PREFACE

This High School Counseling Manual has been prepared to assist you in counseling and advising students who have an interest in applying to Hillsborough Community College. The information found within is consistent with that found in the HCC Catalog and can be considered reliable for students who enter during the 2007-2008 academic year.

In addition to the printed information contained in this manual, the professional staff of the advising and counseling offices at each of our six campuses: Brandon Campus, Dale Mabry Campus, MacDill AFB Center, Plant City Campus, Sunpoint Center and Ybor City Campus are ready to assist students in better understanding Hillsborough Community College.

Services available to students through the Student Services Offices include but are not limited to:

- Personal counseling and advising in areas such as admissions, financial aid, and career planning;
- Student counseling;
- Appointments with faculty;
- Tours of campus facilities;
- Free literature about most community college programs and services.

We encourage students to visit our campuses and to take advantage of the many services available through our office prior to making a final decision on their future college.

Our association with the counselors of the high schools has always been warm and cordial. We appreciate your assistance and cooperation. Please do not hesitate to call, write or visit with us.

The Office of Student Services and Enrollment Management
# Table of Contents

**Preface** ........................................................................................................................................ 1  

**Table of Contents** .......................................................................................................................... 2-3  

**General Information** ....................................................................................................................... 4  

Operational Calendar .......................................................................................................................... 5  
Student Services Important Calendar Dates for Students ................................................................. 6-7  
Admission Policies .............................................................................................................................. 8-18  
Application for Admission ................................................................................................................. 19-20  
Health Sciences Programs ................................................................................................................... 21  
Assessment/Placement ......................................................................................................................... 22  
Financial Information ......................................................................................................................... 23-26  
Financial Aid for Students ............................................................................................................... 27-34  
HCC Scholarships ............................................................................................................................. 35  

**Campus Information** ....................................................................................................................... 36  

Campus Locations ............................................................................................................................. 37  
Directory of Services ......................................................................................................................... 38  
High School Liaison Counselors/Enrollment Development Coordinators ........................................... 39  
Campus Information ............................................................................................................................ 40-45  

- District Administrative Offices  
- Brandon Campus  
- Dale Mabry Campus  
- Plant City Campus  
- Ybor City Campus  
- MacDill Center and Sunpoint Center  

**Student Services Activities** ........................................................................................................... 46  

Counseling Services ............................................................................................................................. 47  
Academic Advising ............................................................................................................................... 47  
Library/Learning Resource Center (LRC) .......................................................................................... 48  
Athletic Information ............................................................................................................................ 49  
Test Centers ........................................................................................................................................ 49  
Student Activities ............................................................................................................................... 50  
Student Publications ........................................................................................................................... 50  
eCampus/Distance Learning ................................................................................................................. 51  
Honors Institute .................................................................................................................................. 52-54  
Linkage Programs ............................................................................................................................... 55  
Career Resource Center ....................................................................................................................... 56  
Student Support Services Program ..................................................................................................... 56
WINGS ........................................................................................................................57
Workforce Investment Act (WIA) ................................................................................57
Veterans’ Benefits ........................................................................................................57
Disability Services ................................................................................................. 58-59
  Telecommunications Device for the Deaf (TDD) Directory
Special Programs .........................................................................................................60
  College Preparatory Program
  English for Academic Purposes (EAP)

**Acceleration Programs** ..........................................................................................61

- Dual Enrollment ........................................................................................................62
- Advanced Placement (AP) .......................................................................................62
- International Baccalaureate (IB) ...........................................................................62
- College Level Examination Program (CLEP) .........................................................63
- Credit-by-Examination ..........................................................................................63

**Academic Degree and Certificate Programs** ..............................................................64

- General Information ........................................................................................... 65-67
  - Associate in Arts Degree
  - Associate in Science Degree/Associate in Applied Science Degree
  - College Credit Certificate
  - Applied Technology Diploma (ATD)
  - Advanced Technical Certificate
  - Post-Secondary Adult Vocational Certificate (PSAV)
  - General Education Requirements for the AS and AAS Degrees
- Tech-Prep Articulation Agreements ...................................................................... 67-69
  - HCC & Hillsborough District Schools Articulation Agreements
- Private School Articulation Agreements .................................................................70
- State and Local Articulation Agreements ...............................................................71-72
- Other Agreements ..................................................................................................73
- Independent Colleges and Universities of Florida (ICUF) .......................................74
- Academic Program Matrix .....................................................................................75-79

**Administrative College Data** ..................................................................................80

- District Administrative Staff ..................................................................................81-82
- Brandon Campus Staff ..........................................................................................83
- Dale Mabry Campus Staff .....................................................................................84
- Plant City Campus Staff ........................................................................................85
- Ybor City Campus Staff ........................................................................................86
- HCC - MacDill Center and SouthShore Center Staff ............................................87

**Miscellaneous** .......................................................................................................88

- Glossary of Terms .................................................................................................89-90
- Web Address .........................................................................................................91
## GENERAL INFORMATION

Operational Calendar ................................................................. 5

Student Services Important Calendar Dates for Students  
(Regular & Weekend) ................................................................. 6-7

Admissions Policies .................................................................. 8-18

Articulated Acceleration for High School Students .................. 8
Early Admission ........................................................................ 8-9
Dually Enrolled High School Students .................................... 9-10
Former Student Returning ....................................................... 10
Transfer Student ....................................................................... 10
Transient Student .................................................................... 10
International Student ............................................................... 11
Forms ...................................................................................... 12-18

Application for Admission ....................................................... 19-20

Health Sciences Programs ....................................................... 21

Assessment/Placement ............................................................ 22

Financial Information .............................................................. 23-26

Financial Aid for Students ...................................................... 27-34

HCC Scholarship Information ................................................ 35
<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug.</td>
<td>20 &amp; 21</td>
<td>Faculty In-Service Days</td>
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<tr>
<td>Aug.</td>
<td>22</td>
<td>Fall Term Regular Classes Begin</td>
</tr>
<tr>
<td>Aug.</td>
<td>25</td>
<td>Fall Term Weekend College Begins</td>
</tr>
<tr>
<td>Sept.</td>
<td>1-3</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Oct.</td>
<td>19</td>
<td>All College Day – Non-Class Day</td>
</tr>
<tr>
<td>Nov.</td>
<td>10-12</td>
<td>Veterans Day Holiday</td>
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<td>Nov.</td>
<td>22-25</td>
<td>Thanksgiving Break</td>
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<td>Dec.</td>
<td>8</td>
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<tr>
<td>Dec.</td>
<td>12</td>
<td>Fall Term Regular College Classes End</td>
</tr>
<tr>
<td>Dec.</td>
<td>13–Jan. 3</td>
<td>Faculty Break</td>
</tr>
<tr>
<td>Dec.</td>
<td>19–Jan. 1</td>
<td>Winter Break</td>
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</table>

**Spring Term**

| Jan.  | 2        | College Resumes Regular Operation         |
| Jan.  | 4        | Faculty In-Service Day                    |
| Jan.  | 7        | Spring Term Classes Begin                 |
| Jan.  | 21       | Martin Luther King Day Holiday             |
| Jan.  | 12       | Spring Term Weekend College Begins        |
| Feb.  | 18       | President’s Day Holiday at BR, YB, DM, MD, DAO |
| Mar.  | 3        | Strawberry Festival/Hillsborough County Fair (PC only) |
| Mar.  | 21-30    | Mid-term Break                            |
| Apr.  | 10       | Faculty In-Service Day                    |
| Apr.  | 26       | Spring Term Weekend Classes End           |
| May   | 4        | Graduation Exercises                      |
| May   | 5        | Spring Term Regular Classes End           |

**Summer Term**

<p>| May   | 12       | Summer Term Classes Begin                 |
| May   | 17       | Summer Term Weekend Classes Begin         |
| May   | 26       | Memorial Day Holiday                      |
| July  | 4        | Independence Day Holiday                  |
| Aug.  | 15       | Summer Term Regular Classes End           |
| Aug.  | 16       | Summer Term Weekend Classes End           |</p>
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<th>EVENT</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<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>
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<tr>
<td>Intersession</td>
<td>N/A</td>
<td>Dec 13-31³</td>
<td>N/A</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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<tr>
<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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<tr>
<td>Last Day to Register Without Penalty</td>
<td>Aug 21</td>
<td>Jan 6</td>
<td>May 11</td>
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<tr>
<td>Classes Begin</td>
<td>Aug 22</td>
<td>Jan 7</td>
<td>May 12</td>
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<tr>
<td>Drop/Add</td>
<td>Aug 22-24 &amp; 27-28</td>
<td>Jan 7-11</td>
<td>May 12-16</td>
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<td>Deadline for Refund</td>
<td>Aug 28</td>
<td>Jan 11</td>
<td>May 16</td>
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<tr>
<td>Last Day to Apply for Degree</td>
<td>Sept 7</td>
<td>Jan 18</td>
<td>May 9 (Mar 4)⁶</td>
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<tr>
<td>Last Day to Register for CLAST</td>
<td>Sept 7</td>
<td>Jan 18</td>
<td>May 9</td>
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<tr>
<td>Non-Class Days</td>
<td>Sept 3 LbD</td>
<td>Jan 21 MLKD</td>
<td>May 26 MemD</td>
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<td>Oct 19 ACD</td>
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<td>Nov 12 VtD</td>
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<td>Nov 22-23 ThD</td>
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<td>Dec 13-Jan 6 WB</td>
<td>Mar 24-28 MtB</td>
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<td>Apr 10 Fac InSvs</td>
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<tr>
<td>College Closed (staff)</td>
<td>Dec 19-Jan 1 WB</td>
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<tr>
<td>CLAST</td>
<td>Oct 6</td>
<td>Feb 16</td>
<td>June 7</td>
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<tr>
<td>Credit by Exam Test Date</td>
<td>Sept 19</td>
<td>Feb 6</td>
<td>June 3</td>
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<td>Oct 30</td>
<td>Mar 4</td>
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<tr>
<td>Last Day to Withdraw Without Grade³</td>
<td>Oct 29</td>
<td>Mar 13</td>
<td>July 9</td>
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<td>Classes End</td>
<td>Dec 12</td>
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<td>Grades Available Online</td>
<td>Dec 15</td>
<td>May 8</td>
<td>Aug 18</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.
⁴President’s Day – Dale Mahry, 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.

www.hccfl.edu
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<td>Jan 12</td>
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<td>Saturday Drop/Add Registration on First Day</td>
<td>Aug 25 &amp; 27-31</td>
<td>Jan 12 &amp; 14-18</td>
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www.hccfl.edu
ADMISSION POLICIES

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

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

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

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

**Articulated Acceleration for High School Students**

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

**Early Admission**

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

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

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

- Be a high school senior.
- Provide written authorization from the high school principal or designee (Form C).
- Provide a high school transcript showing an un-weighted cumulative grade point average of 3.5.
- Achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the Florida College Placement Test (CPT).
- Submit a Special Category Student Form (Form A).
- Submit an HCC application for admission.
- Submit all required paperwork to the District Dual Enrollment Office no later than **thirty working days prior** to the start of classes.
If approved for early admissions, meet with an HCC counselor to complete the registration process.

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

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

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

NOTE: When calculating Satisfactory Academic Progress for Title IV, Student Financial Assistance and adherence to any state maximum-hour requirement(s) for an AA, AS or AAS degree, HCC will not include any courses students complete while they are dually enrolled.

Dual Enrolled High School Students (F.S. 1007.27, F.S. 1007.271)

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

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

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

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

- Be in high school.
- Provide a high school transcript showing an unweighted cumulative grade point average of 3.0.
- Provide written authorization from the high school principal or his/her designee (Authorization Form B).
- Achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the Florida College Placement Test (CPT). Documentation is required.
- Submit a Special Category Student Form (Form A).
- Submit an HCC Application for Admission.
- Submit an HCC Dual Enrollment Transcript Request Form (Form E).
Submit all required paperwork to the District Dual Enrollment office no later than thirty working days prior to the start of classes.

Meet with an HCC counselor to complete the registration process.

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

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

**Former Student Returning**

Students maintain an active application status by attending HCC at least one term in an academic year. If students have not attended classes for more than one year, they must complete a new HCC application. Former students do not have to pay additional application fees.

A former student returning to the College and pursuing a degree or certificate must meet the graduation requirements of the catalog in effect at the time the student returns to continuous enrollment at HCC.

**NOTE:** Since the College strives to provide the community with up-to-date, postsecondary educational opportunities, HCC’s curricula are constantly reviewed and are often revised. HCC does not guarantee that the College will continue to offer previously required courses made unnecessary by changes in programs. Courses completed as general education requirements under a previous catalog will be applied to current requirements.

