



Five Towns College  
Dix Hills, New York 11746

# **FIVE TOWNS COLLEGE STUDENT PORTAL HANDBOOK**

Instructions for Accessing  
Essential Course and Campus Information

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2011-2012

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**To Get Help...In Portal, click HELP or F1.  
You may also email Support @ftc.edu; or  
visit Room 307A.**

## A. To Logon to the Student Portal

You have two ways to access the Student Portal:

**Method #1:** [Web Browser](#)

**Method #2:** [Five Towns College Website](#)

**Method #1:** Using a Web Browser  
(*Internet Explorer is recommended.*)

A. On the URL address line, type in:

<https://portal.ftc.edu/>

B. Point and click on: [Student Portal Homepage](#) to access the Logon Screen.

**FIVE TOWNS COLLEGE**  
**PORTAL LOGIN**

**Faculty: When Logging In Use @ftnet.local After Your Username**

Launch the Campus Portals

[Student Portal Homepage](#)  
Current Student Login Here

[Faculty Portal Homepage](#)  
Faculty Login Here

[Employer Portal Homepage](#)  
Employer Login Here

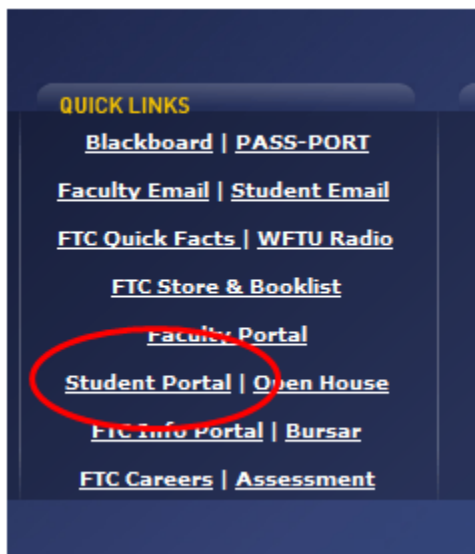
[Applicant Portal Homepage](#)  
To Apply For Admissions, Click Here

[Request Information](#)  
Please send me information on how to become a Student

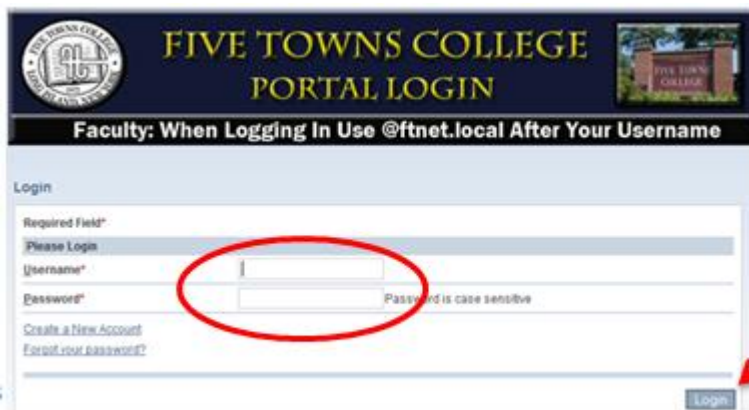
## Method #2: Using the Five Towns College Website

A. Access [www.ftc.edu](http://www.ftc.edu)

B. Click the **Student Portal** under “Quick Links” to access the Logon screen.



Once you have reached the logon screen enter your username and password. Point and click on: [Login](#).

A screenshot of the "FIVE TOWNS COLLEGE PORTAL LOGIN" page. The page header includes the college logo and a note: "Faculty: When Logging In Use @ftnet.local After Your Username". The login form has fields for "Username\*" and "Password\*", with a "Please Login" label above the Username field. The Username field is circled in red. Below the Password field is a "Login" button, which is also circled in red with a red arrow pointing to it. There are links for "Create a New Account" and "Forgot your password?".

