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.
TABLE OF CONTENTS

Mission.................................................................1
Emergency Phone Numbers..............................3
Letter from the President ................................4
Final Exam Schedules........................................5
Campus Locations..............................................7
College Directory..............................................9
Administrative Staff Directory .........................11

HCC STUDENT HANDBOOK..............................13

STUDENT SERVICES & ACTIVITIES .................14
   Academic Advising.........................................14
   Admissions, Registration & Records..........14
   Athletics.....................................................15
   Bookstores.................................................16
   Bulletin Boards..........................................16
   Career Resource Center..............................17
   Children on Campus...................................17
   Clubs..........................................................17
   Counseling Services...................................20
   Disability Services......................................20
   Food Services..............................................21
   Library/Learning Resource Centers (LRC)...21
   Orientation and Placement Program..........21
   Student Financial Assistance......................21
   Student Publications....................................29
   Student Support Services Program...........29
   Student Union Facilities............................30
   Test Centers................................................30

POLICIES AND PROCEDURES AFFECTING STUDENTS....31

ACADEMIC POLICIES........................................31
   Attendance...............................................32
   College-Level Academic Skills
   Test (CLAST).............................................33
   Forgiveness Policy......................................33
   Student Records.........................................34

SAFETY AND SECURITY.................................36
   Campus Disturbances.................................36
   Emergency Procedures...............................36
   Emergency Rescue Areas.............................36
   Evacuation of Disabled Persons.................37
   Safety and Security Services......................37
   Threats of Violence...................................38
   Traffic and Parking Regulations.................38

STUDENT ACTIVITIES.................................39
   Assemblies and Demonstrations..................39
   Cultural and Special Events......................40
   Guest Speakers.........................................41
   Hazing.....................................................41
   Social Functions on Campus......................42
   Solicitation and Distribution of Materials..42
   Student Activity/Service Fee......................43
   Student Clubs and Organizations..............45
   Student Government Association..............46
   Student Government Constitution..............46

STUDENT HEALTH AND WELLNESS...............48
   AIDS.......................................................48
   Alcohol and Drugs Policy.........................48
   Drug and Alcohol Policies.......................51
   Smoking Policy.........................................51

STUDENT RIGHTS AND RESPONSIBILITIES........52
   Bill of Student Rights...............................52
   Code of Student Conduct and
   Disciplinary Procedure............................53
   Dress Code..............................................59
   Equal Opportunity and
   Educational Equity................................60
   Religious Observances.............................60
   Sexual Harassment....................................60
   Student Academic Grievance.....................62
   Student Grievance (Non-Academic).............64

FREQUENTLY ASKED QUESTIONS ABOUT COLLEGE AND HCC..65

A GLOSSARY OF ACADEMIC TERMS..................72
**EMERGENCY PHONE NUMBERS**

HCC employees are familiar with the use of fire alarms, fire department notification, facility exits, fire extinguishers and other related procedures to help assure safety during an emergency. 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.

**HCC (for emergencies outside of the classroom) call 253-7911**

### HILLSBOROUGH COUNTY EMERGENCY MANAGEMENT OPERATIONS (DAY OR NIGHT)
- All major disasters and evacuations ................................................................. 272-6900
- Weather advisories ..........................................................................................(813) 645-2323
- Hazardous Materials Information .................................................................. 800-467-4922

### HILLSBOROUGH COUNTY CRISIS CENTER ............................................. 964-1964
- Sexual Assault Hotline .................................................................................. 234-1234
- Suicide Hotline ............................................................................................... 234-1234
- Rape Hotline ................................................................................................... 234-1234

### POLICE
- Tampa Police Department ............................................................................... 276-3200
- Plant City Police Department ........................................................................ 757-9200
- Hillsborough County Sheriff .......................................................................... 247-8000
- Florida Highway Patrol ................................................................................... 632-6859

### FIRE
- Tampa Fire Department .................................................................................... 274-7011
- Plant City Fire Department ............................................................................ 757-9199
- Hillsborough County Fire Department ......................................................... 272-6600
- Florida Division of Forestry ........................................................................... 863-648-3160

### AMBULANCE PARAMEDICS-EMS SERVICES
- Tampa Fire Department (Signal Division) ...................................................... 274-7015
- Hillsborough County Ambulance .................................................................... 272-6600

### ANIMAL SERVICES ....................................................................................... 744-5660

### POISON INFORMATION CENTER .......................................................... 1-800-222-1222

### MAJOR HOSPITALS
- Brandon Hospital ............................................................................................ 681-5551
- St. Joseph’s Hospital ....................................................................................... 870-4000
- Tampa General Hospital ................................................................................ 844-7000
- University Community Hospital ....................................................................... 971-6000

### HILLSBOROUGH COUNTY HEALTH DEPARTMENT ..................... 307-8000

### AMERICAN RED CROSS ........................................................................... 251-0921

### HAZARDOUS MATERIAL SPILLS .............................................................. 1-800-424-8802
A LETTER FROM THE PRESIDENT

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

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

You’ll get the most out of attending HCC if you include more than just academics in your college experience. Joining a club, getting involved in student activities, participating in athletics, working on a college publication, and volunteering in the community--these are just a few of the ways you can increase the value of your HCC experience. This Student Handbook and Planner contains information about many of the non-academic experiences that can add meaning and significance to the time you spend at the College. I hope that you will take advantage of all that HCC has to offer.

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

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

Sincerely,

Gwendolyn W. Stephenson, Ph.D.
President
### FINAL EXAM SCHEDULE
#### FALL TERM 2004

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, December 10, 2004 or Monday, December 13, 2004.

<table>
<thead>
<tr>
<th>Exam Time</th>
<th>Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:50 a.m.</td>
<td>Friday, December 10</td>
</tr>
<tr>
<td>9:00 – 9:50 a.m.</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>Friday, December 10</td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>12:00 – 12:50 p.m.</td>
<td>Friday, December 10</td>
</tr>
<tr>
<td>1:00 – 1:50 p.m.</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>2:00 – 2:50 p.m.</td>
<td>Friday, December 10</td>
</tr>
<tr>
<td>3:00 – 3:50 p.m.</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Friday, December 10</td>
</tr>
</tbody>
</table>

For MONDAY/WEDNESDAY/ classes the Exam Day is Wednesday, December 8, 2004 or Monday, December 13, 2004.

<table>
<thead>
<tr>
<th>Exam Time</th>
<th>Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Wednesday, December 8</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Wednesday, December 8</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Wednesday, December 8</td>
</tr>
</tbody>
</table>

For TUESDAY/THURSDAY classes the Exam Day is Tuesday, December 7, 2004 or Thursday, December 9, 2004.
For TUESDAY ONLY classes, the Exam Day is Tuesday, December 7, 2004. For THURSDAY ONLY classes, the Exam Day is Thursday, December 9, 2004.

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

For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is Saturday, December 11, 2002

<table>
<thead>
<tr>
<th>Exam Time</th>
<th>Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 10:55 a.m.</td>
<td>Saturday, December 11</td>
</tr>
<tr>
<td>11:05 – 2:00 p.m.</td>
<td>Saturday, December 11</td>
</tr>
</tbody>
</table>
### FINAL EXAM SCHEDULE
#### SPRING TERM 2005

**For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, May 6, 2005 or Monday, May 9, 2005.**

<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 6</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:00 – 9:50 a.m.</td>
<td>Monday, May 9</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>Friday, May 6</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>Monday, May 9</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>12:00 – 12:50 p.m.</td>
<td>Friday, May 6</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>1:00 – 1:50 p.m.</td>
<td>Monday, May 9</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>2:00 – 2:50 p.m.</td>
<td>Friday, May 6</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:00 – 3:50 p.m.</td>
<td>Monday, May 9</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Friday, May 6</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, May 9</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

**For MONDAY/WEDNESDAY classes the Exam Day is Wednesday, May 4, 2005 or Monday, May 9, 2005.**

<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 9</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Wednesday, May 4</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Monday, May 9</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Wednesday, May 4</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Monday, May 9</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Wednesday, May 4</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Wednesday, May 4</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

**For TUESDAY/THURSDAY classes the Exam Day is Thursday, May 5, 2005 or Tuesday, May 10, 2005.**

**For TUESDAY ONLY classes, the Exam Day is Tuesday, May 10, 2005.**

**For THURSDAY ONLY classes, the Exam Day is Thursday, May 5, 2005.**

<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>Thursday, May 5</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Tuesday, May 10</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Thursday, May 5</td>
<td>11:00 – 12:50 p.m.</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Tuesday, May 10</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Thursday, May 5</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Tuesday, May 10</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Thursday, May 5</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

**For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is Saturday, May 7, 2005**

<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 – 10:55 a.m.</td>
<td>Saturday, May 7</td>
<td>8:00 – 10:55 a.m.</td>
</tr>
<tr>
<td>11:05 – 2:00 p.m.</td>
<td>Saturday, May 7</td>
<td>11:05 – 2:00 p.m.</td>
</tr>
</tbody>
</table>

The exam time for night and weekend classes will be during the last scheduled class period. Final exams for classes that do not meet at any of the above times will be scheduled by the instructor and should not conflict with the above schedules.
CAMPUS LOCATIONS

DISTRICT ADMINISTRATIVE OFFICE
39 Columbia Drive, Davis Island
   HCC’s District Administrative Office Building is situated just minutes from downtown in a picturesque setting on the west bank of the Hillsborough River.

BRANDON CAMPUS
10414 East Columbus Drive, Tampa
   The Brandon Campus is located on an 82-acre site off Falkenberg Road between State Road 60 and Highway 574.

DALE MABRY CAMPUS
Tampa Bay Boulevard at Dale Mabry Highway, Tampa
   HCC’s largest campus is located on Dale Mabry Highway across the street from Raymond James Stadium.

PLANT CITY CAMPUS
1206 North Park Road, Plant City
   The Plant City Campus is situated on a 93-acre site on Park Road, one-half mile south of Exit 22 on Interstate 4.

YBOR CITY CAMPUS
2112 North 15th Street, Tampa
   The Ybor City Campus is situated in the Heart of Tampa’s historic Latin Quarter. The campus is minutes away from downtown Tampa and accessible via Interstate 4, State Highway 60, and the Leroy Selmon Expressway.

HCC AT MACDILL AIR FORCE BASE
8102 Condor St., MacDill Air Force Base
   MacDill Air Force Base is located in south Tampa off the Dale Mabry Highway.

