Welcome to Hillsborough Community College.

We are so pleased that you have become a member of the HCC family. During your time at HCC, our faculty and staff will do everything they can to make your academic studies meaningful and productive.

Starting college can prove to be an exhilarating and yet sometimes overwhelming time. Many of you are trying to balance family and work commitments along with your studies. Please know that we are here to support you every step of the way.

This handbook was designed to serve as a helpful guide to provide you with information that you will need throughout the academic year. I especially want to encourage you to visit our academic success centers, meet our student services staff, and familiarize yourself with the numerous resources that are available to our students at no cost. The handbook also lists the many extracurricular activities taking place on campus as well as a directory, description and location of the various services that are here to assist you.

Whether your goal is to continue your educational career at a university, start a new job, or pursue an intellectual curiosity, I know that you will find HCC your home for lifelong learning.

Have a fantastic year and welcome to the family!

Dr. Ken Atwater
President
» When students succeed, we succeed

» MISSION
» Hillsborough Community College delivers teaching and learning opportunities that empower students to achieve their educational goals and become contributing members of the local community and a global society.

» VISION
» Hillsborough Community College will excel in proactively responding to the evolving educational needs of our students, staff, workforce, and community through assessment and continuous improvement.

» Values
» Student Success
» HCC values the complete development of students in pursuit of their academic, personal, social, professional and career goals.

» Community Service
» HCC values its responsibility to anticipate and respond to community need.

» Diversity and Inclusion
» HCC values diversity and cultural awareness in promoting the inclusion of all its members within a global society.

» Sustainability
» HCC values the sustainable use of its environmental, social, and operational resources including the integration of sustainable concepts in the curriculum and its service to the community.

» Integrity
» HCC values integrity by having honest and open relationships with its constituencies and between each other within the college.

» Innovation
» HCC values continual improvement and innovation leading to measurable advancements in institutional success.

» Accountability
» HCC values fiscal transparency, personal and professional accountability, and customer service.

» Professional Development
» HCC values the continued development of faculty and staff knowledge and skills.

» 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.
# Student Services Important Calendar Dates for Students

**Fall 2015, Spring 2016, Summer 2016**

## Early Application Deadline

**NOTE:** Students submitting applications after the early application dates will be eligible to enroll for late start

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
</table>

## Financial Aid Priority Deadline

**NOTE:** Due date for submitting all financial aid documents to ensure financial aid awarding by the payment due date.

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2015</td>
<td>November 2, 2015</td>
<td>Refer to specific session below.</td>
</tr>
</tbody>
</table>

Financial Aid Refunds Begin or visit [www/hccfl.edu/financial-aid/loan-information](http://www/hccfl.edu/financial-aid/loan-information)

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16, 2015</td>
<td>Refer to specific session below.</td>
<td>Refer to specific session below.</td>
</tr>
</tbody>
</table>

First Time Loan Borrow Refunds Begin or visit [www/hccfl.edu/financial-aid/loan-information](http://www/hccfl.edu/financial-aid/loan-information)

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30, 2015</td>
<td>Refer to specific session below.</td>
<td>Refer to specific session below.</td>
</tr>
</tbody>
</table>

## Priority Registration Period

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor/Athletes/Veteran</td>
<td>April 20, 2015</td>
<td>November 9, 2015</td>
</tr>
<tr>
<td>Current and former students w/30+ credit hours</td>
<td>April 21, 2015</td>
<td>November 10, 2015</td>
</tr>
<tr>
<td>Current and former students w/1-29 credit hours</td>
<td>April 27, 2015</td>
<td>November 16, 2015</td>
</tr>
<tr>
<td>New students/Non-degree/Dual Enrollment/Transient</td>
<td>May 4, 2015</td>
<td>November 23, 2015</td>
</tr>
<tr>
<td>State Employee and Senior Citizen</td>
<td>First Day of Class</td>
<td>First Day of Class</td>
</tr>
</tbody>
</table>

## Payment Due Dates

**NOTE:** After payment due date, course fees are due at time of registration.

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 17, 2015</td>
<td>Refer to specific session below.</td>
<td>Refer to specific session below.</td>
</tr>
</tbody>
</table>

## Regular Term Begins/Ends

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17, 2015/December 8, 2015</td>
<td>January 11, 2016/May 9, 2016</td>
<td>May 16, 2016/August 8</td>
</tr>
</tbody>
</table>

## 16-Week Classes Begin/End

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17, 2015/December 8, 2015</td>
<td>January 11, 2016/May 9, 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Payment Due Date

**NOTE:** After payment due date, course fees are due at time of registration.

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 17, 2015</td>
<td>December 11, 2015</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Drop/Add

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17-21, 2015</td>
<td>January 11-15, 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Deadline for Refund

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21, 2015</td>
<td>January 15, 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Financial Aid Refunds Begin or visit [www/hccfl.edu/financial-aid/loan-information](http://www/hccfl.edu/financial-aid/loan-information)

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16, 2015</td>
<td>February 10, 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>

First Time Loan Borrow Refunds Begin or visit [www/hccfl.edu/financial-aid/loan-information](http://www/hccfl.edu/financial-aid/loan-information)

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30, 2015</td>
<td>February 24, 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Last Day to Withdraw

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 30, 2015</td>
<td>March 25, 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## 5-Week Classes Begin/End

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
</table>

Payment Due Date

**NOTE:** After payment due date, course fees are due at time of registration.

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
</table>

Drop/Add

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
</table>

Deadline for Refund

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
</table>

Financial Aid Refunds Begin or visit [www/hccfl.edu/financial-aid/loan-information](http://www/hccfl.edu/financial-aid/loan-information)

<table>
<thead>
<tr>
<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>FALL 2015</td>
<td>SPRING 2016</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>September 7, 2015</td>
<td>February 1, 2016</td>
</tr>
<tr>
<td><strong>6-Week Classes Begin/End</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Payment Due Date <strong>NOTE:</strong> After payment due date, course fees are due at time of registration.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial Aid Refunds Begin <strong>or visit www/hccfl.edu/paying-for-college/refunds</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>First Time Loan Borrow Refunds Begin <strong>or visit www/hccfl.edu/financial-aid/loan-information</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>8-Week Classes Begin/End</strong></td>
<td>August 17, 2015/ October 9, 2015</td>
<td>January 11, 2016/ March 4, 2016</td>
</tr>
<tr>
<td>Payment Due Date <strong>NOTE:</strong> After payment due date, course fees are due at time of registration.</td>
<td>July 17, 2015</td>
<td>December 11, 2015</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>August 17-21, 2015</td>
<td>January 11-15, 2016</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>August 21, 2015</td>
<td>January 15, 2016</td>
</tr>
<tr>
<td>Financial Aid Refunds Begin <strong>or visit www/hccfl.edu/paying-for-college/refunds</strong></td>
<td>September 16, 2015</td>
<td>February 10, 2016</td>
</tr>
<tr>
<td>First Time Loan Borrow Refunds Begin <strong>or visit www/hccfl.edu/financial-aid/loan-information</strong></td>
<td>September 30, 2015</td>
<td>February 23, 2016</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>September 18, 2015</td>
<td>February 12, 2016</td>
</tr>
<tr>
<td><strong>10-Week Classes Begin/End</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Payment Due Date <strong>NOTE:</strong> After payment due date, course fees are due at time of registration.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial Aid Refunds Begin <strong>or visit www/hccfl.edu/paying-for-college/refunds</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>First Time Loan Borrow Refunds Begin <strong>or visit www/hccfl.edu/financial-aid/loan-information</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>12-Week Classes Begin/End</strong></td>
<td>September 15, 2015/ December 8, 2015</td>
<td>February 8, 2016/ May 9, 2016</td>
</tr>
<tr>
<td>Payment Due Date <strong>NOTE:</strong> After payment due date, course fees are due at time of registration.</td>
<td>July 17, 2015</td>
<td>January 8, 2016</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>September 15-19, 2015</td>
<td>February 8-12, 2016</td>
</tr>
<tr>
<td>Financial Aid Refunds Begin <strong>or visit www/hccfl.edu/paying-for-college/refunds</strong></td>
<td>September 16, 2015</td>
<td>March 9, 2016</td>
</tr>
<tr>
<td></td>
<td>FALL 2015</td>
<td>SPRING 2016</td>
</tr>
<tr>
<td>----------------------</td>
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<td>----------------</td>
</tr>
<tr>
<td>or visit <a href="http://www.hccfl.edu/financial-aid/loan-information">www.hccfl.edu/financial-aid/loan-information</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6-Week Classes Begin/End</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>NOTE: After payment due date, course fees are due at time of registration.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop/Add</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial Aid Refunds Begin</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>or visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Time Loan Borrow Refunds Begin</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>or visit <a href="http://www.hccfl.edu/financial-aid/loan-information">www.hccfl.edu/financial-aid/loan-information</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>July 17, 2015</td>
<td>January 16, 2016</td>
</tr>
<tr>
<td>NOTE: After payment due date, course fees are due at time of registration.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop/Add</td>
<td>September 22-26, 2015</td>
<td>February 16-20, 2016</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>September 26, 2015</td>
<td>February 20, 2016</td>
</tr>
<tr>
<td>or visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or visit <a href="http://www.hccfl.edu/financial-aid/loan-information">www.hccfl.edu/financial-aid/loan-information</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8-Week Classes Begin/End</strong></td>
<td>October 12, 2015/December 8, 2015</td>
<td>March 7, 2016/May 9, 2016</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>July 17, 2015</td>
<td>February 7, 2016</td>
</tr>
<tr>
<td>NOTE: After payment due date, course fees are due at time of registration.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop/Add</td>
<td>October 12-16, 2015</td>
<td>March 7-11, 2016</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>October 16, 2015</td>
<td>March 11, 2016</td>
</tr>
<tr>
<td>Financial Aid Refunds Begin</td>
<td>September 16, 2015</td>
<td>April 6, 2016</td>
</tr>
<tr>
<td>or visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Time Loan Borrow Refunds Begin</td>
<td>September 30, 2015</td>
<td>April 20, 2016</td>
</tr>
<tr>
<td>or visit <a href="http://www.hccfl.edu/financial-aid/loan-information">www.hccfl.edu/financial-aid/loan-information</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>November 14, 2015</td>
<td>April 8, 2016</td>
</tr>
<tr>
<td><strong>5-Week Classes Begin/End</strong></td>
<td>October 29, 2015/December 8, 2015</td>
<td>March 29, 2016/May 9, 2016</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>July 17, 2015</td>
<td>February 29, 2016</td>
</tr>
<tr>
<td>NOTE: After payment due date, course fees are due at time of registration.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop/Add</td>
<td>October 29, 2015 - November 2, 2015</td>
<td>March 29, 2016/April 2, 2016</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>November 2, 2015</td>
<td>April 2, 2016</td>
</tr>
<tr>
<td>Financial Aid Refunds Begin</td>
<td>September 16, 2015</td>
<td>April 27, 2016</td>
</tr>
<tr>
<td>Event</td>
<td>FALL 2015</td>
<td>SPRING 2016</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>First Time Loan Borrow Refunds Begin</td>
<td>September 30, 2015</td>
<td>May 5, 2016</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>November 13, 2015</td>
<td>April 19, 2016</td>
</tr>
<tr>
<td>Winter Intersession Classes Begin/End</td>
<td>December 11, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>July 17, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>December 11, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial Aid Refunds Begin</td>
<td>September 16, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>First Time Loan Borrow Refunds Begin</td>
<td>September 30, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>December 11, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline to Apply for Commencement Program</td>
<td>November 15, 2015</td>
<td>April 15, 2016</td>
</tr>
<tr>
<td>Deadline to Apply for Degree</td>
<td>March 11, 2016</td>
<td>July 15, 2016</td>
</tr>
<tr>
<td>Last Day to Remove &quot;T&quot; Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLLEGE CLOSED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 5-7, 2015</td>
<td>MLK Day</td>
</tr>
<tr>
<td>All College Day</td>
<td>September 29, 2015</td>
<td>President’s Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(DM/VR/MD/BR/SS/GWSC only)</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>November 11, 2015</td>
<td>Strawberry Festival</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Plant City only)</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 26-29, 2015</td>
<td>Mid-term Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 14-20, 2016</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 19, 2015</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 25-27, 2016</td>
</tr>
<tr>
<td>Non-Class Days</td>
<td>August 13-14, 2015</td>
<td>Faculty In-Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 7-8, 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Faculty In-Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 14, 2016</td>
</tr>
</tbody>
</table>

**Note:** Commencement is Friday, May 6, 2016
HawkNet is the online gateway to HCC web-based resources for students, faculty, and staff.

Navigating the Hawknet Menu
2. Click on HawkNet (in the “Quick Links” on the left-hand side of the web page).
   If you do not know your User ID, click on Password Management from the HawkNet menu and follow the prompts.

HCC student email
Features
• Student email, ex: jsmith12@hawkmail.hccfl.edu
• Academic calendar/planner
• Announcements, ex: hurricane closure notices

WebAdvisor
Features
• Registration – Use WebAdvisor to register for classes.
• Class Schedule – To print a schedule, log into WebAdvisor. Click on My Class Schedule. Select current term by clicking on the blue dropdown arrow.
• Online Payment – To pay for classes online, log into WebAdvisor. Click on Make a Payment under the Financial Profile heading and follow the prompts.
• Grades – To check grades, go to www.facts.org. Click on College Transcripts and Grades. Select your home institution: Hillsborough Community College.
   Enter your student ID (your seven-digit identification number used with WebAdvisor. Ex: 0876543). Enter your PIN/Password (your birthdate, ex: mm/dd/yyyy).
• Financial Aid – Log into WebAdvisor. Click on the options located under the Financial Aid heading.

How to Log In
Click on HawkNet then click on WebAdvisor from the HawkNet menu. HCC students click on LOGIN. Non students click on GUEST ACCESS.
• Your password is your seven-digit student ID, ex: 1234567.
• User ID is your first initial of your first name and last name (ex: jsmith). There may be a number at the end of your last name, ex: jsmith12.

Sign up now for Hawk ALERT, HCC’s Text Messaging System. It’s easy to sign up!
Receive text messages from HCC about:
• Emergencies, including campus closures
• Financial aid notifications
• Registration and payment deadlines

Go to hccfl.edu/alerts to sign up for this free service.*

Stay connected by signing up today!
*Some charges may apply based on your service provider.
HCC Information Center

HCC Live is a resource for future as well as currently enrolled students to find answers to frequently asked questions about admissions, registration, financial aid, advising, and other resources.

HCC Live features direct phone assistance Monday thru Friday 9:00-6:00 p.m.. For direct phone service call 1-877-736-2575.

