



Gemini Handbook

Office of Concurrent Enrollment
Finger Lakes Community College
3325 Marvin Sands Drive
Canandaigua, NY 14424
585.785.1669

www.flcc.edu/highschool
secondaryprograms@flcc.edu

Overview of Gemini Program

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. Approximately 20% of students who have taken courses through the Gemini program attend FLCC after high school graduation.

The Office of Concurrent Enrollment is part of the Academic and Student Affairs division and reports to the Associate Vice President of Academic Initiatives. More information can be found about the program at www.flcc.edu/gemini or by contacting staff in the Office of Concurrent Enrollment (see Appendix: Document A for contact information).

NACEP Accreditation

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.

NACEP was established in 1999 as an organization of education professionals who administer or participate in Concurrent Enrollment Partnerships (CEP). NACEP links colleges and high schools through offering college courses in high schools. NACEP supports and promotes its constituent programs through quality initiatives, program development, national standards, research, and communication.

Through concurrent enrollment partnerships (CEP), qualified students can earn college credit prior to high school graduation. CEP's differ from other pre-college credit programs because high school faculty teaches the college courses during the normal school day. Such programs provide a direct connection between secondary and post-secondary institutions and an opportunity for collegial collaboration.

Although courses in some CEP's may have some elements or characteristics of the programs stated below, CEP's are distinct programs from the following:

- Programs in which the high school student travels to the college campus to take courses prior to graduation during the academic year or during the summer.
- Programs where college faculty travel to the high school to teach courses to the high school students.
- The College Board Advanced Placement Program (AP) and the International Baccalaureate Program (IB) where standardized tests are used to assess students' knowledge of a curriculum developed by a committee consisting of both college and high school faculty.

NACEP standards are measurable criteria of CEP elements that are the basis of quality programs. College or university NACEP members have met and submitted evidence of implementation of the NACEP standards. Additional information regarding NACEP can be found at www.nacep.org.

NACEP Standards

Curriculum 1	Courses administered through a CEP are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
Curriculum 2	College/university courses administered through a CEP reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.
Curriculum 3	Faculty site visits ensure that college/university courses offered through the CEP are the same as the courses offered on campus.
Faculty 1	CEP instructors are approved by the respective college/university departments and meet academic department requirements for teaching the college/university course.
Faculty 2	The college/university provides new CEP instructors with discipline-specific training and orientation regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy and administrative responsibilities and procedures prior to the instructor teaching the course.

Faculty 3	The CEP provides annual discipline-specific professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research in the development in the field. The CEP ensures CEP instructor participation.
Faculty 4	CEP procedures address instructor noncompliance with the college/university's expectations for courses offered through the CEP (for example, non-participation in CEP training and/or activities).
Students 1	The college/university officially registers or admits CEP students as degree-seeking, non-degree seeking, or non-matriculated students of the college/university and records courses administered through a CEP on official college/university transcripts.
Students 2	The CEP ensures its students meet the course prerequisites of the college/university.
Students 3	The CEP provides students and schools with a comprehensive publication that outlines rights and responsibilities of enrolled college/university students.
Assessment 1	CEP students are held to the same standards of achievement as those expected of students in on campus sections.
Assessment 2	The college/university ensures that CEP students are held to the same grading standards as those expected of students in on campus sections.
Assessment 3	CEP students are assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on campus sections.
Evaluation 1	The CEP conducts end-of-term student university/college course evaluations for each course section offered through the CEP.
Evaluation 2	The CEP conducts an annual survey of CEP alumni who are one year out of high school. Survey includes NACEP essential questions (additional questions may be used). Methodology includes one follow-up contact with non-respondents. Qualified institutional evaluator/researcher collaborates with the CEP to develop the survey and analyze the data.
Evaluation 3	The CEP conducts a survey of CEP alumni who are four years out of high school at least once every three years. Survey includes NACEP essential questions (additional questions may be used). Methodology includes one follow-up contact with non-respondents. Qualified institutional evaluator/researcher collaborates with the CEP to develop the survey and analyze the data.
Evaluation 4	The CEP conducts surveys of participating high school instructors, principals, and guidance counselors at least once every three years. Survey includes NACEP essential questions (additional questions may be used). Methodology includes one follow-up contact with non-respondents. Qualified institutional evaluator/researcher collaborates with the CEP to develop the survey and analyze the data.

