

STUDENT HANDBOOK & PLANNER 2006-2007

QUALITY TEACHING &
LIFELONG LEARNING
FOR ALL OF BREVARD

www.brevardcc.edu



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BREVARD COMMUNITY COLLEGE

Thomas E. Gamble, President

BOARD OF TRUSTEES

James W. Handley • C. R. "Rick" McCotter III
James Theriac • Kimberly Tsamoutales • Alberta K. Wilson

Brevard Community College is an equal access/equal opportunity institution.

ACCREDITATION

Brevard Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone 404-679-4500, website: www.sacscoc.org) to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees.

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



Welcome to Brevard Community College!

I am Dr. Brenda Fettrow, Vice President of Student Services. It is our goal to provide you with top quality, efficient services to make your experience the best it can be. I am extremely pleased and proud that you have selected Brevard Community College as your provider to meet your educational needs.

Good luck in your pursuit of higher education. You have made a wise choice!

Brenda Fettrow

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Calendar 2006-2007

FALL TERM 2006

Aug 16	Wednesday	Faculty report
Aug 21	Monday	Fall Term begins/First Student Day
Aug 25	Friday	Last day to drop with refund of fees or change to audit status
Sept 4	Monday	Labor Day Holiday (Weekend classes meet as scheduled)
Sept 8	Friday	Last day to apply for October CLAST
Oct 7	Saturday	CLAST administration
Oct 10	Tuesday	Minimester A ends
Oct 11	Wednesday	Minimester A grades due by 12 noon
Oct 12	Thursday	Minimester B begins/First day of classes
Oct 16	Monday	Last day to drop with refund of fees or change to audit status (Minimester B)
Oct 17-19	Tuesday – Thursday	Professional Development Days/No classes/Faculty Report
Oct 27	Friday	Last day to apply for December graduation
Oct 31	Tuesday	Last day to withdraw with grade of "W" from a full-term class
Nov 10	Friday	Veterans Day Holiday
Nov 23 – 26	Thursday – Sunday	Thanksgiving Holidays
Dec 11 - 15	Monday – Friday	Final week of classes
Dec 15	Friday	Final day of term for students
Dec 18	Monday	Faculty workday; Grades due by 12 noon
Dec 19	Tuesday	Faculty workday; Prep grades due by 12 noon
Dec 21	Thursday	Graduation (1 p.m. & 4 p.m.)
Dec 22 - Jan 1	Friday – Monday	Winter Holiday Break; College Closed

SPRING TERM 2007

Jan 2	Tuesday	College Reopens; Staff report
Jan 3	Wednesday	Faculty report
Jan 8	Monday	Spring Term Begins-First Day for Students
Jan 12	Friday	Last day to drop with refund of fees or change to audit status
Jan 15	Monday	Martin Luther King, Jr. Birthday Observance (Weekend classes meet as scheduled.)
Jan 19	Friday	Last day to apply for February CLAST
Feb 17	Saturday	CLAST administration
March 1	Thursday	Minimester A ends
March 2	Friday	Minimester A grades due by 3 p.m.
March 2	Friday	Professional Development Day /No classes/Faculty report

CALENDAR 2006-2007 – CONTINUED

March 5	Monday	Minimester B begins/First day of classes
March 8	Thursday	Last day to drop with refund of fees or change to audit status (Minimester B)
March 12	Monday	Last day to apply for May graduation
March 19	Monday	Last day to withdraw with grade of "W" from a full-term class
March 26 – April 1	Monday - Sunday	Holidays - Spring Break
April 2	Monday	Classes resume
April 28 – May 4	Saturday – Friday	Final week of classes
May 4	Friday	Last student day of term; Last day to apply for June CLAST
May 7	Monday	Faculty Workday; Final grades due by 12 noon
May 8	Tuesday	Faculty Workday
May 19	Saturday	Graduation (1 p.m. & 4 p.m.)

SUMMER TERM A 2007

May 14	Monday	Summer A Begins
May 16	Wednesday	Last day to drop with refund of fees or change to audit status
May 28	Monday	Memorial Day Holiday (Weekend classes will meet as scheduled.)
June 2	Saturday	CLAST administration
June 7	Thursday	Last day to withdraw with a grade of "W"
June 8	Friday	Last day to apply for posting June or August graduation
June 22	Friday	Final day of classes/Summer Term A ends
June 25	Monday	Faculty Workday; Final grades due by 12 noon

SUMMER TERM B 2007

June 26	Tuesday	Summer Term B Begins
June 28	Thursday	Last day to drop with refund of fees or change to audit status
July 4	Wednesday	Independence Day Holiday
July 6	Friday	Last Day to withdraw from 12-week summer courses
July 20	Friday	Last day to withdraw from Summer B class with grade of "W"
Aug 6	Monday	Final day of classes/Summer Term B; 12-week courses end
Aug 7	Tuesday	Faculty Workday; Final grades due by 12 noon

Registration dates and times will be listed
in the *Schedule of Classes* issued each semester.

Virtual Campus Calendar

FALL TERM 2006

August 18	Friday	Last day to register/pay fees for Session 1 online courses
August 19	Saturday	Virtual Campus Information Session
August 21	Monday	Fall Session 1 begins
August 25	Friday	Last day to drop Session 1 courses with a refund of fees or change to audit status
September 15	Friday	Last day to register/pay fees for Session 2 courses
September 16	Saturday	Virtual Campus Student Information Session
September 18	Monday	Fall Session 2 begins
September 21	Thursday	Last day to drop Session 2 courses with refund of fees or change to audit status
October 31	Tuesday	Last day to withdraw from Session 1 courses
November 9	Thursday	Last day to withdraw from Session 2 courses
December 11 – 15		Final week of classes

SPRING TERM 2007

January 5	Friday	Last day to register/pay fees for Session 1 courses
January 6	Saturday	Virtual Campus Student Information Session
January 8	Monday	Spring Session 1 begins
January 12	Friday	Last day to drop Session 1 courses with a refund of fees or change to audit status
February 2	Friday	Last day to register/pay fees for Session 2 courses
February 3	Saturday	Virtual Campus Student Information Session
February 5	Monday	Spring Session 2 begins
February 8	Thursday	Last day to drop Session 2 courses with refund of fees or change to audit status
March 19	Monday	Last day to withdraw from Session 1 courses
April 6	Friday	Last day to withdraw from Session 2 courses
April 28 – May 4		Final week of classes

SUMMER TERM 2007

May 11	Friday	Last day to register/pay fees for online courses
May 12	Saturday	Virtual Campus Student Information Session
May 14	Monday	Summer Term courses begin
May 16	Wednesday	Last day to drop with refund or change to audit status
July 6	Friday	Last day to withdraw from Summer term courses
August 1-6		Final week of classes

Resource Directory

	Cocoa	Health Sciences	Melbourne	Titusville	Palm Bay	Virtual
Academic Dean	7360	7576, 7578	5623		5216	
Admissions and Records	7300	7575, 7577	5550	5100	5175	5100
Advisors	7320	7582, 7548	5512	5022, 7109	5175	5015, 5022, 7109
Athletic Director			5600			
Bookstore	7290	7290	5677	5056	5195	5056
Cafeteria	7282	7282	5062	5062	5201	5062
Career Center	7325		5174	5098	5248	
Career and Family Success Center	7530					
Cashier	7615	7615	5506	5011	5188	5011
Chief Information Officer	7400					
Child Care Center	7621		5557	5111	5231	
Community Relations & Marketing, AVP	7090					
Dean, Criminal Justice			5695			
Dean of Enrollment Management	7731					
Dean of Student Services	7058	7058	5591	5014	5160	5014
Executive Assistant to the President	7000					
Executive Vice President/CLO	7020					
Financial Aid	7339	7339	5759	7338	5183	7338
Finance & Administrative Services, VP	7024					
Foundation, Executive Director	7055					
Health Sciences Campus		7575, 7577				
Health Sciences Non-Credit Classes		7535, 7563				
Help Desk	7600	7600	7600	7600	7600	7600
Honors	5623	5623	5623	5623	5623	5623
Human Resources, AVP	7084					
Inst. for Business Training & Community Education	7500		5574	5057	7504	
Institutional Effect. & Strategic Management, AVP	7160					
Learning Lab	7330		5520	5034	5251	
Library	7250, 7662		5575, 5576	5066	5270	
Mentoring and Retention						7099
Online Mathematics Coordinator						5667
Planetarium	7373					
President	7000					
Provost	7060	7580	5502	5078	5150	5078
Registrar (Collegewide)	7284					
Security (parking decals)	7557, 7086		5586	5086	5286	
Service-Learning	7610		5610	5016	5253	
Spaceport Center	7750, 7754					
Student Diversity/Equity (Office for)	7715					
Student Government Association	7605		5748	5099	5164	
Student Services, VP	7760					
Student Support Services	7349		5805	5029	5268	
Students with Disabilities (Office for)	7295		5650, 5599	5017	5172	
Technology Lab						7103
Telecourse Information						7102
Testing Centers	7352		5584	5054	5251	
UCF	7821				7821	
Veterans Affairs	7335		5531			

General Information

Attendance Policy

Students are expected to attend all class meetings including the first day. "EXCESSIVE ABSENCES" is defined as being absent more than 15% of class meetings, however, faculty members can establish more rigorous attendance standards for their individual classes. Instructors will inform students in writing of their grading and attendance policy at the beginning of the term. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences and notify the instructor when an absence will occur. The instructor determines the effect of absences on grades. Students who are receiving financial aid or veteran's benefits, who are reported as never attending a course, will be dropped from the class and benefits adjusted or rescinded. After the last date to withdraw, the instructor should assign the grade of "F" to those students who exceed the established attendance standards for the class. If a student assigned an "F" due to excessive absences appeals to the instructor for a grade change based on extenuating circumstances, the instructor may elect to pursue an exception.

Note: *Veterans should refer to the college catalog for more information about attendance.*

RELIGIOUS HOLIDAYS: Upon submitting an advance written request to the instructor, a student will be granted an excused absence for religious holidays. Instructors are to provide assignments and/or exams without penalty for those students who request to be excused for religious observances as mandated by federal and state statutes. Students excused for religious observances are responsible for material covered during their absences and are expected to meet the class requirements for those days without undue delay.

Early Alert

"Early Alert" is a mid-term warning letter, generated by faculty during the fall and spring terms. It is mailed to students determined to be in academic jeopardy. The intent of the letter is to encourage students to take the steps necessary to successfully complete their course(s). Those receiving early alert notices should see the instructor of the course.

Faculty

The faculty at Brevard Community College are committed to helping you reach your educational goals. Questions about course objectives, content, grading policy, etc. should be directed to your instructor. If for any reason you will be unable to meet the course objectives, contact your instructor as soon as possible. Faculty are available during class and office advisement hours to be of assistance.

Grade Appeals

If a student feels unfairly treated or graded in a course, appealing informally to the instructor should be the first course of action. If the complaint is not resolved, then the appeal should be directed to the Department Chairperson and then to the Provost. A final appeal in writing may be directed to the Collegewide Appeals Committee.

IMail (See page 147.)

Parking

Students must park in designated areas and are required to have parking decals. Decals are available at no charge in the Information Center or Security Office on all campuses. Fines are assessed for failure to display a decal and for parking or moving violations. Grades and transcripts will not be released until fines are paid. See parking regulations brochure.

Photo ID Card

Take a copy of your class registration and photo identification to your campus library and they will create a photo ID card for you to carry with you. The card will include your student ID number and also will serve as your library card. Your initial card is FREE, but replacement cards will cost \$10.

It is strongly recommended that you obtain your photo ID card as soon as you enroll and carry it in your wallet. In addition to serving as your library card and identification card in the college, it can also be used for discounts to local theaters and other establishments.

Student ID Numbers

To further protect the security of student records, students will utilize a computer-generated ID number to access all of their records. While students will still need to provide their Social Security number to the college for reporting purposes, that number will remain secure and is not used as a student ID number.

Use your ID Number as your username/login for almost all BCC processes:

- Check records online
- Log into Smarthinking
- Log into Blackboard

New students will receive their number at the time of acceptance to BCC. Students who have forgotten their number, or who have not attended since July 2003, can go to any campus Admissions and Records Office, provide photo ID and receive their number. Student ID numbers will not be released via phone, e-mail or fax.

August

Important this month: _____

Sunday							Monday							Tuesday
July 2006							September 2006							1
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2	
2	3	4	5	6	7	8	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	24	25	26	27	28	29	30	
30	31													
6							7							8
13							14							15
20							21 Fall Term and Minimester A begin/ First day for students							22
27							28							29

2006

AUG

“Education is the most powerful weapon which you can use to change the world.”