Hillsborough Community College reserves the right to make changes in regulations, offerings, requirements and any provision announced in the student handbook and academic planner at any time as circumstances require.
HCC TOBACCO FREE POLICY

Hillsborough Community College (HCC) is dedicated to providing a healthy and productive environment for its faculty, staff, students, visitors, and contractors. Research findings show that use of tobacco products constitutes a significant health hazard; tobacco smoke is a proven health and safety hazard both to smokers and to non-smokers who are involuntarily exposed to the second hand smoke. By endorsing this tobacco-free policy, HCC joins more than 700 colleges and universities around the country that have gone 100% smoke-free to demonstrate its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting healthy practices and choices for individuals, and establishing a collegiate culture of wellness.

Tobacco-use is prohibited on all Hillsborough Community College properties, including owned and leased buildings, student housing, outdoor areas, parking lots and garages, courtyards, entrance and exit ways, and college vehicles. This policy includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, and electronic cigarettes.

For more information:  http://www.hccfl.edu/gwsc/tobacco-free.aspx
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IMPORTANT TELEPHONE NUMBERS
AREA CODE (813)

HCC Public Safety: .................................................................253-7911
From Campus Telephone: .................................7911

Emergency (Police, Fire or Ambulance): .........................9-1-1

HCC Live Information: .................................877-736-2575

Baycare Life Management
Student Assistance Program ..................................800-878-5470
### FINAL EXAM SCHEDULE - Fall 2015

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, December 4, 2015 or Monday, December 7, 2015, as noted below.

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Exam Time</th>
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<tbody>
<tr>
<td>Friday, December 4</td>
<td>8:00 – 9:50 a.m.</td>
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<tr>
<td>Monday, December 7</td>
<td>8:00 – 9:50 a.m.</td>
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<tr>
<td>Friday, December 4</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>Friday, December 4</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>Friday, December 4</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>Friday, December 4</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>Friday, December 4</td>
<td>5:30 – 6:45 p.m.</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>5:00 – 6:50 p.m.</td>
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</table>

For MONDAY/WEDNESDAY classes the Exam Day is Wednesday, December 2, 2015 or Monday, December 7, 2015, as noted below.

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Exam Time</th>
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<tbody>
<tr>
<td>Monday, December 7</td>
<td>8:00 – 9:50 a.m.</td>
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<tr>
<td>Wednesday, December 2</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>11:00 – 12:50 p.m.</td>
</tr>
<tr>
<td>Wednesday, December 2</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>Wednesday, December 2</td>
<td>3:30 – 5:20 p.m.</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
<tr>
<td>Wednesday, December 2</td>
<td>7:00 – 8:50 p.m.</td>
</tr>
</tbody>
</table>

For TUESDAY/THURSDAY classes the Exam Day is Tuesday, December 3, 2015 or Thursday, December 8, 2015 as noted below.

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Exam Time</th>
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<tbody>
<tr>
<td>Tuesday, December 8</td>
<td>8:00 – 9:50 a.m.</td>
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<td>Thursday, December 3</td>
<td>9:30 – 11:20 a.m.</td>
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<tr>
<td>Tuesday, December 8</td>
<td>11:00 – 12:50 p.m.</td>
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<tr>
<td>Thursday, December 3</td>
<td>12:30 – 2:20 p.m.</td>
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<tr>
<td>Tuesday, December 8</td>
<td>2:00 – 3:50 p.m.</td>
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<tr>
<td>Thursday, December 3</td>
<td>3:30 – 5:20 p.m.</td>
</tr>
<tr>
<td>Tuesday, December 8</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
<tr>
<td>Thursday, December 3</td>
<td>7:00 – 8:50 p.m.</td>
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</table>

For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is:

For SATURDAY ONLY classes, the Exam Day is Saturday, December 5, 2015.
For SUNDAY ONLY classes, the Exam Day is Sunday, December 3, 2015.

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.
FINAL EXAM SCHEDULE - SPRING TERM 2016

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, May 6, 2016 or Monday, May 9, 2016, as noted below.

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Exam Time</th>
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<tbody>
<tr>
<td>Friday, May 6</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>Monday, May 9</td>
<td>8:00 – 9:50 a.m.</td>
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<tr>
<td>Friday, May 6</td>
<td>10:00 – 11:50 a.m.</td>
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<tr>
<td>Monday, May 9</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>Friday, May 6</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>Monday, May 9</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>Friday, May 6</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>Monday, May 9</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>Friday, May 6</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>Monday, May 9</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

For MONDAY/WEDNESDAY classes the Exam Day is Wednesday, May 4, 2016 or Monday, May 9, 2016, as noted below.

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Exam Time</th>
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<tbody>
<tr>
<td>Monday, May 9</td>
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<td>Wednesday, May 4</td>
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<tr>
<td>Monday, May 9</td>
<td>11:00 – 12:50 p.m.</td>
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<tr>
<td>Wednesday, May 4</td>
<td>12:30 – 2:20 p.m.</td>
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<tr>
<td>Monday, May 9</td>
<td>2:00 – 3:50 p.m.</td>
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<tr>
<td>Wednesday, May 4</td>
<td>3:30 – 5:20 p.m.</td>
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<td>Monday, May 9</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
<tr>
<td>Wednesday, May 4</td>
<td>7:00 – 8:50 p.m.</td>
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</tbody>
</table>

For MONDAY ONLY classes, the Exam Day is Monday, May 9, 2016.
For WEDNESDAY ONLY classes, the Exam Day is Wednesday, May 4, 2016.
For FRIDAY ONLY classes, the Exam Day is Friday, May 6, 2016.

For TUESDAY/THURSDAY classes the Exam Day is Tuesday, May 3, 2016 or Thursday, May 5, 2016 as noted below.

<table>
<thead>
<tr>
<th>Exam Date</th>
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<tbody>
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<tr>
<td>Thursday, May 5</td>
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</tr>
<tr>
<td>Tuesday, May 3</td>
<td>11:00 – 12:50 p.m.</td>
</tr>
<tr>
<td>Thursday, May 5</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>Tuesday, May 3</td>
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</tr>
<tr>
<td>Thursday, May 5</td>
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</tr>
<tr>
<td>Tuesday, May 3</td>
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</tr>
<tr>
<td>Thursday, May 5</td>
<td>7:00 – 8:50 p.m.</td>
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</tbody>
</table>

For TUESDAY ONLY classes, the Exam Day is Tuesday, May 3, 2016.
For THURSDAY ONLY classes, the Exam Day is Thursday, May 5, 2016.

For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is:
For SATURDAY ONLY classes, the Exam Day is Saturday, April 30, 2016.
For SUNDAY ONLY classes, the Exam Day is Sunday, May 1, 2016.

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.
Campus Locations

**BRANDON CAMPUS**
10414 East Columbus Drive
Tampa, FL 33619

- President: Dr. Nancee Sorenson
- Student Services Dean: Mr. Joe Bentrovato
- Academic Deans:
  - Dr. Scott E. Behrens
  - Ms. Sabrina Peacock

**DALE MABRY CAMPUS**
4001 W. Tampa Bay Boulevard
Tampa, FL 33614-7820

- President: Dr. Robert Chunn
- Interim Student Services Dean: Lori Ragsdale
- Academic Deans:
  - Mr. Leif Penrose
  - Dr. Mary Bendickson
  - Ms. Elizabeth Johnson
  - Mr. James Wysong

**DR. Gwendolyn W. Stephenson-District Administration Center**
39 Columbia Drive
Tampa, FL 33606

- President: Dr. Ken Atwater
- VP/Student Services and Enrollment Management: Dr. Kenneth Ray, Jr.
- VP/Academic Affairs: Mr. Craig Johnson

**HCC-MACDILL CENTER**
8102 Condor Street
MacDill AFB, FL 33621

- President: Dr. Martyn Clay
- Manager: Mr. Richard Hopkins
Campus Locations

PLANT CITY CAMPUS
1206 North Park Road
Plant City, FL 33563

President: Dr. Martyn Clay
Student Services Dean: Ms. Christine Legner
Academic Dean: Dr. Bonnie Finsley Satterfield

SOUTHSHORE CAMPUS
551 24th Street N.E.
Ruskin, FL 33570

President: Dr. Allen Witt
Interim Student Services Dean: Ms. Yaima Serrano
Academic Dean: Mr. Craig Hardesty

YBOR CITY CAMPUS
2112 North 15th Street
Tampa, FL 33605-3648

President: Dr. Shawn Robinson
Interim Student Services Dean: Ms. Delphinia Broadnax-Taylor
Academic Deans: Ms. Judy Nolasco, Mr. Jack Evans
HCC

Student Calendar & Academic Planner
2015 - 2016
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<th>TUESDAY</th>
<th>WEDNESDAY</th>
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| Regular Term Begins  
16-Week Classes Begin  
(Fall)  
Drop/Add | Drop/Add | Drop/Add |
<p>| 17     | 18      | 19        |
| 24     |         |           |
| 31     | 25      | 26        |</p>
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Week's Goals:

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August

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July 26 - August 1
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### Week's Goals:

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<th>Monday</th>
<th>Wednesday</th>
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<th>August 2 - 8</th>
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**Hillsborough Community College**

www.hccfl.edu

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<thead>
<tr>
<th>Sunday</th>
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» Early Application Deadline

**August**

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Week's Goals:

Week of August 9 - 15

Sunday
9

Monday
10

Tuesday
11
August 2015

Wednesday

19

» Drop/Add

Thursday

20

» Drop/Add

Friday

21

» Drop/Add
   » Deadline for Refund

Saturday

22

2015-2016 Student Planner
Week’s Goals:

August

S  M  T  W  R  F  S

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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

Sunday

23

Monday

24

Tuesday

25

August 23 - 29
## SEPTEMBER 2015

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College Closed |        |           |
| 7      | 8       | 9         |
| 14     | 15      | 16        |
|        | 22      | 23        |
| 21     |         |           |
| All College Day  
College Closed |        |           |
<p>| 28     | 29      | 30        |</p>
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### Week's Goals:

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### Calendar

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*August 30 - September 5*
### Week's Goals:

![Calendar Image](image)

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- **College Closed**
- **Labor Day**
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Sunday
13

Monday
14

Tuesday
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September 13 - 19
Week's Goals:

Tuesday

22

Hillsborough Community College
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Sunday

20

Monday

21

September 20 - 26
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Columbus Day
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Last Day to Withdraw

Halloween

31
Week's Goals:

October

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Hillsborough Community College
www.hccfl.edu

Sunday

27

Monday

28

Tuesday

29

› All College Day
› College Closed

September 27 - October 3
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<thead>
<tr>
<th>Date</th>
<th>Monday</th>
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*OCTOBER 2015*

*2015-2016 Student Planner*
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Week's Goals:

Monday
19

Tuesday
20

October

Sunday
18

HILLSBOROUGH
Community College
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October 18 - 24
Week's Goals:

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October

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Sunday

25

Monday

26

Tuesday

27

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October 25 - 31
Wednesday

28

Thursday

29

Friday

30

» Last Day to Withdraw

Saturday

31

» Halloween
# NOVEMBER 2015

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- Thanksgiving Day College Closed
- Thanksgiving Break College Closed
- Thanksgiving Break College Closed
**Week's Goals:**

