

# 2010-2011 CATALOG

## Hillsborough Community College

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[www.hccfl.edu](http://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

Dr. Ken Atwater

## Board of Trustees 2010-2011

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

Rom Jurado, Chairman  
 Andrew Graham, Vice Chair  
 Daniel Coton  
 Randall Reid  
 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

Hillsborough Community College 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 sexual orientation, marital status or any other bias that is or may be prohibited by law. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment of all students and employees and to 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, as well as, supports the Americans with Disabilities Act.

HCC's equity officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

Special Assistant to the President for Equity and Special Programs  
GWS District Administration Center  
39 Columbia Drive  
Tampa, FL 33606  
Telephone: 253-7037  
Email: [jholmes16@hccfl.edu](mailto:jholmes16@hccfl.edu)

## Accreditation

**Hillsborough Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hillsborough Community College.**

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
- Committee on Accreditation of the National Association of Schools of Music (NASM)

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 2010-2011

EVENT	FALL (8/24/2010 - 12/14/2010)	SPRING (1/10/2011 - 5/9/2011)	SUMMER (5/16/2011 - 8/12/2011)
<b>Application Due</b> (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 9
<b>Priority Registration</b>			
Honor Students	Apr 14	Nov 1	Apr 4
Enrolled Students/Non-Degree	Apr 15	Nov 2	Apr 5
New FTIC, Transfers, Dual Enrolled	May 3	Nov 23	Apr 25
<b>Financial Aid Priority Awarding</b> (Due date for submitting all financial aid documents to ensure financial aid awarding by first day of classes.)	June 1	Nov 1	Apr 1
<b>Payment Due</b> (After these dates you must pay for classes on the day you register.)	July 19	Dec 10	Apr 22
<b>Open Registration</b>			
Transient/Cross-Enrolled Students	Aug 2	Dec 13	Apr 26
State Employee and Senior Citizen	Aug 24	Jan 10	May 16
<b>Late Registration</b> (Late fee charged after this date.)	Aug 23	Jan 9	May 15
<b>CLASSES BEGIN</b>	Aug 24	Jan 10	May 16
<b>Intersession</b>	n/a	Dec 17 - 31	n/a
<b>Drop/Add</b> (16-week term only)	Aug 24 - 27, 30	Jan 10 - 14	May 16 - 20
<b>Drop/Add for all Other Classes</b> (Check your course schedule for classes that have start and end dates that differ from the regular schedule. These classes will have individually determined drop and add dates that differ from the regular 16-week schedule. All students, including financial aid students, must drop any class that they do not plan to attend.)			
<b>Deadline for Refund</b>	Aug 30	Jan 14	May 20
<b>Last Day to Apply for a Degree</b>	Sept 7	Jan 24	May 31 (Mar 7 - Deadline for name to appear in Commencement Program)
<b>Non-Class Days</b>	Sept 6 Labor Day	Jan 17 MLK Day	May 30 Memorial Day
	Oct 15 All College Day	Feb 21 President's Day (DM/YB/MD/BR/SS/DAO Only)	July 4 Independence Day
	Nov 11 Veterans Day	Mar 7 Strawberry Festival (PC Only)	
	Nov 25, 26 Thanksgiving	Mar 28 - Apr 1 Midterm Break	
	Dec 15 - Jan 9 Winter Break	Apr 14 Faculty In-Service	
		Apr 22 Spring Day	
<b>Last Day to Remove "I" Grade</b>	Mar 7, 2011	Oct 18, 2011	Oct 18, 2011
<b>Last Day to Withdraw</b> (Check your course schedule for classes that have starting and ending dates that differ from the regular schedule. These classes 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 1	Mar 14	July 8
<b>Classes End</b>	Dec 14	May 9	Aug 12
<b>Grades Available Online</b>	Dec 16	May 11	Aug 16
<b>College Closed</b>	Dec 18 - Jan 2	Mar 28 - Apr 1	

NOTE: Commencement Friday, April 29, 2011 (TENTATIVE)

## WEEKEND COLLEGE CALENDAR

### Regular 16-Week Classes Only

2010-2011

EVENT	FALL (8/28/2010 - 12/11/2010)	SPRING (1/15/2011 - 4/30/2011)	SUMMER (5/21/2011 - 8 /13/2011)
<b>Application Due</b> (The application due date 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 9
<b>Priority Registration</b>			
Honor Students	Apr 14	Nov 1	Apr 4
Enrolled Students/Non-Degree	Apr 15	Nov 2	Apr 5
New FTIC, Transfers, Dual Enrolled	May 3	Nov 23	Apr 25
<b>Financial Aid Priority Awarding</b> (Due date for submitting all financial aid documents to ensure financial aid awarding by first day of classes.)	June 1	Nov 1	Apr 1
<b>Payment Due</b> (After these dates you must pay for classes on the day you register.)	July 19	Dec 10	Apr 22
<b>Open Registration</b>			
Transient/Cross-Enrolled Students	Aug 2	Dec 13	Apr 26
State Employee and Senior Citizen	Aug 24	Jan 10	May 16
<b>Late Registration</b> (Late fee charged after this date.)	Aug 27	Jan 14	May 20
<b>CLASSES BEGIN</b>	Aug 28	Jan 15	May 21
<b>Intersession</b>	n/a	Dec 17 - 31	n/a
<b>Drop/Add</b> (16-week term only)	Aug 28, 30, Sept 2	Jan 15, 17 - 20	May 21, 23 - 26
<b>Drop/Add for all Other Classes</b> (Check your course schedule for classes that have starting and ending dates that differ from the regular schedule. These classes will have individually determined drop and add dates that differ from the regular 16-week schedule. All students, including financial aid students, must drop any class that they do not plan to attend.)			
<b>Deadline for Refund</b>	Aug 30	Jan 14	May 20
<b>Last Day to Apply for a Degree</b>	Sept 7	Jan 24	May 31 (Mar 7 - Deadline for name to appear in Commencement Program)
<b>Non-Class Days</b>	Sept 4, 5 Labor Day	April 2, 3 Midterm Break	July 2, 3 Independence Day
	Oct 30 Guavaween (YB)	April 23, 24 Spring Day	
	Nov 27, 28 Thanksgiving		
	Dec 15 - Jan 9 Winter Break		
<b>Last Day to Remove "I" Grade</b>	Mar 7, 2011	Oct 18, 2011	Oct 18, 2011
<b>Last Day to Withdraw</b> (Check your course schedule for classes that have starting and ending dates that differ from the regular schedule. These classes 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 1	Mar 14	July 8
<b>Classes End</b>	Dec 11	April 30	Aug 13
<b>Grades Available Online</b>	Dec 16	May 11	Aug 16
<b>College Closed</b>	Dec 18 - Jan 2	Mar 28 - Apr 1	

NOTE: Commencement Friday, April 29, 2011 (TENTATIVE)

## Academic Year

### 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

### AUGUST 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				

### SEPTEMBER 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		

### OCTOBER 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						

### NOVEMBER 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				

### DECEMBER 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	

### JANUARY 2011

						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 2011

		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 2011

		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 2011

					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 2011

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 2011

			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 2011

					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 Schedules

## FALL TERM 2010

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, December 10, 2010 or Monday, December 13, 2010.		
If your class meets MWF at:	Exam Date	Exam Time
8:00 – 8:50 a.m.	Friday, December 10	8:00 – 9:50 a.m.
9:00 – 9:50 a.m.	Monday, December 13	8:00 – 9:50 a.m.
10:00 – 10:50 a.m.	Friday, December 10	10:00 – 11:50 a.m.
11:00 – 11:50 a.m.	Monday, December 13	10:00 – 11:50 a.m.
12:00 – 12:50 p.m.	Friday, December 10	12:00 – 1:50 p.m.
1:00 – 1:50 p.m.	Monday, December 13	12:00 – 1:50 p.m.
2:00 – 2:50 p.m.	Friday, December 10	2:00 – 3:50 p.m.
3:00 – 3:50 p.m.	Monday, December 13	2:00 – 3:50 p.m.
4:00 – 5:15 p.m.	Friday, December 10	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Monday, December 13	5:00 – 6:50 p.m.
For MONDAY/WEDNESDAY classes the Exam Day is Monday, December 13, 2010 or Wednesday, December 8, 2010.		
If your class meets MW at:	Exam Date	Exam Time
8:00 – 9:15 a.m.	Monday, December 13	8:00 – 9:50 a.m.
9:30 – 10:45 a.m.	Wednesday, December 8	9:30 – 11:20 a.m.
11:00 – 12:15 p.m.	Monday, December 13	11:00 – 12:50 p.m.
12:30 – 1:45 p.m.	Wednesday, December 8	12:30 – 2:20 p.m.
2:00 – 3:15 p.m.	Monday, December 13	2:00 – 3:50 p.m.
3:30 – 4:45 p.m.	Wednesday, December 8	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Monday, December 13	5:00 – 6:50 p.m.
For TUESDAY/THURSDAY classes the Exam Day is Tuesday, December 7, 2010 or Thursday, December 9, 2010.  For TUESDAY ONLY classes, the Exam Day is Tuesday, December 7, 2010. For THURSDAY ONLY classes, the Exam Day is Thursday, December 9, 2010.		
If your class meets at:	Exam Date	Exam Time
8:00 – 9:15 a.m.	Tuesday, December 14	8:00 – 9:50 a.m.
9:30 – 10:45 a.m.	Thursday, December 9	9:30 – 11:20 a.m.
11:00 – 12:15 p.m.	Tuesday, December 14	11:00 – 12:50 p.m.
12:30 – 1:45 p.m.	Thursday, December 9	12:30 – 2:20 p.m.
2:00 – 3:15 p.m.	Tuesday, December 14	2:00 – 3:50 p.m.
3:30 – 4:45 p.m.	Thursday, December 9	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Tuesday, December 14	5:00 – 6:50 p.m.
For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is Saturday, December 11, 2010		
8:00 – 10:55 a.m.	Saturday, December 11	8:00 – 10:55 a.m.
11:05 – 2:00 p.m.	Saturday, December 11	11:05 – 2:00 p.m.

4/15/10

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 2011**

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is  
Friday, May 6, 2011 or Monday, May 9, 2011.

