Gemini Program
Student Guide

Office of Concurrent Enrollment
Finger Lakes Community College
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secondaryprograms@flcc.edu

FLCC does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, or veteran status in its educational programs, admissions, activities, or employment policies.
Finger Lakes Community College Overview

Finger Lakes Community College (FLCC) was established in 1965 as a unit of the State University of New York, under the sponsorship of Ontario County. Today the College operates campus centers in Geneva, Newark and Victor. The 250-acre main campus site is located in Canandaigua in the heart of the Finger Lakes Region. It is also the site of the Constellation Brands Marvin Sands Performing Arts Center (CMAC). The campus includes streams, ponds, nature trails, wooded areas, and a number of scenic study spots, including an arboretum, offices, an academic computer center, gymnasium, library, art gallery, bookstore, and cafeteria. The structure seeks to preserve the existing foliage, tranquil, park-like setting of the campus and make maximum use of the scenic beauty of the site.

Finger Lakes Community College seeks to provide a quality educational experience that will serve as a basis for life-long learning. Low tuition, grants, loans, and scholarships are available to provide open access to education. Through its transfer and career programs the College provides a solid education that prepares students to be successful in their academic and career goals. Transfer programs parallel the first two years of a four-year college or university. Career programs help students achieve their goal of specialized education that will lead to satisfying jobs in a wide range of fields.

Along with transfer and career programs, the College provides services and activities which seek to enhance student life at the College. A variety of clubs bring students together who share a mutual interest. Student publications give students the opportunity to share opinions and ideas on topics of interest to them. Many extracurricular activities are planned through the Student Corporation that enhance and expand the student’s social growth and awareness. Athletic events, theatre productions, and visiting lecturers and artists create a well-rounded, positive cultural environment.

Instruction is conducive to individual student development and personal attention. The smaller-sized classes allow for close interaction between student and professor which, in turn, leads to a challenging, exciting, and rewarding teaching/learning environment. The highest priorities for the College’s faculty members are teaching, advising, and guiding students towards their educational goals.

Gemini Program Overview

The Gemini program is a partnership between FLCC and area high schools that provides eligible high school students with the opportunity to simultaneously receive high school and college credit at an affordable cost. Qualified high school teachers are approved by FLCC and deliver the college course in their school. The courses offered through the Gemini program are FLCC courses and are treated as an extension of the college’s off-campus offerings. FLCC offers Gemini courses in 25 districts and two locations for the Wayne Finger Lakes BOCES.

Concurrent enrollment programs are recognized as a viable option to provide students with more course options, an alternative to Advanced Placement (AP) or International Bachelorette (IB) test-based courses, and a motivator that some students need to successfully transition to post secondary studies.

FLCC’s Gemini program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), a nationwide organization with an established set of programmatic standards indicative of quality concurrent enrollment programs. FLCC is included in a charter group of four institutions to be the first accredited by NACEP. To receive this accreditation, NACEP subjected the Gemini program to an extensive evaluation to confirm the quality and consistency of course offerings.

Students in the Gemini program are part-time non-matriculated FLCC students with library, academic support and other student privileges. Students may choose to come to FLCC after high school graduation or transfer their credits to another institution.

Definitions

Gemini (Concurrent Enrollment): College courses taught in the high school for which college and high school credits are awarded for the same course. Credit is transcripted on an official college transcript and may be transferred to any college that accepts FLCC credits. Success is based upon a series of assessments and assignments throughout the semester.
AP (Advanced Placement) or IB (International Baccalaureate): College-level exams for which students may receive credit upon matriculation to college, depending upon the test scores. Success is based solely upon one test.

Many of our FLCC courses are co-seated with AP/IB courses. Students have the option to take the course for FLCC credit or take the AP/IB test at the end of the year. Students must register for FLCC courses before the end of the registration deadline.

Student Eligibility Requirements
- Junior and seniors in high school.
- Sophomores may enroll in courses with a prefix of CSC, FRN, *GST, PE and SPN if they meet all other eligibility and course pre-requisite requirements.
- Minimum overall 80% GPA*.
- Successful completion of Trigonometry exam or equivalent for math courses (MAT prefix).
- Complete FLCC prerequisites as stated in the FLCC College Catalog.

