FCTC Career Tech
Student Orientation

Apply Yourself!
NAVIGATING THE PRESENTATION

Welcome, this presentation will take approximately 45 minutes to complete. At the end you will be asked to take a short quiz and a survey.

Here are some terms from the presentation that you may not know.

CTE – Career & Technical Education
TABE – Test of Adult Basic Education
**MAIN CAMPUS OFFICE HOURS**

Registration, Building A  
Monday – Thursday 7:30 a.m. – 5 p.m.  
Friday 7:30 a.m. – 5 p.m.

Bookstore, Building C  
Monday-Thursday 8:30 a.m. – 8:00 p.m.  
Friday 8:30 a.m. – 3:30 p.m.

Business Office and Financial Aid, Building A  
Monday – Thursday 7:30 a.m. – 5 p.m.  
Friday 7:30 a.m. – 5 p.m.

**Student Center/Bookstore**  
Sells uniforms, supplies, lunch, snacks and books.
ENROLLMENT PROCEDURES

Meet with the Guidance Counselor/Student Advisor to review occupational goals, discuss program requirements, and examine financial aid options.

- **Register** and pay a non-refundable registration fee.
- **Take** the TABE, or CASAS test
- **Attend** this online Orientation
- **Meet with Guidance Counselor/Student Advisor** to review assessment and program offerings, and visit classrooms prior to registration.
- **Complete** the enrollment process at Registration Office and pay applicable fees.
- **Receive** an Identification Card and Admission Slip.
- **Enter** class on the date provided.

**INSURANCE**
Each student should carry his or her own hospitalization insurance. Some programs require proof of insurance prior to enrollment.
Financial Aid is available to all prospective and currently enrolled students who qualify and enroll in an approved career training program. Grants are available, based on a student’s financial need.

1. Visit www.fctc.edu,
2. Click on “Future Students” then “Financial Aid”.
3. View detailed instructions and websites

Grants are paid as students reach the required attendance for their class. Attendance hours are totaled twice a month.
Checks are mailed when the required number of hours for the specific program are met.
Contact the Financial Aid Office for more information 904.547-3511.

Veterans may be entitled to educational benefits.
Please visit the Military/VA page in the Financial Aid section of our website for information, transcript requirements, & instructions how to apply.
STUDENT SERVICES

• **Child care services** are available on the main campus.
  – to full-time FCTC students
  – for preschool children age 2 and older
  – during regular school hours

• **Counseling services:** available to all students and prospective students.

• **Job placement:** available at no cost to all students seeking full-time or part-time employment. “Employability Skills” workshops scheduled throughout the year to assist students in Job Search techniques.

• **Cooperative education (co-op):** earn credit toward graduation and/or course completion while working in a job related to their course of study.

• **Career Navigators:** an enrichment program for youth and young adults who receive intensive case management services to enhance opportunities for successful completion of their educational and career objectives.
MAIN CAMPUS DINING

The Café/Student Center (Bldg. C)
Serving sandwiches, salads, coffee, drinks.
Monday – Friday

Walter’s Reef Restaurant (Bldg. C)
Serving lunch Tuesday – Friday.
11:00 – 1:00 (last seating 12:45)

Vending machines are located on all campuses.

NOTE: Food and drinks are not allowed in classrooms or laboratories. Food service is not available at the North Campus or Putnam Campus.
ASSESSMENTS
Scheduled by telephone or in person through Registration

**TABE** (Test of Adult Basic Education):
Tests reading, math and language skills.
Required of all adult and postsecondary students enrolled in a technical program with 450+ hours.
Must be completed within 6 weeks of initial enrollment.

**CASAS** (Comprehensive Adult Student Assessment System) for speakers of another language must be completed prior to first 12 class hours.
Adult Education offers a variety of open-entry/open-exit, self-paced classes with flexible scheduling and one-on-one instruction. Online classes are also available.

Courses include:

- Basic academic skills classes for entry into a technical program
- GED prep classes
- Adult High School Completion Program
- English for Speakers of Other Languages (ESOL)

Adult Education is intended for persons 16 years of age or older.

Hours:

- **St. Augustine Campus:**
  - Monday – Thursday 7:00 a.m. – 9:00 p.m.
  - Friday 8:00 a.m. – 4:00 p.m.

