

FLETCHER TECHNICAL COMMUNITY COLLEGE



2022

SUMMER AND FALL REGISTRATION INFORMATION



SCHRIEVER CAMPUS

MAIN BUILDING

1407 Highway 311
Schriever, LA 70395
Business Office: (985) 448-7900
Enrollment Services: (985) 448-7917

BP INTEGRATED PRODUCTION TECHNOLOGIES BUILDING

224 Rouses Drive
Schriever, LA 70395
(985) 448-7950

THIBODAUX FACILITY

1425 Tiger Drive
Thibodaux, LA 70301
(985) 447-0924

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.

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ACADEMIC CALENDAR

JUNE

- 2 Payment deadline for Summer session (4:00 PM)
- 6 Late registration, \$25 late fee applies; tuition and fees due at the time of registration
Waitlisted names deleted (drop/add and late registration is first come, first served)
First day of class for full-semester, campus-based and Fletcher online classes
- 7..... Late registration, \$25 late fee applies; tuition and fees due at time of registration
Last day to add a campus-based or Fletcher online class
Last day to drop a campus-based or Fletcher online class with no grade
Last day to receive a 100% refund for campus-based and Fletcher online classes that are dropped
- 8-1650% refund for tuition for dropped classes—No refunds after the June 16
- 16..... Enrollment Census Day
Last day to withdraw a campus-based or Fletcher online class and receive a 50% refund
- 20 Juneteenth Holiday – Student Holiday
- 26 First day of Summer 2022 Second Start Classes

JULY

- 4 Fourth of July Holiday – College Closed
- 11 Last day to withdraw from a full-session, campus-based or Fletcher online class with a grade of W
- 11 Last day to withdraw from a Second Start Class with a grade of W
- 26 Final exam day for campus-based and Fletcher online classes
- 27..... Final exam day for campus-based and Fletcher online classes

AUGUST

- 22 Late registration, \$25 late fee applies; tuition and fees due at time of registration
First day of class for full-semester, campus-based and Fletcher online classes
First day of class for Session 1 classes
- 23 Late registration, \$25 late fee applies; tuition and fees due at time of registration
Last day to add a Session 1 class
Last day to drop a Session 1 class with no grade
Last day to receive a 100% refund for Session 1 classes that are dropped
- 25..... Late registration, \$25 late fee applies; tuition and fees due at the time of registration
Last day to add a full-semester, campus-based or Fletcher online class
Last day to drop a full-semester, campus-based or Fletcher online class with no grade
Last day to receive a 100% refund for full-semester, campus-based and Fletcher online classes that are dropped
- 30 Last day to withdraw from a Session 1 class and receive a 50% refund

SEPTEMBER

- 5..... Labor Day Holiday – College Closed

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- 9 Enrollment Census Day
Last day to withdraw from a full-semester, campus-based or Fletcher online class and receive a 50% refund
- 28 Last day to withdraw from a Session 1 class with a grade of W

OCTOBER

- 11 Last instructional day for Session 1 Classes
- 12 Final Exam Day for Session 1
- 13 Final Exam Day for Session 1
- 14 Fall Break
- 17 Midterm
Last day to apply and register for open enrollment classes in Auto, Electrician, Machine Tool, Marine Diesel, and Welding pending seat availability
- 17 First day of class for Session 2 classes
- 18 Last day to apply and register for Session 2 classes
Last day to drop a Session 2 class with no grade
Last day to receive a 100% refund for Session 2 classes that are dropped
- 25 Last day to withdraw from a Session 2 class and receive a 50% refund

NOVEMBER

- 9 Last day to withdraw from a full-semester, campus-based or Fletcher online class with a grade of W
Last day to change an incomplete grade from the fall semester
Graduation application priority deadline for summer and fall graduates
- 17 Last day to withdraw from a Session 2 class with a grade of W
- 21-23 Thanksgiving Break – Student Holiday
- 24-25 Thanksgiving Break – College Closed