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**Calendar**

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November

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

Financial Aid Priority Deadline
```
Week's Goals:

Sunday
8

Monday
9

Priority Registration for
Honors/Athletes/Veterans

Tuesday
10

Priority Registration for Current &
Former Students with 30+ Credit Hours

November 8 - 14
NOVEMBER 2015

Wednesday

11

» Veteran's Day
» College Closed

Thursday

12

Friday

13

Saturday

14

2015-2016 Student Planner
**Week’s Goals:**

**Monday**

16

**Tuesday**

17

» Priority Registration for Current & Former Students with 1-29 Credit Hours

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**Calendar**

November 15 - 21

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S  M  T  W  R  F  S
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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30
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Week's Goals:

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Sunday

22

Priority Registration for New Students/Non-Degree/Dual Enrollment/Transient Students

Tuesday

24

November 22 - 28
NOVEMBER 2015

Wednesday
25

Thursday
26

» Thanksgiving Break
» College Closed

Friday
27

» Thanksgiving Break
» College Closed

Saturday
28

» Thanksgiving Break
» College Closed
## DECEMBER 2015

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Week's Goals:

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December

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Sunday

29

» Thanksgiving Break
» College Closed

Monday

30

Tuesday

1

November 29 - December 5
Final Exams

Final Exams

Final Exams

Final Exams

Final Exams
Wednesday

9

Thursday

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Friday

11

Saturday

12

» Winter Intersession Classes Begin
» Payment Due Date
Week's Goals:________________________________________________
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Sunday
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Community College
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December

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Monday
14

Tuesday
15

December 13 - 19
DECEMBER 2015

Wednesday
16

Thursday
17

Friday
18

Saturday
19

» Winter Break
» College Closed
Sunday
20
» Winter Break
» College Closed

Monday
21
» Winter Break
» College Closed

Tuesday
22
» Winter Break
» College Closed
» Winter Intersession Classes End

December 20 - 26
DECEMBER 2015

Wednesday 23

- Winter Break
- College Closed

Thursday 24

Friday 25

- Winter Break
- College Closed

Saturday 26

- Winter Break
- College Closed
### JANUARY 2016

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### Week's Goals:

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#### January

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#### Sunday

- **27**
  - Winter Break
  - College Closed

#### Monday

- **28**
  - Winter Break
  - College Closed

#### Tuesday

- **29**
  - Winter Break
  - College Closed

*December 27 - January 2*
DEC 2015-JAN 2016

Wednesday

30

» Winter Break
» College Closed

Thursday

31

» Winter Break
» College Closed

Friday

1

» Winter Break
» College Closed

Saturday

2

» Winter Break
» College Closed

2015-2016 Student Planner
### Week's Goals:

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### January

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- **Sunday**
  - 3
    - Winter Break
    - College Closed

- **Monday**
  - 4

- **Tuesday**
  - 5

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January 3 - 9
Wednesday 6

Thursday 7

» Faculty In-Service
» Non-Class Day

Friday 8

» Faculty In-Service
» Non-Class Day

Saturday 9
**Week's Goals:**

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**January 10 - 16**

**January**

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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
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**Sunday**

10

---

**Monday**

11

- Regular Term Begins
- 16 Week Classes Begin
- (Spring)
- Drop/Add

---

**Tuesday**

12

- Drop/Add
JANUARY 2016

Wednesday

13

» Drop/Add

Thursday

14

» Drop/Add

Friday

15

» Deadline for Refund
   » Drop/Add

Saturday

16
Week's Goals:

Monday

Tuesday

Sunday

MM/DD

» MLK Day
» College Closed

January 17 - 23
Week's Goals:

January

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Sunday
24

Monday
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Tuesday
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January 24 - 30
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31

Sunday

Monday

1

Tuesday

2

January 31 - February 6
Week's Goals:

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February

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Week's Goals:

Monday

Tuesday

February

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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

President's Day
College Closed
(DM/YB/MD/BR/SS/GWSC) only
Week's Goals:

Monday

Tuesday

February

Sunday

HILLSBOROUGH
Community College
www.hccfl.edu

21

22

23

February 21 - 27
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February 28 - March 5
Week's Goals: __________________________________________________
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March

Sunday

6

Monday

7

» Strawberry Festival
» College Closed
» (Plant City only)

Tuesday

8

March 6 - 12
### MARCH 2015

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#### Last Day to Remove 'I' Grade

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| **Saturday** | 12 |

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2015-2016 Student Planner
Week's Goals:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

March

S  M  T  W  R  F  S

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

» Mid-term Break
» College Closed

» Mid-term Break
» College Closed

March 13 - 19
Wednesday

16

» Mid-term Break
» College Closed

Thursday

17

» St. Patrick’s Day
» Mid-term Break
» College Closed

Friday

18

» Mid-term Break
» College Closed

Saturday

19

» Mid-term Break
» College Closed
**HILLSBOROUGH Community College**

www.hccfl.edu

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» Mid-term Break
» College Closed

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March 20 - 26
MARCH 2016

Wednesday

Thursday

Friday

Saturday

» Last Day to Withdraw
» Spring Day
» College Closed

» Mid-term Break
» College Closed
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# APRIL 2016

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### Week's Goals:


### April

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**Hillsborough Community College**  
[www.hccfl.edu](http://www.hccfl.edu)

**Sunday**

**27**

- Easter
- Mid-term Break
- College Closed

**Monday**

**28**

**Tuesday**

**29**

### March 27 - April 2
Week's Goals:

Sunday

Monday

Tuesday

April

Priority Registration Period for Honor Students/Athletes/Veterans

Priority Registration Period for current and former students w/30+ credit hours

April 3 - 9
Week's Goals:

April

Sunday

10

Monday

11

» Priority Registration Period for current and former students w/1-29 credit hours

Tuesday

12

April 10 - 16
» Faculty In-Service
» Non-Class Day

» Payment Due Date
Week’s Goals:

April

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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

Sunday

17

Monday

18

Priority Registration for New Students/Non-Degree/Dual Enrollment/Transient

Tuesday

19

April 17 - 23
Week's Goals:

Monday

Tuesday

Sunday

HILLSBOROUGH
Community College

April

24

25

26

24 25 26 27 28 29 30

April 24 - 30
Final Exams
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### MAY 2016

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Monday

May

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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 Exams

Sunday

Tuesday

» Final Exams
MAY 2016

Wednesday
4

» Final Exams
» Early Application Deadline

Thursday
5

» Final Exams

Friday
6

» Final Exams
» Commencement

Saturday
7

2015-2016 Student Planner
May

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16-Week Classes End (Spring)

Final Exams

Sunday

8

Monday

9

Tuesday

10

May 8 - 14
Week's Goals:

May

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Sunday

15

Monday

16

Tuesday

17

» Regular Term Begins (Summer)
» 12-Week Classes Begin (Summer)
» Drop/Add

» Drop/Add

May 15 - 21
Wednesday 18

Thursday 19

Friday 20

Saturday 21

» Drop/Add

» Drop/Add

» Deadline for Refund
  » Drop/Add
Week's Goals: ____________________________________________________________
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May

Sunday

22

Monday

23

Tuesday

24

May 22 - 28
### JUNE 2016

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Week's Goals:

May 29 - June 4
MAY-JUNE 2016

Wednesday

Thursday

Friday

Saturday
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Week's Goals:

June

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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

Sunday
19

Monday
20

Tuesday
21

Hillsborough Community College
www.hccfl.edu

June 19 - 25
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College Closed

2
College Closed

9

10

16

17

23

24
Wednesday
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Thursday
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Friday
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Saturday
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» College Closed
Week's Goals:

Sunday

3

» College Closed

Monday

4

» Independence Day
» College Closed

Tuesday

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July 3 - 9
Week's Goals:

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Monday

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Sunday

17

July

July 17 - 23

17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

TUESDAY

18

WEDNESDAY

19
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Week's Goals:

July

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

Sunday
24

Monday
25

Tuesday
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July 24 - 30
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Week's Goals:

August

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Sunday

8

» Regular Term Ends
» 12 Week Classes End
» (Summer)

Monday

9

Tuesday

10

August 8 - 14
Week's Goals:

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August

Sunday

15

Monday

16

Tuesday

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August 15 - 21
Week's Goals:

August

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Sunday
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Monday
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Tuesday
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August 22 - 28
HawkNet
http://www.hccfl.edu/hawknet.aspx

HawkNet is a term used to describe the web-based resources for students, faculty, and staff at Hillsborough Community College. There are tools within HawkNet, WebAdvisor, and Wireless Internet access.

All students enrolled in credit classes will get a free email account. Email is HCC’s official means of communication with students, because of its speed and efficiency in delivering important College communications. Please note:

1. Once you are accepted to HCC, important HCC information will be sent to your HCC email “HawkMail” address. HawkMail is the official form of communication with you; we will not use any alternative email addresses for official notifications.

2. You are responsible for checking your HawkMail frequently (and daily during registration periods).

3. You are encouraged to check your HawkMail account at least once a week for important communication.

4. You will use the same user ID and password that you use to log on to online registration.

5. Your new user ID will be your first initial, your last name (and possibly a number). Until you change it, your password is your seven-digit HCC ID number. We encourage all students to change their password for security purposes.
HCC WEB ADDRESS
www.hccfl.edu

All full-time employees of HCC have been assigned an electronic mail (E-mail) address. The E-mail address configuration consists of the first letter of the employee’s first name and their last name. The name is then followed by the general web address for the college, which is hccfl.edu. For example:

- Mary Lou Blair’s E-mail address would be mblair@hccfl.edu
- Laura Wilson-Raby’s E-mail address would be lwilson-raby@hccfl.edu

NOTE: There may be a number following the name. Students should verify the employee’s email address before sending electronic communication.

ACCEPTABLE AND UNACCEPTABLE USES OF HCC STUDENT E-MAIL ACCOUNTS

Hillsborough Community College has adopted email as its official means of communication with students because of its speed and efficiency in delivering important college communications. Students will be expected to check their HCC email frequently in order to receive timely information. It is also important for students to be aware of College policies regarding email.

Please read the information provided below in order to avoid purposeful or unintended misuse of your College issued email.

Acceptable Use

1. Only send e-mails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the e-mail.

2. Report e-mails containing libelous, defamatory, offensive, discriminatory, harassing, obscene, malicious or harmful remarks and or content to [abuse @ hccfl.edu.]

3. Understand that all e-mails in your account will be deleted by the College’s Information Technology department periodically, so as not to clog up the system. It is highly recommended you store them onto your personal computer or other storage device.

4. Understand that all messages distributed and received via the HCC’s e-mail system, even personal e-mails are the College’s property.
5. Understand that improper use of e-mail is strictly forbidden and will be addressed using the College's Code of Student Conduct and Disciplinary Procedure.

6. Understand that e-mail may be subject to disclosure under the Florida Statutes, Chapter 119—Public Records.

7. Comply with all College's rules and state and federal laws that apply to e-mail.

8. In accordance with Florida Statutes, Florida Information Resource Network (FIRN) Acceptable Use Policy and other policies and laws, activities and behaviors that threaten the integrity of computer networks or systems are prohibited on both College-owned and privately-owned equipment operated on or through College resources.

**Unacceptable Use**

1. Do not share your password with anyone.

2. Do not send or forward e-mails containing libelous, defamatory, offensive, discriminatory, harassing, obscene, malicious or harmful remarks or content, or in any way disseminate chain letters, junk mail, jokes, spam, and other types of unsolicited correspondence to any person—including other students, faculty, staff, and administrators.

3. Do not forge, or attempt to forge e-mail messages, or send e-mail messages using another person's e-mail account or identity.

4. Do not disguise or attempt to disguise your identity when sending e-mail.

5. Do not use cc: or bcc: fields unless the recipient is aware that you will be copying the e-mail to someone else.

6. Do not submit College-issued e-mail accounts for use in news groups, list serves, or any type of group mass mailing requests.

7. Do not allow personal use of e-mail to interfere with your academic endeavors, or any one else's.

8. Do not use HCC-issued e-mail account for advertising or commercial or personal gain.

9. Do not send mass mailings. The sending of mass mailings is strictly forbidden and will be addressed using the College's Code of Student Conduct and Disciplinary Procedure.
ACADEMIC SUPPORT SERVICES

As an institution focused on student learning, Hillsborough Community College offers a variety of learning options to enhance its strong traditional college program. For further information, refer to the HCC Catalog.

ACADEMIC SUCCESS CENTERS

Each campus has an Academic Success Center (ASC). The ASCs provide learning environments, services, and resources designed to empower students to become successful, independent learners. They provide free tutoring, and resources for subject areas such as writing, reading, EAP/ESOL, foreign language, mathematics, sciences, computer science, developmental education, and business/finance. To learn more about the academic assistance offered at each campus, visit their website:

HONORS INSTITUTE

http://www.hccfl.edu/Honors.aspx

Hillsborough Community College’s Honors Institute is designed to provide a rigorous academic program for academically talented and motivated students. The HCC Honors Institute reflects a mutual commitment by students and faculty.
Each campus has a Library/LRC that provides materials to support the College curriculum. The collections include circulating and reference books, current periodicals, archived publications, indexes, and audio-visual programs. The Library Information Network of Community Colleges (LINCC) an online catalog identifies both HCC and statewide library holdings. LINCC serves as the information gateway to indexes, specialty databases, and the Internet. In addition, many of LINCC’s services are available through the Internet to students with a valid HCC student identification card.

Each LRC houses an audio-visual laboratory, containing programs, compact discs, audio and videotapes, filmstrips and slides. Each Library/LRC maintains a reserve collection that includes materials identified by HCC instructors for students’ attention.

Campus librarians provide reference assistance and one-on-one instruction on locating information. Library/LRC hours vary by campus and are posted at each site.

SLS COLLEGE SUCCESS COURSE

The College offers the College Success Course to help students become better learners and to get the most out of their college experience. Students are given instruction in time management, reading, note and test taking skills and critical thinking.
The federally-funded SSSP provides a variety of academic support services to eligible students. Upon acceptance into the Program, students participate in a number of intensive services such as one-on-one tutoring, personal and academic counseling, assistance with financial aid, assistance with transferring to a university, social and cultural enhancement programs.

**SUPPLEMENTAL LEARNING**

Supplemental Learning utilizes the talents and skills of students to act as peer facilitators for specific courses in a variety of courses. Supplemental Learning facilitators actually retake the courses with the students in the Supplemental Learning sections and work directly with the faculty members instructing those sections to create tutorials and support materials for students presently in the courses.

**WINGS**

The WINGS Program is designed to promote the graduation of students pursuing A.S., or College Certificate programs. A variety of support services are offered to address short-term as well as lifelong goals. Students may qualify for partial tuition and textbook support in addition to childcare assistance. To qualify, students must be enrolled in a Technical Education Program and be eligible to receive a Federal Pell Grant.
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 is based on state, federal and HCC guidelines. Students must be degree seeking, meet enrollment requirements, submit official high school and college transcripts showing graduation dates or official GED test scores, and make satisfactory academic progress to be eligible for financial aid. Grants and scholarships are considered gifts and do not need to 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.

If I applied for financial aid but my financial aid is not awarded by the payment due date, will my classes be dropped?

Students are required to complete a 2015-2016 FAFSA application and submit all of the requested financial aid forms by June 1, 2015 in order to have their financial aid awards processed by the payment due date of July 17, 2015.

