Welcome to Brevard Community College, one of the top-ranked community colleges in the nation. Our student-centered approach provides you with a wealth of career options and ensures that you will receive personalized instruction from our faculty and staff to help you succeed.

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

Sincerely,

Dr. Jim Richey
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<td>May 7</td>
<td>Monday</td>
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<td>August 13 –17</td>
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<td>Thurs – Fri</td>
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<tr>
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<td>Monday</td>
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<td>August 20 – 24</td>
<td>Mon – Fri</td>
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<td>Nov 21 – 25</td>
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<td>Nov 26</td>
<td>Monday</td>
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<td>Dec 21 – Jan 6</td>
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**SPRING TERM 2013**

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<td>Nov 5, 2012</td>
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<td>Walk-in registration for spring 2013 term begins</td>
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<td>Jan 7</td>
<td>Monday</td>
<td>Faculty and Staff report</td>
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<td>Jan 7</td>
<td>Monday</td>
<td>Fee Due Date for classes beginning January 14</td>
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<td>Jan 7-11</td>
<td>Mon-Fri</td>
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<td>Jan 10-11</td>
<td>Thurs-Fri</td>
<td>Faculty in-service days</td>
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<tr>
<td>Jan 14</td>
<td>Monday</td>
<td>Spring Term and Online Session 1 begins; First day for students</td>
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<tr>
<td>Jan 14 – 18</td>
<td>Mon – Fri</td>
<td>Five day workweek for Faculty and Staff</td>
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<td>Jan 18</td>
<td>Friday</td>
<td>Last day to drop with refund of fees or change to audit status from Full Term and Minimester A</td>
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<td>Dr. Martin Luther King, Jr. Birthday Observance (Weekend classes meet as scheduled.)</td>
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<td>12-Week Session begins online and on campus</td>
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<td>Feb 28</td>
<td>Thursday</td>
<td>Fee Due Date for Minimester B classes starting March 13</td>
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<td>March 11</td>
<td>Monday</td>
<td>Minimester A ends- Last class day</td>
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<td>March 12</td>
<td>Tuesday</td>
<td>Minimester A grades due by 12:00 noon</td>
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<tr>
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<td>Wednesday</td>
<td>Minimester B begins, First day of classes</td>
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<td>March 14</td>
<td>Thursday</td>
<td>Last day to drop with refund of fees or change to audit status from Minimester B courses</td>
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<tr>
<td>March 25-31</td>
<td>Mon-Sun</td>
<td>Spring Break; College Closed (reopen Monday, April 1)</td>
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<td>Monday</td>
<td>Classes resume</td>
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<td>Monday</td>
<td>Last day to withdraw with grade “W” from full-term and Online Session 1 courses</td>
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<td>Monday</td>
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<td>May 4 – 10</td>
<td>Sat – Fri</td>
<td>Final Exam Week</td>
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<td>April 8</td>
<td>Monday</td>
<td>Web registration for summer term begins</td>
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<tr>
<td>April 22</td>
<td>Monday</td>
<td>Walk-in registration for summer term begins</td>
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<td>May 9</td>
<td>Thursday</td>
<td>Fee Due Date for classes beginning May 20</td>
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<tr>
<td>May 20</td>
<td>Monday</td>
<td>Summer Term classes begin; First day for students</td>
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<tr>
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<td>Thursday</td>
<td>Last day to drop with refund of fees or change to audit status from 12-Week Summer Term A</td>
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<td>Monday</td>
<td>Memorial Day Holiday (Weekend classes meet as scheduled.)</td>
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<tr>
<td>July 4</td>
<td>Thursday</td>
<td>Independence Day Holiday – BCC closed</td>
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<tr>
<td>July 11</td>
<td>Thursday</td>
<td>Last day to apply for posting August graduation</td>
</tr>
<tr>
<td>July 15</td>
<td>Monday</td>
<td>Last day to withdraw with grade “W” from 12-Week Summer Term A courses</td>
</tr>
<tr>
<td>August 8</td>
<td>Thursday</td>
<td>Summer Term ends</td>
</tr>
<tr>
<td>August 12</td>
<td>Monday</td>
<td>Final grades due by 12:00 noon</td>
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<tr>
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<td>Thursday</td>
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### SIX WEEK SUMMER TERM B 2013 (6 weeks)

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<td>May 9</td>
<td>Thursday</td>
<td>Fee Due Date for classes beginning May 20</td>
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<tr>
<td>May 20</td>
<td>Monday</td>
<td>Six-Week Summer Term B begins</td>
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<tr>
<td>May 23</td>
<td>Thursday</td>
<td>Last day to drop with refund of fees or change to audit status from 6-Week Summer Term B</td>
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<td>May 27</td>
<td>Monday</td>
<td>Memorial Day Holiday (Weekend classes meet as scheduled.)</td>
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<tr>
<td>June 17</td>
<td>Monday</td>
<td>Last day to withdraw with grade “W” from Summer B courses</td>
</tr>
<tr>
<td>June 27</td>
<td>Thursday</td>
<td>Summer Term B ends</td>
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<tr>
<td>July 1</td>
<td>Monday</td>
<td>Final grades due by 12:00 noon</td>
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<tr>
<td>July 11</td>
<td>Thursday</td>
<td>Last day to apply for August graduation</td>
</tr>
<tr>
<td>August 15</td>
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<td>August graduation</td>
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### EIGHT WEEK SUMMER TERM C 2013 (8 weeks)

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<td>Fee Due Date for classes beginning June 17</td>
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<tr>
<td>June 17</td>
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<td>Eight-Week Summer Term C begins</td>
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<td>June 20</td>
<td>Thursday</td>
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<tr>
<td>July 4</td>
<td>Thursday</td>
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<tr>
<td>July 11</td>
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<td>Last day to apply for August graduation</td>
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<tr>
<td>July 29</td>
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<td>Last day to withdraw with grade “W” from an 8-Week Summer Term C class</td>
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<td>August 8</td>
<td>Thursday</td>
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<td>Final grades due by 12:00 noon</td>
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### SIX WEEK SUMMER TERM D 2013 (6 weeks)

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<td>Monday</td>
<td>Six-Week Summer D begins</td>
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<td>August 15</td>
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# Resource Directory

For emergency information on college closings, please call (321) 433-7676

<table>
<thead>
<tr>
<th>Resource Directory</th>
<th>Cocoa</th>
<th>Health Sciences</th>
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<th>Palm Bay</th>
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<td>Student Government Assoc.</td>
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<td>Students with Disabilities (Office for)</td>
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Student Services

Academic Advising
Advisors provide information about graduation requirements, interpretation of placement tests, course selection consultation and referral for career direction and referrals to outside agencies for students’ personal concerns. Services are available by appointment or on a walk-in basis in the Student Services office on each campus. All first time, degree-seeking students must see an advisor prior to registering.

BCC Bookstore
The BCC Bookstore is the one stop shop for new, used, rental and e-textbooks, as well as, college supplies, clothing, gifts and sundry items. Bookstore hours, vary from one campus to another, so be sure to visit the website at whywaitforbooks.com or call Cocoa (321) 433-7290; Melbourne (321) 433-5677; Palm Bay (321) 433-5195 or Titusville (321) 433-5055 Book Stores.