## B. To View Catalog Course Listings

1. Click on **Campus Info** on the left Task Pane.
2. Click on **Course Catalog**.

The screenshot shows a web interface for searching course schedules. On the left is a navigation menu with 'Campus Info' selected. The main area is titled 'Course Schedule Search' and contains a form with the following fields:

- Campus:** Five Towns College (dropdown)
- Term:** 2011 Fall (dropdown)
- Keyword:** (text input)
- Course:** BUS111 (text input)
- Section:** Open & Closed (radio button selected)
- Course Type:** \*All\* (dropdown)

Three red arrows point to the Term, Course, and Section fields.

**Note:** To search for all classes in the catalog for the selected term leave the Course Box blank.

3. Select the **Term**.
4. Enter a **Course Code** or part of a Course Code (e.g. BUS111 or BUS) in the Course Box.
5. Select **Open & Closed** to see all classes, or **Open** for only available classes.
6. Click the **Search** button on the bottom right.
7. Scroll down to view the results.

8. **Click for Details** to access class details, such as availability and schedule information.

Results for Term: 2011 Fall

Course	Course Title	Section	Course Start/End Date	Credits	Course Schedule
BUS111	Business Organization and Management	A	8/25/11 to 12/20/11	3.00	<a href="#">Click for Details</a>
BUS111	Business Organization and Management	B	8/25/11 to 12/20/11	3.00	<a href="#">Click for Details</a>
BUS111	Business Organization and Management	C	8/25/11 to 12/20/11	3.00	<a href="#">Click for Details</a>
BUS111	Business Organization and Management	D	8/25/11 to 12/20/11	3.00	<a href="#">Click for Details</a>

9. Roll Mouse over **Calendar** to view course details, such as class times, room and instructor.

[Next Month](#) ▶

**August 2011**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September 2011**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

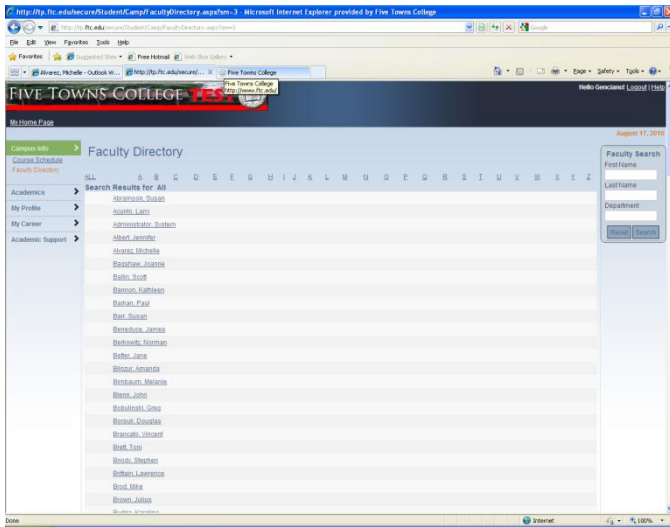
**Class Schedule**

12:00pm-12:50pm

- Bldg: MAIN
- Room: 207
- Instr: Carpenter

## C. To View the Faculty Directory

1. Click on **Campus Info** on the left task pane.
2. Click **Faculty Directory**.



3. Click on ALL or the first letter of a faculty member's last name.
4. Click the person's name to reveal their contact information.

**Campus Info** > **Faculty Directory**

[Course Catalog](#)

[Faculty Directory](#)

---

**Alvarez, Michelle**

---

**Academics** >

**My Profile** >

**Work Address**

**Email** [malvarez@ftc.edu](mailto:malvarez@ftc.edu)

## D. To View Attendance

1. Click on **Academics** on the left task pane.
2. Click "**View Attendance**" link.
3. Select the term. & select the week to view.

Campus Info > View Attendance

Academics > Select an enrollment and term to view your attendance

View Attendance

View by Enrollment Business Management - B B S

View by Term 2011 Spring

Weekly Attendance - Cassandra Brown

Weekly Attendance

Choose Week Week 1: 1/25/2011 - 1/29/2011

Published Hours 11:00 accounted for scheduled classes attendance.