DECEMBER

- 8 Final exam day for full-semester, campus-based and Fletcher online classes
- 9 Final exam day for full-semester, campus-based and Fletcher online classes
- 12 Final exam day for full-semester, campus-based and Fletcher online classes
Final exam day for Session 2 classes
- 13 Final exam day for full-semester, campus-based and Fletcher online classes
Final exam day for Session 2 classes
- 14 Final exam day for full-semester, campus-based and Fletcher online classes
Final exam day for Session 2 classes
- 18 Last day to drop a Winter Intersession class with no grade
Last day to receive a 100% refund for Winter Intersession classes that are dropped
- 19 First day of class for Winter Intersession classes

DATES SPECIFIED IN THE ACADEMIC CALENDAR ARE SUBJECT TO CHANGE

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REGISTRATION PROCEDURES

GRADUATING STUDENTS

Students graduating in the fall semester should meet with their assigned advisors during the scheduled advising/registration period. Spring advising and registration opens on March 28 for veterans and March 29 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 should complete a graduation application through Fletcher's website <http://www.fletcher.edu/graduation-application>

CONTINUING STUDENTS

A continuing student is a student who was enrolled during the Spring 2022 semester as documented by courses on the student's academic transcript. LoLA registration March 28 for veterans and March 29 for all other continuing students.

RETURNING/RE-ADMITTED STUDENTS

A returning/re-admitted student is a student who previously attended Fletcher but was not in attendance during the Spring 2022 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 STUDENTS/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/apply) 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 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 9 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 fall semester who wish to be cross enrolled again must resubmit the cross-enrollment application. Students who were host students for the fall 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.

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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:

- Visit 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:

- Visit 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 rossenrollment@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.

TO CROSS ENROLL WITH NICHOLLS AS HOME, FLETCHER AS HOST:

Determine what courses you want to take at the host school (Fletcher) and submit an application

- View Fletcher's class offerings by clicking the following link: **Semester Schedule of Classes**.
- Select the term for which you are applying to cross enroll then click submit.
- Search for the course you are interested in and make note of the course subject, number, section, and five-digit course reference number (CRN) associated with the section. You will need this information for your application.
- For example: For English Composition I, you will need to know ENGL 1010, A, 10005.
- Complete a cross-enrollment application by clicking the following link: **Cross-Enrollment Application – Nicholls Home Student**

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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 fully 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@nicholls.edu.

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:

- Log in to Lola.
- Enter the information for the course(s) you want to register in.
- Find the section you want to register in.
- Click the ADD button to add to the summary section.
- Once all courses are entered, click the Submit button in the Summary Section in the lower right-hand side of the screen
- If all registration requirements are met, the status of the course will change from “Pending” to “Registered”. If there is an issue with requirements, the status will be “Error Preventing Registration”.

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

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

https://ssb-prod.ec.lctcs.edu/prod_ftcc/bwckschd.p_disp_dyn_sched

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LEGEND FOR SCHEDULE OF CLASSES

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; O means the course is available for registration	NR, 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; GF is 1425 Tiger Drive in Thibodaux.	GA, GB, GF
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 GACLHS Central Lafourche High School, 4820 Hwy. 1, Raceland GACS Clinical Site, To Be Announced by Clinical Instructor GANICH Nicholls State University, 901 East 1st ST. (Hwy. 1), Thibodaux GASCH1 Main campus - 1407 Hwy 311, Schriever GASCH2 IPT Facility - 224 Weatherford Dr., Schriever GBHOUM Houma Facility - 310 St. Charles St., Houma GFTHI1 Thibodaux Facility - 1425 Tiger Drive - Main Building, Thibodaux	GASCH1 202 (Room #)

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LEGEND FOR BUILDING LOCATIONS