Students should bring their course schedule to the Bookstore as it contains course numbers which are needed to find the correct books. Students may also purchase their books 24/7 at whywaitforbooks.com

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.
For students’ protection, current student identification is required for all buyback transactions.

Refer to the College catalog on the BCC website www.brevardcc.edu or the Bookstore for refund policies.

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

Lab availability and schedules vary by campus and by semester. For further information regarding computer lab availability and the software available, please call 433-7600. Access the Computer Labs website at www.brevardcc.edu ➔ click on ACADEMICS ➔ click on ACADEMIC SUPPORT & TUTORING.
Foreign Language Labs
The Foreign Language Labs, located on each campus, provide academic support and cultural resources to students studying foreign languages and American Sign Language. Students may develop individualized learning programs to enhance classroom lectures and communication skills by using various technologies available in the lab. They can explore a variety of cultures through learning communities and practice foreign language skills to improve their abilities to communicate in the new language.

Honors Program
The BCC Honors Program is ...
1. A learning opportunity designed to stimulate and challenge academically gifted students.
2. A program of courses allowing highly motivated, intellectually curious students to become partners in learning with their professors and classmates.
3. An opportunity to enjoy an environment of scholarly inquiry, creative interaction, and intellectual stimulation. Contact the Honors Program Coordinator at 433-5140 for more information.

Learning Labs
The learning lab is an academic resource center on each campus and provide tutoring in various disciplines. The learning lab has computer assisted instruction in reading, writing, and math. The labs also have vocational preparatory instruction and remedial instruction and exit testing for ready to work and certificate programs. Miss an exam? Need a test proctored? The learning lab has it covered.

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<td>321-433-5251</td>
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FOR TECHNICAL ASSISTANCE
CONTACT THE TECHNICAL SUPPORT TEAM
(321) 433-7600 or email at it@brevardcc.edu

FOR GENERAL INFORMATION
CONTACT THE CALL CENTER (321) 632-1111
Library Resources
Brevard Community College has libraries at each of its four campus locations: Cocoa, Melbourne, Palm Bay and Titusville. eBrevard students outside of Brevard county should contact the library to attain a library card.

To login to the online Library Services:
User ID: Enter your User ID # in the Borrower ID field (ex. B00XXXXX)
Initial PIN: Birth date MMDDYY (can be changed by user)

Parking
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 BCC 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 26
  - Room 100

- **Melbourne Campus**
  - Security
  - Building 5
  - Room 137

- **Palm Bay Campus**
  - Security
  - Building 1
  - Room 101B

- **Titusville Campus**
  - Security
  - Building 1
  - Room 101A

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

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

To request and purchase a 2012-13 annual parking permit, students must follow these steps:

1. Request a parking permit electronically by logging onto Titan Web Services using your Student ID Number and password. After you log in, click on Student Services ➤ Parking Permits ➤ Request a Permit. Students either must select a vehicle that is already registered at BCC or add a new vehicle to the BCC registry. Click Submit once the parking permit request is complete. Once a student clicks the submit button, his or her account will be charged $20 plus tax per vehicle and his or her request for a permanent parking permit will be processed. A printable temporary parking permit will be provided in Titan Web Services, which students can print and use immediately.
2. Prior to the expiration date listed on the temporary parking permit, students must turn in the temporary parking permit for an annual parking permit to avoid parking citations on campus. Students must turn in their temporary permit for annual permit at campus security offices.

The 2012-13 student parking permits are now available through Titan Web Service’s parking permit request system. Students registered for fall 2012 classes who wish to park a vehicle on any of BCC's four campuses, are encouraged to request your parking permit today.

**Photo ID Card**

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

**Student ID Numbers**

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

**Writing Centers**

Strong writing skills are a must for success in college-level courses, no matter what the program of study. Writing Centers, located on the Cocoa and Melbourne campuses, are the place to go for help with all stages of the writing process. BCC 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.brevardcc.edu
Melbourne: 321-433-5605 melbournewritingcenter@titans.brevardcc.edu
TITAN WEB SERVICES

* Go to the BCC home page:
  * www.brevardcc.edu
  * Click myBCC Login
  * Enter BCC Student ID and PIN
  * Must Capitalize B in your BCC Student ID, followed by 8 numbers beginning with 00
  * Initial PIN is your date of birth MMDDYY
  * If you need help call the Tech Desk (321) 433-7600

SIGN IN TO OUTLOOK LIVE EMAIL
- Click Outlook Live
- Enter Outlook Live Email address
- Enter Outlook Live Email password
*Initial password is your date of birth MMDDYY

CHECK HOLDS
- Click TITAN WEB SERVICES
- Click Student Services
- Click Student Records
- Click View Holds
Note: To find a resolution for a hold from our home page: Click Students>Registration>Registration Holds

REGISTER FOR CLASSES
- Click TITAN WEB SERVICES
- Click Student Services
- Click Registration
- Click Add/Drop Classes
- Select a Term and Click Submit
- Enter CRN(s) & Click Submit Changes
OR
- Click Class Search
- Select appropriate information
- Click Class Search
- Find your preferred course(s) and check appropriate box
- Click Register or Add to Worksheet to add multiple classes at the same time

VIEW & PRINT CLASS SCHEDULE
- Click TITAN WEB SERVICES
- Click Student Services
- Click Registration
- Click Student Detail Schedule or Student Schedule by Day & Time

DROP A CLASS
- Click TITAN WEB SERVICES
- Click Student Services
- Click Registration
- Click Select Term
- Click Add/Drop Classes
- Under Action, select Web Drop
- Click Submit Changes
- Print a confirmation page

WITHDRAW FROM A CLASS
Please see the Admissions and Records Office on your campus.

CHECK FINANCIAL AID STATUS
- Click TITAN WEB SERVICES
- Click Financial Aid Services
- Check your Overall Status, Eligibility and Award Information, by clicking on the appropriate link & following instructions
Note: For answers to many of your questions, click the Apply for Financial Aid link on the BCC Home Page.

PAY BCC BILLS ONLINE
- Click TITAN WEB SERVICES
- Click Student Services
- Click Account Summary by Term
- Follow the instructions

SIGN-UP FOR DIRECT DEPOSIT
Follow the steps to Update Address & Phone to ensure your Higher One® BCC Disbursement Card will be mailed to the correct address.

UPDATE ADDRESS & PHONE
- Click TITAN WEB SERVICES
- Click Personal Information
- Click View & Update Address(es) & Phone
- Select Update Address(es) & Phone
- Select Type of Address to Update
- Click Submit
Note: You can also update your Financial Aid Addresses. You must update each address separately.
REQUEST AN OFFICIAL TRANSCRIPT
- Click **TITAN WEB SERVICES**
- Click **Student Services**
- Click **Student Records**
- Click **Request Official Transcript**
- Follow the instructions for requesting your transcript
- Follow the directions to pay the $5.00 fee
- Review information and click **Submit Request**
*You will be stopped at this point if you have a hold on your account. To find a resolution for a hold, from our homepage Click **Students > Registration > Registration Holds**

REQUEST AN UNOFFICIAL TRANSCRIPT
- Go to www.FLVC.org (formerly FACTS.org)
- Click **My Records**
- Under College & University Students, Click **Unofficial Transcript**
- You must log-in with a FLVC/FACTS Login ID
- Enter FLVC/FACTS Log-in ID and FLVC/FACTS password
- Click **Continue**
- Select Brevard Community College from the drop-down box.
- Enter your **BCC ID** and PIN
- Click **Continue**

ENROLLMENT/DEGREE VERIFICATION
- Click **TITAN WEB SERVICES**
- Click **Student Services and Financial Aid**
- Click **Student Enrollment Verification** & follow instructions.

