I am delighted that you are joining our HCC family. Since our founding in 1968, HCC has touched the lives of nearly every member of this community through our programs and services in some way. Whether your goal is to continue your educational career at a university, start a new job, or pursue an intellectual curiosity, our faculty and staff will do everything they can to make your academic studies meaningful and productive.

This handbook was designed to serve as a helpful guide for you to utilize throughout the year. It provides information on the various programs and services that we offer that will help you achieve your goals during your time at the college. I want to strongly encourage you to visit our academic success and career resource centers, meet our student services staff, and familiarize yourself with the numerous resources available at our campuses. The handbook also lists the numerous extracurricular activities taking place at our campuses as well as a directory of all of the support services that can assist you at no cost.

Starting college should be a time of great excitement and anticipation. Please know that we are keenly aware that it can also be overwhelming as you navigate a new learning environment. Know that we are here to assist you along the way as many of you are trying to balance family and work commitments along with your studies. You have found your community here at HCC.

Have a fantastic year and welcome to the family!

Dr. Ken Atwater
President
Hillsborough Community College Planner

2020-2021

HCC is closely monitoring the ongoing developments of the Coronavirus (COVID-19) outbreak. We remain in contact with Florida Department of Health officials to ensure that we are making decisions that are in the best interest of our students, faculty and staff. We will continue to follow the guidelines set by the CDC and the Florida Department of Health.

For the latest updates please visit www.hccfl.edu/coronavirus

The information in this book was the best available at press time. Watch for additional information and changes.
What is HawkGPS?

HawkGPS (Graduation Planning System) has launched at HCC! HawkGPS guides your degree planning to help you stay on track and graduate on time. Powered by EduNav, HawkGPS will help you plan, register, and collaborate with your Academic Advisor on your academic pathway while at HCC.

Learn more and watch the HawkGPS video at:

https://www.hccfl.edu/support-services/academic-advising/hawkgps
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When students succeed, we succeed

» MISSION

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

» VISION

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

» VALUES

» Student Success

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

» Community Service

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

» Diversity and Inclusion

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

» Sustainability

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

» Integrity

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

» Innovation

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

» Accountability

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

» Professional Development

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

» ACCREDITATION

» Hillsborough Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hillsborough Community College.
MyHCC

MyHCC is the online gateway to HCC web-based resources for students, faculty, and staff.

Navigating to MyHCC
2. Click on MyHCC (in top right-hand corner of the web page).
When logging in, if you do not know your User ID, click on Forgot Password from the sign in page and follow the prompts.

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

WebAdvisor
Features
• Registration – Use WebAdvisor to register for classes.
• Class Schedule – To print a schedule, log into WebAdvisor. Click on My Class Schedule. Select current term by clicking on the blue dropdown arrow.
• Online Payment – To pay for classes online, log into WebAdvisor. Click on Make a Payment under the Financial Information heading and follow the prompts.
• Grades – To check grades, log into WebAdvisor; click on Grades located under Academic Profile heading and follow the prompts.
• Financial Aid – Log into WebAdvisor. Click on the options located under the Financial Aid heading.

How to Log In
Click on MyHCC then click on WebAdvisor from the navigation menu. HCC students click on LOGIN. Non students click on GUEST ACCESS.
• To login use your NETID and password
• Your NetID is your first initial of your first name and last name (ex: jsmith). There may be a number at the end of your last name, ex: jsmith12.

HAWK ALERT!
TEXT MESSAGING SYSTEM

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

Go to MyHCC and select Hawk Alert.*
Stay connected by signing up today!
*Some charges may apply based on your service provider.
HCC Information Center

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

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

Hillsborough Community College reserves the right to make changes in regulations, offerings, requirements and any provision announced in the student handbook and academic planner at any time as circumstances require.
IMPORTANT TELEPHONE NUMBERS
AREA CODE (813)

HCC Public Safety: .................................................................253-7911

From Campus Telephone: ......................................................7911

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

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

Baycare Life Management
(Personal counseling 24/7 phone counseling service)

Student Assistance Program.................................................. 800-878-5470
Campus Locations

BRANDON CAMPUS
10414 East Columbus Drive Tampa, FL 33619

President: Interim Dr. Alessandro Anzalone
Student Services Dean: Ms. Julie White
Academic Deans: Interim Mr. Randall Rockefeller

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

President: Dr. Allen Witt
Student Services Dean: Mr. Joe Bentrovato
Academic Deans: Dr. Leif Penrose

DR. GWENDOLYN W. STEPHENSON- DISTRICT ADMINISTRATION CENTER
39 Columbia Drive Tampa, FL 33606

President: Dr. Ken Atwater
VP/Student Services and Enrollment Management: Dr. Kenneth Ray Jr.
VP/Academic Affairs: Dr. Rich Senker

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

President: Dr. Martyn Clay
Manager: Ms. Star Schmidt
Campus Locations

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

President: Dr. Martyn Clay
Student Services Dean: Ms. Christine (Cris) Legner
Academic Dean: Dr. Anthony (Joe) Borrell

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

President: Dr. Jennifer China
Student Services Dean: Ms. Yaima Serrano
Academic Dean: Ms. Nadia Kotula

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

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

Tobacco-use is prohibited on all Hillsborough Community College properties, including owned and leased buildings, student housing, outdoor areas, parking lots and garages, courtyards, entrance and exit ways, and college vehicles. This policy includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, and electronic cigarettes.
MyHCC is a term used to describe the starting point for web-based resources for students, faculty, and staff at Hillsborough Community College.

All students receive an HCC email account. Email is HCC’s official means of communication with students. Please note:

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

2. Check your HawkMail frequently; at least once a week for important information and updates.

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

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

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

NOTE: There may be a number following the last name, ex: mblair22@hccfl.edu. Students should verify the employee’s email address via the College Directory before sending electronic communication.

ACCEPTABLE AND UNACCEPTABLE USES OF HCC STUDENT EMAIL ACCOUNTS

It is important for students to be aware of College policies regarding email.

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

Acceptable Use

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

2. Report emails containing libelous, defamatory, offensive, discriminatory, harassing, obscene, malicious or harmful remarks and or content to (abuse @ hccfl.edu).

3. Understand that all messages distributed and received via the HCC’s email system, even personal emails are the College’s property.

4. Understand that improper use of e-mail is strictly forbidden and will be addressed using the College’s Code of Student Conduct and Disciplinary Procedure.

5. Understand that email may be subject to disclosure under the Florida Statutes, Chapter 119–Public Records.
6. Comply with all College’s rules and state and federal laws that apply to email.

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

**Unacceptable Use**

1. Do not share your password with anyone.

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

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

4. Do not disguise or attempt to disguise your identity when sending email.

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

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

7. Do not allow personal use of email to interfere with your academic endeavors, or anyone else’s.

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

9. Do not send mass mailings. The sending of mass mailings is strictly forbidden and will be addressed using the College’s Code of Student Conduct and Disciplinary Procedure.
HCC Wireless System

HCC has implemented a state-of-the-art wireless system for students. This wireless system provides fast, secured access to the internet.

Select HCC_Wireless from available Wireless Network Connections on your laptop, tablet or phone. Enter your NetID email address (including @hawkmail.hccfl.edu) and your password when prompted. This is the same information you use to sign on to college’s email system or Canvas online learning system. You will have to reenter your password only when you change it.
Hillsborough Community College is committed to maintaining an environment where people feel safe to carry out the college’s mission. The Threat Assessment Team is a collaborative cross-functional team, which is compassionate, and provides a confidential program of identification, intervention, and response in order to afford students with a chance to succeed in the college community with the greatest level of safety and security.

If you notice any suspicious or concerning behavior, the Threat Assessment Team encourages you to submit a confidential Care Report by visiting our website at: (keyword: Speak Up).

CAMPUS DISTURBANCES

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

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

HAWK ALERT!

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

- College Alerts, Emergencies and Closings: The College will notify you via text messages and e-mails of alerts (sent as needed). Voice messages will be used in extreme emergencies as determined by HCC.
EMERGENCY PROCEDURES

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

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

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

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

In an emergency situation, you should:

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

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

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

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

Responsible students or employees should:

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

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

• NON-EMERGENCY FOR HCC Department of Public Safety services: 813-253-7911 (place this number in your cell phones) 7911 (from a college landline phone) (this number does not reach the police)
• Call 9-1-1 for EMERGENCIES FOR POLICE / FIRE / EMS

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

THREATS OF VIOLENCE

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

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

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

FLORIDA DEPARTMENT OF LAW ENFORCEMENT INFORMATION

Sexual Predator and Sexual Offender Registry

PHONE NUMBERS:
Toll-free: 1-888-357-7332 (M-F 8:00am - 5:00pm, EST)
Local: (850) 410-8572

FLORIDA SEXUAL OFFENDERS AND PREDATORS WEBSITE:
https://offender.fdle.state.fl.us/offender//sops/home.jsf

E-MAIL ADDRESS:
sexpred@fdle.state.fl.us

PLEASE NOTE: Florida has a broad public records law under Florida Chapter 119. Emails sent to the Missing Persons and Offender Registration may be a public record subject to disclosure. If you would like to report information anonymously, please call our toll-free line at 1-888-357-7332.

MAILING ADDRESS:
Florida Department of Law Enforcement (FDLE)
Post Office Box 1489 Tallahassee, Fl. 32302-1489

TRAFFIC AND PARKING REGULATIONS

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

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

Unless otherwise posted, the campus speed limit is 15 MPH. U-turns are prohibited at all times. Any driver leaving a vehicle on campus overnight must notify the Department of Public Safety.
Only motorized and non-motorized vehicles used by the disabled are permitted on campus sidewalks. Students who need permits to park in spaces reserved for the disabled must obtain those permits from the appropriate state agency.

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

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

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

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

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

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

ACADEMIC SUCCESS CENTERS

Each campus has an Academic Success Center (ASC). The ASCs provide learning environments, services, and resources designed to empower students to become successful, independent learners. They provide free tutoring, and resources for subject areas such as writing, reading, EAP/ESOL, foreign language, mathematics, sciences, computer science, developmental education, and business/finance.

DR. LYDIA R. DANIEL HONORS PROGRAM

The Dr. Lydia Daniel Honors Program of Hillsborough Community College is designed to provide a rigorous academic program for academically talented and motivated students. The HCC Honors Program reflects a mutual commitment by students and faculty.

LIBRARIES

Each campus has a Library that provides resources to support the College curriculum. Campus library collections include books, magazines, journals, audiovisual materials, and other items in print and online. In addition, campus-specific reserve collections contain documents and objects identified by HCC Instructors for student’s attention.

The Library provides online access to a variety of general and specific databases that include articles from journals, magazines, and newspapers; book chapters; electronic books; streaming videos and music; and audio-books. Access to the online database is available to registered students.

Each library has computers for research, homework, and printing needs (including Wi-Fi). The library may not be the only walk-in computer lab at a given campus.

Campus librarians provide reference assistance online, by phone, and in person; one-on-one instruction in locating information; and customized group instruction to classes upon instructor request.

Library hours may vary by campus and are posted online at hccfl.edu/library, and at each location.

SLS COLLEGE SUCCESS COURSE

The College offers the College Success Course to help students become better learners and to get the most out of their college experience. Students are given instruction in time management, reading, note and test taking skills and critical thinking.
The college provides Smarthinking, an on-line tutorial service, primarily for students who are enrolled in distance education courses; however, it is also available for other students who prefer an option to on-campus assistance. Smarthinking is available 24 hours a day, allowing students to work synchronously, one-on-one via the Web with professional tutors. This is for receiving assistance with a variety of college courses including math, science, English, history, economics, humanities and others.
TRIO
STUDENT SUPPORT SERVICES PROGRAM (SSSP)

TRIO/Student Support Services is a federally-funded program that provides academic support to first generation, low income and students with disabilities.

What should students expect?

• Individualized success plan
• Academic advising
• Assistance with course registration
• Professional tutoring
• Peer mentoring
• Financial literacy
• Cultural enrichment
• Study-skills workshops
• University tours and transfer assistance
• Grant aid/merit scholarships

Who should apply?

• Former TRIO students (Upward Bound, Talent Search), former AVID students, HCC Hope Scholars and students meeting program criteria
• Pell eligible students
• A student whose parents or legal guardians did not graduate with a college degree
• Students with documented disabilities

How can students apply?

TRIO SSS program applications can be accessed online at: https://www.hccfl.edu/support-services/trio-student-support-services or in the TRIO offices at the Dale Mabry and Ybor City campuses.

SUPPLEMENTAL LEARNING

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

WINGS

The WINGS Program is designed to promote the graduation of students pursuing A.S., or College Certificate programs. A variety of support services are offered to address short-term as well as lifelong goals. Students may qualify for partial tuition and textbook support in addition to childcare assistance. To qualify, students must be enrolled in a Technical Education Program and be eligible to receive a Federal Pell Grant. If you have any questions please call 813-253-7046.
FINANCIAL AID
FINANCIAL ASSISTANCE

Please see the Financial Aid webpage at hccfl.edu/paying-college for the most up to date details.

