## Student Services Important Calendar Dates for Students
### Regular 16-week Classes Only
#### 2010-2011

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Application Due Dates</strong></td>
<td>Aug 10</td>
<td>Dec 14</td>
<td>May 9</td>
</tr>
<tr>
<td><strong>Priority Registration Period:</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Honor Students</td>
<td>Apr 14</td>
<td>Nov 1</td>
<td>Apr 4</td>
</tr>
<tr>
<td>Enrolled, Returning, Non-degree Students</td>
<td>Apr 15</td>
<td>Nov 2</td>
<td>Apr 5</td>
</tr>
<tr>
<td>New FTIC, Transfers, &amp; Dual Enrolled</td>
<td>May 3</td>
<td>Nov 23</td>
<td>Apr 25</td>
</tr>
<tr>
<td>Financial Aid Priority Awarding Due Date</td>
<td>June 1</td>
<td>Nov 1</td>
<td>Apr 1</td>
</tr>
<tr>
<td>Due date for submitting all financial aid documents to ensure financial aid awarding by the first day of classes.</td>
<td></td>
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</tr>
<tr>
<td><strong>Payment Due Dates</strong></td>
<td>July 19</td>
<td>Dec 10</td>
<td>Apr 22</td>
</tr>
<tr>
<td><strong>Open Registration Period:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transient/Cross-enrolled Students</td>
<td>Aug 2</td>
<td>Dec 13</td>
<td>Apr 26</td>
</tr>
<tr>
<td>State Employee &amp; Senior Citizen</td>
<td>Aug 24</td>
<td>Jan 10</td>
<td>May 16</td>
</tr>
<tr>
<td><strong>Late Registration Period:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late fee Charged After This Date</td>
<td>Aug 23</td>
<td>Jan 9</td>
<td>May 15</td>
</tr>
<tr>
<td>CLASSES BEGIN</td>
<td>Aug 24</td>
<td>Jan 10</td>
<td>May 16</td>
</tr>
<tr>
<td>Intersession</td>
<td>N/A</td>
<td>Dec 17-31</td>
<td>N/A</td>
</tr>
<tr>
<td>Drop/Add (16 week term only)</td>
<td>Aug 24-27 &amp; 30</td>
<td>Jan 10-14</td>
<td>May 16-20</td>
</tr>
<tr>
<td><strong>Drop/Add (for all other classes)</strong></td>
<td>Check your course schedule for classes that have start and end dates that differ from the regular schedule. These classes will have individually determined drop and add dates that differ from the regular 16 week schedule. All students, including financial aid students, must drop any class that they do not plan to attend.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deadline for Refund</strong></td>
<td>Aug 30</td>
<td>Jan 14</td>
<td>May 20</td>
</tr>
<tr>
<td>Last Day To Apply For A Degree</td>
<td>Sept 7</td>
<td>Jan 24</td>
<td>May 31 (Mar 7th deadline for name to appear in commencement program).</td>
</tr>
<tr>
<td>Non-Class Days</td>
<td>Sept 6 Labor Day</td>
<td>Oct 15 College Day</td>
<td>Mar 28-Apr 1 Mid-term break</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Apr 14 Faculty In service Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Apr 22 Spring Day</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>Nov 1</td>
<td>Mar 14</td>
<td>July 8</td>
</tr>
<tr>
<td><strong>Classes End</strong></td>
<td>Dec 14</td>
<td>May 9</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Grades Available Online</td>
<td>Dec 16</td>
<td>May 11</td>
<td>Aug 16</td>
</tr>
<tr>
<td>College Closed</td>
<td>Dec 18-Jan 2</td>
<td>Mar 28-Apr 1</td>
<td></td>
</tr>
</tbody>
</table>

**Check your course schedule for classes that have start and end dates that differ from the regular schedule. These classes will have individually determined drop and withdrawal deadlines. If financial aid students withdraw from all classes prior to these dates, student will owe the repayment of financial aid received.**

**NOTE:** Commencement Friday, April 29th, 2011 (TENTATIVE)
I am delighted that you have chosen HCC as the place to start a new chapter in your life. Community colleges are the eternal repositories of hope and new beginnings. They are places of reinvention and discovery—a place where you can build a brighter future for yourself.

HCC serves nearly 45,000 students each year; many of whom come to us due to the reputation we have built over the last 41 years of providing academic excellence, an engaging faculty, and committed support service staff and services. With five campuses across Hillsborough County, a center at MacDill Air Force Base, and a robust distance learning program, HCC is committed to ensuring that education is within reach to anyone who wants it.

HCC also offers a diverse array of extracurricular activities and academic support to ensure that your college experience is a successful and meaningful one. I hope that you take advantage of all that HCC has to offer as I truly believe that your experience will be greatly enhanced by becoming an active member of our college community.

Welcome to the HCC family and best of luck in the upcoming academic year. I look forward to seeing you on campus.

Sincerely,

Dr. Ken Atwater
President
**When students succeed, we succeed**

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

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

**Goals**
1. Advance student success through a focus on the achievement of learning outcomes for all students with the active involvement of all employees.

2. Foster partnerships with the local and global communities to position the College as a premier educational institution for college transfer, career workforce and economic development, lifelong learning, and community initiatives.

3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.

4. Provide the necessary human, financial, physical, and technological resources to ensure a high quality learning environment and an efficient organization.

5. Promote an institutional culture that values the individual; fosters diversity; and encourages professional development, action, creativity, and risk taking.

6. Continuously improve programs and services through a systematic and ongoing process of strategic planning, assessment, and review in which a “culture of evidence” guides our direction.

**ACCREDITATION**
Hillsborough Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hillsborough Community College.
HawkNet is the official form of communication between YOU and HCC. Check your email at least once a week for important college communication. During registration periods, you should check your email daily for registration information, course cancellation notices, and information about fees and financial aid.

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

Once you have logged on, you will:

• Get an email account with anti-virus and anti-spam included.
• Have access to college-wide, class schedules.
• Have access to course-specific digital resources.
• Be able to customize your dashboard.

Find out more by logging on to: http://prod.campuscruiser.com/hcc

HCC Live Information 24/7:

“HCC Live Information 24/7” is the name of the college wide call center that will connect students with direct assistance with financial aid, admissions, financial services, distance learning, and the technology help desk.

The call center involves more than just phone contacts. You have the ability to receive assistance via live chat, and e-mail.

Check out HCC Live Information 24/7 on our website at www.hccfl.edu.

The call center contact number is (813) 253-7000 or Toll Free number (877) 736-2575.
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Your new user ID will be your first initial, your last name (and possibly a number). Until you change it, your password will be your student ID number. We encourage all students to change their password for security purposes.

