



SUMMER/FALL 2017 REGISTRATION BULLETIN





SCHRIEVER CAMPUS

1407 Highway 311
Schriever, LA 70395
Business Office: 985.449.7900
Student Affairs: 985.448.7917

HOUMA FACILITY

310 St. Charles St.
Houma, LA 70360
985.876.8900

BP INTEGRATED PRODUCTION TECHNOLOGIES BUILDING

224 Weatherford Road
Schriever, LA 70395
985.448.7950

fletcher.edu

L. E. Fletcher Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 for questions about the accreditation status of L. E. Fletcher Technical Community College.

Table of Contents

| | |
|--|----|
| ACADEMIC CALENDAR | 4 |
| APRIL | 4 |
| MAY | 4 |
| JUNE..... | 4 |
| JULY..... | 5 |
| AUGUST | 6 |
| SEPTEMBER | 7 |
| OCTOBER..... | 7 |
| NOVEMBER | 7 |
| DECEMBER..... | 7 |
| REGISTRATION PROCEDURES | 9 |
| GRADUATING STUDENTS | 9 |
| CONTINUING STUDENTS | 9 |
| RETURNING/RE-ADMITTED STUDENTS..... | 9 |
| NEW/TRANSFER STUDENTS | 9 |
| CROSS-ENROLLED STUDENTS | 9 |
| HOW TO LOOK UP COURSES BEING OFFERED | 12 |
| USING LOLA TO REGISTER FOR CLASSES | 13 |
| WAITLISTING..... | 15 |
| TUITION & FEES | 17 |
| SUMMER/FALL 2017 SCHEDULE OF TUITION & FEES | 17 |
| OTHER FEES | 17 |
| FEE POLICY (SUBJECT TO CHANGE) | 18 |
| PROVISIONAL ENROLLMENT | 19 |
| PAYMENT OPTIONS | 19 |
| FINANCIAL RESPONSIBILITY | 20 |
| REFUNDS/FINANCIAL AID DISBURSEMENT THROUGH BANKMOBILE..... | 21 |
| SCHEDULE ADJUSTMENT REFUNDS | 21 |
| FINANCIAL AID..... | 22 |
| HOW TO APPLY FOR FEDERAL STUDENT AID | 22 |
| CURRENT STUDENTS | 22 |
| TAYLOR OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)..... | 23 |
| FINANCIAL AID STATUS..... | 23 |
| GENERAL INFORMATION | 24 |
| BOOKLISTS..... | 24 |
| BOOKSTORE..... | 24 |
| STUDENT IDENTIFICATION CARDS | 24 |
| PARKING AND PARKING TAGS..... | 24 |
| CROSS-ENROLLED STUDENTS PARKING AT NICHOLLS | 24 |
| DIRECTORY INFORMATION..... | 25 |
| EQUAL OPPORTUNITY STATEMENT | 25 |
| FINAL EXAM SCHEDULES..... | 26 |
| SUMMER FINAL EXAM SCHEDULE..... | 26 |
| FALL FINAL EXAM SCHEDULE FOR CLASSES THAT MEET FULL SEMESTER | 26 |
| FALL FINAL EXAM SCHEDULE FOR MINI SESSION B CLASSES | 26 |

ACADEMIC CALENDAR

APRIL

- 3-4Pre-advising for summer and fall classes
- 10..... Priority advising/registration for summer/fall classes for veterans
- 11.....Early advising/registration for summer/fall classes for continuing students begins
Bullpen advising session, 10:20-2:20, atrium
- 12.....Bullpen advising session, 9:30-1:30, atrium
- 24.....Advising/registration for summer/fall classes for re-admitted students begins
- 25..... General admissions priority application deadline for summer applicants
- 27..... Early advising/registration for summer applicants
(Applicant must have been accepted by the admissions office and must have RSVP'd to attend.)

MAY

- 1.....Deadline to complete FAFSA processing for summer
- 8..... Early advising/registration for summer applicants
(Applicant must have been accepted by the admissions office and must have RSVP'd to attend.)
- 15.....Last day to enroll in payment plan for the summer semester
- 24..... Last day to apply for summer cross enrollment between Fletcher and Nicholls
- 25.....Last day to apply for summer cross enrollment between Fletcher and South Central LTC
- 29.....**Summer tuition and fees due by noon**
Registration will turn off at noon for deletion of schedules on accounts secured
with payment in full, payment plan, or financial aid.
Registration will turn back on after deletion of schedules.

After this date, summer tuition/ fees are due at the time of registration for any new registration activity.

- 31..... Early advising/registration for summer applicants
(Applicant must have been accepted by the admissions office and must have RSVP'd to attend.)

JUNE

- 1..... Last day to add a name to a waitlist for Fletcher online/campus-based summer classes that are closed
First day of classes for LCTCSONline summer classes
(LCTCSONline classes are identified with section letters of WW1, WW2, etc.)

2.....Registration will turn off at noon for deletion of schedules on accounts that have not been secured with payment in full, payment plan, or financial aid.
Registration will turn back on after deletion of schedules
Last day to add an LCTCSONline summer class
Last day to drop an LCTCSONline summer class and receive a 100 percent refund

5..... First day of classes for Fletcher online/campus-based summer classes
(Fletcher online classes are identified with section letters of WWA, WWB, etc.)
All waitlisted names deleted from system
(Late registration and drop/add will be on a first-come, first-served basis.)
Late registration: \$25 late fee applies to students registering on or after this date or for those students re-registering due to schedule deletion for nonpayment; tuition and fees due at the time of registration

6.....Last day to add a Fletcher online/campus-based summer class
Last day to drop a Fletcher online/campus-based summer class and receive a 100 percent refund

Late registration: \$25 late fee applies to students registering on or after this date or those students re-registering due to schedule deletion for nonpayment; tuition and fees due at the time of registration
General admissions final application deadline for summer applicants for non-open enrollment programs

8.....Registration will turn off at noon for deletion of schedules on accounts that have not been secured with payment in full, payment plan, or financial aid.
Registration will turn back on after deletion of schedules.

After this date, schedules will be removed as needed for nonpayment.

General admissions priority application deadline for fall applicants

9..... Last day to drop an LCTCSONline summer class and receive a 50 percent refund of tuition; no grade is received

13.....Summer census day
Last day to withdraw from a Fletcher online/campus-based summer class and receive a 50 percent refund of tuition

27.....Mid-semester
Final application deadline for summer applicants for open enrollment programs—Auto, Electrician, Machine Tool, Marine Diesel, Welding

JULY

3.....Student holiday—College closed

4..... Fourth of July holiday—College closed

14.....Last day to withdraw from a Fletcher online/campus-based class with a grade of W
Financial aid priority application deadline for fall applicants

17..... Last day to withdraw from an LCTCSONline summer class with a grade of W

- 20..... Last day of LCTCOnline summer classes
- 24.....Final exams for Fletcher online/campus-based summer classes begin
- 25.....Final exams for Fletcher online/campus-based summer classes end
Last instructional day for Fletcher online/campus-based summer classes
- 26.....Summer final grades from instructors due in LoLA by 4 p.m.
- 31..... Summer grades posted to LoLA for viewing by students dependent upon all final grades
being received from instructors

AUGUST

- 14.....**Fall tuition and fees due by noon**
Registration will turn off at noon for deletion of schedules on accounts that have not been secured
with payment in full, payment plan, or financial aid.
Registration will turn back on after deletion of schedules.