**Transfer Student**

If students have attended other postsecondary institutions, they may be admitted as a transfer student. Within 30 days of the beginning of the term, students must provide their high school diploma and transcripts from all colleges previously attended. The student must have completed 12 credits of college-level work with grades of “C” or better at one or more regionally accredited postsecondary institution.

**Transient Student**

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

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

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

**NOTE:** HCC students who wish to attend another college as transient students must have a minimum cumulative grade point average of 2.0 and must obtain written permission from the appropriate campus Dean of Student Services or his/her designee. Forms are available in each campus advising/counseling office.

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

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

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

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

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

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

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

An international student who wishes to obtain information about transferring from another educational institution, about applying for an extension of stay, or about HCC’s admission policies, should contact any campus admissions, registration and records office.

Immigration laws are frequently revised. An international student is responsible for becoming knowledgeable about immigration laws and staying informed regarding any changes. This information is available at the consulate office in each country ([www.ice.gov/graphics/sevis/index.htm](http://www.ice.gov/graphics/sevis/index.htm)).
Special Category Student Authorization Form A
On HCC Campus, Center or Site

Name: __________________________ SS# __________________________
Campus: __________________________ Term: Year ______ Fall ____ Spring ____ Summer ____
Student Type: □ Dual Enrollment – Public School □ Dual Enrollment – Home Education □ Early Admissions
□ Dual Enrollment – Private School □ Credit-in-Escrow – Full-Time HS Student

Name of High School: __________________________ Expected Date of HS Graduation: ____________

1. __________________________ 2. __________________________ 3. __________________________ 4. __________________________
Course Name __________ Course Number __________ Course Name __________ Course Number __________
Course Name __________ Course Number __________ Course Name __________ Course Number __________

All applicable items below must be submitted 30 WORKING DAYS PRIOR TO THE START OF THE
SEMESTER to the address above.

☐ Grade Level: __________
☐ High School Transcript (GPA-3.0 unweighted for Dual Enrollment, 3.5 unweighted for Early Admit)
☐ Letter of Authorization from High School Principal or Designee (Public and Private Schools) REQUIRED
EACH SEMESTER
☐ Educational Plan that clearly delineates courses taken through home school, and courses to be taken at
HCC and through home school for completion of home education program (Home Education Only)
☐ Affidavit or proof of registration with SDHC Home Education Office (Home Education Only)
☐ Application for Admission
☐ Dual Enrollment Transcript Request Form (Public School Only) REQUIRED EACH SEMESTER
☐ Test Score (must achieve an acceptable score on the CPT, SAT, or ACT). DOCUMENTATION
ATTACHED

CPT SAT ACT
_______ reading 83 ________ critical reading/verbal 440 _______ reading 18
_______ sentence skills 83 ________ math 440 _______ English 17
_______ elementary algebra 72 _______ MAC 1105 requires 510 _______ math 19
MAC 1105 requires 95 MAC 1105 requires 21

We, the student and parent or guardian, agree for the above named to enroll in the Dual Enrollment/Early
Admissions/Credit-in-Escrow Programs offered at Hillsborough Community College. We understand the
course selection for enrollment will be authorized each term by the high school counselor or home educator for
courses that are creditable toward the high school diploma. We agree to abide by the guidelines of the Dual
Enrollment/Early Admissions/Credit-in-Escrow Programs, as well as College policies and procedures, while
enrolled in HCC. We understand that any courses registered for, or grades received, become a permanent part
of the students record. In addition, the student must maintain a high school GPA of 3.0 and an HCC GPA of 2.0
to remain eligible. We also understand that students will be in a learning environment that explores a diverse
and open range of ideas that requires a mature understanding of multiple perspectives. Students must be able
to engage in discussions in a mature and responsible manner.

_______________________________________  ______________________________________
Student Signature                Date
_______________________________________  ______________________________________
Parent Signature

By: ________________________        8/05

Referred For Processing To:  For Counselor Use Only:
Counselor:_______________  Approved:________________
Campus:_______________  Denied: __________________
Date:_________________________  Date :____________________
By: ________________________        By:    ____________________

AUTHORIZATION FORM B
DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)

STUDENT RESPONSIBILITY

(CIRCLE ONE)

QUARTER: 1 2 3 4  SEMESTER: 1 or 2

Date: __________________________________  

Hillsborough County Public  
School Student Name:_____________________________________________________

State Student Number:_____________________________________________________

High School Name:________________________________________________________

Post-Secondary Institution:__________________________________________________

Dual Enrollment Course(s):_________________________________________________

________________________________________________________________________

Course Name: _________________________________ Course #:    _______________

Course Name: _________________________________ Course #:    _______________

Alternative 
Course Name: _________________________________ Course #:    _______________

☐  Grade Level (9, 10, 11, or 12 only) - circle one  
☐  Grade point average (minimum GPA: 3.0 unweighted): _________________  
☐  Acceptable test score on the CPT, SAT, or ACT  
☐  Application submitted to HCC or USF: _______________

ONLY THE COURSE(S) LISTED ABOVE HAVE BEEN APPROVED. If the course 
chosen is unavailable on the HCC or USF campus, and the student wishes to take another 
course, the student is required to consult with the counselor for approval of an alternative 
course from the master list of DOE approved courses.

I understand that only books for two courses per semester will be paid for by the 
Hillsborough County School District and I am responsible for the cost of any additional 
textbooks.

Principal’s Statement

In order to meet the academic needs for the student named, the student may dually enroll in a 
post-secondary institution for the course(s) indicated.

_________________________________________  ______________________
Principal’s Signature (or Designee)    Date

_______________________________________  ______________________
Counselor’s Signature      Date

Please see over for additional information

Revised: 2/6/07    Hillsborough County Public Schools, Florida

AUTHORIZATION FORM B (continued)
DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)

Student’s Statement of Responsibility

☐ Student must obtain signature from principal or designee.

☐ Student must obtain signature from counselor.

☐ Student and parent must sign “Statement of Responsibility.”

☐ Student understands if course(s) is/are unavailable, additional approval is required from the high school guidance counselor.

I understand that HCC will submit a transcript to my high school. In addition, I must return textbook and course materials (CD’s, etc.) to the district’s textbook depository at the Central Warehouse on 5715 East Hanna Avenue, Tampa, Florida, no later than ten (10) days after the last day of class. I also understand that I am required to sign out when leaving my high school’s campus.

_____________________________________________  ____________________
Student’s Signature     Date

_____________________________________________  ____________________
Parent’s Signature     Date

Revised: 2/6/07          Hillsborough County Public Schools, Florida

AUTHORIZATION FORM C

EARLY ADMISSION TO COLLEGE

(CIRCLE ONE)
Date: _______________________________

Student Name: _______________________________________________________

State Student Number: ________________________________________________

High School Name: ___________________________________________________

Post Secondary Institution: _____________________________________________

Course(s) needed to complete requirements for high school graduation:

Course Name:  _English IV_ Course #: __________________
Course Name:  _Economics_ Course #: __________________

All items below must be verified by the guidance counselor prior to early admission to a post-secondary institution.

☐ Grade Level (grade 12 only)
☐ Grade point average (minimum GPA: 3.5 unweighted): ________________
☐ Current number of high school credits (minimum: 18)
☐ Acceptable CPT, SAT, or ACT test score as defined by the post-secondary institution:
☐ Student accepted at a regional accredited college or university?

__________________________  ____________  ____________
CPT           SAT            ACT
(where applicable)

Principal’s Statement

In order to meet the academic needs for the student named, the student has met the School Districts criteria for admissions to the post-secondary institution.

__________________________________   _____________________
Name of Institution                  Principal’s Signature (or Designee)                   Date

Student takes form to post-secondary institution as verification of acceptable criteria.
Please continue for additional information: ____________________________________________

Revised:  2/6/07    Hillsborough County Public Schools, Florida

AUTHORIZATION FORM C (Continued)

EARLY ADMISSION TO COLLEGE

Student’s Statement of Responsibility
Student must obtain signature from principal or designee.

Student must obtain signature from counselor.

Student and parent must sign “Statement of Responsibility.”

Student understands if course(s) is/are unavailable, additional approval is required from the high school Guidance Counselor.

As an early admission student, I understand that I must enroll as a full-time college student (no less than 24 semester hours) and complete the high school courses required for a standard high school diploma. If attempting to meet the requirements for the Florida Bright Futures Scholarship Program, my responsibility is to verify with the post-secondary counselor, courses in which I am enrolled will meet the state’s requirements. I also understand that it is my responsibility to submit to my high school guidance counselor an official transcript from the post-secondary institution upon the completion of each semester. Participation in the high school graduation ceremony is contingent upon meeting all high school graduation requirements and standards, as well as returning textbooks and course materials (CD’s etc.) to the district’s textbook depository at the Central Warehouse Textbook Depository on 5715 East Hanna Avenue, Tampa, Florida, no later than ten (10) days after the last day of class. Although I may retain any honors earned in high school prior to early admission to college, I understand that I may not earn additional high school honors (i.e. valedictorian, salutatorian, Tribune honors). In order to receive credit towards high school graduation, I am required to give my guidance counselor the transcript of college courses taken prior to my scheduled high school graduation date.

_______________________________________________________________________
Student’s Signature       Date

_______________________________________________________________________
Parent’s Signature       Date

_______________________________________________________________________
Counselor’s Signature      Date

Distribution: Original (Guidance Counselor)
Copy (High School Registrar)
Copy (Student)

Revised: 2/6/07

Hillsborough County Public Schools, Florida

AUTHORIZATION FORM D

CO-ENROLLMENT (FULL TIME HIGH SCHOOL STUDENT)

Date: ________________________________
Student Name: ___________________________________________________
State Student Number: ___________________________________________________
High School Name: ___________________________________________________
Post Secondary Institution: ___________________________________________________

Co-enrollment courses:
Course Name: __________________________ Course # _________________________
Course Name: __________________________ Course # _________________________

All items below must be verified by the guidance counselor prior to enrollment in a co-enrollment course:

☐ Grade Level (9, 10, 11, or 12 only) - circle one
☐ Application submitted to HCC or USF
☐ Must achieve an acceptable Test Score on the CPT, ACT, or SAT
☐ Signature from Principal or Designee (see page 13)
☐ “Statement of Responsibility” (see page 13)
☐ Signature from Counselor (see page 13)

Principal’s Statement

At the request of the student and parent, I give my permission for the student named above to co-enroll in a post-secondary institution for the course(s) indicated above. Any credits earned will not apply toward the high school diploma.

_________________________________         _________________________
Principal’s Signature (or Designee)     Date

Student’s Statement

I understand that I am responsible for the payment of all fees and the purchase of any textbooks associated with co-enrollment. Credit earned through co-enrollment does not apply toward my high school diploma and course work completed will not be included on my high school transcript.

_________________________________  _ ________________________
Student’s Signature       Date
___________________________________  ____________________________
Parent’s Signature       Date
___________________________________  ____________________________
Counselor’s Signature      Date

Distribution: Original: (Guidance) Copy: (Registrar) Copy: (Student)

HILLSBOROUGH Community College
FORM E
HCC Transcript Request
Dual Enrollment
SDHC Public Schools

I authorize Hillsborough Community College to furnish my high school any and all information pertaining to my academic record while I am enrolled in Hillsborough Community College as a Dual Enrollment student. I hereby release Hillsborough Community College from any liability or damage that may result from furnishing the information requested.

__________________________________      ______________________
Name of High School   (Please Print)            Semester/Year

__________________________________         ______________________
Signature of Student     Date

__________________________________
Social Security or HCC Student ID No.

Processed
Campus: __________________________
Date: ____________________________
By: _____________________________
Hillsborough Community College
Application for Admission
$20 Non-refundable Application Fee Required

Check the campus you plan to attend: □ Date Mabry □ Ybor City □ Brandon □ Plant City
P.O. Box 30309 □ P.O. Box 5096 □ 10414 E. Columbus Dr. □ 1200 North Park Road
Tampa, FL 33630-3030 □ Tampa, FL 33675-5096 □ Tampa, FL 33619-7856 □ Plant City, FL 33563-1540

Please print/type with black ink all information. Applicants for Health Science, Nursing and the HCC Honors Institute must submit separate program applications.