-Nelson Mandela

Wednesday	Thursday	Friday	Saturday
2	3	4	5
9	10	11	12
16 Faculty report	17	18	19
23	24	25 Last day to drop with a refund of fees or change to audit status	26
30	31		

July/Aug

July 2006

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

Monday 31

Tuesday 1

Wednesday 2

August 2006

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

2006

AUG

Thursday 3

Friday 4

Saturday 5

Sunday 6

August

August 2006

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

Monday 7

Tuesday 8

Wednesday 9

2006

AUG

Thursday 10

Friday 11

Saturday 12

Sunday 13

August

August 2006

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

Monday 14

Tuesday 15

Wednesday 16

Faculty report

2006

AUG

Thursday 17

Friday 18

Saturday 19

Sunday 20

August

August 2006

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

Monday

21

Fall Term and Minimester A begin/
First day for students

Tuesday

22

Wednesday 23

2006

AUG

Thursday 24

Friday

25

Last day to drop with a refund of fees or change to audit status

Saturday

26

Sunday

27

Aug/Sept

August 2006

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

Monday 28

Tuesday 29

Wednesday 30

September 2006

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

2006

AUG

SEPT

Thursday 31

Friday 1 Last day to apply for October CLAST

Saturday 2

Sunday 3

September

Important this month: _____

Sunday							Monday							Tuesday						
August 2006							October 2006													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
		1	2	3	4	5	1	2	3	4	5	6	7							
6	7	8	9	10	11	12	8	9	10	11	12	13	14							
13	14	15	16	17	18	19	15	16	17	18	19	20	21							
20	21	22	23	24	25	26	22	23	24	25	26	27	28							
27	28	29	30	31			29	30	31											
3							4 LABOR DAY HOLIDAY BCC closed (Weekend classes meet as scheduled)							5						
10							11							12						
17							18							19						
24							25							26						

2006

“Education is when you read the fine print. Experience is what you get if you don’t.”

-Pete Seeger

SEPT

Wednesday	Thursday	Friday	Saturday
		1	2
6	7	8 Last day to apply for October CLAST	9
13	14	15	16
20	21	22	23
27	28	29	30

September

September 2006

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

Monday

4

LABOR DAY HOLIDAY BCC closed
(Weekend classes meet as scheduled)

Tuesday

5

Wednesday 6

2006

SEPT

Thursday 7

Friday 8

Saturday 9

Sunday 10

September

September 2006

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

Monday 11

Tuesday 12

Wednesday 13

2006

SEPT

Thursday 14

Friday 15

Saturday 16

Sunday 17

September

September 2006

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

Monday 18

Tuesday 19

Wednesday 20

2006

SEPT

Thursday 21

Friday 22

Saturday 23

Sunday 24

September 2006

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

Sept/Oct

Monday 25

Tuesday 26

Wednesday 27

October 2006

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

2006

Thursday 28

SEPT

OCT

Friday 29

Saturday 30

Sunday 1

October

Important this month: _____

Sunday	Monday	Tuesday
1	2	3
8	9	10 Minimester A ends
15	16 Last day to drop with a refund of fees or change to audit status (Minimester B)	17 Professional Development Days/No classes/Faculty report
22	23	24
29	30	31 Last day to withdraw with a grade of "W" from a full-term class

2006

“Life is a succession of lessons, which must be lived to be understood.”

- *Ralph Waldo Emerson*

OCT

Wednesday	Thursday	Friday	Saturday
4	5	6	7 CLAST administration
11	12 Minimester B begins/First day of classes	13	14
18 Professional Development Days/ No classes/ Faculty report	19 Professional Development Days/ No classes/ Faculty report	20	21
25	26	27 Last day to apply for December graduation	28
		September 2006 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	November 2006 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

October

October 2006

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

Monday 2

Tuesday 3

Wednesday 4

2006

Thursday 5

OCT

Friday 6

Saturday 7 CLAST administration

Sunday 8

October

October 2006

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

Monday 9

Tuesday 10 Minimester A ends

Wednesday 11 Minimester A grades due by 12 noon

2006

Thursday 12

Minimester B begins/First day of classes

OCT

Friday 13

Saturday 14

Sunday 15

October

October 2006

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

Monday 16

Last day to drop with a refund of fees or change to audit status (Minimester B)

Tuesday 17

Professional Development Days/
No classes/Faculty report

Wednesday 18

Professional Development Days/
No classes/Faculty report

2006

Thursday 19

Professional Development Days/
No classes/Faculty report

OCT

Friday 20

Saturday 21

Sunday 22

October

October 2006

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

Monday 23

Tuesday 24

Wednesday 25

2006

Thursday 26

OCT

Friday 27 Last day to apply for December graduation

Saturday 28

Sunday 29

Oct/Nov

October 2006

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

Monday 30

Tuesday 31

Last day to withdraw with a grade of "W" from a full-term class

Wednesday 1

November 2006

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

2006

Thursday 2

OCT

NOV

Friday 3

Saturday 4

Sunday 5

November

Important this month: _____

Sunday							Monday							Tuesday							
October 2006							December 2006														
S	M	T	W	T	F	S	S	M	T	W	T	F	S								
1	2	3	4	5	6	7							1	2							
8	9	10	11	12	13	14	3	4	5	6	7	8	9								
15	16	17	18	19	20	21	10	11	12	13	14	15	16								
22	23	24	25	26	27	28	17	18	19	20	21	22	23								
29	30	31					24	25	26	27	28	29	30								
							31														
5							6							7							
12							13							14							
19							20							21							
26							27							28							

2006

“First say to yourself what you would be: and then do what you have to do.”

- *Epicteus*

Wednesday	Thursday	Friday	Saturday
1	2	3	4
8	9	10 VETERANS DAY HOLIDAY BCC closed	11
15	16	17	18
22	23	24	25
THANKSGIVING DAY HOLIDAYS BCC closed			
30			

NOV

November

November 2006

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

Monday 6

Tuesday 7

Wednesday 8

2006

Thursday 9

Friday 10

VETERANS DAY HOLIDAY
BCC closed

Saturday 11

Sunday 12

NOV

November

November 2006

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

Monday 13

Tuesday 14

Wednesday 15

2006

Thursday 16

Friday 17

Saturday 18

Sunday 19

NOV

November

November 2006

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

Monday 20

Tuesday 21

Wednesday 22

2006

Thursday 23

THANKSGIVING DAY HOLIDAYS
BCC closed

Friday 24

THANKSGIVING DAY HOLIDAYS
BCC closed

Saturday 25

THANKSGIVING DAY HOLIDAYS
BCC closed

Sunday 26

THANKSGIVING DAY HOLIDAYS
BCC closed

NOV

Nov/Dec

November 2006

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

Monday 27

Tuesday 28

Wednesday 29

December 2006

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

2006

Thursday 30

Friday 1

Saturday 2

Sunday 3

NOV
DEC

December

Important this month: _____

Sunday							Monday							Tuesday						
November 2006							January 2007													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
			1	2	3	4	1	2	3	4	5	6								
5	6	7	8	9	10	11	7	8	9	10	11	12	13							
12	13	14	15	16	17	18	14	15	16	17	18	19	20							
19	20	21	22	23	24	25	21	22	23	24	25	26	27							
26	27	28	29	30			28	29	30	31										
3							4							5						
10							11 Final week of classes							12						
17							18 Grades due by 12 noon							19 Prep grades due by 12 noon						
24							25							26						
31							WINTER HOLIDAYS - BCC closed													

2006

“Education is for improving the lives of others and for leaving your community and world better than you found it.”

- *Marian Wright Edelman*

Wednesday	Thursday	Friday	Saturday
		1	2
6	7	8	9
13	14	15	16
20	21 Graduation Ceremonies 1 p.m. & 4 p.m.	22	23 WINTER HOLIDAYS BCC closed
27	28	29	30 WINTER HOLIDAYS - BCC closed

DEC

December

December 2006

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

Monday 4

Tuesday 5

Wednesday 6

2006

Thursday 7

Friday 8

DEC

Saturday 9

Sunday 10

December

December 2006

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

Monday

11

Final week of classes

Tuesday

12

Wednesday 13

2006

Thursday 14

Friday 15

DEC

Saturday 16

Sunday 17

December

December 2006

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

Monday

18

Grades due by 12 noon

Tuesday

19

Prep grades due by 12 noon

Wednesday 20

2006

Thursday 21 Graduation Ceremonies 1 p.m. & 4 p.m.

Friday 22 WINTER HOLIDAYS
BCC closed

Saturday 23 WINTER HOLIDAYS
BCC closed

Sunday 24 WINTER HOLIDAYS
BCC closed

DEC

December

December 2006

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

Monday

25

WINTER HOLIDAYS

BCC closed

Tuesday

26

WINTER HOLIDAYS

BCC closed

Wednesday 27

WINTER HOLIDAYS

BCC closed

January 2007

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

2006

Thursday 28

WINTER HOLIDAYS
BCC closed

Friday 29

WINTER HOLIDAYS
BCC closed

Saturday 30

WINTER HOLIDAYS
BCC closed

Sunday 31

WINTER HOLIDAYS
BCC closed

DEC

January

Important this month: _____

Sunday							Monday							Tuesday						
December 2006							1 WINTER HOLIDAYS BCC closed							2 College reopens/ Staff report						
S	M	T	W	T	F	S														
					1	2														
3	4	5	6	7	8	9														
10	11	12	13	14	15	16														
17	18	19	20	21	22	23														
24	25	26	27	28	29	30														
31																				
7							8 Spring Term and Minimester A begin/First day of classes							9						
14							15 DR. MARTIN LUTHER KING, JR. BIRTHDAY OBSERVANCE/BCC closed (Weekend classes meet as scheduled)							16						
21							22							23						
28							29							30						

2007

“If your heart acquires strength, you will be able to remove blemishes from others without thinking evil of them.”

- *Mohandas K. Gandhi*

Wednesday	Thursday	Friday	Saturday
3 Faculty report	4	5	6
10	11	12 Last day to drop with a refund of fees or change to audit status	13
17	18	19 Last day to apply for the February CLAST	20
24	25	26	27
31			February 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

JAN

January

January 2007

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

Monday

1

WINTER HOLIDAYS

BCC closed

Tuesday

2

College reopens/ Staff report

Wednesday 3

Faculty report

2007

Thursday 4

Friday 5

JAN

Saturday 6

Sunday 7

January

January 2007

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

Monday

8

Spring Term and Minimester A begin/
First day for students

Tuesday

9

Wednesday 10

2007

Thursday 11

Friday 12

Last day to drop with a refund of fees
or change to audit status

JAN

Saturday 13

Sunday 14

January

January 2007

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

Monday 15

DR. MARTIN LUTHER KING, JR. Birthday Observance
BCC closed (Weekend classes meet as scheduled)

Tuesday 16

Wednesday 17

2007

Thursday 18

Friday 19 Last day to apply for February CLAST

JAN

Saturday 20

Sunday 21

January

January 2007

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

Monday 22

Tuesday 23

Wednesday 24

2007

Thursday 25

Friday 26

JAN

Saturday 27

Sunday 28

Jan/Feb

January 2007

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

Monday 29

Tuesday 30

Wednesday 31

February 2007

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

2007

Thursday 1

Friday 2

Saturday 3

Sunday 4

JAN

FEB

February

Important this month: _____

Sunday							Monday							Tuesday						
January 2007							March 2007													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6						1	2	3						
7	8	9	10	11	12	13	4	5	6	7	8	9	10							
14	15	16	17	18	19	20	11	12	13	14	15	16	17							
21	22	23	24	25	26	27	18	19	20	21	22	23	24							
28	29	30	31				25	26	27	28	29	30	31							
4							5							6						
11							12							13						
18							19							20						
25							26							27						

2007

“Remember that our nation’s first great leaders were also our first great scholars.”

- *John F. Kennedy*

Wednesday	Thursday	Friday	Saturday
	1	2	3
7	8	9	10
14	15	16	17 CLAST administration
21	22	23	24
28			

FEB

February

February 2007

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

Monday 5

Tuesday 6

Wednesday 7

2007

Thursday 8

Friday 9

Saturday 10

Sunday 11

FEB

February

February 2007

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

Monday 12

Tuesday 13

Wednesday 14

2007

Thursday 15

Friday 16

Saturday 17 CLAST administration

Sunday 18

FEB

February

February 2007

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

Monday 19

Tuesday 20

Wednesday 21

2007

Thursday 22

Friday 23

Saturday 24

Sunday 25

FEB

Feb/Mar

February 2007

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

Monday 26

Tuesday 27

Wednesday 28

March 2007

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

2007

Thursday

1

Minimester A ends

Friday

2

Professional Development Day/
No classes/Faculty report

Saturday

3

Sunday

4

FEB

MAR

March

Important this month: _____

Sunday							Monday							Tuesday						
February 2007							April 2007													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	3	1	2	3	4	5	6	7							
4	5	6	7	8	9	10	8	9	10	11	12	13	14							
11	12	13	14	15	16	17	15	16	17	18	19	20	21							
18	19	20	21	22	23	24	22	23	24	25	26	27	28							
25	26	27	28				29	30												
4							5 Minimester B begins/ First day of classes							6						
11							12 Last day to apply for May graduation							13						
18							19 Last day to withdraw with a grade of "W" from a full-term class							20						
25							26							27 SPRING BREAK BCC closed						

2007

“Treat people as if they were what they ought to be and you help them to become what they are capable of being.”

