Eastern Florida State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Darla Ferguson, Associate Vice President, Equity Officer, Eastern Florida State College 1519 Clearlake Road, Cocoa, FL 32902.

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

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

You’ll benefit from small class sizes, personalized instruction and more than 40 new programs, including Bachelor Degrees and Associate Degrees with online course options available.

You’ll also find a commitment to excellence from our faculty and staff who are dedicated to your success.

In becoming a Titan, you are on a firm course to achieve your dreams.

Good luck as you begin your exciting journey.

Sincerely,

Dr. Jim Richey
President
## FALL TERM 2017

### Registration
- **Monday, April 24, 2017** Web Registration Fall 2017 Begins
- **Monday, May 08, 2017** Walk-in Registration Fall 2017 Begins

### Commencement
- **Thursday, October 19, 2017** Last day to apply for December Graduation
- **Thursday, December 14, 2017** Commencement Ceremonies

### College Closed
- **Monday, September 04, 2017** Labor Day
- **Saturday, November 11, 2017** Veterans Day (Veterans Day Observed Friday, November 10, 2017)
- **Wed. - Sun., November 22 - 26, 2017** Thanksgiving Holidays; all college campuses closed
- **Fri., Dec 15, 2017 - Mon., Jan. 1, 2018** Winter Break; all college campuses closed

### Full 16 Week Session: August 14 - December 8, 2017  (82.5 faculty days)
- **Thursday, August 03, 2017** Fee due date
- **Mon - Fri, July 31 - August 4** Five day work week for staff
- **Mon - Fri, August 7 - 11** Five day work week for staff
- **Thurs - Fri, August 10 - 11** Faculty report/work days
- **Monday, August 14, 2017** Fall term begins; first day of class
- **Thursday, August 17, 2017** Last day to drop with a refund of fees or change to audit status
- **Friday, August 18, 2017** Faculty report/work day
- **Thursday, October 26, 2017** Last day to withdraw with grade of "W"
- **Sat - Fri, December 2 - 8, 2017** Final exam week
- **Friday, December 08, 2017** Final day of term for students
- **Monday, December 11, 2017** Final grades due at noon; faculty 1/2 work day

### 12 Week Session 1: August 14 - November 3, 2017  (12 Weeks)
- **Thursday, August 03, 2017** Fee due date
- **Monday, August 14, 2017** 12 week session 1 begins; first day of class
- **Thursday, August 17, 2017** Last day to drop with a refund of fees or change to audit status
- **Thursday, October 05, 2017** Last day to withdraw with grade of "W"
- **Friday, November 03, 2017** Final day of 12 week session 1
- **Monday, November 06, 2017** Final grades due at noon

### 12 Week Session 2: September 11 - December 8, 2017  (12 Weeks)
- **Thursday, August 31, 2017** Fee due date
- **Monday, September 11, 2017** 12 week session 2 begins; first day of class
- **Thursday, September 14, 2017** Last day to drop with a refund of fees or change to audit status
- **Thursday, November 02, 2017** Last day to withdraw with grade of "W"
- **Friday, December 08, 2017** Final day of 12 week session 2
- **Monday, December 11, 2017** Final grades due at noon; faculty 1/2 work day

### Minimester A: August 14 - October 6, 2017
- **Thursday, August 03, 2017** Fee due date
- **Monday, August 14, 2017** Minimester A begins; first day of class
- **Thursday, August 17, 2017** Last day to drop with a refund of fees or change to audit status
- **Thursday, September 21, 2017** Last day to withdraw with grade of "W"
- **Friday, October 06, 2017** Final day of Minimester A
- **Monday, October 09, 2017** Final grades due at noon

### Minimester B: October 9 - December 8, 2017
- **Thursday, September 28, 2017** Fee due date
- **Monday, October 09, 2017** Minimester B begins; first day of class
- **Thursday, October 12, 2017** Last day to drop with a refund of fees or change to audit status
- **Thursday, November 16, 2017** Last day to withdraw with grade of "W"
- **Friday, December 08, 2017** Final day of Minimester B
- **Monday, December 11, 2017** Final grades due at noon; faculty 1/2 work day
## SPRING TERM 2018

### Registration
- Monday, October 30, 2017: Web Registration Spring Term 2018 begins
- Monday, November 06, 2017: Walk-in Registration Spring Term 2018 begins

### Commencement
- Thursday, March 08, 2018: Last day to apply for May graduation
- Thursday, May 10, 2018: Commencement Ceremonies

### College Closed
- Monday, January 01, 2018: New Year's Day
- Monday, January 15, 2018: Dr. Martin Luther King Day (weekend classes meet as scheduled)
- Saturday - Sunday, Mar 31 - Apr 8: Spring break; all campuses closed. (Reopen Monday, April 9, 2018)

### Full 16 Week Session: January 8 - May 4, 2018 (15 Weeks + 1 Final Exam Week / 81.5 faculty days)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Note</th>
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<tbody>
<tr>
<td>Tuesday, January 02, 2018</td>
<td>Staff report</td>
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<tr>
<td>Tues - Fri, January 2 - 5, 2018</td>
<td>College Open/Staff work days</td>
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<tr>
<td>Thursday, January 04, 2018</td>
<td>Fee due date</td>
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<tr>
<td>Thurs - Fri, January 4 - 5, 2018</td>
<td>Faculty report/work days</td>
</tr>
<tr>
<td>Monday, January 08, 2018</td>
<td>Spring term begins; first day of class</td>
</tr>
<tr>
<td>Mon - Thurs, January 8 - 11</td>
<td>Four day work week for staff</td>
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<tr>
<td>Thursday, January 11, 2018</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
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<tr>
<td>Friday, January 12, 2018</td>
<td>Faculty report/work day</td>
</tr>
<tr>
<td>Thursday, March 15, 2018</td>
<td>Last day to withdraw with grade of “W”</td>
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<tr>
<td>Sat - Apr 28 - May 4</td>
<td>Final exam week</td>
</tr>
<tr>
<td>Friday, May 04, 2018</td>
<td>Final day of term for students</td>
</tr>
<tr>
<td>Monday, May 07, 2018</td>
<td>Final grades due at noon; faculty 1/2 work day</td>
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### 12 Week Session 1: January 8 - April 6, 2018 (12 Weeks)

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<tbody>
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<td>Thursday, January 04, 2018</td>
<td>Fee due date</td>
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<tr>
<td>Monday, January 08, 2018</td>
<td>12 week session 1 begins; first day of class</td>
</tr>
<tr>
<td>Thursday, January 11, 2018</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
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<tr>
<td>Thursday, March 01, 2018</td>
<td>Last day to withdraw with grade of “W”</td>
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<tr>
<td>Friday, April 13, 2018</td>
<td>Final day of 12 week session 1</td>
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<tr>
<td>Monday, April 16, 2018</td>
<td>Final grades due at noon</td>
</tr>
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### 12 Week Session 2: February 5 - May 4, 2018 (12 Weeks)

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<tr>
<td>Thursday, January 25, 2018</td>
<td>Fee due date</td>
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<tr>
<td>Monday, February 05, 2018</td>
<td>12 week session 2 begins; first day of class</td>
</tr>
<tr>
<td>Thursday, February 08, 2018</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
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<tr>
<td>Thursday, April 12, 2018</td>
<td>Last day to withdraw with grade of “W”</td>
</tr>
<tr>
<td>Friday, May 04, 2018</td>
<td>Final day of 12 week session 2</td>
</tr>
<tr>
<td>Monday, May 07, 2018</td>
<td>Final grades due at noon; faculty 1/2 work day</td>
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### Minimester A: January 8 - March 2, 2018

<table>
<thead>
<tr>
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<tr>
<td>Thursday, January 04, 2018</td>
<td>Fee due date</td>
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<tr>
<td>Monday, January 08, 2018</td>
<td>Minimester A begins; first day of class</td>
</tr>
<tr>
<td>Thursday, January 11, 2018</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
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<tr>
<td>Thursday, February 15, 2018</td>
<td>Last day to withdraw with grade of “W”</td>
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<tr>
<td>Friday, March 02, 2018</td>
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<td>Monday, March 05, 2018</td>
<td>Final grades due at noon</td>
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### Minimester B: March 5 - May 4, 2018

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<th>Date</th>
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<tr>
<td>Thursday, February 22, 2018</td>
<td>Fee due date</td>
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<tr>
<td>Monday, March 05, 2018</td>
<td>Minimester B begins; first day of class</td>
</tr>
<tr>
<td>Thursday, March 08, 2018</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
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<tr>
<td>Thursday, April 19, 2018</td>
<td>Last day to withdraw with grade of “W”</td>
</tr>
<tr>
<td>Friday, May 04, 2018</td>
<td>Final day of Minimester B</td>
</tr>
<tr>
<td>Monday, May 07, 2018</td>
<td>Final grades due at noon; faculty 1/2 work day</td>
</tr>
</tbody>
</table>
Eastern Florida State College 2017-2018 Academic Calendar

SUMMER TERM 2018

Registration
Monday, April 16, 2018  Web Registration Spring Term 2018 begins
Monday, April 23, 2018  Walk-in Registration Spring Term 2018 begins

Commencement
Thursday, June 07, 2018  Last day to apply for early degree posting
Thursday, July 12, 2018  Last day to apply for August degree posting

College Closed
Monday, May 28, 2018  Memorial Day (college closed)
Wednesday, July 04, 2018  Independence Day (college closed)

Twelve Week Summer Term A: May 14 - August 3, 2018
Thursday, May 03, 2018  Fee due date
Monday, May 14, 2018  12 Week Summer Term A begins
Thursday, May 17, 2018  Last day to drop with a refund of fees or change to audit status
Thursday, July 05, 2018  Last day to withdraw with grade of "W"
Friday, August 03, 2018  Final day of term for students
Monday, August 06, 2018  Final grades due at noon

Six Week Summer Term B: May 14 - June 22, 2018
Thursday, May 03, 2018  Fee due date
Monday, May 14, 2018  6 Week Summer Term B begins
Thursday, May 17, 2018  Last day to drop with a refund of fees or change to audit status
Thursday, June 07, 2018  Last day to withdraw with grade of "W"
Friday, June 22, 2018  Final day of summer term B
Monday, June 25, 2018  Final grades due at noon

Eight Week Summer Term C: June 11 - August 3, 2018
Thursday, May 31, 2018  Fee due date
Monday, June 11, 2018  8 Week Summer Term C begins
Thursday, June 14, 2018  Last day to drop with a refund of fees or change to audit status
Thursday, July 19, 2018  Last day to withdraw with grade of "W"
Friday, August 03, 2018  Final day of summer term C
Monday, August 06, 2018  Final grades due at noon

Six Week Summer Term D: June 25 - August 3, 2018
Thursday, June 14, 2018  Fee due date
Monday, June 25, 2018  6 Week Summer Term D begins
Thursday, June 28, 2018  Last day to drop with a refund of fees or change to audit status
Thursday, July 19, 2018  Last day to withdraw with grade of "W"
Friday, August 03, 2018  Final day of summer term D
Monday, August 06, 2018  Final grades due at noon