BCC has authorized the National Student Clearinghouse to provide enrollment and degree verifications 24/7, students can:
- Print enrollment verification certificates to send to health insurers and housing providers
- Obtain a list of student loan lenders and link to real-time loan information.

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

Note: Term enrollment and verification will not be available until after the drop/add period.

OBTAIN A PARKING PERMIT
- Click **TITAN WEB SERVICES**
- Click on **Student Services**
- Click on **Parking Permits**
- Click on **Request a Permit**
- Either select a vehicle already registered or add a new vehicle
- Click **Submit**
*Once the student clicks Submit, $20 plus tax will be charged to his or her account.

FINDING PROGRAM PREREQUISITES
- Go to www.FLVC.org (formerly FACTS.org)
- Click **Student Services**
- Then Click **Common Prerequisite Manual**
- Click most recent **Catalog Year**
- Click **Program Listing by Alphabetic Order**
- Click **Program Name** to see **Prerequisites**

RUN A DEGREE AUDIT
- Click **TITAN WEB SERVICES**
- Click **Student Services**
- Click **Student Records**
- Click **Degree Evaluation**
- Select **Term** and Click **Submit**
- Click **Generate New Evaluation**
*You can run an audit for another program by Clicking **What-If Analysis**

VIEW GRADES
- Click **TITAN WEB SERVICES**
- Click **Student Services**
- Click **Student Records**
- Click **Final Grades**
- Select Term
- Click **Submit**
Online Services

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

Systems that require a secure login can also be accessed from the home page of the BCC website: click on myBCC and then login using your User ID and 6 digit PIN. Select the system you need. For most systems, your login User ID will be your student ID number and your initial Password/PIN will be your birth date in the format MMDDYY.

If you have trouble with any online system, check your browser or try another browser like Mozilla Firefox, Google Chrome or Internet Explorer.

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

Student ID and PIN Numbers

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

myBCC

myBCC is Brevard Community College’s portal that allows students, faculty and staff access to all the resources needed to be successful. With one centralized login, users can access those resources most important in their role at the College.

Student Email

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

FLVC.ORG (Florida Virtual Campus)

FLVC.org, formerly FACTS.org, provides a full range of services for prospective and current college students. This website features information on financial aid, college admissions, degree shopping, profiles of Florida colleges and universities, career guidance and online admission applications. FLVC.org provides current college students with access to their academic records, grades, degree audits and information on how to successfully transfer from the community college to the university. Please go to www.flvc.org for further information.
Career Planning & Development CENTER
the place to explore, decide, achieve & succeed

Discover your passion and turn that desire & dream into a wonderful career

The Career Planning and Development Centers’ staff provides consistent and professional knowledge related to career choice, professional development and facilitating job placement.

BREVARD COMMUNITY COLLEGE
WORLD-WIDE, WORLD-CLASS
www.brevardcc.edu • (321) 632-1111

For further information on our services:

Cocoa Campus
1519 Clearlake Road
BCC/UCF Joint Use Library
(Bldg. 12) Room 307
321.433.7744

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

Palm Bay Campus
250 Community College Parkway
Library/Science Building
(Bldg. 2) Room 161
321.433.7503

Titusville Campus
1311 North US Highway #1
N. Earl Jones Building
(Bldg. 1) Room 143
321.433.7513
Registration Information

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

Audit
Students who have been admitted to BCC and wish to take courses without receiving credit may request to audit a course. The following guidelines apply.
- Students 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.
- Students 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 verification of enrollment by outside agencies.
- Students auditing a class must meet all course prerequisites including appropriate test scores.
- Students may not audit college preparatory 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 do 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.
Withdrawals

The student may withdraw without academic penalty from any course by the established deadline. Withdrawals after that date may be granted through established institutional procedures. There is not refund for withdrawals.

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

It is the student’s responsibility to complete and submit a *Course Withdrawal form* to initiate the withdrawal process. Students who withdraw from a course are still responsible for tuition and fees for the course.

Enrollment Certification

The National Student Clearinghouse is the College-authorized agent for providing degree and enrollment verifications. Students may request an enrollment verification through the BCC secure website. Click Titan Web Services ➤ Click Student Services and Financial Aid ➤ Click Student Enrollment Verification and follow instructions.

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

- **FT** (full time) 12 credit hours
- **QT** (3/4 time) 9 – 11.99 credit hours
- **HT** (half time) 6 – 8.99 credit hours
- **LT** (less than half time) under 6 credit hours

Transcripts

Current students may obtain unofficial transcripts at no charge via the BCC website or www.flvc.org.

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

An official transcript request must be submitted electronically or manually, and can be accepted by walk-in, mail or fax. Include the exact mailing address of where the official transcript is to be mailed. The college does not fax or e-mail 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.
U.S. Mail is the preferred delivery method; however, students may designate the transcript for pick up in the Office of the Registrar in Building 1 on the Cocoa campus.

Transcripts can be sent within the U.S. via Federal Express for a $25 per destination fee.

The request must be filled out completely and must include the following information:
• Student Name (only the student may request the transcript)
• Student ID number or Social Security Number
• Student date of birth
• A daytime phone number
• Approximate dates of attendance
• Student’s Original Signature
• Number of transcripts requested
• A complete address indicating where transcripts are to be sent
• Payment ($5 per transcript)
• Any special instructions, e.g. hold for end of term grades or degree, attach form, etc.

Contact (321) 433-7275 or 7272 or visit the website www.brevardcc.edu/registrars-office/

Transcripts from other Schools
Students must provide an official high school transcript that documents the date of graduation with a Standard High School Diploma, or proof of receipt of a state issued General Equivalency Diploma prior to registering in college credit courses. Students who have prior college work must provide official transcripts from all previous colleges.
• All final transcripts should be received prior to orientation and registration. Degree-seeking students whose transcripts are not received within the first term cannot register for subsequent terms.
• Official transcripts must be sent in a sealed envelope directly to BCC.
• Students who received a GED must submit an original copy of the scores or diploma prior to initial registration.
• It is the student’s responsibility to request previous transcripts and pay all associated fees.
• All transcripts from postsecondary institutions outside the U.S. must have a course-by-course commercial evaluation completed by an approved agency. Agency information is available in the International Student Office. BCC will accept an evaluation from current National Association of Credential Evaluation Services, Inc. (NACES) members. World Education Services, Inc. and Josef & Silny & Associates, Inc. International Education Consultants are recommended.
• Financial aid will not be awarded until all transcripts are received by BCC.
• Students must provide proof of high school graduation prior to registration in any college credit courses.
• Non-degree seeking students are not required to submit official transcripts unless they are required for proof of successful prerequisite course completion or student is changing to a degree seeking status. Proof of high school graduation is required (copy of diploma or unofficial transcript).
Useful Website Addresses

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

• Admissions/Registration/Financial Aid/Fees/Check Grades/Verify e-mail address/update and verify records

• All students who take online courses or classes with an online component will also have a Learning Management System account. To log into Angel go to: http://brevardcc.angellearning.com

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

Financial Aid/Scholarships
FAFSA .......................................................................................... www.fafsa.ed.gov
FLVC (Florida Virtual Campus) ....................................................... www.flvc.org
VA Benefits ..................................................................................... www.gibill.va.gov
Department of Education ................................................................. www.ed.gov
US Government Student Information ............................................. www.students.gov

Career Services
U.S. Department of Labor ................................................................. www.bls.gov
Career One Stop ............................................................................. www.jobbankinfo.org
College Board’s My Road ............................................................... www.myroad.com
FLVC (Florida Virtual Campus) ....................................................... www.flvc.org
JobStar Central ............................................................................... www.jobstar.org
It's true. Thanks to DirectConnect to UCF, all students and graduates of Brevard Community College have exclusive access to UCF.

