<table>
<thead>
<tr>
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<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone, Web and Campus Registration¹</td>
<td>Apr 1 - Aug 28</td>
<td>Nov 1 - Jan 11</td>
<td>Apr 2 - May 16</td>
</tr>
<tr>
<td>Intersession</td>
<td>N/A</td>
<td>Dec 13-31¹</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial Aid Priority Awarding Deadline</td>
<td>May 15</td>
<td>Oct 15</td>
<td>Mar 17</td>
</tr>
<tr>
<td>Delayed Payment Due Date²</td>
<td>Aug 7</td>
<td>Jan 2</td>
<td>May 6</td>
</tr>
<tr>
<td>First Day for Transient &amp; Cross-Enrolled Students to Register</td>
<td>Aug 15</td>
<td>Jan 2</td>
<td>May 5</td>
</tr>
<tr>
<td>Last Day to Register Without Penalty</td>
<td>Aug 21</td>
<td>Jan 6</td>
<td>May 11</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 22</td>
<td>Jan 7</td>
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</tr>
<tr>
<td>Drop/Add³</td>
<td>Aug 22-24 &amp; 27-28</td>
<td>Jan 7-11</td>
<td>May 12-16</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>Aug 28</td>
<td>Jan 11</td>
<td>May 16</td>
</tr>
<tr>
<td>Last Day to Apply for Degree</td>
<td>Sept 7</td>
<td>Jan 18</td>
<td>May 9 (Mar 4)⁶</td>
</tr>
<tr>
<td>Last Day to Register for CLAST</td>
<td>Sept 7</td>
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</tr>
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<tr>
<td></td>
<td>Oct 19 ACD</td>
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<td>July 4 IndD</td>
</tr>
<tr>
<td></td>
<td>Nov 12 VtD</td>
<td>Mar 3 StD³</td>
<td></td>
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<tr>
<td></td>
<td>Nov 22-23 ThD</td>
<td>Mar 21 SpD</td>
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<tr>
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<td>Dec 13-Jan 6 WB</td>
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<td></td>
<td></td>
<td>Apr 10 Fac InSvs</td>
<td></td>
</tr>
<tr>
<td>College Closed (staff)</td>
<td>Dec 19-Jan 1 WB</td>
<td></td>
<td></td>
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<tr>
<td>CLAST</td>
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<td>Feb 16</td>
<td>June 7</td>
</tr>
<tr>
<td>Credit by Exam Test Date</td>
<td>Sept 19</td>
<td>Feb 6</td>
<td>June 3</td>
</tr>
<tr>
<td></td>
<td>Oct 30</td>
<td>Mar 4</td>
<td></td>
</tr>
<tr>
<td>Last Day to Withdraw Without Grade³</td>
<td>Oct 29</td>
<td>Mar 13</td>
<td>July 9</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec 12</td>
<td>May 5</td>
<td>Aug 15</td>
</tr>
<tr>
<td>Grades Available Online</td>
<td>Dec 15</td>
<td>May 8</td>
<td>Aug 18</td>
</tr>
</tbody>
</table>

NOTE: Commencement Sunday, May 4, 2008 (TENTATIVE)

¹Telephone and web registration will be available daily (5:00 a.m. to midnight).
²After this date you must pay for classes on the day you register.
³Courses that have starting and ending dates that differ from the regular schedule will have individually determined drop and withdrawal deadlines. If financial aid students withdraw prior to these dates, student will owe the repayment of financial aid received.
⁴President’s Day – Dale Mabry, Ybor City, MacDill, and Brandon campuses and District Office closed
⁵Strawberry Festival Day – Plant City Campus closed
⁶Deadline for name to appear in Commencement Program.

³FOR ADDITIONAL WITHDRAWAL/DROP/ADD DATES VISIT THE HCC WEBSITE AT http://www.hccfl.edu/current/dropadddates.html
YOU’VE GOT eMAIL!

HawkNet is now the official means of communication between YOU and HCC. All HCC students are expected to check their college email for important college communication. During registration periods, you should check your email daily for registration information, course cancellation notices, and information about fees and financial aid.

Your new user ID will be your first initial, your last name (and possibly a number). Until you change it, your initial password will be your student ID number. We encourage all students to change their password for security purposes.

Once you have logged on, you will:
• Get an email account with anti-virus and anti-spam included.
• Have college-wide, campus, course calendars.
• Have access to course-specific digital resources.
• Be able to customize your dashboard.

Find out more by logging on to: hawknet.hccfl.edu.
Hillsborough Community College

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

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

Goals
1. Advance student success through a focus on the achievement of learning outcomes for all students with the active involvement of all employees.
2. Foster partnerships with the local and global communities to position the College as a premier educational institution for college transfer, career workforce and economic development, lifelong learning, and community initiatives.
3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.
4. Provide the necessary human, financial, physical, and technological resources to ensure a high quality learning environment and an efficient organization.
5. Promote an institutional culture that values the individual; fosters diversity; and encourages professional development, action, creativity, and risk taking.
6. Continuously improve programs and services through a systematic and ongoing process of strategic planning, assessment, and review in which a “culture of evidence” guides our direction.

ACCREDITATION
Hillsborough Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone 404-679-4501) to award associate degrees, diplomas and certificates.
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IMPORTANT TELEPHONE NUMBERS
AREA CODE: (813)

7-9-1-1: CAMPUS SECURITY
9-9-1-1: EMERGENCY (Police, Fire, or Ambulance)
0: HCC DIRECTORY ASSISTANCE
253-7000: HCC GENERAL INFORMATION LINE

CAMPUS COUNSELING OFFICES:

Brandon: 253-7802  Dale Mabry: 253-7202
Plant City: 757-2102  Ybor City: 253-7602

OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES:

Brandon: 253-7914  (TDD: 253-7858)
Dale Mabry: 259-6035  (TDD: 253-7035)
Plant City: 757-2209  (TDD: 757-2166)
Ybor City: 253-7757  (TDD: 253-7788)

Security Office: 253-7911

Security After Hours (24 hours): 220-7032

Risk Manager: 253-7016

Emergency Closing and Opening: Stay tuned to local radio and television stations; check the HCC website at www.hccfl.edu; or call 253-7000 for information.

Sexual Harassment: Unwelcome sexual advances or requests for a sexual favor are prohibited. Report harassment to a campus dean immediately.

Sexual Assault/Date Rape: A violent and hostile sexual act. *NO MEANS NO* (See brochures located in the HCC Security Office).

Bloodborne Pathogens: Microorganisms present in human blood and other potentially infectious materials that can cause disease. Take every precaution to avoid another’s bodily fluids.
A Letter from the President

Congratulations and welcome to Hillsborough Community College! You have selected a Florida Community College known for

- the excellence of its academic programs;
- an accomplished faculty committed to providing quality instruction;
- a staff dedicated to providing quality customer service;
- its exciting vision for the future;
- its strong connections with the Tampa Bay community; and
- putting students first in everything we do.

You’ll get the most out of attending HCC if you include more than just 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. This Student Handbook and Academic Planner contains information about many of the non-academic experiences that can add meaning and significance to the time you spend at the College. I hope that you will take advantage of all that HCC has to offer.

If this is your first semester in a postsecondary environment and/or your first semester back in school after a long absence, you might be feeling a bit overwhelmed. Don’t worry; there are many services available at the College to help you survive. We’ve included a description of those services and a directory of their locations in this Student Handbook and Planner. We’ve also included some basic tools to get you started planning your academic career.

Again, welcome to Hillsborough Community College. I hope you will find the time you spend with us profitable and enjoyable. I trust you will be successful in reaching your goals.

Sincerely,
Gwendolyn W. Stephenson, Ph.D.
President
## FINAL EXAM SCHEDULE
### FALL TERM 2007

### For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:50 a.m.</td>
<td>Friday, December 7</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:00 – 9:50 a.m.</td>
<td>Monday, December 10</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>Friday, December 7</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>Monday, December 10</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>12:00 – 12:50 p.m.</td>
<td>Friday, December 7</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>1:00 – 1:50 p.m.</td>
<td>Monday, December 10</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>2:00 – 2:50 p.m.</td>
<td>Friday, December 7</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:00 – 3:50 p.m.</td>
<td>Monday, December 10</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Friday, December 7</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, December 10</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

### For MONDAY/WEDNESDAY classes the Exam Day is

<table>
<thead>
<tr>
<th>If your class meets MW at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Monday, December 10</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Wednesday, December 12</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Monday, December 10</td>
<td>11:00 – 12:50 p.m.</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Wednesday, December 12</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Monday, December 10</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Wednesday, December 12</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, December 10</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

### For TUESDAY/THURSDAY classes the Exam Day is
- Tuesday, December 11, 2007 or Thursday, December 6, 2007.

<table>
<thead>
<tr>
<th>If your class meets TTH at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
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</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Thursday, December 6</td>
<td>8:00 – 9:50 a.m.</td>
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<td>9:30 – 10:45 a.m.</td>
<td>Tuesday, December 11</td>
<td>9:30 – 11:20 a.m.</td>
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<td>11:00 – 12:15 p.m.</td>
<td>Thursday, December 6</td>
<td>11:00 – 12:50 p.m.</td>
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<td>12:30 – 1:45 p.m.</td>
<td>Tuesday, December 11</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Thursday, December 6</td>
<td>2:00 – 3:50 p.m.</td>
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<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Tuesday, December 11</td>
<td>4:00 – 5:50 p.m.</td>
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<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Thursday, December 6</td>
<td>5:00 – 6:50 p.m.</td>
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### For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is
- Saturday, December 8, 2007.

<table>
<thead>
<tr>
<th>If your class meets TTH at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 10:55 a.m.</td>
<td>Saturday, December 8</td>
<td>8:00 – 10:55 a.m.</td>
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<tr>
<td>11:05 – 2:00 p.m.</td>
<td>Saturday, December 8</td>
<td>11:05 – 2:00 p.m.</td>
</tr>
</tbody>
</table>

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

Final exams for classes that do not meet at any of the above times will be scheduled by the instructor and should not conflict with the above schedule.
# FINAL EXAM SCHEDULE
## SPRING TERM 2008

### For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is
Friday, May 2, 2008 or Monday, May 5, 2008

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:50 a.m.</td>
<td>Friday, May 2</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:00 – 9:50 a.m.</td>
<td>Monday, May 5</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>Friday, May 2</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>Monday, May 5</td>
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<tr>
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<td>Friday, May 2</td>
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<td>Monday, May 5</td>
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</tr>
<tr>
<td>2:00 – 2:50 p.m.</td>
<td>Friday, May 2</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:00 – 3:50 p.m.</td>
<td>Monday, May 5</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 4:50 p.m.</td>
<td>Monday, May 5</td>
<td>4:00 – 5:50 p.m.</td>
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<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, May 5</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

### For MONDAY/WEDNESDAY/ classes the Exam Day is
Wednesday, April 30, 2008 or Monday, May 5, 2008

<table>
<thead>
<tr>
<th>If your class meets MW at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Monday, May 5</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Wednesday, Apr 30</td>
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<td>5:30 – 6:45 p.m.</td>
<td>Monday, May 5</td>
<td>5:00 – 6:50 p.m.</td>
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</tbody>
</table>

### For TUESDAY/THURSDAY classes the Exam Day is
Tuesday, April 29, 2008 or Thursday, May 1, 2008

For TUESDAY ONLY classes, the Exam Day is Tuesday, April 29, 2008. For THURSDAY ONLY classes, the Exam Day is Thursday, May 1, 2008.

<table>
<thead>
<tr>
<th>If your class meets TTH at:</th>
<th>Exam Date</th>
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<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Tuesday, Apr 29</td>
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<td>9:30 – 10:45 a.m.</td>
<td>Thursday, May 1</td>
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<tr>
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<tr>
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<td>Thursday, May 1</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Tuesday, Apr 29</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

### For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is
Saturday, May 3, 2008

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
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<td>8:00 – 10:55 a.m.</td>
<td>Saturday, May 3</td>
<td>8:00 – 10:55 a.m.</td>
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<td>11:05 – 2:00 p.m.</td>
<td>Saturday, May 3</td>
<td>11:05 – 2:00 p.m.</td>
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The EXAM time for night and weekend classes will be during the last scheduled class period.

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

Brandon Campus  Dale Mabry Campus  Plant City Campus  Ybor City Campus

District Offices  HCC-MacDill Center  HCC-Sunpoint Center
HCC's District Administrative Office Building is situated in a picturesque setting on the west bank of the Hillsborough River on Davis Island. Just moments from downtown Tampa, this eight-story building houses the President's office and the Board of Trustees’ meeting room. Departments such as Human Resources and Purchasing, which provides services to all HCC campuses, are also housed in this building.

The Brandon Campus offers an array of credit classes, including those needed to earn an AA degree. Home to the College’s Honors Institute, the main campus is located on an 82-acre site off Falkenburg Road, between SR 60 and Hwy. 574.

HCC's largest campus is located at Dale Mabry Highway and Tampa Bay Boulevard, across the street from Raymond James Stadium. The campus specializes in health sciences and technology and offers the required courses for both the AA and the AS degrees.

The Plant City Campus is situated on a 93.5-acre site on Park Road, one-half mile south of Interstate 4 off Exit 22. A full range of university transfer and technical courses is offered.

The Ybor City Campus is situated in the heart of Tampa’s Historic Latin Quarter. The campus is minutes away from downtown Tampa and easily accessible to all sections of the county via Interstate 4, State Highway 60, and the Lee Roy Selmon Expressway.

MacDill Air Force Base is located in south Tampa off Dale Mabry Highway. HCC’s Education Center at MacDill AFB is open to both civilians and military personnel; however, active duty military are always given priority in registering for classes.

HCC-Sunpoint Center is the forerunner of what will become SouthShore, HCC’s fifth campus. The Center, conveniently located in Ruskin just off I-75, serves the needs of the rapidly growing southern area of the county. The student body is diverse as the population of the SouthShore area.

