Tallahassee Community College does not discriminate against any person on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, sexual orientation, marital status, disability, or age in its programs and activities. Inquiries regarding the non-discrimination policies may be directed to:

Renae Tolson, Equity Officer
Room 146 Administration Building
444 Appleyard Drive
Tallahassee, FL 32304-2895
(850) 201-8510  |  tolsonr@tcc.fl.edu

Tallahassee Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tallahassee Community College. The Commission is to be contacted only if there is evidence that appears to support significant non-compliance with a requirement or standard.
# Table of Contents

President’s Welcome .................................................. 2
Message from Vice President for Student Affairs .......................... 3
Student Government Welcome ........................................... 5
Academic Calendars ..................................................... 6
Health Program Application Deadlines .................................. 10
Final Examination Schedules ............................................. 12

## My Safety and Security
Police Department ...................................................... 18
TCC Alert, College Notification System ................................ 19
Campus State of Emergency ............................................. 19
Psychological Crisis ..................................................... 27
TCC Emergency Phones ................................................ 20

## My Orientation
Shared Roles and Responsibilities ....................................... 22
Faculty and Staff Roles and Responsibilities .......................... 22
Student Roles and Responsibilities ..................................... 23
Tips to Ease the Transition to College ................................ 24
What to Expect in College .............................................. 26
Communicating with Faculty Members ................................ 27
How to Get Good Grades in College ................................... 28
What is SIGI?? .......................................................... 29
Developmental Math Advising Chart .................................... 30
Developmental Writing Advising Chart ................................. 31
Developmental Reading Advising Chart ................................ 32
College Level Advising Chart .......................................... 33
English/Humanities Flowchart .......................................... 34
Mathematics Flowchart ................................................ 35
Associate in Arts Academic Success Guide ........................... 36
Course Placement ...................................................... 38
Class Registration ...................................................... 39
FAQs about Registration ................................................ 40
You’ve Got Mail: Etiquette ............................................. 42
Next Steps After Orientation .......................................... 43

## My Account
Financial Aid Application Process ..................................... 45
Awards ........................................................................ 45
Scholarships .................................................................. 45
Veterans Benefits ......................................................... 45
Fees for Repeated Courses ............................................ 45
Pay Your Fees ................................................................ 45
TCC State Employee Tuition Waiver Program ......................... 46
Accessing Financial Services via the Web ...................... 47
Tuition Payment Plan ..................................................... 48
Payment of Student Accounts Due to the College .............. 49
Returned Check Policy ................................................. 49
Credit Card Chargeback Policy ....................................... 49
TCC Passport Overview ............................................... 50
TCC EagleNet Overview ................................................. 50

## My Records
Admission Application .................................................... 52
Prior Violations Policy ................................................... 52
Degree Verification ........................................................ 52
Enrollment Verification ................................................... 52
Updating Student Information ........................................... 52
Transcripts ..................................................................... 53
Graduation ..................................................................... 53

## My Success
Choosing a Path ........................................................... 54
My Educational Goals ................................................... 56
Measuring Your Success: Calculating GPA ......................... 59
If You Find Yourself Struggling ....................................... 61
Withdrawing from Class ................................................ 61
Satisfactory Academic Progress ....................................... 62
Academic Warning, Probation, Suspension ......................... 63
Appeal of Academic Suspension ...................................... 63
Academic Dismissal ........................................................ 63

## The Importance of Academic Advising
What Are the Goals of Academic Advising? ......................... 64
When Is the Advising Period? ......................................... 64
Additional Advising Resources ........................................... 64
What Does TCC Expect from Students? .............................. 64
What Does an“Advising Hold” Mean? ................................. 65
Excess Hours Advisory Statement ..................................... 65

## Career and Technical Education
Florida Public Safety Institute ........................................... 66
Natural Sciences ........................................................... 66
Technology and Professional Programs ............................... 66
Workforce Development ................................................ 66

Wakulla Environmental Institute/Wakulla Center ..................... 66
Healthcare Professions .................................................... 67
Course Delivery Options ................................................ 68
Express Sessions .......................................................... 68
Inter-institutional Classes with FAMU and FSU ..................... 68
SAPI Classes .................................................................. 68
Study Abroad ............................................................... 68
Traditional Classrooms ................................................... 68
Web-based/Online Courses ............................................. 68
University Partners ....................................................... 69

## My Career
Career Exploration ........................................................ 71
Internships ................................................................. 71
FutureLink ..................................................................... 71

## My Campus Programs and Services
Academic Advising Center ............................................... 72
Bookstore ..................................................................... 72
Career Center ............................................................... 72
College Success Classes .................................................. 72
Dental Clinic ............................................................... 73
Disability Support Services ............................................. 73
Eagle’s Nest Food Pantry ............................................... 73
FSU/FAMU Advising on TCC’s Campus .............................. 74
Global Gateway Program ............................................... 74
Honors Program .......................................................... 74
Housing ....................................................................... 74
International Student Services .......................................... 74
Job Fair ...................................................................... 75
Learning Commons ...................................................... 75
Library ......................................................................... 75
Mental Health Services ................................................... 76
Notary Services ........................................................... 76
Omnibuds ..................................................................... 76
Open-Access Computers and Technology ......................... 77
Phi Theta Kappa ............................................................ 77
STEM Center ............................................................... 77
Student Conduct and Community Standards ....................... 77
Student ID Card ........................................................... 78
Testing Center ............................................................. 78
Voter Registration ......................................................... 78

## My Campus Involvement
Black Male Achievers ..................................................... 79
Campus and Civic Engagement ........................................ 79
Campus Recreation and Lifetime Sports Complex ............... 79
Connect2Complete ...................................................... 79
Intercollegiate Athletics .................................................. 79
Intramural Sports .......................................................... 79
Music Groups ............................................................. 80
Open Mic ..................................................................... 80
Student Leadership, Involvement, & Civic Engagement .......... 80
Student Government Association (SGA) ............................ 80
Student Organizations Council (SOC) ............................... 81
Student Clubs, Organizations and Teams ............................ 81
Student Teams and Performance ....................................... 82

## My Policies
Student Conduct Code .................................................... 84
Honor Code ............................................................... 107
Other Codes and Policies ............................................... 107
AIDS Policy .................................................................. 107
Alcohol and Controlled Substances Policy ......................... 107
Children on Campus Policy .......................................... 108
Course Repeat Policy .................................................... 108
Family Educational Rights and Privacy Act ......................... 108
Hazing Policy .............................................................. 109
Information/Communication Policy ................................... 109
Prior Violations Policy ................................................... 110
Sexual Harassment/Misconduct Policy ................................ 110
Smoking/Tobacco Products Policy .................................... 113
Social Security Number Collection and Use ....................... 113
Solicitation Policy ......................................................... 114
Student Concerns Procedures ......................................... 114
Use of the College Name and Logo ................................... 114
Planner ........................................................................ 117
Directory of Services ................................................... 172
StarMetro Bus Route ..................................................... 175
Glossary ..................................................................... 176
Index ........................................................................... 178

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WELCOME | ACADEMIC CALENDARS | SAFETY AND SECURITY
Welcome to Tallahassee Community College!

If you are a new student, congratulations on your decision to join the TCC family. You will find that TCC is a supportive environment in which to pursue your academic and career goals. If you are a returning student, I know that you will continue to contribute to the high standards of excellence that define us here at TCC. New or not-so-new, I hope you will vow to make this your most successful year yet.

There have been some important changes in the education landscape during the past year. One of the most interesting is the implementation of a system of meta-majors in all of Florida’s public colleges, which primarily affects students in our Associate in Arts degree program.

A meta-major is a group of related academic programs. For example, the Science, Technology, Engineering and Mathematics meta-major includes a variety of academic programs or majors that require students to take similar prerequisite courses in science and math during their first two years of college. By choosing a meta-major, students will be able to receive targeted advising to help ensure that they complete the math, science, communications and other courses they need in order to pursue their desired upper-division major.

There have also been changes to our developmental courses in math, reading and writing to give students more options for completing those courses if they need them. Learn more on pages 30-32.

These changes are designed to help students succeed at TCC and take the next step, whether that is going on to a university or moving directly into a career. Everything we do at TCC shares that same purpose. I hope you will take advantage of all the resources we offer, such as expert advising, academic assistance, career services, and opportunities to get involved on campus and in the community, through service organizations, arts programs, intramural sports and much more.

Again, welcome to TCC. I invite you to join in the TCC conversation on our social media platforms. Read my blog, along with other student, faculty and staff blogs, at blog.tcc.fl.edu. Join me on Facebook at Facebook.com/JimMurdaugh. Or follow the College on Facebook or Twitter @GoToTCC. I look forward to hearing from you.

Sincerely,

Jim Murdaugh
President
Message from the Vice President for Student Affairs

I am delighted to welcome you to Tallahassee Community College, where your success is at the center of everything we do. You have made an excellent choice!

The faculty and staff at TCC are committed to helping you attain your educational goals. To that end, TCC offers a wide range of student services to help you choose the right path. These include skill assessment to make sure you are well prepared for your classes and aware of areas you may need to address to be successful in college-level courses, New Student Orientation to make sure you have the information you need and understand the expectations of college, and academic advising to help you develop an academic plan that will get you to your goal as quickly as possible.

The Career Center works closely with the Advising Center, and together they can help you identify your strengths, talents and interests and match those to majors and careers. The Library and Learning Commons provide tutoring and other learning resources, and Campus and Civic Engagement offers many opportunities to make friends and make a difference.

Successful education is a shared responsibility, and there are things you can do to make sure you have the best possible educational experience. Be proactive! Take note of important dates and deadlines both for College processes and in your individual classes. Use your Student Handbook and your class syllabi. Get to know your faculty members and other people in your support network, such as your academic advisor and the staff of the Library and the Learning Commons.

Get involved by joining a club, supporting athletic events or becoming one of TCC’s student leaders. Get engaged in your coursework: ask questions, think about issues, collaborate with classmates and take advantage of your instructors’ office hours. Try to excel in everything you do and, above all, make sure you attend every class. There is a very strong correlation between class attendance and student success.

I wish you all the very best during your time here at TCC.

Sincerely,

Sally P. Search
A Welcome from Your Student Government Association

The Student Government Association (SGA) is privileged and honored to welcome you to Tallahassee Community College. We encourage you to take advantage of the opportunities available during your time at Tallahassee Community College and to get involved so you can experience the Eagle Spirit that makes our students stand out.

The members of SGA are elected representatives of the student body at Tallahassee Community College. We are committed to addressing the concerns and needs of the student body, working with the campus budgeting process for student involvement and organizations, and serving as the student body’s voice to campus committees, Tallahassee Community College administration, state government and national agencies.

Please stop by the Student Leadership, Involvement, and Civic Engagement office (SLICE) located in the Student Union, Room 185, or attend an SGA meeting anytime. Our door is always open to serve you.

With pride in our campus and the student body, we believe that our Eagle is more than a mascot… the Eagle is a representation of TCC that says, “Eagle Rise."

Go Blue & Gold!

On behalf of the Student Government Association, we look forward to seeing you around campus!
the EAGLE’S CREED

As an academic community of faculty, staff and students, we hold these values to be central to our mission:

- RESPECT
  We respect each other, ourselves, our campus and our community, upholding diversity, inclusiveness and compassion for all.

- INTEGRITY
  We demonstrate integrity by upholding honesty and personal responsibility in all we do.

- SUCCESS
  We support each other’s journey of discovery toward the highest level of academic and personal success.

- ENGAGEMENT
  We are engaged in building a positive campus culture of involvement, collaboration and completion.

EAGLES RISE

Eagles rise above the rest by affirming each other’s strengths and nurturing personal growth as we rise to meet life’s challenges.

TALLAHASSEE COMMUNITY COLLEGE
# Fall 2014 Academic Calendar*

## APPLICATIONS

<table>
<thead>
<tr>
<th></th>
<th>AUGUST MAIN</th>
<th>AUGUST EXPRESS</th>
<th>SEPTEMBER EXPRESS</th>
<th>OCTOBER EXPRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Admission Deadline</td>
<td>July 1</td>
<td>July 1</td>
<td>July 1</td>
<td>NA</td>
</tr>
<tr>
<td>Financial Aid Application Preferred Deadline</td>
<td>August 4</td>
<td>August 4</td>
<td>September 8</td>
<td>September 29</td>
</tr>
<tr>
<td>Admission Application Preferred Deadline</td>
<td>August 11</td>
<td>August 11</td>
<td>September 15</td>
<td>October 6</td>
</tr>
</tbody>
</table>

## NEW AND CURRENT STUDENT ENROLLMENT ACTIVITIES

<table>
<thead>
<tr>
<th>Event</th>
<th>AUGUST MAIN</th>
<th>AUGUST EXPRESS</th>
<th>SEPTEMBER EXPRESS</th>
<th>OCTOBER EXPRESS</th>
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</thead>
<tbody>
<tr>
<td>Current Student Registration Opens for Next Semester</td>
<td>April 7</td>
<td>April 7</td>
<td>April 7</td>
<td>April 7</td>
</tr>
<tr>
<td>Fee Payment Due</td>
<td>August 5</td>
<td>August 5</td>
<td>September 23</td>
<td>October 14</td>
</tr>
<tr>
<td>Tuition Payment Plan</td>
<td>June 2</td>
<td>June 2</td>
<td>June 2</td>
<td>June 2</td>
</tr>
<tr>
<td>State Employee Registration</td>
<td>August 22</td>
<td>August 22</td>
<td>September 26</td>
<td>October 17</td>
</tr>
<tr>
<td>Classes begin</td>
<td>August 25</td>
<td>August 25</td>
<td>September 29</td>
<td>October 20</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>August 26</td>
<td>August 26</td>
<td>September 30</td>
<td>October 21</td>
</tr>
<tr>
<td>Last day to cancel registration/drop courses and receive 100% refund; Last day to change from CREDIT to AUDIT and AUDIT to CREDIT</td>
<td>August 29</td>
<td>August 29</td>
<td>October 3</td>
<td>October 24</td>
</tr>
<tr>
<td>Financial Aid distribution</td>
<td>September 23</td>
<td>September 23</td>
<td>October 27</td>
<td>November 18</td>
</tr>
<tr>
<td>Last day to Withdraw from a course; Last day instructors may assign AW</td>
<td>November 3</td>
<td>September 29</td>
<td>November 14</td>
<td>November 21</td>
</tr>
<tr>
<td>Last day of classes (not including finals)</td>
<td>December 5</td>
<td>October 13</td>
<td>December 5</td>
<td>December 5</td>
</tr>
<tr>
<td>Last day to finish incomplete (I) grades received in the previous term. NOTE: this does not apply to SPI courses.</td>
<td>December 12</td>
<td>December 12</td>
<td>December 12</td>
<td>December 12</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 8-12</td>
<td>October 14-15</td>
<td>December 8-12</td>
<td>December 8-12</td>
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<tr>
<td>Term Ends</td>
<td>December 12</td>
<td>October 15</td>
<td>December 12</td>
<td>December 12</td>
</tr>
<tr>
<td>Final grades available on TCC Passport</td>
<td>December 16</td>
<td>October 18</td>
<td>December 16</td>
<td>December 16</td>
</tr>
</tbody>
</table>

## College Holidays/Special Events*

- **Labor Day (College closed)**: September 1, 2014
- **Student Spirit Day**: October 1, 2014
- **Veterans Day (College closed)**: November 11, 2014
- **Thanksgiving Break (no classes)**: November 26-28, 2014 (College closed beginning 5 p.m. on Wednesday, November 26, 2014)
- **Mid-Year Break**: December 22, 2014 - January 4, 2015 (College closed beginning 5 p.m. on Friday, December 19, 2014)

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for calendar updates.

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*The dates referenced above pertain to classes that begin and end with the traditional College term. Self-Paced Instruction (SPI) credit courses, Workforce Development non-credit courses and Florida Public Safety Institute courses have different deadlines.

Workforce Development: (850) 201-8760
Florida Public Safety Institute: (850) 201-7000

---

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for calendar updates.*
# Spring 2015 Academic Calendar*

<table>
<thead>
<tr>
<th>Applications</th>
<th>JANUARY MAIN</th>
<th>JANUARY EXPRESS</th>
<th>FEBRUARY EXPRESS</th>
<th>MARCH EXPRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Admission Deadline</td>
<td>November 1</td>
<td>November 1</td>
<td>November 1</td>
<td>NA</td>
</tr>
<tr>
<td>Financial Aid Application Preferred Deadline</td>
<td>December 1</td>
<td>December 1</td>
<td>January 20</td>
<td>February 6</td>
</tr>
<tr>
<td>Admission Application Preferred Deadline</td>
<td>December 8</td>
<td>December 8</td>
<td>January 26</td>
<td>February 16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New and Current Student Enrollment Activities</th>
<th>JANUARY MAIN</th>
<th>JANUARY EXPRESS</th>
<th>FEBRUARY EXPRESS</th>
<th>MARCH EXPRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Student Registration Opens for Next Semester</td>
<td>November 3</td>
<td>November 3</td>
<td>November 3</td>
<td>November 3</td>
</tr>
<tr>
<td>Fee Payment Due</td>
<td>December 9</td>
<td>December 9</td>
<td>February 3</td>
<td>February 24</td>
</tr>
<tr>
<td>Tuition Payment Plan</td>
<td>November 3</td>
<td>November 3</td>
<td>November 3</td>
<td>November 3</td>
</tr>
<tr>
<td>State Employee Registration</td>
<td>January 6</td>
<td>January 6</td>
<td>February 10</td>
<td>February 27</td>
</tr>
<tr>
<td>Classes begin</td>
<td>January 7</td>
<td>January 7</td>
<td>February 11</td>
<td>March 2</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>January 8</td>
<td>January 8</td>
<td>February 12</td>
<td>March 3</td>
</tr>
<tr>
<td>Last day to cancel registration/drop courses and receive 100% refund; Last day to change from CREDIT to AUDIT and AUDIT to CREDIT</td>
<td>January 13</td>
<td>January 13</td>
<td>February 17</td>
<td>March 6</td>
</tr>
<tr>
<td>Financial Aid distribution</td>
<td>February 5</td>
<td>February 5</td>
<td>March 18</td>
<td>April 6</td>
</tr>
<tr>
<td>Last day to Withdraw from a course; Last day instructors may assign AW</td>
<td>March 25</td>
<td>February 11</td>
<td>April 8</td>
<td>April 14</td>
</tr>
<tr>
<td>Last day of classes (not including finals)</td>
<td>April 24</td>
<td>February 25</td>
<td>April 24</td>
<td>April 24</td>
</tr>
<tr>
<td>Last day to finish incomplete (I) grades received in the previous term. NOTE: this does not apply to SPI courses.</td>
<td>May 1</td>
<td>May 1</td>
<td>May 1</td>
<td>May 1</td>
</tr>
<tr>
<td>Final Exams</td>
<td>April 27-May 1</td>
<td>February 26-27</td>
<td>April 27-May 1</td>
<td>April 27-May 1</td>
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<tr>
<td>Term Ends</td>
<td>May 1</td>
<td>February 27</td>
<td>May 1</td>
<td>May 1</td>
</tr>
<tr>
<td>Final grades available on TCC Passport</td>
<td>May 5</td>
<td>March 3</td>
<td>May 5</td>
<td>May 5</td>
</tr>
</tbody>
</table>

## College Holidays/Special Events*

- **Martin Luther King, Jr. Day (College closed)**: January 19, 2015
  - Note: Saturday classes will be in session

- **Spring Break (College closed)**: March 9-13, 2015
  - Note: No Saturday classes on March 14, 2015

- **Student-Faculty Day**: April 1, 2015

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for calendar updates.*

*The dates referenced above pertain to classes that begin and end with the traditional College term. Self-Paced Instruction (SPI) credit courses, Workforce Development non-credit courses and Florida Public Safety Institute courses have different deadlines.

Workforce Development:
(850) 201-8760
Florida Public Safety Institute:
(850) 201-7000
# Summer 2015 Academic Calendar*

<table>
<thead>
<tr>
<th>APPLICATIONS</th>
<th>MAY MAIN</th>
<th>MAY EXPRESS</th>
<th>JUNE EXPRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May 6 - July 21</td>
<td>May 6 - June 19</td>
<td>June 24 - August 7</td>
</tr>
<tr>
<td>International Admission Deadline</td>
<td>March 1</td>
<td>March 1</td>
<td>NA</td>
</tr>
<tr>
<td>Financial Aid Application Preferred Deadline</td>
<td>April 13</td>
<td>April 13</td>
<td>June 1</td>
</tr>
<tr>
<td>Admission Application Preferred Deadline</td>
<td>April 20</td>
<td>April 20</td>
<td>June 8</td>
</tr>
</tbody>
</table>

## NEW AND CURRENT STUDENT ENROLLMENT ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>MAY MAIN</th>
<th>MAY EXPRESS</th>
<th>JUNE EXPRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Student Registration Opens for Next Semester</td>
<td>April 6</td>
<td>April 6</td>
<td>April 6</td>
</tr>
<tr>
<td>Fee Payment Due</td>
<td>April 28</td>
<td>April 28</td>
<td>June 16</td>
</tr>
<tr>
<td>Tuition Payment Plan</td>
<td>April 6</td>
<td>April 6</td>
<td>April 6</td>
</tr>
<tr>
<td>State Employee Registration</td>
<td>May 5</td>
<td>May 5</td>
<td>June 23</td>
</tr>
<tr>
<td>Classes begin</td>
<td>May 6</td>
<td>May 6</td>
<td>June 24</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>May 7</td>
<td>May 7</td>
<td>June 25</td>
</tr>
<tr>
<td>Last day to cancel registration/drop courses and receive 100% refund</td>
<td>May 12</td>
<td>May 12</td>
<td>June 30</td>
</tr>
<tr>
<td>Last day to change from CREDIT to AUDIT and AUDIT to CREDIT</td>
<td>May 12</td>
<td>May 12</td>
<td>June 30</td>
</tr>
<tr>
<td>Financial Aid distribution</td>
<td>June 4</td>
<td>June 4</td>
<td>July 23</td>
</tr>
<tr>
<td>Last day to Withdraw from a course; Last day instructors may assign AW</td>
<td>June 25</td>
<td>June 4</td>
<td>July 23</td>
</tr>
<tr>
<td>Last day of classes (not including finals)</td>
<td>July 16</td>
<td>June 17</td>
<td>August 5</td>
</tr>
<tr>
<td>Last day to finish incomplete (I) grades received in the previous term. NOTE: this does not apply to SPI courses.</td>
<td>August 7</td>
<td>August 7</td>
<td>August 7</td>
</tr>
<tr>
<td>Final Exams</td>
<td>July 20-21</td>
<td>June 18-19</td>
<td>August 6-7</td>
</tr>
<tr>
<td>Term Ends</td>
<td>July 21</td>
<td>June 19</td>
<td>August 7</td>
</tr>
<tr>
<td>Final grades available on TCC Passport</td>
<td>July 24</td>
<td>June 23</td>
<td>August 11</td>
</tr>
</tbody>
</table>

## College Holidays/Special Events*

- **Memorial Day (College closed)**: May 25, 2015
- **Independence Day (College closed)**: July 3, 2015

The dates referenced above pertain to classes that begin and end with the traditional College term. Self-Paced Instruction (SPI) credit courses, Workforce Development non-credit courses and Florida Public Safety Institute courses have different deadlines.

- Workforce Development: (850) 201-8760
- Florida Public Safety Institute: (850) 201-7000

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for calendar updates.*
# Developmental Education Academic Calendar*

<table>
<thead>
<tr>
<th>Fall 2014 Developmental Education Mini-Sessions (4 weeks)</th>
<th>Spring 2015 Developmental Education Mini-Sessions (4 weeks)</th>
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<tbody>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td><strong>APPLICATIONS</strong></td>
</tr>
<tr>
<td>International Admission Deadline</td>
<td>International Admission Deadline</td>
</tr>
<tr>
<td>August 1</td>
<td>November 1</td>
</tr>
<tr>
<td>Financial Aid Application Preferred Deadline</td>
<td>Financial Aid Application Preferred Deadline</td>
</tr>
<tr>
<td>August 4</td>
<td>December 1</td>
</tr>
<tr>
<td>Admission Application Preferred Deadline</td>
<td>Admission Application Preferred Deadline</td>
</tr>
<tr>
<td>August 11</td>
<td>December 8</td>
</tr>
<tr>
<td><strong>NEW AND CURRENT STUDENT ENROLLMENT ACTIVITIES</strong></td>
<td><strong>NEW AND CURRENT STUDENT ENROLLMENT ACTIVITIES</strong></td>
</tr>
<tr>
<td>Current Student Registration Opens for Next Semester</td>
<td>Current Student Registration Opens for Next Semester</td>
</tr>
<tr>
<td>April 7</td>
<td>November 3</td>
</tr>
<tr>
<td>Fee Payment Due</td>
<td>Fee Payment Due</td>
</tr>
<tr>
<td>August 5</td>
<td>December 9</td>
</tr>
<tr>
<td>Tuition Payment Plan</td>
<td>Tuition Payment Plan</td>
</tr>
<tr>
<td>June 2</td>
<td>November 3</td>
</tr>
<tr>
<td>State Employee Registration</td>
<td>State Employee Registration</td>
</tr>
<tr>
<td>August 25</td>
<td>January 6</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Classes begin</td>
</tr>
<tr>
<td>August 25</td>
<td>January 7</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>Last day to add a class</td>
</tr>
<tr>
<td>August 26</td>
<td>January 8</td>
</tr>
<tr>
<td>Last day to cancel registration/drop courses and receive 100% refund; Last day to change from CREDIT to AUDIT and AUDIT to CREDIT</td>
<td>Last day to cancel registration/drop courses and receive 100% refund; Last day to change from CREDIT to AUDIT and AUDIT to CREDIT</td>
</tr>
<tr>
<td>August 29</td>
<td>January 13</td>
</tr>
<tr>
<td>Financial Aid distribution</td>
<td>Financial Aid distribution</td>
</tr>
<tr>
<td>September 23</td>
<td>February 5</td>
</tr>
<tr>
<td>Last day to Withdraw from a course; Last day instructors may assign AW</td>
<td>Last day to Withdraw from a course; Last day instructors may assign AW</td>
</tr>
<tr>
<td>September 15</td>
<td>January 28</td>
</tr>
<tr>
<td>Last day of classes (not including finals)</td>
<td>Last day of classes (not including finals)</td>
</tr>
<tr>
<td>September 24</td>
<td>February 6</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Final Exams</td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Final grades available on TCC Passport</td>
<td>Final grades available on TCC Passport</td>
</tr>
<tr>
<td>September 26</td>
<td>February 10</td>
</tr>
</tbody>
</table>

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for calendar updates.
### Health Program Application Deadlines

#### Fall 2014 Entry
- **Dental Assisting** .................................................. May 9, 2014
- **Dental Hygiene** .................................................. May 9, 2014
- **Emergency Medical Technician (EMT)** .................. May 9, 2014
- **Nursing** .......................................................... May 9, 2014
- **Paramedic** ....................................................... May 9, 2014
- **Pharmacy Technician** .......................................... May 9, 2014
- **Respiratory Care** ................................................ May 9, 2014
- **Surgical Technology** ............................................. May 9, 2014
- **Nurse Assistant (September Express Session)** ... September 14, 2014

#### Spring 2015 Entry
- **Emergency Medical Technician (EMT)** ................ September 8, 2014
- **Nursing** .......................................................... September 8, 2014
- **Paramedic** ....................................................... September 8, 2014
- **Pharmacy Technician** .......................................... September 8, 2014
- **Radiologic Technology** ....................................... September 8, 2014
- **Surgical Technology Specialist** ......................... September 8, 2014
- **Nurse Assistant (February Express Session)** .... January 26, 2015

#### Summer 2015 Entry
- **Health Professional to Registered Nurse** .......... January 26, 2015
- **Nurse Assistant** ................................................ April 20, 2015

#### Fall 2015 Entry
- **Dental Assisting** .................................................. May 11, 2015
- **Dental Hygiene** .................................................. May 11, 2015
- **Emergency Medical Technician (EMT)** ................ May 11, 2015
- **Nursing** .......................................................... May 11, 2015
- **Paramedic** ....................................................... May 11, 2015
- **Pharmacy Technician** .......................................... May 11, 2015
- **Respiratory Care** ................................................ May 11, 2015
- **Sonography** ...................................................... May 11, 2015
- **Surgical Technology Specialist** ......................... May 11, 2015
- **Nurse Assistant (September Express Session)** ... September 14, 2015

*Note:* Most healthcare applications are completed online. The exceptions are Nursing Assistant, Pharmacy Technician and Surgical Technology Specialist. Healthcare programs will consider applications after the deadline if there are available seats in the upcoming class.

For information, contact the Counseling Specialist for Healthcare at (850) 558-4572.
The William D. Law, Jr. Learning Commons provides support for

- All levels of math or any course that has a math component
- Many science and business applications courses
- All levels of writing
- Reading
- Grammar and mechanics
- Research and information literacy
- Instructional technology
- English as a Second Language

Knowledgeable faculty and staff provide

- Individualized skill analysis
- Math and Science conferences
- Individual and small-group tutoring
- Student success workshops
- Calculator assistance
- Writing conferences
- Research conferences
- Software tutorials and multimedia support

Technology Specialists

- E-mail, Blackboard, Microsoft Office
- Multimedia projects, presentations
- Podcasting, video production
- Other online tools and computer applications

Additional resources available

- Open access computers
- Study rooms
- Links to textbook companions
- Handouts
- English pronunciation software
- Study models for various areas of science
- Videos/CDs/DVDs to support classroom learning
- Content-specific podcasts

The Virtual Learning Commons

Online assistance in the following areas:

- Interactive exercises, multimedia resources and handouts
- Tutoring
- Workshops
- Study rooms
2014 - 2015
Final Examination Schedule

Students and instructors are mutually responsible for verifying the time scheduled for an examination. Instructors are expected to announce in class, during the regular class periods, the specific date, time and place for the final examination.