CAMPUS/BUILDING CODE	LOCATION	EXAMPLE(S)
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
GANICH	Nicholls State University	901 East 1st St. (Hwy. 1), Thibodaux
GASCH1	Schriever Main Building	1407 Hwy. 311, Schriever
GASCH2	Schriever IPT Building	224 Weatherford Rd., Schriever
GBHOUM	Houma Facility	310 St. Charles St., Houma
GEDUHE	Duhe Facility	235 Civic Center Blvd., Houma
GFTHI1	Thibodaux Facility , Main Building	1425 Tiger Drive, Thibodaux
GFTHI2	Thibodaux Facility, Electric Building	1425 Tiger Drive, Thibodaux
GGGALL	Galliano Facility	318 East 90th Street, Cut Off

LEGEND FOR MEETING DAY ABBREVIATIONS

SECTION	DESCRIPTION
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

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USING LOLA TO REGISTER FOR CLASSES

Once a student has obtained an approved/signed advising form from his/her Student Success Coach/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**.
4. If you do not know your username, 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.
5. Select the **Fletcher Technical Community College** link located in the self-service area of the page.
6. On the Main Menu, click **Student**
7. Locate **Academic Links** Block
8. Select **Registration**
9. Select **Register for Classes**
10. Select **Term** in the Search by Term Field
11. Select **Continue**
12. If you have an active **ACTION ITEM** a popup will appear:
 - Select **Continue**
 - Click in **Lower Box on Lower Left-Hand Side** for message to appear
 - Message will appear on the Right Side of your screen
 - Read the Message
 - If response box exists at the bottom of the Message, select it
 - Select **Save**
13. Locate or Add Courses in which you would like to register (You have two options to locate/add classes)
 - Option 1: Find Classes
 1. Enter the information for the course(s) you want to register in.
 2. Find the section you want to register in.
 3. Click the **ADD** button to add to the summary section.
 4. Once all courses are entered, click the **Submit** button in the Summary Section in the lower right-hand side of the screen
 5. If all registration requirements are met, the status of the course will change from "Pending" to "Registered". If there is an issue with requirements, the status will be "Error Preventing Registration".
 - Option 2: Enter CRNs directly
 6. Enter CRN
 7. Click **Add to Summary**
 8. Click **Add Another CRN**, if applicable
 9. Once all CRNs are entered, click the **Submit** button in the Summary Section in the lower right hand side of the screen
 10. If all registration requirements are met, the status of the course will change from "Pending" to "Registered". If there is an issue with requirements, the status will be "Error Preventing Registration".

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VIEW/PRINT YOUR SCHEDULE

The View Registration Information will show your registration for the previous and current semester. It will show all courses that are not currently in progress.

- Select **Student** (Upper left hand corner)
- Select **Registration** (Located in Academic Links Block)
- Select **View Registration Information**
- If you have an active **ACTION ITEM** a popup will appear:
 - Select **Continue**
 - Click in **Lower Box on Lower Left Hand Side** for message to appear
 - Message will appear on the Right Side of your screen
 - Read the Message
 - If response box exists at the bottom of the Message Select it
 - Select Save
 - Select **Student** (Upper left hand corner)
 - Select **Registration** (Located in Academic Links Block)
 - Select **View Registration Information**
 - Select **Term** to view
- To Print Schedule: select Print icon in the upper right-hand corner

LEGEND OF SAMPLE SCHEDULE

CRN	This is the five-digit number assigned to the section. For example: 20151
COURSE	This is the four-letter course subject area followed by the course number. For example: DRFT 1100
TITLE	This is the title of the course. For example: Basic Board Drafting
CAMPUS	This is the location of the building where the course is being taught. For example: FTTC Schriever Campus. 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. For example: 9.000
LEVEL	This indicates the course is an undergraduate level course. For example: UG
START DATE	This is the start date of the semester, mini session, or course if the course is a block-scheduled course. For example: Jan. 21, 2015
END DATE	This is the end date of the semester, mini session, or course if the course is a block scheduled course. For example: May 18, 2015
DAYS	This is the days of the week the course meets. For example: MWF - 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. For example: 11:30 am - 2:20 pm, 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. For example: 310 St. Charles St. Houma Building, Room 125B, 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.

