



FCTC

Student Orientation



Navigating the Presentation

Welcome to FCTC, this presentation will take approximately 45 minutes to complete. You will be asked to take a short quiz when complete.

All information contained in this orientation is addressed in the student handbook <http://fctc.edu/current-students/student-handbook/>

If you have need clarification on something, please refer to the student handbook or ask your instructor.



Campus Hours and Locations

Hours Registration & Financial Aid

7:30 am – 5 pm, M-F

Bookstore

8 am – 7 pm M-T, F - 8 am – 3 pm

Text Books

Supplies

Uniforms

Snacks

St. Augustine Campus

2980 Collins Avenue

St. Augustine, FL 32084 904.547.FCTC

904.824.4401

Fax: 904.547-3388

Public Safety Campus

3640 Gaines Road

St. Augustine, FL 32084

904.547-3542

Fax:904 547 3953

Barge Port Campus

102 Port Road

Palatka, FL 32177

386.326.9000

Fax: 386 329 3953

Palatka Campus

1001 Husson Ave.

Palatka, FL 32177

386.326.9000

Fax: 386 326 9021



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
- ✓ **Complete** 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 their own insurance.

Some Programs Require proof of insurance prior to enrollment.



Financial Aid

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



Financial Aid

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.



Veterans may be entitled to educational benefits.

Visit the Military/VA page in the Financial Aid section at www.fctc.edu, for transcript requirements, & instructions how to apply.



Student Services

Child care services : available on the main campus for a fee to full-time FCTC students for preschool children age 1 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)

Sandwiches, salads, drinks

Monday – Friday

Walter's Reef Restaurant (Bldg. C)

Lunch Tuesday – Friday.

11:00 – 1:00 (last seating 12:45)

\$7 for students

Vending machines are located on all campuses.

NOTE: Food and drinks are not allowed in classrooms or laboratories.

Food service is not available at other campuses.



Assessment Information

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.

**Schedule with registration in phone or in person*



Adult Education/CTE Prep

Adult Education offers a variety of open-entry/open-exit, self-paced and online classes with flexible scheduling and one-on-one instruction.

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 for persons 16 years of age or older.



Fees

REGISTRATION FEES

Programs 18 weeks or less \$10

Programs 18 weeks or more \$25

APPLICATION FEE

\$10

Health Occupations and Public Safety Programs \$10

TESTING FEES

GED – Online payment and registration

TABE Test \$25

Non-FCTC Students \$40

Firefighter/Medical

Skills Ability Test \$75

Fire Science

Entrance Ability Test \$50

Practical Nursing

TEAS V \$45

TUITION (based on student contact hours)

Resident – Technical Certificate \$2.92/hour

Full Cost – Technical Certificate \$11.71/hour

Resident & Non – Adult Education \$30.00/term



Other Fees

Liability Insurance

High liability programs \$10

Identification Card \$10 (per term)

Transcript (first transcript free) \$10

Annual Parking \$10 - \$75 (based on length of program)

Drug Testing (Health Occupations) \$57.02 (attached to course fee)

***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.



Attendance Requirements

- **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. Dropping below 83% attendance of scheduled hours will cause your termination from VA benefits.
 - VA students are expected to complete their program within the prescribed number of training hours (clock hours).



Attendance Policy

- Student are expected to telephone the instructor when absent.
 - 3 Unexcused absences – Verbal Warning
 - 4 Unexcused absences – Instructor Conference
 - 5 Unexcused absences – Student Referral
 - 6 Unexcused absences – Discipline Committee Mtg.
 - 6 Consecutive absences –automatic drop



Attendance Policy for 9 Week Class

- 3 Days Absent - Meet with Instructor
- 4 Days Absent- Intervention Counseling
- 5 Days Absent - Referral to Dean
- 6 Days Absent - Referral to Discipline Committee



Parking

- 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.



Tobacco Free Campus

- 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.

For information on quitting and prolonging your life, go to <http://www.tobaccofreeflorida.com/>



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



Dress Code

Students must wear their ID badges.

Many FCTC programs have program specific dress codes. Your instructor will let you know what is required.