Course	Course Title	Course Start/End Date
BUS305	Management Information Systems	1/25/11 to 5/19/11
BUS311	Human Resource Management	1/25/11 to 5/19/11
ECQ321	Principles Of Economics - Macro	1/25/11 to 5/19/11

4. Click on the course you want to view and the attendance will appear in the calendar;

May 2011						
S	M	T	W	T	F	S
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>

Fully Present Fully Absent Partially Present Not Posted Cancelled

Green = Present, Orange = Absent

## E. To Run a Degree Audit

1. Click on **Academics** on the left task pane.
2. Click the **Degree Audit** link.



Program Details			
Current Program			
Program Version	Business Management - B.P.S.		
Campus	Five Towns College		
Degree Pursued	Bachelor of Professional Studies		
Enrollment ID		Status	Active
Academic Advisor	James Ryan	Enroll Date	8/28/2008
Enrollment Cum. GPA	2.23	Start Date	7/7/2008
Overall Cum. GPA	2.23	Exp. Grad Date	5/18/2015
Catalog Year	2009-2010 Catalog		
Shift	Day	SAP Status	SAP Met
Credits Required (From Enrollment)	122.00	Credits Current/Scheduled (All Enrollments)	16.00
Credits Completed (From Enrollment)	84.00		
Area(s) of Study	CONCEN: Music Business B.P.S.(2.03 GPA)		

**PLEASE NOTE: Students with PROGRAM CHANGES and COURSE SUBSTITUTIONS may experience skewed degree progress results; Consult your advisor or the Registrar's Office if you think your degree progress audit is incorrect.**

**Note:** *Pop-up blocker must be turned off; Go to INTERNET TOOLS; Popup blocker should read "Turn on Pop Up Blocker" to be set to off.*

## F. To View Your Class Schedule

1. Click on **Academics** on the left task pane.
2. Click **Your Class Schedule**.

Campus Info > My Class Schedule

Academics >

View Attendance  
Degree Audit  
**Your Class Schedule**  
GPA Calculator  
FERPA Release Form

Your current class schedule is displayed below. Click on a class title

 [Schedule Report](#)

NOTE: Adobe Acrobat Reader is required to view your online PDF document.

View by Term: 2010 Fall

3. You can View by **List** view or **Week** view.

View by: List | Week

Week: Week 1: 8/26/2010 - 9/1/2010

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1:00a						
1:30a						

4. To print your class schedule, click the **Schedule Report** link to the upper left of the schedule (See above circle.) to reveal a schedule report. Then click the **Print Page** icon.

Student Schedule

Student Name: Caitlin DeLozier  
Program Section: Business Management - B.A.  
Academic Advisor: Lukens, Mary  
Start Dates: Current  
Week: Week 1: 8/26/2010 - 9/1/2010

Weekday	Start Time	End Time	Campus	Building	Room #	Course	Section	Description	Instructor	Health	Credits	Date Start	Date End	Delivery M.
Week 1: 8/26/2010 - 9/1/2010														
			Five Towns College			MS001	01	Cultural Diversity	Gresh, Nicole	No	3.00	8/26/10	10/1/10	On Demand
Tu	10:00 AM	11:45 AM	Five Towns College	W005	214	ENGL201		Short Fiction	Amundson, John	No	3.00	8/26/10	10/1/10	On Demand
Th	12:00 PM	1:15 PM	Five Towns College	W005	207	MU040		Music Marketing	Gresh, Nicole	No	3.00	8/26/10	10/1/10	On Demand
Fri	12:00 PM	1:15 PM	Five Towns College	W005	210	BU0211	01	Human Resource Management	Lukens, Dennis	No	3.00	8/26/10	10/1/10	On Demand
W	12:00 PM	1:15 PM	Five Towns College	W005	210	BU0401	02	Financial Accounting in Business	Lukens, Dennis	No	3.00	8/26/10	10/1/10	On Demand
Th	12:00 PM	1:15 PM	Five Towns College	W005	204	BU0200	0	Business Management	Gresh, Nicole	No	3.00	8/26/10	10/1/10	On Demand
Fri	1:00 PM	4:15 PM	Five Towns College	W005	101	BU0211	0	Business Management	Gresh, Nicole	No	3.00	8/26/10	10/1/10	On Demand

**Note:** The CLASS SCHEDULE yields the same information as the calendar portlet on the home page if you select full view of the Calendar.