Requests for enrollment exceptions are reviewed on a case-by-case basis by the Office of Concurrent Enrollment. A letter of recommendation and a copy of the student's high school transcript must be submitted. This letter should be from someone that can attest to the student's academic ability to succeed.

*The 80% GPA requirement does not apply for students enrolling in GST courses.

Student Registration
Representatives from FLCC will visit the high school during the registration period. Students may register in person or by mail with the following materials:

- Completed registration form (provided by teacher)
- Completed and notarized certificate of residency (see below)
- Tuition payment (see below)

Tuition for courses offered through the Gemini program is 1/3 the cost of FLCC's part-time tuition rate. Students may pay by credit card, check or money order (made payable to FLCC). Payment must be received at the time of registration. FLCC does not bill students or have a payment plan. Students are not eligible for financial aid, as they are not high school graduates. Double tuition is charged for students who do not turn in a certificate of residence prior to the registration deadline and/or have not lived in NYS for at least one calendar year. Full-time tuition and fees are charged to students who take more than 11 credit hours per semester.

Incomplete registrations will not be accepted. Registrations received after the deadline will not be accepted.

| Fall deadline: Friday, October 4, 2013 | Spring deadline: Friday, February 28, 2014 |

Tuition Rate:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Credit Hours</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$49.00</td>
<td>7</td>
<td>$343.00</td>
</tr>
<tr>
<td>2</td>
<td>$98.00</td>
<td>8</td>
<td>$392.00</td>
</tr>
<tr>
<td>3</td>
<td>$147.00</td>
<td>9</td>
<td>$441.00</td>
</tr>
<tr>
<td>4</td>
<td>$196.00</td>
<td>10</td>
<td>$490.00</td>
</tr>
<tr>
<td>5</td>
<td>$245.00</td>
<td>11</td>
<td>$539.00</td>
</tr>
<tr>
<td>6</td>
<td>$294.00</td>
<td>12+</td>
<td>Full-Time Tuition &amp; Fees</td>
</tr>
</tbody>
</table>
A Certificate of Residence must be presented by the student at the time of registration. It is valid for 1 calendar year. If the student has the actual notarized certificate of residence, an application form does not need to be completed. In order to complete this form, the student must bring a PHOTO I.D. with proof of address (street address, not PO box). Students who do not submit a certificate of residence within 30 days from the start of the College semester or have not lived in NY for at least one year will be charged double tuition. Certificate of Residence forms are available online. Students must have this form notarized. If a certificate of residence form is completed in the fall, students do not need one in the spring.

**Gemini Policies**

**Academic Standards**
Engaging in forms of academic dishonesty, such as cheating and plagiarism is prohibited. The term “cheating” includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; 3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or 4) aiding and/or abetting another student for the purpose of cheating. The term “plagiarism” includes, but is not limited to the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. These definitions, examples, and prohibition of academic dishonesty apply equally to all FLCC classes, whether online, at a campus center, or through any other method(s) of delivery.

Forms of academic dishonesty will not be tolerated by Finger Lakes Community College. Faculty may impose a mandatory minimum penalty upon a student found to have committed a violation. Initial responsibility and authority for handling suspected academic dishonesty situations rests with the faculty, but may rise to the level of student conduct matters depending on the specifics of each situation. Please refer to the information in the Sanctions section of the Student Code of Conduct for more detail on the handling of suspected academic dishonesty. Students charged with violating this section of the Code will have their academic file reviewed via the One Stop Office to verify any past academic dishonesty occurrences. The Student Code of conduct can be found at [www.flcc.edu/offices/judicial/index.cfm](http://www.flcc.edu/offices/judicial/index.cfm).

Disciplinary action for violations of academic honesty will be determined by the instructor. The consequences for such violations may range from a warning to receiving a grade of “F” in the course. Students who have been assigned a grade of “F” for a course as a result of academic dishonesty will not be permitted to change that grade by withdrawing from the course. An instructor may also request that the Community Standards Office investigate alleged academic dishonesty and take appropriate action based on the Student Code of Conduct.

Students must follow the College’s academic standards and all policies stated in the College Catalog and the Student Code of Conduct. The latest catalog is available at [www.flcc.edu/catalog](http://www.flcc.edu/catalog).