- Goethe

Wednesday	Thursday	Friday	Saturday
	1 Minimester A ends	2 Professional Development Day/ No classes/ Faculty report	3
7	8 Last day to drop with a refund of fees or change to audit status (Minimester B)	9	10
14	15	16	17
21	22	23	24
28	29 SPRING BREAK BCC closed	30	31

MAR

March

March 2007

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

Monday

5

Minimester B begins/First day of classes

Tuesday

6

Wednesday 7

Thursday

8

Last day to drop with a refund of fees or change to audit status (Minimester B)

Friday

9

Saturday

10

Sunday

11

March

March 2007

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

Monday

12

Last day to apply for May graduation

Tuesday

13

Wednesday 14

2007

Thursday 15

Friday 16

Saturday 17

Sunday 18

MAR

March

March 2007

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

Monday

19

Last day to withdraw with a grade of "W" from a full-term class

Tuesday

20

Wednesday 21

2007

Thursday 22

Friday 23

Saturday 24

Sunday 25

MAR

Mar/April

March 2007

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

Monday

26

SPRING BREAK

BCC closed

Tuesday

27

SPRING BREAK

BCC closed

Wednesday 28

SPRING BREAK

BCC closed

April 2007

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

2007

Thursday 29

SPRING BREAK
BCC closed

Friday 30

SPRING BREAK
BCC closed

Saturday 31

SPRING BREAK
BCC closed

Sunday 1

SPRING BREAK
BCC closed

MAR

APRIL

April

Important this month: _____

Sunday	Monday	Tuesday
1 SPRING BREAK BCC closed	2 Classes resume	3
8	8	10
15	16	17
22	23	24
29	30	

2007

“To accomplish great things, we must not only act,
but also dream; not only plan, but also believe.”

- *Anatole France*

Wednesday	Thursday	Friday	Saturday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28 Final week of classes
		March 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	May 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

APRIL

April 2007

April

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

Monday

2

Classes resume

Tuesday

3

Wednesday 4

2007

Thursday 5

Friday 6

Saturday 7

Sunday 8

APRIL

April 2007

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

April

Monday 9

Tuesday 10

Wednesday 11

2007

Thursday 12

Friday 13

Saturday 14

Sunday 15

APRIL

April 2007

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

April

Monday 16

Tuesday 17

Wednesday 18

2007

Thursday 19

Friday 20

Saturday 21

Sunday 22

APRIL

April 2007

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

April

Monday 23

Tuesday 24

Wednesday 25

2007

Thursday 26

Friday 27

Saturday 28

Final week of classes

Sunday 29

APRIL

April 2007

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

April/May

Monday 30

Tuesday 1

Wednesday 2

May 2007

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

2007

MAY

Thursday 3

Friday 4

Last day of Term/Last day to apply for June CLAST

Saturday 5

Sunday 6

APRIL

May

Important this month: _____

Sunday							Monday							Tuesday
April 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							June 2007 S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							1 Final week of classes
6							7 Faculty workday/ Final grades due by 12 noon							8 Faculty workday
13							14 Summer Term A begins							15
20							21							22
27							28 MEMORIAL DAY HOLIDAY (Weekend classes meet as scheduled)							29

2007

“Goals are not only absolutely necessary to motivate us.
They are essential to really keep us alive.”

- Robert H. Schuller

Wednesday	Thursday	Friday	Saturday
2	3	4 Last day of term/ Last day to apply for June CLAST	5
9	10	11	12
16 Last day to drop with a refund of fees or change to audit status	17	18	19 Graduation 1 p.m. & 4 p.m.
23	24	25	26
30	31		

May

May 2007						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday

7

Faculty work day/Final grades due by 12 noon

Tuesday

8

Faculty work day

Wednesday 9

2007

MAY

Thursday 10

Friday 11

Saturday 12

Sunday 13

May

May 2007

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

Monday

14

Summer Term A begins

Tuesday

15

Wednesday 16

2007

MAY

Thursday 17

Friday 18

Saturday 19

Graduation 1 p.m. & 4 p.m.

Sunday 20

May

May 2007

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

Monday

21

Final week of classes

Tuesday

22

Wednesday 23

2007

MAY

Thursday 24

Friday 25

Saturday 26

Sunday 27

May/June

May 2007

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

Monday

28

MEMORIAL DAY HOLIDAY
(Weekend classes meet as scheduled)

Tuesday

29

Wednesday 30

June 2007

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

2007

MAY

JUNE

Thursday 31

Friday 1

Saturday 2

Sunday 3

June

Important this month: _____

Sunday							Monday							Tuesday						
May 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							July 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31													
3							4							5						
10							11							12						
17							18							19						
24							25 Faculty workday/ Final grades due by 12 noon							26 Summer Term B begins						

2007

“Do, or do not. There is no ‘try’.”

- Yoda (from the movie, *Empire Strikes Back*)

JUNE

Wednesday	Thursday	Friday	Saturday
		1	2 CLAST administration
6	7 Last day to withdraw with a grade of “W”	8 Last day to apply for posting August graduation	9
13	14	15	16
20	21	22 Final day of classes/Summer Term A ends	23
27	28 Last day to drop with a refund of fees or change to audit status	29	30

June 2007

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

June

Monday 4

Tuesday 5

Wednesday 6

2007

JUNE

Thursday 7

Last day to withdraw with a grade of "W"

Friday 8

Last day to apply for posting August graduation

Saturday 9

Sunday 10

June 2007

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

June

Monday 11

Tuesday 12

Wednesday 13

2007

Thursday 14

JUNE

Friday 15

Saturday 16

Sunday 17

June 2007

June

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

Monday 18

Tuesday 19

Wednesday 20

2007

JUNE

Thursday 21

Friday 22 Final day of classes

Saturday 23

Sunday 24

June 2007

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

Monday 25

Tuesday 26

Wednesday 27

July 2007

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

2007

Thursday 28

Last day to drop with a refund of fees or change to audit status

JUNE

JULY

Friday 29

Saturday 30

Sunday 1

July

Important this month: _____

Sunday	Monday	Tuesday
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

2007

“Live out of your imagination, not your history.”

- Stephen Covey

JULY

Wednesday	Thursday	Friday	Saturday																																																																																																
4 INDEPENDENCE DAY HOLIDAY BCC closed (Weekend classes meet as scheduled)	5	6 Last day to withdraw from 12-week summer courses	7																																																																																																
11	12	13	14																																																																																																
18	19	20 Last day to withdraw with a grade of “W” (Summer Term B)	21																																																																																																
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July

July 2007

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

Monday 2

Tuesday 3

Wednesday 4

INDEPENDENCE DAY HOLIDAY - BCC closed
(Weekend classes meet as scheduled)

2007

Thursday 5

JULY

Friday 6

Last day to withdraw from 12-week summer courses

Saturday 7

Sunday 8

July

July 2007

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

Monday

9

Tuesday

10

Wednesday 11

2007

Thursday 12

JULY

Friday 13

Saturday 14

Sunday 15

July

July 2007

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

Monday 16

Tuesday 17

Wednesday 18

2007

Thursday 19

JULY

Friday 20

Last day to withdraw with a grade of "W"
(Summer Term B)

Saturday 21

Sunday 22

July

July 2007

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

Monday 23

Tuesday 24

Wednesday 25

2007

Thursday 26

JULY

Friday 27

Saturday 28

Sunday 29

July/Aug

July 2007

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

Monday 30

Tuesday 31

Wednesday 1

August 2007

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

2007

Thursday 2

JULY

AUG

Friday 3

Saturday 4

Sunday 5

August

Important this month: _____

Sunday							Monday							Tuesday						
July 2007							September 2007													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7							1							
8	9	10	11	12	13	14	2	3	4	5	6	7	8							
15	16	17	18	19	20	21	9	10	11	12	13	14	15							
22	23	24	25	26	27	28	16	17	18	19	20	21	22							
29	30	31					23	24	25	26	27	28	29							
							30													
5							6 Final day of classes/ 12-week courses end							7 Final grades due by 12 noon						
12							13							14						
19							20							21						
26							27							28						

2007

“It’s about the process, not the result.”

- *Michelle Kwan*

Wednesday	Thursday	Friday	Saturday
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

AUG

Registration Information

Add/Drop

Students may drop classes in which they have enrolled or register for additional classes during the established add/drop period. 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. Students must complete a Registration/Drop Form, obtained from the Admissions and Records Office, to have a class dropped or to enroll in additional classes.

Alternative College Prep Instruction

Part of the statewide policy allows students to pursue college prep instruction through alternatives to the traditional college prep courses. This includes programs offered by private providers of instruction. Students who pursue college prep instruction by providers other than the college will be required to pass a competency test administered by Brevard Community College to document the attainment of required skills. Students who believe that they qualify for an exemption must see an advisor prior to re-registering for a prep course.

Audit

Students who wish to audit a course need to complete both a Registration/Drop Form and an Audit Form. Class tests or examinations are not required of the student auditing the course; however, class attendance is expected. Additionally, students must meet the prerequisites established for the course(s). Preparatory and Vocational 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.

Collection of Fees Due

Brevard Community College must receive the total amount of tuition due on or before the payment due date. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or certification. Brevard Community College may utilize the services of an attorney and/or collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection including reasonable attorney's fees and expenses incurred by Brevard Community College.

College Level Academic Skills Test (CLAST)

The CLAST is an achievement test which measures selected communications and mathematical skills. Students must satisfy the CLAST requirement when pursuing an Associate in Arts (AA) Degree. Students **may** be required to satisfy the CLAST when seeking admission to the upper division at a Florida state university or desiring to receive some form of state-sponsored financial aid at state or private universities.

REGISTRATION INFORMATION – CONTINUED

Students are eligible to register for the CLAST after satisfactorily completing at least 18 credit hours of college-level coursework. **Students meeting certain criteria may be exempt from taking the CLAST. Students seeking an exemption must contact an advisor.**

The CLAST is administered three times a year. Application and test dates are posted throughout the college. Registration applications and applications for CLAST exemption are available in the Student Services Office and must be signed by an advisor. Students must register on or before the advertised deadline. (See college calendar for deadline.) Late registrations, walk-ins or stand-bys are not permitted. See an advisor for further information.

**All education majors must take and pass all four sections of the CLAST.*

Fee Payments

Fee payments are due on the dates published in each semester schedule of classes. Payments may be mailed or paid in person, by cash, check, money order, cashier's check, VISA, MasterCard or Discover. Credit card payments may be made online at www.brevardcc.edu. Students who have not paid fees by the deadline **may** be dropped from all classes. A non-refundable reregistration fee of \$30 will be charged for reregistration after being dropped for non-payment during the add/drop period.

Forgiveness Policy

- a. Allows repeats of courses where "D" and "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.
- b. Limits the number of repeated attempts per course to two.
- c. 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.

NOTE: It is the student's responsibility to notify the Admissions and Records Office that a course was repeated for grade forgiveness purposes. Forgiveness cannot be applied for a course retaken after a student has graduated.

Honors Program

The BCC Honors Program is ...

1. A learning opportunity designed to accommodate the special needs of academically gifted students.
2. A program of courses allowing highly motivated, intellectually curious students to become partners in learning with their professors and classmates.
3. An opportunity to enjoy an environment of scholarly inquiry, creative interaction, and intellectual stimulation. Contact Beverly J. Slaughter at 433-5623 for more information.

Maximum Attempts Per Course

A student may have only **three** attempts per course including the original grade, repeat grades and all withdrawals (“counting” begins in fall 1997). The most recent grade is included in the computation of the cumulative grade point average. A fourth attempt may be allowed only with approval of the Dean of Student Services based upon an academic appeals process which requires documenting major extenuating circumstances. 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.

Guidelines for Exemption to Full-Cost of Tuition for Maximum Attempts

An exemption based on **extenuating circumstances** shall be granted only **once** for each course. Extenuating circumstances are those considered to be exceptional, documented and beyond the control of the student. Criteria used to determine extenuating circumstances include, but may not be limited to:

- Serious illness
- Medical condition preventing completion
- Death of an immediate family member
- Involuntary call to active military duty
- Learning disability
- English as a second language background
- Change in conditions of employment
- Other emergency circumstances or extraordinary situations, such as natural disasters

An exemption based on a **financial hardship** may be granted **more than once** for each course; however, an exemption based on a financial hardship will only be granted after the student has demonstrated reasonable effort to succeed in the course. Criteria for determining a financial hardship include, but are not limited to:

- Qualification for federal need-based financial aid
- Documented financial hardship

Important! Maximum attempts began with the 1997 Fall Semester, regardless of the number of previous attempts.

Refund Information

Automatic 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 and submit the Registration/Drop Form 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 an add/drop form is completed and submitted by the date published in the Schedule of Classes. After that date there will be no automatic refund.

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 General Equivalency Diploma prior to registering in college credit courses. Students who have prior college work must provide official transcripts from all previous colleges. If a degree was earned from a U.S. regionally accredited institution, however, only the transcript from the college awarding the degree is required, and the high school transcript is not required.

- All final transcripts should be received prior to orientation and registration. Degree-seeking students whose transcripts are not received within the first term cannot register for subsequent terms.
- Official transcripts are signed and sealed in an envelope and mailed to BCC by the previous school.
- Students who received a GED must submit a copy of the scores or diploma prior to initial registration.
- It is the student's responsibility to request previous transcripts and pay applicable fees.
- Financial aid will not be awarded until all transcripts are received by BCC.

Students must provide proof of high school graduation prior to registration in any college credit courses.

Withdrawal Policy

- a. The student may withdraw without academic penalty from any course by the established deadline. Withdrawals after that date may be granted through established institutional procedures.
- b. 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.