Responsibilities

Gemini Instructor

Gemini instructors are employed by their districts, not FLCC. They are considered unpaid adjuncts of the College and are required to do the following:

- Meet with a FLCC faculty member in their discipline and a staff member from the Office of Concurrent Enrollment prior to teaching the course for the first time.
- Attend professional development workshops as scheduled by FLCC.
- Contact the FLCC academic department chair/coordinator in matters relating to the content of the FLCC course (see Appendix: Document A for contact information).
- Participate in assessment initiatives including but not limited to SUNY General Education Assessment.
- Participate in classroom site visits and meet with FLCC faculty to determine that the course learning outcomes are being met.
- Advocate for the Gemini program and be able to differentiate Gemini from assessment-based programs like AP & IB.
- Distribute registration materials and assist students in the registration process.
- Follow FLCC syllabi and textbook requirements.
- Submit an electronic course outline each time the course is offered.
- Provide students with the course outline on the first day of class.
- Provide accurate, complete and timely records. Census rosters, grades and student course evaluations must be completed each time the course is offered.
- Contact the Office of Concurrent Enrollment in the event of a prolonged absence (maternity, disability, illness, etc.) and/or a change in name, phone, or address.

Site Coordinator Responsibilities

Site Coordinators are the main contact for the Gemini program at each high school and coordinate the following:

- Schedule FLCC course offerings in the high school.
- Recruit new Gemini instructors and submit applications to the Office of Concurrent Enrollment.
- Advocate for the Gemini program and be able to differentiate Gemini from assessment-based programs like AP & IB.
- Recruit students to the Gemini program and inform parents.
- Disseminate course related documentation to Gemini instructors (registration, census, grades, and surveys).
- Verify student eligibility requirements.
- Coordinate dates, times and resources for registrations.
- Attend annual site coordinator's meeting every January.

Office of Concurrent Enrollment Responsibilities

The Office of Concurrent Enrollment is responsible for the daily operations of the Gemini program including:

- Recruit districts to participate and/or expand Gemini course offerings.
- Register students for Gemini courses.
- Provide department chairs and/or coordinators with a list of participating Gemini instructors/courses each semester.
- Coordinate and comply with all requirements for NACEP accreditation.
- Create and update policies and procedures related to the Gemini program.
- Communicate with Gemini students, instructors, site coordinators, high school principals, and FLCC faculty regarding programmatic policies, procedures, and deadlines related to the Gemini program.
- Participate and advise in FLCC recruitment efforts of Gemini students in conjunction with the Enrollment Management division.
- Facilitate discipline-specific professional development opportunities for Gemini instructors in conjunction with FLCC department chairs/coordinators.
- Coordinate the application process for new Gemini instructors, submit applications to department chairs/coordinators, and inform Gemini instructors of approval/denial.
- Send textbooks and course syllabi to all Gemini instructors when changes occur.
- Serve as a resource to area districts, Gemini instructors and FLCC faculty.

FLCC Faculty Responsibilities

Department chairs/coordinators are responsible for ensuring the academic integrity and quality of FLCC courses offered through the Gemini program including:

- Review Gemini instructor applications, credentials and course outlines and recommend Gemini instructors for approval.
- Schedule discipline-specific professional development activities for Gemini instructors to maintain course consistency across the institution.
- Foster a collegial relationship with Gemini instructors and share course information including pedagogy, course philosophy, assessments, lab manuals etc.
- Review Gemini instructor course outlines to ensure consistency with on-campus sections.
- Communicate curriculum, software and textbook changes to the Office of Concurrent Enrollment.
- Coordinate SUNY General Education Assessment of Gemini sections.

Gemini Timeline, 2013-2014

The Gemini program follows the high school calendar. Students register for courses after they begin the fall and spring semesters. The fall semester ends at the end of January and the spring semester ends at the end of June.

DATE	TASK
9/11/2013 - 10/4/2013	Fall Registration Period
10/23/13	Fall Census Rosters Due
11/22/13	Last Day to Drop a Fall Class – No Refund
1/24/2013	Grades Due
2/3/2014 - 2/28/2014	Spring Registration Period
3/19/14	Spring Census Rosters Due
4/25/14	Last Day to Drop a Spring Class – No Refund
6/25/2013	Grades Due

Student Eligibility Requirements

- Junior or senior 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.

Gemini Practices

Academic Dishonesty

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.

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.