## G. To Use GPA Calculator

1. Click **Academics** on the left task pane.
2. Click **GPA Calculator**.
3. Enter the grades for your current classes that you think you will receive.

Enter Grades Here

Course	Course Title	Course Start/End Date	Credits	Grade	Grade Pts
ENGL101	English Composition 1	8/26/10 to 12/2/10	3.00	None	0.00
MATH102	Popular Music in America	8/26/10 to 12/2/10	3.00	None	0.00
PSY101	General Psychology	8/26/10 to 12/2/10	3.00	None	0.00
TMED111	Self-Design	8/26/10 to 12/2/10	3.00	None	0.00
HEC101	Telecourse Workshop 1	8/26/10 to 12/2/10	3.00	None	0.00
Projected Estimated Term GPA: <b>3.55</b>					

Calculate GPA

4. Click **Calculate GPA** button.

Projected Estimated Term GPA: **3.55**

**Your projected GPA results will be revealed.**

**Note:** A projected GPA will be displayed, based on your last GPA and the projected grades entered.

## H. To Print the FERPA Release Form

1. Click **Academics** on the left task pane.
2. Click **FERPA Release Form**.
3. Right click and select **Print**.



FIVE TOWNS COLLEGE

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Dix Hills, NY 11746-5871  
(631) 424-7000  
(631) 655-2172 FAX  
www.ftc.edu

### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of a student's educational records. Under FERPA, Five Towns College has the right to disclose "Directory Information" (Listed on the reverse side of this form.) on any student without that student's written consent. However, a student has the right to "Opt Out" or restrict the release of her or his "Directory Information" to the public by completing the reverse side of this form.

A student also has the right to sign a "Waiver" of her or his FERPA rights to allow designated individuals (such as a parent, grandparent or guardian) the right to discuss the student's academic, financial records, and any other school related issues with College officials.

**PLEASE PLACE YOUR INITIALS IN THE APPROPRIATE BOX BELOW.**

Box A I do not waive my FERPA rights.

I have been informed of my FERPA rights by Five Towns College. I do not waive my FERPA rights to anyone, and, other than Five Towns College officials and what the College lists as "Directory Information," I will be the only individual entitled to view or discuss my academic and financial records.

Box B I do waive my FERPA rights.

I hereby authorize Five Towns College to provide the individual(s) listed below access to my academic and financial records. I also authorize College officials to communicate with the individual(s) listed below about my academic progress, financial records, and any other school-related issues.

Full Name of Authorized Individual	Relationship to Student	Phone #

Student's Full Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
*Please print.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

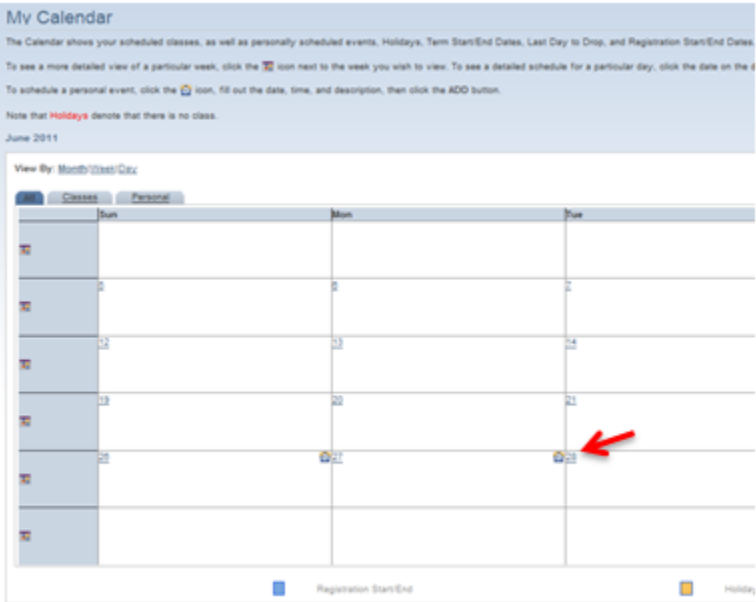
Permission to waive or not to waive one's FERPA rights requires a witness from one of the College's offices listed below.