If your class meets MWF at:	Exam Date	Exam Time
8:00 – 8:50 a.m.	Friday, May 6	8:00 – 9:50 a.m.
9:00 – 9:50 a.m.	Monday, May 9	8:00 – 9:50 a.m.
10:00 – 10:50 a.m.	Friday, May 6	10:00 – 11:50 a.m.
11:00 – 11:50 a.m.	Monday, May 9	10:00 – 11:50 a.m.
12:00 – 12:50 p.m.	Friday, May 6	12:00 – 1:50 p.m.
1:00 – 1:50 p.m.	Monday, May 9	12:00 – 1:50 p.m.
2:00 – 2:50 p.m.	Friday, May 6	2:00 – 3:50 p.m.
3:00 – 3:50 p.m.	Monday, May 9	2:00 – 3:50 p.m.
4:00 – 5:15 p.m.	Friday, May 6	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Monday, May 9	5:00 – 6:50 p.m.

For MONDAY/WEDNESDAY classes the Exam Day is  
Monday, May 9, 2011 or Wednesday, May 4, 2011.

If your class meets MW at:	Exam Date	Exam Time
8:00 – 9:15 a.m.	Monday, May 9	8:00 – 9:50 a.m.
9:30 – 10:45 a.m.	Wednesday, May 4	9:30 – 11:20 a.m.
11:00 – 12:15 p.m.	Monday, May 9	11:00 – 12:50 p.m.
12:30 – 1:45 p.m.	Wednesday, May 4	12:30 – 2:20 p.m.
2:00 – 3:15 p.m.	Monday, May 9	2:00 – 3:50 p.m.
3:30 – 4:45 p.m.	Wednesday, May 4	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Monday, May 9	5:00 – 6:50 p.m.

For TUESDAY/THURSDAY classes the Exam Day is  
Tuesday, May 3, 2011 or Thursday, May 5, 2011.

For TUESDAY ONLY classes, the Exam Day is Tuesday, May 3, 2011.  
For THURSDAY ONLY classes, the Exam Day is Thursday, May 5, 2011.

If your class meets at:	Exam Date	Exam Time
8:00 – 9:15 a.m.	Thursday, May 5	8:00 – 9:50 a.m.
9:30 – 10:45 a.m.	Tuesday, May 3	9:30 – 11:20 a.m.
11:00 – 12:15 p.m.	Thursday, May 5	11:00 – 12:50 p.m.
12:30 – 1:45 p.m.	Tuesday, May 3	12:30 – 2:20 p.m.
2:00 – 3:15 p.m.	Thursday, May 5	2:00 – 3:50 p.m.
3:30 – 4:45 p.m.	Tuesday, May 3	4:00 – 5:50 p.m.
5:30 – 6:45 p.m.	Thursday, May 5	5:00 – 6:50 p.m.

For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is  
Saturday, April 30, 2011

8:00 – 10:55 a.m.	Saturday, April 30	8:00 – 10:55 a.m.
11:05 – 2:00 p.m.	Saturday, April 30	11:05 – 2:00 p.m.

4/13/10

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

## **Gwendolyn W. Stephenson District Administration Center**

39 Columbia Drive (Davis Islands)  
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 Campus**

SouthShore Campus  
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

# Admissions & Registration

## Steps for Admission

1. Admissions
2. Financial Aid
3. Academic Assessment
4. Orientation and Registration

For more information and to apply online, go to [www.hccfl.edu/hcc-home.aspx](http://www.hccfl.edu/hcc-home.aspx).

## Admissions Policies

HCC maintains an “open-door” policy. Students may be admitted if they meet one of the following criteria:

- Graduated with a standard diploma from a secondary school
- Earned a high school equivalency certificate or diploma through any state Department of Education or through the military
- Earned a Certificate of Completion, Eligible for College Placement Test (W8A) (graduating class of 2003 forward)
- Completed a home education program pursuant to the requirements of F.S. 1002.41
- Applied as a transfer student
- Applied as a transient student

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason, deemed to be in the best interest of the college.

## Admissions Requirements

### Associate Degree, College Credit Certificate Programs, and Applied Technology Diploma

To be eligible for admission to an associate degree program, college credit certificate, or applied technology diploma (F.S. 1007.263), applicants must have one of the following:

- A standard high school diploma.
- Florida public high school graduates must have met Florida graduation requirements (F.S. 1003.43).
- A high school equivalency diploma, or
- Completion of a home education program pursuant to the requirements of F.S. 1002.41.

**NOTE:** If the applicant received a special high school diploma such as the Certificate of Completion (W08) or another special high school diploma and wishes to apply for admission as a regular student, a high school equivalency diploma must be earned by successfully completing the GED exam offered through the Florida Board of Education.

There may be additional requirements for limited access programs. Check the webpage at [www.hccfl.edu/departments.aspx](http://www.hccfl.edu/departments.aspx) or in the associate degrees/technical programs section of this catalog.

**IMPORTANT:** Students who hold education certificates from countries other than the United States should refer to the International Students section in this catalog.

## Former Student Returning

Students maintain an active application status by attending HCC at least one term in an academic year. If students have not attended classes for more than one year, they must complete a new HCC application. Former students do not have to pay additional application fees. A former student returning to the college and pursuing a degree or certificate must meet the graduation requirements of the catalog in effect at the time the student returns to continuous enrollment at HCC.

**NOTE:** Since the college strives to provide the community with up-to-date, postsecondary educational opportunities, HCC’s curricula are constantly reviewed and are often revised. HCC does not guarantee that the college will continue to offer previously required courses made unnecessary by changes in programs.

## Transfer Students

If students have attended other postsecondary institutions, they may be admitted as a transfer student. Within 30 days of the beginning of the term, students must provide their high school transcript and transcripts from all colleges previously attended.

## Transient Students

Students attending other colleges or universities who wish to take courses at HCC in order to fulfill degree requirements at their home institutions may be admitted as transient students. Prior to registration, if students wish to apply as transient, they must submit an HCC application and documentation from the home institution that:

- Certifies they are in good academic standing.
- Indicates the HCC courses in which students may enroll.
- Affirms that they may use the courses completed and credits earned at HCC to meet the program requirements at the home institution.

Students attending a Florida postsecondary institution should submit this information via the transient form at [www.facts.org](http://www.facts.org).

Transient students are not required to provide official transcripts of their previous college coursework. However, if the documentation from their home institution does not indicate the HCC courses in which the students may enroll, applicants must provide unofficial transcripts to verify they meet HCC course prerequisites.

**NOTE:** HCC students who wish to attend another college as transient students must have a minimum cumulative grade point average of 2.0. Students attending a Florida postsecondary institution should submit this information via the transient form at [www.facts.org](http://www.facts.org).

## International Students

HCC admits foreign students who meet the admission requirements for international students and follow the admission procedures specified below.

To be considered for admission as an international student, a student must (1) demonstrate competency in the English language; (2) document sufficient funds to cover educational costs; and (3) apply at least three months prior to the term of entry.

In addition, the student must complete or meet the following specific admissions criteria:

- Submit an HCC application for admission, along with the \$50 international student application fee, at least three months prior to the term of entry.
- Provide a statement of financial responsibility, which documents funds to cover the cost of tuition, room and board, books, personal expenses, health insurance and travel for at least one year.
- Submit proof of health insurance coverage for one year.
- Obtain a score of 500 or higher on the paper version of TOEFL (Test of English as a Foreign Language) or a score of 173 or higher on the computerized version or a score of 61 on the TOEFL (internet-based test), level "109" on the E.L.S., or level "6" on the A.L.A.
- Documentation of high school graduation or an equivalent level of education.

## Important information for students who have completed high school and/or postsecondary work outside the United States:

Transcript(s) in English (original document in the original language and a certified English translation) from high school and from all previously attended colleges and universities must be evaluated by an agency accredited by NACES (National Association of Credential Evaluation Services). A document-by-document evaluation is required for high school transcripts. A course-by-course evaluation is required for college and university transcripts. Students can obtain the names and addresses of approved providers of this service from the HCC website at [www.hccfl.edu](http://www.hccfl.edu) or from any campus office of admissions, registration, and records.

**NOTE:** Students are responsible for all costs associated with obtaining translations and evaluations of their transcript(s).

## Articulated Acceleration for High School Students

High school students may earn college credits through articulated acceleration (Florida Statute 1007.271). These acceleration options are dual enrollment and early admissions. Students who satisfy the following requirements may qualify for admission as a student in one of these categories:

### Dual Enrolled High School Students (Florida Statute 1007.27, Florida Statute 1007.271)

Students who enroll as a dual enrolled student can earn college credit by attending college-level courses taught by HCC instructors at an HCC campus before, during, or after high school and during the summer, or at an identified high school during the regular class day. Credits for the courses satisfactorily completed will apply toward both the high school diploma and toward an associate or baccalaureate degree. Dual enrollment courses will not count as excess hours in the 60-hour requirement of an associate in arts or an associate in science degree.

Application fees and tuition are waived and textbooks are provided for Hillsborough County public school students accepted through the dual enrollment program.

Students attending college classes must be mindful that they will be in a learning environment that explores a diverse and open range of ideas that requires a mature understanding of multiple perspectives. All students, including dual enrolled students, must be able to engage in discussions in a mature and responsible manner.

To be eligible for consideration for admission as a dually enrolled high school student, one must meet the following requirements:

- Be in high school.
- Provide a high school transcript showing an unweighted cumulative grade point average of 3.0.
- Provide written authorization from the high school principal or his/her designee.
- Achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the Florida college placement test (CPT).
- Submit a Special Category Student form.
- Submit an HCC application for admission.
- Submit all required paperwork to the district dual enrollment office no later than thirty working days prior to the start of the semester.
- Meet with an HCC counselor to complete the registration process.

No student will be permitted to participate in dual enrollment classes without having met eligibility and application requirements. Dual enrollment students are allowed one attempt per dual enrollment course.

To remain eligible as a dually enrolled high school student, one must maintain a 3.0 high school GPA and a 2.0 HCC GPA.

## Early Admission

Early admission is a form of dual enrollment. Students are admitted through the early admission option of dual enrollment when they register at HCC as a full-time student (12 or more credits) during their senior year of high school.

Credits for the courses completed satisfactorily at HCC will apply toward the high school diploma and toward an associate or baccalaureate degree. Application fees are waived for students accepted through the early admission program. Tuition is waived for early admissions students for all courses taken through this program while they are still in high school.

