16 Week Full Term
August 18 - December 12
Registration Online: 4/28/14 – 8/7/14
Registration Walk-In: 5/12/14 – 8/7/14

12 Week Term One
August 18 - November 14
Registration Online: 4/28/14 – 8/7/14
Registration Walk-In: 5/12/14 – 8/7/14

8 Week Minimester A
August 18 - October 13
Registration Online: 4/28/14 – 8/7/14
Registration Walk-In: 5/12/14 – 8/7/14

12 Week Term Two
September 15 – December 12
Registration Online: 4/28/14 – 9/4/14
Registration Walk-In: 5/12/14 – 9/4/14

8 Week Minimester B
October 14 - December 12
Registration Online: 4/28/14 – 10/2/14
Registration Walk-In: 5/12/14 – 10/2/14
A promising future awaits our graduates

Choose from more than 100 degrees and programs that can lead to employment and career success, including nine Bachelor’s Degrees.

**Launched Fall Term 2013:**
- Bachelor’s Degree in General Business
- Bachelor’s Degree in Health Care Management.
  
  *Candidates must have already earned an A.A. or A.S. Degree from a regionally accredited college or university.*

**Launching Fall Term 2014:**
- Bachelor’s Degree in Public Safety Management
- Bachelor’s Degree in Sales and Marketing Management
- Bachelor’s Degree in Advanced Allied Health
- Bachelor’s Degree in Biomedical Sciences
- Bachelor’s Degree in Program Development/Software Development
- Bachelor’s Degree in Computer Project Management
- Bachelor’s Degree in Networking Systems

Online application available April 1 – July 21, 2014.

Let Eastern Florida State College help you earn your credentials for career advancement.

**Apply and register TODAY.**
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Schedule of Classes

This document is an administrative supplement to the course offerings for the 2014 fall term. For a list of courses, go to the online Class Schedule at www.easternflorida.edu > Quick Links > Class Schedule

Eastern Florida State College reserves the right to make changes in the regulations, instructor assignments and offerings announced in the schedule as circumstances require. The online Class Schedule is the official version.

Accreditation

Eastern Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, Bachelors of Applied Science, and Associate in Applied Science degrees as well as the College Credit Certificate and Postsecondary Adult Vocational Certificate. 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.

Student Parking and Speed Limit

Students may park in student parking lots only (designated by signs and/or white lines). Restricted areas are: Disabled (blue), Faculty/Staff (yellow) and Fire Lanes (red). Students are required to have a parking permit that can be obtained for a fee. Please contact the campus Security Office for information on how and where to obtain the permit. Fines are assessed for failure to display a valid parking permit. A 15 mile-per-hour speed limit applies to all EFSC campuses and is strictly enforced. Student records may be placed on hold for unpaid fines.

Students who need alternate formats of this document or who need reasonable accommodations should contact the Office for Students with Disabilities.

OSD Telephone Numbers:
Cocoa (321) 433-7295
Melbourne (321) 433-5650
Palm Bay (321) 433-5172
Titusville (321) 433-5017
Hearing Impaired 1-800-955-8770 (voice)
1-800-955-8771

Collegewide Phone Number: (321) 632-1111
Fall Term 2014 Important Dates and Deadlines

Priority Admissions Application Deadlines:
- July 21: Bachelor of Applied Science - all degrees
- August 07: For classes beginning August 18, 2014
- September 04: For classes beginning September 15, 2014
- October 02: For classes beginning October 14, 2014

- April 28: Online registration begins for all courses
- May 12: Walk-in registration begins for all courses

Full Term Courses (August 18 - December 12, 2014) On Campus and eLearning
- August 07: Online and Walk-in registration end
- August 07: Fee due date: full term on-campus and online classes
- August 18: Classes begin: full term on-campus and online classes
- August 18 - 22: Add/drop week: full term on-campus and online classes
- August 22: Last day to drop with a refund of fees or change to audit status
- October 30: Last day to withdraw with grade of "W": full term
- December 6 - 12: Final Exam Week
- December 12: Final day of term for students: on-campus and online classes
- December 15: Final grades due at noon: faculty 1/2 work day

Full Term Courses (August 18 - December 12, 2014) On Campus and eLearning
- August 07: Online and Walk-in registration end
- August 07: Fee due date: full term on-campus and online classes
- August 18: Classes begin: full term on-campus and online classes
- August 18 - 22: Add/drop week: full term on-campus and online classes
- August 22: Last day to drop with a refund of fees or change to audit status
- October 30: Last day to withdraw with grade of "W": full term
- December 6 - 12: Final Exam Week
- December 12: Final day of term for students: on-campus and online classes
- December 15: Final grades due at noon: faculty 1/2 work day

12 Week Session One Courses (August 18 - November 14, 2014) On Campus and eLearning
- August 07: Online and Walk-in registration end
- August 07: Fee due date: 12 Week One on-campus and online classes
- August 18: Classes begin: 12 Week One on-campus and online classes
- August 18 - 22: Add/drop week: 12 Week One on-campus and online classes
- August 22: Last day to drop with a refund of fees or change to audit status
- October 09: Last day to withdraw with grade of "W": 12 Week One
- November 8 - 14: Final Exam Week: 12 Week One on-campus and online classes
- November 14: Final day of term for students: 12 Week One on-campus and online classes
- November 17: Final grades due at noon: 12 Week One on-campus and online classes

12 Week Session Two Courses (September 15 - December 12, 2014) On Campus and eLearning
- September 4: Online and Walk-in registration end
- September 04: Fee due date: 12 Week Two on-campus and online classes
- September 15: Classes begin: 12 Week Two on-campus and online classes
- September 15 - 18: Add/drop week: 12 Week Two on-campus and online classes
- September 18: Last day to drop with a refund of fees or change to audit status
- November 06: Last day to withdraw with grade of "W": 12 Week Two
- December 6 - 12: Final Exam Week
- December 12: Final day of term for students: 12 Week Two on-campus and online classes
- December 15: Final grades due at noon: 12 Week Two on-campus and online classes

8 Week Minimester A Courses (August 18 - October 13, 2014) On Campus and eLearning
- August 07: Online and Walk-in registration end
- August 07: Fee due date: Minimester A classes
- August 18: Classes begin: Minimester A
- August 18 - 22: Add/drop week: Minimester A classes
- August 22: Last day to drop with a refund of fees or change to audit status
- September 25: Last day to withdraw with grade of "W": Minimester A classes
- October 13: Final day of term for students: Minimester A classes
- October 14: Final grades due at noon

8 Week Minimester B Courses (October 14 - December 12, 2014) On Campus and eLearning
- October 02: Online and Walk-in Registration End
- October 02: Fee due date: Minimester B classes
- October 14: Classes begin: Minimester B
- October 14 - 16: Add/drop: Minimester B classes
- October 16: Last day to drop with a refund of fees or change to audit status
- November 20: Last day to withdraw with grade of "W": Minimester B classes
- December 12: Final day of term for students; Minimester B
- December 15: Final grades due at noon; faculty 1/2 work day

FEES
All fees must be received by 5pm on the deadline dates noted or you may be dropped for nonpayment from your classes. You will be assessed a $50 late registration fee when you re-register or add any new classes for Fall sessions after August 7, 2014, the first published fee due date. Do NOT assume that you have been dropped for nonpayment, check your student account to make sure you have been dropped or you may be assessed tuition and fees even if you did not attend. If you are dropped for nonpayment, your original schedule of classes is not guaranteed at the time of re-registration.

See Page 06 for more information.