If you plan to obtain or have obtained an A.A. or A.S. degree from BCC - you qualify.*

More DirectConnect to UCF benefits include:
• Accelerated admissions to UCF
• Convenient classroom locations
• Enhanced academic advising
• Small class sizes
• Best faculty in the business
• More bang for your buck

So, if you want to complete your bachelor's degree at UCF Cocoa, UCF Palm Bay or choose from other academic programs at UCF Orlando, think BCC and DirectConnect to UCF.

For more information, contact your BCC Advisor or call the DirectConnect to UCF Program Coordinator at 321.433.7889.

www.directconnecttoucf.com

*Consistent with university policy. Limited access and restricted access programs may require an additional admission process

UCF Consortium Students

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

Students can seek methods other than the College’s preparatory courses for improvement of skills. Alternative methods of instruction include, but are not limited to, Brevard County School Board, private providers and online instruction. Once instruction is complete, the student should present a certificate of completion to a campus testing specialist for a referral to retest on the appropriate placement subtest.

College Preparatory Courses

Students whose placement test scores identify them as needing additional preparation shall enroll in college preparatory courses to develop college-entry skills. A student who is required to complete a college preparatory course must successfully complete the required college-preparatory studies by the time the student has accumulated 12 hours of lower division college credit degree coursework. However, a student may continue enrollment in degree-earning coursework provided the student maintains enrollment in college preparatory coursework for each subsequent semester until college-preparatory coursework requirements are completed, and the student demonstrates satisfactory performance in degree-earning coursework (F. S. 1008.30).

Preparatory/developmental courses are designed to assist students in acquiring the skills necessary for succeeding in college level courses. While the courses do not carry credit toward graduation, students must have regular attendance, passing grades and must pass an exit exam to complete the preparatory coursework and become eligible to enroll in college credit courses.

Some forms of financial aid, including Bright Futures Scholarships, do not cover tuition for preparatory courses. Students should check with the Financial Aid Office.

Early Alert

“Early Alert” is a mid-term warning letter generated during the fall and spring terms. Students determined to be in academic jeopardy in a specific course are encouraged to take the steps necessary to successfully complete their course(s).

Forgiveness Policy

- Allows repeats of courses where “D” and “F” grades were earned. If a student repeats a course that was originally passed with a “C” or higher, only the original grade is computed in the cumulative GPA and earned credits.
- Students transferring to other institutions, either public or private, should contact that institution regarding transfer policy for “forgiven” courses. Retaking a course may impact a student’s specific financial aid package. Contact the Financial Aid Office.
- NOTE: It is the student’s responsibility to notify the Admissions and Records Office that a course was repeated for grade forgiveness purposes. Forgiveness cannot be applied for a course retaken after a student has graduated.
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. The Collegewide Student Appeals Committee, comprised of students, faculty and staff, consider appeals that cannot be resolved through regular channels on the home campus. 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 Appeal Section” of this Handbook for more information.

Maximum Attempts per Course

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

Assessment of Prior Learning

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

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

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

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

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

Note: Veterans should refer to the online college catalog for more information about attendance.
Instructor-Specific Attendance Policy

Instructors are required to monitor their attendance and report students who are not attending class during designated reporting periods, normally on a monthly basis, each term. Faculty members shall publish and distribute a class syllabus no later than the end of the second week of class in a given academic term. The syllabus should include the instructor’s attendance policy and may include special circumstances under which students’ absences may be excused and stipulations for making up work and exams missed during instructor-excused absences. Instructors may require a more rigorous attendance policy due to program requirements or state mandates of 100% attendance. Specific course requirements will be noted in their syllabuses.

eBrevard Attendance Policy

The eBrevard Department at Brevard Community College has a very strict attendance policy that must be adhered to by all online students.

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

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

Religious Observances

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

Students excused for religious observances will be expected to meet the class requirements for those days without undue delay. Students who believe they have been unreasonably denied educational benefits due to their religious beliefs or practices may seek redress through the student appeal procedure. [FS 1001.64, 1002.21, 1006.53]
Access Fee
A $10.00 fee will be assessed for all students upon their first enrollment in any credit class to provide access to the student network Wi-Fi at many locations around the college. Part of the fee also pays for a new print management system. At the beginning of each semester, each registered student will receive a credit of $4.00 in their print manager account for college-wide printing.

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

Fee Payments
Fees will be assessed to the student upon registration for classes. The student’s portion of fees must be paid by the deadline established in the Schedule of Classes. Students may be dropped from course(s) for nonpayment of fees; however, students are responsible for dropping classes they do not plan to take. All fees must be received by the date and time noted or the student may be dropped from classes and assessed a $30 re-registration fee when registering during late Add/Drop.
Student may pay their fees in several easy ways, including:
• In person: by cash, check, money order, cashier’s check, VISA, MasterCard, Discover or American Express
• By Mail; check, money order, cashier’s check, VISA, MasterCard, Discover, or American Express
• Online: VISA, MasterCard, Discover, or American Express, or credit/debit card payments from your bank account

Outside Proctor Fee
Online students utilizing a non-BCC proctor may incur additional testing fees.

Refund Information
Automatic refunds for college credit or vocational credit courses will not be processed until after the last day to drop a course. To be eligible for a refund, the student must drop the course(s) on or before the last day of the of the Add/Drop period, as listed in the Schedule of Classes.
Brevard Community College makes postsecondary education possible for all individuals in the community. The primary purpose of the Financial Aid Department at Brevard Community College is to provide assistance to those individuals who, without such aid, would be unable to attend college. For additional information, please call a BCC Financial Aid Office or visit the website at www.brevardcc.edu for the most current information.

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

**Return of Unearned Funds**

Return of unearned funds refers to the return of federal financial aid dollars that the student did not earn as a result of totally withdrawing from all classes. Students who receive federal financial aid funds and subsequently withdraw from all classes will have a federal formula applied based on the date of withdrawal, percentage of the payment, and period attended by the student. If the formula indicates an amount “unearned,” a repayment of aid is required. The institution will notify the student in writing of any amount to be returned to the Federal Title IV accounts. Student must repay the amount within 45 days. Student will not qualify for further federal aid until the repayment is satisfied.

**BCC Foundation Scholarships**

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

The Foundation uses a completely online scholarship application program called “STARS” for all Foundation scholarships. This streamlined system helps determine student eligibility and recommends appropriate scholarships for each applicant. Students who are interested in learning more about Foundation scholarships or applying online should visit the Foundation’s website at www.brevardcc.edu/foundation.
Financial Aid – continued

BCC Card - Higher One

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

BCC Cards will be mailed to the current address on file with the college. Therefore, it is critical that a student has their correct mailing address on file.