REFUND OF FEES

Tuition and fees are refunded to students who drop courses during the registration drop/add periods. The drop/add periods are located on your WebAdvisor Schedule. Outstanding financial obligations to HCC are deducted from refunds. No refunds will be made to students who:

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

Student Refunds through BankMobile

Hillsborough Community College has partnered with BankMobile for managing refunds from HCC. Each registered student will be mailed information on how to setup their refund preference through BankMobile, including a Personal Activation Code to the primary mailing address on file at the college. Students must verify the accuracy of their address either online through www.hccfl.edu, click on HawkNet followed by WebAdvisor and Login or at the admissions, registration and records office window.

Students are responsible for the replacement cost of the card if the re-issuance is due to an incorrect address. The cost to replace a BankMobile card is $10.00.

Select your refund preference through BankMobile at https://www.refundselection.com. Although, a refund may not be currently expected, a refund may be issued in the future. If you want faster access to your funds, simply choose to have your refunds deposited directly into your personal bank account.
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, or you can contact the HCC Foundation at foundation@hccfl.edu for more information regarding the following scholarships:

- Athletic Scholarships
- Board of Trustees Scholarships
- Child Care Award (off-campus)
- Child Care Award (on-campus)
- Dance Scholarships
- Drama Scholarships
- Florida Migrant Education Scholarships
- HCC Need Scholarships
- Music Scholarships
- Presidential Honors Scholarships
- Presidential Scholarships
- Publications Scholarships
- Student Support Services Need & Incentive Scholarships
- Student with Disabilities
Federal Student Aid and Online Attendance

Federal regulations require online students to not only attend but participate in coursework each term to be eligible for federal financial aid. Hillsborough Community College verifies student attendance in accordance with this regulation.

In a distance education context, logging into an online class is not sufficient, by itself, to demonstrate attendance by the student. Students must establish a record of participation in **academically related** activities in order to comply with this requirement.

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending and participating in an online study group that is assigned by the instructor;
- participating in an online discussion about academic matters or;
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation or;
- participating in academic counseling or advisement session unrelated to a specific course assignment.

Students who have not established attendance/participation in online courses may have their federal financial aid eligibility adjusted.
You may know that the HCC Foundation awards more than 700 scholarships to students each year, but did you know we also:

- **Help pay for books through Book Funds for students in need**
- **Provide emergency funds for students to help them stay in school**
- **Support the launch of programs like Lab Tech, Welding, Diesel Repair and more**
- **Help create and stock food pantries for food insecure students**
- **Give Resources for Excellence grants to faculty and staff to enhance curriculum and provide more opportunities for students to learn**
- **Provide alumni perks, events, and networking opportunities for our HCC family**

For more information about scholarships or any of these initiatives, contact us at foundation@hccfl.edu or visit our website at HCCFoundation.com.
POLICIES AND PROCEDURES AFFECTING STUDENTS

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

GRADING POLICIES
All information related to grading policies (i.e., grade reports, grading, grade point average, forgiveness policy, and academic progress) can be found in the HCC Catalog and at the HCC Website: hccfl.edu.

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

STUDENT CLUBS AND ORGANIZATIONS

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

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

STUDENT GOVERNMENT ASSOCIATION

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

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

AIDS

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

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

DRUGS AND ALCOHOL

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

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

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

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

BILL OF STUDENT RIGHTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. PURPOSE

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

The term student refers to any person who is admitted to or enrolled for classes through the college, including any person affiliated distance learning and GED courses. Admitted or enrolled students who withdraw after allegedly violating the code are considered students.

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

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

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

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

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

II. JURISDICTION

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

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

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

III. COLLEGE POLICY ON STUDENT VIOLATIONS OF LAW

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

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

IV. VIOLATIONS

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

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

B. Alcohol Violations

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

C. Illegal Drugs

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

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

DI. Failure to Comply

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

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

DIII. Harassment/Stalking

1. Intentionally or recklessly causing physical or psychological harm to anyone or reasonable apprehension and all threats of physical, verbal or psychological nature. This includes any form of electronic communication through which users create online communities to share information, ideas, personal messages etc. Also known as social networking sites.
2. Engaging in stalking or pursuing behavior that creates an intimidating, hostile or offensive educational or work environment for another person/group.
3. Conduct that threatens, intimidates, humiliates or otherwise harms another person/group including face-to-face fighting words and profane expressions.
4. Stalking includes following or contacting via any means another person repeatedly for no legitimate purpose, so as to put that person in fear for their life, personal safety or cause the person substantial emotional distress.
5. Lewd, indecent or obscene conduct.
H. Sexual Assault or Sexual Violence/Sexual Harassment

1. All forms of harassment including slurs, jokes and other verbal, graphic or physical conduct relating to an individual’s sex, pregnancy, sexual orientation, race, color, national origin, age, religion including unwelcome religious persuasion, disability, marital and any other protected status.

2. Any sexual act that occurs without the consent of another person or occurs when the other person is unable to give consent due to drugs, alcohol or a disability. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. The provision also includes conduct of a sexual nature that is intimidating, hostile or offensive to campus, educational and/or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments, gestures or other forms of verbal, physical conduct or communications which constitutes sexual harassment. Sexual harassment and assault are prohibited by federal or state law and by HCC rules. Regardless of an official filing of a complaint or law enforcement investigation, the College will promptly investigate to determine what occurred, and take the appropriate steps to resolve the situation, to include internal grievance procedures and/or local authorities.

I. Computer Misuse

1. Unauthorized access; entry or use of a computer, computer system, network, software, data, password or account.

2. Unauthorized alteration or tampering with computer equipment, software, network or data.

3. Unauthorized copying or distribution of computer software or data.

4. Use of computers to falsify records, tamper with records or commit any act of academic dishonesty.

5. Any other act in violation of law and/or HCC policies and procedures regulating computer use.

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

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

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

LI. **Property/Facilities/Services**

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

LII. **Other Violations**

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

V. **DISCIPLINARY MEASURES**

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

1. **Expulsion** (Permanent dismissal from the College).
2. **Interim Suspension** (Suspension from the College for up to 10 days). The Dean of Student Services may assign an interim suspension to students
whose conduct he/she determines to present a continuing threat to the college community (student, staff, faculty) or to the academic process. The student must be officially notified of the interim suspension and the violation charges. The student will be provided an opportunity to refute the charges with the Dean of Student Services within the interim suspension period.

3. **Suspension** (Separation from the College for a specified period).

4. **Disciplinary Probation** (Loss of participation in extracurricular activities, athletics, and/or holding of an office in student organizations, for a specified time and period).

5. **Restitution** (The obligation to replace or pay for damaged property or to compensate for losses incurred, because of the violation).

6. **Loss of Privileges** (temporary revocation of such privileges as driving on campus, use of the cafeteria, library-borrowing privileges, attending athletic events, restricted access to defined locations on campus, suspension or loss of parking privileges, restriction or loss of housing at Hawks Landing, restriction or loss of visitation privilege to Hawks Landing, restriction or loss of guest privileges to residents of Hawks Landing, etc.).

7. **Disciplinary Censure** (Written warning to the student with copy to the student file for having engaged in misconduct).

8. **Performance of Conciliatory Act** (If the student and the College are mutually agreeable and if circumstances of the violation and the student’s attitude so warrant, a disposition may be made that will avoid imposition of a sanction yet will require some conciliatory act by the student evidencing a positive attitude toward his/her conduct in the future).

Examples include:

- a. Behavioral counseling.
- b. Voluntary withdrawal with opportunity to resume studies at a later time, and with a plan for the interim period.
- c. Performance of some service for the College in mitigation of harm Caused by misconduct.

### VI. DISCIPLINARY PROCEDURES

#### A. Complaints

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

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

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

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

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

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

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

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

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

B. Meeting with the Dean or his/her designee

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

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

3. If the student acknowledges responsibility and/or accountability for any violations of the Code, he/she would let the Dean or his/her designee know this during the meeting.
   a. The Dean or designee will invoke one or more of the disciplinary measures from Section 5 and make appropriate adjustments for the particular violation(s).
   b. The Dean or designee will inform the student of sanctions in writing within ten (10) business days.
   c. The matter is closed with no appeal with the exception of suspension or expulsion.

4. If the student does not accept responsibility and/or accountability for one or more violations of the Code, he/she would let the Dean or his/her designee know during this meeting.
   a. The Dean or designee will review all materials and documentation, listen to the student’s perspective, then consider the evidence to determine if the alleged violation(s) of Code are legitimate.
   b. The Dean or designee may invoke one or more of the disciplinary measures from Section 5 and make appropriate adjustments for the particular violation(s).
   c. The Dean or designee will inform the student of the decision and/or sanctions in writing within ten (10) business days.
   d. The matter is closed with no appeal with the exception of suspension or expulsion.

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

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

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

   1. The Vice President for Student Services and Enrollment Management (VPSSEM) shall provide the date, time and place of the hearing to the CD. The Dean of Student Services will inform the alleged violator. The meeting date shall not be less than ten (10) days from the date of notification. Notification of the charge shall be in person (receipt required) or by email, certified mail, return receipt requested. A copy of this notification shall be filed in the Dean of Student Services’ Office. In addition, the College Code of Conduct Committee shall instruct the Dean of Student Services to forward to the student immediately, a list of witnesses and a copy of their statements and/or documents of alleged violations along with other evidence that the complainant intends to submit against him/her.
   2. If, after due notice of the alleged violations and date of hearing, the student fails to appear and the majority of the CCCC is satisfied that the student had appropriate notice of the charge and date of the proceeding and no valid excuse for not appearing, the CCCC may then hold the hearing without the student present.
   3. Decisions in all cases shall be determined by a simple majority vote of the members present.
   4. The CCCC shall follow the Rules Governing Procedures of the CCCC and Procedural Rights of Individuals Charged (see Section 8). In addition, the CCCC may adopt any other procedural rules that are not inconsistent with these rules in order to assure a fair and impartial hearing, and shall file a report containing findings of fact and conclusions as to the validity of the alleged violations. The report, along with recommendations shall be filed with the Dean of Student Services. If the hearing was conducted in the absence of the individual charged, the report shall so indicate.

Cl. Imposition of Sanctions - if the person charged is found responsible or accountable for violating the Code, the Campus President and the Dean of Student Services shall review the CCCC report and recommendations, then impose any appropriate sanction or sanctions. A report of findings and impositions of sanctions shall be provided to the alleged violator of the Code (signature required) in person or by certified mail, return receipt requested. A student’s failure to sign constitutes a de-facto acceptance.
E. Administrative Suspension - Pending the completion of the hearing before the CCCC, the status of the alleged violator of the Code within the college shall not be altered unless his/her continued involvement or presence on campus is found by the Dean of Student Services to constitute a serious threat to the College community or to the property of the College.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

M. The violator has the right to appeal the decision of the committee.

(SS Operations Procedure 3/5/14)
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

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

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

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

For the student information system (Hawknet), the primary identifier for a student will be the student identification number, which will be used to access student education records, and for electronic and paper data systems that identify, track and service students. Faculty and staff will require students to provide their student identification number for all transactions and not SSNs for any transactions requiring access to student records.
Human Resources Department
Providing your SSN is a condition of employment at HCC. Your SSN is used for legitimate employment business purposes in compliance with:

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

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

Admissions
The HCC Admissions Department will collect student SSNs, which are needed for federal reporting requirements. However, students are assigned a student number which will be used for all college business of identification. All SSNs are protected by FERPA and are never released to unauthorized parties.
**Financial Services**
The HCC Financial Services Office uses student SSN’s to report information to the Internal Revenue Service (IRS) via 1098T, the Florida Prepaid Tuition Plan, to third parties paying for tuition and fees on behalf of the student, for reporting information to collection agencies, and for reports required by the state and federal government.

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

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

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

**STUDENT ACADEMIC APPEALS**

**Purpose**
This procedure establishes Hillsborough Community College’s (HCC) guidelines by which a student can dispute the process in which a) the awarding of transfer (including online) academic credit has occurred or b) 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.

**Procedure**
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.

I. Appeals for the award of transfer academic credit

Students may appeal decisions to not accept transfer (including online) credits to satisfy general education requirements. Pursuant to State Board of Education Rule 6A-14.0304

Online Courses, students may also appeal an HCC decision to not accept online credits to satisfy program requirements. To appeal the decision,
the student must complete the Academic Appeals Form: Award of College Credit and submit it to the academic division per the instructions on the form. Within ten (10) working days of receipt of the appeal, notification will be made to the student of the result of the appeal, which is final and not subject to further appeal.

Notification of grade changes must be provided to the Vice President of Academic Affairs, who will maintain a database of changes of grade by campus and division.