**NOTE:** To be eligible for consideration for admission through the early admission program a student must meet the following requirements:

- Be a high school senior.
- Provide written authorization from the high school principal or designee.
- Provide a high school transcript showing an unweighted cumulative grade point average of 3.5.
- Achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the Florida college placement test (CPT).
- Submit a Special Category Student Form.
- Submit an HCC application for admission.
- Submit all required paperwork to the district dual enrollment office no later than thirty working days prior to the start of the semester.
- If approved for early admission, meet with an HCC counselor to complete the registration process.

**NOTE:** Home-educated students may take advantage of the dual enrollment and early admissions acceleration options and must be in compliance with applicable Florida laws. In addition to the above requirements, a parent of home-educated students must submit a sworn Affidavit for Compliance in accordance with F.S. 1002.41. Home-educated students should submit an academic plan that identifies the courses they have taken through home school and the courses they intend to take at HCC as a dually enrolled student.

**NOTE:** Private schools must meet requirements for F.S. 1002.42 and 1003.43 and have an articulation agreement on file with HCC in order for their students to participate in dual enrollment and early admissions programs.

**NOTE:** Public and private high school students interested in participating in the dual enrollment program must contact their high school counselor for information and to determine eligibility. Students enrolled in home education programs may contact the HCC dual enrollment office for information.

**NOTE:** When calculating Satisfactory Academic Progress for Title IV, Student Financial Assistance and adherence to any state maximum-hour requirement(s) for an AA, AS, or

AAS degree, HCC will not include any courses students complete while they are dually enrolled.

## Concurrent Admissions Program (ConAP)

HCC participates in the United States Army Concurrent Admissions Program (ConAP). As a ConAP member, HCC will admit eligible new soldiers upon their enlistment. Moreover, the college guarantees full admission during the soldier's entire enlistment and for two years after the applicant completes active military service.

Soldiers enlisting in the Army Reserve are also eligible for consideration under the ConAP program. However, the admission guarantee for qualified Reservists is deferred until the Reservists complete their initial period of active duty training (about six months).

## Admissions Procedures

### Application

**NOTE:** HCC reserves the right to guide the enrollment of its students on the basis of placement tests, pre-registration interviews and past academic performance.

Applications for admission can be obtained and submitted on-line at [www.hccfl.edu](http://www.hccfl.edu).

Applicants must register for classes within one year of admission. Otherwise, a new application and transcripts will be required. No additional fee will be charged for the second application.

**The following test scores are required for college-level courses (SBE 6A.10.0315(7):**

	ACT Enhanced	CPT	FCELPT	SAT I (Verbal)
Reading	18	83	83	440
English	17	83	83	n/a
Mathematics	19	72	72	440

**NOTE:** The minimum required scores on the Florida College Entry-Level Placement Test are subject to change. Students testing into college preparatory course work are subject to certain regulations regarding registration.

### Transcripts

HCC must have official transcripts on file from the high school attended and all colleges previously attended. Students admitted without transcripts, or whose transcripts do not arrive within 30 calendar days of the beginning of the regular term, will not be eligible for financial assistance, veterans, or other benefits, or eligible for future registration.

Applicants are responsible for ensuring that official copies of the high school transcripts or GED scores and official copies of transcript(s) from all postsecondary schools attended are submitted to the college.

A first-time college student should request that all transcripts and GED scores be sent to the appropriate campus office of admissions, registration and records. Applicants who completed a home education program

must provide a signed affidavit affirming completion to the appropriate campus office of admissions, registration and records. Transfer students should request that transcripts from all postsecondary schools attended to be sent to the appropriate campus admissions, registration and records office.

**NOTE:** A final, official high school transcript is one that includes the official graduation date.

**IMPORTANT:** If students have completed high school and postsecondary work outside of the United States, they must provide certified English translations, official transcripts, and evaluations of their high school and postsecondary transcripts from a service recognized by the National Association of Credential Evaluations Services (NACES). A course-by-course evaluation is required for all postsecondary transcripts. A document-by-document evaluation is required for high school transcripts. Students can obtain the names and addresses of approved providers of this service from the HCC website at [www.hccfl.edu](http://www.hccfl.edu) or from any campus office of admissions, records and registration.

**NOTE:** Students are responsible for all costs associated with obtaining translations and evaluations of their transcript(s).

## Fraudulent Credentials

If a student knowingly:

- Makes a false statement,
- Conceals material information,
- Provides inaccurate information on any document submitted to the college,
- Alters a transcript or other academic credential, he or she may be denied admission, suspended or dismissed.

## Enrollment Restrictions

Under normal conditions, all students who meet the college's admission requirements will be admitted. At times, however, state enrollment and funding limitations may preclude enrollment of out-of-state and international students. At those times, students will be admitted according to the following priorities:

1. Returning students
2. New students who are Florida residents
  - a. First-time-in-college students
  - b. Transfer students
3. New out-of-state students
  - a. First-time-in-college students
  - b. Transfer students
4. International students

**NOTE:** Currently enrolled students will be allowed to register for classes before new students.

The college reserves the right to deny admission to applicants whose past actions were disruptive to or interfered with the orderly processes, functions, or programs of another postsecondary institution. In addition, HCC may deny admission to students who are ineligible, for any

reason, to resume their studies at another postsecondary institution.

## Orientation Program

Students attending college for the first time must attend orientation and, if applicable, take a college placement test. Once the student has been admitted, the appropriate testing, admissions and records, or advising office will provide information about orientation and testing. The college will provide reasonable accommodations to disabled students taking the placement test.

Degree-seeking students must provide assessment/placement test scores from CPT, ACT, or SAT prior to registering for classes. Test scores may be no more than two years old. If the scores are older than two years or if the student has not previously taken one of the aforementioned placement tests, the student may take the test at the appropriate HCC testing office.

Students who have earned a postsecondary degree or completed college-level English and mathematics courses might be exempt from the testing requirement. The college strongly recommends that students who have completed postsecondary work at other institutions bring unofficial transcripts or grade slips with them for advising and registration purposes.

Students admitted as non-degree-seeking are exempt from the testing requirement until 12 credit hours have been attempted unless testing is required by specific course prerequisites.

## Residency Requirements

For the purpose of assessing registration fees in public community colleges and universities, students are classified as Florida residents or non-Florida residents per Florida Statute (F.S.) 1009.21 and State Board of Education Rule (SB) 6A-10.044. Questions regarding classification should be directed to the campus admission, registration and records office.

According to Florida law, in order to pay in-state tuition, every student must provide a declaration of residency prior to the first day of the term for which Florida residency is sought. To qualify for in-state tuition, a student must be a U.S. citizen, permanent resident alien or legal alien. The documentation necessary may be different for dependent and independent students. Dependent students normally use their parent's/legal guardian's documentation for residency; whereas, independent students use their own documentation.

## Independent Student

A student who provides evidence of any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes.

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought as a Florida institution; or
- The student is married; or
- The student has children who receive more than one-half of their support from the student; or

- The student has other dependents who live with and receive more than one-half of their support from the student; or
- The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training; or
- Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court; or
- The student is classified as an independent by the College financial aid office; or
- The student submits documentation (tax returns of self and parents) that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the College financial aid office and exclusive of federal, state, and institutional aid or scholarships.

### Dependent Student

Your parent or legal guardian is the claimant. All student who do not meet the definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

### Residency Criteria

The HCC application includes a residency affidavit which must be completed to determine residency for tuition purposes. Students who do not complete the Residency Affidavit or provide incomplete documentation on or in conjunction with the Residency Affidavit will not be classified as a resident for tuition purposes, and will have to present additional information. All information must be submitted by the first day of classes of the term the student will be attending. If a student indicates his or her status as non-resident on the Residency Affidavit, there is no requirement to prove such status or to submit supporting documentation and the student is automatically considered out-of-state for tuition purposes.

### Criteria for Independent Students

Independent students will be granted in-state residency for tuition purposes if the Residency Affidavit on the college application indicates that all of the following criteria are met:

- The student's nation of citizenship is the United States;
- The student is 24 years of age or over;
- The student's permanent address is a Florida address;
- The high school from which the student graduated is a Florida high school;
- Every community college or university the student has attended is located in the State of Florida; and
- The student provides written or electronic verification that he or she has been issued two or more of the documents listed in the following acceptable documents for in-state tuition application section. Such documentation must demonstrate that the applicant has maintained legal residence in Florida for at least

12 consecutive months prior to his or her initial enrollment in a university or college.

### Criteria for Dependent Students

Dependent students will be granted in-state residency for tuition purposes if the Residency Affidavit on the college application indicates that all of the following criteria are met:

- The student is eligible to be claimed by his or her parent or legal guardian as a dependent under the federal income tax code;
- The student's nation of citizenship is the United States;
- The student is under 24 years of age;
- The student's mother, father or legal guardian is the person claiming Florida residence;
- The student's mother, father or legal guardian claiming Florida residence has a Florida permanent legal address; and
- The student's mother, father or legal guardian claiming Florida residence provides written or electronic verification that he or she has been issued two or more of the acceptable documents in the following Acceptable Documents for in-State Tuition application section. Such documentation must demonstrate that the applicant has maintained legal residence in Florida for at least 12 consecutive months prior to his or her initial enrollment in a university or college.

### Acceptable Documents for In-State Tuition Application

Applicants will have to submit documentation that they or a parent or legal guardian if the applicant is a dependent, have been a Florida resident for at least 12 months prior to the first day of the classes for which they are enrolling. At least two of the following documents must be submitted with dates that evidence the 12-month qualifying period. There must be no information contradicting the applicant's claim of residency.

**At least one of the two documents submitted must be from the following:**

- Florida Driver's license (if known to be held in another state previously, must have relinquished) or a State of Florida identification card (if evidence of no ties to another state);
- Florida voter registration card;
- Florida vehicle registration;
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant;
- Proof of homestead exemption in Florida;
- Transcripts from a Florida high school for multiple years, if Florida high school diploma or GED was earned within last 12 months;
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30- hours per week for a 12-month period)

**The following documents may be used in conjunction with one of the documents listed above:**

- A declaration of domicile in Florida;
- A Florida professional or occupational license;
- Florida incorporation;
- Documents evidencing family ties in Florida;
- Proof of membership in Florida-based charitable or professional organizations;
- Any other documentation that supports the student's request for resident status. Examples of other documentation are utility bills, proof of 12 consecutive months of lease agreement payments, proof of 12 consecutive months of State payments, or court documents evidencing legal ties to Florida..