The new center, expected to open May 2008, will feature a state-of-the-art design reflecting the ecological demands of architecture in the 21st century and setting the standard for development in the SouthShore area.
Accounts Receivable ............ 253-7087
Admissions, Registration & Records
Brandon Campus ............... 253-7801
Dale Mabry Campus ........... 253-7201
Plant City Campus ............ 757-2103
Ybor City Campus ............ 253-7601
HCC MacDill Center .......... 840-0660
Advising
Brandon Campus ............... 253-7802
Dale Mabry Campus ........... 253-7202
Plant City Campus ............ 757-2102
Ybor City Campus ............ 253-7602
HCC - MacDill Center ........ 840-0660
HCC - Sunpoint Center ....... 672-5190
Athletics
Dale Mabry Campus ........... 253-7446
Bookstores/HCC Campuses
Brandon Campus ............... 253-7815
Dale Mabry Campus ........... 253-7215
Plant City Campus ............ 253-7217
Ybor City Campus ............ 757-2118
Bursar/Cashier Offices
Brandon Campus ............... 253-7848
Dale Mabry Campus ........... 253-7220
District Office ............... 253-7020
Plant City Campus ............ 757-2114
Ybor City Campus ............ 253-7620
HCC MacDill Center .......... 840-0015
Campus Presidents
Brandon Campus ............... 253-7817
Dale Mabry Campus ........... 253-7260
Plant City Campus ............ 757-2110
Ybor City Campus ............ 253-7755
Career Resource Centers
Brandon Campus ............... 253-7830
Dale Mabry Campus ........... 253-7310
Plant City Campus ............ 757-2214
Ybor City Campus ............ 253-7590
Computer Labs for Students
Brandon Campus ............... 253-7920
Dale Mabry Campus ........... 253-7330
Plant City Campus ............ 757-2267
Ybor City Campus ............ 253-7616
Corporate Training Center .... 259-6010
Counseling
Brandon Campus ............... 253-7802
Dale Mabry Campus ........... 253-7202
Plant City Campus ............ 757-2102
Ybor City Campus ............ 253-7602
Disability Services
Brandon Campus ............... 253-7914
Dale Mabry Campus ........... 259-6035
Plant City Campus ............ 757-2209
Ybor City Campus ............ 253-7757
MacDill Center ............... 757-2209
Sun Point Center ............. 253-7914
Dual Enrollment
District Office ............... 253-7121
Distance Learning
Ybor City Campus ............ 259-6445
Academic Affairs
District Office ............... 253-7051
EAP Labs for Students
Dale Mabry Campus ........... 253-7505
Ybor City Campus ............ 253-7747
Financial Aid
Brandon Campus ............... 253-7835
Dale Mabry Campus ........... 253-7235
Plant City Campus ............ 757-2105
Ybor City Campus ............ 253-7635
HAWK Radio Station
Ybor City Campus ............ 253-7592
HAWKEYE/Student Publication
Ybor City Campus ............ 253-7662
Health Science Programs
Admission Information ........ 253-7231
Honors Institute
Director ..................... 253-7894
Assistant .................... 253-7974
Fax ........................... 253-7940
Library/Learning Resource Centers
Brandon Campus ............... 253-7803
Dale Mabry Campus ........... 253-7381
Plant City Campus ............ 757-2163
Ybor City Campus ............ 253-7645
Lost & Found/Security
All Campuses ................. 253-7911
Cellular ..................... 220-7032
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Administrative Staff Directory

District Administration

Derrick Brown ................................................................. 253-7629
Director, TRIO & Special Programs

Ginger Clark ................................................................. 253-7022
Director, Technical Programs

Karen Griffin ................................................................. 253-7002
Director, Associate in Arts Programs

Charlotte Johns-Rich .................................................... 253-7160
Director, Financial Aid

Craig Johnson ................................................................. 253-7051
Interim Vice President, Academic Affairs

Lydia Lyons ................................................................. 253-7894
Director, Honors Institute

Sharon Miller ............................................................... 253-7982
Dean, Community Services Programs

Kenneth Ray, Jr ........................................................... 253-7054
Vice President, Student Services & Enrollment Management

Gwendolyn W. Stephenson ........................................... 253-7050
President

Brandon Campus

Joseph Bentrovato ....................................................... 253-7880
Dean, Student Services

Ellen Cangi ................................................................. 253-7814
Dean, Academic Affairs

Sabrina Shapiro ............................................................. 253-7960
Dean, Associate in Science Programs

Carlos M. Soto ............................................................. 253-7817
Campus President
Dale Mabry Campus

Franklin K. Babcock .................................................. 253-7311
Dean, Student Services

Robert P. Chunn ...................................................... 253-7260
Campus President

William F. Clark ....................................................... 253-7370
Dean, Health, Wellness & Sports Technologies

Barbara B. Goldstein .................................................. 253-7210
Dean, Associate in Arts Programs

Elizabeth R. Johnson .................................................. 253-7449
Dean, Associate in Science Programs

TBA ................................................................. 253-7236
Dean, Associate in Arts

Plant City Campus

Mary M. Bendickson .................................................. 757-2111
Dean, Arts and Sciences

Felix Haynes .......................................................... 757-2110
Campus President

Anthony Joiner ......................................................... 757-2108
Dean, Student Services

Frederick Webb, Jr .................................................... 757-2104
Dean, Environmental Studies Programs

Ybor City Campus

Emery E. Alford ......................................................... 253-7685
Dean, Academic Affairs

John Evans ............................................................. 253-7604
Dean, Associate in Science Programs
Linda Herlocker .................................................. 253-7680
Dean, Student Services

Sylvia Marion Carley ........................................... 253-7755
Campus President

MacDill Center

Felix Haynes .................................................... 757-2110
Campus President

Richard Hopkins ............................................... 840-0015
Manager

South Shore Center

George Keith .................................................... 672-5186
Campus President

TBA ................................................................. 253-7000
Academic Dean
Hillsborough Community College reserves the right to make changes in the regulations, offerings, requirements and any provision announced in this handbook at any time as circumstances require.
All students enrolled in credit classes will get a free email account at http://hawknet.hccfl.edu. Email is HCC’s official means of communication with students, so please note:

1. We will no longer use email addresses that you have previously provided to HCC. Important HCC information will be sent to your HawkNet email address.
2. You are responsible for checking your HawkMail frequently (and daily during registration periods).
3. Your HawkMail account will expire in 180 days if you do not log in within that time. You are encouraged to check your Hawkmail account once a week.
4. You will use the same user I.D. 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.

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 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 Student Handbook, 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 newsgroups, 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 Student Handbook, 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.

TUTORIAL CENTERS/SUCCESS CENTERS

Each of the four campuses provides peer tutoring services to students during regular college business hours. Any enrolled student is eligible for tutorial services. Peer tutors provide academic assistance to students across a broad spectrum of academic subjects including mathematics, science, English, economics, and accounting.

SMARTTHINKING

The college provides SmartThinking, 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. SmartThinking is available 24 hours a day allowing students to work synchronously, one-on-one via the Web with professional tutors to receive assistance with a variety of college courses including math, science, English, history, economics, humanities and others. (http://www.hccfl.edu/ecampus)

WRITING CENTERS

In addition to tutorial services, writing centers designed specifically to help students improve their writing skills and meet college and state writing requirements are available at two campuses (http://www.hccfl.edu/writing center/index.htm). Students from all HCC campuses, however, are able to take advantage of the assistance of the writing centers.

SUPPLEMENTAL INSTRUCTION

Supplemental instruction (SI) utilizes the talents and skills of students to act as peer tutors for selected sections of a variety of courses. SI tutors actually retake the courses with the students in the SI sections and work directly with the faculty members instructing those sections to create tutorials and support materials for students presently in the courses.

COMPUTER LABS

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 as well and provide places for lab instruction or for students to complete their assignments or practice different computer skills, including 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.
SERVICES FOR STUDENTS WITH DISABILITIES
Students who have disabilities are provided accommodations by the Office of Services for Students with Disabilities to ensure their access to all academic programs. Students who require academic accommodations must self-identify and provide appropriate documentation to the Office of Services for Students with Disabilities at each campus.

STUDENT SUPPORT SERVICES PROGRAM
The federally-funded SSSP provides a variety of academic support services to eligible students. Upon acceptance into the SSSP, 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.

HONORS INSTITUTE
Hillsborough Community College’s Honors Institute is designed to provide a rigorous academic program for talented and motivated students. The HCC Honors Institute reflects a mutual commitment by students and faculty.

LEARNING COMMUNITIES
Learning communities are formed with groups of students sharing both similar academic interests and academic schedules. Students and faculty work together to form a community of learners sharing a common academic experience. Cohort scheduling, student work and study groups, interdisciplinary assignments, and extracurricular activities combine to create a unique and challenging academic experience.

THE FIRST YEAR EXPERIENCE
The First Year Experience (FYE) program is designed specifically for students who are new to HCC. Supported by a Title III grant, FYE’s goal is to enhance student achievement by focusing on the skills and strategies needed for a successful college experience.

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. These courses are taught by either counselors or other professionals in the Student Services Departments at each campus. Students are given instruction in time management, reading, note and test taking skills and critical thinking.

COMPUTER ENHANCED INSTRUCTION
Computer enhanced instruction combines assignments and tutorials constructed for the computer to create a self-paced instructional format for students.

eCAMPUS/DISTANCE LEARNING
The eCampus coordinates distance learning for the College. Telecourses and web-based instruction are available for a large number of courses to fit
the needs of those students who cannot make it to campus or just to provide an alternative delivery method for others.

**STUDENT SUCCESS PROGRAM/ACHIEVING THE DREAM**

The HCC Student Success Program is aimed at improving academic achievement and success measures for a greater percentage of students by working to increase the number of students who successfully complete the courses they take; advance from developmental to credit-bearing courses; enroll in, and successfully complete gatekeeper courses; re-enroll from one semester to the next; and earn degrees and/or certificates.

For more information visit the program website at [www.hccfl.edu/studentsuccess](http://www.hccfl.edu/studentsuccess).

**WINGS**

The WINGS Program is designed to promote the graduation of students pursuing A.S., A.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.

**LIBRARY/LEARNING RESOURCE CENTERS (LRC)**

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. An on-line catalog (LINCC) 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.

**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.
STUDENT SERVICES AND ACTIVITIES

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

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, contact your campus Dean of Student Services.

ACADEMIC ADVISING

Advisors are available on each campus to help student’s select educational programs and choose appropriate courses. Advisors review transcripts, interpret placement test scores, explain degree requirements and provide information about transferring to four-year institutions. Students are encouraged to obtain an advising guide for their program from the HCC website and review it with an advisor early in their academic career so that they know which courses to register for each semester.

FACTS, the Florida Academic Counseling and Tracking for Students system was created to provide a single statewide academic advising system for all of Florida’s post-secondary and distance learning students. The uniqueness of FACTS is its convenience and broad range of services from a single website. For example, students can use FACTS to degree shop for a different program, comparing credits earned at one institution against the academic admissions and graduation requirements of a degree program at another participating institution. The degree audit function is an invaluable resource for students who wish to track their progress as they transfer between institutions or degree programs. HCC grades may be viewed through your FACTS transcript.

FACTS requires access to any current Web browser (http://www.facts.org).

ADMISSIONS, REGISTRATION AND RECORDS

In order to provide students with prompt, efficient service, HCC must collect accurate information and maintain reliable student records. The College operates an Admissions, Registration and Records (AR&R) office on each campus to answer questions about admissions, assist with registration, help complete HCC forms, receive and respond to requests for transcripts, and provide information required by outside individuals and organizations. Since students are responsible for knowing about the procedures in this handbook and current catalog, they should check with a campus AR&R office or counselor if they are uncertain about any requirement or procedure.

On-Line Course Selection and Registration

Students may currently view courses available via HawkNet. Course offerings are updated continuously, thus providing the most current information on availability of courses for registration.

On-Line registration is available to students. Please check the HCC website for updated information regarding on-line registration.
Grades will be available on-line two days after the end of class. Access your grades via the HawkNet.

**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**

**ATHLETICS**

**Gymnasium, Weight Room and Outdoor Sports Complex**

HCC’s outdoor sports complex, an innovative joint project between 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 are available for student use free of charge at designated times. There are weight rooms located on the Brandon, Dale Mabry and Plant City campuses. 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 Community College Activities Association, Suncoast Conference, and Region VIII of the National Junior College Athletic Association.

Financial Aid is 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 253-7446. Upon request, the College will make available to current or prospective students the completion rates of student athletes.

**BOOKSTORES**

Each campus has a bookstore. The bookstores sell textbooks, general reading materials, books and periodicals, school supplies, art and engineering supplies,
gifts, computers, computer software and other miscellaneous items. Privately run bookstores not subject to College policies are also located near some HCC campuses.

**Textbook Refund Policy**

HCC bookstores grant full refunds on textbooks (whether purchased new or used) during the first two weeks of the semester and during the first week of summer term. Books returned after those deadlines will be purchased at used book prices (55% of purchase price). In determining the amount to be refunded, the bookstores will follow these guidelines:

- All refund requests must be accompanied by sales receipts.
- If purchased new, books must be unmarked and must not be defaced in any manner. Marked books will be purchased at used book prices. The bookstore staff members are the sole judge of whether a book is in new or used condition.
- Each HCC bookstore will refund textbooks purchased at any other HCC bookstore.
- Books or merchandise that is defective should be exchanged as soon as the defect is discovered. Defective used books must be returned for exchange during the first two weeks of class.
- Students must provide a student I.D. and a government issued photo I.D. in order to receive refunds.
- Refunds are not given for merchandise other than textbooks.
- Refunds are not given for special-order books.
- When students’ petitions for late drops are approved, the deadline for refunds will be waived.

**Buy Back Policy**

If a textbook is in good, resalable condition and is a required textbook for the next semester (except when the bookstore’s current stock exceeds the anticipated demand), the bookstore may buy the book back at a price determined by the bookstore.

The buy-back period is the first two weeks and last week of each semester and on every Tuesday and Wednesday during the semester. On each campus, bookstore hours are posted each term.

**BULLETIN BOARDS**

Each campus has several large community bulletin boards on which students may post announcements such as want ads, for-sale notices, notices of meetings, etc. Specific instructions for posting notices on a bulletin board can be found on the bulletin board itself.

Prior to posting, all notices from students must have the stamped approval of the appropriate Campus Dean of Student Services, the Dean’s designee, or the organization assigned authority and/or responsibility for the specific bulletin board.

**Note:** Most buildings also have information centers where official HCC notices and announcements are posted.
CAREER RESOURCE CENTER
The Career Resource Center can provide students with information on careers and help them make career plans. Students can take a career inventory, meet with a counselor for test interpretation, and meet with an advisor on an individual or group basis.

If students prefer working on their own, the College offers several automated career exploration options. CHOICES is a computerized career counseling and career exploration system designed to help students identify appropriate career options. The CHOICES database contains information on more than 1,000 occupations. Students can get more information about the career exploration process by making an appointment to meet with an advisor.

Employment opportunities are posted in the campus career centers and on job bulletin boards. The Career Resource Center sponsors job fairs; schedules on-campus interviews with employers; and helps students with resume writing, interviewing techniques and preparation of letters of application.

CHILDREN ON CAMPUS
For safety reasons, HCC requires that parents and others responsible for the care of minor children under the age of 17 should not bring them on campus while engaged in academic activities such as class, research, lab periods, or study groups. Minor children under the age of 17 should be on campus only when activities specifically allow for their involvement.

COUNSELING SERVICES
Professional counselors are available to help students with career decision-making, academic planning, and personal growth. Counselors help provide direction to and monitor the progress of students who are on academic probation and those who have been previously academically suspended or dismissed. All information students share with counselors is treated with strict confidentiality.

In addition to short-term individual and group counseling, counselors offer seminars and workshops on study skills, time management, interpersonal skills, test anxiety reduction, and career exploration. All counseling services are free to students.

Students who would like to meet with a counselor may call or stop by an HCC counseling office. Students will either be seen on a walk-in basis or given an appointment for a time in the immediate future.

DISABILITY SERVICES
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) of 1990.

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 prospective student wishing academic accommodations must self-identify and provide appropriate documentation of their disability 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.

Students are encouraged to begin this process at least one month prior to the start of the semester. Students may schedule an appointment or visit us on a walk-in basis.

HCC complies with, and fully supports, the 1990 Americans with Disabilities Act (ADA). 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.

FOOD SERVICES
Cafeterias on the Dale Mabry, Ybor City and Brandon campuses are open when classes are in session. The fast-food facilities at the Plant City campus are open during posted hours, and vending machines are located on all campuses.

HOUSING
The Hawks Landing Apartment Complex will be available to HCC students for occupancy purposes in 2008. The complex is located on the Dale Mabry Campus. Please ask a student services staff member for rental information.