GRADUATION
- Last day to Apply: Thursday, October 23, 2014
- Commencement Ceremonies: Thursday, December 18, 2014 12 pm & 3:30 pm Maxwell C. King Center for the Performing Arts, Melbourne

COLLEGE CLOSED
- Labor Day: September 1, 2014
- Thanksgiving Holiday: November 26 - 30, 2014
- Veteran's Day: November 11, 2014

eLearning Course Attendance
- Log into your class and perform an academic activity during the first three days of the term. Students who do not participate in their classes weekly may be withdrawn for non-attendance and may not be reinstated.

Priority Admissions Application
- Eastern Florida has a rolling admissions process, meaning we accept new students year-round. However, if you plan to start classes in the fall or spring, you will want to submit your application by the priority deadline stated in the Important Dates and Deadlines Calendar. Applications submitted after the deadlines will be accepted, and will be processed after all applications submitted by the deadlines are complete. Late applicants should be aware that class registration is contingent on completion of admissions requirements, class selection may be limited and Financial Aid may not be processed by the fee payment deadline.
New Student Orientation

New student orientation is required for all students who have not earned an associate’s degree or higher from a regionally accredited institution, excluding transient students. Bachelor of Applied Science (BAS) students are required to attend the BAS orientation. Students must complete the orientation before their initial registration for classes. The orientation will provide the important information needed to be successful in college.

- Students must have an application submitted before attending an orientation session. To obtain credit for orientation, an active student status is required.
- Students must attend the entire orientation to receive credit.
- Students need to bring their Student ID number with them to the orientation.
- Preregistration is not required.

The New Student Orientation dates can be found by going to the EFSC web page, click on Admissions, and click on Student Orientation.

Mandatory Learning Management System (LMS) (ANGEL and Canvas) Student Training

All students are required to complete the LMS Student Training prior to accessing their courses in the ANGEL and Canvas Learning Management System. The LMS is used in all online and hybrid courses as well as those courses with companion sites.

Once logged into ANGEL or Canvas, students will be directed to the appropriate LMS Homepage. From the Homepage, students are instructed to scroll and locate the All Training section, and then click the link, Student Training course, to open the training classroom.

What is the Student Training? A course delivered in the Learning Management System that will prepare students for successful online learning and navigation in the LMS.

Who should complete the Student Training? New students need to participate in training using the learning management system used for their course. Students will need to complete the training to gain access to their courses in the Canvas or ANGEL learning management system.

How does the Student Training work? When first logging into the myEFSC portal, students should look for the ANGEL or Canvas Online Classroom icon and click the button to login. The online student training is located in the All Training section content box. Click the link, work through the material, then take the short assessment at the end of the training. After successfully obtaining a score of 70% or better on the assessment, students will be able to access their courses on or after the course start date.

EFSC is transitioning from ANGEL to the Canvas Learning Management System, chosen because research shows it to be the most student-friendly LMS. Students in a limited number of classes will be using Canvas in the Fall. All students will use Canvas LMS beginning Spring 2015. For more information visit www.easternflorida.edu/student life>Canvas LMS Transition

What if I have problems with the Student Training? For Technical Assistance or Login Issues visit the ANGEL Help or Canvas Help pages at http://www.easternflorida.edu/academics/elearning/.

If you still need assistance, call 321-433-7600 or email elearningorientation@easternflorida.edu

**ATTENTION DEVELOPMENTAL MATH STUDENTS:**

Students who are first time Developmental Math students will be registered by an advisor for a short online course called How to Study Math. This is a mandatory self-paced class that will help students succeed as an online Development Math student.
Registration Information

Registration Dates and Times

- **Online registration** begins April 28, 2014. Save time and gas - online registration is available 24/7!
- **Walk-in registration** begins May 12, 2014. Register in person in Admissions or Advising offices, or schedule an advising appointment by calling 321-632-1111 ext. 0

Quick Course Search — go to EFSC home page and click **Class Schedule**

1. Select a term from the pull-down menu.
2. Choose from one or more fields, in any combination, to define your search.
3. Click the **SEARCH** button when ready.
4. All courses that meet the search criteria will be displayed.

The Course Reference Number (CRN) is the 5-digit number listed next to the section designator of the course listings.

Select the course title to view course description.

Select **Details/Instructor** to view course details and instructor information.

Now that you have found the courses that meet your search criteria, follow the instructions on how to register for classes online.
Registration Information

How to Register for Classes Online
Go to the EFSC home page www.easternflorida.edu

Click on

myEFSC LOG IN

Enter information:
• Username: Your Student ID number
• Password: Your six-digit PIN

Select TITAN WEB SERVICES (in upper right corner)
• Click on the Student Services Tab
• Click on Registration
• Click on Select Add/Drop Classes
• Select Fall 2014 and Click Submit
• Scroll down to Add Classes Worksheet and enter the 5-digit Course Reference Numbers and click Submit Changes.

OR
• Search for open classes by clicking Class Search
• Select Subject
• Click Course Search
• Select the Course and click View Sections
• Check appropriate box
• Click Register or Add to Worksheet to add multiple classes.

How to View and Pay your Fees
• Click Student Services
• Click Student Records
• Click Account Summary by Term
• Follow the instructions

How to Print your Class Schedule
• Click Student Services
• Click Registration
• Click Student Detail Schedule or Student Schedule by Day & Time

Click on EXIT to end registration

Registration Tips
• Make sure that you have been admitted to the college as a student, you are an active student and you have no registration holds on your record.
• Be prepared. Meet with an advisor to check your progress before logging online to register.
• Check your schedule carefully! You are responsible for the accuracy of scheduling your classes.
• Pay close attention to fee due dates to avoid getting dropped for non-payment from your classes.
• Check your student email frequently for financial aid and other important school communications.

Course Load - Semester Hours

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Course Load</td>
<td>18</td>
</tr>
<tr>
<td>Advisor's Signature Needed</td>
<td>19 – 21</td>
</tr>
<tr>
<td>Associate Provost/Dean Approval</td>
<td>22 or more</td>
</tr>
</tbody>
</table>

Campus Student Services Hours
Cocoa, Melbourne, Palm Bay – Regular Hours
Monday – Thursday .......................... 8:00 am - 7:00 pm

Titusville – Regular Hours
Monday – Wednesday .......................... 8:00 am - 5:30 pm
Thursday ........................................ 8:00 am - 7:00 pm

Week of August 11 – All Campuses
Monday - Thursday ............................ 8:00 am - 7:00 pm
Friday ............................................. 8:00 am - 5:00 pm

Week of August 18
Monday - Thursday ............................ 8:00 am - 7:00 pm
Friday ............................................. 8:00 am - 5:00 pm

Financial Aid Hours
Many types of assistance such as work study, loans, grants and scholarships are available to EFSC students. For additional information, visit the financial aid website at www.easternflorida.edu > Admissions > Financial Aid & Scholarships. You may also contact your local campus financial aid office for assistance.

All Campuses – Regular Hours until April 24
Monday – Wednesday .......................... 8:00 am - 5:30 pm
Thursday ........................................... 8:00 am - 7:00 pm
Friday .............................................. Closed

Starting the Week of April 28 – All Campuses
Monday - Thursday ............................ 8:00 am - 7:00 pm
Friday .............................................. Closed

Hours may be subject to change. Please contact your local Financial Aid office for confirmed hours.

Financial Aid & Late Registration
Students who are receiving Title IV funding should be aware that they must register for all courses they plan to take prior to the last day to drop with a refund for the full term. If they add a course after that time, they will not receive additional financial assistance if federal aid was already disbursed on their account.

