Checklist

Did I....

- ❒ Go to Admissions?
- ❒ Take my placement test?
- ❒ Meet with an academic advisor?
- ❒ Complete orientation?
- ❒ Register for classes?
- ❒ Fill out my FAFSA?
- ❒ Go to Financial Aid?
- ❒ Get my student ID?
- ❒ Get my parking decal?
- ❒ Buy my textbooks?
- ❒ Pay my bill?

Have a great first day of classes!

Academic Advising

Guidebook for Enrollment and Registration

DAYTONA STATE COLLEGE

A MEMBER OF THE FLORIDA COLLEGE SYSTEM

Daytona State College assures equal opportunity in employment and education services to all individuals without regard to race, sex, color, age, religion, disability, national origin, genetic information, political affiliation or belief, or marital status.

The Academic Advising Department

The mission of the Academic Advising Department is to provide students information that will help them make informed educational decisions and to encourage them to be proactive in planning their education in a manner that will ensure their academic success. In addition to developing an appropriate educational plan that will lead to graduation, Academic Advisors also refer students to appropriate campus resources and encourage them to utilize these resources.

The Academic Advising Department has compiled this booklet to provide you with important information you will need on your educational journey. Please read it carefully, keep it with you as a reference tool and ask questions if there is any information you do not understand. Our Academic Advisors are here to help you, so please come by our office any time you have questions or concerns.

NOTES

Common Terms

A.A. Degree – General Education degree for a total of 60 credits, transferrable to most four-year colleges and/or universities.

A.S. Degree – Degree for a total of at least 60 credits; usually a technical or allied health degree; prepares you for work placement.

Add/Drop –The period during which you can add or drop a class without it appearing on your transcript and with full refund.

Note: There is a deadline to add or drop a class for each term. Please check the Academic Calendar at www.daytonastate.edu/catalog/acadcal for this deadline. Deadlines will be different for A/B terms.

Co-requisite – Students must be enrolled in or already have completed the co-requisite class in order to take the desired class. In some cases, the student must be enrolled in both the co-requisite and the desired class during the same term to register.

Example: MAT1033 is a co-requisite for BSC1085, so the student can either be enrolled in MAT1033 at the same time as BSC1085 or already have completed MAT1033 before taking BSC1085. However, BSC 1085L is a co-requisite for BSC1085, and the student MUST register for both during the same term.

Official Transcript – Sealed document relating your previous grades from other schools.

Pre-requisite – Student must complete the pre-requisite class successfully before taking the desired class.

Example: ENC1101 is a pre-requisite for ENL2931. The student must have received a grade of “C” or better in ENC1101 to register for ENL2931.

Withdraw – Pulling out from a class without receiving a grade. This does count as an attempt for that course. This is not the same as “dropping” a course.

Note: There is a deadline to withdraw from a class for each term. Please check the Academic Calendar at www.daytonastate.edu/catalog/acadcal for this deadline. Deadlines will be different for A/B terms.

Table of Contents

Admissions 3
Assessment 3
Academic Advising 4
FalconNet 5
Financial Aid 6
Question and Answer 6
Finishing Up 6
Student Activities 7
Student Disability Services 7
Academic Support Services 8
Frequently Asked Questions 9
Developmental Coursework 10
Be Aware 11
Bachelors Degree Programs 12
Grading System 12
Common Terms 13
Notes 14
Checklist 15

Admissions

Phone: (386)506-3059 • Email: admissions@daytonastate.edu

What to do here:

Apply for admission to the college

Submit official transcripts from high school, other colleges, AP or IB

Proof of residency

Assistance with missing transcript holds

Apply to bachelor's degree programs
- B.A.S.
- B.S.Ed.
- B.S. Engineering Tech

International Student Advising

Assessment Services

Phone: (386)506-3067 • Email: assessment@daytonastate.edu

What to do here:

Take the following tests:

Postsecondary Education Readiness Test (PERT)

Take TABE test

CLEP/APLE

TEAS

BAT

GED

Bring in SAT/ACT scores
(Must be printed from computer and signed by an academic advisor.)

Information regarding submission of previous placement test scores
(From other colleges.)

Bachelor's Degree Programs

Daytona State College currently offers nine Bachelor's degree programs.

Bachelor of Applied Science
Phone: (386)506-3515

Supervision and Management

Bachelor of Science in Education
Phone: (386)506-3528

Elementary Education
Exceptional Education
Secondary Biology Education
Secondary Earth/Space Science Education
Secondary Mathematics Education

Bachelor of Science
Phone: (386)506-4176

Engineering Technology (BSET)
Electrical Engineering Technology (BSEET)
Information Systems Technology (BSIST)

Grading System

Grades A-F – Letter grades earned by student
FN – Fail for non-attendance
SP – Student passed coursework, failed final exam/project
IP – Class is in progress, not yet completed
I – Student did not complete coursework, will complete at a future time (only with instructor approval)
W – Student withdrew from the course, received no grade

Be Aware

Financial Aid Suspensions

Students will only receive financial aid for **up to 30 credit hours** of developmental courses. Failure to complete developmental courses within 30 hours will result in suspension of financial aid.