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http://prod.campuscruiser.com/hcc

HCC Live Information 24/7
(813) 253-7000
(877) 736-2575
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IMPORTANT TELEPHONE NUMBERS
AREA CODE (813)

253-7911: HCC PUBLIC SAFETY
9-1-1: EMERGENCY (Police, Fire, or Ambulance)
220-7032: HCC PUBLIC SAFETY AFTER HOURS (24 hours)
253-7016: HCC RISK MANAGER
253-7000: HCC LIVE INFORMATION 24/7

OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES:

Brandon: 253-7914 (TDD: 253-7858)
Dale Mabry: 259-6035 (TDD: 253-7035)
Plant City: 757-2209 (TDD: 757-2166)
Ybor City: 253-7757 (TDD: 253-7788)
# FINAL EXAM SCHEDULE
## FALL TERM 2010

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, December 10, 2010 or Monday, December 13, 2010.

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

For MONDAY/WEDNESDAY classes the Exam Day is Monday, December 13, 2010 or Wednesday, December 8, 2010.

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

For MONDAY/WEDNESDAY classes the Exam Day is Wednesday, December 8, 2010 or Monday, December 13, 2010.

For MONDAY ONLY classes, the Exam Day is Monday, December 13, 2010.

For WEDNESDAY ONLY classes, the Exam Day is Wednesday, December 8, 2010.

For TUESDAY/THURSDAY classes the Exam Day is Tuesday, December 14, 2010 or Thursday, December 9, 2010.

For TUESDAY ONLY classes, the Exam Day is Tuesday, December 14, 2010.

For THURSDAY ONLY classes, the Exam Day is Thursday, December 9, 2010.

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, December 14</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>Thursday, December 9</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>Tuesday, December 14</td>
<td>11:00 – 12:50 p.m.</td>
</tr>
<tr>
<td>Thursday, December 9</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>Tuesday, December 14</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>Thursday, December 9</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>Tuesday, December 14</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is Saturday, December 11, 2010

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

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

Final exams for classes that do not meet at any of the above times will be scheduled by the instructor and should not conflict with the above schedule.
## FINAL EXAM SCHEDULE
### SPRING TERM 2011

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, May 6, 2011 or Monday, May 9, 2011.

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:50 a.m.</td>
<td>Friday, May 6</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:00 – 9:50 a.m.</td>
<td>Monday, May 9</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>Friday, May 6</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>Monday, May 9</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>12:00 – 12:50 p.m.</td>
<td>Friday, May 6</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>1:00 – 1:50 p.m.</td>
<td>Monday, May 9</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>2:00 – 2:50 p.m.</td>
<td>Friday, May 6</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:00 – 3:50 p.m.</td>
<td>Monday, May 9</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 4:55 p.m.</td>
<td>Friday, May 6</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, May 9</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

For MONDAY/WEDNESDAY classes the Exam Day is Monday, May 9, 2011 or Wednesday, May 4, 2011.

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

For MONDAY/WEDNESDAY classes the Exam Day is Wednesday, May 4, 2011 or Monday, May 9, 2011.

For MONDAY ONLY classes, the Exam Day is Monday, May 9, 2011.

For WEDNESDAY ONLY classes, the Exam Day is Wednesday, May 4, 2011.

For TUESDAY/THURSDAY classes the Exam Day is Tuesday, May 3, 2011 or Thursday, May 5, 2011.

For TUESDAY ONLY classes, the Exam Day is Tuesday, May 3, 2011.

For THURSDAY ONLY classes, the Exam Day is Thursday, May 5, 2011.

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

For WEEKEND (SATURDAY/SUNDAY) classes the Exam Day is Saturday, April 30, 2011.

<table>
<thead>
<tr>
<th>If your class meets at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 10:55 a.m.</td>
<td>Saturday, April 30</td>
<td>8:00 – 10:55 a.m.</td>
</tr>
<tr>
<td>11:05 – 2:00 p.m.</td>
<td>Saturday, April 30</td>
<td>11:05 – 2:00 p.m.</td>
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The EXAM time for night and weekend classes will be during the last scheduled class period.

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

BRANDON CAMPUS
10414 East Columbus Drive, Tampa, FL 33619
The Brandon Campus offers an array of credit classes, including those needed to earn an AA degree. The main campus is located on an 82-acre site off Falkenburg Road, between SR 60 and Hwy. 574.

DALE MABRY CAMPUS
4001 W. Tampa Bay Boulevard, Tampa, FL 33614-7820
HCC’s largest campus is located at Dale Mabry Highway and Tampa Bay Boulevard, across the street from Raymond James Stadium. The campus specializes in health sciences and technology and offers the required courses for both the AA and the AS degrees.

DR. GWENDOLYN W. STEPHENSON-DISTRICT ADMINISTRATION CENTER
39 Columbia Drive, Tampa, FL 33606
HCC’s District Administration Center is situated in a picturesque setting on the west bank of the Hillsborough River on Davis Island. Just moments from downtown Tampa, this eight-story building houses the President’s office and the Board of Trustees’ meeting room. Departments such as Human Resources and Purchasing, which provides services to all HCC campuses, are also housed in this building.

HCC-MACDILL CENTER
8102 Condor Street, MacDill AFB, FL 33621
MacDill Air Force Base is located in south Tampa off Dale Mabry Highway. HCC’s Education Center at MacDill AFB is open to both civilians and military personnel; however, active duty military are always given priority in registering for classes.
Campus Locations

**PLANT CITY CAMPUS**  
1206 North Park Road, Plant City, FL 33563  
The Plant City Campus is situated on a 93.5-acre site on Park Road, one-half mile south of Interstate 4 off Exit 22. A full range of university transfer and technical courses is offered.

**SOUTHSHORE CENTER**  
551 24th Street N.E., Ruskin, FL 33570  
SouthShore Center will open for fall 2008 classes. It features state-of-the-art sustainable building design and uses construction materials and technologies for an environmentally responsive 21st century college campus. Note: HCC SouthShore replaces the HCC-Sunpoint Center, which is now closed.