- **Palatka Campus:**
  - Monday 3:30 – 7:30 p.m.
  - Thurs. 3:30 – 7:30 p.m.
<table>
<thead>
<tr>
<th>REGISTRATION FEES</th>
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<tbody>
<tr>
<td>Programs 18 weeks or less</td>
<td>$10</td>
</tr>
<tr>
<td>Programs 18 weeks or more</td>
<td>$25</td>
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<table>
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<tr>
<th>APPLICATION FEE</th>
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<tbody>
<tr>
<td>Health Occupations and Public Safety Programs</td>
<td>$10</td>
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<table>
<thead>
<tr>
<th>TESTING FEES</th>
<th></th>
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<tbody>
<tr>
<td>GED – Online payment and registration</td>
<td></td>
</tr>
<tr>
<td>TABE Test</td>
<td>$25</td>
</tr>
<tr>
<td>Non-FCTC Students</td>
<td>$40</td>
</tr>
<tr>
<td>Firefighter/Medical Skills Ability Test</td>
<td>$75</td>
</tr>
<tr>
<td>Fire Science Entrance Ability Test</td>
<td>$50</td>
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<tr>
<td>Practical Nursing TEAS V</td>
<td>$45</td>
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<table>
<thead>
<tr>
<th>TUITION (based on student contact hours)</th>
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<tbody>
<tr>
<td>Resident – Technical Certificate</td>
<td>$2.92/hour</td>
</tr>
<tr>
<td>Full Cost – Technical Certificate</td>
<td>$11.71/hour</td>
</tr>
<tr>
<td>Resident &amp; Non – Adult Education</td>
<td>$30.00/term</td>
</tr>
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## OTHER FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Liability Insurance</td>
<td></td>
</tr>
<tr>
<td>High liability programs</td>
<td>$10</td>
</tr>
<tr>
<td>Identification Card</td>
<td>$10 (per term)</td>
</tr>
<tr>
<td>Transcript (first transcript free)</td>
<td>$10</td>
</tr>
<tr>
<td>Annual Parking</td>
<td>$10 - $75 (based on length of program)</td>
</tr>
<tr>
<td>Drug Testing (Health Occupations)</td>
<td>$57.02 (attached to course fee)</td>
</tr>
</tbody>
</table>

*Background cost imposed by outside source*

## ADDITIONAL COSTS

Additional costs may include textbooks, workbooks, uniforms, shoes, insurance fees for high liability program areas, laboratory/license/certification fees, tools, activity fees, equipment, and other fees as allowed or required by the state. The exact amount for each program/course is available at Registration.
ATTENDANCE

• **Expectations**
  – Be in class at the scheduled time and attend regularly
  – Notify the Student Advisor or instructor when unable to attend class

• **Excessive or unexcused absences**, tardiness, or leaving early
  Student will be:
  – Referred to **Discipline Committee**
  – Dropped from class after 6 consecutive absences (adult postsecondary)
  – Will impact **financial aid**
  – **Students dropped** for this reason may not re-enroll for 45 days (unless approved by the Admissions Committee)

• **Veteran Affairs**
  – VA students are required to attend all classes. **Four (4) days** of unexcused absences in any calendar month will be **terminated** from VA benefits.
  – VA students are expected to complete their program within the prescribed number of training hours (clock hours).
Absence Policy
During a Nine Week Period

<table>
<thead>
<tr>
<th>DAYS ABSENT</th>
<th>CONSEQUENCE</th>
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<tbody>
<tr>
<td>Student will:</td>
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<tr>
<td>3</td>
<td>Meet with Instructor</td>
</tr>
<tr>
<td>4</td>
<td>Receive Intervention Counseling</td>
</tr>
<tr>
<td>5</td>
<td>Be referred to the Dean</td>
</tr>
<tr>
<td>6</td>
<td>Be referred to the Discipline Committee</td>
</tr>
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</table>
PARKING & SMOKING POLICY

• **Parking decal** is required for all students.
  – Purchase in Registration Office, Building A.
  – Annual fee $10 - $75 (based on length of program)
  – Park in designated areas. (High school students park in front of Bldg. H).
  – Speed limit is 15 m.p.h.

• **Smoking** and/or tobacco products **are not permitted** at any FCTC location (including inside cars parked on campus).

• **Prohibited** tobacco products include:
  – Cigarettes, cigars, pipe tobacco, smokeless tobacco including snuff, dip, chewing tobacco, smokeless pouches, and any other form of loose-leaf or smokeless tobacco. The use of **electronic cigarettes** is **prohibited**.
RESIDENCY DOCUMENTATION

• You must provide 2 documents to prove you have been a Florida resident for the past 12 months when you register for a course.

• Tier 1: Must have 1 –
  – Florida voter registration card, Florida driver’s license, State of Florida Aid card, Florida vehicle registration, proof of permanent home in Florida as primary residence, proof of homestead exemption, transcripts from Florida high school, proof of full-time employment in Florida for 30 hours per week in 12-month period.