HCC-SUNPOINT CENTER
Sun Point Shopping Center, 3052 College Avenue East, Ruskin
   HCC-Sunpoint Center, the Brandon campus satellite, opened in May 2002. Located in Ruskin just off I-75.
COLLEGE DIRECTORY

ACCOUNTS RECEIVABLE ........................................................... 253 - 7087

ADMISSIONS, REGISTRATION & RECORDS
Brandon Campus ................................................................. 253 - 7801
Dale Mabry Campus ............................................................ 253 - 7201
Plant City Campus .............................................................. 757 - 2103
Ybor City Campus .............................................................. 253 - 7601
HCC at MacDill AFB ............................................................ 840 - 0015

ADVISING
Brandon Campus ................................................................. 253 - 7802
Dale Mabry Campus ............................................................ 253 - 7202
Plant City Campus .............................................................. 757 - 2102
Ybor City Campus .............................................................. 253 - 7602

ATHLETICS
Dale Mabry Campus ............................................................ 253 - 7446

BOOKSTORES/HCC CAMPUSES
Brandon Campus ................................................................. 253 - 7815
Dale Mabry Campus ............................................................ 253 - 7215
......................................................................................... 253 - 7217
Plant City Campus .............................................................. 757 - 2118
Ybor City Campus .............................................................. 253 - 7615

BURSAR/CASHIER OFFICES
Brandon Campus ................................................................. 253 - 7848
Dale Mabry Campus ............................................................ 253 - 7220
District Office ..................................................................... 253 - 7020
Plant City Campus .............................................................. 757 - 2114
Ybor City Campus .............................................................. 253 - 7620
HCC at MacDill AFB ............................................................ 840 - 0015

CAMPUS PRESIDENTS
Brandon Campus ................................................................. 253 - 7860
Dale Mabry Campus ............................................................ 253 - 7260
Plant City Campus .............................................................. 757 - 2110
Ybor City Campus .............................................................. 253 - 7755

CAREER RESOURCE CENTERS
Brandon Campus ................................................................. 253 - 7830
Dale Mabry Campus ............................................................ 253 - 7310
Plant City Campus .............................................................. 757 - 2214
Ybor City Campus .............................................................. 253 - 7590

COMPUTER LABS FOR STUDENTS
Brandon Campus ................................................................. 253 - 7920
Dale Mabry Campus ............................................................ 253 - 7330
......................................................................................... 253 - 7267
Plant City Campus .............................................................. 757 - 2222
Ybor City Campus .............................................................. 253 - 7616

CORPORATE TRAINING CENTER .............................................. 259 - 6010

COUNSELING
Brandon Campus ................................................................. 253 - 7810
Dale Mabry Campus ............................................................ 253 - 7202
Plant City Campus .............................................................. 757 - 2102
Ybor City Campus .............................................................. 253 - 7602

DISABILITY SERVICES
Brandon Campus ................................................................. 253 - 7914
Dale Mabry Campus ............................................................ 259 - 6035
Plant City Campus .............................................................. 757 - 2209
Ybor City Campus .............................................................. 253 - 7757
MacDill Campus ................................................................. 253 - 7914

ECAMPUS/DISTANCE LEARNING
Dale Mabry Campus ............................................................ 253 - 7768
District Office ..................................................................... 253 - 7574

EDUCATION & STUDENT DEVELOPMENT
District Office ..................................................................... 253 - 7051

EAP LABS FOR STUDENTS
Dale Mabry Campus ............................................................ 253 - 7505
Ybor City Campus .............................................................. 253 - 7747

FINANCIAL AID
Brandon Campus ................................................................. 253 - 7835
Dale Mabry Campus ............................................................ 253 - 7235
Plant City Campus .............................................................. 757 - 2105
Ybor City Campus .............................................................. 253 - 7635

HAWK RADIO STATION
Ybor City Campus .............................................................. 253 - 7592

HAWKEYE/STUDENT PUBLICATION
Ybor City Campus .............................................................. 253 - 7662

LIBRARY/LEARNING RESOURCE CENTERS
Brandon Campus ................................................................. 253 - 7803
Dale Mabry Campus ............................................................ 253 - 7381
Plant City Campus .............................................................. 757 - 2163
Ybor City Campus .............................................................. 253 - 7645

LOST & FOUND/SECURITY
All Campuses ..................................................................... 253 - 7911

MACDILL AFB PROGRAM
Advising & Information .................................................... 840 - 0660
Director ............................................................................ 840 - 0015

MATH LABS FOR STUDENTS
Brandon Campus ................................................................. 253 - 7839
Dale Mabry Campus ............................................................ 253 - 7460
Plant City Campus .............................................................. 757 - 2147
Ybor City Campus .............................................................. 253 - 7796
OPERATOR
District Office .................................. 253 - 7000

OPTICIANRY CLINIC
Dale Mabry Campus ......................... 253 - 7434

PREP WRITING LAB (DM)
........................................................................ 253 - 7452

PRESIDENT
District Office .................................. 253 - 7050

PUBLIC SERVICE TECHNOLOGY BUILDING
(Ybor City Campus)
Law Enforcement and Fire Training... 253 - 7697
Bail Bonds........................................... 253 - 7734
Corrections.......................................... 253 - 7954
Child Care.......................................... 253 - 7956
Director, Criminal Justice ............... 253 - 7957
Driver Improvement Training .......... 253 - 7792
.......................................................... 253 - 7764
Fire Academy..................................... 253 - 7628
Fire Degree Program ......................... 253 - 7779
Law Enforcement Academy ........... 253 - 7953
Law Enforcement Degree ............... 253 - 7978
Paralegal............................................ 253 - 7753
Security Classes ............................... 253 - 7611
Auto Collision Program .................. 253 - 2793
911 Telecommunications.................. 253 - 7795

READING/WRITING LABS FOR STUDENTS
Brandon Campus............................... 253 - 7962
Dale Mabry Campus ......................... 253 - 7488
Plant City Campus ............................. 757 - 2147
Ybor City Campus ......................... 253 - 7745

STUDENT ACTIVITIES
Brandon Campus............................... 253 - 7942
Dale Mabry Campus ......................... 253 - 7224
Plant City Campus ............................. 757 - 2107
Ybor City Campus ......................... 253 - 7657

STUDENT GOVERNMENT ASSOCIATION
Brandon Campus............................... 253 - 7908
Dale Mabry Campus ......................... 253 - 7265
Plant City Campus ............................. 757 - 2201
Ybor City Campus ......................... 253 - 7665

STUDENT SERVICES
Brandon Campus............................... 253 - 7880
Dale Mabry Campus ......................... 253 - 7311
District Office .................................. 253 - 7021
Plant City Campus ............................. 757 - 2108
Ybor City Campus ......................... 253 - 7680

STUDENT SUPPORT SERVICES
Brandon Campus............................... 253 - 7444
Ybor City Campus ......................... 253 - 7633

TELECOM DEVICE FOR THE DEAF (TDD)
Advising (DM)................................. 253 - 7516
Sign Language Lab ......................... 253 - 7466
Brandon Campus (Advising) ............... 253 - 7858
Dale Mabry Campus ......................... 253 - 7516
Disability Services (DM) ................ 253 - 7035
Human Resource Office .................. 253 - 7552
Plant City Campus ............................ 757 - 2166
Switchboard, District ....................... 253 - 7195
Registrars Office ....................... 253 - 7174
Sign Language/Interpreter Program ...... 253 - 7240
Ybor City Campus ......................... 253 - 7761
HCC @ MacDill AFB ......................... 253 - 7858

TENNIS COURTS
Brandon Campus............................... 348 - 1173

TEST CENTERS
Brandon Campus............................... 253 - 7820
Dale Mabry Campus ......................... 253 - 7443
Plant City Campus ............................. 757 - 2168
Ybor City Campus ......................... 253 - 7723

TUTORIAL/SUCCESS CENTERS
Brandon Campus............................... 253 - 7445
Plant City Campus ............................. 757 - 2202
Ybor City Campus ......................... 253 - 7691

VETERANS ADMINISTRATION
Brandon Campus............................... 253 - 7801
Dale Mabry Campus ......................... 253 - 7286
Plant City Campus ............................. 757 - 2101
Ybor City Campus ......................... 253 - 7758

WRITING CENTERS
Brandon Campus............................... 253 - 7962
Dale Mabry Campus ......................... 253 - 7536
Ybor City Campus ......................... 253 - 7691
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Alejandro-De Leon</td>
<td>Dean of Associate in Arts - Dale Mabry Campus</td>
<td>253-7236</td>
</tr>
<tr>
<td>Emery E. Alford</td>
<td>Dean of Academic Affairs - Ybor City Campus</td>
<td>253-7685</td>
</tr>
<tr>
<td>Donna M. Allen</td>
<td>Director of Marketing &amp; Creative Services - District</td>
<td>253-7161</td>
</tr>
<tr>
<td>Franklin K. Babcock</td>
<td>Dean of Student Services - Dale Mabry Campus</td>
<td>253-7311</td>
</tr>
<tr>
<td>Mary M. Bendickson</td>
<td>Dean of Arts &amp; Science - Plant City Campus</td>
<td>757-2111</td>
</tr>
<tr>
<td>Eugene S. Best</td>
<td>Director of Facilities - Dale Mabry Campus</td>
<td>253-7127</td>
</tr>
<tr>
<td>Michael Brennan</td>
<td>Director of International Education - District</td>
<td>253-7124</td>
</tr>
<tr>
<td>Ellen Cangi (Interim)</td>
<td>Dean of Academic Affairs - Brandon Campus</td>
<td>253-7814</td>
</tr>
<tr>
<td>Sylvia Marion Carley</td>
<td>Vice President of Education &amp; Student Development - District</td>
<td>253-7051</td>
</tr>
<tr>
<td>Bonnie J. Carr (Interim)</td>
<td>Controller - District</td>
<td>253-7006</td>
</tr>
<tr>
<td>Robert P. Chunn</td>
<td>Campus President - Dale Mabry Campus</td>
<td>253-7260</td>
</tr>
<tr>
<td>Maridru Arango Clark</td>
<td>Director of Management Information Systems - District</td>
<td>253-7082</td>
</tr>
<tr>
<td>William F. Clark</td>
<td>Dean of Health, Wellness &amp; Sports Technologies - Dale Mabry Campus</td>
<td>253-7370</td>
</tr>
<tr>
<td>Michael Comins</td>
<td>Director of Academic Technology - District</td>
<td>253-7017</td>
</tr>
<tr>
<td>Barbara DeVries</td>
<td>Director of Financial Services - District</td>
<td>253-7012</td>
</tr>
<tr>
<td>John Evans</td>
<td>Dean of Associate in Science Programs - Ybor City Campus</td>
<td>253-7604</td>
</tr>
<tr>
<td>Suzanne M. Flaig</td>
<td>Director of Human Resources - District</td>
<td>253-7132</td>
</tr>
<tr>
<td>Adrienne Garcia</td>
<td>Director of Foundation - District</td>
<td>253-7014</td>
</tr>
<tr>
<td>Lois Gaston</td>
<td>Campus President - Ybor City Campus</td>
<td>253-7755</td>
</tr>
<tr>
<td>Eleanor Gilder</td>
<td>Director of Institutional Advancement - District</td>
<td>253-7018</td>
</tr>
<tr>
<td>Donald Gary Goff</td>
<td>Vice President for Business &amp; Finance/CFO - District</td>
<td>253-7015</td>
</tr>
<tr>
<td>Barbara B. Goldstein</td>
<td>Dean of Associate in Arts Programs - Dale Mabry Campus</td>
<td>253-7210</td>
</tr>
</tbody>
</table>
Karen Griffin .......................................................... 253-7002
      Director of Associate in Arts Programs - District
Felix Haynes .......................................................... 757-2110
      Campus President - Plant City Campus
Pamela Heglar ...................................................... 253-7054
      Director of Student Services - District
John Huerta ......................................................... 253-7158
      Vice President for External Affairs - District
Charlotte Johns ..................................................... 253-7160
      Director of Financial Aid - District
Elizabeth R. Johnson ............................................ 253-7449
      Dean of Associate in Science Programs - Dale Mabry Campus
Anthony Joiner .................................................... 757-2108
      Dean of Student Services - Plant City Campus
Robert Bruce Judd .............................................. 253-7091
      Vice President of Information Technology - District
Gary A. Kecskes .................................................. 259-6026
      Executive Director of Economic Development - District
Martha Kaye Koehler ........................................... 253-7148
      College Attorney - District
Brian W. Mann ................................................... 253-7022
      Director of Technical Programs - District
Vonda F. Melchior ............................................... 253-7107
      Director of Purchasing - District
Sharon Miller ..................................................... 253-7982
      Dean of Community Services Programs - Brandon Campus
Vilma Riesgo ...................................................... 253-7880
      Dean of Student Services - Brandon Campus
Theron D. Rogers ............................................... 253-7960
      Dean of Associate in Science Programs - Brandon Campus
Jan Schwartz ..................................................... 253-7080
      Director of Planning, Research & Evaluation - District
Carlos M. Soto ................................................... 253-7860
      Campus President - Brandon Campus
Gwendolyn W. Stephenson ................................... 253-7050
      President - District
Gregory A. Thomas ........................................... 253-7680
      Dean of Student Services - Ybor City Campus
Frederick Webb, Jr ............................................. 757-2104
      Dean of Environmental Studies Programs - Plant City Campus
Robert M. Wolf .................................................. 253-7144
      Sr. Vice President, Operations & Strategic Planning - District
STUDENT SERVICES AND ACTIVITIES

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

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

For details on HCC’s services, policies and programs, contact your campus Dean of Student Services.