**YBOR CITY CAMPUS**  
2112 North 15th Street, Tampa, FL 33605-3648  
The Ybor City Campus is situated in the heart of Tampa’s Historic Latin Quarter. The campus is minutes away from downtown Tampa and easily accessible to all sections of the county via Interstate 4, State Highway 60, and the Lee Roy Selmon Expressway.
## PHONE NUMBERS AND EMAIL ADDRESSES

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AUGUST 2010
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</table>
Week's Goals:

August

Sunday

1

Monday

2

» Open Registration Begins (Fall)
» Transient & Cross-Enrolled Students Registration Begins (Fall)

Tuesday

3

» Open Registration (Fall)

AUGUST 1 - 7
AUGUST 2010

Wednesday

4

» Open Registration (Fall)

Thursday

5

» Open Registration (Fall)

Friday

6

» Open Registration (Fall)

Saturday

7

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

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- Open Registration (Fall)

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- Open Registration (Fall)

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

**August**

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**HILLSBOROUGH Community College**

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**AUGUST 8 - 14**
AUGUST 2010

Wednesday 11

» Open Registration (Fall)

Thursday 12

» Open Registration (Fall)

Friday 13

» Academic Standards Committee Meeting
» Open Registration (Fall)

Saturday 14

» Open Registration (Fall)
Monday
16

» Open Registration (Fall)

Tuesday
17

» Open Registration (Fall)
### AUGUST 2010

<table>
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» Open Registration (Fall)

2010-2011 Student Planner
Week's Goals:

Sunday
22

» Open Registration (Fall)

Monday
23

» Late Fee Charged After This Date
» Open Registration (Fall)

Tuesday
24

» Fall Term Regular Classes Begin
» State Employee & Senior Citizen Registration (Fall)
» Open Registration (Fall)
» Drop/Add (16-week term only)

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AUGUST 22 - 28
AUGUST 2010

Wednesday

25

» Open Registration (Fall)
» Drop/Add (16-week term only)

Thursday

26

» Open Registration (Fall)

Friday

27

» Open Registration (Fall)
» Drop/Add (16-week term only)
» Late Fee Charged After This Date (Weekend)

Saturday

28

» Open Registration (Fall)
» Weekend Classes Begin (Fall)
» Drop/Add (Weekend) (Registration on the First Day)
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**SEPTEMBER 2010**
Week's Goals:

S e p t e m b e r

H I L L S B O R O U G H
Community College
www.hccfl.edu

Sunday

29

» Open Registration (Fall)

Monday

30

» Deadline for Refund (Fall)

» Drop/Add (16-week term only) and Weekend

» Open Registration (Fall)

Tuesday

31

» Drop/Add (Weekend)

A U G U S T 2 9 - S E P T E M B E R 4
<table>
<thead>
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<td>Non-Class Day, College Closed</td>
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</table>
Week's Goals:

Monday

Tuesday

Sunday

September

Non-Class Day
College Closed

Labor Day
Non-Class Day
College Closed

Last Day to Apply for Degree

SEPTEMBER 5 - 11
<table>
<thead>
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Week's Goals:

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Monday

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Tuesday

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Sunday

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September

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

SEPTEMBER 12 - 18
Week's Goals:
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Halloween
Week's Goals:

October

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Sunday

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Monday

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Tuesday

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SEPTEMBER 26 - OCTOBER 2
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Week's Goals:

October

Sunday
3

Monday
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Tuesday
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Community College

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OCTOBER 3 - 9
Week's Goals:

October

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Sunday
10

Monday
11

» Columbus Day (Observed)

Tuesday
12

October 10 - 16
OCTOBER 2010

Wednesday

Thursday

Friday

Saturday

» All College Day
» Non-Class Day
» College Closed
OCTOBER 2010

Wednesday
27

Thursday
28

Friday
29

Saturday
30

» Guavaween
» Non-Class Day (Ybor City Campus Only)
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THURSDAY FRIDAY SATURDAY/SUNDAY

- Veteran’s Day
- Thanksgiving

Thanksgiving

Veteran’s Day

49
Week's Goals:

November

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

Sunday
31

» Halloween

Monday
1

» Financial Aid Priority Awarding Due Date (Spring)
» Native American History Month
» Honor Students Registration (Spring)
» Last Day to Withdraw (Fall) (16-week term)

Tuesday
2

» Enrolled & Returning Students Registration Begins (Spring)

OCTOBER 31 - NOVEMBER 6
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2010-2011 Student Planner
Week's Goals:

November

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

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Sunday

7

Monday

8

Tuesday

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NOVEMBER 7 - 13
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Week's Goals:

November

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Sunday

14

Monday

15

Tuesday

16

HILLSBOROUGH
Community College
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NOVEMBER 14 - 20
Week's Goals:

Daily Goals:

Monday

Tuesday

Sunday

New, First Time In College (FTIC), Transfers & Dual Enrolled Students Registration Begins (Spring)

November

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

NOVEMBER 21 - 27
NOVEMBER 2010

Wednesday

24

Thursday

25

- Non-Class Day
- Thanksgiving Day
- College Closed

Friday

26

- Non-Class Day
- College Closed

Saturday

27

- Non-Class Day
- College Closed
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**DECEMBER 2010**

- **Christmas Day**
- **Christmas Eve**
- **New Year's Eve**
**Week's Goals:**

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**December**

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» Non-Class Day
» College Closed

**HILLSBOROUGH Community College**

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**NOVEMBER 28 - DECEMBER 4**
Week's Goals:

December

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Sunday

5

Monday

6

Tuesday

7

» Final Exam Day

DECEMBER 5 - 11
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<td>Final Exam Day, Weekend Classes End (Fall)</td>
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DECEMBER 2010
Week's Goals:

December

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

Sunday
12

Monday
13

» Final Exam Day
» Open Registration Begins (Spring)
» Transient & Cross-Enrolled Students Registration Begins (Spring)

Tuesday
14

» Fall Term Regular Classes End
» Application Due Date (Spring)
» Open Registration (Spring)

DECEMBER 12 - 18

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<table>
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Week's Goals:

December

Sunday

19

» Open Registration (Spring)
» Non-Class Day

Monday

20

» College Closed for Staff through January 2, 2011
» Open Registration (Spring)
» Intersession Classes Only

Tuesday

21

» Open Registration (Spring)
» Intersession Classes Only

HILLSBOROUGH
Community College
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DECEMBER 19 - 25
Wednesday

- Open Registration (Spring)

Thursday

- Open Registration (Spring)
  - Intersession Classes Only

Friday

- Open Registration (Spring)
  - Intersession Classes Only

Saturday

- Non-Class Day
- Christmas
- College Closed
- Open Registration (Spring)
### JANUARY 2011

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*Martin Luther King, Jr. Day*
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Week's Goals:

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Sunday

26

- Open Registration (Spring)
- College Closed
- Non-Class Day

Monday

27

- Open Registration (Spring)
- Intersession Classes Only

Tuesday

28

- Open Registration (Spring)
- Intersession Classes Only

December

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DECEMBER 26 - JANUARY 1
2010-2011 Student Planner
### Week's Goals:

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**Sunday**

2

» Open Registration (Spring)
» College Closed

**Monday**

3

» College Resumes Regular Operation
» Open Registration (Spring)

**Tuesday**

4

» Open Registration (Spring)
Week's Goals:

January

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Sunday

9

» Late Fee Charged After This Date (Spring)
» Open Registration (Spring)

Monday

10

» Spring Term Regular Classes Begin
» Drop/Add (16-week term only)
» State Employee & Senior Citizen Registration (Spring)
» Open Registration (Spring)

Tuesday

11

» Drop/Add (16-week term only)
» Open Registration (Spring)