BCC Online Systems

Brevard Community College provides a full range of web-based services for students, faculty and staff. Non-secure information such as the catalog, schedule of classes and general information can be accessed from the BCC website at www.brevardcc.edu.

Systems that require a secure login can also be accessed from the home page of the BCC website: click on STUDENT RESOURCES and then select the system you need. For most systems, your login User ID will be your student ID number and your initial Password/PIN will be your birthdate in the format MMDDYY. **Remember that each BCC system is a separate entity and that changing your password or PIN in one system does not change it in the others.**

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.

TITAN Portal / Banner Web

You can access your records online through the secure website, **BANNER WEB**. You will need your User ID (your Student ID Number) and PIN.

To access your records through **BANNER WEB** follow these simple steps:

1. Go to the BCC website: www.brevardcc.edu
2. Click on **BANNER WEB**
3. Login to the Secure Area
 - a. **User ID:** Enter your Student ID number (B number, example: B00111111)
Use upper case letter B and number 0
 - b. **PIN:** Enter your six-digit PIN

To Reset Your PIN:

After initial login, you will get the message "YOUR PIN HAS EXPIRED"

1. Enter your old PIN: This is the six-digit PIN you just used to login.
2. Enter a New PIN: Choose six NUMBERS.
3. Re-enter new PIN: Enter the six NUMBERS you just selected.
4. This PIN will not change until you change it.

Enter a PIN Hint Question:

Once you have entered a PIN Hint Question and you forget your PIN, you can click on the "FORGOT PIN?" button to reset your own PIN. Choose a question and answer that you can easily remember. Do not use "What is my PIN?"

Blackboard

Blackboard is BCC's collegewide learning management system. All online, Teleweb and hybrid classes use Blackboard and many instructors choose to enhance their courses using Blackboard. If you are registered for a distance learning course or other course using a Blackboard component, you will be able to login on the first day of class.

BLACKBOARD – continued

User ID: Enter your BCC ID number
(B number, example B00111111)
Use upper case letter B and number 0

Initial PIN/Password: Your birthdate in the format MMDDYY*

Use the Self-Help to reset your Password.

**Note: Passwords are not reset from term to term. If you have ever taken a Blackboard course, your Password will not change; it is the same as when you last logged into the Blackboard system.*

Should you have trouble accessing your Blackboard account, please contact virtualcampus@brevardcc.edu or call 433-7100.

IMail: Student E-Mail Accounts

The college has designated IMail as the official means of communication for college business for registered students. This includes communication from instructors regarding your classwork. IMail accounts are normally available within 24 hours after you register for classes.

To find your IMail address and User ID:

1. Go to BANNER WEB
2. Login to Secure Area
3. Click on PERSONAL INFORMATION
4. Click on VIEW E-MAIL ADDRESS(ES)
 - a. Your UserID (also your Network ID) is the first part of your IMail address.
 - b. Your IMail address is the STUDENT e-mail address.
Example: UserID = n12345678
IMail address = n12345678@imail.brevardcc.edu
5. Your initial Password is your birthdate in the format MMDDYY

If you elect to forward IMail messages to your personal e-mail provider and you later change providers, you must manually go to IMail and update your account information. *Your IMail will not be automatically forwarded.*

To access your IMail account: Go to <http://imail.brevardcc.edu>

To use Outlook or Outlook Express to read your IMail:

1. Open Outlook Express or Outlook
2. Click TOOLS on the menu bar
3. Click ACCOUNTS in the Tools menu
4. Click ADD

IMAIL – continued

5. Click MAIL in the INTERNET ACCOUNTS box
6. Enter the following in the fields in the Internet Connection Wizard window:
 - Display Name – The name that will display on an e-mail sent using this profile.
 - Incoming Mail Server – set it to **imap.brevardcc.edu**
 - Outgoing Mail Server – set it to **imap.brevardcc.edu**
 - E-mail Address – The e-mail address that will display on an e-mail sent using this profile.
 - Account Name – Your User ID for your IMail Account (9 digit number that begins with an “n”)
 - Password – The password for your IMail Account
7. Click FINISHED on the Internet Accounts box when you have completed the Internet Connection Wizard

Library Resources

Brevard Community College has libraries at each of its four campus locations: Cocoa, Melbourne, Palm Bay and Titusville. Students of the BCC Virtual Campus should check on Distance Library Services available to them.

To login to the online Library Services:

User ID: Library Number (Borrower ID)

(example: 23201000999991)

Printed on back of Student ID Card

Initial PIN: Last 4 digits of SS Number (*can be changed by user*)



Smarthinking

SMARTHINKING is your personal online tutoring center. SMARTHINKING provides expert assistance in reading, writing and mathematics. The service is free to BCC students 24/7.

Go to www.brevardcc.edu.

- Click on STUDENT RESOURCES
- Click on SMARTHINKING
- Your user name is your ID number
- Your password is your birthdate in the format MMDDYY.

If your records are marked “Confidential”, you will not have a SMARTHINKING account. New students will be registered in SMARTHINKING during the second week of class

If you have questions, please contact the helpdesk at (321) 433-7600 or e-mail helpdesk@brevardcc.edu.

Student Computer Labs

Computer labs are designed for student use in many areas of each campus. Protocol for assistance may be different in each lab, so be sure to read the instructions specific to that area. You must be a registered student to utilize this service. Allow one week after classes begin for your account to be activated.

To login to a student computer:

Username: Your Student ID Number

Initial Password: Your birthdate in the format MMDDYY

Student ID Numbers

To protect the identity of our students, BCC 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.

Students must provide their Social Security Number to the college for reporting purposes, but that number will remain secure and is not used as a student ID number. Federal legislation relating to the Hope Tax Credit (Federal Register, June 16, 2000) requires that all postsecondary institutions report student SSNs to the Internal Revenue Service. This IRS requirement makes it necessary for the community colleges to collect the SSN of every student. All SSNs are protected by federal regulations (FERPA) and are never released to unauthorized parties.

Use of Computer Technology in the Classroom

BCC is committed to infusing technology across the college curriculum. Most of BCC’s courses are complemented by online environments designed to facilitate communication, collaboration and dissemination of learning materials and resources. BCC has a number of computer labs and resource centers available for student use. Basic computer literacy is recommended for all programs of study.

Still have trouble?

**FOR ASSISTANCE CONTACT THE HELPDESK AT (321) 433-7600
helpdesk@brevardcc.edu**

HELPDESK HOURS:

Monday - Thursday – 8 a.m. - 7 p.m. • Friday – 8 a.m. - 5 p.m. (4:30 p.m. summer hours)
Closed Saturday and Sunday

CAMPUS ADMISSIONS & RECORDS CONTACTS:

Campus	E-Mail	Phone
Cocoa	pappadease@brevardcc.edu	(321) 433-7300
Health Sciences	schweitzerj@brevardcc.edu	(321) 433-7575
Melbourne	brockertr@brevardcc.edu	(321) 433-5550
Palm Bay	millsc@brevardcc.edu	(321) 433-5175
Titusville/Virtual	bennettj@brevardcc.edu	(321) 433-5100

Financial Aid

The staff of the Financial Aid Department provides assistance to students needing financial aid to attend Brevard Community College. They administer grants, loans, work study programs and scholarships that are available to eligible students. Applications for these programs may be obtained from the Financial Aid Office on each campus or students may apply online at www.fafsa.ed.gov. 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 BCC Financial Aid website at www.brevardcc.edu/finaid. The official means of communication for BCC is through IEmail. Students currently registered at BCC can go to <http://imail.brevardcc.edu> for updated financial information on their accounts.

Return of Unearned Funds

Student(s) reported as never attending one or more class(es) will be 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.

The amount of Title IV financial aid earned and the amount of Title IV financial aid not 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 qualify for further federal aid until the repayment is satisfied.

BCC Foundation Scholarships

The BCC Foundation exists to support the college and advance its commitment to be our community's center for quality teaching and lifelong learning. The Foundation is a not-for-profit, 501(c)(3) corporation chartered to provide for financial needs of the college that cannot be met through state aid or student tuition. The Foundation is a vehicle through which individuals, corporations and other supporters contribute to the college's educational programs and student scholarships. It is supervised by a volunteer Board

FINANCIAL AID – CONTINUED

of Governors composed of community leaders who support the advancement of excellence at Brevard Community College.

Each year, the Foundation awards hundreds of thousands of dollars' worth of scholarships. Students interested in learning more about the Foundation's scholarships or in obtaining scholarship applications may contact the Financial Aid office or visit the Foundation's website at www.brevardcc.edu/foundation.

Student Activities/Student Government Association

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 car washes, dances, intramurals and other club activities. Contact your campus Student Services Office for information on starting or joining a club.

Each BCC campus has its own Student Government Association (SGA). The purpose of the SGA is to ensure broad student involvement in college committees, campus/college activities and community activities. Seated members of the government are elected from the active clubs and special interest organizations on each campus. The freshman and sophomore class representatives are elected from the student body at large. All activities of student government are conducted in accordance with the established procedures manuals.

Academic Services

Academic Advising

Advisors provide academic information and direction by assisting students in planning their curriculum and selecting relevant classes, by helping students understand degree requirements and college policies and by providing transfer information for students planning to transfer to upper division colleges and universities. Advisors provide information about graduation requirements, interpretation of placement tests, consultation and referral for career direction and referrals to outside agencies for students' personal concerns. Services are available 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.

UCF Consortium Students

A partnership has been established with the University of Central Florida which guarantees admission to UCF if you graduate from BCC with your AA degree. Students are strongly encouraged to declare a major within your first 24 credit hours at BCC. If you plan to transfer to UCF see your advisor for more information.

BCC Bookstore

BCC Bookstores offer textbooks, college supplies, clothing, gifts and sundry items. The extent to which these are available, as well as Bookstore hours, vary from one campus to another. For current information regarding the Bookstore, call Cocoa, 433-7290; Melbourne, 433-5677; Palm Bay, 433-5195 or Titusville/Virtual, 433-5055.

Students should bring their course schedule with them to the Bookstore as it contains their course numbers which are needed to find the correct books. Full refunds are given up to one week after the start of the semester and **must be accompanied by a receipt**. Refunds in the amount of 75 percent of the purchase price will be given up to 30 days after the start of the semester, provided the customer has a receipt. Books must be returned in the same condition they were sold; therefore, students should not write in the book unless they are sure they are going to remain in the class. Refunds will not be issued after the first 30 days of the semester. Students may sell back their books at any time during the year; however, the best prices, half the purchase price, are generally given during finals week.

Center for Service-Learning

The Center for Service-Learning strives to make service an integral part of students' education to prepare them to be lifelong learners, responsible community members and productive citizens. The Center recruits, places and supports students in meaningful community service-learning placements and projects. Please call Cocoa, 433-7610; Melbourne, 433-5610; Palm Bay, 433-5253 or Titusville/Virtual, 433-5016 to discover the wide range of service-learning opportunities and courses available. All volunteer and service-learning hours are listed on students' academic transcripts and scholarships are available. More than 100 faculty members integrate service-learning in 335 course sections each semester. Thousands of BCC students serve more than 130,000 hours annually in community organizations and projects. Brevard Community College's service-learning program is one of the most respected and replicated programs in the country.

College Preparatory Courses

To build necessary skills for success in college-level courses, the student whose placement scores indicate that he/she needs skill development in reading, writing, or mathematics must enroll in at least one of these preparatory (Prep) courses each semester, until he/she meets these requirement(s). At the same time, if the student maintains enrollment in Prep coursework each semester, he/she may also continue enrollment in some degree-seeking college-level courses; however, the student must successfully complete his/her preparatory studies by the time that he/she has accumulated 12 hours of college-level coursework (Florida Statute 1008.30). Though these preparatory courses do not offer credit toward graduation, the student must attend class, maintain passing grades, complete course requirements, and pass the Florida Basic Skills Exit Exam to be eligible to enroll in college-level general education courses.

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

ACADEMIC SERVICES – CONTINUED

regarding computer lab availability and the software available, please call 433-7600. Access the Computer Labs website at www.brevardcc.edu>click on STUDENT RESOURCES in the left pane>click on COMPUTER LABS.

Cooperative Education/Internships

The terms “co-ops” and “internships” are often used interchangeably because both mean “a practical educational work experience.” Brevard Community College offers students an opportunity to enhance their educational experiences through co-op/internship programs that will augment and supplement their degree or vocational programs. Students pursuing degrees or certificates and who desire to participate in the program must qualify and register for fall, spring or summer classes. Participating students must have at least a 2.0 GPA, have completed at least two courses in their major field and must be willing to develop a partnership between their instructor, the employer and themselves. Students must obtain instructor approval prior to enrolling in the appropriate co-op/internship course. For more information, contact the Career Centers: Cocoa, 433-7325; Melbourne, 433-5174; Palm Bay, 433-5248 or Titusville/Virtual, 433-5098.

Credit for Adult Experiential Learning (CAEL)

CAEL is an Experiential Learning Program developed primarily for working adults. It recognizes the academic value of experience outside the college classroom by awarding academic credit. This learning, referred to as Prior Experiential Credit, may result from work experience, employment-related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. It is a way of recognizing learning regardless of the circumstance under which it was acquired. Call 433-5515 for more information.

