I am honored and excited that you have chosen Gulf Coast State College to pursue your post-secondary education. As you begin your journey, you will be challenged, inspired and pushed farther than you have ever imagined. Our tremendous faculty and staff truly care about your success, providing exceptional guidance and support along the way. I encourage you to get involved in our clubs and organizations, to seek out volunteer opportunities and career-orientated internships that will develop you personally and professionally. Regardless of your path, our focus is to provide life-changing opportunities to help you achieve your goals and dreams to enrich your life, in turn, enhancing ours.

We hope this Compass will help get you started in the right direction.

Welcome to Gulf Coast!

Dr. John Holdnak, President
Table of Contents

Chapter 1  Introduction  
FERPA  
Transition to College  
Policies & Procedures  
Study Tips & E-Learning  

Chapter 2  Paying for College  
Federal Financial Aid (FAFSA)  
Other Sources  
Self-Pay  
Scholarships/GCSC Foundation  

Chapter 3  Student Services  
Enrollment Services  
Advising  
Degree Programs  
Job Placement  

Chapter 4  Learning Help  
Library  
Testing Department  
Math Lab  
Writing & Reading Lab  
Disability Support Services  

Chapter 5  MyGCSC  
Lighthouse  

Chapter 6  Email, LMS & ITS  
Email  
Canvas  
Information Technology Services  

Chapter 7  Who to Contact  
Questions? Concerns!  

Chapter 8  Get Involved  
Student Government Association  
Clubs & Organizations  

Chapter 9  Book Store  
Bookstore  

Chapter 10  Additional Information  
Pay4Print  
Stay Informed  
Calendars & Campus Maps  
Student ID & Parking  

Chapter 11  Campus Safety  
Campus Safety Website  
Haven Training  

Appendix A  New Student Checklist  
Appendix B  Panama City Campus Map  

Mission:  
New Student Orientation, recognizing the important role that students play at Gulf Coast State College, will endeavor to provide to all First Time in College students a welcoming first impression and successful transition to Gulf Coast State College.
Introduction

- FERPA
- Transition to College
- Policies & Procedures
- Study Tips and E-Learning

Code of Conduct
Gulf Coast State College has established regulations governing student conduct that are considered necessary to preserve and maintain an environment conducive to learning, to ensure the safety and welfare of members of the College community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect property and equipment of the College.

The entire Code of Conduct can be found on our website.

Colors:
Navy & Gold

Mascot:
Commodores

Accreditation Statement
Gulf Coast State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas, associate, and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions regarding the accreditation status of the institution or if there is evidence that appears to support Gulf Coast State College’s significant non-compliance with a requirement or standard.

Gulf Coast State College is also a member of the American Association of Community Colleges, the Association of Florida Colleges, the American Council on Education, and the Council for Advancement and Support of Education.
What is FERPA?
FERPA is the Family Education Rights and Privacy Act, more commonly known as the Buckley Amendment. This federal law protects students’ rights to privacy regarding their educational records. With limited exceptions, FERPA applies to all records maintained about a student and is not limited to students’ academic records.

What does FERPA do?
FERPA gives college and university students (1) the right to inspect and review their educational records, (2) the right to request an amendment to their record under certain circumstances; and (3) it limits the right of the college to release records or information without the students’ consent. Colleges are required to give annual notification to students regarding these rights. GCSC provides notification via the college catalog and student handbook.

Who is protected by FERPA?
All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the educational records of students who are attending or who have attended the institution. Upon enrollment, the educational records of each student, including the student’s application for admissions and all related materials, become automatically protected.

What records are protected?
FERPA protects all records directly related to a student and that are maintained by the institution. A record is “directly related” to a student if it is personally identifiable to the student. Such documents may include transcripts, financial aid records, letters of recommendation or reprimand, class schedules, department and college files, electronic records and email, and disciplinary files.

What is Directory Information?
FERPA allows institutions to designate certain classes of information that may be released without the student’s consent. This information is commonly known as “directory information.” The following information may be released to anyone unless a student specifies in writing to the director of enrollment services that the information is not to be released.