**Unacceptable Documents for Proof of Residency**

- Hunting/fishing license
- Library card
- Shopping club/rental card
- Birth certificate
- Passport

Copies of all documents used to prove residency are required and must be submitted to Hillsborough Community College along with the Florida Resident for Tuition Purposes Affidavit which is part of the HCC Admissions application. Residency will not be adjusted for tuition purposes after the stated deadline. All requests for residency adjustments must be made before the end of the initial term of entry.

**Note: The Florida residency requirement is subject to change.** For detailed information regarding Florida residency for tuition purposes visit [www.facts.org](http://www.facts.org), click on Applying for College, then click on Residency Guidelines or visit the HCC Student Services website at [www.hccfl.edu/ssem.aspx](http://www.hccfl.edu/ssem.aspx).

**Transfer Credit**

HCC will accept transfer credit from other institutions if they are accredited by one of the following regional accreditation agencies:

MSA: Middle State Association of Colleges and Schools

NEASC: New England Association of Schools and Colleges

NCA: North Central Association of Colleges and Schools

NASC: Northwest Association of Schools and Colleges

SACS: Southern Association of Colleges and Schools

WASC: Western Association of Schools and Colleges

HCC conducts transcript evaluations for all lower division credit course work even when a prior degree has been earned. Therefore, applicants must provide official transcripts from each postsecondary institution they have attended. Applicants should bring unofficial transcripts or grade slips with them for advising and registration purposes.

For courses taken at accredited institutions, transfer credit will be awarded for courses in which a grade of "D"

or better has been earned. Failing grades will be included when calculating grade point averages.

Since certain HCC curricula and programs require that students earn a grade of "C" or better in specific courses required for degrees or certificates, transfer students should meet with advisors to determine if courses taken elsewhere meet degree requirements. Transfer students must complete 25 percent of their degree at HCC.

HCC reviews the content and objectives of courses completed at non-regionally accredited institutions on a course-by-course basis. The transcript office will notify applicants who submit transcripts from unaccredited institutions of the documentation the college needs to complete its review. Applicants must provide HCC with all required documents before the college will begin its review.

Academic committees conduct the reviews of courses completed at non-regionally accredited institutions. If the committees find that courses have academic merit and are relevant to applicants' programs of study, applicants will be awarded the appropriate number of credits.

The transcript office notifies students when evaluations are complete.

U.S. citizens who have attended postsecondary institutions outside of the U.S. should review the information provided in the admissions procedures transcripts section for "International Students."

**Registration**

Registration is held each term. Students may register through HawkNet - WebAdvisor on the HCC web page at [www.hccfl.edu](http://www.hccfl.edu). Students who are unable to complete registration successfully through the Internet may seek assistance from any campus admissions, registration, and records office. The dates for registration are published in the college operational calendar in the front of this publication, and on the HCC web site.

**HCC may withhold registration privileges from students who have unpaid fees; who have overdue student loans; who have overdue library books, audiovisual equipment, or physical education equipment; who have failed to provide transcripts or other documents required for admission purposes; and who have been disqualified for academic or disciplinary reasons.**

**Audit Registration**

Students who have been admitted to HCC but who wish to take courses without receiving credit may register as audit students. The following guidelines apply:

- Students must make the choice to audit when they register.
- Students may change from audit to credit or credit to audit only during the first week of the term (the drop/add period).
- Fees for audit and credit courses are the same.
- Students should confirm their audit status with the instructor on the first class date.
- Students auditing classes are not eligible to receive veterans' benefits or financial aid for those classes.

- Students receiving senior citizen fee waivers are registered as auditing students.
- Students auditing classes must meet all course prerequisites including appropriate test scores.
- College preparatory courses follow state-mandated guidelines and requirements. Auditing these classes might not be an available option. (For details, see the college preparatory section in this catalog.)
- Attendance is optional.

## Course Load and Enrollment Status

All courses carry a specified number of credits. The unit of credit is the semester hour. Courses requiring laboratory work or skill practice may meet for more minutes each week than the credits they confer.

The college strongly recommends that students enrolled for 12 or more credits limit their employment to a maximum of 20 hours per week.

Enrollment status can change during a term. For example, if a student initially registers as full-time and withdraws from a course during a term, the student's course load might fall below 12 credits. The student's enrollment status will be reduced to less than full-time from that point until the end of the term.

Registering as a full-time, three-quarter, or half-time student can affect eligibility for financial aid, veterans' benefits, scholarships, insurance benefits and international student visas. Students receiving financial aid should speak with a financial aid specialist about the enrollment requirements for receiving aid.

If students provide a written request, the campus office of admissions, registration, and records will inform employers, insurance agencies, and others of their enrollment status. For courses that do not coincide with the Board of Trustees' approved beginning and ending dates of a fall, spring or summer term, course load and enrollment verifications will be based upon the term in which the course begins, regardless of the actual course dates.

### Enrollment status is based on the following course-load criteria:

**Full-time:** taking 12 or more credit hours during a term.

**Three-quarter-time:** taking nine to 11 credit hours during the term.

**Half-time:** taking six to eight credit hours during the term.

**Less than half-time:** taking five or less credit hours during the term.

## Course Adjustment Drop and Add

Schedule adjustments must be made during the drop/add (adjustment) period. Students should check their class schedule on HawkNet Web Advisor for the drop/withdrawal dates for each section.

**IMPORTANT:** If students stop attending a course but fail to officially drop or withdraw from the course, they will

not be relieved of the financial obligation, and they might receive a failing grade.

## Withdrawal Policy

Students may officially withdraw from one or all courses without academic penalty. There is an official withdrawal deadline date for each semester. The withdrawal deadlines are listed in the college's operational calendar and the HCC website. For classes that meet on a non-traditional calendar/schedule, the deadline to withdraw is at sixty percent of the class. Students who officially withdraw before that deadline but after the drop/add period are given a "W" grade.

**IMPORTANT:** Withdrawing from a course or courses may affect enrollment status and eligibility for athletics, financial assistance, veteran's benefits, international student visas, and benefits received from other federal agencies.

If students do not officially withdraw by the deadline, the instructor must assign a letter grade other than "W" to the grade report. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for a late withdrawal. Students who officially withdraw from a class may not continue attending that class.

Students are permitted to withdraw from a course only twice. If they register for a course a third time, they will not be permitted to withdraw, and will receive a grade for the course.

Instructors can recommend to the office of admissions, registration, and records that students be withdrawn from a class for disciplinary reasons or for non-attendance. The college will notify students whom the faculty has recommended, and the students will be given an opportunity to appeal the instructor-initiated withdrawal.

Students may attempt a course only three times (including original grades, repeat grades, and withdrawals). Through the academic appeals process, students with significant extenuating circumstances may petition for a fourth attempt. To begin the academic appeals process, students must contact the appropriate campus dean of student services. All grades from the third and any subsequent attempts will be included in the grade point average calculation.

Students must pay the full cost of instruction (equal to out-of-state fees) for credit classes they attempt a third time and any additional times. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for a one-time exemption from paying the full cost of instruction.

## Acceleration Programs

### Advanced Placement (AP)\*

HCC awards college credit for scores of three, four, or five on the College Board Advanced Placement Program examinations given at high schools each May. Once credit is awarded, the student may not repeat the course for a letter grade. No credit will be awarded to students who have previously been awarded CLEP or regular college credit for the same course.

\* **NOTE:** To see course equivalencies and related information, refer to [www.facts.org](http://www.facts.org).

### Certified Professional Secretary

HCC will award 12 semester hours of credit to students who have passed the Certified Professional Secretary Examination and earned the designation "CPS." (For further information, contact the appropriate campus academic dean or the Director of Technical Programs.)

### College Level Examination Program (CLEP)\*

CLEP provides an opportunity for those who have achieved a college level of education outside the classroom to demonstrate their achievement through testing and to earn college credit.

The advising and counseling staff can assist a student in determining which CLEP examination to attempt. CLEP tests are given at the Dale Mabry and Brandon Test Centers on the published dates. Applications are available at any HCC campus.

Students may earn up to 45 semester hours. The grade of satisfactory "S" is awarded for CLEP credit earned. Once credit is awarded, the student may not repeat the course for a letter grade.

**NOTE:** A student who is currently enrolled in a course or who has previously completed a course, even though the grade earned was an "F," is not eligible for CLEP credit for that course. A student who has withdrawn or dropped a course is eligible for CLEP credit the following semester.

\* **NOTE:** To see course equivalencies and related information, refer to [www.facts.org](http://www.facts.org).

### Credit-by-Examination

Students may earn credit in approved courses by earning "C" or better on the appropriate HCC examination. Exams are given on dates published in the college's annual calendar. Credit awarded by examination becomes part of the student's permanent record, and the grade earned on the examination is used in calculating students' cumulative GPAs.

A student must obtain approval from the appropriate campus academic dean to take credit-by-examination. In addition to a \$20 non-refundable examination fee, a student who passes the examination will be required to pay a per-credit hour processing fee. A student may obtain the required forms and additional information through the

appropriate campus academic dean. A student may not retake a credit-by-exam if a grade of "C" or better has been earned on a previous exam.

A student is not eligible to attempt credit-by-examination for any courses in which the student is currently enrolled. A student who has completed a course and earned a grade of "D" or "F" is eligible to repeat it through credit-by-examination. Grades for courses repeated through credit-by-examination are recorded in the same way as courses repeated through class attendance.

If a student has applied to graduate at the end of the term and intends to take one or more courses through credit-by-examination, that student must notify the graduation clerk in the campus office of admissions, registration, and records (AR&R). In order for credit earned through examination to be used in meeting graduation requirements, a student must submit documentation of the passing grade to the appropriate admissions, registration, and records office three weeks prior to the end of the academic term.

**NOTE:** Credit earned through credit-by-examination may not be counted toward the requirement that students complete at least 25% of the credit hours applicable to a degree in residence at the college.

### DANTES\*

A student may earn credits for State designated courses by successfully completing Defense Activity for Non-Traditional Education Support (DANTES) examinations. Once credit is awarded, the student may not repeat the course for a letter grade. No credit is awarded if credit for the same course has already been earned.

\* **NOTE:** To see course equivalencies and related information, refer to [www.facts.org](http://www.facts.org).

### Dual Enrollment\*

HCC awards credits for in-state dual enrollment courses (courses which are granted simultaneous credit for both high school and college). These credits are awarded as general education, elective, and/or discipline credits. Dual enrollment courses taken out of state will be evaluated on a course-by-course basis. Dual enrollment courses will not count as excess hours in the 60-hour requirement of an AA or AS degree.