Final examinations may be rescheduled only for extreme emergencies. All such emergencies must be approved by the appropriate division dean or director. The following are not to be considered extreme emergencies: airline reservations, ride-sharing, vacation plans, weddings, lack of preparedness, calendar conflicts with other institutions, work schedules, transportation or housing problems.

ENC1101 final examinations are scheduled one week before regularly scheduled final examinations, and an announcement of the date of the final examination will be made in each of these classes.

Special arrangements will be made by the instructor in the following courses: Self-Paced instruction (SPI), Emergency Medical Technology, Respiratory Therapy, Dental Assisting, Dental Hygiene, Web-based and off-campus courses.

Final examinations are not given in the following courses:

| Course Code | Final Examination
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ART1150C</td>
<td>DEA0200L</td>
</tr>
<tr>
<td>ART1202C</td>
<td>DEA0800L</td>
</tr>
<tr>
<td>ART1205C</td>
<td>DEA0850L</td>
</tr>
<tr>
<td>ART1300C</td>
<td>DEH1002L</td>
</tr>
<tr>
<td>ART1302C</td>
<td>DEH1800L</td>
</tr>
<tr>
<td>ART1330C</td>
<td>DEH1802L</td>
</tr>
<tr>
<td>ART1340C</td>
<td>DEH2602L</td>
</tr>
<tr>
<td>ART1430C</td>
<td>DEH2701L</td>
</tr>
<tr>
<td>ART1540C</td>
<td>DEH2804L</td>
</tr>
<tr>
<td>ART2301C</td>
<td>DEH2900</td>
</tr>
<tr>
<td>ART2400C</td>
<td>DES1200L</td>
</tr>
<tr>
<td>ART2500C</td>
<td>EME2040</td>
</tr>
<tr>
<td>ART2501C</td>
<td>EMS2659L</td>
</tr>
<tr>
<td>ART2955C</td>
<td>EMS2666L</td>
</tr>
<tr>
<td>CAP2703</td>
<td>ENC1905</td>
</tr>
<tr>
<td>CCJ2930</td>
<td>ENC2942</td>
</tr>
<tr>
<td>CGS1060</td>
<td>GRA1103C</td>
</tr>
<tr>
<td>CGS1520</td>
<td>GRA1105C</td>
</tr>
<tr>
<td>CGS1820</td>
<td>GRA1131C</td>
</tr>
<tr>
<td>CGS2100</td>
<td>GRA2121</td>
</tr>
<tr>
<td>CGS2103</td>
<td>GRA2140</td>
</tr>
</tbody>
</table>

Final examinations or performance evaluations are conducted during the last regularly scheduled class sessions in the following courses:

| Course Code | Final Examination
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005L</td>
<td>DAA1100</td>
</tr>
<tr>
<td>BSC2010L</td>
<td>DAA1101</td>
</tr>
<tr>
<td>BSC2011L</td>
<td>DAA1200</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>DAA1201</td>
</tr>
<tr>
<td>BSC2086L</td>
<td>DAA1300</td>
</tr>
<tr>
<td>CGS1520</td>
<td>DAA1304</td>
</tr>
<tr>
<td>CGS2825</td>
<td>DAA1610</td>
</tr>
<tr>
<td>CHM1030L</td>
<td>DAN1500</td>
</tr>
<tr>
<td>CHM1045L</td>
<td>ENC0025</td>
</tr>
<tr>
<td>CHM1046L</td>
<td>GLY2010L</td>
</tr>
<tr>
<td>CHM2210L</td>
<td>LEI1000</td>
</tr>
<tr>
<td>CHM2211L</td>
<td>MCB2004L</td>
</tr>
<tr>
<td>COP2830</td>
<td>MUN1310</td>
</tr>
</tbody>
</table>
# Summer 2014 Final Examination Schedule*

## MAY MAIN EXAMS: July 21-22

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWRF or MTWR</td>
<td>7:30 - 8:30 a.m.</td>
<td>Tuesday, July 22</td>
<td>7:00 - 8:45 a.m.</td>
</tr>
<tr>
<td></td>
<td>8:35 - 9:40 a.m.</td>
<td>Monday, July 21</td>
<td>7:00 - 8:45 a.m.</td>
</tr>
<tr>
<td></td>
<td>9:45 - 10:50 a.m.</td>
<td>Monday, July 21</td>
<td>9:00 - 10:45 a.m.</td>
</tr>
<tr>
<td></td>
<td>10:55 a.m. - noon</td>
<td>Monday, July 21</td>
<td>11:00 a.m. - 12:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>12:05 - 1:10 p.m.</td>
<td>Monday, July 21</td>
<td>1:00 - 2:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>1:15 - 2:20 p.m.</td>
<td>Monday, July 21</td>
<td>3:00 - 4:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>2:25 - 3:30 p.m.</td>
<td>Tuesday, July 22</td>
<td>1:30 - 3:15 p.m.</td>
</tr>
<tr>
<td></td>
<td>3:35 - 4:40 p.m.</td>
<td>Tuesday, July 22</td>
<td>3:30 - 5:15 p.m.</td>
</tr>
<tr>
<td>All Classes Meeting</td>
<td>5:00 - 7:30 p.m.</td>
<td>Monday, July 21</td>
<td>5:30 - 7:15 p.m.</td>
</tr>
<tr>
<td>M or W or MW or MTW or MWR</td>
<td>7:40 p.m. or later</td>
<td>Monday, July 21</td>
<td>7:30 - 9:15 p.m.</td>
</tr>
<tr>
<td>All Classes Meeting</td>
<td>5:00 - 7:30 p.m.</td>
<td>Tuesday, July 22</td>
<td>5:30 - 7:15 p.m.</td>
</tr>
<tr>
<td>T or R or T R MTR or TWR</td>
<td>7:40 p.m. or later</td>
<td>Tuesday, July 22</td>
<td>7:30 - 9:15 p.m.</td>
</tr>
</tbody>
</table>

May Main classes do not meet June 19, 2014

## MAY EXPRESS EXAMS: June 19-20

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWRF or MTWR</td>
<td>7:30 - 8:30 a.m.</td>
<td>Thursday, June 19</td>
<td>7:00 - 8:40 a.m.</td>
</tr>
<tr>
<td></td>
<td>8:40 - 9:30 a.m.</td>
<td>Thursday, June 19</td>
<td>8:55 - 10:35 a.m.</td>
</tr>
<tr>
<td></td>
<td>9:40 - 11:50 a.m.</td>
<td>Thursday, June 19</td>
<td>10:50 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>Noon - 1:20 p.m.</td>
<td></td>
<td>Thursday, June 19</td>
<td>12:45 - 2:25 p.m.</td>
</tr>
<tr>
<td>1:30 - 2:50 p.m.</td>
<td></td>
<td>Thursday, June 19</td>
<td>2:40 - 4:20 p.m.</td>
</tr>
<tr>
<td>3:00 - 4:50 p.m.</td>
<td></td>
<td>Thursday, June 19</td>
<td>4:35 - 6:15 p.m.</td>
</tr>
<tr>
<td>MTWR, TR, MTR or TWR</td>
<td>5:00 p.m. - 7:30 p.m.</td>
<td>Thursday, June 19</td>
<td>6:30 - 8:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>7:40 p.m. or later</td>
<td>Thursday, June 19</td>
<td>8:30 - 10:10 p.m.</td>
</tr>
<tr>
<td>MTW, MWR or MW</td>
<td>5:00 - 7:30 p.m.</td>
<td>Friday, June 20</td>
<td>5:30 - 7:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>7:40 p.m. or later</td>
<td>Friday, June 20</td>
<td>7:30 - 9:10 p.m.</td>
</tr>
</tbody>
</table>

## JUNE EXPRESS EXAMS: August 7-8

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWRF or MTWR</td>
<td>7:30 - 8:30 a.m.</td>
<td>Thursday, August 7</td>
<td>7:00 - 8:40 a.m.</td>
</tr>
<tr>
<td></td>
<td>8:40 - 9:30 a.m.</td>
<td>Thursday, August 7</td>
<td>8:55 - 10:35 a.m.</td>
</tr>
<tr>
<td></td>
<td>9:40 - 11:50 a.m.</td>
<td>Thursday, August 7</td>
<td>10:50 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>Noon - 1:20 p.m.</td>
<td></td>
<td>Thursday, August 7</td>
<td>12:45 - 2:25 p.m.</td>
</tr>
<tr>
<td>1:30 - 2:50 p.m.</td>
<td></td>
<td>Thursday, August 7</td>
<td>2:40 - 4:20 p.m.</td>
</tr>
<tr>
<td>3:00 - 4:50 p.m.</td>
<td></td>
<td>Thursday, August 7</td>
<td>4:35 - 6:15 p.m.</td>
</tr>
<tr>
<td>MTWR, TR, MTR or TWR</td>
<td>5:00 p.m. - 7:30 p.m.</td>
<td>Thursday, August 7</td>
<td>6:30 - 8:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>7:40 p.m. or later</td>
<td>Thursday, August 7</td>
<td>8:30 - 10:10 p.m.</td>
</tr>
<tr>
<td>MTW, MWR, MW</td>
<td>5:00 - 7:30 p.m.</td>
<td>Friday, August 8</td>
<td>5:30 - 7:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>7:40 p.m. or later</td>
<td>Friday, August 8</td>
<td>7:30 - 9:10 p.m.</td>
</tr>
</tbody>
</table>

June Express classes do not meet on July 21, 2014

* Dates are subject to change. See www.tcc.fl.edu/calendar for updates
## Fall 2014 Final Examination Schedule*

### Monday, December 8 through Saturday, December 12

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASS BEGIN (Between)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>7:00 - 7:30 a.m.</td>
<td>Friday, December 12</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>Wednesday, December 10</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td>or MW</td>
<td>8:40 - 9:40 a.m.</td>
<td>Monday, December 8</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td>or</td>
<td>9:45 - 10:45 a.m.</td>
<td>Friday, December 12</td>
<td>10:00 a.m. - noon</td>
</tr>
<tr>
<td>or</td>
<td>10:50 - 11:50 a.m.</td>
<td>Monday, December 8</td>
<td>10:00 a.m. - noon</td>
</tr>
<tr>
<td>or</td>
<td>11:55 a.m. - 12:55 p.m.</td>
<td>Friday, December 12</td>
<td>12:30 - 2:30 p.m.</td>
</tr>
<tr>
<td>or</td>
<td>1:00 - 2:00 p.m.</td>
<td>Wednesday, December 10</td>
<td>12:30 - 2:30 p.m.</td>
</tr>
<tr>
<td>or</td>
<td>2:05 - 3:05 p.m.</td>
<td>Monday, December 8</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td>or</td>
<td>3:10 - 4:10 p.m.</td>
<td>Wednesday, December 10</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td>or</td>
<td>4:15 - 4:55 p.m.</td>
<td>Friday, December 12</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td>M only</td>
<td>5:00 - 6:25 p.m.</td>
<td>Monday, December 8</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>M only</td>
<td>6:30 p.m. or later</td>
<td>Monday, December 8</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>W only</td>
<td>5:00 - 6:25 p.m.</td>
<td>Wednesday, December 10</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>W only</td>
<td>6:30 p.m. or later</td>
<td>Wednesday, December 10</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>MW</td>
<td>5:00 - 6:25 p.m.</td>
<td>Wednesday, December 10</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>MW</td>
<td>6:30 p.m. or later</td>
<td>Monday, December 8</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>7:00 - 7:55 a.m.</td>
<td>Thursday, December 11</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td>TR</td>
<td>8:00 - 9:25 a.m.</td>
<td>Tuesday, December 9</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td>TR</td>
<td>9:30 - 10:55 a.m.</td>
<td>Thursday, December 11</td>
<td>10:00 a.m. - noon</td>
</tr>
<tr>
<td>TR</td>
<td>11:00 a.m. - 12:25 p.m.</td>
<td>Tuesday, December 9</td>
<td>10:00 a.m. - noon</td>
</tr>
<tr>
<td>TR</td>
<td>12:30 - 1:55 p.m.</td>
<td>Thursday, December 11</td>
<td>12:30 - 2:30 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>2:00 - 3:25 p.m.</td>
<td>Tuesday, December 9</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>3:35 - 4:55 p.m.</td>
<td>Thursday, December 11</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td>T only</td>
<td>5:00 - 6:25 p.m.</td>
<td>Tuesday, December 9</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>T only</td>
<td>6:30 p.m. or later</td>
<td>Tuesday, December 9</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>R only</td>
<td>5:00 - 6:25 p.m.</td>
<td>Thursday, December 11</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>R only</td>
<td>6:30 p.m. or later</td>
<td>Thursday, December 11</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>5:00 - 6:25 p.m.</td>
<td>Tuesday, December 9</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>6:30 p.m. or later</td>
<td>Thursday, December 11</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>S</td>
<td>All times</td>
<td>Saturday, December 13</td>
<td>10:00 a.m. - noon</td>
</tr>
</tbody>
</table>

**BLOCK FINAL EXAMS** for Monday–Friday daytime classes *(starting before 5:00 p.m.)* of MAT0018, MAT0028, MAT1033 and MAC1105 given according to the following schedule:

- **MAT0028**: Monday, December 8, 12:30 – 2:30 p.m.
- **MAC1105**: Tuesday, December 9, 12:30 – 2:30 p.m.
- **MAT1033**: Wednesday, December 10, 10:00 a.m. – noon
- **MAT0018 (MW classes)**: Wednesday, December 10, 10:00 a.m. – noon
- **MAT0018 (TR classes)**: Tuesday, December 9, 12:30 – 2:30 p.m.

All other sections of these math courses meeting after 5:00 p.m., or on Saturday, adhere to the schedule listed in the final examination schedule above.

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### EXPRESS CLASSES - Fall 2014

**August Express**: Eight-week express classes beginning August 25 and ending October 10 will have final exams on October 14 - 15, 2014.

**September Express**: Ten-week express classes beginning September 29 and ending December 5 will have exams during exam week, based upon the starting time of the class and in accordance with the standard Fall 2014 Final Examination Schedule above.

**October Express**: Eight-week express classes beginning October 20 and ending December 5 will have final exams during exam week, based upon the starting time of the class and in accordance with the standard Fall 2014 Final Examination Schedule above.

* Dates are subject to change. See [www.tcc.fl.edu/calendar](http://www.tcc.fl.edu/calendar) for updates.
Spring 2015 Final Examination Schedule*

Monday, April 27 through Saturday, May 2

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASS BEGIN (Between)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>7:00 - 7:30 a.m.</td>
<td>Friday, May 1</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td>or</td>
<td>7:35 - 8:35 a.m.</td>
<td>Wednesday, April 29</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td>MW</td>
<td>8:40 - 9:40 a.m.</td>
<td>Monday, April 27</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>9:45 - 10:45 a.m.</td>
<td>Friday, May 1</td>
<td>10:00 a.m. - noon</td>
</tr>
<tr>
<td></td>
<td>10:50 - 11:50 a.m.</td>
<td>Monday, April 27</td>
<td>10:00 a.m. - noon</td>
</tr>
<tr>
<td></td>
<td>11:55 a.m. - 12:55 p.m.</td>
<td>Friday, May 1</td>
<td>12:30 - 2:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>1:00 - 2:00 p.m.</td>
<td>Wednesday, April 29</td>
<td>12:30 - 2:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>2:05 - 3:05 p.m.</td>
<td>Monday, April 27</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>3:10 - 4:10 p.m.</td>
<td>Wednesday, April 29</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>4:15 - 4:55 p.m.</td>
<td>Friday, May 1</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td>M only</td>
<td>5:00 - 6:25 p.m.</td>
<td>Monday, April 27</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>M only</td>
<td>6:30 p.m. or later</td>
<td>Monday, April 27</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>W only</td>
<td>5:00 - 6:25 p.m.</td>
<td>Wednesday, April 29</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>W only</td>
<td>6:30 p.m. or later</td>
<td>Wednesday, April 29</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>MW</td>
<td>5:00 - 6:25 p.m.</td>
<td>Wednesday, April 29</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>MW</td>
<td>6:30 p.m. or later</td>
<td>Monday, April 27</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>7:00 - 7:55 a.m.</td>
<td>Thursday, April 30</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>8:00 - 9:25 a.m.</td>
<td>Tuesday, April 28</td>
<td>7:30 - 9:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>9:30 - 10:55 a.m.</td>
<td>Thursday, April 30</td>
<td>10:00 a.m. - noon</td>
</tr>
<tr>
<td></td>
<td>11:00 a.m. - 12:25 p.m.</td>
<td>Tuesday, April 28</td>
<td>10:00 a.m. - noon</td>
</tr>
<tr>
<td></td>
<td>12:30 - 1:55 p.m.</td>
<td>Thursday, April 30</td>
<td>12:30 - 2:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>2:00 - 3:25 p.m.</td>
<td>Tuesday, April 28</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>3:35 - 4:55 p.m.</td>
<td>Thursday, April 30</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td>T only</td>
<td>5:00 - 6:25 p.m.</td>
<td>Tuesday, April 28</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>T only</td>
<td>6:30 p.m. or later</td>
<td>Tuesday, April 28</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>R only</td>
<td>5:00 - 6:25 p.m.</td>
<td>Thursday, April 30</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>R only</td>
<td>6:30 p.m. or later</td>
<td>Thursday, April 30</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>5:00 - 6:25 p.m.</td>
<td>Tuesday, April 28</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>6:30 p.m. or later</td>
<td>Thursday, April 30</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>S</td>
<td>All times</td>
<td>Saturday, May 2</td>
<td>10:00 a.m. - noon</td>
</tr>
</tbody>
</table>

BLOCK FINAL EXAMS for Monday–Friday daytime classes (starting before 5:00 p.m.) of MAT0018, MAT0028, MAT1033 and MAC1105 given according to the following schedule:

MAT0028          Monday, April 27     12:30 – 2:30 p.m.
MAC1105          Tuesday, April 28    12:30 – 2:30 p.m.
MAT1033          Wednesday, April 29  10:00 a.m. – noon
MAT0018 (MW and MWF) Wednesday, April 29  10:00 a.m. – noon
MAT0018 (TR classes) Tuesday, April 28  12:30 – 2:30 p.m.

All other sections of these math courses meeting after 5:00 p.m., or on Saturday, adhere to the schedule listed in the final examination schedule above.

All students must present a picture identification to take the exam.

EXPRESS CLASSES - Spring 2015

January Express I: Six-week express classes beginning January 7 and ending February 26 will have final exams on February 26 - 27, 2015.

January Express II: Ten-week express classes beginning February 11 and ending April 24 will have exams during exam week, based upon the starting time of the class and in accordance with the standard Spring 2015 Final Exam Schedule above.

March Express: Eight-week express classes beginning March 2 and ending April 24 will have final exams during exam week, based upon the starting time of the class and in accordance with the standard Spring 2015 Final Exam Schedule above.

* Dates are subject to change. See www.tcc.fl.edu/calendar for updates

www.tcc.edu  —  15
# Summer 2015 Final Examination Schedule*

## MAY MAIN EXAMS: July 20–21

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWRF or MTWR</td>
<td>7:30 - 8:30 a.m.</td>
<td>Tuesday, July 21</td>
<td>7:00 - 8:45 a.m.</td>
</tr>
<tr>
<td></td>
<td>8:35 - 9:40 a.m.</td>
<td>Monday, July 20</td>
<td>7:00 - 8:45 a.m.</td>
</tr>
<tr>
<td></td>
<td>9:45 - 10:50 a.m.</td>
<td>Monday, July 20</td>
<td>9:00 - 10:45 a.m.</td>
</tr>
<tr>
<td></td>
<td>10:55 a.m. - noon</td>
<td>Monday, July 20</td>
<td>11:00 a.m. - 12:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>12:05 - 1:10 p.m.</td>
<td>Monday, July 20</td>
<td>1:00 - 2:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>1:15 - 2:20 p.m.</td>
<td>Monday, July 20</td>
<td>3:00 - 4:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>2:25 - 3:30 p.m.</td>
<td>Tuesday, July 21</td>
<td>1:30 - 3:15 p.m.</td>
</tr>
<tr>
<td></td>
<td>3:35 - 4:40 p.m.</td>
<td>Tuesday, July 21</td>
<td>3:30 - 5:15 p.m.</td>
</tr>
</tbody>
</table>

**MAY EXPRESS EXAMS: June 19–20**

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWRF or MTWR</td>
<td>7:30 - 8:30 a.m.</td>
<td>Thursday, June 18</td>
<td>7:00 - 8:40 a.m.</td>
</tr>
<tr>
<td></td>
<td>8:40 - 9:30 a.m.</td>
<td>Thursday, June 18</td>
<td>8:55 - 10:35 a.m.</td>
</tr>
<tr>
<td></td>
<td>9:40 - 11:50 a.m.</td>
<td>Thursday, June 18</td>
<td>10:50 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>Noon - 1:20 p.m.</td>
<td></td>
<td>Thursday, June 18</td>
<td>12:45 - 2:25 p.m.</td>
</tr>
<tr>
<td>1:30 - 2:50 p.m.</td>
<td></td>
<td>Thursday, June 18</td>
<td>2:40 - 4:20 p.m.</td>
</tr>
<tr>
<td>3:00 - 4:50 p.m.</td>
<td></td>
<td>Thursday, June 18</td>
<td>4:35 - 6:15 p.m.</td>
</tr>
</tbody>
</table>

**MAY EXPRESS EXAMS: June 19–20**

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWRF or MTWR</td>
<td>5:00 p.m. - 7:30 p.m.</td>
<td>Thursday, June 18</td>
<td>6:30 - 8:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>7:40 p.m. or later</td>
<td>Thursday, June 18</td>
<td>8:30 - 10:10 p.m.</td>
</tr>
</tbody>
</table>

**MAY EXPRESS EXAMS: June 19–20**

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTW, MWR or MW</td>
<td>5:00 - 7:30 p.m.</td>
<td>Friday, June 19</td>
<td>5:30 - 7:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>7:40 p.m. or later</td>
<td>Friday, June 19</td>
<td>7:30 - 9:10 p.m.</td>
</tr>
</tbody>
</table>

## JUNE EXPRESS EXAMS: August 7-8

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWRF or MTWR</td>
<td>7:30 - 8:30 a.m.</td>
<td>Thursday, August 6</td>
<td>7:00 - 8:40 a.m.</td>
</tr>
<tr>
<td></td>
<td>8:40 - 9:30 a.m.</td>
<td>Thursday, August 6</td>
<td>8:55 - 10:35 a.m.</td>
</tr>
<tr>
<td>Noon - 1:20 p.m.</td>
<td></td>
<td>Thursday, August 6</td>
<td>10:50 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>1:30 - 2:50 p.m.</td>
<td></td>
<td>Thursday, August 6</td>
<td>12:45 - 2:25 p.m.</td>
</tr>
<tr>
<td>3:00 - 4:50 p.m.</td>
<td></td>
<td>Thursday, August 6</td>
<td>4:35 - 6:15 p.m.</td>
</tr>
</tbody>
</table>

**MAY EXPRESS EXAMS: June 19–20**

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTW, MWR, MW</td>
<td>5:00 p.m. - 7:30 p.m.</td>
<td>Thursday, August 6</td>
<td>6:30 - 8:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>7:40 p.m. or later</td>
<td>Thursday, August 6</td>
<td>8:30 - 10:10 p.m.</td>
</tr>
</tbody>
</table>

**MAY EXPRESS EXAMS: June 19–20**

<table>
<thead>
<tr>
<th>CLASS MEETS ON</th>
<th>CLASSES START (Between these times)</th>
<th>EXAM DAY</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTW, MWR, MW</td>
<td>5:00 - 7:30 p.m.</td>
<td>Friday, August 7</td>
<td>5:30 - 7:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>7:40 p.m. or later</td>
<td>Friday, August 7</td>
<td>7:30 - 9:10 p.m.</td>
</tr>
</tbody>
</table>

* Dates are subject to change. See [www.tcc.fl.edu/calendar for updates](http://www.tcc.fl.edu/calendar) for updates.
The TCC2FSU program offers guaranteed admission into Florida State University if you stay on track and meet all transfer requirements as you complete your Associate in Arts degree at Tallahassee Community College. You will have a special orientation and advising opportunities with both TCC and FSU advisors to keep you on track to meet program requirements.

The TCC2FSU program allows you to stretch your college funds further. Tuition at TCC is about half the cost of tuition at a state university and many scholarships are available.

Find out more and sign up today

www.tcc.fl.edu/TCC2FSU
My Safety and Security

The safety of students, faculty and staff is a TCC priority, and we all must play an active role in this effort. The Tallahassee Community College Police Department (TCC PD) coordinates campus safety efforts. TCC Connect, a mass notification system that sends time-sensitive text and e-mail messages to service subscribers, is available to the TCC community (including the parents of TCC students) to support safety and communication efforts. The College encourages students to take advantage of the numerous support and safety resources available to them. Anyone needing emergency assistance should contact the TCC PD for immediate response. Crisis counseling is also available for anyone in need through TCC Mental Health Services. Emergency phones are available across campus to help ensure the safety of students, staff and faculty.

Assistance in an Emergency

If you or someone you know needs emergency assistance or a counselor to talk with, the College makes several resources available to you.

1. **TCC PD: (850) 201-6100**
   Call the TCC PD if you see or anticipate a threatening situation or suspicious activity. If you carry a cell phone, make sure you have this number on speed dial.

2. **TCC Mental Health Services: (850) 201-7726**
   TCC Mental Health Services provides crisis counseling and assists students with referrals to community mental health providers. TCC Mental Health Services is located in Student Support Services on the second floor of the Student Union.

3. **Emergency phones**
   TCC emergency phones automatically dial the TCC PD. In case of emergency, press the call button to notify TCC PD. Emergency phone locations are listed on page 20. Locate emergency phones in the areas of campus that you frequent.

Police Department

The Tallahassee Community College Police Department (TCCPD) assists students, faculty, staff and visitors with law enforcement and security needs while on campus. TCCPD is proud to use community-oriented policing practices and multiple crime prevention activities to accomplish a high level of service. The goal is to provide these services in a manner that is accessible to all and supports the mission of the College. Campus police officers are certified through the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, and have the ability to enforce all federal, state and local laws. In addition, public safety officers are available for motorized escorts and other civilian-related requests. The TCC PD is housed in the Centre Building, second floor. They can be contacted 24 hours a day, seven days a week at (850) 201-6100.
TCC Alert, College Notification System
Students, faculty and staff are automatically enrolled in the TCC Alert program. To ensure that important messages reach the campus community rapidly during urgent situations, TCC Alert sends messages through five different modes of communication:

- voice messages to home phones, work phones and mobile phones
- text messages to mobile phones
- posts to TCC’s Facebook page
- posts to Twitter accounts
- messages to TTY/TDD devices for people who have hearing impairments

Activation of fire alarms will be the primary means of communication to notify all persons within a building that evacuation should occur immediately. For more information on emergency communications, visit www.tcc.fl.edu/tccalert.

Declaration of a Campus State of Emergency
The authority to declare a campus state of emergency rests with the College president or designee. The president (or designee) directs the emergency response effort; works with the emergency coordinator (the TCC chief of police) and others in assessing the emergency and preparing the College’s specific response; declares a campus state of emergency and ends such when appropriate; and informs and conducts liaison activities with the emergency coordinator, the faculty, staff members and the responding emergency service agencies. TCC PD directs all aspects of the College’s emergency response and will take immediate and appropriate action to protect life, property and College records; provide traffic control, access control, and perimeter and internal security as required; and assist the chief of TCC PD, other members of the Emergency Response Team and emergency service agencies throughout the emergency.

Psychological Crisis
A psychological crisis exists when an individual is threatening harm to self or others, is out of touch with reality because of severe drug or alcohol reactions, or is experiencing a psychotic break down (e.g., hallucinations, uncontrolled behavior). In the event of such a crisis, notify Campus Police at (850) 201-6100. State clearly that immediate assistance is required.

Violent or Criminal Behavior
Anyone who is a victim of or a witness to criminal activity or who observes suspicious activities and/or persons on campus should notify Campus Police at (850) 201-6100 and report the nature of the incident, the location of the incident, and the description of person(s) and property involved.

Silent Witness
Anyone who has been a witness to a crime or on-going criminal activity on campus but would like to remain anonymous may report this through TCC PD’s Silent Witness Program. You can access Silent Witness via the TCC PD Section of the website.
## TCC Emergency Phones

Locate emergency phones in your area. These phones automatically dial the TCC Police.

