

2009-2010 CATALOG

Hillsborough Community College

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www.hccfl.edu

Hillsborough Community College reserves the right to make changes in the regulations, offerings, requirements and any provision announced in this catalog at any time as circumstances require.

President

Gwendolyn W. Stephenson, Ph.D.

Board of Trustees 2009-2010

Hillsborough Community College is governed by a Board of Trustees appointed by the Governor.

Thomas Huggins III, Chair
Daniel Coton
Andrew Graham
Rod Jurado, Vice Chair
Nancy H. Watkins

Vision

Hillsborough Community College will deliver education of the highest standards enabling a diverse community of life-long learners to achieve their maximum potential in a global society.

Mission

Hillsborough Community College, a public, comprehensive institution of higher education, empowers students to excel through its superior teaching and service in an innovative learning environment.

Values

- Visionary, Ethical Leadership that upholds participatory decision-making; that acknowledges the contributions of others; and that creates a culture of openness, inclusion, trust, fairness, respect, loyalty, and appreciation.
- Academic Quality and Integrity that maintain the highest standards for providing the educational experiences that will ensure student achievement in current and future endeavors.
- Accountability that responds to the college's internal and external community. The college will provide a work environment that fulfills its mission, and it will continually monitor results and review its strategic plans.
- Community Relations that include collaborative partnerships, shared resources, and continuous communication. The college commits itself to community forums, advisory committees, and other means of participation.

- Educational Support Services that provide broad access for students through excellent staffing, modern materials, and technological resources. The college will promote student completion of desired programs. Support services aim to enhance student diversity, development, and growth.
- A Learning Environment that offers creative delivery of programs and advances opportunities and successes through the use of traditional and nontraditional student-centered instruction.
- Fiscal Responsibility that demonstrates sound management, long-range planning, and comprehensive participation in the budget process.
- Development Opportunities that focus employees' work toward students and that motivates employees to maintain high standards.
- Cultural Diversity that celebrates individual talents and experiences that enrich one another's lives as well as improve the college's curricular and extracurricular offerings.
- Strategic Planning that not only responds to internal and external needs, but also assesses and anticipates strengths, weaknesses, and opportunities. This planning will be practical, comprehensive, and visionary in its approaches.

Equal Access/Equal Opportunity and Educational Equity

HCC is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability or marital status or any other bias that is or may be prohibited by law. In addition, the college does not discriminate in our employment practices or in the admission and treatment of students. HCC is committed to equitable treatment of all students and employees and to working towards a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities to qualified individuals with disabilities and complies with and fully supports the Americans with Disabilities Act.

HCC's assistant to the president ensures compliance with federal and state laws prohibiting discrimination. Individuals who believe they have been a victim of discrimination or sexual harassment should contact:

The Assistant to the President
District Administrative Offices
39 Columbia Drive
Tampa, FL 33606
Telephone: 253-7037

Accreditation

Hillsborough Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone 404-679-4501) to award associate degrees, diplomas, and certificates.

Hillsborough Community College also meets the requirements of the following:

- The Florida Department of Education
- The Joint Review Committee on Education in conjunction with the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association

The Florida Department of Education will accept credit earned at HCC to satisfy various teacher certification requirements. In addition:

- The State of Florida approves HCC for veteran's training.
- The State of Florida recognizes HCC as a training center for Emergency Medical Services.
- The Florida Department of Law Enforcement certifies HCC as a regional training center for law enforcement, corrections, and correctional probation officers.

Multiple national organizations accredit or approve HCC's health sciences and career programs:

- The Counseling and Human Services program by the Council for Standards in Human Services Education
- The Culinary Management and Restaurant Management programs by the Accrediting Commission of the American Culinary Federation's Foundation (ACFF)
- The Dental Hygiene and Dental Assisting programs by the American Dental Association Commission on Accreditation
- The Diagnostic Medical Sonography program by the Joint Review Committee on Education in Diagnostic Medical Sonography in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- The Dietetic Technician program by the Commission on Accreditation for Dietetics Education (CADE)
- The Nuclear Medicine Technology program by the Joint Review Committee for Educational Programs in Nuclear Medicine Technology
- The Nursing (Associate Degree) R.N. program by the Florida State Board of Nursing and National League for Nursing Accrediting Commission
- The Opticianry program by the Commission on Opticianry Accreditation
- The Paramedic program by the Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP) in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- The Radiography program by the Joint Review Committee on Education in Radiologic Technology
- The Radiation Therapy program by the Joint Review Committee on Education in Radiologic Technology
- The Respiratory Care program by the Committee on Accreditation for Respiratory Care