\* **NOTE:** To see course equivalencies and related information, refer to [www.facts.org](http://www.facts.org).

### Experiential Credit

The college provides for the award of experiential credit in a limited number of technical programs: Nursing LPN-RN transition option, Emergency Medical Services, Optical Management Technology, Radiography-ARRT option, and Industrial Management Technology. Students in these programs who provide documentation verifying licensure and/or certification within the appropriate field of study will be awarded credit.

Students must obtain approval from the appropriate campus academic dean and pay a processing fee for each request.

HCC awards experiential credit in the following programs to students who meet the appropriate criteria:

### **Industrial Management Program Enrollees**

Students who have successfully completed one of the following Tampa Electric Company training programs and have successfully completed a minimum of 15 credit hours of industrial management courses will be awarded 33 credit hours toward an associate in applied science degree in Industrial Management.

- Controls Analyst
- Lineman Training
- Field Engineering
- Substation Electrician
- Plant Electrician

Students should obtain the experiential credit form from the appropriate campus academic dean, who will assist in completing and processing the form.

### **International Baccalaureate\***

The International Baccalaureate (IB) Diploma Program is a rigorous two-year, pre-university liberal arts program of study for highly motivated, academically oriented secondary students. The IB Diploma is awarded only to students who meet curricular, service, and thesis requirements and score at the prescribed level on internationally standardized subject examinations. Through the IB program, students may be awarded up to 30 credit hours. No grades will be assigned to credits awarded through the IB Program. Students will not receive credit for IB courses that duplicate credit awarded for courses attended at HCC or credit that was awarded through other accelerated programs, (i.e., AP, CLEP, credit by examination, etc.). To determine eligibility for IB credit, the student should contact any HCC campus advisor or counselor.

\*NOTE: To see course equivalencies and related information, refer to [www.facts.org](http://www.facts.org).

### **Nursing Program Enrollees**

Applicants for the LPN-RN transition program must have the following: a valid, current Florida LPN license; current CPR basic life support for health care providers; an official transcript from their LPN program; and 6 months full-time employment as an LPN during the past three years. Graduates from Erwin Vocational Technical Center are eligible for articulation credit in lieu of experiential credit. Applicants for the Paramedic transition option must have the following: a valid, current Florida paramedic license; current CPR advanced life support; and 6 months full-time employment as a paramedic during the last three years.

### **Optical Management Associate Degree Program Enrollees**

Students who have earned at least 15 credit hours in optical management courses who provide the college with documentation verifying they hold opticianry licensure will be awarded 12 credit hours toward an associate in applied science degree in Optical Management Technology.

### **Radiography Program: ARRT Option Enrollees**

Graduates of an approved hospital school of radiologic technology for the ARRT option must provide a copy of their certification as radiographers in good standing from the American Registry of Radiologic Technologists. Students will be awarded 53 credit hours of radiography courses.

### **Paramedic - Emergency Medical Services Associate Degree Program Enrollees**

Students who have completed paramedic training at a CoAEMSPs approved paramedic training center and who possess a valid Florida paramedic certification will be awarded up to 42 credits in EMS prefixed courses required for the College Credit Certificate in the Paramedic EMS program. These credits are also applicable to the Emergency Medical Services Associate Degree Program. No credit will be awarded for advanced cardiac life support (EMS 2551C).

### **Sign Language Interpretation Associate Degree Program Enrollees**

A student who has earned and provides proof of National Certification from the National Registry of Interpreters for the Deaf (RID) and provides proof of current membership in good standing with RID is eligible to be **awarded** 18 credit hours towards the associate degree in Sign Language Interpretation. The eligible student can also **earn** 18 credit hours through credit-by-exam for specifically designated program courses to be applied to the Sign Language Interpretation associate degree.

## Financial Information

State appropriations, tuition and fees provide financial support for the college.

### Fees for Credit Courses

Except for students who have HCC fee waivers, all students pay the applicable fees.

#### **FEES ARE SUBJECT TO CHANGE WITH THE APPROVAL OF THE DISTRICT BOARD OF TRUSTEES AND THE STATE LEGISLATURE.**

All fees are due and payable in full by the payment deadline or at registration if the deadline has passed. Students may pay tuition and fees with a personal check, cashier's check, money order, Master Card, VISA, and cash. Non-payment of fees may result in the loss of classes.

**NOTE:** If students have an outstanding financial obligation to HCC, they will not be permitted to register. In addition, their transcripts and grades will be withheld until the obligation is satisfied. If the unpaid obligation is referred to a collection agency, the student will be responsible for paying the resulting collection costs.

For some courses special fees may be required to cover supplies, materials, equipment, instruction or facilities. Courses requiring these fees are published prior to each term.

To cover the cost of liability insurance, laboratory fees are charged for all clinical courses in the allied health curriculum.

Fees may be adjusted when courses or programs are offered in cooperation with other community agencies and when courses have higher than normal costs due to the use of special facilities, equipment and/or personnel. In certain courses, fees are charged to cover all direct expenses.

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student social security numbers (SSN) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College for this purpose, but the IRS is then authorized to fine the student in the amount of \$50.00.

In addition to the federal reporting requirements, the public school system in Florida uses SSN's as a student identifier (section 1008.386, F.S.). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next.

Social security numbers are also used as a unique numeric identifier solely for the purpose of invoicing the Florida Prepaid Tuition Plan on the student's behalf. If, for any reason we are unable to complete the billing process due to lack of social security number, we will reverse the credit and payment for your classes will become due to Hillsborough Community College immediately.

### Credit Courses:

#### Florida Residents (In-State)\*

Tuition .....	\$73.00
Access Fee.....	.50
Student Financial Aid** .....	3.65
Technology .....	3.65
Student Activity Fee.....	6.76
Capital Improvement.....	6.76
Total per Credit Hour .....	\$94.32

#### Non-Florida Residents (Out-of-State)

Tuition .....	\$73.00
Out-of-State Fees.....	219.16
Access Fee.....	.50
Student Financial Aid** .....	14.61
Technology .....	14.61
Student Activity Fee.....	6.76
Capital Improvement.....	16.00
Total per Credit Hour .....	\$344.64

\* See residency requirements in this section.

\*\* Allocated to the HCC Scholarship Fund as approved by the state legislature.

### Non-Credit Courses (Post Secondary Adult Vocational):

#### Per Credit Hour Equivalent

#### Florida Residents (In-State)

Tuition .....	\$64.89
Access Fee.....	.40
Technology .....	3.24
Capital Improvement.....	2.94
Total per Credit Hour .....	\$71.47

#### Non-Florida Resident (Out-of-State)

Tuition .....	\$64.89
Out-of-State Fees.....	194.67
Access Fee.....	.40
Technology .....	12.98
Capital Improvement.....	12.98
Total per Credit Hour .....	\$285.92

### Special Fees and Charges:

Academic Systems Courses .....	.60
Application Fee (non-refundable) .....	\$20
Child Care:	
Full Day per Child.....	\$150 per week
Half Day per Child.....	\$80 per week
Late Pick-up Fee.....	\$1 per minute
Late Payment Fee .....	\$25 per day
College Placement Test Retake Fee .....	\$10 per section
Credit-by-Examination Fee .....	\$20
Credits Earned by Examination .....	\$20/cr. hr.
Experiential Credit Processing Fee.....	\$15
Hawk Card Replacement Fee.....	\$20
Health Science Application Fee.....	\$53
Application for Additional Health Science area.....	\$10
International Student Application Fee .....	\$50
Laboratory Fee .....	various

Late Registration Fee*** (non-refundable) .....	\$25
Law Enforcement Applicant Processing Fee.....	\$170
OneCard Replacement Fee.....	\$21
Returned Check Fee.....	\$25
Service Learning Course Fee .....	\$23
Test Proctoring Fee (for non-HCC students).....	\$50

\*\*\*Hillsborough Community College charges a \$25 late registration fee. This fee applies to students whose initial registration for the term occurs on or after the first day of class. It also applies to students who re-register after being deleted from classes for non-payment. The late registration fee only applies to regular 16-week courses.

## Payments by Check

Checks returned for any reason will be charged a \$25 fee and will be referred to the state attorney's office for collection.

If students pay their student bill with a check written in excess of the amount due and/or with a check drawn on a foreign or out-of-state bank, the check will be processed as authorized by the Vice President for Administration/CFO. First, the college will deposit the check. When the check has cleared, a credit balance will be created on the student account. Once the schedule adjustment period has ended and the bill for the semester is fixed, the college will refund any credit balance remaining on the student account.

## Refund of Fees

Tuition and fees are refunded to students who drop courses during the published registration and adjustment (drop/add) periods. Regular registration and drop/add periods are listed in the operational calendar for the current year.

Students enrolled for courses that do not follow a regular term will receive a refund if they drop courses according to the identified drop/add date. This information is available on the HCC website.

Outstanding financial obligations to HCC are deducted from refunds.

Refunds may also be made to students who drop courses due to circumstances found by HCC to be exceptional and beyond the control of students such as serious illnesses, extended jury duty or involuntary call to active military duty. To receive a refund for such a condition, students must file a Request for Refund and furnish proper documentation. Request for Refund forms are available in campus advising and counseling offices.

### No refunds will be made to students who:

- Are administratively withdrawn for disciplinary reasons.
- Are administratively withdrawn (WN) for non-attendance.
- Withdraw from class after the designated drop/add refund deadline.

## Student Refunds

Students will receive financial refunds via the HCC OneCard. The OneCard (a debit card) will be mailed to the student's home address (current mailing address on file with the college). Students must VERIFY the accuracy of their address at the Admissions, Records and Registration window to ensure receipt of refunds. Students are responsible for the replacement cost of the HCC OneCard if the re-issuance is due to an incorrect address.

Each registered student will receive an HCC OneCard. To receive your refund, you must activate your HCC OneCard. During card activation, you will choose how to receive your refund. If you want faster access to your funds, simply choose to have your refunds deposited directly into your HCC One Account. Activate your HCC Debit Card and make your refund selection online at [www.HCCOneCard.com](http://www.HCCOneCard.com).

**NOTE:** The cost to replace a OneCard is \$21.00.

## Recreation and Leisure Courses

Fees for all recreation and leisure courses are set to recover 100 percent of the cost of the courses.

Fees may be adjusted when other community agencies contribute resources or when courses require special facilities, equipment and/or personnel.