Assessment

All Gemini instructors teaching courses subject to SUNY General Education Assessment are required to participate. Department chairs/coordinators are responsible for sending assessment materials and instructions to the Office of Concurrent Enrollment. The Office of Concurrent Enrollment is responsible for the distribution and collection of all assessment materials and providing department chairs/coordinators with a list of Gemini instructors each semester.

Attendance (Gemini Instructor)

Gemini instructors are expected to meet with their classes for all scheduled sessions and at the scheduled times except in cases of emergencies or illness. In the case of brief absences, Gemini instructors will follow their district protocol. Gemini instructors are required to notify the Office of Concurrent Enrollment regarding any extended leave of absence, including maternity, disability or medical leave. Long-term substitutes for Gemini instructors must submit all application materials to the Office of Concurrent Enrollment to keep as a record.

Attendance (Student)

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 should be stated in the course outline and students should be informed regarding the attendance policy on the first day 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.

Campus Visits

Gemini instructors are encouraged to bring their students to campus to visit the library, participate in Activities Day, or partner with FLCC faculty/students on a project. To schedule a library visit instructors should contact Wally Babcock at babcocwc@flcc.edu or 585.785.1378. All other visits should be scheduled through the Office of Concurrent Enrollment.

Co-seating Courses

Students sitting in the Gemini course are not required to pay for the course if they do not wish to receive college credit. Students may choose to take the course for high school credit only. In addition, Gemini courses may be co-seated with Advanced Placement (AP) or International Baccalaureate (IB) courses as long as FLCC's learning outcomes are met, the textbook is approved, and a separate FLCC course outline is submitted to the Office of Concurrent Enrollment.

Course Availability

Below is a list of courses available through the Gemini program. If a course is no longer offered through the Gemini program, The Office of Concurrent Enrollment will notify all affected school districts and instructors. The school districts currently offering the course will be permitted to continue offering the course until the approved high school instructor(s) no longer offer the course. Once the decision has been made to remove a course from the Gemini offerings, no additional instructors will be approved for that particular course.

Course	#	Course Title	Credits
ART	100, 101	Art History I, II	3
BIO	121, 122	General Biology I, II	4,4
BIO	171, 172	Human Anatomy & Physiology I, II	4,4
BUS	120	Business Organization	3
CHM	121, 122	General Chemistry I, II	4,4
CSC	105	Core Word, Core Excel, PowerPoint	3
CSC	115	Introduction to Programming & Computing	3
CSC	190	Data Structures I	3
CSC	222	Web Site Development I	3
CSC	252	Multimedia Development	3
CSC	260	Networking Technologies	3
CSC	271	A+ Hardware & Operating Systems Technologies	3
COM	110	Public Speaking	3
CON	101	Principles of Soils, Waters, Forests	3
CON	102	Introduction to Fish and Wildlife	3
ECO	100	Survey of Economics	3
ENG	101	Composition I	3
ENG	102	Introduction to Literature	3
ENG	103	Composition II	3
FRN	201,202	French III, French IV	3,3
GST	116	College Study Strategies	3
GST	201	Teacher Assistant I	3
HIS	100, 101	Shaping of Western Society I, II	3,3
HIS	110, 111	United States History I, II	3,3
HIS	261	War & Society in the 20th Century	3
MAT	152	Pre-Calculus	3
MAT	271	Calculus I	4
MUS	100	Music Appreciation	3
MUS	105	Basic Musicianship	3
NS	115	Introduction to Nutrition	3
PE	117	Basic Weight Training	1
PE	164	Stress Reduction Through Exercise	2
PE	212	Health	3
PE	242	Lifeguarding	3
PHL	101	Introduction to Philosophy	3
PHL	103	Ethics	3
PHY	118, 119	College Physics I, II	4,4
POL	100	American Government	3
PSY	100	Introduction to Psychology	3
PSY	225	Child Psychology	3
SCI	151	Introduction to Astronomy	3
SCI	171	Meteorology	3
SOC	100	Introduction to Sociology	3
SPN	201, 202	Spanish III, Spanish IV	3,3
SSC	205	Service Learning	3
THE	104	Introduction to the Theater	3

Requests for additional Gemini course offerings will follow these steps:

- The Office of Concurrent Enrollment will send a *Course Request Form* to the appropriate Department Chairperson. The form must be signed by the Department Chairperson, Associate Vice President for Instruction and Assessment and the Vice President of Academic & Student Affairs.
- The Department Chairperson will return the signed form to the Office of Concurrent Enrollment within 15 business days.