2. Appeals for the award of grades

A. Contact with faculty

Day One through Day Ten

Within ten (10) working days after the grade in question has been posted, the student should attempt to contact the faculty member first to discuss the awarding of the grade and his or her assertion that the grade awarded by the faculty member was incorrect.

1. If the faculty member decides to change the grade, he/she must promptly initiate the change of grade in accordance with college policy.

2. If the faculty member decides not to change the grade, and the student wishes to appeal, the student should contact the supervising dean to initiate the appeals process.

3. If the student is unable to contact the faculty member within the timeline, the student should provide the supervising dean with supporting information on attempts to contact the faculty member.

4. The dean will contact the faculty member. If the dean is unable to contact the faculty member, the dean will work with the student to initiate the appeals process. The time period may be extended by the dean or designee in the event of extenuating circumstances.

B. Contact with the dean (AA or AS programs) or director (PSAV programs)

In the following sections, “dean” refers to an academic dean supervising AA or AS program faculty; “director” refers to the Director of PSAV Programs.

1. Pre-Appeal

a. By Day Ten (10)

   In the event that the student's grade issue is not resolved, the student should schedule an appointment with the faculty member’s academic dean/director (or designee) by day ten (10). The time period may be extended by the dean/director or designee.

b. Within Five (5) Days Following the Meeting with the Dean/ Director.
The dean/director will assign a tenured counselor to inform the student about the appeals process within five (5) working days. The time period may be extended by the dean/director or designee.

c. **Within Five (5) Days Following the Assignment of the Counselor**
The student must meet with the counselor within the next five (5) working days if the student wishes to pursue the appeal. The counselor will provide the student with the Academic Appeals Form: Grade Dispute (reproduced here as Appendix B). The student is responsible for showing that the grade was awarded in a capricious or discriminatory manner.

d. **Within Three (3) Days Following the Meeting with the Counselor**
The student must file the Academic Appeals Form: Grade Dispute within three (3) days after meeting with the counselor with the aggrieved faculty member’s dean's/director’s office.

**Identification:**

2. **Appeal**

   a. **Within Ten (10) Days Following Receipt of Appeal**
The dean/director will review the appeal, talk with the faculty member, read the syllabus, review the grades earned during the course, and determine whether or not the grade has been awarded based on the instructor’s syllabus criteria within ten (10) working days following received of the Academic Appeals Form: Grade Dispute. The dean/director will either notify the student and the faculty member in writing of the decision that the grade stands as awarded or 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. For an adjunct instructor who cannot be contacted, 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 for AA/AS programs. In the case of PSAV programs, the director will assign a faculty member in the program to assist in the grade process review. For AA or AS programs, the change-of-grade form will be submitted to the campus president with an accompanying memo of explanation. For PSAV programs, the change-of-grade form will be submitted to the Vice President of Workforce Training with an accompanying memo of explanation. Once approved, the campus president or Vice President of Workforce Training will send the form to Admissions and Records for processing. Both the form and the memo of explanation will be kept in the student’s file.
The dean's/director's decision is final unless the faculty member disagrees.

3. Within Five (5) Days Following Receipt of Dean's/Director's Decision the faculty member may appeal the dean's decision to the campus president within five (5) working days after receiving the written notification from the dean for AA/AS Programs. For PSAV programs, the faculty member may appeal the director's decision to the Vice President of Workforce Training within five (5) working days after receiving written notification from the director.

C. Contact with the campus president/vice president of workforce training

1. Within Ten (10) Days Following Receipt of Appeal
Within ten (10) working days after receiving a written request from the faculty member to appeal the dean's/director's decision, the campus president (AA or AS programs) or Vice President of Workforce Training (PSAV programs) will review the appeal, talk with the faculty member, read the syllabus, review the grades earned during the course, and determine whether or not the grade has been awarded based on the instructor's syllabus criteria. The campus president (AA or AS programs) or Vice President of Workforce Training (PSAV programs) will either notify the faculty member in writing of the decision or request in writing that the faculty member re-evaluate the grade, using the criteria as outlined in the faculty member's syllabus, and submit a change of grade form. The campus president's or Vice President's decision is final and not subject to further appeal.

Notification of changes of grade for AA or AS programs must be provided to the Vice President of Academic Affairs, who will maintain a database of changes of grade by campus and division. The Vice President of Workforce Programs or designee will maintain a database of changes of grade for PSAV programs.
STUDENT GRIEVANCE (NON-ACADEMIC)

Purpose

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

Procedure

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

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

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

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

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

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

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

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

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

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

   A. A grievance may only be filed by the affected student who is solely responsible for initiating this grievance.
B. The time limitations are necessary to provide a timely resolution of the grievance. “School days” shall exclude Saturdays, Sundays and approved holidays.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. FORMAL GRIEVANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each district official, upon receipt of a grievance appeal:

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

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

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

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

(Student Services Operations Procedure: 12/09/2013)
NOTICE OF NON-DISCRIMINATION, DIVERSITY AND INCLUSION

Hillsborough Community College (HCC) holds a longstanding institutional commitment to fostering equity, diversity, and inclusion within our work, learning, and business environment in which all individuals are treated with dignity, care, and respect. HCC promotes access and non-discrimination in employment with regard to the terms, conditions, privileges and benefits of employment, and prohibits unlawful discriminatory practices, including; harassment, retaliation, and sexual misconduct. HCC also strives to operate in a manner in which all who interact within the College feel welcomed and safe while participating in our programs, services, and activities.

Specifically, HCC makes employment and education-related decisions without regard to race, color, sex, gender, religion, ethnicity, national origin, age, pregnancy, disability, sexual orientation, gender identity, gender expression, marital status, genetic information, protected veteran’s status, pregnancy, childbirth or related medical conditions. Further, protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) while employed or seeking employment, or participating in educational programs and activities such as athletics, admissions, and financial aid are also covered under this policy. Other forms of prohibited behavior under College policy are sexual harassment, sexual assault, sexual battery, sexual coercion, sexual abuse, gender-based harassment, stalking (including cyber-stalking), domestic violence, dating violence, any terms that constitute sexual misconduct.

This policy applies to all members of the College community, including: students, employees, volunteers, independent contractors, visitors, and any individual regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the College. HCC makes every reasonable effort to ensure that all concerned are familiar with its stance and know that any complaint in violation of its rules, policies, and procedures will be investigated and resolved appropriately. Further, this policy applies to conduct occurring on HCC property or at College-sanctioned events or programs that take place off campus, including study abroad and internship programs, as well as at Hawks Landing and The Regent.

This policy does not abridge free speech rights or academic freedom.

HCC’s Office of Equity and Diversity (OED) is the designated department to lead, guide, and ensure compliance with this policy as the right thing to do in addition to expectations based on federal and state laws, and local ordinances which prohibit illegal discrimination, harassment, sexual misconduct, and retaliation. When reported or made known to OED, College officials will take prompt, fair, equitable, and appropriate action to correct and discipline behavior in violation of College policy, which may include termination and/or dismissal. Further, any form of retaliation against someone who files a complaint or who participates in the investigation process is prohibited and may result in disciplinary action.

Should you believe that you experienced any behavior identified above and desire prompt attention, contact:

Cheryl Seals Gonzalez
Chief Diversity Officer
813-253-7043
cgonzalez159@hccfl.edu

Elina “Tina” Bivins
Manager, Equity and Title IX
(813) 253-7591
ebivins2@hccfl.edu

Visit our office at Dr. Gwendolyn W. Stephenson Administration Center (GWAC), 39 Columbia Drive, Suite 728, Tampa, Florida 33606-3584.
HCC’s Division of Student Services and Enrollment Management includes those areas that most affect a student’s non-class activities, for example: admissions, registration, financial aid, testing, counseling, advising, extracurricular activities, and services for students with disabilities.

The offices within the student services division - each with its own unique service and function - work together to make your college experience more successful and enjoyable. For details on HCC’s services, policies and programs, visit the HCC website.

ACADEMIC ADVISING
Sometimes college can seem like a maze. Academic Advisors understand that students have many questions, which is why they are ready to help you get started and stay on the right path. Academic Advisors work in partnership with students to assist in navigating the institutional structure and system and provide support and guidance for academic decisions and degree requirements. Whether you have questions about degree and graduation requirements, course selection, transcript review, or transferring to a four-year institution, Advisors are ready to assist you. You can meet with an Advisor in the Student Services area of any HCC campus on a walk-in basis, during normal business hours.

CAMPUS ADVISING EMAIL ADDRESSES
- Brandon - bradvising@hccfl.edu
- Dale Mabry - dmadvising@hccfl.edu
- Plant City - plantcityadvising@hccfl.edu
- South Shore - southshoreadvising@hccfl.edu
- Ybor - yboradvising@hccfl.edu

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

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

Tennis courts are available for educational and recreational use by HCC students and the community. Hourly reservations are required and reservations for tennis 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 maybe available for student use free of charge at designated times. There are weight rooms located on the Brandon and Dale Mabry campuses. To use the weight room on the Dale Mabry Campus the student must be enrolled in a PE class. Hours of operation for the gym and weight room are posted and vary from term to term. Students are required to dress appropriately.

**VARSITY SPORTS**

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

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

Financial scholarships are available to any full-time student who meets both athletic and academic qualifications. For details, students should contact the Athletic Office, Dale Mabry Campus, at 813-253-7304. Upon request, the College will make available to current or future students the completion rates of student athletes.

**BOOKSTORES**

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

Privately run bookstores not subject to College policies are also located near some HCC campuses. The bookstore website provides textbook information and cost.

**HOUSING/HAWKS LANDING**

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

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

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

**Services for Students with Disabilities**

In collaboration with HCC, the Office of Services for Students with Disabilities (OSSD) ensures that students with disabilities receive reasonable accommodations and services to participate equally in the academic environment. Students with disabilities are one of many groups that make up our five campuses and diverse community, which broadens our understanding and appreciation for the contributions of each individual.
HCC is committed to creating a learning environment that meets the needs of its diverse student body. OSSD envisions a fully accessible, integrated, and universally designed college community. We provide leadership and guidance regarding accommodations and universal access, which requires a collaborative relationship among all members of the HCC community. The OSSD works with students and faculty to ensure access to all academic programs, campus organizations, services, and activities.

How to Register with the Office of Services for Students with Disabilities

To register and obtain disability-related accommodations and services through OSSD, students must contact the OSSD staff and provide appropriate documentation for accommodations. The OSSD staff will ensure that all disability-related documents are kept confidential.

The Office of Services for Students with Disabilities is available at each HCC campus, visit https://www.hccfl.edu/support-services/services-students-disabilities for more information.

VETERANS EDUCATION BENEFITS

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

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

How do I apply for my Veterans education benefits?

Please visit https://www.va.gov/education/how-to-apply/ and submit the appropriate electronic application.

Please visit https://www.benefits.va.gov/GIBILL/comparison_chart.asp for assistance if you are unsure of which benefit to use.

Who do I contact at HCC about Veterans education benefits?

Please be sure to visit the Veterans Student Affairs page for the most up to date information.
You are welcome to use special rooms for quiet, calm contemplation and reflections. These rooms are designated for students, faculty and staff on a first come, first served basis.

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<thead>
<tr>
<th>Campus</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>Brandon</td>
<td>BSSB 210C</td>
</tr>
<tr>
<td>Dale Mabry</td>
<td>DLRC 105C</td>
</tr>
<tr>
<td>Plant City</td>
<td>PSCI 106B</td>
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<tr>
<td>South Shore</td>
<td>SMPF 210B</td>
</tr>
<tr>
<td>Ybor City</td>
<td>YFAC 108</td>
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</table>
## Honor / Athletes / Veteran/Disabilities/Fuse/Ignite

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Priority Registration Period</td>
<td>4/13/2020</td>
</tr>
<tr>
<td>Current students w/ 30+ credit hours</td>
<td>4/14/2020</td>
</tr>
<tr>
<td>Current students w/ 1-29 credit hours</td>
<td>4/20/2020</td>
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<tr>
<td>New and Former students/Non-degree/Transient</td>
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<tr>
<td>Dual Enrollment Registration Deadline Date</td>
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### Academic Calendar

#### Fall 2020

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<thead>
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<th>August 17, 2020</th>
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<tbody>
<tr>
<td>16 week classes</td>
<td>8/17/20 - 12/8/20</td>
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<tr>
<td>Drop/Add</td>
<td>8/17 - 8/21</td>
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<tr>
<td>Deadline for Refund</td>
<td>8/21/2020</td>
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<tr>
<td>Deadline to Withdraw &quot;W&quot; grade</td>
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<tr>
<td>5 week classes</td>
<td>8/17/20 - 9/21/20</td>
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<tr>
<td>Drop/Add</td>
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</tr>
<tr>
<td>Deadline for Refund</td>
<td>8/21/2020</td>
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<tr>
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<td>5 week classes</td>
<td>9/22/20 - 10/27/20</td>
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<td>Drop/Add</td>
<td>9/22 - 9/26*</td>
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<td>Deadline for Refund</td>
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<tr>
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#### Winter Intersession

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<tr>
<td>Last Day to Remove &quot;I&quot; Grade</td>
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### Non-Class Days

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>9/5/20 - 9/7/20</td>
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<tr>
<td>Faculty In-Service</td>
<td>10/20/2020</td>
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<tr>
<td>Veterans Day</td>
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<tr>
<td>Thanksgiving Break</td>
<td>11/26/20 - 11/29/20</td>
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<tr>
<td>Winter Break</td>
<td>12/21/20 - 1/3/21</td>
</tr>
</tbody>
</table>

* Must Add/Drop/Withdraw classes online only if the last day to drop/add or deadline to withdraw date falls on a day the college is closed.