JANUARY 9 - 15
JANUARY 2011

Wednesday
12

» Drop/Add (16-week term only)
» Open Registration (Spring)

Thursday
13

» Drop/Add (16-week term only)
» Open Registration (Spring)

Friday
14

» Drop/Add (16-week term only)
» Open Registration (Spring)
» Late Fee Charged After This Date (Weekend)
» Deadline for Refund (Spring)
» Academic Standards Committee Meeting

Saturday
15

» Weekend Classes Begin (Spring)
» Drop/Add (Weekend) (Registration on the First Day)
Week's Goals:

January

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Non-Class Day
Martin Luther King, Jr. Day (Observed)
Drop/Add (Weekend)

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

Drop/Add (Weekend)

JANUARY 16 - 22
JANUARY 2011

Wednesday

19

» Drop/Add (Weekend)

Thursday

20

» Drop/Add (Weekend)

Friday

21

Saturday

22

2010-2011 Student Planner
Week's Goals:

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> Last Day to Apply for Degree (Spring)

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January

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JANUARY 23 - 29
## FEBRUARY 2011

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Week's Goals:

February

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

HILLSBOROUGH
Community College
www.hccfl.edu

Sunday
30

Monday
31

Tuesday
1

» National Black History Month

JANUARY 30 - FEBRUARY 5
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FEBRUARY 2011

Wednesday

Thursday

Academic Standards Committee Meeting

Friday

Saturday
Week's Goals:

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Sunday

13

Monday

14

Tuesday

15

FEBRUARY 13 - 19
Week's Goals:

February

Sunday
20

Monday
21

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

Tuesday
22

FEBRUARY 20 - 26
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MARCH 2011

Wednesday

Thursday

Friday

Saturday
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Sunday
13

Monday
14

» Last Day to Withdraw (Spring) (16-week term)

Tuesday
15

MARCH 13 - 19
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Week's Goals:

Monday

Tuesday

Sunday

HILLSBOROUGH
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April

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

27

28

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

29

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

MARCH 27 - APRIL 2
**APRIL 2011**

**Wednesday 30**

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

**Thursday 31**

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

**Friday 1**

- Mid-Term Break
- Non-Class Day
- College Closed
- International Festival
- Financial Aid Priority Awarding Due Date (Summer)

**Saturday 2**

- Mid-Term Break
- Non-Class Day
- College Closed
Week's Goals:

APRIL 3 - 9

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Sunday
3

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

Monday
4

» Honor Students Registration (Summer)

Tuesday
5

» Enrolled & Returning Students Registration Begins (Summer)
» Academic Standards Committee Meeting
# Week's Goals

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APRIL 10 - 16
APRIL 2011

Wednesday
13

Thursday
14

» Non-Class Day
» Faculty In-Service Day

Friday
15

Saturday
16

2010-2011 Student Planner
# APRIL 2011

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- Payment Due Date (Summer)
- Non-Class Day
- Spring Day
- College Closed

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- Non-Class Day
- Spring Day
- College Closed

2010-2011 Student Planner
**Week's Goals:**

**April**

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17 18 19 20 21 22 23
24 25 26 27 28 29 30
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**Sunday**

24

» Non-Class Day
» Spring Day
» College Closed

**Monday**

25

» New, First Time In College (FTIC), Transfers & Dual Enrolled Students Registration Begins (Summer)

**Tuesday**

26

» Open Registration Begins (Summer)
» Transient & Cross-Enrolled Students Registration Begins (Summer)
APRIL 2011

Wednesday
27

Open Registration (Summer)

Thursday
28

Open Registration (Summer)

Friday
29

Commencement (Tentative)
Open Registration (Summer)

Saturday
30

Final Exam Day
Spring Term Weekend Classes End
Open Registration (Summer)
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Memorial Day (Observed)
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Week's Goals:

May

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

Sunday
1
» Open Registration (Summer)

Monday
2
» Open Registration (Summer)

Tuesday
3
» Final Exam Day
» Open Registration (Summer)

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MAY 1 - 7
MAY 2011

Wednesday

4

» Final Exam Day
» Open Registration (Summer)

Thursday

5

» Final Exam Day
» Open Registration (Summer)

Friday

6

» Final Exam Day
» Open Registration (Summer)

Saturday

7

» Open Registration (Summer)
HILLSBOROUGH
Community College
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Week's Goals:

May

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Sunday

8

» Mother's Day
» Open Registration (Summer)

Monday

9

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

Tuesday

10

» Open Registration (Summer)

MAY 8 - 14
» Grades Available Online (Spring)
» Open Registration (Summer)

» Open Registration (Summer)

» Academic Standards Committee Meeting
» Open Registration (Summer)

» Open Registration (Summer)
Week's Goals:

May

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HILLSBOROUGH
Community College
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Sunday
15

- Late Fee Charged After This Date (Summer)
- Open Registration (Summer)

Monday
16

- State Employee & Senior Citizen Registration (Summer)
- Summer Term Regular Classes Begin
- Drop/Add (16-week term only)
- Open Registration (Summer)

Tuesday
17

- Drop/Add (16-week term only)
- Open Registration (Summer)

MAY 15 - 21
MAY 2011

Wednesday

18

» Drop/Add (16-week term only)
» Open Registration (Summer)

Thursday

19

» Drop/Add (16-week term only)
» Open Registration (Summer)

Friday

20

» Drop/Add (16-week term only)
» Deadline for Refund (Summer)
» Late Fee Charged After This Date (Weekend)
» Open Registration (Summer)

Saturday

21

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

May

Sunday

22

Monday

23

» Drop/Add (Weekend)

Tuesday

24

» Drop/Add (Weekend)

MAY 22 - 28
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*Father’s Day*
Week's Goals:

June

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Sunday

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Monday

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Tuesday

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» Memorial Day
» College Closed
» Non-Class Day

» Last Day to Apply for a Degree (Summer)
Week's Goals:

**JUNE 5 - 11**

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JUNE 2011

Wednesday 8

Thursday 9

Friday 10

- Academic Standards Committee Meeting

Saturday 11
Week's Goals:

Monday

12

Sunday

13

Tuesday

14

June

S M T W R F S

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HILLSBOROUGH
Community College
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JUNE 12 - 18
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**JUNE 2011**
### Week's Goals:

- Week's Goals:

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**June**

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- **Sunday**: 19
  - Father’s Day
- **Monday**: 20
- **Tuesday**: 21

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**JUNE 19 - 25**
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Week's Goals:

Monday

Tuesday

Sunday

JUNE 26 - JULY 2
2010-2011 Student Planner

JULY 2011

Wednesday

Thursday

Friday

Saturday

Non-Class Day
College Closed
### Week's Goals:

**July**

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**Sunday**

- 3
  - Non-Class Day
  - College Closed

**Monday**

- 4
  - Independence Day
  - College Closed
  - Non-Class Day

**Tuesday**

- 5
Last Day to Withdraw (Summer) (16-week term)
Academic Standards Committee Meeting
Week's Goals:

July

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Sunday

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Monday

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Tuesday

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JULY 10 - 16
Week's Goals:

July

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HILLSBOROUGH
Community College
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Sunday

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Monday

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Tuesday

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JULY 17 - 23
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AUGUST 2011

Wednesday

Thursday

Friday

Saturday
Week's Goals:

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Saturday

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Sunday

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Monday

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Tuesday

AUGUST 7 - 13
AUGUST 2011

Wednesday
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Thursday
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Friday
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» Academic Standards Committee Meeting
» Summer Term Regular Classes End

Saturday
13

» Weekend Classes End (Summer)
Week's Goals:

### August

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**HILLSBOROUGH**
Community College
www.hccfl.edu

**Sunday**

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**Monday**

15

**Tuesday**

16

» Grades Available Online (Summer)

**AUGUST 14 - 20**
Week's Goals:

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AUGUST 21 - 27
HCC

Student Handbook
2010 - 2011
HawkNet

http://www.hccfl.edu/hawknet.aspx

HawkNet is a term used to describe the Web-based resources for students, faculty, and staff at Hillsborough Community College. There are three main tools within HawkNet: WebAdvisor, Campus Cruiser and Wireless Internet access.

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

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

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

3. Your HawkMail account will expire in 180 days if you do not log in within that time. You are encouraged to check your HawkMail account at least once a week.

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

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

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

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

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

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

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

**Acceptable Use**

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

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

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

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

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

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

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

**Unacceptable Use**

1. Do not share your password with anyone.

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

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

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

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

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

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

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

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

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

**ACADEMIC SUPPORT CENTERS**

- Dale Mabry Campus/Learning Commons: http://hccfl.edu/dm/student-services/learning-commons/tutoring-assistance.aspx
- Plant City Campus/Academic Success Center: http://hccfl.edu/pc/academic-affairs/academic-success-center.aspx
- Ybor City Campus/Tutorial & Writing Center: http://www.hccfl.edu/yc/student-services/tutoring-center.aspx

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

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

**HONORS INSTITUTE**

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

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

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

LIBRARY/LEARNING RESOURCE CENTERS (LRC)

http://www.hccfl.edu/library/

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

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

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

SLS COLLEGE SUCCESS COURSE

The College offers the College Success Course to help students become better learners and to get the most out of their college experience. Students are given instruction in time management, reading, note and test taking skills and critical thinking.

STUDENT SUCCESS INITIATIVE

www.hccfl.edu/current-students/achieving-the-dream.aspx

The HCC Student Success Initiative is aimed at improving academic achievement and success measures for a greater percentage of students by working to increase the number of students who successfully complete the courses they take; advance from developmental to credit-bearing courses; enroll in, and successfully complete gatekeeper courses; re-enroll from one semester to the next; and earn degrees and/or certificates.
The federally-funded SSSP provides a variety of academic support services to eligible students. Upon acceptance into the SSSP, students participate in a number of intensive services such as one-on-one tutoring, personal and academic counseling, assistance with financial aid, assistance with transferring to a university, social and cultural enhancement programs.

SUPPLEMENTAL LEARNING

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

WINGS

The WINGS Program is designed to promote the graduation of students pursuing A.S., A.A.S. or College Certificate programs. A variety of support services are offered to address short-term as well as lifelong goals. Students may qualify for partial tuition and textbook support in addition to childcare assistance. To qualify, students must be enrolled in a Technical Education Program and be eligible to receive a Federal Pell Grant.
Financial aid is any scholarship, grant, loan, or employment (or a combination thereof) designed to help students meet their college expenses. The amount and types of financial aid given is based on state, federal and HCC guidelines. Students must be degree seeking, meet enrollment requirements, submit official high school transcripts showing graduation dates or official GED test scores, and make satisfactory academic progress to be eligible for financial aid.

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

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

Students are required to complete a 2010-2011 FAFSA application and submit all of the requested financial aid forms by June 1, 2010 in order to have their financial aid awards processed by the first day of fall 2010 classes.

Students applying for financial aid or submitting financial aid forms after June 1, 2010 will be expected to pay for their classes or sign-up for Tuition Installment Plans (TIPS). Students that are eligible for financial aid should contact their campus Financial Aid Office to inquire about a 60 day deferment for the payment of tuition and fees. Students that are eligible for financial aid may receive a refund for the payment of tuition and fees once financial aid is awarded.

**NEW PROCEDURE**

Fall 2010 students registering for classes from August 24-30 must pay, sign up for the TIPS program, or receive a deferment the same day of registration. Otherwise, your courses will be removed due to non-payment.

**Spring 2011 Due Date:**

The financial aid application due date for the spring 2011 is November 1, 2010. Students registering for classes from January 10-14, 2011, must pay, sign up for the TIPS program, or receive a deferment on the same day of registration. Otherwise, your courses will be removed due to non-payment.
Summer 2011 Due Date:

The financial aid application due date for the summer 2011 term is April 1, 2011. Students registering for classes from May 16-20, 2011, must pay, sign up for the TIPS program, or receive a deferment on the same day of registration. Otherwise, your courses will be removed due to non-payment.

Year Round Pell Grant

The Higher Education Opportunity Act (HEOA) now permits students to receive two scheduled Pell Grant awards in the same academic year. Students who received their full scheduled Pell Grant in the fall and spring terms may now be eligible to receive additional Pell Grant funds for the summer. To receive the additional Pell Grant award you must be enrolled in a minimum of six (6) credit hours in the summer term.

Beginning Fall 2010, HCC will switch from the Federal Family Education Loan Program to the Direct Loan Program.

Stafford and PLUS Loans provided to students by HCC will be processed as Federal Direct Loans and guaranteed by the U.S. Department of Education commencing the fall 2010 term. What does this mean to students?
1. Students will no longer have to select a lender. The U.S. Department of Education (referred hereto as U.S. DOE) is the lender and the guarantor for all Direct Loans.
2. All students must complete a new Master Promissory Note with the U.S. DOE.
3. Maximum loan amounts are the same as the Federal Family Education Loans.
4. An entrance counseling session remains required for all new borrowers at HCC.
5. The initial disbursement for first-time borrowers at HCC will be released 30 days after the first day of classes.

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

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

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

COMPUTER LABS

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

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

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

Plant City Campus:
arobinson23@hccfl.edu

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

DISTANCE LEARNING

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

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

HYBRID COURSES

HCC offers some classes in a hybrid mode where students will spend some time in the classroom while other activities are being facilitated online. These courses offer the flexibility of spending less time on campus without being entirely completed through distance learning.
The college provides Smarthinking, an on-line tutorial service, primarily for students who are enrolled in distance education courses; however, it is also available for other students who prefer an option to on-campus assistance. Smarthinking is available 24 hours a day, allowing students to work synchronously, one-on-one via the Web with professional tutors. This is for receiving assistance with a variety of college courses including math, science, English, history, economics, humanities and others.

