### HILLSBOROUGH COMMUNITY COLLEGE

Student Services Important Calendar Dates for Students
Regular 16-week Classes Only
2012-2013

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FALL 8/20-12/10/2012</th>
<th>SPRING 1/7-5/6/2013</th>
<th>SUMMER 5/13-8/9/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Dates for Late Start</td>
<td>Aug. 6</td>
<td>Dec. 10</td>
<td>May 6</td>
</tr>
<tr>
<td>Classes</td>
<td></td>
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<tr>
<td>Students submitting applications after the late start dates will be eligible to enroll for late start courses only. Students will not be eligible to enroll in the regular 16 week session.</td>
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<tr>
<td>Priority Registration Period</td>
<td></td>
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<tr>
<td>Honor Students / Athletes</td>
<td>Apr. 16</td>
<td>Nov. 1</td>
<td>Mar. 18</td>
</tr>
<tr>
<td>Veterans</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Current Enrolled Students</td>
<td>Apr. 17</td>
<td>Nov. 2</td>
<td>Mar. 19</td>
</tr>
<tr>
<td>New/Former Returning/ &amp; Dual</td>
<td>May 1</td>
<td>Nov. 13</td>
<td>Mar. 25</td>
</tr>
<tr>
<td>Enrolled Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Degree Seeking Students</td>
<td>Jun. 1</td>
<td>Nov. 19</td>
<td>Mar. 29</td>
</tr>
<tr>
<td>Financial Aid Priority Awarding Due</td>
<td>Jul. 13</td>
<td>Nov. 1</td>
<td>Apr. 1</td>
</tr>
<tr>
<td>Dates</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Due date for submitting all financial aid documents to ensure financial aid awarding by the payment due date</td>
<td></td>
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</tr>
<tr>
<td>Payment Due Dates</td>
<td>Aug. 10</td>
<td>Jan. 3</td>
<td>May 6</td>
</tr>
<tr>
<td></td>
<td>After these dates students must pay for classes on the day they register.</td>
<td></td>
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<tr>
<td>Open Registration Period</td>
<td></td>
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<tr>
<td>Transient/Cross-enrolled Students</td>
<td>Jul. 1</td>
<td>Dec. 3</td>
<td>Apr. 15</td>
</tr>
<tr>
<td>State Employee &amp; Senior Citizen</td>
<td>Aug. 20</td>
<td>Jan. 7</td>
<td>May 13</td>
</tr>
<tr>
<td>Late Registration Period</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Late fee Charged After This Date</td>
<td>Aug. 19</td>
<td>Jan. 6</td>
<td>May 12</td>
</tr>
<tr>
<td>CLASSES BEGIN</td>
<td>Aug. 20</td>
<td>Jan. 7</td>
<td>May 13</td>
</tr>
<tr>
<td>Winter Break Classes</td>
<td>N/A</td>
<td>Dec. 13-28</td>
<td>N/A</td>
</tr>
<tr>
<td>Drop/Add (16 week term only)</td>
<td>Aug. 20-24</td>
<td>Jan. 7-11</td>
<td>May 13-17</td>
</tr>
<tr>
<td>Drop/Add (for all other classes)</td>
<td>Check your course schedule for classes that have start and end dates that differ from the regular 16 week schedule. These classes will have individual drop and add dates that differ from the regular 16 week schedule. All students, including financial aid recipients, must drop any class that they do not plan to attend.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>Aug. 24</td>
<td>Jan. 11</td>
<td>May 17</td>
</tr>
<tr>
<td>Non-Class Days</td>
<td>Sept. 3 Labor Day</td>
<td>Jan. 21 Martin L. King</td>
<td>May 27 Memorial Day</td>
</tr>
<tr>
<td></td>
<td>Oct. 19 College Day</td>
<td>Feb. 18 President Day (DM/YB/MD/BR/SS/ GWSC only)</td>
<td>July 4 Independence Day</td>
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<td></td>
<td>Nov. 12 Veterans Day</td>
<td>Mar. 4 Strawberry Festival (PC only)</td>
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<td></td>
<td>Nov. 22 &amp; 23 Thanksgiving Break</td>
<td>Mar. 11-15 Mid-term break</td>
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<tr>
<td></td>
<td>Dec. 11-Jan.6 Winter Break</td>
<td>Mar. 29 Spring Day</td>
<td></td>
</tr>
<tr>
<td>Last Day to Remove &quot;I&quot; Grade</td>
<td>Mar. 4</td>
<td>Oct. 14</td>
<td>Oct. 14</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>Oct. 26</td>
<td>Mar. 20</td>
<td>Jul. 5</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec. 10</td>
<td>May 6</td>
<td>Aug. 9</td>
</tr>
<tr>
<td>College Closed</td>
<td>Dec. 19 - Jan. 1</td>
<td>Mar. 11 - 17</td>
<td></td>
</tr>
</tbody>
</table>

Check your course schedule for classes that have start and end dates that differ from the regular 16 week schedule. These classes will have individual drop and withdrawal deadlines. If financial aid students withdraw from all classes prior to these dates, students may be required to repay some or all financial aid received.

Final 8/6/12

NOTE: Commencement is Friday, May 3, 2013
Welcome to Hillsborough Community College.

For more than 43 years, HCC has dedicated itself to providing the finest student learning experience possible. It is our goal to ensure that every student that joins the HCC family fulfills their academic goals.

With our intimate class size, guaranteed transferability to state universities, and programs and services designed to meet the unique needs of our students, HCC and its talented faculty are fortunate to serve over 48,000 of you each year.

HCC offers a robust college life, and I would encourage you to become an active member of the HCC community. From our nationally ranked athletic teams and a variety of student clubs, to service learning and Hawks Landing - our student apartment complex, HCC provides all of the activities that will make your college experience a full and rewarding one.

Regardless of whether you are just starting college or returning to continue your journey, please know that we are here to help. Your success is our success.

I look forward to seeing you on campus!

Dr. Ken Atwater
President
When students succeed, we succeed

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

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

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

**ACCREDITATION**
Hillsborough Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hillsborough Community College.
HawkNet is the online gateway to HCC web-based resources for students, faculty, and staff. There are two main tools within HawkNet: Campus Cruiser and WebAdvisor.

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

Campus Cruiser  
(HCC student email)

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

How to Log In
1. Go to prod.campuscruiser.com/hcc
2. Click on LOGIN.
   Login ID: same as WebAdvisor ID
   Password: same as WebAdvisor password

WebAdvisor

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

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

Sign up now for Hawk ALERT, HCC’s Text Messaging System. It’s easy to sign up!

Receive text messages from HCC about:
• Emergencies, including campus closures
• Financial aid notifications
• Registration and payment deadlines

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

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

The HCC Information Center is a resource for future as well as currently enrolled students that can respond to questions about admissions, advising, registration, financial aid, and other detailed information about HCC.

The HCC Information Center features live chat, e-mail exchange, call back, and direct phone assistance as well as comprehensive self help online knowledge base to provide a single reference for answers to many questions.

Check out the HCC Information Center at www.hccfl.edu

For direct phone service, call toll free at 1-877-736-2575.

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

Hillsborough Community College (HCC) is dedicated to providing a healthy and productive environment for its faculty, staff, students, visitors, and contractors. Research findings show that use of tobacco products constitutes a significant health hazard; tobacco smoke is a proven health and safety hazard both to smokers and to non-smokers who are involuntarily exposed to the second hand smoke. By endorsing this tobacco-free policy, HCC joins more than 710 colleges and universities around the country that have gone 100% smoke-free to demonstrate its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting healthy practices and choices for individuals, and establishing a collegiate culture of wellness.

Effective January 1, 2013, tobacco-use is prohibited on all Hillsborough Community College properties, including owned and leased buildings, student housing, outdoor areas, parking lots and garages, courtyards, entrance and exit ways, and college vehicles. This policy includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, and electronic cigarettes.