ACADEMIC ADVISING
Advisors are available on each campus to help students select educational programs and choose appropriate courses. Advisors review transcripts, interpret placement test scores, explain degree requirements and provide information about transferring to four-year institutions. Students should meet with an advisor before registering to obtain an advising guide for their academic program.

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

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

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

ON-LINE COURSE SELECTION AND REGISTRATION
Students may currently view courses available via HawkNet WebAdvisor. Course offerings are updated continuously, thus providing the most current information on availability of courses for registration.

On-Line registration is available to students. Please check the HCC Website for updated information regarding on-line registration.

Grades will be available on-line five days after the end of class. Access your grades via the HawkNet WebAdvisor.
HCC WEB ADDRESS (WWW.HCCFL.EDU)
All full-time employees of HCC have been assigned an electronic mail (E-mail) address. The E-mail address configuration consists of the first letter of the employee’s first name and their last name. The name is then followed by the general web address for the college, which is hccfl.edu.

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

ATHLETICS

GYMNASIUM, WEIGHT ROOM AND OUTDOOR SPORTS COMPLEX
Varsity sports and intramural competition are a part of HCC’s athletic program.

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

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

The gymnasium, which serves as the home court of the Hawks basketball and volleyball teams, is located on the Dale Mabry campus.

College weight training rooms and the gymnasium are available for student use free of charge at designated times. There are weight rooms located on the Brandon, Dale Mabry and Plant City campuses. Hours of operation for the gym and weight room are posted and vary from term to term. Students are required to dress appropriately.

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

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

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

HCC’s bookstores, located on each campus, are the primary source for required books and supplies. The bookstores sell textbooks, general reading materials, book and periodicals, school supplies, art and engineering supplies, gifts, computers, computer software and other miscellaneous items. The bookstores also provide supplemental services such as taking orders for class rings and graduation caps and gowns.

Once you have completed your studies, depending on the condition of your books and the supply available, the bookstores also buy back used books.

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

TEXTBOOK REFUND POLICY

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

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

BUY BACK POLICY

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

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

BULLETIN BOARDS

Each campus has several large community bulletin boards on which students may post announcements such as want ads, for-sale notices, notices of meetings, etc. Specific instructions for posting notices on a bulletin board can be found on the bulletin board itself.
Prior to posting, all notices from students must have the stamped approval of the appropriate Campus Dean of Student Services, the Dean’s designee, or the organization assigned authority and/or responsibility for the specific bulletin board.

Note: Most buildings also have information centers where official HCC notices and announcements are posted.

CAREER RESOURCE CENTER

The Career Resource Center can provide students with information on careers and help them make career plans. Students can take a career inventory, meet with a counselor for test interpretation, and meet with an advisor on an individual or group basis.

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

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

CHILDREN ON CAMPUS

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

CLUBS

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

AFRICAN-AMERICAN STUDENT UNION
(Brandon, Ybor City, Plant City) Promotes interaction between HCC students, administration, and faculty while raising cultural consciousness.

ALPHA SIGMA LAMBDA
(Dale Mabry) Promotes awareness and understanding of the hearing-impaired and provides an opportunity for students to meet and improve their American Sign Language skills.
AMERICAN SIGN LANGUAGE (ASL)
(Dale Mabry) Provides American Sign Language and Interpreting students with the opportunity to participate in activities that support the program, become involved in community programs, lend aid to community events that need interpreters, and further their skills while developing closer relationships with their fellow students.

AQUACULTURE CLUB
(Brandon) The Aquaculture club is open to all students majoring in aquaculture. Some of the aims of the club include having guest speakers in from the profession at club meeting, sponsoring field trips to aquaculture farms/businesses associated with the industry, and participating in community service projects.

ARETE CLUB
(Brandon) Fosters camaraderie among the students in the honors program and promotes service to the community.

ASSOCIATION OF PROFESSIONAL SCHOLASTIC OPTICIANS (APSO)
(Dale Mabry) Provides opportunities for students interested in the field of opticianry dispensing to perform community service.

BRANDON THESPIS SOCIETY
(Brandon) Promotes a knowledge and appreciation of the theater arts both on campus and in the community.

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

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

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

INTERNATIONAL CLUB
(Ybor City) Fosters international understanding by presenting activities and lectures about different countries and cultures.

INTERVARSITY CHRISTIAN FELLOWSHIP (IVCF)
(Brandon) Club dedicated to bible study and Christian fellowship.
LATIN-AMERICAN STUDENT ASSOCIATION  
(Plant City)  Promotes awareness and understanding between HCC students, administration and faculty while raising cultural consciousness.

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

PHI THETA KAPPA  
(Brandon, Dale Mabry, Ybor City, Plant City)  A national honorary fraternity open to all students who maintain a 3.2 or better GPA and have a cumulative GPA of 3.5 or better the term prior to application.

PHOTOGRAPHY CLUB  
(Ybor City)  Promotes visual artwork and photography concepts.

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

RADIATION THERAPY CLUB  
(Dale Mabry)  Provides students interested in radiation therapy with the opportunity to participate in organized activities with others having similar interests.

RESPIRATORY CARE CLUB  
(Dale Mabry)  To develop competence and professional respiratory therapists.

STUDENT LITERACY CORPS  
(Ybor City)  Encourages and promotes greater awareness of literacy and related issues.

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

YOUR CLUB  
(Ybor City)  Sponsors campus beautification projects and promotes unity of the student body.

POLICY FOR FORMING CLUBS AND ORGANIZATIONS  
You can find the College’s policy on student clubs and organizations in the section of this handbook on Policies and Procedures Affecting Students.
COUNSELING SERVICES

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

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

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

DISABILITY SERVICES

HCC makes every effort to help students with disabilities get the most out of attending college by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services and activities, in accordance with the Americans with Disabilities Act (ADA) of 1990.

All HCC activities, organizations, courses and academic and technical programs are open to students with disabling conditions.

HCC facilities are, as a whole, accessible to persons with physical disabilities via ramps, automatic entrances, and elevators. Accessible restroom facilities, parking spaces, telephones and water fountains are also available.

If you are a student or prospective student wishing academic accommodations, you must self-identify and provide appropriate documentation of your disability to the Office of Services for Students with Disabilities. You should contact the Coordinator of Services for Students with Disabilities to discuss documentation guidelines.

You are encouraged to begin this process at least one month prior to the start of the semester. You 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 based on 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.

Unless the result will cause an undue hardship to the College or fundamentally alter a program or service provided by the College, HCC will provide reasonable accommodations and auxiliary aids to disabled applicants, employees, students and members of the college community.
FOOD SERVICES

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

LIBRARY/LEARNING RESOURCE CENTERS (LRC)

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

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

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

ORIENTATION AND PLACEMENT PROGRAM

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

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

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

STUDENT FINANCIAL ASSISTANCE

Financial aid is any scholarship, grant, loan, or employment (or a combination thereof) designed to help students meet their college expenses. The amount and types of financial aid given is based on state, federal and HCC guidelines. Students must be degree seeking, meet enrollment requirements, submit official high school transcripts showing graduation dates or official GED test scores, and make satisfactory academic progress to be eligible for financial aid.
Grants and scholarships are considered gifts and need not be repaid. Low-interest loans are usually repaid over an extended period of time after the student leaves college. Employment refers to an hourly wage paid to the student for work performed.

FEDERAL FINANCIAL AID
Requirements
To apply for Federal Financial Aid, students must meet the following qualifications:

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

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

Supplemental Educational Opportunity Grant: This is a grant based upon exceptional financial need that does not have to be repaid. Amounts vary from $200 to $600 per year. A minimum of 6 credit hours is required.

Federal Work-Study (FWS): Students are paid an hourly wage for working on campus for 15 to 20 hours per week at the approved Board of Trustees Salary Schedule. Students can use their earnings to help defray college costs. Students must complete an I-9 Form when employed. A minimum of 6 credit hours is required.

Federal Work-Study (America Reads Challenge): Students may work in local public schools tutoring elementary school children in reading for 15-20 hours each week.

Stafford Loan: This is a long-term loan repayable at a variable interest rate up to 8.25 percent. First-year students can borrow up to $2,625 per year. Second-year students can borrow up to $3,500 per year. Second year students include those students who have completed 30 credit hours toward their degree, not including college preparatory credits. HCC will determine the amount for which a student is eligible. Payment of this loan does not begin until the student has been out of school for six months. This loan is available through private lending institutions, and applications for this loan are available at the campus financial aid office. A minimum of 6 credit hours is required.
**Unsubsidized Stafford Loan:** This is a long-term loan that can substitute or be in addition to the subsidized Stafford Loan. Interest payment begins immediately, however principal deferments are available. Interest accrues at a variable rate up to 8.25 percent while the student is attending college. For detailed information regarding loan amounts, students should contact a campus financial aid office. A minimum of 6 credit hours is required.

**PLUS Loan:** This program enables parents who do not have an adverse credit history to borrow funds to pay for the education of dependent children. Applications are available in the campus financial aid office. PLUS Loans have a variable interest rate, not to exceed 9 percent per year. Interest accrues while the student attends school. Repayment begins immediately. Parents can borrow up to the cost of education, minus any other financial aid. A minimum of 6 credit hours is required.

**Loan Entrance and Exit Counseling:** If students are borrowing for the first time at HCC or re-entering HCC after two years of non-attendance, they must complete an Entrance Counseling session prior to submitting the Loan Request Form. Students may complete this requirement by accessing HCC’s website and click on to “Current Students; Financial Information; Student Financial Aid (twice); and Online Loan Entrance Counseling”.

Students are required to complete the Loan Exit Counseling session during the last semester of enrollment or at the point of no longer attending on at least a half-time (6 credit hours) basis. Students may fulfill this requirement by accessing HCC’s website and click on “Current Students; Financial Information; Student Financial Aid (twice); and Online Loan Exit Counseling.”

