

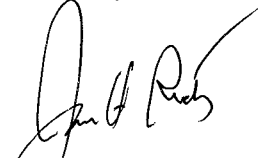
Welcome



Welcome to Eastern Florida State College. Our student-centered approach provides you with a wealth of career options and ensures that you'll 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 Eastern Florida.

Sincerely,



Dr. Jim Richey
President

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Calendar 2013-2014

Course Schedule for each term lists registration dates and times. Calendar dates are subject to change; please check online academic calendar.

FALL TERM 2013

April 29	Monday	Web registration for fall term begins
May 13	Monday	Walk-in registration for fall term begins
Full Term (August 19- December 13, 2013)		
August 8	Thursday	Fee due date: full term on-campus and online classes
August 12 –16	Mon – Fri	Five day workweek for Staff
August 15 –16	Thurs – Fri	Faculty work days
August 19	Monday	Classes begin: full term on-campus and online
August 19-23	Mon – Fri	Five day workweek for Faculty and Staff
August 19-23	Mon-Fri	Add/drop week: Full term on-campus and online classes
August 23	Friday	Last day to drop with a refund of fees or change to audit status: full term on-campus and online classes
September 2	Monday	Labor Day Holiday (Weekend classes meet as scheduled)
October 14	Monday	Last day to withdraw with grade of “W”: full term on-campus and online classes
October 24	Thursday	Last day to apply for December graduation
November 11	Monday	Veterans Day Holiday; all college campuses closed
Nov 27-Dec 1	Wed-Sun	Thanksgiving holidays; all college campuses closed
Dec 7-13	Mon-Fri	Final exam week
December 13	Friday	Final day of term for students: on-campus and online classes
December 16	Monday	Final grades due at noon; faculty ½ work day
December 19	Thursday	Commencement Ceremonies
Dec 20, 2013-Jan 5, 2014	Fri-Sun	Winter break: all college campuses closed (re-open Monday, January 6, 2014)

Minimester A (August 19-October 14, 2013)

August 8	Thursday	Fee due date: Minimester A classes
August 19	Monday	Classes begin: Minimester A
August 19-23	Mon-Fri	Add/Drop Week: Minimester A classes
August 23	Friday	Last day to drop with a refund of fees or change to audit status: Minimester A
September 2	Monday	Labor Day holiday (weekend classes meet as scheduled)
September 23	Mon-Fri	Last day to withdraw with grade of “W”: Minimester A classes
October 14	Monday	Final day for students: Minimester A classes
October 15	Tuesday	Minimester A: final grades due at noon

12 Week Term (September 23 – December 13, 2013)

September 12	Thursday	Fee Due Date: 12 week on- campus and online classes
September 23	Monday	Classes begin: 12 week on-campus and online
September 23-26	Mon-Thurs	Add/drop week: 12-week on-campus and online classes

CALENDAR 2013-2014 — CONTINUED

September 26	Thursday	Last day to drop with a refund of fees or change to audit status: 12 week on-campus and online classes
October 24	Thursday	Last day to apply for December graduation
November 11	Monday	Veterans Day holiday; all college campuses closed
November 12	Tuesday	Last day to withdraw with grade of "W": 12 week on-campus and online classes
Nov 27-Dec 1	Wed-Sun	Thanksgiving holidays; all college campuses closed
December 13	Friday	Final day of term for students: 12 week on-campus and online classes
December 16	Monday	Final grades due at noon; faculty ½ work day
December 19	Thursday	Commencement Ceremonies
Dec 20, 2013 - Jan 5, 2014	Fri-Sun	Winter break; all college campuses closed (re-open Monday January 6, 2014)

Minimester B (October 16- December 13, 2013)

October 3	Thursday	Fee Due Date: Minimester B classes
October 16	Wednesday	Classes begin: Minimester B
October 16-17	Wed-Thurs	Add/Drop: Minimester B classes
October 17	Thursday	Last day to drop with a refund of fees or change to audit status: Minimester B
October 24	Thursday	Last day to apply for December graduation
November 11	Monday	Veterans Day holiday; all college campuses closed
November 21	Thursday	Last day to withdraw with grade of "W": Minimester B classes
Nov 27-Dec1	Wed-Sun	Thanksgiving holidays; all college campuses closed
December 13	Friday	Final day of term for students: Minimester B classes
December 16	Monday	Final grades due at noon; faculty ½ work day
December 19	Thursday	Commencement ceremonies
Dec 20, 2013-Jan 5, 2014	Fri – Sun	Winter Break; all college campuses closed; (re-open Monday January 6, 2014)

SPRING TERM 2014

October 21	Monday	Web registration for spring term 2014 begins
November 4	Monday	Walk-in registration for spring term 2014 begins

Full Term (January 13- May 9, 2014)

January 6	Monday	College re-opens: staff returns
January 6	Monday	Fee Due date: full term on campus and online classes
January 6-10	Mon-Fri	Five day work week for staff
January 9-10	Thurs – Fri	Faculty Work days
January 13	Monday	Classes begin: full term on-campus and online
January 13-17	Mon-Fri	Five day work week for faculty and staff
January 13-17	Mon-Fri	Add/drop week: full term on-campus and online classes
January 17	Friday	Last day to drop with a refund or change to audit status: full term on-campus and online classes
January 20	Monday	Dr. Martin Luther King Jr Birthday Observance; college closed