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

HCC Public Safety: ................................................................. 253-7911
Emergency (Police, Fire or Ambulance): ................................. 9-1-1
HCC Public Safety after hours (24 hours): ............................ 220-7032
HCC Live Information: .................................................... 877-736-2575

OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES:
[ Telecommunications Device for the Deaf (TDD) ]

Brandon: ......................................................................... 253-7914 (TDD: 253-7858)
Dale Mabry: ..................................................................... 259-6035 (TDD: 253-7035)
Plant City: .......................................................... 757-2209 (TDD: 757-2166)
SouthShore: .................................................................. 253-7000 extension 5734
Ybor City: ...................................................................... 253-7757 (TDD: 253-7788)
District: ........................................................................... (TDD: 253-7174)
# PHONE NUMBERS AND EMAIL ADDRESSES

<table>
<thead>
<tr>
<th>NAME</th>
<th>TELEPHONE NUMBER</th>
<th>E-MAIL ADDRESS</th>
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</tbody>
</table>
## FINAL EXAM SCHEDULE - FALL TERM 2012

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, December 7, 2012 or Monday, December 10, 2012, as noted below.

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

For MONDAY/WEDNESDAY classes the Exam Day is Wednesday, December 5, 2012 or Monday, December 10, 2012, as noted below.

<table>
<thead>
<tr>
<th>If your class meets MW at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Monday, December 10</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Wednesday, December 5</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Monday, December 10</td>
<td>11:00 – 12:50 p.m.</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Wednesday, December 5</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Monday, December 10</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:30 – 4:45 p.m.</td>
<td>Wednesday, December 5</td>
<td>3:30 – 5:20 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, December 10</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
<tr>
<td>7:00 – 8:15 p.m.</td>
<td>Wednesday, December 5</td>
<td>7:00 – 8:50 p.m.</td>
</tr>
</tbody>
</table>

For MONDAY ONLY classes, the Exam Day is Monday, December 10, 2012.

For WEDNESDAY ONLY classes, the Exam Day is Wednesday, December 5, 2012.

For FRIDAY ONLY classes, the Exam Day is Friday, December 7, 2012.

For TUESDAY/THURSDAY classes the Exam Day is Tuesday, December 4, 2012 or Thursday, December 6, 2012, as noted below.

<table>
<thead>
<tr>
<th>If your class meets TTH at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Tuesday, December 4</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Thursday, December 6</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Tuesday, December 4</td>
<td>11:00 – 12:50 p.m.</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Thursday, December 6</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Tuesday, December 4</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:30 – 4:45 p.m.</td>
<td>Thursday, December 6</td>
<td>3:30 – 5:20 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Tuesday, December 4</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
<tr>
<td>7:00 – 8:15 p.m.</td>
<td>Thursday, December 6</td>
<td>7:00 – 8:50 p.m.</td>
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</tbody>
</table>

For TUESDAY ONLY classes, the Exam Day is Tuesday, December 4, 2012.

For THURSDAY ONLY classes, the Exam Day is Thursday, December 6, 2012.

For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is:
For SATURDAY ONLY classes, the Exam Day is Saturday, December 8, 2012.
For SUNDAY ONLY classes, the Exam Day is Sunday, December 9, 2012.

Final exams for classes that do not meet at any of the above times will be scheduled by the instructor and should not conflict with the above schedule.
FINAL EXAM SCHEDULE - SPRING TERM 2013

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, May 3, 2013 or Monday, May 6, 2013, as noted below.

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

For MONDAY/WEDNESDAY classes the Exam Day is Wednesday, May 1, 2013 or Monday, May 6, 2013, as noted below.

<table>
<thead>
<tr>
<th>If your class meets MW at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Monday, May 6</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Wednesday, May 1</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Monday, May 6</td>
<td>11:00 – 12:50 p.m.</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Wednesday, May 1</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Monday, May 6</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:30 – 4:45 p.m.</td>
<td>Wednesday, May 1</td>
<td>3:30 – 5:20 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, May 6</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
<tr>
<td>7:00 – 8:15 p.m.</td>
<td>Wednesday, May 1</td>
<td>7:00 – 8:50 p.m.</td>
</tr>
</tbody>
</table>

For MONDAY ONLY classes, the Exam Day is Monday, May 6, 2013.
For WEDNESDAY ONLY classes, the Exam Day is Wednesday, May 1, 2013.
For FRIDAY ONLY classes, the Exam Day is Friday, May 3, 2013.

For TUESDAY/THURSDAY classes the Exam Day is Tuesday, April 30, 2013 or Thursday, May 2, 2013, as noted below.

<table>
<thead>
<tr>
<th>If your class meets TTH at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Thursday, May 2</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Tuesday, April 30</td>
<td>9:30 – 11:20 a.m.</td>
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<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Thursday, May 2</td>
<td>11:00 – 12:50 p.m.</td>
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<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Tuesday, April 30</td>
<td>12:30 – 2:20 p.m.</td>
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<td>2:00 – 3:15 p.m.</td>
<td>Thursday, May 2</td>
<td>2:00 – 3:50 p.m.</td>
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<tr>
<td>3:30 – 4:45 p.m.</td>
<td>Tuesday, April 30</td>
<td>3:30 – 5:20 p.m.</td>
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<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Thursday, May 2</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
<tr>
<td>7:00 – 8:15 p.m.</td>
<td>Tuesday, April 30</td>
<td>7:00 – 8:50 p.m.</td>
</tr>
</tbody>
</table>

For TUESDAY ONLY classes, the Exam Day is Tuesday, April 30, 2013.
For THURSDAY ONLY classes, the Exam Day is Thursday, May 2, 2013.

For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is:
Saturday, April 27, 2013.

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

BRANDON CAMPUS
10414 East Columbus Drive
Tampa, FL 33619

President: Dr. Carlos Soto
Student Services Dean: Mr. Joe Bentrovato
Academic Deans: Dr. Scott E. Behrens, Ms. Sabrina Peacock

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

President: Dr. Robert Chunn
Student Services Dean: Dr. Franklin Babcock
Academic Deans: Dr. Amy Anderson, Dr. Mary Bendickson, Ms. Elizabeth Johnson, Dr. Robert Wynegar

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

President: Dr. Ken Atwater
Vice President/Student Services & Enrollment Management: Dr. Kenneth Ray, Jr.

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

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

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

President: Dr. Martyn Clay
Student Services Dean: Ms. Patti Mills
Academic Dean: Dr. Bonnie Finsley Satterfield

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

President: Dr. Allen Witt
Student Services Dean: Mr. Steve Stancil
Academic Dean: Ms. Judy Nolasco

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

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

Student Calendar
& Academic Planner
2012 - 2013
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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AUGUST 2012
Week's Goals:

<table>
<thead>
<tr>
<th>Monday</th>
<th>30</th>
<th>Open Registration (Fall)</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>31</td>
<td>Open Registration (Fall)</td>
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</table>

July 29 - August 4

Open Registration (Fall)
### Week's Goals:

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### August

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- Open Registration (Fall)
- Application Date for Late Start Classes (Fall)

---

Open Registration (Fall)

**August 5 - 11**
AUGUST 2012

Wednesday 8

- Open Registration (Fall)

Thursday 9

- Open Registration (Fall)

Friday 10

- Payment Due Date (Fall)
- Open Registration (Fall)

Saturday 11

- Open Registration (Fall)
Week's Goals:

August

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

HILLSBOROUGH Community College
www.hccfl.edu

Sunday
12
» Open Registration (Fall)

Monday
13
» Open Registration (Fall)

Tuesday
14
» Open Registration (Fall)

August 12 - 18
» Open Registration (Fall)

» Open Registration (Fall)

» Open Registration (Fall)

» Open Registration (Fall)
Week's Goals:

August

HILLSBOROUGH
Community College
www.hccfl.edu

Sunday
19
- Late Fee Charged After This Date
- Open Registration (Fall)

Monday
20
- Fall Term Regular Classes Begin
- State Employee & Senior Citizen Registration (Fall)
- Drop/Add (16-Week Term Only)
- Open Registration (Fall)

Tuesday
21
- Open Registration (Fall)
- Drop/Add (16-Week Term Only)

August 19 - 25
Wednesday

22

» Open Registration (Fall)
» Drop/Add (16-Week Term Only)

Thursday

23

Friday

24

» Deadline for Refund (Fall)
» Open Registration (Fall)
» Drop/Add (16-Week Term Only)
» Late Fee Charged After This Date (Weekend)

Saturday

25

» Weekend Classes Begin (Fall)
» Drop/Add (Weekend)
» State Employee & Senior Citizen Registration (Weekend)
Week's Goals:

August

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» Drop/Add (Weekend)

HILLSBOROUGH
Community College
www.hccfl.edu

August 26 - September 1
» Drop/Add (Weekend)

