Eastern Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees, as well as specialized certificate programs. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Florida State College.

IMPORTANT
The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College. While this handbook was prepared on the basis of the best information available at the time of publication, all information is subject to change by the Board of Trustees.
Welcome to Eastern Florida State College where programs in today’s fastest-growing career fields can lead to great jobs upon graduation.

Our student-centered approach ensures that you will receive personalized instruction from our faculty and staff who stand ready to help you succeed.

Good luck as you begin this exciting chapter in your life.

Sincerely,

[Signature]

Dr. Jim Richey
President
## Important Dates and Deadlines

### Academic Year 2014 - 2015

**Calendar Dates are subject to change; please check the online academic calendar for updates**

### FALL TERM 2014

#### Full Term (August 18 - December 12, 2014) On-campus and online classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7</td>
<td>Thursday Fee due date: full term classes</td>
</tr>
<tr>
<td>August 11 - 15</td>
<td>Mon - Fri Five day work week for staff</td>
</tr>
<tr>
<td>August 14</td>
<td>Thursday Faculty work day</td>
</tr>
<tr>
<td>August 15</td>
<td>Friday Faculty work day</td>
</tr>
<tr>
<td>August 18</td>
<td>Monday Classes begin: full term on-campus and online</td>
</tr>
<tr>
<td>August 18 - 22</td>
<td>Mon - Fri Five day work week for faculty and staff</td>
</tr>
<tr>
<td>August 18 - 22</td>
<td>Mon - Fri Add/drop week: full term classes</td>
</tr>
<tr>
<td>August 22</td>
<td>Friday Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>September 1</td>
<td>Monday Labor Day. College closed. (Weekend classes meet as scheduled)</td>
</tr>
<tr>
<td>October 23</td>
<td>Thursday Last day to apply for December graduation</td>
</tr>
<tr>
<td>October 30</td>
<td>Thursday Last day to withdraw with grade of &quot;W&quot;: full term classes</td>
</tr>
<tr>
<td>November 11</td>
<td>Tuesday Veterans Day holiday; all college campuses closed</td>
</tr>
<tr>
<td>November 26 - 30</td>
<td>Wed - Sun Thanksgiving holidays; College closed</td>
</tr>
<tr>
<td>December 6 - 12</td>
<td>Sat - Fri Final Exam Week</td>
</tr>
<tr>
<td>December 12</td>
<td>Friday Final day of term for students: on-campus and online classes</td>
</tr>
<tr>
<td>December 15</td>
<td>Monday Final grades due at noon: faculty 1/2 work day</td>
</tr>
<tr>
<td>December 18</td>
<td>Thursday Commencement ceremonies</td>
</tr>
<tr>
<td>December 19 - January 4</td>
<td>Fri - Sun Winter break; all college campuses closed. (Reopen January 5, 2015)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7</td>
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<td>Mon - Fri Add/drop week: 12 week session 1 classes</td>
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<td>November 26 - 30</td>
<td>Wed - Sun Thanksgiving holidays; College closed</td>
</tr>
<tr>
<td>December 6 - 12</td>
<td>Sat - Fri Final Exam Week</td>
</tr>
<tr>
<td>December 12</td>
<td>Friday Final day of term for students: 12 week session 1 classes</td>
</tr>
<tr>
<td>November 17</td>
<td>Monday Final grades due at noon: 12 week session 1 classes</td>
</tr>
</tbody>
</table>

#### 12 Week Session 1 (August 18 - November 14, 2014) On-campus and online classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>August 7</td>
<td>Thursday Fee due date: 12 week session 1 classes</td>
</tr>
<tr>
<td>August 15</td>
<td>Monday Classes begin: 12 week session 1 classes</td>
</tr>
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<td>August 18 - 22</td>
<td>Mon - Fri Add/drop week: 12 week session 1 classes</td>
</tr>
<tr>
<td>August 22</td>
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</tr>
<tr>
<td>September 1</td>
<td>Monday Labor Day. College closed. (Weekend classes meet as scheduled)</td>
</tr>
<tr>
<td>October 23</td>
<td>Thursday Last day to apply for December graduation</td>
</tr>
<tr>
<td>October 26</td>
<td>Monday Final grades due at noon: 12 week session 1 classes</td>
</tr>
<tr>
<td>November 11</td>
<td>Tuesday Veterans Day holiday; all college campuses closed</td>
</tr>
<tr>
<td>November 26 - 30</td>
<td>Wed - Sun Thanksgiving holidays; College closed</td>
</tr>
<tr>
<td>December 6 - 12</td>
<td>Sat - Fri Final Exam Week</td>
</tr>
<tr>
<td>December 12</td>
<td>Friday Final day of term for students: 12 week session 1 classes</td>
</tr>
<tr>
<td>December 15</td>
<td>Monday Final grades due at noon: 12 week session 1 classes</td>
</tr>
</tbody>
</table>

#### 12 Week Session 2 (September 15 - December 12, 2014) On-campus and online classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4</td>
<td>Thursday Fee due date: 12 week session 2 classes</td>
</tr>
<tr>
<td>September 15</td>
<td>Monday Classes begin: 12 week session 2 classes</td>
</tr>
<tr>
<td>September 15 - 18</td>
<td>Mon - Thurs Add/drop week: 12 week session 2 classes</td>
</tr>
<tr>
<td>September 18</td>
<td>Thursday Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>October 23</td>
<td>Thursday Last day to apply for December graduation</td>
</tr>
<tr>
<td>October 26</td>
<td>Monday Final grades due at noon: 12 week session 2 classes</td>
</tr>
<tr>
<td>November 11</td>
<td>Tuesday Veterans Day holiday; all college campuses closed</td>
</tr>
<tr>
<td>November 26 - 30</td>
<td>Wed - Sun Thanksgiving holidays; College closed</td>
</tr>
<tr>
<td>December 6 - 12</td>
<td>Sat - Fri Final Exam Week</td>
</tr>
<tr>
<td>December 12</td>
<td>Friday Final day of term for students: 12 week session 2 classes</td>
</tr>
<tr>
<td>November 14</td>
<td>Monday Final grades due at noon: 12 week session 2 classes</td>
</tr>
</tbody>
</table>

#### Minimester A (August 18 - October 13, 2014) On-campus and online classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7</td>
<td>Thursday Fee due date: Minimester A classes</td>
</tr>
<tr>
<td>August 18</td>
<td>Monday Classes begin: Minimester A</td>
</tr>
<tr>
<td>August 18 - 22</td>
<td>Mon - Fri Add/drop week: Minimester A classes</td>
</tr>
<tr>
<td>August 22</td>
<td>Friday Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>September 1</td>
<td>Monday Labor Day. College closed. (Weekend classes meet as scheduled)</td>
</tr>
<tr>
<td>September 25</td>
<td>Thursday Last day to withdraw with grade of &quot;W&quot;: Minimester A classes</td>
</tr>
<tr>
<td>October 13</td>
<td>Monday Final day of term for students: Minimester A classes</td>
</tr>
<tr>
<td>October 14</td>
<td>Tuesday Final grades due at noon</td>
</tr>
</tbody>
</table>

#### Minimester B (October 14 - December 12, 2014) On-campus and online classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2</td>
<td>Thursday Fee due date: Minimester B classes</td>
</tr>
<tr>
<td>October 14</td>
<td>Tuesday Classes begin: Minimester B</td>
</tr>
<tr>
<td>October 16</td>
<td>Thursday Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>October 23</td>
<td>Thursday Last day to apply for December graduation</td>
</tr>
<tr>
<td>November 11</td>
<td>Tuesday Veterans Day holiday; all college campuses closed</td>
</tr>
<tr>
<td>November 20</td>
<td>Thursday Last day to withdraw with grade of &quot;W&quot;: Minimester B classes</td>
</tr>
<tr>
<td>November 28 - 30</td>
<td>Wed - Sun Thanksgiving holidays; all college campuses closed</td>
</tr>
<tr>
<td>December 12</td>
<td>Friday Final day of term for students: Minimester B</td>
</tr>
<tr>
<td>December 15</td>
<td>Monday Final grades due at noon: faculty 1/2 work day</td>
</tr>
</tbody>
</table>
### SPRING TERM 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 20</td>
<td></td>
<td>Web registration for spring term 2015 begins</td>
</tr>
<tr>
<td>November 3</td>
<td></td>
<td>Walk-in registration for spring term 2015 begins</td>
</tr>
</tbody>
</table>

**Full Term (January 12 - May 8, 2015) On-campus and online classes**

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5</td>
<td></td>
<td>Fee due date: full term classes</td>
</tr>
<tr>
<td>January 5 - 9</td>
<td>Mon - Fri</td>
<td>Five day work week for staff</td>
</tr>
<tr>
<td>January 8 - 9</td>
<td>Thurs - Fri</td>
<td>Faculty work days</td>
</tr>
<tr>
<td>January 12</td>
<td>Monday</td>
<td>Classes begin: full term on-campus and online</td>
</tr>
<tr>
<td>January 12 - 16</td>
<td>Mon - Fri</td>
<td>Five day work week for faculty and staff</td>
</tr>
<tr>
<td>January 12 - 16</td>
<td>Mon - Fri</td>
<td>Add/drop week: full term classes</td>
</tr>
<tr>
<td>January 16</td>
<td>Friday</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>January 19</td>
<td>Monday</td>
<td>Dr. Martin Luther King Birthday Observance; College closed</td>
</tr>
<tr>
<td>March 12</td>
<td>Monday</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>March 23 - 29</td>
<td>Mon - Sun</td>
<td>Spring break; College closed</td>
</tr>
<tr>
<td>April 2</td>
<td>Thursday</td>
<td>Last day to withdraw with grade of &quot;W&quot;: full term classes</td>
</tr>
<tr>
<td>May 2 - 8</td>
<td>Sat - Fri</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>May 8</td>
<td>Friday</td>
<td>Final day of term for students: 12 week session 1 classes</td>
</tr>
<tr>
<td>May 11</td>
<td>Monday</td>
<td>Final grades due at noon; faculty 1/2 work day</td>
</tr>
<tr>
<td>May 14</td>
<td>Thursday</td>
<td>Commencement ceremonies</td>
</tr>
</tbody>
</table>

**12 Week Session 1 (January 12 - April 17, 2015) On-campus and online classes**

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5</td>
<td></td>
<td>Fee due date: 12 week session 1 classes</td>
</tr>
<tr>
<td>January 12</td>
<td>Monday</td>
<td>Classes begin: 12 week session 1 classes</td>
</tr>
<tr>
<td>January 12 - 16</td>
<td>Mon - Fri</td>
<td>Add/drop week: 12 week session 1 classes</td>
</tr>
<tr>
<td>January 16</td>
<td>Friday</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>January 19</td>
<td>Monday</td>
<td>Dr. Martin Luther King Birthday Observance; College closed</td>
</tr>
<tr>
<td>March 5</td>
<td>Thursday</td>
<td>Last day to withdraw with grade of &quot;W&quot;: 12 week session 1 classes</td>
</tr>
<tr>
<td>March 12</td>
<td>Thursday</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>March 23 - 29</td>
<td>Mon - Sun</td>
<td>Spring break; College closed</td>
</tr>
<tr>
<td>April 11 - 17</td>
<td>Sat - Fri</td>
<td>Final Exam Week: 12 week session 1 classes</td>
</tr>
<tr>
<td>April 17</td>
<td>Friday</td>
<td>Final day of term for students: 12 week session 1 classes</td>
</tr>
<tr>
<td>April 20</td>
<td>Monday</td>
<td>Final grades due at noon: 12 week session 1 classes</td>
</tr>
</tbody>
</table>

**12 Week Session 2 (February 2 - May 8, 2015) On-campus and online classes**

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5</td>
<td></td>
<td>Fee due date: 12 week session 2 classes</td>
</tr>
<tr>
<td>February 2</td>
<td>Monday</td>
<td>Classes begin: 12 week session 2 classes</td>
</tr>
<tr>
<td>February 2 - 5</td>
<td>Mon - Thurs</td>
<td>Add/drop week: 12 week session 2 classes</td>
</tr>
<tr>
<td>February 5</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>March 12</td>
<td>Thursday</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>March 23 - 29</td>
<td>Mon - Sun</td>
<td>Spring break; College closed</td>
</tr>
<tr>
<td>April 2</td>
<td>Thursday</td>
<td>Last day to withdraw with grade of &quot;W&quot;: 12 week session 2 classes</td>
</tr>
<tr>
<td>May 2 - 8</td>
<td>Sat - Fri</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>May 8</td>
<td>Friday</td>
<td>Final day of term for students: 12 week session 2 classes</td>
</tr>
<tr>
<td>May 11</td>
<td>Monday</td>
<td>Final grades due at noon: 12 week session 2 classes</td>
</tr>
</tbody>
</table>

**Minimester A (January 12 - March 5, 2015) On-campus and online classes**

<table>
<thead>
<tr>
<th>Date</th>
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<th>Event</th>
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<td>January 12</td>
<td>Monday</td>
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</tr>
<tr>
<td>January 12 - 16</td>
<td>Mon - Fri</td>
<td>Add/drop week: Minimester A classes</td>
</tr>
<tr>
<td>January 16</td>
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<td>January 19</td>
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<tr>
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<td>Monday</td>
<td>Last day to withdraw with grade of &quot;W&quot;: Minimester A classes</td>
</tr>
<tr>
<td>March 5</td>
<td>Thursday</td>
<td>Final day of term for students: Minimester A classes</td>
</tr>
<tr>
<td>March 9</td>
<td>Monday</td>
<td>Final grades due at noon: Minimester A classes</td>
</tr>
</tbody>
</table>

**Minimester B (March 10 – May 8, 2015) On-campus and online classes**

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 26</td>
<td>Thursday</td>
<td>Fee due date: Minimester B classes</td>
</tr>
<tr>
<td>March 10</td>
<td>Tuesday</td>
<td>Classes begin: Minimester B classes</td>
</tr>
<tr>
<td>March 10 - 12</td>
<td>Tues - Thurs</td>
<td>Add/drop: Minimester B classes</td>
</tr>
<tr>
<td>March 12</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>March 12</td>
<td>Thursday</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>March 23 - 29</td>
<td>Mon - Sun</td>
<td>Spring break; College closed</td>
</tr>
<tr>
<td>April 20</td>
<td>Monday</td>
<td>Last day to withdraw with grade of &quot;W&quot;: Minimester B classes</td>
</tr>
<tr>
<td>May 8</td>
<td>Friday</td>
<td>Final day of term for students: Minimester B classes</td>
</tr>
<tr>
<td>May 11</td>
<td>Monday</td>
<td>Final grades due at noon: Minimester B classes</td>
</tr>
</tbody>
</table>
SUMMER TERM 2015

April 13  Monday  Web registration for summer term 2015 begins
April 20  Monday  Walk-in registration for summer term 2015 begins