After this date, fall tuition/fees are due at the time of registration for any new registration activity.

Last day to apply for fall cross enrollment between Fletcher and Nicholls

- 17.....Last day to add a name to a waitlist for fall classes that are closed
- 18.....Registration will turn off at noon for deletion of schedules on accounts that have not been secured
with payment in full, payment plan, or financial aid.
Registration will turn back on after deletion of schedules.
- 21..... All waitlisted names deleted from system
(Late registration and drop/add will be on a first-come, first-served basis.)
Late registration: \$25 late fee applies to students registering on or after this date or those students
re-registering due to schedule deletion for nonpayment; tuition and fees due at the time of registration
First day of classes for full-semester, Fletcher online/campus-based classes
First day of classes for Mini Session A classes
- 22.....Last day to add a Mini Session A class
Last day to drop a Mini Session A class and receive a 100 percent refund
Late registration: \$25 late fee applies to students registering on or after this date or those students
re-registering due to schedule deletion for nonpayment; tuition and fees due at the time of registration
- 23.....Last day to add a full-semester class
Last day to drop a Fletcher online or campus-based class with no grade and receive a 100 percent refund
Late registration: \$25 late fee applies to students registering on or after this date or those students
re-registering due to schedule deletion for nonpayment; tuition and fees due at the time of registration
- 28.....Registration will turn off at noon for deletion of schedules on accounts that have not been secured
with payment in full, payment plan, or financial aid.
Registration will turn back on after deletion of schedules.

After this date, schedules will be removed as needed for nonpayment.

29..... Last day to withdraw from a Mini Session A class and receive a 50 percent refund

SEPTEMBER

4..... Labor Day holiday--College closed

8..... Fall census day
Last day to withdraw from a full-semester Fletcher online/campus-based class and receive a 50 percent refund

29..... Last day to withdraw from a Mini Session A class with a grade of W

OCTOBER

6..... Final exam day for Mini Session A classes

9..... Final exam day for Mini Session A classes
Last instructional day for Mini Session A

10..... Mid-semester
Final application deadline for fall applicants for open enrollment programs—
Auto, Electrician, Machine Tool, Marine Diesel, Welding

12-13 Fall Break—Student holiday

16..... First day of Mini Session B classes

17..... Last day to add a Mini Session B class
Last day to drop a Mini Session B class with no grade and receive a 100 percent refund

24..... Last day to withdraw from a Mini Session B class and receive a 50 percent refund

NOVEMBER

10..... Last day to withdraw from a full-semester Fletcher online/campus-based class with a grade of W

17..... Last day to withdraw from a Mini Session B class with a Grade of W
Graduation application priority deadline for summer/fall graduates who plan to participate in the fall commencement ceremony

20-21 Student holiday

22..... Student holiday—College closed

23-24 Thanksgiving holiday—College closed

DECEMBER

4..... Final exams for full semester Fletcher online/campus-based classes begin

7..... Final exam day for Mini Session B classes

- 8..... Final exams for full semester Fletcher online/campus-based classes end
Final exam day for Mini Session B classes
- 11..... Final grades from instructors due in LoLA by 4 p.m.
- 15..... Final grades posted to LoLA for viewing by students dependent upon all final grades
Being received from instructors
- TBA..... Fall commencement (pending venue)

Fall LCTCSOnline Dates are TBA.

**Dates specified in the academic calendar are
subject to change.**

REGISTRATION PROCEDURES

GRADUATING STUDENTS

Students graduating in the summer or fall semester should meet with their assigned advisors during the scheduled advising/registration period. Summer/fall advising and registration opens on April 10 for veterans and April 11 for all other continuing students. Graduating students should advise and register as soon as possible after registration opens to ensure being able to register for classes needed for graduation.

Students completing graduation requirements during the summer or fall semester should complete a graduation application through LoLA when applying to graduate from their declared major. Students applying to graduate from a program other than the declared major may obtain a graduation application from their advisor, from Student Services, or from the website. A separate application is to be completed for each program of study. Students completing a paper application should submit the application to their advisor. The priority application deadline to be able to participate in the fall commencement ceremony is November 17. Graduation candidates submitting an application after this date will be eligible to participate in the next semester's ceremony.

CONTINUING STUDENTS

A continuing student is a student who was enrolled during the Spring 2017 semester as documented by courses on the student's academic transcript. In order to register for the Summer 2017 or Fall 2017 semester, a continuing student must meet with his/her assigned advisor during the designated advising/registration period to receive an approved advising form for the semester. LoLA registration will open for military veterans on April 10 and for all other continuing students on April 11. Please refer to the registration/academic calendar located at the beginning of the bulletin for registration closure dates and tuition and fees payment deadlines.

RETURNING/RE-ADMITTED STUDENTS

A returning/re-admitted student is a student who previously attended Fletcher, but was not in attendance during the Spring 2017 semester as documented by courses on the student's academic transcript. Returning/re-admitted students must complete an application for admission. Applications are available on Fletcher's website at www.fletcher.edu. Returning/re-admitted students are emailed instructions on how to complete orientation and RSVP for an advising/registration date.

NEW/TRANSFER STUDENTS

New and transfer students must complete an application and be accepted to Fletcher (the application and admission requirements are available at www.fletcher.edu/admissions) before they will be eligible to register for classes. Students who have been accepted to the college are notified by email of their acceptance and the procedure to complete orientation and secure an advising/registration date and time. New and transfer students who are military veterans may contact the admissions office for information about supplemental documentation and special advising and registration sessions by emailing admissions@fletcher.edu.

CROSS-ENROLLED STUDENTS

Students at Fletcher and Nicholls or Fletcher and South Central LTC may cross enroll to take classes that are not offered at the student's home school. The home school is the school at which the student enrolls in the majority of his/her credit hours. For example: For a student enrolled in 12 credit hours at Fletcher and 6 credit hours at Nicholls, Fletcher is the home school and Nicholls is the host school. Tuition and fees are paid at the home school. (Note: Financial aid, i.e., Pell, TOPS, etc., is applied only at the home school.)

Applicable fees, such as registration fees, lab fees, etc., are paid by the student to the host school. Please refer to the Tuition and Fees section of the bulletin for a list of fees that a host student must pay at Fletcher.

Students who were host students during the spring semester who wish to be cross enrolled again must resubmit the cross enrollment application. Students who were host students for the spring semester who wish to enroll with Fletcher as the home school, must submit a regular admission application to be admitted to Fletcher as a home student.