- Student’s name
- Date of birth
- Major field of study
- Enrollment status
- Participation in recognized activities and sports
- Weight, height and photo of athletic team members
- Dates of attendance
- Degrees, awards, and previous schools attended
Most of your classes are decided for you. | You arrange your schedule based on your responsibilities and your program requirements.
---|---
You may study outside of class as little as 2 hours a week. You may only need to study as last minute test preparation. | You will need to study 2 to 3 hours outside of class for every hour in class.
You are given short reading assignments that are discussed in class. You will often be told what you need to learn from any reading assignments. | You will likely have copious amounts of reading for each class that may not be discussed in class. It is your responsibility to understand the material.

## Study Tips

- Go to class.
- Know when your classes meet:
  - MW is a Monday & Wednesday class.
  - TR is a Tuesday & Thursday class.
- Read the textbook and all other reading assignments.
- Set aside specific times each week to study.
- Find, download, and read your syllabus.
- Don’t be afraid to ask questions.
- Turn in your assignments on time.
- Find and use the resources available to you on campus.
- Get involved. Find a student club or organization that you like.
- Have a designated study space. Your family should respect your study time and space. By establishing some simple rules, you can be successful.
- Check your student email often.
**Catalog** - This publication contains Gulf Coast State College regulations, policies & procedures, listings of all programs available and course descriptions. Most of your questions can be answered by checking the catalog first. The Catalog is available online with the link being located on the GCSC home page under Academics.

**Academic Standing** - To maintain satisfactory academic progress at Gulf Coast State College, a student must achieve a minimum cumulative grade point average (GPA) of 2.0. This is considered Good Academic Standing.

**Warning** - Students whose TERM GPA is below 2.0 will be placed on Academic Warning. To be removed from Academic Warning at the end of the following term, the student must achieve a minimum cumulative GPA of 2.0. The student is encouraged to seek assistance from the Center for Advising & Success or the Counseling Center.

**Probation** - Students who have been placed on Academic Warning one term and fail to reach a cumulative GPA as described in the catalog will be placed on Academic Probation. During your probation period, you may be limited in the number of hours you can enroll in. To be removed, the student must achieve a minimum cumulative GPA of 2.0.

**Suspension** - Students who have been placed on Academic Probation and have not earned a minimum cumulative GPA of 2.0 during their probation term, will be placed on Academic Suspension for the following term (Fall or Spring). Students on suspension cannot enroll in credit courses. Academic suspension can be appealed as described in the catalog.

**Drop** - Students may drop or add a class during the drop/add period (usually the first week of a 16-week class or the first two days of an 8-week class). A drop results in the student receiving a refund of fees associated with the specific class dropped. STUDENTS MUST INITIATE A DROP and ARE RESPONSIBLE for knowing the drop/add period for each term.

**Withdrawal** - Students may withdraw from a class(es) until the published withdrawal deadline for each semester (please check the catalog or college calendar). A withdraw will result in a grade of “W” being earned for the attempted class and will count as an attempt of a class. Instructors may withdraw a student from a class based upon the instructor’s attendance policy.

**Attendance** - Students are expected to attend all class meetings of all courses for which they are registered. It is important to know your instructor’s attendance policy which may be found in your class syllabus.

**Developmental Class** - Developmental classes are classes in mathematics, reading and English that some students are required to successfully complete prior to taking college-level courses. Students’ need for developmental coursework may be determined by scores on the college placement test (CPT, PERT). These courses do not count in the total necessary for completion of the AA or AS degree; however, they are required for progression to college-level courses for some students.

**Deadlines** - Important dates which can be found in the catalog or online.
There are many personal characteristics that contribute to success in classes taken online. However, to have a successful online learning experience at GCSC, students should be prepared to:

- manage time well, using consistent study schedules
- complete assignments and tests by set deadlines
- understand, and follow written instructions
- communicate well in writing, using proper sentence structure, grammar, punctuation, etc.
- learn well from reading and independent learning
- ask questions of the instructor and fellow students via email
- acquire computer technology skills quickly
- travel to campus or use an alternative testing center for proctored exams

Check here for more information about online learning: https://www.gulfcoast.edu/academics/elearning/index.html

Here at Gulf Coast State College, we offer many fully online classes as well as some hybrid classes to help you complete your degree. If we don’t have the class you need, you have the option to attend classes through the Florida Shines web site. Check out the E-Learning link on the GSCS home page.
Paying for College

- FAFSA
- Scholarships
- Other Sources
- Self-Pay

Free Application for Federal Student Aid

FAFSA®
# Timeline

**October** - Complete the Free Application for federal Student Aid (FAFSA) for the following fall: [www.fafsa.gov](http://www.fafsa.gov).