Students applying for financial aid or submitting financial aid forms after June 1, 2015 will be expected to pay for their classes or sign-up for Tuition Installment Plans (TIPS). Students who are eligible for financial aid may receive a reimbursement for the payment of tuition and fees once financial aid is awarded.

**PAYMENT REQUIREMENTS**

**Fall 2015 Due Date:**

Fall 2015 students registering for classes from July 17 - August 21 must pay or sign up for the TIPS program. Otherwise, you run the risk of either losing your classes or remaining financially responsible for the tuition and fees associated with the classes. Students are responsible for dropping any classes they do not intend to attend.

**Spring 2016 Due Date:**

The financial aid application due date for the spring 2016 is November 2, 2015. Students registering for classes from December 11 - January 15, 2016, must pay or sign up for the TIPS program. Otherwise, you run the risk of either losing your classes or remaining financially responsible for the tuition and fees associated with the classes. Students are responsible for dropping any classes they do not intend to attend.
Summer 2016 Due Date:

The financial aid application due date for the summer 2016 term is March 1, 2016. Students registering for classes from April 16 - May 20, 2016, must pay or sign up for the TIPS program on the same day of registration. Otherwise, you run the risk of either losing your classes or remaining financially responsible for tuition and fees associated with the classes. Students are responsible for dropping any classes they do not intend to attend.

Direct Loan Program

Stafford and PLUS Loans provided to students by HCC are processed as Federal Direct Loans and guaranteed by the U.S. Department of Education. What does this mean to students?

1. Students no longer select a lender. The U.S. Department of Education (referred hereto as U.S. DOE) is the lender and the guarantor for all Direct Loans.
2. Students who are new to the Direct Loan Program must complete a new Master Promissory Note with the U.S. DOE.
3. An entrance counseling session remains required for all new borrowers at HCC.
4. The initial disbursement for first-time borrowers at HCC will be released 30 days after the first day of classes.

Please see the Financial Aid webpage for more details.

REFUND OF FEES

Tuition and fees are refunded to students who drop courses during the registration drop/add periods. The drop/add periods are located on your Web Advisor Schedule.

Outstanding financial obligations to HCC are deducted from refunds.

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 through HigherOne

Hillsborough Community College has partnered with HigherOne for managing refunds from HCC. Each registered student will be mailed a HigherOne card (debit card) to the primary mailing address on file at the college. Students must verify the accuracy of their address either online through www.hccfl.edu, click on HawkNet followed by WebAdvisor and LogIn or at the admissions, registration and records office window.
Students are responsible for the replacement cost of the card if the re-issuance is due to an incorrect address. The cost to replace a HigherOne card is $23.00.

Activate the HigherOne card as soon as you receive it at www.HCCOneCard.com. Although, a refund may not be currently expected, a refund may be issued in the future. 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 HigherOne Account. Activate your Higher One Card and make your refund selection online at www.HCCOneCard.com.
TUITION INSTALLMENT PLANS (TIPS)

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

The earlier you enroll through TIPS, the more payment options you have. To enroll or find out more information, visit www.hccfl.edu/tips.

TIPS is administered for HCC by Nelnet/FACTS Management Co., Lincoln, NE. You may reach Nelnet/FACTS at 800.609.8056.

How TIPS Works

Enrolling in TIPS is simple.

Your user log-in is your seven-digit student ID number (without the initials), and your password is your six-digit birth date with the forward slashes.

NOTE: The HCC Business Office is closed Saturday and Sunday. If you enroll in TIPS after 2 p.m. on Friday, your enrollment may not be received in the Business Office until the following Monday. This may result in cancellation of your classes due to non-payment of fees.

Please do not make a TIPS agreement on Sunday or after 11 p.m. any evening. HCC’s scheduled systems maintenance during those times may interfere with the proper posting of your agreement, resulting in the de-registration of your classes.

Do not assume your balance will be automatically adjusted if financial aid is received or a class is dropped or added. For balance adjustments to your TIPS agreement, please call 800.609.8056. Refunds for overpayments may take HCC several weeks to process, so please be patient.
Payment Methods
- Automatic bank payment (ACH)
- Credit card/ debit card (An additional fee will be assessed.)

Cost to Participate
- $30, $35, $40 enrollment fee per semester
- $30 returned payment fee if a payment is returned

Simple Steps to Enroll
- Go to www.hccfl.edu/tips
- Select Launch Tips
- Log in using your seven-digit student ID number and password
Login: Student ID number Password: DOB (MM/DD/YY)

Target Dates to Enroll By:
Payments are processed on the 20th of each month
For enrollment dates go to www.hccfl.edu/tips and for additional information.

<table>
<thead>
<tr>
<th>Fall 2015 Payment plan available on July 1, 2015</th>
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</thead>
<tbody>
<tr>
<td>Last day to enroll online</td>
<td>Required down payment</td>
<td>Number of payments</td>
<td>Months of payments</td>
<td>Enrollment fee</td>
</tr>
<tr>
<td>July 16</td>
<td>none</td>
<td>4</td>
<td>July-Oct</td>
<td>$30</td>
</tr>
<tr>
<td>Aug 11</td>
<td>25%</td>
<td>3</td>
<td>Aug-Oct</td>
<td>$35</td>
</tr>
<tr>
<td>Aug 21</td>
<td>50%</td>
<td>2</td>
<td>Sept &amp; Oct</td>
<td>$40</td>
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<th>Spring 2016 Payment plan available on November 9, 2015</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Last day to enroll online</td>
<td>Required down payment</td>
<td>Number of payments</td>
<td>Months of payments</td>
<td>Enrollment fee</td>
</tr>
<tr>
<td>Dec 17</td>
<td>none</td>
<td>4</td>
<td>Dec-Mar</td>
<td>$30</td>
</tr>
<tr>
<td>Jan 8</td>
<td>25%</td>
<td>3</td>
<td>Jan-Mar</td>
<td>$35</td>
</tr>
<tr>
<td>Jan 15</td>
<td>50%</td>
<td>2</td>
<td>Feb &amp; Mar</td>
<td>$40</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Summer 2016 Payment plan available on April 4, 2015</th>
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<tbody>
<tr>
<td>Last day to enroll online</td>
<td>Required down payment</td>
<td>Number of payments</td>
<td>Months of payments</td>
<td>Enrollment fee</td>
</tr>
<tr>
<td>Apr 1</td>
<td>none</td>
<td>3</td>
<td>Apr-June</td>
<td>$30</td>
</tr>
<tr>
<td>May 11</td>
<td>25%</td>
<td>2</td>
<td>May &amp; June</td>
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</tr>
<tr>
<td>May 20</td>
<td>50%</td>
<td>1</td>
<td>June only</td>
<td>$40</td>
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</table>

NOTE: All down payments are processed immediately! Please be aware that HCC’s delayed payment deadlines still apply each term.

Please call 800.609.8056 to make balance adjustments to your TIPS agreement when financial aid is awarded or a class is dropped or added.
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
- Music Scholarships
- Presidential Honors Scholarships
- Presidential Scholarships
- Publications Scholarships
- Student Support Services Need & Incentive Scholarships
- Student with Disabilities
ONLINE & COMPUTER ENHANCED INSTRUCTION

HCC students will have many opportunities to interact with various technologies throughout all programs of study. Utilizing web-based technologies can either be required or strongly encouraged in many courses, and other computer-based technologies are used extensively in most academic programs. HCC offers many on-campus locations in which to access technology programs and the internet.

COMPUTER LABS

Brandon Campus:
http://www.hccfl.edu/br/departments/computer-science/resources.aspx

Dale Mabry Campus:
http://www.hccfl.edu/dm/associate-in-science/computer-science/cs-lab.aspx

Ybor City Campus:
http://www.hccfl.edu/yc/associate-in-science/computer-science/computer-lab.aspx

Plant City Campus:
http://www.hccfl.edu/pc/academic-affairs/academic-success-center.aspx

The College provides computer labs in a variety of formats. For example, labs are dedicated to specific curricular areas, such as science, health sciences, and the preparatory curriculum in the areas of reading, writing and math. Such labs are integrated into the overall learning experience. Open labs are available. They provide places for lab instruction, for students to complete their assignments, and practice computer skills. This includes preparing for state certification or licensing exams. Labs are staffed with lab assistants that are on hand to answer student questions, help with assignments, or troubleshoot computer problems.

DISTANCE LEARNING
http://www.hccfl.edu/distance-learning.aspx

HCC students may complete most of the courses needed for an Associate in Arts degree through an array of distance learning course offerings. Offering flexibility and convenience, HCC distance learning courses are a perfect learning alternative for students with demanding work and family responsibilities. To learn more, visit the distance learning website.

HYBRID COURSES

HCC offers some classes in a hybrid mode where students will spend some time in the classroom while other activities are being facilitated online. These courses offer the flexibility of spending less time on campus without being entirely completed through distance learning.
The college provides Smarthinking, an on-line tutorial service, primarily for students who are enrolled in distance education courses; however, it is also available for other students who prefer an option to on-campus assistance. Smarthinking is available 24 hours a day, allowing students to work synchronously, one-on-one via the Web with professional tutors. This is for receiving assistance with a variety of college courses including math, science, English, history, economics, humanities and others.

WEB ENHANCED COURSES

Many classes offered at HCC utilize the internet as a tool to enhance the learning environment. Students in these classes may access web-based resources, collaborate with peers, and communicate with their instructors through the internet while also attending classes on campus.

WEB SERVICES

Web services at HCC provide the student with a tremendous amount of information and services. HawkNet offers course selection, scheduling information, registration and email. Faculty web pages contain assignment and course information. The library web pages allow access to a number of academic databases and other resource services.
POLICIES AND PROCEDURES AFFECTING STUDENTS

ACADEMIC POLICIES

All information related to academic policies (i.e., academic integrity, academic progress, attendance, etc.) can be found in the HCC Catalog and at the HCC Website: hccfl.edu.

GRADING POLICIES

All information related to grading policies (i.e., grade reports, grading, grade point average, forgiveness policy, and academic progress) can be found in the HCC Catalog (www.hccfl.edu/catalog.aspx).

STUDENT POLICIES

Student Policies which include ADA, Drugs & Alcohol, Hazing, Religious Observances, Dress Code, Ombudsman/Student Advocate and Records Policies can be viewed in the HCC Catalog.
THREAT ASSESSMENT TEAM

Hillsborough Community College is committed to maintaining an environment where people feel safe to carry out the college’s mission. The Threat Assessment Team is a collaborative cross-functional team, which is compassionate, and provides a confidential program of identification, intervention, and response in order to afford students with a chance to succeed in the college community with the greatest level of safety and security.

If you notice any suspicious or concerning behavior, the Threat Assessment Team encourages you to submit a confidential Care Report by visiting our website at: http://www.hccfl.edu/tat.aspx

CAMPUS DISTURBANCES

State law prohibits the disruption of or interference with the administration, function or activities of an educational institution. In addition, the law prohibits individuals from encouraging students to disrupt the educational process or to interfere with the attendance of any student or employee.

Individuals who violate this law will be charged with a second-degree misdemeanor and, upon conviction, be fined up to $500, imprisoned for up to 60 days, or both. In addition, students who violate this law will be subject to College disciplinary procedures.

EMERGENCY CALL STATIONS

Throughout the HCC District, tall blue columns have sprouted up throughout the college’s parking lots. This is Hillsborough Community College’s newest safety initiative, the installation of 86 emergency call stations.

These emergency, state-of-the-art devices have been used with great success throughout the nation to provide emergency assistance through deterrence and quick response. HCC’s call stations will connect the user to the College’s Department of Public Safety or Tampa Police (Ybor Parking Garage) in the event the user is in need of emergency services. Each station has a light on top which is illuminated at all times. Once a station is activated through a call being placed, Public Safety Dispatch is immediately notified and an officer will respond without delay.

The emergency call stations have additional security features such as: video surveillance and mass communication loud speakers.
HAWK ALERT!
http://www.hccfl.edu/hawkalert/

Hillsborough Community College offers a text messaging service to students, faculty and staff.

- **College Alerts, Emergencies and Closings:** The College will notify you via text messages and e-mails of alerts (sent as needed). Voice messages will be used in extreme emergencies as determined by HCC.
- **HCC Reminders:** Reminders of deadlines for students (about 6 to 10 messages annually, including registration and payment due dates.)
- **Financial Aid:** The important dates and reminders for our Financial Aid students (about 6 to 10 messages annually regarding due dates, disbursements dates, etc.)

It is easy and free to sign up! Just HAVE YOUR 7-digit HCC student or employee number handy.

**EMERGENCY PROCEDURES**

HCC personnel are familiar with the use of fire alarms, procedures for notifying fire departments, exit from College buildings, locations of fire extinguishers and other procedures for ensuring safety during emergencies. Instructors should brief students on emergency procedures, routes of evacuation, location of assembly points, and location of emergency rescue areas at the beginning of the term.

**Emergency Rescue Areas**
Emergency Rescue areas have been designated and marked with red and white signs on floors above ground level to be used when escape routes are blocked or when a disabled person(s) cannot be evacuated safely. Emergency response personnel will be notified to check “Emergency Rescue” areas when they arrive on the scene.

*Note: An Emergency Rescue area should only be used when evacuation by any other means is not possible. If at all possible, tell another person to notify security of where you are located. When in a rescue area, keep communication to others by voice or other signals such as waving an item of clothing until you are sure that you are being helped.

**Evacuation of Disabled Persons**
Instructors shall recruit volunteers to assist students who use wheelchairs or other restrictive devices, or who have disabilities that seriously restrict mobility. If voluntary assistance cannot be provided for a particular student, then that student should notify the Public Safety Office, and the Campus Dean of Student Services. As a secondary means, emergency evacuation chairs (Evacu-Chairs) are located at the top of stair landings in most buildings with two or more floors. The chairs are to be used by trained personnel as a safe means of evacuating disabled persons.

**In an emergency situation, you should:**
- evacuate the classroom and building in a prompt and orderly manner;
- take all personal belongings and valuables with you;
- remain at student’s designated assembly point and at least 300 feet away from the scene of the emergency (in the event of a bomb threat, the assembly point should be at least 500 feet away);
- do not use elevators;
- follow the instructions of public safety personnel, instructors, supervisors and the building Emergency Marshall;
- do not return to the building until the “all clear” is given by authorized persons.
PUBLIC SAFETY SERVICES

The HCC Department of Public Safety is available to assist all students and employees. The Public Safety Office patrols college property to detect and deter criminal activity; provide protection to those on campus; provide security for college property; and detect and document hazardous, unusual and suspicious behavior and conditions.

The Department of Public Safety provides information and assistance on a 24-hour basis. The department utilizes uniformed patrol officers with marked vehicles and officers on foot patrol to observe and detect criminal behavior and suspicious activities, enforce traffic and parking regulations, and assist students and employees.

Students, employees, and members of the community are required to obey all local, state and federal laws, statutes and ordinances. In addition, members of the college community must observe all HCC administrative rules and procedures. The Department of Public Safety is responsible for monitoring compliance with these laws and many of the College’s rules and procedures.

Responsible students or employees should

• inform the Department of Public Safety about suspicious conduct, criminal activities and hazardous situations;
• refrain from leaving doors and windows open when rooms are vacant;
• walk to cars and classes in groups or with a companion;
• walk in well-lighted areas at night, even when in a group;
• stay alert and use your intuition; (If students feel they are being followed, they should change direction and walk toward a group of people or to a secure area.)
• watch their belongings;
• avoid strangers that appear suspicious or out of place; and
• freely contact the Department of Public Safety to ask for assistance.

Students who notice situations that represent potential or real safety or security problems should notify the local campus Department of Public Safety:

• 253-7911 • 7911 (from a college phone)

Upon request, the College will make available to future students its policies, procedures, statistics and other information about campus safety and security. The HCC Safety Handbook is available on the HCC website at: http://www.hccfl.edu/ssem/safety-handbook.aspx

THREATS OF VIOLENCE

Threats to do bodily harm or property damage by College personnel, students, visitors or any other individual against another while at Hillsborough Community College will not be tolerated. A threat of violence, verbal or written, expressed or implied, will not, under any circumstances, be tolerated at Hillsborough Community College. Any other threat of a material and substantial disruption to the operation of the College is also prohibited. A student making any threat prohibited by this
rule will be disciplined in accordance with the Student Code of Conduct, up to and including expulsion. An employee making any threat prohibited by this rule will be disciplined in accordance with the appropriate administrative procedure, up to and including termination. Any other individual making any threat prohibited by this rule will be required to leave College property immediately. Notification will be made to the appropriate law enforcement agency where appropriate. The failure of any employee or student to report any threat of violence prohibited by this rule that is made by students, employees or any other person against any person or the operation of the College may also result in disciplinary action.