Course Expectations

All Gemini courses must meet FLCC course expectations and learning outcomes, including contact hours (750 minutes of instruction per contact hour) as outlined on the FLCC course syllabi at www.flcc.edu/courses. The length of the course, including frequency and duration of class days is determined by district. The Office of Concurrent Enrollment highly encourages semester long courses when feasible for the district. Students in full-year courses register during the spring semester and receive a final grade in June.

Course Outlines

Gemini instructors are required to provide each student with their course outline on the first day of class. The course outline is a contract with the students and all classroom/district policies should be included on it. Course outlines must include the following information:

- Instructor Name and Contact Information
- Name of the College
- Course Prefix and Number
- Course Name
- Semester
- Credit Hours
- Catalog Description
- Student Learning Outcomes
- College Learning Outcomes
- Assessment Measures
- Required Course Materials
- Methods of Instruction
- Instructor Policies and Classroom Procedures
- Outline of Topics Covered
- Grading Scale

All Gemini instructors are required to submit an electronic copy of their course outline to the Office of Concurrent Enrollment each time the course is offered. FLCC department chairs/coordinators review Gemini instructor course outlines on a semester basis.

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.

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.

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.

Instructor Approval

High school instructors seeking approval to teach a Gemini course must submit an application, unofficial copies of their undergraduate and graduate transcripts and a course outline. All application materials are sent to the FLCC department chair/coordinator for review. The chair/coordinator will notify the Office of Concurrent Enrollment whether or not the instructor is recommended for approval. The Office of Concurrent Enrollment will notify the high school instructor and site coordinator. All new Gemini instructors are required to meet with a FLCC faculty member in their discipline and a staff member from the Office of Concurrent Enrollment prior to teaching the course for the first time.

Per the March 2013 Academic Senate resolution, a Master's degree in Education is recognized as a related degree in the appointment of Gemini instructors. Specific bachelor's degree requirements still exist for each course.

Non-Compliance

Gemini instructors who are unable to attend a required Gemini function must follow these guidelines:

1. The Office of Concurrent Enrollment will contact the Gemini instructor and provide instruction on who to contact at FLCC to meet requirements.
2. The Gemini instructor will contact the proper person to discuss training and orientation in the following areas: course curriculum, assessment criteria, grading standards, course philosophy, and course delivery.
3. The Office of Concurrent Enrollment will follow up with the instructor to determine whether contact has occurred.
4. If contact has not occurred, the Gemini instructor will be advised that the course is in jeopardy of being cancelled and to promptly contact FLCC faculty to discuss the above areas.
5. If no contact has occurred, the Office of Concurrent Enrollment will contact the Gemini site coordinator and principal to inform them the course is in jeopardy and to discuss this with the instructor prompting them to comply.
6. If the instructor is still non-compliant, the course is cancelled.

Professional Development

FLCC faculty will schedule and conduct periodic professional development activities with Gemini faculty to foster collegial, faculty-to-faculty relationships and ensure course consistency across the institution. Some activities may be required for all Gemini faculty to maintain course approval. Department chairs and discipline coordinators will

work with Concurrent Enrollment staff to facilitate activities during a mutually convenient time for both high school and college faculty.

Records

Gemini instructors are required to complete all FLCC records including census and grade rosters. Census rosters verify attendance and correct registration errors. Paper census rosters are sent to each site coordinator for distribution to individual instructors. This is not a time for students to register for the course if they have not done so already. Census rosters must be signed and dated by the instructor and returned to the Office of Concurrent Enrollment.

Final grades are submitted online through WebAdvisor. Grade instructions are sent to each Gemini instructor via email from the Office of Concurrent Enrollment. Fall grades are submitted in late January and spring grades are submitted in late June. See the Gemini Timeline for exact due dates.

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. Grades for an FLCC course use alpha format and all Gemini instructors are asked to follow the grade conversion scale below:

A	93 & above	4.0	C	73 – 77	2.0
A-	90 – 92	3.7	C-	70 – 72	1.7
B+	88 – 89	3.3	D+	68 – 69	1.3
B	83 – 87	3.0	D	63 – 67	1.0
B-	80 – 82	2.7	D-	60 – 62	0.7
C+	78 – 79	2.3	F	59 & lower	0.0

Registration

Students who participate in the Gemini program are part-time non-matriculated FLCC students who generate an official record at the College. Registrations are done through the Office of Concurrent Enrollment at each high school during three weeks in September and February. To register, students must complete a registration form, submit a certificate of residence form, and pay tuition in full. Students choosing to register for more than 11 credits will be charged full-time tuition and fees (See Full-time Enrollment). Registrations will not be accepted after the deadline. See the Gemini Timeline for exact dates.