**HOW TO APPLY FOR FINANCIAL ASSISTANCE**

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

- **Free Application for Federal Student Aid (FAFSA)** Students are strongly advised to complete the FAFSA application electronically by accessing the Department of Education’s Financial Aid website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students completing the FAFSA online may receive their results (Student Aid Report) within 2 weeks. If students do not have a computer at home, they may use computers at the following public locations: Hillsborough Community Libraries, HCC Computer Labs, and HCC Libraries. Students must list HCC’s school code, 292, on their FAFSA application in order for the college to receive their results and Student Aid Report electronically.

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

- **Income Tax Return (1040A/1040EZ/1040):** If so stated on the SAR, students must submit copies of their and their parents’ income tax returns for the most recent year and complete institutional verification forms.
• **Student Data Form:** Students applying for the Federal Pell Grant, Stafford Loans, College Work-Study, and other need-based financial aid awards are required to complete the Student Data Form. The form is available at the campus Financial Aid Office. Students may access the Student Data form also on the College’s website at [www.hccfl.edu](http://www.hccfl.edu). The student will need to click on the new or prospective student menu, click on District Services and click on the Financial Aid page. The student should then click on the Forms listed in the menu located in the left margin.

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

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

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

• **Application Deadline Dates:**
  
  **Free Application for Federal Student Aid (FAFSA):** The student should complete the FAFSA application as soon as possible after January 1 and no later than eight weeks prior to the beginning of the term. The last day to complete the FAFSA application for the 2004-05 academic year is June 30, 2005.

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

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

  **Students should budget their money to cover the cost of tuition, fees and books because financial aid is not always available at the beginning of a semester for those who do not process by the suggested deadline date.**
EARN WHILE YOU LEARN
The Federal Work Study Program (FWS) offers excellent opportunities for students with financial need to gain meaningful work experience while earning money to help pay their educational expenses. FWS award recipients are granted a designated amount of money, based upon their individual need and the availability of funds. It is from that allocation that the student’s wages are paid bi-weekly at the minimum federal hourly rate of pay. Students work between 15-20 hours per week, around their class schedules, until they have earned the full amount of their FWS Grant awards.

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

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

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

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

Florida Bright Futures Scholarship: Florida Bright Futures is a state-funded, merit-based scholarship program. Bright Futures Scholarships include the following:
- **Florida Academic Scholars’ Fund** - Covers full cost of tuition, fees and a stipend award.
- **Florida Vocational Gold Seal Scholarship** - Covers 75 percent of tuition and fees, excluding preparatory courses.
- **Florida Merit Scholarship** - Covers 75 percent of tuition and fees, excluding preparatory courses.
Florida Student Assistance Grant: Florida Student Assistant Grant (FSAG) is a grant of between $200 and $1,300 that does not need to be repaid. Application priority deadline is May 15th. To receive a grant, students must enroll for a minimum of six credit hours per term and have processed a FAFSA application.

Florida Teacher Scholarship and Forgivable Loan Program, known as the “Chappie James Most Promising Teacher Scholarship/Loan”: Students must apply through their high schools. Students who teach in the state for four years do not have to repay the award.

How Financial Aid is Awarded and Distributed
Students declared eligible for financial aid will receive an award notice from HCC’s Financial Aid Office.

Students awarded Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, federal subsidized or unsubsidized Stafford Loan, Florida Bright Futures Scholarships or institutional scholarships may use them to pay for the cost of tuition and fees at registration. After the deductions for tuition, fees and book charges are made by HCC, students will be mailed checks for the remaining balances (14 days from the first day of classes). Checks are mailed directly to financial aid recipients.

Prior to the last day of drop/add of the semester, Pell Grant and subsidized and unsubsidized Stafford Loan recipients who qualify can go directly to any HCC campus bookstore and purchase books and supplies against their Pell Grant balance. Maximum book charges are contingent upon available balance and credit hours enrolled.

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

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

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

What are the required credit hours?

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

How will students know the awarding amount(s)?

Once the Financial Aid Office receives the results of the student’s FAFSA, the completed Student Data Form, and other documents requested, the student will receive an official Award Notification Letter. This document will specify the type and the amount of financial aid the student is qualified to receive.
ATTENTION: Withdrawing or dropping courses may have an impact on financial aid. Students may have to repay a percentage of financial aid, and their continued eligibility may be impacted. Prior to dropping or withdrawing from any classes, students should consult a campus financial aid office to discuss how this may affect their financial aid.

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

The formula for recalculating eligibility utilizes the following concepts:

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

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

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

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

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

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

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

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

F. The amount the **student must return** to the federal programs = the amount of Title IV Aid Unearned - the amount returned by the College. However, the student is not obligated to return more than 50 percent of any Pell or FSEOG funds he or she received.

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

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

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

Students who fail to meet the SAP standards will be placed on probation for one term. If after one probationary term students are not making satisfactory progress, they will lose their eligibility for financial assistance. In order to regain eligibility, students must meet the satisfactory progress standards.
SCHOLARSHIPS
HCC Scholarships
HCC offers scholarships in a number of areas. Students may apply directly to the HCC department that has the responsibility for awarding the scholarship. Specific criteria are available in the campus offices of financial aid regarding the following scholarships:

- Art Scholarships
- Drama Scholarships
- Publications Scholarships
- Minority Need & Incentive Scholarships for
  - African-Americans
  - Asian Americans
  - Hispanic Americans
  - American Indians
- Athletic Scholarships
- HCC Need Scholarships
- Music Scholarships
- Latin American Caribbean Basin Scholarships
- Florida Migrant Education Scholarships
- Presidential Scholarships
- Presidential Honors Scholarships
- Board of Trustees Scholarships
- Student Support Services Need & Incentive Scholarships
- Student with Disabilities

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

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

STUDENT ELIGIBILITY STANDARDS
- demonstrate financial need or exhibit specific skills
- enroll for the appropriate number of credit hours
- maintain satisfactory academic progress

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

CRITERIA FOR DETERMINING THE AMOUNT OF THE AWARD
- based on appropriate recommendation or
- student’s unmet need
FINANCIAL AID OFFICES
Each HCC campus has a financial aid office, and information about financial aid can be obtained from any of them.

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

OTHER SCHOLARSHIPS
Information regarding other scholarships is available in the campus financial aid, counseling and advising offices.

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

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

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

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

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

STUDENT SUPPORT SERVICES PROGRAM
Student Support Services provides a variety of academic support services to eligible disadvantaged students that enable them to persist and graduate from HCC. Specifically designed support services enhance and improve the retention, graduation and transfer rates of participants. Comprehensive transfer services are available to participants who qualify to transfer to 4-year colleges and universities.

All full-time and part-time disadvantaged students enrolled at any of the College’s campuses, learning centers, or off-campus instructional sites that qualify can apply for admission to Student Support Services.
To be eligible to participate in Student Support Services, prospective participants should qualify under one or all of the following criteria:

- Citizens or nationals of the U.S. or meets the residency requirements for federal student financial assistance
- First generation college student
- Low income
- Mental or physical disability
- Need for academic support

Student Support Services offers an array of services:

- Academic advising
- Personal counseling
- Financial aid information and assistance
- Need and incentive scholarship
- Career guidance
- Study skills development
- Computer use
- Book usage program
- Cultural enrichment
- Individualized/group tutoring
- 2+2 transfer initiative program

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

**STUDENT UNION FACILITIES**

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

**TEST CENTERS**

HCC Test Centers administer the Florida College Entry-level Placement Test and CPT placement exams. The Centers also offer faculty makeup, counseling related and professional examinations, and stock materials for CLEP, SAT, and ACT. The Dale Mabry Test Center is also a local testing center for CLEP, ACT, LSAT, SAT and credit by exam. To take a test, students must show two forms of identification, one of which must bear a current photo or have a physical description.
POLICIES AND PROCEDURES AFFECTING STUDENTS

Notice to Students: College policies and procedures are currently under review and may be changed during the 2004-2005 academic year. Please check the HCC website for updated policies and procedures.

ACADEMIC POLICIES

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

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

ACADEMIC PROGRESS
In order to have Satisfactory Academic Standing, a student at HCC must maintain a cumulative grade point average of 2.0 “C”.

**Academic Warning:** Students who have attempted 12 or more credit hours will be placed on Academic Warning if the students’ cumulative grade point averages (cumulative GPA) are less than 2.0, and the students have not been warned previously. Students on Academic Warning must consult with and obtain the approval of a counselor before they may register.

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better after their next period of enrollment.

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

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better.

**Final Academic Probation:** Students on Academic Probation who fail to achieve a term GPA of 2.0 will be placed on Final Academic Probation. Students on Final Academic Probation must consult with and obtain the approval of a counselor or academic advisor before they may register.

In addition, students on Final Academic Probation may enroll for no more than six (6) credit hours per term (Fall and Spring) or three (3) credit hours in the Summer Term.

Students on Final Academic Probation who earn a term GPA of at least 2.0 and who fail to regain satisfactory academic standing (cumulative GPA of 2.0) will remain on Final Academic Probation.
**Academic Suspension:** Students on Final Academic Probation who fail to attain a term GPA of 2.0 or better will be placed on Academic Suspension for one Fall or Spring term.

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

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

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

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

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

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

The College will accept for credit only preparatory/remedial courses taken at another institution by a student who has been academically dismissed. After a period of three years, students who have been academically dismissed may petition the Academic Standards Committee for readmission. They must appear in person before the Committee and must present clear and decisive evidence that past poor academic performance has been remedied.

Students readmitted by the Academic Standards Committee are readmitted with the status of Final Academic Probation.

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

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

**ATTENDANCE**

Students are required to attend class regularly and punctually. If students miss classes, regardless of the cause, their opportunities for learning and academic success will be adversely affected.
The syllabus for each course contains the instructor’s attendance and grading requirements. It is the student’s responsibility to read the syllabus, comply with the instructor’s policies, and arrange to make up work missed because of absence or lateness.

Instructors will keep attendance records in official HCC grade books.

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

**COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST)**

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

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

Note: If you are seeking teacher certification, you may not be exempted from passing the CLAST

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

**FORGIVENESS POLICY**

Courses in which a “C” or better is earned cannot be repeated. All course attempts will appear on the transcript. Courses in which a grade of “D” or “F” is earned may be repeated for credit, and only the most recent grade earned will be used to calculate the cumulative grade point average. Students may attempt a course only three times—including the first attempt, repeat grades, and withdrawals. Permission for a fourth attempt will be granted only through the academic appeals process. Permission will be granted only to students who can document major extenuating circumstances. Students who wish to begin the academic appeals process should contact the appropriate campus Dean of Student Services. Grades for the third and all subsequent attempts will be included in calculating grade point averages.

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

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

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

RIGHT OF ACCESS
Students and parents or guardians of dependent students (dependent as defined by the Internal Revenue Service) are entitled to these rights and to access to students’ records. Parents or guardians of students will not be given access to the students’ records without the written consent of the student or documentation that the student is a dependent.