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

Prerequisite Alert
Eastern Florida State College uses a computerized prerequisite registration system to ensure students have adequate preparation before enrolling in specific courses. This means you must have adequate placement test scores and/or have completed necessary prerequisites to register for certain courses. Please consult an advisor or college catalog for more information.
Tuition/Fees/Other Costs

All fees must be received by 5pm on the deadline dates noted or you may be dropped for nonpayment from your classes. You will be assessed a $50 late registration fee when you re-register or add any new classes for Fall sessions after August 7, 2014, the first published fee due date. Do NOT assume that you have been dropped for nonpayment, check your student account to make sure you have been dropped or you may be assessed tuition and fees even if you did not attend. If you are dropped for nonpayment, your original schedule of classes is not guaranteed at the time of re-registration.

Note: The drop for non-payment process will be run on the evening of the published fee due date(s). During add/drop, please check with the cashier’s office for times for drops. For classes beginning August 18, 2014, the FEE DUE DATE is Thursday, August 7, 2014 by close of business. Once you have been dropped, you will need to present payment to the campus cashier in order to get re-registered into your classes. If you are dropped for nonpayment, your original schedule of classes is not guaranteed at the time of re-registration.

Students who have registered for the NELNET PAYMENT PLAN should be aware that they must register for all courses they plan to take prior to Thursday, August 7, 2014. If they add or drop courses during add/drop, their Nelnet Plan will be adjusted to reflect the new balance owed.

How to Pay

INTERNET PAYMENTS SEVEN DAYS A WEEK
Online payment methods: VISA, MasterCard, Discover, American Express, Checking or Savings
• Go to www.easternflorida.edu
• Select: MY EFSC
• Log on: Enter your EFSC ID and PIN
• Select: Titan Web Services
• Select: Student Services
• Select: Accounts Receivable
• Select: Account Summary/Pay Student Account
• Select: Click here to pay fees or enroll in Tuition Payment Plan
• Select: Pay by Credit Card or Check
• Follow prompts to process your payment

Checks: Payable to Eastern Florida State College
Student ID must be referenced on the check. Pay in person at any Cashier’s office or mail to:
EFSC, ATTN: Student Accounts, 1519 Clearlake Road, Cocoa, FL 32922.

Credit Card: VISA, MasterCard, Discover, American Express Checking or Savings. Pay in person at any cashier’s office or online at www.easternflorida.edu (see Internet payment instructions above).

Cash: Payment at any cashier’s office.

Delinquent Accounts

Collection Costs: If student fees are not paid in full upon notification by the college, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection costs 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 Information

Refunds for college credit or vocational credit courses will not be processed until after the last day to drop a course with a refund. To be eligible for a refund, the student must complete the drop process before the end of the add/drop period. Forms are available from the Admissions and Records Office. Tuition and lab fees paid during a scheduled registration are automatically refundable if a drop is completed by the date published in the Schedule of Classes. After that date there will be no automatic refund. Eastern Florida State College has partnered with Higher One®, a financial services company focused solely on higher education, to bring refunds to most EFSC students with the EFSC Card. Verify your address to ensure your card is received at your address. See www.EFSCCARD.com for more information about the EFSC Card.

Tuition Rates

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>Rate</td>
</tr>
<tr>
<td>BAS</td>
<td>TBD</td>
</tr>
<tr>
<td>AA/AS</td>
<td>TBD</td>
</tr>
<tr>
<td>Vocational</td>
<td>TBD</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>Rate</td>
</tr>
<tr>
<td>BAS</td>
<td>TBD</td>
</tr>
<tr>
<td>AA/AS</td>
<td>TBD</td>
</tr>
<tr>
<td>Vocational</td>
<td>TBD</td>
</tr>
</tbody>
</table>

IMPORTANT NOTE: In addition to tuition, Florida residents will be assessed the full cost of instruction for any 3rd or subsequent attempt of college credit or developmental educational courses ($ TBD per credit hour). Please consult the “Maximum Attempts” section for full information.

The Student EFSC Card

Please Verify Your Mailing Address
To Ensure You Receive Your EFSC Card!
Auditing a Class

Students who wish to audit a course need to complete both a Registration/Drop Form and an Audit Form. Class tests or examinations will not be given to the student auditing the course; however, class attendance is expected.

Additionally, students must meet the prerequisites established for the course(s). Developmental education courses may not be audited. The audit and credit fee is the same. The deadline for changing status from audit to credit or credit to audit is the same as the last date to drop with refund.

State of Florida Employee Fee Waiver

Per Section 1009.265, Florida Statutes: EFSC will waive tuition for state employees to enroll for up to 6 credit hours of courses per term on a space-available basis. For purposes of this waiver, employees of the state include employees of the executive, legislative and judicial branches of state government, except for persons employed by a state university.

Guidelines:

- State employees are responsible for paying admissions application fees.
- State employees must complete all admissions requirements, including the application for admission, placement testing, transcripts, proof of prerequisites, etc.
- State employees must register during the last 3 days of add/drop. Registration is for classes on a space available basis only.
- State employees must complete the designated registration form available in campus Admissions and Records offices and submit, along with the state employment verification form, to the campus admissions and records office.
- The state employee waiver does not cover any associated lab fees. State employees taking online courses are responsible for paying the required technology fee of TBD per credit hour, as well as any associated lab fees at the time of registration.
- The state employee waiver does not cover repeated course attempts. State employees are required to pay for repeated course attempts by published fee due date.

State of Florida Classroom Teacher Fee Waiver

Per F.S. Section 1009.26(10), EFSC will waive tuition for classroom teachers who are employed full-time by a school district, including public charter school teachers, for up to 6 credit hours of eligible courses per term on a space-available basis. For purposes of this waiver, classroom teachers are defined as “staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, and adult education.”

Qualified students may only enroll in undergraduate courses in mathematics, science or special education. All undergraduate courses with levels one through four in a discipline with an approved prefix shall be eligible for the waiver on a space-available basis. The Course Prefix Listing Approved for the Teacher Waiver may be found at http://www.fldoe.org/articulation.

Guidelines:

- Classroom teachers must complete the application for admission and pay application fees.
- Classroom teachers must present an EFSC Classroom Teacher Tuition Waiver Form which has been signed by the school principal, and indicates which course(s) the teacher is eligible to take.
  - Classroom teachers must complete the Residency Affidavit. The letter from the school will satisfy residency documentation as well as prerequisites for courses in which they will register.
  - A new letter must be submitted each term the teacher will take classes.
- Classroom teachers must register during the last 3 days of Add/Drop. Registration is for classes on a space available basis only.
- Submit the completed EFSC Classroom Teacher Waiver Form to the Admissions and Records office for final verification and registration.
- The waiver does not cover any associated lab fees. Classroom teachers taking online courses are responsible for paying the required technology fee of TBD per credit hour, as well as any associated lab fees at the time of registration.

Florida Prepay College Plans

For details concerning how to utilize your Florida Prepaid account, students should refer to the EFSC website or visit your campus cashier’s office.

E-mail Notification

The College uses Titan E-mail, a free student e-mail system, as the official means of communication for registered students. Financial Services utilizes this system for notifications regarding student accounts. Students should maintain and check their EFSC e-mail accounts regularly.

Cashier Hours

For up-to-date cashier office hours, please consult the EFSC website: Go to www.easternflorida.edu > Current Students > Pay Tuition > Contacts & Hours.

Account Questions or Problems?