CALENDAR 2013-2014 — CONTINUED

March 20	Thursday	Last day to apply for May graduation
March 24	Monday	Last day to withdraw with a grade of "W" : 16 week on-campus and online classes
March 24-30	Mon-Sun	Spring Break; college closed
May 3-9	Sat-Fri	Final Exam Week
May 9	Friday	Final day of term for students: on-campus and online classes
May 12	Monday	Final grades due at noon; faculty ½ work day
May 15	Thursday	Commencement ceremonies
Minimester A (January 13-March 10, 2014)		
January 6	Monday	Fee Due Date: Minimester A classes
January 13	Monday	Classes begin: Minimester A
Jan 13-17	Mon- Fri	Add/drop week: Minimester A classes
January 17	Friday	Last day to drop with a refund of fees or change to audit status: Minimester A classes
January 20	Monday	Dr. Martin Luther King Jr Birthday Observance; college closed
February 17	Monday	Last day to withdraw with a grade of "W": Minimester A classes
March 10	Monday	Final day for students: Minimester A classes
March 11	Tuesday	Minimester A: final grades due at noon
12 Week Term (February 3 – May 9, 2014)		
January 30	Thursday	Fee Due date: 12 week on-campus and online classes
February 10	Monday	Classes begin: 12 week on-campus and online
Feb 10-13	Mon-Thursday	Add/drop week: 12 week on-campus and online classes
February 13	Thursday	Last day to drop with a refund of fees or change to audit status: 12 week on-campus and online classes
March 20	Thursday	Last day to apply for May graduation
March 24-30	Mon-Sun	Spring Break; college closed
April 17	Thursday	Last day to withdraw with grade of "W": 12 week on-campus and online classes
May 3-9	Sat-Fri	Final Exam Week
May 9	Fri	Final day of term for students; 12 week on-campus and online
May 12	Monday	Final grades due at noon; faculty 1/2 work day
May 15	Thursday	Commencement ceremonies
Minimester B (March 12 – May 9, 2014)		
February 27	Thursday	Fee Due Date: Minimester B classes
March 12	Wednesday	Classes begin: Minimester B
March 12-13	Wed-Thursday	Add/Drop: Minimester B classes
March 13	Thursday	Last day to drop with a refund of fees or change to audit status: Minimester B
March 20	Thursday	Last day to apply for May graduation
March 24-30	Mon-Sun	Spring Break; college closed
April 24	Thursday	Last day to withdraw with a grade of "W": Minimester B classes
May 9	Friday	Final day of term for students: Minimester B classes
May 12	Monday	Final grades due at noon; faculty ½ work day
May 15	Thursday	Commencement ceremonies

CALENDAR 2013-2014 — CONTINUED

SUMMER TERM 2014

April 14	Monday	Web registration for summer term 2014 begins
April 21	Monday	Walk-in registration for summer term 2014 begins

12 Week Term A (May 19 – August 7, 2014)

May 15	Thursday	Fee Due Date: 12 week summer term A on-campus and online classes
May 19	Monday	Classes begin: 12 week summer term A on-campus and online classes
May 19-22	Mon-Thurs	Add/Drop: 12 week summer term A on-campus and online classes
May 22	Thursday	Last day to drop with a refund of fees or change to audit status: 12 week summer Term A online and on-campus classes
May 26	Monday	Memorial Day holiday; College closed (weekend classes meet as scheduled)
July 4	Friday	Independence Day holiday; College closed
July 7	Monday	Last day to withdraw with grade of "W": 12 week summer term A
July 10	Thursday	Last day to apply for August graduation
August 7	Thursday	Summer Term Ends; last day of class for students
August 11	Monday	Final grades due at noon
August 14	Thursday	Summer graduation

Six Week Term B (May 19 – June 26, 2014)

May 15	Thursday	Fee due date: six week summer term B classes
May 19	Monday	Classes begin: six week summer term B classes
May 19-22	Mon- Thurs	Add/Drop: six week summer term B classes
May 22	Thursday	Last day to drop with a refund of fees or change to audit status: six week summer term B classes
May 26	Monday	Memorial Day holiday; College closed (weekend classes meet as scheduled)
June 12	Thursday	Last day to withdraw with grade of "W": six week summer term B classes
June 26	Thursday	Final day for students: six week summer term B
June 27	Friday	Final grades due at noon
August 14	Thursday	Summer graduation

Eight Week Term C (June 16 – August 7, 2014)

June 12	Thursday	Fee due date: eight week summer term C classes
June 16	Monday	Classes begin: eight week summer term C
June 16-19	Mon-Thurs	Add/Drop: eight week summer term C classes
June 19	Thursday	Last day to drop with a refund of fees or change to audit status: eight week summer term C classes
July 4	Friday	Independence Day holiday; College closed
July 10	Thursday	Last day to apply for August graduation
July 21	Monday	Last day to withdraw with grade of "W": eight week summer term C classes
August 7	Thursday	Summer term ends; last day of class for students
August 11	Monday	Final grades due at noon
August 14	Thursday	Summer graduation

CALENDAR 2013-2014 – CONTINUED

Six Week Term C (June 30 – August 7, 2014)

June 26	Thursday	Fee due date: six week summer term D classes
June 30	Monday	Classes begin: six week summer term D
June 30- July 3	Mon-Thurs	Add/Drop: six week summer term D classes
July 3	Thursday	Last day to drop with a refund of fees or change to audit status: six week summer term D classes
July 4	Friday	Independence Day holiday; College closed
July 10	Thursday	Last day to apply for August graduation
July 24	Thursday	Last day to withdraw with grade of "W": six week summer term D classes
August 7	Thursday	Summer term ends; last day of class for students
August 11	Monday	Final grades due at noon
August 14	Thursday	Summer graduation

Resource Directory

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

	Cocoa	Melbourne	Palm Bay	Titusville
Admissions and Records	7300	5550	5175	5424
Advisors	7323	5512	5319	7318
Aerospace	7754			
Alumni Relations	7743			
Apprenticeship	7499		5294	
Associate Provost	7058	5591	5160	5014
Athletic Director		5600		
Bachelor of Applied Science	7241			
Bookstore	7290	5677	5195	5055
Cafeteria	7282	5620	5201	5062
Career Center	7324	5571	7503	7513
Cashier	7615	5506	5187	5011
Child Care Center	7623	5558	5231	5111
Continuing Education	7509			
eLearning at Eastern Florida	7100	7100	7100	7100
Financial Aid	7339	5759	5183	5021
Foundation Office	7055			
Health Sciences Institute	7575			
Honors	7060	7060	7060	7060
Institute of Nursing	7571, 7745			
Institute for Public Safety		5636		
Learning Lab	7741	5520	5251	5034
Library	7250, 7662	5575, 5576	5270	5066
Planetarium	7373			
Police Testing		5638		
Provost	7060	5502	5150	5078
Registrar (Collegewide)	7284			
Security	7086	5586	5286	5086
Service-Learning	7610	5610	5253	5016
Student Government Association	7105	7758	5297	7141
Students w/Disabilities Office	7295	5650	5172	5017
Technical & Professional Training	7509			
Technical Support Desk	7600	7600	7600	7600
Testing Center	7352	5584	5584	5054
TRiO Student Support Services	7349	5805	5268	5029
University of Central Florida	7821		7838	
Workforce Training & Development	7509			

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.