To Cross Enroll with Fletcher as Home, Nicholls as Host. Determine what courses you want to take at the host school (Nicholls). To choose courses go to www.Nicholls.edu. Click the BANNER Self Service link. Click Class Schedule. Select the Term. Search for the desired course. Write down the course abbreviation, period, and 5-digit number. You will need this information to complete the cross enrollment application. To complete the application, go to www.nicholls.edu/apply. Click the link that says Click here to begin the application process. Click the link that says First-time User Account Creation (even if you have participated in cross enrollment before). Create a login ID & PIN as per the instructions. Verify the PIN. Click the Login button. For application type, select Cross Enroll from Fletcher. Complete the application, read the rules of the cross enrollment agreement, submit the application. *The application must be submitted by the specified deadline as indicated in the College's academic calendar. Once your cross-enrollment application is received, reviewed, approved, and processed by Nicholls, you will be contacted by Nicholls via the email address that you submitted on the application. Nicholls will then notify Fletcher of your cross enrollment. After receiving this notification, Fletcher will review, approve, and process your cross enrollment with Nicholls. A course (XNSU) will be added to your Fletcher registration for the purpose of charging you tuition for the cross-enrolled course(s). Your cross enrollment request is not complete until you receive email verification from BOTH schools. You must be registered in classes at your home school before the cross enrollment can be fully processed. If at any point you wish to change your requested courses, please do so via an email to crossenrollment@nicholls.edu. If at any point you wish to CANCEL your cross enrollment, please do so via an email to your home school at registrar@fletcher.edu. **NOTE: TOPS TECH Student are not eligible for cross enrollment with Nicholls.***

To Cross Enroll with Nicholls as Home, Fletcher as Host. Determine what courses you want to take at the host school (Fletcher). To choose courses click [HERE](#). Review the list of classes and determine the course(s) you would like to take. Write down the course abbreviation, course number, and section letter. (For example: ENGL 1010 A.) You will need this information to complete the cross enrollment application. To determine if a course still has available seats use the link located just underneath the Schedule of Classes. To complete the application, return to Fletcher's home page. Under Current Students, click the link that says Cross Enrollment with Nicholls State University. Read the information on the page that appears. Click the Nicholls Home Student link that you see on the right side of the page. Follow the process listed to complete and submit the cross enrollment application. *The application must be submitted by the specified deadline as indicated on Fletcher's academic calendar. Once your cross-enrollment application is received, reviewed, approved, and processed by Fletcher, you will be contacted by Fletcher via the email address that you submitted on the application. Fletcher will then notify Nicholls of your cross enrollment. After receiving this notification, Nicholls will review, approve, and process your cross enrollment with Fletcher. A course will be added to your Nicholls registration for the purpose of charging you tuition for the cross-enrolled course(s). Your cross enrollment request is not complete until you receive email notification for BOTH schools. You must be registered in classes at your home school before the cross enrollment can be full processed. If at any point you wish to change your requested courses, please do so via an email to registrar@fletcher.edu. (Please do not resubmit the application.) If at any point you wish to CANCEL your cross enrollment, please do so via an email to your home school at crossenrollment@fletcher.edu.*

To Cross Enroll with South Central Louisiana Technical College (SCLTC). Fletcher has a cross enrollment agreement with South Central Louisiana Technical College (SCLTC)-- Young Memorial Campus, Lafourche Campus, Galliano Service Center, and River Parishes (Reserve) Campus. A SCLTC student who wishes to cross enroll with Fletcher should contact Stephanie Leonard at 985-380-2957 ext. 348 or email stephanieleonard@scl.edu. A Fletcher student wishing to cross enroll with one of the SCLTC campuses should contact Fletcher's registrar by sending an email to registrar@fletcher.edu.

CROSS-ENROLLED HOST STUDENTS WILL FOLLOW THE ACADEMIC CALENDAR, ACADEMIC POLICIES, COLLEGE PROCEDURES, AND STUDENT CODE OF CONDUCT OF THE HOST INSTITUTION IN ALL MATTERS RELATED TO ENROLLMENT AT THE HOST INSTITUTION. IT IS THE STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH THE CALENDAR, POLICIES, PROCEDURES, AND STUDENT CODE OF CONDUCT.

THE PARKING DECAL OF THE HOME SCHOOL WILL BE HONORED BY THE HOST SCHOOL; HOWEVER, IT IS THE STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH THE PARKING PROCEDURES AND GUIDELINES OF THE HOST INSTITUTION.

ADVISING & REGISTRATION FOR MILITARY VETERANS FOR SUMMER/FALL 2017 BEGINS MONDAY, APRIL 10, 2017.

Documentation of veteran status must be on file with Student Services.

ADVISING & REGISTRATION FOR CONTINUING STUDENTS FOR SUMMER/FALL 2017 BEGINS TUESDAY, APRIL 11, 2017.

Continuing students may see their advisors during pre-advising week (April 3-7) in their advisor's office.

Continuing students who do not see their advisors during pre-advising week, may attend one of the special advising & registration sessions listed below:

APRIL 11 10:20 – 2:20 IN THE ATRIUM
APRIL 12 9:30 – 1:30 IN THE ATRIUM

THESE SESSIONS WILL ALLOW YOU TO MEET WITH AN ADVISOR & REGISTER FOR CLASSES AT THE SAME TIME.

HOW TO LOOK UP COURSES BEING OFFERED

Continuing students, new/transfer students who have been accepted for admission, and returning/re-admitted students who have been accepted for admission may look up the courses being offered by completing the following steps:

1. Log in to Lola.
2. Click the **Fletcher Technical Community College** link located in the Self-Service section.
3. On the main menu, click the **Student** link.
4. On the student menu, click the **Registration** link.
5. On the registration menu, click the **Look Up Classes** link.
6. Enter the **desired term** then click submit.
7. Click the **Advanced Search** button.
8. At the advanced search menu, do one of the following:
 - If you want to look for a specific course, select the course subject area (for example, accounting), enter the course number (for example, 2100), then click section search.
 - OR
 - If you want to see a list of all courses being offered, click the first subjected list (for example, accounting); scroll down to the bottom of the subject list; hold down the shift key; while holding down the shift key, click the last subject listed (for example, welding), then click section search.

Prospective students and members of the community may look up classes by clicking the link below:

[SCHEDULE OF CLASSES](#)

INFORMATION PUBLISHED IN THE SCHEDULE OF CLASSES—COURSES BEING OFFERED, INSTRUCTORS, ROOM NUMBERS, START/END TIMES, ETC.—IS SUBJECT TO CHANGE.