PERSONAL INFORMATION

Legal Name: Last ___________________________ First ___________________________ Middle ___________________________
Previous Name ________________________________________________________________
Local Address ________________________________________________________________ Apt. ______________
City ___________________________________________ State __________________ Zip Code ___________
Residence (at time of application) City ________________________________ State ________________
Phone: Home ( ) ______________________________ Business ( ) __________________________ Cell ( ) ___________
Social Security Number: ___________________________ Date of Birth: Month __ Day __ Year __
Ethnicity: (Required by the U.S. Office of Education, Title VI Civil Rights Act of 1964. To be used for reporting purposes and is not used in determining admission.)
Only check one: □ White □ Black or African American □ Asian □ Native Hawaiian or other Pacific Islander □ Hispanic □ American Indian or Alaskan Native
Gender: □ Male □ Female E-mail Address: ______________________________________________
Emergency Contact: Name ___________________________ Home Phone __________________________ Work Phone __________________________
Student Driver’s License # ___________________________ State __________________________
U.S. Citizen? □ Yes □ No If no, name of country ______________________________________________
Are you a resident alien? □ Yes □ No If No, Resident Alien # ___________________________ Date Issued ___/___/______
Country of Citizenship ___________________________
Please attach copy of RA card. Card must be submitted with application.
For applicants who entered the U.S. on a visa and are not resident aliens:
Date of entry into the U.S. ___________________________ Visa type ___________________________
Country issuing Visa ___________________________ Expiration Date __________________________
Country of Citizenship ___________________________
Please attach a copy of I-94 card and visa.

ADMISSION STATUS

When do you plan to enroll? Year ________ Check one: □ Fall (August) □ Spring (January) □ Summer (May)
Indicate the academic degree you hope to achieve at HCC. (Use academic program codes in the instructions published in the catalog). To apply for financial aid or VA, you must be seeking a degree.
□ Associate in Arts Degree □ Associate in Science Degree □ College Credit Certificate
□ Associate in Applied Science □ Former HCC Student Returning □ Prior Degree
□ Credit in Escrow □ Early Admission Student □ Dually enrolled H.S. Student
□ Non-Degree-Seeking □ Con Ap Program □ Senior Citizen (60 years or older)

EDUCATIONAL BACKGROUND

Secondary Education
HCC requires a standard high school diploma or a certificate of completion (college placement test eligible). Applicants who do not meet this requirement must meet with an advisor or counselor.
You are required to submit all official college transcripts directly to the HCC Transcripts Office, P.O. Box 31127, Tampa, FL 33631-3127. If you did not attend college, submit your official standard high school transcript or GED scores to the campus you plan to attend. Financial Aid applicants must submit high school and college transcripts.

□ I received my high school diploma from:
High School Name: ___________________________ City ___________________________ State (Foreign Country) ________ on _______ Month ______ Year ______
□ I will receive my high school diploma from:
High School Name: ___________________________ City ___________________________ State (Foreign Country) ________ on _______ Month ______ Year ______
□ I received a General Education Diploma (GED) from Military or State:
High School Name: ___________________________ City ___________________________ State (Foreign Country) ________ on _______ Month ______ Year ______
GED scores must be submitted to ARR.

Postsecondary Information
List all colleges, universities, technical schools, etc., that you are currently attending or have previously attended, including HCC.
Name of Institution (print complete name) City/State/Foreign Country Dates of Attendance - From Mo/Yr to Mo/Yr Hours/Degree Earned
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Form 3-1-013 (4/06)
PLEASE FILL OUT REVERSE SIDE
RESIDENCE CLASSIFICATION (Please read carefully)

A Florida "resident for tuition purposes" is a person who has, at a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least 12 consecutive months. Residency in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories as defined by the Florida Legislature. All other persons are ineligible for classification as a Florida resident for tuition purposes.

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen; permanent resident alien, or a legal alien granted indefinite stay by the Bureau of Citizenship and Immigration Services. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes for the term for which a Florida resident classification is sought. A copy of your most recent tax return or other documentation may be requested to establish dependency/independency.

DEFINITIONS:

(A) DEPENDENT: A person for whom 50% or more of their support is provided by another as defined by the Internal Revenue Service and is under age 24.

(B) INDEPENDENT: A person who provides more than 50% of their own support and is 24 and older.

NON-FLORIDA RESIDENTS ONLY

I understand that I do not qualify as a Florida resident for tuition purposes for the term which this application is submitted and that I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term for which I am considering Florida residency classification.

Signature in ink: ____________________________ Date: ___________ State of residence prior to Florida: ___________ Date moved to Florida: ___________

CHECK ONE CATEGORY – FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION ABOVE)

1. I am an independent person and have maintained legal residence in Florida for at least 12 consecutive months.

2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 consecutive months.

3. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 consecutive months. (Attach notation verification letter. Adult relative must also complete the residency information.)

4. A Florida public college/university declared me a resident for tuition purposes, name of institution (Attach verification from institution).

5. I was married in Florida before I moved to Florida for at least 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required.)

6. I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 consecutive months ago and am now re-establishing Florida legal residence. (Attach verification from institution.)

7. According to the United States Bureau of Citizenship and Immigration Services, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 consecutive months. (BCIS documentation required.)

8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or my home of record is Florida (I am the soldier's spouse or dependent child). (Copy of military orders/DD21459 or military document showing home of record required.)

9. I am a full-time instructional or administrative employee employed by a Florida public school or institution of higher education, or I am the employee's spouse or dependent child. (Copy of employment verification required.)

10. I am part of the Latin American Caribbean scholarship program. (Copy of scholarship papers required.)

11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Post-Secondary Education Program (S1095.971,F.S.). (Copy of card required.)

12. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Letter of verification required.)

13. I am a full-time student participating in a linkage institute (S.288.8175,F.S.). (Letter of verification required.)

REQUIRED OF ALL FLORIDA RESIDENTS – ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE. Additional documentation [e.g. copies of voter's registration, tax returns, deeds, etc.] may be required by HCC in some cases. ALL DOCUMENTATION IS SUBJECT TO VERIFICATION. Someone other than the student (e.g., parent) should complete this affidavit if the student is dependent or wards to be classified as a Florida resident by virtue of a relationship. Otherwise, the student should complete this affidavit. PLEASE PRINT. (Two forms of I.D. are required)

1. Name of Student: ____________________________

2. Student SSN: ____________________________

The CLAIMANT is the person who is claiming Florida residency, (e.g., the student if independent), parent, spouse, or legal guardian. All of the questions below pertain to the claimant.

3. Name of Claimant: ____________________________

4. Relationship of Claimant to Student: ____________________________

5. Permanent Legal Address of Claimant:

Street Address: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

6. Date Claimant began establishing legal Florida residence: ____________________________

7. Telephone Number of Claimant: ____________________________

8. Driver's License: STATE: ____________ NUMBER: ____________ ISSUE DATE: ____________


ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear and affirm that the above named student needs all requirements indicated in the checked category above for the classification as a Florida resident for tuition purposes.

I understand that a false statement in this affidavit will subject me to penalties pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above named student to the penalties for making a false or fraudulent statement.

Signature in ink of person claiming Florida residency: ____________________________ Date: ____________________________

CERTIFICATION

I agree to abide by all rules and regulations of Hillsborough Community College. I agree that if my credentials are not complete within the initial term of enrollment or if any information is found to be false, I may be suspended from classes without a refund of any kind.

I understand that I may be provisionally admitted until all of my transcripts and related academic records have been received.

I authorize HCC to obtain my Florida public school/collage/University records and test scores through the use of electronic means, if my former school participates in the Florida Automated System for Transferring Educational Records (FASTER). I agree to the release of any transcripts and test scores to HCC, including any score reports that HCC may request from the College Board or ACT.

I DECLARE under penalty of perjury punishable by law under Section 775.05, Florida Statutes, that information contained in my application and the Certificate of Residency set forth above is true and accurate.

Signature in ink: ____________________________ Date: ____________________________

SIGNATURE OF APPLICANT

DATE

HEALTH SCIENCES PROGRAMS

20
HCC offers associate degrees in the following health sciences areas:

- Counseling and Human Services
- Dental Hygiene
- Diagnostic Medical Sonography Technology
- Emergency Medical Services
- Interpreter Training
- Nuclear Medicine Technology
- Nursing RN
- Opticianry
- Optical Management Technology
- Radiation Therapy
- Radiography
- Respiratory Care

In addition to the degree programs, the College offers:

- College Credit Certificate Programs:
  - Paramedic
  - Radiation Therapy Specialist
  - Emergency Medical Technician

- Vocational Certificate:
  - Dental Assisting

The College Credit Certificate programs are one-year programs for individuals who are pre-certified or licensed in a health science profession. Most health sciences and nursing programs are limited access programs because of the limited number of clinical placements the College has available for students to gain practical experience.

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

For more information about health science program admissions, please call the Student Services Office, Dale Mabry Campus at (813) 253-7231 or www.hccfl.edu/depts/healthsci.
ASSESSMENT/PLACEMENT

New students entering the College must present assessment/placement test scores prior to registration. Students may present scores from the following tests: ACT Enhanced, SAT, or the Florida College Entry-Level Placement Test. HCC administers the Florida College Entry-Level Placement Test or the computerized version (CPT) to students who have not taken the ACT or SAT. The test must have been taken within the past two years. Students with a prior degree are exempt from the test requirements. Non-degree seeking students are exempt until they complete twelve hours or wish to enroll for courses requiring college-level reading, writing or mathematics skills.

The purpose of the placement test is to help place students in classes appropriate to their achievement level.

Testing results for students are available in the Test Center of each campus.

The following test scores are required for college-level courses:

<table>
<thead>
<tr>
<th></th>
<th>ACT Enhanced</th>
<th>CPT</th>
<th>FCELPT</th>
<th>SAT 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>18</td>
<td>83</td>
<td>83</td>
<td>440 (verbal)</td>
</tr>
<tr>
<td>English</td>
<td>17</td>
<td>83</td>
<td>83</td>
<td>n/a</td>
</tr>
<tr>
<td>Mathematics</td>
<td>19</td>
<td>72</td>
<td>72</td>
<td>440</td>
</tr>
</tbody>
</table>

FCELPT = Florida College Entry-Level Placement Test

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

For more information contact the campus Test Centers at:

Dale Mabry: 253-7443
Plant City: 757-2168
Ybor City: 253-7723
Brandon: 253-7820
FINANCIAL INFORMATION

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

**Fees for Credit Courses**

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

**Fees are subject to change.**

All fees are due and payable in full by the payment deadline or at registration if the deadline has passed. Students may pay tuition and fees with a personal check, cashier’s check, money order, Master Card, Visa, and cash.

**NOTE:** If students have an outstanding financial obligation to HCC, they will not be permitted to register. In addition, their transcripts and grades will be withheld until the obligation is satisfied.

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

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

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

**Payments by Check**

Checks returned for any reason will be charged a $20 fee and will be referred to the State Attorney’s office for collection.

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

**Refund of Fees**

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

Students enrolled for courses that do not follow a regular term will receive a refund if they drop courses according to the identified drop/add date. This information is available in the Admissions, Registration and Records Office at each campus, and on the HCC website. Outstanding financial obligations to HCC are deducted from refunds.

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

**No refunds will be made to students who:**
- Are administratively withdrawn for disciplinary reasons.
- Are administratively withdrawn (WN) for non-attendance.
- Withdraw from class after the designated drop/add refund deadline.

**Student Refunds/HCC OneCard**

Students receive financial refunds via the HCC OneCard. The OneCard (a debit card) is mailed to the student’s home address (current mailing address on file with the College). Students must VERIFY the accuracy of their address at the Admissions, Registration and Records window to ensure receipt of refunds.

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

**NOTE:** The cost to replace the HCC OneCard is $20.
**FEES**

**Credit Courses:**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$56.25</td>
</tr>
<tr>
<td>Student Financial Aid**</td>
<td>2.81</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>5.63</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>5.00</td>
</tr>
<tr>
<td><strong>Total per Credit Hour</strong></td>
<td>$69.69</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>225.07</td>
</tr>
<tr>
<td>Student Financial Aid**</td>
<td>11.25</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>5.63</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>7.00</td>
</tr>
<tr>
<td><strong>Total per Credit Hour</strong></td>
<td>$248.95</td>
</tr>
</tbody>
</table>

*See residency requirements in this section.

**Non-Credit Courses:**

(Per Credit Hour Equivalent)

**Florida Residents (In-State)**

- Post-Secondary Adult Vocational $55.13

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

- Post-Secondary Adult Vocational $220.50

**Special Fees and Charges:**

- Application Fee (non-refundable) $20
- Application for Graduation Fee $10
- Child Care:
  - Full day per child $120 per week
  - Half day per child $60 per week
- College Placement Test
  - Retake Fee $10 per section
- Computer Proficiency Examination Fee $15
Credit by Examination Fee .........................$20
Credits Earned by Examination .. $20 credit hour
Distance Learning Fee ..............................$30
Experiential Credit Processing Fee ..........$15
HCC ID Card Replacement Fee ...............$5
HCC OneCard Replacement Fee ..............$20
Health Science Application Fee..............$53
  Application for additional Health
    Science area ....................................$10
International Student Application Fee ......$50
Laboratory Fee .....................................various
Late Registration Fee (non-refundable)* ......$25
Returned Check Fee ...............................$20
Service Learning Course Fee ...................$23
Test Proctoring Fee (non-HCC student) ......$50
Transcript Fee ....................................$5 each

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

NOTE: Fees are subject to change with the approval of the District Board of Trustees and the State Legislature.