Bookstore

The Eastern Florida 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 Eastern Florida website www.easternflorida.edu or the Bookstore for refund policies.

Computer Labs

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

Lab availability and schedules vary by campus and by semester. For further information regarding computer lab availability and the software available, please call 433-7600. Access the Computer Labs website at www.easternflorida.edu ➤click on ACADEMICS➤click on ACADEMIC SUPPORT & TUTORING.

STUDENT SERVICES – CONTINUED

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 Eastern Florida 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 provides tutoring in various disciplines. The learning labs have computer assisted instruction in reading, writing, and math. The labs also have vocational preparatory instruction and remedial instruction and exit testing for ready to work and certificate programs. Miss an exam? Need a test proctored? The learning lab has it covered.

Titusville	321-433-5034	Bldg. 1, Rm. 115
Cocoa	321-433-7330	Bldg. 12, Rm. 303
Melbourne	321-433-5520	Bldg. 2, Rm. 103
Palm Bay	321-433-5251	Bldg. 1, Rms. 227-229 & 234
eLearning Proctoring Lab. . .	Cocoa Campus	Bldg. 17, Rm. 114
eLearning Proctoring Lab. . .	Melbourne Campus.	Bldg. 10, Rm. 218

Library Resources

Eastern Florida State College has libraries at each of its four campus locations: Cocoa, Melbourne, Palm Bay and Titusville. eLearning 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*)

STUDENT SERVICES — CONTINUED

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 Eastern Florida 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 Eastern Florida Campus Security for each occurrence.

To request and purchase a 2013-14 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 Eastern Florida or add a new vehicle to the Eastern Florida 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.
3. Once students receive their parking permit, students must adhere the permit to the left side of their vehicle's rear bumper or lower left side of their vehicle's rear glass window. Parking permits must be adhered to motorcycles in a visible location.

The 2013-14 student parking permits are now available through Titan Web Service's parking permit request system. Students registered for fall 2013 classes who wish to park a vehicle on any of Eastern Florida's four campuses, are encouraged to request your parking permit today.

STUDENT SERVICES – CONTINUED

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 Eastern Florida website and click on **myEFSC** 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 Eastern Florida 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. Eastern Florida and UCF students enrolled in college-level courses across all disciplines are invited to confer with the writing consultants for reader feedback and assistance at any point in the writing process. From planning to drafting and revising, we help you discover and strengthen your ability to document sources, overcome writer's block, organize ideas, edit your writing and perform your own proofreading.

Cocoa: 321-433-7873

cocoawritingcenter@titans.easternflorida.edu

Melbourne: 321-433-5605

melbournewritingcenter@titans.easternflorida.edu

Begin by clicking on **myEFSC** in the top right corner of the home page

- → Go to the Eastern Florida home page: www.easternflorida.edu
- → Click **myEFSC** Login
- → Enter Eastern Florida Student ID and PIN
- → Must Capitalize B in your Eastern Florida 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 WEB EMAIL

- → Click **Outlook Web**
 - → Enter Outlook Web **Email address**
 - → Enter Outlook Web **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 Admissions>Registrar's Office>Registration Information> 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 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 Admissions>Financial Aid & Scholarships>Financial Aid Information>Frequently Asked Questions

PAY EFSC BILLS ONLINE

- → Click TITAN WEB SERVICES
- → Click Student Services
- → Click Student Records
- → Click Account Summary/Pay Student Account
- → Follow the instructions

SIGN-UP FOR DIRECT DEPOSIT

Follow the steps to Update Address & Phone to ensure your Higher One® EFSC 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
- → Click **My Records**
- → Under College & University Students, Click Unofficial Transcript
- → You must log-in with a FLVC Login ID
- → Enter FLVC Log-in ID and FLVC password
- → Click Continue
- → Select Eastern Florida State College from the drop-down box.
- → Enter your Eastern Florida ID and PIN
- → Click Continue

ENROLLMENT/DEGREE VERIFICATION

- → Click **TITAN WEB SERVICES**
- → Click **Student Services**
- → Click **Student Enrollment Verification** & follow instructions.

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

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

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

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

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**, \$21.20 will be charged to the student's account.

FINDING PROGRAM PREREQUISITES

- → Go to www.FLVC.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

You can check your progress for all Eastern Florida degrees and certificates by following these easy steps:

- → Click **TITAN WEB SERVICES**
- → Click **Student Services**
- → Click **Student Records**
- → Click **Degree Evaluation**
- → Select Term and Click **Submit**
- → Click **Generate New Evaluation***
- → Select **Program** & Click **Generate Request**

If you are seeking an A.A. degree:

- → Select **General Requirements** & Click **Submit**

If you are seeking an A.S Degree, C.C.C., or P.S.A.V.:

- → Select **Detail Requirements** & Click **Submit**

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

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

VIEW GRADES

- → Click **TITAN WEB SERVICES**
- → Click **Student Services**
- → Click **Student Records**
- → Click **Final Grades**
- → Select Term
- → Click **Submit**



Titan Web Services

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

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.

myEFSC & Titan Web Support the following Internet browser versions: Internet Explorer 7 & 8, Firefox 12, 3.6, Safari 5, 4.1. Not compatible with Chrome

Student ID and PIN Numbers

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

myEFSC

myEFSC is Eastern Florida State 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 **myEFSC**.

