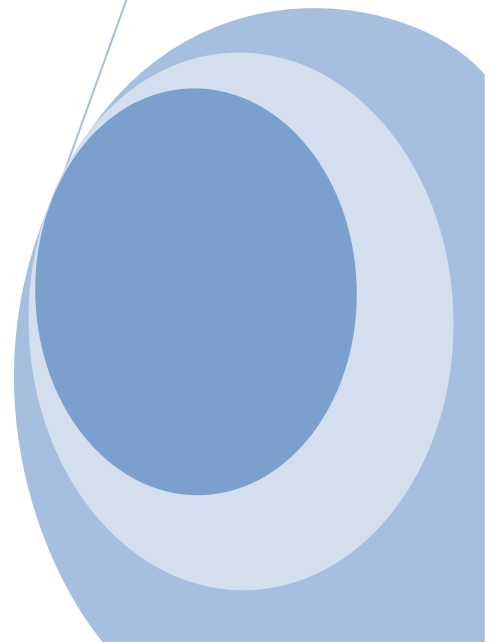
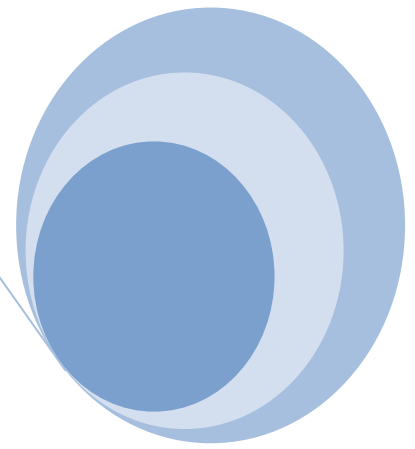


**FLORIDA
GULF COAST
UNIVERSITY**

2009 - 2010

**REGISTRATION
GUIDEBOOK**



2009/2010 Registration Guidebook

Published by the Office of the Registrar

The Office of the Registrar is committed to providing superior customer service to students, faculty, administration, alumni, community, and state and federal agencies.

How to Contact and Find Us:

Location

Office of the Registrar, First Floor,
McTarnaghan Hall

Hours

Mon-Fri. 8am-5pm
Extended Hours during Add/Drop Weeks
Mon.-Thurs. 8am-6:00pm, Fri. 8am-5pm

Phones

Main Line (239) 590-7980
Toll Free (888) 373-2040
FAX (239) 590-7983

Website

<http://enrollment.fgcu.edu/registration/>

Email

orr@fgcu.edu

*Florida Gulf Coast University is accredited by the Commission on Colleges of the
Southern Association of Colleges and Schools.*

*1866 Southern Lane,
Decatur, Georgia 30033-4097;
(Telephone number 404-679-4500)*

to award associate, baccalaureate, masters, and doctoral degrees.

TABLE OF CONTENTS

Academic Achievement (Center for) 33	GI Bill 20
Adaptive Services 30	Gordon Rule 22
Admission Information 13	Grades 19
Advising (First Year) 22	Graduation 19
Calendar (Academic) 5	Health Services (Student) 31
Campus Map 45	Helpful Telephone Nos. 43-44
Campus Recreation 9-10	Housing and Residence Life 33
Career Development Services 31	International Services 34
Centers and Institutes 37	Immunization 32
CLAST 15	Location Codes 39
Collection of Social Security Numbers 6	Registration Information 18
Counseling Services 31	Renaissance Academy 37
Course Subject Prefixes 40-42	Student Affairs (Division of) 30
Dining Services 29-30	Student Life 33
Distance Learning 34-35	Technology for Learning 36
FERPA 7	Testing & Assessment Services 32
Financial Aid & Scholarships 21	Transcripts 20
First Year Advising 22	Tuition, Fees & Refunds 23-28
Programs/Majors/Concentrations 11-12	Web (GULFLINE) Registration Info 16
General Education 22	Wellness Services (Prevention and) 31

Official Mailing Address, Office Phone Numbers and E-mail addresses

- Florida Gulf Coast University
10501 FGCU Blvd. South
Fort Myers, Florida 33965-6565
239-590-1000 (toll free) 800-590-FGCU (3428)
www.fgcu.edu
- Cashier's Office
Local: 239-590-1213
Toll Free: 800-590-3428
e-mail: cashiers@fgcu.edu
- Dean of Student's Office
Local: 239-590-7900
e-mail: doss@fgcu.edu
- Office of Financial Aid & Scholarships
Local: 239-590-7920
Toll Free: 800-590-3428
e-mail: faso@fgcu.edu
- Office of First Year Advising & Orientation
Local: 239-590-7875
Toll Free: 800-590-3428
e-mail: advising@fgcu.edu
- Office of Graduate Studies
Local: 239-590-7988
Toll Free: 800-590-3428
Fax: 239-590-7843
e-mail: graduate@fgcu.edu
- Office of Undergraduate Admissions
<http://www.fgcu.edu/admissions.asp>
Local: 239-590-7878
Toll Free: 888-889-1095
Fax: 239-590-7894
TDD 239-590-7886
e-mail: admissions@fgcu.edu
- Office of Financial Aid Services
<http://www.fgcu.edu/as/finacialaid>
Local: 239-590-7920
Fax: 239-590-7923
e-mail: FASO@fgcu.edu

FGCU Mission Statement

Established on the verge of the 21st century, Florida Gulf Coast University infuses the strengths of the traditional public university with innovation and learning-centered spirit, its chief aim being to fulfill the academic, cultural, social, and career expectations of its constituents.

Outstanding faculty upholds challenging academic standards and balance research, scholarly activities, and service expectations with their central responsibilities of teaching and mentoring. Through these efforts, the faculty and University transform students' lives and the southwest Florida region.

Florida Gulf Coast University continuously pursues academic excellence, practices and promotes environmental sustainability, embraces diversity, nurtures community partnerships, values public service, encourages civic responsibility, cultivates habits of lifelong learning, and keeps the advancement of knowledge and pursuit of truth as noble ideals at the heart of the University's purpose.

FGCU Diversity Statement

Florida Gulf Coast University is committed to building and maintaining a diverse, accessible, civil, and tolerant learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the University's purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the University community learn and profit from diverse cultures and perspectives.

Accordingly, FGCU is committed to the ethical principle that every member of the community enjoys certain human and constitutional rights, including the right to free speech, and requires compliance with existing federal and state equal opportunity laws and regulations. Consistent with this commitment and legal requirements, FGCU affirms diversity and does not discriminate on the basis of a person's race, color, gender, religion, creed, national origin, disability, marital status, disabled veteran status or age.

Student Right-To-Know

FGCU will adhere to reporting the Student-Right-to-Know and Campus Security Act Statistics. For information concerning student-right-to-know please contact the Office of the Registrar. For Campus Security information, contact the University Police.

Register to Vote

Use the Website <http://election.dos.state.fl.us/regtovote/regform.shtml> to register for voting.

Student Academic Records

The Office of the Registrar is responsible for insuring the confidentiality of all student records and has been designated by the University as the official student records custodian. The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 guarantees students the right of protected information that is not classified as directory information as defined by Federal law and University policy.

Notification of Collection and Usage of Social Security Number from Students

Florida law provides that Florida Gulf Coast University must notify students of the purposes for which FGCU collects social security numbers. This notice is to inform you that with respect to admissions, registration and financial aid, FGCU collects social security numbers from its students for the following reasons:

For use in processing admission applications for purposes of identification and verification of student records;

For use in administering federal and state programs/loans, including verification of eligibility. These programs include, but are not limited to:

- Financial Aid and other related loan programs;
- Scholarship Programs, including Bright Futures; and
- Veterans Administration benefits for qualified students

For use in complying with IRS Reporting Requirements pertaining to the Hope Scholarship Credit and the Lifetime Learning Credit provided under federal legislation;

For use in preparing Student Enrollment Reports required to be submitted to the National Student Loan Data System under Federal Law;

For use in providing official student transcripts to authorized third parties (i.e. educational institutions and employers upon receipt of required releases) for student identification purposes;

For enrollment verification and eligibility for health insurance coverage, auto insurance coverage, and benefits, as requested by students.

For submitting reports to the Florida Board of Governors as required.

Please note that this is only a listing of the collection and use of social security numbers by the University in the admissions, registration and financial aid areas. All students are advised that social security numbers are confidential and may only be released in accordance with applicable law.

FERPA – Annual Notice to Students

The Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.)

Annually, Florida Gulf Coast University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Office of the Registrar, written requests that identify the **education** record(s) they wish to inspect. The University official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without **prior consent of the student** is disclosure to **University** officials with legitimate educational interests. **University officials are persons** employed by the University **as a member of the faculty or staff, contract to the University to perform a task such as a consultant, attorney or auditor. Student or community members of University committees also are included in the definition of University officials as are student employees assisting a University official in performing his or her tasks. Inter-institutional disclosure may be made between FGCU and entities that administer or participate in joint programs or act ivies and that further a legitimate educational interest because such disclosures are considered made to "University officials".**
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida Gulf Coast University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605. Detailed information is available on the FERPA website located at <http://www.ed.gov/policy/gen/guid/fpc/index.html> **Further information with respect to FGCU's implementation of FERPA may be found on the Registrar's website at:**
<http://enrollment.fgcu.edu/registration>

FERPA allows the release of Directory Information* to third parties without the written consent of the student. All other information is considered confidential and will not be released to a third party without the written consent of the student. Non-Directory information will not be released via telephone, fax, or email, even if a written consent form has been submitted by the student. All third party requests must be made in person or in writing.

Directory Information may be withheld as “no information available” if the student requests privacy through the Office of the Registrar. The request for privacy remains in effect for the entire educational career of the student or until the student requests the privacy to be removed. Request for privacy should be given serious consideration. It is suggested that all students seeking privacy should discuss such action with the University Registrar. The University has defined “student” as an individual who is or has been in attendance at FGCU and about whom the University maintains education records. Attendance is defined as any individual who has been accepted to FGCU as a member of an incoming class or upon acceptance as a non-degree seeking student. Applicants for admission to the University who are denied acceptance or, if accepted, choose not to attend are not considered to have been “in attendance”. The period of time during which the student is working under a work-study program is considered “in attendance”.