**Attendance**
FLCC does not have a formal student attendance policy. It is up to each Gemini instructor to set his/her attendance policy in accordance with the district policy. Attendance policies will be stated in the course outline provided to students during the first week of class.

**Auditing**
Students may choose to audit a Gemini course in their high school and will be required to pay the same reduced tuition rate. The course will appear on their official FLCC transcript. Grades are not assigned for audited courses. Students cannot request that a grade be given for college credit after registering to audit a course.

**Course Participation**
Absence due to disciplinary action and/or high school code of conduct violations will result in the student being dropped from the Gemini course or prevented from registering. Absences due to medical issues or
other reasons will be reviewed on a case-by-case basis by the Office of Concurrent Enrollment. In all circumstances, students will be required to meet course expectations and to work in conjunction with the Gemini instructor to fulfill all course requirements.

**Course Withdrawal**
Students wishing to withdraw from the FLCC portion of the course must contact the Office of Concurrent Enrollment to complete the appropriate paperwork. A “W” grade will be assigned and indicates an official withdrawal from a course without academic penalty. Students must withdraw from a course by the end of the 12th week. After the 12th week of the course students will be assigned a final grade based upon their coursework. No refunds will be given for a course withdrawal after the registration deadline.

A parent, Gemini instructor or other high school personnel are not permitted to withdraw a student from the college course for any reason including but not limited to dropping the high school portion of the course, moving out of the district, low grades, poor attendance, etc. All course withdrawals must be initiated by the student and require a student signature.

**Fall 2013 last day to drop:** November 22, 2013  
**Spring 2014 last day to drop:** April 25, 2014  
**No refunds will be given for classes dropped after the registration deadlines.**

**Important:** If a student drops their FLCC class in the High School or they will be leaving the district, they must also complete a drop form to drop the class officially at the College.

**Educational Records-Student Rights**
Pursuant to the requirements of the Family Education Rights and Privacy Act (FERPA) of 1974, Finger Lakes Community College has adopted a policy which ensures that students will have the right to inspect and review certain education records maintained under their names, and to obtain copies of those records. Further, Finger Lakes will not disclose personally identifiable information from the education records of a student without the prior written consent of the student except as permitted by the Act and specified in the College statement of policy.

The College designates the following as Directory Information and may release it without prior written consent unless the College has been informed in writing by the student during the annual notification period that all or part of the student’s directory information may not be released. Directory Information includes: name, address, telephone number, photograph or likeness; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance at FLCC; degrees, certificates, and awards received; the most recent previous educational agency or institution attended by the student. The annual notification period is defined as from the start of the fall semester through October 15. New students entering after the fall semester must notify the Registrar’s Office within 3 weeks of the start of the semester that they do not want their directory information released. While students are attending FLCC they must file the notification to withhold directory information annually during the fall semester. Forms for this purpose are available from the Student Records Office.

Students have the right to file complaints concerning alleged failure on the part of Finger Lakes to comply with the requirements of the Act, by writing to: Family Education Rights and Privacy Office, Department of Education, 330 Independence Avenue, S.W., Washington, DC 20201.

**Full-time Enrollment**
SUNY guidelines indicate concurrent enrollment is intended to be a part-time program. However, the exceptional student has the option to demonstrate their capabilities to take a full-time load. Full tuition and fees will apply. The process includes:

1. The student submits a letter to the Office of Concurrent Enrollment requesting to take a full time load. The letter should include an explanation as to why the request should be granted.
2. The student submits a letter of recommendation from his/her high school counselor/site coordinator attesting to the student’s ability to handle a full-time college load in addition to high school requirements.
3. The Office of Concurrent Enrollment will send the student and counselor/site coordinator a written response within 5 business days.
4. Appeals may be submitted to the Associate Vice President of Academic Initiatives and a final decision will be made within 3 business days.