<table>
<thead>
<tr>
<th>Building</th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(AC) Academic Computing Center</td>
<td>1st floor hallway west wall, across from room 125</td>
</tr>
<tr>
<td></td>
<td>2nd floor hallway west wall, across from room 216 (men's restroom)</td>
</tr>
<tr>
<td></td>
<td>3rd floor hallway east wall, between room 326 and 326A</td>
</tr>
<tr>
<td>(EN) English</td>
<td>1st floor hallway east wall, between rooms 113 &amp; 114</td>
</tr>
<tr>
<td></td>
<td>2nd floor hallway east wall, north of room 234</td>
</tr>
<tr>
<td>(SMA) Science &amp; Math Annex</td>
<td>Inside Science/Math Annex room 140, east wall adjacent door</td>
</tr>
<tr>
<td>(SM) Science &amp; Math</td>
<td>1st floor east wing walkway, adjacent room 134</td>
</tr>
<tr>
<td></td>
<td>1st floor west wing walkway, adjacent room 116</td>
</tr>
<tr>
<td></td>
<td>1st floor lab building walkway, adjacent room 105</td>
</tr>
<tr>
<td></td>
<td>2nd floor lab building walkway, east wall between rooms 200 &amp; 208</td>
</tr>
<tr>
<td>(CH) Communications &amp; Humanities</td>
<td>1st floor north wing walkway adjacent room 139</td>
</tr>
<tr>
<td></td>
<td>1st floor north wing hallway adjacent room 130</td>
</tr>
<tr>
<td></td>
<td>1st floor west wing walkway adjacent room 157</td>
</tr>
<tr>
<td></td>
<td>1st floor west wing hallway across from room 160</td>
</tr>
<tr>
<td></td>
<td>2nd floor north wing walkway between rooms 233 &amp; 234</td>
</tr>
<tr>
<td></td>
<td>2nd floor west wing hallway between rooms 259 &amp; 260</td>
</tr>
<tr>
<td></td>
<td>2nd floor west wing walkway, door between rooms 246 - 249</td>
</tr>
<tr>
<td>(MLH) Moore Science Lecture Hall</td>
<td>Outside wall, southwest side of Moore Science Lecture Hall</td>
</tr>
<tr>
<td>(DH) Dental Hygiene</td>
<td>2nd floor hallway north wall, across from room 210</td>
</tr>
<tr>
<td></td>
<td>Inside DH Clinic (room 143), north wall between rooms 107 &amp; 113</td>
</tr>
<tr>
<td>(TPP) Technology &amp; Professional Programs</td>
<td>1st floor walkway between rooms 182 &amp; 184</td>
</tr>
<tr>
<td></td>
<td>Between rooms 299 &amp; 301, across from elevator</td>
</tr>
<tr>
<td></td>
<td>1st floor hallway west wall, between room 119 &amp; fire extinguisher</td>
</tr>
<tr>
<td></td>
<td>1st floor by room 130 across from men's room on east wall</td>
</tr>
<tr>
<td></td>
<td>2nd floor hallway east wall, between rooms 207 &amp; 211</td>
</tr>
<tr>
<td>(LS) Lifetime Sports</td>
<td>Classroom hallway west wall, between rooms 159 &amp; 161</td>
</tr>
<tr>
<td>(SU) Student Union</td>
<td>1st floor east wing, room 150 in lounge area center post</td>
</tr>
<tr>
<td></td>
<td>1st floor west wing food court between Bianca's Pizza and Subway</td>
</tr>
<tr>
<td></td>
<td>2nd floor west wing beside room 202 &amp; fire extinguisher</td>
</tr>
<tr>
<td></td>
<td>2nd floor east wing near Financial Aid, next to water fountain</td>
</tr>
<tr>
<td>(LIB) Library</td>
<td>1st floor room 125 east wall, adjacent to fire extinguisher</td>
</tr>
<tr>
<td></td>
<td>2nd floor room 240 west wall adjacent to equipment room, 239 &amp; 243</td>
</tr>
<tr>
<td></td>
<td>2nd floor adjacent to room 265A</td>
</tr>
<tr>
<td>(AD) Administration</td>
<td>2nd floor atrium between restrooms 233 &amp; 234</td>
</tr>
<tr>
<td>(FPAC) Fine &amp; Performing Arts Center</td>
<td>1st floor hallway outside room 119, east wall</td>
</tr>
<tr>
<td></td>
<td>2nd floor hallway west wall, between restrooms 212 &amp; 213</td>
</tr>
<tr>
<td>(HSS) History &amp; Social Sciences</td>
<td>1st floor east wing between rooms 119 &amp; 121 south wall</td>
</tr>
<tr>
<td></td>
<td>1st floor west wing between rooms 107 &amp; 109 south wall</td>
</tr>
<tr>
<td></td>
<td>2nd floor west wing between rooms 255 &amp; 257 south wall</td>
</tr>
<tr>
<td>(CT) Computer Technology</td>
<td>1st floor west wing between rooms 119 &amp; 121 north wall</td>
</tr>
<tr>
<td></td>
<td>1st floor east wing between rooms 107 &amp; 109 north wall</td>
</tr>
<tr>
<td></td>
<td>2nd floor east wing between rooms 255 &amp; 259 north wall</td>
</tr>
<tr>
<td>(LC) Learning Commons</td>
<td>1st floor beside room 154, south wall</td>
</tr>
<tr>
<td></td>
<td>1st floor adjacent to room 167</td>
</tr>
<tr>
<td></td>
<td>1st floor adjacent to room 175 and elevator</td>
</tr>
<tr>
<td></td>
<td>2nd floor adjacent to room 262</td>
</tr>
<tr>
<td></td>
<td>2nd floor adjacent to room between 256 and 257</td>
</tr>
<tr>
<td>(WD) Workforce Development</td>
<td>2nd floor between rooms 211 &amp; 217</td>
</tr>
<tr>
<td></td>
<td>1st floor between rooms 109 &amp; 111</td>
</tr>
<tr>
<td></td>
<td>1st floor between rooms 126 &amp; 128</td>
</tr>
</tbody>
</table>
My Orientation

Since 1966, Tallahassee Community College has offered high-quality postsecondary education for the citizens of Leon, Gadsden and Wakulla counties, as well as for students from across the state and nation and from abroad. With excellent academic support, classroom facilities and Web-based classes, TCC offers a wide variety of strategies to support student success.

TCC’s exceptional faculty members prepare students for transfer to universities and instill in them the knowledge and skills needed for in-demand jobs. They are committed to learning, to student success and to quality improvement. Many of our faculty members have received recognition from state and national organizations.

Community College Week ranks TCC among the Top 100 Community Colleges in the nation for the number of associate degrees awarded. Accredited through the Southern Association of Colleges and Schools, TCC provides its nearly 14,000 students an atmosphere that promotes student involvement. The College has partnerships with Barry University, Embry-Riddle Aeronautical University, Flagler College, Saint Leo University and Thomas University, making it possible to obtain a four-year degree on TCC’s campus.

At TCC, commitment to student success is fundamental to our mission, and we believe in planning well and finishing what you start. We provide students with easy access to academic advisors, an outstanding honors program, hundreds of scholarships, experts in financial aid and career counseling, and computer and academic support labs. We also provide each student with the tools to craft an individualized learning plan.
Shared Roles & Responsibilities

*TCC has a culture of shared responsibilities.*

### Institutional Roles and Responsibilities

- Support student success through seamless college operations and sound infrastructure
- Deliver students to class in the best condition to learn
- Assert the central role of the teaching/learning process through educational programs
- Assist students in developing the ability to think critically, creatively and reflectively
- Support a campus environment that encourages active learning; collaboration among divisions and departments; and interaction among faculty, staff and students
- Prepare students for productive and satisfying lives
- Encourage professional development of all employees
- Strengthen the connections between the campus and the larger community to foster common purpose and partnership

### Faculty and Staff Roles and Responsibilities

- Create an environment conducive to student learning and success
- Deliver students to class in the best condition to learn
- Relate to and instruct a diverse student population with varying levels of academic preparation and learning readiness
- Foster students’ use of higher-order and critical-thinking skills
- Encourage student collaboration
- Integrate the use of information technology to enhance the teaching/learning process (e.g., advisement, multimedia curriculum)
- Encourage students to use student support services and resources
- Engage in peer interaction and participate in College and division committees
- Participate in shared governance
- Participate in professional development
- Serve as an advisor, role model and/or mentor
- Be a viable and contributing member of the community
Student Roles and Responsibilities

- Adapt to and thrive in diverse teaching/learning environments
- Be actively engaged in the learning process
- Create, develop and evaluate an individual learning plan and goals
- Respect the learning environment and rights of all learners
- Abide by the Student Conduct Code
- Interact with peers
- Participate in or support student organizations and campus activities
- Be aware of and use student support services and resources
- Assume responsibility for academic and personal choices
- Be a contributing member of the community

What does student engagement mean to TCC?

- Being actively involved in setting educational goals and making educational decisions
- Being actively engaged in the learning process
- Identifying and seeking out resources
- Developing effective learning strategies
- Thinking creatively, critically and reflectively
- Working collaboratively with faculty, staff and peers
- Being socially integrated into the College community
- Becoming a responsible, self-regulated learner
Tips to Ease the Transition to College:
For First-Time-in-College Students, Transfer Students and Adult Students

1. Get organized.
   Buy or create a calendar or organizer on your computer to be sure that you complete assignments by the due date. Better yet, use the planner in the back of this handbook.

2. Find the ideal study space.
   Find a distraction-free space at home or on-campus that allows you to devote all your attention and energy to your schoolwork.

3. Go to class.
   Oversleeping or skipping class is the quickest way to fail. You can only pass the classes you attend. If you know you have problems with early mornings, don’t register for 8 a.m. classes.

4. Read your syllabi.
   Read and review the course syllabus for each of your classes. It contains information on how to contact your professor, grading procedures and important class deadlines.

5. Meet your professor.
   Your professors carve out time each week for office hours with the intention of getting to know their students. Use that opportunity! If you run into a problem with an assignment in the middle of the semester, you want your professor to know who you are when you e-mail him or her with a question. Plus, you might need a letter of reference someday, so be sure that individual knows you.

6. Get to know an academic advisor.
   This person will help you pick courses, discuss potential majors, add or drop classes, schedule classes for future semesters, and make sure you are ready to transfer to a four-year university or move into a career.

7. Seek a balance.
   College life is a mixture of social and academic experiences. Don’t overload yourself so much with academics that you can’t enjoy some of the fun stuff that comes with being in college!

8. Make time for you!
   Set aside time in your schedule to relax, sleep and eat.

9. Get involved on campus.
   Get involved in a club or organization on campus. You’ll make new friends, develop a community, learn new skills and feel more connected to TCC. However, don’t go overboard with extracurricular activities or your academics may suffer.

10. Strive to get good grades.
    Good grades may have come naturally to you in high school, but you have to earn them in college. That means setting goals and working as hard as you can to achieve them.
11. Set a goal.  
Write down what you hope to achieve in your time at TCC and put it somewhere you will see each day (on the bathroom mirror or in your cell phone). The goal can be large (graduate) or small (finish your English paper). Be sure your goal is something you can achieve.

12. Familiarize yourself with campus resources.  
If you are having trouble understanding a concept, seek help from the library, Learning Commons and tutors. If you prefer working with other students, form a study group.

13. Take responsibility for yourself.  
Don’t look for others to take the blame if you mess up. College professors expect you to own up to your mistakes and take responsibility for your faults. Learn from those experiences.

14. Don’t procrastinate!  
It may have been OK in high school to wait until the day before assignments were due to begin them. That won’t work in college! Your professors expect your assignments to be complete, carefully done and on time. Give yourself deadlines and stick to them.

15. Learn to cope with homesickness.  
Find a way to deal with homesickness so it does not cause you to sink into depression. Maybe your coping strategy is a weekly call home or a nightly e-mail— whatever works for you.

Make sure you know the details of your financial aid package. Check TCC Passport under the My Financials tab.

17. Keep track of your money.  
If you’ve never had to manage money or create a budget, take the time to learn before you start classes. Pay your important bills first, before spending money on new clothes or video games.

18. Avoid credit cards.  
Remember, you have to pay it all back with interest! You don’t want to graduate with both student loan debt and credit card debt.

19. Don’t cut corners.  
It may seem OK to procrastinate and then cram right before a test; you might even do OK. However, you won’t really learn or retain much of that information.

20. Keep up with your interests.  
Being a musician, an athlete, an artist, a reader or an animal lover is part of who you are. Stay tuned into those interests while adding new knowledge as a college student.
What to Expect in College

**First-time-in-College Students**
You can build your own class schedule around the days and times that work best with your other responsibilities. You will need to study at least three hours a week for each hour of class you take (e.g., 12 hours in class = 36 hours of studying per week). You are expected to complete your readings before class; they may contain information not covered during the lecture—information that may come up on a test. Professors expect you to attend their office hours. Some professors do not take attendance, but they still expect you to be in class and will hold you responsible for learning the material presented. Asking for help is not a sign of weakness; if you are struggling in a course, get help! TCC offers a number of free services to students, including tutoring in the Learning Commons.

**Transfer Students**
The credits you bring from other institutions will be evaluated for credit at TCC. Each college has different requirements for completing a degree program. Work closely with an advisor to ensure you are taking the correct classes to complete your degree or certificate. Familiarize yourself with all of the resources available to you on campus. Check out internship options and resources at the TCC Career Center.

**Adult Students**
Connect with the Returning Adult Student Organization (RASO), a student club for returning adults. Start slowly. You may find that the transition to college is smoother if you take just one or two courses at first. Develop your own support network comprised of your professors, advisors and other students in your classes. Familiarize yourself with on-campus resources; they can be a real life-saver. Involve your family and friends in your goals and dreams of completing college. They can help hold you accountable for meeting your goals.

**Returning Students**
You will need to submit a readmission application with the Department of Admissions and Enrollment Services to reactivate your account. Submit official transcripts from any other colleges you attend since the last time you attended TCC. Be sure to meet with an advisor before registering, as requirements for your program may have changed. Get involved with campus activities. This is an easy way to meet other students and build a support network.

**Veteran Students**
Whether you are active duty military, just returning home, a log-time veteran or the dependent of a veteran, the TCC Veterans Center is a great resource geared towards your success. You will be able to connect with other students, faculty and staff who have served; meet with faculty advisors; access tutors and mental health counselors; and get answers to your benefit questions. The center is also a great place to study. You can also meet other students by joining the Collegiate Veterans Association. It is important that you work with an advisor each semester to ensure you stay on track, as only courses needed for your degree program are covered by VA benefits.
Communicating with Faculty Members

Communicating effectively with your professors and tutors is key to succeeding academically at TCC and beyond. TCC’s students and staff come from all over Florida, the United States and the world, so you may need to learn a new way of communication or learn to adjust to a certain teaching style or speech pattern. Here are some strategies to help you better communicate with instructors and tutors.

1. **Ask for clarification if you do not understand something.**
   When you ask for clarification, be sure to indicate what you did and did not understand.

2. **Make sure you know your instructor’s title (Dr./Mr./Mrs./Ms.)**
   Know how to correctly pronounce your instructor’s name.

3. **Find out where your instructor’s office is located**
   Know when your instructor holds office hours. This information is usually listed at the top of the class syllabus. Plan to visit regularly in the first few weeks of class. Frequent contact with your instructor will help you become acquainted and will help you adjust to his or her speaking style. It will also help your instructor learn your speech style. Plus, office hours give you the chance to ask questions without other students interrupting or distracting the instructor.

4. **During office hour conversations with instructor**
   Be honest with your instructor about the fact that you need help understanding when he or she speaks. Ask for handouts or other aids that will help with your understanding. Be sure to ask the instructor to slow down or repeat phrases or ideas if you need to, and ask what you can do to better understand during the classroom lectures.

5. **Don’t give up!**
   If you don’t immediately understand something, ask. Remember, you and your instructors share the same goal. Everyone here at TCC wants you to succeed! They will do whatever they need to do to help you reach that goal.

6. **Be patient**
   Your instructor may have a hard time finding the right word or phrase to express what he or she means. You can suggest an appropriate word or phrase if you have an idea what the instructor is trying to say. Be patient—you sometimes have trouble expressing yourself too.

7. **Your instructor may pronounce words differently.**
   There are many variations of spoken English in the United States and many different accents from around the country. Some sounds that are used in the English language are not used in other countries or languages, and those sounds might be difficult to learn. You will learn to adapt to your instructor’s individual accent and pronunciation, but to help speed up the process, spend more time outside class with your instructor.
How to Get Good Grades in College

1. **Attend every class!**

2. **Be organized.**
   - Use a student planner.
   - Break down assignments.
   - Use three-ring notebooks for class notes—one notebook per class.

3. **Manage your time well.**
   - Don’t over-extend yourself.
   - Schedule 90-minute study sessions.
   - Make “to-do” lists and prioritize your tasks.

4. **Be successful in class.**
   - Do every class assignment—even the ones that aren’t for credit.
   - Learn to adapt to different types of instructors.
   - Sit in the front of class when possible.

5. **Take good notes.**
   - Be an active listener.
   - Take notes that are easy to read.
   - Go over your notes as soon as possible.

6. **Know how to read a textbook.**
   - SCAN by reading section headings, words in bold and italic printing, summaries, charts, and review questions.
   - READ with a purpose.
   - REVIEW by scanning the material to check your comprehension.

7. **Study smart.**
   - Know your learning style.
   - Organize your study time.
   - Plan to study two to three hours per week outside of class for each hour you spend in class.

8. **Know how to take tests.**
   - Mark the questions you want to return to.
   - Increase your odds on multiple-choice questions.
What Is SIGI³?

SIGI³ is a comprehensive, interactive, computer-assisted career guidance program designed to assist you in making career choices. SIGI³ combines personal and occupational characteristics to identify career options. It has all the tools you need to help identify your future major and career path.

SIGI³ is available online at www.tcc.fl.edu/careercenter.

- You will begin by taking the SIGI³ FastStart survey. (In less than 10 minutes, you will visit seven sections of SIGI³ and take short surveys of Values, Interests, Personality Type and Skills).
- Next, you should broaden your career assessment results by taking the complete surveys. The REFINE links allow you to further identify your personal and professional characteristics by taking the longer versions of the assessments found in FastStart.

You can explore additional career assessments such as Florida CHOICES (www.flchoices.org) or the Self-Directed Search (http://www.self-directed-search.com). You can also explore personality assessments such as those based on the Myers-Briggs Type Indicator (www.humanmetrics.com).
### Developmental Mathematics Advising Chart for Non-Exempt Students

<table>
<thead>
<tr>
<th>Diagnostic Assessment Topics Mastered</th>
<th>MAT0055</th>
<th>MAT0029</th>
<th>MAT0018</th>
<th>MAT0022</th>
<th>MAT0056</th>
<th>MAT0028</th>
<th>MAT0058</th>
<th>MAT1033</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 59</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 – 99</td>
<td>X Statway Pathway</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 – 149</td>
<td>X Statway Pathway</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>150 – 199</td>
<td>X Statway Pathway</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 – 279</td>
<td>X Statway Pathway</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>280+</td>
<td>X Statway Pathway</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

- Dark squares are best placements for students who score in the indicated ranges. Note that some squares have specific requirements.
- Lighter squares can be chosen as student preference.
- Non-exempt students who place into developmental mathematics but subsequently show mastery of 280 or more of the topics in the initial diagnostic assessment will be given the opportunity to take the MAT0022 course assessment. If they score 80% or greater on the course assessment, they will be eligible to register for college-credit mathematics courses.
## Developmental Writing Advising Chart for Non-Exempt Students

### Level 1
PERT Writing Scores

<table>
<thead>
<tr>
<th>Option 1</th>
<th>ENC0015</th>
<th>PERT: 50-89</th>
<th>Compressed/8 weeks</th>
<th>Exit to ENC0025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 2</td>
<td>ENC0015</td>
<td>PERT: 50-89</td>
<td>Contextualized/16 weeks</td>
<td>Exit to ENC0025</td>
</tr>
<tr>
<td>Option 3</td>
<td>ENC0022 (only on web)</td>
<td>PERT: 50-89</td>
<td>Compressed 16 weeks</td>
<td>Exit to ENC1101</td>
</tr>
</tbody>
</table>

### Level 2
PERT Writing Scores

<table>
<thead>
<tr>
<th>Option 1</th>
<th>ENC0015</th>
<th>PERT: 90-102</th>
<th>Compressed/8 weeks</th>
<th>Exit to ENC1101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 2</td>
<td>ENC0025</td>
<td>PERT: 90-102</td>
<td>Contextualized/16 weeks</td>
<td>Exit to ENC1101</td>
</tr>
</tbody>
</table>

### Upper Level 2
PERT Writing Scores

<table>
<thead>
<tr>
<th>Option 1</th>
<th>ENC1101/ENC0028L</th>
<th>PERT: 97-102</th>
<th>Corequisite/16 weeks</th>
<th>Exit to ENC1102, ENC1141 or MMC1100</th>
</tr>
</thead>
</table>
# Developmental Reading Advising Chart for Non-Exempt Students

## Level 1 PERT Reading Scores

<table>
<thead>
<tr>
<th>Option 1</th>
<th>REA0007 Compressed</th>
<th>8 Weeks</th>
<th>Exit to REA0017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 2</td>
<td>REA0007 Contextualized</td>
<td>16 Weeks</td>
<td>Exit to REA0017</td>
</tr>
</tbody>
</table>

## Level 2 PERT Reading Scores

<table>
<thead>
<tr>
<th>Option 1</th>
<th>REA0017 Compressed</th>
<th>8 Weeks</th>
<th>Exit to ENC1101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 3</td>
<td>(PERT Score 95-105) REA0056 Modularized</td>
<td>8 Weeks</td>
<td>Exit to ENC1101</td>
</tr>
<tr>
<td>Option 4</td>
<td>(PERT Score 102-105) ENC1101/ENC0028L Corequisite</td>
<td>16 Weeks</td>
<td>Exit to ENC1102, ENC1141, or MMC1100</td>
</tr>
<tr>
<td>Option 2</td>
<td>REA0017 Contextualized</td>
<td>16 Weeks</td>
<td>Exit to ENC1101</td>
</tr>
</tbody>
</table>
# College-Level Advising Chart (SAT and ACT Scores)

<table>
<thead>
<tr>
<th>SAT/ACT SCORE</th>
<th>SAT/ACT SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students with SAT or ACT scores at or above:</strong></td>
<td><strong>Students with SAT or ACT math scores at:</strong></td>
</tr>
<tr>
<td><strong>BEFORE 10/22/2013</strong></td>
<td><strong>SAT: 440</strong></td>
</tr>
<tr>
<td>SAT: 440 Verbal</td>
<td>ACT: 19</td>
</tr>
<tr>
<td>ACT: 18 Reading</td>
<td></td>
</tr>
<tr>
<td><strong>Students take MAT1033</strong></td>
<td><strong>Students take ENC1101</strong></td>
</tr>
<tr>
<td><strong>Intermediate Algebra</strong></td>
<td><strong>English Composition</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAT/ACT SCORE</th>
<th>SAT/ACT SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ON/AFTER 10/22/2013</strong></td>
<td><strong>SAT: 440 Verbal</strong></td>
</tr>
<tr>
<td>SAT: 440 Verbal</td>
<td>ACT: 19 Reading</td>
</tr>
<tr>
<td><strong>Students take ENC1101</strong></td>
<td><strong>Students take college-level math</strong></td>
</tr>
<tr>
<td><strong>English Composition</strong></td>
<td>MAC1105</td>
</tr>
<tr>
<td></td>
<td>MGF1107</td>
</tr>
<tr>
<td></td>
<td>MGF1106</td>
</tr>
<tr>
<td></td>
<td>STA2023</td>
</tr>
</tbody>
</table>

## Classes for CLM Math Based on Accuplacer Scores Only

<table>
<thead>
<tr>
<th>COURSE</th>
<th>EA ≥ 100 CLM 86-93</th>
<th>EA ≥ 100 CLM 94-102</th>
<th>EA ≥ 100 CLM 103-120</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 2114</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>MAC 2140</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>MAC2147</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Students must have completed high school trigonometry with a grade of B or better and obtain permission from the Science/Math Division to take the CLM.</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>MAC 2311</td>
<td></td>
<td></td>
<td>X</td>
<td>Students must have completed high school trigonometry with a grade of B or better and obtain permission from the Science/Math Division to take the CLM.</td>
</tr>
</tbody>
</table>

The Accuplacer College-Level Math placement test should be taken at the TCC Testing Center if a student’s major will require upper-level math and the student scored a 100 or higher on the Elementary Algebra portion of the CPT, a 550 or higher on the SAT, or a 21 or higher on the ACT.

## Developmental Education Statement:

Beginning January 2014, revisions to section 1008.30, Florida Statutes, state a student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma from a Florida public high school or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student’s request.
Complete developmental education courses if needed

**Developmental Writing**
ENC0015 Developmental Writing I
ENC0025 Developmental Writing II
ENC0022 Comprehensive Developmental Writing I & II

**Developmental Reading**
REA0007 Developmental Reading I
REA0017 Developmental Reading II
REA0056 Developmental Reading II Module

**ENC1101 College Composition**

Select 1 Course
ENC1102
ENC1141
MMC1100

**Complete Both Courses**
HUM2210
HUM2230

**Complete Both Courses**
HUM2740
HUM2741

Select 2 Courses from 2 Different Categories (A-D)

**A**
ARH2500
ARH2050
ARH2051

**B**
AML2301
AML2600
ENL2000
LIT2100
THE2100

**C**
HUM2525
HUM2529
MUH2011
MUH2120

**D**
PHI2010
PHI2600
REL2200
REL2300
PHI2100
Mathematics
Complete developmental education courses if needed

**Developmental Math Option**
MAT0018: Foundations of College Mathematics I
MAT0056: Foundations of College Mathematics I, Modules
MAT0028: Foundations of College Mathematics II
MAT0058: Foundations of College Mathematics II, Modules
MAT0022: Foundations of College Mathematics I + II Combined

**Statway Option***
MAT00018: Foundations of College Mathematics I
MAT0055: Statway Modules
MAT0029: Statway I

**Developmental Math Option**

**Liberal Arts**
MGF1106
MGF1107

**Statway**
STA2023: Statway II
MGF1106
MGF1107

**Business**
MAC1105
MAC2233
STA2023

**STEM**
MAC1105
MAC1140
MAC1114
MGF1147

Complete both courses

**Note:** For placement scores based on the PERT or other test, contact the Testing Center at (850) 201-8282

***Statway option is only for students in certain majors. Speak to your advisor to find out if this option may be right for you.***
### COMMUNICATIONS – 6 Hours Total (C minimum)

**AREA 1**
- A. ___ENC1101 College Composition (3) required

**AREA 2**
- **Choose One of the Following Courses**
  - B. ___ENC1102 Argument and Persuasion (3)
  - ___ENC1141 Writing about Literature (3)
  - ___MMC1100 Writing for Mass Communications (3)

**AREA 3**
- **HUMANITIES – 6 hours total (C minimum)**
  - **Choose from One Area: A, B, or C**
    - Communications courses must be completed first
  - A. ___HUM2210 (3) and ___HUM2230 (3) Humanities of the World I and II
  - B. ___HUM2740 (3) and ___HUM2741 (3) Humanities Abroad I and II (overseas travel required)
  - C. **Choose a Course from Two Different Categories**
    - **Art History**
      - ___ARH2050 Intro to Art History and Criticism I (3)
      - ___ARH2051 Intro to Art History and Criticism II (3)
      - ___ARH2500 Non-Western Art History (3)
    - **Literature**
      - ___AML2600 African American Literature (3)
      - ___AML2301 Major American Writers (3)
      - ___ENL2000 British Literature (3)
      - ___LIT2100 Masterpieces of World Literature (3)
      - ___THE2100 Intro to Theatre History (3)
    - **Music**
      - ___HUM2525 American Music Tradition: Jazz (3)
      - ___HUM2529 American Music Tradition: Pop Music (3)
      - ___MUH2011 Intro to Music History (3)
      - ___MUH2120 Music of the World (3)
    - **Philosophy and Religion**
      - ___PHI2010 Philosophy (3)
      - ___PHI2100 Introductory Logic (3)
      - ___PHI2600 Ethics (3)
      - ___REL2200 Intro to Biblical Studies (3)
      - ___REL2300 Intro to World Religions (3)

**AREA 4**
- **MATHEMATICS – 6 hours total (C minimum)**
  - **Choose Two Courses**
    - ___MAC1105 College Algebra (3)
    - ___MAC1114 Pre-Calculus Trigonometry (3)
    - ___MAC1140 Pre-Calculus Algebra (3)
    - ___MAC1147 Pre-Calculus Algebra and Trigonometry (5)
    - ___MAC2233 Calculus for Management (3)
    - ___MAC2311 Calculus with Analytic Geometry I (5)
    - ___MAC2312 Calculus with Analytic Geometry II (5)
    - ___MAC2313 Calculus with Analytic Geometry III (4)
    - ___MAP2302 Differentials Equation I (3)
    - ___MGF1106 Mathematics for Liberal Arts I (3)
    - ___MGF1107 Mathematics for Liberal Arts II (3)
    - ___STA2023 Introductory Statistics I (3)
    - ___STA2122 Intro to Applied Statistics (4)

**AREA 5**
- **SCIENCES – 6 hours total**
  - **Choose a Course from Two Different Categories**
    - **A. Biological Science**
      - ___BOT1000 Plant Science (3)
      - ___BSC1005 Intro to the Biological Sciences (3)
      - ___BSC1020 Intro to Human Biological Sciences (3)
      - ___BSC1050 Environmental Systems (3)
      - ___BSC2010 Biology for Science Majors I (3)
      - ___BSC2085 Anatomy and Physiology I (3)
      - ___MCB2004 Microbiology (3)
    - **B. Earth Science**
      - ___ESC1000 Earth and Its Environment (3)
      - ___GLY1030 Environmental Geology (3)
      - ___GLY2160 Geology of the National Parks (3)
      - ___MET1010 Meteorology (3)
      - ___OCE1001 Introductory Oceanography (3)
    - **C. Physical Science**
      - ___AST1002 Intro to Astronomy (3)
      - ___CHM1020 Chemistry for General Education (3)
      - ___CHM1030 General Chemistry for Allied Health (3)
      - ___CHM1045 General Chemistry I (3)
      - ___PHY1020 Energy and Its Environmental Effects (3)
      - ___PHY1053 Elementary College Physics I (3)
      - ___PHY2048 General Physics I (4)
      - ___PSC1121 Intro to the Physical Sciences (3)

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### TRANSFER INFORMATION

**Prerequisites:** To identify prerequisite requirements for your major, use FLVC.org to produce a 2+2 Transfer Evaluation, or talk to an advisor. Prerequisites may be used as elective credits.
AREA 6
HISTORY – 6 hours total /Choose From One Area

<table>
<thead>
<tr>
<th>Option 1</th>
<th>American Experience I (3) and American Experience II (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___AMH1041 and ___AMH 1050</td>
</tr>
<tr>
<td>Option 2</td>
<td>U.S. History I (3) and U.S. History II (3)</td>
</tr>
<tr>
<td></td>
<td>___AMH2010 and ___AMH2020</td>
</tr>
<tr>
<td>Option 3</td>
<td>Western Civilization I (3) and Western Civilization II (3)</td>
</tr>
<tr>
<td></td>
<td>___EUAH1000 and ___EUAH1001</td>
</tr>
<tr>
<td>Option 4</td>
<td>History of Civilization I (3) and History of Civilization II (3)</td>
</tr>
<tr>
<td></td>
<td>___WOH2012 and ___WOH2022</td>
</tr>
<tr>
<td>Option 5</td>
<td>Western Civilization I (3) and History of Civilization II (3)</td>
</tr>
<tr>
<td></td>
<td>___EUAH1000 and ___WOH2022</td>
</tr>
<tr>
<td>Option 6</td>
<td>History of Civilization I (3) and Western Civilization II (3)</td>
</tr>
<tr>
<td></td>
<td>___WOH2012 and ___EUAH1001</td>
</tr>
</tbody>
</table>