***Directory Information:**

- Student full name
- Telephone listings
- Major/field of study
- Enrollment status
- Class status
- Dates of attendance
- Degrees received and dates of conferral
- Honors and awards received
- Most recent educational institution attended prior to FGCU
- Participation in intramural events
- Participation in officially recognized activities and sports
- Weight and height for athletic team members
- University email address

Academic Year 2009 – 2010

Fall 2009

Spring 2010

Web Registration begins for Degree Students: Graduate, Post-Baccalaureate, Teacher Certification, UG Seniors, Student Athletes, & Honors Program ⁱ	Monday, March 23, 2009	Monday, October 19, 2009
Web Registration begins for Degree Students: Juniors	Thursday, March 26	Thursday, October 22
Web Registration begins for Degree Students: Sophomores	Monday, March 30	Monday, October 26
Web Registration begins for Degree Students: Freshmen, High School Dual Enrolled	Thursday, April 2	Thursday, October 29
In-Person Registration for Degree Students Begins ⁱ	Monday, April 6	Monday, November 9
Request Readmission After Indefinite Suspension Deadline	Monday, June 29	Monday, November 9
Non-Degree Registration Begins ⁱ	Monday, July 27	Monday, December 7
Last Day to Mail Payment	Friday, August 14	Monday, December 28
New Student Convocation	Sunday, August 23	
Classes Begin	Monday, August 24	Thursday, January 7
State Employee Registration Begins ⁱⁱ	Monday, August 24	Thursday, January 7
Late Registration Begins (late fee assessment begins)	Monday, August 24	Thursday, January 7
Registration for Senior Citizens (no late fee)	Friday, August 28	Wednesday, January 13
Late Registration, Drop/Add and Change to Audit Ends	Friday, August 28	Wednesday, January 13
Payment Deadline 5:00 pm (late fee assessed after this time)	Friday, August 28	Wednesday, January 13
Last Day to Drop/Withdraw via GULFLINE (100% Refund)	Friday, August 28	Wednesday, January 13
Residency Reclassification for Tuition Deadline 5:00 pm	Friday, August 28	Wednesday, January 13
Saturday Classes Begin	Saturday, August 29	Saturday, January 16
MLK Holiday observed (no classes)		Monday, January 18
Cancellation for Non-Payment Begins	Monday, August 31	Tuesday, January 19
Labor Day Observed (no classes)	Monday, September 7	
Last Day to Withdraw from All Classes for 25% Refund	Friday, September 18	Wednesday, January 20
Last Day to Apply for Graduation ⁱⁱⁱ	Friday, September 18	Wednesday, February 3
Reinstatement with Full Payment Deadline 5:00 pm	Monday, October 5	Friday, February 19
Fall Break (no classes) or Hurricane Make-up Days	Monday, October 19	
Spring Break (no classes) ⁴		Monday, March 1 – Saturday, March 6
Last Day to Drop/ Withdraw without Academic Penalty	Friday, November 6	Friday, March 19
Veteran's Day Observed (no classes)	Wednesday, November 11	
Last Day to Submit Service Learning Hours	Friday, November 13	Friday, April 2
Thanksgiving Observed (No classes except: For Wednesday classes only)	Tuesday, November 24 – Saturday, November 28	
Last Day of Classes (Only Spring 2010 Monday classes meet)	Saturday, December 5	Thursday, April 22
Reading Days		Friday, April 23 - Saturday, April 24
Finals Begin ⁵	Monday, December 7	See Footnote 5
Finals End/ Last Day of Semester	Friday, December 11	Friday, April 30
Last Day to Apply for Grade Forgiveness ⁶	Tuesday, December 15	Friday, April 30
Commencement (Projected)	Saturday, December 12	Sunday, May 2
Grades Due from Faculty by Noon	Friday, December 18	Monday, May 3

Academic Year 2009 – 2010

Summer 2010

	<i>Session A</i>	<i>Session B</i>	<i>Session C</i>
	<i>May 10 – June 19</i>	<i>June 21 – August 2</i>	<i>May 10 – July 20</i>
Request Readmission After Indefinite Suspension Deadline	Monday, March 15	Monday, March 15	Monday, March 15
Web Registration begins for Degree Students: Graduate, Post-Baccalaureate, Teacher Certification, UG Seniors, Student-Athletes, & Honors Program ¹	Monday, March 22	Monday, March 22	Monday, March 22
Web Registration begins for Degree Students: Juniors	Thursday, March 25	Thursday, March 25	Thursday, March 25
Web Registration begins for Degree Students: Sophomores	Monday, March 29	Monday, March 29	Monday, March 29
Web Registration begins for Degree Students: Freshmen, High School Dual Enrolled	Thursday, April 1	Thursday, April 1	Thursday, April 1
In-Person Registration for Degree Students Begins ¹	Monday, April 5	Monday, April 5	Monday, April 5
Non-Degree Registration Begins ¹	Monday, April 19	Monday, April 19	Monday, April 19
Last Day to Mail Payments	Friday, April 30	Friday, June 11	Friday, April 30
Classes Begin	Monday, May 10	Monday, June 21	Monday, May 10
Late Registration Begins (late fee assessment begins)	Monday, May 10	Monday, June 21	Monday, May 10
State Employee Registration Begins ²	Monday, May 10	Monday, June 21	Monday, May 10
Registration for Senior Citizens (no late fee)	Friday, May 14	Friday, June 25	Friday, May 14
Late Registration, Drop/Add and Change to Audit Ends	Friday, May 14	Friday, June 25	Friday, May 14
Payment Deadline 5:00 pm (late fee assessed after this time)	Friday, May 14	Friday, June 25	Friday, May 14
Last Day to Drop/Withdraw via GULFLINE (100% Refund)	Friday, May 14	Friday, June 25	Friday, May 14
Residency Reclassification for Tuition Deadline 5:00 pm	Friday, May 14	Friday, June 25	Friday, May 14
Cancellation for Non-Payment Begins	Monday, May 17	Monday, June 28	Monday, May 17
Last Day to Apply for Summer Graduation ³	Friday, May 21	Friday, May 21	Friday, May 21
Memorial Day Observed (no classes)	Saturday, May 29 – Monday, May 31		Saturday, May 29 – Monday, May 31
Last Day to Withdraw from All Classes for 25% Refund	Not Available	Not Available	Friday, June 4
Last Day to Drop/ Withdraw without Academic Penalty	Friday, June 4	Friday, July 9	Friday, June 11
Independence Day Observed (no classes)		Monday, July 5	Monday, July 5
Last Day to Submit Service Learning Hours	Friday, June 25	Friday, June 25	Friday, June 25
Last Day of Classes/Finals	Friday, June 18	Friday, July 30	Friday, July 16
Last Day to Apply for Grade Forgiveness ⁶	Friday, July 30	Friday, July 30	Friday, July 30
Graduation/Degree Date	Friday, July 30	Friday, July 30	Friday, July 30
Grades Due from Faculty by Noon	Wed., August 4	Wed., August 4	Wed., August 4

See current calendars and calendar footnotes at <http://www.fgcu.edu/Registrar/academiccalendar.asp> and please check this page often for any updates as Florida Gulf Coast University reserves the right to repeal, change, or modify any calendar information at any time without advance notice.

FGCU UNDERGRADUATE majors and DEGREE PROGRAMS 2009-2010

Accounting (B.S.)
Anthropology (B.A.)
Art (B.A.)
Athletic Training (B.S.)
Bioengineering (B.S.)
Biology (B.A.)
Biology (B.S.)
Biology–Accelerated (B.S.)
Biotechnology (B.S.)
Chemistry (B.A.)
Child Development (B.S.)
Civil Engineering (B.S.C.E.)
Clinical Laboratory Science (B.S.)
Communication (B.A.)
 Communication Studies Concentration
 Environmental Communication Concentration
 Political Communication Concentration
 Public Relations Concentration
Community Health (B.S.)
Computer Information Systems (B.S.)
Computer Science (B.S.)
 Software Engineering Concentration
Criminal Forensic Studies (B.S.)
Criminal Justice (B.S.)
Early Childhood Education (B.A.)
Economics (B.S.)
Elementary Education (B.A.)
English (B.A.)
Environmental Engineering (B.S.Env.E.)
Environmental Studies (B.A.)
Finance (B.S.)
Health Science (B.S.)
 Health Science Concentration
 Health Services Administration Concentration
History (B.A.)
Human Performance (B.S.)
Legal Studies (B.S.)
Management (B.S.)
 Entrepreneurship Concentration
 Human Resource Management Concentration
 Sports Management Concentration
Marine Science (B.A.)
Marketing (B.S.)
Mathematics (B.A.)
Mathematics (B.S.)
Music Education (B.A.)
 Instrumental Concentration
 Choral Concentration
Music Performance (B.A.)
 Voice Concentration
 Piano Concentration
 Instrumental Concentration
Music-Piano Pedagogy (B.A.)
Nursing (B.S.N.)
Philosophy (B.A.)
Political Science (B.A.)
 Interdisciplinary Studies Concentration
 Government and Managerial Innovation
 Concentration
 Government and Information Systems
 Concentration
 Public Administration Concentration
Professional Golf Management (B.S.)
Psychology (B.A.)
Resort & Hospitality Management (B.S.)
 Event Management Concentration
 Spa Management Concentration
Secondary Biology Education (B.A.)
Secondary Mathematics Education (B.A.)
Secondary Social Science Education (B.A.)
Social Work (B.S.W.)
Sociology (B.A.)
Spanish (B.A.)
Special Education (B.A.)
Theatre (B.A.)

FGCU MINORS 2009-2010

Advertising
African Diaspora Studies
Anthropology
Art
Bioengineering
Biology
Chemistry
Community Planning and Development
Computer Information Systems
Creative Writing
Economics
Education
English
Environmental Engineering
Gender Studies
Global Studies
History
Interdisciplinary Studies
Journalism
Latin American Studies
Management
Marketing
Mathematics
Music
Philosophy
Political Science
Psychology
Real Estate
Religious Studies
Sociology
Software Engineering
Southwest Florida Studies
Spanish

FGCU GRADUATE MAJORS DEGREE PROGRAMS 2009-2010

Accounting and Taxation (M.S.)
Acute Care Nurse Practitioner (M.S.N.)
Business Administration (M.B.A.)
 Finance Concentration
 General Management Concentration
 Information Systems Concentration
 Interdisciplinary Concentration
 Marketing Concentration

Business Administration (Executive M.B.A.)

General Management Concentration
 Health Care Management Concentration
 Real Estate Development and Finance
 Concentration
Computer Information Systems (M.S.)
Criminal Forensic Studies (M.S.)
 Forensic Behavioral Analyst Concentration
 Death Investigator Concentration
Criminal Justice (M.S.)
Criminal Justice – Compliance (M.S.)
Curriculum & Instruction (M.Ed.)
Curriculum & Instruction – Educational Technology
 (M.A. or M.Ed.)
Education (Ed.S.)
 Curriculum & Instruction Concentration
 Educational Leadership Concentration

Educational Leadership (M.A.)
Educational Leadership (M.Ed.)
Elementary Education (M.Ed.)
English (M.A.)
Environmental Science (M.S.)
Environmental Studies (M.A.)
Health Science (M.S.)
 Health Professions Education Concentration
 Health Services Administration Concentration
History (M.A.)
Mental Health Counseling (M.A.)
Nurse Anesthesia (M.S.N.)
Nursing (M.S.N.)
 Clinical Nurse Leader Concentration
 Nurse Educator Concentration
Occupational Therapy (M.S.)
Physical Therapy (D.P.T.)
Primary Health Care Nurse Practitioner (M.S.N.)
 Family Nurse Practitioner Concentration
 Adult Nurse Practitioner Concentration
Public Administration (M.P.A.)
 General Public Administration Concentration
 Management Concentration
 Environmental Policy Concentration
Reading (M.Ed.)
School Counseling (M.A. or M. Ed.)
Social Work (M.S.W.)
Special Education (M.Ed.)