Appeals Process: There is ***NO*** appeal available for this suspension. Student must successfully complete remaining developmental courses prior to financial aid being reinstated.

Students must maintain a **cumulative GPA of at least 2.0 and complete at least 67 percent** or more of the credits they attempt. This is based on the total number of credit hours attempted, and includes any courses attempted at this college or transferred from another school.
Failure to do so will result in suspension of financial aid.

Appeals Process: Students will have to file an appeal for GPA/Completion Rate with Financial Aid.

Students must complete their degree within 150 percent of the credits required for their specified major. **Exceeding 150 percent** of the hours required for the program puts students in **excessive hours**. Determination of excessive hours is based on your current program code and ALL attempted coursework, including previously completed degrees.
Failure to do so will result in suspension of financial aid.

Appeals Process: Students will have to complete an academic plan with an academic advisor and file an excessive hours appeal with Financial Aid.

Florida's State University System

For the state universities in Florida, students are required to complete their degrees within 115 percent of the credit hours required for their programs. This includes any credits transferred in from other colleges and/or universities. There is a surcharge per credit hour for students who fail to complete their degree within the allotted credit hours.

Academic Advising

Phone: (386)506-3661 • Email: advising@daytonastate.edu

What to do here:

Program guide information

Program specific requirements

Placement test score analysis

Obtain retest slips for P.E.R.T./CPT
Note: There is a $10 retest fee required prior to retaking the P.E.R.T. or CPT.

Help with Math and English placement (for transfer students)

Course suggestions

Assistance with advising and probation holds

FalconNet

FalconNet is a convenient, secure way to access the information and transactions you need around the clock. Access is available from any computer with Internet access (home, work, public libraries or computers on each Daytona State College campus).

Website: www.daytonastate.edu

My College ID: _____

My PIN (Birthdate): ☐☐☐☐☐☐
M M D D Y Y

What to do here:

Add/drop
Change of demographic information
Change of major
Check status of financial aid
Complete orientation
Pay tuition
Print schedule
Register for classes
Reset student PIN
Degree audit
Request official transcripts
Withdraw from classes
Obtain unofficial transcripts
Search for classes
Get help with any additional registration issues

FalconMail

FalconMail is email available to all current students, faculty and staff at Daytona State. If you already have an email address, forwarding your FalconMail account to your existing email box is as simple as entering a forwarding address.

Note: Please check this email frequently. This is the primary form of communication used by college administration and student services.

Developmental Coursework

Based on placement test scores, some students may have to complete additional coursework prior to starting college level courses. These courses are designed to prepare students for college level reading, writing and math in all disciplines. Students who place into any developmental courses must enroll in at least one such course each semester until all required developmental courses are completed.

Reading:
REA0007 (Co-req REA0007L)
REA0017 (Co-reqs REA0017L and SLS1122)

Writing:
ENC0015 (Co-req ENC0015L)
ENC0025 (Co-req ENC0025L)

Math:
MAT0018 (Co-req MAT0018L)
MAT0028 (Co-req MAT0028L)

Note: If you are enrolled in any of these courses, you will be required to meet with an academic advisor once a semester in order to be able to register for the next semester. An advising hold will be placed on your account. Please visit Academic Advising if you have any additional questions.

Frequently Asked Questions

Question: *I'm returning to Daytona State College after being out of school for a while. Where should I go first?*
Answer: Stop by Admissions first to be readmitted to the college. Then follow the checklist given to you to complete the registration process.

Question: *I have already taken classes at another school. Can I get credit for these classes at Daytona State?*
Answer: In order to receive credit for courses taken at other colleges, you will need to have OFFICIAL transcripts sent to Daytona State. You can find transcript request forms in the Question & Answer Center on any campus. Transcripts should arrive at Daytona State within 7-10 business days. Once received, they will be evaluated by Records. This process can take 4-6 weeks, so make sure to order your official transcripts as soon as possible. Transcripts will only be evaluated after students have received a college ID number. Students must visit the Office of Admissions to receive a college ID number before submitting transcripts for evaluation.

Question: *When are book vouchers handed out?*
Answer: This usually happens 1-2 weeks before classes start. Check with Financial Aid to find out exact times and locations. *Note: Dual Enrollment students should check with their guidance counselors for the exact location to obtain their textbooks or textbook vouchers. Homeschool and Private school dual enrollment students are required to purchase their own textbooks.