The Board of Trustees of Hillsborough Community College authorizes and directs the President, or his or her designee, to establish procedures to implement a threat assessment protocol for the College. Such procedures shall include a process for the reporting and evaluation of a student's or individual's behavior and an assessment of circumstances that might suggest that an individual poses a threat of targeted violence to others or to himself/herself.

It is a violation of this policy to use or possess an unauthorized weapon on College property or a College site except as authorized by the laws of the State of Florida.

TRAFFIC AND PARKING REGULATIONS

Traffic and parking regulations apply to two and three-wheel motorized vehicles as well as to cars and trucks and are vigorously enforced.

HCC campuses use standard traffic signs and regulations. All members of the college community and guests operating vehicles must comply with them. Moreover, everyone operating a vehicle on a HCC campus must comply with lawful orders and directions given by HCC Public Safety Officers and HCC employees authorized to direct, control or regulate traffic.

Unless otherwise posted, the campus speed limit is 15 MPH. U-turns are prohibited at all times. Any driver leaving a vehicle on campus overnight must notify the Department of Public Safety.

Only motorized and non-motorized vehicles used by the disabled are permitted on campus sidewalks. Students who need permits to park in spaces reserved for the disabled must obtain those permits from the appropriate state agency.

Faculty, staff, reserved and other restricted parking areas are clearly marked. Students are allowed to park only in those lots and spaces designated for student parking.

Vehicles found in violation of the following regulations may be removed at the owners expense:

• parking in restricted areas such as those reserved for faculty and staff;
• parking in a disabled student space without a Florida Permit (this may also
• result in a substantial fine);
• obstructing vehicular or pedestrian traffic;
• receiving a third HCC Parking Citation within one year;
• parking motorcycles, bicycles and scooters off the designated areas or
  special racks;
• parking in fire lanes, or in red or yellow curb zones;
• leaving a vehicle on campus overnight without contacting the campus
  Department of Public Safety and gaining authorization; and
• parking in any one of the following areas:
  • within 10 feet of a fire hydrant
  • in a loading zone
  • in a driveway in a designated tow-away zone
  • on a sidewalk
  • on the grass
  • out of a marked parking space
  • obstructing a legally parked vehicle

Drivers of vehicles involved in accidents resulting in injury, death, or damage to the
property of others must immediately stop, notify the appropriate law enforcement
agency, report the accident and any injuries to the Department of Public Safety, and
remain with the vehicle until an officer or designee arrives.

Anyone on a campus found driving under the influence of alcohol or drugs will be
subject to both College disciplinary procedures and state statutes and local ordinances.
The Department of Public Safety will contact the appropriate law enforcement
authorities when such violations are discovered.
STUDENT ACTIVITIES
http://www.hccfl.edu/ssem/student-activities.aspx

You will get the most out of attending HCC if you include more than academics in your college experience. Joining a club, getting involved in student activities, participating in athletics, working on a college publication, and volunteering in the community - these are just a few of the ways you can increase the value of your HCC experience.

STUDENT CLUBS AND ORGANIZATIONS

Hillsborough Community College offers a variety of opportunities for students to broaden their horizons through cultural and special events on each campus.

Each campus has clubs and organizations that serve student needs. If students do not find an organization that fits their interests, they have the opportunity to create one. Student clubs and organizations provide students with the opportunity to participate in organized activities with others having similar interests. They offer students a way to make friends, expand horizons, and get involved in college life.

STUDENT GOVERNMENT ASSOCIATION

All students are members of the Student Government Association (SGA). However, to vote in meetings you must be elected to the campus SGA. The SGA is the medium through which students can actively participate in the program and policy-making process of the College. It serves as the means of communication between students and administration. Please contact your campus Student Activities Office for further information.

It is the goal of the College to have a SGA established for each campus. Each campus will have its own Executive Officers and Legislative Body. It is the intention that this will create an atmosphere of participatory student governance that will result in greater student participation in clubs, organizations and student government.
STUDENT HEALTH AND WELLNESS

AIDS

Any questions, concerns, consultation regarding AIDS services or accommodations should be referred to any campus Office of Services for Students with Disabilities.

More detailed information on AIDS can be viewed in the Hillsborough Community College Catalog under the Student Policies section.

DRUGS AND ALCOHOL

Hillsborough Community College recognizes the serious nature and potentially harmful effects of using controlled substances in the workplace and educational setting. It is the College’s policy to provide both personnel and students with a drug-free work place and learning environment. Nothing less will be acceptable if the College is to be successful with its mission and goals. Consistent with this commitment, College members working together can achieve a “Drug-Free HCC”.

To assist College members in meeting our drug-free goal, the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at any time. Additionally, it will be a violation of College policy for an employee or student to use or be under the influence of alcohol or illegal drugs on College property or at a College site. However, for special events, the President may authorize alcoholic beverages to be served and sold with the necessary permits and insurance on College property or at a College site.

Recognizing that there may be employees and students who have an alcohol or drug problem, the College stands willing to assist in the resolution of that problem and encourages employees and students to seek help through their medical provider or, if desired, by the Human Resources Office or by the Student Services and Enrollment Management Department.

To support the College’s commitment to a drug-free workplace and learning environment, the College will provide a general alcohol and drug education to personnel, including supervisor training in prevention, identification, documentation and referral. In addition, students will annually receive alcohol and drug information.
STUDENT RIGHTS AND RESPONSIBILITIES

BILL OF STUDENT RIGHTS

PURPOSE
This procedure establishes a bill of student rights for students at Hillsborough Community College.

PROCEDURE
Hillsborough Community College exists to provide for the educational development of all students enrolled at the institution as well as the general well being of society. As members of the academic, technical and occupational communities, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. The College will implement administrative procedures to ensure academic freedom at the institution.
The admission policy of Hillsborough Community College is an Open Door Policy for all qualified students. No student will be barred from admission on the basis of race, sex, marital status, national origin, age, color or disabled status. The College facilities and services will be available to all students who are enrolled at the College.

Instructors will encourage free discussion, expression and inquiry, both in the classroom and in conference. Student performance will be evaluated solely on an academic basis, not on opinion or matters unrelated to academic standards.

**BILL OF STUDENT RIGHTS** - Students, as members of the academic community, will have the following rights while enrolled at Hillsborough Community College:

1. Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion expressed during a course of study. However, students enrolled in a course are responsible for learning the material.

2. Students will be protected against prejudicial or capricious academic evaluation. At the same time, students will be responsible for maintaining the standards of academic performance established for each course.

3. Information regarding a student’s views, beliefs and political associations, revealed during a course of study will be considered confidential. Under appropriate circumstances a faculty member may comment on a student’s ability or character which normally occurs with the student’s knowledge or consent.

4. Students will have active representative participation in College areas where students have a responsibility to the institution.

5. Students will have the right to establish a representative student government.

6. Students will have the right to establish and participate in student organizations, free from unreasonable restrictions, limitations and/or discrimination.

7. Students will have the right of access to written statements regarding educational policies, curricular activities and regulations which include the State Board of Education Rules, the HCC Administrative Rules and Procedures and pertinent regulations established by the Student Government, faculty, staff or administration.

8. Students will have the right to review their personal records. Subject to legal restrictions, students may challenge statements contained in their personal records.

9. Students will not be suspended or expelled from the College without receiving a hearing on the allegations.

(Student Services Operations Procedure/8/08)
I. PURPOSE

In order to maintain an educational environment to meet HCC’s mission and goals, HCC has established a Code of Conduct for students that requires respect, integrity and civility in all College-related activities by all members of the HCC student community.

This Code of Conduct “CODE” is intended to protect HCC, its academic and social community, and its property from harm resulting from acts of its students.

Both individuals and student organizations are expected to follow a code of responsible behavior and to observe HCC rules, policies and procedures, as well as, all federal, state and local laws and guidelines.

This Code outlines prohibited conduct and provides for imposing of appropriate discipline to students whose acts are in violation of prohibited conduct through hearing procedures affording both prompt disciplinary determinations and appropriate due process to the alleged student violator.

HCC students may also be accountable to law enforcement authorities, as well as to the College, for acts that constitute violations of laws as well as violations of this Code. In such events, College disciplinary actions will proceed notwithstanding any pending criminal proceedings. Similarly, dismissal or acquittal of concurrent legal proceedings will not necessarily result in dismissal of College disciplinary actions.
The College recognizes its responsibility to act to protect the safety and well-being of the campus community. The range of student misconduct which could harm persons and property on campus is also broad. Accordingly, these regulations are to be interpreted broadly to effect fully the protection of the HCC community. This Code is intended to define prohibited offenses and to give students notice of the behavioral standards expected of them. It is not meant to define misconduct in exhaustive terms or be all inclusive. HCC may take action concerning student conduct for off-campus/site conduct if the conduct is associated with HCC events, activities or if the conduct imposes a threat to safety or security of the HCC community or threatens to undermine HCC’s educational process.

II. JURISDICTION

HCC has jurisdiction over student misconduct that occurs on HCC premises and/or HCC-sponsored activities, which includes all activities at both the Hawk’s Landing student housing complex, and it may also address off-campus behavior if HCC determines that the behavior, or the continued presence of the student, impairs, obstructs, interferes with or adversely affects the mission, processes, operation or functions of the College. Any student who commits a criminal act or violates any provision of this Code may be subject to College discipline. HCC may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if criminal prosecution is pending, has been dismissed or the charges have been reduced.

HCC will fully enforce this Code at Hawks Landing and will enforce discipline for prohibited conduct as outlined in this Code at Hawks Landing.

The College shall enforce the provisions of Section 1006.62, Florida Statutes and the Code.

III. COLLEGE POLICY ON STUDENT VIOLATIONS OF LAW

On-Campus misconduct constituting a criminal offense will be immediately reported to the Public Safety Office who will contact law enforcement. If a student’s illegal act is also in violation of this Code, proceedings will be instituted under this Code. If the College itself is a victim of the illegal act, the college may file a complaint against the student with local law enforcement and take all actions available through the legal system. HCC may take conduct action against a student for off-campus conduct if it is required by law to do so, if the conduct arises from HCC activities, or if the conduct poses a significant threat to the safety or security of the college community, or if the conduct poses a significant threat of undermining the college’s educational process.

The Department of Public Safety is responsible for investigating all student violations of the law that occur on campus, and should be notified immediately upon detection of any such violation. As soon as practical upon receipt of such notification, a Public Safety officer shall advise the appropriate local law enforcement authority of such violation and that an investigation is being made. The Department of Public Safety shall take whatever action may be necessary, legal and proper within the scope of its authority with respect to such violation, for the protection of persons and property on campus, and shall cooperate fully with the law enforcement authorities in the apprehension of suspects, preservation of evidence, aid to victims and all other aspects of the case. Complainants will be asked to prepare a complete factual incident report after the occurrence of each violation and a copy thereof sent to the Department of Public Safety. These reports shall be prepared
whether or not the violation is also investigated by a local law enforcement authority. If the student violates an ordinance on state, federal or foreign country law that is not associated with a college program or activity, or on HCC property, HCC will not take action and will allow applicable laws to impose any fine/penalty.

IV. VIOLATIONS

The following behavior is subject to disciplinary action under this Code. Any individual, group or a student organization may be charged with any of the violations:

A. Academic Dishonesty—Engaging in all forms of academic dishonesty in any form including cheating, fabricating and plagiarism.

B. Alcohol Violations

1. Unauthorized purchase, distribution, delivery, sale, use of, possession or consumption of alcohol when under the age of 21 as specified by the State of Florida.
2. Unauthorized distribution, sale, or provision of alcohol to an individual who is under the age of 21 as specified by the State of Florida.
3. Possession or use of alcohol in any unauthorized public location.
4. Possession or consumption of alcohol on any part of Hawks Landing property, regardless of age of the individual in possession or consuming.
5. Driving on campus property while under the influence of alcohol.
6. Displaying behaviors that indicate intoxication from alcohol.

C. Illegal Drugs

1. Unauthorized use or possession of any substance constituting a “controlled substance or dangerous drug” as defined by the Florida Criminal Code or any illegal drug.
2. Purchase, distribution, delivery, or sale of any substance constituting a “controlled substance or dangerous drug” as defined by the Florida Criminal Code or any illegal drug.
3. Possession or use of drug paraphernalia.
4. Unauthorized purchase, distribution, delivery, sale, use of, possession, consumption, or provision of legally obtained drugs to someone who does not have a prescription for the medication and/or verification that the medication came from a licensed pharmacy.
5. Driving on campus property while under the influence of any illegal substances.
6. Displaying behaviors that indicate intoxication from a “controlled substance or dangerous drug” as defined by the Florida Criminal Code or any illegal drug.

D. Disruptive Conduct

1. Knowingly violating the terms of an HCC disciplinary sanction imposed in accordance with this Code.
2. Intentionally or recklessly causing physical or psychological harm to any person or intentionally or recklessly causing reasonable apprehension of such harm.
3. Commission on or off campus of any offense involving danger to the person or others, as specified in the Florida Criminal Code, or in a comparable law of the
jurisdiction in which said offense was committed if other than Florida.
4. Intentionally furnishing false information to the College or intentionally withholding requested information.
5. Physical or verbal obstruction or disruption of teaching, research, administrative proceedings or any authorized college program, event, function, or activity.
6. Intentionally interfering with the freedom of expression of others.

E. Failure to Comply

1. Failing to comply with the direction of college officials, including campus and contracted public safety officers and/or Resident Assistants, acting in performance of their duties and failing to comply with the direction of Hawks Landing property management personnel.
2. Inability or refusal to provide identification when requested by a college official, including campus and contracted public safety officers and/or Resident Assistants acting in performance of their duties.
3. Failure to comply with a directive including physical or verbal obstruction of a college official, campus and contracted public safety officer, Resident Assistant, and/or Law Enforcement officer’s ability to confront and/or resolve a violation of the Code or law.

F. Gambling—Gambling of any form or participation in games of chance for money or other things of value except as permitted by Florida law.

G. Harassment/Stalking

1. Intentionally or recklessly causing physical or psychological harm to anyone or reasonable apprehension and all threats of physical, verbal or psychological nature.
2. Engaging in stalking or pursuing behavior that creates an intimidating, hostile or offensive educational or work environment for another person/group.
3. Conduct that threatens, intimidates, humiliates or otherwise harms another person/group including face-to-face fighting words and profane expressions.
4. Stalking includes following or contacting via any means another person repeatedly for no legitimate purpose, so as to put that person in fear for their life, personal safety or cause the person substantial emotional distress.
5. Lewd, indecent or obscene conduct.

H. Sexual Assault or Sexual Violence/Sexual Harassment

1. All forms of harassment including slurs, jokes and other verbal, graphic or physical conduct relating to an individual’s sex, pregnancy, sexual orientation, race, color, national origin, age, religion including unwelcome religious persuasion, disability, marital and any other protected status.