AREA 7
SOCIAL SCIENCE – 3 hours total/Choose One Course

<table>
<thead>
<tr>
<th>ANT2140</th>
<th>Intro to Archaeology (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT2211</td>
<td>Peoples of the World (3)</td>
</tr>
<tr>
<td>ANT2410</td>
<td>Intro to Cultural Anthropology (3)</td>
</tr>
<tr>
<td>ANT2511</td>
<td>Intro to Physical Anthropology (3)</td>
</tr>
<tr>
<td>CHD2220</td>
<td>Child Development (3)</td>
</tr>
<tr>
<td>CHD2240</td>
<td>Adolescent Development (3)</td>
</tr>
<tr>
<td>CPO2001</td>
<td>Intro to Comparative Politics (3)</td>
</tr>
<tr>
<td>DEP2004</td>
<td>Human Development (3)</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Principles of Economics (Macro) (3)</td>
</tr>
<tr>
<td>ECO2023</td>
<td>Principles of Economics (Micro) (3)</td>
</tr>
<tr>
<td>GEA2000</td>
<td>World Regional Geography (3)</td>
</tr>
<tr>
<td>GEO1400</td>
<td>Intro to Human Geography (3)</td>
</tr>
<tr>
<td>INR2002</td>
<td>International Relations (3)</td>
</tr>
<tr>
<td>POS1041</td>
<td>National Government (3)</td>
</tr>
<tr>
<td>POS1112</td>
<td>State and Local Government (3)</td>
</tr>
<tr>
<td>POS2001</td>
<td>Intro to Political Science (3)</td>
</tr>
<tr>
<td>PSY2012</td>
<td>General Psychology (3)</td>
</tr>
<tr>
<td>SOP2002</td>
<td>Social Psychology (3)</td>
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<tr>
<td>SOP2740</td>
<td>Psychology of Women (3)</td>
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<tr>
<td>SYG1000</td>
<td>Principles of Sociology (3)</td>
</tr>
<tr>
<td>SYG2010</td>
<td>Contemporary Social Problems (3)</td>
</tr>
<tr>
<td>SYG2230</td>
<td>Race and Minority Group Relations (3)</td>
</tr>
<tr>
<td>SYG2340</td>
<td>Human Sexuality (3)</td>
</tr>
<tr>
<td>SYG2361</td>
<td>Thanatology: Dying and Death (3)</td>
</tr>
<tr>
<td>SYG2430</td>
<td>Marriage and Family (3)</td>
</tr>
</tbody>
</table>

AREA 8
PERSONAL DEVELOPMENT – 3 hours total

Choose One Course

<table>
<thead>
<tr>
<th>CLP1001</th>
<th>Psychology of Personal and Social Adjustment (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC1100</td>
<td>Concepts of Positive Living (3)</td>
</tr>
<tr>
<td>HSC2200</td>
<td>Principles of Contemporary Health (3)</td>
</tr>
</tbody>
</table>

ADDITIONAL A.A. DEGREE REQUIREMENTS

Areas 9 and 10, All Elective Courses and the Foreign Language Requirement Must Be Completed

AREA 9
INSTRUCTION IN THE U.S. CONSTITUTION

Choose One Course

<table>
<thead>
<tr>
<th>CPO2001</th>
<th>Intro to Comparative Politics (3) **</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS1601</td>
<td>Foundations of the U.S. Constitution (1) **</td>
</tr>
<tr>
<td>POS1041</td>
<td>National Government (3) **</td>
</tr>
<tr>
<td>POS1112</td>
<td>State and Local Government (3) **</td>
</tr>
<tr>
<td>POS2001</td>
<td>Intro to Political Science (3) **</td>
</tr>
</tbody>
</table>

** Also counts as Social Science Requirement

AREA 10
COMPUTER COMPETENCY REQUIREMENT

- Completed Course with a “CC” Designator
- Completed an approved high school course
- Achieved passing score on TCC exemption exam
- Completed a college-level computer class

ELECTIVE COURSES – 24 hours total

Electives are courses that are not being used to satisfy the 36 hours of general education requirements needed for the A.A. degree.

FOREIGN LANGUAGE REQUIREMENT:

Two years of the same foreign language in high school or completion of the second college level of the same foreign language.

SUMMARY OF REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

- Communication: 6 Hours
- Mathematics: 6 Hours
- Humanities: 6 Hours
- History: 6 Hours
- Sciences: 6 Hours
- Social Sciences: 3 Hours
- Personal Development: 3 Hours
- Electives: 24 Hours
- Total Credit Hours: 60 Hours

All students who graduate from TCC must complete at least 25 percent of the credit hours required for the degree at TCC. (For the A.A. degree, a minimum of 15 credit hours are required at TCC.)

A minimum 2.0 TCC GPA and a minimum 2.0 cumulative GPA are required for graduation.
Course Placement

Placement Test Scores

Students may access their placement test scores via the TCC Web site, as follows:

• Go to www.tcc.fl.edu. From the Quicklinks menu, choose TCC Passport.

• Log in to TCC Passport using your TCC e-mail account information.

• After logging in, select the My Records tab and the button on the right side that reads “Placement Test Scores.”

Students must show a TCC or government-issued photo ID when picking up a copy of their placement test scores from the Testing Center.

Criminal Justice Basics Abilities Test (CJBAT) scores may be accessed via publicrecords@fdle.state.fl.us or by calling (850) 410-7676.

HESI-A2 Nurse Admissions test scores may be accessed by calling EVOLVE at 1-800-222-9570.
Class Registration

Registering for the correct classes is a critical part of completing your TCC degree or certificate on time. Students who are unaware of requirements may find themselves registering for courses that are not required for their degree or certificate program and do not help them reach their goal.

These proven methods will help you stay on track with degree requirements:

- Meet with an academic advisor regularly.
- Use your Starfish degree audit to keep track of your academic progress. You can access your degree audit through TCC Passport. The degree audit applies all of your completed classes to your degree program so that you can see which requirements you have already met and which requirements you still must complete. This is an excellent resource when planning your schedule. You may also access a transfer evaluation through FLVC.org that will show you the courses required for your university major. Go to www.FLVC.org and select the College Advising Tools link on the left side and then choose 2+2 Transfer Evaluation.
- Use your TCC e-catalog at http://catalog.tcc.fl.edu. Search for the Area of Study that describes your degree or certificate program to view a list of all required courses for that specific program. From there, you can develop a list of possible classes for the semester.

Tips for Building a Schedule

Give yourself as much balance as possible. If you are taking three very challenging courses, you might want to opt for an elective as your fourth class. This will help you avoid feeling overwhelmed or burned out at the end of the semester. If you’ll be working many hours during the term, you may decide to take four classes instead of five. Many students find that work and school can be a challenging combination. By taking a minimum number of classes, you can make sure that work will not interfere with your progress toward your degree or certificate.

Select classes that are offered on different days throughout the week. Many students begin the semester thinking they will get all their classes out of the way on Tuesdays and Thursdays. The problem is that being in class all day becomes exhausting. Many students in this situation find that by their fourth class of the day, they are missing much of the material. We suggest balancing your classes throughout the week, taking two on Monday, Wednesday and Friday and two on Tuesday and Thursday, for example. This will give you more flexibility in your study schedule and prevent you from having too many exams on the same day.

Student Identification (ID) Number

Your student ID number is automatically generated at the point of admission. Once you log in to TCC Passport, this ID number will appear along with your name at the top of the page. Your student ID number will look like this: T00-11-2233. It is important to memorize your student ID number, because it appears on all TCC records and will be used to access your records in various TCC offices.
Frequently Asked Questions about Registration

How do I know if a class is offered?
You can search for available classes through TCC Passport. You may do a class search in the My Schedule tab if registration is open or under the My Success tab, Class Search option, if registration is not open yet. TCC Passport lists all available classes for the term and is instantly updated as class registration takes place. Once a class becomes full, it is no longer displayed as a possible option.

What is a “registration hold”?
A registration hold is a block that has been placed on a student’s record. It prevents registration until the issue is resolved with the appropriate department.

Who can put a registration hold on my record?
Some of the departments that can place registration holds on a student’s record include Admissions and Enrollment Services, Campus Police, Cashier, Financial Aid, International Student Services, Library, Student Conduct and Community Standards, Student Success and Retention, and the Registrar.

How can I get a registration hold removed?
Contact the department that placed the hold on your record. Do this as soon as possible so you do not delay your class registration.

How do I register for classes?
Register for classes through TCC Passport. For instructions, see How to Register for a Class, in the My TCC section of this handbook.

What are the requirements to receive an Associate in Arts degree?
- You must have a TCC GPA of 2.0 and an overall GPA of 2.0.
- You must complete 60 hours of coursework as outlined in the program of study in the TCC catalog, the Associate in Arts degree checklist and the degree audit.
- A minimum of 25 percent of the degree must be completed at TCC. Since the A.A. degree requires 60 credit hours, a minimum of 15 credit hours must be taken at TCC.

Can I receive financial aid in the summer?
Students interested in summer financial aid should submit the TCC Summer Financial Aid Application via their TCC Passport account. This form should be available online (www.tcc.fl.edu) in early February. This form does not replace the need for a FAFSA and for TCC to have a valid Institutional Student Information Record (ISIR) or Student Aid Report (SAR).
How does withdrawing from a class affect me?

- If you withdraw from a class after the refund deadline, you cannot get your tuition and fees back, and it counts as a course attempt.
- If you take a class for the third time, you have to pay the full cost of instruction (equivalent to the cost of out-of-state tuition). You have only three attempts to take a class. A student may not withdraw from a third attempt. A fourth attempt is allowed only through an academic appeal process for extreme extenuating circumstances.
- For financial aid eligibility, you need to maintain a 67 percent completion rate as well as a minimum GPA of 2.0.
- Check with your advisor before withdrawing to discuss the full impact of your decision.
- Be aware that TCC does not automatically withdraw students who do not attend or stop attending classes. Students who stop attending without withdrawing will receive a grade of “F” unless the instructor has issued an administrative withdrawal (AW). Students should always read their course syllabi for instructors’ policies on administrative withdrawals.
- If you find that personal circumstances cause you to stop attending classes, please seek the advice of an advisor in the Department of Student Success and Retention as soon as possible.

What do I need to do to make sure I can transfer to a college or university?

- Satisfy any foreign language requirements for the college or university you wish to transfer to, even though foreign language is not a requirement for an A.A. degree. Florida’s state colleges and universities do have a foreign language requirement. Also, some majors require that students complete a college-level foreign language requirement beyond that required for admission.
- Be aware of the prerequisites for the major of your choice to ensure you are ready to transfer.
- Be aware of the GPA requirements.
- Be aware of deadlines for the college or university. Some programs have separate application deadlines.
You’ve Got Mail: Etiquette

E-mail is the most important form of communication between you and TCC faculty, staff and academic departments. Your TCC e-mail account is the only account that TCC will use to communicate with you. Faculty may use e-mail to communicate important dates, classroom reminders and academic updates—and perhaps assignments. Typically, instructors are available during office hours for questions, but e-mail is a great way to communicate with them between classes.

Follow the golden rule!

If you would not want to receive an e-mail like this, chances are good the recipient will feel the same way. Be polite and do not send aggressive, sexist, racially charged, obscene, offensive or defamatory comments of any kind.

Use appropriate wording.

E-mails are very different from text messages. You should always use proper grammar and punctuation when e-mailing faculty and staff. Some words or phrases used in text messages are not appropriate or effective for e-mail. You may want to avoid using smiley faces, emoticons or short-hand phrases such as “LOL.”

Should you really send this e-mail?

- Is this a sensitive subject that would best be talked about in person? It is easy to misinterpret the meaning of an e-mail because facial expressions, body language, eye contact and the tone of your voice are absent.
- If you are writing this e-mail while angry, you may write something you later regret.
- Are you sending personal or confidential information or concerns about fellow classmates or complaints about the professor?
- Privacy does not exist in e-mail because administrators and hackers can gain access to your e-mail and because, sometimes, software may deliver an e-mail to the wrong address. Talk about private matters in person. If an e-mail conversation turns mean or heads toward conflict, respond with a simple, short e-mail suggesting that you talk in person rather than continuing the e-mail exchange.
- If you are sending a group message to classmates, make sure the message is relevant to course material and activities.
Next Steps After Orientation

- Pay your tuition and fees by the fee payment deadline! Florida Prepaid must be applied each semester by calling or visiting the Cashier’s Office.

- Get your student ID card printed in the Cashier’s Office. Be sure you bring a photo ID and a copy of your schedule showing your fees are paid.

- If you plan on driving to campus, get a parking decal in the Cashier’s Office. This can be done at the same time you get your student ID card. Be sure you know the make and model of your car, as well as the license plate number.

- Stop by the TCC Bookstore to purchase or rent your textbooks. Save the receipts in case you need to return or exchange them.

- Review the academic calendar found in this handbook and write down any important dates (e.g., fee payment, Add/Drop dates, withdrawal deadlines, exam schedules).

- Make sure your contact information is correct so you will receive messages from the TCC Alert system, the official emergency alert system for TCC. Log in to TCC Passport, select My Records, then Updated Contact Information. Alerts are sent as text messages to cell phones, TCC e-mail and telephone voicemail. (Family members may subscribe to TCC Alert at https://tallahassee.bbcportal.com.

- Check your TCC e-mail account regularly, even before classes begin and between terms. This is the College’s primary way of communicating with you. Your address is found on your Orientation check-in sheet and on your TCC Passport page.

- Continue your career exploration in SIGI³.

- Stay up-to-date with events on campus by following us and liking us on social media at https://www.tcc.fl.edu/College/Newsroom/Pages/ConnectWithUs.aspx.

- **Attend and enjoy your classes!**
You’re One Click Away From Your Future!

futurelink
TCC CAREER CENTER

Using FutureLink, students can easily:

> Create professional cover letters and résumés
> Upload professional résumés for employers to view
> Search and apply for part- and full-time job opportunities, exclusive for TCC students and alumni
> Stay informed about Career Expos, Part-Time Job Fairs, Professional Development Workshops and other career related events
> Practice, review and get feedback on your mock interviews

The TCC Career Center is ready to assist with all of your career development and job search needs. Visit www.tccfuturelink.com/students | E-mail careercenter@tcc.fl.edu | Call (850) 201-9970

Tomorrow’s Success Begins Today!
Financial Aid Application Process

To be considered for financial assistance, students should complete the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.gov. Individuals who have hearing impairments may call TDD 1-800-730-8913. When applying, students should make sure they include Tallahassee Community College on their list of schools designated to receive the FAFSA. They should also include TCC’s institutional code, which is 001533. To speed up the application process, students should apply for a PIN, which serves as an electronic signature, at www.fafsa.ed.gov.

Once the FAFSA is analyzed by the federal government, which usually takes about four weeks, students will receive an acknowledgment called the Student Aid Report (SAR). Students should keep their copy in a safe place in case it is needed. If corrections are later needed, students should make them online using the PIN number provided by the government or make them on the correction pages and return them to the processor at the address on the form. The student and TCC will receive a new report with the changes.

Students must be fully admitted, degree-seeking students at TCC; transcripts from all previously attended postsecondary institutions must be evaluated; and students must meet TCC’s financial aid standards of satisfactory academic progress to qualify for financial aid. Students who are suspended for unsatisfactory progress will be governed by the academic progress regulations found in the TCC Catalog.

Fee payment deadlines are noted in the Academic Calendar or on your fee slip in TCC Passport.

Awards

If the SAR is correct, TCC will receive the information electronically and begin the award process, using federal, state, institutional and other non-institutional resources. This information will be sent to students in an award letter via their TCC e-mail account.

Scholarships

Scholarship information is available through the TCC Web site. Contact the Financial Aid scholarship coordinator at (850) 201-8411 for more information.

Veterans Benefits

Veterans should contact the veterans services coordinator on the second floor of the Student Union or call (850) 201-8406. To make your transition to college easier, apply early, respond to all correspondence and be prepared to pay your expenses until your financial aid is received. Financial aid funds may not be available until several weeks after classes begin. For more information, consult the TCC Catalog or the Financial Aid office at (850) 201-8399 (room SU278).

Fees for Repeated Courses

In accordance with Florida Statutes, students may have only three attempts per course, including the original grade, repeat grades and student- or faculty-initiated withdrawals by the published deadline or late withdrawals approved on appeal to the Enrollment Appeals Committee. Students enrolled in the same course more than two times shall pay the full cost of instruction (equal to out-of-state tuition), except in approved cases of extenuating circumstances. To appeal full-cost charges, complete the Full Cost of Tuition Waiver Form available in the Office of Student Affairs located on the second floor of the Student Union.

Paying Your Fees

The total amount of tuition you owe will be shown at the bottom of your semester schedule, which can be found on TCC Passport. A class schedule/fee slip can be obtained on TCC Passport or at the self-inquiry terminals in the lobby outside the Cashier’s and Financial Aid offices in the Student Union. Credit card payments (American Express/VISA/MasterCard) may be made via TCC Passport. Students making a credit card payment should keep a record of the confirmation number at the end of each transaction. To activate a Florida
Prepaid College Plan, please call the Cashier’s office at (850) 201-8415. Students may also pay in person at the Cashier’s office, located on the second floor of the Student Union, Monday through Thursday from 8 a.m. to 6 p.m.; Friday from 8 a.m. to 5 p.m.

**TCC State Employee Tuition Waiver Program**

Through the TCC State Employee Tuition Waiver Program, state employees are eligible to take up to six credit hours per term tuition-free on a space-available basis. TCC is proud to offer state employees this opportunity to enhance their skills and job competence for a better future.

- **Who is eligible?**
  
  All full-time, permanent state employees as certified by the employee’s supervisor and agency head, and by the Bureau of State Payrolls in the Department of Financial Services, are eligible. State employees who are also receiving federal financial aid are eligible to use the TCC State Employee Tuition Waiver. Note: State University System employees are not eligible for the TCC state employee tuition waiver program.

- **Are there any fees?**
  
  The TCC State Employee Tuition Waiver program covers only up to six credit hours per term. Books, lab fees, the distance learning fee and the student services fee are not covered by the waiver. These fees are the responsibility of the student.

- **How does the tuition waiver program work?**
  
  Because the program operates on a space available basis, students wishing to use the waiver must register for classes during the established state employee registration period. Students who register for classes before this period or who are “holding seats” will be responsible for the full cost of instruction for those courses.

- **Can I enroll in any course?**
  
  Television, self-paced instruction, postsecondary adult vocational (PSAV) clock hour courses and noncredit courses do not qualify for the TCC State Tuition Waiver Program. However, traditional, Web-based (online), Web-assisted and developmental courses are eligible.

**Required Documents**

State employees must submit the TCC State Employee Tuition Waiver Form immediately after successful registration for an eligible course and before the fee payment deadline on the fee slip. The tuition waiver form must contain the signatures of the supervisor and agency head. The supervisors’ signatures must be dated within two weeks of the opening of the state employee registration period. The completed form should be sent via e-mail to state-ee-waiver@tcc.fl.edu. Note: The tuition waiver form must be submitted every semester for which the student wishes to register using the waiver. Students should use the State Employee Tuition Waiver Form provided on the TCC Web site at www.tcc.fl.edu/stateemployee.

**Registration Dates**

Visit www.tcc.fl.edu/stateemployee for information about registration dates and times and to obtain the tuition waiver form.
Accessing Financial Services via the Web through Passport

Tuition and fees must be paid either through the TCC Web site at www.tcc.fl.edu or at the Cashier’s office on campus. Student can access the following options by logging into their TCC Passport, “My Account”:

- Tuition & Fees
- Financial Aid Award Status
- Financial Aid Awards
- Pay Now by Credit Card
- Tuition Payment Plan
- 1098-T Information
- View My Receipts
- My Financials
- Financial Holds
- View Bills

Tuition and fees must be paid by the assigned payment deadline. At the time of class payment, the student will be required to pay in full all outstanding receivables and obligations such as library fines and parking fines. Unpaid debt will prevent the release of official transcripts, block additional course registration, and restrict access to other resources and services of the College until the debt is paid in full. Payment can be made with cash, credit card (VISA, MasterCard, American Express), debit card, check or money order to Tallahassee Community College, and through the tuition payment plan.

These are the ways to remit payment:

- By credit card on the Web
- By check or money order mailed to the Cashier’s office (See check information below.)
- By cash, check, money order, debit card or credit card, in person, at the campus cashier’s office (The authorized user must be present for credit card and debit card payments made in person.)
- By tuition payment plan (See below for more information.)

Detailed payment instructions are provided in the Schedule of Classes and on the TCC home page at www.tcc.fl.edu for the Cashier’s office.

Checks and money orders for payment of tuition and fees must be made payable to Tallahassee Community College and include the student’s identification number. Checks and money orders must be drawn on a U.S. bank and be made payable in U.S. dollars. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted.

Checks and money orders may be mailed to the following address:

Tallahassee Community College Cashier’s Office
444 Appleyard Drive
Tallahassee, FL 32304

To read the policy on receipts and disbursements (Policy 09-03), which includes payments, receipts and refunds, visit https://presentations.tcc.fl.edu/BOT/BOTPages/09-03.aspx.

Students are required to maintain current address information with the College. Address information can be updated via the Web or at the TCC Admissions and Enrollment Services office.
**Tuition Payment Plan**

TCC has partnered with Nelnet Business Solutions to offer a tuition installment plan to help students afford the cost of their education. Students may enroll in a tuition payment plan for any term at TCC; however, a new plan is required each term. The earlier a student enrolls, the more plan options the student will have to choose from. Plans range from zero to 50% down payment with three or four monthly payments.

<table>
<thead>
<tr>
<th>Required Down Payment</th>
<th>Number of Monthly Payments</th>
<th>Enrollment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>4</td>
<td>$30</td>
</tr>
<tr>
<td>25%</td>
<td>3</td>
<td>$35</td>
</tr>
<tr>
<td>50%</td>
<td>2</td>
<td>$40</td>
</tr>
</tbody>
</table>

Monthly payments are processed on the 20th of each month and will continue until the balance is paid in full. There are no credit checks and no interest. The student must be registered for courses and provide a method of payment (credit card or checking/savings account) that will be used for the enrollment fee, down payment and monthly payments.

The down payment, along with a $30, $35 or $40 non-refundable enrollment fee (as appropriate) will be due at the time of enrollment in the tuition payment plan. While most plans will pay the student’s schedule within minutes of completing enrollment, it may take up to one business day for processing, so students are advised to enroll before their fee payment due date. Tuition payment plan coverage will be applied to the student’s schedule by 2 p.m. on the next business day. Simple steps to enroll in the payment plan:

- Go to www.tcc.fl.edu.
- Select TCC Passport.
- Sign in by entering your TCC e-mail account and password.
- Select the “My Account” tab.
- Select “Tuition Payment Plan.”
- Follow instructions on the screen.

For additional tuition payment plan information or dates and deadlines, contact the Cashier’s office by phone at (850) 201-8415 or fax at (850) 201-8691. Enrollment periods are limited and typically close approximately one week before the start of the Main session each term, so enroll early!

**Schedule Changes**

If the student drops or adds classes or receives financial aid or other tuition coverage, the student must contact the TCC Cashier’s office to have his or her tuition payment plan adjusted. If the Cashier’s office is not notified of these changes, payments will continue to be processed from the student’s bank account or credit card as agreed in the enrollment process. The time frame in which increases may be made to plans is limited to the enrollment period for the tuition pay plan.

**Refunds**

Nelnet will remit all refunds to the College within 14-21 days after the end of the drop/add period for Main session. TCC will issue tuition payment plan refunds to students upon receipt.
**Payment of Student Accounts Due to the College**

In accordance with section 1010.03, Florida Statutes, the College is authorized to restrict the release of transcripts, the awarding of diplomas, and access to other resources and services of the College when a debt is due. Students may also be prevented from registering for additional classes when a debt is due. When a receivable or obligation balance is due, a financial hold is system-generated on the student or individual. This financial hold may prevent the release of transcripts and enrollment certificates and block further class registration. The financial hold will remain until all debt is paid in full. The debt must be paid in full before the hold is removed. If an account is sent to a collection agency, the debtor is responsible for all collection costs associated with the debt, and the account may be reported to the credit bureau.

Financial aid awards may not pay certain debt, including, but not limited to, collection fees, returned check fees and fines, and library fees and fines. Financial holds will remain in place until all debt is paid in full. Students are responsible for routinely reviewing their account from TCC Passport to ensure that no debt is due on the student account. Invoices will be mailed to the student’s local address, so it is imperative that students ensure this address is correct.

**Returned Check Policy**

A returned check is a check that is not honored when presented for payment and is returned to the College as unpaid due to insufficient funds, closed account or any other reason. The bank will run the check twice before returning it as insufficient funds. If the check does not clear after the second time, it will be returned to the Business Office for collection. The student’s account will be flagged “Cash Only,” and the student will not be allowed to make payments via check in the future.

In accordance with section 832.07, Florida Statutes, the College is authorized to invoice the individual for the original amount of the check, in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all associated collection costs, and the account may be reported to the credit bureau. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

**Credit Card Chargeback Policy**

Dishonored credit card payments for tuition and fees or bookstore purchases or other payments will result in the student or individual being obligated and billed for all tuition and fees due. The student will be blocked from making future payments by credit card when chargebacks occur.
TCC Passport – Overview

My Success
- Advising Home
- Advising Summary
- Education Plan
- Checklist
- Steps for Success
- Academic Planner
- Planning Guide
- View Transcript
- View Degree Audit
- Registration Holds
- Registration History
- Class Schedule
- Placement Test Scores
- Class Search
- Graduation Status
- Early Alert Report
- Class Attendance
- Tips, Forms, Documents, Transfer Manuals

My Schedule
- Class Schedule
- Credit Registration
- Early Alert Report
- Registration Holds
- Workshop Signup

My Blackboard
- Click on this tab to access your Blackboard Courses

My Mail
- Click on this tab to access your TCC email – MyMail.tcc.fl.edu

My Files
- Click on this tab to access files you have saved on your SkyDrive

My Account
- Tuition & Fees
- Financial Aid
- Award Status
- Financial Aid Awards
- Pay Now by Credit Card
- Tuition Payment Plan
- 1098-T Information
- View My Receipts
- My Financials
- Financial Holds
- View Bills

My Records
- Placement Test Scores
- Grades
- GPA Information
- Attendance
- View Degree Audit
- Change TCC Degree/Certificate
- View Unofficial Transcript
- Transcript Request
- Display Transcript Requests
- Display Transcripts Received
- Holds
- Class Search
- Registration History
- Graduation Status
- Update Contact Information

My Resources
- Learning Commons
- Library
- Computer Labs
- Campus Life
- Campus Services

TCC EagleNet – Overview

Advising – Advising Information; Educational Plan; Display Interactive Degree Audit; Display Unofficial Transcript; Change Program Objective; Graduation Application

Registration – Registration Information; Add/Drop; Maintain Notification List; Registration History; My Schedule; Register for a Test

My Financials – Payment (credit card or mail); Fee Summary; Sign-up Options (Tuition Payment Plan); 1098-T (information and delivery method)

Financial Aid – Application Status; Awards; FAFSA Application

Records – Display Grades; GPA Calculator; View Tests & Placement; 1098 Information; Display Interactive Degree Audit; Display High School Transcript; Display Unofficial Transcript; Transcript Request; Display Transcript Request Information; Display Transcripts Received Information
1. **TCC Passport or EagleNet Logon**
   You will need your TCC e-mail address and password.
   
   *Note: If you have lost or forgotten this information or if you are having difficulty logging in, contact the Helpdesk at helpdesk@tcc.fl.edu or (850) 201-8545.*

2. **Check Holds**
   Log in to TCC Passport
   Select the My Records tab
   In the My Records Functions list, select Holds

3. **Class Search**
   Log in to TCC Passport
   Select the My Records tab
   In the My Records Functions list, select Class Search and search by term

4. **Register for Classes**
   Log in to TCC Passport
   Select My Records tab
   In the My Schedule Functions list, select Credit Registration

5. **Drop or Withdraw from a Class**
   Log in to TCC Passport
   In the My Schedule Functions list, select Credit Registration
   Choose term and Withdraw from class
   
   *Note: It is important to read all warning messages carefully. You can drop a course with 100% refund through the 5th day of the term/session. Beginning day 6 through the published withdrawal deadline for the term/session, you may drop a course but you will receive a grade of “W,” which indicates withdrawal from the course.*

6. **View my Schedule**
   Log in to TCC Passport
   Select the My Schedule tab
   In the My Schedule Functions list, select Class Schedule

7. **View Tuition and Fees**
   Log in to TCC Passport
   Select the My Accounts tab
   In the My Accounts Functions list, select Tuition & Fees

8. **Check Financial Aid Award Status**
   Log in to TCC Passport
   Select the My Accounts tab
   In the My Accounts Functions list, select Financial Aid Award Status

9. **View Financial Aid Awards**
   Log in to TCC Passport
   Select the My Accounts tab
   In the My Accounts Functions list, select Financial Aid Award

10. **Pay Tuition and Fees Online**
    Log in to TCC Passport
    Select the My Accounts tab
    In the My Accounts Functions list, select Pay Now by Credit Card

11. **Sign up for Tuition Payment Plan**
    Log in to TCC Passport
    Select the My Accounts tab
    In the My Accounts Functions list, select Tuition Payment Plan

12. **View Grades**
    Log in to TCC Passport
    Select the My Records tab
    In the My Records Functions list, select Grades

13. **View Degree Audit**
    Log in to TCC Passport
    Select the My Records tab
    In the My Records Functions list, select View Degree Audit

14. **Graduation Status**
    Log in to TCC Passport
    Select the My Records tab
    In the My Records Functions list, select Graduation Status

15. **View Unofficial Transcript**
    Log in to TCC Passport
    Select the My Records tab
    In the My Records Functions list, select View Unofficial Transcript

16. **Request Official Transcript**
    Log in to TCC Passport
    Select the My Records tab
    In the My Records Functions list, select Transcript Requests

17. **Update Contact Information**
    Log in to TCC Passport
    Select the My Records tab
    In the My Records Functions list, select Update Contact Information

   *Note: This will allow you to update your local mailing address, permanent address, phone numbers, e-mail and emergency contact information.*
My Records

Admission Application
Each student is required to submit an application for admission to the College with proof of high school graduation or transcripts from all postsecondary institutions previously attended. TCC reserves the right to deny admission to any applicant about whom there is evidence the individual may be destructive or may interfere with the orderly conduct, processes, functions or programs of the College.