2017 - 2018 VOCATIONAL/CLOCK HOUR ACADEMIC YEAR: July 1, 2017 - June 30, 2018

Tuesday, July 04, 2017  Independence Day
Monday, September 04, 2017  Labor Day
Saturday, November 11, 2017  Veterans Day (Veterans Day Observed Friday, November 10, 2017)
Wed. - Sun., November 22 - 26, 2017  Thanksgiving Holidays; all college campuses closed
Fri., Dec 15, 2017 - Mon., Jan 1, 2018  Winter Break: all college campuses closed
Monday, January 01, 2018  New Year's Day
Monday, January 15, 2018  Dr. Martin Luther King Day  (weekend classes meet as scheduled)
Saturday - Sunday, Mar 31 - Apr 8  Spring break: all campuses closed.  (Reopen Monday, April 9, 2018)
Monday, May 28, 2018  Memorial Day (college closed)
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome from the President</td>
<td>1</td>
</tr>
<tr>
<td>Important Dates &amp; Deadlines</td>
<td>2</td>
</tr>
<tr>
<td>Resource Directory</td>
<td>6</td>
</tr>
<tr>
<td>Student Services</td>
<td>8</td>
</tr>
<tr>
<td>Titan Web Services</td>
<td>12</td>
</tr>
<tr>
<td>Student Online Quick Reference Guide</td>
<td>13</td>
</tr>
<tr>
<td>Registration Information</td>
<td>15</td>
</tr>
<tr>
<td>Helpful Website Addresses</td>
<td>19</td>
</tr>
<tr>
<td>Preparing for Transfer</td>
<td>20</td>
</tr>
<tr>
<td>Transfer Student Bill of Rights</td>
<td></td>
</tr>
<tr>
<td>Academic Policies</td>
<td>23</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>26</td>
</tr>
<tr>
<td>Tuition, Fees and Refunds</td>
<td>28</td>
</tr>
<tr>
<td>Financial Aid &amp; Scholarships</td>
<td>31</td>
</tr>
<tr>
<td>Student Activities/SGA</td>
<td>33</td>
</tr>
<tr>
<td>Academic Services</td>
<td>34</td>
</tr>
<tr>
<td>Special Programs &amp; Services</td>
<td>36</td>
</tr>
<tr>
<td>Student Bill of Rights and Responsibilities</td>
<td>38</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td></td>
</tr>
<tr>
<td>Student Appeal Procedure</td>
<td>44</td>
</tr>
<tr>
<td>Student Disciplinary Procedures</td>
<td>46</td>
</tr>
<tr>
<td>Drug-Free Campus</td>
<td>47</td>
</tr>
<tr>
<td>Health, Safety &amp; Security</td>
<td>48</td>
</tr>
<tr>
<td>Privacy/Access to Records</td>
<td>52</td>
</tr>
<tr>
<td>Equal Access/Equal Opportunity</td>
<td>54</td>
</tr>
<tr>
<td>Graduation</td>
<td>57</td>
</tr>
<tr>
<td>Mission &amp; Vision</td>
<td>60</td>
</tr>
<tr>
<td>Core Abilities</td>
<td>61</td>
</tr>
</tbody>
</table>
Resource Directory

FOR EMERGENCY INFORMATION ON COLLEGE CLOSINGS,
PLEASE CALL (321) 433-7676
To contact the following departments, please dial
321 - _ _ _ _ _ and the extension listed

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Cocoa</th>
<th>Melbourne</th>
<th>Palm Bay</th>
<th>Titusville</th>
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<td>Bachelor of Applied Science</td>
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<tr>
<td>Registrar (Collegewide)</td>
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<td>Security</td>
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<td>403-5911</td>
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<td>5650/5939</td>
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Student Services

Academic Advising
Advisors provide information about graduation requirements, interpretation of placement tests, transfer options, course selection consultation and referral for career direction and referrals to outside agencies for students' personal concerns. Services are available by appointment or on a walk-in basis in the Student Services office on each campus. All first time, degree-seeking students must see an advisor prior to registering. EFSC employs a case-management approach to advising to ensure students receive personalized attention to help them achieve their academic goals.

Schedule an Advising Appointment: Begin by logging into myEFSC. Go to the EFSC Student Applications Section. Use the drop down and select Student Services Appointments > click Launch

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

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

Textbook Refund Policy:
A full refund will be given in the original form of payment if textbooks are returned during the first week of classes with the original receipt. With a proof of schedule change and original receipt, a full refund will be given in the original form of payment during the first 30 days of classes.

- No refunds on unwrapped loose-leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

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

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

Clubs and Organizations
Honorary, service-oriented, special interest and professional clubs and organizations are available on each campus for EFSC students. To learn more, or to join a club or organization, check with the campus Student Government Association (SGA) Office.
Computer Labs
Each campus provides computer labs for student use. Some labs are furnished with software specific to meeting course requirements, i.e. prep courses and computer programming courses. Other labs provide Internet access, career exploration software and tutorials for general use.

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

Foreign Language Labs
The Language Lab has an inviting learning atmosphere with student centered stations and 12 computers. The Melbourne campus offers five different languages: Spanish, French, German, Japanese and ASL. The Language Lab is open for all EFSC four credit language learners on campus and off campus, as well as online and independent study students. No appointment is necessary to use the lab. Labs are located on the following campuses:

- Cocoa Language Lab, Building 12, Room 331, 321-433-7873
- Melbourne Language Lab, Building 1, Room 208, 321-433-5678

Honors Program
The Eastern Florida State College Honors Program offers students an opportunity to participate in an academic experience that will challenge them beyond the rigors of traditional classes. Honors Program students enjoy an environment of scholarly challenge, creative interaction, and intellectual stimulation through special sections of general education and elective courses. Students are actively involved in courses structured to provide an innovative approach to learning.

For more information or for an application, call the Honors Program Associate Director (321) 433-5591.

Learning Labs
The Learning Lab is an academic resource center on each campus and provides tutoring in various disciplines. In addition to tutoring, the Learning Labs offer Computer-assisted instruction (reading, writing, mathematics).

Phone numbers and locations for each campus lab:

- Titusville (321) 433-5034 N. Earl Jones Building 1, Room 115
- Cocoa (321) 433-7741 EFSC/UCF Joint Use Library Building 12, Room 308
- Melbourne (321) 433-5520 Philip L. Nohrr Learning Resource Center Building 2, Room 103
- Palm Bay (321) 433-5251 General Titus C. Hall Center Building 1, Room 234

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

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

Student Photo ID Card
Students must have a Student ID card. These can be obtained through Security at the same time they pick up their parking permits at any of the campus security offices.
2017-2018 Parking Permits
All vehicles operated by students and employees in connection with attendance or employment at Eastern Florida State College MUST display a valid and current parking permit. Student permits expire each June 30, and a new permit must be purchased effective July 1. Parking Permits give the registered holders the privilege of parking on campus, but do not guarantee the holder a desired parking space. The inability to find a desired parking space is not considered a valid excuse for violation of any parking regulation.

SAIL – Student Access for Improved Learning (formerly the Office for students with Disabilities)
EFSC’s Student Access for Improved Learning (SAIL) serves as a resource for students, faculty, staff, and the community and strives to eliminate physical, instructions and attitudinal barriers to create an accessible and inclusive environment for all. In collaboration with faculty, staff, and administration, SAIL ensures that EFSC students with documented disabilities have equal access to programs and services and that reasonable accommodations are provided so that students may reach their individual potential and maximize college outcomes.

Students requesting accommodations should complete a SAIL application packet and submit relevant documentation from their health care provider to a SAIL office of their choice. For information students should contact SAIL on their respective campuses: Titusville (321) 433-5017; Cocoa (321) 433-7295; Melbourne (321) 433-5650; Palm Bay (321) 433-5172.

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

Student Government
www.easternflorida.edu/go/studentlife
Each EFSC campus has its own Student Government Association (SGA). The student organizations and clubs on each campus make up the SGA. They offer a wide range of activities that provide personal enjoyment such as concerts, art and craft fairs, dances, and intramurals. Contact a campus SGA office for information on starting or joining a club. The purpose of the SGA is to ensure broad student involvement in college committees, campus activities and college/campus/community activities. Students will be represented by the elected Executive Board. Election of SGA Executive Board members will be held by open elections. All registered students may vote for SGA Officers. The representatives are elected from the student body at large. All activities of student government are conducted in accordance with the established procedures manuals.

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

Cocoa: 321-433-7873 cocoawritingcenter@titans.easternflorida.edu
Melbourne: 321-433-5605 melbournewritingcenter@titans.easternflorida.edu
Palm Bay: 321-433-3902 palmbaywritingcenter@titans.easternflorida.edu

Voter Registration Information
Eastern Florida State College students and staff are encouraged to register to vote and participate in local, state and federal government as afforded by their constitutional rights. We’ve made it easy to register and vote by sharing information about the local Brevard County Supervisor of Elections office.

If you have not already registered to vote, visit www.votebrevard.com where you can pre-fill and print your Voter Registration Application, which requires an original signature. The site contains information about how to submit the application.

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

- **Dean’s List:** (fall and spring) lists all students who have earned six or more credits during the term with a grade point average of 3.25 - 3.74.
- **Honors List:** (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 3.75 - 3.99.
- **President’s List:** (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 4.00.

**Note:** An “F” or “I” in any course precludes a student from being listed on the Dean’s, Honors, or President’s list during that term.
Eastern Florida State College takes pride in the role that the latest advances in technology play in the education we provide. The myEFSC Portal, accessed through the EFSC Logins links at the top right of each web page, provides convenient, one-login access for Eastern Florida State College students, faculty and staff.

With myEFSC you can:
- Check your email
- Use Titan Web Services for grades, registration, degree audits, etc.
- Obtain WiFi access information
- Access the online Canvas LMS Classrooms
- Access Library Electronic Resources
- Register/Pay for Classes
- Check Financial Aid
- Request Transcripts
- Read important student announcements
- See current class schedules
- View last term grades
- Access secure, web-based applications

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

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

Student Email
The official means of communication for college business for currently registered students is Office 365, or Student Email. This includes communication from instructors regarding classwork, accounting and financial aid. Students can access their email through myEFSC. Students should maintain and check their Student Email accounts regularly.

FloridaShines.org
FloridaShines.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. FloridaShines.org provides current college students with access to their academic records, grades, degree audits and information on how to successfully transfer from the community or state college to the university. Please go to www.FloridaShines.org for further information.
You can access most online systems and tools through myEFSC, your personalized portal to information and applications. Use this guide to assist you with some of the most commonly asked questions.

Mobile - Friendly Website Tips: easternflorida.edu/go/webtips
Helpful Tutorials: easternflorida.edu/go/tutorials

How do I access myEFSC?
Go to the college home page: www.easternflorida.edu
Select EFSC Logins > myEFSC
Enter B number (Student ID) and PIN
- Must capitalize B in your Student ID, followed by
  8 numbers, use zero, not the letter O.
- The first time you sign in the PIN is your date of birth MMDDYY. You will immediately be required to reset the PIN. For help call the IT Support Desk at (321) 433-7600.

How do I check “holds” on my account?
Begin by logging into myEFSC
Select EFSC Titan Web > Student Services > Student Records > View Holds
OR
Check your Message Center for current holds.
Note: To find a resolution for a hold from our homepage: Select Admissions & Financial Aid > Registrar’s Office > Registration Information > Registration Holds

How do I check my Financial Aid status?
Begin by logging into myEFSC
Select EFSC Titan Web > Financial Aid Services
Check your Overall Status, Eligibility and Award Information, by clicking on the appropriate link and following instructions. Note: For answers to many of your questions, select Admissions & Financial Aid > Frequently Asked Questions

How do I locate Transfer Program Prerequisites?
Go to www.floridashines.org
Hover over Go to College > Select Discover Degree Programs > Click Search Now under Degree Program Requirements, select your institution and your major

How do I add or drop a class?
Begin by logging into myEFSC
Select EFSC Titan Web > Student Services > Registration > Add/Drop Classes > Term > click Submit (Use the drop down arrow to select college credit courses) Under Action, select Web Drop or Add > click Submit Changes
Note: To withdraw from a class, please visit the Admissions and Records Office on your home campus.

How do I pay my EFSC bills online?
Begin by logging into myEFSC
Select EFSC Titan Web > Student Services > Student Records > Account Summary/Pay Student Account > Follow the instructions.

How do I purchase my books?
Begin by logging into myEFSC
Select EFSC Titan Web > Student Services > Registration > Order Textbooks

How do I request an Enrollment/Degree Verification?
Begin by logging into myEFSC
Select EFSC Titan Web > Student Services > Student Enrollment Verification and follow instructions. The College has authorized the National Student Clearinghouse to provide enrollment and degree verifications 24/7. Students can:
- Print enrollment verification certificates to send to health insurers, housing providers, and other third-party requesters.
- Obtain a list of student loan lenders and link to real-time loan information.
Note: Term enrollment and verification will not be available until after the Add/Drop period.

How do I complete a Degree Audit?
Begin by logging into myEFSC
Go to: easternflorida.edu/go/mygps for information and helpful tutorials.
Note: If your program information is incorrect, go to the Admissions and Records Office and submit a Major Code Change Form.
How do I update my address and phone?
Begin by logging into myEFSC
Select ESFC Titan Web > Personal Information > View & Update Address(es) & Phone > Update Address(es) & Phone > Type of Address to Update > click Submit
Note: You can also update your Financial Aid and Human Resources addresses. You must update each address separately.