College Official's Signature	Date	<input type="checkbox"/> Academic Support <input type="checkbox"/> Admissions Office <input type="checkbox"/> Registrar's Office
------------------------------	------	--

**Note:** FERPA (Family Educational Rights and Privacy Act) is a federal law that protects student information from being shared. This form can be used if the student chooses to waive the student's right to privacy. For example, if a parent would like to have access to a student's information, the student would use this form to allow select family individuals to have access to that information.

# I. To Add an Event to My Calendar

1. Click **My Profile** on the left task pane.
2. Click **My Calendar**.
3. Click the clock icon on the day you wish to add an event.



4. Enter the event time, subject, and description.

Event Details

Add Event to Personal Calendar

From	9:00 AM
To	12:00 PM
Remind Me	10 Minutes
Remind Me By	Cell Phone
Subject	<input type="text"/> (Maximum 10 characters)
Description	<input type="text"/>

5. Click the **Add** button on bottom right to save the event details.

## J. To View Alerts and Holds

1. Click **My Profile** on the left task pane.
2. Click **My Message Center**.

Campus Info > My Message Center

Academics > Important Alerts, Holds and Appointments are shown below. Follow instructions carefully to resolve.

**My Profile** > Alerts & Holds Appointments

My Calendar

My Message Center

My Information

My Career > Please select and acknowledge your alerts now. An alert will remain current until you have clicked on the Acknowledge Alert button.

Academic Support > There are no outstanding alerts on file. To view previously acknowledged alerts, click on "View My Previous Alerts" above.

Advisors

## K. To Request an Address Change

1. Click **My Profile** on the left task pane.
2. Click **My Information**.
3. Click the **Address** Tab.
4. Click the **Request Change** button or **Request New Address** button.

My Information

Your personal information is shown below.

Personal Addresses SMS

Reference Addresses Request New Address

FERPA Contact

Title

First Name

Last Name

Country

Address

City

State Out of the USA

Zip Code

Email

Phone Numbers

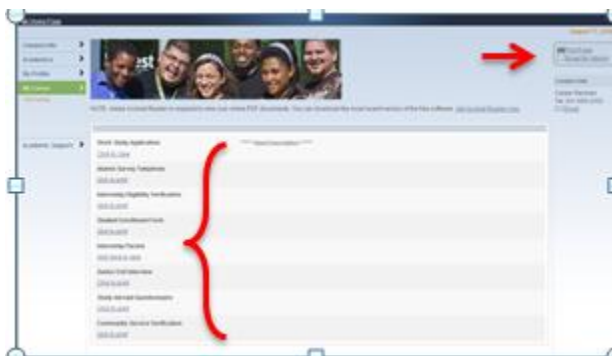
Primary

Other

5. Enter the updated address information and click **Submit** to send to the Registrar's Office.

## L. To Print Career Services Forms

1. Click **My Career** on the left task pane.
2. Click the **Career Services Forms** link.



3. Click the link to the form you want to print.
4. Click the printer icon to print.

**Note:** Forms available under **My Career** include: Work-Study Applications, Alumni Surveys, Internship Information, Community Service Surveys, etc.

## M. To Print Advisement Forms

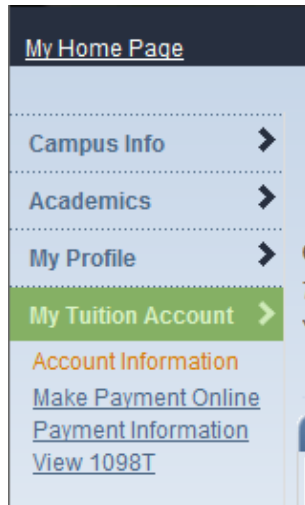
1. Click **Academic Support** on the left task pane.
2. Click the **Student Advisement** link.