Students can visit bcccard.com to learn more about all the great benefits that accompany the BCC Card.

Student Activities/Student Government Association

The student organizations and clubs on each campus make up the Student Government Association (SGA). They offer a wide range of activities that provide personal enjoyment such as concerts, art and craft fairs, dances, and intramurals. Contact a campus Student Government Association Office for information on starting or joining a club.

Each BCC campus has its own Student Government Association (SGA). The purpose of the SGA is to ensure broad student involvement in college committees, campus 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 freshman and sophomore class representatives are elected from the student body at large. All activities of student government are conducted in accordance with the established procedures manuals.
Center for Service-Learning
The Center for Service-Learning involves and supports students in educational and reciprocally beneficial community service-learning experiences. The CSL is recognized as a model and leader in service-learning. Service learning is integrated with 135 courses and 350 course sections each semester under the guidance of 157 faculty. 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 CSL in 1988, over 61,433 students have provided 2,171,660 hours of community service. The CSL offers students a wide array of service-learning experiences, incentives, and opportunities. Come check us out!
Cocoa, 433-7610  Melbourne, 433-5610
Palm Bay, 433-5253  Titusville, 433-5016

Cooperative Education/Internships
The terms “co-op” and “internship” are often used interchangeably because both mean “a practica educational work experience.” Brevard Community College offers students an opportunity to enhance their educational experiences through co-op/internship programs that will augment and supplement their degree or career and technical programs. Students must obtain instructor approval prior to enrolling in the appropriate co-op/internship course. For more information, contact your program instructor and/or the program department chair.
International Student Services
(English Studies & International Support)
The department of Language and Cultural Studies provides academic English courses for students whose native language is not English as well as assistance and support to all international students attending BCC.

English for Academic Purposes. The English for Academic Purposes (EAP) curriculum targets the specific needs of the bilingual student, helping students grow from English acquisition to attainment of academic and life goals. This program is currently offered on the Palm Bay Campus.

Services for Students with Disabilities (OSD)
After a student self-identifies, Brevard Community College assists students with disabilities by providing reasonable accommodations on a case-by-case basis. In order to receive the most appropriate assistance, students are encouraged to register with the OSD office on their campus and provide appropriate documentation. Adaptive furniture, equipment, and devices are available. Further, sign language interpreters, specialized computer software, academic advisement, placement testing and classroom test administration are considered. The services of a learning disabilities specialist, advocacy, and other services to help students attain their educational goals are available. All services are free and information is kept confidential. Reasonable substitutions for and/or modifications of requirements for admission to programs, graduation, and TABE waivers for students with documented disabilities will be considered on an individual basis in accordance with Sections 1007.263, 1007.264, and 1007.265 F.S. and State Board of Education, Rules 6A-10.040 and 6A-10.041. For information regarding procedures for waivers and/or substitutions, students should contact OSD on their campus: Titusville (321) 433-5017; Cocoa (321) 433-7295; Melbourne (321) 433-5650; Palm Bay (321) 433-5172.
Student Support Services (TRiO)
TRiO is a federally funded grant program implemented to help increase the retention, graduation, and transfer rates among first generation college students (i.e. students whose natural or adoptive parents do not have a four-year college degree) and economically disadvantaged students. Students must have a strong academic need, be U.S. citizens or permanent residents, completers of a regular high school diploma or GED, and be first-time degree or certificate seeking. Services include academic advisement, schedule planning, registration, tutoring, mentoring, career assessment, degree/graduation audits, scholarship searches, cultural and social activities, and university campus tours. Services are of no cost to students however, students must meet program criteria to be considered for program admission. For further information, please contact the TRiO Student Support Services Office on any of the following campuses: Cocoa (321) 433-7349; Melbourne (321) 433-5280; Palm Bay (321) 433-5268 or Titusville (321) 433-5029.

Veterans Affairs
Veterans and other eligible dependents planning on using their veteran’s education benefits should contact the Veteran’s Affairs Office, Ralph M. Williams Student Center, (Building 11), Room 209, Cocoa Campus or the Student Services Center (Building 1), Room 140, Melbourne Campus at the earliest opportunity. Applications and instructions for completing a VA Education Benefit package will be provided during the initial visit. All new students must also file an admission application and meet all of the admission requirements. Once this is completed and you have registered for classes, bring any paperwork the VA office told you to return to the VA office and request to be certified for your education benefits. Each term thereafter you are required to notify the VA office that you are registered and request to be certified. The VA office will not certify you automatically. Refer to the College website and online catalog for more information.
Alumni Association
The Brevard Community College Alumni Association strives to reconnect graduates and former students with BCC’s current initiatives. The Alumni Association provides an opportunity for alumni members to maintain a lifelong connection with Brevard Community College and access to great benefits and member-only special offerings. Membership is open to all BCC graduates, and your membership supports much needed scholarship assistance for our students, enhances the support of BCC programs and provides the perfect place to network with community leaders while enjoying exclusive benefits.

For more information about becoming a member, events and up-to-date valuable discounts and benefits, please visit the Alumni Association website www.brevardcc.edu/alumni or call (321) 433-7743.

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

Athletics
Brevard Community College is a member of the Southern Conference of the Florida Community College Athletic Association and the National Junior College Athletic Association. Athletic teams include men’s basketball, men’s golf, men’s baseball, women’s soccer, women’s basketball, women’s softball and women’s volleyball. All athletes must be enrolled in at least 12 hours each semester and have a 2.00 GPA to be eligible for competition. Scholarships are available in all sports. For more information regarding athletic programs, contact the athletic director at 433-5600.
To cheer for our home team, check the team schedules at www.brevardcc.edu/titans
Child Development Centers

Brevard Community College operates five child development centers at four campus locations that provide quality educational preschool programs to children ages 15 months to 5 years old, based on space availability. All of the centers are open to children of current BCC students, alumni, faculty and staff, plus the Melbourne Montessori School also accepts children from the general community. We provide state-funded Voluntary Pre-Kindergarten (VPK) at all centers, and a state certified Kindergarten at the Montessori School. All of our programs receive high VPK scores. For information, call Cocoa, 433-7623; Melbourne, 433-5558; Titusville, 433-5111; Montessori, 433-5567; Palm Bay, 433-5231 or visit the BCC website.

Cosmetology Services

Brevard Community College offers a career and technical program in Cosmetology. Services are available to the public at greatly discounted prices and include: haircuts, color, styles, manicures, pedicures, facials, waxing, highlights, perms and relaxers. Students and prospective clients should call 433-7550 or 433-7551 for current information on prices and hours.

Health/Injury/Accident

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

King Center for the Performing Arts

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 BCC 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 selected performances for BCC students, faculty, staff and alumni. When offered, these tickets are available through the day before the show. Half price day-of-show discounts are also available for many shows. Student memberships are available to BCC students for $20 per year. For further information, call the King Center Ticket Office at 242-2219 or visit us online at www.kingcenter.com.
Lost and Found

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

Moore Center

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

Student Insurance

Insurance coverage with respect to injuries or accidents while enrolled at BCC is effected by private contract between an insurance company of choice and the student or parent and is not a requirement of general admission. Students enrolled in certain programs (particularly Health Sciences), classes or clubs may be required to show proof of medical insurance. International students, career & technical program students, intercollegiate athletes and those enrolled in “high risk” activities are examples of those who will need such insurance. Students should check with their campus Admissions and Records Office for availability of insurance application forms provided by carriers specializing in college-student insurance. Health Sciences students should contact Health Sciences with questions regarding insurance requirements for health sciences programs.