**Gemini Scholarship**
The Gemini Scholarship recognizes the academic achievement of high school seniors who have participated in the Gemini program and plan to pursue full-time studies at FLCC upon high school graduation. The scholarship is worth one half the cost of FLCC’s full-time tuition for one year. Twelve scholarships are awarded each year. Applications are due April 1. Eligibility requirements include:

- High school seniors residing in Ontario, Wayne, Seneca, or Yates county
- Minimum GPA: 80%
- Submitted an application to enroll full-time at FLCC for the fall semester
- Preference to students who have completed a minimum of 6 credit hours of coursework through the Gemini program

**Grades**
Final grades are posted online through Web Advisor. Fall grades are available in late January and Spring grades are available in late June. Students can receive an I for “Incomplete” or W for “Withdrawn” from a course. Students have one year to complete incomplete courses and be assigned a grade. All FLCC grades are letter grades using the following grade conversion:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 &amp; above</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>88 – 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 – 87</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>78 – 79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73 – 77</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>68 – 69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63 – 67</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60 – 62</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>59 &amp; lower</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**IEPs/504s**
All students registered for a Gemini course are required to meet minimum course expectations and learning outcomes indicated in the FLCC course syllabus. Testing and assessment accommodations for students with IEPs/504s that allow for students to meet course expectations and learning outcomes must be given including but not limited to extended time, separate location, assigning a reader, etc. Alternative assignments, fewer assignments, substitution of materials or lowering assignment/test expectations are not recognized accommodations for a college student. Gemini instructors may choose to give separate grades for the high school portion of the course if needed.

**Student IDs**
Students who enroll in the Gemini program are eligible to receive a student ID card. Students may request an ID card by visiting the Office of Concurrent Enrollment to have their picture taken. All students receive their first card for free. Replacement cards will be printed for a $10.00 charge.

**Student Resources**
Gemini students are part-time FLCC students and have access to library resources and academic support. Students will receive a welcome letter every semester with the following information:

<table>
<thead>
<tr>
<th>Student ID: XXXXX</th>
<th>FLCC Email Address: <a href="mailto:XXXXX@axp.flcc.edu">XXXXX@axp.flcc.edu</a></th>
</tr>
</thead>
</table>


**WebAdvisor:** To view student account information and grades, visit [http://webadvisor.flcc.edu](http://webadvisor.flcc.edu). Follow the directions under Guest User. You will need your FLCC student ID number and email address to set up a WebAdvisor account.
Angel (SUNY Learning Network): Visit https://flcc.sln.suny.edu/default.asp. You will be prompted to change your password.

Login: username (same as WebAdvisor) Password: YYMMDD (birth date)

Library: Visit http://library.flcc.edu/articles.cfm and select your database. After selecting a database, you may be prompted to enter a username & password. EZproxy will automatically determine if login information is necessary. If prompted, select/enter the following information:

User Type: Select student Username: WebAdvisor User Name Password: WebAdvisor Password

Once signed in, you will automatically be transferred to the database you have selected. If you experience any difficulties accessing the databases, EZproxy (off-campus access) troubleshooting page can be found at: http://library.flcc.edu/ezproxyinfo.html. If you have any questions call 585.785.1371.

We strongly recommend setting the same password for each account and writing it down in a safe place. If you experience any difficulties, please contact the FLCC Helpdesk at 585.785.1419.

Transcripts
How FLCC credits can be accepted:
- Course for course for your major or minor
- Elective credits
- Placement into a higher level course

Students may request copies of their permanent academic record by completing a transcript request form available at the Student Records Office, online at http://www.flcc.edu/registrar/transcripts.cfm or by making a written request to the Student Records Office.

Written requests should include:

1) Student’s name, as it appears on the FLCC records and any name change
2) Date of birth
3) Social Security number or FLCC ID number
4) Dates attended FLCC
5) Current mailing address
6) Name and address the transcript is being issued to
7) Students signature

There is no fee for an unofficial transcript. A fee of $5.00 is charged for each “official transcript”.

Send transcript requests to: FLCC Student Records Office, 3325 Marvin Sands Dr. Canandaigua, NY 14424.

It is the discretion of the receiving institution to determine whether they will accept transfer credits from another college or university and how those credits will be applied. It is strongly recommended that students check with the college or university of their choice for acceptance of FLCC transfer credit before registering for a FLCC course. When transferring credits, students should be prepared to present the course outline and a portfolio of student work to college officials who might need more detailed information before accepting the credit.