FACTS.ORG (Florida Academic Counseling & Tracking for Students)

FACTS.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. FACTS.org provides current college students with access to their academic records, grades, degree audits and information on how to successfully transfer from the community college to the university. Please go to www.facts.org for further information.

International Student Services

The International Student Services office provides assistance and support to all international students attending BCC. Prospective foreign students can receive information and applications for admission and currently enrolled students will find full support in matters pertaining to immigration, academic programs and cultural adjustment to the U.S. The International Student Services office also provides many opportunities throughout the academic year for students to participate in multicultural activities and programs. BCC strives to maintain a salutary and supportive environment allowing international students to fully enjoy their U.S. educational experience. For more information, contact the International Student Services Office at Cocoa, 433-7342 or Melbourne, 433-5595.

Learning Labs

The labs are comprehensive resource centers providing academic support to all students. Labs offer students the opportunity to work one-on-one with professional and peer tutors, work individually through computer-assisted instruction and video materials, explore career options and participate in Vocational Preparatory Instruction (VPI). Labs also serve as testing facilities for placement, online courses, telecourse plus courses and make-up exams. For more information, students should contact the Learning Lab/CAI lab on their campus – Cocoa, 433-7330; Melbourne, 433-5520; Palm Bay, 433-5251 or Titusville/Virtual, 433-5034.

Learning Lab Hours:

Cocoa – Building 12, Room 308

Monday - Thursday 8 a.m. - 9 p.m.

Friday 8 a.m. - 5 p.m.

Saturday 9 a.m. - 5 p.m.

Melbourne – Building 2, Room 103

Monday - Thursday 8 a.m. - 9 p.m.

Friday 8 a.m. - 5 p.m.

Saturday 9 a.m. - 1 p.m.

Palm Bay – Building 1, Rooms 227, 228, 229, 234

Monday - Thursday 8 a.m. - 8 p.m.

Friday 8 a.m. - 5 p.m.

Saturday 8:30 a.m. - 12:30 p.m.

Titusville/Virtual – Building 1, Room 115

Monday - Thursday 8 a.m. - 8 p.m.

Friday 8 a.m. - 5 p.m.

Saturday 8 a.m. - 12 noon

Learning Resources Centers/Libraries

Campus Libraries observe the following hours:

Cocoa (433-7250)

Monday - Thursday 7:30 a.m. - 9 p.m.

Friday 7:30 a.m. - 5 p.m.

Saturday 9 a.m. - 5 p.m.

Melbourne (433-5575), Palm Bay (433-5270) and Titusville/Virtual (433-5066)

Monday - Thursday 7:30 a.m. - 9 p.m.

Friday 7:30 a.m. - 5 p.m.

Saturday 9 a.m. - 12 noon

Services for Students with Disabilities

Brevard Community College offers special services to ensure appropriate support for students with disabilities. Services include, but are not limited to, the following: extra time on classroom and placement tests, academic advising, minimal tutorial services (math and English), assistive listening devices, sign language interpreters, quiet testing facilities, adaptive furniture and devices, specialized computer software, the services of a learning

ACADEMIC SERVICES – CONTINUED

disabilities specialist, assistance with course substitution and test waiver procedures and other reasonable accommodations. The extent to which these services are available and office hours vary from campus to campus. Students should register at the Office for Students with Disabilities on their particular campus: Director, 433-5598; Cocoa, 433-7295; Melbourne, 433-5650; Palm Bay, 433-5172; Titusville/Virtual, 433-5017; Learning Disabilities Specialist - north, 433-7297 or Learning Disabilities Specialist - south, 433-5756.

Student Support Services (Federal Grant Program)

Student Support Services offers academic, career and financial advisement as well as tutoring, supplemental instruction and study skills assistance to most degree-seeking citizens who are: eligible for the Pell Grant; first generation college (i.e., neither parent nor legal guardian holds a bachelor's degree); and/or physically or learning disabled. Services are provided without cost to those who qualify and are available by contacting Student Support Services staff at any campus. Contact the Student Support Services offices at Cocoa, 433-7349; Melbourne, 433-5280; Palm Bay, 433-5268 or Titusville/Virtual, 433-5029.

Study Abroad/International Education

Every summer Brevard Community College offers a selection of academic courses that include an international travel itinerary. These consist of classroom instruction prior to departure and international travel designed to enhance the students' understanding of the subject area. Courses offered include, but are not limited to, humanities, social science and foreign languages. All are fully accredited by the college and can be applied toward general education requirements. The international travel is coordinated by the college. Travel destinations have included Europe, the Far East, Africa and Latin America. For further information, contact the Study Abroad Office, 433-5657.

Transcripts

Current students can obtain unofficial transcripts at no charge via the website www.FACTS.org.

To obtain an official transcript, the request must be submitted in writing including your signature and the date along a legible copy of a picture ID (driver's license is preferred) and the \$5 transcript fee. There is an official BCC *Transcript Request* form available online www.brevardcc.edu or at any Admissions and Records office. If for any reason the official form is not available, your written request must include the following information to be processed:

- Name, including all previous names
- Address and telephone number
- Social security number or Student ID number
- Date of birth
- Approximate dates of attendance at BCC
- Copy of photo ID (enlarged 200% and legible)
- Date of request and date needed

ACADEMIC SERVICES – CONTINUED

- Complete name and address of recipient(s)
- Number of copies
- Any special instructions – hold for grades or degree
- Attach any forms that need to be included
- Your signature
- \$5 per transcript fee

Important Facts

- Official transcripts will not be provided “on demand”
- Email requests can not be honored
- Students with active HOLDS can not receive an official transcript until the obligations are met and the holds are removed
- **Please allow two weeks for processing the transcript for mailing or student pickup.**
- Official transcripts can be mailed overnight for a \$25 per destination fee

Veterans Affairs

Veterans and other eligible persons planning to enroll under the G.I. Bill should contact the BCC Veterans Affairs office at Cocoa, 433-7333 or Melbourne, 433-5761. Applications and instructions for completing the VA Educational Benefit package will be provided during the initial visit. During registration, veterans benefit students must use extreme caution when selecting classes.

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

Special Programs & Services

Alumni Association

The BCC Alumni Association fosters, develops and provides scholarships as well as other benefits to BCC alumni. An alumnus is anyone who has successfully completed one BCC course or who has retired from the college. For more information about the Alumni Association and its benefits, visit www.brevardcc.edu/alumni or e-mail bccalumni@brevardcc.edu.

Astronaut Memorial Planetarium & Observatory

The Astronaut Memorial Planetarium and Observatory at BCC’s Cocoa Campus is an advanced space science learning facility. Students and members of the community may journey through the universe in one of the world’s most sophisticated planetariums, experience three-story-high motion picture images in the IWERKS Discovery Theater and visit one of Florida’s largest public access telescopes and observatories. Call 433-7373 for more information about Planetarium programs and special events.

Athletics

Brevard Community College is a member of the Southern Conference of the Florida Community College Athletic Association and the National Junior College Athletic Association. Athletic teams include men's basketball, men's golf, men's baseball, women's basketball, women's softball and women's volleyball. All athletes must be enrolled in at least 12 hours each semester and have a 2.00 GPA to be eligible for competition. Scholarships are available in all sports. For more information regarding athletic programs, contact the athletic director at 433-5600.

Career Centers

Brevard Community College offers a variety of career planning and exploration services for students, alumni and members of the community. With four well-equipped centers, those who are seeking jobs, planning new careers or planning to change careers will find a vast array of services such as computer software programs for self-awareness and self assessments, direct links and access to over 7,000 schools, hundreds of periodicals, including books, magazines and newspapers for career and job searches, labor market information and statistics, lists of available positions from area businesses in the community and on-line access for city, county, state and national searches, resume-writing assistance, interviewing and negotiating preparation and tips, Florida's fastest-growing occupations and declining occupations, information about Cooperative Education, internships, shadowing programs and much more.

Melbourne Center Monday - Thursday, 9 a.m.-6 p.m., Friday, 8 a.m.-5 p.m.

Cocoa Center Monday - Friday, 8 a.m.-5 p.m.

Titusville Center Monday - Friday, 8 a.m.-5 p.m.

Palm Bay Monday - Thursday, 8 a.m.-7 p.m.

For more information contact centers at Cocoa, 433-7325; Melbourne, 433-5699; Palm Bay, 433-5248 or Titusville, 433-5098.

Child Development Centers

The BCC Child Development Centers located on the Cocoa, Melbourne, Titusville and Palm Bay campuses are available for children (ages 2-5 years) of students, faculty and staff of BCC and UCF and the community. The Centers are open Monday through Friday – 7:15 a.m. - 5:30 p.m. Rates reflect flexible schedules for morning preschool programs and full-day programs. Student scholarships are available on a needs basis. For further information call Cocoa, 433-7623; Melbourne, 433-5558; Titusville, 433-5111; Montessori, 433-5568; Palm Bay, 433-5230 or visit the link on the BCC website www.brevardcc.edu; select COCOA CAMPUS and select CHILD DEVELOPMENT CENTER.

Cosmetology Services

Brevard Community College offers a vocational career and technical program in Cosmetology. The program offers its services at a discount to students and community members in Room 124 of the Health Sciences Building (Bldg. 20) on the Cocoa Campus. Students and prospective clients should call 433-7550 or 433-7551 for current information on prices and hours. Bring in your Student Handbook and receive a free haircut!

Dental Services

Brevard Community College offers programs in Dental Assisting and Dental Hygiene. These programs offer their services to students in Room 111 of the Health Sciences Building (Bldg. 20) on the Cocoa Campus. Services are offered at reduced prices during specific times of the school year. Dental services offered by students are time consuming due to student instruction. For more information call 433-7570.

Health/Injury/Accident

The college staff will plan and regulate classroom and campus conditions with concern for the mental and physical health and safety of the students. NO medical facilities or medical insurance are provided by the college. In the event of a serious injury or sudden onset of illness, first aid may be administered within the capabilities of personnel on the scene.

The Historic Cocoa Village Playhouse, Inc.

A variety of entertainment is offered to the community at the Historic Cocoa Village Playhouse, located in Cocoa's historic district. Audiences experience Brevard's own history at the playhouse, which is on the National Register of Historic Places. The playhouse specializes in family and children's musicals. Further information on these and other playhouse performances may be obtained by phoning 636-5050.

Institute for Business Training & Community Education (IBT&CE)

The Institute for Business Training & Community Education is dedicated to the enhancement of economic and community development. The institute provides training programs, workshops and conferences for business, industry, professionals, government and the public. The Institute specializes in the development and delivery of customized training for employers and offers a variety of continuing education activities for citizens of all ages on all four campus locations throughout Brevard County. For more information call 433-7500 or visit our website at www.bcctraining.com.

Institute for Continuing Education (ICE)

The Institute for Continuing Education (ICE) was formed in 1993 as a department of the Health Sciences Campus for the purpose of offering Health Care Continuing

SPECIAL PROGRAMS AND SERVICES – CONTINUED

Education to the community at large. The schedule of courses are designed to satisfy professional license CE credits, certifications in postsecondary vocations and personal enrichment needs of the community. All courses are non-college credit courses. The ICE delivers continuing education in a variety of ways intended to accommodate individual and corporate group needs.

- Traditional classroom courses
- Online courses
- Special needs request for training
(delivered on all four campuses or corporate locations)

King Center for the Performing Arts

The Maxwell C. King Center for the Performing Arts, located adjacent to the Melbourne Campus, is a versatile, multi-use facility large enough to accommodate the many cultural and educational needs of the community. The center provides BCC students with the best in educational, cultural and community experiences. Symphonies, operas, ballets, Broadway musicals, jazz and pop artists are representative of the great variety offered at the center. BCC students are offered substantial discounts on selected hall-sponsored performances at the center. Discounted tickets are subject to availability and are typically not available until either the day of the show or one week prior to the performance (depending on the type of discount). For further information, call the King Center Ticket Office at 242-2219 or visit us online at www.kingcenter.com.

Lost and Found

BCC 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 Student Services Office on the Cocoa, Melbourne, Palm Bay or Titusville campuses.

Moore Multicultural Center

The Harry T. and Harriette V. Moore Multicultural Center offers programs and activities designed to increase awareness and appreciation for multiculturalism and diversity for all students, faculty and staff at Brevard Community College and for the community. The Multicultural Center is dedicated to increasing public awareness and appreciation for the contributions of all races, cultures and religions. It offers a wide variety of multicultural events and programs on all five BCC campuses which are family-oriented. The Moore Multicultural Center provides use of printed, taped and technical diversity resources about Anglo, African American, Arab American, Asian American, Latino American, Native American and other populations for students, faculty, staff and the community. The center offers a comfortable meeting place to gather for discussions and meetings on topics related to multiculturalism and diversity. For more information stop by the center located on the Cocoa Campus (11-114), visit the website at www.brevardcc.edu/moorecenter or call 433-7353.

Student Insurance

Insurance coverage with respect to injuries or accidents while enrolled at BCC 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 (particularly Health Sciences), classes or clubs may be required to show proof of medical insurance. International students, industrial/vocational 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 the Health Sciences Campus with questions regarding insurance requirements for health sciences programs.

Student Rights & Responsibilities

Brevard Community College students are both citizens and members of the academic community. As citizens, students may 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 educational communities and communications.