Each semester students are sent a welcome letter that provides them with their Student ID# and FLCC e-mail address. As FLCC students, they have access to library resources, academic support, Webadvisor and Angel.

Students must follow the College’s academic standards as stated in the College Catalog regarding academic honesty, dishonesty, and repeated courses. The latest catalog is available at www.flcc.edu/catalog.

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 Teachers

Student teachers are not approved to teach FLCC courses. Therefore, they cannot be used as the primary instructor in a Gemini classroom at any time.

Textbooks and Software

Gemini instructors must utilize FLCC approved textbooks. The Office of Concurrent Enrollment provides potential Gemini instructors with a copy of the approved textbook and supplemental materials for the course they intend to teach. It is the responsibility of the school district to provide a classroom set of textbooks for the course. Districts are required to purchase new textbooks and/or editions no earlier than every three years to minimize the financial impact on the district. FLCC department chairs/coordinators are responsible for notifying the Office of Concurrent Enrollment when textbook changes occur. The Office of Concurrent Enrollment is responsible for notifying all Gemini instructors when textbook changes occur and providing them with a desk copy and supplemental materials.

Gemini instructors must utilize FLCC approved software. It is the responsibility of the school district to purchase the necessary software to teach the course. Gemini instructors are required to change/update their software one full academic year after FLCC implements the software change/update on the campus.

Tuition

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.

Appendix

Document A: FLCC Contacts

Campus Locations						
Main Campus, Canandaigua	3325 Marvin Sands Drive		585.394.3500		www.flcc.edu	
Geneva Campus Center, John Cromartie, Director	63 Pulteney Street		315.789.6701		www.flcc.edu/geneva	
Victor Campus Center, Tracy Archie, Director	200 Victor Heights Parkway		585.785. 1108		www.flcc.edu/victor	
Wayne County Campus Center, Laila Paliotti, Director	1100 Technology Parkway		315.331.9098		www.flcc.edu/newark	
Department/Position	Campus	Room	First Name	Last Name	Phone	Email
Concurrent Enrollment, Director	Canandaigua	D-360	Fred	Fink	585.785.1668	finkfe@flcc.edu
Concurrent Enrollment, Assistant Director	Canandaigua	D-356	Heather	Carnell	585.785.1667	carnelhl@flcc.edu
Concurrent Enrollment, Support Staff	Canandaigua	D-357	Ellen	O'Donnell	585.785.1669	odonnes@flcc.edu
Admissions, Director	Canandaigua	Student Center	Bonnie	Ritts	585.785.1281	rittssbb@flcc.edu
Campus Bookstore	Canandaigua	Student Center	Jenifer	Brunner	585.785.1382	brunnej@flcc.edu
Library	Canandaigua	A-301	Wally	Babcock	585.785.1378	babcocwc@flcc.edu

Academic Departments:

Department/Position	Campus	Room	First Name	Last Name	Phone	Email
Business, Dept. Chair	Canandaigua	C-414	Mary	Wilsey	585.785.1360	wilseym@flcc.edu
Computing Science, Dept. Chair	Canandaigua	B-325	April	Devaux	585.785.1634	devauxaa@flcc.edu
Developmental Studies, Dept. Chair	Canandaigua	B-380	Patricia (Pat)	Malinowski	585.785.1389	malinopa@flcc.edu
Environmental Conservation & Hort. Dept. Chair	Canandaigua	B-216	Anne	Schnell	585.785.1532	schnelab@flcc.edu
Humanities, Dept. Chair	Canandaigua	Honors House	Jon	Palzer	585.785.1224	palzerja@flcc.edu
*ENG 101/103 Coordinator	Canandaigua	Honors House	Meg	Gillio	585-785-1559	gillioeme@flcc.edu
*ENG 102 Coordinator	Canandaigua	B-436	Sandy	Camillo	585-785-1308	camillsk@flcc.edu
*FRN, SPN Coordinator	Canandaigua	B-432	Barbara	Kruger	585.785.1309	krugerb1@flcc.edu
Mathematics, Dept. Chair	Canandaigua	B-424	Theresa	Gauthier	585.785.1304	gauthitm@flcc.edu
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