College Calendar

Student Services Important Calendar Dates for Students

Regular 16-Week Classes Only, 2009-2010

EVENT	FALL (8/24-12/14)	SPRING (1/11-5/10)	SUMMER (5/17-8/13)
Application Due Dates The Application Due Dates for courses that have starting and ending dates that differ from the regular schedule (16-weeks) will be ten working days prior to the beginning of the course.	Aug 10	Dec 14	May 10
Registration	Apr 1 - Aug 28	Oct 15 - Jan 15	Apr 1 - May 21
Intersession	N/A	Dec 15-31	N/A
Financial Aid Priority Awarding Due Date Due date for submitting all financial aid documents to ensure financial aid awarding by first day of classes.	May 15	Oct 15	Mar 15
Payment Due Date After this date you must pay for classes on the day you register.	July 21	Dec 10	Apr 20
First Day for Transient & Cross-Enrolled Students to Register	Aug 3	Dec 7	Apr 26
Late Fee Charged After This Date	Aug 23	Jan 10	May 16
Classes Begin	Aug 24	Jan 11	May 17
Drop/Add (16-week term only)	Aug 24-28	Jan 11-15	May 17-21
Drop/Add for all Other Classes	Check for your course on the web site at www.hccfl.edu/current-students/add-drop-dates.aspx . Courses that have starting and ending dates that differ from the regular schedule will have individually determined drop and withdrawal deadlines. If financial aid students withdraw from all classes prior to these dates, student will owe the repayment of financial aid received.		
Deadline for Refund	Aug 28	Jan 15	May 21
Last Day to Apply for Degree	Sept 4	Jan 22	May 7 (March 13: Deadline for name to appear in Commencement Program)
Non-Class Days	Sept 7 Labor Day Oct 16 All College Day Nov 11 Veterans Day Nov 26-27 Thanksgiving Dec 15-Jan 7 Winter Break	Jan 18 Martin Luther King Feb 15 President's Day (DM/YB/MD/BR/SS/DAO Only) Mar 8 Strawberry Festival (Plant City Campus Only) Mar 26-Apr 4 Midterm Break Apr 15 Faculty In-Service	May 31 Memorial Day July 5 Independence Day
College Closed	Dec 19-Jan 3 Winter Break	Mar 26-Apr 4 Midterm Break	
Last Day to Remove "I" Grade	Mar 3, 2010	Oct 6, 2010	Oct 6, 2010
Credit by Exam Test Date	Sept 16 Oct 27	Feb 3 Mar 2	June 8
Last Day to Withdraw Check for your course on the web site at www.hccfl.edu/current-students/add-drop-dates.aspx Courses that have starting and ending dates that differ from the regular schedule will have individually determined drop and withdrawal deadlines. If financial aid students withdraw from all classes prior to these dates, student will owe the repayment of financial aid received.	Nov 2	Mar 18	July 9
Classes End	Dec 14	May 10	Aug 13
Grades Available Online	Dec 17	May 13	Aug 16

NOTE: Commencement Friday, April 30, 2010 (TENTATIVE)