12 Week Summer Session A (May 18 - August 6, 2015) On-campus and online classes
May 7  Thursday  Fee due date: 12 week Session A classes
May 18  Monday  Classes begin: 12 week Session A classes
May 18 – 21  Mon - Thurs  Add/drop week: 12 week Session A classes
May 25  Monday  Memorial Day; College closed (weekend classes meet as scheduled)
July 4  Saturday  Independence Day; College closed
July 9  Thursday  Last day to apply for August graduation posting (June 11 last day to apply for early posting)
July 9  Thursday  Last day to withdraw with grade of "W"
August 6  Thursday  Final day of Session for students: 12 week Session A classes
August 10  Monday  Final grades due at noon

6 Week Summer Session B (May 18 - June 25, 2015) On-campus and online classes
May 7  Thursday  Fee due date: 6 week Session B classes
May 18  Monday  Classes begin: 6 week Session B
May 18 - 21  Mon – Thurs  Add/drop week: 6 week Session B classes
May 21  Thursday  Last day to drop with a refund of fees or change to audit status
May 25  Monday  Memorial Day; College closed (weekend classes meet as scheduled)
June 11  Thursday  Last day to withdraw with grade of "W": 6 week Session B classes
June 25  Thursday  Final day of Session for students: 6 week Session B classes
June 29  Monday  Final grades due at noon

8 Week Summer Session C (June 15 - August 6, 2015) On-campus and online classes
June 4  Thursday  Fee due date: 8 week Session C classes
June 15  Monday  Classes begin: 8 week Session C
June 15 - 18  Mon - Thurs  Add/drop week: 8 week Session C classes
June 18  Thursday  Last day to drop with a refund of fees or change to audit status: 8 Session C classes
July 4  Saturday  Independence Day; College closed
July 9  Thursday  Last day to apply for August graduation posting (June 11 last day to apply for early posting)
July 16  Thursday  Last day to withdraw with grade of "W"
August 6  Thursday  Final day of Session for students: 8 week Session C classes
August 10  Monday  Final grades due at noon

6 Week Summer Session D (June 29 - August 6, 2015) On-campus and online classes
June 18  Thursday  Fee due date: 6 week Session D classes
June 29  Monday  Classes begin: 6 week Session D
June 29 - July 2  Mon - Thurs  Add/drop week: 6 week Session D classes
July 2  Thursday  Last day to drop with a refund of fees or change to audit status
July 4  Saturday  Independence Day; College closed
July 9  Thursday  Last day to apply for August graduation posting (June 11 last day to apply for early posting)
July 23  Thursday  Last day to withdraw with grade of "W": 6 week Session D classes
August 6  Thursday  Final day of Session for students: 6 week Session D classes
August 10  Monday  Final grades due at noon
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EFSC STUDENT HANDBOOK

5
### Resource Directory

**FOR EMERGENCY INFORMATION ON COLLEGE CLOSINGS, PLEASE CALL (321) 433-7676**

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<thead>
<tr>
<th>Service</th>
<th>Cocoa</th>
<th>Melbourne</th>
<th>Palm Bay</th>
<th>Titusville</th>
</tr>
</thead>
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<td>Admissions and Records</td>
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<td>5550</td>
<td>5175</td>
<td>5424</td>
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<tr>
<td>Advisors</td>
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<td>5512</td>
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Academic Advising
Advisors provide information about graduation requirements, interpretation of placement tests, course selection consultation and referral for career direction and referrals to outside agencies for students’ personal concerns. Services are available by appointment or on a walk-in basis in the Student Services office on each campus. All first time, degree-seeking students must see an advisor prior to registering.

Bookstore
The EFSC Bookstore is the one stop shop for new, used, rental and e-textbooks, as well as college supplies, clothing, gifts and sundry items. Students should bring their course schedule to the bookstore as it contains course numbers that are needed to find the correct books. Students may also purchase their books 24/7 at the following website: www.whywaitforbooks.com. Bookstore hours vary from one campus to another, so be sure to visit the website or call Cocoa (321) 433-7290; Melbourne (321) 433-5677; Palm Bay (321) 433-5195 or Titusville (321) 433-5055.

Cash for Books. Campus bookstores buy back used books every day. The best time to sell back used books is when finals start. The bookstores will pay up to 50% of the book’s selling price if professors have assigned it for the next term and the bookstore is not overstocked. If the book does not meet these criteria, prices are determined by the current national demand. Study guides and workbooks must be “like new,” without any writing on their pages. All books must be in good condition. Some books have little or no monetary value. One-time use, out-of-print books, and old editions are not in national demand, and will not be purchased. For students' protection, current student identification is required for all buyback transactions.

Refer to the College catalog on the EFSC website www.easternflorida.edu or the Bookstore for refund policies.

Computer Labs
Each campus provides computer labs for student use. Some labs are furnished with software specific to meeting course requirements, i.e. prep courses and computer programming courses. Other labs provide Internet access, career exploration software and tutorials for general use.

Lab availability and schedules vary by campus and by semester. For further information regarding computer lab availability and the software available, please call 632-1111 or visit the EFSC website for more information.

Foreign Language Labs
The Foreign Language Labs provide academic support and cultural resources to students studying foreign languages and American Sign Language. Students may develop individualized learning programs to enhance classroom lectures and communication skills by using various technologies available in the lab. They can explore a variety of cultures through learning communities and practice foreign language skills to improve their abilities to communicate in the new language.

Honors Program
The Eastern Florida State College Honors Program offers students an opportunity to participate in an academic experience that will challenge them beyond the rigors of traditional classes. Honors Program students enjoy an environment of scholarly challenge, creative interaction, and intellectual stimulation through special sections of general education and elective courses. Students are actively involved in courses structured to provide an innovative approach to learning. For more information or for an application, call the Honors Program Associate Director (321) 433-5591.
Learning Labs
The learning lab is an academic resource center on each campus and provides tutoring in various disciplines. The learning labs have computer assisted instruction in reading, writing, and math. The labs also have vocational preparatory instruction and remedial instruction and exit testing for ready to work and certificate programs. Miss an exam? Need a test proctored? The learning lab has it covered.
- Titusville (321) 433-5034 N. Earl Jones Building 1, Room 115
- Cocoa (321) 433-7330 EFSC/UCF Joint Use Library Building 12, Room 303
- Melbourne (321) 433-5520 Philip L. Nohrr Learning Resource Center Building 2, Room 103
- Palm Bay (321) 433-5251 General Titus C. Hall Center Building 1, Rooms 227, 228, 229 and 234

Library Resources
The College libraries provide information and services to support the curriculum and meet the needs of Eastern Florida State College students, staff, and faculty. EFSC has libraries on the Cocoa, Melbourne, Palm Bay, and Titusville campuses, each with its own unique book, audiovisual, and periodical collection. The libraries offer a combined print collection of more than 200,000 volumes. Electronic resources include over 150 databases; a collection of over 75,000 e-books; digitally streamed video and music content; over 60 research guides and; Ask-A-Librarian research assistance by e-mail or real-time "chat."

To access your Library Account:
User ID: Enter your EFSC Student ID # in the Borrower ID field (ex. B00XXXXX)
Initial PIN: Birth date MMDDYY (can be changed by user)

Photo ID Card
Students must obtain a Photo Identification Card at the campus library. The photo ID card is designed to be carried in the wallet, and also serves as the student’s library card. There is no charge for the card. However, replacements for lost cards is $10. To obtain a Student Photo ID Card, take a copy of your class registration, along with a photo ID, to the campus library. Make sure that the name and address on the registration and photo ID are the same.

Student ID Numbers
Social Security Numbers are not used as student ID numbers. All students are issued a randomly generated nine-digit identification number upon admission to the College. This number must be used to access all online records and to register for classes online. ID numbers will not be released via email or phone. To request your student ID number, go to the EFSC website and click on myEFSC LOG IN icon and then click Look Up Your Student ID, or, you may go to any campus Student Services office and provide photo ID or download and fax or mail the form Request Release of Student ID Number from the EFSC website with a legible copy of your driver’s license.

Student Ombudsman (Advocates)
On each EFSC campus the Associate Provost or Dean serves as the ombudsman to assist students with problems involving the delivery or receipt of student services.
Writing Centers
Strong writing skills are a must for success in college-level courses, no matter what the program of study. Writing Centers, located on the Cocoa and Melbourne campuses, are the place to go for help with all stages of the writing process. EFSC and UCF students enrolled in college-level courses across all disciplines are invited to confer with the writing consultants for reader feedback and assistance at any point in the writing process. From planning to drafting and revising, we help you discover and strengthen your ability to document sources, overcome writer’s block, organize ideas, edit your writing and perform your own proofreading.

Cocoa: 321-433-7873 cocoawritingcenter@titans.easternflorida.edu
Melbourne: 321-433-5605 melbournewritingcenter@titans.easternflorida.edu

Voter Registration Information
Eastern Florida State College students and staff are encouraged to register to vote and participate in local, state and federal elections. Because we want voting to be easy, we’ve partnered with the non-profit, non-partisan TurboVote which helps colleges nationwide simplify the process through an online sign-up and reminder system. TurboVote can help you register to vote, then keep track of all your rules and deadlines. It then reminds you to vote or provides help voting absentee, even for college students who want to vote in their home precinct. You’ll find a link to TurboVote at easternflorida.edu/go/vote. Voter registration forms are also available at the Admissions and Records offices and in the Office for Students with Disabilities on each campus.

Scholastic Achievement
Based on the term grade point average, EFSC recognizes students with high academic achievement during the fall and spring terms only.

Dean’s List: (fall and spring) lists all students who have earned six or more credits during the term with a grade point average of 3.25 - 3.74.

Honors List: (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 3.75 - 3.99.

President’s List: (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 4.00.

Note: An “F” or “I” in any course precludes a student from being listed on the Dean’s, Honors, or President’s list during that term.
Titan Web Services

Eastern Florida State College takes pride in the role that the latest advances in technology play in the education we provide. The myEFSC Portal, accessed through the Log-In links at the top right of each web page, provides convenient, one-login access for Eastern Florida State College students, faculty and staff.

**With myEFSC you can:**
- Check your email
- Use Titan Web Services for grades, registration, degree audits, etc.
- Access the online Classrooms (CANVAS or ANGEL)
- Access Library Electronic Resources
- Register/Pay for Classes
- Check Financial Aid
- Request Transcripts
- Read important student announcements
- See current class schedules
- View last term grades

**User ID and PIN Help**
It is important to remember that EFSC has many secure sites that require User ID (your student identification number) and password, assigned to you as a PIN. To protect the identity of our students, EFSC assigns every student an ID number. This is a nine-digit number that starts with the letter “B” followed by eight numbers. This number is used to register online and access educational and personal records through the myEFSC Portal; the Student Records System, known as Titan Web Services and the FLVC.org system through which you can run an unofficial transcript.

The security of your educational and personal records is important to the College. You are strongly encouraged to change your password or PIN often. If you write them down, make sure they are in a secure location that is known only to you.

**Student ID and PIN Numbers**
To protect the identity of our students, Eastern Florida assigns every student an ID number. This is a nine-digit number that starts with the letter “B” followed by eight numbers. This number is used to register online and access educational and personal records on our secure website.

**Student Email**
The official current means of communication for college business for currently registered students is Titan email. This includes communication from instructors regarding classwork, accounting and financial aid. Students can access their email through myEFSC.

**FLVC.ORG (Florida Virtual Campus)**
FLVC.org, provides a full range of services for prospective and current college students. This website features information on financial aid, college admissions, degree shopping, profiles of Florida colleges and universities, career guidance and online admission applications. FLVC.org provides current college students with access to their academic records, grades, degree audits and information on how to successfully transfer from the community or state college to the university. Please go to www.flvc.org for further information.
How do I access MyEFSC?
Go to the college home page: www.easternflorida.edu
Select myEFSC Login
Enter Student ID and PIN
- Must Capitalize B in your Student ID, followed by 8 numbers, use a zero not O
- Initial PIN is your date of birth MMDDYY
For help call the Tech Desk (321) 433-7600

How do I get a parking permit?
Begin by logging into MyEFSC
- Select Titan Web Services
- Select Student Services
- Select Parking Permits
- Select Request a Permit
- Either select a vehicle already registered or add a new vehicle Click Submit*

*Once the student clicks Submit, $42.40 will be charged to the student’s account.

How do I update my contact information?
Begin by logging into MyEFSC
Select Titan Web Services
Select Personal Information
Select View & Update Address(es) & Phone
Select Update Address(es) & Phone
Select Type of Address to Update Click Submit

Note: You can also update your Financial Aid and Human Resources addresses. You must update each address.

How do I access my web mail?
Begin by logging into MyEFSC
Select Outlook Web
Enter Outlook Web Email address
Enter Outlook Web Email password

*Initial password is your date of birth MMDDYY

How do I check my Financial Aid status?
Begin by logging into MyEFSC
- Click TITAN WEB SERVICES
- Click Financial Aid Services
- Check your Overall Status, Eligibility and Award Information, by clicking on the appropriate link & following instructions

Note: For answers to many of your questions, click Admissions>Financial Aid & Scholarships>Financial Aid Information>Frequently Asked Questions.

How do I access the Cashier’s Office to pay my bills online?
Begin by logging into MyEFSC
Select Titan Web Services
Select Student Services
Select Student Records
Click on Account Summary/Pay Student Account Follow the instructions

How do I sign-up for Direct Deposit?
Begin by logging into MyEFSC
Follow the steps to Update Address & Phone to ensure your Higher One EFSC Disbursement Card will be mailed to the correct address.

How do I check “holds” on my account?
Begin by logging into MyEFSC
Select Titan Web Services
Select Student Services
Select Student Records
Select View Holds

Note: To find a resolution for a hold from our homepage: Click Admissions>Registrar’s Office>Registration Information>Registration Holds

How do I locate Program Prerequisites?
Go to www.FLVC.org
Select Student Services
Select Common Prerequisite Manual
Select most recent Catalog Year
Select Program Listing by Alphabetic Order Select Program Name to see Prerequisites
How do I register for classes?
Begin by logging into MyEFSC
Select Titan Web Services
Select Student Services
Select Registration
Select Add/Drop Classes
Select Term and Click Submit
Enter CRN(s) and Click Submit Changes
OR
Select Class Search
Select Subject
Select the Course and click View Sections Check appropriate box
Click Register or Add to Worksheet to add multiple classes at the same time

How do I view or print my class schedule?
Begin by logging into MyEFSC
Select Titan Web Services
Select Student Services
Select Registration
Select Student Detail Schedule or Student Schedule by Day & Time

How do I view my grades?
Begin by logging into MyEFSC
(Previous/current term grades are available on your MyEFSC page)
Select Titan Web Services
Select Student Services
Select Student Records
Select Final Grades
Select Term
Click Submit

How do I complete a Degree Audit?
Begin by logging into MyEFSC
Select Titan Web Services
Select Student Services
Select Student Records
Select Degree Evaluation
Select Term and Click Submit
Select Generate New Evaluation*
Select Program &Click Generate Request Follow instructions from this point
*You can run an audit for another program by clicking What-If Analysis

Note: If your program information is incorrect, go to the Admissions and Records Office and submit a Major Code Change Form.