FLVC.ORG (Florida Virtual Campus)

FLVC.org, provides a full range of services for prospective and current college students. This website features information on financial aid, college admissions, degree shopping, profiles of Florida colleges and universities, career guidance and online admission applications. FLVC.org provides current college students with access to their academic records, grades, degree audits and information on how to successfully transfer from the community or state college to the university. Please go to www.flvc.org for further information.

**FOR TECHNICAL ASSISTANCE
CONTACT THE TECHNICAL SUPPORT TEAM
(321) 433-7600 or email at it@easternflorida.edu**

**FOR GENERAL INFORMATION
CONTACT THE CALL CENTER (321) 632-1111**

Registration Information

You must be an active student with no holds to register for classes. Students who require developmental coursework must register in person with a student advisor. Students with no registration holds may register online.

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 Eastern Florida 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 certification of enrollment by outside agencies.
- Students auditing a class must meet all course prerequisites including appropriate test scores.
- Students may not audit college developmental courses (SBE Rule 6A-14.0301). Other limited access courses also may not be available for audit.
- Student will receive a grade of "AU" for audited courses. Audit courses will not affect the grade point average or academic standing and will not award credits.
- Audited courses count as "attempts" toward full cost tuition.

Class tests or examinations are not required of the student auditing a course. However, class attendance is expected.

REGISTRATION INFORMATION – CONTINUED

Enrollment Certification

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

Eastern Florida 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

Online Registration

To access and monitor your student online account – Go to: www.easternflorida.edu and then click **myEFSC** and log in to Titan Web Services. Access through the secure area will require user ID and PIN. User ID number is Eastern Florida student ID number. Initial PIN is birthdate in the format MMDDYY.

Titan Web allows the following transactions:

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

Online Classes

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

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

Mandatory ANGEL Student Training (AST) All students taking fully online courses are required to complete the ANGEL Student Training prior to accessing those courses in the ANGEL Learning Management System.

REGISTRATION INFORMATION — CONTINUED

Transcripts

Current students may obtain unofficial transcripts at no charge via the Eastern Florida 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. Eastern Florida will not process requests via e-mail or telephone.

An official transcript request must be submitted in writing or online. Online requests are processed the most quickly. Requests may be submitted via mail, fax (321) 433-7172 or walk-in. The transcript request form is available on the Eastern Florida website and must be filled out completely to 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.

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 2 on the Cocoa campus. 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.

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

Contact (321) 433-7284 or visit the website

www.easternflorida.edu/registrars-office

Additional information:

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

REGISTRATION INFORMATION — CONTINUED

- All final, official transcripts should be received prior to orientation and registration. Degree-seeking students will not be permitted to register for any college credit courses until a final, official high school transcript and all final, official college transcripts have been provided.
- It is the student's responsibility to request previous transcripts and pay all associated fees.
- Official, original transcripts must be sent in a sealed envelope directly to Eastern Florida.
- Students who received a GED must submit an original copy of the scores or diploma prior to initial registration.
- Students who graduated from an international secondary school (high school) must submit an original transcript with a Document-by-Document evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES). A Document-by-Document evaluation identifies and describes each diploma or certificate, indicates periods of education, and provides an equivalency for each document. The following companies are recommended: World Education Services – www.wes.org; Josef Silny & Associates – www.jsilny.com
- Students who choose to submit an international college transcript must have a Course-by-Course evaluation done by a member organization of NACES. A Course-by-Course evaluation identifies and describes each diploma or certificate, indicates the periods of education, provides an equivalency for each document, lists all courses (subjects) with U.S. semester credits, and gives a grade point average (GPA) on a 4.0 scale. The following companies are recommended: World Education Services – www.wes.org; Josef Silny & Associates – www.jsilny.com
- Financial aid will not be awarded until all transcripts are received by Eastern Florida.
- Non-degree seeking students are not required to submit official transcripts unless they are required for proof of successful prerequisite course completion or student is changing to a degree seeking status. Proof of high school graduation is required (copy of diploma or unofficial transcript).

Withdrawing from a Course

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.

- 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 no 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.

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.

Useful Website Addresses

University Sites:

Florida Agricultural & Mechanical University	www.famu.edu
Florida Atlantic University	www.fau.edu
Florida Gulf Coast University	www.fgcu.edu
Florida International University	www.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

Eastern Florida Foundation Scholarships.....	www.easternflorida.edu/foundation
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

THE DIRECT CONNECT TO UCF

GUARANTEED ENTRY

GUARANTEED ENTRY

Promise:

It's true. Thanks to DirectConnect to UCF, all students, and graduates of Eastern Florida State College have exclusive access to UCF.

If you plan to obtain or have obtained an A.A. or A.S. degree from Eastern Florida - 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 Eastern Florida and DirectConnect to UCF.

For more information, contact your Eastern Florida, 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 Eastern Florida with your A.A. degree. Students are strongly encouraged to declare a major within your first 24 credit hours at Eastern Florida. If you plan to transfer to UCF see your advisor for more information.

Academic Policies

Academic Second Chance

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

Alternative Developmental Education Instruction

Students may seek options other than the College's developmental education courses for improvement of skills. Alternative methods of instruction include, but are not limited to, Brevard County School Board, private providers and online instruction. More options will be identified by January 2014.

College Developmental Education Courses

Students whose placement test scores identify them as needing additional preparation to develop college-entry skills may enroll in college developmental education courses. 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 and earn a passing grade of "S" to complete the coursework. Some forms of financial aid, including Bright Futures Scholarships, do not cover tuition for developmental 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).

ACADEMIC POLICIES – CONTINUED

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 Appeals Section of the 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).

Attendance Policies

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.