## Tuition Waivers for Senior Citizens

A state fee waiver program allows Florida residents (as defined by F.S. 1009.21)\* aged 60 and over to enroll the first day of class on a space-available basis in courses at HCC. Students registering under the fee waiver program enroll as auditing students and do not pay registration, application and related fees. Students are responsible for paying an out-of-state fee as part of their registration if they take the same course more than twice. They will not receive academic credit for these courses. Senior citizens who want academic credit must pay all applicable fees.

To register as a senior citizen using a fee waiver, applicants must:

- Complete an HCC application for admission.
- Complete a registration form.
- Complete a fee waiver form.
- Present these forms to the campus admissions, registration, and records office.
- Show proof of age to the registration clerk who will then sign the fee waiver form and provide a copy of the student's class schedule.
- Give the signed fee waiver form to the campus bursar who will complete the process and provide the student with a paid receipt.

For further information regarding tuition waivers for senior citizens, visit the HCC website at [www.hccfl.edu](http://www.hccfl.edu).

\*For residency information, log onto [www.facts.org](http://www.facts.org).

## The TIPS Plan

To help meet your educational expenses, Hillsborough Community College is pleased to provide the tuition payment plan, TIPS. TIPS is available at all campuses and to all students at HCC.

TIPS allows you to pay your tuition in monthly payments. The earlier you enroll, the more payment options you have. You may enroll in the TIPS plan or review the available payment plans online at

[www.hccfl.edu/ssem/tips.aspx](http://www.hccfl.edu/ssem/tips.aspx)

TIPS is administered for HCC by FACTS/Nelnet Business Solutions., Lincoln, NE. Enrollment in TIPS is provided online by using the FACTS e-cashier. Financial Aid

Financial aid is any scholarship, grant, loan, or employment (or a combination thereof) designed to help students meet their college expenses. The amount and types of financial aid given are based on state, federal and HCC guidelines. To be eligible for financial aid, students must be degree seeking, meet enrollment requirements, submit official high school transcripts showing graduation dates or official GED test scores, and make satisfactory academic progress.

Grants and scholarships are considered gifts and need not be repaid. Low-interest loans are usually repaid over an extended period of time after the student leaves college. Employment refers to an hourly wage paid to the student for work performed.

## Federal Financial Aid

### Requirements

To apply for Federal Financial Aid, students must meet the following qualifications:

- Be U.S. citizens or nationals, or residents of the Marshall Islands, the Federated States of Micronesia, Palau, or be eligible non-citizens.
- Have high school diplomas or GEDs.
- Be accepted for enrollment at HCC as a degree-seeking undergraduate student or a financial aid approved PSAV, or College Credit Certificate program.
- Demonstrate financial need.
- Not have received four-year degrees (except for direct federal loans).
- Not have defaulted on any federal educational loan or owe a repayment to any Federal loan or grant program.
- Meet selective service requirements.
- Be enrolled for the minimum credit hours required based upon the type of financial aid awarded.
- Be in good academic standing and making satisfactory academic progress.

## Federal Financial Aid Programs

### Federal Pell Grant

The Higher Education Opportunity Act (HEOA) Section 401, permits students to receive up to two consecutive Federal Pell Grant Scheduled Awards within an academic year. Students who enroll full-time in both the fall and spring terms may receive a second Pell Grant scheduled award in the summer term. A student must be enrolled at least half-time in the summer term to receive the second scheduled Federal Pell Grant award.

This grant, based upon financial need, does not have to be repaid. Awards range from \$261 to approximately \$5,500 per year. A valid Student Aid Report (SAR) must be electronically received by the campus financial aid office. Appropriate income tax returns and other financial aid forms must be submitted if the SAR indicates that the student's application has been selected for verification. Required enrollment credit hours are contingent upon Pell Grant eligibility.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant, based upon exceptional financial need, does not have to be repaid. Amounts vary from \$200 to \$600 per year. A minimum of six credit hours is required.

### Federal Academic Competitiveness Grant (ACG)

The Federal Academic Competitiveness Grant program has not been guaranteed for federal funding for the 2010-2011 academic year. Check HCC's financial aid webpage for further revisions.

In order to be eligible for this grant, students must be a U.S. citizen or eligible citizen, must have completed rigorous classes in high school, graduated as of 2005, completed a Free Application for Federal Student Aid (FAFSA) application, and enrolled in college at least half-time (effective July 1, 2010). Students who are at the first year college level (0 - 23 credit hours) may receive an annual award of \$750 (\$375 per semester) and \$1,300 (\$650 per semester) for the second year college level (24 or more credit hours). Students are entitled to receive the ACG award one time at the first year college level and one time at the second year college level. Second year students must also have earned a cumulative GPA of 3.0.

Home schooled students may be eligible for this award. Transfer students are eligible if they met the requirements at their previous school and they have the minimum GPA of 3.0. Summer awards may be available to eligible students. For more information, contact a campus financial aid office.

### Federal Work-Study (FWS)

Students are paid an hourly wage for working on campus for up to 20 hours per week at the approved Board of Trustees Salary Schedule. Students can use their earnings to help defray college costs. Students must complete an I-9 Form when employed. A minimum of six credit hours is required. Refer to the "Earn While You Learn" section for more details.

### Federal Work-Study (Community Service Assignments)

Students may have opportunities to work on and off campus at community service designated locations. The assignments vary and are contingent upon the skill level of students. Refer to the "Earn While You Learn" section for more details.

**NOTE:** Beginning fall term 2010, HCC will switch from Federal Family Education Loans to Direct Loans. Stafford and PLUS loans provided to students by HCC will be processed as Federal Direct Loans guaranteed by the U.S. Department of Education. Students will no longer have to select a lender. The U.S. Department of Education (US DOE) is the lender and the guarantor for all Direct Loans. All students must complete a new Master Promissory Note. See the financial aid webpage for more details.

### Direct Federal Subsidized Loan

This is a long-term repayable loan. The interest rate for the Direct Federal Subsidized Loan disbursed on or after July 1, 2010 for new borrowers is fixed at 4.5 percent. First-year students can borrow up to \$3,500 per year. Second-year students can borrow up to \$4,500 per year. Second year students include those students who have completed 31 credit hours toward their degree, not including college preparatory credits. HCC will determine the amount for which a student is eligible. Payment of this loan does not begin until the student has been out of school for six months or drops below half-time status. This loan is available through private lending institutions, and applications for this loan are available at the campus financial aid office. A minimum enrollment of six credit hours per term is required.

### Direct Federal Unsubsidized Loan

This is a long-term loan that can be awarded in addition to or as a substitute for the Direct Federal Subsidized Loan. Interest payment begins immediately; however, principal deferments are available. For all unsubsidized direct federal loans first disbursed on or after July 1, 2006, the interest rate is fixed at 6.8 percent. Dependent students who qualify may borrow up to \$2,000. Independent students may borrow up to \$9,500 (if fewer than 31 credit hours earned) or \$10,500 (if over 31 credit hours earned). A minimum enrollment of six credit hours per term is required. For detailed information regarding loan amounts, students should contact a campus financial aid office.

### Direct Federal PLUS Loan

This program enables parents who do not have an adverse credit history to borrow funds to pay for the education of dependent children. PLUS loans have an interest rate of 8.5% percent per year. Interest accrues while the student attends school. Repayment begins immediately. Parents can borrow up to the cost of education, minus any other financial aid. The student must enroll in a minimum of six credit hours per term.

Parents may process a Direct Federal PLUS loan application online at <https://dlenote.ed.gov>. Click on the "Borrower Log-In" link and follow the instructions as noted.

### Loan Entrance and Exit Counseling

If students are borrowing for the first time at HCC or re-entering HCC after two years of non-attendance, they must complete an entrance counseling session prior to

submitting the Loan Request Form. Students may complete this requirement by accessing HCC's website and clicking on "Current Students; Financial Aid; and Entrance/Exit Loan Counseling."

Students are required to complete the loan exit counseling session during the last semester of enrollment or at the point of no longer attending at least a half-time (six credit hours) basis. Students may fulfill this requirement by accessing HCC's website and clicking on "Current Students; Financial Aid; and Entrance/Exit Loan Counseling."

### Earn While You Learn

#### Federal College Work Study

The Federal Work Study Program (FWS) offers excellent opportunities for students with financial need to gain meaningful work experience while earning money to help pay their educational expenses. FWS award recipients are granted a designated amount of money, based upon their individual need and the availability of funds. It is from that allocation that the student's wages are paid bi-weekly at the hourly rate set by the college's Board of Trustees. Students work up to 20 hours per week, around their class schedules, until they have earned the full amount of their FWS Grant awards.

Most job assignments are on-campus opportunities. Students may also work off-campus at "community service" locations. Community service jobs are assigned with federal, state, or local public agencies or organizations. These jobs are ones which provide literacy activities in a family literacy project for families with preschool age children services to students with disabilities, solutions to environmental concerns, and numerous other services designed to improve the quality of life for community residents, particularly low-income individuals. Community service positions afford FWS workers a bonus – the joy that comes from helping others.

#### Florida Work Experience Program

The Florida Work Experience Program (FWEP) provides students with the opportunity to work on or off campus at approved private businesses, educational and recreational facilities. FWEP is a need-based program that enables students to earn to the maximum unmet need.

The campus financial aid office has complete details on how students can earn while they learn. For more information refer to the state financial aid programs section.

### State Financial Aid Requirements

#### To apply for state financial aid, students must:

- Be permanent residents of Florida for at least one year.
- Be accepted for enrollment at HCC as degree-seeking undergraduate students. Students working towards a certificate are not eligible for state financial aid except for the Florida Vocational Gold Seal Endorsement Scholarship.
- Be enrolled for a minimum of six credit hours each semester.

- Be U.S. citizens or nationals or eligible non-citizens.
- Have high school diplomas or GEDs.
- Demonstrate financial need.
- Not have earned a bachelor's degree.
- Not have defaulted on any educational loans or owe a repayment on any educational loans or grants.
- Meet selective service requirements.
- Be in good academic standing and make satisfactory progress.

## State Financial Aid Programs

Listed below are some of the state financial aid programs. For information on these and other state financial aid programs, students should call any campus financial aid office.

