



Dual Enrollment/Early Admission Student Advising Contract

Dual Enrollment and Early Admission Students are required to adhere to the following guidelines:

- 1. Learn the FGCU course search system utilizing lower level major track course recommendations, catalog degree requirements, and prerequisite sequencing.
2. Activate eagle email & Angel accounts and consistently monitor for advising information and notices.
3. Update advisors on any form of accelerated credit, pending or final, including AP, IB, CLEP, AICE, DE or transfer credit scenarios to prevent duplication of courses.
4. Periodically review registration via Gulflines for changes in course times, locations or course cancellations. Schedules are to be confirmed just before the add/drop period.
5. Know how and when (according to the contract referenced date) to check holds in Gulflines and use the student hold key/matrix in efforts to understand and act to resolve holds.
6. Schedules are subject to review and alteration by the DE/EA Advisor who will notify students and high school counselors of registration changes.
7. Students are responsible to officially drop their course enrollment through the Office of the Registrar should they decide not to attend FGCU. Students must also notify the DE/EA Advisor and their high school counselor.
8. Students are responsible for awareness of Eagle priority registration dates and associated timelines related to future registration.
9. Students are responsible for complying with all academic policies as published in the FGCU catalog.
10. Be aware of the academic calendar and implications of important dates noted below on this contract.
11. All Dual Enrollment students must maintain contact with their high school guidance counselor as well as the DE/EA advisor. Any schedule changes at any point prior to or during an academic semester must be approved by both the DE/EA Advisor and their high school counselor. Changes to schedules can have serious implications on high school graduation requirements.
12. Maintain responsibility for the costs associated with Orientation. Students are responsible for receiving the textbook voucher from the high school counselor in order to receive the textbook waiver.

Important: Registration for an academic course indicates initiation of an official college transcript. A transcript is a permanent educational record, and cannot be removed or changed. Any courses for which a student is enrolled after the add/drop deadline will appear on the official college transcript along with the earned grade.

As an FGCU student I understand I will be accountable to take an active role in registration and will be responsible to seek guidance from the Dual Enrollment & Early Admission Advisor for clarification regarding course enrollment selection and university policy. I understand the criteria outlined within this contract and in signing below I commit my responsibility in following these advising guidelines.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Cell (or home) number: \_\_\_\_\_ Email: \_\_\_\_\_

Last day to add/drop \_\_\_\_\_ Date to check Gulflines holds \_\_\_\_\_
Withdraw deadline (No Academic Penalty) \_\_\_\_\_ Next registration date: \_\_\_\_\_