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

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

RIGHT OF WAIVER OF ACCESS TO CONFIDENTIAL LETTERS OR STATEMENTS
A student, eligible parent, or guardian may waive the right of access to evaluations, confidential letters, or letters of recommendation. When requested, HCC will provide the names of individuals who have submitted such letters and evaluations. Moreover, HCC will endeavor to ensure the recommendations and evaluations are used only for the purpose(s) intended.
CORRECTIONS
HCC maintains student records electronically, on paper, and on microfilm. In order to provide students the opportunity to correct errors and appeal discrepancies, the College will maintain the original documents on which the records are based for one year. After one year, the source documents may no longer be available and documenting errors will become the student’s responsibility.

RIGHT TO CHALLENGE AND HEARING
Students and eligible parents or guardians have the right to challenge the content and request amendment of records and reports they believe to be inaccurate or misleading. To present such a challenge, students, eligible parents or guardians should contact the appropriate campus admissions, registration and records office.

Challenges may be settled informally by a written agreement. If challenges cannot be settled informally, either party may request, within a reasonable period of time, that a formal hearing be held to settle the dispute. If a request is made, the appropriate campus president will appoint an administrator, without an interest in the outcome, to serve as the hearing officer. Students, eligible parents or guardians, and college employees whose testimony is relevant to the issue may present evidence. After reviewing all available evidence and testimony, the hearing officer will make a written recommendation to the appointing campus president. The Campus President will issue a written decision.

Students and eligible parents or guardians have the right to appeal decisions of campus presidents’ rulings on FERPA challenges to the Vice President for Education and Student Development.

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

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

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

RULE AND PROCEDURE
Students may obtain a copy of the administrative rule and procedure on student records, including the requirements of the federal and state laws, from their campus Dean of Student Services or at the campus libraries.
RELEASE OF INFORMATION

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

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

SAFETY AND SECURITY

CAMPUSS DISTURBANCES

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

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

EMERGENCY PROCEDURES

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

EMERGENCY RESCUE AREAS*

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

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

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

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

SAFETY AND SECURITY SERVICES

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

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

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

Responsible students or employees should
- inform the Security Department about suspicious conduct, criminal activities and hazardous situations;
- refrain from leaving doors and windows open when rooms are vacant;
- walk to cars and classes in groups or with a companion; (Phone 253-7911 or cell 220-7032, after hours, to be escorted to your car);
- walk in well-lighted areas at night, even when in a group;
- stay alert and use your intuition; (If students feel they are being followed, they should change direction and walk toward a group of people or to a secure area.)
- do not leave belongings unattended;
- avoid strangers who appear suspicious or out of place; and
- freely contact Security to ask for assistance.
Students who notice situations that represent potential or actual safety or security problems should notify the local campus security office or call 253-7911. After hours call 220-7032.

Upon request, the College will make available to prospective students its policies, procedures, statistics and other information about campus safety and security.

THREATS OF VIOLENCE

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

TRAFFIC AND PARKING REGULATIONS

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

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

Unless otherwise posted, the campus speed limit is 15 MPH. U-turns are prohibited at all times. In addition, pulling through or backing into a parking space is prohibited. Any driver leaving a vehicle on campus overnight must notify the Office of Security.

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

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

Vehicles found in violation of the following regulations may be removed at the owner’s expense:

- parking in restricted areas such as those reserved for faculty and staff;
- parking in a disabled student space without a Florida Permit (this may also result in a $100 fine);
- obstructing vehicular or pedestrian traffic;
- receiving a third HCC Parking Citation within one year;
- parking motorcycles, bicycles and scooters off the designated areas or special racks;
- parking in fire lanes or in red curb zones;
- leaving a vehicle on campus for more than three days without notifying the Office of Security; and
• parking in any one of the following areas:
  • within 10 feet of a fire hydrant
  • in a loading zone
  • in a driveway in a designated tow-away zone
  • on a sidewalk
  • on the grass
  • out of a marked parking space
  • obstructing a legally parked vehicle

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

Anyone on a campus found driving under the influence of alcohol or drugs will be subject to both College disciplinary procedures and state statutes and local ordinances. The Office of Security will contact the appropriate law enforcement authorities when such violations are discovered.

**STUDENT ACTIVITIES**

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

**ASSEMBLIES AND DEMONSTRATIONS**

**PURPOSE**

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

**PROCEDURE**

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

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

A speaker’s advocacy of topics such as, but not limited to, the following may be grounds for denying a request:

A. the violent overthrow of the government of the United States, the state of Florida or any political subdivision thereof;

B. the willful damage or destruction, seizure and subversion of the College’s buildings or other property;
C. the forcible disruption or impairment or interference with the College’s building, classes or other property;
D. the physical harm, coercion, intimidation or other invasion of lawful rights of the administration, faculty or students;
E. other campus disorder of a violent or disruptive nature.

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

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

3. The College has the right to designate the area(s) where a mass assembly and demonstration may be held. The location will be confined to campus areas where it will be least likely to interfere with the normal vehicular and pedestrian traffic flow and the ongoing educational process of the College. Accommodations for disabled students should be considered when designating an area for a demonstration, including providing certified interpreters for the hearing impaired.

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

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

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

(Approved 4/29/02)

CULTURAL AND SPECIAL EVENTS

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

For more specific information, call the Gallery office at 253-7674. For information about exhibits on other campuses, students should call or write the campus Student Government Activities Advisor or a member of the campus art faculty.
DRAMA
During the academic year, theatrical presentations are held on the Ybor campus. The schedule and location of open auditions for upcoming productions are posted on the campus bulletin board and in the school newspaper. Drama Department productions are held at the Ybor City Campus Performing Arts Building.

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

FILMS, DANCES AND SPECIAL EVENTS
Each semester campus student government associations sponsor events such as films, dances, concerts, guest speakers, special forums and cookouts.

MUSIC
Student, faculty and artist recitals are held in the Ybor Performing Arts Building. Vocal and instrumental recitals and concerts are scheduled primarily during the Fall and Spring terms and feature student, faculty and guest artists in solo and ensemble performances.

GUEST SPEAKERS
Student organizations must obtain approval for any outside person or group to speak on campus.

Organizations are responsible for selecting speakers who will enhance the intellectual, cultural, and/or personal development of the audience.

Forms for requesting approval of speakers can be obtained from the appropriate campus Student Government Activities Advisor. Completed forms will be forwarded to the campus Dean of Student Services for referral to the Campus President. Upon approval of the Campus President, College facilities may be reserved for the guest speaker(s).

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

A social function is any gathering of students and guests that an HCC organization plans, finances, or for which the organization provides refreshments or entertainment.

Members of the college community are prohibited from using, possessing, or being under the influence of alcoholic beverages or illicit drugs at a school-sanctioned gathering.

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

Scheduling: Scheduling is required for all social functions. Social events must be registered at least two weeks in advance. For further information, see the campus Student Government Activities Advisor.

Chaperones: All social functions hosted by a College-approved student club/organization require chaperones. Any couple in which one partner is a member of HCC’s faculty or administrative staff may serve as advisors for a social function. The Student Government Activities Advisor must approve any other adult couple wishing to serve as chaperones.

Faculty guests serving as chaperones at a social function must be present for the entire event and must report all infractions of HCC regulations to the campus Dean of Student Services and the Student Government Activities Advisor.

SOLICITATION AND DISTRIBUTION OF MATERIALS

PURPOSE
This procedure provides guidelines for the solicitation and distribution of materials at the College.

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

To solicit or to distribute literature or other materials at a campus of Hillsborough Community College, a College-related or non-College related individual, group or organization will submit a completed Request to Solicit and Distribute Materials form to the appropriate campus Dean of Student Services with the following information:
1. the name, address and telephone number of the individual submitting the request;
2. the purpose; and
3. a copy of the literature or material to be distributed.

The College reserves the right to designate a specific area for these activities.
The request to solicit and distribute materials form should be submitted at least five (5) working days prior to the activity. (For the District Administrative Offices, the request to solicit or distribute literature or other materials must be submitted to the Vice President of Education and Student Development.)

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

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

(Approved 4/29/02).

**STUDENT ACTIVITY/SERVICE FEE BUDGET DEVELOPMENT**

**PURPOSE**

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

**PROCEDURE**

**Budget Committee**

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

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

<table>
<thead>
<tr>
<th></th>
<th>Brandon</th>
<th>Dale Mabry</th>
<th>Plant City</th>
<th>Ybor City</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGA Pres.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>SGA Rep.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>CAB</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
</tbody>
</table>

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

The Director of Student Services and the Controller will serve as Ex-Officio, non-voting members.
Requisition of Student Activities Funds

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

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

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

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

Requisition of Student Services Funds

1. Projected services budgets shall be submitted to the committee for review. Service budgets shall undergo the same budgetary process as student activities requests.

2. The committee will evaluate how all services funded through the Student Activity and Services Fee Budget support the needs of students.

Budgetary Process

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

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

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

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

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

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

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

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

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

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

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

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

(Approved 11/03/03)

STUDENT CLUBS AND ORGANIZATIONS

POLICY FOR FORMING CLUBS AND ORGANIZATIONS
Student clubs and organizations can be formed on any campus, according to HCC policies and procedures.

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

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

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

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

Advisors may guide but should not interfere with the operations of clubs or organizations unless their activities violate HCC policies or procedures.
Those serving as advisors to student organizations must meet the following responsibilities:

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

RESPONSIBILITIES OF THE STUDENT ORGANIZATIONS TO ADVISORS

In their relationships with their advisors, student organizations must exhibit the following behaviors:

- in advance, informing the advisor of all meetings; and
- holding regular conferences with and seeking the counsel of the advisor.

STUDENT GOVERNMENT ASSOCIATION

All students are members of the Student Government Association (SGA). The SGA is the medium through which students can actively participate in the programs and policy-making procedures of the College. It serves as the means of communication between students and the administration.

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

STUDENT GOVERNMENT CONSTITUTION

PREAMBLE

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

ARTICLE I – NAME

The name of this organization shall be the Hillsborough Community College Student Government.

ARTICLE II – MEMBERSHIP

All students registered and matriculated at Hillsborough Community College shall be members of this Student Government and shall be subject to this Constitution and all subsequent Student Government Statutes.
ARTICLE III – PURPOSE
The purpose of this organization shall be to:

A. Provide a formal structure to initiate and review college policies and procedures with emphasis on the student point of view.

B. Provide a means whereby student activity funds may be distributed in such a manner as to benefit all segments of the student body.

ARTICLE IV – ORGANIZATION
The Student Government of each campus shall consist of the following:

A. Officers: All elected positions of the SGA-President, Vice President, Treasurer and Secretary.

B. Senators: Representing the student body on each campus, up to a maximum of 35 senatorial positions can be filled. A minimum of 10 positions is needed on each campus for adequate representation.

C. Representatives: Each approved club or organization is entitled to one voting representative.
   1. Each recognized club or organization will have one voting representative and two alternates to represent their organization in SGA (only one representative needs to be present at each meeting).
   2. Club Representatives are responsible for communicating to the members and advisors of their respective clubs of all notices, decisions, and discussions that take place in the meetings. It is not the SGA’s responsibility to make club members or advisors aware of the content of the SGA meetings.

D. Conflict of Interests:
   1. A club is represented by one member who can be, but does not have to be an officer of whatever club he/she represents. However, if a person is on the Executive Board for SGA (President, Vice President, Secretary, or Treasurer), then he/she is at the meeting, as an Executive Board member and cannot represent a club for roll call or voting.
   2. If a person is a senator and a club member, then that person must choose before the meeting if he/she is at the meeting as a senator or club representative; he/she cannot be both. If he/she comes as a club representative, then he/she will be counted absent as a senator and vice versa. An alternate, previously identified as a club representative, can be contacted to represent their club if the voting club member is fulfilling other duties.