How do I access my Student Email?
Begin by logging into myEFSC
Select Student Email
• Check your myEFSC portal for your Student Email address and initial password information
• Enter Office 365 Student Email Address
• Enter Office 365 Student Email Password

How do I complete orientation?
Begin by logging into myEFSC
Select Student Orientation

How do I schedule an Advising or Admissions Appointment?
Begin by logging into myEFSC
Go to the EFSC Student Applications Section. Use the drop down and select Student Services Appointments > click Launch

How do I register for classes?
Begin by logging into myEFSC
Select EFSC Titan Web > Student Services > Registration > Add/Drop Classes > Term > click Submit (Use the drop down arrow to select college credit courses) Enter CRN(s) > click Submit Changes
OR
Select Class Search > Advanced search > Subject > click Course Search > Course Number > click View Sections > Check appropriate box > click Register or Add to Worksheet to add multiple classes at the same time.

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

How do I get my Refund?
You will receive your BankMobile Refund Selection Kit mailed to your Student Mailing Address that is on file with EFSC. Log on to myEFSC and follow the address and phone instructions to ensure your student address is correct. Log into refundselection.com. Select "Get Started" and enter your personal code to choose your refund preference (e.g., Direct Deposit into your bank account or open a BankMobile Vibe account, for same day deposit.)

How do I get a parking permit?
Begin by logging into myEFSC
Select EFSC Titan Web > Student Services > Parking Permits > Request a Permit
Either select a vehicle already registered or add a new vehicle Select Request Permit.
Note: Once the student clicks Request Permit, the fee will be assessed.

How do I view my grades?
Begin by logging into myEFSC
(Previous/current term grades are available on your myEFSC page) Select EFSC Titan Web > Student Services > Student Records > Academic History Record > click Submit

How do I view my Unofficial Transcript?
Begin by logging into my EFSC
Select EFSC Titan Web > Student Services > Student Records > Transcripts: Unofficial from FloridaShines OR Transcript: Academic History. myGPS also has your course history.

How do I request an Official Transcript?
Begin by logging into myEFSC
Select EFSC Titan Web > Student Services > Student Records > Transcript Order Official. Follow the instructions. Review information, click Submit Request. Major credit card, debit or prepaid credit cards are accepted.

How do I track the Status of my Transcript?
Begin by logging into myEFSC
Select EFSC Titan Web > Student Services > Student Records > View Status of Transcript Requests

How do I apply for Graduation?
Select EFSC Titan Web > Student Services > Student Records > Apply to Graduate > Follow the instructions

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

Registration is the process of identifying, selecting and requesting classes each term. There are usually several choices for the same class, so a student may select the days, times, campus and method of delivery according to personal preference and schedule. The quickest and easiest way to register is via the web. Visit www.easternflorida.edu/go/register for registration instructions.

In order to register for a class:

- Students must have completed the admissions process and be an active student before they can register for classes.
- Students’ records may have a hold that prevents them from registering for classes. Check with the appropriate department to clear the hold.
- Students who are receiving financial aid or veterans benefits must report to the Financial Aid or VA office after registering to ensure fees are paid.

Prior to registering, students should check the online Academic Calendar to determine registration dates and visit www.easternflorida.edu/go/register for registration instructions and term-specific information and updates. Students should also visit an advisor during non-registration periods to discuss academic progress and map out an education plan. With this information, students can register online when the web is open to avoid waiting in line.

Late Registration Fee
A one-time per term late registration fee of $50 will be assessed to students who register for classes after each part of term's published fee due date. The fee will be assessed during the add/drop periods.

Withdrawing from a Course vs. Dropping a Course
The difference between dropping a class and withdrawing from a class is based on the time of the semester at which the student takes action:

- **Drop**: If a student drops a class, the class will not be included on the transcript and the student will receive a refund of tuition and fees paid for the class.
- **Withdraw**: If a student withdraws from a class, the class will be included on the transcript as a class attempt and the student will not receive a refund of tuition and will be responsible for all associated class fees.

**Please note**: Dropping or withdrawing a class must be completed per instructions below. “Walking away” from a class, without officially dropping or withdrawing, will adversely affect the student’s transcript and/or academic standing.

Dropping a Class
If a student must drop a class, the same methods as registration can be used, and must be done by the published Last Day to Drop with Refund. Check the online Academic Calendar for dates each semester. Any tuition paid for a course dropped by the deadline will be refunded. The course will not appear on the student's transcript. After the published Last Day to Drop with Refund, a student must withdraw from the class following required procedures, and will not receive a refund.

Withdrawing from a Class
Student must complete the Class Withdrawal Form and submit to the Admissions and Records Office by the published withdrawal date per the Academic Calendar.

If a student withdraws from a class, the class will be included on the transcript with a 'W.' This 'W' indicates to transcript reviewers that the student attempted the class but eventually withdrew prior to completing the class for a letter grade.
**Withdrawing from a Class – cont’d**

The grades of W's do not count towards a student's EFSC GPA but do count as class attempts. Students will not receive a refund of tuition and fees paid for the class if they withdraw.

Once withdrawn from a class, student MAY NOT continue to attend the class for the remainder of the term.

**Before withdrawing, student should:**
- Talk with the professor to discuss progress in the class.
- Contact the campus Financial Aid office to review the status of financial aid.
- Consult with your Advisor to discuss how a withdrawal will affect career and education plans.

**Be aware that class withdrawals:**
- May increase the cost of education
- Will result in required repayment of class fees paid by a Bright Futures scholarship
- May affect financial aid status, including the requirement to repay a portion of federal aid
- May affect VA status and may cause interruption of benefits
- May result in having to pay, per State statute, the full cost tuition to retake the class
- May affect anticipated graduation date
- May result in being denied admission to limited access programs
- May affect immigration status if attending EFSC on a nonimmigrant visa

**Auditing a Class**

Students who have been admitted to EFSC and who wish to take courses without receiving credit may request to audit a course. The following guidelines apply:

- Student must be a high school graduate
- Students must make the choice to audit when they register for the class, and must submit a Request to Audit form to the Admissions and Records Office
- Student may change from audit to credit or credit to audit only during the Add/Drop period
- Fees for audited courses are the same as graded courses.
- Students should confirm their audit status with the instructor at the first class meeting
- Courses taken on an audit basis may not be counted when calculating eligibility for Veterans benefits, financial assistance or certification of enrollment by outside agencies
- Students auditing classes must meet all course prerequisites including appropriate test scores
- Students may not audit college developmental courses (SBE Rule 6A-14.0301). Other limited access courses also may not be available for audit.
- Student will receive a grade of "AU" for audited courses. Audit courses will not affect the grade point average or academic standing and will not award credits
- Audited courses count as "attempts" toward full cost tuition. Class tests or examinations are not required of the student auditing a course. However, class attendance is expected.
Enrollment Certification
Eastern Florida State College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. Current term enrollment will not be certified until after the published Last Day to Drop with Refund. Classes that are dropped, withdrawn, audited, or are non-credit classes do not count in credit hours toward enrollment verification. Students may obtain an enrollment certificate through Titan Web.

The College certifies student enrollment according to the following:
- FT (full time) 12 or more credit hours
- QT (3/4 time) 9 – 11 credit hours
- HT (half time) 6 – 8 credit hours
- LT (less than half time) under 6 credit hours

Students enrolled in PAV/Clock Hour Programs will be certified as follows:
- FT (full time) classes meeting 300 or more hours per week
- QT (quarter time) classes meeting 225 – 229 hours per week
- HT (half time) classes meeting 150 – 224 hours per week
- LT (less than half) classes meeting 1 – 149 hours per week

Online Classes
- **Online courses are rigorous.** If you decide to study online, you should be prepared to spend 5-12 hours a week per course. You will need access to a computer 4-5 times per week.
- **Canvas** All student using CANVAS for the first time are required to complete the CANVAS Student Training course (CST) prior to accessing college courses in Canvas. The CST course will provide useful information on how to use the online classroom and will take about two hours to complete.
- **How You Can Get Ready.** When you register for a class that’s managed through Canvas LMS, you’ll be granted access to Canvas prior to the start of class. All first-time Canvas users must complete an online orientation to gain entry to the classroom. Orientation is open two (2) weeks prior to a term. For more information, visit www.easternflorida.edu/go/canvas/index.cfm.

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

How do I access my online classes?

**Canvas**
- Courses will be open to students in Canvas by 8 AM on the first day of class.
- You must log-in to your myEFSC portal to access Canvas.
- To open and begin Canvas Student Orientation students must login to myEFSC:
  - Click the Canvas icon to open Canvas
  - Search the Dashboard to locate PLT 6007 Canvas Orientation
  - Click PLT 6007 Canvas Orientation

Upon successful completion of the orientation, access to Canvas courses will be available to students by 8AM on the first day of class. For system requirements or more information about Canvas, visit easternflorida.edu/academics/elearning/getting-started.cfm.
Transcripts

EFSC Transcripts – Unofficial
Current students may obtain unofficial transcripts at no charge via the myEFSC portal found on the EFSC homepage or through floridashines.org. An “academic history” is also available on myGPS. See the Online Resources Guide for more information.

EFSC Transcripts – Official
There is a $10 fee for each official transcript requested. Payment must be received in full before requests will be processed. EFSC cannot process requests via email or telephone.

TranscriptsPlus
Eastern Florida State College has appointed Credentials Solutions as the designated agent for printing and mailing academic transcript documents and for electronically sending official PDF academic transcript documents via the Credentials TranscriptsNetwork™. The transcript documents sent by Credentials are official transcripts from Eastern Florida State College and contain all pertinent course information. Credentials Inc. has been granted the authority to deliver all such transcript requests on behalf of EFSC and respond to any inquiries regarding the transactions.

If a student is uncomfortable placing an order over the Internet, he or she can call Credentials Inc. at 1-800-646-1858 to place the transcript request. There is an additional operator surcharge for placing orders over the telephone.

Electronic delivery or U.S. mail is the preferred delivery method; however, through Credentials TranscriptsNetwork™ students may designate the transcript for pick up in the Office of the Registrar on the Cocoa Campus. Photo ID is required for transcript pick up.

The College does not fax or email official transcripts, and cannot provide an official transcript if there is a hold on the student account. Allow 3 - 5 business days for processing the request.

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

Transcripts from Other Schools
Students must provide proof of a standard high school diploma or proof of state issued equivalency diploma prior to their initial term of enrollment. A final, official high school transcript with graduation date, or a state issued high school equivalency diploma, is required prior to registering for subsequent terms. Students who have prior college work from a regionally accredited institution are given their initial term of enrollment to submit transcripts. EFSC must receive all final, official college transcripts prior to registering for any subsequent terms.