The TIPS Plan

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

TIPS allows you to pay your tuition in monthly payments. The earlier you enroll the more payment options you have. You may enroll in the TIPS plan or review the available payment plans online at www.hccfl.edu/tips/. You may also contact them at 1-800-609-8056.

TIPS is administered for HCC by FACTS/Nelnet Business Solutions, Lincoln, NE. Enrollment in TIPS is provided online by using the FACTS e-Cashier.
FINANCIAL AID FOR STUDENTS

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

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

Federal Financial Aid

Requirements:
To apply for Federal Financial Aid, students must meet the following qualifications:
- be U.S. citizens or nationals, or residents of the Marshall Islands, the Federated States of Micronesia, Palau, or be eligible non-citizens;
- have a high school diploma or GED;
- 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 aid need, does not have to be repaid. Awards range from $200 to approximately $4,050 per year. A valid Student Aid Report (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 Supplemental Educational Opportunity Grant: This grant, based upon exceptional financial need, does not have to be repaid. Amounts vary from $200 to $600 per year. A minimum of six credit hours is required.

Federal Academic Competitiveness Grant (ACG): 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 $1,500 ($750 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 GPA of 3.0. Summer awards may be available to eligible
students. For more information, contact a campus financial aid office.

**Federal Work-Study (FWS):** Students are paid an hourly wage for working on campus for
15-20 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 per term is
required.

**Federal Unsubsidized Stafford Loan:** This is a long-term loan that can substitute for or be
awarded in addition to the Federal Subsidized Stafford Loan. Interest payments begin
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 office. A minimum enrollment of
six credit hours per term is required.

**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 in a minimum of six credit
hours per term. Parents may process a PLUS loan application online at
[www.opennet.salliemae.com](http://www.opennet.salliemae.com). Click on the “Borrower Log-In” link and follow the
instructions.

**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. Student may complete this
requirement by accessing HCC’s website and clicking on “Future Students; Financial Aid;
and Entrance/Exit Loan Counseling.” Students are required to complete the Loan Exit
Counseling session during the last semester of enrollment or at the point of no longer
attending at least a half-time (six credit hours) basis.

**Earn While You Learn**
Federal College Work Student: The Federal Work Student Program (FWS) offers excellent opportunities for students with financial need to gain meaningful work experience while earning money to help pay their educational expenses. FWS award recipients are granted a designated amount of money, based upon their individual need and the availability of funds. It is from that allocation that the student’s wages are paid bi-weekly at the hourly rate set by the college’s Board of Trustees. Students work between 15-20 hours per week, around their class schedule, until they have earned the full amount of their FWS award. For more details contact the campus financial aid office or the HCC website.

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

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

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

Florida Bright Futures Scholarship: Florida Bright Futures is a state-funded, merit-based scholarship program. The scholarship pays for tuition and fees as long as the student is enrolled for a minimum of six credit hours per term. It will not pay for tuition and fees for preparatory courses. Bright Futures Scholarships include the following:
• Florida Academic Scholars’ Fund – Covers full cost of tuition, fees and a stipend books award, excluding preparatory courses.
• Florida Vocational Gold Seal Scholarship – Covers 75 percent of tuition and fees, excluding preparatory courses.
• Florida Merit Scholarship – Covers full cost of tuition and fees for students enrolled in AA and AS programs, excluding preparatory courses. Covers 75 percent of tuition and fees for students enrolled in PSAV or college credit certificate programs, excluding preparatory courses.

Note: The above listing scholarships will not pay for tuition and fees for preparatory courses. A student must be enrolled in a minimum of six credit hours per term.
**Florida Student Assistance Grant:** Florida Student Assistance Grant (FSAG) is a grant of between $200 and $1,300 that doesn’t need to be repaid. Application priority deadline is August 28. To receive a grant, students must enroll for a minimum of six credit hours per term and have processed a FAFSA application.

**First Generation Matching Grant Program:** This is a need-based program that provides financial aid funds to Florida undergraduate students who demonstrate financial need and whose parents have not earned a baccalaureate degree.

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

Currently, distribution of this award is at $500 per term. Contact the campus financial aid office for additional information.

**Florida Teacher Scholarship and Forgivable Loan Program, know 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 FAFSA application and meet the State of Florida’s financial aid requirements.

**How to Apply**

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

- **Free Application for Federal Student Aid (FAFSA):** Students are strongly advised to complete the FAFSA application electronically by accessing the Department of Education’s Financial Aid website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students completing the FAFSA online may receive their results (Student Aid Report) within 7 days. 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 (007870) 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 they must 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 [http://www.hccfl.edu](http://www.hccfl.edu). The student will need to click on future students and click on financial aid. The student should 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 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. From the main menu, the student should click on “Future Students” then onto “Financial Aid” which will bring the student to the financial aid web page. From the financial aid web page, students click on “Counseling” and then onto “Entrance Counseling.” After reading through the information and completing the Entrance Counseling quiz, students must print the “Entrance Counseling Complete” page and submit a copy to their campus Financial Aid Office.

**Application Deadline Dates**

**Free Application for Federal Student Aid (FAFSA):** The student should complete the FAFSA application as soon as possible after January 1 and no later than 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 15 for the upcoming spring semester may qualify for additional need-based financial aid awards.

**Stafford Loan Requests:** Students are required to have a successfully processed Student Aid Report and financial aid file 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.

Because financial aid is not always available at the beginning of a semester for those who do not process by the suggested deadline date, students should budget their money to cover the cost of tuition, fees and books until they receive their funds.

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

After the deductions for tuition, fees and book charges are made by HCC, the remaining balance available in the student’s account will be placed on the student’s HCC OneCard within 7 days after the drop/add date. Student’s whose financial aid is awarded after the semester’s drop/add date will receive the balance available in their account within 14 days from the date their account is credited.

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 academic term.

**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?

<table>
<thead>
<tr>
<th>Financial Aid Programs</th>
<th>Minimum Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>Contingent upon eligibility (most students: 1-12)</td>
</tr>
<tr>
<td>FSEOG</td>
<td>6</td>
</tr>
<tr>
<td>Federal Academic Competitiveness Grant (ACG)</td>
<td>12</td>
</tr>
<tr>
<td>Federal Stafford Loans</td>
<td>6</td>
</tr>
<tr>
<td>Florida Bright Futures</td>
<td>6</td>
</tr>
<tr>
<td>Florida Student Assistance Grant (FSAG)</td>
<td>6-12</td>
</tr>
<tr>
<td>Florida First Generation Scholarship</td>
<td>6</td>
</tr>
<tr>
<td>HCC’s Presidential Scholarship</td>
<td>12</td>
</tr>
<tr>
<td>HCC’s Board of Trustees Scholarship</td>
<td>12</td>
</tr>
<tr>
<td>HCC’s Incentive &amp; Need Based Scholarship</td>
<td>6</td>
</tr>
<tr>
<td>HCC’s Athletic Scholarship</td>
<td>12</td>
</tr>
</tbody>
</table>

### 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.
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% 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. In order to regain eligibility, students must meet the satisfactory progress standards.

Financial Aid Pays for the Following Programs

- All AA, AS, and AAS programs
- College Credit Certificate program:
  - Computer Programming
  - Drafting
  - Information Technology Management
  - Internet Services Technology E-Commerce Support
  - Internet Services Technology Web Development Specialist - Designer
  - Internet Services Technology Web Development Specialist – Developer
  - Medical Office Management
  - Office Administration Specialist – Medical Information Coder/Biller: Medical Coder
  - Office Management
  - Office Management – Human Resource Management
  - Office Management – Records Management
  - Office Management – Software Applications
  - Radiation Therapy Specialist

ATTENTION:
Withdrawing or dropping courses may have an impact on financial aid. Students may have to repay a percentage of financial aid and their continued eligibility may be impacted. Prior to dropping or withdrawing from any class, students should consult a campus financial aid office to discuss how this may affect their financial aid.
To obtain detailed financial aid information, contact the Financial Aid Office on your home campus.

Brandon Campus: 813-253-7835  
Dale Mabry Campus: 813-253-7235  
Plant City Campus: 813-757-2161  
Ybor City Campus: 813-253-7635

**Financial Aid Offices**

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

Hillsborough Community College 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 Scholarship
- Athletic Scholarships
- Board of Trustees Scholarships
- Child Care Award (off-campus)
- Child Care Award (on-campus)
- Dance Scholarships
- Drama Scholarships
- Florida Migrant Education Scholarships
- HCC Need Scholarships
- Latin American Caribbean Basin Scholarships
- Minority Need & Incentive Scholarships
  - --African-Americans
  - --Asian Americans
  - --Hispanic Americans
  - --American Indians
- Music Scholarships
- Presidential Scholarships
- Presidential Honors Scholarships
- Publications Scholarships
- Student Support Services Need & Incentive Scholarships
- Student with Disabilities

Procedures for Applying

Each HCC scholarship recipient must have processed a Free Application for Federal Student Aid (FAFSA) application. This requirement is set forth by the State of Florida Department of Education. Although students may qualify for a merit-based scholarship, the completion of the FAFSA is 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 and counseling offices have information regarding each of HCC’s scholarship programs.

For further information, see the HCC Scholarship Book online at www.hccfl.edu/scholarship or contact a campus counselor:

Brandon Campus: 253-7802
Dale Mabry Campus: 253-7299
Plant City Campus: 757-2102
Ybor City Campus: 253-7602
Honors Institute: 253-7894
# CAMPUS INFORMATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Locations</td>
<td>37</td>
</tr>
<tr>
<td>Directory of Services</td>
<td>38</td>
</tr>
<tr>
<td>High School Liaison Counselors &amp; Enrollment</td>
<td>39</td>
</tr>
<tr>
<td>Development Coordinators</td>
<td></td>
</tr>
<tr>
<td>Campus Information</td>
<td>40-45</td>
</tr>
<tr>
<td>District Administrative Offices</td>
<td>40</td>
</tr>
<tr>
<td>Brandon Campus</td>
<td>41</td>
</tr>
<tr>
<td>Dale Mabry Campus</td>
<td>42</td>
</tr>
<tr>
<td>Plant City Campus</td>
<td>43</td>
</tr>
<tr>
<td>Ybor City Campus</td>
<td>44</td>
</tr>
<tr>
<td>HCC - MacDill Center and Sunpoint Center</td>
<td>45</td>
</tr>
</tbody>
</table>
HCC Campus Locations

1. Brandon Campus
2. Dale Mabry Campus
3. Plant City Campus
4. Ybor City Campus
5. District Offices
6. HCC-MacDill Center
7. HCC-Sunpoint Center
Directory of Services

Call the campus you plan to attend for the following:

Course Adjustments, Admissions Requirements and information regarding International Students, Registration, Transcripts, Transfer, and Veterans

Area Code (813)
Brandon .................................................. 253-7801
Dale Mabry ............................................. 253-7201
Plant City .............................................. 757-2103
Ybor City .............................................. 253-7601
MacDill AFB .......................................... 840-0660

Advising, Counseling, Career Resource Center, Graduation Requirements

Brandon .................................................. 253-7801
Dale Mabry ............................................. 253-7202
Plant City .............................................. 757-2102
Ybor City .............................................. 253-7602
MacDill AFB .......................................... 840-0660
SunPoint Center ..................................... 672-5190

Disability Services

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
HCC—MacDill Center ................................ 757-2209
TDD ..................................................... 757-2216
HCC—SunPoint Center ............................... 253-7914
TDD ..................................................... 253-7858

Other Services

Distance Learning ..................................... 259-6445
Dual Enrollment ..................................... 253-7121
Health Science Programs,
Admission Information .............................. 253-7231
Honors Institute .................................... 253-7894

Call for information:

Athletics
Brandon .................................................. 253-7446

Bookstore
Brandon .................................................. 253-7815
Dale Mabry ............................................. 253-7217
Plant City .............................................. 757-2118
Ybor City .............................................. 253-7615

Bursar (Payments)
Brandon .................................................. 253-7848
Dale Mabry ............................................. 253-7220
Plant City .............................................. 757-2114
Ybor City .............................................. 253-7620

Financial Aid
Brandon .................................................. 253-7835
Dale Mabry ............................................. 253-7235
Plant City .............................................. 757-2105
Ybor City .............................................. 253-7635

Library
Brandon .................................................. 253-7803
Dale Mabry ............................................. 253-7381
Plant City .............................................. 757-2163
Ybor City .............................................. 253-7645

Lost & Found/Security
All Campuses ........................................ 253-7911
or 220-7032 (Cellular)

Student Activities, Organizations & Student Government
Brandon .................................................. 253-7908
Dale Mabry ............................................. 253-7265
Plant City .............................................. 757-2201
Ybor City .............................................. 253-7665

Test Centers
Brandon .................................................. 253-7820
Dale Mabry ............................................. 253-7443
Plant City .............................................. 757-2168
Ybor City .............................................. 253-7723

For more information, visit our website:
www.hecfl.edu
# HIGH SCHOOL LIAISON COUNSELORS
AND
ENROLLMENT DEVELOPMENT COORDINATORS

<table>
<thead>
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<th>SCHOOL</th>
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<td>Academy of Holy Names</td>
<td>Lou Lombana</td>
<td>253-7308</td>
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<tr>
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<td>Edwin Olmo</td>
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<tr>
<td>Leto High School</td>
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<td>Newsome High School</td>
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<td>Tampa Bay Vo-Tech High</td>
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<td>Sandra Guggino</td>
<td></td>
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</table>
HCC Campus Information

District Administrative Offices

39 Columbia Drive (Davis Island)
Tampa, Florida 33606

Mailing Address
Hillsborough Community College
District Administrative Office
P.O. Box 31127
Tampa, Florida 33631-3127

Directory
Main Number ......................... (813) 253-7000
Admissions/Registration/Records ....253-7004
Alumni ............................................253-7018
Foundation .....................................253-7114
Human Resources ...........................253-7030
Purchasing .................................253-7060
Student Services .............................253-7021

TDD ............................................ 253-7174
The Corporate Training Center.......259-6010

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 provide services to all HCC campuses, are also housed in this building.