Thursday

» Drop/Add (Weekend)

Friday

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

Saturday

» Non-Class Day
» College Closed
## SEPTEMBER 2012

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## Week's Goals:

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Week's goals:
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### September

<table>
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<tr>
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<th>Thursday</th>
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</table>

#### September 2 - 8

- **Non-Class Day**
- **College Closed**

- **Labor Day**
- **Non-Class Day**
- **College Closed**

**HILLSBOROUGH Community College**

[www.hccfl.edu](http://www.hccfl.edu)
SEPTEMBER 2012

Wednesday
5

Thursday
6

Friday
7

Saturday
8

2012-2013 Student Planner
Week's Goals:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

HILLSBOROUGH
Community College

www.hccfl.edu

September 23 - 29
<table>
<thead>
<tr>
<th>MONDAY</th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
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</tbody>
</table>
| **Columbus Day**  
**(Observed)** |         |           |
<p>| 8      | 9       | 10        |
| 15     | 16      | 17        |
| 22     | 23      | 24        |
|        |         | <strong>Halloween</strong> |
| 29     | 30      | 31        |</p>
<table>
<thead>
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<th>THURSDAY</th>
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</table>
Week's Goals:

October

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<thead>
<tr>
<th>Sun</th>
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</table>

Hispanic Heritage Month
Week's Goals:

Monday

Sunday

Monday

Tuesday

» Columbus Day (Observed)
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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<tbody>
<tr>
<td>10</td>
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2012-2013 Student Planner
Week's Goals:

October

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Sunday

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Monday

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Tuesday

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Wednesday

24

Thursday

25

Friday

26

» Last Day to Withdraw (16-Week & Weekend) (Fall Term)

Saturday

27

» Guavaween
» Non-Class Day (Ybor City Campus Only)
OCT-NOV 2012

Wednesday
31

» Halloween

Thursday
1

» Native American History Month
» Financial Aid Priority Awarding Due Date (Spring)
» Honor Students/Athletes/Veterans Registration (Spring)

Friday
2

» Currently Enrolled Student Registration (Spring)

Saturday
3
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
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<td>10 Veteran’s Day</td>
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Week's Goals:

November

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

HILLSBOROUGH
Community College

www.hccfl.edu

Sunday

4

Monday

5

Tuesday

6

November 4 - 10
Week’s Goals:

November

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» Veteran's Day

» College Closed

» Non-Class Day in Observance of Veteran’s Day

» New/Former Returning/Dual Enrolled Student Registration (Spring)

November 11 - 17
Wednesday
14

Thursday
15

Friday
16

Saturday
17

NOVEMBER 2012

2012-2013 Student Planner
NOVEMBER 2012

Wednesday

21

Non-Class Day
Thanksgiving Day
College Closed

Thursday

22

Friday

23

Non-Class Day
College Closed

Saturday

24

Non-Class Day
College Closed
<table>
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Week's Goals:

December

Sunday
2

Monday
3

Tuesday
4

» Transient/Cross-Enrolled Student Registration (Spring)
» Open Registration Begins (Spring)

» Final Exam Day
» Open Registration (Spring)

December 2 - 8
Wednesday
5

- Final Exam Day
- Open Registration (Spring)

Thursday
6

- Final Exam Day
- Open Registration (Spring)

Friday
7

- Final Exam Day
- Open Registration (Spring)

Saturday
8

- Final Exam Day
- Open Registration (Spring)
- Weekend Classes End (Fall)

2012-2013 Student Planner
Week's Goals:

HILLSBOROUGH
Community College

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Sunday
9
» Final Exam Day
» Open Registration (Spring)

Monday
10
» Application Date for Late Start Classes (Spring)
» Fall Term Regular Classes End
» Final Exam Day
» Open Registration (Spring)

Tuesday
11
» Open Registration (Spring)

December 9 - 15
Wednesday

12

- Open Registration (Spring)

Thursday

13

- Open Registration (Spring)
- Winter Break Classes Begin

Friday

14

- Open Registration (Spring)
- Winter Break Classes Only

Saturday

15

- Open Registration (Spring)
- Winter Break Classes Only
### Week's Goals:

**December**

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**Sunday**

16

- Open Registration (Spring)
- Non-Class Day

**Monday**

17

- Open Registration (Spring)
- Winter Break Classes Only

**Tuesday**

18

- Open Registration (Spring)
- Winter Break Classes Only
Wednesday
19

» College Closed for Staff Through January 1, 2013
» Open Registration (Spring)
» Winter Break Classes Only

Thursday
20

» Open Registration (Spring)
» Winter Break Classes Only

Friday
21

» Open Registration (Spring)
» Winter Break Classes Only

Saturday
22

» Open Registration (Spring)
» Winter Break Classes Only
Week's Goals:

HILLSBOROUGH
Community College
www.hccfl.edu

December

Sunday
23
» Open Registration (Spring)
» College Closed
» Non-Class Day

Monday
24
» Open Registration (Spring)
» Winter Break Classes Only

Tuesday
25
» Open Registration (Spring)
» Christmas Day
» College Closed

December 23 - 29
Wednesday

26

» Open Registration (Spring)
» Winter Break Classes Only

Thursday

27

» Open Registration (Spring)
» Winter Break Classes Only

Friday

28

» Open Registration (Spring)
» Winter Break Classes End

Saturday

29

» College Closed
» Open Registration (Spring)
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Week’s Goals:

January

Sunday

30

» Open Registration (Spring)

» College Closed

Monday

31

» Open Registration (Spring)

» College Closed

Tuesday

1

Effective January 1, 2013, tobacco-use is prohibited on all Hillsborough Community College properties, including owned and leased buildings, student housing, outdoor areas, parking lots and garages, courtyards, entrance and exit ways, and college vehicles. This policy includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, and electronic cigarettes.

» Open Registration (Spring)

» College Closed

December 30 - January 5
» College Resumes Regular Operation
» Open Registration (Spring)

» Payment Due Date (Spring)
» Open Registration (Spring)

» Open Registration (Spring)

» Open Registration (Spring)
**Week's Goals:**

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**January**

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**Hillsborough Community College**

ww.hccfl.edu

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**Sunday**

6

- **January 6 - 12**
  - Spring Term Regular Classes Begin
  - Drop/Add (16-Week Term Only)
  - State Employee & Senior Citizen Registration (Spring)
  - Open Registration (Spring)
  - Late Fee Charged After This Date (Spring)
  - Open Registration (Spring)

---

**Monday**

7

- Spring Term Regular Classes Begin
- Drop/Add (16-Week Term Only)
- State Employee & Senior Citizen Registration (Spring)
- Open Registration (Spring)

---

**Tuesday**

8

- Drop/Add (16-Week Term Only)
- Open Registration (Spring)
JANUARY 2013

Wednesday

9

» Drop/Add (16-Week Term Only)
» Open Registration (Spring)

Thursday

10

» Drop/Add (16-Week Term Only)
» Open Registration (Spring)

Friday

11

» Drop/Add (16-Week Term Only)
» Open Registration (Spring)
» Late Fee Charged After This Date (Weekend)
» Deadline for Refund (Spring)

Saturday

12

» Weekend Classes Begin (Spring)
» Drop/Add (Weekend)
» State Employee & Senior Citizen Registration (Weekend)
Week’s Goals:

January

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» Drop/Add (Weekend)

January 13 - 19
Week's Goals:

January 20 - 26

Sunday
20

Monday
21

Tuesday
22

» College Closed
» Non-Class Day
» Martin Luther King, Jr., Day
Week's Goals:

Week's Goals:

HILLSBOROUGH
Community College
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Sunday

Monday

Tuesday

January 27 - February 2
Wednesday

Thursday

Friday

Saturday

» National Black History Month
# FEBRUARY 2013

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FEBRUARY 2013
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*FEBRUARY 2013*

*2012-2013 Student Planner*
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Week’s Goals:

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February 17 - 23

HILLSBOROUGH
Community College

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Sunday

17

Monday

18

» President’s Day
» Non-Class Day (Brandon, Dale Mabry, SouthShore, Ybor City, MacDill & District Campuses Closed Only)

Tuesday

19

February

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February

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Sunday

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Monday

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Tuesday

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February 24 - March 2
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Week's Goals:

March

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Sunday

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Monday

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» Strawberry Festival Day
» Non-Class Day (Plant City Campus Only)