Admissions Information

Obtain University & Degree Information

Please read through all available admission information on our website at <http://www.fgcu.edu/admissions.asp> or in the catalog. You are also encouraged to visit our campus. You may schedule a tour of the beautiful FGCU campus by calling 239-590-7878.

Apply for Admission – Early

FGCU operates on a rolling admission basis for undergraduate students. Students interested in competitive scholarships for Fall Semester should apply by November 15. All other students should apply by July 2 for Fall Semester, by November 20 for Spring Semester and by April 2 for Summer Semester. International students should consult the catalog for deadlines. There is a \$30.00 application fee for all incoming students.

Transcripts

(Institutional Code for Electronic Transcripts: 032553). Send us directly an OFFICIAL transcript from each college or university you have ever attended. If you are currently enrolled, send us a preliminary transcript now, and then a final one when you complete your courses.

Test Scores

Our FGCU College Codes are:

ACT #0733 SAT #5221 TOEFL #5125

All students whose native language is not English must submit a TOEFL (Test of English as a Foreign Language) score and meet the minimum criteria.

Foreign Language Requirements

The State's foreign language requirement may be met by completing two (2) years of the same, sequential foreign language in high school or eight (8) semester hours of the same language at a college or university.

Financial Aid & Scholarships

Complete FAFSA and other online aid applications at :

<http://enrollment.fgcu.edu/FinancialAid/>

FGCU School Code #032553

State of Florida Code #361

Non-degree Seeking Students:

For those with a bachelor's degree:

Phone: 239-590-7988 E-mail: graduate@fgcu.edu

Office of Graduate Studies, FGCU,

10501 FGCU Blvd. South, Fort Myers, FL 33965-6565

For those without a bachelor's degree:

Phone: 239-590-7878 Email: admissions@fgcu.edu

Mail: Office of Undergraduate Admissions, FGCU,

10501 FGCU Blvd. South, Fort Myers, FL 33965-6565

Non-degree-seeking enrollment is on a space-available basis and has been established for those individuals who would like to enroll, but are not seeking a degree from FGCU. A non-refundable application fee of \$30 will be applied for applicants who have not previously been an FGCU student.

Application for non-degree-seeking status is not automatic for first-time-in-college (FTIC) students who have earned less than 15 college credits. Please contact the First Year Advising Office at 239-590-7875 before applying as a non-degree seeking student.

Non-degree-seeking students are subject to the same academic policies as degree-seeking students and must adhere to deadline dates as published in the Academic Calendar. A non-degree-seeking student who has been dismissed from FGCU is not eligible for admission as a degree-seeking student. Conversely, an applicant denied admission as a degree-seeking student may not attend as a non-degree seeking student. Non-degree seeking students are not eligible to receive university honors, or with few exceptions to receive financial aid.

- Apply for Non-Degree-Seeking Admission...EARLY submit your application with a one-time application fee, Proof of Immunization, and Residency Statement at least two weeks prior to the beginning of the term. Former FGCU students do not need to pay the application fee. If you have not enrolled for three consecutive terms, you will need to re-apply prior to enrollment.
- Know Enrollment Limits for those students interested in becoming degree-seeking.
- Undergraduate non-degree-seeking students are limited to 15 credit hours of undergraduate coursework.
- Post-baccalaureate non-degree-seeking students are generally limited to 9 credit hours of coursework.

Graduate Degree Seeking Students:

Phone: 239-590-7988 E-mail: graduate@fgcu.edu

- Official Transcripts from each post secondary institution attended
- GRE, GMAT, or MAT Scores (varies by program)
- Any supplemental materials (varies by program)

Registration Information

After being admitted...What's Next?

• Eagle View Orientation

Reserve a seat for Eagle View Orientation. Reservations are made online:

- www.fgcu.edu
- Click "GULFLINE" (located at the top of the page)
- Click "login to GULFLINE"
- Logon using your UIN (university identification number) and PIN
- Click "Student and Financial Aid"
- Click Eagle View Orientation
- Reserve your orientation date. A credit or debit card payment is required in order to confirm your reservation.
- Call 239-590-7957 if you need assistance.

- **Immunization Documentation for Registration**

Contact the Student Health Services at 239-590-7966.
See page 31 for additional information.

- **Housing and Residence Life**

Call (239) 590-1700 for information or send an e-mail to housing@fgcu.edu See page 33 for additional information.

- **CLAST (Undergraduate Degree-seeking only)**

Contact the Testing Office at 239-590-7955. See page 15 for additional information.

- **Register for classes**

Go to <http://GULFLINE.fgcu.edu/> or in person at McTarnaghan Hall. Please see Academic Calendar for registration dates.

- **Obtain a Student ID**

FGCU ID cards can be obtained at the ID Card Office at McTarnaghan Hall room 142. There is a \$10.00 annual charge and a \$15.00 replacement card fee. The FGCU photo ID card also serves as your FGCU Library card. For more information, call 239-590-7645.

Office Hours: Monday – Friday 8:00am – 5:00 pm

- **Obtain a Parking Decal**

Parking permits are required. You may register your vehicle online thru your GULFLINE account or at the Parking Services Office located in the Campus Support complex. Permits/decals must be picked up at the Parking Services Office. Acceptance of a decal or permit shall be deemed an acknowledgement of the requirements of, and an agreement to adhere to, parking regulations. Phone: (239) 590-1912

Office Hours: Monday – Friday 8:00 am – 5:00 pm

<http://admin.fgcu.edu/police/parking>

- **Activate Student E-mail/Student Account**

Go to <http://eagle.fgcu.edu>

- **Pay for classes**

See how to print your bill on page 9.

Cashier's Office 239-590-1213

- **Purchase textbooks**

University Store 239-590-1150

Other Helpful Numbers:

Family Resource Center: 239-590-7855

Library Services: 239-590-7610

Computer Helpdesk: 239-590-1188

Florida Gulf Coast University - GULFLINE

Quick Reference Guide

Florida Gulf Coast University is committed to providing and creating student-centered technology support services that will enable the user direct access to personal records and institutional information.

How to access GULFLINE

To use GULFLINE, students must have a UIN (University Identification Number) and PIN (Personal Identification Number). The PIN will be a six-digit number assigned or chosen at the time of admission.

Because the UIN and PIN acts as the student's signature, UIN and PIN numbers will not be given out via telephone, fax, or email. Students may verify their PIN number by visiting our website at: <http://gulfline.fgcu.edu/> and selecting the "Forgot Pin" option. PIN numbers must be six-digits in length and MUST NOT contain alpha-characters.

Web Registration

Address: <http://gulfline.fgcu.edu/>

1. Select Login to GULFLINE
2. Enter UIN and PIN, click on submit.
3. Select Student & Financial Aid Menu
4. Select the Registration Menu.
5. Select Drop/Add Classes.
6. Select Term.
7. Enter the CRNs (Course Reference Numbers) in the ADD section
8. Click on Submit Changes to save classes.
9. There may be classes that you will not be able to register for due to various restrictions and/or holds.
If you receive a hold or restriction message, please refer to the Registration Troubleshooting Guide – <http://enrollment.fgcu.edu/registration/trouble.html>
10. Select Return to MENU and click on Registration Fee Assessment to complete registration. Print the fees, and use printout to send payment to cashier.
11. Return to the previous menu to print your class schedule.
12. Exit GULFLINE.

GULFLINE Quick Reference Guide

Web Grades and Transcripts

Address: <http://gulfline.fgcu.edu/>

1. Follow Web Registration Steps 1-3.
2. Select Student Records Menu.
3. Select Final Grades.
4. Select Term.
5. Print.
6. Exit GULFLINE.

Students with account holds will not be able to access grades. For security reasons, grades printed from the web will not note student name on printout.

Degree Evaluation – CAPP **(Curriculum, Advising and Program Planning)**

<http://gulflines.fgcu.edu/>

1. Click on Student & Financial Aid
2. Click Student Records
3. Click Degree Evaluation Instructions, located in parentheses below Degree Evaluation link or access the following link:

<http://www.fgcu.edu/OCI/capp.html/>

Viewing the Catalog & Schedule of Classes

<http://gulflines.fgcu.edu/>

1. Click on Course descriptions to view University Catalog descriptions OR Click on Course Schedule to view class offerings, times, and availability.
2. Select Term.
3. Select one or more variables (see course prefix definitions page 23) or leave all fields blank to see entire course schedule. When viewing classes, click on CRN for additional course info.

View/Print Tuition **And Other Billing Information**

(Note: Statements and/or invoices are not mailed to students).

To display your total bill information – including tuition, housing, parking, etc. – for each term of attendance, follow these instructions. Please see <http://www.fgcu.edu/Cashiers/> for additional payment information.

From the GULFLINE User Log In Page.
After logging in:

1. Select STUDENT & FINANCIAL AID from the Main Menu
2. Select STUDENT RECORD
3. Select ACCOUNT SUMMARY

Registration Troubleshooting Guide

In order to assist you with your registration process on GULFLINE, we have listed some information below which we hope will be helpful. If you encounter the following holds while attempting to Register, please contact the following offices:

- | | |
|---------------------------------------------------------------------------|------------------------------------------------------|
| ❖ AD - Admissions Hold
(239) 590-7878 Office of Admissions | ❖ (239) 590-7196 College of Arts and Sciences |
| | ❖ (239) 590-7302 Lutgert College of Business |
| | ❖ (239) 590-7395 U.A. Whitaker School of Engineering |
| ❖ AR - Accounts Receivable Hold
(239) 590-1213 Cashier's Office | ❖ (239) 590-7778 College of Education |
| | ❖ (239) 590-7485 College of Health Professions |
| ❖ AV - Advising Hold. Contact your advisor: | ❖ (239) 590-7853 College of Professional Studies |

- ❖ **CL** – CLAST Hold
(239) 590-7955 Testing and Assessment Services
- ❖ **CS** - Campus Store
(239) 590-1150 University Store
- ❖ **FR** – Freshman Advising Hold
(239) 590-7875 First Year Advising
- ❖ **IM** - Immunization Hold
(239) 590-7966 Student Health Clinic
- ❖ **PH** - Probation Hold
(239) 590-7906 Center for Academic Assistance/Advisor

- ❖ **RH** – Registrar’s Hold
(239) 590-7980 Office of the Registrar
- SA** – Student Athlete Hold Contact your current Advisor
- ❖ **SU** - Suspension Hold
(239) 590-7890 Office of the Registrar
- ❖ **TH** –Account Receivable Transcript Hold
(This hold will only restrict release of FGCU transcript)
(239) 590-1213 Cashier’s Office
- ❖ **TR** – Admission Transcript Hold
(Prior college transcript is needed to complete admission process)
(239) 590-7878 Office of Admissions

If you encounter a course restriction, such as these listed:

- Closed Section, Major Restriction, Level Restriction.
- Prerequisite and Test Score or Co-requisite.