**GCSC SCHOOL CODE 001490**

**July 1** - Deadline for fall students to submit FAFSA and all required documents listed in Lighthouse. All transcripts must be received and evaluated by Enrollment Services.

**November 1** - Deadline for spring students to submit FAFSA and all required documents listed on Lighthouse if they did not attend fall. All transcripts must be received and evaluated by Enrollment Services.

**EMAIL:** Check your GCSC email for important Financial Aid correspondence.

**LIGHTHOUSE:** Check Lighthouse for your Financial Aid information.

It is the student’s responsibility to check your bill in Lighthouse to make sure that you are registered for the correct classes and that the bill is paid.

Check out the financial aid web page for more information.

<table>
<thead>
<tr>
<th>The priority deadline to submit the <strong>FAFSA</strong> is April 15. There are several programs available to help pay for your education.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants</strong> – This is money that you usually do not have to pay back. You should not consider it ‘free money’ because you will have to maintain certain requirements in order to keep your grant.</td>
</tr>
<tr>
<td><strong>Loans</strong> – There are several types of loans, but all of them must be paid back. They also have certain requirements that must be met. You can apply for loans at: <a href="https://www.gulfcoast.edu/tuition-aid/financial-aid/index.html">https://www.gulfcoast.edu/tuition-aid/financial-aid/index.html</a>.</td>
</tr>
<tr>
<td><strong>Work Study</strong> – These are jobs on campus that allow you to get valuable work experience while getting your education.</td>
</tr>
<tr>
<td>For all federal student aid, a student must be making Satisfactory Academic Progress: an overall GPA of 2.0, a class completion rate of 67%, and completing their program within the 150% maximum time frame.</td>
</tr>
<tr>
<td>The Financial Aid department (850-872-3845) can help you better understand the different types of federal monies available to you.</td>
</tr>
</tbody>
</table>

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You must register for all classes before the drop/add deadline for session A in order to receive the full benefit.
Bright Futures

You must activate Bright Futures before graduating from high school. Be aware that this award is NOT enough to cover the entire tuition bill.

Military & Veterans Services

Director of Military & Veterans Services, SUE, room 51:
Dr. Suzanne Remedies, Phone 850-913-3291  Fax: 850-747-8082

VA Questions & Certifying Official, SUE, room 50:
David Jantzen, Phone 850-747-3210  Fax: 850-873-3523

Active Duty/MCAA Questions, Tyndall Education Center
Gretta Preston, Phone: 769-1551 ext. 2910

Helpful Tips:
1. Please go to: vabenefits.vba.va.gov for certificate of eligibility, bring to Military & Veteran Services.
2. Once you are registered for classes, please notify the VA Certifying Official of your class schedule. VA students can obtain a tuition deferment from the VA Certifying Official.
3. If you make any changes to your schedule, including dropping or withdrawing from classes, YOU MUST notify the VA Certifying Official.

Please contact the VA Certifying Official, David Jantzen, for additional information concerning your education benefits.

Student Employment

Gulf Coast State College provides on-campus employment opportunities for students working toward their academic goals. These on-campus jobs can offer an opportunity to gain work experience, as well as provide a flexible schedule to accommodate your course work. Student Employment Pre-Applications are available through Cooperative Education: https://www.gulfcoast.edu/current-students/coop/.

Private Loans and Scholarships

Online searches are a great way to find scholarships. Also check with local businesses and organizations.
Even if you do not qualify for grants, you don’t want to burden yourself with student loans, or if you didn’t get any scholarships, that doesn’t mean you should give up on your education. Studies show that while education can be expensive, it is still well worth the expense. College graduates, on average, have the ability to make more money over the course of their lifetime than those who do not have a college education.

Gulf Coast State College has some of the lowest tuition costs in the state of Florida.

A Foundation Scholarship award is a monetary amount (grant-in-aid) given to a GCSC student who has applied and been selected to receive a scholarship. Scholarship awards are not meant to cover 100% of a student’s educational cost, but are intended only to supplement a student’s educational funding.