Uniforms can be purchased at the bookstore:

- Symbols, signs or defacing uniforms is not permitted
- Uniforms must be clean
- Work shoes, safety goggles and/or hard hats may be required in some programs

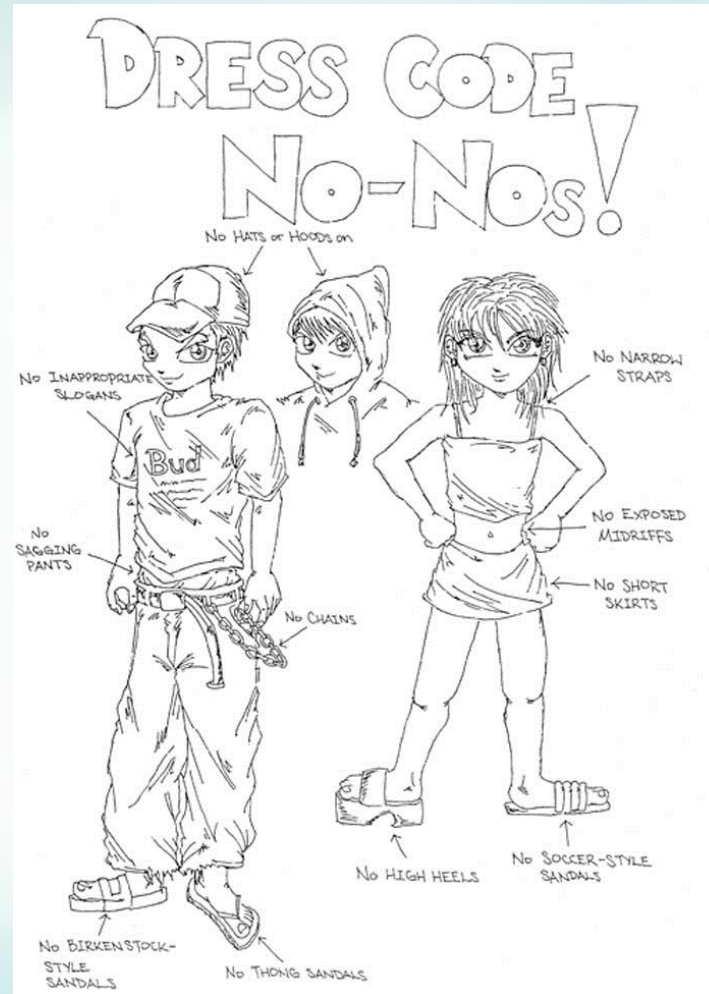
Attire and grooming of students contribute to health and safety, it promotes a positive educational environment. We do not want disruptions to the educational activities and processes of the school due to questionable dress.



Dress Code -Unacceptable Attire (Duh, you would not wear to a job)

- 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 in programs conducted outside.

Students not adhering to the standards are subject to disciplinary action.



Grading System

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



Skills USA

SkillsUSA is open to all FCTC students and is a partnership of students, teachers and industries working together to ensure America has a skilled workforce. They provide you with a competitive advantage by offering educational programs, events and competitions that support career and technical education (CTE). Check with your instructor for more information.



Computer and Media Services

- Computer labs are available in buildings A, B, C, & D.
- Laptop carts are available for use on each campus.
- Classrooms have up-to-date print media Student Resource Centers
- Technology orientation is available on the main campus -
 - **1st Tuesday** of every month **3:00 – 4:00 pm**
 - **3rd Tuesday** of every month **4:30 – 5:30 pm**

Contact Student Services for information.



Acceptable Use Procedures (AUP)

If you bring personal electronic device(s) on College premises, you are responsible for the care and use of the device.

As a condition of the privilege of using the College's system and technology resources, you will be required to annually execute an FCTC AUP Agreement.



Campus Safety

Emergency Phone Notification System

St. Augustine Campus dial Extension 0 or 1111.

Putnam County Campus and Clay 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



Legal Stuff: Campus Safety

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 2015 is available on FCTC web page:

<http://fctc.edu/wp-content/uploads/2015/07/FCTC-Annual-Security-Report-for-20141.pdf>



Legal Stuff: Student Right To Know

The Student Right-To-Know Act requires us to disclose specific information on the general student population.

Campus security policies and certain crime statistics must be posted due to participating in Federal Student Aid Programs.

The campus crime statistics are available on the FCTC Website. <http://fctc.edu/about/safety/>



Legal Stuff - Student Code of Conduct

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.



Legal Stuff: Special Needs Students

Adults with disabilities may apply for admission to FCTC. FCTC does not make inquiries about adult student disabilities.

If you have a disability you should inform the Guidance Counselor of your 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.



Legal Stuff: Sexually Violent Predators

The Florida Department of Law Enforcement sexual predator and sexual offender registry website is: <https://offender.fdle.state.fl.us>

The toll-free telephone number is 1-888-357-7332.



Legal Stuff: Reasonable Suspicion

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.



Legal Stuff: 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.



Student Handbook & Orientation Quiz

The Student Handbook is online for easy access.

Connect to:

- www.fctc.edu/current-students/student-handbook/
- 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/FCTCregistration>
- Electronically sign that you read & understand the Student Handbook.