- Financial aid will not be awarded until all transcripts are received by EFSC.
- A transcript is considered official if it comes from the institution either electronically or in its original sealed envelope.
- It is the student’s responsibility to request previous transcripts and pay all associated fees.
- Students who graduated from an international secondary school (high school) must submit an official secondary transcript. All documents in a language other than English must be submitted with certified English translation.
- Non-degree seeking students are required to provide proof of high school graduation with a standard high school diploma. Unofficial college transcripts may be required to prove successful prerequisite course completion.
### Helpful Website Addresses

**University Sites:**
- Florida Agricultural & Mechanical University .......................................................... [www.famu.edu](http://www.famu.edu)
- Florida Atlantic University ..................................................................................... [www.fau.edu](http://www.fau.edu)
- Florida Gulf Coast University .................................................................................. [www.fgcu.edu](http://www.fgcu.edu)
- Florida International University ............................................................................. [www.fiu.edu](http://www.fiu.edu)
- Florida Polytechnic University ............................................................................. [www.floridapolytechnic.org](http://www.floridapolytechnic.org)
- Florida State University ......................................................................................... [www.fsu.edu](http://www.fsu.edu)
- New College of Florida ........................................................................................... [www.ncf.edu](http://www.ncf.edu)
- University of Central Florida .................................................................................. [www.ucf.edu](http://www.ucf.edu)
- University of Florida ............................................................................................... [www.ufl.edu](http://www.ufl.edu)
- University of North Florida .................................................................................... [www.unf.edu](http://www.unf.edu)
- University of South Florida .................................................................................... [www.usf.edu](http://www.usf.edu)
- University of West Florida ..................................................................................... [www.uwf.edu](http://www.uwf.edu)

**Financial Aid/Scholarships**
- VA Benefits ........................................................................................................ [www.gibill.va.gov](http://www.gibill.va.gov)
- Department of Education ........................................................................................ [www.ed.gov](http://www.ed.gov)
- Outside Scholarship Resources ............................................................................. [https://bigfuture.collegeboard.org](http://https://bigfuture.collegeboard.org)
  - [www.college-scholarships.com](http://www.college-scholarships.com)
  - [http://www.fastaid.com](http://www.fastaid.com)
  - [www.fastweb.com](http://www.fastweb.com)
  - [www.findtuition.com/tp2/ft/home.do](http://www.findtuition.com/tp2/ft/home.do)
  - [https://www.goodcall.com/scholarships/](https://www.goodcall.com/scholarships/)
  - [https://scholarshipamerica.org/](https://scholarshipamerica.org/)

**Career Services**
- U.S. Department of Labor ....................................................................................... [www.bls.gov](http://www.bls.gov)
- Career One Stop .................................................................................................... [www.jobbankinfo.org](http://www.jobbankinfo.org)
- College Board’s My Road ..................................................................................... [www.myroad.com](http://www.myroad.com)

**Statewide Online Student and Library Support Services**
- FloridaShines ........................................................................................................ [www.floridashines.org](http://www.floridashines.org)

FloridaShines provides access to online student and library support services, and serves as a statewide resource and clearinghouse for technology-based public postsecondary education distance learning courses and degree programs. FloridaShines services to the students, faculties, and staff of the state's public colleges and universities include:

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

Florida’s Statewide Articulation Agreement, general education requirements, common prerequisites, Statewide Course Numbering System and FloridaShines assist students in transitioning smoothly from two-year to four-year college or university programs. Students are provided certain guarantees and protections to ensure the Associate in Arts (AA) degree program is comparable to the first two years of a four-year program.

Statewide Articulation Agreement (2+2 Program Admission)

Students who earn an Associate of Arts from a state college fulfill the general education requirements for a baccalaureate degree and are guaranteed admission to one of the 12 state universities, although not necessarily the university of their choice. Additionally, state colleges and universities must accept credit for courses with a statewide course number.

Admission to certain limited access programs and high-demand universities is very competitive. Admission can be based on GPA, completion of common prerequisites and completion of foreign language requirements, among other requirements. The articulation agreement guarantees transfer students will have an equal opportunity to compete against native students to enter limited-access programs. It is the student’s responsibility to know the transfer admission requirements and be as prepared as possible to compete for a place in the four-year program. Students can find these requirements and track progress at floridashines.org.

FloridaShines

FloridaShines works with the state’s 40 colleges and universities and other partners to help students succeed in school and beyond. Students can check their transcript; register for an online course or search libraries across the state. FloridaShines is Florida’s student hub of innovative educational services Visit floridashines.org.

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

Transfer Student Bill of Rights

Students who earn an Associate in Arts degree (A.A.) from a Florida public university, state college, or community college are guaranteed certain rights under the Statewide Articulation Agreement. A list of rights is provided below:

• Admission to one of the state universities, except to limited access programs which have additional admission requirements;
• Acceptance of at least 60 semester hours by the state universities toward the baccalaureate degree;
• Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a Florida public college, provided the student maintains continuous enrollment;
• Transfer of equivalent courses under the Statewide Course Numbering System;
• Acceptance by the state universities of credit earned in accelerated programs (i.e., CLEP, AP, Excelsior College Examinations, Dual Enrollment, Early Admission, International Baccalaureate, and University of Cambridge International Examinations);
Transfer Student Bill of Rights – cont’d

- No additional General Education Core requirements;
- Advance knowledge of selection criteria for limited access programs; and
- Equal opportunity with native university students to enter limited access programs.

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

Transfer Checklist

- Identify a baccalaureate program of interest early in your AA degree path (by 30 hours).
- Meet with your academic advisor to discuss degree requirements and transfer options.
- Use the advising audits on floridashines.org to find requirements and track progress toward AA graduation and transfer.
- Check with the transfer service office at the institution to which you are transferring to obtain information on transfer policies, financial aid opportunities and other assistance.

Tips for transfer students

When applying for admission to a state university, transfer students who have not yet completed the AA degree will be evaluated on their high school transcripts as well as college coursework. Transfer students without an AA degree and less than 60-credit hours must compete with all entering freshman applicants to the college or university.

Each undergraduate transfer student admitted to the State University System (SUS) is expected to demonstrate competency of foreign language or American Sign Language equivalent to the second high school level or higher (Spanish 2, Haitian Creole 2, etc.) Students transferring to a state university without meeting the foreign language admissions requirement in high school may meet the requirement by successfully completing a postsecondary foreign language or American Sign Language Elementary 2 course; demonstrating equivalent foreign language competency on the basis of scores determined by the Articulation Coordinating Committee (ACC) Credit-By-Exam Equivalencies, as adopted by the Board of Governors and accessible at www.fldoe.org/articulation/; or demonstrating equivalent foreign language or American Sign Language competency through other means approved by the university.

It is strongly recommended that a student complete the AA degree prior to transferring. If this is not possible, students are encouraged to at least complete the 36-hour general education block at their initial institution.

Students wishing to receive accommodations for a disability have a responsibility to inform the disability services center at the four-year institution. A student with a disability may be eligible for a special admission review under Florida law.

A special admission review may apply if documentation can be provided that failure to meet an admission requirement is related to the disability and failure does not constitute a fundamental alteration in the nature of the program. Contact the admissions director for more information.
Stay Close to Home: Transfer Options
Both the University of Central Florida and Florida Institute of Technology offer programs designed
to ease the transition to these nearby universities. Additionally, EFSC has entered into articulation
agreements in different transfer programs with multiple universities. See the list of articulation
agreements that EFSC has with other universities on the website easternflorida.edu/go/articulation

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

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

EFSC-Florida Tech Track
Florida Institute of Technology has partnered with EFSC to create the EFSC-Florida Tech Track. This
is a dual-admissions program designed to help Florida high school graduates pursue an Associate of
Arts degree from EFSC followed by a bachelor’s degree at Florida Tech’s Melbourne campus.

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

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

Florida Department of Economic Opportunity:
Postsecondary Education Employment & Earning Outcomes Report
The following report provides information about employment and earning outcomes, pursuant to
s.445.07.F.S. It focuses on the median first-year earnings of recent graduates and completers from
Florida’s public postsecondary educational institutions – State University System of Florida, FCS,
Academic Policies

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

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

Some forms of financial aid may not cover tuition for developmental courses because they do not count toward graduation. Students should check with the Financial Aid Office. Students who must take the common placement test and do not meet college ready scores are required to enroll in developmental education. Students should meet with an advisor to review their options and create an educational plan.

Alternative Methods of Developmental Instruction
Students can seek methods other than the College's developmental education courses for improvement of skills. Alternative methods of instruction include successful completion of training provided by a licensed private provider or approved options where the student completes verified time in direct subject review. Additionally, verified participation in Math Boot Camp and review time spent in online review with MyFoundationsLab® program may be accepted. The student must provide documentation of successful completion of remediation to schedule a PERT retest. If the student demonstrates competency by achieving college ready cut scores, he/she may progress to college level coursework in the subject area without enrollment in developmental education. Submit documentation to a campus testing specialist.

Authorization for Placement Test Exemption:
Florida Statute 1008.30 – Common Placement Testing for Public Postsecondary Education
(4)(a) A student who entered 9th grade in a Florida public school in the 2003-04 school year, or any year thereafter, and earned a Florida standard high school diploma* or a student who is serving as an active duty member of any branch of the United States Armed Forces shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student’s request.

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

It is recommended that all first-time in college students be assessed for the need for developmental education. Cut scores for placement into specific college credit classes are defined by SBE Rule 6A-10.0315. Placement of transfer students will be based on the official evaluation of credit earned at previous colleges; testing may be required.
Early Alert
“Early Alert” is a notification process generated by faculty to students determined to be in academic jeopardy in a specific course. Students are encouraged to take the steps necessary to successfully complete their course(s).

Grade Appeals
Any situation requiring an appeal, other than disciplinary or academic dishonesty, should be addressed as soon as possible in a non-confrontational manner. If the situation involves classroom policy or grades, the student should contact the instructor. Problems involving refunds and/or exceptions from college procedures should be addressed with the campus Associate Provost. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost. Appeals will only be accepted within two years from when the student took the course.

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

Grade Forgiveness

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

Maximum Attempts per Course
1. A student may have only three attempts in any one course: one initial enrollment and two repeats. Withdrawals are counted as attempts.
2. The most recent grade is included in the computation of the cumulative grade point average (Exception: see Grade Forgiveness above.)
3. The third attempt at a course is charged at a cost equal to the full cost of instruction. Students who want to pursue an appeal should consult an advisor.
4. Courses taken at institutions other than EFSC will not be counted in determining repeat charges.
5. Some types of financial aid do not cover repeat course attempts. Students should check with the Financial Aid Office to determine status.
6. A course may be counted only once toward graduation requirements, unless the course is designated as “repeatable.”
8. A student may appeal the maximum attempt rule through the office of the Associate Provost only if there are documented extenuating circumstances that negatively affected the student’s progress. Forms and instructions will be available in that office.

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

Note VA students: VA benefits may be received for repeat courses assigned a grade of “D,” if a grade of “C” or higher is required by SBE Rule 6A-10.30 (Gordon Rule).
Standards of Academic Progress
To maintain satisfactory academic progress at EFSC, students must maintain a minimum semester grade point average (GPA) of 2.0 each semester and have earned credit in one-half of the total hours attempted. Students who maintain a minimum 2.0 GPA each semester and at least a 2.0 cumulative GPA will be considered in good academic standing. More stringent standards apply in some programs; please see the specific program procedures and requirements for more information.

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

Notice to Students under Age 18
Each year, many students under the age of 18 (“minor students”) enroll at Eastern Florida State College. Whether part of a dual enrollment program or otherwise, these individuals and their parents/guardians should understand that the college environment is unique and unlike anything they have experienced at the elementary or high school level. Refer to EFSC Procedure 806, which is intended to help minor students and their parents/guardians better understand the college environment to ensure a safe and positive experience at EFSC. This information is given as a precaution, and is not meant to create undue concern.

College Policies, Procedures, and Deadlines
Minor students and their parents/guardians should understand that minor students, like adult students, are subject to all institutional policies, procedures, and deadlines including but not limited to, the EFSC Student Code of Conduct and the EFSC Sexual Misconduct policy and procedure. Deadlines are outlined in the college catalog and website.

College Environment
Minor students and their parents/guardians should understand that the minor student is entering a college environment, which is designed with adults in mind. Thus, the general atmosphere of each campus, and the classrooms in particular, will frequently reflect an adult population. In addition, courses are intended for mature audiences, and generally will not be modified to accommodate minor students.

Minor students and their parents/guardians should be aware that:
• Course materials may contain graphic or mature content;
• Course lectures, discussions, and assignments may involve sensitive or controversial topics;
• Students may be exposed to persons with differing viewpoints and opinions;
• Students may have interaction with adults of all ages, backgrounds, and life experiences; and
• Classes may be canceled at the last minute or end early. In either case, instructors are not responsible for minor students while they wait for transportation.
Class Attendance

The College recognizes the correlation between class attendance and participation and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student’s achievement in the course. See EFSC Procedure 415 – Class Attendance and Withdrawals for more information.

CONTINUED CLASSROOM PARTICIPATION

In order to obtain credit for a course, a student must demonstrate continued classroom participation as identified by the faculty to meet the competencies of the course. Students in contact hour courses must maintain documentation of the required hours completed in each course.

However, students who are receiving financial aid or veteran’s benefits, who are reported as never attending a course during the first week of the start of a new part of term, will be withdrawn from the class and benefits adjusted or rescinded. Individual instructors are given the autonomy of allowing a student to complete the course based on the individual student’s circumstances and his or her progress in the course.

INSTRUCTOR ATTENDANCE POLICY

Faculty members shall publish and distribute a class syllabus at the inception of each course. The syllabus should include the instructor’s individual policies and procedures on student absenteeism, special circumstances under which students' absences may be excused, and their stipulations for making up work and exams missed during instructor- excused absences. Faculty members are given the option of allowing a student to complete the course based on the individual student’s circumstances and the faculty member’s assessment of student’s progress in the course. Students in contact hour courses must meet the contact hour requirement for the course.