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WAITLISTING

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

1. If you see the message that the class is **full** in the status column and the **Add** button is illuminated, you can add yourself to the waitlist.
2. Select **Add**
3. In the *Summary Block* (lower left-hand corner)
4. *Action Column*
5. Locate **Course** you are attempting to add yourself to the waitlist
6. Click in the **Action Column Field** for the Course
7. Select **Wait Listed**
8. Select **Submit**

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:

1. Log-on to LoLA
2. On the Main Menu, click **Student**
3. Locate **Academic Links** Block
4. Select **Registration**
5. Select **Register for Classes**
6. Select **Term** in the Search by Term Field
7. Select **Continue**
8. Enter CRN
9. Click **Add to Summary**
10. Click **Add Another CRN**, if applicable
11. Once all CRNs are entered, click the **Submit** button in the Summary Section in the lower right-hand side of the screen
12. If all registration requirements are met, the status of the course will change from "Pending" to "Registered". If there is an issue with requirements, the status will be "Error Preventing Registration".
13. 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.

TUITION AND FEES

Upon registration, all tuition and registration fees must be paid to secure classes. Alternatively, classes may also be secured with authorized financial aid, enrollment in the payment plan through Fletcher's contracted vendor, or by having a verified third-party contract/payment applied to the account. Schedules that remain unsecured by the established payment deadlines are subject to being deleted for non-payment.

The tuition and fee rates listed are subject to change at any time by the LCTCS Board of Supervisors. Tuition, other charge, academic excellence, operational, technology, enterprise resource planning, student services, and building use fees are determined by the number of credit hours scheduled per semester. The

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Student Government Association (SGA) fee and the student activity fee are per semester fees. There may be course/program specific charges that are not listed in the schedule of tuition and fees.

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Click the link below to view the schedules of tuition & fees:

<http://www.fletcher.edu/tuition-fees/>

Online Course Tuition and Fees. Tuition and fees for online courses are assessed according to the rates established by the LCTCS Board of Supervisors. There is no 12-hour cap on tuition and fees related to online courses except where prohibited by state statute for certain fees.

Fletcher online classes may require proctored exams. Some courses require use of technology and proctored testing software or service where additional fees may be assessed. Online students may have the option to test at Fletcher Technical Community College campus as approved by the instructor. Students are responsible for checking with the instructor before the online course begins to ensure that the projected additional costs and the student's schedule and location enable successful completion of all course requirements.

Audit Tuition and Fees

Students who choose to audit a class pay regular tuition and fees. Classes taken as audit are not eligible for waiver, scholarship, financial assistance, sponsorship.

OTHER FEES

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

Late Registration	\$25
Late Payment.....	\$100
Replacement ID.....	\$10
Course Fees (such as lab, material, tests)	varies by course
Parking Permit	\$30/academic year
Parking Permit Replacements.....	\$10
LCTCS debit card replacement (BankMobile)	\$10
Course Challenge Fee	\$25
Transcripts.....	\$5/copy
Technical Certification Testing Fees	Varies

PARKING PERMITS

All vehicles parked on campus must be registered and have a current Fletcher parking permit attached to the rearview mirror on the front windshield. The permit number must be readable from the outside. Parking permits are \$30/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. Students must register vehicles 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

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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 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 the Schriever Library location.

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
Student Activity Fee	\$15
Online Registration Fee	\$40
SGA.....	\$5
Lab/Course Fees	Varies

Additional fees by course may be applicable. All **non-credit** coursework tuition and fees is non-refundable. Contact Enrollment 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 Transact, 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 authorized 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 Transact Payments. Instructions for online payments and payment plan details are located on the Tuition and Fees page of the Fletcher website.