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

Degree-seeking students must provide assessment/placement test scores from CPT, FCELPT, ACT, or SAT prior to registering for classes. Test scores may be no more than two years old. If the scores are older than two years or if the student has not previously taken one of the aforementioned placement tests, the student may take the test at the appropriate HCC testing office. Students who have earned a postsecondary degree or completed college-level English and mathematics courses might be exempt from the testing requirement. The College strongly recommends that students who have completed postsecondary work at other institutions bring unofficial transcripts or grade slips with them for advising and registration purposes.

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

**STUDENT CLUBS AND ORGANIZATIONS**

Each campus has clubs and organizations that serve student needs. 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.

**African-American Student Union**
(Plant City and Ybor City) Promotes interaction between HCC students, administration and faculty while raising cultural consciousness.

**Alpha Sigma Lambda (ASL)**
(Dale Mabry) Promotes the awareness and understanding of the deaf culture and American Sign Language.

**Anime Club**
(Dale Mabry) The purpose of this club is to inform students of the Japanese culture through the form of Japanese animation.

**Arête Club**
(Brandon) Fosters camaraderie among the students in the honors program and promotes service to the community.

**Association of Professional Scholastic Opticians (APSO)**
(Dale Mabry) Provides opportunities for students interested in the field of opticianry dispensing to perform community service.

**Warriors for Christ**
(Dale Mabry) The purpose of this organization is to educate students and faculty about the teachings of the Bible and to encourage them to study these teachings.

**Cheerleaders**
(Dale Mabry) The purpose of this club is to promote cheerleading and fellowship among the members.

**Computer Club**
(Dale Mabry and Plant City) The main purpose of the computer club is to share collective knowledge among members and to teach any student on campus fundamental knowledge about computers. Another purpose is to showcase computers on various events on campus to help students see that computers are fun, not just functional.

**Criminal Justice Student Association**
(Ybor City) To promote the development and maintenance of skills in criminal justice students.
Dance Club (Orchesis)
(Ybor City) To increase awareness of dance within the HCC community and provide a supportive and productive environment for the exploration of choreography and performance.

First Generation Collegians
(Brandon) A club formed to help students who are the first in their families to attend college. A main function will be to provide support services to these students with the aim of aiding them while at the college. The club will also participate in community service projects and host several informational workshops for members.

Hawk Media
(Ybor City) To promote student publications and student work.

Health Pre-Professional Organization (HPPO)
(Brandon) The HPPO provides health pre-professional students with guidance and resources to assist them with preparation for health professional schools. Main thrusts of HPPO include maintaining a resource center on campus focusing on various health fields, providing guest speakers from various health professions at club meetings, developing peer support groups for members, participating in community service projects, and creating leadership opportunities.

Hospitality Club
(Dale Mabry) To provide hospitality management students with the opportunity to gain value-added educational experiences beyond their course work.

International Club
(Dale Mabry and Ybor City) To foster international understanding by presenting activities and lectures about different countries and cultures.

InterVarsity Christian Fellowship (IVCF)
(Brandon and Dale Mabry) This club is dedicated to bible study and Christian fellowship.

Latin-American Student Association
(Plant City) Promotes awareness and understanding between HCC students, administration and faculty while raising cultural consciousness.

Music Club
(Ybor City) Represents the students of the music department. Their goal is to encourage and advance music education at HCC and the community.

Muslin Student Association
(Brandon) To provide a place for Muslim students to associate; however, this club is open to all students. Also, this club is to educate the college community on the Muslim faith.
Phi Theta Kappa
(Brandon, Dale Mabry, Ybor City, Plant City) A national honorary fraternity open to all students who maintain a 3.2 or better GPA and have a cumulative GPA of 3.5 or better the term prior to application.

Photography Club
(Ybor City) To provide members with the opportunity to expand their knowledge and appreciation of photography.

Radiation Therapy Club
(Dale Mabry) Provides students interested in radiation therapy with the opportunity to participate in organized activities with others having similar interests.

Radiography Club
(Dale Mabry) Provides students interested in radiographic technology with the opportunity to participate in organized activities with others having similar interests.

Respiratory Therapy Club
(Dale Mabry) To develop competence and professional respiratory therapists.

Sonography Club
(Dale Mabry) To promote and enhance sonography education.

Student American Dental Hygienist Association
(Dale Mabry) Provides dental hygiene students with the opportunity to participate in activities that support the program, contribute to the community, further their professional development while at the same time develop closer relationships with their peers.

Student Nurses Association (SNA)
(Dale Mabry and Plant City) Provides nursing students with the opportunity to participate in activities that support the program, contribute to the community, further their professional development and develop closer relationships with their fellow nursing students.

Students for the Environment
(Dale Mabry) The purpose of this organization is to provide a means where students may identify and carry out solutions for environmental issues.

Students in Free Enterprise
(Dale Mabry) Promotes entrepreneurship for students.

Technology Club
(Brandon) To help its members in learning and understanding the capabilities
of their personal computers and to provide programs to HCC students, local schools, and the community.

Theater Club
(Ybor City) To bring theater enthusiasts together and provide theater opportunity.

Thespis Society
(Brandon) Promotes a knowledge and appreciation of the theater arts both on campus and in the community.

United International Soccer Club
(Dale Mabry) To promote the sport discipline of soccer and the fellowship among the members.

Veterinary Technician Club
(Plant City) To promote a better understanding of the veterinary field, veterinary technicians and their purpose and to make this information accessible to students and the surrounding community.

Policy for Forming Clubs and Organizations
You can find the College’s policy on student clubs and organizations in the section of this handbook on Policies and Procedures Affecting Students.

STUDENT EMAIL/HAWKMAIL
Upon enrollment at HCC, all students are provided personalized email access through HawkNet, HCC’s web-based service delivery portal. HCC has adopted email as the official means of communications with students because of its speed and efficiency in delivering important college communications. For this reason, it is important for students to check their HawkNet email regularly. During registration periods, students should check email daily for registration confirmations, notices regarding fees, financial aid and other pertinent information. Log-in information for email and other electronic services available via HawkNet will be provided during new student orientation.

STUDENT FINANCIAL ASSISTANCE
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 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 need not be repaid. Low-interest loans are usually repaid over an extended period of time after the student leaves college. Employment refers to an hourly wage paid to the student for work performed.
I. FEDERAL FINANCIAL AID

Requirements

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

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

Federal Financial Aid Programs

Federal Pell Grant: This grant, based upon financial need, does not have to be repaid. Awards range from $200 to approximately $4,050 per year. A valid SAR must be electronically received by the campus financial aid office. Appropriate income tax returns must be submitted if the SAR indicates that the student’s application has been selected for verification. Required enrollment credit hours are contingent upon Pell Grant eligibility.

Federal Academic Competitiveness Grant (ACG)

In order to be eligible for this grant, students must be a U.S. citizen, completed rigorous classes in high school, graduated as of 2005, completed a FAFSA application, and enrolled in college full-time. Students who are at the first year college level (0-23 credit hours) may receive an annual award of $750 ($375 per semester) and $1,300 ($650 per semester) for the second year college level (24 or more credit hours). Students are entitled to receive the ACG award one time at the first year college level and one time at the second year college level.

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

Federal Supplemental Educational Opportunity Grant

This is a grant based upon exceptional financial need that does not have to be repaid. Amounts vary from $200 to $600 per year. A minimum of 6 credit hours is required.
Federal Work-Study (FWS)
Students are paid an hourly wage for working on campus for 15 to 20 hours per week at the approved Board of Trustees Salary Schedule. Students can use their earnings to help defray college costs. Students must complete an I-9 Form when employed. A minimum of six credit hours is required. Refer to the “Earn While You Learn” section for more details.

Federal Work-Study (Community Service Assignments)
Students may have opportunities to work on and off campus at community service designated locations. The assignments vary and are contingent upon the skill level of students. Refer to the “Earn While You Learn” section for more details.

Federal Subsidized Stafford Loan
This is a long-term loan repayable at a variable interest rate up to 8.25 percent. First-year students can borrow up to $3,500 per year. Second-year students can borrow up to $4,500 per year. Second year students include those students who have completed 30 credit hours toward their degree, not including college preparatory credits. HCC will determine the amount for which a student is eligible. Payment of this loan does not begin until the student has been out of school for six months. This loan is available through private lending institutions, and applications for this loan are available at the campus financial aid office. A minimum enrollment of six credit hours is required per term.

Federal Unsubsidized Stafford Loan
This is a long-term loan that can substitute or be in addition to the subsidized Stafford Loan. Interest payment begins immediately, however principal deferments are available. Interest accrues at a variable rate up to 8.25 percent while the student is attending college. For detailed information regarding loan amounts, students should contact a campus financial aid office. A minimum enrollment of six credit hours is required per term.

Federal PLUS Loan
This program enables parents who do not have an adverse credit history to borrow funds to pay for the education of dependent children. PLUS Loans have a variable interest rate, not to exceed 9 percent per year. Interest accrues while the student attends school. Repayment begins immediately. Parents can borrow up to the cost of education, minus any other financial aid. The student must enroll for a minimum of six credit hours per term.

Loan Entrance and Exit Counseling
If students are borrowing for the first time at HCC or re-entering HCC after two years of non-attendance, they must complete an Entrance Counseling session prior to submitting the Loan Request Form. Students may complete this requirement by accessing HCC’s website and click on to “Current Students; Financial Aid and Entrance/Exit Loan Counseling.” Students are required to complete the Entrance/Exit Loan Counseling
session during the last semester of enrollment or at the point of no longer attending on at least a half-time (six credit hours) basis. Students may fulfill this requirement by accessing HCC’s website and click on “Current Students; Financial Aid and Entrance/Exit Loan Counseling.

II. STATE FINANCIAL AID REQUIREMENTS

To apply for state financial aid, students must

- be permanent residents of Florida for at least one year,
- be accepted for enrollment at HCC as degree-seeking undergraduate students. Students working towards a certificate are not eligible for state financial aid except for the Florida Vocational Gold Seal Endorsement Scholarship,
- be enrolled for a minimum of six credit hours each semester,
- be U.S. citizens or nationals or eligible non-citizens,
- have high school diplomas or GEDs,
- demonstrate financial need,
- not have earned a bachelor’s degree,
- not have defaulted on any educational loans or owe a repayment on any educational loans or grants,
- meet selective service requirements, and
- be in good academic standing and make satisfactory progress.

State Financial Aid Programs

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

Florida Bright Futures Scholarship

Florida Bright Futures is a state-funded, merit-based scholarship program. Bright Futures Scholarships include the following:

- **Florida Academic Scholars’ Fund** - Covers full cost of tuition, fees and a stipend award.
- **Florida Vocational Gold Seal Scholarship** - Covers 75 percent of tuition and fees, excluding preparatory courses.
- **Florida Merit Scholarship** - Covers 75 percent of tuition and fees, excluding preparatory courses.

Florida Student Assistance Grant

Florida Student Assistant Grant (FSAG) is a grant of between $200 and $1,300 that does not need to be repaid. Application priority deadline is August 28th. To receive a grant, students must enroll for a minimum of six credit hours per term and have processed a FAFSA application.

First Generation Matching Grant Program

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

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

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

- Students who have a cumulative grade point average of 3.0 or better.
- Students who are enrolled in college full-time.
- Students who have met all other statement requirements for financial aid.

**Florida Teacher Scholarship and Forgivable Loan Program, known as the “Chappie James Most Promising Teacher Scholarship/Loan”**

Students must apply through their high schools. Students who teach in the state for four years do not have to repay the award.

**Florida Work Experience Program**

This program is a need-based program providing eligible Florida students with work experience at off-campus, approved private businesses, educational and recreational facilities that will complement and reinforce their educational and career goals. Hourly wages are flexible and contingent upon the assigned location and the students’ unmet need. Students must complete the FASFA application and meet the State of Florida financial aid requirements.

**III. SCHOLARSHIPS**

**HCC Scholarships**

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

- Art Scholarships
- Athletic Scholarships
- Board of Trustees Scholarships
- Child Care Award (off-campus)
- Child Care Award (on-campus)
- Dance Scholarships
- Drama Scholarships
- Florida Migrant Education Scholarships
- HCC Need Scholarships
- Minority Need & Incentive Scholarships for
  - African-Americans
  - Asian Americans
  - Hispanic Americans
  - American Indians
- Music Scholarships
- Presidential Honors Scholarships
• Presidential Scholarships
• Publications Scholarships
• Student Support Services Need & Incentive Scholarships
• Student with Disabilities

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

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

Student Eligibility Standards
• demonstrate financial need or exhibit specific skills
• enroll for the appropriate number of credit hours
• maintain satisfactory academic progress

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

Criteria for Determining the Amount of the Award
• based on appropriate recommendation or
• student’s unmet need

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

Other Scholarships
Information regarding other scholarships is available in the campus financial aid, counseling and advising offices. Students are urged to apply for external scholarships. A variety of local and national clubs and organizations offer financial aid to students meeting certain criteria.

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

• Free Application for Federal Student Aid (FAFSA): Students are strongly advised to complete the FAFSA application electronically by accessing the Department of Education’s Financial Aid website: www.fafsa.ed.gov. Students completing the FAFSA online may receive their
results (Student Aid Report) within two weeks. If students do not have a computer at home, they may use computers at the following public locations: Hillsborough Community Libraries, HCC Computer Labs, and HCC Libraries. Students must list HCC’s school code, 007870, on their FAFSA application in order for the college to receive their results and Student Aid Report electronically.

- **Student Aid Report (SAR):** An official SAR is sent to all students who submit the Free Application for Federal Student Aid. This SAR contains information about a student’s Pell Grant eligibility as determined by the U.S. Department of Education. The College’s Financial Aid Office reads the results of the application electronically as long as the student listed HCC’s school code on the FAFSA application.

- **Income Tax Return (1040A/1040EZ/1040):** If so stated on the SAR, students must submit copies of their and their parents’ income tax returns for the most recent year and complete institutional verification forms.

- **Student Data Form:** Students applying for the Federal Pell Grant, Stafford Loans, College Work-Study, and other need-based financial aid awards are required to complete the Student Data Form. The form is available at the campus Financial Aid Office. Students may access the Student Data form also on the College’s website at www.hccfl.edu. The student will need to click on the new or prospective student menu, click on District Services and click on the Financial Aid page. The student should then click on the Forms listed in the menu located in the left margin.

- **Other HCC Financial Aid Forms:** If students receive notification from the Financial Aid Office that other forms are needed, they may access HCC’s Financial Aid Forms from the College’s website. Students must follow the website access instructions listed in the Student Data Form paragraph listed above. They may also pick up the form at their campus Financial Aid Office.

- **Student Loan Request Form:** (optional) Students choosing to borrow a Stafford (subsidized and/or unsubsidized) Loan must complete an Institutional Loan Request Form. They may access the Loan Request Form from the College’s website. They will need to follow the website access instructions listed in the Student Data Form paragraph listed above. They may also pick up the form at their campus Financial Aid Office.

- **Entrance Counseling Online Session:** All first-time borrowers at HCC or students who are re-entering the college after two years of non-attendance must complete the federally required Entrance Interview Session. Students are required to complete an Entrance Counseling Session online by accessing the College’s website at www.hccfl.edu. From the main menu, the student should click on “Current Student,” then onto “Student Financial Aid” which brings them to the financial aid web page. From the FA web page, students click on “Counseling” and then onto “Entrance Counseling.” After reading through the information and completing the Entrance Counseling quiz, students must print
the “Entrance Counseling Complete” page and submit a copy to their campus Financial Aid Office.