Student Insurance Requirements

Participation in selected program/courses requires insurance coverage. BCC does not sell insurance; however, the College does use its purchasing capability to identify various student insurance plans to meet student needs. Information regarding various insurance plans is available in the campus Admissions and Records Office. Refer to the online College catalog for programs student insurance requirements.
Student Bill of Rights and Responsibilities

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

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

Student Code of Conduct

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

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

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

3. **Animals** – Animals are not permitted in any of the college facilities unless they are service dogs or animals that are part of an approved course or presentation.

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

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

6. **Breach of Peace** – Conduct or expression on college owned or controlled property which disrupts the orderly functioning of the college or the delivery/reception of instruction which is lewd, indecent or obscene is prohibited. Cellular telephones and audible pagers should only be used outside of classrooms.
7. **Children on Campus** – Because of potential disruptiveness to the learning environment, non-enrolled children are not permitted to visit a class in session or a lab. Children will not be permitted to remain in the common areas of college buildings without adult supervision. No individual, adult or children are allowed to sit in a class for which they are not a registered student.

8. **College-sponsored Activities and Events** – Use of college facilities must have prior approval by the proper college authority. All college-sponsored activities and events are subject to any limitations and provisions established by the appropriate college official (i.e., outdoor concerts, student rallies, outside speakers).

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

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

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

12. **Cosmetology Prohibited Acts** – Student cosmetology services shall be performed only in the lab under the supervision of an instructor. All services must be approved in advance by the instructor. Services shall not be performed in restrooms, hallways, or other areas. Students are expected to adhere to the professional standards associated with licensure expectations. **Florida Statute 477.0263** – Cosmetology services shall be performed only by licensed cosmetologists in licensed salons.

   **Florida Statute 477.0265. Prohibited acts.**
   It is unlawful for any person to:
   1. Engage in the practice of cosmetology or a specialty without an active license as a cosmetologist or registration as a specialist issued by the department pursuant to the provisions of this chapter.
   2. Any person who violates any provision of this section commits a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083.

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

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. Obstruction of the normal process and activities essential to the college community. Orderly demonstrations of points of view by signs, etc., which are neither vulgar nor profane are not considered disorders.

16 Distribution or Sale of Literature or Goods – Distribution or sale of literature or goods on the campuses must be approved by the Associate Provost or Provost.

17. Dress and Appearance – Students are expected to maintain standards of personal appearance and dress which are conducive and appropriate to the maintenance of health, welfare and safety for themselves and for their associates in the community. Dress worn by students must be of sufficient quality and quantity to properly cover and protect the body, including shirt and shoes.

18. Duplication of Keys – Duplication of college keys is prohibited.

19 Failure to Pay Financial Obligations – The College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt he/she owes to the college. If a student fails to pay the college an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all financial obligations to the college.

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 – Students may not possess weapons while on college property (law enforcement officers excluded). Weapons are defined as firearms, knives, explosives, flammable materials or any other items that may cause bodily injury or damage to property.

22. Gambling – Gambling is prohibited on the campuses of Brevard Community College.
Student Code of Conduct – continued

23. **Hazing** – Hazing in any form on campus or at any college sponsored activity is prohibited.

24. **Identification of Students** – Students are required to present proper identification when requested by authorized college officials. Any misrepresentation, alteration or misuse of identification is prohibited.

25. **Illegal Drugs and Controlled Substances** – The college cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. In accordance with Brevard Community College Policy: An applicant for admission to the college will be asked to sign a document to certify that he or she:

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

26. **Interference with College Guests** – The College may initiate disciplinary actions for any interference with the freedom of movement of any member or guest of the college.

27. **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.

28. **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.

29. **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.
30. **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.

31. **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.

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

33. **Search and Seizure** – College officials reserve the right to search lockers or other college property when deemed necessary to uphold the responsibility of the college regarding discipline, safety and the maintenance of an educational atmosphere. Contraband items will be confiscated and may be used as evidence in disciplinary cases. Briefcases, handbags and other such containers may be searched in the library, in laboratories, in the bookstore and at other places where material and equipment are not secured.

34. **Smoking** – Smoking is prohibited in all enclosed facilities of the college. Smoking is ONLY allowed in designated/posted areas on any campus.

35. **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.

36. **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.

37. **Threat to any College Guest** – The active threat of violence against any member or guest of the college is strictly forbidden.

38. **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.
39. **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.

40. **Use of Vehicles** – Riding bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are classified as bicycles. Roller skating or skateboarding is prohibited on the campuses of Brevard Community College in any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property on the campus. EXCEPTION: Motorized vehicles for handicapped persons may be used on walkways and in buildings.

41. **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.

42. **Violations of Law** – Federal and state law, respective county and city ordinances, and all college and Board of Trustees rules and regulations will be strictly enforced.

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**Student Disciplinary Procedure**

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

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

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

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

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

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

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

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

9. **Other Appropriate Action.** Disciplinary action not specifically set out above but deemed proper as judged by the Associate Provost and Provost. The Campus Appeal Committee may recommend to the Associate Provost for follow up.
In-Class/Academic Issues
In class/academic issues may include alleged violations of the Student Code of Conduct, academic dishonesty, classroom policy, grade appeals, or other activities within the classroom.
1. Alleged violations of the Student Code of Conduct are referred to the Associate Provost.
2. 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, stealing examinations or course materials, knowingly and intentionally assisting another student to commit academic dishonesty.

Procedure for resolution to In-Class/Academic Issues
1. Any in class/academic student concern should be addressed as soon as possible in a non-confrontational manner informally with the appropriate faculty member.
2. If not resolved informally, the student may request a formal appeal form from the Associate Provosts office and engage in formal discussion with the appropriate faculty member. 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 the date of the incident.
3. If not resolved at this level, the student may request a review by the department chair.
4. If not resolved at this level, the student may request a review by the Associate Provost.
5. If not resolved at this level, the student may request, with additional documentation, a review by the Provost. The decision of the provost is final.
6. If the student has received academic censorship or probation, the student may request a campus based review by the campus appeal committee. This request must be in writing and received in the Associate Provost Office no later than ten days following the student’s receipt of written notification in follow up to the appeal. The appeal committee is composed of faculty, staff and students. The committee will make recommendations to the Provost for follow up.
7. 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 President or his delegate is final.
Out-of-class Non-academic Issue
Out-of-class student non-academic issues may include alleged violations of the Student Code of conduct, financial appeals, discrimination concerns or other activities that occur outside of the academic environment of the classroom.

Procedure for resolution to Out-of-class/Nonacademic Issues

1. Any out-of-class non-academic student concern should be addressed as soon as possible in a non-confrontational manner informally with the appropriate staff member.

2. If not resolved informally, the student may request a formal appeal form from the Associate Provosts office and engage in formal discussion with the appropriate staff member. 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 the date of the incident.

