

Northwest Florida State College

Welcome to the Early College/Dual Enrollment Program

We are glad you are here! Your academic success is our priority.

Information You Need to Know

STUDENTS ARE EXPECTED TO ATTEND ALL OF THEIR SCHEDULED CLASSES.

The effect of absences upon grades is determined by the instructor, who may recommend to the Vice President for Instruction a withdrawal grade whenever absences become excessive. Three consecutive day class absences, two consecutive evening class absences, or three absences in a month will be reported as excessive. These absences are reported to student's high school guidance counselor.

You are Responsible for Knowing Important Dates

Last Day to Drop:

- Each term, there is an advertised last day to drop, generally seven days from first date of open registration. If a student completes an official drop form (with the signature of the High School Counselor) before the advertised last day to drop, the transaction is considered dropping a course and no record of enrollment will appear on the student's transcript, nor will the enrollment count as an attempt for purposes of full cost and repeat rules.

Payment Due Date:

- When a student's registration has been completed, if there is a balance due, there will be a date given as to when the fees must be paid. It is the student's responsibility to obtain this information and honor the due date. Students who fail to meet this due date will be dropped from all classes. Although the student is free to re-register through the last day of open registration, the student may not be able to get into the same classes. So it is very important to pay all outstanding fees by the due date assigned.

Last Day to Withdraw:

- If a student submits an official withdrawal form (with the signature of the High School Counselor), by the day before the class final, the transaction is considered withdrawing from a course and the student will receive a grade of "W" on his/her final grade report and transcript. Students are permitted a maximum of two withdrawals per course; upon the third withdrawal, students will not be permitted to withdraw and will receive a grade for the course (A, B, C, D, F, or P).

Graduation Deadline:

- Final responsibility for all graduation requirements for the degree, certificate or diploma that the student is seeking rests with the student. Each term there is an advertised last day to apply for graduation.

During the next to last term of enrollment, all students are encouraged to contact an advisor or the Office of Enrollment Services to ensure all graduation requirements can be met as expected.

NWFSC Student Identification Card and Parking Decal

- These are available at no charge and will be issued when all fees are paid. They are necessary for checking out materials from the library and for accessing electronic information databases via the Internet from home. The cards are used for identification at the Business Office and the College Store. For free admittance to some NWFSC events, such as the Northwest Florida Symphony Orchestra concerts or student theatrical productions a current student I.D. card is required. There is a \$10.00 fee to replace a lost ID card.

Parking

- The operation of a private vehicle on an NWFSC campus is a privilege, not a right. All students must display a parking decal on the vehicle and park in the designated white-lined spaces. Parking decals are available during registration and throughout the year at no charge.

Believe in Yourself!

- Congratulations and thank you for choosing NWFSC to start your college career.
- We care for our students and promote success. If you have any questions, please feel free to contact us.
- Dual Enrollment: 850-729-5205
- Academic Advising/Special Needs: 850-729-6922

Students with Special Needs should make an appointment with Dianne Avillion at least four weeks before classes begin.

- Registrar: 850-729-4901
- Testing: 850-729-6016

Write Important Dates for this Semester Here:

Last Day to Drop	Payment Due Date
Last Day to Withdraw	Graduation Deadline