Please contact your Advisor at the appropriate college, at the phone numbers listed above.

Registration Information

Residency Reclassification

Reclassification of state residency for tuition purposes is not automatic. All requests for change in residency for current and enrolled students should be submitted to the Office of the Registrar. Supporting, hardcopy documents must be attached to the request form. All forms are available at <http://enrollment.fgcu.edu/registration/forms.html>.

By state law, requests must be made prior to the last day of late registration of a new term. More information available at www.facts.org

Academic Policies

The final authority for all academic policies is the University Online Catalog. The catalog is updated yearly and is based on the academic year. For example the 2008-2009 catalog will be in effect for the fall 2008, spring 2009 and summer 2009 semesters. Students have a right to choose a catalog year for their program of study. However, the choice cannot be from a term that is earlier than the matriculation term and the student must remain in continuous enrollment. Matriculation is defined as admitted to and enrolling in a degree program. Continuous enrollment is defined as enrolling in at least one term in an academic year. On the other hand, Academic Policies as listed in the yearly catalog are in effect until revised. A new policy will stipulate an effective date if other than the academic year in which it was first published. Students will be notified either through general “all students email” or through their academic advisor of any major changes to academic policies.

For all questions on academic policies, refer to the university online catalog. <http://www.fgcu.edu/catalog/>

Final Exams

Final Exam Schedules for Fall and Spring semesters can be found attached to the course on GULFLINE. Summer courses do not have a separate exam week.

Grades

Grades will be available for viewing one week after the term ends. Students can access their grades on GULFLINE at <http://gulfline.fgcu.edu/> FGCU does not automatically mail out grades, these are available to all students through GULFLINE. Please refer to the University Catalog for policies regarding incomplete grades and grade appeals.

Graduation

The process of graduation begins when an application to graduate is completed and submitted to your advisor. The deadline to submit the application is normally the end of the 3rd or 4th week of the term. Please refer to the Academic Calendar for the exact date. Late submissions will only be accepted in exceptional circumstances.

Download the appropriate application from <http://enrollment.fgcu.edu/registration/forms.html>. After completing, contact your college advisor. You will either be instructed to schedule a meeting to review your graduation application or instructed to mail directly to your college advisor.

Graduation Requirements

The requirements necessary for each degree offered are listed in the University Catalog. It is the student's responsibility to understand these requirements and to ensure that their academic record is accurate and up to date. All Incomplete grades must be completed prior to graduation. Further, a student taking an incomplete grade in any course during the semester in which they have applied to graduate will be denied graduation for that semester. Students taking courses at another institution during the semester in which they have applied to graduate may be denied if the transfer course work is not received in a timely manner.

Graduation Process

Once you have met with your advisor, your advisor will begin the process of verifying graduation requirements. A final determination is not made until the end of the term when all final grades have been posted. Once the degree is certified, the application will be forwarded to the Office of the Registrar for the degree to be posted to the student's academic record. If a student is denied graduation he/she must reapply in a subsequent term.

Veterans' Educational Benefits

Florida Gulf Coast University is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All degree programs currently offered at FGCU are approved by the State of Florida, Bureau of State Approving for Veterans' Training. Additionally, many of the programs offered at FGCU's Center for Technology Education are approved by State Approving Agency.

To be eligible for full-time VA benefits, degree-seeking undergraduates must enroll for 12 or more semester hours, and degree-seeking graduate students must enroll for nine or more semester hours each academic semester. VA regulations require that students take only courses that are applicable towards their degree program or other approved program and they must make satisfactory progress towards their degree. VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons and can only be reinstated after academic counseling.

It is the student's responsibility to remain in good standing with the VA and to respond to notification of changes in regulation. Additionally, changes in enrollment status or major must be reported immediately to the Office of the Registrar (ootr@fgcu.edu).

The VA toll-free telephone number is 1-888-442-4551.

GI Bill Website

Information on Educational Benefits

<http://www.gibill.va.gov/>

Vocational Rehabilitation, Chapter 31 Veterans

Contact:

Ms. Jane Buboltz

Fort Myers Veterans Center

4110 Center Pointe Drive

Fort Myers, FL 33916

Phone: 239-479-4401

Fax: 239-277-5817

Transcripts

Official transcripts can be requested through the Registrar's Office. There is a \$10.00 charge for each official transcript requested. Transcripts can be requested via GULFLINE, through the web site at:

<http://www.fgcu.edu/Registrar/files/TranscriptRequest.pdf>

Please mail the Transcript request form to:

Cashiers Office

Florida Gulf Coast University

10501 FGCU Blvd. South

Ft. Myers, FL 33965-6565

Please note that transcripts cannot be released when obligations to FGCU have not been satisfied. Unofficial transcripts can be obtained at no charge. You may request a copy through the Registrar's Office. A signed written request is required. GULFLINE also provides you with the ability to download or request an unofficial transcript.

Records

The official students' academic records are housed in the SCT Banner student information system and in the Registrar's Office. Students have a right to access their records and may do so by submitting a request in writing (Student Record Review Request). Additionally, students may restrict access to their directory information or conversely allow access to designated people. Detailed information is available on the FERPA website located at the Family Compliance Office of the United States Department of Education:

<http://www.ed.gov/policy/gen/guid/fpco/index.html>

Additionally, FGCU's implementation of FERPA can be found at

<http://www.fgcu.edu/Registrar/ferpa.html>

Changes to a student's name and address must be submitted in writing and in the case of a name change be accompanied by supporting legal documentation. All forms required for changes in students records are at

<http://www.fgcu.edu/Registrar/forms.html>

Registration/Financial Aid/Service Learning

Financial Aid & Scholarships

The Financial Aid & Scholarships Office provides services to both traditional and non-traditional students pursuing either an undergraduate or graduate degree. Financial aid programs available for these students, from federal, state, private and institutional sources of funding, include the following:

- Scholarships for students who have special characteristics, skills, talents, or academic abilities. (See application on our website.)
- Grants for students who demonstrate the need for financial assistance to pursue education beyond high school.
- Loans, which allow students to borrow money and defer repayment until they graduate, withdraw, or drop below half-time status.
- Work-Study employment opportunities for students to earn money in part-time jobs while pursuing their education.

All students may be eligible for multiple types of financial assistance and scholarships. Student financial aid information is available on our website at

<http://www.fgcu.edu/AS/FinancialAid/scholarships.html>

Students can also check their financial aid status by accessing GULFLINE

(<http://gulfine.fgcu.edu>)

Students should complete the Free Application for Federal Student Aid (FAFSA) to be considered for competitive scholarships and other financial aid opportunities. Applicants can fill out the FAFSA) at

<http://www.fafsa.ed.gov/>

(step-by-step instructions provided).

Students may also apply for University Foundation Scholarships. Foundation scholarships are awarded on the basis of academic achievement, financial need, and/or other specifications set by donors. To apply for FGCU Foundation Scholarships, student must fill out the online scholarship application located at:

<http://itech.fgcu.edu/essecured/financialaid/scholarships.asp>

Students receiving financial aid who withdraw from FGCU may owe a repayment if aid has been received. For additional information on these services, students may contact the Financial Aid and Scholarships Office by phone at 239-590-7920

or e-mail at FASO@fgcu.edu

Financial Aid Website: <http://www.fgcu.edu/AS/FinancialAid>

Eagles Connect/Service Learning

Phone: 239-590-7015

Undergraduate students complete a service learning degree requirement based on a student's classification when entering FGCU:

- Students entering as freshmen or sophomores complete a total of 80 service hours before graduation.
- Students transferring into degree programs as juniors and seniors complete 40 service hours prior to graduation.

Eagles Connect Website: <http://www.fgcu.edu/connect/index.html>

First Year Advising

Academic counselors in First Year Advising provide advising and referral services to first-time-in-college students, high school dual enrollment and early admission students, and transfers with less than 12 credit hours. Counselors assist students in meeting course remediation requirements, Bright Futures CLEP testing, FGCU general education, and other University and State of Florida requirements. Students are encouraged to visit the First Year Advising website: <http://enrollment.fgcu.edu/advising> where information on freshman issues can be found, such as:

- * Tips for Freshmen
- * Major Track Course Recommendations
- * How to Find Classes
- * Resources for Undecided Students
- * Frequently Asked questions
- * How to Calculate Your GPA
- *

Appointments to meet with a counselor may be made by Email at advising@fgcu.edu , phone (239-590-7875), or by stopping by the office in McTarnaghan Hall – Room 229.

General Education

The General Education program at Florida Gulf Coast University, in accordance with state mandates, consists of 36 credit hours of coursework in the subject areas of communication, social sciences, and humanities, natural sciences, and mathematics. Approved courses for each area are listed in the catalog. Where applicable, courses taken to meet state common prerequisites for a program may also be used to fulfill General Education requirements. All first-time-in-college students are expected to take ENC 1101 (Composition I) and IDS 1301L (Styles and Ways of Learning) their first semester at FGCU. In accordance with the state articulation agreement (State Board of Education Rule 6A-10.024), a transfer student who has completed General Education requirements at any public university or community college in Florida prior to enrolling as a degree-seeking student at FGCU, and has this completion noted on his/her official transcript, shall be considered to have completed General Education. All other transfer students are expected to satisfy FGCU's General Education requirements. Transfer students' transcripts will be evaluated to determine course equivalencies and fulfillment of FGCU General Education requirements. A full listing of General Education requirements and courses may be found online at http://www.fgcu.edu/General_Education/requirements.html

Gordon Rule

State Board of Education Rule 6A-10.030

Prior to receipt of an Associate of Arts degree from a public community college or university or prior to entry into the upper division of a public university or college, a student shall complete successfully the following:

- Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments.
- Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.

A grade of C or higher is required for all Gordon Rule coursework. All mathematics courses offered by FGCU except MAT 1033 (Intermediate Algebra) fulfill Gordon Rule requirements. FGCU has designated certain courses as "writing-intensive" for the purpose of meeting part one of this rule. Courses that count toward Gordon Rule writing requirements include a statement in their course descriptions to that effect. Students are strongly urged to complete ENC 1101 (Composition I) before attempting any additional writing-intensive courses.

AFA 2000 Intro to African & Diaspora Studies (3)
AMH 2010 US History to 1877 (3)
AMH 2020 US History since 1877 (3)
ANT 2211 Peoples of the World (3)
CRW 2001 Intro to Creative Writing (3)
ENC 1101 Composition I (3)
ENC 1102 Composition II (3)
ENC 2160 Intro to Nature Writing (3)
ENC 3250 Professional Writing (3)

ENC 3310 Expository Writing (3)
IDH 2931 Honors Humanities Seminar (3)
IDS 3920 University Colloquium (3)
LAS 2000 Intro to Latin American Studies (3)
LIT 2000 Introduction to Literature (3)
PHI 2000 Introduction to Philosophy (3)
POT 3003 Political Theorists (3)
WOH 1023 World Civ 1500-1815 (3)
WOH 1030 World Civ since 1815 (3)

Students awarded college credit based on their demonstration of writing skills, or mathematics skills at the level of college algebra or higher, through credit-by-exam equivalencies adopted by the Florida Department of Education's Articulation Coordinating Committee, shall be considered to have satisfied the Gordon Rule requirements to the extent of the college credit awarded.