IMPORTANT: DROP FROM CLASSES FOR NON-ATTENDANCE

If students decide not to attend their class(es), they should not assume that non-payment will result in being "dropped" from the class(es). There are many factors that will prevent students for being dropped for non-payment. **It is the students' responsibility to review their account to ensure they are dropped for non-payment from the class(es).** The students are responsible for any charges on their account, even if they did not attend, and outstanding charges will be sent to a collection agency to recover monies owed to the College.

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

CLOCK HOUR (VOCATIONAL) CLASS ATTENDANCE

1. No more than 10% of class time may be considered excused absences that are not required to be made up. An instructor may follow a stricter policy in his/her class. If a student needs to make up hours beyond the 10% excused absence policy, make-up clock hours must be completed under instructor supervision by the last published class date for the completion period. Makeup hours must be recorded, signed by the instructor, and submitted to financial aid on the approved form.

2. No more than 10% of class time may be considered excused absences. An instructor may follow a stricter policy in his/her class.

COLLEGIATE REPRESENTATIVES AND ABSENCES

A collegiate representative is defined as a student who represents the college extramurally as a student-athlete, student-performing artist, student government member, or student academic competitor or award winner. See EFSC Procedure 415 for a further explanation.
Students as defined in the section below are expected to attend all scheduled classes unless excused according to one of the criteria outlined below.

1. Student-athlete who is sponsored by EFSC and is participating in an athletic competition against another institution. Practices are not excused absences.

2. Student-performing artist who is sponsored by EFSC and is participating in an exhibition or recital, as part of a performing arts event. Practices are generally not considered an excused absence, but in the case of a dress rehearsal or ensemble rehearsal, it would be considered an excused absence.

3. Student government member who is sponsored by EFSC and is attending a mandatory training conference as part of the requirements for his or her elected position.

4. Student-academic competitor who is representing EFSC and has been invited to present his or her works at a recognized academically-based conference, is academically competing (e.g. brain bowl) on behalf of EFSC, or participating in EFSC approved educational training (e.g. OUR workshop, rehearsal, scholarship auditions).

5. Student-Award winner who receives a non-athletic award and is approved by EFSC to represent the college.

A student anticipating the need for an excused absence must notify the instructor in writing with documentation from the appropriate EFSC representative within the first week of the start of the term. A student anticipating a need to be excused from assignments due in an online course must provide documentation from the appropriate EFSC representative that the student’s attendance at such college sponsored event prevented the student from performing work online. This documentation should reflect that the student did not have access to a computer and/or an internet connection for a specified period of time. In the case of a student-academic competitor, award winner, invitation to present at a conference, invitation to perform, or student-athlete invited to participate in a playoff series, the notification to the instructor must be made within three business days from the time of receipt of the invitation. The notification letter must originate from the appropriate EFSC representative, e.g. coach or sponsor, be written on EFSC letterhead, include the student’s name, B-number, the student’s category, and a list of anticipated absentee dates. This time away from the classroom will not be counted in the general attendance policy.

The student is expected to complete all missed classroom and homework assignments within the time frame designated by the instructor.

Special Note:
These parameters are not limited to those in specialized programs, but exist for the entire college community. In instances where a student fails to communicate his or her travel plans or extenuating circumstances in regards to this policy in a timely manner, the student will not be allowed to make up any missed work because of the time constraints of the course calendar. It will be at the instructor’s discretion to allow the student the opportunity to make up an assignment that will adversely affect his or her grade.

Religious Observances
When the observance of a student’s religious holiday(s) interferes with attendance in class, class work assignments, examinations, or class activities, the student must notify the instructor in writing within the first week of class. Students are held responsible for material covered during their absence. The instructor will provide alternative arrangements for students to complete the work for the missed session for approved religious observances. Students excused for religious observances will be expected to meet the class requirements for those days without undue delay.

Nationally recognized religious holidays shall be acknowledged plus any significant day of religious observance as recognized by the highest governing body of that particular religious faith. Students may be required to provide information or proof the religious holiday if such holiday is not generally known.
Tuition, Fees and Refunds

Fee Schedules
Please consult the EFSC website for the most current fee schedule:
www.easternflorida.edu/admissions/tuition-and-fees/

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

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

Your Fees and Deadlines
• Check the online Important Dates & Deadlines, for each term’s important dates, such as fee due date, class start and end date and final exam dates.
• Please refer to Financial Aid & Scholarships online, for information for applying for financial aid and scholarships, deadlines, and disbursement of financial aid.
• Accepted aid will be in an “authorized” status prior to disbursement. Authorized aid will disburse on the published disbursement date if the student continues to meet all eligibility requirements. Students with authorized aid equal to or greater than their billing balance on the Fee Due Date, will not be dropped for nonpayment.
• Scholarship/Bright Futures Recipients: Students are responsible to pay any remaining unpaid fees, by the due date.
• Florida Prepaid/Waiver Recipients: Students are responsible to pay any remaining unpaid fees, by the due date.
• Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or enrollment certification.

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

How to Pay
Students may pay their fees in several easy ways, including
• Online payments are accepted 24/7.
  ○ Payment online, via credit cards (VISA, MasterCard, Discover or American Express). There will be a 2.75% non-refundable convenience fee, as listed in the online Fee Schedule, per credit card transaction, easternflorida.edu/admissions/tuition-and-fees/
  ○ Payment online, via checking, savings. There will be no convenience fee when making a payment with your checking or savings account. Please have your routing and bank account numbers available if paying by checking or savings online.
• By Mail: Money order, check, or cashier’s check
• In person: Only cash, money order, check, or cashier’s check.
Tuition Payment Plan
Eastern Florida State College has partnered with a leading education planning and financing service, offering a payment plan with easy online enrollment through the myEFSC Portal. Please see the Payment Plan, online for more information. www.easternflorida.edu → Admissions & Financial Aid → Tuition & Fees → Payment Plan

Late Registration Fee
A one-time per term late registration fee of $50 will be assessed to all students who register for classes after each part of term's published fee due date. The fee is assessed during each part of term's add/drop period. Check the online Important Term Dates for the fee due dates, to make sure you register for classes in time to avoid the late fee. All fees must be received by the dates and times noted on this website or you may be dropped for nonpayment, from all the classes for which you registered. If you are dropped for non-payment, reinstatement of dropped courses is not guaranteed. Classes that you originally registered for, may be full and you may be unable to get the same schedule. Payment is due on the day you register during late add/drop period. Do not assume you have been dropped for nonpayment; review your student account to verify your intentional drop, or you will be responsible for payment. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or certification. Eastern Florida State 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 (not to exceed 33%) including reasonable attorney’s fees and expenses incurred by EFSC.

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

Additional Fees may also include:
• Distance Learning Fees
• Access Fee
• Program Fees
• Testing Fees
• Learning Lab Fee/External Test Proctor Fees
Refer to current Fee Schedule.

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

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

Outside Proctor Fee
Outside Fees for utilizing non-EFSC sources is the student’s responsibility. Students utilizing non-EFSC proctors, non-EFSC facilities, or other non-EFSC sources may incur additional fees. The student is responsible for paying for any non-EFSC fees.

Access Fee
As listed in the online Fee Schedule, will be assessed to students enrolling in credit courses and postsecondary adult vocational clock hour courses. The Access fee provides access to the student network Wi-Fi, at many campus locations and will credit the student’s print manager account $4.00, for collegewide printing.
Online Payment Convenience Fee
As listed in the online Fee Schedule, is non-refundable and is established by our third party credit card processor to cover the cost of a credit or debit card transaction, per credit/debit card payment. There is no convenience fee when making a payment with your checking or savings account, using your routing and bank account numbers.

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

Delinquent Accounts
Collection Cost will be assessed to students, who are referred to an outside collection agency. Eastern Florida State 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, (not to exceed 33%) including reasonable attorney’s fees and expenses incurred by Eastern Florida State College.

Refund Policy
College and Vocational Credit Courses
Automatic refunds for college credit and clock hour course fees will not be processed until after the last day to drop a course. Tuition refunds are not awarded for withdrawals. To be eligible for a refund, the student must drop the course(s) on or before the last day of the Add/Drop period, as listed in the Academic Calendar, online. Please refer to Refund Policy Information, online for more information. http://www.easternflorida.edu → Admissions & Financial Aid → Tuition & Fees → Refund Policy
Financial Aid & Scholarships

The primary purpose of the Office of Financial Aid at Eastern Florida State College is to provide assistance to those individuals who, without such aid, would be unable to attend college. For additional information, please call the Office of Financial Aid or visit the website at www.easternflorida.edu/go/aid.

Financial aid policies are subject to change due to regulatory updates. All students are governed by the financial aid policies published in the current year academic catalog. Below is a summary of some important points – refer to the website for comprehensive information on financial aid policies.

Contacting Financial Aid
Financial Aid Specialists are available by phone, e-mail, and in-person.

- Phone: 321-433-7339 – available Monday through Thursday, 8:00am-7:00pm
- Email: finaid@easternflorida.edu

Campus Offices

- Cocoa Campus: Building 11, Room 209
- Melbourne Campus: Building 1, Room 137
- Palm Bay Campus: Building 1, Room 117
- Titusville Campus: Building 3, Room 125

The campus offices are open Monday through Thursday from 8:00am to 7:00pm, with the exception of the Titusville office which closes at 5:30pm Monday through Wednesday.

Priority Application Deadlines
Students must submit the 2017-18 Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and any additional documents requested by the Office of Financial Aid by the dates listed below to ensure a determination of eligibility before the Fee Due Date:

- Fall 2017 – July 13, 2017
- Spring 2018 – December 7, 2018
- Summer 2018 – April 19, 2018

Students may still apply for aid after the priority deadlines and the Office of Financial Aid will make every effort to process the documents as quickly as possible. However, the Office of Financial Aid cannot guarantee that students who submit documents after the priority deadlines will be notified of eligibility prior to the Fee Due Date. Students who miss the published deadlines should be prepared to pay in full or enroll in the tuition payment plan.

Titan Email & the Message Center
Titan email is the Office of Financial Aid’s official mode of communication. Students are responsible for checking their Titan email accounts regularly. The Office of Financial Aid also communicates select information through the Message Center. Students should regularly log in to myEFSC to check for notices in the Message Center.

Disbursement Dates, Refund Dates, and Book Voucher Dates
Refer to the Office of Financial Aid’s website for the current listing of disbursement dates, financial aid refund dates, and book voucher dates for the semester.
Withdrawning Can Cost
Attendance in registered classes is required to establish and maintain eligibility for financial aid. **Students are strongly urged to speak with the Office of Financial Aid before withdrawing from classes and/or ceasing attendance to discuss the possible impacts to financial aid.**

- If students do not begin attendance in all classes, their financial aid enrollment will be adjusted to reflect the number of classes attended. This can result in a reduction or cancellation of aid.
- Students who withdraw from or stop attending all classes have to repay a portion of federal financial aid. See the Office of Financial Aid’s website for full details on the Return of Title IV Funds (R2T4) calculations required by federal regulations.
- Bright Futures Scholarship recipients have to repay scholarships funds for withdrawn classes. An appeal process is available if extenuating circumstances exist.
- Students receiving the Florida Student Assistance Grant (FSAG) who do not complete the enrollment level reported to Florida’s Office of Student Financial Assistance are ineligible to be considered for renewal the next year.
- Withdrawing from classes or ceasing attendance can negatively impact Satisfactory Academic Progress (SAP).

Satisfactory Academic Progress (SAP)
Students must maintain satisfactory academic progress to remain eligible for federal financial aid. The SAP standards are:

- Minimum cumulative GPA of 2.0
- Minimum cumulative completion ration of 67%
  - Students must pass at least at least two-thirds of the courses they attempt.
  - Grades other than A, B, C, D, or S are considered unsuccessful attempts and negatively impact the completion ratio.
- Complete coursework within 150% of published program length
  - For example, students in the 60 credit A.A. program are eligible for aid for up to 90 credits.

An appeal process is available to students who do not maintain SAP. Please refer to the Office of Financial Aid’s website for more information.