Violation of the standard of conduct herein stated will be considered as 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 BCC, 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 Brevard Community College.
2. **College-sponsored Activities and Events** – Use of college facilities must have prior approval by the proper college authority. All college-sponsored activities and events are subject to any limitations and provisions established by the appropriate college official (i.e., outdoor concerts, student rallies, outside speakers).

STUDENT CODE OF CONDUCT – CONTINUED

3. **Alcoholic Beverages** (See #13 also) – Possession of alcoholic beverages is prohibited on the campuses of Brevard Community College and at any college-sponsored activity or event unless officially approved for a specific function by the President.
4. **Arson** – No student shall commit or aid in the intentional commission of an act which results in fire being ignited which 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. **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.
7. **Contracting or Representation in the Name of the College** – Students are prohibited from contracting in the name of Brevard Community 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.
8. **Damage or Destruction of Property** – Accidental damage, vandalism or malicious damage to property belonging to Brevard Community College or others may require restitution from the person responsible for such damage and/or disciplinary action.
9. **Defamation, Threats and Extortion** – Verbal or written communication which exposes any individual or group to hatred, contempt or ridicule and thereby injures the person, property or reputation of another is prohibited.
10. **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.

11. **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.***

STUDENT CODE OF CONDUCT – CONTINUED

12. **Dress and Appearance** – Students are expected to maintain standards of personal appearance and dress which are conducive 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.
13. **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 Brevard Community College Policy 102.04: 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 Brevard Community 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.

14. **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.
15. **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.
16. **Gambling** – Gambling is prohibited on the campuses of Brevard Community College.
17. **Hazing** – Hazing in any form on campus or at any college-sponsored activity is prohibited.
18. **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.
19. **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.
20. **Duplication of Keys** – Duplication of college keys is prohibited.

STUDENT CODE OF CONDUCT – CONTINUED

21. **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.
22. **Distribution or Sale of Literature or Goods** – Distribution or sale of literature or goods on the campuses must be approved by the Campus Provost.
23. **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 Student Services Office in order to use college mail services.
24. **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.
25. **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.
26. **Conduct** – Conduct or expression that is lewd, indecent or obscene is prohibited.
27. **Animals** – Animals are not permitted in any of the college facilities unless they are guide dogs or animals that are part of an approved course or presentation.
28. **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.
29. **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.
30. **Search and Seizure** – College officials reserve the right to search lockers or other college property when deemed necessary to uphold the responsibility of the college regarding discipline, safety and the maintenance of an educational atmosphere. Contraband items will be confiscated and may be used as evidence in disciplinary cases. Briefcases, handbags and other such containers may be searched in the library, in laboratories, in the bookstore and at other places where material and equipment are not secured.
31. **Smoking** – Smoking is prohibited in all enclosed facilities of the college.
32. **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 Dean of Student Services or Provost.
33. **Recognition of Student Groups** – In order to be classified as a student organization, established, recognized procedures must be met and approved by the Dean of Student Services.
34. **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.
35. **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 parking

STUDENT CODE OF CONDUCT – CONTINUED

lots. Mopeds are classified as bicycles. Roller skating or skateboarding is prohibited on the campuses of Brevard Community College in any location or at times which, in 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.

36. **Firearms, Weapons, Fireworks, Explosives** – Students may not possess weapons while on college property (law enforcement officers excluded). Weapons are defined as firearms, knives, explosives, inflammable materials or any other items that may cause bodily injury or damage to property.
37. **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 to interfere with the work of another student, faculty member or college official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computer facilities to interfere with the normal operations of the college computing system.
 - g. Use of computing facilities to download obscene materials.
 - h. Violation of other established computer lab policies.
38. **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.
39. **Interference with College Guests** – The college may initiate disciplinary actions for any interference with the freedom of movement of any member or guest of the college.
40. **Threat to any College Guest** – The active threat of violence against any member or guest of the college is strictly forbidden.
41. **Violations of Law** – Federal and state law, respective county and city ordinances, and all college and District Board of Trustees rules and regulations will be strictly enforced.
42. **Cosmetology Prohibited Acts** – 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.

1. It is unlawful for any person to:
 - (a) 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.
2. Any person who violates any provision of this section commits a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083.

Student Disciplinary Procedure

(Except for Academic Dishonesty Cases)

It should be duly noted that the disciplinary procedures stated herein play a role substantially secondary to counseling, guidance and admonition in the process of promoting good citizenship at Brevard Community College.

1. Alleged violations of the Student Code of Conduct, except academic dishonesty cases, are referred to the Dean of Student Services.
2. Alleged violations are investigated by the Dean of Student Services.
3. Following an impartial investigation of the alleged violation by the Dean of Student Services or designee, the Dean of Student Services decides upon an appropriate course of action. If, in the judgment of the Dean of Student Services, formal disciplinary action is required, such disciplinary action may be immediately imposed upon approval of the Provost and Vice President for Student Services. A list of possible disciplinary sanctions appears under the *Disciplinary Sanctions* heading.
4. If disciplinary sanctions are imposed, the student has the right to appeal this decision and to request that an impartial campus disciplinary hearing be held. This request must be in writing and received in the Dean of Student Services Office no later than ten days following the student's receipt of written notification of disciplinary sanctions.
5. The Campus Disciplinary Committee will be formed and the hearing will take place. (See procedures under *Campus Discipline Committee*.)
6. If there is a finding of guilt, the committee will inform the student, report findings to the Dean of Student Services and return the matter to the discretion of the Dean of Student Services.
7. If there is a finding of innocence, the Campus Discipline Committee will exonerate the student of charges brought against him/her unless substantial new evidence is brought forth. If new evidence is presented, the Dean of Student Services or Provost shall review the new evidence and decide whether a new hearing is justified.
8. **Final Appeal:** An appeal may be made to the President. The student must make the appeal in writing and submit it to the Vice President of Student Services within five days of receiving the written report stipulating the findings and sanctions. The written appeal must include justification and rationale for the appeal.

The Vice President of Student Services will review and present the case to the President. The President's decision is final.

Campus Discipline Committee

A Campus Disciplinary Committee will be formed whenever there is a case to be heard.

Composition: The Committee shall be made up of five persons including two students, two faculty members and one professional staff member. Potential members are to be screened carefully and only those who demonstrate the ability to be impartial and fair minded in the case under consideration will be selected to serve on the committee. Faculty, staff and students who are directly involved in the case may not serve on the committee. Actions of the committee are decided by majority vote.

A faculty or staff member shall serve as the chairperson. This person shall preside over the hearing, maintain proper decorum and order, rule on admissibility of evidence and dismiss any person who impedes or threatens to impede a fair and orderly hearing. The chairperson shall vote only in the event of a tie vote.

STUDENT DISCIPLINARY PROCEDURE – CONTINUED

The Provost shall appoint the committee in consultation with the Dean of Student Services. Provost shall also establish the hearing date, time and place and communicate the same to the student, committee and others involved in the case. The Provost also serves as a general resource to the committee and communicates the findings and recommendations of the committee to the student and other affected parties.

COMMITTEE RESPONSIBILITIES

The Campus Discipline Committee will have the following responsibilities during a hearing for a case in which a plea of not guilty has been entered:

1. To insure, to the extent possible, that all questions asked and information offered are relevant to the question of guilt or innocence in the fact-finding portion of the hearing, and if the student is found guilty, that information of a mitigation plea nature is reserved for the penalty-recommending portion of the hearing.
2. To insure that the accused student will have the right to examine evidence, to testify and to present evidence and witnesses. The student will have the right to hear and question all witnesses appearing and testifying against him/her.
3. To insure that no statements against the accused student are considered unless the student has been advised of his/her content and of the names of those who made them and unless the student has been given the opportunity to rebut unfavorable inferences which might be drawn.
4. To insure that relevant evidence is introduced before the committee and that the decision of innocence or guilt will be based solely upon the evidence.
5. To compile for the Dean of Student Services a complete file of a case to include both an abstract and verbatim record, such as a tape recording of the hearing, all written statements and exhibits utilized in the proceedings and the committee's decisions and penalty recommendations. No record will be made of the closed deliberations of the committee. The names of the committee members will not be disclosed until after the hearing is held. For purpose of appeal, the student shall have access to the record of hearing which should remain in the Dean of Student Services Office.
6. At the beginning of the hearing, the committee chairperson will briefly explain to the student the manner in which the hearing will be conducted and will apprise the student of the consequences of giving false testimony. The committee will conduct the fact-finding portion of the hearing in the following recommended manner and order:
 - a. Introduction of participants
 - b. Reading of charge(s) by chairperson and advising charged student of possible penalties
 - c. Student's response to charges
 - d. Investigator's summary report of allegations
 - e. Introduction of college witnesses and/or exhibits with questions from committee, charged student and investigator
 - f. Introduction of student's witness and/or exhibits with questions from the committee, charged student and investigator
 - g. Rebuttal by charged student with questions from committee

STUDENT DISCIPLINARY PROCEDURE – CONTINUED

- h. Rebuttal by investigator with questions from committee
- i. Closing statements by investigator and charged student
- j. At the conclusion of the fact-finding portion of the hearing, the hearing participants may be excused and, in a closed session, a decision may be rendered on the guilt or innocence of the student by majority vote. If the accused student admits guilt during the fact-finding portion of the hearing, the committee will immediately go into the penalty recommendation portion of the hearing. If a majority determination cannot be made on the findings, the chairperson shall declare a mistrial and inform (in writing) the provost of such action. The Provost shall appoint a new discipline hearing committee and chairperson who will hold a new hearing.
- k. If there is finding of guilt, the committee will inform the student of the finding and instruct the student that the penalty recommendation portion of the procedures allows the student the right to present any mitigating circumstances or other factors. The committee will, in closed session, render a penalty recommendation.
- l. The student is informed that the recommended disciplinary action will be forwarded to the Dean of Student Services who will render the penalty decision. The decision will be communicated to the student in writing.

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 Brevard Community College. Recommendations for expulsion from the college are to be made through the Provost or Vice President of Student Services who will present the recommendation to the President for consideration.
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 Brevard Community College during the suspension. The student may re-enroll at the college when the suspension order has elapsed. This sanction is subject to the approval of the President.
3. **Temporary Suspension:** The dean of student services, provost or vice president of student services 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 Dean of Student Services, Provost or Vice President of Student Services 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 Brevard Community College.
4. **Final Disciplinary Probation:** A disciplinary sanction serving notice to a student that

STUDENT DISCIPLINARY PROCEDURE – CONTINUED

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 College 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 College 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.
 9. **Other Appropriate Action:** Disciplinary action not specifically set out above but deemed proper as judged by the Dean of Student Services, Provost or Vice President of Student Services.

The Discipline Committee may recommend with the approval of the Dean of Student Services appropriate sanctions within the indicated range of severity. The committee's verdict and sanction recommendation will be received and reviewed by the Dean of Student Services, who will make a sanction decision and convey appropriate information to those involved. Communication of sanction to the student: Any imposed sanction shall be communicated to the student in writing immediately following the decision to impose the sanction. The letter shall be given directly to the student or mailed to the student's last address on file in the Admissions and Records Office.

Academic Dishonesty

Definition: Academic dishonesty includes conduct aimed at making false representation with respect to a student's academic performance. Some examples of academic dishonesty cases are listed below. Actions such as stealing examinations, course materials or falsifying records will be adjudicated under the regular student disciplinary procedure.

- A. Cheating;
- B. Plagiarism;
- C. Collaborating with others in work to be presented, if contrary to the stated rules of the course;
- D. Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

STUDENT DISCIPLINARY PROCEDURE – CONTINUED

Brevard Community College subscribes to a web-based plagiarism detection service called Turnitin.com. This service accepts electronically-submitted student papers and cross checks them against billions of online documents for contextual matches. Instructors may use this service to detect whether a student has plagiarized on an assignment.

Academic Dishonesty Procedures

1. Violations of the academic dishonesty policy are brought to the attention of the student by the instructor.
2. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student and if warranted, a verbal warning will be issued.
3. If there is clear evidence that a violation has taken place, a sanction may be imposed by the instructor ranging from a written warning to expulsion from the course with a failing grade.
4. **Final Appeal:** The student may appeal the case to the instructor's supervisor. If the matter cannot be resolved at that level, the student may request a hearing before the Collegewide Student Appeals Committee. No record will be made of the closed deliberations of the committee. The names of the committee members will not be disclosed until after the hearing is held. The committee's recommendation is sent to the President. The President's decision is final. The student may be permitted to remain enrolled in the course during the appeal process.

Drug-Free Campus

College Policy Summary

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

Brevard Community 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 signing this pledge will not be granted admission to Brevard Community College. They will be offered, however, 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.

DRUG-FREE CAMPUS – CONTINUED

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 Dean of Student Services 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.

AIDS & Other Life-Threatening Diseases

AIDS stands for Acquired Immunodeficiency Syndrome. It is a disease caused by the Human Immunodeficiency Virus or HIV. HIV may live in the human body for years before symptoms manifest. HIV and AIDS attack the body's immune system, making it much harder for the body to kill off infections and viruses. By systematically weakening the body's capacity for killing off these viruses and infections, the body is more prone to succumbing to illnesses that people with healthy immune systems could easily recover from.