WEEKEND COLLEGE**Regular 16-Week Classes Only, 2009-2010**

EVENT	FALL (8/29-12/12)	SPRING (1/16-5/1)	SUMMER (5/22-8/14)
Application Due Dates	Aug 10	Dec 14	May 10
The Application Due Dates for courses that have starting and ending dates that differ from the regular schedule (16-weeks) will be ten working days prior to the beginning of the course.			
Registration	Apr 1 - Aug 28	Oct 15 - Jan 15	Apr 1 - May 21
Intersession	N/A	Dec 15-31	N/A
Financial Aid Priority Awarding Due Date	May 15	Oct 15	Mar 15
Due date for submitting all financial aid documents to ensure financial aid awarding by first day of classes.			
Payment Due Date	July 21	Dec 10	Apr 20
After this date you must pay for classes on the day you register.			
First Day for Transient & Cross-Enrolled Students to Register	Aug 3	Dec 7	Apr 26
Late Fee Charged After This Date	Aug 28	Jan 15	May 21
Classes Begin	Aug 29	Jan 16	May 22
Saturday Drop/ Add (Registration on First Day)	Aug 29 & 31-Sept 3	Jan 16 & 18-21	May 22 & 24-27
Drop/Add for all Other Classes	Check for your course on the web site at www.hccfl.edu/current-students/add-drop-dates.aspx. Courses that have starting and ending dates that differ from the regular schedule will have individually determined drop and withdrawal deadlines. If financial aid students withdraw from all classes prior to these dates, student will owe the repayment of financial aid received.		
Deadline for Refund	Sept 3	Jan 21	May 27
Last Day to Apply for Degree	Sept 4	Jan 22	May 7 (March 13: Deadline for name to appear in Commencement Program)
Non-Class Days	Sept 5-6 Labor Day Oct 31 Guavaween (Ybor Campus Only) Nov 28-29 Thanksgiving Dec 13-Jan 15 Winter Break	Mar 27-28 Midterm Break Apr 3-4 Midterm Break	July 3-4 Independence Day
College Closed	Dec 19-Jan 3 Winter Break	Mar 26-Apr 4 Midterm Break	
Last Day to Remove "I" Grade	Mar 3, 2010	Oct 6, 2010	Oct 6, 2010
Credit by Exam Test Date	Sept 16 Oct 27	Feb 3 Mar 2	June 8
Last Day to Withdraw Check for your course on the web site at: www.hccfl.edu/current-students/add-drop-dates.aspx	Nov 2	Mar 18	July 9
Courses that have starting and ending dates that differ from the regular schedule will have individually determined drop and withdrawal deadlines. If financial aid students withdraw from all classes prior to these dates, student will owe the repayment of financial aid received.			
Classes End	Dec 12	May 1	Aug 14
Grades Available Online	Dec 17	May 13	Aug 16

NOTE: Commencement Friday, April 30, 2010 (TENTATIVE)

Academic Year

JULY 2009

			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	

AUGUST 2009

						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 2009

		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			

OCTOBER 2009

				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

NOVEMBER 2009

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					

DECEMBER 2009

		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		

JANUARY 2010

					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						

FEBRUARY 2010

	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						

MARCH 2010

	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			

APRIL 2010

				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	

MAY 2010

						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					

JUNE 2010

		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			

JULY 2010

				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

Final Exam Schedule

FALL TERM 2009

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, December 11, 2009 or Monday, December 14, 2009.		
If your class meets MWF at:	Exam Date	Exam Time
8:00 – 8:50 a.m.	Friday, December 11	8:00 – 9:50 a.m.
9:00 – 9:50 a.m.	Monday, December 14	8:00 – 9:50 a.m.
10:00 – 10:50 a.m.	Friday, December 11	10:00 – 11:50 a.m.
11:00 – 11:50 a.m.	Monday, December 14	10:00 – 11:50 a.m.
12:00 – 12:50 p.m.	Friday, December 11	12:00 – 1:50 p.m.
1:00 – 1:50 p.m.	Monday, December 14	12:00 – 1:50 p.m.
2:00 – 2:50 p.m.	Friday, December 11	2:00 – 3:50 p.m.
3:00 – 3:50 p.m.	Monday, December 14	2:00 – 3:50 p.m.
4:00 – 5:15 p.m.	Friday, December 11	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Monday, December 14	5:00 – 6:50 p.m.
For MONDAY/WEDNESDAY classes the Exam Day is Monday, December 14, 2009 or Wednesday, December 9, 2009.		
If your class meets MW at:	Exam Date	Exam Time
8:00 – 9:15 a.m.	Monday, December 14	8:00 – 9:50 a.m.
9:30 – 10:45 a.m.	Wednesday, December 9	9:30 – 11:20 a.m.
11:00 – 12:15 p.m.	Monday, December 14	11:00 – 12:50 p.m.
12:30 – 1:45 p.m.	Wednesday, December 9	12:30 – 2:20 p.m.
2:00 – 3:15 p.m.	Monday, December 14	2:00 – 3:50 p.m.
3:30 – 4:45 p.m.	Wednesday, December 9	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Monday, December 14	5:00 – 6:50 p.m.
For TUESDAY/THURSDAY classes the Exam Day is Tuesday, December 8, 2009 or Thursday, December 10, 2009.		
For TUESDAY ONLY classes, the Exam Day is Tuesday, December 8, 2009. For THURSDAY ONLY classes, the Exam Day is Thursday, December 10, 2009.		
If your class meets at:	Exam Date	Exam Time
8:00 – 9:15 a.m.	Thursday, December 10	8:00 – 9:50 a.m.
9:30 – 10:45 a.m.	Tuesday, December 8	9:30 – 11:20 a.m.
11:00 – 12:15 p.m.	Thursday, December 10	11:00 – 12:50 p.m.
12:30 – 1:45 p.m.	Tuesday, December 8	12:30 – 2:20 p.m.
2:00 – 3:15 p.m.	Thursday, December 10	2:00 – 3:50 p.m.
3:30 – 4:45 p.m.	Tuesday, December 8	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Thursday, December 10	5:00 – 6:50 p.m.
For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is Saturday, December 12, 2009		
8:00 – 10:55 a.m.	Saturday, December 12	8:00 – 10:55 a.m.
11:05 – 2:00 p.m.	Saturday, December 12	11:05 – 2:00 p.m.