** For additional information visit www.hccfl.edu/paying-for-college/refunds

*** For additional information visit www.hccfl.edu/financial-aid/loan-information

**** After payment due date, course fees are due at the time of registration.
HILLSBOROUGH COMMUNITY COLLEGE

ACADEMIC CALENDAR

Spring 2021

**Priority Registration Period**

| Honor / Athletes / Veteran/Disabilities/Fuse/Ignite | 11/2/2020 |
| Current students w/ 30+ credit hours | 11/3/2020 |
| Current students w/ 1-29 credit hours | 11/9/2020 |
| New and Former students/Non-degree/Transient | 11/16/2020 |
| State Employee & Senior Citizen | First Day of Class |

**Application/Payment/Financial Aid Deadlines**

| Payment Due Date**** | 12/11/2020 |
| Financial Aid Priority Deadline | 11/16/2020 |
| Financial Aid Refund Begins ** | 2/9/2021 |
| First Time Loan Borrow Refund Begins *** | 2/23/2021 |

**TERM BEGINS** January 11, 2021

| 16 week classes | 1/11/21 - 5/10/21 |
| Drop/Add | 1/11 - 1/15 |
| Deadline for Refund | 1/15/2021 |
| Deadline to Withdraw "W" grade | 3/28/2021 |
| 5 week classes | 1/11/21 - 2/15/21 |
| Drop/Add | 1/11 - 1/15 |
| Deadline for Refund | 1/15/2021 |
| Deadline to Withdraw "W" grade | 2/12/2021 |
| 5 week classes | 2/16/21 - 3/29/21 |
| Drop/Add | 2/16 - 2/20* |
| Deadline for Refund | 2/20/2021* |
| Deadline to Withdraw "W" grade | 3/12/2021 |
| 5 week classes | 3/30/21 - 5/4/21 |
| Drop/Add | 3/30 - 4/3* |
| Deadline for Refund | 4/3/2021* |
| Deadline to Withdraw "W" grade | 4/19/2021 |

**Non-Class Days**

- Martin Luther King Day | 1/18/2021
- Superbowl 2021 at Raymond James (Dale Mabry campus only) | 2/8/2021
- President’s Day (BR, DM, SS, YB, DAO, MacDill campuses only) | 2/15/2021
- Strawberry Festival (PC campus only) | 3/2/2021
- Mid-term Break | 3/15/21 - 3/21/21
- Spring Day | 4/2/21 - 4/4/21
- All College Day | 4/16/2021

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**** After payment due date, course fees are due at the time of registration.
**HILLSBOROUGH COMMUNITY COLLEGE**
**ACADEMIC CALENDAR**
**Summer 2021**

### Priority Registration Period

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Honor / Athletes / Veteran / Disabilities/Fuse/Ignite</td>
<td>3/22/2021</td>
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<tr>
<td>Current students w/ 30+ credit hours</td>
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<tr>
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<tr>
<td>New and Former students/Non-degree/Transient</td>
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<tr>
<td>State Employee &amp; Senior Citizen</td>
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### Application/Payment/Financial Aid Deadlines

<table>
<thead>
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<th>Event</th>
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<tbody>
<tr>
<td>Payment Due Date****</td>
<td>4/16/2021</td>
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<tr>
<td>Financial Aid Priority Deadline</td>
<td>3/24/2021</td>
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<tr>
<td>Financial Aid Refund Begins **</td>
<td>6/14/2021</td>
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<tr>
<td>First Time Loan Borrow Refund Begins ***</td>
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### TERM BEGINS May 17, 2021

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<th>Class Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Drop/Add</th>
<th>Refund Deadline</th>
<th>Withdraw Deadline</th>
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<td>10 week classes</td>
<td>5/17/21 - 7/26/21</td>
<td>6/1/21 - 7/21</td>
<td>Drop/Add</td>
<td>6/1 - 6/5*</td>
<td>6/15/2021</td>
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<td>5 week classes</td>
<td>5/17/21 - 6/21/21</td>
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<td>6/22/21 - 7/26/21</td>
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<td>5 week classes</td>
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<td>Drop/Add</td>
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### TERM ENDS August 9, 2021

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<tr>
<td>Deadline to Apply for Degree</td>
<td>7/15/2021</td>
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<tr>
<td>Last Day to Remove &quot;I&quot; Grade</td>
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### Non-Class Days

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<thead>
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<td>Memorial Day</td>
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<tr>
<td>Independence Day</td>
<td>7/3/21 - 7/5/21</td>
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</table>

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** For additional information visit [www.hccfl.edu/paying-for-college/refunds](http://www.hccfl.edu/paying-for-college/refunds)

*** For additional information visit [www.hccfl.edu/financial-aid/loan-information](http://www.hccfl.edu/financial-aid/loan-information)

**** After payment due date, course fees are due at the time of registration.
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<th>WEDNESDAY</th>
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<th>FRIDAY</th>
<th>SATURDAY</th>
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Datebookstore.com 66
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JANUARY 2021

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NOTES THIS WEEK:

- *sume*, *sump* - consume, assume, presume, sump pump

**JULY 20 - JULY 26**

"Happiness is a direction, not a place." – Sydney J. Harris

**JULY 2020**

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20 MONDAY

21 TUESDAY

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

8-Week Classes End
Last Day to Withdraw - 6-Week Classes

25 SATURDAY

26 SUNDAY

- *sume*, *sump* - (take, use, waste) - consume, assume, presume, sump pump
**NOTES THIS WEEK:**

27 MONDAY 10-Week Classes End

5-Week Classes End

28 TUESDAY

29 WEDNESDAY

30 THURSDAY

31 FRIDAY Payment Due Date

1 SATURDAY

2 SUNDAY

---

compunction n. – guilt. The vandals had no compunction for their crimes.
NOTES THIS WEEK:

- **viv-** (life, to live) – vivid, vivisection, vivacious, convivial, viva, revive, survive

**3 MONDAY**

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**4 TUESDAY**

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**9 SUNDAY**

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*The only way to enjoy anything in this life is to earn it first.* – Ginger Rogers
undulate v. – move in a wave-like manner. The pond water undulated in the breeze.
NOTES THIS WEEK:

**17 MONDAY**

Drop/Add
Fall Term Begins

**18 TUESDAY**

Drop/Add

**19 WEDNESDAY**

Drop/Add

**20 THURSDAY**

Drop/Add

**21 FRIDAY**

Deadline for Refund
Drop/Add

**22 SATURDAY**


**23 SUNDAY**


-`flex-`, `-flect-` (xend) – *flex, reflex, flexible, flexor, inflexibility, deflect, reflect, inflection*
NOTES THIS WEEK:

**24 MONDAY**

**25 TUESDAY**

**26 WEDNESDAY**

**27 THURSDAY**

**28 FRIDAY**

**29 SATURDAY**

**30 SUNDAY**

gaudy adj. – flashy; garish. His tuxedo was unbelievably gaudy.

*“Don’t wait for extraordinary opportunities. Seize common occasions and make them great.” – Orison Swett Marden*
NOTES THIS WEEK:

85 - mitt-, -miss- (to send, let go) – transmit, remit, omit, admittance, mission, dismiss, missile, missive.
indefatigable adj. – tireless. She was indefatigable on the basketball court.
*Go confidently in the direction of your dreams. Live the life you have imagined.* – Henry David Thoreau

### NOTES THIS WEEK:

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<td>Financial Aid Refund Begins</td>
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- **nov** (new) – novel, nova, novice, novitiate, Nova Scotia, innovation, renovate
NOTES THIS WEEK:

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<td>Deadline for Refund - 5 Week Classes Drop/Add</td>
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*verbatim adv. – word for word. She knew the Declaration of Independence verbatim.*
NOTES THIS WEEK:

28 MONDAY

29 TUESDAY

First Time Loan Borrow Refund Begins

30 WEDNESDAY

1 THURSDAY

2 FRIDAY

3 SATURDAY

4 SUNDAY

octa- (eight) – octameter, octagon, octet, octave, octopus, octahedron, octogenarian
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"Luck is what happens when preparation meets opportunity." – Elmer Letterman

lucrative adj. – profitable. Starting your own business can be very lucrative.
NOTES THIS WEEK:

**12 MONDAY**

8 Week Classes End
Deadline to Withdraw - 5 Week Classes

**13 TUESDAY**

8 Week Classes Begin
Drop/Add

**14 WEDNESDAY**

Drop/Add

**15 THURSDAY**

Drop/Add

**16 FRIDAY**

Drop/Add

**17 SATURDAY**

Deadline for Refund - 8 Week Classes
Drop/Add

**18 SUNDAY**

-rog-, -rogat- (to ask) – arrogance, interrogate, prerogative, derogatory

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*OCTOBER 12 - OCTOBER 18*

*Your future depends on many things, but mostly on you.* — Frank Tyger

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“Your future depends on many things, but mostly on you.” — Frank Tyger

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NOTES THIS WEEK:

**19 MONDAY**

**20 TUESDAY**

Non-Class Day - Faculty In-Service

**21 WEDNESDAY**

**22 THURSDAY**

**23 FRIDAY**

Deadline to Withdraw - 16 - Week Classes

**24 SATURDAY**

**25 SUNDAY**

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**intrinsic adj.** – belonging naturally, inherent. The intrinsic value of the trophy is small, but the award will always be cherished.

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"I am the master of my fate; I am the captain of my soul." – William Ernest Henley
NOTES THIS WEEK:

- pac- (peace) – pacify, pacific, pacifist, pacifier, appease, peace

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"Life isn’t a matter of milestones but of moments.” – Rose Kennedy
vertigo n. – dizziness. The pilot was experiencing vertigo, so she took a leave of absence.

*I can accept failure. Everyone fails at something. But I can’t accept not trying.* – Michael Jordan
NOTES THIS WEEK:

9 MONDAY

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

13 FRIDAY

14 SATURDAY

15 SUNDAY

Priority Registration Period - Current Students w/1-29 Credit Hours

College Closed

Deadline to Apply for Degree

-pet-, -petit- (to seek) – compete, impetuous, impetus, petulant, appetite, petition

*From what we get, we can make a living; what we give, however, makes a life.* – Arthur Ashe
NOTES THIS WEEK:

malcontent n. – dissatisfied person. His grouchy behavior gave him the reputation of being a malcontent.

A bird does not sing because it has an answer; it sings because it has a song.” – Maya Angelou

Deadline to Withdraw - 8 Week Classes
Financial Aid Priority Deadline
Priority Registration Period - New and Former Students/ Non-degree/ Transient
Deadline to Withdraw - 5 Week Classes
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-pon-, -pos- (to place, put) – component, opponent, postpone, preposition, positive, deposit, posture, impose, position

*Nurture your mind with great thoughts, for you will never go any higher than you think.* – Benjamin Disraeli
NOTES THIS WEEK:

**30 MONDAY**


**1 TUESDAY**


**2 WEDNESDAY**


**3 THURSDAY**


**4 FRIDAY**


**5 SATURDAY**


**6 SUNDAY**


**In the confrontation between the stream and the rock, the stream always wins — not through strength but by perseverance.** – H. Jackson Brown

**obliterate v.** destroy. The earthquake obliterated several communities.
NOTES THIS WEEK:

99

-eced-, -cess- (to yield, to go) – recede, antecedent, concede, proceed, precede, success, concession, access.

DECEMBER 7 - DECEMBER 13

“There is no witness so terrible, no accuser so powerful as conscience which dwells within us.” – Sophocles

NOTES THIS WEEK:

7 MONDAY

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

12 SATURDAY

13 SUNDAY

Fall Term Ends

Deadline for Refund
Drop/Add
Winter Intersession Begins

Payment Due Date
NOTES THIS WEEK:

**erode v.** – wear away. The dripping water eroded the limestone.
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"Truth is generally the best vindication against slander." — Abraham Lincoln

- altus- (high) — altitude, altimeter, exaltation, alto, altocumulus, altostratus
NOTES THIS WEEK:

102

quandary n. – difficult situation. The decision to complete the course or quit put me in a quandary.