Student Accounts: (321) 433-7035, 7039, 7712, 7036
Cashiers:

Cocoa (321) 433-7615
Melbourne (321) 433-5506
Palm Bay (321) 433-5187
Titusville (321) 433-5011
**Payment Methods**
- Automatic bank payment (ACH)
- Credit card/debit card (An additional fee may be assessed.)

Payments are processed automatically on the 20th of each month.

**Cost to Participate**
- $30, $35, or $40 enrollment fee per semester depending on the number of payments
- $30 fee if a payment is returned

**Simple Steps to Enroll**
- Go to www.easternflorida.edu
- Log into Titan Web through the myEFSC Portal
- Select Student Services, then Accounts Receivable
- Click on Account Summary/Pay Student Account
- At the bottom of the page select set up Nelnet payment plan

**Target Dates to Enroll By:**

### Fall 2014

<table>
<thead>
<tr>
<th>Last day to</th>
<th>Required down</th>
<th>Number of</th>
<th>Months of</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>enroll online</td>
<td>payment</td>
<td>payments</td>
<td>payments</td>
<td>fee</td>
</tr>
<tr>
<td>July 17</td>
<td>none</td>
<td>4</td>
<td>July-Oct</td>
<td>$30</td>
</tr>
<tr>
<td>Aug 11</td>
<td>25%</td>
<td>3</td>
<td>Aug-Oct</td>
<td>$35</td>
</tr>
<tr>
<td>Aug 15</td>
<td>50%</td>
<td>2</td>
<td>Sept &amp; Oct</td>
<td>$40</td>
</tr>
</tbody>
</table>

### Fall 2014 (12 week session)

| Last day to | Required down | Number of | Months of | Enrollment |
| enroll online | payment | payments | payments | fee |
| Sept 5 | 50% | 2 | Sept & Oct | $40 |

### Fall 2014 (12 week session)

| Last day to | Required down | Number of | Months of | Enrollment |
| enroll online | payment | payments | payments | fee |
| Nov 18 | none | 4 | Nov-Feb | $30 |
| Dec 11 | 25% | 3 | Dec-Feb | $35 |
| Jan 5 | 50% | 2 | Jan & Feb | $40 |

### Spring 2015

| Last day to | Required down | Number of | Months of | Enrollment |
| enroll online | payment | payments | payments | fee |
| Apr 15 | none | 3 | Apr-June | $35 |
| May 11 | 25% | 2 | May & June | $40 |
| May 14 | 50% | 1 | June | $40 |

**NOTE:** All down payments and enrollment fees are processed immediately!
Class Attendance

General Attendance Policy
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 coursework 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 college catalog for more information about attendance.

Instructor-Specific Attendance Policy
Instructors are required to monitor their attendance 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 no later than the end of the second week of class in a given academic 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 their syllabus.

eLearning Course Attendance Policy
eLearning at Eastern Florida State College has a very strict attendance policy that must be adhered to by all online students.

• 3-Day Initial Attendance Policy: You must complete one or more required Initial Attendance activities in your online course within the first 3 days of the semester. Be sure to check with your instructor regarding your required 3-Day Initial Attendance activities.

• Regular Attendance Policy: You must maintain acceptable attendance in your online course. Just logging into your online course does not constitute attendance. You must complete a required activity each week to maintain attendance. If for any reason you believe you will miss any assignment in your course, you must obtain prior approval from your instructor. Do not assume that you can ask for forgiveness or an extension after the fact. Documentation may be required by your instructor.

Religious Observances
When the observance of a student’s religious holiday(s) interferes with attendance in class, coursework 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]

Excess Hours Advisory Statement
Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a university. It is critical that students, including those entering Florida College System institutions, are aware of the potential for additional course fees. For the 2012-13 academic year and thereafter, “excess hours” are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for the intended major on their first attempt. Florida College System students intending to transfer to a state university should identify a major or “transfer program” early and, by the time the student earns 30 semester hours of college credit, be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge. –Published by Florida College System, May 18, 2012
The TRiO-Student Support Services is a federally funded grant program implemented to help increase the 
retention, graduation, and transfer rates among First Generation (i.e. neither natural or adoptive parent has a 
Bachelor degree) and economically disadvantaged students. Students must demonstrate a strong academic 
need, be U.S. citizens or permanent residents and be completers of a regular high school diploma or GED. 
This is a limited access program therefore first priority will be given to Associate degree seeking students, 
followed by students in CCC certificate programs.

**Services include:**

- Academic Advising
- Career Assessment Referrals
- Tutoring (Math and English)
- Mentoring
- Schedule Planning and Registration
- Degree/Graduation Audits
- Scholarship Searches and Referrals
- Social and Cultural Events
- University and College Tours
- Midterm Academic Progress Reports

Important: All students must meet eligibility criteria described above, attend a mandatory orientation, complete an 
application packet and provide proof of income such as the current FAFSA Student Aid Report (SAR) to be officially 
admitted to the program. Other acceptable income documents are tax returns, W-2 forms, or income affidavits. 
However, students will be preapproved, notified via email or phone, and invited to attend an orientation session.

Please contact the TRiO-Student Support Services office on any of the following campuses:
Cocoa 433-7349  Palm Bay 433-5268  Melbourne 433-5805  Titusville 433-5029
Bookstore and Libraries

More ways to save! Your Campus Bookstore is your source for New, Used, Rental, and eBooks. Visit your Bookstore or check us out online at whywaitforbooks.com and SAVE BIG on Used and Rental Textbooks! Shop early for the best selection.

Used books aren’t all we stock! We carry school spirit apparel and gifts, school supplies, snacks and more available every day in your Campus Bookstore.

Buyback is year-round! Bring in textbooks at any time to sell them back. Textbooks being used next term are worth up to 50% of what you paid! Make sure to bring your Student ID with you. The best time to sell your books is the final week of classes.

Refund Policy

Textbooks
- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbook must be in original condition.
- No refunds or exchanges without original receipt.

General Reading Books, Software, Audio, Video & Small Electronics
- A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt.
- Opened software, audio books, DVDs, CDs, music and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be in original condition.

All Other Merchandise
- No refunds or exchanges without original receipt.

Fair Pricing Policy
Barnes & Noble College Booksellers comply with local weights & measures requirements. If the price on your receipt is above the advertised or posted price, please alert a bookseller and we will gladly refund the difference.

Last day for a full refund for fall textbooks is Friday, August 22, 2014. Receipt is required.

Fall Bookstore Hours

Regular Bookstore Hours*
Monday - Thursday ..................................... 8:00 am – 6:30 pm
Week of August 18, 2014
Monday – Thursday .................................... 8:00 am – 8:00 pm
Friday .......................................................... 9:00 am – 4:00 pm

*Titusville’s bookstore hours may vary. Please visit our website for Titusville Hours and for extended and holiday hours.

Check out your books online: www.whywaitforbooks.com

Cocoa (321) 433-7290  Palm Bay (321) 433-5196
Melbourne (321) 433-5577  Titusville (321) 433-5055

Eastern Florida Campus Libraries

Are you looking for help with a research project, information for your classes, or the latest news?

Your campus librarians are available to assist with answers to quick factual questions, instruction in resources, and suggestions for possible research strategies.

Eastern Florida libraries offer a combined print collection of more than 180,000 volumes. Electronic resources include over 160 databases, 60,000+ electronic books, e-audio books, a growing collection of digitally streamed video and music content, and over 90 research guides or LibGuides (http://libguides.brevardcc.edu).

Kindle Touch readers are offered for check-out at all campus libraries. Each Kindle is equipped with WIFI access, and is pre-loaded with ebooks from Eastern Florida faculty reading lists and popular fiction titles.