Prior Violations Policy
All students who have had a prior violation (law and/or educational discipline) must disclose this information on the TCC application for admission. Upon receipt of this information, the Department of Admissions and Enrollment Services will refer the student’s statements to Student Conduct and Community Standards (SCCS) for review. All violations are reviewed on a case-by-case basis and weighted in favor of the safety and welfare of the campus community. When appropriate, SCCS reserves the right to place conditions on a student’s enrollment or recommend to the appropriate College committee that the student be denied admission. When denied admission, the student may have the right to appeal based on specific criteria or circumstances. Appeals, adequately detailing the rationale for the appeal request, must be submitted in writing to the Vice President for Student Affairs. Decisions of the Vice President for Student Affairs or designee are final.

Degree Verification
Students who must verify degree completion for lenders or others should contact the National Student Clearinghouse. The student, agency or company requesting the certification may be assessed a convenience fee.

National Student Clearinghouse
Web: www.degreeverify.org or www.studentclearinghouse.org
Phone: 703-742-4200 | Fax: 703-742-7792
Mailing Address:
National Student Clearinghouse
2300 Dulles Station Blvd, Suite 300
Herndon, VA 20171

Enrollment Verification
Students who need enrollment verification for a specific time period (i.e. current term or academic year) for employers, lenders or insurance companies must meet the following conditions:

Verification of enrollment for any term will be certified only after the fifth day of classes in that term.

The College has established minimums for classification as a full-time student. Fall and Spring terms require 12 semester hours; May Main term requires nine semester hours; May Express and June Express require six semester hours. (Full-time, three-quarter-time and half-time status are defined differently for financial aid purposes.)

Certification is calculated on the date the form is completed. If you have withdrawn from courses in the current term, before the verification request, those courses will not be included in the total enrollment hours reported.

Updating Student Information
It is important that students update their records to reflect changes or corrections in their personal information (e.g., name change, Social Security number, address, phone number, e-mail address). Changes can be made online via TCC Passport. Changes can also be made by completing the appropriate form in the Department of Admissions and Enrollment Services: SU-second floor, (850) 201-8555. Corrections to Social Security numbers or name changes are processed by the Registrar’s office, and appropriate documentation must be provided.
Transcripts

Official Transcripts
Students may request an official transcript online through TCC Passport. Students should log-in to TCC Passport and select the My Records tab. In the My Records Function list select “Transcript Requests.”

Students who no longer have an active TCC Passport account must submit the Transcript Request form to the Registrar’s office. The form must be accompanied by a legible copy of a valid photo identification that includes name, signature and date of birth. Currently, transcripts are provided at no cost to the student. However, it is important that students understand that an official transcript will not be released if the student has an outstanding financial obligation to the College.

Unofficial Transcripts
Students may view their unofficial transcript on TCC Passport. Students should log in to TCC Passport and select the My Records tab. In the My Records Function list, select “View Unofficial Transcript.”

Graduation
Students may monitor their progress toward graduation by reviewing their degree audit regularly. Students should log in to TCC Passport and select the My Records tab. In the My Records Function list, select “View Degree Audit.” Students with questions regarding their status should contact the transfer and graduation specialist at (850) 201-8443.

Steps to Apply for Graduation
Students planning to graduate should complete the following steps:
• Go to www.tcc.fl.edu and click on TCC Passport (in the Resources Section) and sign in using your eAccount Username and eAccount Password.
• Under the My Records tab, click on Graduation Status.
• Verify that your name and mailing address are correct on TCC Passport before applying for graduation. If corrections are needed, contact the Registrar’s office.
• Select the degree program for which you wish to apply for graduation. Give the system a moment to go to the next page.
• Review your graduation status information or click on Degree Audit at the bottom of the page to determine your graduation status.
• If your degree audit shows that you have completed at least 75 percent of your degree requirements, apply for graduation online by the following deadlines:
  - Summer: July 1
  - Fall: December 1
  - Spring: April 1

Commencement
TCC holds one commencement ceremony each year at the end of the Spring term. The 2015 graduation ceremony will be held on Saturday, May 2, 2015, at 7:30 p.m. in the Donald L. Tucker Civic Center located at 505 West Pensacola Street. Information regarding graduation will be e-mailed to participating students. All students must complete an application for graduation through TCC Passport. Caps and gowns for the commencement ceremony are ordered through the TCC Bookstore. For additional information about the annual commencement ceremony, contact the Office of Student Affairs at (850) 201-8490.

If you wish to participate in the commencement ceremony, you must apply for graduation by January 31.

• Apply for graduation by clicking on either Apply for Graduation or Update Your Application. Note: If, according to your degree audit, you have not reached the 75-percent completion point, you will not be given the option to apply for graduation.
• Confirm that your address in the student database is the one you wish your degree to be mailed to after graduation. You may change your address through TCC Passport or in the Department of Admissions and Enrollment Services.
• Once you have clicked on Apply for Graduation, your application has been successfully completed your application.

Note: If you feel that an error may have occurred while applying for graduation, please call the Registrar’s office at (850) 201-6439 to verify that your graduation application was received.
# My Success

## Choosing a Path

To determine your educational goals, you will need to understand the differences between the degrees that TCC offers and decide which one fits best with your goals.

<table>
<thead>
<tr>
<th>DEGREE &amp; CERTIFICATE OPTIONS</th>
<th>Choose the path that will help you reach your goals for the future</th>
<th>WORK and/or</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATD</strong> Applied Technology Diploma</td>
<td>Prepares you to enter a specialized career field and to take the credentialing exam in that field.</td>
<td>A.S. DEGREE</td>
</tr>
<tr>
<td><strong>PSAV Certificate</strong></td>
<td>Prepares students with the principles and skills necessary to enter into a specific occupation.</td>
<td>WORK</td>
</tr>
<tr>
<td>(Postsecondary Adult Vocational Certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TC</strong> Technical Certificate</td>
<td>Prepares students to enter a specialized career field or upgrade their skills for job advancement. Credits earned can be applied toward a related A.S degree.</td>
<td>WORK and/or A.S. DEGREE</td>
</tr>
<tr>
<td>(College-credit Certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A.S.</strong> Associate in Science Degree</td>
<td>Prepares students to enter a specific career immediately after graduation. In most cases, they are not considered equal to the first two years of a bachelor's degree program.</td>
<td>WORK and/or BACHELOR'S</td>
</tr>
<tr>
<td><strong>A.A.</strong> Associate in Arts Degree (with Transfer Plan Options)</td>
<td>Prepares students to transfer to a Florida public four-year institution as a junior to complete a bachelor’s degree program.</td>
<td>BACHELOR'S</td>
</tr>
</tbody>
</table>

"Indentured servants - contract workers. Europeans. Africans. worked for a free time (4-7 years) in exchange for free passage. Life was hard. Freedom hard too."
Applied Technology Diploma:
The Applied Technology Diploma (ATD) consists of a course of study that is part of an Associate in Science degree or an Associate in Applied Science degree, is less than 60 credit hours, is approximately 50 percent technical component (non-general education), and leads to employment in a specific occupation. Students seeking entry to an ATD program must have a high school diploma, a GED, or a certificate of completion, or, in the case of a student who is home-educated, a signed affidavit submitted by the student’s parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of section 1002.41, Florida Statutes, to be admitted to an applied technology diploma program.

Postsecondary Adult Vocational Certificate:
Admission requirements vary depending on the specific postsecondary adult vocational (PSAV) program. Students must review the criteria for the desired program regarding application, placement testing, and the need for a standard high school diploma or GED diploma. Students interested in PSAV programs that require a separate program admission application and prerequisite criteria need to complete all admission requirements by the published application deadline.

Although PSAV programs are noncredit, students who earn a PSAV certificate in certain disciplines may receive college credit toward a program of study (A.S. degree). TCC recognizes a number of agreements, and each agreement outlines the exact requirements for earning credit. Exemption credit will be awarded only after successful completion of 9 credit hours of coursework in the specific A.S. degree program at TCC. For a comprehensive list of all state articulated agreements, visit http://www.fldoe.org/workforce/dwdframe/artic_frame_psav2aas.asp. For more information about exemption credit, contact the program division or an advisor.

Technical Certificate (college-credit certificate):
The Technical Certificate (TC) consists of a course of study that is part of an Associate in Science degree or an Associate in Applied Science degree, is less than 60 credit hours, and prepares students for a specific career. Most credits earned in a certificate program are not transferrable to a four-year college or university.

Associate in Science Degree:
The Associate in Science (A.S.) degree programs prepare students to enter a specific career immediately after graduation. In most cases, they are not considered equal to the first two years of a bachelor’s degree program. However, some of the credits earned in an A.S. degree program may be transferrable to a four-year college or university.

Note: General education courses are included in all degree programs. The A.S. degree programs include at least 15 semester hours of general education; the A.A. degree includes 36 hours of general education. All degrees include at least one course from each of the following areas: communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics.

Associate in Arts Degree:
The Associate in Arts degree (A.A.) is designed for students who plan to transfer to a Florida public four-year institution as a junior to complete a bachelor’s degree program. The A.A. degree provides the courses of study equivalent to those offered in the freshman and sophomore years at Florida’s state colleges and universities. The A.A. degree requirements consist of 36 credit hours of general education and 24 credit hours of electives. Students should select elective courses that are required for admission to the student’s intended major at the desired college or university.
My Educational Goals

Which program level/degree(s) do you plan to earn?

Check all that apply below and write in your desired major, if you know it:

- [ ] Job Training/Workforce Development
- [ ] Certificate(s)
- [ ] Associate’s in
- [ ] Bachelor’s in
- [ ] Master’s in
- [ ] Doctorate in

Once you have established your life and career goals, it’s time to set your educational goals to help you get there.

The best way to reach them is to create an education plan and see an advisor who will help guide you. You’ll need both short-term goals—what you’ll need to accomplish here at TCC—and long-term goals—what you’ll do after you leave TCC, whether it’s transferring to a university or entering the workforce.

My Educational Plan

Once you know all the requirements for your degree, you’ll want to develop a term-by-term plan of which courses you will take and when you will take them. Come see an academic advisor in the Student Union for help in creating an educational plan!

See Your Advisor

One of the best things you can do to be sure you are on track for graduation is to see an advisor. Academic advisors help students select appropriate courses, find campus resources that help them be more successful and more. By working with an advisor, students are able to develop an individual learning plan to help them achieve their goals. There are academic advisors in the Advising Center, located in room 207 of the Student Union. Open, walk-in advising is available, and students may also schedule appointments with advisors. For more information, visit https://www.tcc.fl.edu/current/studentsuccess/Pages/default.aspx.
My Educational Goals Assessment

For the statements below, check those that apply to you and fill in the blanks where you can.

1. I know what level of education/degree(s) is needed to be successful in my career choice of __________________________________________.

2. I know I need to major in __________________________________________ at a university to be successful in my career.

3. I know __________________________________________ (college or university) offers my chosen major.

4. I know that the __________________________________________ degree option at TCC is the best choice to prepare for a major in __________________________________________ at the university level.

5. I have researched the common prerequisite courses needed to enter the university at junior standing.

6. I know I will have to complete __________________________________________ elective credits after I finish my common course prerequisites.

7. I have determined that the following elective courses would be best for my career choice:
   __________________________________________
   __________________________________________
   __________________________________________

8. I plan to participate in the following activities to help me achieve my true academic potential:
   __________________________________________
   __________________________________________
   __________________________________________

For any of the statements above that you were unable to complete, review the corresponding suggestions on the following page for help in planning your education.
My Educational Goals Assessment

You can learn what educational level is needed for a particular career choice by visiting the Career Center or by researching the specific job title.

• To determine which major you should pursue for a particular career interest, you can visit the Career Center, review the requirements listed in the want ads or job applications, discuss it with faculty/staff members, or talk to a professional who works in that career field.

• You can find out if a particular major is offered at any of the state colleges or universities in Florida by visiting flvc.org. To learn about private or out-of-state colleges, you can search the individual college catalogs online. Visit the TCC Career Center for assistance.

• You can research TCC’s degree options in the college catalog (catalog.tcc.fl.edu). If you need assistance, please visit Student Support Services in the Student Union, room 207.

• You can verify which elective courses to take by talking with a professional in the field, your faculty members, academic advisors/counselors and/or a career center advisor/counselor.

• TCC offers support activities such as tutoring, supplemental learning, and many more options listed in this handbook and the college catalog. Remember, if you cannot find the help you need, ask an advisor or faculty member.

TCC “To-Do” List—Educational Goals

- Discover which TCC program is right for you.
- See an advisor to check your plan and stay on track
- Plan ahead for a smooth transition to a university or the workforce
# Measuring Your Success

## How to Calculate Your GPA

### How Do I Calculate My Term GPA?

Your grade point average (GPA) is a weighted average of all your for-credit college work. This means a grade in a four-credit course will change your GPA more than the same grade in a three-credit course. Your GPA becomes harder to change when you have taken more courses. To calculate your estimated GPA, do the following:

For each course, multiply the course credit hours by the grade you receive to get the “quality points” for that course. Your grades have the following numerical equivalents: **Each A is 4 points, each B is 3 points, each C is 2 points, each D is 1 point and each F is 0 points**. Add up the quality points for each course.

For example, suppose you were taking the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade Received/Points</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>3 x</td>
<td>A (4)</td>
<td>= 12</td>
</tr>
<tr>
<td>MAC2311</td>
<td>5 x</td>
<td>C (2)</td>
<td>= 10</td>
</tr>
<tr>
<td>PEM1171</td>
<td>2 x</td>
<td>B (3)</td>
<td>= 6</td>
</tr>
<tr>
<td>SPC1017</td>
<td>3 x</td>
<td>D (1)</td>
<td>= 3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>13</strong></td>
<td></td>
<td><strong>= 31</strong></td>
</tr>
</tbody>
</table>

Divide the total number of quality points by the total credit hours to get your GPA for the term. **In this case, your GPA for the term would be 31/13, which equals 2.38.**

You can also calculate your GPA online at: https://www.tcc.fl.edu/Current/StudentSuccess/Pages/gpacalculator.html
Repeating Courses

When students repeat a course in which they have received a grade of D or F, only the last grade and grade points earned in the repetition will be used in calculating the TCC GPA and credits earned. However, forgiveness may not transfer to other institutions; therefore, repeated courses may impact the computation of the GPA when students transfer to other institutions, either public or private. Students should also consider the impact of retaking a course on their specific financial aid package.

Students are not permitted to repeat courses in which they have received grades of C or better, or to earn forgiveness after they receive the Associate in Arts degree. Courses may be repeated if they are designated as repeatable, such as choir, music or journalism, or are individualized courses of study; if they are required to be repeated by a regulatory agency; or if they are being repeated as part of a regulatory requirement for continuing education to stay current in the field, such as teacher certification.

In accordance with State Board of Education Rule 6A-14.0301, students may have only three attempts per course, including the original grade, repeat grades and withdrawals at any point in the semester. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances.

Students should call the Department of Student Success and Retention at (850) 201-8440 to schedule an appointment to meet with a counselor to discuss circumstances and to start the appeals process. Fourth attempt appeals are reviewed by the Enrollment Appeals Committee.

In accordance with s. 1004.93, s. 1004.94, s. 1009.28 and s. 1009.285, F.S., students enrolled in the same developmental or college-level course more than two times shall pay the full cost (100 percent) of instruction, except in approved cases of extenuating circumstances.
If You Find Yourself Struggling

Withdrawing from a Class

The withdrawal policy applies to all credit students, including distance learning students. TCC has one withdrawal deadline, which is equivalent to the midpoint of the term for each session. The process for withdrawal before the deadline must be initiated by the student. For information, contact the Department of Admissions and Enrollment Services at (850) 201-8555. Deadlines for withdrawal from self-paced instruction (SPI) courses or courses taught in an express session will be determined by the Department of Admissions and Enrollment Services and provided to the student. For information regarding withdrawals after the deadline, please contact the Office of Student Affairs at (850) 201-8490 or see the Withdrawal After Deadline section below.

In accordance with State Board of Education Rule 6A-14.0301, students are permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

Students who want to withdraw from the term must submit an official Complete Withdrawal Form in the Department of Admissions and Enrollment Services, which may be contacted at (850) 201-8555.

Students seeking a withdrawal who submit their request before the withdrawal deadline will receive a grade of W recorded upon their permanent record for each course in which they were enrolled at the time of withdrawal. No instructor signature is required. Students who have accumulated 12 or more hours of college credit may not withdraw from developmental courses unless they are withdrawing from the College.

Faculty members whose policy is to withdraw students by using the AW grade must do so by the College’s established withdrawal deadline.

Before seeking a withdrawal, students should follow these guidelines:

1. Communicate with your faculty member on a consistent basis throughout the semester to discuss the expected outcomes of your progress in the course.
2. Familiarize yourself with TCC’s academic resources.
3. Contact your advisor or a Student Affairs staff member to discuss the consequences of a withdrawal and to request additional assistance with regard to your current and future personal and career goals.
4. Contact a Financial Aid staff member regarding your financial aid status.

Students should be aware of the following:

- Withdrawals after the established refund deadline are not eligible for tuition refund.
- Withdrawals may affect a student’s financial aid status.
- Withdrawals may affect an international student’s required visa status.
- Withdrawal from a course may affect a student’s intent to apply to a limited-access program.
- Withdrawals may affect a student’s graduation timeline.
- Withdrawals may be associated with higher educational costs.

TCC faculty members do not automatically withdraw students who stop attending classes. Students who stop attending without withdrawing will receive a grade of F unless the instructor has issued an Administrative Withdrawal (AW). Faculty may choose whether or not to use the AW. The use of the AW to administratively withdraw a student is primarily based upon excessive student absences (see catalog section on attendance), but may be secondarily based on student academic progress. Faculty members publish their AW policy in the course syllabus.
The AW may also be employed to remove student(s) from the class roster as a disciplinary measure imposed during student judicial hearings by action of the Vice President for Student Affairs.

**Fourth Attempts**

Students who wish to attempt the same course a fourth or subsequent time must submit an appeal to Student Affairs. Students submitting an appeal must justify extenuating circumstances. It is important to note that an attempt is defined as enrollment past the drop/refund deadline. A student requesting permission to enroll in a course(s) for the fourth time must provide documentation showing proof of *major extenuating circumstances* during the third attempt for this request to be considered.

**Withdrawal after Deadline**

In certain instances, students may have grounds to appeal for a withdrawal after the established deadline. Students who miss the official TCC withdrawal deadline and have documented circumstances warranting further consideration must go through an appeals process. Withdrawal after deadline must be made within one year after the end of the term, unless the student was incapacitated during that time or there is a documented College error.

Proving grounds for a withdrawal after deadline is the responsibility of the student. The procedure for appealing a withdrawal after deadline is as follows:

The student must complete the Enrollment Appeals form in the Office of Student Affairs and provide appropriate documentation. All forms clearly state the acceptable parameters and/or conditions for an appeal. Appeals that do not meet these minimum criteria or are not supported by documentation will not be considered.

Withdrawal after deadline may be considered *as a result of the following extenuating circumstances*, provided that the student submits the required documentation supporting his/her inability to withdraw by the published deadline:

- Serious illness or incapacity due to accident of the student
- Death, serious illness or incapacity due to accident of a member of the student’s immediate family
- Other extreme emergency or catastrophe, such as medical/psychological trauma of the student as evidenced by a physician’s letter
- Military orders to report
- Natural disasters affecting student/immediate family

**I (Incomplete)**

This grade may be used in a special circumstance where a student who is passing a course and has completed a majority of the required coursework may, with the permission of the instructor, be allowed to receive an Incomplete. This permission is granted only for exceptional reasons. Grades of “I” are not assigned to any courses if a student withdraws from the College or to avoid an earned grade. It is the responsibility of the student to make the necessary arrangements with the instructor concerned to satisfy the incomplete conditions. An “I” shall be changed to a final grade if the student completes the required work by the end of the next term, whether or not the student is enrolled for that term. An “I” not removed by the end of the next term (Fall, Spring, Summer C) will revert to an F.

Students called for active military duty will, at their request, be assigned “I” grades that will not convert to F grades for a period not to exceed two terms following the end of the term for which the “I” grade was assigned. Students who receive an “I” grade under this exceptional circumstance may receive a full tuition refund for the course in which “I” grades have not been removed by the end of the second term by requesting such a refund in writing to the Vice President for Student Affairs no later than the last official class day of the second term.

**Satisfactory Academic Progress Requirements**

**Standards of Academic Progress (SOAP)**

TCC’s standards of academic progress consider grades and rate of completion of courses. For a student to make satisfactory progress and continue successfully toward a degree, the student must maintain a 2.0 cumulative GPA and successfully complete 67 percent of all courses attempted by the time of 30 or more attempted hours.

“Attempted” courses include any courses you are enrolled in after the DROP deadline (at the end of the first week of classes), whether you complete or later withdraw from the course.
The standards are as follows:

1-14 credit hours: must maintain a 1.5 GPA or higher
15-29 credit hours: must maintain a 1.8 GPA or higher
30 or more credit hours: must maintain a 2.0 GPA or higher

* Students receiving financial aid must also maintain a 67% percent completion rate.

**Academic Standards**

**Academic Warning**
Students who do not make satisfactory progress and fall below one of the standards listed above will receive an academic warning the first term. The academic warning will appear on the student dashboard in TCC Passport, an e-mail will be sent notifying the student of his or her status, and a student success advisor will contact the student to discuss the student's academic performance. Effective Fall 2013, students on academic warning will be limited to enrolling in no more than 13 credit hours per semester.

**Academic Probation**
Students who do not make satisfactory progress a second term will be placed on academic probation. In order to be eligible for registration for another term, the student will be required to meet with a student success advisor to develop a success plan and may be required to enroll in a specific course or courses in an attempt to correct the problem(s). Students on probation will be limited to enrolling in no more than 8 credit hours per semester. Special consideration may be given due to extenuating circumstances. Academic probation will be posted on the academic transcript.

**Academic Suspension**
Students who do not make satisfactory progress while on academic probation will be placed on suspension and may not be allowed to enroll at the College for one full term. While on academic suspension, students will be provided information on vocational opportunities and/or remediation options that could assist them in developing job and academic skills. In order to be eligible to register after the suspension, students must contact the Department of Student Success and Retention before the beginning of any term for which they want to petition for re-enrollment by completing a Suspension-Dismissal Appeal Packet and must meet with a student success advisor in the Department of Student Success and Retention to develop an academic success plan. Students on academic suspension may be limited in the number of credit hours they may register for per semester. Special consideration may be given due to extenuating circumstances. Academic suspension will be posted on the academic transcript. Students re-entering after a term on suspension will be placed back on academic probation, and they must make satisfactory progress during the term in which they return. Failure to do so will result in academic dismissal.

**Appeal of Academic Suspension**
You have the right to appeal an academic suspension decision. A student who is suspended or dismissed at the conclusion of any term may appeal the action through a written petition to the Suspension Appeals Committee in the Department of Student Success and Retention, if the student thinks that the suspension was caused by extenuating circumstances. If the appeal is not approved, full sanctions will apply.

**Academic Dismissal**
Students who do not make satisfactory progress while on returning-from-suspension status will be placed on academic dismissal and may not be allowed to enroll in the College for a minimum of one calendar year. Students on academic dismissal must contact the Department of Student Success and Retention before the beginning of the term for which they want to petition for re-enrollment. If re-enrollment is permitted, the student must meet with a student success advisor before registration. The student may be required to enroll in a specific course or courses and will be limited in the number of credit hours he or she may register for per semester.
The Importance of Academic Advising

Academic advisors help students select appropriate courses, find campus resources that help them be successful and more. Students who take advantage of the scheduled advising periods have access to the best course selections and times. By working with an advisor, students are able to develop an individual learning plan to help them achieve their goals.

What Are the Goals of Academic Advising?

- Assist students in developing educational and career plans consistent with life goals
- Provide students with accurate information about academic progression and degree requirements
- Assist students in understanding academic policies and procedures
- Help students access campus resources to promote academic success
- Enhance student retention and success through developing personal interactions with faculty and staff

What Does TCC Expect from Students?

Advising is a shared responsibility. Students are expected to take an active role in their education and in the advising process by doing the following:

Check TCC e-mail daily for official communication from the College and from your instructors

- Explore educational and career interests using campus services and other resources (e.g., Career Center and SIGI3, FLVC.org) and be prepared to discuss those interests with an advisor.
- Complete the SIGI3 FastStart survey and bring your results to New Student Orientation.
- If you are a distance-learning student, you must complete an Introduction to Distance Learning workshop (CDL-STU008) before registering for Web-based courses (online).
- Receive advising services during the scheduled advising period (Distance learners may complete an advising appointment by phone or e-mail.)
- Update your Educational Plan in TCC Passport with intended major and transfer university within your first 18 credit hours.
- Check the academic calendar for important dates and deadlines.

When Is the Advising Period?

Each semester, you should regularly check your TCC e-mail on TCC Passport for updates and information on advising. The notices will encourage you to participate in advising as early as possible during the scheduled advising period to have the best opportunity for course selection.

Additional Advising Resources

Admissions and Enrollment Services
(obtain information about transcript issues)
Career Center
(career counseling and exploration)
Disability Support Services
(services for students with documented disabilities)
FLVC.org (university information, financial aid information, transient student form)
Financial Aid (information on Pell Grants, student loans, Bright Futures, scholarships)
Student Success and Retention
(declare a secondary major)
TCC Passport
(transfer manuals, registration, drop/add)
Testing Center
(Florida Postsecondary Education Readiness Test)
What Does an “Advising Hold” Mean on My Advising Page?

Students with an advising hold will be required to see an academic advisor, who will help create an individual learning plan using the electronic advising tool, Starfish. The Advising Center works with students to confirm a career and educational goal, design semester schedules that help balance school and life challenges, and map out the courses and other requirements related to their educational objective.

Each semester, students who meet the following criteria will have an advising hold and receive information via e-mail on opportunities to work on developing their plan:

- V3 Hold: Students who have fewer than 18 college credits
- V2 Hold: Students who have at least 18 credit hours and are enrolled in developmental courses
- VP Hold: Mandatory first semester workshop for new students
- Students who have at least 18 college credits but who have not declared a major

Students will be able to schedule individual appointments, participate in workshops, and use open computer lab times to work on their plans. Students who are on academic probation, suspension or dismissal will have an advising hold and be required to meet with an academic advisor before registering for another semester.

Excess Hours Advisory Statement

Section 1009.286, F.S., establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, be aware of the potential for additional course fees.

“Excess hours” are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (120 x 110%). The following do not count as excess hours: credits earned through an articulated accelerated mechanism such as AP, IB, AICE, or dual enrollment; withdrawals due to medical or personal hardship; credit hours required for certification, recertification, or certificate programs; credit hours taken by active-duty military personnel; credit hours required to achieve a dual major taken while pursuing a baccalaureate degree; developmental education and English as a Second Language credit hours; and credit hours earned in military science courses that are part of the Reserve Officers’ Training Corps (ROTC) program.

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or “transfer program” early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.
Career and Technical Education

Career and technical education focuses on training for high-wage, high-skill and high-demand careers. Students earn A.S. degrees or certificates while developing skills for employment. Explore your options and discover your passion!

Florida Public Safety Institute
Pat Thomas Law Enforcement Academy (PTLEA)
Law Enforcement (full- and part-time)
• Basic Recruit and Cross-Over Corrections
• Basic Recruit and Cross-Over Correctional Probation
• Basic Recruit and Cross-Over Firefighter
Public Safety Certifications
• Telecommunications
• Unarmed Private Security
• Armed Private Security
Contact Information
Phone: (850) 201-7000
fpsi@tcc.fl.edu
www.tcc.fl.edu/fpsi

Natural Sciences
Water Quality Technician
Environmental Science Technology
Contact Information
Phone: (850) 201-6180
naturalsciences@tcc.fl.edu

Technology and Professional Programs
Building Construction Technology
Business Management
Computer Technology
Criminal Justice and Public Safety
Drafting and Design Technology
Early Childhood Development, Education and Management
Engineering Technology
Graphic Design Technology
Health Information and Informatics Management
Office Administration
Paralegal and Legal Studies
Recreation Management
Contact Information
Phone: (850) 201-8352
techedu@tcc.fl.edu
www.tcc.fl.edu/tpp

Workforce Development
Professional Development
Information Technology
Construction and Trades
Advanced Manufacturing
Green Technologies
Adult Education
• GED
• English as a Second Language
Contact Information
Phone: (850) 201-8760
workforce@tcc.fl.edu

Wakulla Environmental Institute/Wakulla Center
Ecotourism/Green Guide
Contact Information
Phone: (850) 922-6290
wakullacenter@tcc.fl.edu
Healthcare Professions
Critical Care Transport
Dental Assisting
Dental Hygiene
Sonography *(post-degree)*
Emergency Medical Services
Emergency Medical Technician
Nurse Assistant
Nursing (R.N.)
Paramedic
Pharmacy Technician
Radiologic Technology
Respiratory Care
Surgical Technology
Transition to R.N. *(from LPN or paramedic)*

Healthcare Programs

Contact Information
www.tcc.fl.edu/healthcare
Phone: (850) 558-4500
healthedu@tcc.fl.edu

Dental Clinic Contact Information
Phone: (850) 201-8247
healthedu@tcc.fl.edu

Healthcare Web Sites
Dental Programs
www.tcc.fl.edu/dental
Sonography
www.tcc.fl.edu/sonography
EMS/EMT Programs
www.tcc.fl.edu/ems
Nurse Assistant
www.tcc.fl.edu/cna
Nursing
www.tcc.fl.edu/nursing
Pharmacy Technician
www.tcc.fl.edu/pharmtech
Radiologic Technology
www.tcc.fl.edu/radtech
Respiratory Care
www.tcc.fl.edu/respiratorycare
Surgical Technology
www.tcc.fl.edu/surgtech
Course Delivery Options

The College makes every effort to help students develop a class schedule that suits their needs, providing a variety of opportunities for students to achieve an education.