Scholarship opportunities are open to all students attending or planning to attend Gulf Coast State College. Applicants must have a minimum cumulative grade point average of 2.0 or higher. All applicants must be accepted to Gulf Coast State College and have obtained a Student ID number.

High School Honors applicants should be fully “committed” and planning to attending GCSC. Applicants must have a “weighted” GPA of 3.5 or higher.

Check out the Foundation link from our home page.
Student Services

- Enrollment Services
- Advising & Counseling
- Degree Programs
- Job Placement

Why does my acceptance letter say I’m Out-Of-State?

Who do I talk to about changing my degree plan?

How do I even know if I’m in the right degree plan?

I don’t even know what I want to do when I ‘grow up’. Who can help me?
**Enrollment Services** is located in the Enrollment Services Building adjacent to the Administration Building facing the bay.

Services offered include:

- Admissions
- Registration
- Residency
- Change of degree

You can also find important admission forms under the Admissions Link on the Gulf Coast home page.

Check out the Enrollment Services web page for local housing information, New Student Orientation, and lots more.
Are you a first-time in College Student?
Not sure if you are in the correct degree program?
Don’t know what classes to take next?
Having trouble in a class and don’t know if you should withdraw?
Just have a general question and don’t know who to ask?

The Center for Advising & Success is located in the Student Union West building, room 80. The advising staff can help answer these questions, plus a lot more. If they don’t know the answer, they will find out who does.

All First-Time in College Students must see an advisor before registering for their first semester of classes. In this appointment, you will learn how to access Lighthouse, Email and Canvas. You will also discuss your educational goals and set-up your first semester of classes. You will need to complete the career assessment tests on the Florida Shines web site before attending your first advising session.

Advising appointments are available through the advising web page.
Some students, depending on their degree plan, will be assigned to a **Faculty Advisor**. Degrees such as Engineering Technology, Computers, Culinary, Health Sciences, and some others, have faculty from those areas that will help students make sure they are taking the classes they need and in the order they need to be taken. Your Faculty Advisor will be assigned during your first semester and you can find out who that is in Lighthouse.

Even if you are assigned a Faculty Advisor, you are still welcome in the Center for Advising and Success. The advisors there will try to answer your questions or get you in touch with a Faculty Advisor that can help.

Learning is a concerted effort in which all individuals involved share responsibility in producing the desired outcome. We believe that a holistic approach to learning is the ideal way to ensure success in education and this effort includes strategies beyond the traditional classroom boundaries. The **Counseling Center** provides learners with bridges to assist them in fording the chasms that sometimes deter learning.

Gulf Coast currently has 2 full-time counselors at the Panama City campus and a Social Worker at the Gulf Franklin Center that are ready to help you with your transition to college and a whole lot more. They are also academic advisors and can help you plan your classes.

Check out the Counseling Center’s web page: [https://www.gulfcoast.edu/current-students/counseling-center/](https://www.gulfcoast.edu/current-students/counseling-center/) for other resources available both on and off campus.
Workforce Degree Programs

- Applied Technology Diploma
- College Credit Certificate
- Technical Certificate
- Advanced Technical Certificate
- Vocational Credit Certificate
- Postsecondary Adult Vocational Certificate
- Associate in Science Degree

These programs vary in length and are designed to provide you with the skills and credentials necessary to enter a specific field of employment.

These degrees may or may not be eligible for financial aid, so you will want to check with the financial aid department before signing up for one of the programs.

Associate in Science Degree

This degree is also considered a workforce degree since it prepares the student for entry into the workforce. The difference is that the Associate in Science (A.S.) degree will require a minimum of 15 credit hours of general education classes including at least one college level math.

It is important when picking a workforce degree to remember that there may be classes in these programs that will not transfer to a university. You will want to discuss your plans with an advisor to make sure you are in the correct degree plan.
Associate in Arts Degree

The Associate in Arts Degree is comprised of the freshman and sophomore years of a baccalaureate degree, also known as a four-year degree. The A.A. degree is specifically designed for the student who plans to transfer to a Florida public university.

In this degree, you will have 36 credit hours of general education, and 24 credit hours of electives including, competency in a foreign language either through 2 years in high school or 2 semesters in college.

The Associate in Arts (A.A.) degree has several transfer track options, but you will want to check with the university you wish to transfer to in order to ensure that you are taking the correct classes to complete their bachelor degree.