WEB ENHANCED COURSES

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

WEB SERVICES

Web services at HCC provide the student with a tremendous amount of information and services. HawkNet offers course selection, scheduling information, registration and email. Faculty web pages contain assignment and course information. The library web pages allow access to a number of academic databases and other resource services.
Academic Policies
All information related to academic policies (i.e., academic integrity, academic progress, attendance, etc.) can be found in the HCC Catalog.

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.
PUBLIC SAFETY

CAMPUS DISTURBANCES

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

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

EMERGENCY CALL STATIONS

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

These emergency, state-of-the-art devices have been used with great success throughout the nation to provide emergency assistance through deterrence and quick response. HCC’s call stations will connect the user to the College’s Department of Public Safety or Tampa Police (Ybor Parking Garage) in the event the user is in need of emergency services. Each station has a light on top which is illuminated at all times. Once a station is activated through a call being placed, Public Safety Dispatch is immediately notified an officer will respond without delay. The stations are expected to be fully operational no later than June 2010.

Once all stations are installed, HCC will have the ability to install additional security features such as: video surveillance and mass communication loud speakers.

EMERGENCY PROCEDURES

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

Emergency Rescue Areas*

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

Evacuation of Disabled Persons

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

In an emergency situation, you should:

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

PUBLIC SAFETY SERVICES

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

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

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

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

Upon request, the College will make available to future students its policies, procedures, statistics and other information about campus safety and security. The HCC Safety Handbook is available on the HCC website at:

THREATS OF VIOLENCE

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

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

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

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

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

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

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

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

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

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

STUDENT CLUBS AND ORGANIZATIONS

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

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

STUDENT GOVERNMENT ASSOCIATION

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

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

Any questions, concerns, consultation regarding AIDS services or accommodations should be referred to any campus office of services for students with disabilities.

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

DRUGS AND ALCOHOL

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

BILL OF STUDENT RIGHTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. Purpose

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

This Code of Conduct “CODE” is intended to protect Hillsborough Community College, 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 the regulations, laws and guidelines of municipalities, Florida and the US.

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.

Hillsborough Community College students may also be accountable to the law enforcement authorities, as well as to the College, for acts that constitute violations of municipal laws or state/federal 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 and 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 the full protection of the Hillsborough Community College 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.
The College shall enforce the provisions of Section 1006.62, Florida Statutes, herein after set forth in full, as follows:

1. Each student in a community college or state College is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education or board of trustees of the institution.
2. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the institution’s authorities.
3. Each president of a community college or state College may, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the board of trustees of the institution. A student may be entitled to waiver of expulsion:
   a. If the student provides substantial assistance in the identification, arrest, or conviction of any of his or her accomplices, accessories, coconspirators, or principals or of any other person engaged in violations of chapter 893 within a state College or community college;
   b. If the student voluntarily discloses his or her violations of chapter 893 prior to his or her arrest; or
   c. If the student commits him or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.
   d. The College will follow the mandates of Public Law 90-575, which provides in part, that students at an institution of higher learning who, after notice and hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government.

2. 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 civil 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 should prepare a complete factual incident report after the occurrence of each violation and a copy thereof sent to the Department of Public Safety. Said reports shall be prepared whether or not the violation is also investigated by a civil 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.

3. Prohibited Conduct

The following acts shall be deemed as misconduct on college property/site, including Hawks Landing, or at college sponsored activities under this Code:

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

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

C. All forms of threatening behavior including, but not limited to, physical, verbal, or psychological threats.

D. 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.

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

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

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

H. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.
I. Engaging in “stalking or pursuing” behavior; unsolicited or continual advances towards another.

J. 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.

K. Alcohol:
   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. Driving on campus property while under the influence of alcohol.
   5. Displaying behaviors that indicate intoxication from alcohol.

L. Physical or verbal obstruction or disruption of teaching, research, administrative proceedings or any authorized college program, event, function, or activity.

M. 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.

N. Intentionally or recklessly misusing or damaging fire safety equipment or conduct that causes/Attempts to cause a fire or explosion.

O. Intentionally furnishing false information to the college or intentionally withholding requested information.

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

Q. 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.

R. Allowing another person or persons to have possession or use of your Hawk Card at any time.

S. Gambling in any form.

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

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

V. Stealing, damaging, or misusing college property or services; knowingly possessing stolen property.

W. Intentionally or recklessly destroying or damaging the property of others, including College or Hawks Landing property.

X. 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. Failing to comply with the direction of Hawks Landing property management personnel.

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

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

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

AB. Soliciting or assisting another to commit any act that would subject a student to disciplinary action.

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

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

AE. Violating the terms of the lease agreement (behaviorally and/or financially), and/or rules and regulations, while a resident or guest of a resident at Hawks Landing.

AF. Intentionally or willingly violating the security protocols at Hawks Landing, including but not limited to: providing unauthorized access to non-residents, allowing the use of your ID to gain access to the property, allowing the use of your key to gain access to your apartment and/or room, refusing or avoiding the guest check-in procedures, circumventing the intended use of the vehicle gate system, and/or physically damaging or defeating the effectiveness of any aspect of the security system.

AG. Attempts to commit acts prohibited by this Code may result in the imposition of the same discipline as for actual misconduct.

AH. Unauthorized recording of personal conversations, meetings or activities
which includes unauthorized recording of a class or of HCC meetings unless you have express authorization from HCC official/faculty member.

A1. Misuse or unauthorized use of HCC computer resources which includes any action without authorization to access, use, modify, destroy, disclose or take data, programs or supported documentation or association with HCC network/computer system.

4. Disciplinary Measures

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

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

5. 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 4 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 4 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 College Code of Conduct Committee shall then inform the alleged violator of the date, time and place of the hearing before the CCCC.
The 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 7). In addition, the CCCC may adopt any other procedural rules that are not inconsistent with these rules in order to assure a fair and impartial hearing, and shall file a report containing findings of fact and conclusions as to the validity of the alleged violations. The report, along with recommendations shall be filed with the Dean of Student Services. If the hearing was conducted in the absence of the individual charged, the report shall so indicate.

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

E. Administrative Suspension
Pending the completion of the hearing before the CCCC, the status of the alleged violator of the Code within the college shall not be altered unless his/her continued involvement or presence on campus is found by the Dean of Student Services to constitute a serious threat to the College community or to the property of the College.
6. 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 elected by a majority vote from the CCCC. The responsibilities of the chairperson will be to insure that the right to due process is not abridged and that the CCCC holds its hearings in accordance with procedures set forth herein. A simple majority of the members of the Committee shall constitute a quorum.