Adjacent to the District Administrative Office Building is the Gordon Keller Conference Center where The Corporate Training Center is headquartered.
Brandon Campus
10414 E. Columbus Dr.

Mailing Address
Hillsborough Community College
Brandon Campus
10414 E. Columbus Dr.
Tampa, Florida 33619-7856

Directory
Admissions/Registration/Records....253-7801
Advising/Counseling..............(813) 253-7801
TDD .............................................253-7858
Bookstore .................................253-7815
Dean of Student Services ..............253-7880
Disability Services .....................253-7914
Financial Aid Office ...................253-7835
Sunpoint Center .........................672-5190
Test Center ...............................253-7820

The Brandon Campus offers an array of credit classes, including those needed to earn an Associate in Arts 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.

Primarily serving the central portion of Hillsborough County and the developing corporate-industrial corridor along Interstates 75 and 4, the contemporary campus was designed to meet the needs of the community far into the future.
HCC’s largest campus is located at Dale Mabry Highway and Tampa Bay Blvd., across the street from Raymond James Stadium. The campus specializes in health sciences and technology and offers the required courses for both the Associate in Arts and the Associate in Science degrees. A wide variety of continuing education and distance learning courses are also available.

The campus’ four-story, state-of-the-art Technology Building houses the health science and technical programs. Other facilities include the Science, Gymnasium, Humanities, Library, the Student Services building and the Social Science building.

The campus is also home to a tennis and racquetball facility.
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, in Plant City. A full range of university transfer and technical courses is offered. In addition, a large variety of continuing education courses are available on campus and at numerous locations throughout this eastern Hillsborough County community.

This campus also houses the College’s Environmental Science Technology program and the Landscape and Horticulture Technology program with its horticultural greenhouse. The Campus’ unique Institute of Florida Studies program features community based environmental programming at the College’s three Environmental Studies Centers and continuing education courses for environmental professionals. In addition, the Plant City Campus offers a full complement of general education offerings as well as apprenticeship programs in plumbing, pipefitting and heating/ventilation/air conditioning/refrigeration (HVACR). The apprenticeship programs, which are cooperatively offered with the United Association Local Union 123, offer students a well-paying career option in the trades.
Ybor City Campus

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

Mailing Address
Hillsborough Community College
Ybor City Campus
P.O. Box 5096
Tampa, FL 33675-5096

Directory
Admissions/Registration/Records....253-7601
Advising/Counseling.............. (813) 253-7602
Bookstore ..............................253-7615
Dean of Student Services ..........253-7680
Disability Services .................253-7757
TDD ..............................................253-7788
Financial Aid Office ..............253-7635
Test Center ............................253-7723

The Ybor City Campus is situated in the heart of Tampa’s Historic Latin Quarter. Interspersed with the existing historic structures in Ybor City, the campus buildings were architecturally designed to blend with the surroundings.

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.

The Ybor City Campus specializes in the program areas of childcare, business management, computer programming, office education, fire science, art, drama, music and criminal justice training. Also available is a full complement of general education offerings.

HCC’s fine arts complex, which features studios, classrooms, a gallery, a theatre and an auditorium, is located here. The campus also boasts an administration building, a faculty building and a learning resource center.
HCC-MacDill Center

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

Directory
(813) 840-0015 or 840-0660
TDD (813) 757-2166

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.

The program at MacDill is based on five 8-week terms per academic year. Classes are held at noon, in the evenings and on weekends in Base-provided classrooms.

Students may register for classes at any HCC campus or via the web. Military personnel and dependents may register at the Base. Students may take classes at MacDill while enrolled in regular-term classes at other HCC campuses.

Fees must be paid by check, credit card or money order. Cash payments are not accepted at MacDill. Books may be purchased at MacDill prior to the first class of each term.

To gain entrance to the Base, civilian students must secure a Base pass form when registering at an HCC campus. This form will enable the civilian student to obtain a photo ID at the Visitor’s Screening Facility.

HCC-Sunpoint Center

Mailing Address
Sun Point Shopping Center
3052 College Avenue East
Ruskin, FL 33570

Directory
(813) 672-5190
www.hccfl.edu/sunpoint

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 new campus, 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.

HCC-Sunpoint offers general education credit classes as well as courses in business and education.
STUDENT SERVICES ACTIVITIES

Counseling Services ........................................................................................................47
Academic Advising ...........................................................................................................47
Library/Learning Resource Center (LRC) .................................................................48
Athletic Information ....................................................................................................49
Test Centers ................................................................................................................49
Student Activities .......................................................................................................50
Student Publications ..................................................................................................50
eCampus/Distance Learning ....................................................................................51
Honors Institute ...........................................................................................................52-54
Linkage Programs ......................................................................................................55
Career Resource Center ............................................................................................56
Student Support Services Program .........................................................................56
WINGS .......................................................................................................................57
Workforce Investment Act (WIA) ...............................................................................57
Veterans’ Benefits ......................................................................................................57
Disability Services ......................................................................................................58-59
Telecommunications Device for the Deaf (TDD) Directory ......................................59
Special Programs ........................................................................................................60
College Preparatory Program .....................................................................................60
English for Academic Purposes (EAP) .......................................................................60
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 more information, contact the Counseling Office:

Brandon Campus: 253-7810
Dale Mabry Campus: 253-7299
Plant City Campus: 757-2102
Ybor City Campus: 253-7602

ACADEMIC ADVISING

Advisors are available on each campus to help students 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.

For more information, contact the Advising Office:

Brandon Campus: 253-7801
Dale Mabry Campus: 253-7202
Plant City Campus: 757-2102
Ybor City Campus: 253-7602
LIBRARY/LEARNING RESOURCE CENTER (LRC)

Each campus has a Library/Learning Resource Center 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 audiovisual laboratory, containing programs, DVDs, 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.

For more information contact the campus libraries:

Brandon Campus: 253-7803
Dale Mabry Campus: 253-7381
Plant City Campus: 757-2163
Ybor City Campus: 253-7645
ATHLETIC INFORMATION

Listed below are the varsity sports offered at HCC:

<table>
<thead>
<tr>
<th>Men’s Sports</th>
<th>Head Coach</th>
<th>Women’s Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Derrick Worrels</td>
<td>Basketball</td>
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<td></td>
<td>Steve Taylor</td>
<td>Volleyball</td>
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<tr>
<td>Baseball</td>
<td>Gary Calhoun</td>
<td>Tennis</td>
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<td></td>
<td>Chad Berryhill</td>
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</tr>
<tr>
<td></td>
<td>Raymond Seymour</td>
<td>Softball</td>
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</tbody>
</table>

To be eligible for athletic competition, a student must be a high school graduate who meets the admission requirements for the College. Only full-time students (carrying twelve or more credits) may compete.

To remain eligible an athlete must pass twelve credits with a minimum 2.0 cumulative grade point average the first term of attendance. To begin the second year of participation, an athlete must remain in good academic standing.

For more information contact the Athletic Department at 253-7446.

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 Student 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.

For more information, contact the campus Test Center:

Brandon Campus: 253-7820
Dale Mabry Campus: 253-7443
Plant City Campus: 757-2168
Ybor City Campus: 253-7723
STUDENT ACTIVITIES

The Student Government Association (SGA) provides opportunities for students to actively participate in programs and policy-making at HCC. The SGA serves as a major vehicle for communication between students and the administration. The Student Government represents all students.

Each campus has an SGA with a president, executive board and senate.

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.

The HCC Student Handbook and Academic Planner has a complete list of clubs and organizations offered at each campus.

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. HCC’s three student publications are:

- The Hawkeye – HCC’s student newspaper.
- The Galeria – HCC’s literary-arts magazine.
- The Triad – HCC’s general magazine.

These publications are staffed by students interested in journalism and are free to all HCC students.

For more information contact the campus Student Activities Advisors at:

Brandon Campus: 253-7942
Dale Mabry Campus: 253-7224
Plant City Campus: 757-2107
Ybor City Campus: 253-7657
HCC students may take more than half the courses needed for an Associate in Arts degree through the HCC eCampus Program.

Courses are offered in a variety of formats such as Internet and multimedia. The flexibility and convenience of HCC eLearning courses makes them the perfect learning alternative for students with demanding work and family responsibilities.

**WebCourses**

HCC has developed several WebCourses in which lectures, assignments, and discussions with other students are conducted over the internet through a learning management system. In WebCourses, students obtain their assignments from class web pages and use internet resources, computer applications and traditional textbooks to meet class objectives.

WebCourse meeting requirements vary by course and instructor. Please check the printed schedule and the eCampus website for course meeting details.

**Media-Based WebCourses (Telecourses)**

A Media-Based WebCourse consists of video lessons, textbook readings, and other instructor-required assignments. HCC Media-Based WebCourses can be viewed over streaming video via the internet (preferably using a broadband internet connection). In addition, tapes or digital media of all programs can be viewed at HCC Learning Resource Centers.

A student may be required to attend a maximum of five on-campus meetings at the time and location indicated for each course. The meeting times, dates and locations are listed in the credit schedule. Contact the instructor for additional information.

**Hybrid (Multimode)**

An eLearning hybrid class combines different technologies with on-campus meetings in order to meet course objectives. Some of these delivery methods may include: web pages, email, discussion boards, videotapes, chat, and streaming media. Students are in the presence of the instructor less than 50% of class hours.

**Registration**

Students register for eCampus courses the same way they do for traditional on-campus classes. eLearning courses are listed in the eCampus section of the college credit schedule. Register for eLearning courses online or on-campus during regular registration periods using the five-digit course section number.

