McSpadden Student Union East building. For more information click here.
- ✓ **ATTEND CLASS**
  Students who do not attend the first week of class may be reported as a no show and withdrawn from class.

ACADEMIC CALENDAR

To see all registration dates, fee due dates, graduation application deadlines, withdrawal deadlines and much, much more, visit the academic calendar. Of special note are the drop/add dates and withdrawal dates. You will receive a full refund if you drop a class during the published drop/add period. You will NOT receive a refund if you withdraw from a class after the published drop/add period.

PROGRAM CHANGE

You may change your program through the drop/add deadline for the session and term that you plan to attend. Program Change forms can be found here. If you need to change your program after drop/add, then it will be changed for the next term. Visit the Academic Calendar for deadlines.

GRADUATION

You must apply for graduation at Gulf Coast State College. We do not auto-graduate. See the Graduation webpage for more information and to obtain a Graduation Application. Graduation Applications may be turned in to the Office of Enrollment Services.

PAPERCUT

PaperCut is a system that connects the student to a campus printer wirelessly. Students can add money to their PaperCut account to print needed items while on campus.

BOOKSTORE

Gulf Coast State College maintains a bookstore in the Student Union West building. The bookstore sells new and used books, school supplies, and Commodore apparel. Books for Gulf/Franklin Center classes are sold at the Gulf/Franklin Center Bookstore. During the final exam period of each semester, the bookstore at the main campus

will buy back select titles from students. Click here to generate your book list.

STUDENT PRIVACY RIGHTS

FERPA is the Family Educational Rights and Privacy Act passed by Congress in 1974. FERPA is designed to protect the privacy of students by limiting third party access to student education records. FERPA is designed to protect the privacy of educational records, establish rights of students to inspect their records and provide guidelines for correcting inaccurate data. See our website for more information.

TUITION REFUND POLICY/ DROP VS. WITHDRAWAL

Students are responsible for all fees for courses not dropped by the student during the published drop/add period. Refunds result from 1) classes dropped by the student by the end of the published scheduled drop/add period for each term; 2) classes dropped prior to the first day of class for courses that do not begin during the scheduled drop/add period; and 3) for classes that are cancelled by the College. A refund of fees paid will be given if the proper procedures are followed. Refunds will be initiated within two weeks after the end of the published drop/ add period each term.

A drop is different from a withdrawal. A drop will result in the elimination of the class(es) from the transcript record. A class dropped before the end of the published drop/add period does not affect the standards of academic progress; however, it may affect the amount of financial aid awarded. A withdrawal will result in a letter grade of "W" in each class from which the student withdraws; withdrawals are included in the calculation of academic progress.

RESIDENCY FOR TUITION PURPOSES

Section 1009.21, Florida Statutes (F.S.), allows students who are U.S. citizens or lawfully present in the United States to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has established legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes of the term for which Florida residency is sought.

Documentary evidence supporting the establishment of legal residence, both initial and reclassification, must be submitted no later than the last day of drop/ add of the term for which initial or reclassification is sought.

For more information on Residency, please see the catalog and/or the website.

NOTIFICATION AND COLLECTION OF SOCIAL SECURITY NUMBERS

In compliance with Section 119.071(5), Florida Statutes, Gulf Coast State College (GCSC) issues this notification regarding the purpose of the collection and use of your Social Security Number (SSN). GCSC collects your SSN only to perform College duties and responsibilities. To protect your identity, GCSC will maintain the privacy of your SSN and never release it to unauthorized parties in compliance with state and federal laws. The College assigns you a unique student/employee identification number which is used for associated employment and educational purposes at GCSC, including access of your records. Gulf Coast State College may collect and/or use your Social Security Number for the following purposes:

- Human Resources (Employment and Hiring)
- Admission and Registration
- Veteran Administration Benefits
- Financial Aid
- Contractors
- Foundation/Alumni Affairs

For more information, please the Gulf Coast State College website.