ATTENDANCE POLICIES – CONTINUED

eLearning Attendance Policy

eLearning at Eastern Florida 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. [F.S. 1001.64, 1002.21, 1006.53]

Tuition and Fees

Access Fee

A \$10.00 fee will be assessed for all students upon their first enrollment in any credit class to provide access to the student network Wi-Fi at many 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

Eastern Florida State 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. Eastern Florida State College may utilize the services of an attorney and/or collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection including reasonable attorney's fees and expenses incurred by Eastern Florida State 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-Eastern Florida 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***.

Financial Aid

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

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

Eastern Florida Foundation Scholarships

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

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

FINANCIAL AID – CONTINUED

EFSC Card – Higher One

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

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

Academic Services

Assessment of Prior Learning

Eastern Florida State College awards equivalency credit to students in a variety of methods and for the purpose of affording students additional opportunities to accelerate their education. Articulation mechanism types may include: Advanced Standing Credit with Brevard 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 Eastern Florida website for more information.

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 132 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 67,898 students have provided 2.26 million hours of community service. The CSL offers students a wide array of service-learning experiences, incentives, and opportunities. Come check us out!

Cocoa, 433-7610

Melbourne, 433-5610

Palm Bay, 433-5253

Titusville, 433-5016

Cooperative Education/Internships

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

ACADEMIC SERVICES – CONTINUED

English Language Studies

English for Academic Purposes (EAP). EAP addresses the specific needs of bilingual residents, helping them to attain the level of English language proficiency required to achieve academic and life goals. Classes are offered in both Palm Bay and Melbourne. Students may register at any campus; however, the EAP advisor is located on the Palm Bay campus.

Intensive English Program (IEP). IEP immerses international students in the study and acquisition of the English language. A variety of non-credit courses enable students to become competent English speakers and writers in preparation for admission into degree programs or for their own enrichment. The IEP advisor is located on the Palm Bay campus.

International Student Services

Non-U.S. citizens who are pursuing a degree at Eastern Florida must work with the International Student Office (ISO) to gain admission to the College. Once admitted, the ISO will assist students with a variety of services, including selecting and registering for courses and referrals to the resources needed to ensure a successful academic career at Eastern Florida.

Services for Students with Disabilities (OSD)

After a student self-identifies, Eastern Florida State College assists students with disabilities by providing reasonable accommodations on a case-by-case basis. In order to receive the most appropriate assistance, students are encouraged to register with the 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.

ACADEMIC SERVICES – CONTINUED

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.

Special Programs & Services

Alumni Association

The Eastern Florida State College Alumni Association strives to reconnect graduates and former students with Eastern Florida's current initiatives. The Alumni Association provides an opportunity for alumni members to maintain a lifelong connection with Eastern Florida State College and access to great benefits and member-only special offerings. Membership is open to all Eastern Florida graduates, and your membership supports much needed scholarship assistance for our students, enhances the support of Eastern Florida programs and provides the perfect place to network with community leaders while enjoying exclusive benefits.

For additional membership information and details about the Eastern Florida Alumni Association, visit www.easternflorida.edu/alumni or call (321) 433-7743.

Astronaut Memorial Planetarium & Observatory

The Astronaut Memorial Planetarium and Observatory at Eastern Florida'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.

www.easternflorida.edu/planet

Athletics

Eastern Florida State College is a member of the NJCAA Region VIII Southern Conference, Florida Community College Athletic Association, and the National Junior College Athletic Association. Eastern Florida offers four men sports and five women's sports at the intercollegiate level. The men's sports offered as NJCAA sanctioned sports are baseball, basketball, golf and soccer. The women's sports sanctioned at the intercollegiate level are basketball, soccer, softball, tennis, and volleyball. Available to athletes is an Athletic Academic advisor and an Athletic Trainer. All athletes must be enrolled in at least 12 hours each semester and have a 2.00 GPA to be eligible for competition. Some scholarships are available. 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.easternflorida.edu/titans

Intramural Sports: The purpose of the Intramural Sports program at Eastern Florida State College is to provide healthful exercise, promote leisure education, enrich social competence and develop group loyalty for the entire college community. Contact 321-433-5752 for more information.

SPECIAL PROGRAMS AND SERVICES – CONTINUED

Child Development Centers

Eastern Florida State College operates four 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 Eastern Florida 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; Titusville, 433-5111; Melbourne Montessori, 433-5567; Palm Bay, 433-5231 or visit the Eastern Florida website.

Cosmetology Services

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

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 Eastern Florida 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 Eastern Florida 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 Eastern Florida 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.

SPECIAL PROGRAMS AND SERVICES – CONTINUED

Lost and Found

Eastern Florida 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 Eastern Florida'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 Eastern Florida 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 and 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. Eastern Florida 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 that have student insurance requirements.

Student Bill of Rights and Responsibilities

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

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

Student Code of Conduct

This code of conduct relates to all actions disruptive to the educational process and includes both physical and virtual 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 Eastern Florida, include, but are not limited to, those described below:

- 1. Academic Dishonesty** – Cheating, plagiarism and any other misrepresentation of work are prohibited. Students who are found to be in violation of this standard may receive severe sanctions including a failing grade in their respective course and, depending on the circumstances, possible expulsion from Eastern Florida State College.
- 2. Alcoholic Beverages (See #25 also)** – Possession of alcoholic beverages is prohibited on the campuses of Eastern Florida State College and at any college-sponsored activity or event unless officially approved for a specific function by the President.
- 3. Animals** – Animals are not permitted in any of the college facilities unless they are service dogs or animals that are part of an approved course or presentation. The college procedure for animal use on campus must be followed.
- 4. Arson** – No student shall commit or aid in the intentional commission of an act which results in fire being ignited that causes damage or is intended to cause damage, to the property of the college or to the property of any other person.
- 5. Assault and/or Battery** – No student shall threaten or inflict bodily harm or discomfort on another.
- 6. Breach of Peace** – Conduct or expression on college owned or controlled property which disrupts the orderly functioning of the college or the delivery/reception of instruction which is lewd, indecent or obscene is prohibited. Cellular telephones and audible pagers should only be used outside of classrooms.