"Character – the willingness to accept responsibility for one's own life – is the source from which self-respect springs." – Joan Didion

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<td>College Closed</td>
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Datebookstore.com 102
The only limit to our realization of tomorrow will be our doubts of today.” – Franklin D. Roosevelt

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-derm- (skin) – hypodermic, epidermis, pachyderm, dermatology
NOTES THIS WEEK:

broach v. – bring up. He did not want to broach the subject with her because he knew she would object.
NOTES THIS WEEK:

- eu- (good, well, beautiful) – eulogize, euphemism, euthanize, euphoric, eucalyptus, eupeptic, eudemon
NOTES THIS WEEK:

**106 morose adj.** – ill-humored; sullen. Hamlet is one of Shakespeare’s more morose and depressed characters.

"Optimism is essential to achievement, and it is also the foundation of courage and of true progress." – Nicholas Murray Butler
FEBRUARY 1 - FEBRUARY 7

"Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish." – Cecile M. Springer

NOTES THIS WEEK:

1 MONDAY

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

6 SATURDAY

7 SUNDAY

Deadline to Withdraw - 5 Week Classes

Groundhog Day

-it-, -itiner- (to go, journey) – exit, transit, transition, itinerary, itinerate
**NOTES THIS WEEK:**

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<th>12 Week Classes Begin</th>
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<td>No Classes Dale Mabry Only</td>
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<td>Financial Aid Refund Begins</td>
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<tr>
<th>FRIDAY</th>
<th>Lincoln’s Birthday</th>
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<td>Lunar New Year</td>
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<td>Deadline for Refund - 12 Week Classes</td>
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<td>Deadline to Withdraw - 8 Week Classes</td>
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<th>SATURDAY</th>
<th>Valentine’s Day</th>
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**wily adj.** – cunning; artful. He is as wily as a fox in avoiding work.
NOTES THIS WEEK:

-exter-, -extra- (beyond, outside) — external, exterior, extraordinary, extracurricular, extrapolate

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<td>Deadline to Apply for</td>
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<td>Commencement Program</td>
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<td>No Classes - DM/YB/MD/BR/SS/GWSC Only</td>
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<tr>
<th>TUESDAY</th>
<th>16</th>
<th>10 Week Classes Begin</th>
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<td>5 Week Classes Begin</td>
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<th>Ash Wednesday</th>
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<th>Deadline for Refund - 10 Week Classes</th>
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<td>Deadline for Refund - 5 Week Classes</td>
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</table>

| SUNDAY   | 21 | -exter-, -extra- (beyond, outside) — external, exterior, extraordinary, extracurricular, extrapolate |
flaccid adj. — flabby. His lack of exercise left him with flaccid muscles.
MARCH 1 - MARCH 7

“No one can make you feel inferior without your consent.” – Eleanor Roosevelt

NOTES THIS WEEK:

- **1 MONDAY**

- **2 TUESDAY**

- **3 WEDNESDAY**

- **4 THURSDAY**

- **5 FRIDAY**

- **6 SATURDAY**

- **7 SUNDAY**

- **fac-, -fec- (to make, to do) – factory, manufacture, facsimile, affect, confection**
resilient adj. – able to recover from shock or change. Steel is resilient and therefore is used in the making of springs.

NOTES THIS WEEK:

8 MONDAY

8 Week Classes End
Non Class Day - Strawberry Festival
- PC Campus Only

9 TUESDAY

8 Week Classes Begin
Drop/Add

10 WEDNESDAY

Drop/Add

11 THURSDAY

Drop/Add

12 FRIDAY

Deadline to Withdraw - 5 Week Classes
Drop/Add

13 SATURDAY

Deadline for Refund - 8 Week Classes
Drop/Add

14 SUNDAY

Daylight saving time begins

"I have found that if you love life, life will love you back." – Arthur Rubenstein
NOTES THIS WEEK:

- -gen-, -gener- (origin, race, species) – genus, gender, genesis, genetics, genealogy, genre, generic, generate

MARCH 15 - MARCH 21

"Failure is only a temporary change in direction to set you straight for your next success." – Denis Waitley

MARCH 2021

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

APRIL 2021

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

15 MONDAY
College Closed
Mid-Term Break

16 TUESDAY
College Closed
Mid-Term Break

17 WEDNESDAY
St. Patrick’s Day
College Closed
Mid-Term Break

18 THURSDAY
College Closed
Mid-Term Break

19 FRIDAY
College Closed
Mid-Term Break

20 SATURDAY
First day of spring
College Closed
Mid-Term Break

21 SUNDAY
College Closed
Mid-Term Break
### NOTES THIS WEEK:

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<tr>
<th>D</th>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>22</td>
<td>MONDAY</td>
<td>Priority Registration Period - Honor/ Athletes/ Veteran/ Disabilities/ FUSE/ Ignite</td>
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<td>23</td>
<td>TUESDAY</td>
<td>Priority Registration Period - Current Students w/30+ Credit Hours</td>
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<td>WEDNESDAY</td>
<td>Financial Aid Priority Deadline</td>
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<td>SATURDAY</td>
<td>Passover begins at sundown</td>
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<td>SUNDAY</td>
<td>Palm Sunday&lt;br&gt;Deadline to Withdraw - 16 - Week Classes</td>
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</table>

_The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty._—Winston Churchill

**cortege n.**—procession. The cortege followed the hearse slowly down the road.
NOTES THIS WEEK:

<table>
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<tr>
<th>MONDAY</th>
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<td>Priority Registration Period - Current Students w/1-29 Credit Hours</td>
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- serv- (save, serve) – servant, service, subservient, servitude, preserve, conserve, reservation, conservation
NOTES THIS WEEK:

5 MONDAY

Priority Registration Period - New and Former Students/ Non-degree/ Transient

6 TUESDAY

Deadline to Withdraw - 10 Week Classes

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

olfactory adj. – concerning the sense of smell. The nose is the olfactory organ.

"The only way to discover the limits of the possible is to go beyond them into the impossible." – Arthur C. Clarke

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APRIL 12 - APRIL 18

"The ladder of success is best climbed by stepping on the rungs of opportunity." – Ayn Rand

NOTES THIS WEEK:

12 MONDAY

Ramadan begins at sundown

13 TUESDAY

Deadline to Withdraw - 8 Week Classes

14 WEDNESDAY

Deadline to Apply for Degree

15 THURSDAY

College Closed

16 FRIDAY

Payment Due Date

17 SATURDAY

18 SUNDAY

-\textit{gyro} (turn) – gyration, gyroscope, gyre, gyrate, gyromagnetic, gyrocompass
**NOTES THIS WEEK:**

**SATISFY**

- satisfy fully. It's hard for him to satisfy his appetite.

---

**APRIL 19 - APRIL 25**

*Things turn out the best for the people who make the best of the way things turn out.* – John Wooden

<table>
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<th>Date</th>
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<td><strong>19 MONDAY</strong></td>
<td>Deadline to Withdraw - 5 Week Classes</td>
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<tr>
<td><strong>20 TUESDAY</strong></td>
<td>Payment Due Date</td>
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<td><strong>21 WEDNESDAY</strong></td>
<td>Earth Day</td>
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<td><strong>22 THURSDAY</strong></td>
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NOTES THIS WEEK:

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-ist- (one who, that which) – humorist, specialist, optimist, artist, dentist, flautist

"Failures are divided into two classes — those who thought and never did, and those who did and never thought." – John Charles Salak

APRIL 2021

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MAY 2021

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APRIL 26 - MAY 2

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

1 SATURDAY

2 SUNDAY
NOTES THIS WEEK:

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<td>5 Week Classes End</td>
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<th>5 WEDNESDAY</th>
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<td>Cinco de Mayo</td>
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<th>7 FRIDAY</th>
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<td>Laylat al-Qadr begins at sundown</td>
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<td>Commencement Ceremony</td>
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<th>9 SUNDAY</th>
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<td>Mother's Day</td>
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**gamut n.** – entire range. Her emotions, after watching the movie, covered the gamut.
NOTES THIS WEEK:

10 MONDAY

Spring Term Ends

11 TUESDAY

12 WEDNESDAY

Eid al-Fitr begins at sundown

13 THURSDAY

14 FRIDAY

15 SATURDAY

16 SUNDAY

- -cit-, -citat- (to call out, to rouse) — incite, exulte, cite, recitation
“Only those who dare to fail greatly can ever achieve greatly.” – Robert F. Kennedy

NOTES THIS WEEK:

**17 MONDAY**

- Drop/Add
- Summer Term Begins

**18 TUESDAY**

- Drop/Add

**19 WEDNESDAY**

- Drop/Add

**20 THURSDAY**

- Drop/Add

**21 FRIDAY**

- Deadline for Refund
- Drop/Add

**22 SATURDAY**

- ...

**23 SUNDAY**

- ...

*infer v. – deduce, conclude. We must be careful not to infer that a person is guilty unless we know all the facts.*
**NOTES THIS WEEK:**

<table>
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<th>Date</th>
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<td><strong>29 SATURDAY</strong></td>
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<td><strong>30 SUNDAY</strong></td>
<td>College Closed</td>
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</tbody>
</table>
NOTES THIS WEEK:

31 MONDAY
Memorial Day
College Closed

1 TUESDAY
8 Week Classes Begin
Drop/Add

2 WEDNESDAY
Drop/Add

3 THURSDAY
Drop/Add

4 FRIDAY
Drop/Add

5 SATURDAY
Deadline for Refund - 8 Week Classes
Drop/Add

6 SUNDAY

pessimism n. – gloominess. There is no reason for her pessimism; her life is good.
JUNE 7 - JUNE 13

“Great spirits have often encountered violent opposition from mediocre minds.” – Albert Einstein

NOTES THIS WEEK:

- quir-, -quer- (to ask, seek) – inquiry, inquisition, exquisite, query, conquer, question, quest
NOTES THIS WEEK:

14 MONDAY
Flag Day
Financial Aid Refund Begins

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

20 SUNDAY
Father’s Day
First day of summer

acclimate v. – to become accustomed to one’s environment.
It took time to acclimate to her new home.
JUNE 21 - JUNE 27

"Your success and happiness lie in you." – Helen Keller

NOTES THIS WEEK:

21 MONDAY

5 Week Classes End

22 TUESDAY

5 Week Classes Begin
Drop/Add

23 WEDNESDAY

Drop/Add

24 THURSDAY

Drop/Add

25 FRIDAY

Drop/Add

26 SATURDAY

Deadline for Refund - 5 Week Classes
Drop/Add

27 SUNDAY

inter- (between, among) – intervene, international, interjection, interact, interrupt, Internet
NOTES THIS WEEK:

**28 MONDAY**

```
6 Week Classes End  
First Time Loan Borrow Refund Begins
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**29 TUESDAY**

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6 Week Classes Begin  
Drop/Add
```

**30 WEDNESDAY**

```
Drop/Add
```

**1 THURSDAY**

```
Drop/Add
```

**2 FRIDAY**

```
Drop/Add
```

**3 SATURDAY**

```
College Closed  
Deadline for Refund - 6 Week Classes  
Drop/Add
```

**4 SUNDAY**

```
Independence Day  
College Closed
```

"If you look at what you have in life, you'll always have more. If you look at what you don’t have in life, you'll never have enough." – Oprah Winfrey

*feign v. – pretend. She feigned illness in order to get out of her history test.*
NOTES THIS WEEK:

5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

College Closed
Deadline to Withdraw - 8 Week Classes

Deadline to Withdraw - 12 Week Classes

Deadline to Withdraw - 5 Week Classes

“In three words, I can sum up everything I’ve learned about life: It goes on.” – Robert Frost

- labor- (to work) – laboratory, collaborate, elaborate, laborious
NOTES THIS WEEK:

**130 medley n. – mixture. The band played a medley of Gershwin tunes.**

<table>
<thead>
<tr>
<th>JULY 2021</th>
<th>AUGUST 2021</th>
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<tbody>
<tr>
<td>1 2 3</td>
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<td>25 26 27 28 29 30 31</td>
<td>29 30 31</td>
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<tr>
<td><strong>JULY 12 - JULY 18</strong></td>
<td><strong>“Kind words can be short and easy to speak, but their echoes are truly endless.” – Mother Teresa.</strong></td>
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**12 MONDAY**

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

**13 TUESDAY**

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

**14 WEDNESDAY**

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**15 THURSDAY**

| 1 2 3 4 5 6 7 8 9 10 |
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| 18 19 20 21 22 23 24 |
| 25 26 27 28 29 30 31 |

**16 FRIDAY**

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| 25 26 27 28 29 30 31 |

**17 SATURDAY**

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| 25 26 27 28 29 30 31 |

**18 SUNDAY**

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

Datebookstore.com 130
NOTES THIS WEEK:

- *sume*, -*sump* - consume, assume, presume, sump pump

**JULY 19 - JULY 25**

“Happiness is a direction, not a place.” – Sydney J. Harris

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td><strong>19 MONDAY</strong></td>
<td>Eid al-Adha begins at sundown</td>
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<td>Deadline to Withdraw - 6 Week Classes</td>
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<td><strong>24 SATURDAY</strong></td>
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<td><strong>25 SUNDAY</strong></td>
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</table>

- *sume*, -*sump* - take, use, waste – consume, assume, presume, sump pump
**NOTES THIS WEEK:**

**compunction n.** – guilt. The vandals had no compunction for their crimes.
NOTES THIS WEEK:

- viv- (life; to live) – vivid, vivisection, vivacious, convivial, viva, revive, survive
*There are no secrets to success. It is the result of preparation, hard work, and learning from failure.* – Colin Powell

**NOTES THIS WEEK:**

**9 MONDAY**

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**undulate v.** – move in a wave-like manner. The pond water undulated in the breeze.
NOTES THIS WEEK:

16 MONDAY

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

21 SATURDAY

22 SUNDAY

"It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow." – Robert H. Goddard

- flex-, -flect- (xend) – flex, reflex, flexible, flexor, inflexibility, deflect, reflect, inflection
NOTES THIS WEEK:

136
gaudy adj. – flashy; garish. His tuxedo was unbelievably gaudy.
### NOUN
A word that names a person, place, thing, quality, act, or feeling.