Courses in Program of Study
Only classes that are required for the student’s declared program of study at EFSC or prerequisites for required classes within the student’s declared program of study at EFSC can be included when determining enrollment status for financial aid purposes.

Repeating Previously Passed Coursework
A course in which a grade of “A”, “B” or “C” has been earned will *not* be included in enrollment for financial aid purposes if the course is repeated unless the course is designated in the academic catalog as repeatable and is applying to the student’s elective degree requirements.

Only one repeat of a course in which a grade of “D” has been earned may be included in enrollment for financial aid purposes. A grade of “W” counts as the one allowable repeat of coursework.

Scholarships
Scholarships are a type of gift aid that does not have to be repaid and are generally awarded based on academic merit, special talent, or financial need. All students are encouraged to apply for Titan Scholarships funded by donors to the Eastern Florida State College Foundation. Students should check the EFSC website and their Titan email for notices about Titan Scholarships application deadlines. Additional scholarship opportunities are listed on the Office of Financial Aid’s website. All scholarships received by students must be reported to the Office of Financial Aid.
Students need a voice in their college. That's why the leaders of Eastern Florida State College organized the Student Government Association — known as SGA — and made sure there's a branch on each EFSC campus. You'll find that SGA, and each campus' Student Activities Office, are involved in everything from organizing fun events to relieve the stress of final exam week to screening and approving new student clubs. Together they ensure that student activity fees are spent wisely.

Explore all the clubs and events on your campus. It's easy to get involved – just contact the student activities director at your campus or the sponsor for the club you're interested in. This is also your one-stop location for a calendar and information about student events.

Student Government participation, either as an officer or volunteer committee member, is an opportunity to enhance your leadership skills, including involvement at the local, district and state levels of student government through the Florida College System Student Government Association (FCSSGA).

It's your SGA so get involved and make a difference for you and your fellow EFSC Titans!

myGPS: Graduation Plan for Success
Access your Graduation Plan for Success at easternflorida.edu, login to MyEFSC, click on the myGPS icon

myGPS is a comprehensive, easy-to-use, web-based academic advising and degree audit tool that helps currently active students and their advisors successfully navigate curriculum requirements.

myGPS provides the basic information you need so that you and your advisor can focus on your goals and plan how to achieve them.

myGPS provides an electronic audit of student's progress toward a specific degree. The audit will report and track:

- Courses and credit hours earned and how they are applied toward your degree program
- Catalog requirements in effect when you declare a major
- All requirements necessary to earn a specific degree
- Transfer credits used to satisfy degree requirements
- Courses for which you are currently registered (listed as in-progress or 'REG')
- Courses that do not apply to specific degree requirements, but do apply toward overall earned hours and cumulative GPA
Assessment of Prior Learning
Eastern Florida State College awards equivalency credit to students in a variety of methods and for the purpose of affording students additional opportunities to accelerate their education. Articulation mechanism types may include: Credit by Exam Equivalencies. Credit for Advanced Placement (AP), Advanced International Certificate of Education Program (Cambridge AICE), International Baccalaureate (IB), College Level Examination Program (CLEP), Defense Subject Standardized Test (DSST) (formerly known as Defense Activity for Non-Traditional Education Support – DANTES), and Excelsior College exams is awarded in accordance with the State of Florida Articulation Coordinating Committee (ACC) credit by exam equivalency guidelines and are nationally recognized credit by exam programs.

Center for Service-Learning and Civic Engagement (CSLCE)
The CSLCE involves and supports students in educational and reciprocally beneficial community service-learning experiences. The CSLCE is recognized as a model and leader in service-learning. Service-learning is integrated with 135 courses and 350 course sections each semester under the guidance of 140 faculty members. Over 1,000 students enroll annually in stand-alone community service-learning courses. Approximately 5,000 students volunteer through service-learning each year. Since the inception of the CSLCE in 1988, over 80,180 students have provided nearly 3 million hours of community service. The CSLCE offers students a wide array of service-learning experiences, incentives and opportunities. Come check us out!

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

Internships
Eastern Florida State College offers students an opportunity to enhance their educational experiences through internship programs that will augment and supplement their degree or career and technical programs. Students must obtain instructor approval prior to enrolling in the appropriate internship course. For more information, contact a program instructor and/or the program department chair.

Military & Veterans Services
Eastern Florida State College is fully accredited and approved for veteran’s training. Veterans and other eligible dependents planning on using their veteran’s education benefits should contact the Military & Veterans Service Center, Ralph M. Williams Student Center, (Building 11), Room 113, Cocoa Campus; the Student Services Center (Building 1), Room 140, Melbourne Campus; and the Library/Science Building (Building 2), Room 163A, Palm Bay Campus at the earliest opportunity. Applications and instructions for completing a VA Education Benefit package will be provided during the initial visit. All new students must also file an admission application and meet all of the admission requirements. Once this is completed and you have registered for classes, return to the Military & Veterans Service Center to request certification for education benefits.

Bring a copy of your application verification for education benefits or Certificate of Eligibility, class schedule, DD214, and, if needed, a signed Prep Memo from an advisor. Each term thereafter you are required to notify the Military & Veterans Service Center that you are registered and request to be certified. The Military & Veterans Service Center will not certify you automatically.
Veterans Service Center
Veterans attending Eastern Florida State College can access special services through this Center to meet their often unique educational and personal needs.

Services offered include:
- Access to veteran-specific financial aid information
- A student orientation program tailored for veterans
- Training for faculty and staff on the special assistance veterans may need inside and outside the classroom
- A computer work area where veterans can get help accessing information on their VA benefits
- Mentoring and tutoring programs through local veteran and community organizations; Coordination with Collegiate Veteran’s Society, a student club dedicated to help fellow veterans in the transition from military to college life.
- Monthly visits from representatives of the Department of Veterans’ Affairs to assist veterans with a range of issues
- Qualified specialists to provide on-campus support for veteran specific transition concerns, and increasing outreach to veterans through the College’s EFSCares student counseling program.

Offices of the Military & Veterans Service Center are located on the Cocoa, Melbourne, and Palm Bay Campuses, but representatives from the Center hold office hours on the Titusville Campus every month. Additionally, any EFSC student who served in the military can visit or call the Military & Veterans Service Center.
Alumni Association
The Eastern Florida State College Alumni Association strives to reconnect graduates and former students with EFSC’s current initiatives. The Alumni Association provides an opportunity for alumni members to maintain a lifelong connection with Eastern Florida State College and access great benefits and members-only special offerings.

Membership is open to all EFSC graduates and friends of the College Membership supports much needed scholarship assistance for current EFSC students, enhances the support of EFSC programs and provides the perfect place to network with community leaders while enjoying exclusive benefits. Join today! For additional membership information and details about the EFSC Alumni Association, visit www.easternflorida.edu and click on the Foundation and available giving options. For information about scholarship opportunities, call (321) 433-7055 or visit the EFSC Foundation’s website.

Astronaut Memorial Planetarium & Observatory
Located on the Cocoa Campus of Eastern Florida State College, the EFSC Planetarium and Observatory is a beacon in the community and is recognized as one of the finest planetariums in the country with an innovative history of groundbreaking technological advances. Since 1975, the facility has been serving the students of EFSC plus Brevard County Schools, community groups, and the general public with informal educational experiences.

Our mission is to stimulate students’ minds as well as their imaginations, inspiring further education and pursuit of careers in science. For additional information about the Planetarium programs and special events, call 433-7373 or visit www.easternflorida.edu/planet.

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

Child Development Centers
Eastern Florida State College operates affordable child development programs at two campus locations, Cocoa and Melbourne that provide quality educational preschool programs to children ages 15 months to 5 years old, based on space availability. All centers are open to the general community, EFSC students, alumni, faculty and staff. We provide state-funded Voluntary Pre-Kindergarten (VPK) at both locations, and a state certified Kindergarten at the Melbourne Montessori School. All of our programs receive high VPK scores. For more information please contact the Cocoa center, at 321-433-7623 or the Melbourne center, at 321-433-5567.

Cosmetology Services
Eastern Florida State College offers a career and technical program in Cosmetology. Services are available to the public at greatly discounted prices and include: haircuts, color, styles, manicures, pedicures, facials, waxing, highlights, perms and relaxers. Students and prospective clients should call 433-7550 for an appointment or visit www.easternflorida.edu for current information on prices and hours.
Maxwell C. King Center for the Performing Arts

The $12.5 million cultural center, located on the Melbourne campus, opened in April 1988. The architecturally and technically unique six-story center features a 2,016-seat performing arts theatre with a 6,000 square-foot main stage and a 300-seat Studio Theatre. The King Center plays an important educational and cultural role in the College and on the Space Coast. The Center is a versatile multi-use facility. Students of musical theatre, drama, ballet, dance and symphonic music have opportunities to enjoy these genres performed on the King Center stage. Occasionally, the theatre offers chat back opportunities with production casts for EFSC students. In addition, the Center showcases the finest in popular recording artists, classical musicians, comedy, Jazz, country and rock music entertainment.

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

Lost and Found

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

Eastern Florida State College students are both citizens and members of the academic community. As citizens, students enjoy freedom of speech, peaceful assembly, and the right to petition. As a members 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 Policies and Procedures.

Student Code of Conduct

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

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

2. **Aiding or Facilitating** – No student may aid, facilitate, assist, support, promote, or otherwise encourage the commission of any conduct or behavior prohibited by this Student Code of Conduct. In addition, students witnessing any prohibited conduct or behavior must report same to appropriate College officials in a timely manner.

3. **Alcoholic Beverages** - Alcoholic beverages are prohibited on the campuses of Eastern Florida State College and at any College-sponsored activity or event unless approved in advance by the President. Students found to be in possession without prior approval, or unlawfully in possession or under the influence of alcoholic beverages while on campus or at a College-sponsored activity or event is subject to discipline including suspension or expulsion. Sanctioning a student for conduct prohibited by this section is not conditioned upon the student being cited or convicted in a court of law.

4. **Animals** - Animals are not permitted on any property owned or controlled by the College unless they meet the definition of “service animal” under federal and state law, are an approved accommodation by the Office of Student Access for Improved Learning (SAIL), or are part of an approved course or presentation. See also Sections 203.5 and 203.6 of the College Procedures Manual.

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

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

7. **Breach of Peace** - Conduct or expression on College owned or controlled property which disrupts the orderly functioning of the College or is lewd, indecent or obscene is prohibited. Cellular telephones and audible pagers should only be used outside of classrooms.
8. **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. Non-enrolled children will not be permitted to remain in the common areas of College buildings without adult supervision. Only registered students are allowed to sit in class.

9. **College-sponsored Activities and Events** - Use of College facilities must be approved by the proper College authority. All College-sponsored activities and events, e.g., outdoor concerts, student rallies, outside speakers, etc. are subject to any limitations and provisions established by the appropriate College official.

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

11. **Contracting or Representation in the Name of the College** - Students, including those acting as officers within any of the Student Government Association or clubs, are prohibited from contracting in the name of Eastern Florida State College and may not claim to be official representatives of the College. Students will not endorse a product in a manner which implies an official endorsement of the College.

12. **Cosmetology Prohibited Act** - Student cosmetology services shall be performed only in the lab under the supervision of an instructor. All services must be approved in advance by the instructor. Services shall not be performed in restrooms, hallways, or other areas. Students are expected to adhere to the professional standards associated with licensure expectations. **Florida Statute 477.0263** - Cosmetology services shall be performed only by licensed cosmetologists in licensed salons. **Florida Statute 477.0265. Prohibited acts.** It is unlawful for any person to engage in the practice of cosmetology or a specialty without an active license as a cosmetologist or registration as a specialist issued by the department pursuant to the provisions of this chapter. Any person who violates any provision of this section commits a misdemeanor of the second degree, punishable as provided in §.775.082 or §.775.083.

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

14. **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.

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

Students who intentionally act to impair, interfere with or obstruct the orderly conduct, process and functions of the College, either on or off campus, shall be subject to appropriate disciplinary action by College authorities. Disruptive conduct shall include, but not be limited to, the following:

a. Violence against or endangerment of any member or guest of the College community.
b. Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any section of the College community to express his/her views).
c. Theft or willful destruction of College property.
d. Forcible interference with the freedom of movement of any member or guest of the College.
e. Participation in a disturbance of the peace or unlawful assembly.
f. Obstruction of the normal process and activities essential to the College community. Orderly demonstrations of points of view by signs, etc., which are neither vulgar nor profane are not considered disorders.