ARTICLE V – ELECTIONS
A. Shall be finalized by the 15th day of the Fall and Spring Terms.
   1. Those students elected in the Fall Term, and have the required grade point average, are not required to be re-elected in the Spring.
   2. Senate elections for the Spring Term will be held on an as needed basis.

B. Shall be held at each campus.
   1. Student may vote using the following criteria:
      a. Show a valid term registration identification card.
      b. Show a picture identification.
      c. Sign for ballot.
ARTICLE VI – ELIGIBILITY
A. Must maintain at least half time enrollment (6 hours) at the college. At least three credits must be at their campus of residence.
B. Must be a student in good standing and maintain a cumulative 2.0 grade point average (GPA) inclusive of college prep courses to hold the office of student representative. First term participants must achieve a 1.75 GPA after their first term then must have a 2.0 GPA for all future terms to participate in SGA.
C. Must be a student in good standing and maintain a cumulative 2.5 grade point average to hold an executive office.
D. Must have a 2.0 GPA to travel utilizing student activities funds.

ARTICLE VII – AMENDMENTS TO THE CONSTITUTION
This Constitution may be amended by three-fourths (3/4) vote of the students voting on all four campuses.

STUDENT HEALTH AND WELLNESS

AIDS

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

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

The Committee on AIDS is responsible for reviewing HCC’s procedures and ensuring they are both free of discrimination and pose no danger to the community at large. The Committee will also meet as needed, to consider and recommend appropriate action in individual occurrences of the disease.

Any questions, concerns, or consultation regarding AIDS should be referred to the appropriate Campus Dean of Student Services or the Chairperson of the Committee on AIDS - the District Director of Student Services. For services and accommodations, visit the campus Office of Services for Students with Disabilities.

ALCOHOL AND DRUGS POLICY

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances while at school or on College property is strictly prohibited. In addition, a student is prohibited from being under the influence of alcohol or having possession or use of alcoholic beverages while at school or on College property.
The College will provide full cooperation with local law enforcement agencies for alcohol and drug-related violations. Sanctions may include referral for prosecution, expulsion of a student and termination of an employee or completion of an appropriate rehabilitation program. A student who is formally charged by a proper prosecuting attorney with drug violations, may, following an administrative hearing, be suspended until his/her case is adjudicated. (HCC Administrative Procedures prohibit alcohol on HCC property or at HCC functions without prior authorization by the College President or appropriate Campus President.)

The following procedural guidelines apply to the use and possession of alcohol and other drugs by both students and employees at the College:

1. **DRUGS** - Illegal drug activity either at work or at school may adversely affect the employee/student’s job or performance, may jeopardize the safety of others, may undermine the public’s confidence and trust in the College and may result in disciplinary action for both students and employees. For an employee, this may include termination.
   
   A. Any illegal substance found on College property will be confiscated and turned over to the appropriate law enforcement agency that may result in criminal prosecution.
   
   B. The College will assist law enforcement agencies in the investigation of employees and students who may be using or trafficking drugs or suspected of such illegal activities.
   
   C. If an employee is convicted of a criminal drug statute, the employee is required to report the information to his immediate administrative supervisor within five (5) days following the date of the conviction.

   In accordance with the Drug-Free Workplace Act of 1988 and administrative procedure on Drug-Free Workplace, the administrator responsible for managing a Federal grant or a Federal contract for $25,000 or more, will notify the Federal agency within ten (10) days after receiving notice of an employee’s conviction. For additional guidelines regarding Federal grants or those Federal contracts for $25,000 or more, refer to the administrative procedure.

   D. If a student is charged with the unlawful manufacture, distribution, dispensation, possession or use of controlled substances while attending class, a College function or while on College property, the student may be subject to disciplinary action that may include expulsion.

   E. If an employee is charged with the unlawful manufacture, distribution, dispensation, possession or use of controlled substances while at work, a College function or on College property, the employee’s immediate administrative supervisor may recommend disciplinary action. It is a violation of Section 893.13, F.S., to sell, purchase, manufacture, deliver or possess with the intent to sell a controlled substance in, on, or within 1,000 feet of the college’s real property.

   F. If an employee’s supervisor has reasonable cause to suspect that an employee is under the influence of a drug, the employee may be sent home by the supervisor or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee if necessary.

   Employees who may be undergoing medically prescribed treatment with a controlled substance that may limit their ability to perform on the job must report this treatment to their immediate administrative supervisor prior to beginning a workday. In such an instance, the employee would be prohibited from operating any machinery or driving any College vehicles until his/her immediate supervisor is notified accordingly.
2. **ALCOHOL** - An employee or student who is under the influence of alcohol either at work or at school may adversely affect the employee’s or student’s job or performance, may jeopardize the safety of others, may undermine the public’s confidence and trust in the College and may result in disciplinary action for both students and employees. For an employee, this may include termination.

   A. Neither an employee nor a student will be permitted to act in any capacity for the College and will not be permitted to operate College machinery or vehicles while under the influence of alcohol.

   B. If a student is under the influence of alcohol while attending a class, function or while on College property and displays disruptive behavior, the student may be subject to disciplinary action.

   C. If an employee displays disruptive behavior and is under the influence of alcohol while at work, while at a College function or while on College property, the employee’s immediate administrative supervisor may recommend disciplinary action.

   D. If an employee’s supervisor has reasonable cause to suspect that an employee is under the influence of alcohol, the employee may be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee if necessary.

   E. If a faculty member or College employee suspects that a student is under the influence of alcohol while on College property, the employee will contact an administrator. If the administrator has reasonable cause to suspect that a student is under the influence of alcohol, the student may be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the faculty member or another employee if necessary.

   F. Alcoholic beverages may be served on College property and at College functions with prior authorization by the President (Also refer to administrative procedure, Use of College Facilities.)

3. **DISCIPLINARY ACTION FOR EMPLOYEES**

   A. In accordance with the Drug-Free Workplace Act of 1988, the College as a recipient of any Federal grant and as a Federal contractor of $25,000 or larger contracts is required to adhere to certain regulations. Administrative procedure, Drug-Free Workplace, deals with the information that includes specific requirements for criminal drug statute convictions.

   B. If an employee is charged with the unlawful manufacture, distribution, dispensation, possession or use of controlled substances while on duty or on College property or at a College function, the employee’s immediate administrative supervisor will meet with the employee to discuss the charges. The employee’s immediate administrative supervisor may recommend between a warning to immediate termination depending on the seriousness of the charge. These same requirements will apply to any employee who uses alcohol or has alcohol in their possession while on duty or at a College facility. The disciplinary action will be more severe when an employee is suspected of being under the influence of alcohol or drugs, especially when an employee is unable to perform his/her assigned duties. The employee’s immediate administrative supervisor may recommend that an employee be terminated based on the seriousness of the offense. However, any personnel action must be consistent with Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination based on disability in programs receiving Federal funds. Drug addiction or alcoholism may constitute a disabling condition under the Rehabilitation Act, especially if the substance abuser is undergoing rehabilitation. Where an employee’s substance abuse prevents the individual from performing the duties a particular job or whose employment will constitute a threat to property or safety of others, the employee will be required to seek immediate rehabilitation.
C. In lieu of disciplinary action or in conjunction, the employee’s administrative supervisor may recommend that the employee enroll in an employee treatment program.

4. **DISCIPLINARY ACTION FOR STUDENTS**
   If a student is charged with the unlawful manufacture, distribution, dispensation, possession or use of controlled substances while on College property or at a College function, the President shall refer the matter to the appropriate Campus President in accordance with procedures on Discipline of Students.

   (Approved 10/02/95)

**DRUG AND ALCOHOL POLICIES**

One of HCC’s goals is to maintain a drug-free workplace and educational setting. Therefore, the manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances on HCC property is strictly prohibited. However, upon prior authorization by the College President, alcoholic beverages may be served on HCC property and at HCC functions.

Annually, each registered student is informed about HCC drug policies and the behavioral, social and legal consequences associated with drug use. For more details regarding HCC’s policy on alcohol and illicit drugs, see the HCC Safety Handbook or HCC Administrative Rules. A copy of the policy can be found in the HCC libraries. The College will also provide prospective students with a review of HCC’s alcohol and drug prevention and education programs.

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

**SMOKING POLICY**

HCC complies with the Florida Indoor Clean Air Act. Smoking is not permitted in any college building, classroom, enclosed hallway, or areas adjacent to entrance and exit doors.

If you have three walls around you and you cannot see the sky overhead, you are in a non-smoking area. Please keep your college safe and clean by ensuring that smoking materials are fully extinguished and discarded in proper receptacles.
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 HCC 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.

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 that 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.
CODE OF STUDENT CONDUCT AND DISCIPLINARY PROCEDURE

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

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

Hillsborough Community College students may be accountable to the civil authorities, as well as to the College, for acts that constitute violations of laws as well as violations of this Code. In such events, College disciplinary actions will proceed notwithstanding any pending criminal, drug or disorderly persons’ proceedings. Similarly, dismissal or acquittal of such concurrent legal proceedings will not necessarily result in dismissal of College disciplinary actions.

The College recognizes that its inherent powers and responsibilities to act so as to protect the safety and well-being of the campus community are broad and that the potential range of student misconduct which could harm persons and property on campus is also broad. Accordingly, these regulations are to be interpreted broadly to effect fully the protection of the Hillsborough Community College community. These written regulations are intended to define prohibited offenses with precision to give students notice of the behavioral standards expected of them. They are not meant to define misconduct in exhaustive terms.

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

The Security Office is responsible for investigating all student violations of law that occur on campus, and should be notified immediately upon detection of any such violation. As soon as practical upon receipt of such notification, the Chief of Security shall advise the appropriate civil law enforcement authority of such violation and that an investigation is being made. The Security Office shall take whatever action may be necessary, legal and proper within the scope of its authority with respect to such violation, for the protection of persons and property on campus, and shall cooperate fully with the civil authorities in the apprehension of suspects, preservation of evidence, aid to victims and all other aspects of the case. Complainants should prepare a complete factual incident report after the occurrence of each violation and a copy thereof sent to the Chief of Security. Said reports shall be prepared whether or not the violation is also investigated by a civil law enforcement authority.

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

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

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

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

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

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

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

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

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

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

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

L. Intentionally furnishing false information to the college.

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

N. Gambling in any form.

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

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

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

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

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

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

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

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

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

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

Y. Consuming food and beverages in unauthorized areas; e.g., classrooms, laboratories, library, restrooms, etc.
4. DISCIPLINARY MEASURES

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

A. Expulsion. Permanent dismissal from the College.
B. Temporary Suspension. Suspension from the College for up to three days.
C. Suspension. Separation from the College for a specified period.
D. Disciplinary probation. Loss of participation in extracurricular activities, athletics, and/or holding of office in student organizations, for specified time and period.
E. Restitution. The obligation to replace or pay for damaged property or to compensate for losses incurred, because of the violation.
F. Loss of privileges. Temporary revocation of such privileges as driving on campus, use of the cafeteria, library-borrowing privileges, attending athletic events, etc.
G. Disciplinary censure. Written warning to the student with copy to student file for having engaged in misconduct.
H. Performance of conciliatory act. If the student and the College are mutually agreeable and if circumstances of the violation and the student’s attitude so warrant, a disposition may be made that will avoid imposition of a sanction yet will require some conciliatory act of the student evidencing a positive attitude toward his/her conduct in the future. Examples include:
   (1) Behavioral counseling;
   (2) Voluntary withdrawal with opportunity to resume studies at a later time, and with a plan for the interim period;
   (3) Performance of some service for the College in mitigation of harm caused by misconduct.