HIV is a communicable disease that is passed through bodily fluids. Having unprotected intercourse or sharing hypodermic needles with someone who has the virus greatly increases the risk of being infected. Because many people have the virus, but do not know that they do, transmission is often unintentional. If you have had unprotected intercourse or have shared a needle with anyone, please schedule an HIV test as soon as possible. This disease does not discriminate based on race, gender, ethnic background or sexual preference. It only chooses victims based on the transmission of bodily fluids. Because mothers share fluids with their unborn and nursing children, these children are at high risk for transmission if the mother has the virus. Even if there are discernible symptoms, a person may have HIV, and transmission of the virus is possible. Again, if you think you may be at risk for the virus, please schedule an HIV test as soon as possible.

FOR MORE INFORMATION ABOUT HIV/AIDS:

CALL THE AIDS HOTLINE (toll-free) English 1-800-FLA-AIDS
En Español 1-800-FLA-SIDA

To schedule anonymous HIV testing, call the
Brevard County Health Department (321) 690-6486
TDD 888-503-7118

The college is concerned for employees or students who exhibit symptoms of HIV, AIDS or other life-threatening communicable diseases or who test positively for such diseases.

Privacy/Access to Records

Brevard Community 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.

Student Directory Information

FERPA requires each institution to determine directory information that may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released. Brevard Community College has identified the following as directory information:

- Student name*
- Student address*
- Student photograph*
- Student phone number*
- Dates of attendance (session dates only)
- Major field of study
- Weight and height of members of athletic teams
- Degrees and awards received
- Educational institution attended.

***Important Directory Information Note:**

Although Brevard Community College has designated student name, address and photographs as directory information, these will appear only in BCC-generated information such as the commencement ceremony programs, BCC publications, Student IDs and news releases of awards. In addition, students' names and addresses may be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines.

STUDENT RIGHT TO PRIVACY

The college respects students' personal information, and guards information carefully. The student's social security number is not used as a student's primary identifier (although it is collected); an institutional Student ID number is assigned for student use to access records and receive services. A student may choose to withhold directory information but must submit a written notice to the campus Admissions and Records Office.

STUDENT DIRECTORY INFORMATION – CONTINUED

What Does This Mean?

When a student turns 18 years of age and 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.

Equal Access/Equal Opportunity

Brevard Community College, in accordance with Federal and State laws as well as College Policy, does not discriminate in any of its policies, procedures or practices on the basis of age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability. Inquiries regarding the College's Equal Opportunity Policies including Title IX (sex discrimination) and Section 504 of the Americans with Disabilities Act (Disabled Discrimination) for employees or applicants for employment may be directed to Joni F. Oglesby, Equity Coordinator–Administration, Bldg. 2 Cocoa Campus, (321) 433-7084 or alternate contact, Janet L. Madden, Director of Employee Relations, Bldg. 2 Cocoa Campus, (321) 433-7389. Inquiries regarding veterans programs may be directed to the Office of Veterans Affairs, Bldg. 10–Room 209, Melbourne Campus, (321) 433-5532 or Bldg. 11–Room 209, Cocoa Campus, (321) 433-7333.

Harassment/Discrimination Policy

POLICY STATEMENT: It is the policy of the District Board of Trustees that each employee and student be allowed to work and attend Brevard Community College in an environment free from any form of improper discrimination. Harassment of any nature is prohibited whether it be sexual, racial or based on national origin. Harassment is a form of discrimination and is conduct unbecoming of a College employee or student. (This policy also applies to employment applicants and prospective students.)

NOTIFICATION REQUIREMENTS: The Harassment/Discrimination Policy shall be included in all future publications of Student Handbooks, Full-time and Adjunct Faculty Handbooks and similar handbooks issued for other employees and will provide basic steps of due process available to the complainant.

DEFINITION OF HARASSMENT: Harassment includes unwelcome sexual conduct or request for sexual favors and verbal or physical conduct reflecting on an individual's race, ethnic background, national origin, gender or disabling condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment. Harassment has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation or otherwise adversely effects an individual's employment or educational opportunities.

DEFINITION OF COMPLAINT: Complaints consist of disagreements between employees and/or students concerning the following:

- Sexual Harassment
- Discrimination

EQUAL ACCESS/EQUAL OPPORTUNITY – CONTINUED

PROCEDURE FOR FILING A COMPLAINT: Any employee or student having a complaint concerning sexual harassment may discuss it with the Dean of Student Services, Department Chair, Provost or Associate Vice President for Human Resources. Due to the nature of the allegation and information received, confidentiality will be preserved wherever possible. Any employee or student having a complaint concerning harassment or discrimination may discuss it with the Dean of Student Services, Department Chair, Provost or with the Associate Vice President for Human Resources who will attempt to resolve the differences between the parties involved. Such a discussion should occur within sixty (60) days of the allegation and should include as much specific information as possible, including names and positions of persons involved, identification of witnesses, if any; and the time, place, and details of the incident leading to the allegation.

A written statement of the complaint may be necessary for any action to be taken. Confidentiality will be kept to the extent possible to complete the investigation.

Retaliation against an individual for reporting any type of harassment or for participating in an investigation is prohibited by the college policy and state and federal laws. Retaliation is a serious violation, which can subject the offender to discipline independent of the merits of the harassment allegation.

ACTION: Once a written complaint has been filed with any of the offices designated to receive a complaint, it will be investigated by the office who received the complaint, the Director of Employee Relations or the Associate Vice President for Human Resources. He/She will forward a recommendation to the President for determination of action to be taken. The President will render a decision and advise the appropriate parties.

DISCIPLINARY ACTIONS: Any employee or student of this institution, who is found to have harassed another employee or student or to have filed a false claim, will be subject to disciplinary action up to and including termination, suspension and/or expulsion; within the provisions of applicable current Board rules.

NOTIFICATION: Further information on Equity and/or Harassment is available from Ms. Joni F. Oglesby, the College Equity Coordinator and Associate Vice President for Human Resources, Building 2, Room 113, Cocoa Campus at 433-7084 or Ms. Janet Madden, Director of Employee Relations, Building 2, Room 119, Cocoa Campus at 433-7082.

Student 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 or difference with college procedures should be addressed to the Dean of Student Services. The Collegewide Student Appeals Committee is made up of students, faculty and staff. This committee considers appeals which cannot be resolved through regular channels on the home campus. Appeal forms, as well as additional information on the entire appeals process, are available through the campus Student Services Office. Appeals will only be accepted within two years from when the student took the course.

Student Appeals Process

There are two types of student appeals – academic appeals and administrative appeals. The process for filing a student appeal is outlined below:

Academic Appeals – Issues with the instructor, classmates, course content and/or delivery, grades, etc. (Begin the appeals process with step 1.)

Administrative Appeals – Issues with admissions, registration, late withdrawals due to extenuating circumstances. (Begin with step 1, skip steps 2 and 3.)

1. Obtain a Student Appeals Form from your campus Student Services Office.
2. Meet with the course instructor and attempt to resolve the issue. Obtain instructor's signature on Student Appeals Form. If the issue is not resolved, proceed to step 3.
3. Meet with the appropriate Department Chairperson and attempt to resolve the issue. Obtain the department chairperson's signature on the Student Appeals Form. If issue is not resolved, proceed to step 4.
4. Submit the Student Appeals Form (with the instructor and Department Chairperson's signatures if it is an academic appeal) to the respective Dean of Student Services. Academic appeals will be reviewed by the Academic Dean. The Student Appeals Form must be accompanied by full documentation of the circumstances surrounding the issue. If the issue is not resolved, proceed to step 5.
5. If the issue is not resolved by the respective Dean of Student Services, a student can request that the appeal be forwarded to the Provost. If the issue is not resolved, proceed to step 6.
6. If the issue is not resolved by the Provost, a student can request that the appeal be forwarded to the Collegewide Student Appeals Committee. Additional documentation of the circumstances surrounding the appeal may be required.

Note: The Collegewide Student Appeals Committee submits a recommendation to the President. The President's decision is final.

Student Ombudsman (Advocate)

On each BCC campus, the Dean of Student Services serves as student ombudsman to assist students with any issues involving the delivery of student services.

The deans are:

- LeRoy Darby** Cocoa/Health Sciences Campus • 11-224
- Hep Aldridge** Melbourne Campus • 1-126
- James Heck** Palm Bay Campus • 1-206
- Sandy Handfield** Titusville/Virtual Campus • 3-120

Transfer Student Bill of Rights

Students who graduate from Florida community colleges with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

- Admission to one of the eleven state universities, except to limited access programs
- Acceptance of a least 60 semester hours by the state universities
- Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a community college, provided the student maintains continuous enrollment
- Transfer of equivalent courses under the Statewide Course Numbering System
- Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate and AICE)
- No additional General Education Core requirements
- Advance knowledge of selection criteria for limited access programs
- Equal opportunity with native university students to enter limited access programs

Should any guarantee be denied, students have the right to appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers. For more information, visit www.facts.org. Click on the TRANSFER SERVICES link.

Useful Website Addresses

To access and monitor your student online account – Go to: www.brevardcc.edu and click Banner Web. Access through the secure area will require user ID and PIN. User ID number is BCC student ID number. Initial PIN is birthdate in the format MMDDYY. Banner Web allows the following transactions:

- Admissions/Registration/Financial Aid/Fees/Check Grades/Verify e-mail address/update and verify records
- IMail is the official BCC e-mail messaging system. All students currently registered at BCC have an IMail account assigned to them. For more information, go to <http://imail.brevard.cc.fl.us>
- All students who take online courses or classes with an online component will also have a Blackboard account. To log into Blackboard go to: <http://blackboard.brevardcc.edu/>
- Online Library Services
14 digit number on the back of BCC Library card
Go to <https://web2010.brevard.cc.fl.us/secure/library/cardrequest.html> for information about obtaining a library card.

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.fiu.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	www.fafsa.ed.gov
FACTS (Florida Academic Counseling and Tracking for Students)	www.facts.org
VA Benefits	www.gibill.va.gov
Department of Education	www.ed.gov
US Government Student Information	www.students.gov

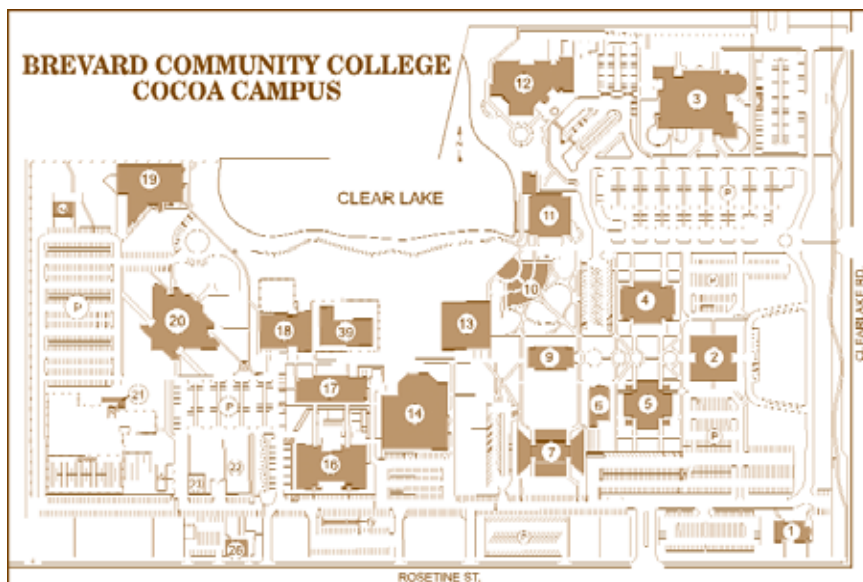
Career Services

U.S. Department of Labor	www.bls.gov
America's Career InfoNet	www.acinet.org
College Board's My Road	www.myroad.com
FACTS.org	www.facts.org
JobStar Central	www.jobstar.org
America's Job Bank	www.ajb.dni.us

Cocoa Campus

1519 Clearlake Road, Cocoa, FL 32922 • www.brevardcc.edu/cocoa

The Cocoa Campus is home to the collegewide District Administration. Located on this campus are three technologically advanced facilities: the Astronaut Memorial Planetarium, the BCC/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 BCC and University of Central Florida. This unique instructional facility houses programs for both BCC and UCF, enabling students to complete a bachelor's and master's degree without leaving the county.