**Note:** Forms available include Change Request Form, Academics Waiver Substitution, Internship Eligibility Verification

## N. To View Account Information

1. Click **My Tuition Account** on the left task pane.
2. Click **Account Information**.



Select Enrollment 7772000 Business Management - B.P.S.

Your balance for the selected enrollment is \$11,559.68

Pay Now

Account Details Payment Schedule Make a Payment

### Account Details

Date	Transaction Details	Check#/Ref	Amount	Balance
4/11/2011	Activity Fee	Auto - 041111	\$35.00	\$11,389.68
4/11/2011	College Fee	Auto - 041111	\$150.00	\$11,519.68
4/28/2011	Stipend - FORDJUS 2010-11	92658	\$40.00	\$11,559.68

Go to page:  Go page 11 of 11

## O. Make a Payment Online

1. Click **My Tuition Account** on the left task pane
2. Click **Make Payment Online**
3. Check the I **"accept the above payment agreement"** box and click **Continue**.

7/7/2008 Business Management - B.P.S.  
Your balance for the selected enrollment is \$11,559.68

[Pay Now](#)

[Account Details](#) [Payment Schedule](#) [Make a Payment](#)

FIVE TOWNS COLLEGE ONLINE PAYMENT AGREEMENT By making a payment online, you are agree that Five Towns College is not liable for erroneous bank statements or incorrect debits to you liable to any party for any direct, indirect, incidental, consequential, punitive or other damages inclu Once you submit your payment it cannot be reversed. If you wish to place a stop payment order on

I accept the above payment agreement

4. Select the **Payment Method**.
5. Enter **Payment Amount**.
6. Select the **Term** to apply the payment.
7. Click **Pay** button.

**Note:** The first time you make a payment online, **you must click the Add A Payment Method button to enter the credit card information.**

Select [enrollment 7/7/2008 Business Management - B.P.S.  
Your balance for the selected enrollment is \$11,559.68

[Pay Now](#)

[Account Details](#) [Payment Schedule](#) [Make a Payment](#)

Enter your payment information below. To add another payment method, click on the Add a Payment Method link.

**Online Payment Information**

Make my payment from  [Add a Payment Method](#)

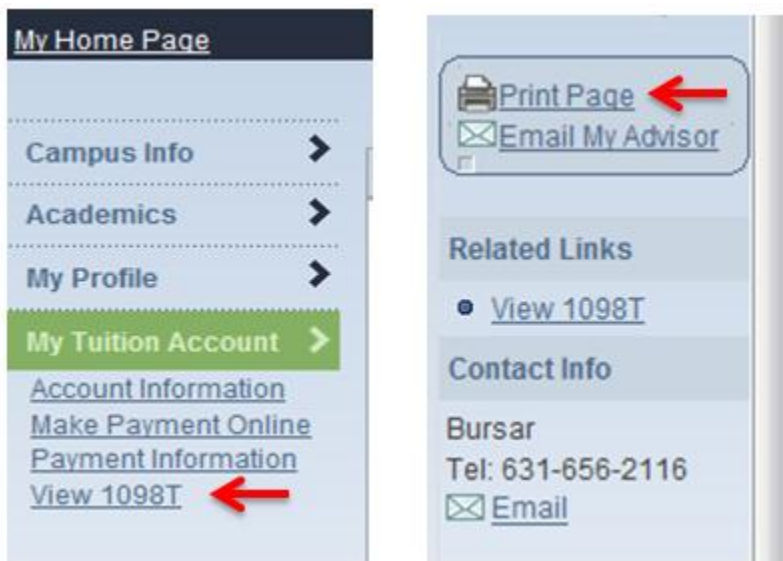
Card Verification #  [What is this?](#)

Payment Amount  (Do not use commas)

Payment will be applied to term 2011 Fall

## P. View & Print your 1098-T

1. Click **My Tuition Account** on the left task pane.
2. Click **View 1098-T**.
3. Click **Print Page** icon on the right.



**Note:** 1098—T tax forms are only available from January through April of each year. Contact the Bursar’s Office with questions regarding 1098-T forms and their availability.