How do I request an Official Transcript?
Begin by logging into MyEFSC
Select Titan Web Services
Select Student Services
Select Student Records
Select Request Official Transcript*
Follow the instructions for requesting your transcript
Follow the directions to pay the $5.00 fee
Review information and click Submit Request
*You will be stopped at this point if you have a hold on your account. To find a resolution for a hold, from our homepage click Admissions>
Registrar’s Office > Registration Information>Registration Holds

How do I request an Unofficial Transcript?
Go to www.FLVC.org
Select My Records
Under College & University Students, Select Unofficial Transcript
You must log-in with a FLVC Login ID
Enter FLVC Login ID and FLVC password
Select Continue
Select Eastern Florida State College from the drop-down box.
Enter your Student ID and PIN
Select Continue

How do I request an Enrollment/Degree Verification?
Begin by logging into MyEFSC
Select Titan Web Services
Select Student Services
Select Student Enrollment Verification & follow instructions

The College has authorized the National Student Clearinghouse to provide enrollment and degree verifications 24/7, students can:

Print enrollment verification certificates to send to health insurers and housing providers
Obtain a list of student loan lenders and link to real-time loan information.

For insurance companies requiring a current GPA, students must include a copy of their unofficial transcript from FLVC.org

Note: Term enrollment and verification will not be available until after the Add/Drop period.
Registration Information

Registration is the process of identifying, selecting and requesting courses each term. The quickest and easiest way to register is via the web. See the Schedule of Classes for registration instructions.

In order to register for a class, student:
- Must have completed the admissions or readmit process and be an active student
  - This may include completion of placement testing, orientation, and submission of transcripts
- Must have no registration holds

Students who are required to take college developmental courses should register for those courses in their first term.

Students who are receiving financial aid or veterans benefits must report to the Financial Aid or VA office after registering to ensure fees are paid.

Dropping a Class

If a student must drop a class, the same methods as registration can be used, and must be done by the published Last Date to Drop a Class. See the Important Dates and Deadlines for dates each semester. Any tuition paid for a course dropped by the deadline will be refunded. The course will not appear on the student's transcript. After the drop deadline, a student must withdraw from the class following required procedures and will not receive a refund.

Auditing a Class

Students who have been admitted to EFSC and who wish to take courses without receiving credit may request to audit a course. The following guidelines apply:
- Student must be a high school graduate
- Students must make the choice to audit when they register for the class, and must submit a Request to Audit form to the Admissions and Records Office
- Student may change from audit to credit or credit to audit only during the Add/Drop period
- Fees for audited courses are the same as graded courses.
- Students should confirm their audit status with the instructor at the first class meeting
- Courses taken on an audit basis may not be counted when calculating eligibility for Veterans benefits, financial assistance or certification of enrollment by outside agencies
- Students auditing classes must meet all course prerequisites including appropriate test scores
- Students may not audit college developmental courses (SBE Rule 6A-14.0301). Other limited access courses also may not be available for audit.
- Student will receive a grade of "AU" for audited courses. Audit courses will not affect the grade point average or academic standing and will not award credits
- Audited courses count as "attempts" toward full cost tuition. Class tests or examinations are not required of the student auditing a course. However, class attendance is expected.

Enrollment Certification

Eastern Florida State College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. Current term enrollment will not be certified until after the Add/Drop period. Courses that are dropped, withdrawn, audited or are non-credit classes do not count in credit hours toward enrollment verification. Students may obtain an enrollment certificate through Titan Web Services, or they must submit a request in writing to the Admissions and Records Office. The College certifies student enrollment according to the following:

- FT (full time) 12 credit hours
- QT (3/4 time) 9 credit hours
- HT (half time) 6 credit hours
- LT (less than half time) under 6 credit hours
Online Classes

Online courses are rigorous. If you decide to study online, you should be prepared to spend 5-12 hours a week per course. You will need access to a computer 4-5 times per week.

Canvas is Replacing ANGEL. We’re excited about the transition from ANGEL to Canvas as Eastern Florida State College’s Learning System (LMS). Research found Canvas to be the most user-friendly LMS – and our faculty agreed it will best meet student’s online classroom needs.

How You Can Get Ready. When you register for a class that’s managed through Canvas LMS, you’ll be granted access to Canvas prior to the start of class. Just as with ANGEL, you must then complete an online orientation to gain entry to the classroom. Our special Canvas web page will have the latest scoop on the transition. Visit us at http://www.easternflorida.edu/student-life/online-resources/canvas.cfm.

IMPORTANT: If it is determined that persons other than the student are accessing a student’s records in the CANVAS or ANGEL classroom, the student will be removed from the class and receive a final grade of "F." While students may have provided written consent for a third party to receive information regarding their educational records, that consent does not permit any other person besides the student to complete or access coursework within the classroom or online setting.

How do I access my online classes?

ANGEL
Log in to your myEFSC portal
Click ANGEL icon from your welcome page
Under Courses section, Click on name of your course
Course opens, Click Communicate tab to view Course Announcements
Instructor will have directions on how to begin course posted in Course Announcements

Canvas
Log in to your myEFSC portal
Click Canvas icon from your welcome page
Enter your B number and password to log in to Canvas. Your initial password is your birth date in mmddyy format
Click Courses & Groups, Scroll through My Courses section, Click on name of your course
Instructor will have information on how to begin course posted on the Welcome page

Transcripts

EFSC Transcripts – Official and Unofficial
Current students may obtain unofficial transcripts at no charge via the myEFSC portal found on the EFSC homepage or through www.flvc.org.

There is a $5 fee for each official transcript requested. Payment must be received in full before requests will be processed. EFSC cannot process requests via email or telephone.

An official transcript request must be submitted in writing or online. Online requests require less time to process. Requests may be also be submitted manually via mail, fax (321) 433-7172 or walk-in. The Transcript Request form is available on the EFSC website and must be filled out completely to include the following information:

- Name, including all previous names
- Student ID or social security number or last four (4) digits, date of birth
- Current address and daytime telephone number
- Approximate dates of attendance at EFSC
- Student’s original signature
- Number of transcripts requested
- Complete name and address of recipient(s)
- Any special instructions, e.g., hold for end-of-term grades or degree
U.S. mail is the preferred delivery method; however, students may designate the transcript for pick up in the Office of the Registrar on the Cocoa Campus. Photo ID is required for transcript pick up. The College does not fax or email official transcripts, and cannot provide an official transcript if there is a hold on the student account. Allow 3 - 5 business days for processing the request.

Transcripts can be sent within the 48 continental United States via Federal Express for a $25 fee per destination. Federal Express will not accept or ship to P.O. Boxes. Contact (321) 433-7284 for information.

**Additional Information**
- Official transcripts will not be provided “on demand.”
- Email requests cannot be honored.
- Students with active transcript HOLDS cannot receive an official transcript until the obligations are met and the holds are removed.

**Transcripts from Other Schools**

Students must provide an official high school transcript that documents the date of graduation with a Standard High School Diploma, or proof of receipt of a state issued General Equivalency Diploma prior to registering in college credit courses. Students who have prior college work must provide official transcripts from all previous colleges.

- All final, official transcripts should be received by EFSC prior to orientation and registration. Students will not be permitted to register for any college credit courses until a final, official high school transcript and all final, official college transcripts have been provided.
- Official, original transcripts must be sent in a sealed envelope directly to EFSC.
- Students who received a GED must submit an original copy of the scores or diploma prior to initial registration.
- It is the student’s responsibility to request previous transcripts and pay all associated fees.
- Students who graduated from an international secondary school (high school) must submit an original transcript with a document-by-document evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES). The following companies are recommended: World Education Services - www.wes.org or Josef Silny & Associates - www.jsilny.com. Students must provide official, original documents.
- Financial aid will not be awarded until all transcripts are received by EFSC.
- Students must provide proof of high school graduation prior to registration for any college credit courses.
- Non-degree seeking students are not required to submit official transcripts unless they are required for proof of successful prerequisite course completion or student is changing to a degree seeking status. Proof of high school graduation is required (copy of diploma or unofficial transcript).

**Withdrawing from a Course**

After the initial Add/Drop period has passed, students must officially withdraw from a class by the established deadline. Dates are posted in the “Student Planner” section of this handbook and on the online administrative calendar. Students who withdraw from a course will receive a grade of “W” on their transcript. A Course Withdrawal form must be submitted to the Admissions and Records office by the established withdrawal deadline.

**Note:** Withdrawing from a course could cause the loss of financial aid for future terms and/or repayment for the current term. Students are strongly encouraged to consult with their campus Financial Aid office prior to withdrawing from a course. Students who withdraw from a course are still responsible for tuition and fees for the course.
Helpful Website Addresses

University Sites:
Florida Agricultural & Mechanical University .......................................................... www.famu.edu
Florida Atlantic University ..................................................................................... www.fau.edu
Florida Gulf Coast University .................................................................................. www.fgcu.edu
Florida International University ............................................................................. www.fi.edu
Florida State University .......................................................................................... www.fsu.edu
New College of Florida .......................................................................................... www.ncf.edu
University of Central Florida .................................................................................. www.ucf.edu
University of Florida ............................................................................................... www.ufl.edu
University of North Florida ..................................................................................... www.unf.edu
University of South Florida ..................................................................................... www.usf.edu
University of West Florida ....................................................................................... www.uwf.edu

Financial Aid/Scholarships
FAFSA ..................................................................................................................... https://fafsa.ed.gov/
VA Benefits ............................................................................................................. www.gibill.va.gov
Department of Education .......................................................................................... www.ed.gov
Outside Scholarship Resources ............................................................................. www.college-scholarships.com
.......................................................................................................................... http://www.fastaid.com
.......................................................................................................................... www.fastweb.com

Career Services
U.S. Department of Labor .......................................................................................... www.bls.gov
Career One Stop ...................................................................................................... www.jobbankinfo.org
College Board’s My Road ........................................................................................ www.myroad.com
JobStar Central ........................................................................................................ http://www.jobstar.org/

Statewide Online Student and Library Support Services
Florida Virtual Campus .............................................................................................. www.flvc.org
The Florida Virtual Campus provides access to online student and library support services, and
serves as a statewide resource and clearinghouse for technology-based public postsecondary
education distance learning courses and degree programs. FLVC's services to the students,
faculties, and staff of the state's public colleges and universities include:

- Support for Florida's ever-growing population of distance learners and institutions
  offering online courses and degrees.
- Online academic advising services to help students identify the requirements of their
  chosen degree.
- A variety of tools used by staff at college and university libraries to provide services to
  their students and faculties.
- Online access to the library holdings of all Florida public colleges and universities,
  including electronic resources such as full-text journals, databases, and eBooks.
Preparing for Transfer

Florida Virtual Campus is the state's online student records, advising and learning system. Access this system at www.flvc.org for a comprehensive link to all Florida schools' admissions, financial aid, and transfer information.

Florida colleges and universities have many articulation agreements in place that allow students to transition easily from one degree program to another. There are articulation agreements for Industry Certifications, Career Technical Certificates, Associate of Science, and Associate of Arts degrees. Transfer (or articulation) agreements protect the credits earned by students during their freshman and sophomore years at Florida colleges.

The Associate of Arts (AA) degree is by far the most popular degree earned at Florida colleges. Earning an AA degree at a Florida college guarantees admission into one of the State's 11 universities where students can complete a 4-year Bachelor's degree. This path is more commonly known as 2+2.

Transfer Student Bill of Rights

Students who graduate from Florida colleges (previously known as community colleges) with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):
1. Admission to one of the 11 state universities, except to limited access programs;
2. Acceptance of at least 60 semester hours by the state universities;
3. Adherence to the university requirements, based on the catalog in effect at the time the student first enters a Florida college, provided the student maintains continuous enrollment;
4. Transfer of equivalent courses under the Statewide Course Numbering System;
5. Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, Dual Enrollment, AP, IB, and AICE);
6. No additional general education requirements;
7. Advance knowledge of selection criteria for limited access programs; and
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right to appeal at the college level. If the denial is upheld at the college level and there is still a question of potential violation of the Statewide Articulation Agreement, the student may contact the Office of Articulation for assistance. The Office of Articulation, in consultation with the Articulation Coordinating Committee, will review and attempt to resolve all student transfer difficulties. Contact Information: Florida Department of Education, Office of Articulation, 325 W. Gaines St., Room 1401, Tallahassee, FL 32399-0400, Phone: (850) 245-0427

Preparing for 2+2 Transfer

1. Contact an academic advisor
2. Consider which program and university you want to transfer into
3. Identify a baccalaureate program of interest early in your AA degree path (by 30 hours)
4. Monitor your progress
5. Contact the transfer services office at the transfer institution to verify information relating to application deadlines, transfer policies, financial aid opportunities, and other available assistance
6. Plan to meet and/or exceed the admission requirements for the university and program
7. Apply
Stay Close to Home: Transfer Options
Both the University of Central Florida and Florida Institute of Technology offer programs designed to ease the transition to these nearby universities.

DirectConnect to UCF
The program helps you prepare for your bachelor’s degree program while attending Eastern Florida State College - and makes the transition to UCF smooth and worry free.

Plus, the admissions process will be easier and faster, and you’ll enjoy small class sizes and personalized advising. You can prepare to earn your bachelor’s degree while working on your associate’s degree. For more information on the DirectConnect to UCF program visit the program’s website at http://regionalcampuses.ucf.edu/directconnect/ or call 321.433.7821.

EFSC-Florida Tech Track
Who is eligible to participate?
• Any Florida high school student who has completed the full-time undergraduate application process for Florida Tech
• Any currently enrolled Eastern Florida State College Student who applies to Florida Tech before earning 30 credits at EFSC

For more information view an information sheet at http://www.easternflorida.edu/admissions/documents/florida-tech-track-sheet.pdf or contact: EFSC–Florida Tech Track Coordinator, Florida Institute of Technology, (800) 888-4348 or (321) 674-8030.
Academic Policies

Academic Second Chance
Academic Second Chance allows qualified students to petition for up to two semesters of coursework to be excluded from the student’s cumulative GPA. All quality points from the courses within the Academic Second Chance semester will be removed from the academic record and any passing grades will not be used for degree completion. Coursework eligible for Academic Second Chance must be at least five years old and the student must have completed a minimum of 12 credits with a “C” or better since re-enrollment. Students inquiring about Academic Second Chance petition procedures and qualifications should meet with an academic advisor.

Developmental Education Courses
Developmental education courses are designed to assist students in acquiring the skills necessary for succeeding in college level courses. Classes are offered in different formats, including modular and compressed, during full or accelerated terms. Students must attend class regularly and earn passing grades to complete the developmental coursework. Developmental course grades may not be calculated into the grade point average. Developmental courses may not be audited.

Some forms of financial aid may not cover tuition for developmental courses because they do not carry toward graduation. Students should check with the Financial Aid Office.

Students who must take the common placement test and do not meet or exceed college ready scores are required to enroll in developmental education. Students should meet with an advisor to review their options and create an educational plan.