• Tier 2: May include –
  – Declaration of domicile, professional or occupational license, Florida incorporation, document of family ties, proof of membership in Florida based profession organization, paid utility bill or lease agreement for 12 consecutive months, an official state, federal or court document evidencing legal ties to Florida.

• NOT Allowed:
  – Hunting/fishing license, library card, shopping club card, birth certificate, passport, cellular phone bill, social security card.

• MORE info www.FACTS.org
STUDENT DRESS & ID BADGES

All students **must wear** their student **ID badges**.

Many FCTC programs have program specific dress codes. If your program is impacted by this you will receive further information from your instructor.

The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Personal appearance of students are intended to dress casually but reasonably.

Uniforms can be purchased at FCTC Bookstore
- Symbols, signs or defacing their uniform is not permitted
- Uniforms must be clean
- Work shoes, safety goggles and/or hard hats may be required

Clothing **NOT** approved on campus:
Cut-off shirts above the waist, obscene or suggestive sayings on garments, miniskirts, see through tops, clothing that advertises alcohol or tobacco products. Hats, bandanas and visors can only be worn by programs conducted outside.

**Students not adhering to the standards are subject to disciplinary action.**
EMAIL ACCOUNT

- All students will have access to the FCTC email account (24 hours after registration).
  - Firstname.lastname@student.fctc.edu

- Login to http://student.fctc.edu
  - User name: firstname.lastname
    - Example: John.Smith
  - Password: Lastname last 4 of SS#
    - Example: Smith1234
## GRADING SYSTEM

<table>
<thead>
<tr>
<th>Score</th>
<th>Numerical Rating</th>
<th>Description</th>
<th>Letter</th>
</tr>
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<tbody>
<tr>
<td>90-100</td>
<td>3.5 – 4.0</td>
<td>Excellent</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>2.5 – 3.4</td>
<td>Above Average</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>1.5 – 2.4</td>
<td>Average</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>1.0 – 1.4</td>
<td>Below Average</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>0 - .9</td>
<td>At Risk/Re-assess</td>
<td>F</td>
</tr>
</tbody>
</table>
STUDENT OPPORTUNITIES

open to all FCTC students

• A national organization that serves all trade, industrial, technical, and health occupation students.

• Dedicated to developing well-rounded students and future employees, providing leadership, citizenship and character development programs and job skill training.

• Members compete on a regional, state and national level.

DUAL ENROLLMENT PROGRAM

open to high school students

• FCTC participates with Clay, Putnam and St. Johns County high schools in a Dual Enrollment Program.

• Students take technical elective classes while obtaining the required academic courses for high school graduation.

• Interested students should contact their high school counselor.


**STUDENT RIGHT-TO-KNOW**

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. Postsecondary institutions participating in Federal Student Aid Programs must disclose campus security policies and certain crime statistics. The campus crime statistics are available on the FCTC Website.

**SERVICES TO STUDENTS WITH SPECIAL NEEDS**

Adults with disabilities may apply for admission to FCTC. FCTC does not make inquiries about adult student disabilities. It is the student’s responsibility to inform the Guidance Counselor of his/her disability prior to the beginning of class. Documentation validating the disability must be provided. Reasonable accommodations will be made in a timely manner. All information will remain confidential.
Media Services

• Electronic:
  – 4 computer labs are available for student use in buildings A, B, C, & D.
  – In addition, laptop carts are available for use on each campus.

• Print:
  – Every classroom has an up-to-date print media Student Resource Center
Media Services

• Desire – to – Learn (D2L) is the online Learning Management System that provides access to:
  – Assignments
  – Student/Instructor Communication
  – Homework
  – Lessons
  – Tests
  – Videos

• An explanation on the use of D2L will be provided to students by the program instructor.
First Coast Technical College offers technology orientation on the main campus for all interested students on the following days:

- **1\textsuperscript{st} Tuesday** of every month  **3:00 – 4:00**

- **3\textsuperscript{rd} Tuesday** of every month  **4:30 – 5:30**

Please contact Jennifer Broyles at 547-3389 for more information.

*Technical support is also available from IT staff.*
CAMPUS SECURITY POLICY

Emergency Phone Notification System
   St. Augustine Campus  dial Extension 0 or 1111.
   Putnam County Campus  contact the Front Desk.
   A special announcement will be broadcast over the phone system if there is an emergency for a specific building or an entire campus.