Express Sessions
Accelerated sections of courses are offered each semester, giving students more opportunities to take courses. Sessions range from seven to 14 weeks during the Fall and Spring semesters, and six weeks during the Summer.

- Fall: August Express (8 weeks); September Express (10 weeks); October Express (8 weeks)
- Spring: January Express (6 weeks); February Express (10 weeks); March Express (8 weeks)
- Summer: May Express (6 weeks); June Express (6 weeks)

Inter-institutional Classes with FAMU and FSU
Inter-institutional registration policies have been agreed upon by Tallahassee Community College, Florida State University and Florida A&M University. Degree-seeking students who have completed at least 50 semester hours and have a minimum 2.0 GPA are eligible for this program. Students are limited to six hours of inter-institutional coursework per semester and are required to take a minimum of one academic course each term with TCC.

Registrar office staff: (850) 201-7848

SPI Classes
Self-paced instruction (SPI) courses are independent study courses that allow a student a maximum of 20 weeks to complete a course. Students are not required to attend on-campus classes and may work at their own pace. Each SPI course student will purchase a guidebook, available in the TCC Bookstore, written by a faculty member to help the student complete the appropriate work and readings for the course. SPI courses may require textbooks and other materials. Students are required to take tests on campus at the Testing Center. SPI students should be highly motivated and self-disciplined. Students must have a cumulative GPA of 2.0 or higher to qualify for SPI coursework.

Students who wish to enroll in a SPI course must meet with an academic advisor to review requirements and complete a course contract.

Student Success and Retention: (850) 201-8440; advisingcenter@tcc.fl.edu

Study Abroad
TCC offers many study abroad opportunities, including trips to Spain, China, Taiwan and Western Europe. Trips vary from semester to semester. Global Learning: (850) 201-8058

Traditional Classrooms
Most students attend conventional on-campus classes where they can interact in-person with instructors and fellow students and enjoy the collegiate environment.

Web-based/Online Courses
Many students enroll in one or more courses delivered via the Internet. Lecture material, assignments and other course materials are available online. All coursework is completed online. Tests may be taken at the Testing Center or other approved, proctored sites.

Students who have not previously taken Web-based/online courses must successfully complete CDL-STU008: Introduction to Distance Learning before registering in Web-based/online courses.

Note: The College maintains various student records to assist students enrolled in traditional, distance learning or correspondence course environments in achieving their educational goals. These records are regarded as confidential and information contained in them can be released only by the written permission of the student.
University Partners

TCC has partnerships with the following college and universities, making it possible to obtain a four-year degree or higher on TCC’s campus.

Barry University
Barry University has a long history of providing quality education to the South Florida community and brings that same focus on scholarship and service to the TCC campus. Barry University offers degree-completion programs for all TCC students with an A.S. or A.A. degree. Undergraduate programs of study include administration, public administration, health services administration and information technology. The Portfolio Program offers students with at least five years of documented professional work experience the opportunity to be awarded up to 30 credit hours for learning that has occurred through these experiences. Master of Public Administration (MPA) and Master of Arts in Administration (MAA) programs are offered for those with a bachelor’s degree. All classes are held in the evening and occasionally on Saturday in order to serve the working adult population. Graduates and employees of TCC and the University Center Partners are given a tuition discount for the MPA degree offered in Tallahassee.

University Center; Margaret Bowden or Carol Graham, (850) 385-2279

Embry-Riddle Aeronautical University-Worldwide
Embry-Riddle Aeronautical University’s history dates back to the early days of aviation. It serves culturally diverse students motivated toward careers in aviation and management. Its residential campuses in Daytona Beach, Fla., and Prescott, Ariz., provide education in a traditional setting, complemented by a worldwide network of campuses throughout the United State and abroad serving civilian and military personnel. The site on the TCC campus opened in 2001, offering associate’s and bachelor’s degrees in aeronautics, technical management, aviation business administration and aviation maintenance. Master’s degrees are offered in aeronautical science and in management. All programs are offered in the evenings and online in a nine-week format.

University Center; Katrina Alexander, (850) 201-8330; Tallahassee@erau.edu
Flagler College-Tallahassee
Flagler College-Tallahassee’s mission is “To provide students a high-quality education in selected disciplines at a reasonable cost.” Flagler College ranks 8th in U.S. News & World Report Best Regional Colleges in the South and is listed in Princeton Review’s The Best 378 Colleges and America’s 100 Best College Buys. Students who receive the Florida Resident Access Grant (FRAG) save between $2,500 and $20,000 compared to other schools in the area offering similar majors. Evening classes accommodate working adults, as students are able to take one course at a time while being enrolled full-time. Flagler College-Tallahassee offers degrees in elementary education/exceptional student education, accounting, strategic communication (public relations), and business administration. University Center; Donald Parks, (850) 201-8070

Saint Leo University
Throughout its history, Saint Leo University has provided a solid liberal arts education based on the 1,500-year-old tradition of Benedictine values. By reaching out to students both near and far, Saint Leo lives up to its mission to be “a leading Catholic teaching university of international consequence for the 21st century.” The opportunities at Saint Leo are as diverse as its student population. As Florida’s first Catholic institution of higher learning, it offers academic programs that meet the academic, spiritual and professional goals of more than 14,000 traditional and adult continuing education students. University Center, Suite 136; Matt Hollern, (850) 201-8655

Thomas University
Thomas University is the school of choice for students in undergraduate and graduate programs to prepare for successful careers and responsible leadership in a rapidly changing and complex world. The Bachelor of Social Work (BSW) program is offered on TCC’s campus. The social work education experience through Thomas University gives students the theoretical foundation and real-life experience needed to enter the world of human service work prepared and confident. Qualified students may use their BSW degree to apply for advanced standing in an accredited master’s in social work (MSW) program. University Center; Bill Milford, (800) 538-9784, ext. 1123
My Career

The Career Center offers a diverse array of services related to career planning, career preparation and professional success.

The Career Center can help you:
- Complete career and interest assessments
- Decide on a major or career path and develop a plan for success
- Obtain an internship in your future career field
- Transition to employment by offering services in:
  - Resume development and critiquing
  - Cover letters
  - Dress for success
  - Mock interviews (in-person and virtual)
  - Professional networking
  - Proper social media practices (Facebook, LinkedIn, Twitter)

Career Exploration:
In your first semester, it is important that you take time to continue to explore your future major or career path. You should also get information on factors you need to consider in making a career decision, such as education level, salary by geographic location, skills, working hours/conditions, projected growth and certification/license requirements.
You can continue your career exploration in SIGI³ at www.tcc.fl.edu/careercenter.

Internships and Job Search Assistance:

Internship Program:
Internships provide valuable opportunities for students to gain experience in their field of study, determine if they really have an interest in a particular career path, create a network of contacts and earn college credit. An internship may be paid, unpaid or partially paid (in the form of a stipend). Internships may be part-time or full-time; typically they are part-time during the Fall and Spring terms and full-time in the Summer. The average internship is 14 weeks long and students must complete at least 150 intern hours.
For additional information, visit www.tcc.fl.edu/internships.
The Internship Program application can be found in TCC Passport under the My Resources tab.

FutureLink:
TCC’s Career Management System
Using FutureLink, students can easily:
- Create professional cover letters and résumés
- Upload professional résumés for employers to view
- Search and apply for part- and full-time job opportunities, exclusive for TCC students and alumni
- Stay informed about Career Expos, Part-Time Job Fairs, Professional Development Workshops and other career related events
- Practice, review and get feedback on your mock interviews
Log-on to FutureLink at www.tccfuturelink.com/students

Contact Information
Career Center:
(850) 201-9970 or www.tcc.fl.edu/careercenter
www.tcc.fl.edu/internships
www.tccfuturelink.com/students
My Campus Programs & Services

Academic Advising Center
The Academic Advising Center works with students to confirm a career and educational goal, design semester schedules that help balance school and life challenges, and map out the courses and other requirements for their educational objective.
Academic Advising Center: CT206; (850) 201-8440; advisingcenter@tcc.fl.edu.

Bookstore
The TCC Bookstore, located in the Student Union, sells all TCC textbooks and most class supplies. The bookstore places a heavy emphasis on used and rental textbooks, which can save the student 25-50% on textbook costs. The bookstore offers daily buyback of textbooks. The store also carries school supplies, computer hardware and software, and a large selection of TCC logo clothing and gifts. The bookstore accepts cash, credit, and debit cards; personal checks; and TCC financial aid. Financial aid can be used only two weeks each semester. Please contact the bookstore for available dates.
The TCC Bookstore also participates in a nationwide “Rent-a-Text” program that allows students to rent, rather than purchase, some textbooks. Students can rent any of the available titles for up to 50% of the new purchase price. If students return the books in good condition at the end of the semester, no additional fee will be assessed. Students can also return the rental textbook for a refund during the standard one-week refund period, or may choose to purchase the book during that same time period.
Bookstore: SU; (850) 575-9200; www.tccstore.com Hours: Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–5 p.m.; Saturday hours vary.

Career Center
The Career Center houses many career-related resources. These include a student job database, resume development information, internship information, job search assistance, and information on upcoming events like employer recruiting sessions and job fairs. Career assessment tools are also available to all students. Through these services, students can learn more about their aptitudes, interests, values and personality to assist in identifying career goals and paths. The Career Center assists students who are transitioning into the workforce and students who want to enhance their academic experience through internship opportunities. In addition, the Career Center offers assistance with resume writing, professional dress, mock interviews and individual career counseling.
Career Center, Student Union, 2nd Floor; (850) 201-9970; careercenter@tcc.fl.edu; www.tcc.fl.edu/careercenter

College Success Classes
Foundations of Student Development (SLS0003; 1 hour institutional credit) helps students develop the basic skills necessary to become responsible learners and prepare for success in the classroom. Course topics include classroom behavior, attitude, basic study and test-taking skills, TCC resources and technology, and TCC policies and procedures critical to the first semester.

Career Planning (SLS1301; 1 credit hour) provides an opportunity for students to apply decision-making techniques in the selection of a career that is compatible with their developing lifestyle, personal interests and aptitudes. Students also develop an educational plan through which they can pursue their career goals. Students are actively engaged in exploring their own strengths and weaknesses, as well as investigating career opportunities through interactions in the community and through the Career Center.

College Success (SLS1510; 3 credit hours) builds and reinforces skills necessary for college and career success. Topics include motivation, goal-setting, learning styles, time management, test skills, reading textbooks and memory skills. This course also covers topics such as wellness, interpersonal relationships, employability skills, financial management, choosing a college major and other career planning topics.

Dynamics of Student Leadership Development (SLS2261; 3 credit hours) introduces students to the dynamics of organizational behavior, with
emphasis on the relationship between “self” and “group” in the leadership process. Students explore leadership in relation to individuality, group dynamics, career development, peer mentoring and community engagement. Topics include personal and group goal-setting, decision-making, self-assessments, conflict resolution, communication skills, team-building, and theories and styles of leadership.

Dental Clinic
Student dental hygienists clean teeth for a small fee. Cleanings are $6 for students and seniors and $12 for nonstudent adults. The clinic also offers X-rays ranging in cost from $2 to $9. Screenings are necessary to receive treatment.
Dental Clinic: DH100; (850) 201-8247

Disability Support Services (DSS)
The College is committed to making all programs, services and facilities accessible to and usable by persons with disabilities in order for students to effectively transition to TCC and obtain maximum benefit from the educational experience. The College is accessible and designated parking is available.

Documentation
Students who identify themselves and provide adequate documentation will be eligible for support services. Documentation should be provided by a medical doctor, psychologist, or other licensed or certified specialist recognized to treat the specific disability. Information on documentation requirements is available in the DSS office.

Services
Accommodations such as note takers, interpreters, extended testing time, adaptive computer lab and individualized preregistration are available. Although TCC is responsible for notifying students, faculty and staff of services available, students with disabilities are responsible for requesting services. Services are listed in publications, including the academic catalog, the faculty handbook, numerous brochures, and orientation programs for students and staff. The Disability Support Services office provides important support services that students may need to meet their goals and complete their program of study successfully. Counselors are available to advise students with disabilities and also may act as advocates or liaisons with instructors, staff and local agencies.
Disability Support Services (voice): (850) 201-8430; dss@tcc.fl.edu
Persons with hearing or speech impairments and TTY users: connect through the Florida Relay Service by dialing 7-1-1 and then provide the DSS number: (850) 201-8430.

Americans with Disabilities Act (ADA) Coordinator
In compliance with the Americans with Disabilities Act (ADA), the College has designated an ADA coordinator. The coordinator oversees and coordinates the College’s efforts to carry out its responsibilities pertaining to ADA and serves as the contact person for all ADA inquiries and information about policies, procedures and concerns. The ADA coordinator may be contacted through the Disability Support Services office. (See above.)

ADA Grievance Procedure
TCC has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the ADA. The purpose of the grievance procedure is to provide a means to mediate a fair and equitable solution to a complaint alleging discrimination based upon disability, or in violation of rules and regulations prohibiting discrimination as outlined in the ADA. Individuals who feel that they have been discriminated against based upon disability or in violation of ADA guidelines may contact the ADA coordinator in the Disability Support Services office.

Eagle’s Nest Food Pantry
The Eagle’s Nest Food Pantry is sponsored by the Department of Campus and Civic Engagement. The Food Pantry provides nutritious food choices for TCC students during temporary emergency
situations. Students in need of this service may contact the Department of Campus and Civic Engagement at (850) 201-8420 or stop by SU 154. Donations to the pantry are appreciated.

**FSU/FAMU Advising on TCC’s Campus**

Each Fall and Spring semester, students have the opportunity to meet with advisors from FSU and FAMU on TCC’s campus during FSU Advising Day and FAMU Advising Day. Additionally, TCC has a Seminole Room and Rattler Room on campus that are staffed by advisors from FSU and FAMU several days each month. Students may visit the Seminole Room and Rattler Room on those dates to meet with advisors or ask any general questions. The rooms are located in the TCC Student Support Services area on the second floor of the Student Union. Students are notified about the Advising Days and office hours through TCC e-mail, fliers, the College’s Web site and TCC Passport.

**Global Gateway Program**

The Global Gateway Program is designed to prepare students to live and work effectively in a global community and is open to all interested students. Participants develop a global perspective through traditional and nontraditional learning. The program does not require additional classes—it can fit into your regular schedule. Benefits of the program include opportunities to experience world cultures, early advisement and registration, domestic travel and study abroad opportunities, recognition on diploma and transcripts, and camaraderie with students and faculty. Interested students should complete a Global Gateway application on the Global Learning Web site (www.tcc.fl.edu/globallearning). Global Gateway Program Chair: EN261; (850) 201-8058

**Honors Program**

The Honors Program invites participation from dual-enrolled, traditional and returning adult students for the purpose of pursuing an Honors Degree. Interested students should complete an Honors Program application and admission requirements are located on the TCC Web site (www.tcc.fl.edu/honors). Benefits include participation in Honors courses and seminars, scholarship opportunities, early registration, special events and access to the Honors Study Lounge.

Honors Program Chair: CH184; (850) 201-8358

**Housing**

Although the College does not have on-campus residence halls, affordable student housing is located within a five-minute walk to campus.

**International Student Services**

The International Student Services office, as part of the Department of Admissions and Enrollment Services, provides a wide range of support services to F-1 visa international students and other foreign nationals. It also plays an important role in the globalization of the campus. This office offers the following services:

- Provides pre-admissions immigration counseling
- Issues I-20's for obtaining F-1 status
- Conducts international student orientation at the beginning of each semester
- Provides assistance in adjusting to the new academic environment and culture
- Provides academic and career counseling
- Monitors student compliance with the Department of Homeland Security immigration rules with regard to maintaining legal and valid status in the United States
- Maintains the Student and Exchange Visitor Information System (SEVIS) program
- Facilitates the SEVIS transfer to and from other schools
- Assists students with programs such as Curricular Practical Training, Optional Practical Training, work authorization, travel and re-entry, change of status and reinstatement
- Facilitates necessary intervention with U.S. embassies in foreign countries on behalf of prospective or current international students should problems arise with their visa application or renewal
- Monitors student compliance with the requirement to be enrolled in a health insurance plan
- Administers the International Student Services Scholarship and the International Student Housing Scholarship programs
- Supports international partnerships with global organizations through grant opportunities that allow students to study at TCC, as well as student exchange programs

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- Monitors student compliance with the requirement to be enrolled in a health insurance plan
- Administers the International Student Services Scholarship and the International Student Housing Scholarship programs
- Supports international partnerships with global organizations through grant opportunities that allow students to study at TCC, as well as student exchange programs
• Supports the International Student Organization (ISO) program and activities
• Sponsors the celebration of International Education Week and other cultural programs on campus

International Student Services: SU242; (850) 201-8258

Job Fair
If you are looking for a full-time job, a part-time job or an internship, stop by the Job Fair and meet employers seeking to hire TCC students and alumni. Practice your professional networking skills and make new business contacts. Professional dress is required for these events. Visit www.tccfuturelink.com/events for event dates.

Learning Commons
The William D. Law, Jr. Learning Commons is a comprehensive, integrated learning center that provides academic assistance and resources to all TCC students. The Learning Commons offers students and faculty a broad range of services, including diagnostic assessment, learning materials and electronic resources; individual conferences; one-on-one and small-group tutoring; class support; workshops and seminars; success strategies; technology and multimedia support; and assistance in developing and assessing individual learning plans. Learning specialists and faculty collaborate to help students identify and use resources to maximize learning and maximize their success.

The first floor of the Learning Commons provides support for students in all levels of mathematics, business-related courses, health sciences, physical sciences and natural sciences. The second floor provides support for students in all aspects of communication, including reading, writing and language skills, along with support for nonnative speakers of English. Communication specialists and library staff collaborate to provide support for research and information literacy. Throughout the Learning Commons, students have open access to computers, computer applications and technology support.

William D. Law, Jr. Learning Commons: (850) 201-8193; www.tcc.fl.edu/learningcommons

When classes are in session, Learning Commons hours are Monday through Thursday, 7:30 a.m.–7:30 p.m.; Friday, 7:30 a.m.–5 p.m.; Saturday, 10 a.m.–2 p.m.

Special schedules posted on the Web page should be consulted for hours during semester breaks, Summer terms, vacation periods and holidays.

Note: Students currently enrolled in classes at TCC and its University Partners (Barry University, Embry-Riddle Aeronautical University-Worldwide, Flagler College-Tallahassee, Saint Leo University and Thomas University have full access to TCC resources and services to support those classes. Students may not use TCC resources, services and materials to support classes at other institutions.

Library
Save time and get better grades at the TCC library! The library provides state-of-the-art resources and services that support the academic mission of the College and the personal enrichment of TCC students, faculty and staff. Students currently enrolled in classes at one of TCC’s University Partners have full access to library resources and services to support those classes. Nursing and other healthcare programs have a library located in the Ghazvini Center for Healthcare Education. The library provides many services that support student success, such as library instruction, one-one-one librarian research consultations, almost 100 computer workstations, free WiFi, laptop checkout (library use only) and the online Ask A Librarian Service. The library offers students the opportunity to study independently in a quiet zone or to work collaboratively at a group table or study room. Our extensive electronic, print and media collection supports both the curriculum and personal interests. Friendly and helpful librarians can be found throughout the library during all hours of operation and are eager to assist you with all of your information needs. Additionally, the library houses the archives of the John G. Riley Museum of African-American History and Culture.

TCC Library: (850) 201-8376; www.tcc.fl.edu/library

Hours: Monday–Thursday, 7:30 a.m.–9 p.m.; Friday, 7:30 a.m.–5 p.m.; Saturday, 10 a.m.–2 p.m. Special schedules for final exams, semester breaks, holidays and Summer terms are posted on the Web page.

The Ghazvini Library and Learning Commons is located on the second floor of the Ghazvini Center for Healthcare Education (GHCE 240). The
library provides access to high-quality, relevant and current information that supports the colleges healthcare programs. Online resources may be accessed through more than 72 desktop computers, laptops and iPads available for use in the library or the adjacent computer lab. A professional librarian and skilled support staff are available to assist with assignments; locating, evaluating and citing information; and technology questions. Ghazvini Library and Learning Commons (850) 558-4537; www.tcc.fl.edu/library

Hours: Monday-Thursday, 7:30 a.m. - 6 p.m.; Friday, 7:30 a.m. - 4 p.m. Special schedules for final exams, semester breaks, holidays and Summer terms are posted on the Web page.

Bring your TCC ID! A valid TCC Student ID card (current semester sticker on back) is required to check out materials, including textbooks, laptops and study rooms, and to use faxing services.

Sharing login information is strictly prohibited. Use of the library’s online resources is restricted to authorized TCC users only.

**Mental Health Services**

TCC has mental health professionals available to meet with students. Services are offered in TCC Student Support Services on the second floor of the Student Union, suite 200. Services include crisis intervention, assessment and brief therapy. Services are free of charge and confidential. For information on hours and how to make an appointment, visit the Mental Health Services Web site at www.tcc.fl.edu/mentalhealthservices or call (850) 201-7726.

**Notary Services**

The Office of Campus and Civic Engagement offers free notary services for TCC students. A valid TCC ID card and another form of picture identification are required at the time of service. Campus and Civic Engagement: SU154; (850) 201-8420.

**Ombuds**

The College Ombuds provides confidential, impartial, independent and informal assistance to both students, staff and faculty in addressing academic and nonacademic issues at the College that current processes and procedures have not resolved. The Ombuds is located in Student Union Room 154; (850) 201-6140; ombuds@tcc.fl.edu.

**The Ombuds may:**
- Answer questions
- Help analyze your situation
- Help develop options for addressing your situation/concern
- Identify and explain current College policies and procedures
- Listen to your concerns and complaints
- Refer you to appropriate resource and/or arrange meetings

**The Ombuds cannot:**
- Advocate for specific outcomes
- Force any College office to change a decision
- Make binding or administrative decisions
- Make decisions for you
- Make, change or set aside policy, procedures, rules or regulations
- Provide legal advice or represent you in a legal manner
- Replace or circumvent existing channels

**Useful Links and Resources:**
- **Student Code of Conduct**
  https://www.tcc.fl.edu/Current/Student-Conduct-Community-Standards/Pages/Student-Code-of-Conduct.aspx
- **Academic Calendar**
  https://www.tcc.fl.edu/Current/Academics/AcademicCalendar/Pages/default.aspx
- **Student Complaint Routes**
  https://www.tcc.fl.edu/Current/Student-Conduct-Community-Standards/Pages/default.aspx
- **Written Student Complaint Procedures**
  https://www.tcc.fl.edu/Current/StudentAffairs/Pages/Written-Student-Complaint-Procedures.aspx
- **Disability Support Services**
  https://www.tcc.fl.edu/Current/DSS/Pages/default.aspx
- **Veteran Affairs**
  https://www.tcc.fl.edu/Current/VeteransAffairs/Pages/default.aspx
- **Financial Aid**
  https://www.tcc.fl.edu/Current/FinancialAid/Pages/default.aspx
- **Course Withdrawal**
  https://www.tcc.fl.edu/Current/Registrar/Pages/Withdrawal.aspx
Open-Access Computers and Technology Assistance

Open-access computers, located in AC210, the William D. Law, Jr. Learning Commons and the TCC Library, are available to TCC students, faculty, and staff with a currently validated TCC ID Card. Students may use the hardware and software in the open-access computer areas to complete course assignments using Word, Excel, PowerPoint, Access and multimedia applications. Windows and Mac platforms are available. These areas also give students access to the Internet and to CD-ROM drives, scanners and other equipment.

The media room, located in LC170, provides students with a place where they can create video and audio recording projects. Students have access to multimedia equipment and one-on-one assistance. The room is equipped with a computer projector for students to practice PowerPoint and other multimedia presentations. In order to take advantage of the computing resources available, every student must provide a current validated TCC ID Card at the check-in station.

Learning Commons: (850) 201-8193.

Phi Theta Kappa

Phi Theta Kappa is the international honor society of two-year colleges. Membership is by invitation and recognizes student scholarship while providing an opportunity for service, leadership and fellowship. Members are eligible for scholarships from the local chapter, the national organization, alumni chapters and many four-year colleges and universities. The Rho Tau chapter at TCC invites to membership currently enrolled students who have completed at least 12 semester hours at TCC and have a cumulative TCC GPA of at least 3.5. New members are inducted each semester.

Sara Marchessault: (850) 201-6645.

STEM Center

The STEM Center provides support services to students who plan to major in science, technology, engineering or mathematics. Services include tutoring, mentoring, internships, networking, academic advisement and transfer assistance, as well as scholarships. The STEM Center offers the following programs:

- FGLSAMP (Florida Georgia Louis Stokes Alliance for Minority Participation) Program. This program provides academic and financial support to minorities that are under-represented in science, technology, engineering and mathematics. Scholarships are awarded every semester to active participants.
- STEM Star Program. This program provides scholarships to students majoring in science, technology, engineering or mathematics. Students must have at least a 3.0 GPA to qualify.

STEM Center: AC133; (850) 201-8190

Student Conduct and Community Standards

The Office of Student Conduct and Community Standards deals with students who are suspected of violating the TCC Student Code of Conduct. As an integral part of the educational mission of the College, the disciplinary process is seen as a tool for guiding and teaching rather than punishment. The Office of Student Conduct and Community Standards works in conjunction with the Mental Health Services staff and Campus Police. Mediation is also provided for both students and faculty. Please refer to the My Policies section of this Handbook for the Student Code of Conduct.
**Student ID Card**

To check out library materials, use the Lifetime Sports Complex or use the student computer labs, you’ll need your TCC Student ID Card. The Student ID Card has many uses both on and off campus, so get your card as soon as possible. Once fees for the term are paid, students can present photo identification (e.g., driver license) and “paid” fee slip to have their Student ID Card made. (Replacement cards may be obtained by paying a $10 fee at the Cashier’s office and presenting the receipt to the ID Card office.)

ID Card Office: SU273
Hours: Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–5 p.m.

**Testing Center**

The Testing Center administers the Florida Postsecondary Education Readiness Test (FPERT), SPI/Web/ TV course exams, the Criminal Justice Basic Abilities Test (CJBAT), the Evolve Admission Assessment for nursing admissions (A2/HESII), and some institutional exemption exams. The Testing Center also proctors distance learning examinations. A TCC or government-issued photo ID is required for all course testing and to obtain copies of testing score reports.

Testing Center: FPAC208; (850) 201-8282 Hours: Monday–Thursday, 8:30 a.m.–7 p.m.; Friday, 8:30 a.m.–5 p.m.; second Saturday of each month: 9 a.m.–noon.

The college placement test, which is the Florida Postsecondary Education Readiness Test (FPERT), is administered on a walk-in basis Monday–Thursday, 8:30 a.m.–4:30 p.m., and on Fridays from 8:30 a.m.–1:30 p.m. No appointment is necessary. However, scheduled appointments are available on the second Saturday of each month.

**Voter Registration**

TCC encourages students 18 years of age or older to be registered voters. Representatives are regularly available to register students to vote throughout the year. Contact Student Activities for more information. Students with disabilities may also register at the Disability Support Services (DSS) office.

Student Activities: SU185; (850) 201-9967 Disability Support Services: SU172; (850) 201-8430; dss@tcc.fl.edu Admissions and Enrollment Services: SU247; (850) 201-8555; enrollment@tcc.fl.edu
My Campus Involvement

College is a great place to make new friends and develop relationships, some of which will last a lifetime. You also have the opportunity to participate in clubs and activities that interest you. Make a connection!

Black Male Achievers Program
The Black Male Achievers program gives participants the tools and resources needed to graduate from TCC and transfer to a four-year institution or enter the workforce. Students in the program receive academic and career advising, student services support, peer support, mentoring and personal enrichment activities to advance their intellectual and personal growth.
Black Male Achievers Program: SU221; (850) 201-9767; burrows@tcc.fl.edu

Connect 2 Complete (C2C)
Connect 2 Complete supports students in developmental courses academically, socially and intellectually as they transition to college life. Faculty and peer leaders work closely with C2C students, both individually and in groups, to support them in setting goals, navigating college systems and linking to resources that will aid in achieving their academic goals.
Connect 2 Complete: SU185; (850) 210-9484; crockets@tcc.fl.edu

Campus and Civic Engagement
The Department of Campus and Civic Engagement administers extracurricular and co-curricular activities, including clubs and organizations, Student Government Association (SGA), campus recreation, intramural sports, campus activities, and special events. The department also includes the Student Leadership, Involvement, and Civic Engagement office, and the Life Time Sports Complex. For information about specific student programs, see the My Campus Connections section of this handbook.
Campus and Civic Engagement: SU154; (850) 201-8420; www.tcc.fl.edu/cce

Intercollegiate Athletics
TCC is a member of the National Junior College Athletic Association and participates in baseball, softball, and men’s and women’s basketball. TCC’s athletic program emphasizes values such as teamwork, discipline, leadership and cooperation, which carry over into life after college. Walk-ons are a valuable component of every athletic program and students are encouraged to contact the respective head coach for tryout information. Opportunities are also available for students who would like to participate in athletics through game management and sports information roles.
TCC Athletics: www.TCCEagles.com

Intramural Sports
Do you want to stay active? Try something new? TCC offers students, faculty and staff an opportunity to participate in team and individual sports and events, including football, basketball, softball, soccer, volleyball, ultimate frisbee, dodge ball, table tennis and more. All activities and events are free. The intramurals office hires students to officiate, keep score and supervise activities.
Intramurals: LS106; (850) 201-8709; www.tcc.fl.edu/intramurals

Campus Recreation and Lifetime Sports Complex
Are you looking to work off a few pounds? Or a few stressors? The Lifetime Sports Complex is a great place to work out and meet new people or participate in recreational activities. A wide variety of aerobic classes are offered each semester. Lifetime Sports hires students to work in the facility and to teach aerobics classes. Admission is free with a valid TCC ID card.
Campus Recreation: (850) 201-8093; www.tcc.fl.edu/cce

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Campus Recreation: (850) 201-8093; www.tcc.fl.edu/cce
Music Groups

Non-auditioned Ensembles: The music groups below are listed in the schedule of classes and may be taken for credit. They are also open to community members, and students may choose to participate without receiving college credit.