Transfer students who have taken one or more of the above courses at another Florida institution will have these courses counted toward Gordon Rule requirements only if the course was so designated at the institution where the course was taken.

Note: Courses designated by Florida Gulf Coast University to satisfy the Gordon rule requirement are subject to change. Students should check with an academic advisor for the most up-to-date information.

Tuition, Fees & Refunds

1. Application Fees

Initial Fee: \$30 for each application – is not refundable. Orientation Fee: Freshman \$35; Transfer \$35

2. Tuition

Students are assessed tuition and fees based on rates and policies established by the State Board of Education, the Florida Legislature, and the University Board of Trustees. Tuition, fees, and the terms and conditions relating to the payment of tuition and fees, including cancellation of classes and requests for refunds, are subject to change without notice. Students should review their GULFLINE account to verify the accuracy of the information and charges. At the time of payment, the student should also review the payment receipt to verify that the payment was correctly posted and to verify the accuracy of any outstanding charges owed or arrangements noted. Registration fees for course audits are the same as for resident fees. There is no ceiling (maximum) on the amount which a student may be assessed for a single term. Lab fees may be charged on certain courses. Consult the Registration Guidebook to locate the courses that require lab fees and the amount. Fees are subject to change as permitted by law. Additional fees may be added and special purpose fees may be assessed in some instances.

Tuition and Fee Schedule

Tuition is defined as fees assessed to students for enrollment in credit courses at the university. Tuition is assessed according to resident or non-resident student classification and undergraduate or graduate course classification. Undergraduate level courses are numbered 1000 through 4999, and graduate level courses are numbered 5000 and above. The following fees and charges are for the Fall 2009, Spring 2010, and Summer 2010 semesters.

	Undergraduate FL Resident Differential	Undergraduate FL Resident No Differential	Undergraduate Non FL Resident Differential	Undergraduate Non FL Resident No Differential	Graduate FL Resident	Graduate Non FL Resident
Tuition (per credit hour)	\$150.30	\$144.56	\$658.94	\$653.20	\$300.89	\$1,095.89
ID Card Fee	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Repeat Surcharge	\$186.87	\$186.87	\$186.87	\$186.87	N/A	N/A

If one of the following criteria is met the student is exempt from the Tuition Differential fee and will be assessed the "No Differential" tuition rate:

- 1) The student has maintained continuous enrollment at Florida Gulf Coast University since July 1, 2007. Continuous Enrollment is defined as being enrolled in the Fall & Spring semesters of that respective Academic Year. This means that the student would have been enrolled at FGCU in every Fall & Spring semester since July 1, 2007 to qualify for the "No Differential" tuition rate.
- 2) The student has a Florida Prepaid Plan in good standing dated July 1, 2007 or before.

If none of the criteria listed above is met then the undergraduate student will be assessed the "Differential" tuition rate.

Please Note: The Tuition Differential Fee only applies to undergraduate students. Graduate students are exempt from this fee.

3. Fee Payment

Fees may be paid at the Cashier's Office in person by cash, check (personal, business, bank teller or money order) or credit card (VISA, MasterCard, American Express or Discover Card). Fees paid by mail (checks only) must be received by the Cashier's Office on or before the published due date. Student payments may be dropped off at the night depository box next to the Cashier's Office. Please include social security number on your check. The University is not responsible for cash left in the night drop or sent through the mail. Checks should be made payable to Florida Gulf Coast University. Payments must be mailed to:

Florida Gulf Coast University
 ATTN: Cashier's Office
 10501 FGCU Blvd. South
 Ft. Myers, FL 33965-6565

The University will accept personal checks for amounts due to the University. The Cashier's Office will not accept checks above the amount due or checks for cash.

4. Returned Check Fee

State law requires that a service fee be assessed on a check returned unpaid by the bank for any reason. If the amount of the returned check is \$50.00 or less, a fee of \$25.00 will be assessed. If the returned check amount is more than \$50.00 but less than \$300.00 a fee of \$30.00 will be assessed. If the returned check amount is above \$300.00, a fee of \$40.00 will be assessed or an amount of up to 5 percent of the face amount of the check, whichever is greater. Only cash, cashier's check, or money order can redeem checks returned by the bank. A personal check will not be accepted to replace a dishonored check. In addition, a \$100 late fee may be assessed for returned registration checks received after the payment deadline.

5. Deadlines

Students are reminded that deadlines are strictly enforced. The University is not able to grant credit or to extend the fee payment period beyond the time set in its official calendar. Financial assistance is available through the Office of Financial Aid. The University does not have the authority to waive late fees unless it has been determined that the University is primarily responsible for the delinquency or that extraordinary circumstances warrant such waiver. The University has no authority to extend deadlines for individual students beyond those set by the official calendar.

6. Payment on Accounts Due to the University

Other Fees, including but not limited to University Housing rental, Library Fines, Emergency Loan fee and Health Immunization charges, may be assessed on a student's account and may be paid at the Cashier's Office in person or by mail.

Charges against students for loss or breakage of University equipment, books, fines and other related charges are due immediately. University policy prohibits registration or release of transcript or diploma for any student whose account with the university is delinquent.

The University reserves the right to assign any past due accounts to an outside agency for collection. When an account has been assigned, the collection agency fee will be added to the University charges for collection at the current contract rate.

7. Late Registration Fee

Students who register after the established deadline (as published in the Academic Calendar) for registration will be automatically assessed a \$100 late registration fee.

Request for waiver of late registration fee during the week of late registration:

The Late Registration Fee Waiver form can be printed from the Office of the Registrar website at:
<http://enrollment.fgcu.edu/registration/forms.html>

The request must meet one of the following conditions:

1. Death of the student or immediate family member (parent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased. Death certificate required.
2. Involuntary call to military service. Copy of orders required.
3. Illness of student of such severity or duration to preclude initial registration in the course(s). Written confirmation by a physician required.
4. A situation in which the University is in error as confirmed in writing by an appropriate Vice President or College Dean.

8. Late Payment Fee

Students who pay their fees after the established deadline for payments will be automatically assessed \$100 late payment fees. If applicable, this fee will be assessed in addition to the late registration fee described above.

9. Cancellation of Classes for Non-Payment of Tuition and Fees

Students are liable for all tuition and fees associated with all courses in which they are registered at the end of the drop/add period. The fee payment deadline is published in the Academic Calendar. Students not authorized for deferred payment of fees, and who have not paid their tuition fees in full by the published dates, will have ALL courses canceled. This means, specifically, that a student will be treated as not enrolled for the canceled term.

10. Reinstatement of classes

Requests for reinstatement of registration for classes canceled for fiscal reasons must be submitted in writing to the Office of the Registrar. Requests for reinstatement must meet one of the following conditions:

1. The student's registration was canceled through University error.
2. The student was prevented from making timely payment due to extenuating circumstances beyond the student's control.

Reinstatement will apply to the student's entire schedule and cannot be requested selectively for certain classes.

Reinstatement must be completed by the end of the fourth week of classes. All reinstated students will be assessed a \$200 late reinstatement. If reinstatement is granted, a payment of tuition and fees in full must be received by the Cashier's Office immediately. Please contact the Office of the Registrar prior to reinstatement deadline. After this deadline, requests are sent to a formal appeal committee. The decision of an Appeals Committee shall be final in accordance with rule 6C10-7.001(7)(b) FAC.

11. Tuition Fee Appeals

The University may approve a fee adjustment of 100% after the fifth day of the term if a student withdraws or drops a course due to circumstances determined by the University to be exceptional and beyond the control of the student. Request for fee adjustments must meet one of the following conditions:

1. Death of the student or immediate family member (parent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased. Death certificate required.
2. Involuntary call to military service. Copy of orders required.
3. Illness of student of such severity or duration to preclude completion of course(s). Written confirmation by a physician required.
4. A situation in which the University is in error as confirmed in writing by an appropriate Vice President. Appeals for tuition refunds must be submitted in writing to the Fee Appeals Committee within six months after the end of the term for which the refund is requested. There are no exceptions to this policy. The decision of the Fee Appeals Committee is final in accordance with rule 6C10-7.001 (11)(c).

12. Refunds

Refunds will be processed and mailed to the address shown in the student information system to any student whose account shows an overpayment after the last day to pay fees. Students due refunds will not be required to submit refund requests to receive their refunds, they will be automatically calculated. If there is an amount due in the accounts receivable system, that amount will be deducted from any refund due.

- * 100% of registration fees and tuition will be refunded if notice of complete withdrawal or course withdrawal from the University is approved prior to the end of drop/add period, with written documentation from the student.

- ★ 25% of registration fees and tuition will be refunded if notice of withdrawal from ALL courses from the University is approved prior to the end of the fourth week of classes, with written documentation from the student.

Students who receive financial aid and subsequently change their enrollment status, which results in a refund, may have all or a portion of their refund returned to the University's Financial Aid and Scholarships Office in accordance with the financial aid policy on refunds and repayments.

13. Florida Prepaid Tuition Plan

All students planning to register under the Florida Prepaid Tuition Plan must present their FPTP identification card to Cashier's Office before the published last day to pay fees. The portion of the student fees not covered by the plan, which include local fees and applicable lab fees, must be paid by the students when their FPTP identification card is presented to the Cashier's Office prior to the published last day to pay fees to avoid cancellation of courses.

14. Veterans and Third Party Deferments

A deferment allows a student to pay tuition and fees after the published due date. Deferments do not relieve the student of their obligation to pay.

Veterans shall be entitled to deferment in accordance with the provisions of Section 240.235, F.S. Veterans that demonstrate eligibility to receive Veterans Affairs benefits may request deferment of tuition and fees by presenting their documentation to the Office of the Registrar at the time of registration. Depending on eligibility, the student will either sign a promissory note for the full amount of the tuition and fees (Non-Chapter 31) or they will be assigned to a Third Party payment contract whereby their tuition and fees are paid directly to the University by Veterans Affairs (Chapter 31). Deferment is also permitted when a third party has made formal contractual arrangements with the University for payment of a student's tuition and fees. The University Controller or designee must approve all Third Party contracts.