Tuesday

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March 3 - 9
### Week's Goals:

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### March

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» Mid-Term Break
» Non-Class Day
» College Closed

March 10 - 16
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<td>Mid-Term Break, Non-Class Day, College Closed</td>
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<tr>
<td>Saturday 16</td>
<td>Mid-Term Break, Non-Class Day, College Closed</td>
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</table>
2012-2013 Student Planner
Week's Goals:

HILLSBOROUGH Community College

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

Sunday
24

Monday
25

Tuesday
26

» New/Former Student Returning/Dual Enrolled Student Registration (Summer)
MARCH 2013

Wednesday
27

Thursday
28

Friday
29

» Non-Degree Seeking Student Registration (Summer)
» Spring Day
» Non-Class Day
» College Closed

Saturday
30

» Spring Day
» Non-Class Day
» College Closed
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**Week's Goals:**

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- March 31 - April 6

**HILLSBOROUGH Community College**

www.hccfl.edu
April 2013

Wednesday
10

Non-Class Day
Faculty In-Service Day

Thursday
11

Friday
12

Saturday
13
Week's Goals:

April

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

HILLSBOROUGH
Community College

Sunday

14

Monday

15

» Transient/Cross-Enrolled Student Registration (Summer)
» Open Registration Begins (Summer)

Tuesday

16

» Open Registration (Summer)

April 14 - 20
APRIL 2013

Wednesday
17

» Open Registration (Summer)

Thursday
18

» Open Registration (Summer)

Friday
19

» Open Registration (Summer)

Saturday
20

» Open Registration (Summer)
Week's Goals:

Monday

TUESDAY

Wednesday

Thursday

Friday

Saturday

April

S M T W R F S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

HILLSBOROUGH
Community College
www.hccfl.edu

» Open Registration (Summer)

» Open Registration (Summer)

» Open Registration (Summer)

April 21 - 27
April 2013

Wednesday

24

- Open Registration (Summer)

Thursday

25

- Open Registration (Summer)

Friday

26

- Open Registration (Summer)

Saturday

27

- Final Exam Day
- Spring Term Weekend Classes End
- Open Registration (Summer)
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Memorial Day (Observed)
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</table>
April

Sunday

28

» Open Registration (Summer)

Monday

29

» Open Registration (Summer)

Tuesday

30

» Final Exam Day
  » Open Registration (Summer)

April 28 - May 4
APR-MAY 2013

Wednesday

1

» Final Exam Day
» Open Registration (Summer)

Thursday

2

Friday

3

» Commencement
» Final Exam Day
» Open Registration (Summer)

Saturday

4

» Open Registration (Summer)
Week's Goals:

Monday

Sunday

May

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

HILLSBOROUGH
Community College
www.hccfl.edu

Sunday

5

» Open Registration (Summer)

Monday

6

» Payment Due Date (Summer)
» Final Exam Day
» Spring Term Regular Classes End
» Application Date for Late Start Classes (Summer)
» Open Registration (Summer)

Tuesday

7

» Open Registration (Summer)

May 5 - 11
MAY 2013

Wednesday

8

» Open Registration (Summer)

Thursday

9

» Open Registration (Summer)

Friday

10

» Open Registration (Summer)

Saturday

11

» Open Registration (Summer)
Week's Goals:

May

Sunday
12
- Mother's Day
- Late Fee Charged After This Date (Summer)
- Open Registration (Summer)

Monday
13
- State Employee & Senior Citizen Registration (Summer)
- Summer Term Regular Classes Begin
- Drop/Add (16-Week Term Only)
- Open Registration (Summer)

Tuesday
14
- Drop/Add (16-Week Term Only)
- Open Registration (Summer)

May 12 - 18
MAY 2013

Wednesday 15

» Drop/Add (16-Week Term Only)
» Open Registration (Summer)

Thursday 16

» Drop/Add (16-Week Term Only)
» Open Registration (Summer)

Friday 17

» Drop/Add (16-Week Term Only)
» Deadline for Refund (Summer)
» Late Fee Charged After This Date (Weekend)
» Open Registration (Summer)

Saturday 18

» Weekend Classes Begin (Summer)
» Drop/Add (Weekend)
» State Employee & Senior Citizen Registration (Weekend)
Week's Goals: ______________________________________________________

May

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Sunday

19

Monday

20

» Drop/Add (Weekend)

Tuesday

21

» Drop/Add (Weekend)

www.hccfl.edu

May 19 - 25
MAY 2013

Wednesday
22

» Drop/Add (Weekend)

Thursday
23

» Drop/Add (Weekend)

Friday
24

» Deadline for Refund (Weekend)

» Drop/Add (Weekend)

Saturday
25
## JUNE 2013

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Week's Goals:

June

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9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
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Sunday
2

Monday
3

Tuesday
4

HILLSBOROUGH
Community College

www.hccfl.edu

June 2 - 8
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Week's Goals:

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Monday

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Sunday

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June

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Tuesday

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June 9 - 15
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**Week's Goals:**

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**July**

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*June 30 - July 6*
<table>
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| Wednesday | Independence Day  
Non-Class Day  
College Closed |
| Thursday  |                                            |
| Friday    | Last Day to Withdraw (Summer)              |

2012-2013 Student Planner
Week’s Goals:

Monday

Tuesday

Sunday

HILLSBOROUGH
Community College

www.hccfl.edu
Week's Goals: 

Monday 29

Sunday 28

Tuesday 30

HILLSBOROUGH
Community College
www.hccfl.edu

July 28 - August 3
Weekend Classes End (Summer)
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August 2013
» Summer Term Regular Classes End
Week's Goals: ____________________________

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

August

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

HILLSBOROUGH
Community College
www.hccfl.edu

August 11 - 17

11

12

13
Week's Goals:

August

HILLSBOROUGH
Community College
www.hccfl.edu

Sunday
18

Monday
19

Tuesday
20

August 18 - 24
2012-2013 Student Planner
HCC
Student Handbook
2012 - 2013
HawkNet is a term used to describe the web-based resources for students, faculty, and staff at Hillsborough Community College. There are three main tools within HawkNet: WebAdvisor, Campus Cruiser and Wireless Internet access.

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

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

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

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

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

5. Your new user ID will be your first initial, your last name (and possibly a number). Until you change it, your password is your seven-digit HCC ID number. We encourage all students to change their password for security purposes.
All full-time employees of HCC have been assigned an electronic mail (E-mail) address. The E-mail address configuration consists of the first letter of the employee's first name and their last name. The name is then followed by the general web address for the college, which is hccfl.edu. For example:

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

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

**ACCEPTABLE AND UNACCEPTABLE USES OF HCC STUDENT E-MAIL ACCOUNTS**

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

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

**Acceptable Use**

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

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

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

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

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

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

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

Unacceptable Use

1. Do not share your password with anyone.

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

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

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

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

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

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

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

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

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

ACADEMIC SUPPORT CENTERS

Brandon Campus/Academic Success Center:

Dale Mabry Campus/Learning Commons:

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

SouthShore Center/Learning Tutorial Center:

Ybor City Campus/Tutorial & Writing Center:

All HCC campuses offer academic support for students and convenient learning workspace to ensure that all students have access to the resources, technology, guidance, and sustained motivation needed to excel in college and to succeed beyond college. Tutorial centers offer a wide variety of tutorial services. Writing centers are available to assist students with all English and Gordon Rule assignments. The writing centers are designed to help students to improve their writing skills for college and state writing requirements. The Success Centers provide academic support in several ways, including peer tutoring, access to open computer labs, and student group areas. The Learning Commons offers comprehensive, one-on-one tutoring and writing assistance. Students are guided and supported as they master skills and course content, the motivation to succeed, and the strategies to become independent learners.

Students from all HCC campuses can find assistance at any center.

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

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.

LIBRARY/LEARNING RESOURCE CENTERS (LRC)
http://www.hccfl.edu/library/

Each campus has a Library/LRC that provides materials to support the College curriculum. The collections include circulating and reference books, current periodicals, archived publications, indexes, and audio-visual programs. An on-line catalog (LINCC)
identifies both HCC and statewide library holdings. LINCC serves as the information
gateway to indexes, specialty databases, and the Internet. In addition, many of LINCC’s
services are available through the Internet to students with a valid HCC student
identification card.