Alternative Methods of Developmental Instruction
Students can seek methods other than the College’s developmental education courses for improvement of skills. Alternative methods of instruction include training provided by a licensed private provider. The student must provide documentation of successful completion of remediation to schedule a PERT retest. If the student demonstrates competency by achieving college ready cut scores, he/she may progress to college level coursework in the subject area without enrollment in developmental education. Submit documentation to a campus testing specialist.

Authorization for Placement Test Exemption:
Florida Statute 1008.30 – Common Placement Testing for Public Postsecondary Education

(4)(a) A student who entered 9th grade in a Florida public school in the 2003-04 school year, or any year thereafter, and earned a Florida standard high school diploma* or a student who is serving as an active duty member of any branch of the United States Armed Forces shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student’s request.

*Student must have earned a standard high school diploma from a Florida public school.

It is recommended that all first-time in college students be assessed for the need for developmental education. Cut scores for placement into specific college credit classes are defined by SBE Rule 6A-10.0315. Placement of transfer students will be based on the official evaluation of credit earned at previous colleges; testing may be required.

Early Alert
“Early Alert” is a mid-term warning letter generated during the fall and spring terms. Students determined to be in academic jeopardy in a specific course are encouraged to take the steps necessary to successfully complete their course(s).
Grade Appeals
Any situation requiring an appeal, other than disciplinary or academic dishonesty, should be addressed as soon as possible in a non-confrontational manner. If the situation involves classroom policy or grades, the student should contact the instructor. Problems involving refunds and/or exceptions from college procedures should be addressed with the campus Associate Provost. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost. Appeals will only be accepted within two years from when the student took the course.

See the Student Appeals Section of the Handbook for more information.

Grade Forgiveness
- Students who repeat a course for which they have received a “D” or “F” may request grade forgiveness. The Office of the Registrar will complete any unprocessed grade forgiveness for repeated courses during the graduation checkout process or when the conditions for grade forgiveness are satisfied. To request grade forgiveness, send an email through Titan Email to registrar@easternflorida.edu
- **No course may be repeated for grade forgiveness purposes after graduation.** Some colleges and universities count all hours attempted and all quality points earned regardless of EFSC’s grade forgiveness policy.
- **Note:** Students are advised that there may be a potential impact of repeated courses when transferring to other institutions, and should consider the impact of retaking a course on their specific financial aid package and toward excessive hours. Student should consult with an advisor and/or the Financial Aid office with questions.

Maximum Attempts per Course
A student may have only **three** attempts per course including the original grade, repeat grades and all withdrawals (“counting” begins with courses taken in fall 1997). The most recent grade is included in the computation of the cumulative grade point average. Students will be required to pay 100% of the direct instructional cost beginning with the third attempt. Students who want to pursue an appeal should consult an advisor. A student may appeal, through the Office of the Associate Provost, the maximum attempt rule if there are documented extenuating circumstances relevant to the attempt or attempts in question. Forms and instructions will be available in that office.

**Note for A.A. degree students:** Some senior institutions count all hours attempted and all quality points earned.

**Note VA students:** VA benefits may be received for repeat courses assigned a grade of “D,” if a grade of “C” or higher is required by SBE Rule 6A-10.30 (Gordon Rule).

Standards of Academic Progress
To maintain satisfactory academic progress at EFSC, students must maintain a minimum semester grade point average (GPA) of 2.0 each semester and have earned credit in one-half of the total hours attempted. Students who maintain a minimum 2.0 GPA each semester and at least a 2.0 cumulative GPA will be considered in good academic standing. More stringent standards apply in some programs; please see the specific program procedures and requirements for more information.

Failure to maintain satisfactory academic progress may place the student on academic warning, probation or suspension. Please refer to www.easternflorida.edu or consult with the Advisement office or Associate Provost Office on any campus for detailed information regarding academic standards, sanctions and appeal procedures.
Class Attendance

The College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student’s achievement in the course. Class attendance is required beginning with the first class meeting, and students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up all course work missed because of legitimate class absences and to notify the instructor when an absence will occur. The instructor determines the effect of absences on grades. Students who are reported as never attending a course may be withdrawn from the class by the College. Funds may be adjusted or rescinded for students who are receiving financial aid or veterans’ benefits.

In order to obtain credit for a course a student must attend at least 85% of the contact hours for a particular course. However, instructors are given the option of allowing a student to complete the course based on the student’s documented circumstances and his or her progress in the course.

In online courses, instructors define expected interaction between themselves, students and the class learning management system (and/or media). Inconsistent interaction and/or inconsistent use of the learning management system or course materials, regardless of cause, reduce the opportunity for learning.

The instructor may withdraw any student from the course if the student misses more than 15% of the scheduled class sessions and activities. In the case of online courses, any student who is not interactive or responsive in a timely manner, as specified by the instructor, may be withdrawn. Students must be enrolled before they can attend class.

*Note: Veterans should refer to the Veteran Programs and Benefits section of the College catalog for more information about attendance.*

Instructor-Specific Attendance Policy

Instructors are required to monitor their attendance each term and report students who are not attending class during designated reporting periods, normally on a monthly basis, each term. Faculty members shall publish and distribute a class syllabus near the beginning of the term. The syllabus should include the instructor’s attendance policy and may include special circumstances under which students’ absences may be excused and stipulations for making up work and exams missed during instructor-excused absences. Instructors may require a more rigorous attendance policy due to program requirements or state mandates of 100% attendance. Specific course requirements will be noted in the syllabus.

eLearning@EFSC Attendance Policy

The eLearning Department at Eastern Florida State College has a strict attendance policy that must be adhered to by all online students.

- **3-Day Initial Attendance Policy:** Students should log into their online course(s) and perform an academic activity during the first three (3) days of the term.
- **Regular Attendance Policy:** It is the student’s responsibility to maintain acceptable attendance in their online course(s), and just logging into the course does not constitute attendance. Students who do not participate in their course(s) weekly activities may be withdrawn for non-attendance and may not be reinstated.
- **If for any reason students believe they will miss any assignments, they must obtain prior approval from their instructor. Instructors may require additional documentation. Students should not assume that they can ask for an extension after the fact.**
Religious Observances

When the observance of a student's religious holiday(s) will interfere with attendance in class, class work assignments, examinations, or class activities, the student must notify the instructor in writing within the first week of class. Students are held responsible for material covered during their absence. The instructor should provide alternative arrangements for students to complete the work for the missed session.

Students excused for religious observances will be expected to meet the class requirements for those days without undue delay. Students who believe they have been unreasonably denied educational benefits due to their religious beliefs or practices may seek redress through the student appeal procedure. [FS 1001.64, 1002.21, 1006.53]
Fee Schedules
Please consult the EFSC website for the most current fee schedule:
www.easternflorida.edu/admissions/tuition-and-fees/

Tuition and Registration Fees
All fees must be received by the published payment due date or student may be dropped for nonpayment from classes. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or enrollment certification. If student fees are not paid in full upon notification by EFSC, these debts may be referred to an outside collection agency and the appropriate credit bureaus. Resulting collection cost (not to exceed 33% of the debt) will be added to the original debt and the student must pay these cost, as well as attorney's fees, if applicable.

Payment can be made with cash, MasterCard, VISA, American Express, Discover, personal check, bank check, or money order. Any check payment should be issued to Eastern Florida State College.

Pay Your Fees
• Check the Schedule of Classes or online Important Term Dates to find the important dates, including fee due dates
• Complete the FAFSA online at www.fafsa.ed.gov
• Check out EFSC Scholarships online at www.easternflorida.edu --> Admissions --> Financial Aid and Scholarships
• Check the Florida Bright Futures Scholarship program website at www.Floridastudentfinancialaid.org if receiving this award
• Stop by a campus cashier's office or go online to pay your fees or set-up a Tuition Payment Plan
• Consider an on campus student assistant position or federal work-study job, if eligible. Visit a campus provost office for more information

Fees will be assessed to the student upon registration for classes. The student's portion of fees must be paid by the deadline established in the Schedule of Classes. Students may be dropped from course(s) for nonpayment of fees; however, students are responsible for dropping classes they do not plan to take. All fees must be received by the dates and times noted.

How to Pay
Students may pay their fees in several easy ways, including
• In person: cash, check, money order, cashier's check, VISA, MasterCard, American Express, Discover
• By Mail: check, money order, cashier's check, VISA, MasterCard, American Express, Discover
• Online: VISA, MasterCard, American Express, Discover credit card payments or payments from your bank account

Tuition Payment Plan
Students can pay for their EFSC education in affordable, interest-free installments using a tuition payment plan. See the Schedule of Classes, visit the website or call the campus cashier's office for more information.
Late Registration Fee
A late registration fee will be assessed to all students registering for any class in a term after the first published fee due date. Students will be assessed a one-time per semester $50.00 late registration for initial registrations or adding courses during this time.

Late Course Additions: Students should be aware that they are responsible for meeting instructor requirements for all courses. Adding a class late, even during the Add/Drop period, does not preclude students from completing assignments and attendance required beginning the first day of class.

Full Cost of Instruction
In accordance with Florida State Statue, the college charges students the full cost of instruction for repeat enrollments in certain courses.

Lab Fees
Laboratory fees are assessed in some courses to partially offset the high cost of consumable materials and supplies. Refer to the current Fee Schedule.

Outside Proctor Fee
Online students utilizing a non-EFSC proctor may incur additional testing fees. The student is responsible for paying any outside proctor fees.

Access Fee
A $10.00 fee will be assessed for all students upon their first enrollment in any credit class to provide access to the student network Wi-Fi at many campus locations. Part of the fee also pays for a new print management system. At the beginning of each semester, each registered student will receive a credit of $4.00 in his or her print manager account for collegewide printing.

Online Payment Convenience Fee
Payments made online will incur a non-refundable convenience fee, not to exceed 3.0%, to cover the cost of the transaction. The fee is established by our third party payment processor to cover credit card/debit card transaction fees assessed by credit card companies.

Return Check Policy
Fees will be assessed for returned checks. Refer to current Fee Schedule.

Delinquent Accounts
Collection Cost: If student fees are not paid in full upon notification by the College, these debts may be referred to an outside collection agency and the appropriate credit bureaus. Resulting collection cost (not to exceed 33% of the debt) will be added to the original debt and the student must pay these costs, as well as attorney’s fees, if applicable. Furthermore, all unpaid obligations will result in a hold on student records, diplomas, transcripts, and future registration activity.

Refund Policy
College and Vocational Credit Courses
Automatic refunds for college and vocational credit course fees will not be processed until after the last day to drop a course. To be eligible for a refund, the student must drop the course(s) on or before the last day of the Add/Drop period, as listed in the Schedule of Classes. Matriculation, tuition, and lab fees paid during scheduled registration periods are automatically refundable based on the following:
- All fees are refunded at 100% if the drop procedure is completed by the established deadline in the Schedule of Classes. There will be no automatic refunds after that period.
EFSC Card - Higher One

Eastern Florida State College has partnered with Higher One, a financial services company focused solely on higher education, to provide a method of refund disbursements to students. EFSC will be issuing the EFSC Card from Higher One as a way for students to receive refunds from the college. The EFSC Card is designed to provide students with increased choice when it comes to receiving their financial aid or school refunds— including the preferred Easy Refunds® method. Easy Refund is by far the fastest and easiest way to gain access to refund money, literally the same day it is released by EFSC.

EFSC Cards will be mailed to the current address on file with the College. Therefore, it is critical that students have their correct mailing address on file. Visit www.EFSCcard.com to learn more about all the great benefits that accompany the EFSC Card.
Financial Aid & Scholarships

Eastern Florida State College makes postsecondary education possible for all individuals in the community. The primary purpose of the Financial Aid Department at Eastern Florida State College is to provide assistance to those individuals who, without such aid, would be unable to attend college. For additional information, please call an EFSC Financial Aid Office or visit the website at www.easternflorida.edu for the most current information.

It is the responsibility of the student to immediately contact Financial Aid if there is a change in enrollment status. To maintain eligibility for financial aid a student must maintain a 2.0 grade point average (GPA) and successfully complete 67% of credit hours attempted. A student must also make positive progress toward a degree or certificate. Standards of Satisfactory Progress are published in the College Catalog, financial aid brochures and the EFSC Financial Aid website at www.easternflorida.edu. The official means of communication for EFSC is through Titan email.

Return of Unearned Funds
Return of unearned funds refers to the return of federal financial aid dollars that the student did not earn as a result of withdrawing from all classes. Students who receive federal financial aid funds and subsequently withdraw from all classes will have a federal formula applied based on the date of withdrawal, percentage of the payment, and period attended by the student. If the formula indicates an amount "unearned," a repayment of aid is required. The institution will notify the student in writing of any amount to be returned to the Federal Title IV accounts. Student must repay the amount immediately. Student will not qualify for further federal aid until the repayment is satisfied.

EFSC Foundation Scholarships
The EFSC Foundation offers many types of scholarship opportunities to students year-round, which are independent from aid opportunities offered through the Financial Aid Office. Foundation donors have set up generous scholarship funds for all disciplines and backgrounds. The amount and number of scholarships awarded vary from year to year, based on available funding.

The Foundation uses a completely online scholarship application for all Foundation scholarships. This streamlined system helps determine student eligibility and recommends appropriate scholarships for each applicant. Students who are interested in learning more about Foundation scholarships or applying online should visit the Foundation’s website at http://www.easternflorida.edu/foundation.
The student organizations and clubs on each campus make up the Student Government Association (SGA). They offer a wide range of activities that provide personal enjoyment such as concerts, art and craft fairs, dances, and intramurals. Contact a campus Student Government Association Office for information on starting or joining a club.

Each EFSC campus has its own Student Government Association (SGA). The purpose of the SGA is to ensure broad student involvement in college committees, campus activities and college /campus /community activities. Students will be represented by the elected Executive Board. Election of SGA Executive Board members will be held by open elections. All registered students may vote for SGA Officers. The class representatives are elected from the student body at large. All activities of student government are conducted in accordance with the established procedures manuals.

**Clubs and Organizations**
Honorary, service-oriented, special interest and professional clubs and organizations are available on each campus for EFSC students. To learn more, or to join a club or organization, check with the campus Student Government Association (SGA) Office.
Assessment of Prior Learning

Eastern Florida State College awards equivalency credit to students in a variety of methods and for the purpose of affording students additional opportunities to accelerate their education. Articulation mechanism types may include: Advanced Standing Credit with Brevard Public Schools (ASC); acceptance of credit for Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and College Level Examinations (CLEP); Credit for Adult Experiential Learning (CAEL); credit for prior military training or educational experience in the military (ACE); credit for work, certifications, industry certifications or formal training (ACE and FLDOE). Refer to the college catalog and EFSC website for more information.

Center for Service-Learning (CSL)

The CSL involves and supports students in educational and reciprocally beneficial community service-learning experiences. The CSL is recognized as a model and leader in service-learning. Service-learning is integrated with 135 courses and 350 course sections each semester under the guidance of 132 faculty members. Over 1,000 students enroll annually in stand-alone community service-learning courses. Approximately 5,000 students volunteer through service-learning each year. Since the inception of the CSL in 1988, over 71,840 students have provided over 2.35 million hours of community service. The CSL offers students a wide array of service-learning experiences, incentives and opportunities. Come check us out!