Completion of the A.A. degree guarantees admission to a Florida state university but not necessarily admission to the specific program of study within the institution.
Bachelor of Science Degrees

Gulf Coast currently offers three Bachelor of Applied Science (B.A.S.) degrees and the Bachelor of Science in Nursing (B.S.N.) degree. The Bachelor degrees are designed to enhance and/or advance students in their career.

Stop by the SUE first floor for a list of local jobs, interview skills, resume writing and more.

You can also find out information about Internships and Workshops available on campus.
Learning Help

- Library
- Testing Department
- Math Lab
- Writing & Reading Lab
- Disability Support Services

Are you worried about how you will pass that math class?

Not sure if you are citing your resources correctly?

Don’t know what a syllabus is? Let alone where to find it?
Your Library – a welcoming place and online portal – is here for your success.

Don’t love us just for our books, computers, and study areas. We’re your portal to access thousands of eBooks, videos, 3-D images, and full-text articles from more than a hundred databases! Log in using your GCSC ID# and PIN (your birthday in MMDD format).

Visit http://www.gulfcoast.edu/academics/library/index.html/
Call: 850-872-3893
Text: 386-866-2853
Email: librarian@gulfcoast.edu

Educate, engage, enrich

The Gulf Coast State College Testing Department provides a variety of testing services for placement, academia, and certifications. These include: CPT/PERT, Certiport/PAN, CLEP, Pearson VUE, TABE, e-Learning, in-class (for students who need special accommodations and/or have special circumstances), and non-GCSC exams.

We are located on the 3rd floor of the Student Union West Building.

Check their web page for hours of operation.
Located in Student Union West – Room 261, the **Math Lab** is excited to offer free tutoring to Gulf Coast State College students who are enrolled in a math class. We provide a fun, positive, and relaxing environment where you can ask questions and get help in math.

**Math Lab**

**Services:**
- Study/Homework
- Test-taking strategies
- Tutors & Student Tutors
- 12 Lab Computers
- Printing Station

**Hours:**
For hours of operations, please check their website.
Online tutoring also available.

Located in the Rosenwald Building – room 108, the **Writing & Reading Lab** is proud to be serving Gulf Coast State College students who need assistance with components of English and reading. Tutoring in French and Spanish available as well.

**Writing & Reading Lab**

**Services:**
- Comprehension
- ESL
- Grammar
- Vocabulary
- Basic computer skills
- MLA formatting
- Essay development

**Hours:**
For hours of operations, please check their website.
Online tutoring also available.
Our mission
Disability Support Services (DSS) mission is to help create a fair and inclusive learning environment through specific educational accommodations and support services guided by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. As set by the standards of the GCSC mission, we want to assist our students in their educational, career, and personal achievements/goals with equal access to all programs using both on-campus and off-campus resources. In addition, we advocate for our students in order to lift educational barriers while empowering and embracing their differences by exploring new awareness campaigns and trainings for the GCSC population.

What is a Disability?
Per the ADA and Section 504 of the Rehabilitation Act, an individual with a disability is “any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment”.

- Hearing Impairment or Deafness
- Visual Impairment or Blindness
- Speech Impairment
- Learning Disability
- Intellectual Disability
- Behavioral/Emotional Disorder
- Chronic Medical and Other Conditions
- Traumatic Brain Injury

Eligibility and Requesting Services
Students with a documented disability may be eligible for our services. Students who choose to disclose their disability to receive reasonable accommodations must complete an application and associated forms with the DSS office and provide documentation of their disability. Eligibility is determined by the documentation received by the DSS office and the specific needs of the student. If you believe you have a disability, even if it is not documented, you should contact the DSS office and make an appointment to determine your eligibility for the program.

Students must allow at least two weeks for new accommodation requests to be fulfilled.

*DSS also offers temporary services for students who may require services for a short period of time. Please inquire with our office for more information.

Contact Information
Disability Support Services
Student Union East, Room 60++
(P) 850-747-3243
(E) DSS@gulfcoast.edu
MyGCSC

- Lighthouse
- Canvas
- Email
- Pay4Print

**Lighthouse** is where you will go to check your admission status, check your financial aid status, see your degree plan, register and pay for classes, plus a whole lot more!