2. Any sexual act that occurs without the consent of another person or occurs when the other person is unable to give consent due to drugs, alcohol or a disability. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. The provision also includes conduct of a sexual nature that is intimidating, hostile or offensive to campus, educational and/or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments, gestures or other forms of verbal, physical conduct or communications which constitutes sexual
harassment. Sexual harassment and assault are prohibited by federal or state law and by HCC rules.

Regardless of an official filing of a complaint or law enforcement investigation, the College will promptly investigate to determine what occurred, and take the appropriate steps to resolve the situation, to include internal grievance procedures and/or local authorities.

The HCC policy is found at http://www.hccfl.edu/gwsc/equity--diversity-office/hcc-policies-procedures--forms.aspx.

I. Computer Misuse

1. Unauthorized access; entry or use of a computer, computer system, network, software, data, password or account.
2. Unauthorized alteration or tampering with computer equipment, software, network or data.
3. Unauthorized copying or distribution of computer software or data.
4. Use of computers to falsify records, tamper with records or commit any act of academic dishonesty.
5. Any other act in violation of law and/or HCC policies and procedures regulating computer use (http://www.hccfl.edu/oit/policies--procedures.aspx).

J. Guests—Students are responsible for informing their guests about campus regulations, which includes guests of residents of Hawks Landing, and you may be held accountable for the behavior and actions of the guest.

K. Hazing—Any action or activity committed by active members of an organization that threatens, inflicts or intends to cause physical or mental harm or anxieties to another participant. This includes any action/activity, which may demean, degrade or disgrace another person and any action or situation, which either intentionally or unintentionally endangers a student who is attempting admission or affiliation with a student organization.

L. Fire and Safety

1. Damage to, removal of or tampering with any fire safety systems, firefighting equipment or other emergency warning equipment.
2. Intentionally or reckless burning or setting fire to any building or piece of property owned or controlled by the College/Foundation.
3. Initiating a false report, warning or threat of fire, explosion or other emergency.

M. Property/Facilities/Services

1. Allowing another person to use your Hawk Card.
2. Stealing, damaging, defacing or misusing College or any other person/group’s property or services, which also include possessing stolen property.
3. Unauthorized entry into facilities, including but not limited to buildings, classrooms, hallways, entryways, conference rooms and campus grounds.
4. Bringing animals/pets into College buildings except where authorized.
5. Use of operation of rollerblades, skates, skateboards, bicycles and similar items
inside College facilities, or in unauthorized areas.
6. Violation of HCC policies/guidelines for use of College facilities.
7. Consuming food/beverages in unauthorized areas, which include classrooms, labs, library and restrooms.
8. Smoking in unauthorized areas.
9. Violating the terms of the Lease Agreement and the rules/regulations at Hawks Landing.
10. Unauthorized recording of conversations, meetings or activities, which include unauthorized recording of a class or meeting unless expressly approved by the HCC representative.

N. Other Violations

1. Violation of any published or posted College regulations not specifically mentioned in this section, including HCC rules, procedures and regulations.
2. Aiding another in any violation of laws or College policies.
3. Attempt or intent to commit any violation of this Code.
4. Off-campus conduct as described in the Jurisdiction provision of this Code.
5. As authorized by the laws of the State of Florida, unauthorized use, possession or storage of any weapon(s), firearm(s), and/or explosives of any kind.

V. DISCIPLINARY MEASURES

One or more of the following disciplinary measures may be imposed upon students found to have violated this Code.

1. Expulsion (Permanent dismissal from the College).
2. Interim Suspension (Suspension from the College for up to 10 days). The Dean of Student Services may assign an interim suspension to students whose conduct he/she determines to present a continuing threat to the college community (student, staff, faculty) or to the academic process. The student must be officially notified of the interim suspension and the violation charges. The student will be provided an opportunity to refute the charges with the Dean of Student Services within the interim suspension period.
3. Suspension (Separation from the College for a specified period).
4. Disciplinary Probation (Loss of participation in extracurricular activities, athletics, and/or holding of an office in student organizations, for a specified time and period).
5. Restitution (The obligation to replace or pay for damaged property or to compensate for losses incurred, because of the violation).
6. Loss of Privileges (temporary revocation of such privileges as driving on campus, use of the cafeteria, library-borrowing privileges, attending athletic events, restricted access to defined locations on campus, suspension or loss of parking privileges, restriction or loss of housing at Hawks Landing, restriction or loss of visitation privilege to Hawks Landing, restriction or loss of guest privileges to residents of Hawks Landing, etc.).
7. Disciplinary Censure (Written warning to the student with copy to student file for having engaged in misconduct).
8. Performance of Conciliatory Act (If the student and the College are mutually agreeable and if circumstances of the violation and the student's attitude so warrant, a disposition may be made that will avoid imposition of a sanction yet
will require some conciliatory act by the student evidencing a positive attitude toward his/her conduct in the future). Examples include:

a. Behavioral counseling.

b. Voluntary withdrawal with opportunity to resume studies at a later time, and with a plan for the interim period.

c. Performance of some service for the College in mitigation of harm caused by misconduct.

VI. DISCIPLINARY PROCEDURES

A. Complaints

1. Allegation of a violation of the Code of Student Conduct may be made by any member or guest of the College community, or by any representative of any department or agency of the College.

2. Allegations must be in writing within ten (10) days of the report of an alleged code violation (For example, Departmental Complaint or Documentation Form and/or Public Safety, contracted security, or Law Enforcement report, etc.) and shall be filed with the Dean of Student Services at the campus where the infraction occurred.

3. The Dean of Student Services or his/her designee shall then investigate the alleged violation of the Code of Student Conduct.

4. The Dean of Student Services or his/her designee will determine one of two actions:

   a. If there is a probable violation of the Code, the Dean or his/her designee will determine which section(s) of the Code have been allegedly violated, then request a meeting with the student(s) involved.

      i. Any alleged violations will be explained to the student in writing within fifteen (15) business days of the Dean’s receipt of the documentation.

      ii. Notification of the complaint shall be in person, e-mail with confirmation receipt, and/or by certified mail, return receipt requested, addressed to the student.

      iii. The written notification shall contain the date, time and location of a meeting with the Dean of Student Services or his/her designee within ten (10) business days of the date of the notification.

   b. If there is not enough substance to support a probable violation of the Code, the matter will be dropped.

B. Meeting with the Dean or his/her designee

1. Upon receipt of the notification of the alleged violations and meeting appointment, the student has five (5) business days to contact the Dean or his/her designee to reschedule the meeting for a documented conflict. If the student refuses to meet or misses a scheduled meeting with the Dean or his/her designee, the violations will be considered and decision made without his/her input.

2. During the meeting with the Dean or his/her designee, the evidence will be
reviewed to determine the alleged violation(s) of the Code and will be presented to the student. Witnesses will not be allowed to attend the meeting without the permission of the Dean.

3. If the student acknowledges responsibility and/or accountability for any violations of the Code, he/she would let the Dean or his/her designee know this during the meeting.

   a. The Dean or designee will invoke one or more of the disciplinary measures from Section 5 and make appropriate adjustments for the particular violation(s).
   b. The Dean or designee will inform the student of sanctions in writing within ten (10) business days.
   c. The matter is closed with no appeal with the exception of suspension or expulsion.

4. If the student does not accept responsibility and/or accountability for one or more violations of the Code, he/she would let the Dean or his/her designee know during this meeting.

   a. The Dean or designee will review all materials and documentation, listen to the student’s perspective, then consider the evidence to determine if the alleged violation(s) of Code are legitimate.
   b. The Dean or designee may invoke one or more of the disciplinary measures from Section 5 and make appropriate adjustments for the particular violation(s).
   c. The Dean or designee will inform the student of the decision and/or sanctions in writing within ten (10) business days.
   d. The matter is closed with no appeal with the exception of suspension or expulsion.

5. If the Dean or his/her designee determines that the violation warrants either expulsion or suspension, the student will be advised that he/she has a five (5) business day period to request a hearing before the College Code of Conduct Committee (CCCC).

6. The burden of establishing facts in mitigation of expulsion or suspension will be upon the alleged violator.

   a. If the student does not request to be heard by the CCCC within the five (5) day period, the Dean of Student Services shall recommend the sanction of suspension or expulsion to the Campus President and advise the student in writing.
   b. The Dean of Student Services or Campus President may opt to refer the matter to the College Code of Conduct Committee.
   c. If the Dean of Student Services or Campus President requests the case be heard before the CCCC, the Dean of Student Services or designee shall forward the reports and evidence concerning the case to the Vice President for Student Services and Enrollment Management.

C. Appeal to the College Code of Conduct Committee (CCCC)
1. The Vice President for Student Services and Enrollment Management (VPSSEM) shall provide the date, time and place of the hearing to the CCCC. The Dean of Student Services will inform the alleged violator. The meeting date shall not be less than ten (10) days from the date of notification. Notification of the charge shall be in person (receipt required) or by email, certified mail, return receipt requested. A copy of this notification shall be filed in the Dean of Student Services’ Office. In addition, the College Code of Conduct Committee shall instruct the Dean of Student Services to forward to the student immediately, a list of witnesses and a copy of their statements and/or documents of alleged violations along with other evidence that the complainant intends to submit against him/her.

2. If, after due notice of the alleged violations and date of hearing, the student fails to appear and the majority of the CCCC is satisfied that the student had appropriate notice of the charge and date of the proceeding and no valid excuse for not appearing, the CCCC may then hold the hearing without the student present.

3. Decisions in all cases shall be determined by a simple majority vote of the members present.

4. The CCCC shall follow the Rules Governing Procedures of the CCCC and Procedural Rights of Individuals Charged (see Section 8). In addition, the CCCC may adopt any other procedural rules that are not inconsistent with these rules in order to assure a fair and impartial hearing, and shall file a report containing findings of fact and conclusions as to the validity of the alleged violations. The report, along with recommendations shall be filed with the Dean of Student Services. If the hearing was conducted in the absence of the individual charged, the report shall so indicate.

D. Imposition of Sanctions—If the person charged is found responsible or accountable for violating the Code, the Campus President and the Dean of Student Services shall review the CCCC report and recommendations, then impose any appropriate sanction or sanctions. A report of findings and impositions of sanctions shall be provided to the alleged violator of the Code (signature required) in person or by certified mail, return receipt requested. A student’s failure to sign constitutes a de facto acceptance.

E. Administrative Suspension—Pending the completion of the hearing before the CCCC, the status of the alleged violator of the Code within the college shall not be altered unless his/her continued involvement or presence on campus is found by the Dean of Student Services to constitute a serious threat to the College community or to the property of the College.

VII. COLLEGE CODE OF CONDUCT COMMITTEE—The College Code of Conduct Committee shall be organized to hear cases referred to it by the Dean of Student Services or Campus President at the campus where the infraction occurred or brought before it by the student facing charges.

A. Composition of the CCCC: The CCCC shall consist of five persons, appointed by the Vice President for Student Services and Enrollment Management and include at least one representative from each of the following constituencies: a Dean, at least one student, one faculty member, and two staff members (one district and one campus staff member). The chairperson of the CCCC shall be appointed by
the Vice President for Student Services and Enrollment Management (VPSSEM). The responsibilities of the chairperson will be to insure that the right to due process is not abridged and that the CCCC holds its hearings in accordance with procedures set forth herein. A simple majority of the members of the Committee shall constitute a quorum.

B. Jurisdiction: The CCCC shall be the principle college-wide disciplinary committee with jurisdiction to review student suspensions or expulsions. After careful deliberation, the CCCC will recommend appropriate action to the Campus Dean of Student Services, and Campus President. The committee may choose to sustain, modify, or dismiss the sanctions imposed upon the student.

C. The College Code of Conduct Committee shall have the authority to prescribe supplementary rules of procedure consistent with the requirements contained herein. The College Code of Conduct Committee may also, on request, render written advisory opinion concerning the meaning and application of this code, or of the rules and regulations promulgated pursuant to this code.

VIII. RULES GOVERNING PROCEDURES OF THE COLLEGE CODE OF CONDUCT COMMITTEE (CCCC) AND PROCEDURAL RIGHTS OF INDIVIDUALS CHARGED

A. The CCCC procedures are without reference to any matter developed previously in an informal proceeding in which disciplinary action was considered.

B. No member of the CCCC who participated in the particular case, who would appear as a participant in the particular case, or who would appear as a participant before the Board itself shall sit in judgment during that particular proceeding.

C. Incidents heard before the CCCC shall be held in private unless the alleged Code violator requests that the public be admitted. The public may then be admitted subject to the following stipulations:
   1. That in the event of disorder or disruption of the proceeding by spectators, the CCCC may order it closed to the public.
   2. The Committee may order all spectators excluded from the proceeding during testimony of a witness when the Committee concludes that such exclusion is necessary and appropriate to avoid embarrassing publicity for a witness.

D. The alleged Code violator shall have the right to have any one advisor of his/her choice from within or without the college community present during proceedings. The advisor may consult with the student throughout the proceeding, but may not directly address the CCCC or attempt to delay or disrupt the progress of the proceeding at any time.

E. The alleged Code violator shall have the right to be informed of the identity of the person initiating the incident and/or alleged Code violations against him/her and the right to hear the witnesses against him/her and subject to reasonable rules of procedure, the right to question such witnesses.

F. The alleged Code violator shall have the right to produce witnesses in his/her own defense. The CCCC may limit the number of repetitive witnesses in order to avoid dilatory tactics.
G. The alleged Code violator shall have the right to testify in his/her own behalf, or to refuse to testify without such refusal being construed against him/her.

H. The violations of the Code may be presented by either the appropriate Dean of Student Services or another agent of the College appointed by the Dean of Student Services.

I. A record of the proceedings shall be made and preserved for not less than sixty (60) days.

J. Order of Business:

1. Call to order—Chairperson
2. Statement of case to be heard—Chairperson
3. Opening Statement—Complainant or College Delegate
4. Opening Statement—Alleged Violator of Code
5. Presentation and question of evidence and witnesses for the Complainant or College
6. Presentation and question of evidence and witnesses for the Alleged Violator
7. Closing Statement from the Complainant or College Delegate
8. Closing Statement from the Alleged Violator
9. Closing comments and announcements regarding the calendar—Chairperson
10. Adjournment—Chairperson

K. Deliberations of the Committee shall be conducted out of the presence of the student who allegedly committed the Code violation and with no other persons or spectators present.

L. No record or transcript of the Committee’s deliberations shall be made except a formal record of the Committee’s action.

(SS Operations Procedure 3/5/14)

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

Hillsborough Community College (HCC) will only use your social security number (SSN) as needed for lawful purposes within the business of HCC and for those specific purposes identified by the Social Security Administration, the Internal Revenue Service and other state and federal regulatory agencies. The SSN will not be used in any information system as the primary identification of individuals unless required by law. HCC is committed to provide security for our students, faculty and staff; and recognizes that the threat of identity theft is a growing problem. HCC departments that are authorized and required to collect, transmit, store or use a SSN will do so in a secure manner. Violations of this policy may result in disciplinary action up to and including discharge or dismissal in accordance with HCC rules and procedures.

In compliance with Section 119.071(5), Florida Statutes, this document serves to notify you of the purpose for the collection and usage of your SSN.

HCC collects and uses your SSN only for the following purposes in performance of the College’s duties and responsibilities. To protect your identity, HCC will protect
your SSN from unauthorized access, never release your SSN to unauthorized parties, and assign you a unique student/employee identification number. This unique ID number is used for all associated employment and educational purposes at HCC.