Common nouns are general and do not refer to a specific person, location, or object.
- Examples: man, city, tonight, honesty, happiness

Proper nouns are capitalized and refer to a particular person, place, or thing.
- Examples: Reggie, Market Square Arena, Saturday

### ADJECTIVE
A word that describes or modifies a noun. Adjectives specify color, size, number, and the like.

Examples: red, large, three, gigantic, miniature

Adjectives have three forms: positive, comparative, and superlative.

The **positive** form describes a noun or pronoun without comparing it to anything else.
- Example: My apple pie is good.

The **comparative** form compares two things.
- Example: Aunt Betty’s apple pie is better than mine.

The **superlative** form compares three or more things.
- Example: Mom’s apple pie is the best of all!

### PRONOUN
A word that takes the place of a noun.

Nominative Case Pronouns replace the subject of a sentence or clause.
- Examples: She took the bus to visit Aunt Jane. We are looking forward to visiting Oregon.

Objective Case Pronouns receive a verb’s action or follow a preposition.
- Examples: Please give me the papers. Timothy’s outstanding service earned him the award.

Possessive Case Pronouns show ownership or possession.
- Examples: The cougar escaped from its cage. Their car slid off the icy road.

### VERB
A word that expresses action or a state of being. A verb has different forms depending on its number, person, voice, tense, and mood.

Number indicates whether a verb is singular or plural. The verb and its subject must agree in number.
- Examples: One dog barks. Two dogs bark.

Person indicates whether the subject of the verb is 1st, 2nd, or 3rd person and whether the subject is singular or plural. Verbs usually have a different form only in the third person singular of the present tense.

Voice indicates whether the subject is the doer or the receiver of the action verb.
- Examples: Cathy wrote the letter. (active voice) The letter was written by Cathy. (passive voice)

Tense indicates when the action or state of being is taking place.
- Examples: We need the information now. (present) Reggie shot the ball. (past) You will enjoy the school play. (future)

### ADVERB
A word that describes or modifies a verb, an adjective, or another adverb. An adverb tells how, when, where, why, how, and how much.

Examples: The ball rolled slowly across the field. Soccer scores are reported daily in the newspaper.

### PREPOSITION
A word (or group of words) that shows how a noun or pronoun relates to another word in a sentence.

- Examples: The man walked into the gym. The horse leaped over the fence. Their team won the meet in spite of several players being injured.

### CONJUNCTION
A word that connects individual words or groups of words.

Coordinating conjunctions connect a word to a word, a clause to a clause, or a phrase to a phrase. The sentence elements joined by a coordinating conjunction must be equal. Common coordinating conjunctions are: and, but, or, nor, for, yet, so.

Coordinating conjunctions used in pairs are called correlative conjunctions. Common correlative conjunctions are: either, or; neither, nor; not only, but also; both, and; whether, or.
- Examples: Both raccoons and squirrels frequently invade our bird feeders.

Neither Mary Ann nor Julie will be able to go with you.

Subordinating conjunctions connect and show the relationship between two clauses that are not equally important. Common subordinate conjunctions are: until, unless, since, where, before, as if, when, although, after, because, while, as long as, as if though, whereas.
- Examples: Until you decide to study, your grades won’t improve.

If I hadn’t already made plans, I would have enjoyed going to the mall with you.

### INTERJECTION
A word that is used in a sentence to communicate strong emotion or surprise. Punctuation is used to separate an interjection from the rest of the sentence.

Examples: Hooray! We finally scored a touchdown. Oh, no! I forgot the picnic basket.

Yes! Her gymnastic routine was perfect. Ah, we finally get to stop and rest.
A complete sentence must express a complete thought and must have
a subject and a verb.

Example: He lost the game.

A sentence fragment results from a missing subject, verb or complete thought.

Example: Because he was lost.

THERE ARE FOUR TYPES OF SENTENCES: SIMPLE, COMPOUND, COMPLEX, OR COMPOUND-COMPLEX

A simple sentence consists of one main clause. It expresses one main thought and has one subject
and one verb. A simple sentence may contain a compound subject, compound verb, or both.

Examples:
We enjoyed the concert.
Amy and Scott were married yesterday. (compound subject: Amy and Scott)
Ben is leaving work and going home. (compound verb: leaving and going)

A compound sentence contains two or more main clauses (in italics) connected by a conjunction,
a semicolon, or a comma with a conjunction.

Examples:
I’d like to double-major, but the workload would be too overwhelming. (conjunction)
Andy’s suit looks new; it just got back from the cleaners. (semicolon)
Erin came home for Easter, and Courtney went to Florida. (comma/conjunction)

A complex sentence has one main clause (in italics) and one or more subordinate clauses (underlined).

Examples:
Dad says that good grades are the result of diligent studying. (main clause, one independent
clause)
Diligent studying is difficult, because I have to work several hours before I can start studying. (main
clause, two dependent clauses)

A compound-complex sentence has two or more main clauses (in italics) and one or more subordinate
clauses (underlined).

Examples:
Because the bus broke down, the team rode in a van, and the cheerleaders rode in cars.
Unless my eyes are deceiving me, Kristi is on that runaway horse, and Dale is behind her.

SPELLING RULES

Write i before e except after c, or when sounded like a as in weight and eight.

Exceptions: seize, weird, either, leisure, neither

When the ie/ei combination is not pronounced ee, it is usually spelled ei.

Examples: reign, weigh, neighbor

Exceptions: friend, view, mischief, fiery

When a multi-syllable word ends in a consonant preceded by one vowel, the accent is on the last
syllable and the suffix begins with a vowel — the same rule holds true when you double the final
consonant.

Examples: prefer = preferred | allot = allotted | control = controlling

If a word ends with a silent e, drop the e before adding a suffix that begins with a vowel.

Examples: use = using | like = liking | state = stating | love = loving

When the suffix begins with a consonant, do not drop the e.

Examples: use = useful | state = statement | nine = ninety

Exceptions: argument, judgment, truly, ninth

When y is the last letter in a word and the y is preceded by a consonant, change the y to i before
adding any suffix except those beginning with i.

Examples: lady = ladies | try = tries | happy = happiness | ply = pliable | fly = flying
For whom am I writing? A letter written to your ten-year-old sister will be much different in vocabulary, subject, content, format, and sentence complexity than one written to your senator.

About what subject should I write? If possible, choose a subject that interests you. Research your subject well.

Why am I writing? Have a clear purpose in mind before starting your paper. Are you writing to entertain, instruct, inform, or persuade? Keeping your purpose in mind as you write will result in a paper that is focused and consistent.

What point of view or “voice” will I use? Writers sometimes write from the point of view of another person rather than from their own point of view. This can add variety and help you see your subject in a new way. Make sure your “voice” remains consistent.

What form will my writing take? Different forms of writing, such as letters, diaries, reports, essays, research papers, etc., have specific requirements. Decide on the form your writing will take, and then make sure you know the requirements for that form of writing.

PLANNING AND WRITING AN ESSAY OR COMPOSITION

{1} Select a general subject area that interests you.
{2} Make a list of your thoughts and ideas about the subject.
{3} Use your list to help focus on a specific topic within the subject area.
{4} Decide what you want to say about the topic, and write an introductory statement that reflects this purpose.
{5} Make a list of details to support your statement.
{6} Arrange the list of details into an outline.
{7} Do any reading and research necessary to provide additional support for specific areas of your outline. Keep a careful list of all of your sources for your bibliography.
{8} Write a first draft.
{9} Revise your first draft, making sure that:
   {a} The introduction includes a clear statement of purpose.
   {b} Each paragraph begins with some link to the preceding paragraph.
   {c} Every statement is supported or illustrated.
   {d} The concluding paragraph ties all of the important points together, leaving the reader with a clear understanding of the meaning of the essay or composition.
   {e} Words are used and spelled correctly.
   {f} Punctuation is correct.
{10} Read your revised paper aloud to check how it sounds.
{11} Proofread your revised paper two times: once for spelling, punctuation, and word usage, and again for meaning and effectiveness.
accept | to agree to something or receive something willingly
except | not including
Examples: Jonathon will accept the job at the restaurant. Everyone was able to attend the ceremony except Phyllis.
capital | chief, important, excellent. Also the city or town that is the official seat of government of a state or nation
capitol | the building where a state legislature meets
Examples: The capital of France is Paris. The capitol of Indiana is a building in Indianapolis. The vice president arrived at the Capitol to greet the arriving senators.
hear | to listen to
here | in this place
Examples: Do you hear that strange sound? The juice is right here in the refrigerator.
it’s | the contraction for it is or it has
its | shows ownership or possession
Examples: It’s nearly time to leave for the football game. The wagon lost its wheel in the mud.
lead | a heavy, gray metal
lead | to go first, guide
led | the past tense of lead
Examples: Water pipes in many older homes are made of lead. This path will lead us to the waterfall. Bloodhounds led the police to the hideout.
loose | free or not tight
lose | to misplace or suffer the loss of something
Examples: Since she lost weight, many of her clothes are loose. If you lose your money, you will not be able to get into the park.
principal | the first or most important. It also refers to the head of a school.
principle | a rule, truth, or belief
Examples: Pineapple is one of the principal crops of Hawaii. One principle of science is that all matter occupies space.
quiet | free from noise
quite | truly or almost completely
Examples: Dorm policy states residents must be quiet after 10:00 p.m. on weeknights. This enchilada is quite spicy.
their | belonging to them
there | at that place
Examples: Their new puppy is frisky. Please place all of the newspapers over there.
They’re coming over tonight.
to | in the direction of
too | also or very
two | the whole number between one and three
Examples: The paramedics rushed to the scene of the accident. This meal is delicious, and it is low in fat, too. Only two of the 10 runners were able to complete the race.
weather | the state of the atmosphere referring to wind, moisture, temperature, etc.
whether | a choice or alternative
Examples: We are hoping for warm, sunny weather for our family reunion. We cannot decide whether we will drive or fly to the reunion.
Who’s | the contraction for who is or who has
Whose | the possessive form of who
Examples: Who’s in charge of the lighting for the stage? Whose bicycle is out in the rain?
you’re | the contraction for you are
your | the possessive form of you
Examples: She called to ask if you’re planning to attend the party. Your term paper will be due four weeks from today.
According to the Modern Language Association Handbook for Writers of Research Papers, 8th edition:

1. Double-space all entries.
2. Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
3. List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
4.Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
5. If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
6. Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
7. Separate the author, title, and publication information with a period followed by one space.
8. Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
9. Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.

**ANY CITATION (GENERAL GUIDELINES)**

[Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).]

**PAGE ON A WEBSITE**


**ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)**


**ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)**

Author’s last name, first name. “Article title.” Periodical title, Day Month Year, pages.

**BYLINED ARTICLE FROM A DAILY NEWSPAPER**


**UNBYLINED ARTICLE FROM A DAILY NEWSPAPER**


**ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE**


**ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE**


**EDITORIAL**

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YOUR REFERENCE LIST

YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

BASIC RULES

According to the sixth edition of the Publication Manual of the American Psychological Association:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors). Alphabetize by authors' last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2014 article would appear before a 2015 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use “&” instead of “and” before the last author's name when listing multiple authors of a single work.

BASIC FORMS FOR SOURCES IN PRINT

An article in a periodical (such as a journal, newspaper, or magazine)


You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well ➔ Title of Periodical, volume number (issue number), pages.

A nonperiodical (such as a book, report, brochure or audiovisual media)

- Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

For “Location,” you should always list the city, and you should also include the state if the city is unfamiliar or if the city could be confused with one in another state. Use the two-letter postal abbreviation for each state.

Part of a nonperiodical (such as a book chapter or an article in a collection)


When you list the pages of the chapter or essay in parentheses after the book title, use “pp.” before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

BASIC FORMS FOR ELECTRONIC SOURCES

A web page

- Author, A. A. (Date of publication or revision). Title of full work. Retrieved from http://web address

An online journal or magazine

- Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number. doi:0000000/00000000000

Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.