- The Tallahassee Civic Chorale performs regularly throughout the community.
- The Capital City Band focuses on concert band music and performs on campus and at community events.
- The TCC Jazz Band performs traditional Big Band music and more modern arrangements of blues, swing, rock and pop tunes.
- The Big Bend Community Orchestra performs at community events.
- The African Drum and Dance Ensemble exposes students to African music and culture.

Open Mic Series

Open Mic is a popular showcase of TCC talent that provides a venue for those who “have talent and need a stage.” The series is not judged and welcomes a diverse array of talent. Several sessions are scheduled throughout the year, culminating with the TCC Idols competition. Performances must be previewed before performance.

Open Mic: EN220; (850) 201-8048; openmic@tcc.fl.edu

Student Leadership, Involvement, and Civic Engagement Office

The Student Leadership, Involvement, and Civic Engagement office (SLICE) is building a community of learners and inspiring the growth of the whole student by facilitating extracurricular and co-curricular activities that support student engagement, leadership, involvement, teamwork, retention and life-long learning opportunities.

SLICE: SU185; (850) 201-9967; www.tcc.fl.edu/CCE

Service Learning and Civic Engagement

Service Learning—Enriched learning and skill development through civic and community engagement

Community Service—Service rendered to meet a need within the community, including service performed as part of a service-learning course, internship or scholarship requirement.

This office gives students the opportunity to become engaged at TCC and in the community through community service. Many classes offer the opportunity to participate in service learning as a direct way of learning through relevant and meaningful service to the community. Additionally, as students pursue their academic interests and majors, they can connect with community-based organizations whose services and outreach programs align with those interests. Service opportunities are available throughout Leon, Gadsden and Wakulla counties.

Students may record their community services hours through TallyScript to have the hours placed on their academic transcript. TallyScript forms must be turned into the Office of Service Learning and Civic Engagement before the last day of class each semester.

Service Learning and Civic Engagement: SU185; (850) 201-6146; www.tcc.fl.edu/volunteerism

Student Government Association (SGA)

The SGA addresses the concerns and needs of the student body, works with the campus budgeting process in support of campus activities and student services, and serves as the student body’s voice and liaison to campus committees, the administration and other authorities. SGA is composed of the president, vice president, treasurer, secretary, student senators and a nonvoting advisor. The officers and senators are elected by the TCC student body and must receive a majority of votes cast. The term of office starts upon election at the end of spring semester.

Individuals wishing to be placed on the SGA agenda to voice their opinion, present a proposal or make a report should submit a request to the president or secretary. The president will review the request and notify the individual of the date, time and place of the meeting at which he or she is invited to appear.

Students interested in SGA should apply in the Student Government office. Interviews are held at the beginning of Fall semester and at other times as needed. Applications are available online.

Student Government Association: SU185; (850) 201-8423; www.tcc.fl.edu/sga
Student Organizations Council (SOC)
A variety of student organizations are supported through Student Activity and Service Fees. The SOC, as the student governing body for student clubs and organizations, is responsible for chartering, recognizing, funding and regulating student organizations and representing the needs of student clubs to the SGA. For the most current information regarding student organizations, or to start a new organization, please contact the Student Leadership, Involvement, and Civic Engagement office (SLICE). SLICE: SU185; (850) 201-9967; www.tcc.fl.edu/soc

Student Clubs, Organizations, and Teams
Students are encouraged and welcomed to get involved on campus through clubs, organizations, and teams. If there are not current opportunities that are of interest, students are encouraged to start their own. The Student Leadership, Involvement, and Civic Engagement office (SLICE) can assist with connecting students to involvement opportunities or creating new ones.

The following opportunities are available to all TCC student to get involved on campus:
- Student clubs, organizations and teams
- Student Government Association and Student Organizations Council
- Student leadership programming
- Student learning opportunities
- Campus activities and programming
- Student mentoring programs
- Fitness Center
- Intramurals

SLICE; 850-201-9967; CCE@tcc.fl.edu; www.tcc.fl.edu/cce

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INTRAMURAL SPORTS
GET ACTIVE / STAY INVOLVED / HAVE FUN
CALL 201-8709 OR 201-8093 FOR MORE INFORMATION

SOCCE
BASKETBALL
FLAG FOOTBALL
DODGEBALL
SPADES
TABLE TENNIS
VOLLEYBALL
...AND MORE!
Student Teams and Performance

**Brain Bowl**

The TCC Brain Bowl Team competes in State College System and National Academic Quiz Tournaments and it provides students with an opportunity to showcase their academic knowledge in math, science, history, English, literature, humanities, geography and the social sciences. TCC students who maintain a 2.0 GPA and are enrolled for six or more credit hours are eligible to attend practices and try out for the TCC team. The top four scorers during Fall practice make the team and receive cash scholarships if they participate in the Spring National Academic Quiz Tournament and State College System Tournaments.

Brain Bowl: HSS221; 850-201-8152; proctord@tcc.fl.edu

**Cheerleaders**

The purpose of the cheerleaders is to support TCC athletic teams, promote good sportsmanship by example, and support good relations in the community as well as with other teams during games and events. The goal is to work in harmony with the administration, the Office of Campus and Civic Engagement, coaches, sponsors and the TCC Eagle Boosters. Show your Eagle pride!

TCC Cheerleading: SU185; 850-201-8090; cce@tcc.fl.edu

**Dance Company**

The TCC Dance Company provides a venue for aspiring dancers to work with choreographers, teachers and guest artists to improve their dance techniques and performances, as well as to perform and be recognized as a dance company.

Aurora Torres: (850) 385-5140

**Model United Nations (MUN)**

Student participants represent a nation of their choice, simulating the procedures and issues that face the actual United Nations, at regional and national MUN conferences. They also organize, direct and host a middle school/high school MUN conference. Meetings are held Monday nights at 6 p.m. in the Science and Math Building Annex, first floor.

Model UN: (850) 201-8145; murgor@tcc.fl.edu or (850) 201-8159; wallert@tcc.fl.edu

**Speech and Debate Team (Forensics)**

TCC’s nationally recognized speech and debate team offers college elective credit for participation. The activity and related courses provide excellent opportunities in public address, debate and acting. The team participates in intercollegiate tournaments at the local, regional and national levels. Scholarships are available to students with demonstrated experience, commitment or aptitude in the activity.

Forensics: EN210; (850) 201-8037; schultzj@tcc.fl.edu

**Theatre TCC!**

When you combine some of the region’s best directors, designers and technicians with a state-of-the-art performance space, it’s easy to see why Theatre TCC’s productions have become “must-see” events among Tallahassee’s cultural attractions. Students are encouraged to participate in all areas of production, including acting, stage management, run crews, sets, props, lighting, sound and costumes. Through the ongoing work of the TCC Foundation and generous corporate and private support, Theatre TCC! provides nearly 20 students with annual scholarships that allow them to explore their artistic dreams. TCC students, faculty and staff can attend all theatre productions free of charge.

Theatre: EN211; (850) 201-9882; nielsene@tcc.fl.edu
TCC STUDENTS:
Watch Candid Career Videos and
Watch Your Career Possibilities Grow

Similar to YouTube, Candid Career is a fun and quick way to explore careers with videos.

- Discover career fields and learn what it takes to get there.
- Search videos by industry, career titles, college major or keywords
- Use the advice to further educate yourself on your favorite careers, prerequisites, and pursue internships and job openings.

Connect with Candid Career at www.tcc.fl.edu/careercenter
My Policies

Student Conduct Code

Section 1. Purpose

The Student Code of Conduct is intended to preserve academic integrity and the safety, health, welfare and well-being of the TCC community and its visitors, while creating learning opportunities and interventions which foster, promote and support the ethical and moral development of TCC students. To this end, the Tallahassee Community College (hereinafter referred to as TCC or the College) is committed to a community of learners through rational inquiry and cooperative resolution of controversial issues. To achieve and support the educational mission and goals of the College, in a safe environment where all students have the same opportunity to succeed academically, TCC shall establish regulations that set forth minimum standards for student behavior through Student Code of Conduct.

As a postsecondary institution of higher education, TCC encourages students to rise above the minimum standards, and work to build a community of learners where all members of the College community show respect for the views of others and to accept responsibility for their own actions. Individuals and groups have the right to the freedom of expression, but they must at all times respect the rights of others. The deliberate violation of TCC policies, rules and regulations is counterproductive to building a learning community. Hence, TCC will act immediately to protect the life and property of TCC, while maintaining and balancing the rights of students and the TCC community. The right of every student to learn will be protected by implementing the Student Code of Conduct. Every student who accepts enrollment assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on the campus or at College sponsored functions or facilities are subject to disciplinary action. If an enrolled student is formally charged with a violation of federal, state or local law, or with a delinquent act which would be a felony by a proper prosecuting attorney for an incident, or for conduct which may have an adverse impact on the educational program, discipline or welfare of the College, whether on or off campus, the College has the right to take disciplinary action in accordance with the procedures governing student conduct.

Section 2. Definitions

- **Appellate body** – The term “appellate body” means any person or committee authorized by the president or designee to consider an appeal from a judicial body’s determination that a student has violated the student code of conduct or from the sanctions imposed by the judicial body.
- **College** – The term “College” or “TCC” means Tallahassee Community College.
- **Instructor** – The term “instructor” or faculty means any person hired by TCC to conduct classroom or laboratory in instruction, both on and off-campus or via distance learning.
- **Judicial body** – The term “judicial body” means any person or persons (e.g. Judicial Officer, Discipline Review Board) authorized by the president or designee to determine whether a student has violated the Student Code of Conduct and to determine the imposition of sanctions.
- **Judicial officer** – The term “judicial officer” means a TCC official authorized by the president or designee to administer the Student Code of Conduct, coordinate disciplinary processes of the College, take judicial action on behalf of the College, determine whether a student has violated the student code of conduct, and impose interventions/sanctions. The judicial officer is a judicial body and also acts as the chair of the Discipline Review Board.
- **TCC community** – The term “TCC community” includes any person who is a faculty, staff, student, alumni or affiliate of TCC.
- **TCC official** – The term “TCC official” or “college official” includes any person employed by TCC and/or who performs assigned administrative, educational, instructional or professional responsibilities.
• **TCC campus** – The term “TCC campus” includes all land, buildings, facilities, and other property in the possession of or owned, used, leased or controlled by TCC.

• **Student organization** – The term “student organization” means any number of persons or groups who are currently registered or recognized by an official TCC department, program or office, including, but not limited to student organizations, sports clubs, honor societies and intramural teams.

• **Student** – The term “student” includes any person that:
  - has accepted an offer of admission to the College, regardless if enrolled in classes;
  - has not yet graduated or officially transferred to another college;
  - is taking courses at the College (full-time or part-time), or pursuing undergraduate, certificate, professional, adult education, GED or distance learning courses; or
  - is not enrolled in a particular class, semester or term but who has a continuing relationship with TCC is considered a “student.” If a student’s enrollment lapses for more than one year, the student is still subject to disciplinary action under the student code of conduct if the student intends to resume enrollment at TCC at anytime.

Where the word “student” is used it is implied that the same applies or is afforded to a student organization, unless specified otherwise.

### Section 3. Judicial Authority

The president of Tallahassee Community College is ultimately responsible for the administration of the Student Code of Conduct and all judicial processes for all students at the College. Administrative authority and responsibility for disciplinary policies and procedures is delegated to the Vice President for Student Affairs. Within the Division of Student Affairs, direct supervisory jurisdiction of disciplinary matters involving violations of the Student Code of Conduct is assumed by the Judicial Officer.

The Vice President for Student Affairs shall determine the composition of judicial bodies and appellate bodies and determine which judicial body, Judicial Officer and appellate body shall be authorized to hear cases.

In some cases, where it is deemed formal disciplinary charges are not in the best educational interest of the student or student organization for student learning, and the student or student organization does not pose a threat or harm to oneself, another person or the TCC community, the Director for Campus and Civic Engagement or designee reserves the right to refer the behavioral matter through a behavioral intervention program or for mediation, rather than formal disciplinary action under the Student Code of Conduct.

In addition, there are specific circumstances where a student’s behavior may be a result of psychological/medical reasons. Under these conditions, it is in the best interest and safety of the student and the College community to assist the student by enacting the withdrawal for psychological/medical reasons process, which considers the welfare and mental well-being of the student first. The Vice President for Student Affairs or designee shall reserve the right to enact the process established for handling behaviors resulting from psychological/medical reasons, rather than the disciplinary process.

### Section 4. Jurisdiction

Students or student organizations may be subject to disciplinary action whenever actions may violate the Student Code of Conduct or other College policies. TCC reserves the right to take disciplinary action against any student or student organizations for behaviors which occur at TCC, during TCC sanctioned activities or for off-campus conduct that may adversely affect the TCC community.

Disciplinary action may be taken by TCC on any act constituting an alleged violation of federal or state law or municipal or county ordinance when the act is contrary to TCC’s interests as an academic community, including acts that threaten the lives, health, safety, and academic success of TCC students. For violations that do not occur on TCC property, action will be considered to ensure safety or integrity of the College.

### Section 5. Offenses

Disciplinary action may be initiated by TCC through the Student Judicial Office and sanctions imposed against any student or student organization found responsible for committing the following prohibited forms of conduct:
- **Academic Dishonesty**
  - **Plagiarism**
    - Plagiarism refers to representing the words or ideas of another as one’s own in any academic exercise without providing proper documentation of source. Examples include, but are not limited to:
    - Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote or inner-textual note.
    - Paraphrasing or putting into one’s own words information from a source without providing proper acknowledgement/citation.
    - Reproducing without proper citation, any other form of work of another person, such as a musical phrase, a proof, experimental data, laboratory report, graphics design or computer code.
  - **Cheating**
    - Cheating refers to using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples include, but are not limited to:
    - Copying from another student’s examination, research paper, case write-up, lab report, homework assignment, computer program or other academic assignment or exam.
    - Possessing or using unauthorized notes, text or other aids during an examination, quiz or other assignment.
    - Looking at someone else’s exam before or during an examination.
    - Handing in the same paper for more than one course without the explicit permission of the instructors.
    - Possessing or using an electronic device that contains unauthorized information for a test or assignment such as programming one’s computer or calculator to gain an unfair advantage.
    - Soliciting, obtaining, possessing or providing to another person an examination or portions of an exam prior or subsequent to the administration of the exam.
    - Talking, whispering or using a cell phone during an examination for the purpose of obtaining answers to questions.
  - **Unauthorized Collaboration**
    - Unauthorized collaboration refers to working with other students without the instructor’s permission in the preparation and presentation of reports, laboratory reports, homework assignments, take-home exams, term papers, research projects, case studies or otherwise failing to abide by the instructor’s rules governing the academic exercise where the expectation is that the work to be completed is an individual and independent effort. Working in teams and collaborating with others in completing group projects and other assignments must be approved by the instructor.
  - **Academic Fabrication**
    - Fabrication refers to the intentional and unauthorized falsification, misrepresentation or invention of any information, data or citation in any academic exercise. Examples include, but are not limited to:
    - Falsifying or altering the data collected in the conduct of research.
    - Making up a source as a citation in an assignment or citing a source one did not use.
    - Attempting to deceive the instructor or testing agency by creating, altering or resubmitting scores for assignments, tests, quizzes or placement exams.
    - Stating an opinion as a scientifically proven fact.
  - **Academic Dishonesty Facilitation**
    - Facilitation refers to intentionally or knowingly assisting any person in the commission of an academic integrity violation. Examples include, but are not limited to:
    - Allowing another student to copy one’s answers during an examination or other assignment.
    - Giving another student one’s assignment or paper to copy or answers to a test or assignment.
    - Taking an examination or completing assignment for another student.
    - Inaccurately listing someone as co-author of a paper, case write-up, lab report or project that did not contribute.
  - **Academic Misrepresentation and Falsification**
    - Misrepresentation refers to intentionally engaging in deceptive practices and misusing one’s relationship with the College to gain
an unfair advantage in the admissions process, access to programs and facilities, employment opportunities and any academic exercise. Examples include, but are not limited to:

- Arranging for another student to substitute for oneself during an examination session or in the completion of course work.
- Taking credit for work not done, such as taking credit for a group assignment without participating or contributing to the extent expected.
- Falsifying, misusing, omitting or tampering with official academic college information or documents in any form including written, oral or electronic including test scores, transcripts, letters of recommendation or statements of purpose to gain initial or continued access to the College’s programs, facilities or of another agency or educational institution.
- Altering, changing, forging or misusing academic records or any official College form.
- Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
- Reporting an academic integrity violation known to be false.
- Misrepresenting or falsifying class attendance for that of another student. This includes signing an attendance sheet for a student who was not present in class.

**Academic Dishonest Acts**

Some dishonest acts that undermine the fundamental values of a community of learners, which fall outside of the more specific academic integrity violations described above. Examples include, but are not limited to:

- Purchasing a pre-written paper through a mail-order service.
- Selling or attempting to distribute educational materials, examinations, class notes or other academic assignments to others for the purpose of cheating, plagiarism or other academically dishonest acts.
- Intentionally missing an examination or assignment deadline to gain an unfair advantage.
- Stealing or attempting to steal an examination or answer key.
- Infringing upon the right of other students to fair and equal access to any library materials and comparable or related academic resources.
- Attempting to prevent access by other users to the College’s computer system and its resources, to degrade its system performance, or to copy or destroy files or programs without consent.
- Offering bribes (e.g., monetary remuneration, gifts or favors) to any College official in exchange for special consideration, waiver of procedures or change of grade on an assignment or course.
- Violations of ethics and standards of practices in professional programs (i.e., Nursing, Dental Hygiene, etc.)

**-Alcohol**

- Possession, purchase, consumption or use of alcohol in open or closed containers, regardless if empty or decorative in nature, on any TCC property, including grounds, facilities, athletics fields, or as part of any College’s activities or College sponsored event.
- Distribution, sale or supply of alcohol in open or closed containers on any TCC property, including grounds, facilities, athletics fields, or as part of any College’s activities or College sponsored event, regardless if on or off campus.
- Operating a motor vehicle on TCC grounds or property while consuming or under the influence of alcohol.
- Public intoxication.

**-Computer Misuse**

- Unauthorized access, entry or use of a computer, computer system, network, software, password, account or data.
- Unauthorized alteration or degradation of computer equipment, software, network, data or system performance.
• Unauthorized copying, downloading, sharing or distribution of computer software, data, music files or any other forms of protected and/or copyrighted material data, files or material.

• Unauthorized use of TCC computer resources for commercial purposes or personal financial or other gain. This includes, but is not limited to, advertising a product or service on personal Web pages, fundraising or advertising on behalf of unsanctioned non-TCC organizations, publicizing of unsanctioned non-TCC activities, the reselling of TCC resources, and the unauthorized use of TCC’s name or logos. Use of TCC’s network for any of these purposes, even if the user is using his or her own personal computer, constitutes an offense.

• Sending unsolicited and/or spam e-mail to the students, faculty or staff of TCC, or to any other persons using a TCC e-mail or TCC Web-based application.

• Any other violation of TCC computer use and Web page policies.

-Disruptive or Disorderly Conduct

• Behavior that disrupts, impairs, interferes with or obstructs the orderly conduct, processes, and functions of TCC or the rights of other members of the TCC community, including administration, disciplinary proceedings, athletic contests or other TCC-sponsored events and activities conducted on or off campus.

• Behavior that disrupts, impairs, interferes with or obstructs the orderly conduct, processes, and functions within an academic classroom, testing center, academic computing lab or other laboratory. This includes interfering with the academic mission of TCC or individual classroom, or interfering with an instructor’s or lab/internship supervisor’s role to carry out the normal academic or educational functions of his/her classroom, laboratory, and field internship location, including teaching, research and service. This also includes the ability of other students to obtain or benefit from the instruction or educational service.

• Participation in a campus demonstration that disrupts the normal operations of TCC and infringes on the rights of other members of the TCC community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

-Drugs

• Possession, purchase, consumption or use of illegal drugs or substance controlled under federal or state law.

• Possession, purchase, consumption or use of prescription drugs without an approved medical authorization/prescription.

• Distribution, sell or supply of illegal drugs, prescription drugs or substances controlled under federal or state law.

• Possession or display of drug paraphernalia.

• Operating a motor vehicle on TCC grounds or property while using or under the influence of an illegal drug or substance controlled under federal or state law.

-Endangerment

• Physical violence, assault or force toward another person or group.

• Endangering or threatening the mental or physical health, safety, or well-being of another person or group.

• Tampering with any elevator, wiring, plumbing, or other College equipment which could endanger one’s self or others.

• Behavior of a reckless nature which creates a danger to the safety of persons or property.

• Interference with the freedom of another person or group to move about in a lawful manner.

• Obstruction of the free flow of pedestrian or vehicular traffic on TCC premises or at TCC-sponsored or supervised functions. This includes the affixing or the placement of bikes or motor vehicles to chairs, trees, walkways, or placing/parking these items at the entrances and exits to buildings or in disabled accessible areas.

-Failure to Comply

• Failure to comply with a request or directive of a TCC official (i.e., instructor, staff, administrator, etc.) or any law enforcement official in the performance of his/her duty.

• Failure to comply with the summons, decision, sanctions or conditions rendered by a Judicial Officer or authorized judicial body.

• Failure to identify oneself and/or produce identification upon request by a TCC official.
(i.e., instructor, staff, administrator, etc.) or any law enforcement official in the performance of his/her duty. Students are required to carry and present their TCC identification card when requested by authorized College officials.

- • Failure to comply with traffic rules and parking regulations in effect for the TCC campus.
- • Failure to comply with College policies, rules and regulations concerning the registration of campus activities, student organizations, the use of College facilities and public assembly.
- • Failure to comply with posted policies, rules and regulations governing activities in a facility, room, lounge or other area.

-Falsification/Fraud/False Testimony (non-academic)

- • Providing false or misleading information to and/or withholding or omitting information from a TCC official or judicial body.
- • Providing false or misleading information and/or withholding or omitting information on non-academic College documents/records, including but not limited to admissions applications, financial aid documents, student identification, computer records and other official documents.
- • Knowingly providing false or misleading information to or filing a report with a TCC official, office or judicial body which results in or may result in the initiation of law enforcement, disciplinary, administrative, criminal or legal action by the College.
- • Reporting the false presence of an explosive or incendiary device.
- • Providing false or misleading testimony during a disciplinary proceeding.
- • Unauthorized use, reproduction, alteration, possession or forgery of any property of TCC or nonacademic College document.
- • Unauthorized use, reproduction, alteration or possession of another person's identification.
- • Permitting another person to use one's TCC related identification.
- • Use of another person's TCC related identification.
- • Impersonation or misrepresentation, including acting on behalf of another person, group or TCC without proper authorization and consent.
- • Providing a worthless check, money order, credit or any monetary form in payment to TCC or to a member of TCC community.
- • Tampering with the election of the Student Government Association or any TCC recognized student organization.
- • Any other acts of falsification/fraud/false testimony not academic in nature.

-Fire and Emergency Safety

- • Action(s) that result in a fire or explosion.
- • Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
- • Removing, damaging, interfering or tampering with fire safety or other emergency warning equipment, including smoke detectors, extinguishers, sprinklers, and fire and door alarms.
- • Failure to evacuate a TCC building or facility when a fire alarm is sounded or directed to do so by a TCC official, law enforcement or emergency service officer.
- • Interfering with the carrying out of emergency response and/or evacuation procedures.
- • Items placed or hung from, or blocking sprinklers or smoke detectors or items placed in an area which poses a fire hazard or interferes with evacuation procedures.

-Food/Beverages in Restricted Areas

- • Food or beverages in classrooms are prohibited except in cases where special events have been approved by the President or designee.
- • Food or beverages in the Student Union lounge is prohibited except in cases where special events have been approved by the President or designee.
- • Food or beverages in any facility, room or location where a sign has been posted which prohibits such activities.

-Gambling

Participation in any form of gambling. This includes any games or activities where “betting” occurs and/or there is an exchange of monetary funds, tangible items or items of value in relation to “winning.” This does not
apply to TCC sanctioned or sponsored events or activities not in violation of Florida Law.

-Harassment/Threats

- Conduct, not of a sexual nature, (including, but not limited to, physical contact, verbal, graphic, written or electronic communication) that creates an intimidating, hostile, threatening, harmful or fearful environment for another person and/or group. This includes threatening actions via e-mail, Myspace, Facebook, blogs or other Web-based forms of communication.

- Conduct, not of a sexual nature, regardless if via physical, verbal, graphic, written or electronic communication, that threatens, harms, intimidates, or creates fear for a judicial body or persons involved in disciplinary processes (i.e., witness, victim, reporting individual). This includes actions via e-mail, Myspace, Facebook, blogs or other Web-based forms of communication.

-Hazing

Hazing is defined in Section 240.326(1) FS as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a community college, hereinafter referred to as “community college organization.” Such term includes, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, liquor, drug, or other substance; or any other forced physical activity which could adversely affect the physical health or safety of the individual, and also includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this section, any activity as described above upon which the initiation or admission into or affiliation with a community college organization is directly or indirectly conditioned shall be presumed to be a ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.

-Indecent or Obscene Behavior

Obscene, lewd or indecent behaviors, conduct, gestures or expressions reasonably interpreted as offensive to others or that creates an intimidating, hostile or offensive campus, educational or working environment for another person or group. This includes, but not limited to exposure of sexual organs, urination in public, voyeurism, and/or unwanted, unwelcome, inappropriate or irrelevant behavior.

-Littering

- Improperly dispersing litter, in any form or from any point, on TCC grounds, property or facilities, including, but not limited to the dispensing of tobacco waste products, cigarette remnants, flyers, cans or bottles.

- Throwing or dropping any object or material from a College building is prohibited.

-Rollerblades, Skates, Bicycles and Motor Vehicles

- The use or operation of rollerblades, skates, skateboards, bicycles, etc. on TCC grounds (grass areas, walkways, pathways, sidewalks and athletic fields) or inside TCC facilities (i.e., library, classroom, hallway or student union). This includes hallways, balconies, courtyards, lounges, and lobbies of facilities owned, operated or leased by TCC.

- The unauthorized operation of mopeds, motorcycles, Segways or unauthorized motor vehicles on TCC grounds (grass areas, walkways, pathways, sidewalks and athletic fields).

- Rollerblades, skates, skateboards, bicycles and motor vehicles shall not be affixed, locked or placed on any sidewalk, walkway, handicapped accessible or foot pedestrian area.

-Sexual Misconduct

- Any sexual act or attempt to engage in any sexual behavior, regardless of personal relationship, without the explicit consent of the other person or that occurs when the other person is unable to give consent.

- Any intentional intimate touching of another person without the explicit consent of the other person or that occurs when the other person is unable to give consent.

- Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus,
educational, or working environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based activities, comments or gestures.

-Shared Responsibility
  • Failure to remove oneself from an area, room, place or activity in which it is known that a violation of this Code is occurring.
  • Attempting to commit, solicit another to commit, aiding or abetting the commission of, or attempting to commit any conduct that is a violation of the Student Code of Conduct.
  • Students/student organizations will be held responsible for the conduct of their guests/visitors. Students/student organizations are expected to inform their guests/visitors of all College rules and regulations.

-Smoking and Tobacco Products
  • The use of all smoking and any other tobacco products is prohibited in facilities owned or operated by the College. All facilities (buildings and grounds) owned or operated by the College are designated as nonsmoking areas unless indicated otherwise by a posted sign designating the area as smoking area. Faculty, staff, students, and visitors who choose to use tobacco products may do so only in areas designated for smoking. It is the responsibility of the individual to properly dispose of tobacco waste products (e.g. cigarette remnants). This includes all tobacco products, such as smokeless tobacco.
  • Smoking at the entrance/exit of any facility is prohibited. Smoking or the use of tobacco products must not occur within 20 feet of the entrance/exit to a building.

-Stalking
  Stalking is defined as activities occurring on more than one occasion that collectively instills fear in the victim and/or threaten his or her safety, mental health, or physical well-being, general privacy or ability to perform daily life or work activities. Behaviors and activities may include, but are not limited to:
  • Nonconsensual communication, including face-to-face, telephone calls, voice messages, e-mail, written letters/notes, unwanted gifts, or Web-based communications (Myspace, Facebook, blogs, etc.);
  • Repeated threatening or obscene gestures;
  • Pursuing or following; or
  • Electronic or any form of surveillance and/or other types of nonconsensual observation or staring.

-Theft
  • Removal, possession or use of the property or services of another person or of TCC without prior written consent or authorization.
  • Selling or attempting to sell the property or services of another person or of TCC without prior written consent or authorization.
  • Unauthorized use of TCC property for personal gain or personal business practices.
  • Unauthorized use of the TCC name or its logos.
  • Unauthorized use of office telephones, copiers, fax machines, computers or other College equipment.

-Trespass or Unauthorized Entry/Access
  Unauthorized entry or presence in any TCC building, office, room, class, laboratory, athletic field or other location.