V. Application Deadline Dates

**Free Application for Federal Student Aid (FAFSA):** The student should complete the FAFSA application as soon as possible after January 1 and no later than eight weeks prior to the beginning of the term. The last day to complete the FAFSA application for the 2007-08 academic year is June 30, 2008.

**Priority Awarding:** Students whose financial aid files are complete by May 15 for the upcoming fall semester may qualify for additional need-based financial aid awards. Students whose financial aid files are complete by October 16 for the upcoming spring semester may qualify for additional need-based financial aid awards.

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

**Students should budget their money to cover the cost of tuition, fees and books because financial aid is not always available at the beginning of a semester for those who do not process by the suggested deadline date.**

**Earn While You Learn**

The Federal Work Study Program (FWS) offers excellent opportunities for students with financial need to gain meaningful work experience while earning money to help pay their educational expenses. FWS award recipients are granted a designated amount of money, based upon their individual need and the availability of funds. It is from that allocation that the student’s wages are paid bi-weekly at the minimum federal hourly rate of pay. Students work between 15-20 hours per week, around their class schedules, until they have earned the full amount of their FWS Grant awards.

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

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

The campus financial aid office has complete details on how students can earn while they learn.

VI. HOW FINANCIAL AID IS AWARDED AND DISTRIBUTED

Students declared eligible for financial aid will receive an award notice from HCC’s Financial Aid Office.

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

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

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

Florida Student Assistance Grants cannot be used to pay for tuition and fees at registration. These funds are sent to students during the 4th week of the fall and spring terms.

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

What are the required credit hours?

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OMBUDSMAN/STUDENT ADVOCATE

The Vice President for Student Services and Enrollment Management is the college’s ombudsman/advocate for students. The Vice President’s office is located on the third floor of the district administrative offices. Students may appeal decisions related to course access and credits granted toward degrees to the office of the ombudsman.

VII. HOW WILL STUDENTS KNOW THE AWARDING AMOUNT(S)?

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

ATTENTION: Withdrawing or dropping courses may have an impact on financial aid. Students may have to repay a percentage of financial aid, and their continued eligibility may be impacted. Prior to dropping or withdrawing from any classes, students should contact a campus Financial Aid Office to discuss how this may affect their financial aid.

VIII. RETURN OF TITLE IV FUNDS

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

- **percent of aid earned,** and
- **percent of aid unearned.**

A. The **percent earned** = the days the student completed divided by the total days in the enrollment period.

B. **The percent unearned** = 100 percent minus the percent earned.

C. The amount of **Title IV Aid earned** = the **percent earned** (A) multiplied by the student’s Title IV Aid.

D. The amount of **Title IV Aid unearned** = the **percent unearned** (B) multiplied by the student’s Title IV Aid.

E. The amount the **College must return** = the total institutional charges multiplied by the percent unearned (B).

If the College returns the Title IV funds that were credited to a student’s account, it will create a charge on the student account for which the student is responsible.

**Important:** The student might also be responsible for paying back to the federal programs any unearned portion of the Title IV Aid that was disbursed directly to the student.

F. The **amount the student must return** to the federal programs = the amount of Title IV Aid Unearned - the amount returned by the College. However, the student is not obligated to return more than 50 percent of any Pell or FSEOG funds he or she received.
NOTE: Students are obligated to pay the College for any funds returned to the U.S. Department of Education. Students receiving financial aid are advised not to withdraw from any classes prior to discussing how this may impact financial aid. The Financial Aid Office will notify the student with the amount owed and the payment due date.

IX. STANDARDS OF ACADEMIC PROGRESS

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

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

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

X. FINANCIAL AID PAYS FOR THE FOLLOWING PROGRAMS

- All AA, AS and AA programs
- College Credit Certificate programs:
  - Computer Programing
  - Information Technology Management
  - Internet Services Technology E-Commerce Support
  - Internet Services Technology Web Designer
  - Internet Services Technology Developer
  - Radiation Therapy Specialist
  - Drafting
  - Medical Office Admin: Medical Rec. Transcript Option 6
  - Medical Office Management Option 4
  - Office Admin. Specialist: Medical Info. Coder/Biller: Track 1 Medical Coder
  - Office Management Option 3 Track 1
  - Office Management Human Resource Mgt. Option 3 Track 4
  - Office Management Records Mgt. Option 3 Track 3
  - Office Management Software Application Option 3 Track 2
- PSAV programs:
  - Advance Water Treatment
  - Law Enforcement
XI. FINANCIAL AID OFFICES
Each HCC campus has a Financial Aid Office, and information about financial aid can be obtained from any of them. Normal working hours are as follows: Monday and Tuesday from 8:00 a.m. until 7:00 p.m., Wednesday and Thursday from 8:00 a.m. until 4:30 p.m. and Friday from 8:00 a.m. until 12:00 noon.

STUDENT PUBLICATIONS
Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. The College requires that its student publications staff adhere to responsible journalistic practices. The Canons of Journalism, the Advertising Code, and the Advertising Standards of Acceptability serve as external standards for which the editors and staff of the student publications at HCC strive.

Newspaper
The Hawkeye is HCC’s student newspaper. Published regularly, the paper is staffed by students from all campuses and receives assistance from a faculty advisor. The newspaper is free.

Galeria
The Galeria, HCC’s literary-arts magazine, is published annually under the supervision of a faculty advisor. The Galeria has a staff of student volunteers, and students from all campuses contribute the material published. The magazine is free to all HCC students.

Triad
The Triad, HCC’s general magazine, is published annually under the supervision of a faculty advisor. Volunteer journalism students staff the Triad and the magazine is free.

STUDENT SUPPORT SERVICES PROGRAM
Student Support Services (SSS) is one of the federal TRIO Programs that provide a variety of academic support services to eligible disadvantaged students. Comprehensive support services enhance and improve the retention, graduation and transfer rates of the program’s participants from HCC. Additional transfer services are available to participants who qualify to transfer to 4-year colleges and universities.

All full-time and part-time disadvantaged students enrolled at any of the College’s campuses, learning centers or off-campus instructional sites, who qualify under the broad criteria, can apply for admission to the Student Support Services Program.

STUDENT UNION FACILITIES
Student union facilities are open to all students. These facilities usually
house offices for the SGA and areas in which students can meet. Students can find the location of campus student union facilities by contacting the campus Student Government Association (see College Directory section of this publication).

TEST CENTERS
Test Centers, located on all campuses, administer faculty make-up, distance learning, placement, and counseling-related tests. Before being allowed to take tests, students must show picture identification, either a government-issued photo ID such as a driver’s license or an HCC student ID card.

Students taking the CLEP test are required to provide two forms of identification. One form of identification **must** be a government-issued photo ID such as a driver’s license.

Disabled students who require alternative testing arrangements must contact an HCC coordinator of services for students with disabilities. Students using unauthorized or inappropriate materials and students who conduct themselves inappropriately in a test center will be denied future testing privileges in the center and may be subject to college disciplinary action.

POLICIES AND PROCEDURES AFFECTING STUDENTS

ACADEMIC POLICIES

Academic Integrity
Academic work submitted by students to their instructors is assumed to be the result of their own thought, research or self-expression. Moreover, when students borrow ideas, wording or organization from another source they are expected to acknowledge that fact in the appropriate manner.

Plagiarism is unacceptable. Refer to the Code of Student Conduct for HCC’s disciplinary actions.

Academic Progress
In order to have satisfactory academic standing, a student at HCC must maintain a cumulative grade point average of 2.0 “C”.

**Academic Warning:** Students will be placed on academic warning if the students’ cumulative grade point averages (cumulative GPA) are less than 2.0, and the students have not been warned previously. To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better after their next period of enrollment.

**Academic Probation:** Students on academic warning who fail to regain satisfactory academic standing (cumulative GPA of 2.0) at the end of their next period of enrollment will be placed on academic probation. Students on academic probation must consult with and obtain the approval of a counselor or academic advisor before they may register.

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better.
**Final Academic Probation:** Students on academic probation who fail to achieve a term GPA of 2.0 will be placed on final academic probation. Students on final academic probation must consult with and obtain the approval of a counselor or academic advisor before they may register.

In addition, students on final academic probation may enroll for no more than six (6) credit hours per term. Students on final academic probation who earn a term GPA of at least 2.0 and who fail to regain satisfactory academic standing (cumulative GPA of 2.0) will remain on final academic probation.

**Academic Suspension:** Students on final academic probation who fail to attain a term GPA of 2.0 or better will be placed on academic suspension for one fall or spring term.

Students who have been academically suspended may not register for classes.

**Readmission of Students on Academic Suspension:** Students who have been academically suspended must petition the Academic Standards Committee for readmission. Students on academic suspension must see a counselor to begin the petition process.

**Lack of Progress by Students Readmitted after a One-Term Suspension:**
Students readmitted from a one-term suspension will be suspended for one academic year if they fail to earn a term GPA of 2.0 in any period of enrollment before they regain satisfactory academic standing.

**Readmission of Students Suspended for One Year:** Students who are academically suspended from the College for a one-year period must petition for readmission and appear before the Academic Standards Committee. Students on academic suspension must see a counselor to begin the petition process. Those students readmitted by the committee will be readmitted with the status of final academic probation.

Students readmitted after a one-year suspension must meet regularly with a counselor to discuss their academic and career plans. In addition, students readmitted after a one-year suspension must earn a term GPA of 2.0 or higher during all periods of enrollment until they regain satisfactory academic standing.

**Academic Dismissal:** Students readmitted after a one-year suspension who fail to earn a term GPA of 2.0 or higher during all periods of enrollment before they regain satisfactory academic standing will be academically dismissed from the college.

After a period of three years, students who have been academically dismissed may petition the Academic Standards Committee for readmission. They must appear in person before the Committee and must present clear and decisive evidence that past poor academic performance has been remedied.

Students readmitted by the Academic Standards Committee are readmitted with the status of final academic probation.
Academic Grade Appeals: Students must adhere to the standards of academic performance established in the course syllabi provided by their instructors. However, students are protected against prejudicial or capricious evaluation and may dispute an assigned grade by asking the instructor for reconsideration. If grades remain in dispute, students should contact the appropriate campus Dean of Student Services. The Dean of Student Services will direct students to the appropriate appeals procedure.

No grade will be changed without the approval of the instructor and the Campus President.

ATTENDANCE

Students are required to attend class regularly and punctually. If students miss classes, regardless of the cause, their opportunities for learning and academic success will be adversely affected.

The syllabus for each course contains the instructor’s attendance and grading requirements. It is the student’s responsibility to read the syllabus, comply with the instructor’s policies, and arrange to make up work missed because of absence or lateness.

Instructors will keep attendance records in official HCC grade books.

If students stop attending class, they will be assigned a letter grade unless they complete and submit a withdrawal form by the deadline published in this publication, in the current catalog and/or credit course schedule and on the HCC website. Students receiving financial aid are advised to discuss the impact of not attending classes on their financial aid or veterans benefits.

COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST)

The CLAST measures the communication and computation skills generally associated with successful collegiate performance. (CLAST campus coordinators can provide a list of skills that are measured by CLAST). Florida Statutes and the Rules of the Florida State Board of Education require satisfactory completion of the CLAST test or successful completion of the required CLAST exemption alternatives before an AA degree can be awarded. The State Board of Education establishes passing scores on the CLAST.

Students who are completing an AA degree program usually take the CLAST in the semester prior to graduating. Students in AS degree programs who are seeking admission to upper division programs in state universities must also take CLAST. In order to be awarded an AA degree and/or be eligible for admission to the upper division at a state university, students must have passed the CLAST or been granted a special waiver or exemption.

Note: Students seeking teacher certification do not qualify for CLAST exemptions.

The CLAST is offered at least three times each academic year. In order to be eligible to take the CLAST, students must complete at least 18 semester hours, or the equivalent. For additional information, refer to the HCC Catalog.
FORGIVENESS POLICY

Courses in which a “C” or better is earned cannot be repeated. All course attempts will appear on the transcript. Courses in which a grade of “D” or “F” is earned may be repeated for credit, and only the most recent grade earned will be used to calculate the cumulative grade point average.

Note: Some courses may be repeated for credit, i.e., JOU 1949. This means the grade and quality points earned in each attempt for this course will be included in the GPA computation. Grade forgiveness does not apply to a course that may be taken more than one time for credit. Check the course description to determine if a course may be repeated for credit.

Students may attempt a course only three times—including the first attempt, repeat grades, and withdrawals. Permission for a fourth attempt will be granted only through the academic appeals process. Permission will be granted only to students who can document major extenuating circumstances. Students who wish to begin the academic appeals process should contact the appropriate campus Dean of Student Services. Grades for the third and all subsequent attempts will be included in calculating grade point averages.

Note: Some colleges and universities may not accept grades earned for repeated courses; some might use only the grades originally earned. Students receiving financial assistance of any type should speak with a financial aid counselor to ensure that any repeat attempts will qualify for aid.

STUDENT RECORDS

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) governs the confidentiality of student records. (Records are defined as all records, files and data directly related to students that are created, maintained, and used by HCC.)

HCC students have the right to

- inspect and review their educational reports and records;
- have privacy of their educational reports and records maintained;
- require the college to obtain written consent prior to disclosing personally identifiable information except in those instances specifically noted in the statute;
- challenge and request a hearing on requiring the college to amend any portion of the students’ records that are inaccurate, misleading or otherwise in violation of the students’ privacy.

Right of Access

Students and parents or guardians of dependent students (per Section 152 of the Internal Revenue Code) are entitled to these rights and to access to students’ records. Parents or guardians of students will not be given access to the students’ records without the written consent of the student or documentation that the student is dependent.

Students and eligible parents or guardians may request a list of the types of student records maintained by HCC. These records include but are not limited to:
• academic records, i.e., application, transcript, enrollment verifications, course records, grades, etc. (Direct requests to the appropriate campus admissions, registration and records office.);
• disciplinary records (Direct requests to the appropriate campus dean of student services.);
• financial aid records (Direct requests to the appropriate financial aid office.); and
• student account and fee records (Direct requests to the College financial services department.).

Eligible individuals may inspect or review student records and reports and receive copies for the cost of producing such copies. College employees may review student records when the reason for their review serves a legitimate educational or administrative purpose. Unless conducting approved research, faculty members may review the records only of students currently enrolled in their classes.

**Right of Waiver of Access to Confidential Letters or Statements**
A student, eligible parent, or guardian may waive the right of access to evaluations, confidential letters, or letters of recommendation. When requested, HCC will provide the names of individuals who have submitted such letters and evaluations. Moreover, HCC will endeavor to ensure the recommendations and evaluations are used only for the purpose(s) intended.

**Corrections**
HCC maintains student records electronically, on paper, on microfiche, and on microfilm. In order to provide students the opportunity to correct errors and appeal discrepancies, the College will maintain the original documents on which the records are based for one year. After one year, the source documents may no longer be available and documenting errors will become the student’s responsibility.

**Right to Challenge and Hearing**
Students and eligible parents or guardians have the right to challenge the content and request amendment of records and reports they believe to be inaccurate or mis-leading. To present such a challenge, students, eligible parents or guardians should contact the appropriate campus admissions, registration and records office.