Course information is available online at [www.hccfl.edu/eCampus](http://www.hccfl.edu/eCampus) two weeks prior to the start of classes.
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 to achieving the following program goals:

- Create an atmosphere of scholarly inquiry
- Emphasize critical research and writing in a major documented paper or project
- Cultivate the higher-level cognitive processes including application, analysis, synthesis, and evaluation
- Experiment with alternative learning strategies
- Foster an environment of creative interaction and intellectual flexibility
- Explore personal attitudes and values
- Form an ethical canon with which to meet the challenge of a world in transition

Privileges and Advantages:

- Additional scholarship opportunities
- Honors advising
- Priority registration
- Small classes
- Honors study lounges
- Cultural and social activities
- Advanced university preparation
- Extended library privileges at USF
- Travel opportunities
- Special recognition at graduation
- Honors designation on diploma and transcripts

Honors Courses

Honors courses have been designed to ensure students have opportunities for creative interaction and intellectual flexibility. Honors courses are not regular courses with additional work, papers, tests, and projects; rather, Honors courses use alternative learning methodologies to provide students with the experiences necessary for developing critical thinking skills. To graduate from the Honors Institute, students must complete, with a minimum overall GPA of 3.0, a minimum of eight Honors courses (24 credit hours) from among the following:

- AMH 1010H Honors Early American History 3 cr.
- AMH 1020H Honors Modern American History 3 cr.
- AML 2010H Honors American Literature to 1885 3 cr.
- AML 2020H Honors American Literature: 1885 to Present 3 cr.
- AST 1002H Honors Astronomy 3 cr.
- BSC 1011H Honors Biological Science II 3 cr.
- BSC 1011L Honors Biological Science II Laboratory 1 cr.
- DEP 1004H Honors Developmental Psychology 3 cr.
- ENC 1101H Honors Freshman English I 3 cr.
- ENC 1102H Honors Freshman English II 3 cr.
- ENL 2012H Honors British Literature to 1800 3 cr.
- ENL 2022H Honors British Literature: 1800 to Present 3 cr.
EUR 1000H Honors The Western World: Origins To Early Modern Europe 3 cr.
EUR 1001H Honors The Western World: Modern Europe 3 cr.
GLY 1001H Honors Earth Science 3 cr.
GLY 1001L Honors Earth Science Laboratory 1 cr.
HIS 2206H Honors Selected Topics in History 3 cr.
HUM 2210H Honors World Humanities: Prehistory to Early Modern Era 3 cr.
HUM 2230H Honors Humanities: Early Modern to Contemporary 3 cr.
HUM 2410H Honors Asian Humanities 3 cr.
IDH 2931H Honors Leadership 3 cr.
IDS 1152H Honors Environmental Science 3 cr.
LIN 1670H English Grammar and Usage 3 cr.
LIT 2110H Honors World Literature to 1650 3 cr.
LIT 2120H Honors World Literature: 1650 to Present 3 cr.
MAC 2311H Honors Calculus & Analytic Geometry I 5 cr.
MAC 2312H Honors Calculus & Analytic Geometry II 5 cr.
MGF 1107H Honors Mathematics for Liberal Arts II 3 cr.
OCB 2013H Honors Marine Biology 3 cr.
OCB 2013L Honors Marine Biology Laboratory 1 cr.
PHI 1010H Honors Intro. to Philosophy 3 cr.
PHI 1600H Honors Intro to Ethics 3 cr.
PSY 2012H Honors General Psychology 3 cr.
SPC 1600H Honors Public Speaking 3 cr.
SPN 1120H Honors Spanish I 3 cr.
SPN 1121H Honors Spanish II 3 cr.
SYG 2000H Honors Introduction to Sociology 3 cr.
SYG 2010H Honors Social Problems 3 cr.
SYG 2930H Honors Selected Topics in Sociology 3 cr.
THE 1000H Honors Introduction to Theater Arts 3 cr.

**Admission Procedure**

In addition to completing the HCC application, students must submit an Honors Institute application, provide high school (or college) transcripts, and submit written recommendations from high school teachers and/or college faculty members. Honors Institute applications are available in the Honors office and on-line at www.hccfl.edu/honors.

**Admission Criteria**

Applicants must meet at least one of the following criteria to qualify for the Honors Institute:

- A high school GPA of 3.5 or higher on a 4.0 scale.
- A high school GPA of 3.4 (unweighted) or higher on a 6.0 scale.
- An SAT combined score of 1160 or higher.
- An ACT composite score of 26 or higher.
- Graduation in the top 10% of the high school class with SAT combined score of 1050 or higher, or ACT composite score of 25 or higher, or CPT score of 90 or above in writing and 92 or above in reading.
- Completion of 12 hours of dual enrollment courses with a 3.8 GPA.
- Earning a cumulative GPA of 3.3 or higher, in at least six semester hours of college-level courses.

**Graduation with Honors Institute Distinction**
Completion of Honors work with minimum overall GPA of 3.0.

**Honors Certificate Option**
Honors students who do not fulfill all Honors Institute credit requirements but complete at least four Honors courses (12 credit hours) with a minimum overall GPA of 3.0 and complete Honors requirements will be awarded Honors certificates.

For more information about the HCC Honors Institute, call 253-7894, 253-7974, or 253-7986 or visit [www.hccfl.edu/honors](http://www.hccfl.edu/honors).
LINKAGE PROGRAMS

The Linkage system is a cooperative agreement among five community colleges in the Tampa Bay Area – Hillsborough Community College, Manatee Community College, Pasco-Hernando Community College, Polk Community College and St. Petersburg College.

The Linkage system offers HCC students the opportunity to enter technical educational programs at the other colleges through a quota-based arrangement. Some courses appropriate to the respective programs may be taken at HCC, but students admitted to a linkage program will be required to conform to all program requirements, institutional policies, and procedures of the linkage college.

You can obtain additional information on Linkage Programs by contacting an HCC counselor.

The following institutions offer linkage programs:

- Dental Hygiene – HCC, St. Petersburg College, Pasco-Hernando CC
- Diagnostic Medical Sonography Technology – HCC
- Funeral Services – St. Petersburg College
- Health Information Management – St. Petersburg College
- Medical Laboratory Technology – St. Petersburg College
- Nuclear Medicine Technology – HCC
- Occupational Therapy Assistant – Polk CC, Manatee CC
- Physical Therapist Assisting – St. Petersburg College, Manatee CC, Polk CC
- Radiation Therapy – HCC
- Respiratory Care – St. Petersburg College, HCC
- Veterinary Technology – St. Petersburg College
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.

For more information contact:

Brandon Campus: 253-7830
Dale Mabry Campus: 253-7310
Plant City Campus: 757-2214
Ybor City Campus: 253-7590

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.

For more information about the availability of applications, application process and due dates, students should call (813) 253-7660. Interested students may also visit the Student Support Services offices at the Ybor City Campus, Faculty Building, Room 116, or the Dale Mabry Campus, Social Science Building, Rooms 239 and 242.
WINGS

The WINGS Program is designed to promote the graduation of students pursuing AS, AAS, 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.

To obtain further information, students should call 253-7234 or email ddriscoll@hccfl.edu.

WORKFORCE INVESTMENT ACT (WIA)

The Workforce Investment Act (WIA) passed by Congress encourages the establishing of partnerships between public and private sectors in local communities for the purpose of providing employment and training services for the economically disadvantaged.

Hillsborough Community College has two grants -- one from the City of Tampa and the other from Hillsborough County -- which enable Hillsborough County and Tampa City residents to participate in the WIA program at HCC.

These grants pay for tuition and books. In some instances transportation, child care and special supplies are included.

Students selected to participate must meet the requirements of economically disadvantaged, be willing to maintain a passing grade point average in a vocational program culminating in the achievement of marketable skills, a College Credit Certificate and/or an Associate in Science degree.

For more information contact the Hillsborough County Employment and Training Department at (813) 744-5547.

VETERANS’ BENEFITS

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

To be eligible, veterans must have any discharge other than dishonorable discharge and must have served on active duty for a specified period. For additional information, veterans should contact any campus Admissions, Registration and Records office or call the Department of Veterans’ Affairs (DVA) toll free number 1-888-442-4551.
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.

Who is Eligible?

The ADA defines a person with a disability as any person who has a physical or mental impairment that substantially limits one or more of such person’s major life activities, has a record of such impairment, or is regarded as having such impairment.

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.

Substitution, Admission & Graduation Requirements for Disabled Students

Students with hearing impairments, visual impairments, or specific learning disabilities who have received a standard diploma from a regionally accredited secondary school or earned passing GED scores may be eligible for substitutions of HCC admission requirements, program admission requirements, or graduation requirements. Eligibility for specific substitutions is based on the documentation of the students’ disabilities.

If documentation of students’ disabilities substantiates that the disabilities can reasonably be expected to prevent the students from meeting HCC’s admission, program, course and/or graduation requirements, students might qualify for substitutions. Students must provide appropriate documentation to an HCC Coordinator of Services for Students with Disabilities.

Contact

For additional information on services and eligibility requirements, or to request services, students should contact an HCC Coordinator of Services for Students with Disabilities.
Telecommunications Device for the Deaf (TDD)
TDDs are located at the district offices and on each campus so that individuals with hearing and/or speech impairments can obtain general information about the college, get information about activities, programs and services for students with disabilities.

DIRECTORY

TELECOMMUNICATIONS DEVICE FOR THE DEAF (TDD)

<table>
<thead>
<tr>
<th>Campus</th>
<th>Department</th>
<th>TDD Number</th>
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<tr>
<td>Brandon</td>
<td>Advising</td>
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<td>Dale Mabry</td>
<td>Sign Language</td>
<td>253-7427</td>
</tr>
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<td>Admissions</td>
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<td>Disability Services</td>
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SPECIAL PROGRAMS

College Preparatory Curriculum

The College Preparatory Curriculum is designed to improve students’ performance in reading, writing and mathematics. Students earning scores below the state-mandated minimum scores on the college placement test must enroll in college preparatory communication and computation instruction. Depending on the areas needing remediation, students will be placed into college preparatory writing, reading and/or computation courses. In addition, students who earn below the state-mandated scores on one or more sections of the college placement test must complete (a) SLS 1501, or (b) SLS 1101 and REA 1605, or (c) SLS 1101 and SLS 1533 before moving on to college-level courses.

Students whose diagnostic tests indicate they need instruction in English for Academic Purposes (EAP) will be enrolled in the alternate EAP series of courses. Students who test into college preparatory reading must meet the appropriate reading requirement before beginning the mathematics sequence (REA 0001 before MAT 0012 and REA 0002 before MAT 0024).

Students who have not completed all of their college preparatory courses by the time they have earned 12 hours of college-level credit must register simultaneously for their required preparatory courses and any college-level credit courses for which they are eligible to take. These students may enroll in no more than two college preparatory courses per semester and in no more than 13 credit hours per term.

Students attempting a college preparatory course for the third time will be charged the full cost of instruction. A withdrawal from a course counts as an attempt. Students who can document serious extenuating circumstances may petition the appropriate campus Dean of Student Services for an exemption from paying the full cost of instruction. Students who fail to satisfactorily complete a preparatory course within three attempts will not be allowed to register again for that course. However, the College encourages such students to enroll in continuing education courses or private vendor programs that are designed to improve students’ college-entry skills. Students who can document that they have completed such courses/programs may retake the placement test (F.S. 1008.30).

English for Academic Purposes (EAP) – Formerly known as ELS/ENS

Courses in English for Academic Purposes are offered at the Ybor City and Dale Mabry campuses.

The six levels of instruction are designed to help non-native English speakers reach a level of proficiency that will prepare them for better employment or academic opportunities.

For more information about the EAP program call 253-7744.
ACCELERATION PROGRAMS

Dual Enrollment...........................................................................................................62

Advanced Placement (AP)..........................................................................................62

International Baccalaureate (IB)..................................................................................62

College Level Examination Program (CLEP)..............................................................63

Credit-by-Examination..................................................................................................63
DUAL ENROLLMENT

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

NOTE: To see course equivalencies and related information, refer to www.facts.org.

ADVANCED PLACEMENT (AP)

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

NOTE: To see course equivalencies and related information, refer to www.facts.org.

INTERNATIONAL BACCALAUREATE (IB)

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

NOTE: To see course equivalencies and related information, refer to www.facts.org.
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

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

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

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

NOTE: To see course equivalencies and related information, refer to www.facts.org.

CREDIT-BY-EXAMINATION

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

A student must obtain approval from the appropriate campus academic dean to take credit-by-examination. In addition to a $20 non-refundable examination fee, a student who passes the examination will be required to pay a per-credit hour processing fee. A student may obtain the required forms and additional information through the appropriate campus academic dean. A student may not retake a credit-by-exam if a grade of “C” or better has been earned on a previous exam.

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

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

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

General Information.......................................................................................... 65-67

Associate in Arts Degree ................................................................................... 65
Associate in Science Degree/Associate in Applied Science Degree .......... 66
College Credit Certificate ................................................................................. 66
Applied Technology Diploma (ATD)................................................................. 66
Advanced Technical Certificate....................................................................... 66
Post-Secondary Adult Vocational Certificate (PSAV)...................................... 66
General Education Requirements for AS & AAS Degrees ......................... 67

Tech Prep Articulation Agreements................................................................. 67-69

HCC & Hillsborough District Schools Articulation Agreements................. 68-69

Private School Articulation Agreements ....................................................... 70

State and Local Articulation Agreements..................................................... 71-72

Other Agreements.......................................................................................... 73

Independent Colleges and Universities of Florida (ICUF)....................... 74

Academic Program Matrix ............................................................................ 75-79
GENERAL INFORMATION

The Associate in Arts Degree

The AA degree is awarded to students who complete university transfer curricula designed to prepare them to enter as juniors at a four-year college or university.

University Transfer Program

The associate in arts (AA) degree is designed primarily to meet the requirements for a student to transfer to the upper division level of a college or university to continue to work toward a bachelor’s degree.

Students should be aware of the specific requirements for the AA degree imposed by state regulations and law. For example, general education and elective credit requirements integrate requirements established by the Southern Association of Colleges and Schools and Florida’s Gordon Rule.

Other components of the community college to university transfer process include the College Level Academic Skills Test (CLAST) and, in some cases, foreign language requirements. (See Catalog for specific details.)

Meeting graduation requirements for an AA degree from a Florida community college is not synonymous with meeting the specific course requirements to enter a specific program at a state university or private college belonging to the Independent Colleges of Florida.