Fire/Evacuation Drills
   Monthly for high school students
   Yearly for adult students
   Evacuation routes posted by exists

Lock-Down Drills
   Go to the designated safety area inside the building

Main Campus Gates
   FCTC gates are locked
   Daily: Mon – Thur. 10:00 p.m. to 6:00 a.m.
   Weekends: Fri. 10:00 p.m. to Monday 6:00 a.m.
   Every other Saturday campus is open.
Students are expected to conduct themselves in a professional adult manner. When a student’s conduct seriously affects the College’s operation or property in a negative way, the student will be disciplined according to FCTC regulations up to and including dismissal from the College and/or payment for damaged property.

Students are expected to comply with the legal and ethical standards of the institution. Academic dishonesty and/or non-academic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forgoing or altering institution documents and/or academic credentials.

• The institution reserves the right to withdraw a student at any time for misconduct as described above.

• It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

• Students who feel their rights have been denied are entitled to due process.
MEMORANDUM

TO: Technical Center Directors
FROM: Rod Duckworth
DATE: October 3, 2014
SUBJECT: Senate Bill 524 – Sexually Violent Predators

Senate Bill 524 requires each Florida College System institution, state university and career center to inform students and employees at orientation of the Florida Department of Law Enforcement sexual predator and sexual offender registry website and toll-free telephone number. This information must also be available on the institution’s website.

The website can be located at https://offender.files.state.fl.us/
The toll-free telephone number is 1-888-357-7332

If you have any questions about these issues, please contact Belinda Chason at 850-245-9076 or via email at belinda.chason@fldoe.org.

RD/be
Acceptable Use Procedures (AUP)

If students wish to bring personal electronic device(s) on College premises they must understand that responsibility for the care and use of the devise belongs solely to the student.

As a condition of the privilege of using the College’s system and technology resources, students are required to annually execute the FCTC AUP Agreement.
Florida State Statute 1006.09 (9) states: A school principal or a school employee designated by the principal, if she or he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a student’s locker or other storage area may search the locker or storage area.
SEXUAL HARASSMENT

• Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious, or national origin harassment should:

  1. File the complaint in writing to the President, include the precise nature of the complaint. All complaints will be handled confidentially.

  2. A preliminary investigation will begin.

  3. Parties involved will be notified of the results of the investigation.
Campus Safety and Security

FCTC is committed to assisting all members of the community in providing for their own safety and security.

The website and booklet contain information regarding campus security and personal safety including, crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters related to security and safety on campus. They also contain information about crime statistics for 3 previous calendar years concerning reported crimes that occurred on each campus; in certain off-campus buildings or property owned or controlled by FCTC; and on public property within, or immediately adjacent to and accessible from the campus.

Students or employees may review the log during normal office hours at the FCTC Main Campus (Reception Desk) at 2980 Collins Avenue, Building A, St. Augustine, FL 32084.

Annual Security Report 2014 is available on FCTC web page:
7 HABITS OF HIGHLY EFFECTIVE PEOPLE!!

**Dependence to Independence** (self-mastery)
- Habit 1: Be Proactive
- Habit 2: Begin with the End in Mind
  (Where do you want to be in 5 years?)
- Habit 3: Put First Things First (Prioritize)

**Interdependence** (working with others)
- Habit 4: Think Win-Win
- Habit 5: Seek First to Understand, Then to be Understood
- Habit 6: Synergize (Teamwork)
- Habit 7: Sharpen the Saw (Renew your resources)

For more information click [The Seven Habits of Highly Effective People](#)
LEARNING STYLES

The Seven Learning Styles: *What is your preferred style for learning?*

- **Visual (spatial):** pictures, images, and spatial understanding.
- **Aural (auditory-musical):** sound and music.
- **Verbal (linguistic):** words, both in speech and writing.
- **Physical (kinesthetic):** body, hands and sense of touch.
- **Logical (mathematical):** logic, reasoning and systems.
- **Social (interpersonal):** learn in groups or with other people.
- **Solitary (intrapersonal):** work alone and use self-study.

To find out your preferred learning style take an online quiz. [http://www.learning-styles-online.com/inventory/questions.php](http://www.learning-styles-online.com/inventory/questions.php)
ORIENTATION QUIZ

The Student Handbook is online for easy access. Connect to:

- [www.fctc.edu/current-students/student-handbook/](http://www.fctc.edu/current-students/student-handbook/)
- [www.fctc.edu/future-students/student-handbook/](http://www.fctc.edu/future-students/student-handbook/)

- Take the 10 question quiz and a survey.
  - [https://www.surveymonkey.com/s/5YJWKGF](https://www.surveymonkey.com/s/5YJWKGF)
  - [https://www.surveymonkey.com/s/FCTCregistration](https://www.surveymonkey.com/s/FCTCregistration)

- Electronically sign that you read & understood the Student Handbook.