5. RANGE OF SANCTIONS CONTINGENT UPON SECTION C

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

6. DISCIPLINARY PROCEDURES

A. Complaints
   (1) Allegation of a violation of the Code of Student Conduct may be made by any member or guest of the College community, or by any representative of any department or agency of the College.
   (2) Allegations shall be in writing (Complaint Form) and shall be filed with the Dean of Student Services at the campus where the infraction occurred.
(3) The Campus Dean shall then investigate the alleged violation of the Code of Student Conduct, (Complaint Form, Incident Reports, etc.). If he/she determines that there is no substance to the charge, all charges shall be dropped. In the event that the Dean of Student Services determines that the charge warrants only a reprimand, he/she shall meet with the student, discuss the charge with him/her and issue the written warning. The issuance of the written warning shall be the termination of the complaint.

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

B. Informal Hearings

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

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

(3) If after said hearing the Dean of Student Services shall determine that either the student is innocent or that the violation committed by the student warrants a penalty, other than expulsion or suspension, he/she shall, if applicable, assess said penalty and the matter shall be deemed closed.

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

C. College Code of Conduct Committee (CCCC) Actions

(1) The College Code of Conduct Committee shall then inform the student charged of the date, time and place of the hearing before the CCCC, which date shall not be less than ten (10) days from the date of notification. Notification of the charge shall be in person (receipt required) or by certified mail, return receipt requested. A copy of this notification shall be filed in the Dean of Student Services’ Office. In addition, the College Code of Conduct Committee shall instruct the Dean of Student Services to forward to the student immediately, a list of witnesses and a copy of their statements or charges along with other evidence that the complainant intends to submit against him/her.

(2) If, after due notice of the charge and date of hearing, the student fails to appear and the majority of the CCCC is satisfied that the student had appropriate notice of the charge and date of the hearing and no valid excuse for not appearing, the CCCC may then hold the hearing without the student present.
(3) Decisions in all cases shall be determined by a simple majority vote of the members present.

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

D. Imposition of Sanctions

If the person charged is found guilty, the Campus President and the Dean of Student Services shall upon reviewing the CCCC report and recommendations may impose any appropriate sanction or sanctions. A report of findings and impositions of sanctions shall be provided to the charged student (signature required) in person or by certified mail, return receipt requested.

E. Appeals

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

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

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

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

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

F. Administrative Suspension

Pending the completion of the hearing before the CCCC, the status of the charged student within the college shall not be altered unless his/her continued presence on campus is found by the Dean of Student Services to constitute a serious threat to the College community or to the property of the College.

G. Pending Criminal Proceedings

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

The College Code of Conduct Committee shall be organized to hear cases referred to it by the Dean of Student Services at the campus where the infraction occurred or brought before it by the student facing charges.

A. Composition of the CCCC: The CCCC shall consist of five persons, to include the District Director of Student Services, a Dean, at least one student, one faculty member, and one staff member. Alternates shall be available from the nominee pool. The chairperson of the CCCC shall be elected by a majority vote from the CCCC. The responsibilities of the chairperson will be to insure that the right to due process is not abridged and that the CCCC holds its hearings in accordance with procedures set forth herein. A simple majority of the members of the Committee shall constitute a quorum.

B. Appointment Process: Students, faculty and staff shall be nominated for membership on an individual basis by submitting a Student Code of Conduct Committee nomination form to the District Director of Student Services each Spring Semester. The Director will announce the nomination process each spring semester. The Director may announce a fall semester appointment process in the event of CCCC members or alternate members vacate. Student members must have enrolled at least one semester and have a least a 2.0 cumulative average.

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

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

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

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

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

A. The CCCC is de nova, that is, without reference to any matter developed previously in an informal proceeding in which disciplinary action was considered.

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

C. Hearings before the CCCC shall be held in private unless the student charged requests that the public be admitted. The public may then be admitted subject to the following stipulations:

(1) That in the event of disorder or disruption of the hearings by spectators, the CCCC may order the hearing closed to the public.

(2) The Committee may order all spectators excluded from the hearing during testimony of a witness when the Committee concludes that such exclusion is necessary and appropriate to avoid embarrassing publicity for a witness.

D. The student charged shall have the right to any representative of his/her choice from within or without the college community. Only the student who has been charged with misconduct will be allowed to speak.
E. The student charged shall have the right to be informed of the identity of the person initiating the charges against him/her and the right to hear the witnesses against him/her and subject to reasonable rules of procedure, the right to question such witnesses.

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

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

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

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

J. Order of Business:
   (1) Call to order
       Chairperson
   (2) Statement of case to be heard
       Chairperson
   (3) Opening Statement
       Complainant or College Delegate
   (4) Opening Statement
       Accused Student or Advisor
   (5) Presentation and question of evidence and witnesses for the prosecution
   (6) Presentation and question of evidence and witnesses for the defense
   (7) Closing Statement from the charged student
       Complainant or College Delegate
   (8) Closing Statement from the charged student
       Accused Student or Advisor
   (9) Closing comments and announcements regarding the calendar
       Chairperson
   (10) Adjournment
       Chairperson

K. Deliberations of the Committee shall be conducted out of the presence of the student charged with misconduct and with no other persons or spectators present.

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

(Approved 3/22/02)

**DRESS CODE**

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

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

HCC’s Assistant to the President for Equity and Special Programs ensures compliance with federal and state laws prohibiting discrimination. Individuals who believe they have been a victim of discrimination or sexual harassment should contact:

The Assistant to the President for Equity and Special Programs
District Administrative Offices
39 Columbia Drive
Tampa, Florida 33606
Telephone: 253-7037

RELIGIOUS OBSERVANCES

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

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

SEXUAL HARASSMENT

POLICY

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

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

The College believes sexual relationships between teachers and students or superiors and subordinates are ill advised as far as they might adversely affect the academic or workplace environment or relationships. Such relationships between superiors and subordinates or between teachers and students are unethical because the consent of students or subordinates may not in fact be voluntary given the “power imbalance” in such relationships.
DEFINITIONS
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment.

Speech of the following nature also constitutes sexual harassment:
- is persistent, pervasive, and not germane to the subject matter;
- is abusive or severely humiliating; and
- persists despite the objection of the person or persons to whom it is directed.

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

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

A hostile or abusive environment exists when sexually harassing conduct is sufficiently severe, persistent, or pervasive that it limits students participating in or benefiting from an education program or activity. A hostile environment might exist even if there is no tangible injury to students. For example, students might have been able to keep up their grades and continue to attend school even though it was more difficult for them to do so because of the harassing behavior.

A hostile environment can occur even if the harassment is not targeted specifically at individual complainants. For example, if a student or group of students regularly directs sexual comments toward a particular student, a hostile environment may be created not only for the targeted student, but also for others who witness the conduct.

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

DISCIPLINARY ACTIONS
Among the factors the College will consider in arriving at the appropriate disciplinary action to impose when a member of the college community is found to have engaged in harassing behavior are:
- the nature of the conduct and the relationship of the perpetrator to the victim, including the degree of influence, authority, or control the perpetrator had over the victim; and
- whether the victim was legally or practically unable to consent to the sexual conduct in question.

Employees or students of the College who are found to have sexually harassed other members of the college community will be subject to disciplinary action. The penalties that could be imposed for sexual harassment include expulsion or termination within the provisions of applicable current administrative rules and procedures.
DESIGNATION OF PERSON TO RECEIVE COMPLAINTS
The Assistant to the President for Equity and Special Programs is the person to whom students and/or employees should direct sexual harassment complaints. Each complaint will be investigated promptly and thoroughly.

STUDENT ACADEMIC GRIEVANCE

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

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

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

4. CONTACT WITH THE VICE PRESIDENT OF EDUCATION AND STUDENT DEVELOPMENT
   Within Ten Days of Receipt of Appeal
   The Vice President of Education and Student Development 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 Education and Student Development to the appeal of the campus president’s decision is final and not subject to appeal.

(Approved 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. A grievance is defined as 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). 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. For assistance with this procedure, students should contact the Dean of Student Services at the appropriate campus.

FREQUENTLY ASKED QUESTIONS
ABOUT COLLEGE AND HCC

WHAT IS A SYLLABUS AND WHY SHOULD I CARE?
A syllabus is a course outline typically distributed the first day of class detailing course expectations. In general, the syllabus is a contract that specifies what you will be taught in the course and the behaviors expected of you.

A typical syllabus includes:
• the name of the course;
• the days and time the class meets;
• the instructor’s name, office hours, office location and ways to contact the instructor;
• important term dates including a schedule of exams and the due dates for projects and/or assignments;
• required texts and reading materials;
• a course description;
• expected classroom behavior; and
• the instructor’s policies on grading, plagiarism and attendance.

IMPORTANT:
You should pay special attention to the instructor’s policies on classroom behavior, attendance, and grading.

Some instructors lock the doors five minutes after class starts and do not allow students who arrive later into their classes. Some instructors administratively drop students who have missed more than 10% of the class. An instructor has the right to do both of these as long as the instructor specifies his/her policies in the syllabus distributed at the start of the semester.

An instructor might also specify his/her policies on grading and missed or late assignments. An instructor is under no obligation to accept assignments you turn in late as long as that policy is specified in the course syllabus. Likewise, an instructor can limit the number of times you can be late turning in an assignment or taking an exam before lowering your grade on the assignment, exam or even in the course.
WHAT ARE THE THINGS I SHOULD CONSIDER WHEN CREATING A SCHEDULE?

When considering a class schedule, make sure that your selections accommodate the other important activities in your life. Working 40 hours per week and attending class 12 hours per week does not leave a lot of time for sleep, homework and other obligations. Moreover, research indicates that the academic performance of students who attend school full-time suffers if they work more than 20 hours a week. Therefore, if you work full-time, it may not be appropriate to enroll as a full-time student. You will find that HCC offers classes at times and locations that will accommodate many personal schedules.

When selecting classes, take a moment to list your current activities. Figure out how much time is required to complete these activities. Don’t forget your travel and meal times. After you have identified these commitments, select your classes.

Successful students spend three hours studying for each hour they spend in a lecture class. Lab classes usually require one hour of studying for each hour of lab. This is homework time. Therefore, for every three-hour course for which you are enrolled, you should expect to spend approximately nine hours studying. Consider this when you are deciding on the number of hours in which you plan to enroll.

WHAT IS REGISTRATION AND HOW DO I GET READY FOR IT?

Registration is the process of scheduling your classes. You can find the instructions for using the Telephone Registration System (TREG) or HawkNet WebAdvisor in the Credit Course Schedule. You can increase the likelihood that your registration experience will be successful by making a few simple preparations.