Cocoa, 433-7610  Melbourne, 433-5610
Palm Bay, 433-5253  Titusville, 433-5016

Cooperative Education/Internships

The terms “co-op” and “internship” are often used interchangeably because both mean “a practical educational work experience.” Eastern Florida State College offers students an opportunity to enhance their educational experiences through co-op/internship programs that will augment and supplement their degree or career and technical programs. Students must obtain instructor approval prior to enrolling in the appropriate co-op/internship course. For more information, contact your program instructor and/or the program department chair.

Student Support Services (TRiO)

The TRiO-Student Support Services is a federally funded grant program implemented to help increase the retention, graduation, and transfer rates among first generation college students (i.e. students whose natural or adoptive parents do not have a four-year college degree) and economically disadvantaged students. Students must have a strong academic need, be U.S. citizens or permanent residents, completers of a regular high school diploma or GED, and be first-time degree or certificate seeking. Services include academic advisement, schedule planning, registration, tutoring, mentoring, career assessment, degree/graduation audits, scholarship searches, cultural and social activities, and university campus tours. Services are of no cost to students; however, students must meet program criteria to be considered for program admission. An official application and mandatory orientation must be completed to be an active program participant. For further information, please contact the TRiO Student Support Services Office on any of the following campuses: Cocoa (321) 433-7349; Melbourne (321) 433-5805; Palm Bay (321) 433-5268 or Titusville (321) 433-5029.

Services for Students with Disabilities (OSD)

After a student self-identifies, Eastern Florida State College assists students with disabilities by providing reasonable accommodations on a case-by-case basis. In order to receive the most appropriate assistance, students are encouraged to register with the Office for Students with Disabilities on their campus and provide appropriate documentation. Adaptive furniture, equipment, and devices are available. Further, sign language interpreters, specialized computer

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software, academic advisement, placement testing and classroom test administration are considered. The services of a learning disabilities specialist, advocacy, and other services to help students attain their educational goals are available. All services are free and information is kept confidential. Reasonable substitutions for and/or modifications of requirements for admission to programs, graduation, and TABE waivers for students with documented disabilities will be considered on an individual basis in accordance with sections 1007.263, 1007.264, and 1007.265 F.S. and State Board of Education Rules 6A-10.040 and 6A-10.041. For information regarding procedures for waivers and/or substitutions, students should contact the Office for Students with Disabilities on their respective campuses: Titusville (321) 433-5017; Cocoa (321) 433-7295; Melbourne (321) 433-5650; Palm Bay (321) 433-5172.

Veterans Affairs
Eastern Florida State College is fully accredited and approved for veteran’s training. Veterans and other eligible dependents planning on using their veteran’s education benefits should contact the Veterans’ Affairs Office, Ralph M. Williams Student Center, (Building 11), Room 209, Cocoa Campus or the Student Services Center (Building 1), Room 140, Melbourne Campus at the earliest opportunity. Applications and instructions for completing a VA Education Benefit package will be provided during the initial visit. All new students must also file an admission application and meet all of the admission requirements. Once this is completed and you have registered for classes, return to the VA office to request certification for education benefits. Bring a copy of your application for education benefits or Certificate of Eligibility, class schedule, DD214, and, if needed, a signed Prep Memo from an advisor. Each term thereafter you are required to notify the VA office that you are registered and request to be certified. The VA office will not certify you automatically.

Veterans Resource Center
Veterans attending Eastern Florida State College can access special services through this Center to meet their often unique educational and personal needs.

Services offered include:
- Access to veteran-specific financial aid information
- A student orientation program tailored for veterans
- Training for faculty and staff on the special assistance veterans may need inside and outside the classroom
- A computer work area where veterans can get help accessing information on their VA benefits
- Mentoring and tutoring programs through local veteran and community organizations
- Coordination with Collegiate Veteran’s Society, a student club dedicated to help fellow veterans in the transition from military to college life. The club meets the second and fourth Mondays of each month at 4:30 p.m. in the Cocoa Campus Community Dining Room connected to Building 11.
- Monthly visits from representatives of the Department of Veterans’ Affairs to assist veterans with a range of issues
- Qualified psychologists to provide on-campus counseling for Post-Traumatic Stress Disorder, or PTSD, and increasing outreach to veterans through the College’s EFSCares student counseling program.
- The Veterans Resource Center staff makes regular visits to Patrick Air Force Base, the Naval Ordinance Test Unit, and Coast Guard Station at Port Canaveral to provide active duty personnel with information about educational opportunities.

The main office of the Veterans Resource Center is on the Cocoa Campus, but representatives from the Center hold office hours on the Melbourne Campus every week. Additionally, any EFSC student who served in the military can visit or call the Veterans Resource Center.
Alumni Association
The Eastern Florida State College Alumni Association strives to reconnect graduates and former students with EFSC’s current initiatives. The Alumni Association provides an opportunity for alumni members to maintain a lifelong connection with Eastern Florida State College and access great benefits and members-only special offerings. Membership is open to all EFSC graduates. Membership supports much needed scholarship assistance for current EFSC students, enhances the support of EFSC programs and provides the perfect place to network with community leaders while enjoying exclusive benefits. Join today! For additional membership information and details about the EFSC Alumni Association, visit www.easternflorida.edu and click on the Foundation and available giving options, or information about scholarship opportunities, call (321) 433-7055 or visit the EFSC Foundation’s website.

Astronaut Memorial Planetarium & Observatory
Located on the Cocoa Campus of Eastern Florida State College, the EFSC Planetarium and Observatory is a beacon in the community and is recognized as one of the finest planetariums in the country with an innovative history of groundbreaking technological advances. Since 1975, the facility has been serving the students of EFSC plus Brevard County Schools, community groups, and the general public with informal educational experiences designed to stimulate students’ minds and imaginations, ultimately inspiring further education and pursuit of careers in science. For additional information about the Planetarium programs and special events, call 433-7373 or visit www.easternflorida.edu/planet.

Athletics
Eastern Florida State College is a member of the National Junior College Athletic Association, Florida Community College Athletic Association, and NJCAA Region VIII Southern Conference. EFSC offers four men’s and five women’s sports at the intercollegiate level. The men’s sports offered as NJCAA sanctioned sports are baseball, basketball, golf, and soccer. The women’s sports are basketball, soccer, softball, tennis, and volleyball. An Athletic Trainer is available to athletes. All athletes must be full-time students and be registered for 12 or more semester hours of credit in order to be eligible. Some scholarships are available.

Child Development Centers
Students, faculty and staff have access to high-quality child care programs for their children through the EFSC Child Development Centers. The Centers are nationally accredited by the National Association of Education for Young Children (NAEYC). In addition, the centers participate in the state funded Voluntary Pre-K program, which focuses on preparing 4-year old children for entry into kindergarten. Staffed with professional personnel assisted by student aides, the Centers boast an unusually favorable ratio of children to adults. As a training environment for EFSC students preparing for careers in early childhood education, the Child Development teams host students and professionals who enrich the Child Development Centers. The early childhood curriculum includes educationally based, Creative Curriculum and a Montessori school on the Melbourne Campus. They are self-supported and offer competitive tuition rates for an exceptional program. EFSC student/parent scholarships are also available. Parents are invited to visit an EFSC Child Development Center to learn more about the programs or visit www.easternflorida.edu under the individual campus links, or call Cocoa (321) 433-7623; Melbourne Montessori (321) 433-5567; Palm Bay (321) 433-5231 or Titusville (321) 433-5111.
Cosmetology Services
Eastern Florida State College offers a career and technical program in Cosmetology. Services are available to the public at greatly discounted prices and include: haircuts, color, styles, manicures, pedicures, facials, waxing, highlights, perms and relaxers. Students and prospective clients should call 433-7550 or 433-7551 for current information on prices and hours.

King Center for the Performing Arts
The $12.5 million cultural center, located on the Melbourne campus, opened in April 1988. The architecturally and technically unique six-story center features a 2,016-seat performing arts theatre with a 6,000 square-foot main stage and a 226-seat Studio Theatre. The King Center plays an important educational and cultural role in the College and on the Space Coast. The Center is a versatile multi-use facility. Students of musical theatre, drama, ballet, dance and symphonic music have opportunities to enjoy these genres performed on the King Center stage. Occasionally, the theatre offers chat back opportunities with production casts for EFSC students. In addition, the Center showcases the finest in popular recording artists, classical musicians, comedy, Jazz, country and rock music entertainment.

A limited number of $10 tickets are available to select performances for EFSC students, faculty, staff and alumni. Half price day-of-show discounts are also available for many shows. Student memberships are available to EFSC students for a small yearly fee. The King Center also offers a Theatre for Youth and Outreach Program. Designed for young audiences and their educators and endorsed by the Brevard Public School District, this expanding program features major theatrical touring productions, outreach and professional art development programs for educators. Art exhibits, changing monthly, are showcased in the Harris Gallery and Lobby and are available for viewing during performances. In addition, EFSC offers art exhibitions, choral and instrumental music performances, and theatre presentations featuring student, staff and community performers at locations throughout the county. Visit www.kingcenter.com or call the King Center ticket office (321) 242-2219 for more information on shows and availability of discounted tickets at the theatre.

Lost and Found
EFSC is not responsible for personal property that might be lost or stolen while on campus. In case of lost or found items, please check with the Security Office on the campus.

Moore Center
The Harry T. and Harriette V. Moore Center commemorates the lives and work of the Moores, African-American educators, community leaders, and activists who were assassinated in Mims, Florida, in 1951. Harry T. Moore’s life and work exemplified the “courage to challenge” an oppressive system and served as a model for Civil Rights leaders who followed. Since its inauguration in August 1996 on EFSC’s Cocoa Campus, the mission of the Moore Center has been to improve race relations and human relations. The center fosters a greater awareness and appreciation for the contributions of all races, cultures, and religions represented in American society. For more information, call (321) 433-7670.
Student Bill of Rights and Responsibilities

Eastern Florida State College students are both citizens and members of the academic community. As citizens, students enjoy freedom of speech, peaceful assembly, and the right to petition. As a member of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all Board of Trustees’ Policies and Procedures.

Student Code of Conduct

This code of conduct relates to all actions disruptive to the educational process and includes both physical and virtual (online) educational communities and communications. Violation of the standard of conduct herein will be considered a disciplinary matter and treated in accordance with procedures of due process and with respect of the right and welfare of all members of the college community. Standards of conduct for which students are subject to disciplinary action, such as suspension or expulsion from EFSC, include, but are not limited to, those described below:

1. Academic Dishonesty - Cheating, plagiarism and any other misrepresentation of work are prohibited. Students who are found to be in violation of this standard may receive severe sanctions including a failing grade in their respective course and, depending on the circumstances, possible expulsion from Eastern Florida State College.

2. Alcoholic Beverages (See #25 also) - Possession of alcoholic beverages is prohibited on the campuses of Eastern Florida State College and at any college-sponsored activity or event unless officially approved for a specific function by the President.

3. Animals - Animals are not permitted in any of the college facilities unless they are service dogs or animals that are part of an approved course or presentation. The college procedure for animal use on campus must be followed.

4. Arson - No student shall commit or aid in the intentional commission of an act which results in fire being ignited that causes damage or is intended to cause damage, to the property of the college or to the property of any other person.

5. Assault and/or Battery - No student shall threaten or inflict bodily harm or discomfort on another.

6. Breach of Peace - Conduct or expression on College owned or controlled property which disrupts the orderly functioning of the College or the delivery/reception of instruction which is lewd, indecent or obscene is prohibited. Cellular telephones and audible pagers should only be used outside of classrooms.

7. Children on Campus - Because of potential disruptiveness to the learning environment, non-enrolled children are not permitted to visit a class in session or a lab. Children will not be permitted to remain in the common areas of College buildings without adult supervision. Only registered students are allowed to sit in class.
8. **College-sponsored Activities and Events** - Use of College facilities must be approved by the proper College authority. All College-sponsored activities and events (e.g., outdoor concerts, student rallies, outside speakers, etc.) are subject to any limitations and provisions established by the appropriate College official.

9. **Complicity** - A student present during the commission of an act by another student which constitutes a violation of College policy may also be charged if the former student’s subsequent behavior constitutes support of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the College to burden innocent witnesses.

10. **Conduct** - Conduct or expression that is considered lewd, indecent or obscene is prohibited.

11. **Contracting or Representation in the Name of the College** - Students are prohibited from contracting in the name of Eastern Florida State College and may not claim to be official representatives of the College. Students will not endorse a product in a manner which implies an official endorsement by the College.

12. **Cosmetology Prohibited Act** - Student cosmetology services shall be performed only in the lab under the supervision of an instructor. All services must be approved in advance by the instructor. Services shall not be performed in restrooms, hallways, or other areas. Students are expected to adhere to the professional standards associated with licensure expectations.

   **Florida Statute 477.0263** - Cosmetology services shall be performed only by licensed cosmetologists in licensed salons. **Florida Statute 477.0265. Prohibited acts.** It is unlawful for any person to engage in the practice of cosmetology or a specialty without an active license as a cosmetologist or registration as a specialist issued by the department pursuant to the provisions of this chapter. Any person who violates any provision of this section commits a misdemeanor of the second degree, punishable as provided in §775.082 or §775.083.13.

13. **Damage or Destruction of Property** – Accidental damage, vandalism or malicious damage to property belonging to Eastern Florida State College or others may require restitution from the person responsible for such damage and/or disciplinary action.

14. **Defamation, Threats and Extortion** - Verbal or written communication that is considered threatening, defamatory or that could amount to extortion is prohibited.

15. **Disruption** - In accordance with F.S. 1006.61 (1): "Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions."

   Students who intentionally act to impair, interfere with or obstruct the orderly conduct, process and functions of the college, either on or off campus, shall be subject to appropriate disciplinary action by college authorities. Disruptive conduct shall include, but not be limited to, the following:
   
   a. Violence against or endangerment of any member or guest of the college community.
   b. Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any section of the college community to express his/her views).
   c. Theft or willful destruction of college property.
   d. Forcible interference with the freedom of movement of any member or guest of the College.
   e. Obstruction of the normal process and activities essential to the college community. Orderly demonstrations of points of view by signs, etc., which are neither vulgar nor profane are not considered disorders.

16. **Distribution or Sale of Literature or Goods** - Distribution or sale of literature or goods on the campuses must be approved by the Associate Provost or Provost.
17. **Dress and Appearance** - Students are expected to maintain standards of personal appearance and dress which are conducive and appropriate to the maintenance of health, welfare and safety for themselves and for their associates in the community. Dress worn by students must be of sufficient quality and quantity to properly cover and protect the body, including shirt and shoes.

18. **Duplication of Keys** - Duplication of College keys is prohibited.

19. **Failure to Pay Financial Obligations** - The College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt he/she owes to the College. If a student fails to pay the College an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all financial obligations to the College. Students will not be allowed to register for classes until account is cleared.

20. **Falsification of Records** - Falsification of College records, including, but not limited to, admission, registration, disciplinary and health records, by forgery or other means of deception, is prohibited.