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

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

**SLS COLLEGE SUCCESS COURSE**

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

**SUPPLEMENTAL LEARNING**

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

**WINGS**

The WINGS Program is designed to promote the graduation of students pursuing A.S., A.A.S. or College Certificate programs. A variety of support services are offered to address short-term as well as lifelong goals. Students may qualify for partial tuition and textbook support in addition to childcare assistance. To qualify, students must be enrolled in a Technical Education Program and be eligible to receive a Federal Pell Grant.
Financial aid is any scholarship, grant, loan, or employment (or a combination thereof) designed to help students meet their college expenses. The amount and types of financial aid given is based on state, federal and HCC guidelines. Students must be degree seeking, meet enrollment requirements, submit official high school transcripts showing graduation dates or official GED test scores, and make satisfactory academic progress to be eligible for financial aid. Grants and scholarships are considered gifts and do not need to be repaid. Low interest loans are usually repaid over an extended period of time after the student leaves college. Employment refers to an hourly wage paid to the student for work performed.

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

Students are required to complete a 2012-2013 FAFSA application and submit all of the requested financial aid forms by July 13, 2012 in order to have their financial aid awards processed by the payment due date of August 10, 2012.

Students applying for financial aid or submitting financial aid forms after July 13, 2012 will be expected to pay for their classes or sign-up for Tuition Installment Plans (TIPS). Students who are eligible for financial aid may receive a reimbursement for the payment of tuition and fees once financial aid is awarded.

**PAYMENT REQUIREMENTS**

**Fall 2012 Due Date:**

Fall 2012 students registering for classes from August 11-24 must pay or sign up for the TIPS program. Otherwise, you run the risk of either losing your classes or remaining financially responsible for the tuition and fees associated with the classes. Students are responsible for dropping any classes they do not intend to attend.

**Spring 2013 Due Date:**

The financial aid application due date for the spring 2013 is November 1, 2012. Students registering for classes from January 4-11, 2013, must pay or sign up for the TIPS program. Otherwise, you run the risk of either losing your classes or remaining financially responsible for the tuition and fees associated with the classes. Students are responsible for dropping any classes they do not intend to attend.
Summer 2013 Due Date:

The financial aid application due date for the summer 2013 term is April 1, 2013. Students registering for classes from May 7-17, 2013, must pay or sign up for the TIPS program on the same day of registration. Otherwise, you run the risk of either losing your classes or remaining financially responsible for tuition and fees associated with the classes. Students are responsible for dropping any classes they do not intend to attend.

Direct Loan Program

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

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

Please see the Financial Aid webpage for more details.

REFUND OF FEES

Tuition and fees are refunded to students who drop courses during the registration drop/add periods. The drop/add periods are located on HCC's website published under “My HCC” and listed in the operational calendar for the current year.

Students enrolled in courses that do not follow a regular 16-week term calendar will find this information on their schedules listed on WebAdvisor.

Outstanding financial obligations to HCC are deducted from refunds.

No refunds will be made to students who:

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

Student Refunds through HigherOne

Hillsborough Community College has partnered with HigherOne for managing refunds from HCC. Each registered student will be mailed a HigherOne card (debit card) to the current mailing address on file at the college. Students must verify the accuracy of
their address either online through WebAdvisor or at the admissions, registration and records office window.

Students are responsible for the replacement cost of the card if the re-issuance is due to an incorrect address. The cost to replace a HigherOne card is $23.00.

Activate the HigherOne card as soon as you receive it at www.HCCOneCard.com. Although, a refund may not be currently expected, a refund may be issued in the future. During card activation, you will choose how to receive your refund. If you want faster access to your funds, simply choose to have your refunds deposited directly into your HigherOne Account. Activate your HCC Debit Card and make your refund selection online at www.HCCOneCard.com.
TUITION INSTALLMENT PLANS (TIPS)

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

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

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

How TIPS Works

Enrolling in TIPS is simple.

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

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

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

Do not assume your balance will be automatically adjusted if financial aid is received or a class is dropped or added. For balance adjustments to your TIPS agreement, please call 800.609.8056. Refunds for overpayments may take HCC several weeks to process, so please be patient.
Target Dates to Enroll By

**FALL 2012** Payment Plan available on July 2, 2012.

<table>
<thead>
<tr>
<th>Last day to enroll online</th>
<th>Required down payment</th>
<th>Number of payments</th>
<th>Months of payments</th>
<th>Enrollment fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 18</td>
<td>none</td>
<td>3</td>
<td>July-Sept</td>
<td>$30</td>
</tr>
<tr>
<td>Aug 7</td>
<td>25%</td>
<td>2</td>
<td>Aug &amp; Sept</td>
<td>$35</td>
</tr>
<tr>
<td>Aug 24</td>
<td>50%</td>
<td>1</td>
<td>Sept only</td>
<td>$35</td>
</tr>
</tbody>
</table>

*The last day to increase agreement is August 24, 2012.*

**SPRING 2013** Payment Plan available on November 1, 2012.

<table>
<thead>
<tr>
<th>Last day to enroll online</th>
<th>Required down payment</th>
<th>Number of payments</th>
<th>Months of payments</th>
<th>Enrollment fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 16</td>
<td>none</td>
<td>4</td>
<td>Nov-Feb</td>
<td>$25</td>
</tr>
<tr>
<td>Dec 7</td>
<td>25%</td>
<td>3</td>
<td>Dec-Feb</td>
<td>$30</td>
</tr>
<tr>
<td>Jan 7</td>
<td>50%</td>
<td>2</td>
<td>Jan &amp; Feb</td>
<td>$35</td>
</tr>
<tr>
<td>Jan 11</td>
<td>50%</td>
<td>1</td>
<td>Feb only</td>
<td>$35</td>
</tr>
</tbody>
</table>

*The last day to increase agreement is January 11, 2013.*

**SUMMER 2013** Payment Plan available on March 18, 2013.

<table>
<thead>
<tr>
<th>Last day to enroll online</th>
<th>Required down payment</th>
<th>Number of payments</th>
<th>Months of payments</th>
<th>Enrollment fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 18</td>
<td>none</td>
<td>3</td>
<td>Apr-June</td>
<td>$30</td>
</tr>
<tr>
<td>May 6</td>
<td>25%</td>
<td>2</td>
<td>May &amp; June</td>
<td>$35</td>
</tr>
<tr>
<td>May 17</td>
<td>50%</td>
<td>1</td>
<td>June only</td>
<td>$35</td>
</tr>
</tbody>
</table>

*The last day to increase agreement is May 17, 2013.*

**Note:** Please be aware that HCC’s delayed payment deadlines still apply each term. If you are not current on your payments with NBS by August 31 for Fall, January 17 for Spring, and May 24 for Summer, you will be dropped from the payment plan.

Please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added. For balance adjustments to your TIPS agreement, please call 800.609.8056. Refunds for overpayments may take HCC several weeks to process, so please be patient. You should review your agreement balance online through mypaymentplan.com or call the HCC Financial Services/Accounts Receivable Office at 813.253.7087, 813.253.7088, 813.253.7086, 813.253.7083, or 813.253.7108 to confirm the change.
HCC offers scholarships in a number of areas. Students may apply directly to the HCC department that has the responsibility for awarding the scholarship. Specific criteria are available in the campus offices of financial aid regarding the following scholarships:

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

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

COMPUTER LABS

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

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

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

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

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

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

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

HYBRID COURSES

HCC offers some classes in a hybrid mode where students will spend some time in the classroom while other activities are being facilitated online. These courses offer the flexibility of spending less time on campus without being entirely completed through distance learning.
SMARTHINKING
https://smarthinking.hccfl.edu/index.php

The college provides Smarthinking, an on-line tutorial service, primarily for students who are enrolled in distance education courses; however, it is also available for other students who prefer an option to on-campus assistance. Smarthinking is available 24 hours a day, allowing students to work synchronously, one-on-one via the Web with professional tutors. This is for receiving assistance with a variety of college courses including math, science, English, history, economics, humanities and others.

WEB ENHANCED COURSES

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

WEB SERVICES

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

**Academic Policies**

All information related to academic policies (i.e., academic integrity, academic progress, attendance, etc.) can be found in the HCC Catalog.

**Grading Policies**

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

**Student Policies**

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

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

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

EMERGENCY CALL STATIONS

Throughout the HCC District, tall blue columns have sprouted up throughout the college’s parking lots. This is Hillsborough Community College’s newest safety initiative, the installation of 81 emergency call stations.