An online journal or magazine [with no DOI assigned]


E-mail

Because e-mail is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator’s name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 2015).
EXAMPLES

Journal article, one author


Journal article, more than one author


Work discussed in a secondary source


Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland’s work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation:

→ In Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

Magazine article, one author


Book


An article or chapter of a book


A government publication


A book or article with no author or editor named


→ New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12. For parenthetical citations of sources in text with no author named, use a shortened version of the title instead of an author’s name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster’s, 2005) and (“New Drug,” 1993).

A translated work and/or a republished work


A review of a book, film, television program, etc.


An entry in an encyclopedia


An online journal article (no DOI assigned)


A web page

### Periodic Table of the Elements

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Group IA (excluding Hydrogen) comprises the alkali metals.
Group IIA comprises the alkaline-earth metals.
Group VIIIA comprises the noble gases.

* IUPAC conventional atomic weights; standard atomic weights for these elements are expressed in intervals; see iupac.org for an explanation and values. ** Numbering system adopted by IUPAC. *** Numbering system widely used from the mid-20th century. ( ) indicates the mass number of the longest-lived isotope.

---

** Source:** The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.
Mass Density

\[ \text{mass density} = \frac{\text{mass}}{\text{volume}} \]

Speed

\[ \text{average speed} = \frac{\text{distance covered}}{\text{elapsed time}} \]

Acceleration

\[ a = \frac{\Delta v}{\Delta t} \quad \text{or} \quad \frac{v_f - v_i}{t_f - t_i} \]

(a=average acceleration; \( v \)=velocity; \( t \)=time; \( v_f \)=final velocity; \( v_i \)=initial velocity; \( t_f \)=final time; \( t_i \)=initial time)

Law of Universal Gravitation

\[ F = G \frac{m_1 m_2}{d^2} \]

(F=force of attraction; \( m_1 \) and \( m_2 \)=the masses of the two bodies; \( d \)=distance between the centers of \( m_1 \) and \( m_2 \); \( G \)=gravitational constant)

Work Done by a Force

\[ \text{work} = \text{(force)}(\text{distance}) \]

Power

\[ \text{power} = \frac{\text{work}}{\text{time}} \quad \text{(see above formula for work)} \]

Kinetic Energy

\[ KE = \frac{1}{2} m v^2 \]

(K\( E \)=kinetic energy; \( m \)=mass; \( v \)=velocity)

Specific Heat

\[ Q = cm \Delta t \]

(Q=quantity of heat; \( c \)=specific heat; \( m \)=mass; \( \Delta t \)=change in temperature)

Electric Current - Strength

\[ I = \frac{Q}{t} \]

(I=the current strength; \( Q \)=quantity of charge; \( t \)=time)

Momentum

\[ \text{momentum} = (\text{mass})(\text{velocity}) \]

Mass-Energy Equivalence

\[ E = mc^2 \]

(E=the energy [measured in ergs] equivalent to a mass \( m \) [measured in grams]; \( c \)=speed of light [measured in centimeters per second])

Power Expended in an Electric Appliance

\[ P = IV \]

(P=power in watts; \( I \)=current; \( V \)=voltage)

Newton’s Second Law of Motion

force=(mass)(acceleration)

Torque

\[ T = FR \]

(T=torque; \( F \)=force; \( R \)=radius)

Boyle’s Law when temperature constant:

\[ \frac{p_1 V_1}{p_2 V_2} = r \]

\[ (p_1 \text{=original pressure}; \ p_2 \text{=new pressure}; \ V_1 \text{=original volume}; \ V_2 \text{=new volume}) \]

Wave Motion

\[ V = n l \]

(V=wave velocity; \( n \)=wave frequency; \( l \)=wavelength)

Illumination on a Surface Perpendicular to the Luminous Flux

\[ E = \frac{1}{r^2} \]

(E=illumination; \( I \)=intensity of the source; \( r \)=distance from source to surface perpendicular to the beam)

Focal Length of Mirrors and Lenses

\[ \frac{1}{f} = \frac{1}{d_o} + \frac{1}{d_i} \]

(f=focal length; \( d_o \)=object distance; \( d_i \)=image distance)

Images in Mirrors and Lenses

\[ \frac{h_i}{d_i} = \frac{h_o}{d_o} \]

(h=image height; \( h_o \)=object height; \( d_i \)=image distance; \( d_o \)=object distance)

Ohm’s Law

\[ I = \frac{V}{R} \]

(I=strength of the current flowing in a conductor; \( V \)=the potential difference applied to its ends; \( R \)=its resistance)
### ENGLISH TO METRIC CONVERSIONS

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**TEMPERATURE**

**Fahrenheit to Celsius:**
subtract 32, then multiply by 5 and divide by 9.

**Celsius to Fahrenheit:**
multiply by 9, divide by 5, then add 32.
## WEIGHTS AND MEASURES

### ENGLISH

**Area**
- 1 square foot (ft²) —— 144 square inches (in²)
- 1 square yard (yd²) —— 9 square feet
- 1 acre —— 43,560 square feet
- 1 square mile (mi²) —— 640 acres

**Capacity**
- 1 cup (c) —— 8 fluid ounces (fl oz)
- 1 pint (pt) —— 2 cups
- 1 quart (qt) —— 4 cups
- 1 gallon (gal) —— 4 quarts

**Length**
- 1 foot (ft) —— 12 inches (in)
- 1 yard (yd) —— 3 feet
- 1 mile (mi) —— 5,280 feet

**Time**
- 1 minute (min) —— 60 seconds (s)
- 1 hour (h) —— 60 minutes
- 1 day (d) —— 24 hours
- 1 week (wk) —— 7 days
- 1 year (yr) —— 12 months (mo)
- 1 century (c) —— 100 years

**Weight**
- 1 pound (lb) —— 16 ounces (oz)
- 1 short ton (T) —— 2,000 pounds

### METRIC

**Area**
- 1 sq centimeter (cm²) —— 100 sq millimeters (mm²)
- 1 sq meter (m²) —— 10,000 sq centimeters
- 1 hectare (ha) —— 10,000 square meters
- 1 sq kilometer (km²) —— 1,000,000 sq meters

**Capacity**
- 1 milliliter (ml) —— 0.001 liter (L)
- 1 centiliter (cl) —— 0.01 liter
- 1 deciliter (dl) —— 0.1 liter
- 1 dekaliter (dal) —— 10 liters
- 1 hectoliter (hl) —— 100 liters
- 1 kiloliter (kl) —— 1,000 liters

**Length**
- 1 millimeter (mm) —— 0.001 meter (m)
- 1 centimeter (cm) —— 0.01 meter
- 1 decimeter (dm) —— 0.1 meter
- 1 dekameter (dam) —— 10 meters
- 1 hectometer (hm) —— 100 meters
- 1 kilometer (km) —— 1,000 meters

**Mass/Weight**
- 1 milligram (mg) —— 0.001 gram (g)
- 1 centigram (cg) —— 0.01 gram
- 1 decigram (dg) —— 0.1 gram
- 1 dekagram (dag) —— 10 grams
- 1 hectogram (hg) —— 100 grams
- 1 kilogram (kg) —— 1,000 grams
- 1 metric ton (t) —— 1,000 kilograms

### FORMULAS

**Perimeter of a rectangle** —— \( P = 2(l+w) \)
**Perimeter of a square** —— \( P = 4s \)
**Perimeter of a regular polygon** —— \( P = ns \)

\((n = \text{number of sides})\)

**Area of a rectangle** —— \( A = lw \)
**Area of a square** —— \( A = s^2 \)
**Area of a parallelogram** —— \( A = bh \)
**Area of a triangle** —— \( A = \frac{1}{2}bh \)
**Area of a trapezoid** —— \( A = \frac{1}{2}h(b_1 + b_2) \)
**Area of a circle** —— \( A = \pi r^2 \)
**Circumference of a circle** —— \( C = \pi d \) or \( 2\pi r \)
**Volume of a rectangular prism** —— \( V = lwh \)
**Volume of any prism** —— \( V = Bh \)
**Volume of a cylinder** —— \( V = \pi r^2h \)
**Volume of a pyramid** —— \( V = \frac{1}{3}Bh \)
**Volume of a cone** —— \( V = \frac{1}{3}\pi r^2h \)
**Surface area of a cylinder** —— \( SA = 2\pi r^2 + 2\pi rh \)

**Pythagorean Theorem** —— \( a^2 + b^2 = c^2 \)

\((\text{sides of a right triangle})\)

**Simple interest** —— \( I = prt \)
**Distance** —— \( d = rt \)

### FORMULA KEY

\(A = \text{area}\)
\(b = \text{base, length of any side of a plane figure}\)
\(B = \text{area of base}\)
\(d = \text{diameter}\)
\(h = \text{height, perpendicular distance from the furthest point of the figure to the extended base}\)
\(l = \text{length}\)
\(P = \text{perimeter}\)
\(r = \text{radius}\)
\(s = \text{side}\)
\(sa = \text{surface area}\)
\(V = \text{volume}\)
\(w = \text{width}\)

\(I = \text{interest, } p = \text{principal, } r = \text{rate, } t = \text{time}\)
\(d = \text{distance, } r = \text{rate, } t = \text{time}\)
In the Roman number system, numerals are represented by 7 capital letters from our alphabet. These letters are combined in different ways to form numbers. The values of the letters are added together, unless a letter with a lesser value comes before one with a larger value. In this case, the value is the difference of the two letter values.

Following are the 7 letters and their values:

- I  one
- V  five
- X  ten
- L  fifty
- C  one hundred
- D  five hundred
- M  one thousand

### Place Value

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**Read** this number as one hundred fifty-four trillion, three hundred ninety-nine billion, seven hundred fifteen million, four hundred sixty-two thousand, one hundred.

**Write** this number as 154,399,715,462,100.

---

**Number Prefixes**

- uni- --------------------------------------------- one
- bi- --------------------------------------------- two
- tri- --------------------------------------------- three
- quadri- ------------------------------------------ four
- quint- ------------------------------------------- five
- sex- --------------------------------------------- six
- sept- -------------------------------------------- seven
- oct- --------------------------------------------- eight
- non- -------------------------------------------- nine
- deci- ------------------------------------------- ten

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MATHEMATICS  algebra & mathematical symbols

ALGEBRA

Expanding
1. \( a(b+c) = ab+ac \)
2. \( (a+b)^2 = a^2+2ab+b^2 \)
3. \( (a-b)^2 = a^2-2ab+b^2 \)
4. \( (a+b)(a+c) = a^2+ac+ab+bc \)
5. \( (a+b)(c+d) = ac+ad+bc+bd \)
6. \( (a-b)^3 = a^3-3a^2b+3ab^2-b^3 \)
7. \( (a+b)^3 = a^3+3a^2b+3ab^2+b^3 \)
8. \( a^2-b^2 = (a+b)(a-b) \)
9. \( a^3+b^3 = (a+b)(a^2-ab+b^2) \)
10. \( a^3b-ab = ab(a+1)(a-1) \)
11. \( a^2-2ab+b^2 = (a-b)^2 \)
12. \( a^3-b^3 = (a-b)(a^2+ab+b^2) \)

Laws of Exponents
1. \( a^r = a^s \)
2. \( a^r/a^s = a^{r-s} \)
3. \( a^{r+s} = a^r a^s \)
4. \( (a^r)^s = a^{rs} \)
5. \( a^r = a^{rs} \)
6. \( a^r/a^s = a^{r-s} \)
7. \( a^{r+s} = a^r a^s \)
8. \( a^r/a^s = a^{r-s} \)

if \( r \) and \( s \) are positive integers

Logarithms
1. \( \log(xy) = \log x + \log y \)
2. \( \log x = r \log y \)
3. \( \log x = n \)
4. \( \log x = a^n \)
5. \( \log x = a^n \)
6. \( \log x = a^n \)

\( e = 2.71828183 \)

Quadratic Formula
When given a formula in the form of a quadratic equation

\[ \frac{-b \pm \sqrt{b^2-4ac}}{2a} \]

The solution can be derived using the quadratic formula

MATHEMATICAL SYMBOLS

<table>
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<tr>
<th>Symbol</th>
<th>Meaning</th>
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### FRACTIONS AND PERCENTAGES

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<td>1/4</td>
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<td>1/5</td>
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<td>0.1</td>
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</tr>
<tr>
<td>1/12</td>
<td>0.083</td>
<td>8.3%</td>
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The top number of a fraction is called the **numerator**. The bottom number of a fraction is called the **denominator**.