Financial Aid

Phone: (386)506-3015 • Email: financialaid@daytonastate.edu
Get information on completing:
- FAFSA (www.fafsa.ed.gov)
- All required forms
  - Note: Financial aid will not be processed until all transcripts (high school and previous colleges) have been received AND evaluated.
- Appeals
- Exceeding 150% of program length
- Failure to meet Satisfactory Academic Progress
- Scholarships
- Veterans' Affairs
- Student Employment

Question and Answer Center

Phone: (386)506-3000 • Email: registration@daytonastate.edu

What to do here:
- Appeal administrative drop
- Appeal late registration
- Appeal late withdrawal
- Grade appeals
- Transient student request
- 3rd attempt appeals
- 4th attempt appeals

Finishing Up...

Go to Student Accounts to pay for your classes, get a deferment, and all other necessary financial transactions.

Go to Campus Safety to get your student ID and parking decal.

Go to the Campus Bookstore to get your textbooks.

Student Activities

Phone: (386)506-4417 • Website: www.daytonastate.edu/student_act/
Daytona State College offers a wide variety of academic and special interest clubs and organizations, a Student Government Association (SGA), and intramural sports teams. Please visit the Student Activities website (listed above) for additional information on these programs, or stop by the Student Activities Office and speak to a staff member.

Student Disability Services

Phone: (386)506-3076
Website: www.daytonastate.edu/sds
Academic and other additional accommodations are available for students with documented learning or physical disabilities. Please contact Student Disability Services to schedule an appointment with an advisor and find out what resources are available to you.

Visit their website (listed above) for more information.

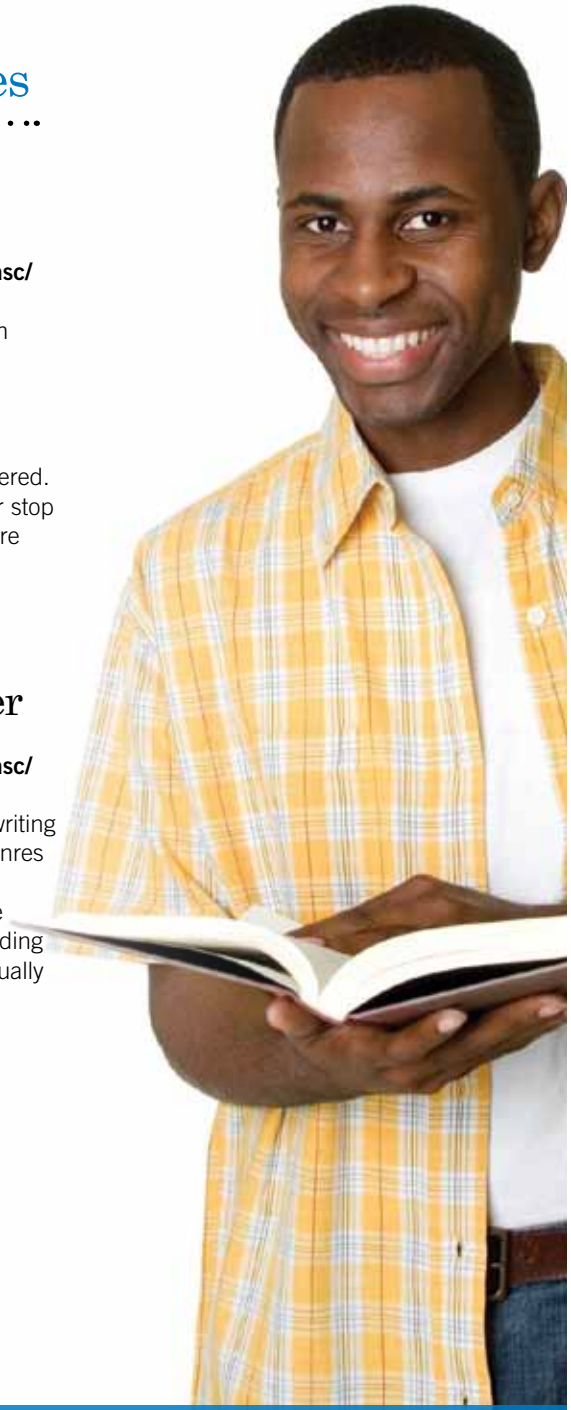
Academic Support Services

Academic Support Center

Phone: (386)506-3673
Website: www.daytonastate.edu/asc/

The Academic Support Center can provide tutoring for English, math, science, business, languages and a variety of other course subjects. Computer labs and one-on-one tutoring are just a few services offered. Visit their website (listed above) or stop by an ASC on any campus for more information.

The Writing Center

Phone: (386)506-4217
Website: www.daytonastate.edu/asc/

The Writing Center is the hub of writing at Daytona State, promoting all genres and stages of writing and helping students, staff and faculty achieve their writing-related goals by providing the resources they need to continually build upon their abilities.