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

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

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

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

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

   **A. Introduction**

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

   **B. Authority**

   1. While on College grounds or facilities or at College-sponsored activities and events, students, staff, faculty, administration, employees, and invitees, hereinafter referred to as “person”, are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices, or explosives. [§790.001; §790.115, F.S. (2017)]

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

      a. It is lawful and is not a violation of Florida Statute or EASTERN FLORIDA STATE COLLEGE policy/procedure 803 for a person 18 years of age or older to possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private vehicle (conveyance), without a carry license, if the firearm or other weapon is securely encased or is otherwise not readily accessible for immediate use. Nothing in this policy prohibits the carrying of a legal firearm other than a handgun anywhere in a private conveyance when such firearm is being carried for a lawful use.[§790.115; §790.25; §790.251, F. S. (2017)]

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

      c. A firearm in the possession of an Armed Security Officer, as defined by College policy and procedure.


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

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

24. **Harassment** – Any conduct that amounts to discriminatory harassment of another is prohibited.

25. **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. In addition, students are required to obtain a College-issued identification card as soon as practicable upon enrollment.
26. **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. All applicants for admission to Eastern Florida State College shall certify in writing that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during enrollment at EFSC according to the College’s Drug-Free Policy. This means that students:

- Will not possess, sell, purchase, deliver, use, manufacture, distribute or be under the influence of illegal drugs, or other controlled substances while present on any Eastern Florida State College campus or in attendance at any College-sponsored event on or off campus.
- Will notify the College within five (5) business days of any conviction for any offense occurring on or away from campus 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’s Drug-Free Policy. Applicants who refuse to sign the drug-free certification 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 commission of an offense relating to the possession, sale, purchase, delivery, manufacture or distribution of illegal drugs or controlled substances. A student who commits a drug-related offense 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 clinical experiences will also be sanctioned up to and including suspension or expulsion. Sanctioning a student for conduct prohibited by this section is not conditioned upon the student being cited or convicted in a court of law. See also #32.

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

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

29. **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.

30. **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.

31. **Outside Speakers** - Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association. These invitations must be approved by the Associate Provost or Provost.
32. **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. However, if a student is later found to be not guilty of all related charges in a court of law, the College may reconsider any disciplinary sanctions imposed at the request of the student.

33. **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.

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

35. **Retaliation** – No student may retaliate against a person or group who makes a report or complaint, cooperates with an investigation, or otherwise assists College officials in the enforcement of this Student Code of Conduct or any other College policy or procedure. Retaliation includes intimidation, threats, harassment, and other adverse actions.

36. **Search and Seizure** – With reasonable suspicion, College officials may conduct a search of a student’s person or property for the purpose of obtaining information or evidence incident to a violation or suspected violation of the law or this Student Code of Conduct. If necessary, local law enforcement may be contacted for follow up.

37. **Sexual Misconduct** – No student shall commit any act or form of Sexual Misconduct prohibited by Section 800.10 of the College Procedures Manual. Any allegations of Sexual Misconduct shall be processed in accordance with that section.

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

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

40. **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.

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

42. **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.
43. **Unauthorized Recordings** – The unauthorized use of recordings including, but not limited to, the recording of personal conversations, meetings, or activities; use of a camera, video, phone, or other device to record another person or group without expressed permission or prior authorization; recording of classes or academic lectures. **EXCEPTION:** Academic accommodation per approval and permission through the Student Access for Improved Learning (SAIL).

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

45. **Use of Vehicles** - Riding bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles, roller skating and skateboarding are prohibited in areas other than designated roadways on the campuses of Eastern Florida State College. **EXCEPTION:** Motorized vehicles for handicapped persons may be used on walkways and in buildings.

46. **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.

47. **Violations of Law** - Federal and state law, respective county and city ordinances, and all College and Board of Trustees rules, regulations, policies, and procedures will be strictly enforced.
Student Appeal Procedures

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

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

Administrative Appeal
Administrative issues include issues with administration, registration, late withdrawals due to medical problems or other extenuating circumstances.

Procedure for Administrative Appeals
1. Administrative student issues should be addressed as soon as possible with the appropriate staff member.
2. If not resolved through step 1, the student may submit a formal appeal form with attached documentation to the Campus Associate Provost's/Dean's office for processing and resolution. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost/Dean's office. Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.
3. If not resolved at step 2, the student may request in writing, through the Associate Provost/Dean's office, a review by the Associate Provost/Dean’s immediate supervisor. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal.
4. If not resolved at this level, the student may request, with additional documentation that is pertinent to the appeal, a review by a campus based appeal committee. This request must be in writing and received in the Associate Provost’s/Dean’s office no later than five days following the student’s receipt of written notification in follow up to the appeal. This committee will make recommendations to the Associate Provost/Dean’s immediate supervisor. The decision of the Associate Provost/Dean’s immediate supervisor is final.

5. If the student feels that the established procedures were violated, the student may request an administrative review by the appropriate Vice President. This is NOT a re-trial of the incident, but a procedural review. The request for administrative review must be made in writing through the Provost’s Office within five days of receiving the written report stipulating the findings and sanctions. The decision of the Vice President is final.

**Campus Appeal Committee for Administrative Appeals**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The College has the responsibility to refer for prosecution anyone engaging in illegal alcohol, drug, or controlled-substance activity on its campuses or off-campus events. A student who is convicted of any drug offense occurring on or away from campus must report it to the Associate Provost or Dean on his/her campus within five (5) business days. Students may contact the same office for an explanation of appeal rights for each step of the disciplinary process.

For more information about drugs and alcohol, please review the College’s Drug-Free and Alcohol-Free Campus and Workplace Annual Notification at: http://www.easternflorida.edu/documents/annual-drug-alcohol-notification.pdf
Health, Safety & Security

Campus Security

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

Cocoa Campus Security (321) 403-5907 Building 1 Room 100
Melbourne Campus Security (321) 403-5909 Building 1 Room 123
Palm Bay Campus Security (321) 403-5911 Building 1 Room 112
Titusville Campus Security (321) 403-4200 Building 1 Room 101A

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

Campus Safety

Each year, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), Eastern Florida State College publishes an Annual Security Report containing crime statistics and institutional policies and procedures relating to safety and security, including information about crime reporting, emergency announcements, sexual misconduct, alcohol and drugs, safety awareness, and resources available to the College community. The Annual Security Report can be obtained at any campus Security office, the Campus Security home page, or online at: http://www.easternflorida.edu/documents/asr.pdf.

Anyone wishing to learn more about the Clery Act is asked to visit the Campus Security home page or contact any EFSC Security Office. Keeping students, faculty and staff safe is the highest priority of EFSC.

Emergency Notifications

Eastern Florida State College has implemented an emergency alert notification system known as “Titan Alerts” that delivers reliable text and email messages anytime there is an emergency or potential adverse weather conditions on campus that pose a safety concern for students, faculty or staff.

To enroll in Titan Alerts, log into the myEFSC portal and click on the Titan Alerts link. There is no charge from EFSC for using this service, but there may be a nominal fee from your cell phone carrier to receive text messages.

Parking Regulations

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

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

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

Cocoa Campus Security Building 1 Room 100
Melbourne Campus Security Building 1 Room 123
Palm Bay Campus Security Building 1 Room 112
Titusville Campus Security Building 1 Room 101A
Parking Regulations – cont’d
Parking permits are non-refundable and required for all students registered for credit or non-credit courses, including continuing education and leisure courses, who wish to park a vehicle on campus.

The deadline for having a parking permit is by the end of the first week of classes each term. Students who do not have a parking permit after this date will be issued $15 parking citations by EFSC Campus Security for each occurrence. Excessive parking violations by students shall be considered violations of the Student Code of Conduct and may be subject to discipline including, without limitation, loss of privilege to park on the campuses of EFSC, probation, suspension and expulsion from the College.

Restricted areas are: Disabled (blue), Faculty/Staff (yellow), and Fire Lanes (red). A 15 mile-per-hour speed limit applies to all EFSC campuses. When driving on Campus, you must obey all traffic laws as you would when driving on city streets, including completely stopping at all STOP signs.

2017-2018 Parking Permits
All vehicles operated by students and employees in connection with attendance or employment at Eastern Florida State College MUST display a valid and current parking permit. Student permits expire each June 30, and a new permit must be purchased effective July 1.

Parking Permits give the registered holders the privilege of parking on campus, but do not guarantee the holder a desired parking space. The inability to find a desired parking space is not considered a valid excuse for violation of any parking regulation.

Multiple Vehicle Registrations: If multiple vehicles will be used on a frequent and continuous basis, a parking permit must be obtained for each vehicle.

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

Student Health
The College conforms to the American College Health Association’s recommended standards for confidentiality of information pertaining to the medical situation of employees and students as presented in the Recommended Standards for a College Health Program, 4th edition, 1984. These standards include: "... no specific detailed information concerning complaints or diagnosis to be provided to faculty, administrators, or even parents without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974." Although Eastern Florida State College does not REQUIRE vaccination against meningococcal disease or Hepatitis B for students, EFSC strongly encourages everyone attending the College to be aware of the symptoms, risk factors, preventative measures, and treatment for these diseases. Health Sciences students should contact Health Sciences with questions regarding immunization requirements for clinical affiliates within the health sciences programs.

Smoking
Smoking of any tobacco products and electronic cigarettes are strictly prohibited within all College work areas, including conference rooms, classrooms, restrooms, stairwells and hallways. Smoking is not permitted at any of the clinical affiliate locations within the Health Science programs. Smoking is also prohibited in any vehicle (to include golf carts) the College owns, hires, or leases. Smoking on College property will only be allowed at designated smoking areas. Employees, students and visitors may use designated smoking areas only. Proper disposal of smoking material in the ash urns provided is required.
Hepatitis B

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

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

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

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

HIV, AIDS and Other Life-Threatening Diseases

When an employee or student becomes aware that he/she has a serious condition, such as HIV, AIDS or another life threatening communicable disease, the student or employee is encouraged to seek medical assistance and assistance from the College. Specific information relating to HIV or AIDS can be obtained by calling 1-800-FLA-AIDS.

Meningococcal Disease

Meningococcal Disease can be classified into two categories, bacterial and viral meningitis. An acute bacterial disease, Meningococcal Disease is characterized by sudden symptoms of fever, intense headache, nausea and often vomiting, stiff neck and frequently a petechial (small purplish red spots) rash which may appear pink in color. Symptoms may mimic Influenza. Approximately 2,500 to 3,000 individuals are diagnosed with Meningococcal disease in the United States annually. Most cases seem to occur in the late winter to early spring. Although Meningococcal disease is primarily seen among very small children, this disease occurs commonly in children and young adults. College students particularly those who reside in dormitories may be at increased risk for Meningococcal disease. The general population may have an incidence of 1.1 per 100,000 while those students in dormitories have a rate of three to five cases per 100,000. Transmission occurs by direct contact, including droplets from the nose and throat of infected persons.

Viral meningitis is the most common type of meningitis, an inflammation of the tissue that covers the brain and spinal cord. It is often less severe than bacterial meningitis, and most people get better on their own (without treatment).
Meningococcal Disease – cont’d
However, it’s very important for anyone with symptoms of meningitis to see a healthcare provider right away because some types of meningitis can be very serious, and only a doctor can determine if you have the disease, the type of meningitis, and the best treatment, which can sometimes be lifesaving. Babies younger than 1 month old and people with weakened immune systems are more likely to have severe illness from viral meningitis.

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

Student Insurance
Insurance coverage with respect to injuries or accidents while enrolled at EFSC is generally effected by private contract between an insurance company of choice and the student or parent and is not a requirement of general admission. EFSC does not provide insurance coverage for student injuries or accidents except in limited circumstances. Students should check with their campus Admissions and Records office for availability of insurance application forms provided by carriers specializing in college-student insurance. Health Sciences students should contact Health Sciences with questions regarding insurance requirements for health sciences programs.