Legend for Schedule of Classes

| Column Heading | Explanation | Example(s) |
|----------------|--|-------------------------------------|
| SELECT | Indicates the registration status of the course. NR means the course is not available for registration at this time; C means the course is closed because it is at maximum capacity; <input type="checkbox"/> means the course is available for registration | NR <input type="checkbox"/> C |
| CRN | 5-digit course reference number randomly assigned to the course | 10044, 20134, 30013 |
| SUBJ | 4-letter course subject area abbreviation | ACCT |
| CRSE | 4-digit or 3-digit course number | 2100, 210 |
| SEC | Letter(s) identifying the section when multiple sections of a course are offered | A, B, WW1, WWA, WHA |
| CMP | Campus code at which the course is being taught GA is 1407 Hwy 311 in Schriever; GB is 310 St. Charles St. in Houma. | GA GB |
| CRED | Total number of credit hours the course is worth | 3.000, 9.000 |
| TITLE | Title of the course | Financial Accounting |
| DAYS | Days of the week the course will meet | MWF, TR, W, MTWR |
| TIME | Start and end times of the course | 9:40 am – 10:35 am |
| CAP | Number of seats available in the course | 28 |
| ACT | Number of students currently registered in the course | 5 |
| REM | Number of seats remaining in the course pending the number of students on a waitlist for the course | 23 |
| INSTRUCTOR | Name of the instructor who will be teaching the course | Tracy Carmichael |
| DATE | Start and end date of the semester, mini session, or course | 8/21-12/08 |
| LOCATION | Campus, building, and room number where the course will be taught SCH1 is the main building in Schriever, SCH2 is the IPT building in Schriever; HOUM is the Houma building on St. Charles St. | GASCH1 202 (Room #) |

Legend for Meeting Days Abbreviations

| | |
|---|---|
| EM | Class meets Monday evenings |
| EMW | Class meets on Monday and Wednesday evenings |
| ER | Class meets Thursday evenings |
| ET | Class meets Tuesday evenings |
| ETR | Class meets on Tuesday and Thursday evenings |
| EW | Class meets Wednesday evenings |
| F | Class meets on Fridays only |
| M | Class meets on Mondays only |
| MTWR | Class meets Mondays, Tuesdays, Wednesdays, & Thursdays |
| MTWRF | Class meets Mondays, Tuesdays, Wednesdays, Thursdays, & Fridays |
| MW | Class meets Mondays and Wednesdays |
| MWF | Class meets Mondays, Wednesday, and Fridays |
| R | Class meets on Thursdays only |
| T | Class meets on Tuesdays only |
| TR | Class meets Tuesdays and Thursdays |
| W | Class meets on Wednesdays only |
| Classes with no meeting days indicated are online classes | |

Legend for Location Codes & Addresses

| | | |
|--------|-------------------------------|--|
| GACLHS | Central Lafourche High School | 4820 Hwy. 1, Raceland |
| GACS | Clinical Site | To Be Announced by Clinical Instructor |
| GAEMHS | Ellender Memorial High School | 3012 Patriot Dr., Houma |
| GASCH1 | Schriever Main Building | 1407 Hwy. 311, Schriever |
| GASCH2 | Schriever IPT Building | 224 Weatherford Rd., Schriever |
| GANICH | Nicholls State University | 901 East 1 st St. (Hwy. 1), Thibodaux |
| GAYMMC | Young Memorial | 900 Youngs Rd., Morgan City |
| GBHOUM | Houma Facility | 310 St. Charles St., Houma |

USING LOLA TO REGISTER FOR CLASSES

Once a student has obtained an approved/signed advising form from his/her advisor and registration opens, the student may use LoLA to register for the approved classes.

1. Go to www.fletcher.edu then click the **FALCONNET** link located at the top of the page.
2. Click the **LoLA** link.
3. Log in with your **Username and Password**.
If you do not know your user name, use the Don't Know Your Username link. If you do not know your password, use the CHANGE YOUR PASSWORD button to reset your password.
4. Select the **Fletcher Technical Community College** link located in the self-service area of the page.
5. On the Main Menu, click **Student**.
6. On the Student page, click **Registration**.
7. On the Registration page, click **Add, Drop, or Withdraw classes**.
8. On the Registration Term page, change the term to **SUMMER 2017 or FALL 2017** as needed and click submit.
9. If you know the course reference numbers (CRNs) for the course(s) you wish to register for, key the CRNs (can be found in the schedule of classes) in the boxes on the add classes worksheet and click submit. Once you click submit, you will be registered for the classes you are eligible to take. If you receive a prerequisite and test score error, you will need to see an advisor in Student Services for an override. You must have an advising form signed by your advisor with you to receive an override.

OR, If you do not know the course reference number(s) (CRNs) for the course(s) you wish to register for, complete the following steps to register for classes.

- A. Click the Class Search button.
- B. On the look up class's page, click the Advanced Search button
- C. Select the desired subject area from the list of subjects. For example, if you want to register for an English class use the up/down arrows to find English in the subject list and click on it.
- D. In the course number box, key in the 4-digit course number. For example, if you want to register for English 1010, key 1010 in the course number box.
 Note: Additional search criteria may be selected while on this screen if desired.
- E. Once all search criteria have been entered, click the Section Search button located at the bottom of the screen. A list of classes will appear based on the search information that was selected. For example, if you search for ENGL 1010, a list of all English Composition I sections will appear.
- F. To the left of each section, you will see a box. After reviewing the Days, Time, and Locations of the sections, click the box to the left of the section you wish to register for. (If you see a C instead of a box, it means the section is closed because it is at capacity.)
- G. Click Add to Worksheet. Note: You must use Add to Worksheet if you are registering for a class with a required lab.)
- H. Repeat Steps A through G using the Class Search button to add each class you wish to register for.
- I. Once all classes have been added, click the Submit Changes button.

A copy of your schedule will appear on screen. Next to each class for which the registration was successful, you will see the words Web Registered.

If you get a message that says Prerequisite and Test Score error, you are either not eligible for the course OR you need an override.

To drop/remove a class, use the action box located on the right side of the course to drop the course then click submit changes.

To view/print a copy of your schedule, click the Student Tab, click Registration, click Concise Student Schedule, select the desired term, click Submit. Print your schedule if desired.

Sample Schedule

Personal Information Student

Search Go RETURN TO MENU SITE MAP HELP

Concise Student Schedule L01453393 Rhonda-Lisa Orie
Spring 2015 (January - May)
Mar 27, 2015 06:27 am
Your current Institution is Fletcher Tech Comm College

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Name: Rhonda-Lisa Orie **Address:** 1407 Highway 311
Classification: Freshman Schriever, Louisiana 70395-3232
 United States

Level: Undergraduate
College: No College Designated
Major: Non Degree
 No College Designated

| CRN | Course | Title | Campus | Credits | Level | Start Date | End Date | Days | Time | Location | Instructor |
|-----------------------|-------------|----------------------|-------------------------|---------------|-------|--------------|--------------|------|--------------------|------------------------------------|------------|
| 20151 | DRFT 1100 A | Basic Board Drafting | FTCC Schriever Campus | 9.000 | UG | Jan 21, 2015 | May 18, 2015 | MWF | 11:30 am - 2:20 pm | Hwy 311 Schriever Main Bldg 218 | Pitre |
| | | | | | | Jan 21, 2015 | May 18, 2015 | TR | 12:00 pm - 2:45 pm | Hwy 311 Schriever Main Bldg 218 | Pitre |
| 20048 | IPTN 1030 A | Process Diagrams | FTCC Schriever Campus | 3.000 | UG | Jan 21, 2015 | May 18, 2015 | M | 8:30 am - 11:20 am | Hwy 311 Schriever IPT Bldg 107 | Lindsey |
| 20156 | MTTC 1110 A | Orientation & Safety | FTCC St. Charles Street | 1.000 | UG | Jan 21, 2015 | May 18, 2015 | T | 7:30 am - 9:25 am | 310 St. Charles St. Houma Bld 125B | Aysen |
| Total Credits: | | | | 13.000 | | | | | | | |

[Student Detail Schedule]

RELEASE: B-4
 © 2015 Ellucian Company L.P. and its affiliates.