15. Tuition Waivers

Students using tuition waivers as part of their tuition payment must present the original and the student copy to the Cashier's Office at the time of payment, on or before the last day to pay fees. Students who are responsible for a portion of their fees in addition to the waivers will be required to pay their portion before the waivers are applied. Certain tuition shall be waived for the following

- (1) children of law enforcement officers or firefighters killed while performing certain duties (Section 112.19 F.S.),
- (2) students who earn credit in courses toward both a high school diploma and an associate or baccalaureate degree (Section 236.081(1)(j) F.S.)
- (3) students enrolled in dual enrollment or early admission program (Section 240.116 & 240.235 (5) F.S.),
- (4) any student for whom the state is paying foster care or any student adopted from the Department of Children and Family Services after December 31, 1997 (Section 409.145(3) & 240.235 F.S.),
- (5) any graduate student enrolled in a state-approved school psychology training program (Section 240.235(7) F.S.),
- (6) certain members of the active Florida National Guard Section 250.10(7) F.S.),
- (7) a student enrolled through Florida Linkage Institutes Program (Section 288.8175(6) F.S.), and
- (8) persons who supervise interns for institutions within the State University System may receive one non-transferable certificate (fee waiver) for each full academic term during which the person serves

as an intern supervisor. This certificate shall provide for the waiver of the residence matriculation fee only (FAC Ch. 6C-7.008)/,

- (9) Recipients of a Purple Heart or other combat decoration superior in precedence who fulfills specified criteria, (Section 1009.26 (9) F.S.).

Senior Citizens tuition waivers

are available to person's 60 years of age or older who meet the requirements of Florida residency (Section 240.235(3) F.S.). The waiver allows qualified individuals to attend credit classes on an audit basis. Senior citizens using waivers must register the Friday during the first week of classes as published in the Schedule of Classes. Florida law requires that Senior Citizen tuition waivers be granted on a space available basis only; therefore approval must be obtained from the Office of the Registrar prior to registering.

16. Vehicle Registration Fee

Parking permits are required for all vehicles using the University Campus. All students, employees and visitors must properly display a parking permit at all times while parked on campus. Initial permit fees for students are included in tuition. There is a replacement charge for lost or stolen permits/decals.

17. Repeat Course Surcharge

Board of Trustees Rule 6C-7.001 states that each student enrolled in the same undergraduate course more than twice, shall be assessed an additional \$175.84 per credit hour for each such course. For example, if a course is repeated twice a student will be assessed the surcharge for the third attempt.

Only courses repeated at FGCU will count in attempts. Transfer course work will not count in the repeat calculation. Grades of "W" and "WF" earned at FGCU will count as attempts.

In accordance with 240.124, F.S., students may petition for the surcharge to be waived based on extenuating circumstances or financial hardship. Extenuating circumstances are those circumstances determined by the university to be exceptional and beyond the control of the student and may include but not limited to: serious illness; documented medical condition preventing completion of the course; death of an immediate family member; involuntary call to active military duty; other emergency circumstances or extraordinary situations. Students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class. The criteria used for determining financial hardship will include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

Requests to waive the repeat surcharge fees must be submitted in writing to the Fee Appeals Committee within six months after the end of the term for which the refund is requested. There are no exceptions to this policy. The decision of the Fee Appeals Committee is final in accordance with rule 6C107.001 (11)(c). All State of Florida Board of Regents policies and fees are subject to change and revision.

18. Excess Hours Surcharge

The 2009 Legislature enacted a student charge for excess hours. Specifically, students enrolling at a State University in or after Fall Semester 2009 will pay a surcharge equal to 50% of the tuition rate for each excess credit hour. The Florida Legislature has defined "excess hours" as hours that exceed by 120% the completion requirements for your baccalaureate degree program at the University. This is the equivalent of 144 hours for students in a 120-hour degree program.



Meal Membership Office: 239-590-1226

Administration Office: 239-590-1160

<http://www.campusdish.com/en-US/CSS/FloridaGulfCoast>

Eagle Dining offers a variety in dining locations for the Florida Gulf Coast University Community. The dining locations on the FGCU campus promote community and carry a convenient selection for students, staff and faculty who are on the go and want to enjoy a satisfying meal at an affordable price.

The Unlimited All-You-Care-To Eat

- Unlimited number of all you care to eat meals per semester in the Perch or Fresh Food Company
- \$150 Dining Dollars
- \$1,722.89/semester (\$4.42 price per meal)
EZ Pay Plan is available for this membership.

Any 10

- Any 10 all you care to eat meals per week in the Perch or Fresh Food Company
- \$400 Dining Dollars
- \$1,492.82/semester (\$6.44 price per meal)
EZ Pay Plan is available for this membership.

Any 7

- Any 7 all you care to eat meals per week in the Perch or Fresh Food Company
- \$250 Dining Dollars
- \$1,102.78/semester (\$7.18 price per meal)
EZ Pay Plan is available for this membership.

Block of 150

- 150 all you care to eat meals per semester in the Perch or Fresh Food Company
- \$300 Dining Dollars
- \$1,378.08/semester (\$6.78 price per meal)
- **EZ Pay Plan** is available for this membership.

Block of 100

- 100 all you care to eat meals per semester in the Perch or Fresh Food Company
- \$300 Dining Dollars
- \$1,067.87/semester (\$7.24 price per meal)
EZ Pay Plan is available for this membership.

Commuter Students Plans

750 Dining Dollar Plan	Consists of Dining Dollars only, used at any FGCU Dining location. Refer to terms and conditions for full contract. This plan can only be purchased by Commuter students or non-resident students. This plan is an annual plan and will not expire until the end of the spring semester. The EZ Pay Plan is not available to purchase 750 Dining Dollar Plan.	\$750
Dining Dollars	Refuel your Dining Dollars. Please note that dining dollars can only be added to an existing meal membership in increments of \$50. Currently, Dining Dollars will only be added to existing Fall 2009 memberships. Dining Dollars are not available for summer sessions.	

Division of Student Affairs

Email: doss@fgcu.edu

Phone: 239-590-7900

Fax: 239-590-7903

Division of Student Affairs includes the following offices:

- | | |
|---------------------------------------|------------------------------------------|
| Adaptive Services | Housing and Residence Life |
| Aquatics Center | Intramural Sports |
| Campus Recreation | Judicial Affairs |
| Career Development Services | Multicultural Student Development Office |
| College Reach Out Program | Outreach Programs |
| Counseling and Psychological Services | Prevention and Wellness Services |
| Dean of Students | Scholars Club |
| Eagle News | Sports Clubs |
| Eagle Parent Office | Student Government |
| Eagle View Orientation | Student Health Services |
| First Year Advising | Student Involvement |
| Fitness Center | Student Support Services |
| FGCU Outdoors | Testing Services |
| Greek Life | |

Adaptive Services

Website: <http://studentservices.fgcu.edu/adaptive/>

Contact Us:

Phone: 239-590-7956

Phone: 239-590-7930 (TTY)

Fax: 239-590-7975

Campus Recreation

Website: <http://www.fgcu.edu/CampusRec/>

Contact Us:

Phone: 239-590-7935

Fax: 239-590-7860

E-mail: campusrec@fgcu.edu

Career Development Services

Website: <http://studentservices.fgcu.edu/careers/>

Office Hours:

Monday - Friday, 8am - 5pm

Contact Us:

Phone: 239-590-7946

Fax: 239-590-7975

E-mail: rlennert@fgcu.edu

Counseling and Psychological Services (CAPS)

Website: <http://studentservices.fgcu.edu/Counseling/>

Office Hours:

Monday-Thursday, 8am-6pm

Friday, 8am - 5pm

Summer Hours:

Monday-Friday, 8am-5pm

Contact Us:

Phone: 239-590-7950

Fax: 239 745-3515

E-mail: caps@fgcu.edu

Multicultural Student Development Services & Resource Center

Contact Us:

Phone: 239-590-7990

TTY: 239-590-7738

Prevention and Wellness Services

Website: <http://studentservices.fgcu.edu/Wellness/>

Contact Us:

Phone: 239-590-7733

Student Health Services

Website: <http://studentservices.fgcu.edu/Healthservices/>

Office Hours:

Monday-Thursday 8:30am-5:30pm

Friday 8:30am-4:30pm

Appointments are strongly recommended

Contact Us:

Phone: 239-590-7966

Fax: 239-590-7968

The State University System Immunization Requirement for Registration is outlined below.

The **Florida Legislature**, recognizing the potential fatal nature of hepatitis B and meningococcal disease, has enacted legislation **effective July 1, 2008**, that all **new matriculating** students must provide documentation of vaccinations against meningococcal **meningitis and hepatitis B** or provide a signed waiver for each declined vaccination. If the student is under the age of 18 and chooses not to obtain the vaccines, a waiver signed by the parent must be provided to the University.

As of the Fall 1986 semester, as a prerequisite to registration, the State University System requires all students, born after December 31, 1956, to present documented proof of immunity against German Measles (Rubella) and Measles (Rubeola). According to the Florida Department of Health and Rehabilitative Services, acceptable proof of immunity is as follows:

○ **German Measles (Rubella):**

Students are considered immune to Rubella only if they have documentation as follows:

1. Medical documentation of live Rubella vaccination received at 12 months of age or older and administered in 1969 or later, or A copy of laboratory serologic proof of Rubella immune status.

○ **Measles (Rubeola):**

Students are considered immune to Rubeola only if they have documentation as follows:

1. Medical documentation of two (2) doses received a least 30 days apart of live Rubeola vaccine administered **at 12 months of age or older in 1968 or later, or** A copy of a laboratory serologic proof of Rubeola immune status.
2. A written statement by a physician on his/her stationery which specifies the date seen and states that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101 degrees Fahrenheit or greater, a cough, and conjunctivitis, and in the physician's opinion, is diagnosed to have had the 10 day measles (Rubeola).

All females should be aware that they should not be vaccinated if there is any possibility of pregnancy.

NOTE: Additional immunization or medical tests may be required for students in certain majors or for students who live in FGCU housing. Please refer to the curriculum description of your major for specific requirements.

The MMR vaccine (measles-mumps-rubella combined) and laboratory testing to prove immunity are available at Student Health Services.

Contact Us:

Phone: 239-590-7966

Fax: 239 590-7968

Testing Services

Testing Services is located in McTarnaghan Hall, room 204. Testing is offered at specified times by appointment only. Services include:

- CLAST (computer-based and paper-and-pencil)
- Florida Teacher Certification Exam (computer-based and paper-and-pencil)
- CLEP (computer-based only)
- Miller Analogy Test (MAT)
- ACT (National and Residual)

- Distance Learning Exams
- Correspondence course exams
- GRE and GMAT review courses
- Florida College Entry-Level Placement Tests (Accuplacer)
- Career inventories
- Personality and psychological tests
- Registration booklets available for: LSAT; MCAT; ACT; CLEP; GRE; GMAT; FTCE/FELE; MAT

Website: <http://studentservices.fgcu.edu/Testing/>

Office Hours:

Monday-Friday 8:30-5pm

Contact Us:

Phone: 239-590-7955

E-mail: jullman@fgcu.edu

Housing and Residence Life

On-campus housing contracts are available for the academic year (Fall and Spring terms) with the option to also secure accommodations for the Summer term. Specific information pertaining to housing fees, application and other deadlines, and the assignment process can be accessed by visiting the Office of Housing & Residency Life.