### Florida Bright Futures Scholarship

Florida Bright Futures is a state funded, merit based scholarship program. Eligible students must enroll for a minimum of 6 credit hours per term. The scholarship program does not pay for preparatory classes. The following changes are effective Fall 2010:

#### Bright Futures Scholarship pays at a fixed per credit hour rate.

- Florida Academic and Medallion scholarships pay \$78.00 per credit hour.
- Florida Vocational Gold Seal pays \$59.00 per credit hour.
- Hillsborough Community College's Fall 09 tuition cost is \$87.38 per credit hour.
- Florida Academic and Medallion Scholarship recipients or other sources of financial aid will have to pay \$9.38 per credit hour.
- Students receiving the Florida Vocational Gold Seal Scholarship will need to pay or have other sources of financial aid pay \$28.38 per credit hour toward the cost of tuition.
- Amounts are subject to change during the 2010 State of Florida legislative session. Students will be notified of any revisions.
- Complete the Free Application for Financial Aid if you need additional funds to help pay for college. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### Bright Futures Scholarship will not pay for lab fees.

- The student or other sources of financial aid will have to pay for lab fees assessed for classes enrolled.

#### Florida Academic Scholars will not pay for college related expenses.

- The State of Florida will no longer fund the payment of college related fees from the Florida Academic Scholarship program.

#### Bright Futures Scholarship will not pay for Dropped or Withdraw from classes.

- Students will be required to repay the cost for any course dropped or withdrawn.

- Repayment for the cost of dropped or withdrawn courses is required to renew a Bright Futures award for a subsequent academic year. • Students with documented extenuating circumstances may seek an appeal to this payment requirement.
- Contact your campus Financial Aid Office to inquire about:
  - The amount you will owe if you drop or withdraw from a class; and
  - If you qualify for an appeal waiving your obligation to repay for funds owed.

#### Renewal criteria revised.

- Bright Futures students are required to complete the number of credit hours paid by the scholarship program. For example:
  - If you received a Bright Futures scholarship for the semester based upon full-time enrollment, you are required to complete at least 12 credit hours.
  - If your term enrollment is 9 - 11 credit hours, you must complete the minimum of 9 credit hours.
  - If your term enrollment is 6 - 8 credit hours, you must complete the minimum of 6 credit hours.

#### Restoration options extended.

- Students who do not meet the minimum renewal credit hours may regain their eligibility by completing the outstanding credit hours in the Summer 2010 term.
- Review the State of Florida's website for additional information, [www.floridastudentfinancialaid.org/SSFAD/bf](http://www.floridastudentfinancialaid.org/SSFAD/bf)

### Florida Student Assistance Grant

Florida Student Assistant Grant (FSAG) is a grant of between \$200 and \$1,600 annually which is not repayable. Application priority deadline is June 1, 2010. To receive a grant, students must enroll for a minimum of six credit hours per term and have processed a FAFSA application.

### First Generation Matching Grant Program

This is a need-based program that provides financial aid funds to Florida undergraduate students who demonstrate financial need and whose parents have not earned a baccalaureate degree.

To receive this grant, the student must complete the annual FAFSA application and indicate the last level of education completed by the parent as high school. The student will also need to complete an HCC Institutional Scholarship Application and request consideration for this award.

Currently, distribution of this award is at \$500 per term. The financial aid office implemented the following priorities for selecting students for this award:

- Students who have a cumulative grade point average of 3.0 or better.

- Students who are enrolled in college full-time.
- Students who have met all other state requirements for financial aid.

Students should contact their campus financial aid office for additional information.

### **Chappie James Most Promising Teacher Scholarship/Loan and The Robert C. Byrd Honors Scholarship**

Students must apply through their high schools. Students who teach in the state for four years do not have to repay the award. Additional information can be obtained by visiting [www.Floridastudentfinancialaid.org/SSFAD](http://www.Floridastudentfinancialaid.org/SSFAD).

### **Florida Work Experience Program**

This program is a need-based program providing eligible Florida students with work experience at off-campus, approved private businesses, educational and recreational facilities that will complement and reinforce their educational and career goals. Hourly wages are flexible and contingent upon the assigned location and the students' unmet need.

Students must complete the FAFSA application and meet the State of Florida's financial aid requirements. Students interested in working under the Florida Work Experience Program should contact a campus financial aid office to confirm eligibility and available assignments.

## **Scholarships**

### **HCC Scholarships**

HCC offers scholarships in a number of areas. Students may apply directly to the HCC department that has the responsibility for awarding the scholarship. Specific criteria are available in the campus offices of financial aid regarding the following scholarships:

- Art Scholarships
- Athletic Scholarships
- Board of Trustees Scholarships
- Child Care Award (off-campus)
- Child Care Award (on-campus)
- Dance Scholarships
- Drama Scholarships
- Florida Migrant Education Scholarships
- HCC Need Scholarships
- Latin American Caribbean Basin Scholarships
- Minority Need & Incentive Scholarships
  - African-Americans
  - Asian Americans
  - Hispanic Americans
  - American Indians
- Music Scholarships
- Presidential Scholarships
- Presidential Honors Scholarships
- Publications Scholarships

- Student Support Services Need & Incentive Scholarships
- Student with Disabilities

### **Procedures for Applying**

Each HCC scholarship recipient must have processed a Free Application for Federal Student Aid (FAFSA) application. This requirement is set forth by the State of Florida Department of Education. Although students may qualify for a merit-based scholarship, the completion of the FAFSA is required. Students may complete the FAFSA application by following the instructions noted under the "How to Apply" section.

Each scholarship program has its own application procedures. The campus financial aid offices have information regarding each of HCC's scholarship programs.

### **Student Eligibility Standards**

- Demonstrate financial need or exhibit specific skills
- Enroll for the appropriate number of credit hours
- Maintain satisfactory academic progress

### **Criteria for Selection**

Selection criteria for each scholarship program is established by HCC. Most HCC scholarships are awarded according to need or skills.

Criteria for Determining the Amount of the Award

- Based on appropriate recommendation or
- Student's unmet need

### **HCC Foundation Scholarships**

Information regarding HCC Foundation Scholarships is available in any campus office of counseling and advising.

### **Other Scholarships**

Information regarding other scholarships is available in the campus financial aid, counseling and advising offices and on the HCC website.

Students are urged to apply for external scholarships. A variety of local and national clubs and organizations offer financial aid to students meeting certain criteria.

## **How to Apply for Financial Assistance**

Students seeking financial assistance must apply each academic year. To apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Florida Student Assistance Grant and certain college scholarships, the following forms must be completed:

### **Free Application for Federal Student Aid**

**(FAFSA):** Students are strongly advised to complete the FAFSA application electronically by accessing the Department of Education's financial aid website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students completing the FAFSA online may receive their results (Student Aid Report) within two weeks. If students do not have a computer at home,

they may use computers at the following public locations: Hillsborough Community Libraries, HCC Computer Labs, and HCC Libraries. Students must list HCC's school code, 007870, on their FAFSA application in order for the college to receive their results and Student Aid Report electronically.

- **Student Aid Report (SAR):** An official SAR is sent to all students who submit the Free Application for Federal Student Aid. This SAR contains information about a student's Pell Grant eligibility as determined by the U.S. Department of Education. The college's financial aid office reads the results of the application electronically as long as the student listed HCC's school code on the FAFSA application.
- **Income Tax Return (1040A/1040EZ/1040):** If so stated on the SAR, students must submit copies of their and their parents' income tax returns for the most recent year, and students must complete institutional verification forms.
- **Student Agreement and Acknowledgement Form:** Students applying for the Federal Pell Grant, Direct Federal Loans, College Work-Study, and other need-based financial aid awards are required to complete the Student Agreement and Acknowledgement Form. The form is available at the campus financial aid office. Students may access the Student Agreement and Acknowledgement form also on the college's website at [www.hccfl.edu](http://www.hccfl.edu). The student will need to click on the Future Student menu and click on the Financial Aid page. The student should then click on the Forms listed in the menu located in the left margin.
- **Other HCC Financial Aid Forms:** If students receive notification from the financial aid office that other forms are needed, they may access HCC's financial aid forms from the college's website. Students must follow the website access instructions listed in the Student Agreement and Acknowledgement Form paragraph listed above. They may also pick up the form at their campus financial aid office.
- **Student Loan Request Form:** (optional) Students choosing to borrow a direct federal (subsidized and/or unsubsidized) loan must complete an Institutional Loan Request Form. They may access the Loan Request Form from the college's website. They will need to follow the website access instructions listed in the Student Agreement and Acknowledgement Form paragraph listed above. They may also pick up the form at their campus financial aid office.
- **Entrance Counseling-Online Session:** All first-time borrowers at HCC or students re-entering the college after two years of non-attendance must complete the federally required Entrance Interview Session. Students are required to complete an Entrance Counseling Session online by accessing the college's website at [www.hccfl.edu](http://www.hccfl.edu). From the main menu, the student should click on "Current Student," then onto "Financial Aid" which brings them to the financial aid web page. From the financial aid web page, students click

on "Counseling" and then onto "Entrance Counseling." After reading through the information and completing the entrance counseling quiz, students must print the "Entrance Counseling Complete" page and submit a copy to their campus financial aid office.

## Application Deadline Dates:

**Free Application for Federal Student Aid (FAFSA):** The student should complete the FAFSA application as soon as possible after January 1 and no later than six weeks prior to the beginning of the term. The last day to complete the FAFSA application for the 2010-11 academic year is June 30, 2011.

**Priority Awarding:** Students whose financial aid files are complete by June 1 for the upcoming fall semester may qualify for additional need-based financial aid awards. Students whose financial aid files are complete by November 1 for the upcoming spring semester may qualify for additional need-based financial aid awards.

**Direct Loan Requests:** Students are required to have a successfully processed Student Aid Report and financial aid files completed prior to the financial aid office determining student's direct federal loan eligibility. Students are also required to complete the Institutional Loan Request Form and submit it to their campus financial aid office at least six weeks prior to the beginning of the semester in order to ensure the college's receipt of the student's loan funds by the first week of the semester.

**Because financial aid is not always available at the beginning of a semester for those who do not process by the suggested deadline date, students should budget their money to cover the cost of tuition, fees and books until they receive their funds. As an alternative, students may consider TIPS (Tuition Installment Plans) at [www.hccfl.edu/tips/](http://www.hccfl.edu/tips/)**

Students are required to complete a 2010-2011 FAFSA application and submit all requested financial aid forms by June 1, 2010 in order to have their financial aid awards processed by the first day of fall 2010 classes.