Online library resources are easy to access when you log-on to MyEFSC (http://my.easternflorida.edu) or from the library website (www.easternflorida.edu/library). The Eastern Florida Mobile Library is available anytime, anywhere, by scanning the QR code or using a mobile device to follow the link: http://libguides.easternflorida.edu/mobile/3492.

Ask-a-Librarian services (http://www.askalibrarian.org) include email or real time chat research help.

Professional research help and instruction, books and online resources, combined with wireless internet access, computers and printing, are all available at your Eastern Florida Campus library.

Eastern Florida
Strengthen Your \textbf{CORE}

\textbf{Become a Core Scholar!}

\textbf{EASTERN FLORIDA STATE COLLEGE QUALITY ENHANCEMENT PLAN}

Helping our students improve their basic skills through: \textbf{Peer Tutoring, Soft Skills Workshops, Success Coaches, and Learning Communities}

\textbf{STRONG }~\textbf{essential }\textbf{SKILLS }~\textbf{create successful }\textbf{STUDENTS}

www.easternflorida.edu/go/qep
Use of Computer Technology in the Classroom

Do you need a computer for EFSC classes?

EFSC is committed to infusing technology across the college curriculum. Most of EFSC’s classes are complemented by online environments designed to facilitate communication, collaboration and dissemination of learning materials and resources. EFSC has a number of computer labs and resource centers available for student use. Basic computer skills are recommended for all programs of study, and you should be prepared to use technology in any course you take.

The following classes use the online learning environment:

**Online Classes**: These courses are taught completely via the Internet. You must have access to a computer to take these courses. Before you register, find out if you are likely to be a successful online student by taking the “Is Distance Learning for Me?” questionnaire on the eLearning website at http://web11.easternflorida.edu/distancelearning/

**Hybrid Classes**: These courses are designated in the class schedule with section number 40 – 49 and require both classroom and online attendance. You must have access to a computer to take these courses. It is important that you attend all classes to be aware of classroom meeting times and online assignments. There are computer and Internet resources at the college in the libraries, open labs and cyber cafés.

**Courses with Online Supplement**: Any instructor may choose to use technology to supplement his or her course, so you should be aware that computer proficiency, as well as computer or Internet access, could be a requirement in any class.

If you do not think your computer skills are sufficient, you should talk with an advisor to determine the best way to improve your skills. EFSC offers several courses that can help you become successful in the digital age and provides computer and Internet resources in the libraries and open labs.

**Learning Management System**

The college is transitioning from the ANGEL Learning Management System to Canvas Learning Management System. If you are taking an online or hybrid class, or if your instructor has elected to supplement your face-to-face class with technology, the course materials will be in ANGEL. Students can login to their courses the first day of class. As of spring 2015, the College is transitioning to the Canvas learning management system. A select number of courses will be offered via Canvas in the fall for testing purposes. Those courses will be identified in the schedule. In the spring 2015, ALL online courses will be taught through Canvas.

**IMPORTANT**: If it is determined that persons other than the student are accessing a student's records in the 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.

All New Students must complete the Student Training module prior to accessing their courses in the Learning Management System. When first logging into the myEFSC portal, students should look for the ANGEL or Canvas Online Classroom icon and click the button to log into the training. From home page, scroll toward the bottom of the page to view the link to Student Training located in the All Training section content box.
Use this guide to assist you with some of the most commonly asked questions.

**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, $21.20 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](http://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 add or drop a class?**

Begin by logging into *MyEFSC*
Select Titan Web Services
Select Student Services
Select Registration
Select Add/Drop Classes
Under Action, select Web Drop or Add
Click Submit Changes

*Note: To withdraw from a class, please visit any campus Admissions and Records Office.*

**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

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

*You can run an audit for another program by clicking What-If Analysis*

**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](http://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.*

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*Note: For any IT questions pertaining to Banner, Titan Web, or MyEFSC contact the help desk at itsupport@easternflorida.edu*
General Information

Financial Aid & Withdrawal
Student(s) reported as never attending one or more class(es) may be withdrawn from classes and subject to a cancellation and reduction of aid eligibility for classes which have been reported by faculty as never attended. In order to retain eligibility for federal programs, students must earn their financial aid by attending class(es) and successfully passing the coursework for which funds were received.

A recipient of Federal Title IV financial aid who withdraws from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance.

Financial Aid and Veteran students reported by faculty as stopped attending any class during a semester will be administratively withdrawn from that class.

The amount of Title IV financial aid earned will be calculated based on the amount of Title IV aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student last attended after completing 60% of the payment period or period of enrollment.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal Plus Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Plus Loan) will be notified of the amount that must be returned or repaid as appropriate. The student will not quality for further federal aid until the repayment is satisfied. Students receiving Florida Bright Futures (FBF) scholarships will have to repay funds if they withdraw from a class during the semester that payment was disbursed. Withdrawals for FBF will only be allowed until the school’s official withdrawal date for each semester.

Delinquent Accounts
Collection Costs: If student’s unearned Title IV aid is not paid in full upon notification by the college, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection costs 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.

Withdrawal from Class
The student may withdraw without academic penalty from any course by the established deadline. Withdrawals after that date may be granted through established institutional procedure.

The student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student WILL NOT be permitted to withdraw and will receive an earned grade for that course.

Note: Students are advised that there may be an impact to their Financial Aid status if they withdraw or are withdrawn.

Grade Forgiveness
Allows repeats of courses where “D” or “F” grades were earned. If a student repeats a course that was originally passed with a “C” or higher, only the original grade is computed in the cumulative GPA and earned credits.

- Limits the number of repeated attempts per course to two.
- Students transferring to other institutions, either public or private, should contact that institution regarding transfer policy for “forgiven” courses.
- Retaking a course may impact a student’s specific financial aid package. Contact the Financial Aid Office.
- No course may not be repeated to improve GPA.
- No course may be repeated for grade forgiveness purposes after graduation.

Maximum Attempts per Course
A student may have only three attempts per course including the original grade, repeat grades and all withdrawals. The most recent grade is included in the computation of the cumulative grade point average. A fourth attempt may be allowed only with the approval of the campus Associate Provost based upon an academic appeals process which requires documenting major extenuating circumstances. Students will be required to pay 100 percent of the direct instructional cost beginning with the third attempt. Students who want to pursue an appeal should consult an advisor.

Veterans Information
Veterans and other eligible persons planning to enroll under the G.I. Bill should contact the EFSC Veteran Services Office, Cocoa Campus (Building 11, Room 209), Melbourne Campus (Building 1, Room 140), as early as possible. Applications and instructions for completing the VA Educational Benefit package will be provided during the initial visit. Completed applications and supporting documents will be accepted from students only after class registration has been completed. To ensure monthly educational benefit payments continue without interruption, returning students must contact the appropriate campus VA Office after registering for class. Please visit the EFSC website under Veterans Affairs for more useful information. If you are receiving education benefits under the Post 9/11 GI Bill, Chapter 33 please be aware that the VA only pays for in state tuition and fees. If you are a nonresident you will be required to pay the difference.

VA PAYMENTS

<table>
<thead>
<tr>
<th>VA Rate</th>
<th>16 Week Term Credit Hours</th>
<th>11/12 Week Term Credit Hours</th>
<th>8 Week Term Credit Hours</th>
<th>6 Week Term Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>12</td>
<td>8</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>3/4</td>
<td>9-11</td>
<td>6-7</td>
<td>4-5</td>
<td>3</td>
</tr>
<tr>
<td>1/2</td>
<td>6-8</td>
<td>4-5</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Tuition</td>
<td>1-5</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
General Information

Graduation

Last day to apply for fall graduation: Thursday, October 23, 2014.