Website: <http://studentservices.fgcu.edu/housing/>

Contact Us:

Phone: (239) 590-1700

Fax: (239) 590-1702

Email: housing@fgcu.edu

Office of Outreach Program

Website: <http://studentservices.fgcu.edu/supportservices/>

Contact Us:

Phone: 239-590-7834

Fax: 239-590-7945

E-mail: osss@fgcu.edu

Student Life

Website: <http://studentservices.fgcu.edu/Studentlife/>

Contact Us:

Phone: 239-590-7739

Phone: 239-590-7840

Phone: 239-590-7738 (TTY)

E-mail: thesource@fgcu.edu

Center for Academic Assistance (CAA)

Website: <http://studentservices.fgcu.edu/learning/>

Contact Us:

Phone: 239-590-7906

Fax: 239-590-7975

E-mail: tutor@fgcu.edu

International Services

Website: <http://studentservices.fgcu.edu/international>

Contact Us:

Phone: 239-590-7925

Fax: 239-590-7977

Email: internationalservices@fgcu.edu

Distance Learning

Types of Distance Learning Courses:

Internet-based (WWW) courses: Course materials are made available and accessed through the Internet. Courses designed in this way usually involve readings, assignments that can be submitted electronically, email communications, and online discussions. They sometimes also require the use of videotaped materials that can be accessed through a library. Some of these courses may require a limited number of on-campus sessions.

Telecourses: Videotaped course materials are broadcast according to a program schedule on WFCU-TV and can be recorded on your home videotape recorder for viewing at a more convenient time. Readings, written assignments, and performance exams are also required.

Interactive video: An instructor teaches to an on-campus group while simultaneously teaching to an off-campus group using video conferencing equipment. Both sites can see and hear each other and all students have the same assignments and examinations.

<http://mercury.fgcu.edu/schedule.aspx>

Distance Learning courses on the web are color-coded and also can be found by utilizing the Schedule Search and choosing "Virtual" under the campus option.

FGCU Distance Learning Options

All of the upper division courses required to complete:

Bachelor of Science in Criminal Justice

Bachelor of Science in Health Sciences

Bachelor of Science in Legal Studies

Bachelor of Nursing – RN to BSN program

All of the courses necessary to complete:

MBA (Master's in Business Administration)

MPA (Master's in Public Administration)

Master's in Health Science

MA or MED in curriculum instruction with concentration

In Educational Technology

ESOL Certification

Several courses necessary to complete:

Master's in Curriculum and Instruction: Educational Technology

Master's in Geriatric Recreational Therapy

Several courses from the College of Arts and Sciences, such as:

ASH 3000 - The Chinese,
HUM 2510 - Understanding Visual & Performing Arts,
PSY 3044 - Experimental Psychology,
ANT 3410 - Cultural Anthropology,
SOP 4714 - Environmental Psychology,
HIS 3930 - History of Modern East Asia,
IDS 3305 - Issues in Media, Literature and Art,
IDS 3301 - Issues in Culture and Society,
PSY 3044 - Experimental Psychology,
SOP 4714 - Environmental Psychology.

Not every course is available every semester, but the upper division and Master's degree programs are scheduled to allow you to proceed through the program in a timely way, and every semester course options are available in Arts and Sciences. More course options are planned for the future.

Please note: any lower-level (freshman/sophomore) requirements you have not yet met will have to be completed and may require on campus attendance. If you have not yet met the Florida CLAST requirement, you will be required to register for the test in person and take the test in person. Students not living in the FGCU 5-county area can arrange for testing at an institution close to them. However, fees will apply. Students living out-of-state may arrange for testing in their area but fees will apply. Contact the FGCU Testing Center (239-590-7955) if you have any questions.

Commonly Asked Questions:

Is Distance Learning For Me?

Distance Learning courses are probably an option for you to consider if:

- you must work, be home to care for children, or are homebound for some other reason when a course you want or need is scheduled on-campus;
- the driving distance from your home or office makes it difficult to get to campus for a scheduled course; or,
- you've never taken a distance learning course, and you think you might like to try one before you consider an entire degree program.

AND You are motivated and self-disciplined enough to study independently and to set aside regular, daily study time so you can keep up with assignments and finish the course within the period it is offered. AND You have access to and can use a home computer with Internet access and a modem.

Do you get different credit for a distance learning course than you do for an on-campus, face-to-face course? No. The credit is the same, because you are required to achieve the same learning outcomes. The assignments and performance standards are the same as a face-to-face offering, so the course is listed on your transcript exactly the same...the difference is in the method of delivery and the number of times you might be required to come to campus.

If I register for a distance learning course, do I have to complete my entire degree through those kinds of offerings? No. You may take one distance learning course because it fits your schedule during a particular semester, or you may complete some degree programs through all distance learning offerings. OR If you meet the prerequisites for a course, you may enroll as a non-degree-seeking student. There are limits, however, to the number of students we can accommodate and certain courses are restricted to degree-seeking students.

Can I earn a full degree through distance learning courses?

If you earn an A.A. degree from a Florida Community College, you will have completed all of the lower division general education requirements for an FGCU undergraduate degree. You may then enter Florida Gulf Coast University as an upper division undergraduate and complete all, or a significant portion, of the upper

division coursework required for several degree programs.

For more information on Distance Learning, please contact 239-590-7084 or visit the distance learning website, <http://itech.fgcu.edu/distance/>

Technology For Learning at FGCU

Any FGCU student will find it beneficial to own a home computer, a modem, and to subscribe to an Internet connection through an Internet service provider.

FGCU faculty employ technology to improve the effectiveness of teaching and to make information and courses available to students at convenient places and times. Many of the courses at FGCU incorporate the use of email communications, electronic message boards, on-line chat rooms, and Internet searches.

For Internet-based courses, it is highly recommended that you only enroll if you own a home computer and are set up with an Internet service.

Prepare yourself to use technology for learning:

Visit <http://www.fgcu.edu/support> to improve your core technology skills and expand your use of the many technology tools available for learning at FGCU. This site will help you develop the technological skills necessary to be successful.

Use this website to:

- Self-assess your skills on a list of technology competencies.
- Find instructions for connecting to online campus services
- Practice using application software in practical tutorial exercises.

Home computer specifications

For a home computer, it is recommended that you have the following minimum configuration: Windows XP/Mac OS 10.x, 512 MB Ram, 56 KB modem, monitor resolution set to 800x600, and latest Netscape, Explorer, or Firefox Web browser.

We also advise that you conduct a browser test on your computer by going to:

<http://www.fgcu.edu/support/browser/>

Internet Service Account

An Internet Service account is needed. There are many options available including Dial-up services, Cable, DSL, and Dish/Satellite. Again compare services and prices before you buy.

Software

Microsoft Office is the standard software used in conjunction with all FGCU courses. The bookstore carries the version currently being used and can offer you educational discounts. Special software may be required for a course, so check the Online Course Syllabus at <http://mercury.fgcu.edu/syllabus/> for each of the courses to see what textbook, software, or other materials may be required.

Centers and Institutes

The Center for Leadership and Innovation

Phone: 239-590-7308.

<http://www.fgcu.edu/cob/cli/index.html>

The Florida Institute of Government

Located at the Atrium Executive Center

8695 College Parkway, Suite 1181

Ft. Myers, FL 33919

Phone: 239-495-3271, Joanne Hartke, Director

Fax: 239-425-3260

<http://www.fgcu.edu/iog/>

The Small Business Development Center

Phone: 239-7453700

<http://cli.fgcu.edu.sbdc/>

The Southwest Florida Center for Public and Social Policy

Phone: 239-590-7835

<http://cps.fgcu.edu/swfcpsp>

Foundation

The Florida Gulf Coast University Foundation, Inc. was chartered in 1993 for the purpose of supporting the development of the university. The Southwest Florida community – including individuals, businesses, and foundations – are major contributors; and, to date, the FGCU Foundation has generated more than \$71 million in assets.

Phone: 239-590-1067

Renaissance Academy

FGCU Naples Center

1010 Fifth Ave. South

Naples, FL 34102

Naples Center: 239-434-4737

FGCU Fort Myers

8695 College Parkway, Suite 1181

Fort Myers, FL 33919

Ft. Myers Center: 239-425-3270

Email: renaissance@fgcu.edu

General Q & A for Office of the Registrar

Registration

Q: I missed the deadline to withdraw without academic penalty. What can I do?

If you drop a class after the deadline to withdraw from a class without academic penalty you will receive a "WF" grade for that particular class. You may wish to consider filing an appeal for a late withdrawal. These appeals are handled through the College where the course was taken. Refer to the appropriate College for the correct forms and procedure.

Q: How do I get my PIN number?

First-time user- Your PIN number is noted on your admission acceptance letter. PINs may be obtained from the Office of the Registrar in-person or by written request. In-person requests will require a picture ID. Written requests must contain the student's university identification number and signature. Written requests will receive the PIN via mail and will only be mailed to the student's mailing address on file with the University. PINs will not be provided via email, fax, or telephone. Please remember to create a "Forgot PIN "Question and Answer" after your first login and before viewing the main GULFLINE menu. Returning users – If you forgot your PIN, use "Forgot Pin" button. You will be asked to provide the correct answer to your security question and then click Submit Answer. You will then be asked to enter a new PIN. If your PIN becomes disabled you will be asked to contact the Office of the Registrar.

Transient Students

Q: How do I enroll as a transient student?

If you are currently enrolled in the State University System of Florida, you are asked to fill out an online Transient Application at www.facts.org. The Transient Form will list the courses you wish to take, in addition your advisor and your school's Registrar's office will need to approve your application to finalize the process. As a SUS transient, you will not be required to pay the application fee, complete the non-degree application, or provide proof of immunization.

If we receive your Transient Form more than two weeks prior to the start of term, a letter will be mailed back to you containing your PIN number and instructions explaining how to register online. If your transient form is received within two weeks of the start of term, you will be required to come in person to receive this information.

Students who are not from a State University System of Florida school (i.e. Edison College, Palm Beach Community College, etc.) will be required to provide proof of immunization to Student Health Services, complete the non-degree application, and pay the \$30.00 application fee to:

Undergraduate Admissions
Florida Gulf Coast University
10501 FGCU Blvd. South
Fort Myers, FL 33965-6565

Registration for transient students begins each term on the same date as Non-degree students (refer to the Academic Calendar).

Student Records

Q: How do I change my address?

To change your address send the Office of the Registrar a written, signed statement that includes the following information: your name, your UIN, your telephone number, your signature, your complete new address and the effective date for the new address. A change of address form is available in the Office of the Registrar or can be downloaded from the website.

http://www.fgcu.edu/Registrar/files/Address-Name_Change_Form_04032008.pdf

The completed form can be either mailed or faxed to:

Office of the Registrar
Florida Gulf Coast University
10501 FGCU BLVD. South
Fort Myers, FL 33965-6565.
Fax Number (239) 590-7983

Q: Does FGCU have grade forgiveness?

The FGCU grade forgiveness policy went into effect in the 2000-2001 academic year and only applies to undergraduate courses taken since fall of 2000. The policy and guidelines are listed in the university catalog. Application forms are available through your advisor or through the website at

http://www.fgcu.edu/Registrar/files/GradeForgive1_022609.pdf

Q: I pay my student's bill, why can't I get information?