During your first visit to your Academic Advisor you will learn how to log into the MyGCSC portal and Lighthouse.
Personal Information Tab
- Change your password or security question
- View & update your address, phone number, & email
- View & update your emergency contact

Student Tab
- Check your admission status
- Registration
  - Register for classes
  - Print a copy of class schedule
  - Pay for classes
- Student Records
  - See degree evaluation
  - See final grades
  - Request transcripts
- Student Account
  - View tax notifications

Financial Aid Tab
- Check status and required documents
Email & Canvas & IT

- Official Email
- Canvas
- Information Technology Services

All currently enrolled students at Gulf Coast State College have a **student email account** (@my.gulfcoast.edu) through the college's email system. New students will be provided an email account one business day after their admissions application is processed. **This is the official form of communication for Gulf Coast State College.** Please remember to check your email regularly to receive important information.

Your Gulf Coast email address can be found in your Lighthouse. You can check your email through your MyGCSC Portal.
Canvas is your virtual classroom for both on-campus and online classes.
Your Academic Advisor will help you with this system during your first advising session.

Information Technology Mission Statement
It is the mission of ITS to support the goals of Gulf Coast State College by providing information technology resources, systems, and services needed for teaching, learning and institutional management.

The link to the Information Technology Services web page can be found by at the bottom of our home page.

If you are having trouble with any Gulf Coast site or equipment, you can contact ITS either by submitting a ticket, or by calling them 24/7 at:

On Campus: ext. 3303
Off Campus: (850) 913-3303 or (850) 769-1551, ext. 3303
Who to Contact

- Questions?
- Concerns!

How do I sign up for the Campus Alert System?
Does the Bookstore have the calculator I need for my math class?
What hours are the Library open today?
How do I contact the VA representative?
## Services & Tools for the New Student

### Academic Advising
Student Union West, room 80  
850-872-3871  
Advising@gulfcoast.edu

### Bookstore
Student Union West  
850-873-3585

### Campus Alert System
https://www.gulfcoast.edu/campus-life/campus-safety/

### Career Center
Student Union East, room 54  
850-872-3835

### Counseling Center
Student Union East 1st floor  
850-769-1551, ext. 4861

### Disability Support Services
Student Union East, room 60++  
850-872-3834

### Financial Assistance
Enrollment Services Building  
850-872-3845

### Honors Program
850-769-1551, ext. 2872  
aclark@gulfcoast.edu

### ITS
850-769-1551, ext. 3303

### Library
850-872-3893  
librarian@gulfcoast.edu

### TRiO
Student Union West, room 89  
850-769-1551, ext. 5813

### Veteran’s Affairs
Student Union East 1st floor  
850-769-1551, ext. 3341  
850-747-3210

### Wireless Access
https://www.gulfcoast.edu/administration-departments/information-technology-services/students/wireless-student.html
Get Involved

- Student Government Association
- Clubs & Organizations

If you are interested in joining a club, meeting new people, learning to be a leader or just have a passion for community service, the Student Government Association is the place for you. Just stop by our office located in the SUE cafeteria, next to the ATM. To get more information, call 850-873-3598 or contact us at lcannon@gulfcoast.edu. Voting meetings are every other Tuesday at 12:45 p.m. in the SUW board room 3rd floor.

- Do you love to travel?
- Do you like free movies?
- How about volleyball, Frisbee or other intramural sports?

These are just a few of the activities that SGA has planned.

You need a valid student ID to participate in any SGA activities.
# Student Organizations

<table>
<thead>
<tr>
<th>Student Government Association</th>
<th>GCSC Pep Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American Student Union</td>
<td>GCSC Phi Theta Kappa</td>
</tr>
<tr>
<td>Armed Services Club</td>
<td>Players In The Tomb (P.I.T.T.) Gaming Club</td>
</tr>
<tr>
<td>Brother to Brother</td>
<td>Physical Therapists Association Club</td>
</tr>
<tr>
<td>Center for Inquiry - CFI</td>
<td>Respiratory Therapy Student Association</td>
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<tr>
<td>GCSC Debate Club</td>
<td>Sonography Club</td>
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<tr>
<td>Student American Dental Hygienists' Association</td>
<td>Spanish Club</td>
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<tr>
<td>French Club</td>
<td>Student Support Services Society (TRiO Society)</td>
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<tr>
<td>Gay Straight Alliance - GSA</td>
<td>Surgical Services Student Association</td>
</tr>
<tr>
<td>The National Society of Leadership &amp; Success</td>
<td>Technology &amp; Engineering Club</td>
</tr>
<tr>
<td>Nursing Student Association</td>
<td>Visionaries Ink</td>
</tr>
</tbody>
</table>