Each term students who meet all graduation requirements for any degree or certificate program must apply to graduate to receive their EFSC degree, whether or not they plan to attend the commencement exercises.

Commencement ceremonies will be held on Thursday, December 18, 2014 at 12 p.m. and 3:30 p.m. in the King Center for the Performing Arts, Melbourne Campus. All students who plan to graduate in December must submit their Intent to Graduate Application by the published application deadline. An advisor’s signature is required on the form. Current information and graduation forms are available in the campus Student Services offices, and can be downloaded from the website: www.easternflorida.edu>Current Students>Graduation.

Students are encouraged to attend the ceremony. Caps and gowns are available for purchase through the bookstores. Tickets to the ceremony are not required for family or guests. A professional photographer is at each ceremony. For more information contact the graduation office at 321-433-7274.

Graduation Fees:
The graduation fee is $20 for each degree the student is completing. Graduation fees are non-refundable and must accompany the Intent to Graduate Application. Students who submit their application after the published deadline will be assessed an additional $20 late fee.

For more information contact the graduation office via email: graduation@easternflorida.edu or call 321-433-7284.

Developmental Education

Revisions to section 1008.30, Florida Statutes, include an exemption from common placement testing and developmental education for certain students. Per section (4)(a):

A student who entered 9th grade in a Florida public school in the 2003-2004 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 Services 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.

Students who are not exempt are required to take a common placement test to determine if they are ready for college-level courses in English and mathematics. The Postsecondary Education Readiness Test or PERT is used for this purpose and the results determine the most appropriate course placement. Students who do not meet college-ready scores may be required to enroll in developmental education courses. You are strongly encouraged to meet with an advisor, who can provide additional information on developmental education options. You may schedule an advising appointment by calling 321-632-1111.

Enrollment Certification

The National Student Clearinghouse is the College-authorized agent for providing degree and enrollment verifications. Students may request an enrollment certification through the EFSC secure website; vendors may request information at www.degreeverify.org

EFSC certifies student enrollment per semester after the add/drop period, using the following guidelines:

<table>
<thead>
<tr>
<th>Enrollment Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT (full time)</td>
<td>12 credits</td>
</tr>
<tr>
<td>QT (3/4 time)</td>
<td>9 – 11.99 credits</td>
</tr>
<tr>
<td>HT (half time)</td>
<td>6 – 8.99 credits</td>
</tr>
<tr>
<td>LT (less than half time)</td>
<td>Under 6 credits</td>
</tr>
</tbody>
</table>

Other requests for enrollment verification must be submitted in writing to the campus Admissions and Records Office.

Are you planning to receive your Eastern Florida degree or certificate at the end of this semester?

Step 1: See your advisor to determine your eligibility.
Step 2: Complete the Intent to Graduate Application with your advisor and pay the $20 dollar application fee on or before Thursday, October 23, 2014.

Note: an additional $20 late fee will be assessed after October 23, 2014.

Step 3: Watch the mail! Graduation information will be forthcoming.

Commencement Ceremony
Thursday, December 18, 2014
12:00 pm and 3:30 pm at the Maxwell C. King Center for the Performing Arts, Melbourne Campus

Questions? Contact the Office of the Registrar at 321-433-7284 or graduation@easternflorida.edu
** Attend Eastern Florida State College’s **

**CORE Scholar Study Skills Workshops**

Would you like to improve your study skills?

Attend this **FREE** Study Skills Workshop.

**Cocoa**
Wednesday, September 10
3:00 – 4:00 pm

**Melbourne**
Wednesday, September 17
3:00 – 4:00 pm

**Palm Bay**
Tuesday, September 9
2:00 – 3:00 pm

**Titusville**
Thursday, September 18
3:30 – 4:30 pm

For additional information contact your campus Associate Provost's office
QEP Director Ramona Smith smithr@easternflorida.edu

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**Eastern Florida State College’s**

**CORE Scholar Success Coaching**

Would you like to have a dedicated Success Coach at EFSC?

A **Success Coach allows you to**

- have meaningful interactions with faculty or staff members in one-to-one or group sessions.
- have access to consistent advising.
- improve your familiarity with campus resources.
- develop short and long term goals and get help tracking your progress toward accomplishing your goals.
- have support determining your academic and career interests.

Get matched with a Success Coach on your campus!

For additional information contact Kimberly Greene at 433-7727 or greenek@easternflorida.edu

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**There's a Faster Way to Get Your Money!**

Instead of waiting in line for a check and then waiting in another line to cash it, access your money electronically by selecting your refund preference online. It’s fast, secure and simple.

If you have your card and web access (either a computer or web-enabled mobile device), you can get set up right now!

**Here’s How:**
1. Visit EFSCcard.com
2. Enter your unique 16-digit card number
3. Choose from two electronic delivery options
4. Complete your profile

**Don’t have your card?**

You can track it online now at EFSCcard.com

To order a replacement card please visit your campus card office.

**EFSCCard.com**
Honors Program Benefits

As a part of the Honors Programs, students enjoy a number of benefits:

- Small classes
- An environment promoting scholarly research as well as independent and critical thinking
- Honors Study/Resource Center (Melbourne and Titusville Campuses)
- Honors Travel Opportunities
- Special library privileges
- Recognition at graduation for Honors Diploma graduates and Honors Program Affiliates who have completed 9 or more hours of honors courses
- Convocation Dinner Reception for honors diploma and honors affiliate graduates

Admissions Requirements

To qualify for the Honors Program, students may submit an Honors Program application (available online) or students may ask an EFSC advisor to enroll them in honors courses. Applications are available online at the EFSC website. Click on “Student Life” and look for Honors Program on the dropdown menu. Interested students may also get an application from a student services specialist or from the Honors Program office on the Melbourne Campus Bldg. 1, Room 126. Advisors will verify qualifications before enrolling any student in honors courses. Applicants must meet and then keep one of the following requirements:

For students with no college experience or less than 12 hours of college credit:

- Have a high school GPA of 3.5 or above on a 4.0, unweighted scale or
- Have an SAT combined score of 1100 or above, or an ACT composite score of 26 or above or
- Have a PERT score of 116 or above on Sentence Skills and Reading.

Applicants who are currently enrolled students at EFSC with at least 12 credit hours of college-level work must meet the following requirement:

- Have a 3.5 cumulative GPA from at least 12 credit hours of college-level work (this may include no more than 6 credit hours of transfer work.)

Students may not be enrolled in Honors classes and Developmental Education classes at the same time.

Eastern Florida State College Success Checklist

GET STARTED

☐ Complete your online application at www.easternflorida.edu.
☐ Pay the application fee online or bring in a printed copy of the confirmation page to the Cashier’s Office.
☐ Complete and submit a Residency for Tuition Purposes Affidavit. Download a copy at www.easternflorida.edu/admissions/forms.cfm
☐ Follow up by bringing two forms of acceptable ID to prove residency.

Note: Review Florida Residency for Tuition Purposes Affidavit for examples.

☐ Have your official transcripts from all other institutions mailed to Eastern Florida State College.
☐ Check your mail for your Acceptance Letter, which will include your Student ID number and other important information. Note: Students who last attended Summer 2013 or earlier must complete a Readmit application.
☐ Complete the online FAFSA at www. Fafsa.gov and check your Titan email for financial aid opportunities.
☐ Visit the Eastern Florida College Foundation at www.easternflorida.edu/foundation to apply for available scholarships.