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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 Enrollment 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/LoLA account for 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 Transact Payments must be completed by the payment deadline 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 Transact
 - 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 Transact 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/finance charge of \$30 is charged by Transact for participation in the payment plan. Upon activation of a payment plan, the first payment plus the enrollment fee is processed immediately. Students have the option to have the remaining installments automatically 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. If automatic withdrawals are not chosen, the student will need log into the Transact Payment system and manually make each payment by the payment deadlines. Dropping classes or withdrawing from Fletcher does not excuse financial responsibility. Payments are due until your account balance is settled in full.

PAYMENT PLANS – ONLINE ONLY THROUGH TRANSACT (OPTIONS)

SUMMER 2022

3 Payments – Available April 11 through May 15 (\$30 enrollment fee)

- 1st Payment ----- 34% plus enrollment fee due at initiation of plan
- 2nd Payment ----- 33% due June 15
- 3rd Payment ----- 33% due July 15

2 Payments – Available May 16 through June 15 (\$30 enrollment fee)

- 1st Payment --- 50% plus enrollment fee due at initiation of plan
- 2nd Payment --- 50% due July 15

Click on the Link "Online Payment Instructions" for more details.

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.

SUMMER & FALL 2022 REGISTRATION INFORMATION

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. (LoLA login is at top of page) or
 - Click the **FALCONNET** tab at the top of the screen
 - Click **LoLA**
 - Enter **User ID** and **Password**
 - Click **Student** at the top of the page
 - In the “My Account” box for Fletcher, click on **Payment/Payment Plan Processing** This will bring you to the Payment Platform used for online payments (Transact Payments).
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 college is closed at noon on Fridays during the months of June and July.** The Business Office does not accept payments with credit/debit cards or checks.
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 because 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.

SUMMER & FALL 2022 REGISTRATION INFORMATION

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 email 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 mailing address, phone number, and email address are 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 to make your refund preference, you can go to **www.refundselection.com to request a code**. If you are not able to request a code, visit the cashier or someone in the business office 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 and financial aid are processed by the Business Office beginning after the 14th semester day for the fall and spring semesters and after the 7th semester day for the summer semester and mini sessions. 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.

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 and mini semesters and the 4th 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 50% of tuition (no fees) is refundable through the 7th semester day of summer and mini semesters and the 14th day of the regular semester.

*Fletcher's Website is updated for each semester
Select "Tuition & Fees" under ADMISSIONS*

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 and not eligible for payment plans. Tuition must be paid in full before the non-credit course begins

The Financial Aid Office is located within Enrollment Services. 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

SUMMER & FALL 2022 REGISTRATION INFORMATION

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 email at financialaid@fletcher.edu.

**FINANCIAL AID
PRIORITY DEADLINE***
SPRING – NOVEMBER 30
SUMMER – MAY 1
FALL – JULY 15

****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 & Fall 2022 the student must have completed the 2020-2022 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.

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Students who have applied for financial aid but have not received an award letter in LoLA 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.

SUMMER & FALL 2022 REGISTRATION INFORMATION

GENERAL INFORMATION

BOOKLISTS

Booklists are available via the website at:

<http://www.fletcher.edu/textbooks>

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.

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 Enrollment Services.

PARKING AND PARKING TAGS

All students parking at Fletcher's Schriever, Thibodaux, and Houma locations must pay for, receive, and properly display a parking permit. Students should complete and submit a vehicle registration form online at

<http://www.fletcher.edu/vehicle-registration/>

Permits are \$30 and are valid through the fall, spring and summer semesters of the 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 and readable from the outside. 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

SUMMER & FALL 2022 REGISTRATION INFORMATION

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:

Angie Pellegrin, MA, LPC-S, Executive Director of Title IX & Equity Initiatives

Office Location: 1407 Hwy. 311 Schriever, LA 70395

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

Equity/Compliance Coordinator:

Gina Marcel, HR Director

Office Location: 1407 Hwy. 311 Schriever, LA 70395

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