STUDENT CODE OF CONDUCT – CONTINUED

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 considered lewd, indecent or obscene is prohibited.

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

12. Cosmetology Prohibited 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 §.775.082 or §.775.083.

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

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

STUDENT CODE OF CONDUCT – CONTINUED

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 who are identified as law enforcement officers are 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 Eastern Florida State 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 Eastern Florida State College Policy: An applicant for admission to the College will be asked to sign a document to certify that he or she:

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

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

STUDENT CODE OF CONDUCT – CONTINUED

27. 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.

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

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

30. Outside Speakers – Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association. These invitations must be approved by the Associate Provost or Provost.

31. Public Laws – Any act by a student which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by the College.

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

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

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

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

STUDENT CODE OF CONDUCT – CONTINUED

36. Theft or Other Abuse of Computer Time, including but not limited to:

- a. Unauthorized entry into a file to use, read, change contents or for any other use.
- b. Unauthorized transfer of a file or unauthorized copying of licensed products.
- c. Unauthorized use of another individual's identification and password.
- d. Use of computer facilities including laptop and wireless access to interfere with the work of another student, faculty member or college official.
- e. Use of computing facilities including laptop and wireless access to send obscene or abusive messages.
- f. Use of computer facilities including laptop and wireless access to interfere with the normal operations of the college computing system.
- g. Use of computing facilities including laptop and wireless access to download obscene materials.
- h. Violation of other established computer lab policies or laptop computer loan agreements.

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

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

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

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

STUDENT CODE OF CONDUCT – CONTINUED

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

42. Violation of Probationary Status – A student who is alleged to have violated the Code of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.

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

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 Eastern Florida State College. The Provost will present recommendations for expulsion to the President. Only the President may authorize an expulsion.

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

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

STUDENT DISCIPLINARY PROCEDURES – CONTINUED

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 inappropriate use of, property of the college or other persons. Reimbursement may take the form of rendering repair or compensating for damages.

8. Restriction or Revocation of Privileges. Temporary or permanent loss of privileges, including, but not limited to, the use of a particular college facility or parking privileges. Eastern Florida State College is committed to a policy of equal opportunity and equal access in all areas of the College, including the enrollment of students, and the employment of faculty and staff.

Student Appeal Procedures

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 Provost's 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 Office of the Associate Provost 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.

STUDENT APPEAL PROCEDURES – CONTINUED

Procedure for resolution to Out-of-class/Non-academic 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 Office of the Associate Provost 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 Office of the Provost 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 have 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 shall communicate the same to the student and committee.

Disciplinary Sanctions

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

1. **Expulsion.** Mandatory separation from the college with no promise of future re-admission. A student who has been expelled is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College. The Provost will present recommendations for expulsion to the President. Only the President may authorize an expulsion.
2. **Suspension.** Mandatory separation from the college for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College during the suspension. The student may re-enroll at the college when the suspension order has elapsed. The Provost will present recommendations for suspension to the President. Only the President may authorize a suspension.

STUDENT APPEAL PROCEDURES – CONTINUED

3. **Temporary Suspension.** The Associate Provost or Provost may temporarily suspend any student when: (1) the student is ordered by an administrator, officer or faculty member to cease or desist any activity which disrupts the orderly operation of the college and (2) the student persists in activity which is disruptive after receiving the warning and order. The Associate Provost or Provost shall determine whether or not the suspension shall continue until a hearing is held on the merits of the respective case. A student on temporary suspension is barred from visiting privileges and class attendance at any of the campuses or centers of Eastern Florida State College.
4. **Final Disciplinary Probation.** A disciplinary sanction serving notice to a student that the behavior is in flagrant violation of college standards and that the following conditions exist:
 - a. The sanction is for the remainder of the student's attendance at the college.
 - b. Another conviction of a violation of the 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 Appeals Committee may recommend to the Associate Provost for follow up.

Other types of student appeals

Students have the right to appeal other concerns/actions which include, but are not limited to, the following:

1. **Appeal for Residency Reclassification**

The student must submit an Appeal for Residency Reclassification along with current documentary evidence to the Campus Admissions and Records Office by the first day of the term in which reclassification is requested. The College-wide Residency Committee will render the final decision. Some examples of the process in action and the outcome of the student complaints are documented under reference.

STUDENT APPEAL PROCEDURES – CONTINUED

2. **Religious Observances**

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.

3. **Equal Access/Equal Opportunity Appeal**

Eastern Florida State College is committed to a policy of equal opportunity and equal access in all areas of the College. In accordance with Federal and State Laws as well as College Policy, Eastern Florida State 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.

4. **Financial Aid Appeal**

Students whose eligibility has been suspended (because of failure to meet the standards of satisfactory progress) can request a formal review of the decision to suspend financial aid eligibility. Appeals are reviewed by the Director of Financial Aid.

5. **Transfer credits**

Should any guarantee of transfer credits from another institution be denied, students have the right to appeal at the college level through the Office of the Registrar. The decision of the Registrar is final.

Note: At any point in time, if due process requires further investigation, a written notice will be sent to the complainant and the respondent.

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

Drug Free Campus

College Policy Summary

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

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

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

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

AIDS & Other Life-Threatening Diseases

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

AIDS & OTHER LIFE-THREATENING DISEASES – CONTINUED

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 Eastern Florida State College does not REQUIRE vaccination against meningococcal disease or Hepatitis B for students, Eastern Florida 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 of Student Records

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

Student Directory Information

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

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

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

What Does This Mean?

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

Non-directory Information

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

PRIVACY OF STUDENT RECORDS – CONTINUED

Student Right to Privacy / Collection of SSN

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

Eastern Florida 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 Eastern Florida.

The College's complete notification of social security number collection, usage and release procedure can be found on the Eastern Florida 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

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

In accordance with Federal and State laws as well as College Policy, Eastern Florida State 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 (§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.