Don’t see one that interests you? These are just a few of what we have to offer, or stop by the SGA office and see about starting your own club.
Bookstore

- Books
- Supplies
- GCSC Items
- Drinks & Snacks

Located on the first floor in the Student Union West. Check out their web page here: http://doresstore.gulfcoast.edu/
HELPING EDUCATION IN YOUR COMMUNITY BY SERVING YOU!

The Gulf Coast State College Bookstore is an institutionally owned and operated business enterprise. We have been serving generations of local residents since Gulf Coast State College was established in 1957. Although we serve primarily the students in the Florida tri-county region of Bay, Gulf and Franklin Counties, today our service area is continuously expanding as the college broadens its reach with distance learning courses offered through the worldwide web.

- Do you hate standing in line each semester just to purchase your books?
- Did you know that you can purchase your books through our Dores Store Online and by-pass those long lines?

To avoid those long lines in the bookstore, you can use your credit card or your Financial Aid in our online store then pick up your books at the information counter in Student Union East, First Floor. There are deadlines for using this service, so be sure to check out this link: http://doresstore.gulfcoast.edu/

You can find out what books you need by stopping in the bookstore with your class schedule or by checking the online bookstore on their web page.

The bookstore has more than just textbooks. Check out the supplies, show your GCSC spirit, or grab a drink between classes.
Other Information

- pay4print
- Stay Informed
- Calendar & Maps
- Student ID & Parking

Do you need to print a report?
Are classes closed today for weather?
Where can I park without getting a ticket?
Where do I go to get my Student ID?
When does the basketball team have their next game?
**pay4print** allows you to print from selected computers to selected printers.

**Accessing Your Account**

**Registered Students**

Your account is automatically created when you register for classes. Access your account at any **pay4print** Kiosk or online at www.gulfcoast.edu/pay4print.

- Login with your username and password. Your username is the first part of your GCSC e-mail address. Your initial password is your birthday (MMDDYY).

**Two Ways to Add Funds to Your Account**

**Deposit cash at a pay4print Kiosk**

There is no change given when using a **pay4print** Kiosk.

- Go to any **pay4print** Kiosk on-campus and login with your username and password.
- Click on ADD FUNDS TO THIS ACCOUNT.
- Insert cash and click DONE.

**Use a Credit Card Online**

- Click on the red **pay4print** button.
- Account login (same as the LMS login)
- Click ADD VALUE TO MY ACCOUNT.
  - Enter the dollar amount you wish to add (minimum $5).
- Click CONTINUE TO PAYPAL. You will then be redirected to the PayPal site to validate your payment.
  - Fill out your information on PayPal site.

MAKE SURE TO FOLLOW LINKS BACK TO PAY4PRINT WEBSITE, otherwise funds won’t be added to your account.
Ways to Print Using pay4print

Important Information Regarding pay4print

- No refunds given for used prints.
- Wireless printing from your laptop is available in the Library. Please see a librarian.
  Jobs released to print will remain in the queue for two hours, then will be deleted.

Printing in the Computer Labs

- Using a campus computer, select PRINT as you normally would.
- Once the GULF COAST screen appears, enter your username and password.
- Enter a job name for the document you wish to print. The default setting can be used.
- Click PRINT.

LIBRARY PRINTING

Click on File, and select Print,

Verify: Correct Printer

OCSLib1Bay
1st floor of Library facing the Bay

OCSLib1South
1st floor of Library facing the Student Center

OCSLib3
3rd floor of Library

AND Single (Sgl) or Double-Sided (Dup)

AND Black & White (BW) or Color (Color)

Click OK to print!
ARE YOU MISSING OUT?

SIGN UP FOR THE GCSC ALERT SYSTEM!
Receive Safety Advisories, Closing Alerts and Upcoming Events on your mobile phone.

>>> Click here to sign up for free!

GCSC IS NOW MOBILE!
Scan the QR codes below to download our free app

For Apple devices:  

For Android devices:
There are two types of calendars, both of which are accessible from the web page.