21. **Firearms, Weapons, Fireworks, Explosives** -

   **A. Introduction**

   EASTERN FLORIDA STATE COLLEGE is committed to maintaining an educational and workplace environment that is free of violence. The College further recognizes the existence of extensive legislative acts and constitutional provisions pertaining to the rights and obligations of those who own or possess firearms, specifically those addressing the right to carry, store, and transport firearms on one’s person and within motor vehicles.

   **B. Authority**

   1. While on college grounds or facilities or at college-sponsored activities and events, students, staff, faculty, administration, employees, and invitees, hereinafter referred to as “person,” are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices, or explosives. [§790.001; §790.115, F.S. (2013)]

   2. Exceptions: The following circumstances shall not be a violation of this policy/procedure:

      a. It is lawful and is not a violation of Florida Statute or EASTERN FLORIDA STATE COLLEGE policy/procedure 112 for a person 18 years of age or older to possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private vehicle (conveyance), without a license, if the firearm or other weapon is securely encased or is otherwise not readily accessible for immediate use. Nothing in this policy prohibits the carrying of a legal firearm other than a handgun anywhere in a private conveyance when such firearm is being carried for a lawful use.[§790.115; §790.25; §790.251, F. S. (2013)]

      b. A firearm in the possession of a law enforcement officer who is authorized to possess the firearm whether on or off duty, by the employing law enforcement agency.

      c. Any other possession of a firearm specifically authorized pursuant to the provisions of F.S. §790.115, (2013).

22. **Gambling** – Gambling is prohibited on the campuses of Eastern Florida State College.

23. **Hazing** - Hazing in any form on campus or at any College sponsored activity is prohibited.

24. **Identification of Students** - Students are required to present proper identification when requested by authorized College officials. Any misrepresentation, alteration or misuse of identification is prohibited.
25. **Illegal Drugs and Controlled Substances** - The College cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. In accordance with Eastern Florida State College Policy: An applicant for admission to the college will be asked to sign a document to certify that he or she:

- Will not possess, sell, purchase, deliver, use, manufacture, distribute or be under the influence of illegal drugs, alcohol or other controlled substances while present on any Eastern Florida State College campus or in attendance at any college-sponsored event on or off campus.
- Will notify the College within five (5) days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances.
- Has read, understood and will obey the College drug policy. Applicants who refuse to sign the drug-free certification document may be refused admission to the college. If an applicant cannot agree to accept the above conditions for admission to the College, he or she may be offered counseling which may include information as to where to obtain rehabilitative services. The statement of certification will be considered a legal contract between the student and the College and such contract will be considered broken upon conviction of an offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances. The term conviction means an adjudication of guilt by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. A student who is convicted for a drug-related offense that occurred on campus or while in attendance at a College event will be sanctioned up to and including suspension or expulsion. A student who is tested positive for an illegal drug or controlled substance during screening for College related programs or for program-related clinicals will also be sanctioned up to and including suspension or expulsion.

26. **Intellectual Property Rights** - The College promotes an academic environment that encourages and rewards the creative efforts and innovative spirit of its students. The College, therefore, does not claim ownership rights to the intellectual property created by students in the scope of their attendance except where the student has utilized substantial resources of the College in the development of the work that goes beyond resources commonly provided to students for production of publications or class projects. Intellectual property is meant to include both traditional forms of intellectual property such as student publications, class projects and student papers, as well as non-traditional intellectual property such as CD-ROMS, computer programs, TV courseware or other electronically recorded materials. All such intellectual property remains the property of the authoring student. However, the College retains an interest in said property by virtue of the College’s assistance and support for its development, production and dissemination and, therefore, shall have reasonable access to and use of the intellectual property for such purposes as student evaluation and reproduction in exercising their administrative duties.

27. **Interference with College Guests** - The College may initiate disciplinary actions for any interference with the freedom of movement of any guest of the college.

28. **Misuse of Emergency Equipment** - Fire escapes, designated ground-level doors, fire hoses, extinguishers and alarm equipment are to be used only in emergencies. Tampering with or misuse of these emergency devices, as well as blocking fire exits or impeding traffic in any way, is prohibited.

29. **Obeying Reasonable Orders of College Officials** - Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting on the part of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

30. **Outside Speakers** - Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association. These invitations must be approved by the Associate Provost or Provost.
31. **Public Laws** - Any act by a student which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by the College.

32. **Providing False Information** - No student shall knowingly give false or perjured testimony in any college investigation or proceeding. No student shall knowingly give false information to a college official or show reckless disregard for truth.

33. **Recognition of Student Groups** - In order to be classified as a student organization, established, recognized procedures must be met and approved by the Associate Provost and Provost.

34. **Search and Seizure** - College officials may request the right to search lockers or personal property for suspicious cause. If necessary, local law enforcement may be contacted for follow up.

35. **Smoking** - Smoking of any tobacco products and electronic cigarettes are strictly prohibited within all College work areas, including conference rooms, classrooms, restrooms, stairwells, and hallways. Smoking is also prohibited in any vehicle (to include golf carts) the College owns, hires, or leases. Smoking on College property will only be allowed at designated smoking areas. Employees, students, and visitors may use designated smoking areas only. Proper disposal of smoking material in the ash urns provided is required.

36. **Theft or Other Abuse of Computer Time, including but not limited to:**
   a. Unauthorized entry into a file to use, read, change contents or for any other use.
   b. Unauthorized transfer of a file or unauthorized copying of licensed products.
   c. Unauthorized use of another individual's identification and password.
   d. Use of computer facilities including laptop and wireless access to interfere with the work of another student, faculty member or college official.
   e. Use of computing facilities including laptop and wireless access to send obscene or abusive messages.
   f. Use of computer facilities including laptop and wireless access to interfere with the normal operations of the college computing system.
   g. Use of computing facilities including laptop and wireless access to download obscene materials.
   h. Violation of other established computer lab policies or laptop computer loan agreements.

37. **Theft, Unauthorized Possession and/or Sale of Property** - Students involved in theft, unauthorized possession and/or sale of property not belonging to them are subject to college disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, audio-visual department, athletic department) or by another person, without authorization or payment for such property, will be subject to College disciplinary action.

38. **Threat to any College Guest** - The active threat of violence against any guest of the College is strictly forbidden.

39. **Unauthorized Use of College Facilities** - The unauthorized use of, or entry into, any College facilities (i.e., classrooms, labs, athletic fields), whether by force or not, is prohibited.

40. **Use of College Mail Services** - Use of College mail services is limited to official business of the College or College-sponsored or approved College-related organizations. Students must receive approval from the campus Associate Provost Office in order to use College mail services.

41. **Use of Vehicles** - Riding bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and skateboarding is prohibited on the campuses of Eastern Florida State College in any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property on the campus. **EXCEPTION:** Motorized vehicles for handicapped persons may be used on walkways and in buildings.
42. **Violation of Probationary Status** - A student, who is alleged to have violated the Code of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.

43. **Violations of Law** - Violation of Federal and state law, respective county and city ordinances, and any college and Board of Trustees rule, and regulation, academic, or classroom policy may be cause for application of the Student Disciplinary Procedure, and/or referral to the appropriate legal authority.
In-Class/Academic Issues

Alleged violations of the Student Code of Conduct are referred to the Associate Provost/Dean. Academic dishonesty includes conduct aimed at making false representation with respect to a student's academic performance. Academic dishonesty includes but is not limited to: cheating; plagiarism or falsifying records; unauthorized collaboration in work to be presented; unauthorized access to the learning management system or allowing another individual to access one's learning management system; stealing examinations or course materials, or knowingly and intentionally assisting another student to commit academic dishonesty. Please relay any questions about this policy to your professor and/or the Associate Provost / Dean's office.

Procedure for Academic Appeals

Prior to submitting the formal appeal form, students must do the following, and in this order:
1. The academic student concern must be addressed as soon as possible in a non-confrontational manner with the appropriate faculty member.
2. If not resolved at this level, the student must contact the Department Chair or Program Coordinator/Manager to address the concern.
3. If not resolved through steps 1 and 2, the student may submit a formal appeal form with attached documentation to the Campus Associate Provost's/Dean's office for processing and resolution. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost’s/ Dean’s office. Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.
4. If not satisfied with the resolution at step 3, the student may request in writing, through the Associate Provost's/Dean's office, a review by the Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal. The decision of the Provost is final.
5. If the student feels that the established procedures were violated, the student may request an administrative review by the Vice President of Academic Affairs/CLO. This is NOT a re-trial of the incident, but a procedural review. The request for administrative review must be made in writing through the Provost's Office within five days of receiving notification of the resolution. The decision of the Vice President is final.

Administrative Appeal

Administrative issues include issues with administration, registration, late withdrawals due to medical problems or other extenuating circumstances.
1. Administrative student issues should be addressed as soon as possible with the appropriate staff member.
2. If not resolved through step 1, the student may submit a formal appeal form with attached documentation to the Campus Associate Provost's/Dean's office for processing and resolution. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost/Dean’s office. Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.
3. If not resolved at step 2, the student may request in writing, through the Associate Provost’s/Dean’s office, a review by the Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal.
4. If not resolved at this level, the student may request, with additional documentation that is pertinent to the appeal, a review by a campus based appeal committee. This request must be in writing and received in the Associate Provost’s/Dean’s office no later than five days following the student's receipt of written notification in follow up to the appeal. This committee will make recommendations to the Provost. The decision of the Provost is final.
5. If the student feels that the established procedures were violated, the student may request an administrative review by the appropriate Vice President. This is NOT a re-trial of the incident, but a procedural review. The request for administrative review must be made in writing through the Provost's Office within five days of receiving the written report stipulating the findings and sanctions. The decision of the Vice President is final.

Campus Appeal Committee for Administrative Appeals

A Campus Appeal Committee will be formed whenever there is a case to be heard. The Appeal Committee shall be composed of students, faculty and staff as appropriate. The Provost shall appoint the committee and establish the hearing date, time and place and communicate the same to the student, and committee. Committee members may not have direct knowledge or involvement in the incident leading to the appeal. Actions of the committee are decided by majority vote.
Disciplinary Sanctions

A list of disciplinary sanctions (F.S. 1006.62) that may be imposed in cases of violation of the Student Code of Conduct follows:

1. Expulsion. Mandatory separation from the College with no promise of future re-admission. A student who has been expelled is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College. The Provost will present recommendations for expulsion to the President. Only the President may authorize an expulsion.

2. Suspension. Mandatory separation from the College for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College during the suspension. The student may re-enroll at the College when the suspension order has elapsed. The Provost will present recommendations for suspension to the President. Only the President may authorize a suspension.

3. Temporary Suspension. The Associate Provost or Provost may temporarily suspend any student when: (1) the student is ordered by an administrator, officer or faculty member to cease or desist any activity which disrupts the orderly operation of the College and (2) the student persists in activity which is disruptive after receiving the warning and order. The Associate Provost or Provost shall determine whether or not the suspension shall continue until a hearing is held on the merits of the respective case. A student on temporary suspension is barred from visiting privileges and class attendance at any of the campuses or centers of Eastern Florida State College.

4. Final Disciplinary Probation. A disciplinary sanction serving notice to a student that the behavior is in flagrant violation of college standards and that the following conditions exist:
   a. The sanction is for the remainder of the student's attendance at the College.
   b. Another conviction of a violation of the Student Code of Conduct will result in the imposition of the minimum sanction of suspension.

5. Disciplinary Probation. A disciplinary sanction serving notice to a student that the student's behavior is in serious violation of college standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation.

6. Disciplinary Censure. A disciplinary sanction serving notice to a student that the student's behavior has not met college standards. This sanction remains in effect for the duration of one complete semester. Future violations of the Student Code of Conduct, if occurring while disciplinary censure is in effect, could result in more serious disciplinary sanctions.

7. Restitution. Reimbursement for damage to, or misappropriate use of, property of the College or other persons. Reimbursement may take the form of rendering repair or compensating for damages.

8. Restriction or Revocation of Privileges. Temporary or permanent loss of privileges, including, but not limited to, the use of a particular college facility or parking privileges.

Eastern Florida State College is committed to a policy of equal opportunity and equal access in all areas of the College, including the enrollment of students, and the employment of faculty and staff.
Drug-Free Campus

College Policy Summary
Because the likelihood of success is dramatically reduced for students who abuse drugs, Eastern Florida State College is determined to have drug-free campuses. Illegal use of drugs or alcohol will not be tolerated on any EFSC campus or at any EFSC-sponsored event off campus.

Eastern Florida State College requires applicants to commit themselves to obeying the law and refraining from illegal drug and alcohol activity on its campuses and at its events. Applicants who cannot agree to sign this pledge will not be granted admission to Eastern Florida State College. However, they will be offered referral counseling to inform them of drug rehabilitation services in the community which may help them. The Student Services Office on each campus can provide further information.

A student who is convicted for a drug-related offense that occurred on campus or while in attendance at a college event will be sanctioned up to and including suspension or expulsion. A student who tests positive for an illegal drug or controlled substance during screening for college-related programs or for program-related clinicals will also be sanctioned up to and including suspension or expulsion.

The College has the responsibility to refer for prosecution anyone engaging in illegal drug or controlled-substance activity on its campuses or off-campus events. A student who is convicted of any drug offense must report it to the Associate Provost on his/her campus within five days. Students may contact the same office for an explanation of appeal rights for each step of the disciplinary process.
Health, Safety & Security

Campus Security
The EFSC Security Department operates 24 hours a day, 7 days a week, including holidays. The Campus Security Office can be reached at the following numbers; however, if there is an injury or extreme emergency - call 911 first, then the Campus Security Office.

- Cocoa, Building 1 (321) 433-7086 (321) 403-5907
- Melbourne, Building 5 (321) 433-5586 (321) 403-5909
- Titusville, Building 1 (321) 433-5086 (321) 403-4200
- Palm Bay, Building 1 (321) 433-5286 (321) 403-5911

The Florida Department of Law Enforcement has established a toll-free number (1-888-FL-PREDATOR) and a website (https://offender.fdle.state.fl.us/offender/homepage.do) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Eastern Florida State College takes pride in providing safe and secure campuses for its students, faculty, and staff.

Campus Safety
In 1990, the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was adopted. This law requires colleges and universities to report criminal activity and promote awareness in an effort to prevent criminal behavior.

The following crime statistics indicate collegewide criminal activity that was reported to the EFSC Security Department:

<table>
<thead>
<tr>
<th>EFSC Crime Statistics 2012 - On-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
</tr>
<tr>
<td>Sex offenses - forcible</td>
</tr>
<tr>
<td>Sex offenses - non-forcible</td>
</tr>
<tr>
<td>(Include only incest and statutory rape)</td>
</tr>
<tr>
<td>Robbery</td>
</tr>
<tr>
<td>Aggravated assault</td>
</tr>
<tr>
<td>Burglary</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
</tr>
<tr>
<td>Arson</td>
</tr>
<tr>
<td>Weapons</td>
</tr>
<tr>
<td>Liquor Law</td>
</tr>
<tr>
<td>Drugs</td>
</tr>
</tbody>
</table>

Anyone wishing to learn more about the Clery Act is asked to visit the College's website or contact the EFSC Security Office. Keeping our students, faculty and staff safe is the highest priority of EFSC.
Parking Regulations

Parking and traffic regulations must be maintained for the protection of all. Students must park in student parking lots designated by signs and white lines. Restricted areas are: Disabled (blue), Faculty/Staff (yellow), and Fire Lanes (red).