Counseling / EFSCares
EFSCares is a free, confidential student counseling service available to all part- and full-time enrolled students. As part of a College partnership with GEE Resolutions Counseling & Behavioral Health, EFSCares provides support to students 24-hours a day, seven days a week. Any enrolled EFSC student can access the EFSCares counseling service, also referred to as the Student Assistance Program (SAP), by calling the GEE Resolutions telephone number, 1-321-631-8569 and identifying themselves as an EFSC student. Once you call, the GEE Resolutions staff will connect you to a licensed and/or certified professional who will assess your personal situation and schedule you for additional counseling sessions, if needed. Counseling services are arranged at one of the GEE Resolution offices located within the community. EFSC students are eligible to receive up to six free, individual face-to-face counseling sessions per year. EFSC does not track your individual information. This is a private, confidential service to help you when you need it most. For additional information, contact the GEE Resolutions staff at 1-321-631-8569, or contact the EFSC Student Assistance Program Liaison, Dr. Laura Sidoran at 321-433-7008, or sidoranl@easternflorida.edu
Privacy/Access to Records

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

Directory Information

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

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

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

What does this mean?

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

Non-directory Information

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

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

Students may opt-out of disclosure of directory information. To do so, a student must complete, sign, and submit, in person, to the campus Admission and Records Office a “Request for Confidential Status of Directory Information” form. Students who qualify as exempt from disclosure of directory information by Florida Statute 119.071 (4(d)1) and current and former military service members who served since September 11, 2001, their spouses, and dependents are required to notify the Registrar by completing, signing, and submitting the “Request for Confidential Status of Directory Information.” The request may be made at any time and remains in effect unless and until the student submits a request for it to be removed or the student is deceased.
What is the procedure for limiting the release of directory information? – cont’d

If the student does not complete and submit the appropriate form requesting the withholding of directory information, the College assumes the student consents to the disclosure of such information. The status of disclosure is binding and all records will be noted "confidential" until the status is revoked by the student. No information will be released without prior written consent of the student.

The College disclaims any and all liability for inadvertent disclosure of directory information designated to be withheld.

Collection of Social Security Numbers

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

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

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

The College’s complete notification of social security number collection, usage and release procedure can be found on the EFSC website. Specifically, EFSC collects, uses, or releases your social security number for the following purposes:

- Section 6050S of the Internal Revenue Code requires that all eligible educational institutions report the name, address, and TIN of any individual who is enrolled by the institution for coursework leading toward a postsecondary degree, certificate, or other recognized postsecondary educational credential. This IRS requirement makes it necessary for community colleges to collect the social security number of every student. A student may refuse to disclose his or her social security number to EFSC, but the IRS is then authorized to fine the student in the amount of $50.00.
- In addition to the federal reporting requirements, the public school system in Florida uses social security numbers as a student identifier (section 229.559, Florida Statutes—new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All social security numbers are protected by federal regulations, including the Family Educational Rights and Privacy Act (FERPA). View the complete notification of SSN collection, usage, and release on the College website.

Changes to Student Records

Students must request a change to their record in writing. Typical changes include name, address, telephone number, social security number, and major. Changes require the student to present appropriate documentation and a photo ID. Address and phone changes may also be made online, and should be verified and updated each term. The post office will not forward official College mail.
Equal Access/Equal Opportunity

In accordance with Federal and State laws as well as Board Governance Policy [400.1], Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetics, religion, gender, gender preference, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation in its programs, activities, or employment.

Inquiries regarding the College's nondiscrimination policies may be directed to Ms. Darla Ferguson, Chief Equity and Diversity Officer, Cocoa Campus, George Washington Carver Administration Building 2, 1519 Clearlake Road, Cocoa, FL 32922, telephone 321-433-7080 or e-mail fergusond@easternflorida.edu or to Dr. Michael Richey, Title IX Compliance Coordinator, Melbourne Campus, Building 2, Room 205, 3865 North Wickham Road, Melbourne, FL 32935, telephone 321-433-5559 or email richeym@easternflorida.edu.

Inquiries regarding veterans’ programs may be directed to the Military & Veterans Service Center, Student Services Center/Administration, Building 1, Room 140, 3865 North Wickham Road, Melbourne, Florida 32935, 321-433-7880 or the Military & Veterans Service Center, Ralph M. Williams Student Center, Building 11, Room 113, 1519 Clearlake Road, Cocoa, Florida 32922; 321-433-7880.

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

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

INFORMAL PROCESS

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

The Advising Coordinator on each campus is the designated ombudsman for each campus. The ombudsman is not directly involved in any formal complaint or grievance process but will be available to inform the student on his rights and College processes for informal or formal complaint and grievance procedure. The Advising Coordinator will report such activities directly to the Vice President of Academic/Student Affairs as designee of the President.

Filing an Informal Complaint

An individual who believes that he/she is the victim of discrimination or harassment should file a complaint with the Equity Officer. This will require that the complainant contact the Equity Officer and complete a grievance input form, identifying himself/herself, the respondent, the date(s) that the incident(s) took place and the place(s) of the alleged discriminatory action(s), describing the alleged incident(s) and identifying the resolution sought.
INFORMAL PROCESS cont’d

10 business days
Once the Equity Officer receives a complaint, he/she has ten (10) working days to contact the appropriate College official to arrange for the official to attempt to resolve the differences between the complainant and the respondent. The Equity Officer will monitor the progress of the grievance resolution and, if no satisfactory resolution is achieved within the allotted time frame, escalate the matter to the Campus Associate Provost.

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

FORMAL PROCESS

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

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

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

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

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

INVESTIGATION PROCESS

The College will consider every claim of harassment or discrimination on an individual basis. In order to ensure an adequate, reliable, and impartial investigation, the Equity Officer:

- will meet with complainant as soon as possible for both schedules within the 10 days and the complainant shall be primarily responsible for his/her presentation;
- will meet with the respondent to allow for an explanation of the respondent’s position;
- will conduct interviews with the witnesses when relevant to the case, including witnesses that interested/involved parties have suggested;
- will review all interview information with equal fairness to complainant, respondent, and all witnesses;
INVESTIGATION PROCESS – cont’d

• will recall witnesses or call additional new witnesses as deemed necessary or helpful to reach a fair decision;
• will include only evidence relevant to the case (when/if/as available);
• will not discuss the case with anyone outside of the investigation process in order to preserve confidentiality;
• will apply the preponderance of evidence standard during this process in order to prove or disprove the allegation or violation;
• will submit a written report at the conclusion of the investigation which will contain:
  o the purpose of the hearing,
  o the issues considered,
  o a summary of the testimony and evidence presented,
  o findings of fact discovered during the investigation,
  o recommendation for final disposition of the case.

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

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

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

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

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

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

Students who are ready to graduate must submit an Intent to Graduate Application by the prescribed application deadline during the term in which they plan to graduate. The application form is available online: login to the myEFSC portal, select EFSC Titan Web > Student Services > Student Records > Apply to Graduate. Follow the instructions.

Degrees are not conferred until all grades have been posted and a final verification of the student’s record is completed by the Office of the Registrar.

The College holds two commencement ceremonies for graduating students: one in May and another in December. Students who complete their requirements for graduation during the summer will be officially graduated in the summer and the degree or certificate awarded. Diplomas are mailed four (4) to six (6) business weeks after the end of the full summer term to graduates without outstanding holds. Summer graduates are invited to “walk” in the December ceremony. RSVP to graduation@easternflorida.edu

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

Graduation Fees
A graduation fee of $20 per degree must accompany the application. The application deadline date is published each term in the Schedule of Classes, the Academic Calendar and on the EFSC website. If student is applying for an Associate in Science degree that has imbedded College Credit Certificates (CCCs), there is no charge or need to complete an application for the CCC diplomas.

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

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

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

To request a duplicate or replacement diploma, the student must submit the Duplicate or Replacement Diploma Request Form, along with applicable fees, to the Office of the Registrar. Forms may be found on the EFSC website: www.easternflorida.edu/go/registrar/forms

NOTE: Duplicate and replacement diplomas contain verbiage indicating they are not originals.

As of July 1, 2013 all replacement diplomas requested are printed as an Eastern Florida State College diploma. Replacement diplomas for degrees originally conferred before the name change from BCC to EFSC include the statement: “Degree granted by Brevard Community College. This institution officially became Eastern Florida State College on July 1, 2013.”
Financial Obligations
EFSC will not release diplomas or official transcripts to students who have outstanding financial obligations to the College.

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

Graduation with Multiple Degrees
Students may earn more than one degree or certificate from EFSC. They may earn only one Associate in Arts (A.A.) degree from public institutions within the state of Florida.

Degrees and Specializations
Please be aware that EFSC offers several degrees with multiple specializations. Students may receive a specific degree only one time. While students may take courses from multiple specializations, the degree will be awarded only once. For example, student earns the A.S. in Engineering Technology, with the Advanced Technology Specialization. Student then completes all courses in the Electronics Specialization. Student WILL NOT receive the A.S. in Engineering Technology again. However, student COULD receive a degree in Graphics Technology when all requirements for that degree are met.

The transcript and diploma will be posted with the degree name, not the option.

Governing Catalog
Choice of Catalog (Catalog Year) and Continuous Enrollment (Governing Catalog)
The college catalog is the official document that describes the policies, academic programs and requirements for students attending Eastern Florida State College. Students are held responsible for knowing and adhering to the policies and requirements that affect them.

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

- The initial governing catalog term is the same as the initial term of registration. To maintain that catalog term, student must complete at least one course within three consecutive terms. Completion of a course means student earned a grade in the course, including a letter grade, I or W%. Spring, summer, and fall are each considered a term.
- The governing catalog is valid five academic years. The governing catalog for students whose catalog has expired will be the one in effect in the next term of enrollment.
- A student may officially declare any subsequent catalog as his/her governing catalog and follow its requirements providing he/she has continuous enrollment and the catalog is not more than 5 years old.
- If a student changes his/her degree or certificate program, he/she is required to choose from the current program offerings and follow the requirements of that catalog.
- The governing catalog for students pursuing limited access programs will be the catalog in effect when they are accepted into the program.
- After three consecutive terms of non-attendance, student will be inactivated and catalog term will be updated upon readmission.
- In all instances, students who return to EFSC after enrolling at another college or university (except with transient or cross-registration permission) must follow the university graduation requirements of the catalog in effect at the time of their readmission.
- Prior dual enrolled students who did not complete their intended degree while dual enrolled and have graduated from high school must follow the catalog requirements from the first term of attendance after high school graduation.
Official Catalog
The official version of the catalog is the online version on the EFSC website. Should the Board of Trustees approve changes in program requirements to be effective within an academic year, the revised requirements will be available in the online catalog. It is expected that the only changes will be the correction of errors and the inclusion of new courses and programs approved for offering mid-year; however, in rare instances changes to policy may occur mid-year.

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

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

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

- Specified Baccalaureate Degree programs through formal written agreements between the college and other regionally accredited postsecondary education institutions or with the college for the purpose of meeting district, regions or statewide workforce needs.
- Undergraduate studies and Associate Degrees for students pursuing a Baccalaureate Degree delivered in traditional face-to-face classes, partially online classes and online classes.
- Technical and vocational training for Associate Degrees and Certificates to enter the workforce, improve professional skills and develop new competencies.
- Instructional support services such as advising and career guidance.
- Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
- Workshops and classes for personal growth, development instruction and lifelong learning.
Eastern Florida State College's goal is to prepare students to live and work in a dynamically changing world by emphasizing student growth and lifelong learning. In keeping with our institutional mission and vision, EFSC promotes the development of the five key Core Abilities. These also line up with the five broad categories of state college general education learning outcomes defined in 2007 by a special task force of the State of Florida Council of Instructional Affairs.

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

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

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

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

COMMUNICATE EFFECTIVELY
• Learner applies appropriate reading, writing, speaking, new media, and active listening skills to express information, ideas, and opinions
• Learner uses appropriate technology that supports or facilitates communication
• Learner communicates effectively, appropriately, and professionally in verbal, nonverbal, and written forms
It’s all about CONNECTIONS.

Opportunity Starts Here.
directconnecttoucf.com

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Building 3
321.433.7821

UCF PALM BAY
Building 3
321.433.7838
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1519 Clearlake Road
Cocoa, FL 32922

Melbourne Campus
3865 North Wickham Road
Melbourne, FL 32935

Palm Bay Campus
250 Community College Parkway
Palm Bay, FL 32909

Titusville Campus
1311 North U.S. #1
Titusville, FL 32796