To multiply:

\[
\frac{1}{2} \times \frac{3}{4} = \frac{1 \times 3}{2 \times 4} = \frac{3}{8}
\]

To divide, multiply the first fraction with the reciprocal of the other:

\[
\frac{2}{3} ÷ \frac{1}{6} = \frac{2}{3} \times \frac{6}{1} = \frac{12}{3} = 4
\]

To add or subtract, first find the common denominator:

\[
\frac{1}{3} + \frac{2}{5} = \left( \frac{1 \times 5}{3 \times 5} \right) + \left( \frac{2 \times 3}{5 \times 3} \right) = \frac{5}{15} + \frac{6}{15} = \frac{11}{15}
\]
### MATHEMATICS area & volume

#### PARALLELOGRAM

![Parallelogram Diagram]

Area of ABCD = $bh$

#### RECTANGLE

![Rectangle Diagram]

Perimeter = $2(l + h)$

Area = $l \times h$

#### RIGHT TRIANGLE

![Right Triangle Diagram]

Area = $ab/2$

$c^2 = a^2 + b^2$ (Pythagorean Theorem)

#### ISOSCELES TRIANGLE

![Isosceles Triangle Diagram]

Area = $bh/2$

#### CIRCLE

![Circle Diagram]

Circumference of a circle = $2\pi r$

Area of a circle = $\pi r^2$

#### RECTANGULAR PRISM

![Rectangular Prism Diagram]

Surface area of a prism = $2wl + lh + wh$

Volume of a prism = $l \times w \times h$

#### SPHERE

![Sphere Diagram]

Surface area of a sphere = $4\pi r^2$

Volume of a sphere = $4\pi r^3/3$

#### CYLINDER

![Cylinder Diagram]

Surface area of a cylinder = $2\pi rh + 2\pi r^2$

Volume of a cylinder = $\pi r^2h$

#### CONE

![Cone Diagram]

Surface area of a cone = $\pi rl + \pi r^2$ ($l =$ slant height)

Volume of a cone = $\pi r^2h/3$

#### PYRAMID

![Pyramid Diagram]

Surface area of a pyramid = $B + \text{Lateral Area}$ (Lateral area= sum of triangular face)

Volume of a pyramid = $Bh/3$ ($B =$ area of base)

#### CIRCLE THEOREMS

- $\angle x = 90^\circ$  
  (PQ is the diameter)
- C is the center of the circle
- $\angle a = \angle b$  
  (Both angles intercept arc AB)
MATHEMATICS geometric angles & congruence cases

GEOMETRIC ANGLES

- **90°**
  - A right angle is exactly 90°

- **< 90°**
  - An acute angle is less than 90°

- **> 90°**
  - An obtuse angle is greater than 90°

- **180°**
  - A straight angle is exactly 180°

- **360°**
  - One complete angle of rotation = 360°

GEOMETRIC CONGRUENCE CASES

- **S.S.S. POSTULATE**
  - Side-Side-Side
  - $\triangle ABC \cong \triangle DEF$

- **S.A.S. POSTULATE**
  - Side-Angle-Side
  - $\triangle ABC \cong \triangle KLM$

- **A.S.A. POSTULATE**
  - Angle-Side-Angle
  - $\triangle ABC \cong \triangle PRS$

- **H.S. POSTULATE (RIGHT ΔS ONLY)**
  - Hypotenuse-side
  - $\triangle ABC \cong \triangle XYZ$

EQUILATERAL TRIANGLE

- 3 Sides of Equal Length
- 3 Angles of 60° Each

ISOSCELES TRIANGLE

- 2 Sides of Equal Length
- 2 Base Angles are Equal

SCALENE TRIANGLE

- 3 Unequal Sides
- 3 Unequal Angles
**Values of Trigonometric Ratios**

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<td>$\sqrt{3}$</td>
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<td>$\frac{1}{\sqrt{3}}$</td>
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**Law of Tangents**

\[ \tan \frac{a-b}{2} = \tan \frac{A-B}{2} \]

\[ \tan \frac{a+b}{2} = \tan \frac{A+B}{2} \]

**Law of Cosines**

\[ b^2 = a^2 + c^2 - 2ac \cos B \]

\[ c^2 = a^2 + b^2 - 2ab \cos C \]

\[ a^2 = b^2 + c^2 - 2bc \cos A \]

**Law of Sines**

\[ \frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C} = 2r \]

**Law of Tangents**

\[ \frac{\sin (A+B)}{\cos (A+B)} = \frac{\sin (A-B)}{\cos (A-B)} \]

\[ \frac{\sin A}{\cos A} = \frac{\sin B}{\cos B} = \frac{\sin C}{\cos C} = 2 \]

**Law of Cosines**

\[ \cos A = \cos B \cos C + \sin B \sin C \]

\[ \cos B = \cos A \cos C + \sin A \sin C \]

\[ \cos C = \cos A \cos B + \sin A \sin B \]

**Law of Sines**

\[ \sin A = \sin B \cos C + \sin C \cos B \]

\[ \sin B = \sin C \cos A + \sin A \cos C \]

\[ \sin C = \sin A \cos B + \sin B \cos A \]

**Law of Tangents**

\[ \tan \frac{A}{2} = \frac{\sin A}{1 + \cos A} \]

\[ \tan \frac{B}{2} = \frac{\sin B}{1 + \cos B} \]

\[ \tan \frac{C}{2} = \frac{\sin C}{1 + \cos C} \]
CIVICS  Bill of Rights

**AMENDMENT I**

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

**AMENDMENT II**

A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.

**AMENDMENT III**

No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

**AMENDMENT IV**

The right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

**AMENDMENT V**

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

**AMENDMENT VI**

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

**AMENDMENT VII**

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any court of the United States, than according to the rules of the common law.

**AMENDMENT VIII**

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

**AMENDMENT IX**

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

**AMENDMENT X**

The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.
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SUCCESS SKILLS  tips for improving your memory & taking standardized tests

TIPS FOR IMPROVING YOUR MEMORY

{1} Keep notes, lists, and journals to jog your memory.
{2} Decide what is most important to remember by looking for main ideas.
{3} Classify information into categories. Some categories may be:
   a. Time – summer, sun, swimming, hot
   b. Place – shopping center, stores, restaurants
   c. Similarities – shoes, sandals, boots
   d. Differences – mountain, lake
   e. Wholes to parts – bedroom, bed, pillow
   f. Scientific groups – Flowers, carnation, rose
{4} Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember.
{5} Associate new things you learn with what you already know.
{6} Use rhythm or make up a rhyme.
{7} Visualize the information in your mind.
   a. See the picture clearly and vividly.
   b. Exaggerate and enlarge things.
   c. See it in three dimensions.
   d. Put yourself into the picture.
   e. Imagine an action taking place.
{8} Link the information together to give it meaning.
{9} Use the information whenever you can. Repetition is the key to memory.

TIPS FOR TAKING EXAMS

{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 you’re required to write a short essay, quickly jot down an outline to make sure you include all the key points in your answer.
{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.
SUCCESS SKILLS  listening & homework skills

LISTENING SKILLS

Listening (unlike hearing, which is a physical process that does not require thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the instructor’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.

To help develop 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 instructor, focus your attention directly on him/her.

➔ Pay attention to the instructor’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.

HOMEWORK SKILLS

➔ Keep track of your daily assignments in this datebook 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 reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it. 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 instructor what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.

➔ 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, 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.
SUCCESS SKILLS successful notetaking

SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.

- Be aware of each instructor’s lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your instructor may have certain requirements.

- Date each day’s notes, and keep them in chronological order. Some instructors provide outlines that tell you how a series of lectures will be organized; other instructors will deliver their lectures and expect you to write the information in your notes. Most instructors will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the instructor specifically identifies as important.

- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.

- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won’t miss any of the lecture. Don’t copy your notes over to make them neat; write them neatly in the first place. Don’t create opportunities to waste your time.

- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.

- Listen for key ideas. Write them down in your own words. Don’t try to write down every word that your instructors say. Some instructors will use the chalkboard, an overhead projector, or a PowerPoint presentation to outline these key ideas. Others will simply stress them in their discussion.

- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.

- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.

- Make sure your notes summarize, not duplicate, the material.

- Devise your own use of shorthand.

- Vary the size of titles and headings.

- Use a creative approach, not the standard outline form.

- Keep class lecture notes and study notes together.
SUCCESS SKILLS  plan for success

PLANNING FOR SUCCESS

SUCCESSFUL PEOPLE DON’T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON’T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

1. **Organization** – Getting organized is the first step to success.

   - **Remember that you are responsible** for knowing about and completing your assignments and special projects.
   - **Make sure you have a datebook** to write down your homework, extracurricular activities, community activities, and other responsibilities.
   - **Make sure you have all the materials** you need when you go to class and when you do your homework.

2. **Time Management** – Managing time wisely will help ensure that you have the opportunity to do both the things you *need* to do and the things you *want* to do.

   - **Plan a definite time** to do your homework.
   - **Plan time for extracurricular and social activities**, as well as home responsibilities.
   - **Commit yourself to your time plan**, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

3. **Set Priorities** – If you have lots to do, it is important to set priorities.

   - **Rank each task** in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
   - **When doing homework**, start with the subject in which you need the most improvement.
   - **Check off finished tasks.**
   - **If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.**

4. **Set Goals** – Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

   - **Be specific.** List specific goals for each academic subject. Also list goals for other school and home activities.
   - **Set time limits.** Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
   - **Set realistic goals.** For example, if math has always been difficult for you, don’t aim for an “A” in Algebra at the beginning of the year. If you usually get a “C-” in math, you may want to begin by setting a short-term goal of “C+” or “B-”. Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
   - **Draw up a step-by-step plan of action** for reaching each goal; then go for it!
   - **Write your goals down**, and put them in several places (your bedroom door, your datebook, your bulletin board) so you will see them several times a day.
   - **Share your goals with others** – your parents, roommates, instructors, classmates, etc. They can give you encouragement.
   - **Keep at it!** Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
   - **Reward yourself** when you reach a goal.
SUCCESS SKILLS

**BASIC RÉSUMÉ WRITING**

### The Functional Résumé Format

The functional format is useful for graduating students who do not have extensive job experience. This type of résumé emphasizes skills and accomplishments achieved in school, activities, internships, and in life.

These are the 5 basic parts ➔

1. **Header:** your name, address, phone number, email address.
2. **Job objective:** a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).
3. **Qualifications:** a brief list or statement highlighting your background, your strengths, and what you want your employer to know about you. This can be optional.
4. **Skills/Achievements:** a description of your abilities, accomplishments, and areas of competence. These can also be grouped under headings, such as Office Skills, Technical Experience, or Planning/Organization.
5. **Education:** a list of all formal education, workshops, seminars, internships, school-related activities, and on-the-job training (if any). The most recent should come first.

**Remember:**
- Use only one or two typefaces in the design of your résumé.
- Use short phrases instead of long sentences and paragraphs.
- Line up all headings to keep your résumé looking clean and professional.
- Use good quality paper; A neutral color, such as white or ivory, is recommended.
- Do not include salary requirements.
- Do not include personal information such as date of birth, height, weight, marital status, health, religion, or hobbies.
- Do not use the word résumé at the top of the page.
- Keep your résumé to one page.
- Have a list of references (names, company names, phone numbers) ready to give if requested.

### Use Action Words to Describe Skills

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Joe Anybody

Campus Address
44 Residence Hall Drive
Campus Town, OH 45628
(123) 987-6543
j.anybody@e-mail.com

Permanent Address
1234 Oak Street
Anytown, MD 21113
(555) 123-4567
http://www.mywebsite.html

OBJECTIVE
A web design position that allows me to utilize my computer graphic and illustration skills and apply my knowledge of the online sales industry.

EDUCATION
State University, Campus Town, OH
School of Technology
B.S. in Computer Graphic Design
Visual Communications Design minor

EXPERIENCE
Design Assistant, internship
Wicked Web Design, Cincinnati, OH
• Created templates for multi-use applications
• Designed and updated client websites
• Reorganized digital file storing system

Webmaster
Kappa Sigma Fraternity, Campus Town, OH
• Designed and maintained website
• Established internal e-mail server
• Collaborated on intercampus fraternity website

TECHNICAL SKILLS
CSS, HTML, Java Script, PhotoShop, Illustrator, Microsoft Office

MEMBERSHIPS
• Kappa Sigma Fraternity
• Student Volunteer Outreach Summit
• Campus Town Big Brothers/Big Sisters

REFERENCES
Available upon request

May 2016
Major GPA: 3.25/4.0
GPA: 3.6/4.0
May-August 2015
August 2015-present
SUCCESS SKILLS \emph{keeping a monthly budget}

Learning how to manage your money is an important step in becoming financially independent. It’s never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

➔ When dining out with friends, don’t order a soda; drink water instead.

➔ Skip costly coffeehouses and brew your own at home.

➔ Save money on gas and parking by walking to class or carpooling with pals.

➔ Many communities offer paying recycling programs, so cash in those cans.

➔ Consider trimming “extras” that add up, such as a cell phone or cable TV.

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SUCCESS SKILLS manual alphabet

AMERICAN SIGN LANGUAGE

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Q R S T U
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