Legend for Sample Schedule

| | |
|-------------------|---|
| CRN | This is the five-digit number assigned to the section. <i>For example: 20151</i> |
| Course | This is the four-letter course subject area followed by the course number. <i>For example: DRFT 1100</i> |
| Title | This is the title of the course. <i>For example: Basic Board Drafting</i> |
| Campus | This is the location of the building where the course is being taught. <i>For example: FTTC Schriever Campus</i> Some courses are taught in Schriever; some courses are taught in Houma on St. Charles St. |
| Credits | This is the number of credit hours the course is worth. <i>For example: 9.000</i> |
| Level | This indicates the course is an undergraduate level course. <i>For example: UG</i> |
| Start Date | This is the start date of the semester, mini session, or course if the course is a block-scheduled course. <i>For example: Jan. 21, 2015</i> |
| End Date | This is the end date of the semester, mini session, or course if the course is a block scheduled course. <i>For example: May 18, 2015</i> |
| Days | This is the days of the week the course meets. <i>For example: MWF</i> Some courses meet every day; some meet three days per week; some meet two days per week; some meet once per week. |
| Time | This is the time of day the course starts and ends. <i>For example: 11:30 am - 2:20 pm</i> For courses that meet every day, there will be two sets of times. |
| Location | This is the street address, building, and room number of the location of the course. <i>For example: 310 St. Charles St. Houma Building, Room 125B</i> Some courses are located at the St. Charles St. building in Houma; some are located in the Schriever main building; some are located in the IPT building at the back corner of the Schriever location. |
| Instructor | This is the last name of the instructor for the courses. |

To view/print your tuition and fees for the semester, click the Student Tab, click Student Account, click Account Summary by Term. Print your account summary if desired. Remember to pay your tuition and fees by the deadline indicated in the academic calendar.

When finished, click the Log Out button located at the top of the screen.

WAITLISTING

If the section of a class that you want to register for is closed, you can add yourself to a wait list:

- Access LoLA
- Select link for Fletcher Technical Community College
- Select Student
- Select Registration
- Select Add, Drop, Withdraw Classes
- Enter the term
- Enter the CRN of the course section in the CRN field
- Select Waitlist in the Action box for the course
- Submit changes

If a seat in the section opens, the first student on the list is sent an email notification of the opening. (Please make sure you have an active email on your record.) You will have 12 hours from the time the email is sent to register for the class. If you add your name to a waitlist but you don't have an email on your record, you will not receive the email. If you have already registered for a different section of the same course, withdraw from

that section then add the desired section. (This must be done within the 12-hour time frame.)

To register for the class, do the following:

Log in to LoLA, then click the Fletcher Technical Community College link, then click the Student link or tab.

On the student page, click the Registration link then click the add/drop/withdraw link.

Select and submit the desired registration term.

On the Add Classes worksheet, enter the course reference number (CRN) of the waitlisted course you need to register for. (The CRN will be in the email you received.)

Click Submit Changes.

If you miss the 12-hour time frame, you are removed from the waitlist; and an email is sent to the next student on the list.

Please see the academic calendar for the last date to add a name to a wait list. All waitlisted names will be deleted at 8 a.m. on the first day of classes.

TUITION & FEES

Tuition and fees listed below are current as of the date of the printing of this registration bulletin and are subject to change. Any changes in fee schedules will be documented online at www.fletcher.edu and are available in the Business Office and Student Services. Tuition, academic excellence, operational technology, enterprise resource planning, student services, and building use fees for credit-hour courses are determined by the number of credit hours scheduled per semester. The Student Government Association (SGA) fee is a per semester fee.

SUMMER/FALL 2017 SCHEDULE OF TUITION & FEES

Resident Tuition and Fees. A student classified as a resident of the State of Louisiana is assessed resident tuition according to the rates established by the LCTCS Board of Supervisors.

Online Course Tuition and Fees. Tuition and fees for online courses are assessed according to the rates established by the LCTCS Board of Supervisors.

Non-Resident Tuition and Fees. Students classified as non-residents of the state of Louisiana are assessed non-resident tuition according to the rates established by the LCTCS Board of Supervisors. Student residency is established at the time of application to the College. Residency classification is determined by the Admissions Office based on criteria set forth by the LCTCS Board of Supervisors.

Click the link below to see schedule of tuition & fees:

[SCHEDULE OF TUITION & FEES--RESIDENT, ONLINE, & NON-RESIDENT](#)

OTHER FEES

Other fees, which are non-refundable, that may be incurred by a student are:

| | |
|---|---------------------|
| Late Registration..... | \$25 |
| Late Payment | \$100 |
| Replacement ID | \$10 |
| Course Labs | \$25-\$100 |
| Parking | \$15 /academic year |
| Parking Permit Replacements..... | \$15 |
| LCTCS debit card replacement (BankMobile) | \$10 |
| Course Challenge Fee | \$25 |
| Transcripts..... | \$5/copy |

Parking Permits

All vehicles parked on campus must be registered and have a current Fletcher parking permit attached to the rear view mirror on the front windshield. The permit number must be readable from the outside. Parking permits are \$15/academic year. The fee is assessed each fall semester or the semester of 1st enrollment for the year. The permit is valid from August 1 through July 31. Vehicles must be registered by going to www.fletcher.edu, clicking on CURRENT STUDENTS then going to the VEHICLE REGISTRATION FORM under Vehicle Registration. Students can pick up their permit at the cashier window after their vehicle is registered (allow 24 hours after registering vehicle) and payment is made. Any student not bringing a vehicle on campus can go to the cashier window to have the charge removed from their account. Citations/fines will be issued for traffic violations. For more information refer to the parking policy on Fletcher's website.

Citations/fines will be issued for traffic violations as indicated below:

| | |
|--|------|
| Failure to display parking permit..... | \$20 |
| Unregistered vehicle | \$20 |
| Student vehicle in faculty/staff area..... | \$15 |
| Parked in roadway..... | \$10 |
| Parked in a reserved space | \$10 |
| Blocking other vehicles..... | \$10 |
| Parked in two spaces..... | \$10 |
| Parked on sidewalk or lawn | \$10 |
| Parked in a handicapped space without handicap permit..... | \$50 |
| Parked in a fire zone | \$25 |
| Running a stop sign..... | \$25 |
| Parked in a “no parking” zone | \$25 |
| Failure to obey an officer | \$20 |

Student Printing Fee

Each semester students will receive a Free Quota Balance of 120 pages = \$12.00 credit. Once the quota is reached, students are financially responsible for printing costs. The Fee Quota Balance will not carry over and will reset each semester. Printing costs is 10 cents a page. Any funds added by a student will be carried over each semester. Money added to the account is non-refundable. Students can pay via credit/debit card online or pay with cash at Fletcher’s cashier window at the Schriever campus. Student printing is located at both library locations.