Students applying for financial aid or submitting financial aid forms after June 1, 2010 will be expected to pay for their classes or sign-up for TIPS (Tuition Installment Plans). Student that are eligible for financial aid should contact their campus financial aid office to inquire about a 60-day deferment for the payment of tuition and fees. Students that are eligible for financial aid may receive a refund for the payment of tuition and fees once financial aid is awarded.

Commencing fall 2010, students registering for classes during drop/add week must pay, sign up for the TIPS program, or receive a deferment the same day of registration. Otherwise, your courses will be removed due to non-payment.

## How Financial Aid is Awarded and Distributed

### Students declared eligible for financial aid will receive an award notice from HCC’s financial aid office.

Students awarded Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Direct Federal subsidized or unsubsidized loans, Florida Bright Futures Scholarships or institutional scholarships may use them to pay for the cost of tuition and fees at registration. Prior to the last day of drop/add of the semester, Pell Grant and subsidized and unsubsidized Direct Federal loan recipients who qualify can go directly to any HCC campus bookstore and purchase books and supplies against their award balance. Maximum book charges are contingent upon the available balance and credit hours enrolled.

After deductions for tuition, fees and book charges are made by HCC, the remaining balance in the students’ account is forwarded to their HCC OneCard or other delivery method as selected by the student. For students awarded on or before the semester’s drop/add date, the remaining balance will be available 14 days from the first day of classes. For students awarded after the semester’s drop/add date, the remaining balance will be available 14 days from the date the college credits their account.

Students who are employed under the Federal Work-Study Program will receive bi-weekly checks from the office in which they work.

Florida Student Assistance Grants cannot be used to pay for tuition and fees at registration. These funds are sent to students during the 4<sup>th</sup> week of the academic term.

Students with less than 30 hours and who have not borrowed previously will not receive funds until the 31<sup>st</sup> day of classes.

### What are the required credit hours?

Financial Aid Programs	Minimum Hours Required
Federal Pell Grant	Contingent upon eligibility (most students: 1-12)
Academic Competence Grant	12
FSEOG	6
Direct Federal Loans	6
Federal Work Study	6
First Generation Matching Grant	6-12
Florida Bright Futures	6
Florida Student Assistance Grant (FSAG)	6
HCC’s Presidential Scholarship	12
HCC’s Board of Trustees Scholarship	12
HCC’s Incentive & Need	6

Based Scholarship	
HCC’s Athletic Scholarships	12
Florida Work Experience	6

### How Will Students Know the Awarding Amount(s)?

Once the financial aid office receives the results of the student’s FAFSA, the completed Student Agreement and Acknowledgement Form, and other documents requested, the student will receive an official Award Notification Letter. This document will specify the type and the amount of financial aid the student is qualified to receive.

Check the status of your financial aid award on the web at [www.hccfl.edu/hawknnet](http://www.hccfl.edu/hawknnet).

### Attention:

**Withdrawing or dropping courses may have an impact on financial aid.** Students may have to repay a percentage of financial aid, and their continued eligibility may be impacted. Prior to dropping or withdrawing from any class, students should consult a campus financial aid office to discuss how this may affect their financial aid.

### Return of Title IV Funds

If students receive Title IV, Federal Student Financial Assistance, and if they withdraw, drop out, take a leave of absence, or are expelled prior to completing 60 percent of a semester for which they have been charged, the college must recalculate their eligibility for Title IV funds.

The formula for recalculating eligibility utilizes the following concepts:

- percent of aid earned, and
  - percent of aid unearned.
- A. The percent earned = the days the student completed divided by the total days in the enrollment period.
  - B. The percent unearned = 100 percent minus the percent earned.
  - C. The amount of Title IV Aid earned = the percent earned (A) multiplied by the student’s Title IV Aid.
  - D. The amount of Title IV Aid unearned = the percent unearned (B) multiplied by the student’s Title IV Aid.
  - E. The amount the college must return = the total institutional charges multiplied by the percent unearned (B).
- If the college returns the Title IV funds that were credited to a student’s account, it will create a charge on the student account for which the student is responsible.
- IMPORTANT:** The student might also be responsible for paying back to the federal programs any unearned portion of the Title IV Aid that was disbursed directly to the student.
- F. The amount the student must return to the federal programs = the amount of Title IV Aid unearned - the amount returned by the college. However, the student is not obligated to return more than 50 percent of any Pell or FSEOG funds he or she received.

**NOTE:** Students are obligated to pay the college for any funds returned to the U.S. Department of Education. Students receiving financial aid are advised not to withdraw from any classes prior to discussing how this may impact financial aid. The financial aid office will notify the student with the amount owed and the payment due date.

### Standards of Academic Progress

In order to remain eligible to receive Title IV, Student Financial Assistance (SFA) program funds while attending HCC, students must make steady progress toward their chosen academic goals. This requirement is known as the Satisfactory Academic Progress (SAP) requirement.

The SAP policy has three standards that a student must meet in order to remain eligible to receive Title IV, SFA - a qualitative standard, a quantitative standard, and a time standard. At HCC the qualitative standard requires recipients to maintain a cumulative GPA of 2.0. The quantitative standard requires recipients to satisfactorily complete 67 percent of all credit hours attempted. The time standard requires recipients to complete their academic program by the time they have attempted 150 percent of the credits required in their programs. Standards of progress evaluations occur at the end of fall and spring semesters.

Students who fail to meet the SAP standards will be placed on probation for one term. If after one probationary term students are not making satisfactory progress, they will lose their eligibility for financial assistance. Students over 150% of attempted credit hours are immediately placed on suspension. In order to regain eligibility, students must meet the satisfactory progress standards.

### Financial aid pays tuition and fees for the following:

All associate in arts, associate in science, and associate in applied science programs.

#### College Credit Certificates

- Business Management
- Computer Programming
- Drafting
- Human Resource Management
- Information Technology Management
- Internet Services Technology Web Development Specialist - Designer
- Internet Services Technology Web Development Specialist - Developer
- Medical Information Coder/Biller: Medical Coder
- Medical Office Management
- Office Management
- Radiation Therapy Specialist
- Records Management
- Software Applications Management

#### Postsecondary Adult Vocational (PSAV)

- Advance Water Treatment
- Auto/Collision Repair and Refinishing

- Dental Assisting
- Law Enforcement
- Educator Preparation Institute (EPI)

### Financial Aid Offices

Each HCC campus has a financial aid office and information about financial aid can be obtained from any of them. Normal working hours are as follows: Monday and Tuesday from 8:00 a.m. until 7:00 p.m., Wednesday and Thursday from 8:00 a.m. until 4:30 p.m. and Friday from 8:00 a.m. until noon.

### Veterans' Benefits

Eligible veterans pursuing an associate in arts or an associate in science degrees may use veterans' educational benefits at HCC. Eligible chapters are Chapter 30 (Montgomery Bill), Chapter 31 (Vocational), Chapter 32 (Post-Vietnam Veterans Education Assistance Program), Chapter 35 (Dependents Educational Assistance), and Chapter 106 (Selected Reserve).

To be eligible, veterans must have any discharge other than a dishonorable discharge and must have served on active duty for a specified period. For additional information, veterans should contact any campus admissions, registration and records office or call the department of veterans' affairs (DVA) toll free number 1-888-442-4551.

### Deferments

In accordance with Florida law and college policy, any eligible veteran or dependent wishing to pursue an approved program within the meaning of VA Chapter 30, 35, or 106 will have, upon request, 60 days after the first day of classes to pay registration fees. One deferment per academic year is allowed.

### General Requirements

Veteran students must declare their final educational goals and choose their desired educational program when they apply for benefits. Benefits are paid only for courses applying to the students chosen program.

Veteran students must comply with attendance requirements established by instructors. If veterans withdraw, their last day of attendance will be reported to the Department of Veterans Affairs (DVA). HCC will notify the DVA of any changes in a student's enrollment status.

Benefits are not paid for courses when non-punitive grades such as "W," "N," or "U" are received. An "I" grade (incomplete grade) that has not been removed by the end of the semester after the grade was given (excluding Summer Session) will be reported as a non-punitive grade. Students who receive an FX (Failure-Stopped Attending) grade will be reported to the VA with their last date of attendance. The DVA requires repayment of benefits received for such courses unless students submit documentation of mitigating circumstances.

**NOTE:** An FX grade appears on the transcript as an "F" grade.

## Attendance

### **Criminal Justice Institute, Firefighter Academy and Autobody Collision Programs**

Veteran students participating in the college's Law Enforcement and Correctional Officer programs and Autobody Collision programs are encouraged to attend all class sessions. Veterans whose absences total more than 10 percent of the scheduled class sessions will be required to participate in counseling to determine if it is possible to make up the required coursework within a reasonable time frame. If it is determined the work cannot be completed within the time constraints, the students' benefits will be terminated.

### **Paramedic and Emergency Medical Technician Programs**

The Veterans Administration will be notified of unsatisfactory attendance at the point of the term that a veteran student accumulates three unexcused absences. The veteran student may not be recertified for veteran's benefits until 30 days of satisfactory attendance (no more than two unexcused absences in the 30-day period) have elapsed.

## Repeating Courses

Veterans' benefits are not paid for courses in which students have already earned satisfactory grades. A "D" is considered satisfactory except when program requirements mandate a "C."

## Transcripts

Veteran students must have transcripts sent to HCC from each college previously attended. Students will not be certified for a second term until all official transcripts are received.

## Benefit Levels for Standard Terms

Standard sessions are 16 weeks. Credit hours for benefits are:

Full-time	12 hours
Three-quarter-time	9 hours
Half-time	6 hours

Students registered for less than half-time are eligible only for the direct cost of their courses. Students should see a VA Specialist about benefits for non-standard sessions.

## Unsatisfactory Progress

Students receiving veterans' benefits must maintain a cumulative GPA of 2.0. Veterans (except Paramedic and Emergency Medical Technician Programs) with less than a 2.0 GPA will be given two probationary terms to bring their GPA up to a 2.0. Veteran students who fail to raise their GPA to 2.0 after two probationary terms will be reported to the DVA and benefits will be terminated. For those students in the Paramedic and Emergency Medical Technician Programs who fail to raise their GPA to 2.0 after one probationary term will be reported to the DVA and benefits will be terminated. These veterans will also be referred to an HCC counselor for reassessment of their academic goals.

Veterans who violate the student code of conduct will be reported to the DVA and their benefits will be terminated.

Veteran students who wish to seek reinstatement of benefits at HCC may see a counselor for assistance in petitioning the Department of Veterans' Affairs. However, the DVA makes all decisions on reinstating benefits.