Challenges may be settled informally by a written agreement. If challenges cannot be settled informally, either party may request, within a reasonable period of time, that a formal hearing be held to settle the dispute. If a request is made, the appropriate campus president will appoint an administrator, without an interest in the out-come, to serve as the hearing officer. Students, eligible parents or guardians, and college employees whose testimony is relevant to the issue may present evidence. After reviewing all available evidence and testimony, the hearing officer will make a written recommendation to the appointing campus president. The Campus President will issue a written decision.
Students and eligible parents or guardians have the right to appeal decisions of campus presidents’ rulings on FERPA challenges to the Vice President for Student Services and Enrollment Management.

**Right to Privacy**

Students have the right to privacy with respect to the educational records maintained by the College. Personally identifiable student records or reports are confidential and will not be released without the written consent of students, eligible parents or guardians. However, there are exceptions. HCC will release directory information on students unless students submit written requests to the appropriate campus admissions, registration & records office requesting that directory information be withheld. Directory information includes students’

- names, addresses and listed telephone numbers;
- date of birth;
- majors;
- participation in officially recognized activities and sports;
- weight and height (of members of athletic teams);
- dates of attendance;
- degrees and awards received;
- most recent previous educational institution; and
- enrollment status.

**Complaints**

Individuals who believe their privacy rights have been violated may petition the Family Educational Rights and Privacy Acts Office at the Department of Health & Welfare in Washington, D.C. or file suit in Circuit Court to request enforcement of the rights they believe to have been violated.

**Rule and Procedure**

Students may obtain a copy of the administrative rule and procedure on student records, including the requirements of the federal and state laws, from their campus dean of student services or at the campus libraries.

**Release of Information**

Upon request, HCC will prepare and certify statements relating to students’ degrees earned, GPA, enrollment dates, etc. If students do not provide forms on which to report the information, it will be reported in a letter signed by a College official. Since the federal government requires educational institutions to take precautions to prevent the misuse of student data, HCC will release student information only upon receipt of a signed, written request by the student or other authorized requestor.

Parties requesting information should submit their requests, and any accompanying forms, to the campus office of admissions, registration and records. The College will try to process requests for information within ten working days.
SAFETY AND SECURITY

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 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 Security 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 security personnel, instructors, supervisors and the building Emergency Marshall;
• do not return to the building until the “all clear” is given by authorized persons.

For more information refer to the HCC safety brochure available at the HCC website.

SAFETY AND SECURITY SERVICES
The HCC Office of Security is available to assist all students and employees. The Security 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 Security Department 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 Security Department is responsible for monitoring compliance with these laws and many of the College’s rules and procedures.

Responsible students or employees should

- inform the Security Department 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; (Phone 253-7911 or cell 220-7032, after hours, to be escorted to your car);
- 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 Security to ask for assistance.

Students who notice situations that represent potential or real safety or security problems should notify the local campus security office or call 253-7911. After hours call 220-7032.

Upon request, the College will make available to prospective students its policies, procedures, statistics and other information about campus safety and security. The HCC Safety Brochure is available on the HCC website (www.hccfl.edu/student/services).

**THREATS OF VIOLENCE**

Threats by HCC students, staff or visitors to do bodily harm, damage property or disrupt the operation of the college are inimical with the goals of the College and will not be tolerated. Students or employees who make such threats, whether verbal or written, expressed or implied, will be disciplined according to the appropriate administrative procedures.

**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 Security 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. In addition, pulling through or backing into a parking
space is prohibited. Any driver leaving a vehicle on campus overnight must notify the Office of Security.

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 owner’s 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 $100 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 curb zones;
- leaving a vehicle on campus for more than three days without notifying the Office of Security; 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 Office of Security, 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 Office of Security will contact the appropriate law enforcement authorities when such violations are discovered.

**STUDENT ACTIVITIES**

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.
ASSEMBLIES AND DEMONSTRATIONS

Purpose
This administrative procedure establishes policy guidelines for organized mass assemblies and demonstrations at Hillsborough Community College.

Procedure
The following procedural guidelines will be followed for organized mass assemblies and demonstrations at the College:

1. Any organized mass assembly or demonstration planned to be held at the College must be registered in writing in the Campus President’s office at least two (2) weeks prior to the scheduled commencement of the event. A request will be considered only when made by an organized student group that is recognized by the College or College staff. A request may be denied at the administration’s discretion if the proposed assembly or demonstration could constitute a danger or disruption to the College’s orderly operation.

   A. A speaker’s advocacy of topics such as, but not limited to, the following may be grounds for denying a request:
      A. the violent overthrow of the government of the United States, the state of Florida or any political subdivision thereof;
      B. the willful damage or destruction, seizure and subversion of the College’s buildings or other property;
      C. the forcible disruption or impairment or interference with the College’s building, classes or other property;
      D. the physical harm, coercion, intimidation or other invasion of lawful rights of the administration, faculty or students;
      E. other campus disorder of a violent or disruptive nature.

   In determining whether there is the existence of such a danger or disruption, the Campus President may consider all relevant factors including whether there has been similar past violence or disruption at other educational institutions.

2. Only students enrolled and personnel at the College may register such assemblies and demonstrations. The individual(s) who registers an assembly will be held personally accountable to insure that any guidelines established for such assemblies and demonstrations, administrative rules and procedures and proper behavior and decorum of all participants is maintained.

3. The College has the right to designate the area(s) where a mass assembly and demonstration may be held. The location will be confined to campus areas where it will be least likely to interfere with the normal vehicular and pedestrian traffic flow and the ongoing educational process of the College.

   Accommodations for disabled students should be considered when designating an area for a demonstration, including providing certified interpreters for the hearing impaired.

4. All assemblies and demonstrations will be confined to a specific time period. The Campus President will establish such time limitations.

5. Any sound amplification for an assembly or demonstration must be
approved in advance by the campus Dean of Student Services. The appropriateness of the sound amplification will be dependent upon the location of the event as well as the time period. The sound amplification must not interfere with or disrupt the normal operations of the College.

6. Failure to comply with the guidelines will result in the cancellation of an assembly or demonstration. The Campus President will direct any violators to cease and desist from the activity. Failure to comply with this demand will result in arrest and/or suspension from the College of the participants as well as suspension of any participating student organizations. (Approved 4/29/02)

CULTURAL AND SPECIAL EVENTS

Art Shows
The HCC Art Gallery is located in the Performing Arts Building on the Ybor City Campus. Exhibits include works from collections on loan to the Gallery as well as works by students, faculty, and guest artists. The Gallery is open to the public without charge when classes are in session. The annual Student Award Exhibit is held late in the spring term and is an especially noteworthy event.

For more specific information, call the Gallery office at 253-7674. For information about exhibits on other campuses, students should call or write the campus student government activities advisor or a member of the campus art faculty.

Drama
During the academic year, theatrical presentations are held on the Ybor City Campus. The schedule and location of open auditions for upcoming productions are posted on the campus bulletin board and in the school newspaper. Drama Department productions are held at the Ybor City Campus Performing Arts Building.

Exhibits
The Exhibit Gallery, located on the second floor of the Dale Mabry Campus Library Building, houses selections from state agencies, local groups, artists and private collections. Admission is free. For more information, call 253-7386.

Films, Dances and Special Events
Each semester campus student government associations sponsor events such as films, dances, concerts, guest speakers, special forums and cookouts.

Music
Student, faculty and artist recitals are held in the Ybor Performing Arts Building. Vocal and instrumental recitals and concerts are scheduled primarily during the fall and spring terms and feature student, faculty and guest artists in solo and ensemble performances.
GUEST SPEAKERS and/or ENTERTAINERS
Student organizations recognized by the College, must obtain approval for any outside person or group to speak on campus. Organizations are responsible for selecting speakers who will enhance the intellectual, cultural, and/or personal development of the audience. The organization must submit a written request to the appropriate campus student government activities advisor. The request will be forwarded to the campus dean of student services for referral to the Campus President. Upon approval of the Campus President, College facilities may be reserved for the guest speaker(s).

HAZING
Officers, members, and others associated with HCC student organizations are prohibited from engaging in hazing and in participating in activities on or off campus that endanger students’ health or safety.

SOCIAL FUNCTIONS ON CAMPUS
A social function is any gathering of students and guests that an HCC organization plans, finances, or for which the organization provides refreshments or entertainment. Members of the college community are prohibited from using, possessing, or being under the influence of alcoholic beverages or illicit drugs at a school-sanctioned gathering.

Day and Time: Social activities on campus shall end as follows:
- Monday-Thursday: by the end of the last regularly scheduled class period; and
- Friday, Saturday, and Sunday: by the time approved by the Campus President where the event takes place.

Scheduling: Scheduling is required for all social functions. Social events must be registered at least two weeks in advance. For further information, see the campus student government activities advisor.

Chaperones: All social functions hosted by a College-approved student club/organization require chaperones. Any couple in which one partner is a member of HCC’s faculty or administrative staff may serve as advisors for a social function. The student government activities advisor must approve any other adult couple wishing to serve as chaperones. Faculty guests serving as chaperones at a social function must be present for the entire event and must report all infractions of HCC regulations to the campus dean of student services and the student government activities advisor.

SOLICITATION AND DISTRIBUTION OF MATERIALS
Purpose
This procedure provides guidelines for the solicitation and distribution of materials at the College.
Procedure

It is the intent of the College to provide for the exchange of written thoughts and ideas in an orderly fashion and without disruption to the normal operation of the College. The College makes a distinction between commercial and non-commercial literature, posters, handbills and banners.

To solicit or to distribute literature or other materials at a campus of Hillsborough Community College, a College-related or non-College related individual, group or organization will submit a completed Request to Solicit and Distribute Materials form to the appropriate campus dean of student services with the following information:

1. the name, address and telephone number of the individual submitting the request;
2. the purpose; and
3. a copy of the literature or material to be distributed.

The College reserves the right to designate a specific area for these activities.

The Request to Solicit and Distribute Materials form should be submitted at least five (5) working days prior to the activity. (For the District Administrative Offices, the request to solicit or distribute literature or other materials must be submitted to the Vice President for Student Services and Enrollment Management.)

Materials or literature that are offensive to good taste will not be permitted to be distributed, posted or made available to persons at the campus or the District Administrative Offices. College personnel or students who violate this administrative procedure will be handled in accordance with the appropriate administrative procedure on discipline. Non-College personnel who violate this administrative procedure will be asked to leave the College premises.

To post information, literature, posters, bulletins, etc. on bulletin boards assigned to a particular organization, the information must be authorized by the appropriate organization assigned to the particular bulletin board (i.e., FUSA, Student Government Association). (Administrative Procedure 5.07; Updated 4/07).

STUDENT ACTIVITY/SERVICE FEE BUDGET DEVELOPMENT

Purpose

Student Activity and Service Fee dollars (restricted funds) are generated by a fee added to each credit semester hour for which students enroll. Fees are determined in accordance with Florida Statute Title XLVIII, Chapter 1900, 1009.23. Traditionally, activities sponsored by the Florida Community College Activities Association (FCCAA) and other extracurricular/co-curricular activities and student services providing a direct benefit to students are deemed appropriate for funding from Student Activity and Service Fee dollars. Student Activity/Service Fees collected by Hillsborough Community College will be used in a manner consistent with the current statute and rule. A Student Activity and Service Fee Budget Committee will be appointed annually to develop a proposed budget which will be submitted to the President's Cabinet for consideration.
Procedure

Budget Committee

The Budget Committee is appointed by the President and comprised of both students and faculty/staff, with students constituting at least half of the committee. The Committee will be comprised of 16 voting members (four from each campus):

- 1 SGA President
- 1 SGA Representative (Treasurer or other member)
- 2 Campus Advisory Board (CAB) Members (one faculty/one staff)

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The Budget Committee will elect one student and one faculty/staff member to serve as co-chairs. The secretary will also be elected from the committee membership. In the event of a tie vote, the student co-chair shall cast the deciding vote.

The Vice President for Student Services and Enrollment Management and the Controller will serve as Ex-Officio, non-voting members.

Requisition of Student Activities Funds

1. The Vice President for Student Services and Enrollment Management will create and distribute a Notice of Requisition to all district-wide student organizations and student services advisor or project managers. The Notice of Requisition will also be published in all college-wide student publications. The deadline for requests will be no less than 30 days from the first date of announcement. The first date of announcement will be no later than February 15.

2. All budget requests must be submitted with a detailed, itemized list of needs and costs, in accord with the format developed by the committee.

3. Recipients of funds from the current fiscal year will submit a report detailing the previous years’ and current year utilization of allocated dollars and plans for the remainder of the budget for current fiscal year.

4. The committee will evaluate how all events, programs, and services funded through the Student Activity and Service Fee Budget support the needs of students. Events should be free of charge whenever possible to allow broad participation.

Requisition of Student Services Funds

1. Projected service budgets shall be submitted to the committee for review. Service budgets shall undergo the same budgetary process as student activities requests.
2. The committee will evaluate how all services funded through the Student Activity and Service Fee Budget support the needs of students.

**Budgetary Process**

1. The Controller provides the committee chairmen with the anticipated student activities budget allocation for the next fiscal year by March 15.

2. The Vice President for Student Services and Enrollment Management provides the Committee with all budget requests received, including dollars requested, justification reports detailing previous year’s and current year utilization of funds.

3. The committee meets as necessary to review college-wide budget requests balancing revenue against requests, creates an operating budget for the next fiscal year and recommends the allocations of the college-wide student activity and services budget. The committee should determine the appropriate balance between student activities and student services funded by the budget.

4. Following committee approval, the Committee chairman forwards the recommendations to the President’s Cabinet for approval. The President’s Cabinet will have the option of approving, not approving, or returning items to the committee for further review.

5. The budget shall be completed, finalized, and approved by the close of the Spring Semester. Thereafter, the Budget Committee shall meet as needed to review the budget and process any amendments or late requests.

6. Campus budget dollar allocations are determined at the local level. Recommended distribution to campuses may be based on the actual costs to operate a program or activity (base costs), the percentage of unduplicated college credit headcount at each campus in the preceding fiscal year or a combination of base costs plus percentage of college credit enrollment.

7. If college-wide carryover/rollover dollars from the previous year are available, the Committee will meet during the academic year to recommend how those funds are reallocated. The HCC Controller shall submit a report to the committee detailing the status of said dollars by January 31. Recommendation for expenditure of carryover/rollover dollars is also the responsibility of the committee. However, campus allocations not expended at the end of the fiscal year from an individual campus will be carried over to the next year into that same SGA campus allocation.

8. Any allocation restrictions are determined by the budgetary committee and approved by the President or appropriate representative in accordance with Florida statute.

9. Since a budget cannot anticipate every contingency, committees should have a plan to address needs or emergency situations requiring an immediate decision.

10. It is the responsibility of the college to ensure that the Committee receives appropriate training and assistance to ensure that restricted Student Activity and Service Fees are utilized in a manner consistent
with current state statute, rule and local Board policy.

11. Rules regarding the Budget Committee process should utilize a standard meeting format such as Robert’s Rules. All meetings are open to the college community in accord with Florida’s government in the Sunshine State. Non-committee members may speak during meetings when recognized by the chair.

