



First Year Student Advising Contract

First year students are required to adhere to the following guidelines:

1. Be responsible for registering for classes online via [Gulfline](#) at designated time during the 2nd day of orientation and after attending orientation.
2. Learn the FGCU [course search](#) system utilizing lower level [major track](#) course recommendations, [catalog](#) degree requirements, and prerequisite sequencing.
3. Contact a [First Year Advisor](#) for assistance with registration if you do not have access to the internet or computer to facilitate your registration.
4. Activate [eagle email](#) account and consistently monitor for advising information and notices.
5. 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.
6. Periodically review registration via Gulfline for changes in course times, locations or course cancellations. Schedules are to be confirmed just before the add/drop period.
7. Know how and when (according to the contract referenced date) to [check holds in Gulfline](#) and use the [student hold key/matrix](#) in efforts to understand and act to resolve holds.
8. Schedules are subject to review and alteration by First Year Advisors who will notify students of registration changes. Students are responsible for enrolling themselves in an alternative course selection if their schedule requires adjustment.
9. Students must consult a First Year Advisor before registering for junior and senior 3000-4000 level courses. Appeals for inappropriate web registration of courses other than 1000-2000 freshmen and sophomore level will not be supported by FYA _____ *initial*
10. At the close of add/drop students will have an AF hold placed on their records and course withdraw requests will require approval of a First Year Advisor.
11. Students are responsible to officially drop their course enrollment through the Office of the Registrar should they decide not to attend FGCU.
12. Students are responsible for awareness of [Eagle priority registration dates](#), in addition to the [advising transition](#) process and associated timelines related to future registration.
13. Students are responsible for complying with all academic policies as published in the [FGCU catalog](#).
14. Be aware of the [academic calendar](#) and implications of important dates noted below on this contract.

As an FGCU student I understand I will be accountable to take an active role in self-registration and will be responsible to seek guidance from First Year Advisors 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 Gulfline holds _____
Withdraw deadline (No Academic Penalty) _____ Next registration date: _____