BUILDINGS

- | | |
|--|---|
| 1 – Financial Aid | 12 – BCC/UCF Joint Use Library |
| 2 – George Washington Carver Administration Building | 13 – Roger W. Dobson Building |
| 3 – Clark Maxwell, Jr. Lifelong Learning Center | 14 – Vocational Building |
| 4 – Bernard Simpkins Fine Arts Center | 16 – Industrial Center |
| 5 – Rodney S. Ketcham Business Center | 17 – Technical Center |
| 6 – Bookstore | 18 – J. Bruce Wilson Gymnasium/YMCA Family Center |
| 7 – Irene H. Burnett Science Building | 19 – Astronaut Memorial Planetarium & Observatory |
| 9 – Dr. Mary Cathryne Park Classroom Building | 20 – HCVAS Health Sciences Center |
| 10 – Gen. George F. Schlatter Veterans Memorial Amphitheater | 21 – Veterinary Technology |
| 11 – Ralph M. Williams Student Center | 26 – Security |
| | 42 – Foundation House |

Health Sciences Campus

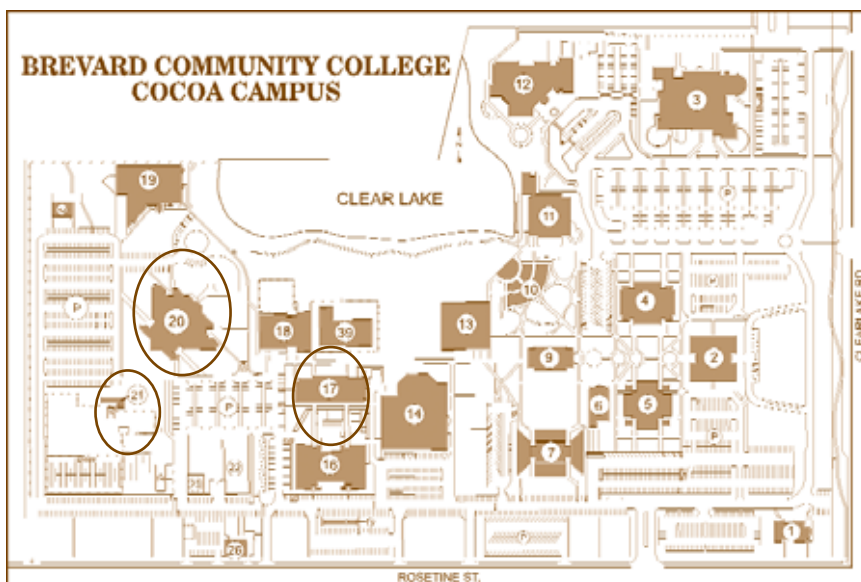
1519 Clearlake Road, Cocoa, FL 32922 • www.brevardcc.edu/cocoa

Health Sciences operates districtwide offering course work on the Cocoa, Palm Bay, Melbourne, Titusville and Virtual campuses. The Health Sciences Campus is headquartered on the Cocoa Campus in Cocoa, Florida.

This campus provides state-of-the-art classrooms and clinical laboratory facilities where students learn to apply their specialized skills. Course work within the Health Sciences can lead to either an Associate of Science Degree or Postsecondary Vocational Certificate. Through the Institute for Continuing Education (ICE) professional courses are presented for continuing education requirements; student growth, improvement and development; and current health care topics of public interest.



Community continuing education is offered on a wide array of health-related topics.



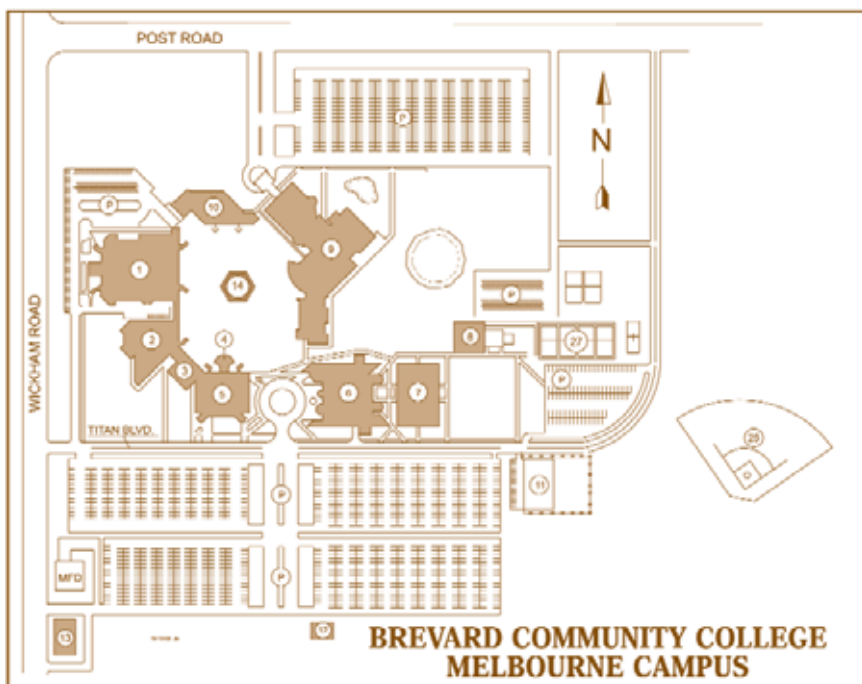
BUILDINGS

- 17 – Technical Center
- 20 – HCVAS Health Sciences Center
- 21 – Veterinary Technology

Melbourne Campus

3865 North Wickham Road, Melbourne, FL 32935 • www.brevardcc.edu/melbourne

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 (21 labs campuswide utilizing the latest technology).



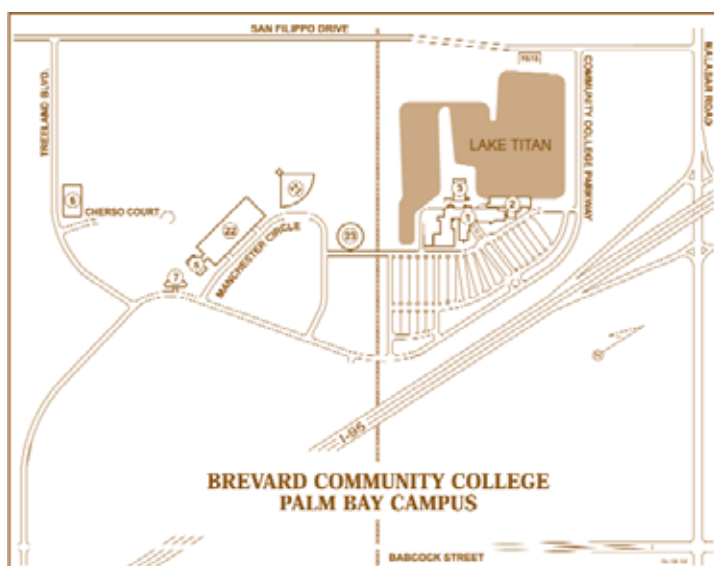
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| 1 – Student Services Center/Administration/Classrooms | 8 – Criminal Justice Center |
| 2 – Philip L. Nohrr Learning Resource Center | 9 – King Center for the Performing Arts |
| 3 – Bookstore | 10 – Parrish Student Center |
| 4 – Auditorium | 12 – Montessori Child Development Center |
| 5 – Science Building | 13 – Pre-School Child Development Center |
| 6 – Gymnasium | 14 – Melissa Prevatt Pavilion |
| 7 – Multi-Purpose Facility | |

Palm Bay Campus

250 Community College Pkwy., Palm Bay FL, 32909 • www.brevardcc.edu/palmbay

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 compliment 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, medical assisting 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, Webster University and Barry University.



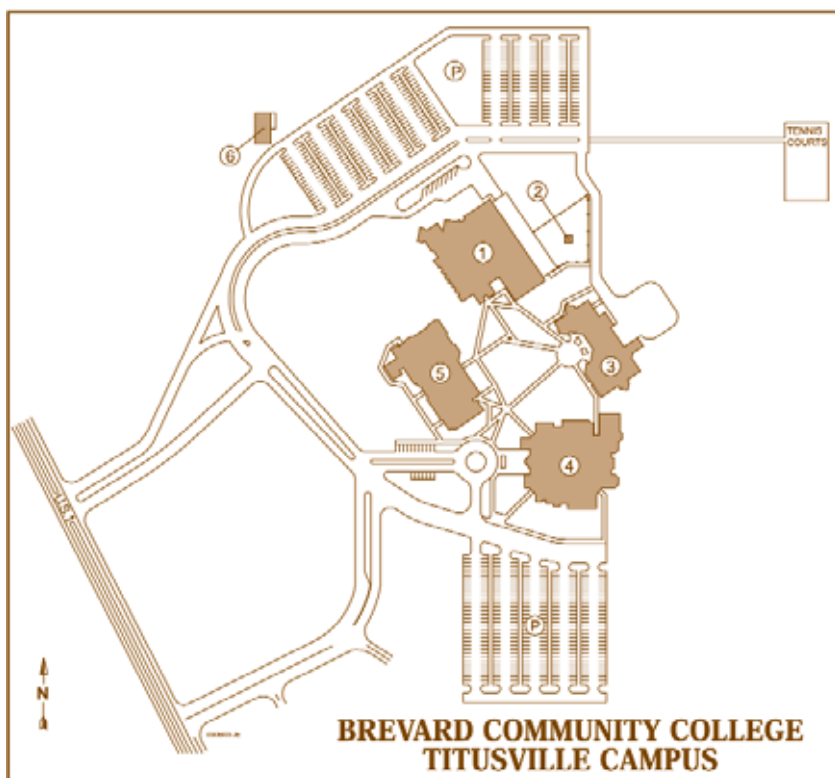
BUILDINGS

- | | |
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| 1 – Administration/General Instruction Building | 6 – Child Development Center & U.F. Agricultural Extension |
| 2 – Library/Science Building | 7 – (Area) Ropes Course |
| 3 – BCC/UCF Joint-Use Classroom Building | 21 – Softball Field |
| 5 – Multi-use Classroom Building | 22 – (Area) Criminal Justice Driving Pad |
| | 23 – Palm Bay Aquatic Center |

Titusville/Virtual Campus

1311 North U.S. 1, Titusville, FL 32796 • www.brevardcc.edu/titusville

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. The campus hosts the NASA Business Incubator, supporting entrepreneurs in our community and giving our students access to internships in cutting edge technology companies. 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.



BUILDINGS

- | | |
|--------------------------------|---|
| 1 – N. Earl Jones Building | 5 – Frank Elbert Williams Learning Resources Center |
| 2 – Maintenance Building | 6 – Child Care Center |
| 3 – Student Center | |
| 4 – John Henry Jones Gymnasium | |

Spaceport Center (KSC)

1519 Clearlake Road, Cocoa, FL 32922 • www.brevardcc.edu/spaceport

Brevard Community College's Spaceport Center operates at NASA's John F. Kennedy Space Center Visitor Complex, BCC Cocoa Campus, and at Cape Canaveral AFS to provide AS and AAS degree programs in aerospace technology.

SpaceTEC, located on Cape Canaveral Air Force Station, is the country's National Science Foundation Center of Excellence for aerospace technical education.

The Aerospace Technology program prepares students for entry-level positions in the aerospace industry. It offers a standardized and industry-endorsed curriculum that provides employers with a well-trained and productive technical workforce. Aerospace technician candidates must complete a separate, program-specific application and meet special workplace requirements including U.S. citizenship. They must also agree to undergo security background checks and random drug testing, if hired.

Graduates of the Aerospace Technology program may also qualify for many applied-technology jobs such as testing, fabrication, assembly, repair, and manufacturing.

For information contact the Spaceport Center at (321) 433-7754, Fax: (321) 433-7752 or visit the website at:

www.brevardcc.edu/spaceport

www.spaceportcenter.net

www.spaceportcenter.org



HANDBOOK COMMITTEE:

Sandy Handfield, Chairperson, Dean of Student Services, Titusville/Virtual Campus

David Hancock, Student Development Specialist, Cocoa Campus

Walter Labbate, Educational Records Specialist, Collegewide Admissions/Records

Chris Stankiewicz, Supervisor, Admissions Records, Titusville/Virtual Campus

Paula Higginbotham, Specialist, Disability Services, Titusville/Virtual Campus

Joanne Hutton, Director, Workforce Programs/Academic Publications, Cocoa Campus

Design and layout: Publications Department

Mission Statement

Our Vision

Brevard Community 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 which successfully meet individual and community needs.

Brevard Community College fulfills its mission by offering the following:

1. Undergraduate Studies and Associate Degrees to pursue a Baccalaureate Degree.
2. Technical and vocational training for Associate Degrees and Certificates for entering the workforce, improving professional skills and developing new competencies.
3. Instructional support services such as advisement and career guidance.
4. Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
5. Workshops and classes for personal growth, developmental instruction and lifelong learning.

Our Philosophy

The College embraces the following key values and beliefs:

1. **RESPECT FOR THE INDIVIDUAL (COURTESY/CIVILITY):** Central to our philosophy is respect for the individual, manifested through courtesy and civility in every endeavor.
2. **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.
3. **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.
4. **LEADERSHIP, EMPOWERMENT, INTEGRITY:** We value leadership styles that engender trust and confidence and that empower people to make sound decisions.
5. **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.
6. **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.
7. **ACCOUNTABILITY:** Through systematic review and evaluation, we are publicly accountable to achieve our mission.
8. **SENSE OF ACHIEVEMENT:** We value achievement and reward those who strive to do their best.



COLLEGEWIDE PHONE NUMBER:
(321) 632-1111

Cocoa Campus
1519 Clearlake Rd.
Cocoa, FL 32922
Cocoa Campus
(321) 433-7300

Health Sciences Campus
1519 Clearlake Rd.
Cocoa, FL 32922
(321) 433-7575

Melbourne Campus
3865 North Wickham Rd.
Melbourne, FL 32935
(321) 433-5513

Palm Bay Campus
250 Community College Pkwy.
Palm Bay, FL 32909
(321) 433-5181

Titusville/Virtual Campus
1311 North U.S. #1
Titusville, FL 32796
(Titusville Campus) (321) 433-5050
(Virtual Campus) (321) 433-7100

Spaceport Center
1519 Clearlake Rd.
Cocoa, FL 32922
(321) 433-7750



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