12. The entire Student Activity and Service Fee budget must be approved by the President.

Clubs and Organizations

Eligible organizations are determined at the institutional level but shall be open to all students and benefit the student population as a whole. Any club or organization receiving funds from the Student Activity and Service Fee shall place all funds collected in an account with the College’s Controller Office; will implement standard accounting practices and prepare an annual fiscal report to be forwarded to the Vice President for Student Services and Enrollment Management and the President or appropriate financial representative. (Updated 4/07)

STUDENT CLUBS AND ORGANIZATIONS

Policy for Forming Clubs and Organizations

Student clubs and organizations can be formed on any campus, according to HCC policies and procedures.

The following guidelines apply:

1. Students who wish to form a club or organization should contact the campus Student Activities Advisor for help in completing the required forms.

2. Each approved student club and organization operates as a member of the HCC community, with the associated privileges and responsibilities.

3. If the College President finds that the behavior of the members of a student club or organization is inimical to the goals of the College, the President may recommend to the District Board of Trustees that the club or organization be suspended or terminated.

Responsibilities of Organization Advisors

Each student organization must have at least one advisor who is a full-time HCC employee. The advisor’s duties and term of office must be specified in the organization’s constitution. The Campus President or his/her designee must approve advisors.

Advisors may guide but should not interfere with the operations of clubs or organizations unless their activities violate HCC policies or procedures.

Those serving as advisors to student organizations must meet the following responsibilities:

- attend all official meetings;
- participate actively in formulating group policies and programs;
- ensure the organization maintains standards of good taste and conduct;
• ensure the organization operates in concert with HCC’s purpose and goals; and
• approve organizational expenditures and ensure the organization’s financial records are properly maintained.

Responsibilities of the Student Organizations to Advisors
In their relationships with their advisors, student organizations must exhibit the following behaviors:
• inform the advisor of all meetings in advance; and
• hold regular conferences with and seek the counsel of the advisor.
For more information regarding student clubs and organizations, contact your campus student activities advisor.

STUDENT GOVERNMENT ASSOCIATION
All students are members of the Student Government Association (SGA). The SGA is the medium through which students can actively participate in the programs and policy-making procedures of the College. It serves as the means of communication between students and the administration.
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 Branch. It is hoped that this will create an atmosphere of participatory student governance that will result in greater student participation in student clubs and organizations as well as in student government.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble
We, the students of Hillsborough Community College, hereby establish the Hillsborough Community College Student Government. The Student Government shall provide the means for students to express an official voice in the programs of the college which affect their spiritual, intellectual, social, economic, and physical welfare; to assist in the coordination and regulation of activities of students for the benefit of the educational community; to stimulate and improve democratic living and self government, recognizing the equal rights of all individuals and the value of their participation in the betterment of the student community; and to promote the high ideals of the college community.

Article I - Name
The name of this organization shall be the Hillsborough Community College Student Government Association.

Article II - Membership
All students registered and matriculated at Hillsborough Community College shall be members of this Student Government and shall be subject to this Constitution and all subsequent Student Government Statutes.
Article III - Purpose
The purpose of this organization shall be to:
   A. Provide a formal structure to initiate and review college policies and procedures with emphasis on the student point of view.
   B. Provide a means whereby student activity funds may be distributed in such a manner as to benefit all segments of the student body.

Article IV - Organization
The Student Government Association of each campus shall consist of the following:
   A. Officers:
      All elected positions of the SGA - President, Vice President, Treasurer, Secretary.
   B. Senators:
      Representing the student body on each campus, up to a maximum of 35 senatorial positions can be filled. A minimum of 10 positions is needed on each campus for adequate representation.
   C. Representatives:
      Each approved club or organization is entitled to one voting representative.
      1. Each recognized club or organization will have one (1) voting representative and two (2) alternates to represent their organization in SGA (only one representative needs to be present at each meeting).
      2. Club Representatives are responsible for communicating to the members and advisors of their respective clubs all notices, decisions, and discussions that take place in the meetings. It is not the SGA's responsibility to make club members or advisors aware of the content of the SGA meetings.
   D. Conflict of Interests:
      1. A club is represented by one member who can be, but does not have to be an officer of whatever club he/she represents. However, if a person is on the Executive Board for SGA (President, Vice President, Secretary, or Treasurer), then he/she is at the meeting, as an Executive Board Member and can not represent a club for roll call or voting. The SGA President may not serve as the President of another campus SGA club.
      2. If a person is a senator and a club member, then that person must choose before the meeting if he/she is at the meeting as a senator or club representative; he/she can not be both. If he/she comes as a club representative, then he/she will be counted absent as a senator and vice versa. An alternate, previously identified as a club representative, can be contacted to represent their club if the voting club member is fulfilling other duties.

Article V - Elections
   A. Shall be finalized by the fifteenth day of the fall and spring terms.
1. Those students elected in the fall term, and have the required grade point average, are not required to be re-elected in the spring.

2. Senate elections for the spring term will be held on an as needed basis.

B. Shall be held at each campus.

Students may vote using the following criteria:
   a. Show a picture identification.
   b. Sign for ballot.

Article VI - Eligibility

A. Must maintain at least half time enrollment (6 hours) at the college. A minimum of six (6) credit hours must be at their home campus.

B. The Executive Board nominees are selected from the General Committee (senate and club representatives) and are elected by the student body.

C. Must be a student in good standing and maintain a cumulative 2.0 grade point average (GPA) inclusive of college prep courses to hold the office of student representative.

D. Must be a student in good standing and maintain a cumulative 2.5 grade point average to hold an executive office.

E. Must have a cumulative 2.5 GPA to travel utilizing student activities funds.

Article VII - Amendments to the Constitution

This constitution may be amended by three-fourths (3/4) vote of the students voting on all four campuses. (Updated 4/07)

STUDENT HEALTH AND WELLNESS

AIDS

HCC recognizes that Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or a positive test for HIV antibody represents a significant public health threat. It is HCC’s policy to balance the rights of AIDS victims to an education and employment at HCC against the rights of other students and employees to an environment in which they are protected from contracting the disease.

HCC will offer students with AIDS the same opportunities and benefits offered to other students. Generally, HCC will not impose any rules on students with AIDS that may have the effect of limiting their participation in the educational programs or activities at HCC. Students with AIDS will not be isolated by HCC or prevented from participating in College activities unless such participation has been scientifically shown to endanger the wider community. Risk determinations will be made by medical professionals in consultation with an office of services for students with disabilities.

A campus coordinator of services for students with disabilities is responsible for reviewing HCC’s procedures and ensuring they are both free of
discrimination and pose no danger to the community at large. The coordinator will also meet, as needed, to consider and recommend appropriate action in individual occurrences of the disease. Any questions, concerns, or consultation regarding AIDS should be referred to an office of services for students with disabilities.

ALCOHOL AND DRUG POLICY

Purpose
This rule establishes policy regarding alcohol and drugs in the workplace and educational setting consistent with the requirements of the Florida Drug-Free Workplace Program.

Rule
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 workplace 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 College counselors.

To support the College’s commitment to a drug-free workplace and learning environment, the College will provide 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. (Administrative Rule 6HX-10-2.05; Approved 2/1/06)

Annually, each registered student is provided detailed information about HCC drug policies and the behavioral, social and legal consequences associated with drug use. For more details regarding HCC’s policy on alcohol and illicit drugs, see the HCC Safety Brochure on the HCC website. Copies of the policy can be found in the HCC libraries. The College will also provide prospective students with a review of HCC’s alcohol and drug prevention and education programs.

Students charged with violating this policy will be referred for disciplinary action to the appropriate Campus Dean of Students. Students who violate the College’s Drug and Alcohol Policy will be subject to severe disciplinary
sanctions including suspension or expulsion. In addition, the College will refer violators to the appropriate law enforcement agencies for prosecution and will assist law enforcement agencies in investigating students who may be using or trafficking in drugs.

**SMOKING POLICY**

HCC complies with the Florida Indoor Clean Air Act. Smoking is not permitted in any college buildings, classrooms, enclosed hallways, or areas adjacent to entrance and exit doors. Smoking is only permitted in outdoor unenclosed areas. Campuses have designated smoking areas.

**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. (Approved 06/13/02)

**CODE OF STUDENT CONDUCT AND DISCIPLINARY PROCEDURE**

1. **Purpose**

   This Code of Conduct is intended to protect Hillsborough Community College, its academic and social community, and its property from harm resulting from acts of its students causing injury thereto, or threat of injury.

   To this end, this Code defines prohibited conduct and provides for the imposition of appropriate discipline upon those students whose acts are in violation of its standards of conduct by the means of hearing procedures affording both prompt disciplinary determinations and appropriate due process to the alleged violator.

   Hillsborough Community College students may be accountable to the civil 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, drug or disorderly persons’ proceedings. Similarly, dismissal or acquittal of such concurrent legal proceedings will not necessarily result in dismissal of College disciplinary actions.

   The College recognizes that its inherent powers and responsibilities to act so as to protect the safety and well-being of the campus community are broad and that the potential 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 Hillsborough Community College community. These written regulations are intended to define prohibited offenses with precision to give students notice of the behavioral standards expected of them. They are not meant to define misconduct in exhaustive terms.
2. College Policy on Student Violations of Law

On-Campus misconduct constituting a criminal, drug, or disorderly persons offense will be immediately reported to the security office. Where a student’s illegal act also is in violation of this Code, proceedings will be instituted under this Code. Where the College itself is a victim of the illegal act, and where witnesses are available to present statements to investigators and to testify in court, the College may file a court complaint against the student.

The Security Office is responsible for investigating all student violations of 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, the Chief of Security shall advise the appropriate civil law enforcement authority of such violation and that an investigation is being made. The Security Office 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 civil authorities in the apprehension of suspects, preservation of evidence, aid to victims and all other aspects of the case. Complainants should prepare a complete factual incident report after the occurrence of each violation and a copy thereof sent to the Chief of Security. Said reports shall be prepared whether or not the violation is also investigated by a civil law enforcement authority.

3. Prohibited Conduct

The following acts shall be deemed as misconduct on college property or at college sponsored activities under this Code:

A. Intentionally or recklessly causing physical or psychological harm to any person or intentionally or recklessly causing reasonable apprehension of such harm.

B. All forms of harassment including but not limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s sex, pregnancy, sexual orientation, race, national origin, color, age, religion including unwelcome religious persuasion, disability, marital or other protected status.

C. 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.

D. If said student has been named as a defendant in a criminal complaint and if said student’s presence on campus endangers her/his physical or emotional safety and well-being, or endangers the safety and well being of other students, teachers, and members of the college community.

E. Unauthorized use, possession or storage of any weapon(s), firearm(s) and/or explosives.

F. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.

G. Intentionally or recklessly interfering with normal college activities including, but not limited to studying, teaching, research, extra curricular
activities, job placement activities, college administration, or fire, police
security or emergency.

H. Knowingly violating the terms of any disciplinary sanction imposed in
accordance with this Code.

I. Engaging in “stalking or pursuing” behavior that is, unsolicited or
continual advances towards another.

J. Unauthorized distribution, use of, or possession of any substance
constituting a “controlled substance or dangerous drug” as defined by
The Florida Criminal Code or any illegal drug.

K. Physical or verbal obstruction or disruption of teaching, research,
and administration disciplinary proceedings or of any authorized college
program, event, function, or activity.

L. Intentionally or recklessly misusing or damaging fire safety
equipment.

M. Intentionally furnishing false information to the college.

N. Forging or the unauthorized alteration or use of any college document
or instrument of identification.

O. Gambling in any form.

P. All forms of academic dishonesty, including cheating, fabricating,
facilitating academic dishonesty and plagiarizing.

Q. Intentionally interfering with the freedom of expression of others.

R. Stealing, damaging, or misusing college property or services. Knowingly
possessing stolen property.

S. Intentionally or recklessly destroying or damaging the property of
others.

T. Failing to comply with the direction of college officials, including campus
security officers, acting in performance of their duties.

U. Violating published college regulations or policies, as approved and
compiled by the Board of Trustees, President, or their designees
such as regulations relating to entry and use of college facilities, sale
or consumption of alcoholic beverages, use of vehicles and amplifying
equipment, campus demonstrations, computer facilities, misuse of
identification cards, and improper dress standards, etc.

V. Lewd, indecent, or obscene conduct or face-to-face use of fighting
words and/or profane expressions.

W. Unauthorized presence in or use of college premises, facilities, or
property.

X. Soliciting or assisting another to commit any act that would subject a
student to suspension or probation.

Y. Smoking in areas designated as “No Smoking.”

Z. Consuming food and beverages in unauthorized areas; e.g., classrooms,
laboratories, library, restrooms, etc.

4. Disciplinary Measures

One or more of the following disciplinary measures may be imposed upon
students found to have violated this Code.
A. Expulsion. Permanent dismissal from the College.
B. Temporary Suspension. Suspension from the College for up to three
days.
C. Suspension. Separation from the College for a specified period.
D. Disciplinary probation. Loss of participation in extracurricular activities,
athletics, and/or holding of office in student organizations, for specified
time and period.
E. Restitution. The obligation to replace or pay for damaged property or
to compensate for losses incurred, because of the violation.
F. Loss of privileges. Temporary revocation of such privileges as driving
on campus, use of the cafeteria, library-borrowing privileges, attending
athletic events, etc.
G. Disciplinary censure. Written warning to the student with copy to
student file for having engaged in misconduct.
H. 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 of
the student evidencing a positive attitude toward his/her conduct in the
future. Examples include:
   (1) Behavioral counseling;
   (2) Voluntary withdrawal with opportunity to resume studies at a later
time, and with a plan for the interim period;
   (3) Performance of some service for the College in mitigation of harm
caused by misconduct.

5. Range Of Sanctions Contingent Upon Section C
A. Violations of this Code may result in expulsion, unless specific and
significant mitigating factors are present. Factors to be considered in
mitigation shall be the present demeanor and past disciplinary record
of the alleged violator, as well as the nature of the violations and
severity of any damage, injury or harm resulting from it.
B. Violations of this Code may result in any one or more of the following
lesser sanctions: suspension, disciplinary probation, restrictions,
loss of privileges, reprimand, or performance of a conciliatory act
unless specific and significant mitigating factors as specified in Section
5A are present.
C. Repeated or aggravated violations of any section of this Code may
also result in expulsion or suspension or in the imposition of, such
lesser sanctions as may be appropriate.
D. Attempts to commit acts prohibited by this Code may result in imposition
of the same discipline as for actual misconduct.
E. The sanction imposed in a particular case should be appropriate and
just depending on the facts of that case. The burden of establishing
facts in mitigation of expulsion or suspension will be upon the alleged
6. 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 shall be in writing (Complaint Form) and shall be filed with the Dean of Student Services at the campus where the infraction occurred.

(3) The Campus Dean shall then investigate the alleged allegation of the Code of Student Conduct, (Complaint Form, Incident Reports, etc.). If he/she determines that there is no substance to the charge, all charges shall be dropped. In the event that the Dean of Student Services determines that the charge warrants only a reprimand, he/she shall meet with the student, discuss the charge with him/her and issue the written warning. The issuance of the written warning shall be the termination of the complaint.

(4) If the Dean of Student Services determines that there is sufficient evidence to warrant other than a reprimand, he/she shall prepare and notify the student of formal charges setting forth the nature, time and place of the violation charged. The written charges shall be provided to the student within 15 days of the filing of the charges. Notification of the complaint shall be in person or by certified mail, return receipt requested, addressed to the student. The charge shall be accompanied by notification of the date, time and place of a hearing with the Dean of Student Services.