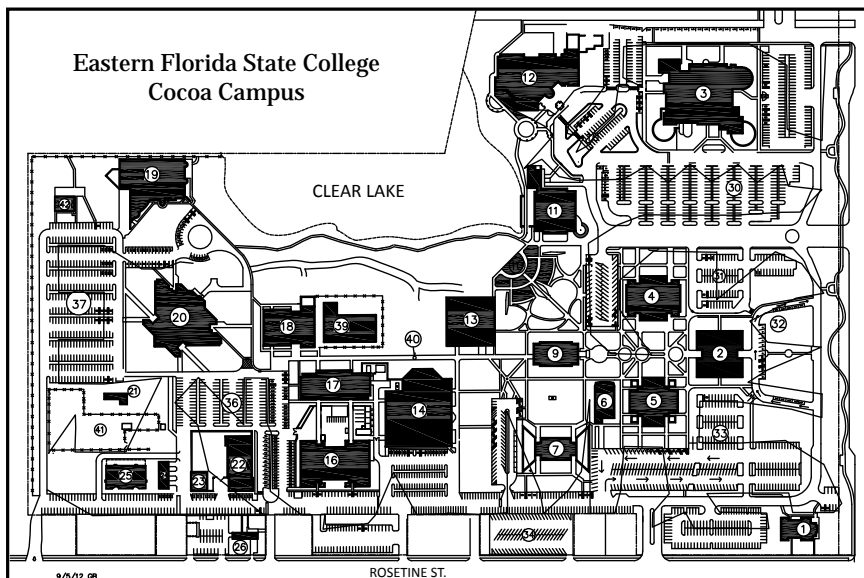
OTHER PROCEDURES

In accordance with Federal and State laws as well as College Policy, Eastern Florida State 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 Eastern Florida State 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.

Cocoa Campus

1519 Clearlake Road, Cocoa, FL 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 Eastern Florida/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 Eastern Florida and University of Central Florida. This unique instructional facility houses programs for both Eastern Florida and UCF, enabling students to complete a bachelor's and master's degree without leaving the county.



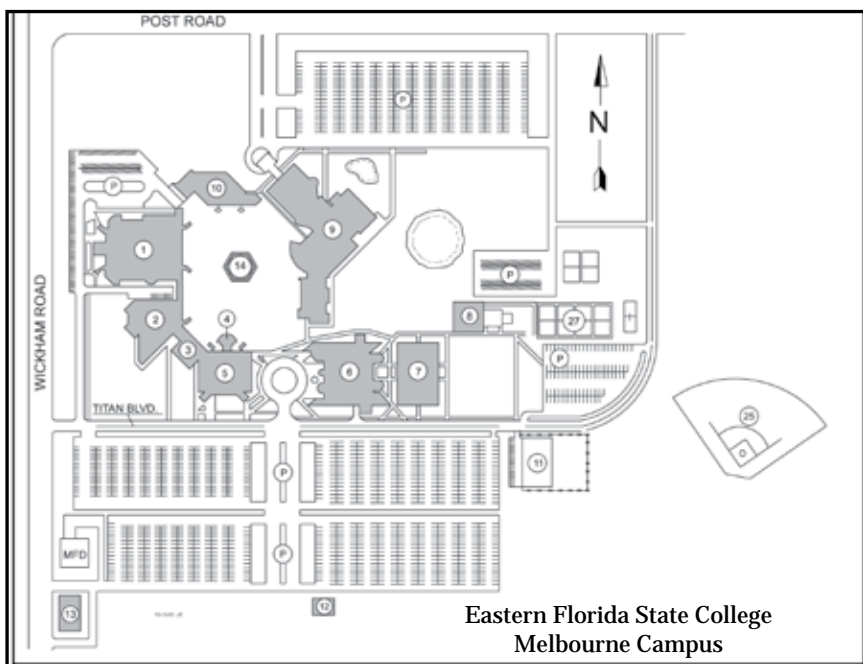
BUILDINGS

- | | |
|--|---|
| 1 – Building One | 17 – Health Sciences Career Center |
| 2 – George Washington Carver Administration Building | 18 – J. Bruce Wilson Gymnasium/YMCA Family Center |
| 3 – Clark Maxwell, Jr. Lifelong Learning Center | 19 – Astronaut Memorial Planetarium & Observatory |
| 4 – Bernard Simpkins Fine Arts Center | 20 – HCVAS Health Sciences Center |
| 5 – Rodney S. Ketcham Business Center | 21 – Veterinary Technology |
| 6 – Bookstore | 22 – District Maintenance/Facilities |
| 7 – Irene H. Burnett Science Building | 23 – Central Receiving/Mailroom |
| 9 – Dr. Mary Cathryne Park Classroom Building | 24 – Grounds/Maintenance |
| 10 – Gen. George F. Schlatter Veterans Memorial Amphitheater | 25 – STEM Annex Building |
| 11 – Ralph M. Williams Student Center | 26 – Security |
| 12 – Eastern Florida/UCF Joint Use Library | 42 – Foundation House |
| 13 – Roger W. Dobson Learning Center | |
| 14 – Vocational Building | |
| 16 – Industrial Center | |

Melbourne Campus

3865 North Wickham Road, Melbourne, FL 32935

Located on a wooded 120-acre site, the Melbourne Campus provides state-of-the-art classrooms and laboratory facilities that prepare students for upper division baccalaureate studies, technical degrees, and vocational certificates. Melbourne is also home of the Criminal Justice and Police Testing facilities, the King Center for the Performing Arts, and the college's largest concentration of student computer laboratories.