1. The calendar of events.
   - Keep up-to-date with sporting, SGA, and lots of other GCSC events.
2. The Academic Calendar.
   - Know when registration begins and important deadlines.

Maps for all 4 campuses can be found on the GCSC web site or on the GCSC Mobile App. There are also maps located around the Panama City Campus.

To obtain your **Student ID Card & Parking Decal**, bring a photo ID, your printed class schedule, and your vehicle tag number to the ID/Decal Center now located at the information desk in Student Union East.

Don’t get a ticket: White spaces are for students. Blue spaces – Handicapped permit required. Green – Faculty/Staff. Yellow/in the grass – No parking.
Message from the Public Safety Officer

One of the most appealing aspects of GCSC are its beautiful open campuses for all to enjoy. It is the goal of GCSC to provide a safe learning environment for the community, students, staff, and visitors. In striving for that goal, GCSC works hand in hand with surrounding law enforcement agencies to ensure the safest college experience possible.

Gulf Coast State College has a web page that is designed to provide you with safety information to assist in keeping you and our campuses safe. Although most of the safety information will be the same for all of our campuses, there may also be some slight differences based on the specific locations and attributes of each. Please take time to access this page and read about the campuses you will be attending.

During your first semester, you will be required to take a short safety seminar called Haven. You will find this training in your Lighthouse under the Student tab. You are encouraged to complete this early in your semester.

The FSU-PC police officers are available on the Panama City Campus to help with locked cars and all safety issues you may have. Call 850-747-2705 for help.
Student e-mail is the official method of communication to students, and you are expected to activate your account to check for important information.

### ADMISSIONS CHECKLIST

| STEP 1: APPLY | Go to [www.gulfcoast.edu](http://www.gulfcoast.edu) and click on the APPLY button on the home page. Determine your applicant status by following the on-screen instructions. Non-refundable application fees apply for each applicant type. If you choose the wrong application type and pay the fee, you may be required to re-apply under the correct applicant type and submit an additional non-refundable application fee. |
| STEP 2: Order high school or GED, and previous college transcript(s). All official transcripts must arrive in sealed envelopes mailed directly from institution to institution. We cannot accept hand carried transcripts. |
| REQUEST TRANSCRIPTS | 
- High School Transcript
  You must send a TRANSCRIPT REQUEST FORM-INCOMING to the high school where you graduated. (NOTE: DO NOT SEND HIGH SCHOOL TRANSCRIPT UNTIL GRADUATION DATE IS POSTED)
- College/University
  You must send a TRANSCRIPT REQUEST FORM-INCOMING to each college or university you attended.

  Transcript Request forms can be found at: [www.gulfcoast.edu/admissions/forms](http://www.gulfcoast.edu/admissions/forms)

| STEP 3: APPLY FOR FINANCIAL AID | All students should complete the Free Application for Federal Student Aid. FAFSA = FREE APPLICATION for FEDERAL STUDENT AID - [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Visit [www.gulfcoast.edu/finance_assist](http://www.gulfcoast.edu/finance_assist) for more information. |
| GCSC school code | 001490 |
| STEP 4: SUBMIT TEST SCORES | 
- Submit official SAT or ACT scores to the Testing Office if scores are less than 2 yrs. old.
- Take the College Placement Test (CPT)/Postsecondary Education Readiness Test (PERT).
  NOTE: Some degree-seeking students are exempt from testing and placement in developmental education courses. Please visit the GCSC Testing Center website: [http://www.gulfcoast.edu/students/testing_center/](http://www.gulfcoast.edu/students/testing_center/)

| STEP 5: STUDENT ORIENTATION & ACADEMIC ADVISING | 
- Attend Student Orientation (New, First Time In College students are required to attend orientation before you are allowed to register for classes)
  Orientation can currently be taken online @ [www.gulfcoast.edu/students/orientation.htm](http://www.gulfcoast.edu/students/orientation.htm)
- Meet with an academic advisor. Advising services are available to all students. All First Time in College students are required to meet with an academic advisor. The Advising Center is located in Student Union West room 80.

| STEP 6: REGISTRATION & FEE DUE DATE | 
- Register online
- Register at any GCSC campus
- All tuition and fees due by published date for each term listed on Academic Calendar.  
  NOTE: If fees are not paid by due date, classes registered and unpaid will be automatically dropped.