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

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

7. 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 written transcript or other record of the proceedings shall be made and preserved for not less than sixty (60) days.

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

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

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

(SS Operations Procedure 6/22/10)
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 provide security for our students, faculty and staff; and recognizes that the threat of identity theft is a growing problem. HCC departments that are authorized and required to collect, transmit, store or use a SSN will do so in a secure manner. Violations of this policy may result in disciplinary action up to and including discharge or dismissal in accordance with HCC rules and procedures.

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

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

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

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

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

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

Admissions
The HCC Admissions Department will collect student SSNs, which is needed for federal reporting requirements. However, students are assigned a student number through the HawkNet system, which will be used. All SSNs are protected by FERPA and are never released to unauthorized parties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DESIGNATION OF PERSON TO RECEIVE COMPLAINTS
The Assistant to the President is the person to whom students and/or employees should direct sexual harassment complaints. Each complaint will be investigated promptly and thoroughly.
STUDENT ACADEMIC GRIEVANCE

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

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

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

A. Pre-Grievance

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

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

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

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

B. Grievance

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

If the aggrieved faculty member is an adjunct instructor whom the dean cannot manage to contact, then the dean will assign a tenured program manager or a tenured full-time faculty member in the discipline to assist in the grade process review. If the grade was awarded correctly, the dean will inform the student in writing. If the grade awarded was
faculty member in writing of the decision. If not, the dean will request in writing that the faculty member re-evaluate the grade, using the criteria as outlined in the faculty member's own syllabus, and submit a change of grade form.

If the aggrieved faculty member is an adjunct instructor whom the dean cannot manage to contact, then the dean will assign a tenured program manager or a tenured full-time faculty member in the discipline to assist in the grade process review. If the grade was awarded correctly, the dean will inform the student in writing. If the grade awarded was not based on the adjunct instructor's syllabus criteria, the dean and the tenured faculty member will re-evaluate the grade to determine the correct grade to award. The dean will then request that the program manager or faculty member submit a change-of-grade form, which will then be submitted to the campus president with an accompanying memo of explanation. The campus president will signify agreement by signing the change-of-grade form and sending it to Admissions and Records for processing. Both the form and the memo of explanation will be kept in the student's file. If the campus president determines that the grade was awarded correctly, then the student and the dean will be notified in writing.

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

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

B. Within Five Days of Receipt of Campus President's Decision
The faculty member or the student may appeal this decision to the Vice President of Academic Affairs within five working days of receiving the written notification from the campus president.
4. Contact with the Vice President of Academic Affairs
Within Ten Days of Receipt of Appeal
The Vice President of Academic Affairs will review the process and recommendations made. Within ten working days of receiving the written request to appeal the campus president's decision, the vice president will notify the student, the campus president, and the faculty member in writing of the resolution to the grievance. The decision of the Vice President of Academic Affairs to the appeal of the campus president's decision is final and not subject to appeal.

(Administrative Procedure 5.17)
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.

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

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

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

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

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

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

A. A grievance may only be filed by the affected student who is solely responsible for initiating this grievance.

B. The time limitations are necessary to provide a timely resolution of the grievance. "School days" shall exclude Saturdays, Sundays and approved holidays.

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

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

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

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

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

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

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

J. To better ensure that the grievance is addressed on an informal basis, a non-College related spokesperson or representative would not be permitted during the grievance process until the appeal process commences with an appeal to the President.
3. PRE-GRIEVANCE INFORMAL CONSULTATION - the following guidelines apply to a pre-grievance informal consultation in addition to the other applicable requirements of this procedure:

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

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

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

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

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

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

4. FORMAL GRIEVANCE

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

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

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

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

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

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

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

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

B. The respondent’s statement on the Student Grievance form with the attached documentation is the respondent’s written statement. The respondent may not modify the response after the Student Grievance form with attachments is filed with the Dean of Student Services. The grievance will proceed on the basis of the material described above.
C. The Dean of Student Services will forward a copy of the completed Student Grievance form with attachments to the respondent’s immediate supervisor within three (3) school days following receipt of the respondent’s written statement. Within a maximum of five (5) school days after receiving the copies of the Student Grievance form, the respondent’s immediate supervisor will schedule a meeting with both the grievant and respondent to discuss the grievance. The respondent’s immediate supervisor will have five (5) school days following the date of receipt of the grievant’s and respondent’s statements from the Dean of Student Services to forward a written recommendation to both the grievant and the respondent.

**STEP THREE: Student Grievance Hearing** - if the grievant is not satisfied with this recommendation, the grievant will have five (5) school days following receipt of the recommendation, to notify the Dean of Student Services that the grievance will proceed.

The grievant will determine whether the Student Grievance Hearing will be held either with the Dean of Student Services or the Student/Staff Committee.

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

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

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

D. Hearing Guidelines:

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

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

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

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

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

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

A. A statement describing any failure by the Dean of Student Services, the respondent, the Student/Staff Committee or the Campus President to follow the grievance process;
B. A statement describing how the failure to follow the grievance process prejudiced the grievant; and
C. A statement describing the errors or mistakes committed by the Dean of Student Services, the Student/Staff Committee or the Campus President in evaluating the grievance. The grievant must reference the written statements.

Each district official, upon receipt of a grievance appeal:
(1) Will investigate the circumstances and attempt to resolve the problem;
(2) May schedule a meeting with the grievant and respondent;
(3) Will not conduct another hearing or receive additional factual presentations; and
(4) Will forward a decision to the grievant, the respondent and the Dean of Student Services within five (5) school days.
STEP ONE: Appeal to the Vice President for Student Services and Enrollment Management
Within five (5) school days following receipt of the decision of the Campus President, the grievant may submit a written request for an appeal to the Dean of Student Services. The Dean of Student Services will forward the request and all documentation to the Vice President for Student Services and Enrollment Management within two (2) school days for review.

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

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

(Student Services Operations Procedure/4/07)
Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act.

HCC’s Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

**Dr. Joan B. Holmes**
Special Assistant to the President for Equity and Special Programs  
Dr. Gwendolyn W. Stephenson-District Administration Center  
39 Columbia Drive  
Tampa, Florida 33606  
Telephone: 813-253-7037  
Email: www.hccfl.edu/dao/equity--diversity-office.aspx
HCC’s Division of Student Services includes those areas that most affect a student’s non-class activities for example - admissions, registration, financial aid, testing, counseling, advising, extracurricular activities, and services for students with disabilities. The offices within the student services division - each with its own unique service and function - work together to make your college experience more successful and enjoyable. For details on HCC’s services, policies and programs, contact your campus Dean of Student Services.