3. If not resolved at this level, the student may request a review by the departmental supervisor.

4. If not resolved at this level, the student may request, with additional documentation, a review by a campus based appeal committee. This request must be in writing and received in the Associate Provost Office no later than ten days following the student’s receipt of written notification in follow up to the appeal. This committee will make recommendations to the departmental manager. The decision of the departmental manager is final.

5. If the student feels that the established procedures were violated, the student may request an administrative review by the appropriate Provost. 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 Provost is final.

Campus Appeal Committee
A Campus Disciplinary 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. Committee members may not direct knowledge or involvement in the incident leading to the appeal. Actions of the committee are decided by majority vote.

The Provost shall appoint the committee and establish the hearing date, time and place and communicate the same to the student, and committee.
Drug-Free Campus

College Policy Summary

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

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

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

The college has the responsibility to refer for prosecution anyone engaging in illegal drug or controlled-substance activity on its campuses or off-campus events. A student who is convicted of any drug offense must report it to the Associate Provost on his/her campus within five days. Students may contact the same office for an explanation of appeal rights for each step of the disciplinary process.
Hepatitis B
Hepatitis B is a virus that infects the liver. With this disease, signs and symptoms occur in about 30 to 50% of patients infected. Only 30% have jaundice (yellowing of the skin and whites of the eyes). Children under the age of five rarely have symptoms of hepatitis. When and if symptoms occur, patients may show signs of jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Some patients will become chronically infected with Hepatitis B. This will occur in up to 90% of children born to mothers who are infected, 30% of children infected at one to five years, and six percent of persons infected after age five. Death from chronic liver disease occurs in 15-25% of chronically infected persons – 1.2 million individuals are chronic carriers of Hepatitis B in the United States. The World Health Organization (WHO) estimates that approximately 5% of the world’s populations are chronically infected with Hepatitis B. One million die from Hepatitis B worldwide each year. In the United States approximately 80 thousand become infected and approximately 3,000 die annually from Hepatitis B. Risk factors for Hepatitis B are individuals whom have multiple sex partners or diagnosis of sexually transmitted diseases, men who have sex with men, sex contacts of infected persons, injection drug users, household contacts of chronically infected persons, infants born to infected mothers, infants/children of immigrants from areas with high rates of Hepatitis B, some health care workers, and hemodialysis patients. You should not be vaccinated with this vaccine if: • you have ever had a life threatening allergic reaction to baker’s yeast (used to make bread), • you have ever had a severe allergic reaction to previous dose of Hepatitis vaccine or, • you are moderately or severely ill at the time of a scheduled vaccine with Hepatitis B (you should wait until you recover from the condition). Individuals who take these vaccines should have few if any side effects. These diseases are always much more severe than the vaccine. A few individuals may experience:
• Soreness and/or redness where the shot was administered, lasting a day or two,
• Mild to moderate fever, again lasting a day or two. Severe reaction is extremely rare!

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

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

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 Brevard Community College does not REQUIRE vaccination against meningococcal disease or Hepatitis B for students, BCC strongly encourages everyone attending the College to be aware of the symptoms, risk factors, preventative measures, and cure for these diseases.

Meningococcal Disease

An acute bacterial disease, characterized by sudden symptoms of fever, intense headache, nausea and often vomiting, stiff neck and frequently a petechial (small purplish red spots) rash which may appear pink in color. Symptoms may mimic Influenza, however Influenza rarely has vomiting or other gastrointestinal symptoms. Approximately 2,500 to 3,000 individuals are diagnosed with Meningococcal disease in the United States annually. Most cases seem to occur in the late winter to early spring. Although Meningococcal disease is primarily seen among very small children, this disease occurs commonly in children and young adults. College students particularly whom reside in dormitories may be at increased risk for Meningococcal disease. The general population may have an incidence of 1.1 per 100,000 while those students in dormitories have a rate of three to five cases per 100,000. Transmission occurs by direct contact, including droplets from the nose and throat of infected persons. The exchange of saliva by kissing, sharing of food utensils, and sharing cigarettes is the most common modes of transmission among college students. Before early diagnosis, modern therapy and supportive measures the death rate exceeded 50%. The vaccine is administered with one dose for individuals two years of age. The vaccine may be given to pregnant females. You should not be vaccinated with this vaccine if you have had a serious allergic reaction to a previous dose of this vaccine or are mildly ill at the time of scheduled Meningococcal vaccine.
Privacy/Access to Records

Brevard Community College maintains certain practices and procedures to assure compliance with the Family Educational Rights and Privacy Act (FERPA). This law affords students certain rights with respect to their education records.

Student Directory Information

The following is information that can be released without the student’s written consent. Each college, to some extent, can determine what information is classified as directory information. Directory Information is released only at the discretion of BCC for college or educational purposes. Directory information at BCC includes:

- Student's name
- Address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Although BCC has designated directory information, information will appear only in BCC-generated information such as the graduation commencement programs, BCC publications, student IDs, and news releases of awards. BCC email 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.
Student Right to Privacy / Collection of SSN

Florida Statute 119.071(5)(a), and Sections 483 and 484 of the Higher Education Act of 1965 authorizes the collection, usage and release of your social security number by Brevard Community College.

BCC collects, uses, and releases your SSN 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 will secure your SSN from unauthorized access, and strictly prohibits the release of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique ID number will then be used for all associated employment and educational purposes at BCC.

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

Transfer Student Bill of Rights

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

1. Admission to one of the 11 state universities, except to limited access programs;
2. Acceptance of at least 60 semester hours by the state universities;
3. Adherence to the university requirements, based on the catalog in effect at the time the student first enters a Florida college, provided the student maintains continuous enrollment;
4. Transfer of equivalent courses under the Statewide Course Numbering System;
5. Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, Dual Enrollment, AP, IB, and AICE);
6. No additional general education requirements;
7. Advance knowledge of selection criteria for limited access programs; and
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right to appeal at the college level. If the denial is upheld at the college level and there is still a question of potential violation of the Statewide Articulation Agreement, the student may contact the Office of Articulation for assistance.

The Office of Articulation, in consultation with the Articulation Coordinating Committee, will review and attempt to resolve all student transfer difficulties.

Florida Department of Education Office of Articulation, 325 W. Gaines St., Room 1401, Tallahassee, FL 32399-0400  (850) 245-0427
Equal Access/Equal Opportunity

Brevard Community 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.

In accordance with Federal and State laws as well as College Policy, Brevard Community College does not discriminate in any of its policies, procedures or practices on the basis of race, ethnicity, color, genetics, religion, national origin, age, gender, gender preference, physical or mental disability, marital status, veteran status, ancestry, or political affiliation. Inquiries regarding the College’s Equal Opportunity Policies, including The Florida Educational Equity Act (Section 1000.05), Title IX (sex discrimination), Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vocational Guidelines, and The Age Discrimination Act of 1975 may be directed to the Associate Vice President of Human Resources/Equity Officer, Cocoa Campus, Carver Administration, Building 2, Room103, 1519 Clearlake Road, Cocoa, Florida 32922; (321) 433-7080.