For the student information system (Hawknet), the primary identifier for a student will be the student identification number, which will be used to access student education records, and for electronic and paper data systems that identify, track and service students. Faculty and staff will require students to provide their student identification number for all transactions and not SSNs for any transactions requiring access to student records.

**Human Resources Department**

Providing your SSN is a condition of employment at HCC. Your SSN is used for legitimate employment business purposes in compliance with:

- Completing an Employment Application/Packet
- Completing and processing background checks
- Completing and processing the Federal I-9 (Dept. of Homeland Security)
• Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
• Completing and processing Federal Social Security taxes (FICA)
• Processing and distributing Federal W2 (Internal Revenue Service)
• Completing and processing quarterly unemployment reports (FL Dept. of Revenue)
• Completing and processing Florida retirement contribution reports (FL Dept. of Revenue)
• Processing workers compensation claims Florida Community College Risk Management Consortium (FCCRMC) and Dept. of Labor
• Completing and processing direct deposit files
• Completing and processing 403b and 457b contribution and similar reports
• Completing and processing group health, life and dental coverage enrollment
• Completing and processing various supplemental insurance deduction reports

Financial Aid
The HCC Office of Financial Aid requires students to submit their SSN on various financial aid forms to coordinate institutional, state and federal financial aid programs.

Admissions
The HCC Admissions Department will collect student SSNs, which are needed for federal reporting requirements. However, students are assigned a student number which will be used for all college business of identification. All SSNs are protected by FERPA and are never released to unauthorized parties.

Financial Services
The HCC Financial Services Office uses student SSN's to report information to the Internal Revenue Service (IRS) via 1098T, the Florida Prepaid Tuition Plan, to third parties paying for tuition and fees on behalf of the student, for reporting information to collection agencies, and for reports required by the state and federal government.

Library
Student, faculty and staff SSNs will be used in the libraries' patron database (LINCC) for online login authentication, patron verification and the elimination of duplicate records.

Outreach Programs
The Upward Bound College Reach Out Program is a youth outreach (intervention) project funded by discretionary grants from the United States or Florida Department of Education (FDOE). As such, the project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or, are permanent residents of the United States. In order to verify a participant’s project eligibility, SSNs are required and also later used when submitting information for the annual performance reports due to the United States or FDOE.
Workforce Programs
These programs, funded through the Agency for Workforce Innovation (AWI), use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into the statewide data collection and reporting system. Because these are performance-based contract programs, AWI requires that all participants and their program-related activities be recorded in the Florida state system.

SEXUAL ASSAULT

HCC Policy and Procedures
Sexual assault and any attempt to commit sexual assault are serious criminal offenses that will not be tolerated by HCC. The term “sexual assault,” is commonly used to include such criminal offenses as sexual battery, sexual abuse, sexual misconduct, severe types of sexual harassment and other offenses of this nature, including instances of assault and battery.

A sexual assault incident or attempted sexual assault either on College property, on adjacent property, or at a College-sponsored or related event, should be immediately reported to a Public Safety Officer. Immediate reporting is necessary to preserve evidence for the proof of a criminal offense. If the student wishes, HCC personnel may be contacted to assist in notifying the authorities. In turn, the incident will be immediately reported to a local law enforcement agency. An internal investigation will be conducted and it will in no way obstruct the investigation being conducted by local law enforcement. If requested by the student and reasonably available, HCC will change a victim’s academic schedule after an alleged sex offense.

College staff will assist and cooperate with local law enforcement with the investigation. Sexual assault incidents will be uniformly handled by the College in a confidential manner to the extent allowed by law and in accordance with administrative procedure.

Crisis Management Committee
HCC maintains a Crisis Management Committee that will respond to crises including sexual assaults that may occur. The committee will work directly with local law enforcement to assist with the investigation solely on an as needed basis and/or if requested by the agency. The Committee will also establish a cooperative environment for the local law enforcement agency to provide the agency assistance dealing with students, parents and staff regarding the incident and any concerns that may surface.
STUDENT ACADEMIC GRIEVANCE

Purpose
This procedure establishes guidelines by which a student can dispute the process in which a grade was determined, if the student believes that the grade has been awarded in error or if the student believes that the grade was prejudicially or capriciously awarded.

The college acknowledges that grade policies are the purview of the faculty and that faculty members who have graded objectively and subjectively based on their professional expertise and who have followed the grade policies published in their syllabi have not awarded grades in a capricious or discriminatory manner.

Procedure
1. Contact with Faculty
   A. Day One through Day Ten: Within ten working days after the beginning of the term that immediately follows the term in which the grade was awarded, the student should attempt to meet with the faculty member first to discuss the awarding of the grade and to discuss his or her assertion that the grade awarded by the faculty member was incorrect. If the faculty member is not teaching during the following term, the following timelines apply:
      (1) Full-time faculty members: The student should meet with the faculty member within ten working days of the next term in which the faculty member has assigned load responsibilities at the college (for instance, a spring term grade would be discussed during the first ten working days of the next fall term if the instructor has no load responsibilities for the summer term).
      (2) Adjunct faculty members: The student should attempt to contact the faculty member during the first ten working days of the term that immediately follows the term in which the grade was awarded.
   B. Day 11 through Day 20
      (1) Full-time faculty members: A student who has not been able to begin the process of addressing a grade within the above timeline may file a written appeal to the faculty member’s immediate supervising
2. Contact with the Dean
   A. Pre-Grievance
      (1) By Day 20: In the event that contact with the faculty does not resolve the student’s complaint about the grading process, then within 20 working days of the term specified in Section 1, the student must meet with the faculty member’s immediate supervising dean to present data to support his or her complaint.
      (2) Within Five Days of Contact with Dean: Within five working days of the student’s contact with the dean, the dean will assign a tenured counselor to inform and advise the student about the grievance process. The student is responsible for contacting the dean’s office to determine which counselor has been assigned to work with the student.
      (3) Within Five Days of Assignment of Counselor: The student must meet with the counselor within the next five working days. The student is responsible for meeting with the counselor during the allotted time period. If the student wishes to pursue the grievance, the counselor will provide the student with the Academic Grievance Form, and the counselor will inform the student that the student is responsible for proving that the instructor graded in a capricious or discriminatory manner.
      (4) Within Three Days of Meeting with Counselor: The student must file the form in the aggrieved faculty member’s immediate supervising dean’s office within three working days after meeting with the counselor.

   B. Grievance
      (1) Within Ten Days of Receipt of Grievance: Within ten working days of receiving the Academic Grievance Form, the dean will review the grievance, talk with the faculty member, read the syllabus, review the grades earned during the course, and determine whether or not the grade has been tallied based on the instructor’s syllabus criteria. If the grade has been determined on this basis, the dean will notify the student and the faculty member in writing of the decision. If not, the dean will request in writing that the faculty member re-evaluate the grade, using the criteria as outlined in the faculty member’s own syllabus, and submit a change of grade form.

      If the aggrieved faculty member is an adjunct instructor whom the dean cannot manage to contact, then the dean will assign a tenured program manager or a tenured full-time faculty member in
the discipline to assist in the grade process review. If the grade was awarded correctly, the dean will inform the student in writing. If the grade awarded was not based on the adjunct instructor’s syllabus criteria, the dean and the tenured faculty member will re-evaluate the grade to determine the correct grade to award.

The dean will then request that the program manager or faculty member submit a change-of-grade form, which will then be submitted to the campus president with an accompanying memo of explanation. The campus president will signify agreement by signing the change-of-grade form and sending it to Admissions and Records for processing. Both the form and the memo of explanation will be kept in the student’s file. If the campus president determines that the grade was awarded correctly, then the student and the dean will be notified in writing.

(2) Within Five Days of Receipt of Dean’s Decision: The faculty member or the student may appeal the dean’s decision to the campus president within five working days of receiving the written notification from the dean.

3. Contact with the Campus President

A. Within Ten Days of Receipt of Appeal: Within ten working days of receiving a written request to appeal the dean’s decision from either the student or the faculty member, the campus president will review the grievance, talk with the faculty member, read the syllabus, review the grades earned during the course, and determine whether or not the grade has been tallied based on the instructor’s syllabus criteria. If the grade has been determined on this basis, the campus president will notify the student and the faculty member in writing of the decision. If not, the campus president will request in writing that the faculty member re-evaluate the grade, using the criteria as outlined in the faculty member’s own syllabus, and submit a change of grade form.

B. Within Five Days of Receipt of Campus President’s Decision: The faculty member or the student may appeal this decision to the Vice President of Academic Affairs within five working days of receiving the written notification from the campus president.

4. Contact with the Vice President of Academic Affairs

Within Ten Days of Receipt of Appeal: The Vice President of Academic Affairs will review the process and recommendations made. Within ten working days of receiving the written request to appeal the campus president’s decision, the vice president will notify the student, the campus president, and the faculty member in writing of the resolution to the grievance. The decision of the Vice President of Academic Affairs to the appeal of the campus president’s decision is final and not subject to appeal.

(Administrative Procedure 5.17) (2/5/02)
STUDENT GRIEVANCE (NON-ACADEMIC)

Purpose
This procedure establishes procedural guidelines for students at Hillsborough Community College to follow for having a grievance heard and acted on in a fair and equitable manner.

Procedure
Hillsborough Community College recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between the students and the College. This procedure will better ensure that complaints receive full consideration, with an emphasis on resolving the problem at the lowest level, with the individual with whom the dispute occurred. However, if a problem or condition exists, the student should bring this to the attention of the appropriate person in the proper manner.

Students at the College are entitled to fair and equitable treatment and an accessible procedure for expressing dissatisfaction and communication with the administration to reconcile any College-related problems. Retaliation for the exercise of these rights is forbidden.

Where informal methods are unsuccessful, the College recognizes that certain problems are best settled by a grievance procedure. If a problem is included within the definition of a grievance, the purpose of this procedure is to settle the grievance promptly and within the time limitations prescribed below. However, a student’s problem may be referred to another procedure if the dissatisfaction or problem is not included in a grievance.

1. DEFINITIONS - the following definitions will apply to this procedure:

A. Grievance - a dispute involving a non-academic issue with an employee of the College or with the College, which may include the violation of an administrative rule or procedure. A grievance will not involve administrative decisions regarding the operation of the College, such as but not limited to the scheduling of classes or the location of a classroom(s).

B. Grievant - a student who initiates a grievance as defined above. (If more than one student has the same or a similar grievance, each student will be required to file a grievance.)

C. Respondent - the specific individual(s) responsible for causing or
implementing the matter that gives rise to the dispute. The respondent may be a member of the faculty or other College employee against whom a grievance is filed.

D. Student/Staff Committee - the committee will include two (2) College employees appointed by the Campus President and two (2) students appointed by the campus Student Government. The Campus President will also appoint an administrator to be the chairperson of the committee.

E. Student Rights Representative - each campus Student Government will select a student to be the Student Rights Representative.

2. GRIEVANCE GUIDELINES - the following guidelines will apply to this procedure for student grievances:

A. A grievance may only be filed by the affected student who is solely responsible for initiating this grievance.

B. The time limitations are necessary to provide a timely resolution of the grievance. “School days” shall exclude Saturdays, Sundays and approved holidays.

C. If the student fails to adhere to the time limitations, the grievant will be deemed to have waived his/her grievance. The Dean of Student Services will terminate the grievance and notify the grievant and respondent accordingly.

D. If the respondent fails to adhere to the time limitations, the respondent will be deemed to have waived his/her right to respond during that time or step of the grievance and the grievance will move to the next step.

E. The Dean of Student Services may authorize an extension of time following receipt of a written request. The Dean of Student Services will notify the grievant and respondent accordingly.

F. If the Dean of Student Services is named as a respondent in a grievance, the Campus President will name a designee for the Dean of Student Services for the procedural steps outlined in this procedure. In addition, to better ensure that the grievance is handled in a timely manner in the event the Dean of Student Services is unavailable, the responsibilities outlined in this procedure will be assigned to a designated employee by the Campus President.

G. This is not the appropriate procedure for a grievance involving discrimination or sexual harassment. The student must contact the Dean of Student Services or the Office of Equity for additional information, or refer to the appropriate administrative rules or procedures which are available at the office of the Campus President, an administrator's office or in the libraries.

H. A student may not grieve an executive discretionary decision by College personnel regarding the operation of the College or the management of employees and students as permitted by the rules of the State Board of Education and the laws of the state of Florida.

I. The College will work with students to resolve problems. A student will not be penalized for presenting a complaint or filing a grievance.

J. To better ensure that the grievance is addressed on an informal basis, a non-College related spokesperson or representative would not be permitted during the grievance process until the appeal process commences with an appeal to the President.
3. PRE-GRIEVANCE INFORMAL CONSULTATION - the following guidelines apply to a pre-grievance informal consultation in addition to the other applicable requirements of this procedure:

A. Prior to initiating a grievance, a student should make reasonable efforts to resolve any questions, problems or misunderstandings that may arise. Students should evaluate whether a dispute involves executive discretionary matters by College personnel regarding the operation of the College or the management of students and employees. Such matters are not subject to the grievance process.

B. For dissatisfactions and disputes not involving discretionary decisions by College personnel, students are encouraged to initiate discussions with the Dean of Student Services or a faculty member (where applicable) or any other employee involved at the time of dissatisfaction or when a problem arises. Such discussions are encouraged to better ensure that positive and prompt action is initiated to answer student questions and to resolve complaints. It is College personnel’s responsibility to ensure that any complaint brought to him/her receives prompt attention. The student may meet with the Dean of Student Services prior to initiating a grievance to receive guidance and assistance.

C. The grievant (student) must submit a brief written request for an informal meeting to the respondent within five (5) school days following the date of the incident, giving rise to the complaint or the date on which the complainant has knowledge of the incident. Within five (5) school days following the date of incident, giving rise to the complaint or the date on which the grievant has knowledge of the incident, with in five (5) school days following the written request, the respondent will schedule an informal meeting with the grievant to discuss the alleged complaint, with the objective of resolving the matter to the satisfaction of the grievant and the respondent.

A grievant may not file a grievance if the grievant has not requested and attended the informal meeting.

D. At the informal meeting, the grievant is not responsible for notifying the respondent that a formal grievance may be filed.

E. If the problem is resolved at this step, the issue will be dropped.

F. If the grievant is unable to contact the respondent or the respondent is unwilling to meet with the grievant within the five (5) school day period, the grievant will notify the Dean of Student Services for further directions which may include skipping the respondent in the grievance procedure.

4. FORMAL GRIEVANCE

STEP ONE: To initiate a grievance, the grievant will obtain a copy of the Student Grievance form from the Dean of Student Services and complete Step One. The Student Grievance form must be completed and filed with the Dean of Student Services within five (5) school days following the date of the informal meeting.