**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 on the right path. Academic Advisors have the key to the answers you are seeking. Whether you have questions about your test scores, degree programs, choosing courses, reviewing transcripts, graduation requirements or transferring to a four-year institution, Advisors are equipped to assist you - all you need to do is ask. You can meet with an Advisor in the Student Services area of any HCC campus.

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

**ATHLETICS**

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

Tennis and racquetball courts are available for educational and recreational use by HCC students and the community. Hourly reservations are required and reservations for tennis and racquetball courts must be made 24 hours in advance. Further details are available by phoning (813) 348-1173.
The gymnasium, which serves as the home court of the Hawks basketball and volleyball teams, is located on the Dale Mabry campus.

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

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

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

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

### BOOKSTORES

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

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

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

### HOUSING/HAWKS LANDING

http://hccstudenthousing.com

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

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

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

SERVICES FOR STUDENTS WITH DISABILITIES
http://www.hccfl.edu/ssem/disabilities.aspx

Students who have disabilities are provided accommodations by the Office of Services for Students with Disabilities to ensure their access to all academic programs. Students who require academic accommodations must self-identify and provide appropriate documentation to the Office of Services for Students with Disabilities at each campus.

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

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

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

HCC complies with, and fully supports the 1990 Americans with Disabilities Act (ADA). The ADA prohibits discrimination on the basis of disability in the services, programs and activities provided and operated by the College. HCC also complies with, and fully supports, other federal, state and local laws that protect the rights of disabled persons, such as the Rehabilitation Act of 1973 and the Florida Educational Equity Act.
The application due date for classes that have start and end dates that differ from the regular schedule (16 week) will be ten working days prior to the beginning of the class.

Due dates for submitting all financial aid documents to ensure financial aid awarding by the first day of classes.

**Application Due Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor Students</td>
<td>Apr 14</td>
<td>Nov 1</td>
<td>Apr 4</td>
</tr>
<tr>
<td>Enrolled, Returning, Non-degree Students</td>
<td>Apr 15</td>
<td>Nov 2</td>
<td>Apr 5</td>
</tr>
<tr>
<td>New, FTIC, Transfers &amp; Dual Enrolled</td>
<td>May 3</td>
<td>Nov 23</td>
<td>Apr 25</td>
</tr>
<tr>
<td>Financial Aid Priority Awarding Due Date</td>
<td>June 1</td>
<td>Nov 1</td>
<td>Apr 1</td>
</tr>
<tr>
<td>College Closed</td>
<td>Dec 18</td>
<td>Mar 28</td>
<td>May 11</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>Nov 1</td>
<td>Mar 14</td>
<td>July 8</td>
</tr>
</tbody>
</table>

**After these dates you must pay for your classes on the day you register.**

**Open Registration Period:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transient, Cross-enrolled students</td>
<td>Aug 2</td>
<td>Dec 13</td>
<td>Apr 26</td>
</tr>
<tr>
<td>State Employee &amp; Senior Citizen</td>
<td>Aug 24</td>
<td>Jan 10</td>
<td>May 16</td>
</tr>
</tbody>
</table>

**Late Registration Period:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late fee charged after this date</td>
<td>Aug 27</td>
<td>Jan 14</td>
<td>May 20</td>
</tr>
<tr>
<td>CLASSES BEGIN</td>
<td>Aug 28</td>
<td>Jan 15</td>
<td>May 21</td>
</tr>
<tr>
<td>Intersession</td>
<td>N/A</td>
<td>Dec 17-31</td>
<td>N/A</td>
</tr>
<tr>
<td>Drop/Add (16 week term only)</td>
<td>Aug 28 &amp; 30-Sept 2</td>
<td>Jan 15 &amp; 17-20</td>
<td>May 21 &amp; 23-26</td>
</tr>
<tr>
<td>Drop/Add (for all other classes)</td>
<td>Check your course schedule for classes that have start and end dates that differ from the regular schedule. These classes will have individually determined drop and add dates that differ from the regular 16 week schedule. All students, including financial aid students, must drop any class that they do not plan to attend.</td>
<td></td>
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</tr>
</tbody>
</table>

**Deadline for Refund**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 30</td>
<td>Jan 14</td>
<td>May 20</td>
<td></td>
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</tbody>
</table>

**Last Day To Apply For Degree**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 7</td>
<td>Jan 24</td>
<td>May 31 (Mar 7th deadline for name to appear in commencement program)</td>
<td></td>
</tr>
</tbody>
</table>

**Non-Class Days**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 4-5 Labor Day</td>
<td>Apr 2-3 Mid-term Break</td>
<td>July 2-3 Independence Day</td>
<td></td>
</tr>
<tr>
<td>Oct 30 Guavaween (Ybor Campus Only)</td>
<td>Apr 23-24 Spring Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 27-28 Thanksgiving</td>
<td>Dec 15-Jan 9 Winter Break</td>
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</table>

**Last Day to Remove "I" Grade**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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</thead>
</table>

**Last Day to Withdraw**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 1</td>
<td>March 14</td>
<td>July 8</td>
<td></td>
</tr>
</tbody>
</table>

**Classes End**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 11</td>
<td>Apr 30</td>
<td>Aug 13</td>
<td></td>
</tr>
</tbody>
</table>

**Grades Available Online**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 16</td>
<td>May 11</td>
<td>Aug 16</td>
<td></td>
</tr>
</tbody>
</table>

**College Closed**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 18-Jan 2</td>
<td>Mar 28-Apr 1</td>
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</table>

**NOTE: Commencement Friday, April 29th, 2011 (TENTATIVE)**
The HCC Hawk Card serves as the official HCC photo ID and is required to access library services, print and copy on campus (summer term 2010), provide access control for Hawks Landing residents, and provide an opportunity for cardholders to receive discounts, both on and off campus, when purchases are made using the Hawk Card. For example:

- The HCC Bookstore is offering a 5% discount on apparel and general merchandise with the HCC logo.
- A 5% discount will be offered at dining locations operated by our food services partner, Sodexo.
- Cardholders can view the list of off-campus merchants offering discounts by accessing www.onecardgivesback.com/HCC.

The Hawk Card is a preloaded declining balance card. Funds must be loaded on the card in advance of making purchases and spending cannot be done in excess of the amount on the card. Students, faculty, and staff manage their accounts online and are able to load funds on the card, monitor their balance, and review their transactions via the web. If preferred, funds can be loaded on the card by calling a toll-free number or cash will be accepted at campus Bursar Offices.

Students can get their Hawk Cards at all campus bookstores, the Learning Resource Center at the SouthShore Campus, and at scheduled carding events during registration periods.

Additional features of the Hawk Card will be phased in such as snack and beverage vending, access to parking areas for faculty and staff, and room access to college facilities. We will keep you informed as these additions come online.

Sign up NOW for Hawk ALERT!

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

Stay connected by signing up today!

*Some charges may apply based on your service provider.