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

HCC will have the ability to install additional security features such as: video surveillance and mass communication loud speakers.

EMERGENCY PROCEDURES

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

Emergency Rescue Areas*

Emergency Rescue areas have been designated and marked with red and white signs on floors above ground level to be used when escape routes are blocked or when a disabled person(s) cannot be evacuated safely. Emergency response personnel will be notified to check “Emergency Rescue” areas when they arrive on the scene.
**Note:** An Emergency Rescue area should only be used when evacuation by any other means is not possible. If at all possible, tell another person to notify security of where you are located. When in a rescue area, keep communication to others by voice or other signals such as waving an item of clothing until you are sure that you are being helped.

**Evacuation of Disabled Persons**

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

**In an emergency situation, you should:**

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

**PUBLIC SAFETY SERVICES**

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

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

Students, employees, and members of the community are required to obey all local, state and federal laws, statutes and ordinances. In addition, members of the college community must observe all HCC administrative rules and procedures. The Public Safety Office is responsible for monitoring compliance with these laws and many of the College’s rules and procedures.
Responsible students or employees should
• inform the Public Safety Office about suspicious conduct, criminal activities and hazardous situations;
• refrain from leaving doors and windows open when rooms are vacant;
• walk to cars and classes in groups or with a companion;
• walk in well-lighted areas at night, even when in a group;
• stay alert and use your intuition; (If students feel they are being followed, they should change direction and walk toward a group of people or to a secure area.)
• watch their belongings;
• avoid strangers that appear suspicious or out of place; and
• freely contact the Public Safety Office to ask for assistance.

Students who notice situations that represent potential or real safety or security problems should notify the local campus Public Safety Office:
• 253-7911 • 220-7032 (after hours)

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

THREATS OF VIOLENCE

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

TRAFFIC AND PARKING REGULATIONS

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

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

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

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

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

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

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

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

Anyone on a campus found driving under the influence of alcohol or drugs will be subject to both College disciplinary procedures and state statutes and local ordinances. Public Safety Office will contact the appropriate law enforcement authorities when such violations are discovered.
You will get the most out of attending HCC if you include more than academics in your college experience. Joining a club, getting involved in student activities, participating in athletics, working on a college publication, and volunteering in the community - these are just a few of the ways you can increase the value of your HCC experience.

**STUDENT CLUBS AND ORGANIZATIONS**

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

Each campus has clubs and organizations that serve student needs. Student clubs and organizations provide students with the opportunity to participate in organized activities with others having similar interests. They offer students a way to make friends, expand horizons, and get involved in college life.

**STUDENT GOVERNMENT ASSOCIATION**

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

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

AIDS

Any questions, concerns, consultation regarding AIDS services or accommodations should be referred to any campus Office of Services for Students with Disabilities. More detailed information on AIDS can be viewed in the Hillsborough Community College Catalog under the Student Policies section.

DRUGS AND ALCOHOL

Alcohol and Drug information can be viewed in the Hillsborough Community College Catalog under the Student Policies section.
STUDENT RIGHTS AND RESPONSIBILITIES

BILL OF STUDENT RIGHTS

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

PROCEDURE
Hillsborough Community College exists to provide for the educational development of all students enrolled at the institution as well as the general well being of society. As members of the academic, technical and occupational communities, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. The College will implement administrative procedures to ensure academic freedom at the institution.

The admission policy of Hillsborough Community College is an Open Door Policy for all qualified students. No student will be barred from admission on the basis of race, sex, marital status, national origin, age, color or disabled status. The College facilities and services will be available to all students who are enrolled at the College.

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

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

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

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

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

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

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

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

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

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

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

(Student Services Operations Procedure/8/08)
CODE OF STUDENT CONDUCT
AND DISCIPLINARY PROCEDURE

I. PURPOSE

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

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

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

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

HCC students may also be accountable to law enforcement authorities, as well as to the College, for acts that constitute violations of laws as well as violations of this Code. In such events, College disciplinary actions will proceed notwithstanding any pending criminal proceedings. Similarly, dismissal or acquittal of concurrent legal proceedings will not necessarily result in dismissal of College disciplinary actions.

The College recognizes its responsibility to act to protect the safety and well-being of the campus community. The range of student misconduct which could harm persons and property on campus is also broad. Accordingly, these regulations are to be interpreted broadly to effect fully the protection of the HCC community. This Code is intended to define prohibited offenses and to give students notice of the behavioral standards expected of them. It is not meant to define misconduct in exhaustive terms or be all inclusive. HCC may take action concerning student conduct for off-campus/site conduct if the conduct is associated with HCC events, activities or if the conduct imposes a threat to safety or security of the HCC community or threatens to undermine HCC’s educational process.

II. JURISDICTION

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

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

III. COLLEGE POLICY ON STUDENT VIOLATIONS OF LAW

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

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

IV. VIOLATIONS

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

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

B. Alcohol Violations

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

C. **Illegal Drugs**

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

D. **Disruptive Conduct**

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

E. **Failure to Comply**

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

F. **Gambling**—Gambling of any form or participation in games of chance for money or
G. **Harassment/Stalking**

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

H. **Sexual Assault or Sexual Violence/Sexual Harassment**

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

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

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

I. **Computer Misuse**

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

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

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

L. **Fire and Safety**

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

M. **Property/Facilities/Services**

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

N. **Other Violations**

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

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

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

VI. DISCIPLINARY PROCEDURES

A. Complaints

1. Allegation of a violation of the Code of Student Conduct may be made by any member or guest of the College community, or by any representative of any department or agency of the College.
2. Allegations must be in writing within ten (10) days of the report of an alleged code violation (For example, Departmental Complaint or Documentation Form and/or Public Safety, contracted security, or Law Enforcement report, etc.) and shall be filed with the Dean of Student Services at the campus where the infraction occurred.
3. The Dean of Student Services or his/her designee shall then investigate the
alleged violation of the Code of Student Conduct.

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

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

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

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

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

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

B. Meeting with the Dean or his/her designee

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

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

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

   a. The Dean or designee will invoke one or more of the disciplinary measures from Section 5 and make appropriate adjustments for the particular violation(s).

   b. The Dean or designee will inform the student of sanctions in writing within ten (10) business days.

   c. The matter is closed with no appeal with the exception of suspension or expulsion.

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

   a. The Dean or designee will review all materials and documentation, listen to the student’s perspective, then consider the evidence to determine if the
alleged violation(s) of Code are legitimate.

b. The Dean or designee may invoke one or more of the disciplinary measures from Section 5 and make appropriate adjustments for the particular violation(s).

c. The Dean or designee will inform the student of the decision and/or sanctions in writing within ten (10) business days.

d. The matter is closed with no appeal with the exception of suspension or expulsion.

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

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

a. If the student does not request to be heard by the CCCC within the five (5) day period, the Dean of Student Services shall recommend the sanction of suspension or expulsion to the Campus President and advise the student in writing.

b. The Dean of Student Services or Campus President may opt to refer the matter to the College Code of Conduct Committee.

c. If the Dean of Student Services or Campus President requests the case be heard before the CCCC, the Dean of Student Services or designee shall forward the reports and evidence concerning the case to the Vice President for Student Services and Enrollment Management.

C. Appeal to the College Code of Conduct Committee (CCCC)

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

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

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

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

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

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

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

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

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

C. The College Code of Conduct Committee shall have the authority to prescribe supplementary rules of procedure consistent with the requirements contained herein. The College Code of Conduct Committee may also, on request, render written advisory opinion concerning the meaning and application of this code, or of the rules and regulations promulgated pursuant to this code.
VIII. RULES GOVERNING PROCEDURES OF THE COLLEGE CODE OF CONDUCT COMMITTEE (CCCC) AND PROCEDURAL RIGHTS OF INDIVIDUALS CHARGED

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

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

C. Incidents heard before the CCCC shall be held in private unless the alleged Code violator requests that the public be admitted. The public may then be admitted subject to the following stipulations:

1. That in the event of disorder or disruption of the proceeding by spectators, the CCCC may order it closed to the public.
2. The Committee may order all spectators excluded from the proceeding during testimony of a witness when the Committee concludes that such exclusion is necessary and appropriate to avoid embarrassing publicity for a witness.