A 15 mile-per-hour speed limit applies to all EFSC campuses. Fines are assessed for failure to display a decal and for parking or moving violations. Student records may be placed on hold for unpaid fines.

Students are required to have a parking decal that can be obtained at the following locations:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocoa Campus Security</td>
<td>Building 1</td>
<td>Room 100</td>
</tr>
<tr>
<td>Melbourne Campus Security</td>
<td>Building 5</td>
<td>Room 137</td>
</tr>
<tr>
<td>Palm Bay Campus Security</td>
<td>Building 1</td>
<td>Room 101B</td>
</tr>
<tr>
<td>Titusville Campus Security</td>
<td>Building 1</td>
<td>Room 101A</td>
</tr>
</tbody>
</table>

Parking permits are non-refundable and required for all students registered for credit or non-credit courses, including continuing education and leisure courses, who wish to park a vehicle on campus.

The deadline for having a parking permit is by the end of the first week of classes each term. Students who do not have a parking permit after this date will be issued $10 parking citations by EFSC Campus Security for each occurrence.

2014-2015 Parking Permits

To request and purchase a 2014-15 annual parking permit, students must follow these steps:

1. Request a parking permit electronically by logging onto Titan Web Services using your Student ID Number and password. After you log in, click on Student Services > Parking Permits > Request a Permit. Students either must select a vehicle that is already registered at EFSC or add a new vehicle to the EFSC registry. Click Submit once the parking permit request is complete. Once a student clicks the submit button, his or her account will be charged $40 plus tax per vehicle and his or her request for a permanent parking permit will be processed. A printable temporary parking permit will be provided in Titan Web Services, which students can print and use immediately. Prior to the expiration date listed on the temporary parking permit, students must turn in the temporary parking permit at the campus security office for an annual parking permit to avoid parking citations on campus.

2. Must adhere the permit to the left side of their vehicle’s rear bumper or lower left side of their vehicle’s rear glass window. Parking permits must be adhered to motorcycles in a visible location.

Parking permits are now available through Titan Web Service's parking permit request system. Students registered for who wish to park a vehicle on any of EFSC’s four campuses are encouraged to request your parking permit today.

Student Health

The College conforms to the American College Health Association's recommended standards for confidentiality of information pertaining to the medical situation of employees and students as presented in the Recommended Standards for a College Health Program, 4th edition, 1984. These standards include: "... no specific detailed information concerning complaints or diagnosis to be provided to faculty, administrators, or even parents without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974." Although Eastern Florida State College does not REQUIRE vaccination against meningococcal disease or Hepatitis B for students, EFSC strongly encourages everyone attending the College to be aware of the symptoms, risk factors, preventative measures, and cure for these diseases.
Smoking
Smoking of any tobacco products and electronic cigarettes is strictly prohibited within all College work areas, including conference rooms, classrooms, restrooms, stairwells, and hallways. Smoking is also prohibited in any vehicle (to include golf carts) the College owns, hires, or leases. Smoking on College property will only be allowed at designated smoking areas. Employees, students, and visitors may use designated smoking areas only. Proper disposal of smoking material in the ash urns provided is required.

Hepatitis B
Hepatitis B is a virus that infects the liver. With this disease, signs and symptoms occur in about 30% to 50% of patients infected. Only 30% have jaundice (yellowing of the skin and whites of the eyes). Children under the age of five rarely have symptoms of hepatitis. When and if symptoms occur, patients may show signs of jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Some patients will become chronically infected with Hepatitis B. This will occur in up to 90% of children born to mothers who are infected, 30% of children infected at one to five years, and six percent of persons infected after age five. Death from chronic liver disease occurs in 15-25% of chronically infected persons; 1.2 million individuals are chronic carriers of Hepatitis B in the United States. The World Health Organization (WHO) estimates that approximately 5% of the world’s populations are chronically infected with Hepatitis B. One million die from Hepatitis B worldwide each year. In the United States approximately 80 thousand become infected and approximately 3,000 die annually from Hepatitis B. Risk factors for Hepatitis B are individuals whom have multiple sex partners or diagnosis of sexually transmitted diseases, men who have sex with men, sex contacts of infected persons, injection drug users, household contacts of chronically infected persons, infants born to infected mothers, infants/children of immigrants from areas with high rates of Hepatitis B, some health care workers, and hemodialysis patients.

You should not be vaccinated with this vaccine if:
• You have ever had a life threatening allergic reaction to baker’s yeast (used to make bread)
• You have ever had a severe allergic reaction to previous dose of Hepatitis vaccine
• Or, you are moderately or severely ill at the time of a scheduled vaccine with Hepatitis B (you should wait until you recover from the condition).

Individuals who take these vaccines should have few if any side effects. These diseases are always much more severe than the vaccine. A few individuals may experience:
• Soreness and/or redness where the shot was administered, lasting a day or two,
• Mild to moderate fever, again lasting a day or two. Severe reaction is extremely rare!

Reference: CDC. General Recommendations on Immunization Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Family Physicians (AAFP)-MMWR February 8, 2002 / 51(RR02);1-36 Immunization Action Coalition www.immunize.org.

HIV, AIDS and Other Life-Threatening Diseases
When an employee or student becomes aware that he/she has a serious medical condition, such as HIV, AIDS or another life threatening communicable disease, the student or employee is encouraged to seek assistance from the College. Specific information relating to HIV or AIDS can be obtained by calling 1-800-FLA-AIDS.
Meningococcal Disease
An acute bacterial disease, Meningococcal Disease is characterized by sudden symptoms of fever, intense headache, nausea and often vomiting, stiff neck and frequently a petechial (small purplish red spots) rash which may appear pink in color. Symptoms may mimic Influenza; however Influenza rarely has vomiting or other gastrointestinal symptoms. Approximately 2,500 to 3,000 individuals are diagnosed with Meningococcal disease in the United States annually. Most cases seem to occur in the late winter to early spring. Although Meningococcal disease is primarily seen among very small children, this disease occurs commonly in children and young adults. College students particularly whom reside in dormitories may be at increased risk for Meningococcal disease. The general population may have an incidence of 1.1 per 100,000 while those students in dormitories have a rate of three to five cases per 100,000. Transmission occurs by direct contact, including droplets from the nose and throat of infected persons.

The exchange of saliva by kissing, sharing of food utensils, and sharing cigarettes is the most common modes of transmission among college students. Before early diagnosis, modern therapy and supportive measures the death rate exceeded 50%. The vaccine is administered with one dose for individuals two years of age. The vaccine may be given to pregnant females. You should not be vaccinated with this vaccine if you have had a serious allergic reaction to a previous dose of this vaccine or are mildly ill at the time of scheduled Meningococcal vaccine.

Student Insurance
Insurance coverage with respect to injuries or accidents while enrolled at EFSC is effected by private contract between an insurance company of choice and the student or parent and is not a requirement of general admission. Students enrolled in certain programs, career technical students, intercollegiate athletes and those enrolled in "high risk" activities, are examples of those who will need such insurance. Students should check with their campus Admissions and Records office for availability of insurance application forms provided by carriers specializing in college-student insurance. Health Sciences students should contact Health Sciences with questions regarding insurance requirements for health sciences programs.

Counseling / EFSCares
EFSCares is a free, confidential student counseling service available to all part- and full-time enrolled students that provides 24-hour counseling seven days a week. The service is a college partnership with BayCare Behavioral Health, a Florida community-based health care organization. When any enrolled EFSC student calls the toll free telephone number, 1-800-878-5470, a BayCare Life Management operator will explain how to access the EFSCares counseling service, also referred to as the Student Assistance Program (SAP). You’ll be connected to a licensed mental health provider who will assess your personal situation and refer you to local face-to-face counseling providers, if needed.

EFSC students are eligible to receive unlimited free telephone assessments and up to three free, individual face-to-face counseling sessions per year. EFSC does not track your information. This is a private, confidential service to help you when you need it most.

For immediate assistance: Call the EFSCares Hotline at 1-800-878-5470

For additional information: Dr. Suzanne O’Neill
Student Assistance Program Liaison
321-433-7008
oneills@easternflorida.edu

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Privacy/Access to Records

Eastern Florida State College maintains certain practices and procedures to assure compliance with the Family Educational Rights and Privacy Act (FERPA). This law affords students certain rights with respect to their education records. More information is available in the College Catalog and the College website at [www.easternflorida.edu](http://www.easternflorida.edu).

**Directory Information**

Directory information means information contained in a student’s educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, the College has established the following as directory information.

- Student name
- Degree of study
- Participation in officially recognized college activities
- Weight and height of members of athletic teams
- Terms of attendance
- Degrees and awards received

Although the above directory information may be available for release, the College does not routinely release such information to third parties. Information may appear in Eastern Florida generated documents such as the graduation commencement programs, publications, student IDs, and news releases of awards. Eastern Florida e-mail addresses may be made available to students in distance learning environments where electronic communication between students is required. In addition, students' names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines. Military branches also will be given phone numbers.

**What does this mean?**

When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Only the student may request access to his or her education records. Only the student may register for classes. The student may grant permission for a third party to do this only by signing a release form which specifies exactly who, what and when the designated person may access the student's information.

**Non-directory Information**

Non-directory information is personally identifiable information such as grades, transcripts, GPA and academic standing. The College does not release this information without written authorization from the student. If a student wishes to have any personally identifiable information regarding their educational record released, a Permission to Release Educational Record Information form must be completed by the student. The forms are available in the campus admissions and records offices and online.

**What is the procedure for limiting the release of directory information?**

The College will honor the student’s request to restrict the release of directory information as stated previously. To withhold directory information, the student must complete a non-disclosure form in person at the Admission and Records office on any campus. The status of disclosure is binding and all records will be noted "confidential" until the status is changed by the student. No information will be released without prior written consent of the student.
Collection of Social Security Numbers

Eastern Florida State College takes fraud and abuse seriously. It is critical that you report your social security number accurately. Students providing false or inaccurate identification, including social security numbers, will be prohibited from conducting business with the College until their identity can be verified. Any information changes, such as a name change, must be reported to the U.S. Social Security Administration and the College in a timely manner.

Florida Statute 119.071(5), and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage, and release of your social security number by Eastern Florida State College.

EFSC collects, uses, and releases your social security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the College secures your social security number from unauthorized access, strictly prohibits the release of your social security number to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique identification number will then be used for all associated employment and educational purposes at EFSC.

The College’s complete notification of social security number collection, usage and release procedure can be found on the EFSC website.

Changes to Student Records

Students may request a change to their record in writing or by presenting photo identification. Typical changes include name, address, telephone number, social security number and program code (major). Most changes require the student to present appropriate documentation. Students who receive financial aid should check with that office prior to changing their major. Address and phone changes can be made online or in person, and should be verified and updated each term. The post office will not forward official College mail.
Equal Access/Equal Opportunity

In accordance with Federal and State laws as well as Board Governance Policy [400.1], Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetics, religion, gender, gender preference, disabilities, marital status, veteran status, ancestry or political affiliation. Our commitment encompasses recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits.

Inquiries regarding the College’s Equal Opportunity Policies, including Title IX (gender discrimination) and Section 504 of the Americans with Disabilities Act (disabled discrimination) and equity issues in general may be directed to Ms. Darla Ferguson, Chief Equity and Diversity Officer, Cocoa Campus, George Washington Carver Administration Building 2, 1519 Clearlake Road, Cocoa, FL 32922, (321) 433-7080 or e-mail fergusond@easternflorida.edu.

Inquiries regarding veterans’ programs may be directed to the Office of Veterans Affairs, Student Services Center/Administration, Building 1, Room 140, 3865 North Wickham Road, Melbourne, Florida 32935; (321)433-5532 or the Office of Veterans Affairs, Ralph M. Williams Student Center, Building 11, Room 209, 1519 Clearlake Road, Cocoa, Florida 32922, (321)433-7333.

The College has instituted procedures to provide a channel for the resolution of various types of problems or complaints by students and applicants for admission concerning College policies or College employees. Retaliatory action of any kind taken by an employee of the College against any student involved in any aspect of the grievance procedure is prohibited and shall be regarded as a separate and distinct grievous matter per College policy.

Students who feel that they have been injured in some fashion by unfair treatment (on the part of a College employee, or under any of the College policies, procedures, programs or activities) or by discrimination or harassment (on the basis of age, color, gender or gender preference, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability) have the right to initiate informal and (optionally) formal grievance procedures.

INFORMAL PROCESS

The College encourages individuals to discuss issues and attempt to work out differences in a non-confrontational manner. This informal process is defined as the verbal discussion between the student and the staff or faculty member most closely associated with the concern. The informal process is intended to encourage a satisfactory resolution to a complaint at the earliest possible time; however, the informal process is not a mandatory step in order to access the formal process.

Filing an Informal Complaint

An individual who believes that he/she is the victim of discrimination or harassment should file a complaint with the Equity Officer. This will require that the complainant contact the Equity Officer and complete a grievance input form, identifying himself/herself, the respondent, the date(s) that the incident(s) took place and the place(s) of the alleged discriminatory action(s), describing the alleged incident(s) and identifying the resolution sought.
10 business days
Once the Equity Officer receives a complaint, he/she has ten (10) working days to contact the appropriate College official to arrange for the official to attempt to resolve the differences between the complainant and the respondent. The Equity Officer will monitor the progress of the grievance resolution and, if no satisfactory resolution is achieved within the allotted time frame, escalate the matter to the Campus Associate Provost.

10 business days
The Campus Associate Provost has ten (10) business days to attempt to resolve the differences between the aggrieved student and the respondent. The Campus Associate Provost and the Equity Officer will document the case, including the allegation, the settlement attempts, and any resolution reached and provide copies of this memorandum to the Campus Provost.

FORMAL PROCESS
If the Informal Process does not yield an acceptable resolution for the student; or, if the Informal Process is bypassed, the College Equity Officer will initiate the Formal Grievance Process.

10 business days
Utilizing the information gathered during the Informal Process or in the Formal Process request, the Equity Officer has ten (10) business days from completion of the Informal Process to investigate and analyze further the grievance (interview complainant, witnesses, respondent; research legal aspects) and forward the findings to the Provost.

10 business days
The Provost has ten (10) business days to resolve this matter.

15 business days
If the Provost cannot resolve the issue, the Equity Officer has fifteen (15) business days to convene a three member Hearing Panel, consisting of one person each from complainant peer group, respondent peer group, College administration. Appointed members of the Hearing Panel shall be limited to full-time employees and full-time students. The Hearing Panel shall convene the hearing, calling together interested parties, witnesses and other parties deemed necessary as advisors. They will obtain, review and analyze all relevant records, documents, etc. and submit a recommendation to the Equity Officer.
Note: At any point in time, if due process requires further investigation, a written notice will be sent to the complainant and the respondent.