If you are working toward a degree, certificate, or other academic goal, the classes you take should either be part of your academic program or part of the preparation you need to take the courses in your program (college prep. courses). Reference materials you might find helpful include:

- degree audits (available through a counselor, advisor, HawkNet WebAdvisor or facts.org);
- advising guides (available through a counselor, advisor or HCC website).

Note: Before you may register for some courses, you must first complete an introductory or preparatory course. These introductory or preparatory courses are called prerequisites. For example, most colleges require that students complete basic algebra before registering for calculus. In these cases, college algebra is a prerequisite for college calculus.

Other courses must be taken simultaneously or at the same time. Courses that you must take together are called corequisites. For example, most colleges require that you take biology laboratory during the same semester that you take biology lecture. Thus, biology lecture and lab are corequisites.

The second step in preparing to register is to organize your courses into (1) those you have satisfactorily completed or for which you are presently registered; and (2) those you have yet to complete satisfactorily. You should be preparing to register for those courses required for your program that you have not yet completed satisfactorily. As you make a list of those courses, you should read the course descriptions in the college catalog to determine if any of the courses have prerequisites or corequisites.
Now, refer to the Credit Course Schedule. You should make a list of the course sections you want to take that are offered at the days and time you want to take classes. You will need to note:

1. the course,
2. the section number,
3. the day/time the section is taught, and
4. the campus/room in which the section is taught.

Now, complete the Scheduling Worksheet included in the Credit Course Schedule. Complete all the blocks provided. Since your first choice might not always be available, use the Second Choice Course Selection form to list alternative courses or sections.

**HINT:** Experienced schedulers will make photocopies of the Scheduling Worksheet and Second Choice Course Selection form so they can try out a variety of schedules before they start the registration process.

If you register using TREG, a copy of your schedule and your bill will be mailed to your home of record. If you registered using HawkNet WebAdvisor, you should print a copy of your schedule when you finish registering. You will not be mailed a copy of your schedule or bill. If you have moved since you first applied to the College, you should ensure your current address is on file by contacting any HCC Admissions Office.

Now you are ready to follow the instructions in the Credit Course Schedule.

**HOW DO I REQUEST AN OFFICIAL TRANSCRIPT OF MY ACADEMIC RECORD?**

You may request that your HCC transcripts be sent to another organization or individual by submitting a written request to any campus Admissions, Registration and Records office, order and pay using HawkNet WebAdvisor or in person at any HCC campus. You must pay a $5 fee for each request. Your request should include your full name, social security number or student I.D. and the full name and address of the institution or party to whom the transcript is to be sent. If your name has changed since your last period of enrollment, you should provide both your present and former names. The College will try to respond to your transcript request within two weeks.

**NOTE:** The College will not provide transcripts if you have an outstanding financial obligation.

**HOW CAN I GET THE COLLEGE TO VERIFY THAT I’M A STUDENT?**

At your request, the College will prepare and certify statements relating to your class standing, GPA, term attendance, etc. If you do not provide forms on which to report the information, it will be reported in a letter signed by a College official.

Since the federal government requires educational institutions to take precautions to prevent the misuse of student information, you must submit your information request in writing. You should submit your request to the appropriate campus office of Admissions, Registration and Records.

The College will try to process requests for information within two weeks.
**IS THERE AN ADVOCATE FOR STUDENTS AT THE COLLEGE?**
The District Director of Student Services is the college’s ombudsman (advocate) for students. The office is located on the third floor of the District Administrative Offices. The phone number is 253-7021.

**IS THERE A LOST AND FOUND AT THE COLLEGE?**
Found articles should be turned in to the HCC Security Office. Lost articles may be claimed upon presentation of proper identification.

**WHO DO I TURN TO WHEN I DON’T KNOW WHERE TO GET HELP WITH A SCHOOL RELATED ISSUE?**
On each campus, the Office of the Dean of Student Services will point you in the right direction.

- **Brandon Campus** .......................... 253-7880
- **Dale Mabry Campus** .......................... 253-7311
- **Plant City Campus** .......................... 757-2108
- **Ybor City Campus** .......................... 253-7680

**ARE THERE THINGS I CAN DO TO IMPROVE MY CHANCES OF BEING SUCCESSFUL IN MY STUDIES?**

**Tips For Taking Standardized Tests**

1. Concentrate. Do not talk or distract others.
2. Listen carefully to the directions. Ask questions if they are not clear.
3. Pace yourself. Keep your eye on the time, but do not worry too much about not finishing.
4. Work through all of the questions in order. If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
5. Read all of the possible answers for each question before choosing an answer.
6. Eliminate any answers that are clearly wrong, and choose from the others. Words like “always” and “never” often signal that an answer is false.
7. If questions are based on a reading passage, read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
8. When you finish the test, go back through and check your answers for careless mistakes. Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
9. Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!
10. Use all of the time allotted to check and recheck your test.

**Listening Skills**
Listening (unlike hearing, which is a physical process not requiring thinking) gives meaning to the sound you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher’s responsibility is to present information; the student’s responsibility is to be “available” for learning. Not listening means you will be unable to learn the material.
Here are some tips on improving your listening skills:

- Approach the classroom ready to learn; leave personal problems outside the classroom. Try to avoid distractions.
- Even if you do not sit close to the teacher, focus your attention directly on him/her.
- Pay attention to the teacher’s style and how the lecture is organized.
- Participate; ask for clarification when you do not understand.
- Take notes.
- Listen for key words, names, events, and dates.
- Don’t make hasty judgments; separate fact from opinion.
- Connect what you hear with what you already know.

If you want to develop superior homework skills

- Keep track of your daily assignments in this handbook so you will always know what you have to do.
- Homework is an essential part of learning. Even though you may not have written work to do, you can always review or re-read assignments. The more you review information, the easier it is to remember and the longer you are able to retain it.
- Realize that homework is considered an important part of learning. Not doing your homework because you do not believe in homework is self-defeating behavior.
- It is your responsibility to find out what you have missed when you are absent. Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in.
- Have a place to study that works for you – one that is free from distractions. Be honest with yourself about using the TV or stereo during study time. Make sure you have everything you need before you begin to work.
- Develop a schedule that you can follow. Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- Prioritize your homework so that you begin with the most important assignment first, study for a test, then do the daily assignment, etc.
- Study for 30-40 minutes at a time, and then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.

I HEAR THAT COLLEGE STUDENTS SMOKE MORE AND DRINK MORE THAN OTHERS. ARE THERE THINGS YOU CAN TELL ME THAT WILL HELP ME STAY HEALTHY?

Tobacco Products

The use of tobacco is addictive. Most users develop tolerance for nicotine and need greater amounts to produce a desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms when their intake of tobacco products is reduced. Physical withdrawal symptoms include, changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological symptoms include: irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for tobacco that can last days, weeks, months, years, or an entire lifetime.
If you smoke, you expose yourself to the following risks:

- diminished or extinguished sense of smell and taste,
- frequent colds,
- smoker’s cough,
- gastric ulcers,
- chronic bronchitis,
- increase in heart rate and blood pressure,
- premature and more abundant face wrinkles,
- emphysema,
- heart disease, and
- cancers of the mouth, larynx, esophagus, lungs, pancreas, cervix, uterus, and bladder.

Here are some helpful tips on avoiding the use of tobacco products:

1. Use your head. Smoking is responsible for close to 420,000 deaths each year.
2. Stay active. Exercising and participating in sports is nearly impossible if you smoke cigarettes.
3. Be aware of the risks. Smoking can lead to many physical problems including emphysema, heart disease, stroke, and cancer.
4. Keep your edge. Smoking makes you smell bad, gives you bad breath, and gives you premature wrinkles.
5. Play it safe. Experimenting with smoking could lead to full-fledged addiction and a lifetime of trying to quit.
6. Do the smart thing. Smoking puts your health and the health of those around you at risk.
7. Get with the program. Smoking isn’t “in” anymore.
8. Find ways to reduce anxiety. Smoking may actually contribute to your state of agitation.

Alcohol

Alcohol is a central nervous system depressant. It affects virtually every organ in the body. Chronic use of alcohol can lead to numerous diseases including alcoholism. According to the 1994 Monitoring the Future survey, alcohol remains the number one substance used by 8th, 10th, and 12th graders. College and university administrators estimate alcohol is a contributing factor in student’ failure, violence, and unsafe sex.

Here are some of the negative effects alcohol can have:

- Alcohol goes directly into the bloodstream; it affects every system in your body.
- Heavy drinking can cause cirrhosis and cancer of the liver.
- Alcohol abuse can lead to both homicides and suicides.
- Drinking can cause serious injuries and death – over 38% of drownings are alcohol related.
- Long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, liver damage, heart and central nervous system damage, and memory loss.
If any of the following descriptions apply to you, you might have a drinking problem:

- You are unable to control your drinking – it seems that regardless of what you decide beforehand, you frequently wind up drinking too much.
- You use alcohol to escape your problems.
- Your character changes from your usual reserved character to the “life of the party”
- Your personality changes – does drinking turn you from Dr. Jekyl to Mr. Hyde?
- You have a high tolerance for alcohol – you can drink just about everybody under the table.
- You have blackouts – sometimes you don’t remember what happened when you were drinking.
- Your family and friends are concerned about your drinking.
- Your drinking is characterized by
  - chugging or drinking games (drinking anything out of a punch bowl, trough, hose, or funnel);
  - drinking to get drunk (intoxicated);
  - driving after drinking or riding with someone under the influence;
  - drinking too much too fast;
  - going to parties where people drink too much;
  - not knowing what is in your glass or leaving it unattended; or
  - mixing alcohol with medications or illegal drugs.

Here are some helpful tips on avoiding the use of alcohol:

1. Know the law. Alcohol is illegal to buy or possess if you are under 21.
2. Get the facts right. One 12-ounce beer has as much alcohol as a 1.5-ounce shot of whiskey or a 5-ounce glass of wine.
3. Stay informed. Wine coolers look like juice sparklers but they have just as much alcohol as a 12-ounce beer. One glass of clear malt can give a teenager a .02 on a Breathalyzer test. In some states that amount is enough for anyone under the age of 21 to lose his/her driver’s license and be subject to a fine.
4. Be aware of the risks. Drinking increases the risk of injury. Car crashes, falls, burns, drowning and suicide are all linked to alcohol and other drug use.
5. Keep your edge. Alcohol can ruin your looks, give you bad breath, and cause weight gain.
6. Play it safe. Drinking can lead to intoxication and even death.
7. Do the smart thing. Drinking puts your health, education, family ties and social life at risk.
8. Be a real friend. If you know someone with a drinking problem, be a part of the solution. Urge your friend to get help.
A GLOSSARY OF ACADEMIC TERMS

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

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

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

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

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

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

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

Career Certificate: A non-credit series of courses that prepare students for entry-level employment.

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

Course Schedules: A schedule of credit courses and a schedule of continuing education courses are printed prior to each term. Copies are available at counseling centers and at campus admissions offices.

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

Corequisite: A course that must be taken in conjunction with another course during the same term.

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

College Preparatory Program: This program, a combination of placement testing and mandatory special courses, is designed to ensure that students have college-level reading, writing, or math skills prior to attempting college-level courses.
**Course Load:** The number of credit hours being attempted. A full-time course load is 12 credit hours or more of work in a 16-week semester, six semester hours in a Summer Term.

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

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

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

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

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

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

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

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

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