Due to the Family Educational Rights and Privacy Act, Federal Law 20U.S.C 1232G, (**FERPA**) Law, it is illegal for any FGCU employee to share information about your student. Students should fill out a Request to Review Records Form, and list the names of whom they want information released to. Forms are available through the Registrar's website at

http://www.fgcu.edu/Registrar/files/Third_Party_Authorization_11172008.pdf

Useful information for the online schedule of classes.

Location Code abbreviations On Campus

AB3	Academic Building 3	LIB	Library
AB5	Academic Building 5	MCT	McTarnaghan Hall
AB7	Academic Building 7	MMOD	Music Modular
AC	Fine Arts Complex	RH	Reed Hall
BHG	Griffin Hall	SRHM	Sugden Resort & Hospitality Mgmt.
HE	Holmes Engineering & Computing	SU	Student Union
HH	Howard Hall	SWC	Sugden Welcome Center
KLEIST	Kleist Health Ed. Ctr.	WGPU	WGCU Broadcasting Ctr.
LH	Lutgert Hall	WH	Whitaker Hall

Location Code abbreviations Off Campus

BAKER	Ida Baker High School - Cape Coral	ECCLEE	-Edison College, Lee County Campus
CCFGCU	Cape Coral FGCU Center	HITECN	High Tech Center North (Cape Coral)
CONSWF	Conservancy of S.W. Florida	LABLHS	Labelle High School
ECCCHR	Edison College, Charlotte County Campus	NAPLES	FGCU Naples Center
ECCCOL	Edison College, Collier County Campus	PRACT	Practice Portion of Course
		SFTMHS	South Fort Myers High School

Day of the week abbreviations:

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday

Undergraduate courses are numbered 1000 to 4999.

Graduate courses are numbered 5000 and above.

Note: Tuition charges are based on course level, not student level.

Common abbreviations

CRN - Course Reference Number

FAFSA - Free Application for Federal Student Aid

FTIC - First Time in College student

GPA - Grade Point Average

PIN – Personal Identification Number

UIN - University Identification Number

Course Subject Prefixes

ACG Accounting: General	EUH European History	OTH Occupational Therapy
ADV Advertising	EVR Environmental Studies	PAD Public Administration
AFA African-American Studies	EVS Environmental Science	PCB Process Biology
AFH African History	EXP Experimental Psychology	PEL P.E. Activities (General)
AFS African Studies	FIN Finance	PET Physical Ed Theory
AMH American History	FRE French Language	PHH Philosophy, History of
AML American Literature	GEA Geography: Regional Areas	PHI Philosophy
ANG Anthropology-Graduate	GEB General Business	PHT Physical Therapy
ANT Anthropology	GER German	PHY Physics
ARE Education: Art Education	GEY Gerontology	PHZ Physics (continued)
ARH Art History	GLY Geology	PLA Legal Studies (Professional)

ART Art	HFT Hospitality & Resort Management	POS Political Science
ASH Asian History	HIS General History	POT Political Theory
ASN Asian Studies	HSA Health Services Administration	PPE Personality
AST Astronomy	HSC Health Sciences	PSB Psychobiology
BCH Biochemistry (Biophysics)	HUM Humanities	PSY Psychology
BOT Botany	HUS Human Services	PUP Public Policy
BSC Biological Science	IDH Interdisciplinary Honors	PUR Public Relations
BUL Business Law	IDS Interdisciplinary Studies	QMB Quant. Methods in Business
CAP Computer Applications	IHS Interdisciplinary Health Services	REA Reading
CCJ Criminal Justice	INP Industrial & Applied Psychology	RED Reading Education
CDA Computer Design/Arch.	INR International Relations	REE Real Estate
CEN Computer Engineering	ISC Interdisciplinary Science	REL Religion
CGS Computers General Studies	ISM Computer Information Systems	RMI Risk Management & Insurance
CHI Chinese	ISS Interdisciplinary Social Sciences	RTT Radio/Television Technology
CHM Chemistry	JOU Journalism	RTV Radio/Television
CHS Chemistry-Specialized	LAE Language Arts & English Ed.	SCE Education: Science Education
CJC Criminal Justice Corrections	LAH Latin American History	SDS Education: Student Develop Services
CJE Criminal Justice Enforcement	LAS Latin American Studies	SLS Student Life Skills (Learning)
CJJ Criminal Justice Juvenile	LEI Leisure	SOP Social Psychology
CJL Criminal Justice	Law LIT Literature	SOW Social Work
CLP Clinical Psychology	MAA Mathematics-Analysis	SPA Speech Path. & Audiology
COM Communication	MAC Math Calculus & Pre-calculus	SPC Speech Communication
COP Computer Programming	MAD Mathematics-Discrete	SPN Spanish Language
COT Computer Theory	MAE Education: Mathematics Ed	SPT Spanish Lit. in Translation
CPO Comparative Politics	MAN Management	SPW Spanish Lit. (Writings)
CRW Creative Writing	MAP Mathematics Applied	SSE Education: Social Studies Ed
DEP Developmental Psychology	MAR Marketing	STA Statistics
ECO Economics	MAS Mathematics-Algebraic Structures	SYA Sociological Analysis
ECP Economic Problems & Policy	MAT Mathematics	SYD Sociology of Demo & Area Studies
EDA Educational Administration	MCB Microbiology	SYG Sociology, General

EDE Education: Elementary	MGF Mathematics-General & Finite	SYO Social Organization
EDF Education: Found. & Policy	MHF Mathematics-History & Found.	SYP Social Processes
EDG Education: General	MHS Ed Counseling Mental Health Services	TAX Taxation
EDM Education: Middle School	MLS Medical Lab. Science	THE Theatre
EDS Education Supervision	MUE Music: Education	TPA Theatre Prod. & Admin.
EEC Education: Early Childhood	MUN Music: Ensembles	TPP Theatre Perf. & Training
EED Education: Emotional Disorders	MUS Music	TSL Teaching Eng. as Second Lang.
EEX Education: Exceptional Child Core	MUT Music: Theory	WOH World History
EGN Engineering	MVB Applied Music: Brasses	WST Women's Studies
ELD Education: Spec. Learn. Disabilities	MVK Applied Music: Keyboard	ZOO Zoology
EME Education: Technology & Media	MVS Applied Music: Strings	
EMR Education: Mental Retardation	MVV Applied Music: Voice	
ENC English Composition	NGR Nursing-Graduate	
ENG English – General	NUR Nursing Undergraduate	
ENL English Literature	OCB Oceanography: Biological	
ENS English as a Second Language	OCC Oceanography: Chemical	
ESE Education: Secondary	OCE Oceanography: General	

FLORIDA GULF COAST UNIVERSITY
10501 FGCU Boulevard South
Fort Myers, FL 33965-6565
Area Code 239 - 590-1000
800 - 590-FGCU (3428)
www.fgcu.edu

Helpful Phone Numbers

STUDENT RELATED DEPARTMENTS	PHONE	FAX	Website/Toll Free/TTY
Adaptive Services and Students with Disabilities	590-7956	590-7975	TTY 590-7930
Academic Probation	590-7906	590-7978	
Admission & Recruitment	590-7878	590-7894	1-888-889-1095
Admission for Graduate Studies	590-7988	590-7843	
Angel Technical Support	590-7100		
Aquatics Center	590-7700	590-1012	
Campus Involvement & the Bulletin Boards	590-7739	590-7768	
Campus Recreation/ Gym	590-7935	590-7860	
Career Development Center & Internships	590-7946	590-7975	
Cashier's Office - Finance & Accounting	590-1213	590-1219	cashiers@fgcu.edu
Center for Academic Achievement & Tutoring	590-7906	590-7978	caa@fgcu.edu
Counseling and Psychological Services	590-7950	745-3515	caps@fgcu.edu
Delta Delta Delta Sorority	590-7714	590-7929	
Eagle Express Shuttle Service	590-1913		
Eagle ID Card Office	590-7645	590-1145	
Eagle News ~ Student Newspaper	590-7945	590-7768	
Eagle View Orientation	590-7957	590-7862	
Financial Aid & Scholarships	590-7920	590-7923	FICE # 032553
First Year Advising	590-7875	590-7862	advising@fgcu.edu
Greek Life	590-7722		
Honors Programs	590-7490		
Housing & Residence Life: North Lake Village ~ The Commons South Village ~ Everglades Hall	590-1700 590-1711	590-1702 590-1736	With Automated Attendant: Press 1 for Student Options & Press 8 for Housing
International Services	590-7925	590-7977	TTY 590-7930
Judicial Affairs	590-7904	590-7903	
Multicultural Student Development	590-7990	590-7977	

Outreach Programs	590-7834	590-7947	
Parents' Office	590-7957	590-7862	
Pre-Paid College Tuition Board			1-800-552-GRAD (4723)
Registrar's Office and Commencement Registration	590-7980 & - 7846	590-7983	1-888-373-2040
Service Learning & Community Service	590-7015	590-7660	www.fgcu.edu/connect/
Student Affairs	590-7900	590-7903	
Student Government President ~ Isaac Roman	590-7948 590-7873	590-7929	
Student Health Services	590-7966	590-7968	
Student Support Services	590-7834		
Supplemental Instruction Office & Eagle Tutoring	590-7906	590-7978	tutor@fgcu.edu
Student Union Information Booth	590-1091		
Sugden Welcome Center	590-7750		
Testing	590-7955	590-7732	
Tours of FGCU Campus through Admissions	590-7878	590-7894	Toll Free 1-888-889-1095
University Store	590-1150	590-1152	
Writing Center	590-7141		

Campus Map

- | | |
|-----------------------------|--------------------------------------------------|
| 1 - Griffin Hall | 18 - Margaret S. Suggden Welcome Center |
| 2 - Reed Hall | 19 - Athletic Building |
| 3 - Library | 20 - Kleist Health Ed Center |
| 4 - Howard Hall | 21 - Academic 5 |
| 5 - McTarnaghan Hall | 22 - Lee County/FGCU Aquatics Center |
| 6 - Wellness Center | 23 - Suggden Hall |
| 7 - Central Energy Plant | 24 - Lutjert Hall |
| 8 - WGU Broadcast Building | 25 - Holmes Hall |
| 9 - Family Resource Center | 26 - SoVi Dining - South Village Dining Facility |
| 10 - Campus Support Complex | 27 - South Central Energy Plant |
| 11 - Academic 3 | 28 - Academic 7 |
| 12 - Whitaker Hall | 29 - Campus Recreation Sports Modular |
| 13 - Information Booth | 30 - Grounds Maintenance |
| 14 - Egan Observatory | 800 - North Lake Village Housing |
| 15 - Arts Complex | 808 - South Village Housing Complex |
| 16 - Allico Arena | 909 - North Modular Village |
| 17 - Student Union | 910 - South Modular Village |
| | 911 - Music Modular |

P1 - PB Aux - Parking Lots
 PG1 - PG3 - Parking Garages