HCC prepares students for hundreds of possible transfer majors, each of which has a distinct listing of common prerequisite courses designated by the Florida University System. To ensure accuracy in selecting courses, students should refer to the student advising guides available online or in the counseling and advising offices. These guides can be adapted to a specific university major including, but not limited to:

- Agriculture
- Architecture
- Art
- Building Construction
- Business Administration
- Computer Information Systems
- Computer Science (Engineering)
- Dance
- Dramatic Arts
- Education and Teacher Preparation
- Engineering
- Graphic Design
- Hospitality Administration Management
- Liberal Arts and Sciences
- Mass Communications
- Medical Science
- Music
- Pharmacy

Sample course sequences for the AA degree tracks can be viewed in the HCC Catalog.
Catalogs from colleges and universities are available from the student services office at each campus. In addition, advising guides for each major at a state university and most of Florida’s regionally accredited private colleges are available from any campus advising and transfer office. Many are available online.

To earn an AA degree, students must complete a minimum of 60 credit hours with no less than 36 credits of specified general education courses and 24 credits in the university transfer program electives. Legislation may further affect the graduation requirement; therefore, students are advised to obtain more current information from the advising and transfer offices.

The articulation agreement between Florida community colleges and state universities specifies that students who have been certified as having satisfactorily completed the general education requirements in a university transfer program are exempt from any additional general education requirements after transferring to a state university or community college. However, to be eligible for admission into a limited access program at a state university, students may be required to take specific prerequisite courses (which may exceed the 60 credit hours) and meet other requirements such as a minimum GPA, minimum ACT/SAT test scores or audition/portfolio.

Students may pursue any combination of university transfer programs, but only one AA degree will be awarded.

Students are advised to contact the specific department of the institution where they plan to transfer as early as possible for information regarding courses to be taken at HCC. Courses required at transfer institutions may fulfill HCC general education requirements or electives.

**Associate in Science Degree/Associate in Applied Science Degree**

Hillsborough Community College will award an associate in science (AS) degree or an associate in applied science (AAS) degree if students complete a minimum of 60 credit hours in a curriculum designed to prepare students for employment. If students are interested in a specialized college program to prepare them for a job in business or industry, one of these degrees may be the right choice. If students decide to get a four-year degree, they may be able to transfer some or all of the courses taken here to a senior institution. Public universities in Florida now accept seven AS degrees to transfer to programs in their institutions. The AS degrees in this articulation agreement are Hospitality and Tourism Management, Computer Engineering, Electronics Engineering Technology, Nursing, Business Administration, Radiography and Criminal Justice.

Other AS degrees may be transferred to a variety of four-year colleges and universities under individual agreements. Consult an academic advisor for details.

**College Credit Certificate**

College credit programs are offered for those who seek to learn new skills or to refresh or upgrade their present skills.

**Applied Technology Diploma (ATD)**

The ATD is a college-credit certificate, job preparatory program.

**Advanced Technical Certificate**

This short-term certificate provides students with advanced training above the associate in science degree.

**Post-Secondary Adult Vocational Certificate (PSAV)**

The Post-Secondary Adult Vocational Certificate is a non-college-credit job preparatory program.
General Education Requirements for the AS Degree and the AAS Degree

Students must complete a minimum of 15 credit hours.

**Humanities/Fine Arts: 6 credits required**
(3 credit hours must be in Humanities)

**Mathematics/Natural Science: 3 credits required**

**Social/Behavioral Sciences: 3 credits required**

**Program Specified General Education Requirements: 3 credits required**

General education courses are listed in the General Education section of the HCC Catalog. Consult an advisor or counselor for specific program requirements or consult the appropriate advising guide on the HCC website.

**TECH-PREP ARTICULATION AGREEMENTS**

A Hillsborough County Public Schools Tech Prep student can pursue a Tech Prep course of study while in high school and continue in that career ladder upon enrolling at Hillsborough Community College. Many of the secondary technical programs have been articulated to associate in science or associate in applied science degree programs at HCC through a formal articulation agreement.

In order to receive articulated credit, a student must meet the following criteria:
- earn no less than a cumulative 2.5 (based upon 4.0) in the high school technical program,
- earn an overall GPA of 2.0 in high school,
- matriculate at least 15 credit hours in the Associate in Applied Science degree program at HCC not including general education requirements, and
- seek the appropriate articulated credit within three years from the graduation date of the high school program.

A student shall not receive both dual enrollment and articulated credit for the same course.

A list of the high school programs that may be articulated with the HCC associate in science or associate in applied science degree appear on the next two pages.
HILLSBOROUGH COMMUNITY COLLEGE
and
HILLSBOROUGH DISTRICT SCHOOLS
Articulation Agreements

TECH PREP AGREEMENTS
The following high school programs may be articulated with the HCC Associate in Science or Associate in Applied Science degree:

Hillsborough District School System/Hillsborough Community College

Academy of Finance/Accounting Technology
Academy of Finance/Business Administration
Academy of Finance/Business Administration - International Business Management Option
Academy of Finance Credit Union Program
Academy of International Business/Business Administration
Academy of International Business/Business Administration - International Business Management Option
Accounting/Computer Programming and Operations
Accounting/Office Management Technology
Accounting/Office Systems Technology
Accounting Operations/Accounting Technology
American Sign Language/Sign Language Interpretation
Aquaculture/Aquaculture
Business Management/Accounting Technology
Business Management/Computer Information Systems Analysis
Business Management/Office Systems Administration
Business Supervision & Management/Business Management
Carpentry/Architectural Design/Construction Technology
Computer Engineering Technology/PC Support
Criminal Justice Assisting/Criminal Justice Technology
Culinary Operations/Culinary Management
Culinary Operations/Dietetic Technician
Culinary Operations/Restaurant Management
Culinary Operations/Hospitality and Tourism Management
Dental Laboratory Assisting/Dental Assisting
Diversified Career Culinary Technology/Culinary Management
Drafting/Architectural Design-Construction Technology
Drafting & Illustrative Design Technology/Architectural Design & Construction Tech
Early Childhood Education/Early Childhood Management
Electricity/Architectural Design and Construction Technology
Electricity/Computer Engineering Technology
Electricity/Electronics Engineering Technology
Engineering Technology/Architectural Design and Construction Technology
Engineering Technology/Manufacturing Technology
Environmental Horticulture/Ornamental and Horticulture Technology
Environmental Horticulture: Science & Service Cluster/Ornamental and Horticulture Technology
Environmental Studies Program/Environmental Science Technology
Forestry/Natural Resources/Environmental Science Technology
Materials and Processes Technology/Architectural Design and Construction Technology
Technology Studies/Architectural Design and Construction Technology
Technology Studies/Manufacturing Technology
Vision Care Assisting 3 & 4/Opticianry
Web Design/Digital Media/Multimedia Technology

**Brewster Technical Center/HCC**

Automotive Technology/Industrial Management
Early Childhood Education/Early Childhood Management
Legal Secretarial/Office Systems Specialist (Medical Transcription Option)
Legal Secretarial/Office Systems Technology
Practical Nursing/Nursing Associate Degree RN (ADN Transition Option)

**Erwin Technical Center/HCC**

Commercial Foods and Culinary Arts/Culinary Management
Commercial Foods and Culinary Arts/Restaurant Management
Computer Aided Drafting and Design/Architectural Design and Construction Technology
Court Reporting/Office Systems Specialist (Medical Transcription Option)
Court Reporting/Office Systems Specialist (Office Assisting Option)
Court Reporting/Office Systems Technology
Legal Secretarial/Office Administration
Medical Coder/Biller/Office Systems Technology ATD
Practical Nursing/Nursing Associate Degree RN (ADN Transition Option)

**Leary Technical Center/HCC**

Child Care Provider/Early Childhood Management
Emergency Medical Technician/Emergency Medical Services ATD

**Tampa Bay Technical School/HCC**

Practical Nursing/Associate Degree Nursing
PRIVATE SCHOOL ARTICULATION AGREEMENTS

Academic Achievement Center
Academy of Holy Names
Academy of the Lakes
Allendale Academy
Ambassador Christian Academy
Bayshore Christian School
Bishop-Eaton School
Brooks-Debartolo Collegiate High School
Carrollwood Learning Center
Center Academy of Lutz
Center Academy of Riverview
Central Christian Academy
Circle Christian School
Citrus Park Christian School
Faith Baptist Christian School
Families of Faith Christian Academy
First Baptist/Ruskin Christian School
Golden City Academy
Harvest Time Christian School
Hillsborough Baptist School
Horizon Educational System
Lighthouse Christian Academy
Narrow Way Academy
Oldsmar Christian School
Pace Private School
Pepin Academy
Providence Christian School
Resurrection Christian School
Seffner Christian Academy
Seminole Independent Private School
Seminole Presbyterian Covenant School
Tampa Bay Christian Academy
Tampa Catholic High School
Temple Heights Christian School
The Broach School
The Cambridge School
The Wellspring Academy
Town’n Country Christian School
Universal Academy of Florida
Victory Christian School
STATE and LOCAL ARTICULATION AGREEMENTS

HCC/Collier County School District

The following Collier County high school program is articulated with the HCC associate in applied science degree:

Aquaculture/AAS Aquaculture or CCC Aquaculture Technology

HCC/Hardee County School District

The following Hardee County high school program is articulated with the HCC associate in applied science degree:

Sign Language Interpretation/Sign Language Interpretation

HCC/Pinellas County District School Board (PCDSB)

The following PCDSB high school programs are articulated with the HCC associate in applied science degree:

Early Childhood Management/Child Care Center Operations
Early Childhood Management/Child Care Provider/Infant-Toddler Specialization
Early Childhood Management/Early Childhood Education
Early Childhood Management/Child Care Provider/Preschool Specialization
Early Childhood Management/Child Development Specialist

HCC/University of South Florida

HCC has joint academic and technical articulation agreements with the University of South Florida (USF). These agreements specify the guidelines and procedures for the associate in arts degree program and the cross-enrollment program and the awarding of university credit for students completing an associate in science (AS) degree (the AS to BS Program).

The associate in arts degree program articulation agreement complies with the statewide articulation agreement. The agreement addresses both general admission to USF and program admission.

The cross-enrollment program allows students from each institution to enroll for credit at the other. Students will then have access to courses not normally offered at their home institutions. Students must obtain permission from their home institution before cross enrolling. After completing a course, students must ask the host institution to send an official transcript to their home institution.

HCC students who cross-enroll at USF will pay USF tuition for courses they take. Fees for parking on the USF campus are charged separately. HCC students should contact their
counselor or advisor for more information or for assistance completing a Cross-Enrollment Form.

HCC students denied admission to USF may not enroll at USF under this agreement.

To cross-enroll at USF, an HCC student must:
1. Have an HCC cumulative GPA of at least 2.0.
2. Have completed 24 or more credits at HCC.
3. Unless the student is graduating, enroll for at least two courses (six credit hours) at HCC.

International students (F-1 Visa) enrolled at HCC must attend HCC full-time during any term in which they wish to cross-enroll.

USF students must have signed approval from their counselor/advisor before they can register at HCC.

Both HCC and USF students must adhere to the rules and regulations of the host institution.

USF offers a bachelor’s degree program designed for associate in science (AS) degree graduates from a Florida public community college. Students admitted to the bachelor of science in applied science (BSAS) program will have an AS degree from a public Florida community college and will have completed a minimum of 18 credit hours of transferable general education coursework, which should include writing and math courses that meet Gordon Rule requirements. The USF BSAS degree includes the following areas of concentration: behavioral healthcare, business administration, criminal justice, gerontology, public administration and urban policy.

The College strongly recommends that the students review transfer goals with an advisor or counselor before registering for any courses at HCC.
OTHER AGREEMENTS

Florida A&M University
Florida Gulf Coast University
Institute of Spanish Studies
National Louis University
Northwood University of West Palm Beach
Nova Southeastern University
St. Leo University
St. Petersburg College
University of North Florida
University of Phoenix
University of Tampa

For more information about these articulation agreements, contact any HCC campus counseling or advising office or see the HCC Catalog.
The intent of the ICUF articulation agreement is to establish an effective and orderly transfer process for students entering a state community college, completing an associate in arts degree, and transferring to an independent college or university. Under this agreement, community college students holding an associate in arts degree are guaranteed junior standing, recognition of the general education core, and the application of a minimum of 60 credit hours toward the baccalaureate degree. The following is a list of private institutions that participate in the ICUF agreement.