Cross Enrollment Fees

Cross-enrolled host students are charged the fees listed below. These fees are non-refundable.

| | |
|---------------------------------|-----------------|
| Student Services..... | \$7/credit hour |
| Academic Excellence..... | \$7/credit hour |
| Operational..... | \$3/credit hour |
| Technology | \$5/credit hour |
| ERP | \$5/credit hour |
| Building Use | \$4/credit hour |
| SGA | \$5 |
| Lab (if applicable)..... | \$25 |
| Online Class Registration | \$40 |

Additional fees by course may be applicable. Non-credit courses are charged by the clock hour. All non-credit coursework tuition and fees is non-refundable. Contact student services for more information or click on “Workforce Solutions” at www.fletcher.edu.

FEE POLICY (SUBJECT TO CHANGE)

To secure schedules, registered students must have paid in full, established a payment plan through CASHNet, or have financial aid verified by payment deadlines. Making a partial payment does not secure a schedule and classes may be removed for nonpayment. Refer to the semester calendar for payment deadlines. FAFSAs must be completed, all required documentation must be received and verified, and financial aid awarded at Fletcher by the priority deadline dates published in the College Registration Bulletin (calendar section) each semester to qualify for a tuition deferment. Students whose FAFSAs and required documentation are not verified and who have not been awarded aid by the priority date will be required to pay in full at registration or initiate a payment plan through CASHNet. Instructions for online payments and payment plan details are located on the Tuition and Fees page of the Fletcher website.

PROVISIONAL ENROLLMENT

A student is not considered officially enrolled until tuition and fees are paid in full, a payment plan has been completed, or financial aid has been verified and all required admission documents have been received by Student Services. In cases where payment is made by payment plan, the student's registration shall be provisional until tuition and fees are paid in full from the plan. Fletcher reserves the right to remove a student from classes during the provisional enrollment in the event of an insufficient payment that is not settled with the school immediately.

PAYMENT OPTIONS

Student fee bills are not mailed. It is the student's responsibility to check his/her Banner account through LoLA for account balance information. To secure classes, all tuition and fees must be paid in full, financial aid must be verified, or enrollment in the payment plan through CASHNet must be completed by the dates established in the semester bulletin. NOTE: The business office does not accept credit/debit cards or checks. These methods of payment are available online.

1. **On-line Payment options through CASHNet SMARTPAY** (see directions just below)
 - a. *Payment in full using credit/debit card* — MasterCard, Visa, Discover, and American Express cards are accepted. A 2.75% convenience fee will be charged for payments with credit/debit cards.
 - b. *Payment in full using electronic check or savings account* — Bank account number and routing number is needed for this option. There are no additional fees charged for electronic check payments. A returned check charge will be assessed by CASHNet to any payment that is not honored by the bank or that cannot be processed. Please be sure the information entered is correct.
 - c. *Payment plan* – An enrollment fee up to \$30 is charged by CASHNet for participation in the payment plan. Upon activation of a payment plan, the first payment plus the enrollment fee is processed immediately. The remaining monthly installments will automatically be withdrawn using the method of payment chosen. It is the student's responsibility to ensure funds are available at the time of the scheduled withdrawal.

Payment Plan Schedule—SUMMER 2017

3 Payments – Available April 10 through May 15 – Balance due must be at least \$680.02

1st payment: 33.34% plus enrollment fee due at initiation of payment plan

2nd payment: 33.33% due June 15

3rd payment: 33.33% due July 15

Payment Plan Schedule—FALL 2017

4 Payments – Available July 1 through July 25 – Balance due must be at least \$455.58

1st payment: 25% plus enrollment fee due at initiation of payment plan

2nd payment: 25% due August 25

3rd payment: 25% due September 25

4th payment: 25% due October 25

3 Payments – Available July 26 through August 25 – Balance due must be at least \$680.02

1st payment: 33.34% plus enrollment fee due at initiation of payment plan

2nd payment: 33.3% due September 25

3rd payment: 33.3% due October 25

Students whose financial aid cannot be verified at the time of registration may sign up for a payment plan. However, the student must fulfill all payment plan obligations. If the student becomes eligible for financial aid during the semester, Fletcher will apply financial aid award money to the balance owed. Students will receive

financial aid refunds after all payment obligations have been met, and if applicable, the plan will be terminated. Students cannot default on payment plans because they are expecting PELL or other financial aid award. Students who default on payment plans will not be allowed to participate in future payment plans.

To view an account balance, to pay online, or to enroll in the payment plan, follow the directions below:

Go to www.fletcher.edu.

Click the FALCONNET tab at the top of the screen

Click LoLA

Enter user ID and password

Under the self-service tab click on Fletcher Technical Community College

Click Student Account

Click Account Summary

Select Payment Options at the bottom of the screen—this will take you to CASHNet where you proceed with your payment. Payment in **full** is on the **LEFT** and enrollment in the **payment plan** is on the **RIGHT**.

2. **Payment in Person** – Cash and money orders are the only forms of payment accepted at Fletcher’s cashier window located at the main campus, 1407 Highway 311, Schriever. Payments are accepted Monday through Friday 8:00 a.m. until 4:00 p.m. unless otherwise noted. The Business Office does not accept payments with credit/debit cards or checks. The College will be closed on Fridays during the summer semester beginning on June 9 and ending on July 28.
3. **Mail-in Payment** – Money orders can be mailed and must be received in the Business Office prior to the payment deadline to secure a schedule. Allow 2 weeks for mailing and processing. Include the student’s name and student ID# on the money order. Mail payments to:
Fletcher Technical Community College
Attn: Business Office
1407 Highway 311
Schriever, LA 70395

FINANCIAL RESPONSIBILITY

By registering for classes at Fletcher Technical Community College, the student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. Other charges the student may incur and is responsible for include but is not limited to testing fees, course fees, fines, bookstore charges, and returns to Title IV. **It is the student’s responsibility to monitor his/her LoLA account balance and any funding sources.** Invoices will not be mailed. If financial aid is not granted or if third-party sponsors do not pay within a reasonable time frame, the student will be required to pay the balance due.

Any debt owed to Fletcher as a result of the student’s failure to make required payments or failure to comply with the terms of the applicable program as governed by Fletcher Technical Community College Catalog and Student Handbook will result in a violation of the terms and conditions. Students with an outstanding balance will not be allowed to register for future semesters at any LCTCS college or receive academic transcripts or grades until the debt is paid in full. Failure to respond to demands for payment made by Fletcher Technical Community College may result in such debts being transferred to the State of Louisiana Attorney General’s Office or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney’s fees in the amount of thirty-three and one-third percent (33 1/3%) of the unpaid debt and all court costs.

