

REGISTRATION

All students undertaking course or tutorial work, an Independent Study Project (ISP), or thesis work should be sure to register, even if they have completed the required seven satisfactory contracts for graduation. Unless such students have registered and paid for supplemental academic contracts, New College does not consider them enrolled.

Registration is done online using the Electronic Contracts System or "eContracts," the college's course registration system. Each enrolled student meets with their faculty advisor to discuss a Preliminary Plan consisting of courses, laboratories, tutorials, and/or internships for each upcoming semester. The Preliminary Plan is for advance planning purposes only. The preferences a student includes on their Preliminary Plan are non-binding; they will be able to make changes to their class schedules when they complete their semester Contract or "eContract" in consultation with their faculty advisor.

The eContract includes: a statement of educational goals; a list of courses, tutorials, internships and other academic undertakings to be taken, totaling at least three (3) units; a description of otherwise undefined projects to be undertaken; and a statement of criteria (e.g., the number of satisfactory course evaluations) to be met in order that the Contract be certified as satisfactory at the end of the semester.

The eContract is due in the Office of the Registrar on the second Wednesday of the term (sometimes on Thursday in the fall semester, depending on what week Labor Day falls). Students may submit late eContracts for a fee until close of business on the second Friday of the semester. Any student whose eContract has not been submitted by 5:00 p.m. on the second Friday of the semester will have their enrollment canceled, unless the student successfully petitions the Provost to be allowed to submit both the eContract and late fee after the deadline.

The semester course schedules at the time of registration are as accurate as possible, but the College reserves the right to cancel courses or alter the schedules as needs dictate. It is the student's responsibility to verify the accuracy of his or her course schedule prior to the end of the add/drop period.

Every new student (first year, transfer, or returning community auditor) is required to complete and submit health certification information to the College's Counseling and Wellness Center. Students who do not comply with this requirement will not be allowed to register for courses or remain on campus.

All degree-seeking students at New College must be enrolled full-time each semester. Full-time status requires that a student enroll for a minimum of three (3) units, which is equivalent to twelve (12) semester credits. Students are billed at a flat tuition rate.

Courses that meet for only half a semester are called module courses. Module I courses meet for the first seven weeks of a semester. Module II courses meet for the final seven weeks of a semester. Final examinations for module courses are normally given during the last class meeting.

Regarding course numbers and levels, the letter prefix indicates the division, discipline, or program that offers the course. The first digit of the four-digit numerical group after the prefix indicates the course level. Level 2 courses are generally appropriate for first-year and second-year students. Level 3 and level 4 courses are generally appropriate for

third-year and fourth-year students. Most courses except those at Level 2 have prerequisites.

Contact the Office of the Registrar for answers to questions about completing registration for an eContract at (941) 487-4230 or email records@ncf.edu.

Privacy and Release of Student Information

New College of Florida complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, which gives students the right to:

1. review and inspect their education records
2. request the amendment of education records that the student believes are inaccurate or misleading
3. consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosures without consent
4. file a complaint with the U.S. Department of Education concerning alleged failures by New College to comply with the requirements of FERPA

Further information about the College's policy with respect to the privacy of student records may be obtained from the Office of the Registrar. FERPA permits the release of directory information by NCF. Directory information includes a student's name, dates of attendance and enrollment status, date of graduation, and degrees and honors awarded. In addition, FERPA permits the release of student records to education officials under prescribed circumstances. These include faculty and other NCF staff with legitimate educational interests, and officials of other schools in which the student is enrolled or seeks to enroll.

If students do not wish their directory information to be released, they should notify the Office of the Registrar.

To report FERPA violations:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

Transcripts

New College does not assign letter grades or calculate grade point averages for degree-seeking undergraduate students. New College's academic program focuses on demonstrated competence rather than on the compilation of credits and grades. Achievement is recorded on the official transcript only for educational activities completed satisfactorily: courses, labs, tutorials, internships, independent study projects, and independent reading projects. At the conclusion of each term, students receive an assessment of their performance followed by a narrative evaluation from the faculty member overseeing each educational activity. Evaluations are not intended as substitutes for grades and are never converted to grades. The narrative portion of the evaluation is a personal communication between the professor and the student.

Beginning with the fall 2016 incoming student cohort, narrative evaluations may be provided as a component of the official transcript, at the request of the student. Students who first entered New College prior to fall 2016 are responsible for providing narrative evaluations separately from the official transcript, if needed.

Course work through an approved off-campus contract at another institution is recorded similarly to the way work appears on that institution's transcript.

New College transcripts are requested at www.GetMyTranscript.com (<http://www.GetMyTranscript.com>). The student selects New College of Florida from the list of participating colleges, provides the requested information, and pays the fee online. The student will receive an email once New College receives the request and additional emails regarding the status of the request.

Current students may obtain an unofficial transcript online from the Student Evaluation System (SES). For more information on how to access this document, contact the Office of the Registrar.

For more information on transcripts, contact the Office of the Registrar at records@ncf.edu, 941-487-4230, or at the following address:

Office of the Registrar
New College of Florida
5800 Bay Shore Road
Sarasota, FL 34243