The EXAM time for night and weekend classes will be during the last scheduled class period.

Final exams for classes that do not meet at any of the above times will be scheduled by the instructor and should not conflict with the above schedule.

SPRING TERM 2010

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, May 7, 2010 or Monday, May 10, 2010.		
If your class meets MWF at:	Exam Date	Exam Time
8:00 – 8:50 a.m.	Friday, May 7	8:00 – 9:50 a.m.
9:00 – 9:50 a.m.	Monday, May 10	8:00 – 9:50 a.m.
10:00 – 10:50 a.m.	Friday, May 7	10:00 – 11:50 a.m.
11:00 – 11:50 a.m.	Monday, May 10	10:00 – 11:50 a.m.
12:00 – 12:50 p.m.	Friday, May 7	12:00 – 1:50 p.m.
1:00 – 1:50 p.m.	Monday, May 10	12:00 – 1:50 p.m.
2:00 – 2:50 p.m.	Friday, May 7	2:00 – 3:50 p.m.
3:00 – 3:50 p.m.	Monday, May 10	2:00 – 3:50 p.m.
4:00 – 5:15 p.m.	Friday, May 7	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Monday, May 10	5:00 – 6:50 p.m.
For MONDAY/WEDNESDAY classes the Exam Day is Monday, May 10, 2010 or Wednesday, May 5, 2010.		
If your class meets MW at:	Exam Date	Exam Time
8:00 – 9:15 a.m.	Monday, May 10	8:00 – 9:50 a.m.
9:30 – 10:45 a.m.	Wednesday, May 5	9:30 – 11:20 a.m.
11:00 – 12:15 p.m.	Monday, May 10	11:00 – 12:50 p.m.
12:30 – 1:45 p.m.	Wednesday, May 5	12:30 – 2:20 p.m.
2:00 – 3:15 p.m.	Monday, May 10	2:00 – 3:50 p.m.
3:30 – 4:45 p.m.	Wednesday, May 5	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Monday, May 10	5:00 – 6:50 p.m.
For TUESDAY/THURSDAY classes the Exam Day is Tuesday, May 4, 2010 or Thursday, May 6, 2010.		
For TUESDAY ONLY classes, the Exam Day is Tuesday, May 4, 2010. For THURSDAY ONLY classes, the Exam Day is Thursday, May 6, 2010.		
If your class meets at:	Exam Date	Exam Time
8:00 – 9:15 a.m.	Thursday, May 6	8:00 – 9:50 a.m.
9:30 – 10:45 a.m.	Tuesday, May 4	9:30 – 11:20 a.m.
11:00 – 12:15 p.m.	Thursday, May 6	11:00 – 12:50 p.m.
12:30 – 1:45 p.m.	Tuesday, May 4	12:30 – 2:20 p.m.
2:00 – 3:15 p.m.	Thursday, May 6	2:00 – 3:50 p.m.
3:30 – 4:45 p.m.	Tuesday, May 4	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Thursday, May 6	5:00 – 6:50 p.m.
For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is Saturday, May 1, 2010.		
8:00 – 10:55 a.m.	Saturday, May 1	8:00 – 10:55 a.m.
11:05 – 2:00 p.m.	Saturday, May 1	11:05 – 2:00 p.m.

The EXAM time for night and weekend classes will be during the last scheduled class period.

Final exams for classes that do not meet at any of the above times will be scheduled by the instructor and should not conflict with the above schedule.

HCC Locations

District Administrative Offices

39 Columbia Drive (Davis Island)
Tampa, Florida 33606

Brandon Campus

10414 E. Columbus Dr.
Tampa, FL 33619

Dale Mabry Campus

4001 W. Tampa Bay Blvd.
Tampa, Florida 33614-7820
Dale Mabry Hwy. & Tampa Bay Blvd.

Plant City Campus

1206 North Park Road
Plant City, FL 33563

SouthShore Center

SouthShore Center
551 24th Street North East
Ruskin FL 33570

Ybor City Campus

2112 N. 15th Street
Tampa, Florida 33605-3648

HCC-MacDill Center

HCC-MacDill Center
8102 Condor Street
MacDill AFB, FL 33621