STUDENT ID NUMBERS

All GCSC students are issued a unique Student Identification (ID) number upon acceptance to the College. All College transactions will require the student to provide their ID number.

STUDENT IDENTIFICATION CARD

Photo student ID cards are provided at the ID Center at the Information Desk on the first floor of Student Union East building or at the following locations: the main office at the Gulf/Franklin Center, the main office at the North Bay Center ,and the GCSC office at Tyndall Air Force Base. Students must present current photo identification (driver license or military identification) and a current registration receipt that shows the student's ID number to have the photo ID made. There is no charge for the original ID card; however, a fee is incurred for replacement cards.

PARKING DECALS/TEMPORARY PASSES

Vehicles on all Gulf Coast State College properties are required to display a College parking decal or a temporary pass issued by the sponsoring department for special events. Visitors can park in spaces marked "Visitor Parking" that are reserved for 45 minutes. Failure to comply with this requirement may result in a traffic fine, and repeated offenses may result in a loss of driving privileges on campus. Parking fees are established annually and approved by the District Board of Trustees as part of the annual operating budget. Parking fees are to be used for the maintenance of parking areas, pedestrian walking areas, lighting, costs of maintaining the public trolley access, and other associated costs.

SERVICES FOR STUDENTS WITH DISABILITIES

Gulf Coast State College encourages the enrollment of students with disabilities and recognizes their special needs; thus the Student Accessibility Resources program at GCSC is comprehensive in the services offered and the range of disabilities served. Its focus is academic support through human support services and technology to assist students reach their potential and academic goals.

STATE OF FLORIDA EMPLOYEE FEE WAIVER

Per Section 1009.265, Florida Statutes, GCSC will waive tuition for state employees to enroll for up to (6) six credit hours of courses per term on a space-available basis. Eligible courses include college credit instruction and instruction toward a degree. College and vocational preparatory courses are excluded. State employees are eligible for registration for courses during the College's published drop/add period. State employees must complete all admissions requirements, including the application for admission, placement testing, transcripts, and proof of prerequisites. After registration, state employees must present the State Employee Waiver Intent to Apply and Agency Authorization Form to the Business Office for fee payment and pay any lab or e-learning fees not covered by the waiver.

AUDIT STUDENT

Students who plan to take a course as audit must meet GCSC admission and course placement requirements. Audit students must declare the audit status prior to the end of the published add/drop period by completing a "registration/audit request" form. Go to the Admissions homepage, select "Admissions Forms," and "RWH" on the left panel of the page. Fill out this document online or email Enrollment Services with any questions. Audit students are assessed all applicable fees.

SCHEDULING OPPORTUNITIES

Between work and family, most of us have extremely busy schedules. Recognizing that flexible scheduling is important, Gulf Coast addresses these individual student needs by providing multiple scheduling opportunities.

- E-Learning/Distance Education Hybrid Classes (a combination of online and/or distance education with some in-class, face-to-face meetings)
- Evening Only

Look for the following instructional methods when planning your schedule.

- Lecture / Lab Combination
- Lecture (Face to Face)
- Clinical (Observation / Application)
- Hybrid (Face to Face / Online)
- Lab (Hands on Demonstration)
- Web-based Course

ONLINE LEARNING

If you're looking for online or Web-based classes, look no further. What was once known as "distance education" has evolved to "E-Learning" at GCSC. These classes are offered in part, or entirely, online. In fact, entire degrees can be achieved through E-Learning at Gulf Coast State College. Each semester, we offer more than 150 sections of courses online. The E-Learning Department is your connection to the most accessible courses on campus, and beyond.

More information can be found at https://www.gulfcoast.edu/academics/online/.
Visit this Web site or call, 850-913-3268.

ACCREDITATION

Gulf Coast State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas, associate degrees, and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions regarding the accreditation status of the institution or if there is evidence that appears to support Gulf Coast State College's significant non-compliance with a requirement or standard.

Gulf Coast is also a member of the American Association of Community Colleges, Association of Florida Colleges, American Council on Education, and Council for Advancement and Support of Education.