REFUNDS/FINANCIAL AID DISBURSEMENT THROUGH BANKMOBILE

All refunds and financial aid are disbursed electronically through a third party company, BankMobile Disbursements. Each new student receives a refund selection kit via mail about 14 days after registering for classes. It is recommended that students choose their refund preference when they receive the kit so refunds are not delayed. Students should verify that their address is correct in their LoLA account. Students will be given the option to have financial aid and refunds disbursed via the BankMobile Vibe account, or an electronic transfer (ACH) to an existing bank account. The first card and sign up is free. Replacement Vibe account cards are \$10 and this is assessed by BankMobile. To order a replacement card that is activated, log on to your account at www.bankmobilevibe.com or call BankMobile customer service at 1-877-327-9515. If you do not receive a refund selection kit or need a personal code, go to the cashier window at Fletcher's business office located at the Schriever Campus.

All refunds/credits due to a student shall be applied to any outstanding balances due to Fletcher, and any remaining credit balance will be paid to the student through BankMobile. Refunds for tuition are processed by the Business Office after the 14th semester day for the fall and spring semesters and after the 7th semester day for the summer semester.

If tuition and fees are deferred to financial aid and the student withdraws, the financial aid payment will be applied to the account balance with the surplus returned to the student. Any fees not covered by financial aid are the student's responsibility. Any student with an outstanding balance will not have access to enrollment at any LCTCS College or student records until his/her account is cleared.

The refund policy also applies to online courses.

SCHEDULE ADJUSTMENT REFUNDS

If Fletcher cancels a class for any reason, students enrolled in the class will receive full credit for the cancelled class. Students who reduce their credit hours or officially withdraw from the College prior to the first day of the semester through the drop/add period, which is through the 2nd instructional day for the summer semester and the 3rd instructional day for the fall and spring semesters, will receive 100% credit of tuition and fees for the dropped classes. After this drop/add period only tuition is refundable. The refund schedule is below:

| Summer 2017 Refund Periods | |
|---|--|
| <u>Full-Semester Classes</u> 100% through June 6 (LCTCOnline classes through June 2) 50% from June 7 through June 13 (LCTCOnline classes June 3 through June 9) | |
| <u>Block-Scheduled Classes</u> (Classes five weeks or less in length) 100% through the day before class begins | |
| Fall 2017 Refund Periods | |
| <u>Full-Semester Classes</u> 100% through August 23 50% from August 24 through September 8 | <u>Block-Scheduled Classes</u> (Classes five weeks or less in length) 100% through the day before class begins |
| <u>Mini Session A Classes</u> 100% through August 22 50% from August 23 through August 29 | <u>Mini Session B Classes</u> 100% through October 17 50% from October 18 through October 24 |

Schedule Adjustment Tuition and Fee Charges. Students who have an increase in credit hours scheduled during late registration will be required to pay the additional tuition and fees **at the time of the schedule adjustment and/or make necessary adjustments to an existing payment plan.** Non-credit courses are nonrefundable.

FINANCIAL AID

Financial aid policies and procedures are governed by federal, state, and institutional regulations. Students are responsible for submitting applications and documentation in a timely manner. Applications will be processed in the order in which required documentation is received. Confidentiality of information submitted to the Financial Aid Office is protected by law. Student eligibility is considered on a case-by-case basis, and a concerted effort is made to maximize and individualize assistance for each individual applicant. If any student would like additional information, they can visit our website at www.fletcher.edu and click Financial Aid. Listed below is information concerning Title IV aid and the Taylor Opportunity Program for Students (TOPS).

HOW TO APPLY FOR FEDERAL STUDENT AID

To apply, you must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. (Note: The FAFSA must be renewed annually.) This application goes to a Federal Processor, and if you want our school to receive it, you must enter our school code on the application: 013580.

Once your FAFSA is received by the U.S. Department of Education, a standard formula is used to evaluate your reported information. The standard formula then produces an Expected Family Contribution (EFC) number. The Financial Aid Office uses the EFC to determine aid eligibility. The amount of money you will receive depends not only on your EFC but also on your enrollment status.

Once a FAFSA has been received, students will be e-mailed information concerning financial aid. If your financial aid is approved and awarded, you may receive a tuition and fee deferment. If your financial aid is not approved by the published priority deadline*, you may be expected to set up payment arrangements with the Business Office. Bookstore privileges may be available if your financial aid has been awarded. If you have not received notification of your financial aid award, you should contact the Financial Aid Office by e-mail at financialaid@fletcher.edu.

FINANCIAL AID PRIORITY DEADLINES*

| | |
|-------------|---------------|
| Summer 2017 | May 1, 2017 |
| Fall 2017 | July 14, 2017 |

*In order for your financial aid to be awarded, ALL required documentation must be submitted and reviewed by the Financial Aid Office

CURRENT STUDENTS

To award aid for the Summer 2017 semester the student must have completed the 2016-2017 FAFSA application, submitted all required paperwork/documents, AND have an overall GPA of a 2.0 or higher as well as successfully completed 67% of all scheduled classes attempted at the conclusion of the following semester.

To award aid for the Fall 2017 semester, the student must have completed the 2017-2018 FAFSA application, submitted all required paperwork/documents, AND have an overall GPA of a 2.0 or higher as well as successfully completed 67% of all scheduled classes attempted at the conclusion of the following semester.

Students who have applied for financial aid, but have not received an award letter may sign up for a payment plan with the Business Office. All payment plan obligations must be fulfilled whether or not aid is processed prior to the next payment date.

Students who are placed on financial aid suspension at the conclusion of any semester may submit an appeal to the Office of Financial Aid. Appeals will be reviewed in the order they are received and on a case-by-case basis. There is not a deadline for financial aid appeal submission; however, there are deadlines for payment. Financial aid cannot be authorized for payment until the appeal is approved and the award is complete.

TAYLOR OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)

TOPS is offered to high school graduates who meet standard eligibility requirements: GPA, Core Units, and ACT scores. Please consult with your high school guidance counselor regarding eligibility requirements.

TOPS has four award components:

- TOPS Tech Award
 - TOPS Opportunity Award
 - TOPS Performance Award
 - TOPS Honors Award
- (Visit www.osfa.state.la.us for detailed award information.)

Important Tops Points to Remember

- You must earn 24 credit hours each academic year to remain eligible.
- You must earn a minimum GPA each semester and each academic year to remain eligible. (Semester and academic year GPAs differ depending on the award).
- You must be enrolled as a full-time student. Student in their graduating semester may be exempted from this policy by receiving approval from the Financial Aid Office to receive TOPS.
- You must be in the correct degree seeking program by census date (i.e., 14th class day for Fall/Spring; 7th class day for Summer). Ex. TOPS Tech student must be in a technical program.

FINANCIAL AID STATUS

Students should monitor their financial aid status using LoLA. After logging into LoLA, financial aid students may view/print their financial aid status/information by either selecting the options under the Financial Aid Status section on the Home Page or by selecting the Financial Aid tab. Students are able to view/print their Cost of Attendance (COA), Eligibility, Award(s), Academic Transcript/ Progress, Account Summary, and General Financial Aid information using LoLA. Students should also view LoLA periodically for any messages that may be posted to their account.