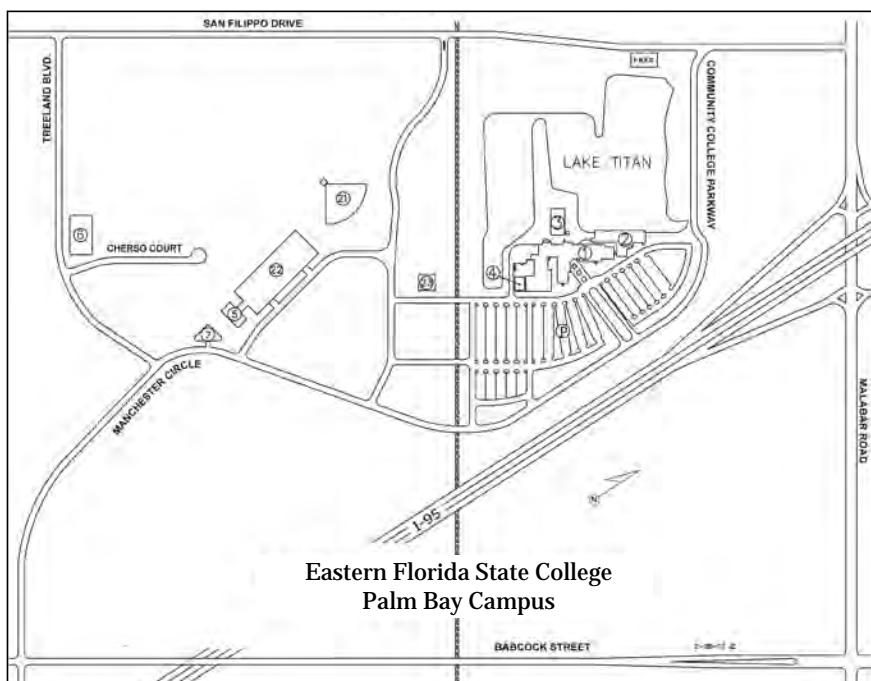
BUILDINGS

- | | |
|---|---|
| 1 – Student Services Center/Administration/
Classrooms | 7 – Dr. Joe Lee Smith Teaching Center |
| 2 – Philip L Nohrr Learning Resource Center | 8 – Criminal Justice Center |
| 3 – Bookstore | 9 – Maxwell C. King Center for the Performing
Arts |
| 4 – Auditorium | 10 – Betty B. Parrish Student Center |
| 5 – Science Building | 12 – Montessori Child development Center |
| 6 – Gymnasium | 14 – Melissa Prevatt Pavilion |

Palm Bay Campus

250 Community College Pkwy., Palm Bay FL, 32909

Conveniently located just off the Malabar Road exit of I-95, Palm Bay campus has three main buildings that stretch along the shores of Lake Titan. The campus provides the full complement of general education classes required for transfer to Florida state universities, as well as vocational courses in areas of study such as computer programming, database technology, air conditioning, and business administration. Additionally, the campus offers courses in Health Science programs of study including medical assisting, emergency medical services, and nursing. Apprenticeship sponsors offer courses in air conditioning, electrical, machining and other related trades. The Lady Titan softball team has its home field on campus, a walking trail winds around Lake Titan, and Brevard County operates the Palm Bay Aquatic center just south of the main campus. Palm Bay Campus prides itself on providing a center for baccalaureate and graduate education through the offerings of the University of Central Florida, Webster University and Barry University.



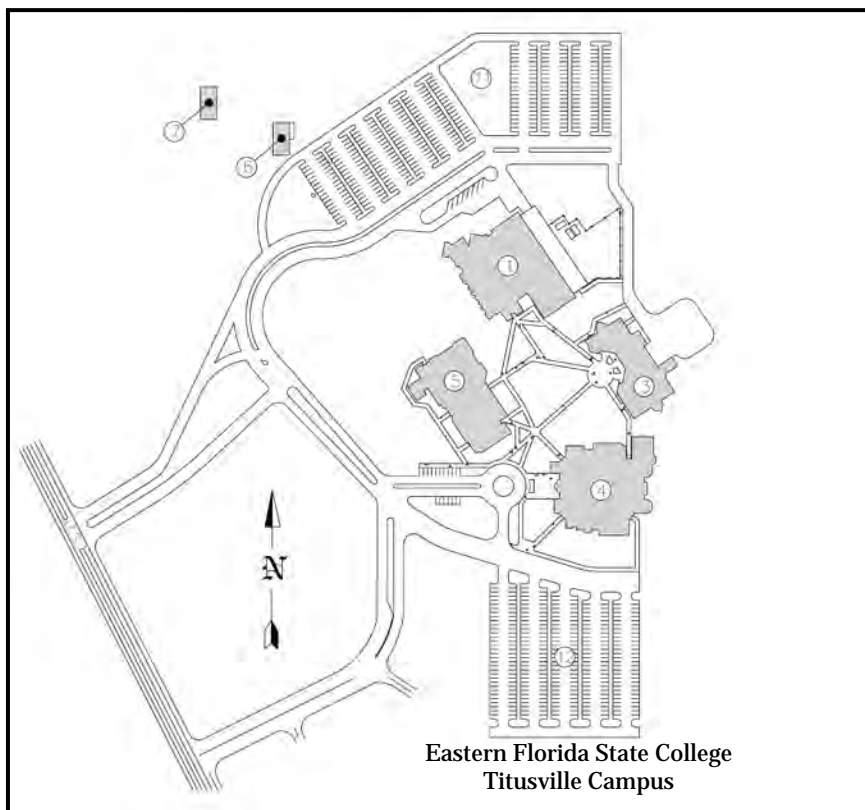
BUILDINGS

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



Eastern Florida State College
Titusville Campus

BUILDINGS

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

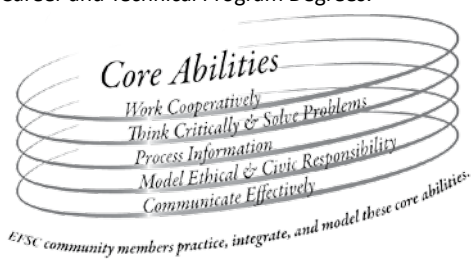
Mission Statement

Our Vision: Eastern Florida State College is committed to being our community's center for quality teaching and lifelong learning.

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

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

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



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

Why Core Abilities?

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

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

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.

Notes