All About Gulfline

Welcome to Gulfline . . .

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 User ID and PIN.
The User ID (Student ID) is a nine digit number. The PIN (Personal Identification Number) will be a six digit number. These two ID numbers are assigned during the course of the application process through the admissions office.

Because the PIN acts as the student's electronic signature, and protected under University policy and Federal law, PIN numbers will not be given out via telephone, fax, or email. Students who forget their PIN should contact the Office of the Registrar for information on how to obtain a PIN.

For security reasons, student should change their PIN at first login to Gulfline and continue to change the PIN on a regular basis. PINs must be six-digits in length and MUST NOT contain alpha-characters or lead with the number zero (0).

Let's get started . . .

Gulfline Registration

Web Address: http://gulfline.fgcu.edu
1. Select **LOGIN TO GULFLINE** from the Gulfline Main Menu.
2. Read the important information on the page and scroll to the bottom.
3. Enter User ID and PIN, click on submit.
4. From the main menu, select the **Student and Financial Aid** option.
5. Select **Registration**.
6. Select **Drop/Add Classes**.
7. Enter the Term and Year information and submit.
8. From the Drop/Add page, enter the CRN (Course Reference Numbers), if known, in the ADD section. If the CRN is not known, click on **Course Search** to look for the course section.

9. Once all CRNs are entered, click on **Submit Changes** to save classes selected for enrollment.

Gulfline Registration

10. Course enrollment information will display in the "Course Enrollment" section noting a status of "Web Registered" for the classes successfully registered. Course restrictions and/or course holds will display in the "Error" section. Refer to the [Registration Troubleshooting](#) guide to determine how to resolve the course error (http://enrollment.fgcu.edu/registration/trouble.html). Students may need to contact their assigned college advisor for assistance with course errors.
11. Once course registration is complete, select **Return to Menu** (upper right area of page) to return to the Registration menu. Click on **View Fee Assessment** to continue registration process. Print the term tuition and fees information, while noting the payment deadline date.
12. Select **Return to Menu** to return to the Registration menu. Select one of the two options – **Student Schedule by Date & Time** or **Student Detail Schedule** - to print your class schedule.
13. Student term registration is complete. Always exit Gulfline prior to leaving PC.

Gulfline Grades and Transcripts

Web Address: http://gulfline.fgcu.edu
1. Follow Gulfline Registration Steps 1-3.
2. From the main menu, select **Student Records**.
3. Select **Final Grades**.
4. Select Term and year information.
5. Click on **Display Grades**.
6. Print as needed.
7. Remember to exit Gulfline prior to leaving the PC.

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

View Course Descriptions & Course Schedule

Address: http://gulfline.fgcu.edu

1. From the Gulfline Main Menu, click **Course Descriptions**

OR

Click on **Course Schedule** to view course times and availability.

2.   Enter all "Required" fields and click on **Search** or **Submit**.
3.   Remember to exit Gulfline prior to leaving the PC.

Other Web Options

Address: http://gulfline.fgcu.edu

From the Registration Menu:

Select Term
Add/Drop Classes
Look-up Classes to Add
Change Class Options
Student Schedule by Day & Time
Student Detail Schedule
Registration Fee Assessment
Withdrawal Information
Check Your Registration Status
Student Assessment of Instruction
Order Books for Classes

From the Student Record Menu:

View Holds
Midterm Grades
Final Grades
Grade Detail
Academic Transcript
Request Printed Official/Unofficial Transcript
View Status of Transcript Requests
Account Detail for Term
Select Tax Year
Tax Notification

From the Personal Information Menu:

Change PIN
Change Security Question
View Address(es) and Phone(s)
View E-mail Address(es)

View Emergency Contacts
Name Change Information
Social Security Number Change Information

<u>Student Rights Under FERPA</u>

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 record custodian. The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees students the right to have access to their education records. Contact the <u>Office of the Registrar</u> (<u>http://enrollment.fgcu.edu/registration</u>) for more information.