GENERAL INFORMATION

BOOKLISTS

Booklists are available under the current student section of the Fletcher website (www.fletcher.edu). Once registered for classes, the student should review this list for the textbooks needed for courses. Students may purchase books from any vendor of choice.

BOOKSTORE

The Fletcher Technical Community College Bookstore is located at 1407 Highway 311, Schriever, LA 70395.

Phone: (985) 448-5959 **Email:** bookstore@fletcher.edu.

Summer Hours: June 5 – 8, 8:30 a.m. – 5:00 p.m.
Starting June 12, 9:00 a.m. – 3:00 p.m.

Fall Hours: August 21 – 24, 8:00 a.m. – 6:00 p.m.
August 25, 8:00 a.m. – 2:00 p.m.
August 28 – 31, 8:30 a.m. – 5:00 p.m.
September 1, 8:30 a.m. – 2:00 p.m.
Starting September 5, 8:30 a.m. – 4:00 p.m. Mon. thru Thurs.
8:30 a.m. – 2:00 p.m. Fri.

STUDENT IDENTIFICATION CARDS

All students, continuing and new must be able to present a Fletcher Identification card when requested. Identification cards may be obtained from Student Services.

PARKING AND PARKING TAGS

All students parking at Fletcher's Schriever and St. Charles locations must pay for, receive, and display a parking permit. Students should complete and submit a vehicle registration form online at fletcher.edu/vehicleregistration. Permits are \$15 and are valid through the fall, spring and summer semesters of the particular fiscal year. Permits expire July 31. A new permit will need to be purchased each fall semester. Payment can be made online through your LoLA account or in person (cash or money order) at the cashier window in Schriever. Once payment is complete, students may pick up the parking permit from the cashier window in Schriever. Permits must be positioned on the rearview mirror of the vehicle. Students park in the designated student parking areas. Students are not to park in areas designated as handicapped (unless applicable), visitor parking, or faculty and staff parking. Note: Parking is not allowed on grass, walkways, or along the streets. If parking guidelines are not adhered to, citations will be issued. Refer to the parking policy on Fletcher's website under future or current students.

CROSS-ENROLLED STUDENTS PARKING AT NICHOLLS

Fletcher home students who are cross enrolled at Nicholls are to adhere to the Nicholls parking rules when parked at Nicholls. These rules are available at <http://www.nicholls.edu/parking> under the commuter student section. A Nicholls parking decal is not required; however, students must obtain an expiration sticker for their Fletcher parking tag from Fletcher's Business Office. The parking tag with the expiration sticker attached must be visible on your vehicle when parked at Nicholls.

DIRECTORY INFORMATION

Directory information is information contained in an educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Fletcher Technical Community College has established the following as directory information that may be released to those requesting it: the student's name, address, telephone number, email address, date of birth, dates of enrollment, program of study, classification, enrollment status (full-time, part-time, etc.); awards and honors earned by the student; the student's participation in officially recognized activities; and the most recent previous educational institution attended by the student.

A student who desires that his/her directory information not be released must notify Student Affairs by meeting with the Registrar or Registrar's designee to complete a Non-Disclosure Request Form. Once completed, the request to withhold directory information will remain in effect until revoked by the student.

EQUAL OPPORTUNITY STATEMENT

Fletcher Technical Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

Coordinator for Section 504 and ADA:

Name/Title: Angie Pellegrin, MA, LPC, Director of Counseling and Advising

Office Location: 1407 Hwy. 311 Schriever, LA 70395

Phone/Email: (985) 448-7943 / angie.pellegrin@fletcher.edu

Equity/Compliance Coordinator:

Name/Title: Gina Marcel, HR Director

Office Location: 1407 Hwy. 311 Schriever, LA 70395

Phone/Email: (985) 448-7929 / gina.marcel@fletcher.edu

FINAL EXAM SCHEDULES

SUMMER FINAL EXAM SCHEDULE

| Regular Class Time | Final Exam Date & Time |
|--|-----------------------------|
| 8:00 AM – 9:20 AM, M-R | July 24, 8:00 AM – 10:00 AM |
| 11:00 AM – 12:20 PM, M-R | July 24, 11:00 AM – 1:00 PM |
| 2:00 PM – 3:20 PM, M-R | July 24, 2:00 PM – 4:00 PM |
| 9:30 AM – 10:50 AM, M-R | July 25, 9:30 AM – 11:30 AM |
| 12:30 PM – 2:30 PM, M-R | July 25, 12:30 PM – 2:30 PM |
| Makeup exams are by appointment. For online classes or classes at irregular times, see your syllabus/instructor for exam date and time. | |

FALL FINAL EXAM SCHEDULE FOR CLASSES THAT MEET FULL SEMESTER

| Regular Class Time | Final Exam Date & Time |
|---|---------------------------------|
| 7:30 AM – 8:25 AM MWF | December 4, 7:30 AM – 9:30 AM |
| 8:35 AM – 9:30 AM MWF | December 6, 8:00 AM – 10:00 AM |
| 9:40 AM – 10:35 AM MWF | December 4, 10:00 AM – 12:00 AM |
| 10:45 AM – 11:40 AM MWF | December 6, 10:30 AM – 12:30 PM |
| 11:50 AM – 12:45 PM MWF | December 4, 12:30 PM – 2:30 PM |
| 12:55 PM – 1:50 PM MWF | December 6, 1:00 PM – 3:00 PM |
| 2:00 PM – 3:20 PM MW | December 4, 3:00 PM – 5:00 PM |
| 3:30 PM – 4:50 PM MW | December 6, 3:30 PM – 5:30 PM |
| Monday Night Classes | December 4, 6:00 PM – 8:00 PM |
| Wednesday Night Classes | December 6, 6:00 PM – 8:00 PM |
| 7:30 AM – 8:50 AM TR | December 5, 7:30 AM – 9:30 AM |
| 9:00 AM – 10:20 AM TR | December 7, 9:00 AM – 11:00 AM |
| 10:30 AM 11:50 AM TR | December 5, 10:30 AM – 12:30 AM |
| 12:00 PM – 1:20 PM TR | December 7, 12:00 PM – 2:00 PM |
| 1:30 PM – 2:50 PM TR | December 5, 1:30 PM – 3:30 PM |
| 3:00 PM – 4:20 PM TR | December 7, 3:00 PM – 5:00 PM |
| Tuesday Night Classes | December 5, 6:00 PM – 8:00 PM |
| Thursday Night Classes | December 7, 6:00 PM – 8:00 PM |
| Makeup exams are December 8 by appointment. For online classes or classes at irregular times, see your syllabus/instructor for exam date and time. | |

FALL FINAL EXAM SCHEDULE FOR MINI SESSION A CLASSES

MINI SESSION A CLASSES ARE OCTOBER 6 & 9 AT THE REGULAR CLASS TIME.

FALL FINAL EXAM SCHEDULE FOR MINI SESSION B CLASSES

MINI SESSION B FINAL EXAM SCHEDULE IS TO BE ANNOUNCED.

FINAL EXAM SCHEDULES ARE SUBJECT TO CHANGE.