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

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

F. The alleged Code violator shall have the right to produce witnesses in his/her own defense. The CCCC may limit the number of repetitive witnesses in order to avoid dilatory tactics.

G. The alleged Code violator shall have the right to testify in his/her own behalf, or to refuse to testify without such refusal being construed against him/her.

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

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

J. Order of Business:

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

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

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

(SS Operations Procedure 10/31/11)
Hillsborough Community College (HCC) will only use your social security number (SSN) as needed for lawful purposes within the business of HCC and for those specific purposes identified by the Social Security Administration, the Internal Revenue Service and other state and federal regulatory agencies. The SSN will not be used in any information system as the primary identification of individuals unless required by law. HCC is committed to provide security for our students, faculty and staff; and recognizes that the threat of identity theft is a growing problem. HCC departments that are authorized and required to collect, transmit, store or use a SSN will do so in a secure manner. Violations of this policy may result in disciplinary action up to and including discharge or dismissal in accordance with HCC rules and procedures.

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

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

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

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

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

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

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

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

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

**Outreach Programs**
The Upward Bound College Reach Out Program is a youth outreach (intervention) project funded by discretionary grants from the United States or Florida Department of Education (FDOE). As such, the project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or, are permanent residents of the United States. In order to verify a participant’s project eligibility, SSNs are required and also later used when submitting information for the annual performance reports due to the United States or FDOE.

**Workforce Programs**
These programs, funded through the Agency for Workforce Innovation (AWI), use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into the statewide data collection and reporting system. Because these are performance-based contract programs, AWI requires that all participants and their program-related activities be recorded in the Florida state system.
SEXUAL ASSAULT

HCC Policy and Procedures

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

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

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

Crisis Management Committee

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

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

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

Procedure
1. Contact with Faculty
   A. Day One through Day Ten: Within ten working days after the beginning of the term that immediately follows the term in which the grade was awarded, the student should attempt to meet with the faculty member first to discuss the awarding of the grade and to discuss his or her assertion that the grade awarded by the faculty member was incorrect. If the faculty member is not teaching during the following term, the following timelines apply:
      (1) Full-time faculty members: The student should meet with the faculty member within ten working days of the next term in which the faculty member has assigned load responsibilities at the college (for instance, a spring term grade would be discussed during the first ten working days of the next fall term if the instructor has no load responsibilities for the summer term).
      (2) Adjunct faculty members: The student should attempt to contact the faculty member during the first ten working days of the term that immediately follows the term in which the grade was awarded.
   B. Day 11 through Day 20
      (1) Full-time faculty members: A student who has not been able to begin the process of addressing a grade within the above timeline may file a written appeal to the faculty member’s immediate supervising dean for an adjusted timeline to address the grade in question. The dean will provide a written response to the student and the faculty member within ten working days of receiving the appeal.
      (2) Part-time faculty members: If the student cannot contact the faculty member within the ten days specified in Section 1.B, then by Working Day 15, the student must contact the instructor’s immediate supervising dean and proceed to step two in the process.

2. Contact with the Dean
   A. Pre-Grievance
      (1) By Day 20: In the event that contact with the faculty does not resolve the student’s complaint about the grading process, then within 20 working days of the term specified in Section 1, the student must
meet with the faculty member's immediate supervising dean to present data to support his or her complaint.

(2) Within Five Days of Contact with Dean: Within five working days of the student's contact with the dean, the dean will assign a tenured counselor to inform and advise the student about the grievance process. The student is responsible for contacting the dean's office to determine which counselor has been assigned to work with the student.

(3) Within Five Days of Assignment of Counselor: The student must meet with the counselor within the next five working days. The student is responsible for meeting with the counselor during the allotted time period. If the student wishes to pursue the grievance, the counselor will provide the student with the Academic Grievance Form, and the counselor will inform the student that the student is responsible for proving that the instructor graded in a capricious or discriminatory manner.

(4) Within Three Days of Meeting with Counselor: The student must file the form in the aggrieved faculty member's immediate supervising dean's office within three working days after meeting with the counselor.

B. Grievance

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

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

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

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

3. Contact with the Campus President

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

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

4. Contact with the Vice President of Academic Affairs

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

(Administrative Procedure 5.17) (2/5/02)

STUDENT GRIEVANCE (NON-ACADEMIC)

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

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

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

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

1. DEFINITIONS - the following definitions will apply to this procedure:
   A. Grievance - a dispute involving a non-academic issue with an employee of the College or with the College, which may include the violation of an administrative rule or procedure. A grievance will not involve administrative decisions regarding the operation of the College, such as but not limited to the scheduling of classes or the location of a classroom(s).
   B. Grievant - a student who initiates a grievance as defined above. (If more than one student has the same or a similar grievance, each student will be required to file a grievance.)
   C. Respondent - the specific individual(s) responsible for causing or implementing the matter that gives rise to the dispute. The respondent may be a member of the faculty or other College employee against whom a grievance is filed.
   D. Student/Staff Committee - the committee will include two (2) College employees appointed by the Campus President and two (2) students appointed by the campus Student Government. The Campus President will also appoint an administrator to be the chairperson of the committee.
   E. Student Rights Representative - each campus Student Government will select a student to be the Student Rights Representative.

2. GRIEVANCE GUIDELINES - the following guidelines will apply to this procedure for student grievances:
   A. A grievance may only be filed by the affected student who is solely responsible for initiating this grievance.
   B. The time limitations are necessary to provide a timely resolution of the grievance. “School days” shall exclude Saturdays, Sundays and approved holidays.
   C. If the student fails to adhere to the time limitations, the grievant will be deemed to have waived his/her grievance. The Dean of Student Services will terminate the grievance and notify the grievant and respondent accordingly.
   D. If the respondent fails to adhere to the time limitations, the respondent will be deemed to have waived his/her right to respond during that time or step
of the grievance and the grievance will move to the next step.

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

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

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

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

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

J. To better ensure that the grievance is addressed on an informal basis, a non-College related spokesperson or representative would not be permitted during the grievance process until the appeal process commences with an appeal to the President.

3. PRE-GRIEVANCE INFORMAL CONSULTATION - the following guidelines apply to a pre-grievance informal consultation in addition to the other applicable requirements of this procedure:

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

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

C. The complainant (student) must submit a brief written request for an informal meeting to the respondent within five (5) school days following the date of the incident, giving rise to the complaint or the date on which
the complainant has knowledge of the incident. Within five (5) school days following the written request, the respondent will schedule an informal meeting with the complainant to discuss the alleged complaint, with the objective of resolving the matter to the satisfaction of the complainant and the respondent. A complainant may not file a grievance if the complainant has not requested and attended the informal meeting.

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

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

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

4. FORMAL GRIEVANCE

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

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

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

(1) A brief summary of the dispute.

(2) A description of the administrative rule or procedure violated, misinterpreted or misapplied.

(3) A description of the facts in chronological order on which the grievant relies.

(4) A statement with the names of all witnesses to the condition or action from which the grievance arose.

(5) Copies of all documentation possessed by the grievant regarding the grievance process and all documentation leading to or involving the grievance.

(6) A statement of the specific relief sought or resolution requested for the grievance.

C. The grievant’s statements on the Student Grievance form and the attached documentation constitute the grievant’s written statement. The grievant may not add other grievances, modify the grievance, or modify the requested relief after the Student Grievance form is filed with the Dean of Student Services. The grievance shall proceed on the basis of the written statement. Nothing in this procedure shall be construed to prevent the Dean of Student Services, the President or any decision-making level listed
in this procedure from granting any relief deemed appropriate. The Dean of Student Services will forward a copy of the Student Grievance form with attachments to the respondent within three (3) school days following receipt of the grievant’s written statement.

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

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

   (1) A response to the grievant’s written statement as the respondent deems appropriate.

   (2) Documentation that the respondent deems appropriate to the respondent’s response.

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

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

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

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

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

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

D. Hearing Guidelines:
(1) The committee will review the facts in the grievance.

(2) The Dean of Student Services will schedule the hearing and notify the grievant, respondent and all witnesses regarding the time, date and location of the hearing. In addition, where applicable, the Dean of Student Services will forward a copy of the written statements to the members of the Student/Staff Committee.

(3) The statements by the witnesses, the grievant and the respondent should not exceed thirty (30) minutes, except when the committee determines that additional time is needed.