☐ If you’ve taken the ACT/SAT and your scores are less than two years old from your first term of enrollment, or if you have completed college level English and Math courses with a grade of “C” or higher, please have your official score reports and/or official transcripts sent to your primary campus.
☐ No test scores or previous college enrollment? No, problem. Register to take the appropriate placement tests at www.easternflorida.edu/admissions/placement-testing.

Note: Placement test preparation materials are available online or at the Eastern Florida State College library on the campus closest to you.

EXPLORE YOUR OPTIONS

☐ Complete an orientation session. You can register online at www.easternflorida.edu/admissions/student-orientation.
☐ Meet with an advisor to determine which classes are best for your personalized degree plan. No appointment is necessary.
☐ Visit your EFSC Career Planning & Development Center if you’re not sure what career is right for you.
☐ Learn how to use the EFSC online registration service and online academic planning.
Get Certified – Get Licensed
Need an Industry Recognized Certificate or Professional Licensure?

Non-Credit/Professional Development
Short-term Test Preparation Courses Available In:

**Computers/Information Technology**
- CompTIA
- Microsoft
- Cisco
- EC-Council – Certified Ethical Hacker

**Business Administration/Management**
- Society of Human Resource Management
- MOS (Microsoft Office Specialist)
- AutoCAD
- PMP (Project Management Professional)
- AIPB Certified Bookkeeper
- Certified Global Business Professional
- CDA (Child Development Associate)

**Advanced Technologies**
- IPC (High Reliability Soldering)
- MSSC (Manufacturing)
- NABCEP (Alternative Energy)

**Health Sciences**
- CBCS (Billing and Coding Specialist)
- CMAA (Medical Administrative Assistant)
- CCS (Certified Coding Specialist) ABO (Optician Certification)

**EFSC is an Approved Certification Testing Center**

For more information go to www.easternflorida.edu/workforce
or call (321) 433-7500
The use of cellular telephones or audible pagers in libraries, classes, service office or labs which are in session is considered a disruption of the learning environment and is prohibited.
Service-Learning Curriculum Opportunities

Earn college credit for learning through community service and volunteer work. Service-learning is a powerful teaching/learning method which benefits the community, college and especially students.

SERVICE-LEARNING COURSE COMPONENTS: Over 150 instructors include service-learning options in about 350 course sections each semester. The disciplines include: psychology, astronomy, English, speech, humanities, world religions, communications, sociology, college success strategies, art, criminal justice, math, government, social work, biology, education, business, computer science, anatomy/physiology, economics, social science, chemistry, oceanography and music. The Center for Service-Learning office on each campus has a list of instructors who offer service-learning as an option in lieu of course requirements or for extra points.

SERVICE-LEARNING ACADEMIC COURSES: The college offers several courses which combine community service with critical reflection and learning. All of these require practical experience (20-32 service hours) and written/verbal reflection activities (readings, journals, essays, oral presentations, discussion) to link the experience to course concepts and principles. Enroll in these to impact your life and community:

* SERVICE-LEARNING FIELD STUDIES 1 – 4th and 5th Credit Options (XXX 2948) – One elective credit attached to 30 disciplines.
* HUMAN SERVICE EXPERIENCE 1, 2, 3 – 1 to 3 elective credits (SOW 1051, 1052, 1053) * COMMUNITY INVOLVEMENT – 3 credit hour course (SOW 2054) – meets general education core requirement in social science.

For information, call 433-7610.

Campus Writing Centers

Our Mission:
To help writers improve their writing proficiency
To promote writing as a means of learning

The Writing Centers support and promote excellence in writing for all members of the EFSC Community by providing one-to-one and small group consultations. 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, revise your writing and perform your own proofreading. While we might offer advice on questions of style and clarity, we will never do the writing for you. We can assist you with any writing project including scholarship application essays, course assignments, résumés, reports, or other documents for publication.

The EFSC-UCF Writing Center is a joint use center where we welcome the entire EFSC-UCF community: graduate and undergraduate students, faculty, and staff. The EFSC-UCF Writing Center is located on the Cocoa campus in building 12, room 221.

The Cocoa Campus Writing Center phone number is (321) 433-7873.

The Melbourne Writing Center is located on the Melbourne campus in building 2, room 125. The phone number is (321) 433-5605.
The college is transitioning from the ANGEL Learning Management System to Canvas Learning Management System. This change is being done to better serve our students in our online learning environments.

**Online courses are rigorous.** Students who decide to study online, should be prepared to spend 5-12 hours a week per course. Students will need regular and reliable access to a computer, and not rely solely on a tablet or a smartphone.

**IMPORTANT:** If it is determined that persons other than the student are accessing a student's records in the online 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.

**Mandatory ANGEL Student Training (AST) or Canvas Student Training (CST)** All **first-time** students taking fully online courses are required to complete the Student Training module prior to accessing those courses in the Learning Management System. The Student Training is designed to take about two hours and will provide useful information on how to use the online classroom.

**What Is the Student Training?** A course delivered in the ANGEL or Canvas Learning Management System that will prepare students for successful online learning and navigation in the online classroom.

**How Does the Student Training Work?** When first logging into the myEFSC portal, students should look for the ANGEL or Canvas Online Classroom icon and click the button to log into the training. From home page, scroll toward the bottom of the page to view the link to Student Training located in the All Training section content box. Click the link, read Course Announcements, and then click Lessons to begin the training course. The training course has four lessons and one required assessment. All students must take the required assessment at the end of the training. After successfully obtaining a score of 70% or better on the assessment, students will be able to access their courses on or after the course start date.

**What if I have problems with the Student Training?** For Technical Assistance or Login Issues call 321-433-7600. For assistance on how to complete the Lessons within the training course call 321-433-7319.

**ATTENTION DEVELOPMENTAL MATH STUDENTS:** Students who are first time Developmental Math students will be registered by an advisor for a short online course called How to Study Math (PLT 6003). This is a mandatory self-paced class that will help students succeed as an online student.

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

 Students should log into their online course(s) and perform an academic activity during the first three days of the term. It is the students’ responsibility to maintain acceptable attendance in their online course(s), and just logging into the course(s) 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.

**Non-Payment of Fees:** Students are responsible for paying all required tuition and related fees. In order to be consistent with the college’s policies during add/drop week, students dropped for non-payment of tuition and fees must contact the cashiers’ office or financial aid office for assistance. Students may re-register for classes if seats are available.

**Additional Fees:** All distance learning courses require an additional fee. Other classes may include a lab fee.
Reinstatement: Requests for reinstatement exceptions (for non-attendance) must be filed within three days of being withdrawn from the course. To access the Reinstatement form go to http://www.easternflorida.edu > MyEFSC Log In > Student Applications > Reinstatement Request for Online Courses. Reinstatement requests are not automatically approved, decisions are dependent on justifications.

ANGEL and Canvas Learning Systems: When logging into ANGEL or Canvas at http://easternflorida.angellearning.com, students will use their assigned student ID number as the login and birth date in the format MMDDYY as the password. When logging in for the first time, students will be prompted to change their password. If students experience difficulty, they should click on the “forgot password” link and enter their Outlook Live email address. The password will then be emailed to the student’s Outlook Live email account.

EFSC Student Email System: All EFSC students have an assigned Outlook Live email account. Students should use their EFSC Student Email for all communication with the college, instructors, and collaboration with peers. To log on to the EFSC Student Email System, go to http://www.easternflorida.edu > Current Students tab > Email Direct Log-In or access the student email account through the MyEFSC portal. Instructors will only communicate with students using the EFSC assigned email account or through Course Mail in ANGEL. Other correspondence regarding reinstatements for withdrawals are not for non-attendance, or student information will only be conducted through Outlook Live email.