A. The Dean of Student Services may determine whether the allegations filed constitute a grievance. If it is determined that a grievance does not exist in accordance with the definition, the grievance will not proceed and both the
grievant and the respondent will be notified accordingly. The student may appeal this decision to the Campus President within five (5) days following receipt of the request to notify the Dean of Student Services, who will notify both the grievant and the respondent accordingly.

B. The grievant will attach the following information to the Student Grievance form:

(1) A brief summary of the dispute.
(2) A description of the administrative rule or procedure violated, misinterpreted or misapplied.
(3) A description of the facts in chronological order on which the grievant relies.
(4) A statement with the names of all witnesses to the condition or action from which the grievance arose.
(5) Copies of all documentation possessed by the grievant regarding the grievance process and all documentation leading to or involving the grievance.
(6) A statement of the specific relief sought or resolution requested for the grievance.

C. The grievant’s statements on the Student Grievance form and the attached documentation constitute the grievant’s written statement. The grievant may not add other grievances, modify the grievance, or modify the requested relief after the Student Grievance form is filed with the Dean of Student Services. The grievance shall proceed on the basis of the written statement. Nothing in this procedure shall be construed to prevent the Dean of Student Services, the Campus President or any decision-making level listed in this procedure from granting any relief deemed appropriate.

The Dean of Student Services will forward a copy of the Student Grievance form with attachments to the respondent within three (3) school days following receipt of the grievant’s written statement.

STEP TWO: The respondent will submit a written response to the Dean of Student Services within five (5) school days following receipt of the grievant’s written statement.

A. The respondent’s written statement will prepare the following information and attach to the Student Grievance form:

(1) A response to the grievant’s written statement
(2) Documentation that the respondent deems appropriate

B. The respondent’s statement on the Student Grievance form with the documentation attached is the respondent’s written statement. The respondent may not modify the response after the Student Grievance form with attachments is filed with the Dean of Student Services. The grievance will proceed on the basis of the material described above.

C. The Dean of Student Services will forward a copy of the completed Student Grievance form with attachments to the respondent’s immediate supervisor within three (3) school days following receipt of the respondent’s written statement. Within a maximum of five (5) school days after receiving the copies of the Student Grievance form, the respondent’s immediate supervisor will schedule a meeting with both the grievant and respondent.
to discuss the grievance. The respondent’s immediate supervisor will have five (5) school days following the date of receipt of the grievant’s and respondent’s statements from the Dean of Student Services to forward a written recommendation to both the grievant and the respondent.

**STEP THREE:** Student Grievance Hearing - if the grievant is not satisfied with this recommendation, the grievant will have five (5) school days following receipt of the recommendation, to notify the Dean of Student Services that the grievance will proceed. The grievant will determine whether the Student Grievance Hearing will be held either with the Dean of Student Services or the Student/Staff Committee.

A. Dean of Student Services - the Dean of Student Services will schedule a hearing within five (5) school days after the grievant officially requests the hearing. The grievant and the respondent will each present the facts, issues and resolution to the grievance.

B. Student/Staff Committee - the Campus President will appoint two (2) full-time employees and the campus Student Government Association will appoint two (2) students to serve on the Student/Staff Committee. The Campus President will also appoint an administrator to chair this committee. (The Dean of Student Services will not be appointed to this committee.)

C. Student Rights Representative - the grievant may ask to be represented by the campus Student Rights Representative selected by the campus Student Government Association.

D. Hearing Guidelines:

1. The committee will review the facts in the grievance.
2. The Dean of Student Services will schedule the hearing and notify the grievant, respondent and all witnesses regarding the time, date and location of the hearing. In addition, where applicable, the Dean of Student Services will forward a copy of the written statements to the members of the Student/Staff Committee.
3. The statements by the witnesses, the grievant and the respondent should not exceed thirty (30) minutes, except when the committee determines that additional time is needed.
4. The grievant and the respondent are required to appear at the hearing or to submit documentation stating his/her position on the matter. If the grievant or respondent fails to attend or to submit a written statement, only the party’s written statements will be reviewed. The grievant and the respondent may submit documentation to the hearing that was not included in the written statements to correct statements of fact made by the grievant or respondent. All witnesses may be videotaped at the prerogative of the committee chairperson.
5. The statements of the grievant, respondent and any witnesses will be evaluated and each person may be questioned.

A formal written recommendation will be forwarded to both the grievant and respondent within five (5) school days following the date of the hearing.
STEP FOUR: Campus President - within five (5) school days following receipt of the recommendation, the grievant may notify the Dean of Student Services that (s)he is not satisfied with the recommendation. The Dean of Student Services will forward a copy of all documentation to the Campus President within three (3) school days after receiving the request.

The Campus President will meet with both the grievant and the respondent within five (5) school days after receiving the request. The Campus President will forward a final grievance decision to the grievant, respondent and the Dean of Student Services, based on a review of the written statements, any investigation conducted by the Dean of Student Services and the non-binding recommendation from the grievance hearing step.

5. APPEAL PROCESS
A request for appeal of a grievance decision is a request for special consideration at the district level. Students should first attempt to resolve grievances at the campus level. For each step of the request for appeal process, the following information will be included by the grievant:

A. A statement describing any failure by the Dean of Student Services, the respondent, the Student/Staff Committee or the Campus President to follow the grievance process;
B. A statement describing how the failure to follow the grievance process prejudiced the grievant; and
C. A statement describing the errors or mistakes committed by the Dean of Student Services, the Student/Staff Committee or the Campus President in evaluating the grievance. The grievant must reference the written statements.

Each district official, upon receipt of a grievance appeal:
(1) Will investigate the circumstances and attempt to resolve the problem;
(2) May schedule a meeting with the grievant and respondent;
(3) Will not conduct another hearing or receive additional factual presentations; and
(4) Will forward a decision to the grievant, the respondent and the Dean of Student Services within five (5) school days.

STEP ONE: Appeal to the Vice President for Student Services and Enrollment Management
Within five (5) school days following receipt of the decision of the Campus President, the grievant may submit a written request for an appeal to the Dean of Student Services. The Dean of Student Services will forward the request and all documentation to the Vice President for Student Services and Enrollment Management within two (2) school days for review.

STEP TWO: Appeal to the College President
Within five (5) school days following receipt of the decision of the Vice President for Student Services and Enrollment Management, the grievant may submit a written request for an appeal to the Dean of Student Services. The Dean of Student Services will forward the request and all documentation to the President within two (2) school days for review.
The President’s decision to uphold, reverse or modify the grievance decision shall terminate the grievance.

(Student Services Operations Procedure: 12/09/2013)

Note: The student grievance form can be found on the HCC website at:

http://www.hccfl.edu/media/940775/student%20grievance%20form-fillable.pdf

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 laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for 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 for 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.

Process to file Equity Complaint:

1. A student or applicant for admission should report any incident of alleged discrimination or harrassment to the Title IX Coordinator and to the Dean of Student Services with the Equity and Diversity Office.
2. Upon receipt of a written or telephone complaint, the Title IX Coordinator will furnish the complainant with a copy of the Discrimination Complaint form. This form should be completed before the complaint process can begin.
3. The Title IX coordinator will review each allegation. If the complaint is covered by the Hillsborough Community College Educational Equity Plan or any Federal or State law, rule or regulation, it will be processed.
4. All allegations will be thoroughly investigated on behalf of the College by the Title IX Coordinator with the Equity and Diversity Office.
5. When there is reasonable cause to believe there was discrimination, HCC will move to resolve the issue(s) by suggesting appropriate remedies.
6. All discrimination or sexual harassment complaints must be filed within ninety (90) days of the alleged occurrence.
7. Retaliation against individuals who file complaints of discrimination is expressly prohibited by law and college policy.

A discrimination complaint form can be found on the Equity and Diversity webpage located at the footer of the HCC home page.

The Equity and Diversity Office values and responds to equity-related complaints in a very confidential and timely manner. Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:
STUDENT SERVICES AND ACTIVITIES

HCC’s Division of Student Services and Enrollment Management includes those areas that most affect a student’s non-class activities, for example: admissions, registration, financial aid, testing, counseling, advising, extracurricular activities, and services for students with disabilities.

The offices within the student services division - each with its own unique service and function - work together to make your college experience more successful and enjoyable.

For details on HCC’s services, policies and programs, visit the HCC website.

ACADEMIC ADVISING

Sometimes college can seem like a maze. Academic Advisors understand that students have many questions, which is why they are ready to help you get started and stay on the right path. Academic Advisors work in partnership with students to assist in navigating the institutional structure and system and provide support and guidance for academic decisions and degree requirements. Whether you have questions about test scores, degree and graduation requirements, course selection, transcript review, or transferring to a four-year institution, Advisors are ready to assist you—you just need to take the first step and ask.

You can meet with an Advisor in the Student Services area of any HCC campus on a walk-in basis, during normal business hours.

We encourage you to access the student menu of Hawknet Web Advisor and print out a Progress towards Degree Requirements (also known as a Degree Audit) to determine where you stand in completing your intended degree program. You may also want to print an Advising Guide which can be found on the Current Students resource page of HCC’s website. These guides will give you a quick view of the courses required for your degree or certificate program. By working together with your Advisor, you will get started and stay on the road to success.

ATHLETICS

Gymnasium, Weight Room and Outdoor Sports Complex
HCC's Tennis Complex, an innovative joint project originally among HCC, the City of Tampa, and Hillsborough County, is located at the northeast corner of the Dale Mabry Campus. Students, faculty, and staff may use the sports complex at no charge while participating in college credit courses. At other times, students pay a special rate when they present their HCC I.D. card or semester's receipt. The public may rent the facilities according to a published fee schedule.

Tennis and racquetball courts are available for educational and recreational use by HCC students and the community. Hourly reservations are required and reservations for tennis and racquetball courts must be made 24 hours in advance. Further details are available by phoning (813) 348-1173.

The gymnasium, which serves as the home court of the Hawks basketball and volleyball teams, is located on the Dale Mabry campus. College weight training rooms and the gymnasium may be available for student use free of charge at designated times. There are weight rooms located on the Brandon and Dale Mabry campuses. To use the weight room on the Dale Mabry Campus the student must be enrolled in a PE class. Hours of operation for the gym and weight room are posted and vary from term to term. Students are required to dress appropriately.

**Varsity Sports**

The varsity sports program consists of volleyball, basketball, tennis and softball (fast pitch) for women; and basketball and baseball for men.

The Hawks are members of the Florida College System Activities Association, Suncoast Conference, Mid Florida Conference, and Region VIII of the National Junior College Athletic Association.

Financial scholarships are available to any full-time student who meets both athletic and academic qualifications. For details, students should contact the Athletic Office, Dale Mabry Campus, at 813-253-7446. Upon request, the College will make available to current or future students the completion rates of student athletes.

**BOOKSTORES**

http://bookstore.hccfl.edu/home.aspx

Each campus has a bookstore. The bookstores sell textbooks, general reading materials, books and periodicals, school supplies, art and engineering supplies, gifts, computers, HCC clothing, computer software and other miscellaneous items.

Privately run bookstores not subject to College policies are also located near some HCC campuses.

**HOUSING/HAWKS LANDING**

http://hccstudenthousing.com

Hawks Landing - A New Place to Live. Hawks Landing Apartments are located at the Dale Mabry Campus of HCC. This community offers a great value, a convenient location, a living and learning atmosphere, and most importantly, fun! More than just a typical college dormitory experience, Hawks Landing offers housing that provides the ideal educational apartment environment. One bedroom/one bath, two bedrooms/two baths and four bedrooms/four baths apartments are available at Hawks Landing.
At Hawks Landing you can choose your own room and roommates! In addition to the easy online reservation system, the units are fully-furnished with individual leases perfect for HCC students. Residents also enjoy a game room, a fitness center, and a computer lab. Every bedroom is wired for high-speed Internet. HCC students looking for apartments in Tampa will find that Hawks Landing is an excellent fit for all of their apartment needs. Sign up today and see why the residents love living at Hawks Landing!

For more information view the website or call 813-875-6000

SERVICES FOR STUDENTS WITH DISABILITIES
http://www.hccfl.edu/ssem/disabilities.aspx

The Office of Services for Students with Disabilities at Hillsborough Community College provides academic reasonable accommodations and services that promote students success. The Disabilities Coordinators work with students, faculty, and staff to ensure equal opportunity to all programs.

HCC makes every effort to help students with disabilities get the most out of attending college by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services and activities, in accordance with the Americans with Disabilities Act (ADA) Amendments Act of 2008. All HCC activities, organizations, courses and academic and technical programs are open to students with disabling conditions. HCC facilities are, as a whole, accessible to persons with physical disabilities via ramps, automatic entrances, and elevators. Accessible restroom facilities, parking spaces, telephones and water fountains are also available.

How to Apply
A student or future student interested in receiving accommodations must self-identify and provide appropriate documentation to the Office of Services for Students with Disabilities. Students should contact an HCC Coordinator of Services for Students with Disabilities to discuss documentation guidelines.

HCC complies with, and fully supports the 1990 Americans with Disabilities Act
(ADA) Amendments Act of 2008. The ADA prohibits discrimination on the basis of disability in the services, programs and activities provided and operated by the College. HCC also complies with, and fully supports, other federal, state and local laws that protect the rights of disabled persons, such as the Rehabilitation Act of 1973 and the Florida Educational Equity Act.

VETERANS EDUCATION BENEFITS
http://hccfl.edu/veterans-services.aspx

We are proud to serve Active Duty Service Members, Reservists, Veterans and Dependents eligible for benefits at HCC. We are here to serve as liaisons between our students and the faculty, staff, service organizations, and the Department of Veterans Affairs.

Eligible Veterans must pursue an approved program to use their VA benefits at HCC. Eligible chapters are Chapter 30 (Montgomery GI Bill), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Veterans Education Assistance Program), Chapter 33 (Post 9/11 GI Bill), Chapter 35 (Dependents Educational Assistance), Chapter 1606 (MGIB-Selected Reserve), and Chapter 1607 (Reserve Educational Assistance Program).

How do I apply for my Veterans education benefits?

Please visit www.gibill.va.gov/apply-for-benefits and submit the appropriate electronic application. If you are unsure of which benefit to use, please visit www.gibill.va.gov/apply-for-benefits/road-map/ for assistance.

Who do I contact at HCC about Veterans education benefits?

Please be sure to visit http://www.hccfl.edu/veteran-student-affairs.aspx for the most up to date information.
MyHCC is the Learning Management System at Hillsborough Community College.

MyHCC provides many interactive learning experiences and features including:

- An enriched teaching and learning environment with integrated digital content and education tools.
- Access to Web 2.0 technologies 24 hours a day, 7 days a week.
- An intuitive, easy-to-use interface.
- Communication services for easier information sharing and collaboration, combined with advanced security.

MyHCC is a powerful learning tool to help foster engagement and motivation in your academic journey. The social learning tools within MyHCC keep you working together and learning from each other, ultimately creating a better learning experience.

To access MyHCC, simply use your NetID once you apply and register for classes. Be sure to register your NetID at netid.hccfl.edu, and from there you can get into MyHCC. MyHCC facilitates online and hybrid courses. Experience the convenience of staying connected to your educational experience 24 hours a day—a transformation from closed-door classrooms into online communities allowing you to learn with and from your peers.