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

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

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

The informal procedure is intended to encourage a satisfactory resolution of the student’s complaint at the earliest possible point in time. Whereas such informal resolution is not attainable, the formal grievance provides a secondary route for the student to take.
Equal Access/Equal Opportunity – continued

**60 calendar days** The College allows a student who believes he/she has been discriminated or harassed a time limit of sixty (60) calendar days from the date of the alleged incident to file a complaint with the Associate Vice President/Equity and Diversity Officer. This will require that the student complete a grievance input form, identifying himself/herself, the respondent (alleged discriminating party), identifying the date and place of the alleged discriminatory action, describing the alleged incident and identifying the resolution sought.

**10 business days** The Equity Officer or his/her alternate will contact the immediate supervisor and arrange for the immediate supervisor to attempt to resolve the differences between the two parties within ten (10) business days. The Equity Officer will monitor the progress of the grievance resolution and, if no satisfactory resolution is achieved, will 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 may also consult the immediate supervisor of 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 immediate supervisor of the alleged discriminating party, to the Campus Provost, and to the Campus Associate Provost.

**FORMAL PROCESS** If the informal process does not resolve the issue, the aggrieved student may request that his/her grievance be forwarded to the Campus Provost as a formal written complaint.

**10 business days** The Equity Officer will forward the complaint/grievance information to the Campus Provost. He/she has ten (10) business days to resolve this matter.

The Equity Officer will also forward a copy of the complaint/grievance information to the Office of the President.

If the Campus Provost cannot resolve the issue:

**15 business days** The Equity Officer or his/her alternate will convene a three-member Hearing Panel consisting of one person each from complainant peer group, respondent peer group, and College administration. Appointed members of the Hearing Panel shall be limited to full-time employees and full-time students.
Equal Access/Equal Opportunity – continued

The Hearing Panel shall convene the hearing, calling together the interested parties, witnesses and other parties deemed necessary as advisors. Only the appointed members of the Panel will vote on the recommendation to be made. They have a total of fifteen (15) business days from the time the Campus Provost acted upon the complaint to develop a recommendation.

5 business days After the close of the hearing, the Equity Officer will prepare a report outlining each issue the panel considered; summaries of important evidence brought to bear on the issue; conclusions, and recommendations as to action, and present it to the College President within five (5) business days.

5 business days Within five (5) business days, the President will make a final decision in the case, and forward a copy of the final decision to the Equity Officer who will contact the student and all involved parties including the supervisor of the alleged discriminator, the Campus Associate Provost and the Campus Provost.

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.

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.
Equal Access/Equal Opportunity – continued

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, Brevard Community College has established grievance/complaint procedures for College Faculty and Staff to follow as well as these student procedures. Grievance procedures for Faculty and Staff can be found on the Brevard Community College Intranet Web site or by contacting the Associate Vice President/Equity Officer, Cocoa Campus, Carver Administration, Building 2, Room 103, 1519 Clearlake Road, Cocoa, Florida 32922.
The Cocoa Campus is home to the collegewide District Administration. Located on this campus are three technologically advanced facilities: the Astronaut Memorial Planetarium, the BCC/UCF Joint Use Library, and the Florida Solar Energy Center. Together, these facilities comprise the main components for the Florida Circle of Science and Technology. Also located on the campus is the Clark Maxwell, Jr. Lifelong Learning Center, a cooperative effort of BCC and University of Central Florida. This unique instructional facility houses programs for both BCC and UCF, enabling students to complete a bachelor's and master's degree without leaving the county.

**BUILDINGS**

1. Financial Aid / Office of the Registrar
2. George Washington Carver Administration Building
3. Clark Maxwell, Jr. Lifelong Learning Center
4. Bernard Simpkins Fine Arts Center
5. Rodney S. Ketcham Business Center
6. Bookstore
7. Irene H. Burnett Science Building
8. Dr. Mary Cathryne Park Classroom Building
9. Gen. George F. Schlatter Veterans Memorial Amphitheater
10. Ralph M. Williams Student Center
11. Ralph M. Williams Student Center
12. BCC/UCF Joint Use Library
13. Roger W. Dobson Building
14. Vocational Building
15. Industrial Center
16. Industrial Center
17. Health Sciences Career Center
18. J. Bruce Wilson Gymnasium/YMCA Family Center
19. Astronaut Memorial Planetarium & Observatory
20. HCVAS Health Sciences Center
21. Veterinary Technology
22. Security
23. Security
24. Security
25. Security
26. Security
27. Security
28. Security
29. Security
30. Security
31. Security
32. Security
33. Security
34. Security
35. Security
36. Security
37. Security
38. Security
39. Security
40. Security
41. Security
42. Foundation House
Located on a wooded 120-acre site, the Melbourne Campus provides state-of-the-art classrooms and laboratory facilities that prepare students for upper division baccalaureate studies, technical degrees, and vocational certificates. Melbourne is also home of the Criminal Justice and Police Testing facilities, the King Center for the Performing Arts, and the college’s largest concentration of student computer laboratories (21 labs campuswide utilizing the latest technology).
Conveniently located just off the Malabar Road exit of I-95, Palm Bay campus has three main buildings that stretch along the shores of Lake Titan. The campus provides the full compliment of general education classes required for transfer to Florida state universities, as well as vocational courses in areas of study such as computer programming, database technology, air conditioning, and business administration. Additionally, the campus offers courses in Health Science programs of study including medical assisting, emergency medical services, and nursing. Apprenticeship sponsors offer courses in air conditioning, electrical, machining and other related trades. The Lady Titan softball team has its home field on campus, a walking trail winds around Lake Titan, and Brevard County operates the Palm Bay Aquatic center just south of the main campus. Palm Bay Campus prides itself on providing a center for baccalaureate and graduate education through the offerings of the University of Central Florida, Webster University and Barry University.

BUILDINGS

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

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

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

Our Vision  Brevard Community College is committed to Being our Community’s Center for
• Quality Teaching and
• Lifelong Learning

Our Mission
To engage our diverse population in quality, accessible, learning opportunities which successfully meet individual and community needs.

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

The College embraces the following key values and beliefs:

1. RESPECT FOR THE INDIVIDUAL (COURTESY/CIVILITY):
   Central to our philosophy is respect for the individual, manifested through courtesy and civility in every endeavor.

2. CONTINUOUS IMPROVEMENT/PROFESSIONAL COMPETENCE:
   Recognizing that we exist in a dynamic environment, we foster innovation to promote continuous improvement in student, employee, and organizational development.

3. PASSION FOR LEARNING:
   As an educational catalyst, the College sparks the flame of human curiosity by creating an environment to ignite and sustain a passion for lifelong learning.

4. LEADERSHIP, EMPOWERMENT, INTEGRITY:
   We value leadership styles that engender trust and confidence, and that empower people to make sound decisions.

5. TEAMWORK, SENSE OF BELONGING:
   We encourage a sense of belonging by employees and students through promoting an atmosphere of teamwork that embraces the College’s mission and goals.

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

7. ACCOUNTABILITY:
   Through systematic review and evaluation, we are publicly accountable to achieve our mission.

8. SENSE OF ACHIEVEMENT:
   We value achievement and reward those who strive to do their best.
Cocoa Campus
1519 Clearlake Rd
Cocoa, FL 32922
(321) 433-7300

Melbourne Campus
3865 North Wickham Rd
Melbourne, FL 32935
(321) 433-5550

Palm Bay Campus
250 Community College Pkwy
Palm Bay, FL 32909
(321) 433-5175

Titusville Campus
1311 North U.S. #1
Titusville, FL 32796
(321) 433-5100