5 business days
After the close of the hearing, the Equity Officer has five (5) business days to prepare a report outlining each issue the panel considered, summaries of important evidence brought to bear on the issue, conclusions, and recommendations. The Equity Officer will communicate the outcome in writing to the complainant and all involved parties.

INVESTIGATION PROCESS
The College will consider every claim of harassment or discrimination on an individual basis. In order to ensure an adequate, reliable, and impartial investigation, the Equity Officer:
• will meet with complainant as soon as possible for both schedules within the 10 days and the complainant shall be primarily responsible for his/her presentation;
• will meet with the respondent to allow for an explanation of the respondent’s position;
• will conduct interviews with the witnesses when relevant to the case, including witnesses that interested/involved parties have suggested;
• will review all interview information with equal fairness to complainant, respondent, and all witnesses;
• will recall witnesses or call additional new witnesses as deemed necessary or helpful to reach a fair decision;
• will include only evidence relevant to the case (when/if/as available);
• will not discuss the case with anyone outside of the investigation process in order to preserve confidentiality;
• will apply the preponderance of evidence standard during this process in order to prove or disprove the allegation or violation;
• will submit a written report at the conclusion of the investigation which will contain:
  • the purpose of the hearing,
  • the issues considered,
  • a summary of the testimony and evidence presented,
  • findings of fact discovered during the investigation,
  • recommendation for final disposition of the case.

APPEAL PROCESS
If the student is not satisfied with the decision of the Hearing Panel, he/she must contact the Equity Officer in writing to request an appeal within five (5) business days of student’s receipt of reported findings. The Equity Officer will forward the appeal request and case file to the President within five (5) business days of receipt of student’s appeal.

The President will make the final determination within five (5) business days of receipt of the appeal from the Equity Officer. Within five (5) business days of receiving the President’s decision The Equity Officer will inform the student and respondent of the President’s decision in writing.

DISCRIMINATION/HARASSMENT PREVENTION
The College will take steps to prevent recurrence of any discrimination and to correct any discriminatory effects on the complainant and others, if appropriate.

CONFIDENTIALITY
Due to the nature of the allegation and information received, all information regarding harassment will be kept in confidence to the greatest extent practicable and appropriate under the circumstances. The Equity Officer or his/her alternate, who will conduct the investigation, may require the cooperation of other students or employees at the College. Only those individuals necessary for the investigation and resolution of the complaint shall be given information regarding the situation in question. The College cannot, however, guarantee that the identity of the complainant will be concealed from the accused harasser. When reasonable, the College will consider requests for separation of the primary parties during the investigation.

In order to ensure that a complete investigation of harassment claims can be conducted, it may be necessary for the College to disclose to others portions of the information provided by the complainant. The College will make every effort to honor any complainant's or respondent's request that the College not disclose certain information provided, consistent with the College's obligation to identify and to correct instances of harassment, including sexual harassment. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

OTHER PROCEDURES
In accordance with Federal and State laws as well as College Policy, Eastern Florida State College has established grievance/complaint procedures for College Faculty and Staff to follow as well as these student procedures. Please refer to EFSC Procedures 200 and 201. Grievance procedures for Faculty and Staff can also be found on the Eastern Florida State College Intranet Web site or by contacting the Associate Vice President/Chief Equity Officer, Cocoa Campus, Carver Administration, Building 2, Room 103, 1519 Clearlake Road, Cocoa, Florida 32922.
Graduation

Students who are ready to graduate must submit an Intent to Graduate Application by the prescribed application deadline during the term in which they plan to graduate. The application form must be completed and signed by the student and a student advisor, who will verify that the student has or will have completed all degree requirements within the term applying*. Degrees are not conferred until all grades have been posted and a final verification of the student’s record is completed by the Office of the Registrar.

*Students who live outside of Brevard County may run an online degree audit and mail the application and fee to the Office of the Registrar.

The College holds two commencement ceremonies for graduating students: a spring ceremony in May and a summer/fall ceremony in December. Students who complete their requirements for graduation during the summer will be officially graduated in the summer and the degree or certificate awarded and mailed. Summer graduates are invited to “walk” in the summer/fall ceremony.

Students must be degree-seeking at EFSC and complete a minimum of 25% of the degree/program requirements through traditional coursework taken at EFSC. See specific degree graduation requirements in the programs section of this catalog.

Graduation Fees
A graduation fee of $20 per degree must accompany the application. The application deadline date is published each term in the Schedule of Classes, the Academic Calendar, and on the EFSC website: www.easternflorida.edu

Late Fee
A late fee of $20 per student will be assessed for applications submitted after the published deadline. There is no guarantee the student’s name will appear in the printed commencement program if the application is submitted late.

Re-Application Fee
Students who do not complete all graduation requirements in the term of initial application must submit a new Intent to Graduate Application by the published deadline and pay an additional $20 graduation processing fee(s) in the term they complete their requirements.

Duplicate or Replacement Diploma
Duplicate or replacement diploma(s) may be requested at the cost of $20 per diploma.

To request a duplicate or replacement diploma, the student must submit the Duplicate or Replacement Diploma Request Form, along with applicable fees, to the Office of the Registrar. Forms may be found on the EFSC website: www.easternflorida.edu/admissions/registrarsoffice/forms.cfm. NOTE: Duplicate and replacement diplomas contain verbiage indicating they are not originals.
Financial Obligations
EFSC will not release diplomas or official transcripts to students who have outstanding financial obligations to the College.

Graduation with Honors
A student completing degree or certificate requirements with a cumulative grade point average of 3.50 or higher will graduate with honors.

Graduation with Multiple Degrees
Students may earn more than one degree or certificate from EFSC. Students may earn only one Associate in Arts degree in the state of Florida; however, they may earn unlimited Associate in Science or Associate in Applied Science degrees upon completion of all degree requirements. Students who have an A.A.S. degree may receive an A.S. degree in the same area upon completion of additional coursework. Students with an A.S. degree are not eligible to receive an A.A.S. in the same program area. While some associate in science degrees and college credit certificates have multiple options, students may receive the respective degree/certificate only once. The transcript and diploma will be posted with the degree name, not the option.

Governing Catalog
The governing catalog is the EFSC catalog in effect at the time of the student’s initial enrollment in credit courses at EFSC. Students will follow the policies and graduation requirements in the governing catalog except when changed by law or by the Board of Trustees, provided student has continuous enrollment in accordance with the following guidelines.

- Continuous enrollment is defined as enrollment in at least one credit course in both the fall and spring terms each academic year.
- An EFSC catalog is valid for five academic years. The governing catalog for students whose catalog has expired will be the one in effect in the next term of enrollment.
- A student may officially declare any subsequent catalog as his/her governing catalog and follow its requirements, providing he/she has continuous enrollment and the catalog is not more than 5 years old.
- If a student changes his/her degree or certificate program, he/she is required to choose from the current program offerings and follow the graduation requirements of the current catalog.
- If a student has a break in enrollment, he/she must follow the catalog in effect at the time he/she re-enrolls in credit courses.
- The governing catalog for students pursuing limited access programs will be the catalog in effect when they are accepted into the program.

Official Catalog
The official version of the catalog is the online version on the EFSC website. Should the Board of Trustees approve changes in program requirements to be effective within an academic year, the revised requirements will be available in the online catalog.

Course Waiver/Substitution
Upon recommendation of the appropriate Department Chair or Program Manager and approval from the Provost, a course may be waived or substituted for graduation purposes. A Petition for Course Waiver or Petition for Course Substitution form must be filed with the Office of the Registrar for the waiver or substitution to be processed.

Courses are waived or substituted for specific degrees only. A course that is waived or substituted does not appear on the student’s transcript. Request for course waivers or substitutions must be submitted for each degree.
**Our Vision:** Eastern Florida State College is committed to being our community's center for quality teaching and lifelong learning.

**Our Mission:** To engage our diverse population in quality, accessible, learning opportunities that successfully meet individual and community needs. Eastern Florida State College fulfills its mission by offering the following:

- Specified Baccalaureate Degree programs through formal written agreements between the college and other regionally accredited postsecondary education institutions or with the college for the purpose of meeting district, regions or statewide workforce needs.
- Undergraduate studies and Associate Degrees for students pursuing a Baccalaureate Degree delivered in traditional face-to-face classes, partially online classes and online classes.
- Technical and vocational training for Associate Degrees and Certificates to enter the workforce, improve professional skills and develop new competencies.
- Instructions support services such as advising and career guidance.
- Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
- Workshops and classes for personal growth, development instruction and lifelong learning.

**Key Values and Beliefs**

**Respect for the Individual (Courtesy/Civility)**
Central to our philosophy is respect for the individual, manifested through courtesy and civility in every endeavor.

**Continuous Improvement/Professional Competence**
Recognizing that we exist in a dynamic environment, we foster innovation to promote continuous improvement in student, employee and organizational development.

**Passion for Learning**
As an educational catalyst, the College sparks the flame of human curiosity by creating an environment to ignite and sustain a passion for lifelong learning.

**Leadership, Empowerment, Integrity**
We value leadership styles that engender trust and confidence and that empower people to make sound decisions.

**Teamwork, Sense of Belonging**
We encourage a sense of belonging by employees and students through promoting an atmosphere of teamwork that embraces the college’s mission and goals.

**Service**
We provide quality service to students, colleagues, and the community with the intention that all those served achieve higher levels of success and satisfaction.

**Accountability**
Through systematic review and evaluation, we are publicly accountable to achieve our mission.

**Sense of Achievement**
We value achievement and reward those who strive to do their best.
Eastern Florida State College’s goal is to prepare students to live and work in a dynamically changing world by emphasizing student growth and lifelong learning. In keeping with our institutional mission and vision, EFSC promotes the development of the five key Core Abilities. These also line up with the five broad categories of state college general education learning outcomes defined in 2007 by a special task force of the State of Florida Council of Instructional Affairs.

WORK COOPERATIVELY
- Learner demonstrates the ability to act cooperatively and effectively in a diverse environment
- Learner demonstrates respectful interpersonal skills with working with others
- Learner provides and accepts constructive feedback
- Learner contributes to a group with ideas, suggestions, and effort

THINK CRITICALLY & SOLVE PROBLEMS
- Learner demonstrates the ability to research, evaluate, interpret, synthesize, and apply knowledge and understanding of problem-solving activities
- Learner demonstrates the integration of culturally and aesthetically based knowledge and understanding of problem-solving activities
- Learner demonstrates the integration of mathematically and scientifically based knowledge and understanding into problem-solving activities

PROCESS INFORMATION
- Learner identifies, locates, and uses appropriate technology and informational tools for research purposes
- Learner gathers required information
- Learner selects, synthesizes, and organizes information
- Learner evaluates and documents sources

MODEL ETHICAL & CIVIC RESPONSIBILITY
- Learner accepts responsibility for his/her learning
- Learner demonstrates respect for the rights, views, and work of others
- Learner exhibits personal and academic honesty
- Learner exhibits responsibility in personal, civic, professional and educational environments

COMMUNICATE EFFECTIVELY
- Learner applies appropriate reading, writing, speaking, new media, and active listening skills to express information, ideas, and opinions
- Learner uses appropriate technology that supports or facilitates communication
- Learner communicates effectively, appropriately, and professionally in verbal, nonverbal, and written forms
The Cocoa Campus is home to the collegewide District Administration. Located on this campus is a hub of technologically advanced facilities: the Astronaut Memorial Planetarium, the EFSC/UCF Joint Use Library, the Florida Solar Energy Center and the new STEM building. Together, these facilities comprise the main components for the Florida Circle of Science and Technology. Also located on the campus is the Clark Maxwell, Jr. Lifelong Learning Center, a cooperative effort of EFSC and University of Central Florida. This unique instructional facility houses programs for both EFSC and UCF, enabling students to complete a bachelor’s and master’s degree without leaving the county.
Located on a wooded 120-acre site, the Melbourne Campus provides state-of-the-art classrooms and laboratory facilities that prepare students for upper division baccalaureate studies, technical degrees, and vocational certificates. Melbourne is also home of the Criminal Justice and Police Testing facilities, the King Center for the Performing Arts, and the college’s largest concentration of student computer laboratories.

**BUILDINGS**

1 – Campus Administration/ Admissions  
2 – Philip L Nohrr Learning Resource Center  
3 – Bookstore  
4 – Auditorium  
5 – Science Building  
6 – Gymnasium  
7 – Dr. Joe Lee Smith Teaching Center  
8 – Criminal Justice Center  
9 – Maxwell C. King Center for the Performing Arts  
10 – Betty B. Parrish Student Center  
11 – Maintenance Building  
12 – Montessori Child Development Center  
13 – Soccer Fieldhouse  
14 – Melissa Prevatt Pavilion  
25 – Baseball Complex  
27 – Soccer Field
Conveniently located just off the Malabar Road exit of I-95, Palm Bay campus has three main buildings that stretch along the shores of Lake Titan. The campus provides the full complement of general education classes required for transfer to Florida state universities, as well as vocational courses in areas of study such as computer programming, database technology, air conditioning, and business administration. Additionally, the campus offers courses in Health Science programs of study including medical assisting, emergency medical services, and nursing. Apprenticeship sponsors offer courses in air conditioning, electrical, machining and other related trades. The Lady Titan softball team has its home field on campus, a walking trail winds around Lake Titan, and Brevard County operates the Palm Bay Aquatic center just south of the main campus. Palm Bay Campus prides itself on providing a center for baccalaureate and graduate education through the offerings of the University of Central Florida.
Titusville Campus
1311 North U.S. 1, Titusville, FL 32796

Titusville Campus is student-centered with small classes and student support services that make learning a pleasure. We are a community of learners where student success is everyone’s goal. The personal service that students receive is complemented by state-of-the-art classrooms and laboratories on a beautiful 120-acre campus that is located on the Indian River Lagoon waterfront, part of the Intracoastal Waterway. The campus specialties in information technology and environmental, natural and life sciences are supported by our location near the Kennedy Space Center and the Canaveral National Seashore. We share a campus setting with the Parrish Medical Center and are developing joint programs in the health sciences. The Titusville Campus is dedicated to ensuring that students will achieve their dreams while reaching their academic and technology goals in a caring, student-centered environment.

Eastern Florida State College
Titusville Campus

BUILDINGS
1 – N Earl Jones Building
3 – Student Center/Bookstore
4 – John Henry Jones Gymnatorium
5 – Frank Elbert Williams Learning Resources Center/Administration
6 – Child Care Center
7 – Maintenance Building

Petition Area

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Cocoa Campus
1519 Clearlake Rd
Cocoa, FL 32922
(321) 632-1111

Melbourne Campus
3865 North Wickham Rd
Melbourne, FL 32935
(321) 632-1111

Palm Bay Campus
250 Community College Pkwy
Palm Bay, FL 32909
(321) 632-1111

Titusville Campus
1311 North U.S. #1
Titusville, FL 32796
(321) 632-1111