(4) The grievant and the respondent are required to appear at the hearing or to submit documentation stating his/her position on the matter. If the grievant or respondent fails to attend or to submit a written statement, only the party’s written statements will be reviewed. The grievant and the respondent may submit documentation to the hearing that was not included in the written statements to correct statements of fact made by the grievant or respondent. All witnesses may be videotaped at the prerogative of the committee chairperson.

(5) The statements of the grievant, respondent and any witnesses will be evaluated and each person may be questioned.

A formal written recommendation will be forwarded to both the grievant and respondent within five (5) school days following the date of the hearing.

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

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

**5. APPEAL PROCESS**

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

A. A statement describing any failure by the Dean of Student Services, the respondent, the Student/Staff Committee or the Campus President to follow the grievance process;

B. A statement describing how the failure to follow the grievance process prejudiced the grievant; and

C. A statement describing the errors or mistakes committed by the Dean of Student Services, the Student/Staff Committee or the Campus President.
in evaluating the grievance. The grievant must reference the written statements.

Each district official, upon receipt of a grievance appeal:

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

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

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

The President’s decision to uphold, reverse or modify the grievance decision shall terminate the grievance.

(Student Services Operations Procedure/4/07)

EQUAL ACCESS/EQUAL OPPORTUNITY AND EDUCATIONAL EQUITY

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

HCC’s Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.
Process to file Equity Complaint:

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

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

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

**Dr. Joan B. Holmes**
Special Assistant to the President for Equity and Special Programs
District Administrative Offices
39 Columbia Drive, Room 718
Tampa, FL 33606
Telephone: 813-253-7043
www.hccfl.edu/gwsc/equity--diversity-office.aspx
Email jholmes16@hccfl.edu
STUDENT SERVICES AND ACTIVITIES
http://www.hccfl.edu/ssem/student-services.aspx

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

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

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

ACADEMIC ADVISING
http://www.hccfl.edu/ssem/advisors.aspx

Sometimes college can seem like a maze. Academic Advisors understand that students have many questions, which is why they are ready to help you get started on the right path. Academic Advisors have the key to the answers you are seeking. Whether you have questions about your test scores, degree programs, choosing courses, reviewing transcripts, graduation requirements or transferring to a four-year institution, Advisors are equipped to assist you - all you need to do is ask. You can meet with an Advisor in the Student Services area of any HCC campus.

We encourage you to obtain an advising guide and bring it with you when you meet with your Academic Advisor. The purpose of the advising guide is to assist you in mapping out the courses you need for degree completion. By working together with your Advisor you will begin to understand how you fit in the college process. It’s all about your future. Don’t get stuck in a maze - get started on the road to success.

ATHLETICS
http://www.hccfl.edu/athletics.aspx

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

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

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

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

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

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

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

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

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

**HOUSING/HAWKS LANDING**
http://hcstudenthousing.com

Hawks Landing - A New Place to Live. Hawks Landing Apartments are located at the Dale Mabry Campus of HCC. This community offers a great value, a convenient location, a living and learning atmosphere, and most importantly, fun! More than just a typical college dormitory experience, Hawks Landing offers housing that provides the ideal educational apartment environment. One bedroom/one bath, two bedrooms/two baths and four bedrooms/four baths apartments are available at Hawks Landing.

At Hawks Landing you can choose your own room and roommates! In addition to the easy online reservation system, the units are fully-furnished with individual leases perfect for HCC students. Residents also enjoy a game room, fitness center, and a computer lab. And every bedroom is wired for high-speed Internet. HCC students looking for apartments in Tampa will find that Hawks Landing is an excellent fit for all of their apartment needs. Sign up today and see why the residents love living at Hawks Landing!

For more information view the website or call 813-875-6000
Students who have disabilities are provided accommodations by the Office of Services for Students with Disabilities to ensure their access to all academic programs. Students who require academic accommodations must self-identify and provide appropriate documentation to the Office of Services for Students with Disabilities at each campus.

HCC makes every effort to help students with disabilities get the most out of attending college by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services and activities, in accordance with the Americans with Disabilities Act (ADA) of 1990. All HCC activities, organizations, courses and academic and technical programs are open to students with disabling conditions. HCC facilities are, as a whole, accessible to persons with physical disabilities via ramps, automatic entrances, and elevators. Accessible restroom facilities, parking spaces, telephones and water fountains are also available.

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

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

HCC complies with, and fully supports the 1990 Americans with Disabilities Act (ADA). The ADA prohibits discrimination on the basis of disability in the services, programs and activities provided and operated by the College. HCC also complies with, and fully supports, other federal, state and local laws that protect the rights of disabled persons, such as the Rehabilitation Act of 1973 and the Florida Educational Equity Act.
HILLSBOROUGH COMMUNITY COLLEGE
Student Services Important Calendar Dates for Students
WEEKEND COLLEGE
Regular 16-week Classes Only
2012-2013

**EVENT** | **FALL** | **SPRING** | **SUMMER**
---|---|---|---
Application Dates for Late Start Classes | Aug. 6 | Dec. 10 | May 6

Students submitting applications after the late start dates will be eligible to enroll for late start courses only. Students will not be eligible to enroll in the regular 16 week session.

**Priority Registration Period**

| Honor Students / Athletes | Apr. 16 | Nov. 1 | Mar. 18 |
| Veterans | Nov. 1 | Nov. 1 | Mar. 18 |
| Currently Enrolled Students | Apr. 17 | Nov. 2 | Mar. 19 |
| New/ Former Returning & Dual Enrolled Students | May 1 | Nov. 13 | Mar. 25 |
| Non Degree Seeking Students | Jun. 1 | Nov. 19 | Mar. 29 |
| Financial Aid Priority Awarding Due Dates | July 13 | Nov. 1 | Apr. 1 |

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

**Payment Due Date** | Aug. 10 | Jan. 3 | May 6

After these dates students must pay for classes on the day they register.

**Open Registration Period**

| Transient, Cross-enrolled students | Jul. 1 | Dec. 3 | Apr. 15 |
| State Employee & Senior Citizen | Aug. 25 | Jan. 12 | May 18 |

**Late Registration Period**

| Late fee charged after this date | Aug. 24 | Jan. 11 | May 17 |
| CLASSES BEGIN | Aug. 25 | Jan. 12 | May 18 |

Winter Break Classes

| Winter Break Classes | N/A | Dec. 13-28 | N/A |

Winter Break students must pay or have their financial aid approved by December 13th.

**Drop/Add (16 week term only)** | Aug 25-31 | Jan 12- 18 | May 18-24

**Drop/Add (for all other classes)**

Check your course schedule for classes that have start and end dates that differ from the regular 16 week schedule. These classes will have individual drop and add dates that differ from the regular 16 week schedule. All students, including financial aid recipients, must drop any class that they do not plan to attend.

**Deadline for Refund** | Aug . 31 | Jan. 18 | May 24

**Non-Class Days**

| Non-Class Days | Sept. 1-2 Labor Day | Mar. 16-17 Mid-term Break |
| Oct. 27 Guavaween (Ybor Campus only) | Mar. 30-31 Spring Day |
| Nov. 24-25 Thanksgiving Break |
| Dec. 11-Jan 11 Winter Break |

**Last Day to Remove “I” Grade** | Mar. 4 | Oct. 14 | Oct. 14

**Last Day to Withdraw** | Oct. 26 | Mar. 20 | Jul. 5

Check your course schedule for classes that have start and end dates that differ from the regular 16 week schedule. These classes will have individual drop and withdrawal deadlines. If financial aid students withdraw from all classes prior to these dates, students may be required to repay some or all financial aid received.

| Classes End | Dec. 8 | Apr. 27 | Aug. 3 |
| College Closed | Dec. 19- Jan 1 | Mar. 11-17 |

final 8/6/12

NOTE: Commencement is Friday, May 3, 2013
MyHCC (Blackboard Learn) is the Learning Management System at Hillsborough Community College.

**MyHCC provides many interactive learning experiences and features, including:**

- An enriched teaching and learning environment with integrated digital content and education tools.
- Access to Web 2.0 technologies 24 hours a day, 7 days a week.
- An intuitive, easy-to-use interface.
- Communication services for easier information sharing and collaboration, combined with advanced security.
- Continued support for your technology issues—HCC provides telephone, live online chat, and email support and assistance through HCC Live at hccfl.edu.

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

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