Barry University | Jacksonville University
Beacon College | Lynn University
Bethune-Cookman College | Nova Southeastern University
Clearwater Christian College | Palm Beach Atlantic College
Eckerd College | Ringling School of Art and Design
Edward Waters College | Rollins College
Embry-Riddle Aeronautical University | Saint Leo University
Flagler College | Saint Thomas University
Florida College | Southeastern College
Florida Hospital College of Health Sciences | Stetson University
Florida Institute of Technology | University of Miami
Florida Memorial College | University of Tampa
Florida Southern College | Warner Southern College
International College | Webber International University
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<tr>
<td>BR = Brandon Campus</td>
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<td>AAS = Associate in Applied Science degree</td>
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<td>CCC = College Credit Certificate</td>
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<td>ATD = Applied Technology Diploma</td>
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<td>PROGRAM</td>
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<td><strong>AGRICULTURE</strong></td>
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<td><strong>ARCHITECTURE &amp; CONSTRUCTION</strong></td>
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<tr>
<td>Building Construction</td>
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<tr>
<td>Drafting</td>
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<td>Foundation Studies/Architectural Design</td>
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<tr>
<td><strong>FINE ARTS</strong></td>
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</tr>
<tr>
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</tr>
<tr>
<td>Dramatic Arts</td>
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<tr>
<td>Music</td>
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<tr>
<td><strong>BUSINESS</strong></td>
</tr>
<tr>
<td>Accounting Applications</td>
</tr>
<tr>
<td>Accounting Technology</td>
</tr>
<tr>
<td>Business Administration - International Business</td>
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<tr>
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</tr>
<tr>
<td>Business Administration – Marketing</td>
</tr>
<tr>
<td>Business Operations</td>
</tr>
<tr>
<td>Business Specialist</td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
</tr>
<tr>
<td>Communications - Mass</td>
</tr>
<tr>
<td>Sign Language Interpretation</td>
</tr>
<tr>
<td><strong>COMPUTER SCIENCE</strong></td>
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<tr>
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<tr>
<td>Computer Information Administrator</td>
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<td>Computer Information Systems (Business)</td>
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<tr>
<td>Computer Programming</td>
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<tr>
<td>Computer Programming Specialist</td>
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<tr>
<td>Computer Science (Engineering) (DM, YC, PC, BR)</td>
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<tr>
<td>Data Base Technology Micro Certified Data Base Administrator</td>
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<tr>
<td>Data Base Technology - Micro Certified Solution Developer</td>
</tr>
<tr>
<td>Digital Media/Multimedia Authoring</td>
</tr>
<tr>
<td>Digital Media/Multimedia Technology</td>
</tr>
<tr>
<td>Digital Media/Multimedia Instructional Technology</td>
</tr>
<tr>
<td>Digital Media/Multimedia Presentation</td>
</tr>
<tr>
<td>Digital Media/Multimedia Productions</td>
</tr>
<tr>
<td>Digital Media/Multimedia Video Productions</td>
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<tr>
<td>Digital Media / Multimedia Web Production</td>
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<tr>
<td>Digital Television and Media Production</td>
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</tbody>
</table>
 ADMINISTRATIVE COLLEGE DATA

District Administrative Staff ................................................................. 81-82
Brandon Campus Staff ........................................................................ 83
Dale Mabry Campus Staff ................................................................. 84
Plant City Campus Staff .................................................................. 85
Ybor City Campus Staff ................................................................. 86
HCC - MacDill Center and SouthShore Center Staff ....................... 87
DISTRICT ADMINISTRATIVE STAFF

Mr. Michael Brennan 253-7124
Director of International Education

Mr. Derrick Brown 253-7629
Director of TRIO and Special Programs

Ms. Bonnie Carr 253-7006
Controller

Dr. Ginger Clark 253-7022
Director of Technical Programs

Ms. Maridru Arango Clark 253-7082
Director of Management Information Systems

Ms. Barbara DeVries 253-7012
Director of Financial Services

Ms. Pat Dix 253-7005
Assistant to the President, Equity & Special Projects

Ms. Suzanne Flaig 253-7132
Executive Director of Human Resources

Dr. Adrienne Garcia 253-7014
Executive Director of Foundation

Ms. Eleanor Gilder 253-7018
Director of Institutional Advancement & Special Projects

Dr. Karen Griffin 253-7002
Director of Associate in Arts Programs

Mr. John Huerta 253-7158
Executive Director of Marketing & Public Relations

Mr. Chad Hyatt 253-7017
Director of Academic Technology

Ms. Charlotte Johns-Rich 253-7160
Director of Financial Aid

Mr. Craig Johnson 253-7557
Vice President for Academic Affairs
Dr. Bruce Judd  
Vice President of Information Technology  
253-7091

Ms. Martha Kaye Koehler  
College Attorney  
253-7007

Ms. Barbara Larson  
Vice President for Administration/CFO  
253-7015

Dr. Lydia Lyons  
Director of Honors Institute  
253-7894

Ms. Vonda Melchior  
Director of Purchasing  
253-7107

Dr. Sharon Miller  
Dean of Community Services Program  
253-7982

Ms. Donna Murray  
Director of Marketing & Creative Services  
253-7161

Mr. Paul Nagy  
Special Assistant to the President  
253-7162

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

Ms. Elizabeth Stewart  
Director of Institutional Research  
253-7080

Mr. Steve Shields  
Director of Risk Management, Safety & Auxiliary Services  
253-7016

Dr. Gwendolyn W. Stephenson  
College President  
253-7050

Ms. Yolanda Williams  
Executive Director of Economic Development  
259-6026

Mr. Robert Wolf  
Sr. Vice President for Operations  
253-7144
BRANDON CAMPUS STAFF

Dr. Carlos Soto 253-7860
Campus President

Mr. Joseph Bentrovato 253-7880
Dean of Student Services

Dr. Ellen Cangi 253-7814
Dean of Academic Affairs

Ms. Sabrina Shapiro 253-7960
Dean of Associate in Science Degree Programs

TBA 253-7810
Counselor

Ms. Kellie Geary 253-7946
Assistant Dean of Admissions/Registration/Records

Mr. Landon Shepard 259-6586
Assistant Dean
DALE MABRY CAMPUS STAFF

Dr. Robert Chunn  253-7260
Campus President

Mr. Bob Wynegar  253-7374
Dean of Associate in Arts Programs (Math & Science)

Dr. Frank Babcock  253-7311
Dean of Student Services

Dr. Amy Anderson  253-7370
Dean of Health, Wellness & Sports Technologies

Dr. Mary Bendickson  253-7210
Dean of Associate in Arts Programs (Humanities & Communications)

Ms. Elizabeth Johnson  253-7449
Dean of Associate in Science Degree Programs

Ms. Vicki Schnurr  253-7313
Counselor

Ms. Angela Mick  253-7297
Counselor

Ms. Elizabeth Key-Raimer  253-7296
Counselor

Mr. Lou Lombana  253-7308
Counselor

Ms. Maribel Garrett  253-7319
Assistant Dean

Ms. Patricia Mills  253-7295
Assistant Dean
PLANT CITY CAMPUS STAFF

Dr. Felix Haynes 757-2110
Campus President

Dr. Charity Freeman 757-2111
Dean of Academic Affairs (Interim)

Mr. Ed Geiger 757-2104
Dean of Workforce Development

Mr. Richard Hopkins 757-2108
Dean of Student Services (Interim)

TBA 757-2116
Counselor

Ms. Minnie Burrows 757-2117
Student Services Manager for Retention
<table>
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<tr>
<th>Name</th>
<th>Title</th>
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<tr>
<td>Dr. Shawn Robinson</td>
<td>Campus President</td>
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<td>Dr. Emery Alford</td>
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<tr>
<td>Mr. Jack Evans</td>
<td>Dean of Associate in Science Programs</td>
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<tr>
<td>Ms. Frances Cox</td>
<td>Counselor</td>
<td>253-7712</td>
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<td>Ms. Delphinia Broadnax-Taylor</td>
<td>Assistant to Dean of Admissions/Registration/Records</td>
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<tr>
<td>Ms. Margaret Petway</td>
<td>Assistant to Dean</td>
<td>253-7713</td>
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HCC - MACDILL CENTER STAFF

Dr. Felix Haynes 757-2110
Campus President

Mr. Richard Hopkins 757-2108
Dean of Student Services (Interim)

Dr. Charity Freeman 757-2111
Dean of Academic Affairs (Interim)

Mr. Jamie Young 828-4226
Counselor

SOUTHWORE CENTER STAFF

Dr. George Keith 253-7899
Campus President

Ms. Maria Torres 672-5190
Academic Advisor

Mr. Steve Stancil 672-5186
Dean of Student Services (Interim)

Dr. Allen Witt 259-5519
Dean of Academic Affairs
MISCELLANEOUS

Glossary of Terms................................................................. 89-90

Web Address.................................................................................. 91
GLOSSARY OF TERMS

Advanced Technical Certificates (ATC): These certificates are advanced specialized programs of studies for people with degrees in selected technical programs. Students must have earned an AS degree in order to qualify for the ATC.

Application for a Degree: A student must file an application for a degree by the deadline listed in the college calendar. A $10 fee is charged per application for each degree. This fee remains in effect for two consecutive semesters.

Applied Technology Diploma (ATD): This diploma is awarded at either the college credit level or vocational credit level depending on the programs. The college credit ATD is an integral part of the AS or AAS degree.

Articulation: The process of establishing formal educational agreements between educational institutions usually for the purpose of allowing seamless transitions for student transfers.

Associate in Arts Degree (AA): This degree is designed for transfer to a four-year institution. Two academic years at HCC plus two academic years at a university result in students receiving a bachelor’s degree.

Associate in Applied Science Degree (AAS): This degree, which focuses on technical skills, is designed for students who want to enter a specific employment field. AAS degrees are not designed to transfer to a four-year institution.

Associate in Science Degree (AS): This degree, which focuses on technical skills, is designed for students who want to enter a specific employment field. Although some programs and courses are transferable, AS programs are not designed for transfer to a four-year institution. (There are some exceptions.)

Audit: Classes taken for no credit. Usually used as a refresher course.

Bursar: The cashier’s office where students pay tuition, fees and other financial obligations.

Catalog: An annual publication that includes descriptions of all credit courses and programs, academic rules and regulations and graduation requirements.

CLAST (College Level Academic Skills Test): This test is required by the state to measure student achievement in reading, writing and computation. Students must earn passing scores to receive an AA degree or satisfy one of the CLAST exemption alternatives approved by the state.

College Credit Certificate (CCC): A certificate awarded for programs of less than two years in selected technical areas leading to an Associate in Science degree. The CCCs are designed to prepare students for entry into a particular field or to upgrade the skills of those already employed in the field.

College Preparatory Program: This program, a combination of placement testing and mandatory special courses, is designed to ensure that students have college-level reading, writing, or math skills prior to attempting college-level courses.

Corequisite: A course that must be taken in conjunction with another course during the same term.
Course Load: The number of credit hours being attempted. A full-time course load is 12 credit hours or more of work in a 16-week semester; six semester hours in a summer term.

Course Schedules: A schedule of credit courses and a schedule of continuing education courses are printed prior to each term. Copies are available at counseling and advising offices and at campus admissions offices and can be accessed via the HCC website.

CPT (Computerized Placement Test): The CPT is the state-approved entry-level test required for first-time-in-college students.

Drop/Add: A designated time period during which students can drop or add classes and make adjustments in their schedule without penalty or cost.

FCELPT (The Florida College Entry-Level Placement Test): The FCELPT is the state-approved entry-level test required for first-time-in-college students. HCC may administer the Computerized Placement Test (CPT).

Learning Community: Courses that are thematically linked and integrated across different subjects or disciplines with the purpose of enhancing student learning and success. Typically, students are concurrently enrolled in two or more courses and they participate in group study sessions, career exploration, community service, and personal/professional development activities.

Matriculation: The act of enrolling or registering in courses at the college and progressing toward a degree.

Moratorium: The academic curriculum process of formally suspending enrollment in a program while allowing those students previously enrolled in the same program to complete their program requirements.

Postsecondary Adult Vocational (PSAV): The classification for non-college credit job preparatory courses. A certificate is awarded when the student completes the coursework.

Prerequisite: A course or placement score requirement that must be satisfactorily completed before taking the next higher level in a related course.

Semester Hours: A semester hour is the unit by which the College measures credit received for successfully completing a course. The majority of courses are three semester hours of credit. As a general rule, three semester hour courses meet three hours per week for a full term.

Terms, Academic Terms: An academic year at HCC consists of the Fall, Spring and Summer terms. The Fall and Spring terms, which are the major terms, are about 16 weeks long. The Summer term is about 12 weeks long. The academic year begins with the Fall term.
WEB ADDRESS

The HCC web address is:

www.hccfl.edu

All full-time employees at HCC have been assigned an electronic mail (e-mail) address.

The e-mail address configuration consists of the employee’s first letter of their first name and their last name. The name is then followed by the general web address for the college.

For example: Mary Lou Blair’s e-mail address would be:

mblair@hccfl.edu