B. Informal Hearings

(1) If a student wishes to plead guilty to the charge and waive his/her right to a hearing, he/she may do so by signing a written waiver to this effect. The student will return the waiver to the Dean of Student Services who shall make recommendation of disciplinary action and assign appropriate sanctions.

(2) If a student wishes to plead innocent, an informal hearing will be held before the Dean of Student Services. At said hearing, the Dean of Student Services shall present the charges and evidence supporting the charges. The student has the right to be present at the hearing, be informed of the evidence considered against him/her, have an opportunity to rebut it and to present evidence on his/her behalf, and have the assistance of an advisor of his/her choice.

(3) If after said hearing the Dean of Student Services shall determine that either the student is innocent or that the violation committed by the student warrants a penalty, other than expulsion or suspension, he/she shall, if applicable, assess said penalty and the matter shall be deemed closed.
(4) If after said hearing the Dean of Student Services shall determine that the violation committed by the student warrants either expulsion or suspension he/she shall advise the student, who shall then have a (5)-day period to request a hearing before the College Code of Conduct Committee (CCCC). If the student does not request such a hearing within such time, the Dean of Student Services shall recommend the sanction to the Campus President and advise the student in writing of such sanction or may refer the matter to the College Code of Conduct Committee. If the Dean of Student Services or Campus President requests such a hearing, the Dean of Student Services shall forward the reports and evidence concerning the case to the College Code of Conduct Committee.

C. College Code of Conduct Committee (CCCC) Actions

(1) The College Code of Conduct Committee shall then inform the student charged of the date, time and place of the hearing before the CCCC, which 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 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 or charges along with other evidence that the complainant intends to submit against him/her.

(2) If, after due notice of the charge 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 hearing 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 attached hereto. 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 charges. The report, along with recommendations of disciplinary action, 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 guilty, the Campus President and the Dean of Student Services shall upon reviewing the CCCC report and recommendations may impose any appropriate sanction or sanctions. A report of findings and impositions of sanctions shall be provided to the charged student (signature required) in person or by certified mail, return receipt requested.
E. Appeals

(1) Any student found to be in violation of this Code under the foregoing procedures may appeal the decision of the CCCC directly to the Vice President for Student Services and Enrollment Management. An appeal shall stay implementation of sanctions, but shall not permit a student removed from campus to return.

(2) The charged student may appeal the decision of the Vice President for Student Services and Enrollment Management to the President of the College within five College working days of the receipt of the Vice President’s decision. The President’s decision will be final.

(3) A copy of the notice of appeal must be filed with the Chairperson of the CCCC.

(4) After an Appeal Form has been filed, a transcript of the hearing shall be prepared as soon as practical and shall be forwarded to the College President and the student or his representative.

(5) The College President, within ten (10) College working days of receiving the Appeal Notice, shall affirm, reverse, or modify the decision of the CCCC. The President’s written decision shall be forwarded to the student or his/her representative, to the complainant, and to the chairperson of the CCCC. The President’s written decision shall include his/her reasons for arriving at the decision. The decision shall be final.

F. Administrative Suspension

Pending the completion of the hearing before the CCCC, the status of the charged student within the college shall not be altered unless his/her continued 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.

G. Pending Criminal Proceedings

Upon the written request of the student charged, filed in the Dean of Student Service’s office any time before the hearing begins before the CCCC, the hearing shall be postponed until disposition at the trial court level of any pending criminal proceedings arising out of the same conduct, provided however that a student who is convicted of a criminal offense arising out of the same conduct and is charged with the violation of a College rule shall be ineligible to register at the College in the semester following his/her conviction and thereafter unless and until the College charges against him/her have been heard and decided.

7. 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 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, to include the Vice President for Student Services and Enrollment Management, a Dean, at least one student, one faculty member, and
one staff member. Alternates shall be available from the nominee pool. The chairperson of the CCCC shall be elected by a majority vote from the CCCC. 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. Appointment Process: Students, faculty and staff shall be nominated for membership on an individual basis by submitting a Student Code of Conduct Committee nomination form to the Vice President for Student Services and Enrollment Management each spring semester. The Vice President will announce the nomination process each spring semester. The Vice President may announce a fall semester appointment process in the event of CCCC members or alternate members vacate. Student members must have enrolled at least one semester and have at least a 2.0 cumulative average.

The Vice President shall make the final appointment of the members of the CCCC. Appointments shall be made by the first week of the Fall Semester and by the first week of the Spring Semester if necessary.

C. Terms of Office: Students, faculty, and staff members shall be appointed for one-year terms. In the event of a resignation, an appointment will be made from the nominee pool for the length of the unexpired term from the nominee pool.

D. Jurisdiction: The CCCC shall be the principle college-wide committee with jurisdiction to hear all charges of student misconduct. After careful deliberation, the CCCC will recommend appropriate action to the Campus Dean of Student Services and the Campus President.

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 of this code.

8. Rules Governing Procedures Of The College Code Of Conduct Committee (CCCC) And Procedural Rights Of Individuals Charged

A. The CCCC is de nova, that is, 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. Hearings before the CCCC shall be held in private unless the student charged 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 hearings by spectators, the CCCC may order the hearing closed to the public.
(2) The Committee may order all spectators excluded from the hearing 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 student charged shall have the right to any representative of his her choice from within or without the college community. Only the student who has been charged with misconduct will be allowed to speak.

E. The student charged shall have the right to be informed of the identity of the person initiating the charges 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 student charged 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 student charged 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 charges 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 written transcript or other record of the hearing shall be made and preserved for not less than sixty (60) days after the student charged has been notified of the Committee’s action in the case. In the event no appeal is taken from the Committee’s good action within the time set for such appeal, the transcript or record may be destroyed.

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
       Accused Student or Advisor
   (5) Presentation and question of evidence and witnesses for the prosecution
   (6) Presentation and question of evidence and witnesses for the defense
   (7) Closing Statement from the charged student
       Complainant or College Delegate
   (8) Closing Statement from the charged student
       Accused Student or Advisor
   (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 charged with misconduct 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.

(Updated 4/07)

DRESS CODE
HCC believes that students are mature enough to determine what constitutes appropriate dress. However, state law requires students to wear shirts and shoes while on HCC’s campuses.

EQUAL ACCESS/EQUAL OPPORTUNITY AND EDUCATIONAL EQUITY
HCC is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, marital status, disability, or any other bias that is prohibited by law. In addition, the College does not discriminate in the admission and treatment of students and makes reasonable effort to assure that each student is protected from harassment or discrimination. The College provides equal educational opportunities to qualified individuals with disabilities and complies with and fully supports the Americans with Disabilities Act. Any person who accepts the privilege extended by the laws of the State by attending a state community college will, by so attending such institution, be deemed to have given his/her consent to the policies of that institution and the laws of this State.

HCC’s Assistant to the President ensures compliance with federal and state laws prohibiting discrimination. Individuals who believe they have been a victim of discrimination or sexual harassment should contact:
The Assistant to the President
District Administrative Offices
39 Columbia Drive
Tampa, Florida 33606
Telephone: 253-7037

OMBUDSMAN/STUDENT ADVOCATE
The Vice President for Student Services and Enrollment Management is the college’s ombudsman/advocate for students. The Vice President’s office is located on the third floor of the district administrative offices. Students may appeal decisions related to course access and credits granted toward degrees to the office of the ombudsman.

RELIGIOUS OBSERVANCES
HCC will reasonably accommodate the religious observances, practices, and beliefs of students in its admission, class attendance and the examination
policies and in work assignments. Students must notify instructors at least one week prior to a religious observance.

Students may file a grievance if they believe they have unreasonably been denied an educational benefit due to their religious beliefs or practices.

**SEXUAL HARASSMENT**

**Policy**

Hillsborough Community College will maintain a workplace and educational setting free from harassment of any kind and from any source including but not be limited to supervisors, co-workers, administrators, students, faculty, consultants and visitors to the College.

Each administrator, faculty member, professional-managerial employee, classified employee and student should pursue assignments and responsibilities at the College with a total commitment to basic ethical principles and professional codes of conduct.

The College believes sexual relationships between teachers and students or superiors and subordinates are ill advised as they might adversely affect the academic or workplace environment or relationships. Such relationships between superiors and subordinates or between teachers and students are unethical because the consent of students or subordinates may not in fact be voluntary given the “power imbalance” in such relationships.

**Definitions**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment.

Speech of the following nature also constitutes sexual harassment:

- is persistent, pervasive, and not germane to the subject matter;
- is abusive or severely humiliating; and
- persists despite the objection of the person or persons to whom it is directed.

Harassment exists when another student or a school employee explicitly or implicitly condones student participation in activities or programs, bases educational decisions on students submitting to unwelcome sexual advances, request for sexual favors, or makes other verbal comments, non-verbal communication, or physical conduct of a sexual nature.

Conduct is unwelcome if students or employees did not request or invite it and if they regard the conduct as undesirable or offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome. Also, the fact that students or employees willingly participated in conduct on one occasion does not prevent them from indicating that the same conduct has become unwelcome on subsequent occasions.

A hostile or abusive environment exists when sexually harassing conduct is sufficiently severe, persistent, or pervasive that it limits students participating in or benefiting from an education program or activity. A hostile environment might exist even if there is no tangible injury to students. For example, students might have been able to keep up their grades and continue to attend school even though it was more difficult for them to do so because of the harassing behavior.
A hostile environment can occur even if the harassment is not targeted specifically at individual complainants. For example, if a student or group of students regularly directs sexual comments toward a particular student, a hostile environment may be created not only for the targeted student, but also for others who witness the conduct.

An individual or a group may commit sexual harassment. In some cases, verbal comments or other conduct by one person might not be sufficient to create a hostile environment, but the same behavior if committed by a group could create a hostile environment.

**Disciplinary Actions**

Among the factors the College will consider in arriving at the appropriate disciplinary action to impose when a member of the college community is found to have engaged in harassing behavior are:

- the nature of the conduct and the relationship of the perpetrator to the victim, including the degree of influence, authority, or control the perpetrator had over the victim; and
- whether the victim was legally or practically unable to consent to the sexual conduct in question.

Employees or students of the College who are found to have sexually harassed other members of the college community will be subject to disciplinary action. The penalties that could be imposed for sexual harassment include expulsion or termination within the provisions of applicable current administrative rules and procedures.

**Designation of Person to Receive Complaints**

The Assistant to the President is the person to whom students and/or employees should direct sexual harassment complaints. Each complaint will be investigated promptly and thoroughly.

**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 dean for an adjusted timeline to address the grade in question. The dean will provide a written response to the student and the faculty member within ten working days of receiving the appeal.

(2) Part-time faculty members: If the student cannot contact the faculty member within the ten days specified in Section 1.B, then by Working Day 15, the student must contact the instructor’s immediate supervising dean and proceed to step two in the process.

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 5.15; Updated 4/07)

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 complainant (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 written request, the respondent will schedule an informal meeting with the complainant to discuss the alleged complaint, with the objective of resolving the matter to the satisfaction of the complainant and the respondent.

A complainant may not file a grievance if the complainant 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 complainant 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 notification from the Dean of Student Services. The Campus President will have five (5) school 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 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 the documentation to the Student Grievance form:
   (1) A response to the grievant’s written statement as the respondent deems appropriate.
   (2) Documentation that the respondent deems appropriate to the respondent’s response.

B. The respondent’s statement on the Student Grievance form with the attached documentation 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. (Updated 4/07)
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Week's Goals:

August

Sunday

19

Web and Campus Registration (Fall)

Monday

20

Web and Campus Registration (Fall)

Tuesday

21

Web and Campus Registration (Fall)

Last Day to Register Without Penalty (Regular Fall Classes)
**AUGUST 07**

### Wednesday

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### Thursday

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### Friday

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### Saturday

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Week's Goals:

August

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13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

Sunday

26

» Web Registration (Fall)

Monday

27

» Web and Campus Registration (Fall)
» Drop/Add (Regular and Weekend)

Tuesday

28

» Web and Campus Registration (Fall)
» Drop/Add (Regular and Weekend)
» Deadline for Refund (Regular)

HILLSBOROUGH
Community College
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AUGUST 26-1
September 07

Wednesday

- Drop/Add (Weekend)

Thursday

- Drop/Add (Weekend)

Friday

- Drop/Add (Weekend)
- Deadline for Refund (Weekend)

Saturday

- Non-Class Day
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### September

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#### Sunday

- 2
- Non-Class Day

#### Monday

- 3
- Non-Class Day
- Labor Day

#### Tuesday

- 4

SEPTMBER 2-8
SEPTEMBER 07

Wednesday

Thursday

Friday

Saturday

» Last Day to Apply for Degree
» Last Day to Register for CLAST

2007-2008 Student Planner
Week's Goals:

September

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HILLSBOROUGH Community College
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Sunday

| 9 |

Monday

| 10 |

Tuesday

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SEPTEMBER 9-15
SEPTEMBER 07

Wednesday

Thursday

Friday

Saturday
**Week's Goals:**

**September**

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**Sunday**

16

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**Monday**

17

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**Tuesday**

18

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**SEPTMBER 16-22**
SEPTMBER 07

Wednesday

Thursday

Friday

Saturday

» Credit by Exam Test Date
### OCTOBER 07

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- Columbus Day (Observed)
- Halloween
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Week's Goals:

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Monday

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Sunday

30

Hispanic Heritage Month

Tuesday

2
OCTOBER 07

Wednesday

Thursday

Friday

Saturday

» CLAST Administration
Week's Goals:

October

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

October 7

Monday

October 8

Columbus Day (Observed)

Tuesday

October 9

OCTOBER 7-13
Week's Goals:

October

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
14

Monday
15

» Financial Aid Priority Awarding Deadline (Spring)

Tuesday
16

OCTOBER 14-20
OCTOBER 07

Wednesday

17

Thursday

18

Friday

19

All College Day
Non-Class Day

Saturday

20
Week's Goals:

Tuesday

23

OCTOBER 21-27
Week's Goals:

<table>
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HILLSBOROUGH Community College

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» Last Day to Withdraw Without Grade

» Credit by Exam Test Date

OCTOBER 28-3
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**NOVEMBER 07**

- Thanksgiving
- Veteran’s Day
Week's Goals:

November

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Sunday

4

» Web Registration (Spring)

Monday

5

» Web and Campus Registration (Spring)

Tuesday

6

» Web and Campus Registration (Spring)

NOVEMBER 4-10
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Week's Goals:

**November**

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**Sunday**

11

- Web Registration (Spring)
- Non-Class Day

**Monday**

12

- Web Registration (Spring)
- Non-Class Day
- Veteran’s Day

**Tuesday**

13

- Web and Campus Registration (Spring)
Web and Campus Registration (Spring)

Web and Campus Registration (Spring)

Web and Campus Registration (Spring)

Web Registration (Spring)
Week's Goals:

Monday

Tuesday

Sunday

November

Web Registration (Spring)

Web and Campus Registration (Spring)

Web and Campus Registration (Spring)
### Wednesday, November 21

- Web and Campus Registration (Spring)

### Thursday, November 22

- Web Registration (Spring)
- Non-Class Day
- Thanksgiving Day

### Friday, November 23

- Web Registration (Spring)
- Non-Class Day

### Saturday, November 24

- Web Registration (Spring)
- Non-Class Day
Week's Goals:

HILLSBOROUGH
Community College
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Sunday
25
» Web Registration (Spring)
» Non-Class Day

Monday
26
» Web and Campus Registration (Spring)

Tuesday
27
» Web and Campus Registration (Spring)

November

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

NOVEMBER 25-1
DECEMBER 07

Wednesday

Thursday

Friday

Saturday

» Web and Campus Registration (Spring)

» Web and Campus Registration (Spring)

» Web and Campus Registration (Spring)

» Web Registration (Spring)
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Week's Goals:

December

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Sunday

2

» Web Registration (Spring)

Monday

3

» Web and Campus Registration (Spring)

Tuesday

4

» Web and Campus Registration (Spring)

DECEMBER 2-8
DECEMBER 07

Wednesday 5

» Web and Campus Registration (Spring)

Thursday 6

» Web and Campus Registration (Spring)
» Final Exam Day

Friday 7

» Web and Campus Registration (Spring)
» Final Exam Day

Saturday 8

» Web Registration (Spring)
» Final Exam Day
» Fall Term Weekend Classes End
Week's Goals:

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- **December 9-15**

**Hillsborough Community College**

www.hccfl.edu

- Web Registration (Spring)
- Final Exam Day

**Web and Campus Registration (Spring)**
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<th>Day</th>
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<td>Grades Available Online (Fall)</td>
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Week's Goals:

Monday

Sunday

16

» Web Registration (Spring)
» Non-Class Day

Monday

17

» Web and Campus Registration (Spring)
» Intersession Classes Only

Tuesday

18

» Web and Campus Registration (Spring)
» Intersession Classes Only

December

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HILLSBOROUGH
Community College
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DECEMBER 16-22
DECEMBER 07

Wednesday

19

» Web Registration (Spring)
» Intersession Classes Only
» College Closed for Staff through Jan. 1, 2008

Thursday

20

Friday

21

Saturday

22

» Web Registration (Spring)
» Intersession Classes Only

» Web Registration (Spring)
» Non-Class Day
**Week's Goals:**

| Monday  | 24  | » Web Registration (Spring)  
|         |     | » Non-Class Day              |
| Wednesday | 25 | 
|         |     | » Web Registration (Spring)  
|         |     | » Intersession Classes Only |

| Sunday  | 23  | » Web Registration (Spring)  
|         |     | » Non-Class Day              |

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**HILLSBOROUGH Community College**

www.hccfl.edu

**DECEMBER 23-29**
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<td>» Web Registration (Spring)</td>
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**JANUARY 08**

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<td><strong>Martin Luther King, Jr. Day</strong></td>
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### Week's Goals:

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**HILLSBOROUGH Community College**

www.hccfl.edu

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**Sunday**

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- Web Registration (Spring)
- College Closed

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**Monday**

| 31 |

- Web Registration (Spring)
- Intersession Classes End

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**Tuesday**

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- Web Registration (Spring)
- College Closed
- New Year’s Day
Web and Campus Registration (Spring)
Delayed Payment Due Date
First Day for Transient and Cross-Enrolled Students to Register
College Resumes Regular Operation
**Week's Goals:**

**Monday**

6

- Web Registration (Spring)
- Last Day to Register Without Penalty (Regular Spring Classes)

**Tuesday**

7

- Web and Campus Registration (Spring)
- Spring Term Regular Classes Begin
- Drop/Add

**March 8**

- Web and Campus Registration (Spring)
- Drop/Add

**January 6-12**

**Hillsborough Community College**

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Wednesday 9

- Web and Campus Registration (Spring)
- Drop/Add

Thursday 10

- Web and Campus Registration (Spring)
- Drop/Add

Friday 11

- Web and Campus Registration (Spring)
- Last Day to Register Without Penalty (Weekend Spring Classes)
- Deadline for Refund
- Drop/Add

Saturday 12

- Weekend Classes Begin (Spring)
- Weekend Drop/Add (Registration on First Day)
JANUARY 08

Wednesday

16

» Weekend Drop/Add

Thursday

17

» Weekend Drop/Add

Friday

18

» Last Day to Apply for Degree
» Last Day to Register for CLAST
» Weekend Drop/Add
» Deadline for Refund (Weekend)

Saturday

19
Week's Goals:

JANUARY 20-26

HILLSBOROUGH
Community College
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Sunday
20

Monday
21

» Non-Class Day
» Martin Luther King, Jr. Day (Observed)

Tuesday
22
JANUARY 08

Wednesday

Thursday

Friday

Saturday

2007-2008 Student Planner
Week's Goals:

Monday

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HILLSBOROUGH
Community College
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Sunday

27

Monday

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Tuesday

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JANUARY 27-2
JANUARY 08

Wednesday

Thursday

Friday

Saturday

» National Black History Month
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Sunday

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Monday

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Tuesday

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FEBRUARY 08

Wednesday

Credit by Exzm
Test Day

Thursday

Friday

Saturday
Week's Goals:
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HILLSBOROUGH
Community College
www.hccfl.edu

FEBRUARY 10-16
FEBRUARY 08

Wednesday

Thursday

Friday

Saturday

» CLAST Administration
Week's Goals:

February

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

Sunday
17

Monday
18

Tuesday
19

» Non-Class Day (BR, DM, YB, MD, DAO)
» President’s Day

FEBRUARY 17-23
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</table>
Non-Class Day  
(Plant City Only)

Strawberry Festival Day

Credit by Exam Test Date
Last Day to remove "I" Grade
Deadline for Name to Appear in Commencement Program
Week's Goals:

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March

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Hillsborough Community College

www.hccfl.edu

Sunday

9

Monday

10

Tuesday

11
Wednesday

Thursday

» Last Day to Withdraw Without Grade

Friday

Saturday
Week's Goals:

Sunday
16

Monday
17

Tuesday
18

March

Financial Aid Priority Awarding Deadline

MARCH 16-22
### March 08

**Wednesday**

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**Thursday**

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**Friday**

| 21 |

- Spring Day
- Non-Class Day

**Saturday**

| 22 |

- Spring Day
- Non-Class Day
Week's Goals:

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Sunday

23

» Spring Day
» Non-Class Day

Monday

24

» Mid-Term Break
» Non-Class Day

Tuesday

25

» Mid-Term Break
» Non-Class Day

March

S  M  T  W  R  F  S

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9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

HILLSBOROUGH
Community College
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MARCH 23-29
MARCH 08

Wednesday

» Mid-Term Break
» Non-Class Day

Thursday

» Mid-Term Break
» Non-Class Day

Friday

» Mid-Term Break
» Non-Class Day

Saturday

» Mid-Term Break
» Non-Class Day
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</table>
Week's Goals:

April

HILLSBOROUGH
Community College
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Sunday
30

» Mid-Term Break
» Non-Class Day

Monday
31

» International Festival

Tuesday
1

APRIL 30-5
A P R I L  0 8

Wednesday

2

- Web and Campus Registration (Summer)

Thursday

3

- Web and Campus Registration (Summer)

Friday

4

- Web and Campus Registration (Summer)

Saturday

5

- Web Registration (Summer)
### Week's Goals:

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### April

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**Sunday**

6

» Web Registration (Summer)

**Monday**

7

» Web and Campus Registration (Summer)

**Tuesday**

8

» Web and Campus Registration (Summer)
APRIL 08

Wednesday

9

» Web and Campus Registration (Summer)

Thursday

10

» Web and Campus Registration (Summer)

Friday

11

» Web and Campus Registration (Summer)

Saturday

12

» Web Registration (Summer)
Week's Goals:

April

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

HILLSBOROUGH
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Sunday
13
» Web Registration (Summer)

Monday
14
» Web and Campus Registration (Summer)

Tuesday
15
» Web and Campus Registration (Summer)

APRIL 13-19
APRIL 08

Wednesday

16

» Web and Campus Registration (Summer)

Thursday

17

» Web and Campus Registration (Summer)

Friday

18

» Web and Campus Registration (Summer)

Saturday

19

» Web Registration (Summer)
Week's Goals:

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## April

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- **Sunday**
  - 20
    - » Web Registration (Summer)

- **Monday**
  - 21
    - » Web and Campus Registration (Summer)

- **Tuesday**
  - 22
    - » Web and Campus Registration (Summer)

Web Registration (Summer)

Web and Campus Registration (Summer)
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<td>Weekend Classes End (Spring)</td>
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Week's Goals:

April

Sunday
27
» Web Registration (Summer)

Monday
28
» Web and Campus Registration (Summer)

Tuesday
29
» Web and Campus Registration (Summer)
» Final Exam Day

APRIL 27-3
» Web and Campus Registration (Summer)
» Final Exam Day

MAY 08

Wednesday
30

Thursday
1

Friday
2

Saturday
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» Web Registration (Summer)
» Final Exam Day
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**MAY 08**

- **5**
- **6**
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- **Memorial Day (Observed)**
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Mother’s Day
May

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11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

HILLSBOROUGH
Community College
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Sunday
4
» Web Registration (Summer)
» Commencement (Tentative)

Monday
5
» Web and Campus Registration (Summer)
» Spring Term Regular Classes End
» Final Exam Day
» First Day for Transient and Cross Enrolled Students to Register

Tuesday
6
» Web and Campus Registration (Summer)
» Delayed Payment Due Date

MAY 4-10
MAY 08

Wednesday

7

» Web and Campus Registration (Summer)

Thursday

8

» Web and Campus Registration (Summer)
» Grades Available Online (Spring)

Friday

9

» Web and Campus Registration (Summer)
» Last Day to Apply for Degree
» Last Day to Register for CLAST

Saturday

10

» Web Registration (Summer)
### Week's Goals:

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### May

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</table>

- **Sunday, May 11**: Web Registration (Summer)  
  Last Day to Register Without Penalty (Summer)

- **Monday, May 12**: Web and Campus Registration (Summer)  
  Summer Term Regular  
  Drop/Add

- **Tuesday, May 13**: Web and Campus Registration (Summer)  
  Drop/Add

---

**MAY 11-17**
MAY 08

**Wednesday**

14

- Web and Campus Registration (Summer)
- Drop/Add

**Thursday**

15

- Web and Campus Registration (Summer)
- Drop/Add

**Friday**

16

- Web and Campus Registration (Summer)
- Last Day to Register Without Penalty (Weekend Summer)
- Deadline for Refund (Regular Classes)
- Drop/Add

**Saturday**

17

- Weekend Classes Begin (Summer)
- Weekend Drop/Add (Registration on First Day)
Week's Goals:

May

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Sunday

18

» Drop/Add (Weekend)

Monday

19

» Drop/Add (Weekend)

Tuesday

20

» Drop/Add (Weekend)

May 18-24
» Drop/Add (Weekend)
MAY 08

Wednesday

Thursday

Friday

Saturday
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**JUNE 08**

- **5 June**: Flag Day
- **8 June**: Flag Day
- **14 June**: Father’s Day
- **21 June**
Week's Goals:

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Monday

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Sunday

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Tuesday

3

JUNE 1-7
JUNE 08

Wednesday

Thursday

Friday

Saturday

» CLAST Administration
JUNE 08

Wednesday

Thursday

Flag Day

Friday

Saturday
Week's Goals:

June

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

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Community College
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Sunday
15

father's Day

Monday
16

Tuesday
17

JUNE 15-21
Week's Goals:

Monday

Sunday

Monday

Tuesday

June

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
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**JULY 08**
**Week's Goals:**

**July**

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**Sunday**

29

**Monday**

30

**Tuesday**

1

**Hillsborough Community College**

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*JULY 29-5*
JULY 08

Wednesday

2

Thursday

3

Friday

4

Saturday

5

» Non-Class Day
» Independence Day
### Week's Goals:

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### July

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### Hillsborough Community College

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

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**Sunday**

6

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**Monday**

7

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**Tuesday**

8

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**JULY 6-12**
JULY 08

Wednesday

Thursday

Friday

Saturday

» Last Day to Withdraw Without Grade
Week's Goals:

July

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Sunday

13

Monday

14

Tuesday

15

JULY 13-19
Week's Goals:

Monday

Tuesday

Sunday

HILLSBOROUGH
Community College
www.hccfl.edu

July

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JULY 20-26
Week's Goals:

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JULY 27-2
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Sunday

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Monday

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Tuesday

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Week's Goals:

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Sunday
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Monday
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Tuesday
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August

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HILLSBOROUGH
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AUGUST 10-16
AUGUST 08

Wednesday

13

Thursday

14

Summer Term Regular Classes End

Friday

15

Saturday

16

Weekend Classes End (Summer)
Week's Goals:

August

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HILLSBOROUGH Community College

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Sunday

17

Monday

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Tuesday

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AUGUST 17-23
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<td>Nov 1 - Jan 11</td>
<td>Apr 2 - May 16</td>
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<td>Financial Aid Priority Awarding Deadline</td>
<td>May 15</td>
<td>Oct 15</td>
<td>Mar 17</td>
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<td>Delayed Payment Due Date²</td>
<td>Aug 7</td>
<td>Jan 2</td>
<td>May 6</td>
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<tr>
<td>First Day for Transient &amp; Cross-Enrolled Students to Register</td>
<td>Aug 15</td>
<td>Jan 2</td>
<td>May 5</td>
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<td>Last Day to Register Without Penalty</td>
<td>Aug 24</td>
<td>Jan 11</td>
<td>May 16</td>
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<tr>
<td><strong>Classes Begin</strong></td>
<td>Aug 25</td>
<td>Jan 12</td>
<td>May 17</td>
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<td>Saturday Drop/Add⁷ Registration on First Day</td>
<td>Aug 25 &amp; 27-31</td>
<td>Jan 12 &amp; 14-18</td>
<td>May 17 &amp; 19-23</td>
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<td>Deadline for Refund</td>
<td>Aug 31</td>
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<td>Sept 7</td>
<td>Jan 18</td>
<td>May 9 (Mar 4)³</td>
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<td>Last Day to Register for CLAST</td>
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<td>Dec 9-Jan 11 WB</td>
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<td>Grades Available Online</td>
<td>Dec 15</td>
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NOTE: Commencement Sunday, May 4, 2008 (TENTATIVE)

¹Telephone and web registration will be available daily (5:00 a.m. to midnight).
²After this date you must pay for classes on the day you register.
³Courses that have starting and ending dates that differ from the regular schedule will have individually determined drop and withdrawal deadlines. If financial aid students withdraw prior to these dates, student will owe the repayment of financial aid received.
⁴Deadline for name to appear in Commencement Program.
⁵FOR ADDITIONAL WITHDRAWAL/DROP/ADD DATES VISIT THE HCC WEBSITE AT http://www.hccfl.edu/current/dropadddates.html
Brandon Campus
10414 E. Columbus Drive
813.253.7802
(TDD) 253.7858

Dale Mabry Campus
Tampa Bay Blvd. at Dale Mabry Highway
813.253.7202
(TDD) 253.7035

Plant City Campus
1206 North Park Road
813.757.2102
(TDD) 757.2166

Ybor City Campus
2112 N. 15th Street
813.253.7602
(TDD) 253.7788

HCC District Offices
39 Columbia Drive
Davis Islands
813.253.7000
(TDD) 253.7174

HCC-MacDill Center
8102 Condor Street
813.840.0015
(TDD) 757.2166

HCC-Sunpoint Center
Sunpoint Shopping Center
3052 College Avenue East
Ruskin, FL 33570
813.672.5190

Toll-Free Number
1.866.253.7077