Class Access and Syllabus: Classes will be available by 8 a.m. ON THE FIRST DAY OF THE TERM to registered students who have completed the ANGEL or Canvas Student Training. A detailed syllabus will be available in the classroom(s) on the first day of the semester.

Textbooks: There are two ways to obtain classroom materials (i.e. textbooks, e-books, access codes, etc.). Students may order them online by going to http://www.easternflorida.edu/student-life/bookstore.cfm or students may purchase or rent the materials through the campus bookstore. When using the search mechanism, be sure to input the correct section number (i.e. 01Z, 02Z, 03Z, 21Z, 22Z) since online materials may differ from the materials used for physical campus classes. If purchasing or renting classroom materials from the EFSC online source, be sure to order in advance of the first day of the semester to ensure prompt delivery. Students are expected to have their classroom materials within the first three days of the semester. Ordering from a source not supported by EFSC will be at the student’s risk and will not be an acceptable excuse for not having the correct classroom materials, or not having them on time. If questions, contact eLearning (321-433-7580).

Proctored Exams: Every online class at EFSC has at least one proctored exam. Many classes, particularly in the Science and Math disciplines, have several proctored exams. We recommend that you schedule your tests and exams early.

If students are Brevard County residents, all proctored exams must be taken at either of the campus based learning labs or the eLearning Proctoring Labs. The Learning Labs are open for proctored exam appointments on Monday-Thursdays while the eLearning Proctoring Labs are open on limited weekday afternoon and evening hours, and on Fridays and Saturdays. All proctored exam appointments are scheduled using the eLearning Proctored Test Scheduler accessible at http://www.easternflorida.edu > My EFSC Log In > Student Applications > eLearning Proctored Testing Scheduling. Once logged in, students will be able to see available locations and times for their appointment(s). The eLearning Proctoring Labs are separate from the Learning Labs. Students with appointments for the eLearning Proctoring Lab at the Melbourne campus should report to Building 10, Room 218 while those students with appointments for the eLearning Proctoring Lab in Cocoa should report to Building 17, Room 114.

If students reside outside of Brevard County, they may travel to one of our four campuses, or they will need to locate an acceptable proctor. The instructor will have to approve the proctor. eLearning recommends that students locate a proctor at a University, College, or Public Library. Students are responsible for any fees charged by outside proctors. The Lab Requests for Outside Brevard County Proctor Registration Form can be found at http://www.easternflorida.edu > MY EFSC Log In > Student Applications > Lab Requests and Outside Brevard County Proctor Registration. Students will need to submit this form during the first week of classes.

Student Parking: Students may park in student parking lots only (designated by signs and/or white lines). Restricted areas are: Disabled (blue), Faculty/Staff (yellow), and Fire Lanes (red). Students are required to have a parking permit that can be obtained for a fee. Please contact the campus Security Office for information on how and where to obtain the permit. Fines are assessed for failure to display a valid parking permit. A 15 mile-per-hour speed limit applies to all EFSC campuses and is strictly enforced. Student records may be placed on hold for unpaid fines.

The Online Student Handbook is available at http://www.easternflorida.edu > Student Life tab > Student Handbook. Students are responsible for meeting all deadlines and upholding EFSC’s student code of conduct.

Students may contact eLearning by calling 321-433-7100 or by emailing elearning@easternflorida.edu
### Resource Directory

Dial (321) 433 (___) and the extension. If you do not know the number, dial (321) 632-1111.

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

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You can earn four to eight credits in the natural sciences sequence with our Summer Study Abroad Program!

8 day Marine Biology (OCBC 2010) and 11 day Tropical Ecology (BSCC 1362) in Tropical Belize during the 8 week Summer 2015 Term.

Information can be obtained by contacting Dr. Chris Petrie at 321-433-5080
Or through email at petrie@easternflorida.edu
Visit our study abroad site:
http://www.easternflorida.edu/student-life/study-abroad/index.cfm

Classes fill fast and space is limited, so apply early!
All applicants must have completed BSCC 1005 or BSCC 1010

Discounted course fees for students taking both courses.

You can earn humanities credits on our Summer Study Abroad program!

Combine your classroom hours with a 15-day trip to London, Paris, Florence, Rome during Summer 2015

Information can be obtained by calling Dorothy McCalla (321) 433-5207
You can inquire by e-mail to mccallad@easternflorida.edu
Visit our Study Abroad website:
http://www.easternflorida.edu/student-life/study-abroad/index.cfm

Space is limited, so apply early!
All applicants must be 18 years old and academically eligible to enroll in humanities.
The Cocoa Campus is home to the collegewide District Administration. Located on this campus are three technologically advanced facilities: the Astronaut Memorial Planetarium, the EFSC/UCF Joint Use Library, and the Florida Solar Energy Center. 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.
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 career and technical courses in areas such as computer programming, engineering technology, air conditioning, and business administration. Additionally, the campus offers courses in Health Sciences programs of study, including medical assisting and nursing. The Lady Titan softball team has its home field on campus. There is a walking trail winding around Lake Titan, and Brevard County operates the Palm Bay Aquatic Center just south of the main campus. Palm Bay Campus is also a location for one of University of Central Florida’s regional campuses that offers baccalaureate and graduate education.

BUILDINGS

1 – General Titus C. Hall Center
2 – Library/Science Building
3 – EFSC/UCF Joint-Use Classroom Building
4 – Mechanical Building
5 – Multi-use Classroom Building
6 – Child Development Center & U.F. Agricultural Extension
7 – (Area) Ropes Course
21 – Softball Field
22 – (Area) Criminal Justice Driving Pad
23 – Palm Bay Aquatic Center
Titusville Campus is student-centered with small classes and student support services that make learning a pleasure. The Titusville campus is 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.
Career Planning & Development CENTER

Our services include:
- Career Exploration/Coaching
- Professional Development Workshops
- Internships
- On-Campus Job Recruitment
- Job Search/College Central Network
- Job Fairs
- Career Shadowing

Eastern Florida STATE COLLEGE
www.easternflorida.edu • (321) 632-1111

For further information on our services:
Cocoa Campus
1519 Clearlake Road
EFSC/UCF Joint Use Library
(Bldg. 12) Room 307
321.433.7744

Palm Bay Campus
250 Community College Parkway
Library/Science Building
(Bldg. 2) Room 163A
321.433.7503

Melbourne Campus
3865 North Wickham Road
Betty B. Parrish Student Center
(Bldg. 10) Room 112
321.433.5571

Titusville Campus
1311 North US Highway #1
Student Center
(Bldg. 3) Room 121
321.433.7513
Build Your Future

Apply now for new Bachelor and Associate Degree programs in today’s fastest-growing career fields of Business, Health Care and Computer Information Technologies. Build your future at Eastern Florida State College.

EasternFlorida.edu
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.
- Instruction 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.

It is the goal of Eastern Florida State College to prepare students to live and work in a dynamically changing world by emphasizing student growth and lifelong learning. Through experiences both in and out of the classroom, students will be given the opportunity to develop critical skills to succeed in life. We call these Core Abilities.

Why Core Abilities?

Core Abilities are global or general skills that are addressed throughout the academic experiences in a degree program, whether that program is the general education A.A. Degree or any of the Career and Technical Programs Degrees.

Core Abilities are skills central to an individual's career success and growth as a lifelong learner. Core Abilities and their associated learning indicators are linked closely to the institution vision, mission, and philosophy. As broad learning outcomes, they are also infused throughout the stated performance competencies in any given program or course.
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