-Unauthorized Electronic or Digital Recordings
  • Unauthorized recording of personal conversations, meetings, or activities.
  • Use of a camera, video, phone or other device to record another person or group without expressed permission or prior authorization.
  • Unauthorized recording of classes or academic lectures.

-Vandalism
  Damage, destruction or the defacing of property of another person, group or TCC.

-Weapons, Firearms, Fireworks, Explosives and Dangerous Chemicals
  • The possession, storage or display of firearms, fireworks, explosives, ammunition, dangerous chemicals, and/or any object dangerous substance in any way, including but not limited to knives, firearms, blackjacks, “chukka” sticks or containers of noxious material.
  • The use or discharge of firearms, fireworks, explosives, ammunition, dangerous chemicals, noxious materials and/or other objects or substances used as an explosive or weapon.
  • Possession of realistic replicas of weapons or explosives.
-Other Violations
- Violations of any policy, rule or regulation of Tallahassee Community College.
- Violations of any municipal or county ordinance, law of the State of Florida, or law of the United States.

Section 6. Student Rights
A student charged with a violation of the Student Code of Conduct has the right to:

- Clear and complete notice of the charge(s) and a brief description of the allegations upon which the charge is based within ten (10) business days of receipt of a final written report, closed investigation, documentation or other communications by Student Conduct and Community Standards (SCCS). Additional time may be required if further investigations are required to substantiate the filing of disciplinary charges.

- A designated opportunity to review all information in her/his judicial file prior to a hearing. The Judicial Officer reserves the right to modify any report or documentation if it is deemed necessary to protect identifiable information of any person filing the report, witness or alleged victim.

- A fair and impartial hearing.

- Five (5) business days before a hearing is held to prepare for the hearing, except in cases where the student waives his/her right and chooses an immediate resolution of the case though an informal Summary Resolution.

- An opportunity to present relevant evidence and information on his/her behalf, including presenting witnesses and/or signed written statements, except in cases where the student waives his/her right, or chooses a summary resolution.

- Cross examine witnesses as circumstances permit, except where the student has waived his/her right or opted for a summary resolution. Appropriate witnesses may be called by the College to all formal hearings. Those witnesses who appear may be cross-examined by the charged student in an appropriate format determined by the Judicial Officer or judicial body. If called witnesses do not appear, their written and signed statements, if submitted, will be considered by the judicial body.

- Accompaniment by an adviser of the student’s choice, except where the student has waived his/her right or opted for a summary resolution. The student is responsible for obtaining his/her own adviser. The adviser may not serve as a witness or represent the student before the judicial body; the student must speak for himself/herself (for exemptions, see Section 24, Auxiliary Aids and Services).

- Not provide self-incriminating testimony. Choosing not to do so does not construe an admission of responsibility. However, absent such testimony, the judicial body may lend more weight to written documents and testimony of witnesses. This protection from self-incrimination does not extend to student organizations.

- Notification of the decision of the hearing in writing within after the final decision has been determined by the judicial body. All hearing decisions will be communicated in writing (also verbally at the discretion of the judicial body) to the charged student and will include the hearing decision, sanctions imposed (if applicable), and the right to appeal.

- Request an appeals review of the decision, in writing, within five (5) business days of the receipt of the hearing decision (see Section 12, Appeals).

Section 7. Victim Rights
Victim rights apply to the following types of cases:

- Sexual misconduct
- Endangerment/Acts of Violence
- Harassment
- Stalking
- Hazing
- Property (damage) – restitution portion of outcome only
- Property (theft) – restitution portion of outcome only

-Victim Rights
- To have an adviser of the alleged victim’s choice accompany him/her when presenting information to the judicial body and to any other relevant meetings held throughout the disciplinary process.

- To submit a victim impact statement to the judicial body. This information will be used only in the sanctioning phase of deliberations, if the
charged student is found responsible for the charge(s).
• To have unrelated past behavior excluded from the hearing. The Judicial Officer or chair of the judicial body will decide if such information is unrelated.
• To submit questions to the judicial body. The judicial body will then consider posing those questions to the charged student.
• To testify in limited privacy, as long as the process does not compromise the charged student’s right to cross-examination. Determination on this matter will be made by Judicial Officer or chair of the judicial body.
• To be present throughout the entire hearing, or portions thereof. Determination on this matter will be made by the Judicial Officer or chair of the judicial body.
• To be notified of the disciplinary outcome and appeals outcome.
• To appeal the hearing decision on the basis outlined in Section 7(C), Victim’s Appellate Process.

Section 8. Judicial Bodies and Forums

-Judicial forums
There are two types of hearings provided by this code, informal and formal.

-Informal Hearings (Summary resolutions). Informal hearings or summary resolutions are for students choosing to accept responsibility for the alleged charge as presented. Informal hearings are not tape recorded. Written decisions will serve as the official records of informal hearings.

-Formal Hearings
• May require the judicial body to call appropriate witnesses to provide information in support of the charges.
• Allow the presence of an adviser.
• Will be tape recorded. The recording will serve as the official record of the proceedings.
• A formal disciplinary outcome letter will be sent to the student.

Under certain circumstances, where the alleged behavior and/or incident could be solved through mediation rather than formal disciplinary proceedings, the Judicial Officer, in consultation with all parties involved, may redirect the matter through mediation.

-Judicial Bodies and Types
Generally, students and student organizations may choose which judicial forum and judicial body they would like to conduct their disciplinary case. However, the Judicial Officer reserves the right to choose the appropriate hearing forum and body, or may determine that mediation, a behavioral intervention program or other approved College processes is best rather than formal disciplinary action.

• Summary Resolution. Summary Resolutions are informal and conducted by the Judicial Officer or other authorized staff personnel in consultation with the Student Judicial Officer. A Summary Resolution is for the student who chooses to accept responsibility for his/her actions and the charge(s) as presented. Students who choose a summary resolution automatically waives his/her right to have an adviser, cross-examine witnesses, and to have five (5) business days before a hearing is held.
• Administrative Hearing. This hearing is formal and conducted by the Judicial Officer or other authorized hearing officer.
• Discipline Review Board. This hearing is formal. This judicial body is comprised of the Judicial Officer or designee (chair/non-voting capacity), one faculty member appointed by the Faculty Senate, one student appointed by the Student Government Association or Judicial Officer, and one staff member appointed by the Vice President for Student Affairs or designee.

Section 9. Burden of Proof (Disciplinary Hearings)
The standard used in all disciplinary cases is “preponderance of evidence.” The term “preponderance of evidence” means that evidence, considered as a whole, indicates the fact sought to be proved is more probable, or that it is more likely than not the alleged behavior did violate the Student Code of Conduct. The burden of proof will be such that the charged student will not be presumed responsible, and his/her responsibility must be established to the satisfaction of the judicial
body by a preponderance of the evidence. The burden of proof for disciplinary hearings always rests with the College.

Section 10. Disciplinary process

-Initiating Charges
Any person may request a review of the alleged actions of a student which may violate the TCC Student Code of Conduct, federal, or state law. Determination of whether formal charges will be filed is at the discretion of the Vice President for Student Affairs or designee with oversight for the disciplinary process. A review for possible charges may be initiated by:

• A TCC Police Department report or report from another law enforcement agency.
• Any person filing an incident report with TCC campus police or requesting that a report from another law enforcement agency be sent to Student Conduct and Community Standards (SCCS). The TCC Police Department will forward all incident reports involving the conduct of student to SCCS.
• Any faculty, staff, student or other individual providing a written statement (not anonymous) to Student Conduct and Community Standards.
• The Judicial Officer shall be responsible for determining whether the documentation is sufficient to warrant formal disciplinary charges. The Judicial Officer reserves the right to request additional documentation, if it is deemed necessary in determining whether formal charges are warranted on behalf of the College.
• If the Judicial Officer determines that documentation is insufficient or there are no grounds to file charges on behalf of TCC, no charges will be filed and the individual initiating the report will be notified, in writing, as to the reason why the documentation is insufficient to file charges.
• In some cases, the Judicial Officer may determine that it is in the interest of the student’s academic and social development for student learning, that the case is referred to mediation, a behavioral intervention program or withdrawal for psychological/medical process, rather than the formal disciplinary process.

-Filing Time
Reports must be filed with Student Conduct and Community Standards within ninety (90) calendar days of the incident, or knowledge about the incident. However, TCC reserves the right to exercise professional discretion to extend this filing time in cases of harassment, endangerment, stalking, or other behaviors which pose a threat to the safety, welfare or wellbeing of another person or the TCC community or were the delay is related to victimization issues.

-Notice of Charges
The notice given to any student charged with a violation of the Student Code of Conduct will include the following:

• Notice of charge, including specific code charge(s) and a brief description of alleged offense(s) within 10 business days from receipt of an incident report or written statement. Extended time may be required if further investigation or additional documentation is required to substantiate initiating disciplinary charges.
• The charged student will be provided an opportunity to attend an information session, except in cases involving interim suspension as outlined in Section 14(C), during which the student may review all materials to be used in his/her case, receive information regarding his/her due process rights and procedures used in a disciplinary hearing, and have an opportunity to select the forum in which the case will be heard. In addition, the student will receive information regarding the resources available to the student in preparation for his or her disciplinary case.
• If a student fails to respond to a request to schedule an information session and/or attend a scheduled information session and/or ten (10) business days have expired since the date of the charge letter, the student waives his/her right to an information session, and the Judicial Officer will select a hearing forum for the student and schedule a hearing date in the student’s absence. The Judicial Officer may extend the time for scheduling an information session or reschedule a hearing where a student can prove that an extenuating circumstance prevented him or her from responding to the charge letter by the deadline date.
-Information Session
During the information session, the student/student organization will be provided the following:

- Clear and complete description of the Student Code of Conduct charges and description of the allegations upon which the charge is based.
- Information related to the student’s rights and responsibilities and preparation for the disciplinary hearing.
- An opportunity to review relevant information in his/her disciplinary file which will be used during the disciplinary hearing. The Judicial Officer reserves the right to modify any report or documentation if is deemed necessary to protect identifiable information of any person filing the report, witness or alleged victim.
- The right to accept responsibility for all charges and enter into a summary resolution or the right to dispute the allegation and request a formal hearing. If the student or student organization accepts the charges as presented, takes responsibility for the violation, and agrees to a summary resolution by the Judicial Officer, the Judicial Officer will provide the appropriate sanction(s), in writing, to the student at that time or within ten (10) business days from the summary resolution. The ground for an appeal for cases resolved through summary resolution is limited solely on the basis that the severity of the sanction is disproportionate with the nature of the offense.
- If the student or student organization does not accept responsibility or disagrees with the allegation, a formal hearing shall be conducted on the matter.

-Hearing Notification
Charged students requesting a formal hearing shall be notified, at least five (5) business days prior to a formal hearing, unless the student waives his/her right and requests a hearing before within five business days. Notice shall include:

- The date, time and location for the hearing.
- If the charged student fails to appear at the scheduled hearing and fails to provide adequate written notice prior to the scheduled hearing, the hearing will be held in the student’s absence. No student may be found responsible for a violation of the student conduct code solely because the student failed to appear before a judicial body. The decision of the judicial body will be determined based on all the documentation and testimony presented at the time of the hearing.

-Scope of Inquiry
A student’s academic and previous disciplinary record (if applicable) cannot be considered when determining whether the charged student has violated the Student Code of Conduct. However, after a student is found responsible for a violation of the code, any academic and previous disciplinary record may be taken into account when determining the appropriate educational sanction(s).

-Disciplinary Consolidations
- Whenever possible, cases where more than one student is charged with an alleged violation of the Student Code of Conduct and the students’ conduct arose out of the same incident(s), each case should be heard by the same judicial body.
- In cases where more than one student is charged with an alleged violation of the Student Code of Conduct and the students’ conduct arose out of the same incident(s), a single hearing may be held for all the students charged. Such students may request their case be consolidated with the others or separated from others.
- The Judicial Officer shall make determinations regarding consolidation with the charged students, and if necessary, with the party filing the formal complaint. The Judicial Officer shall make the final decision on all consolidations.

-Role of the Judicial Officer
The role of the Judicial Officer when presiding over a formal hearing will be to:

- Ensure a fair and impartial hearing and that all of the student’s and/or victim’s rights are protected pursuant to the Student Code of Conduct.
- If an adviser is present, review the adviser’s role and limitations during the hearing as outlined in the Section 6(F), student rights.
• Make all administrative decisions on matters relating to the conduct of the hearing, including matters regarding admission of relevant evidence, testimony and questions.

• Ensure the student charged with a violation of the student code of conduct has the right to present questions to all witnesses in an orderly and respectful fashion. The Judicial Officer reserves the right to determine the method for delivery of questions to the witness by the student.

• Maintain an orderly hearing and permit no person to be subjected to abusive treatment, intimidation or harassment. The Judicial Officer, at his/her discretion, may remove anyone who refuses to be orderly and conduct him/herself in a manner conducive to a learning environment.

• Administer an appropriate oath of truthful testimony to the charges student and all witnesses.

-Hearing Procedures (formal)
All hearings are private and closed to the public. Formal hearings are taped via audio recording, and the audio tape will act as the official record of the hearing. The following procedures are applicable to formal hearings before all judicial bodies:

• Presentation of formal charges by the Judicial Officer (or chair of the Discipline Review Board).

• Administer an appropriate oath of honesty and truthful testimony to the charged student prior to testimony before the judicial body.

• Opening statement by the charged student.

• Questions directed to the charged student by the judicial body.

• Administer an appropriate oath of honesty and truthful testimony to the each witness prior to testimony before the judicial body.

• Presentation of witnesses by TCC, followed by questioning of those witnesses by the judicial body and the charged student. The Judicial Officer reserves the right to determine the relevance of the question. Witnesses are then dismissed. Witnesses, other than the respondent, may, at the discretion of the Judicial Officer, be excluded from the hearing during the testimony of other witnesses. Written statements may not be admitted into evidence unless signed by the witness and witnessed by a TCC official. An advance copy of written statements must be furnished to the respondent and judicial body.

• Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses by the charged student and the judicial body. The Judicial Officer reserves the right to determine the relevance of the questions. Witnesses are then dismissed. Witnesses, other than the charged student, may, at the discretion of the Judicial Officer, be excluded from the hearing during the testimony of other witnesses. Written statements may not be admitted into evidence unless signed by the witness and witnessed by a TCC official. An advance copy of written statements must be furnished to the respondent and judicial body.

• Follow-up questions to the charged student.

• Closing statement by the student.

-Adjournment of the Hearing
• The Judicial Officer will exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. The Judicial Officer has the right to make the appropriate revisions to the hearing procedure so long as the student’s rights are upheld and maintained. Any person, including the adviser, who disrupts a hearing or who fails to adhere to the rulings of a Judicial Officer, may be excluded from the proceedings.

-Deliberations
• Deliberations are closed, except for members of the judicial body, and are not audio taped. Responsibility is determined by the Judicial Officer, or in cases resolved by the Discipline Review Board, by a majority vote of the judicial body members, except in cases involving expulsion. The vote and final decision of the judicial body, including the determination of responsibility and sanctions, if appropriate, are taped and become the official record of the hearing.

• Cases involving expulsion must be unanimous. The vote and the final decision of the judicial body, including the determination of responsibility and the sanctions, if appropriate, are taped and become the official record of the hearing.

• The accused student and victim (as outlined in Section 7), shall be informed of the outcome of
the disciplinary proceeding. Witness will not be notified of the outcome of the hearing. In cases of suspension or dismissal, the appropriate College officials will be notified in accordance with federal and state law.

-Findings

- Within ten (10) business days after the conclusion of deliberations, the judicial body shall provide a written outcome to the student, which will include:
  - A summary of the evidence/finding of fact used to support its determination;
  - Its determination of the appropriate sanction(s); and
  - The procedure for appeal. The student’s enrollment status shall remain unchanged pending TCC’s final decision in the matter except in cases where the Judicial Officer or designee determines that the safety, health, or general welfare of the student, any individual, or any part of TCC may be jeopardized.

Section 11. Educational Interventions/Sanctions

One or more of the following interventions and educational sanctions may apply when a student or student organization is found responsible for violations of the Student Code of Conduct:

- **Warning.** Verbal or written reprimand to the student or student organization that the student/student organization has violated the Student Code of Conduct, and that further violation of the code will result in more serious disciplinary action.

- **Educational assignment.** An educational assignment is a developmental task for the purpose of making a positive contribution to the student’s well being and/or the College community. Assignments may include, but are not limited to: attendance at educational workshops/seminars; tutoring or support from learning centers (i.e., testing, writing, reading or math labs); research projects; reflection papers and essays; apology letters; meetings/interviews with TCC or other officials; or planning and implementing educational programs. Any costs associated with participation in or completion of educational assignment is the responsibility of the student.

- **Community service.** Completion of a specified number of hours of service to the College or local community.

- **Fine.** Previously established and published fines may be imposed. Failure to pay all fines, in full, will result in denial of a final grade report, diploma and/or transcripts. All fines, except those established by Business Services, Admissions and Enrollment Services and Student Success and Retention or the TCC Police Department, are to be used solely to support and provide educational programs to the TCC community regarding ethics, moral development, academic integrity or other programs related to improving student learning.

- **Restitution.** Restitution for loss of or damages may be a part of any sanction, and may include monetary compensation, property replacement or services up to the amount of the damage, loss or injury incurred. Restitution may also be in the form of work service to the person, group or organization where the damage, loss or injury occurred.

- **Campus access restrictions.** Termination of a student’s or student organizations’ privilege to enter into and be in the near vicinity of one or more campus areas, facilities or buildings, or restriction from entering on TCC campus grounds in its entirety. A student will lose their privilege to enter onto campus grounds entirely if under suspension or expulsion from TCC.

- **Academic grade/testing sanctions.** For academic dishonesty violations, the student, in addition to other approved sanctions, may be given a reduced grade, or zero or failing grade for the assignment or course, denial of academic credit, or invalidation of college credit or of the degree based upon such credit.

- **Admission/enrollment revocation.** A student may be denied admission or further registration at the College, and the College invalidate academic credit work done by a student and may invalidate or revoke the degree based upon such credit if it is determined that the student has made false, fraudulent, or incomplete statements in the application, residence affidavit or
accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the College.

- **Removal from class.** Behavior which has been disruptive to a class to the extent that the continued presence of the student in that class will impair, interrupt or interfere with the instructor’s ability to deliver instruction or students’ to obtain instruction will result in a withdrawal from that class without a refund or grade penalty.

- **No contact order.** A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, or third parties.

- **Counseling assessment.** Referral for personal, mental or academic assessment through Student Success and Retention, Disability Support Services, other TCC counseling or other academic support services or a certified/licensed health agency may be required for some cases where it is deemed the intervention may positively affect the student’s learning, behavioral modification and/or academic success. In cases of probation, deferred sanctions, suspension, counseling assessment conditions that permit the student’s satisfactory completion of the probationary status or readmission to TCC will be specifically outlined in writing. Any costs associated with assessment/evaluation or visit to a licensed health agency is the responsibility of the student.

- **Loss of College privileges or associations.** Certain privileges or associations within the College are withdrawn for a specified period of time, not to exceed two (2) academic years. This includes, but is not limited to: removal from athletic events; denial of the privilege of participating in recreational/sports activities, student organizations or hold office in an organization; or revocation of social function privileges for student organizations.

- **Disciplinary probation (individual student).** A specified period of time during which a student has an opportunity to demonstrate his/her ability to be a responsible member of the TCC community. A student on probation is prohibited from holding an office in a student organization, or representing the College in any extracurricular activity or official function during the time of probation. The student may be required to complete additional educational activities and may be restricted from: participation in certain specified events/activities, entering certain facilities, classes or offices, or contacting/communicating (verbal, non-verbal, physical or electronic) with specific individuals or groups. Any further violation of the Student Code of Conduct places the student’s or student organization’s status with the College in jeopardy.

- **Disciplinary probation (student organization).** A specified period of time during which a student organization has an opportunity to demonstrate their ability to be responsible members of the TCC community. A student organization may be required to complete additional educational activities, and may be restricted from: accessing organizational funds, participation in certain specified events/activities; entering certain facilities, classes or offices; or contacting/communicating (verbal, non-verbal, physical or electronic) with specific individuals or groups. Any further violation of the Student Code of Conduct places the student organizations’ status with the College in jeopardy.

- **Deferred suspension.** A sanction of suspension may be deferred pending successful completion of all educational assignments or other outlined sanctions specified as a condition of the deferred sanction. All sanctions must be completed by the specified deadline date to satisfy the conditions of the deferred sanction. If a student/student organization fails to complete all the sanctions as set forth for a deferred sanction, suspension from the College will automatically be enacted without further review. For students found responsible for misconduct that results in a deferred sanction, the conferring of an academic degree will be deferred for the duration of the sanction.

- **Suspension (individual student).** Separation of the student from TCC to include removal from academic enrollment and revocation of other privileges or activities, and the privilege to enter all TCC campuses for a period of time not to exceed two (2) years. Conditions
that will permit the student’s readmission, if appropriate, will be specifically outlined in writing. Any communications with the College and student during the period of suspension will be directed to Student Conduct and Community Standards.

- **Suspension (student organization).** Separation of the student organization from TCC to include removal from and revocation of all privileges or activities for a period of time not to exceed two (2) years. Conditions that will permit the student organization’s reinstatement, if appropriate, will be specifically outlined in writing. Any communications with the College and student during the period of suspension will be directed to Student Conduct and Community Standards.

- **Dismissal (individual student).** Separation of the student from TCC to include removal from academic enrollment and revocation of other privileges or activities, and the privilege to enter all TCC campuses for a period of time not less than two (2) years and no more than five (5) years. Conditions that will permit the student’s readmission, if appropriate, will be specifically outlined in writing. Any communications with the College and student during the period of dismissal will be directed to Director for Campus and Civic Engagement or designee.

- **Dismissal (student organization).** Separation of the student organization from TCC to include suspension from and revocation of all privileges or activities for a period of time not less than two (2) years and no more than five (5) years. Conditions that will permit the student organization’s reinstatement, if appropriate, will be specifically outlined in writing. Any communications with the College and student during the period of dismissal shall be directed to Director for Campus and Civic Engagement or designee.

- **Expulsion (individual student).** Complete termination of a student’s status and academic enrollment at TCC. Any communications with the College and student during the period of expulsion will be directed to Student Conduct and Community Standards. Expelled students will have the following notation made on their college transcript “Disciplinary Expulsion.”

- **For academic dishonesty cases, the following shall apply:**
  If the instructor determines that an act of academic dishonesty has occurred, the instructor may:
  - issue a verbal or written warning;
  - require the student to resubmit the work/assignment;
  - require the student re-take a quiz or examination;
  - assess a lower grade on the assignment or examination;
  - issue a grade of zero (0) on the assignment, lab work, internship or examination; and/or
  - issue a failing grade for the course, lab or internship.

For first offenses, the academic misconduct will be reported to Student Conduct and Community Standards. The Judicial Officer shall record and maintain these reports in a confidential file. The Judicial Officer shall also send a letter to the student confirming this action and outlining the consequences of subsequent offenses.

For second offenses, the academic misconduct will be reported to Student Conduct and Community Standards. Formal disciplinary action will be taken by the Student Judicial Office in accordance with this Code and procedures established by the College for adjudicating disciplinary cases.

For a third offense, the academic misconduct will be reported to Student Conduct and Community Standards. Formal disciplinary action will be taken by the Student Judicial Office in accordance with this Code and procedures established by the College for adjudicating disciplinary cases. Sanctions imposed through a disciplinary hearing for a third offense, will result in a suspension from TCC for a minimum of one (1) academic semester.
Section 12. Procedures and Processes
To administer this policy, the College shall establish and maintain up-to-date procedures and process, which include, but are not limited to:

- Entity, department and/or College personnel responsible for the coordination, assessment and implementation of established procedures;
- Procedures for reporting alleged violations of the Student Conduct Code;
- Criteria and procedures used in determining whether this policy and established procedures should be enacted;
- Specific procedures to be implemented and actions to be taken by the designated entity, department and/or College official if it is determined that this policy must be enacted;
- Judicial bodies, forums and types approved by the College President or designee for handling alleged violations of this policy;
- Burden of proof used in the College disciplinary process for disciplinary hearings and appeals;
- Procedures and processes for initiating charges, including, filing times, notice of charges, review of charges by the students, hearing notification, and role of judicial bodies;
- Hearing procedures for adjudicating cases;
- Right to appeals, and criteria, process and procedures for handling appeals;
- Special circumstances and processes regarding interim/emergency suspensions;
- Maintenance, handling and record management of confidential disciplinary records;
- Parental notification procedures and processes;
- Procedures for meeting the rights of students covered under the Americans with Disabilities Act; and
- Entity/committee and process for the review of the Student Conduct Code and procedures.

-sanctions are not enacted until a final decision is made by the appellate body, except in cases of an interim suspension or if it is determined by the Vice President for Student Affairs or designee that the student poses a threat to the safety or welfare of the College community.

-Burden of Proof
The burden of proof at the appellate level rests with the student to clearly show that an error has occurred during the disciplinary process. An appeal review is not a re-hearing of the disciplinary case, but rather a review of the specified error as outlined in Section 12 (C)(1), Grounds for Appeal.

-Appellate Forums
- Decisions of an instructor related to academic misconduct first offenses may be appealed to the appropriate Academic Dean through the grade appeal process establish by the College.
- Decisions of the Judicial Officer or any judicial body shall be appealed to the Vice President for Student Affairs or designee. The Vice President for Student Affairs or designee has the authority to refer the request for an appeal to an Appeals Review Board or other judicial appeal body established by the College President or designee.

-Grounds for Appeal
Failure to describe the nature of the evidence in full detail in the appeal letter will result in the denial of an appeal. Appeal considerations are limited to:

- A violation of student's rights (see Section 6, student's rights) occurred which substantially affected the outcome of the hearing. Appeals based on this consideration will be limited solely to a review of the record and tape recording of the disciplinary hearing.
- The evidence presented during the hearing was not substantial enough to justify a decision by the judicial body. Appeals based on this consideration will be limited solely to a review of the record and tape recording of the disciplinary hearing.
- New evidence, which was not available at the time of the original hearing and could have substantially affected the outcome. The nature of the evidence must be described in full detail in the appeal letter and support documentation provided with the letter of appeal.

Section 13. Appeals
Any student found responsible for a violation of the Student Code of Conduct may request a review of the disciplinary outcome and/or of the sanction(s).

-Appeals
All appeals shall be requested in accordance with Section 12 (C)1 of this Code.

- If a student files an appeal request, the
• The intervention(s) or sanction(s) imposed were disproportionate to the nature of the offense.
• The ground for an appeal for students whose case was determined through a summary resolution is limited solely to that the severity of the sanction is disproportionate to the nature of the offense.

**Appellate Review Process**

- **Initiating an Appeal**

  A written appeal must be submitted within five (5) business days of the receipt of the written decision of the judicial body to the appropriate appellate body listed in Section 12(b). If the judicial body’s decision is not appealed within that time frame, the decision of the judicial body becomes final.

- **Record of Appeal**

  The record of appeal will consist of and be limited to the written appeal, audio recording (if applicable), written decision of the disciplinary body and all other documentation relevant to the grounds for appeal.

- **Appellate Review**

  • The appellate body shall review the appeal within ten (10) business days after receipt of the written appeal. Additional time may be granted at the discretion of the Vice President for Student Affairs or designee.
  • The appeal review must be solely limited to the issues put forth in the appeal and the grounds for appeal as outlined in Section 12(C)(1), grounds for Appeal. The appellate body will review the written appeal, tape recording (if applicable) and all documentation from the hearing, and determine if there is a basis for appeal.
  • If there is a basis for an appeal, the appellate body may grant an appellate conference. A written decision will be sent to the student, within five (5) business days of the decision to grant an appeal, stating that an appeal has been granted and the basis for granting the appeal. The date for an appellate conference should be scheduled and provided to the student within ten (10) business days from the decision to grant the appeal.
  • If there is no basis for appeal, a written decision will be sent to the student stating appeal denial and basis for the denial within the five (5) business days from the final determination of the appeal. The decision of the appellate body will constitute final College action on behalf of TCC.

- **Appellate Conference Procedures**

  If an appeal is granted, an appellate review will be scheduled within ten (10) business days of the decision to grant an appeal. The appellate conference is recorded. The appellate conference may involve:
  • Questioning, by the appellate body, of any party involved in the disciplinary process, but limited to Section 12(C)(1), Grounds for Appeal.
  • If the student is requested at the appellate conference, he/she may bring an adviser. The appellate decision is sent in writing to the student, within ten (10) business days of an appellate review, unless notification is given that additional time is necessary for consideration of the record on appeal.
  
  Except in the case of an interim suspension, the student’s status will remain unchanged, and all sanctions are placed on hold during the appellate process.

  If a student has been invited to attend an appellate conference, but fails to appear, the conference will occur in the absence of the student, and the appellate body’s decision will constitute final agency action on behalf of TCC.

- **Appellate Decisions**

  After an appellate conference, the appellate body may:
  • Uphold the judicial body’s decision (sanction deadline dates may be changed to reflect the time taken to complete the appeals process).
  • Reverse the judicial body’s decision and dismiss the case.
  • Modify the judicial body’s decision.
  • Modify the sanctions rendered by the judicial body. A review of the sanction by the appellate body will not result in more severe sanction(s). The appellate body may reduce, but not increase, the sanctions imposed by the judicial body.

  Decisions of the appellate body reflect final agency action on behalf of TCC.
Section 14. Emergency Judicial Body

- In the case where a judicial body member is unable to serve due to an emergency or unforeseeable occurrence, the Vice President for Student Affairs or designee may appoint a new judicial body member prior to the scheduled hearing.
- In cases where a judicial body has not been established or assembled, the Vice President for Student Affairs or designee may appoint the Judicial Officer or other appropriate TCC employee to hear the disciplinary case.
- In cases where an appellate body has not been established or assembled, the Vice President for Student Affairs or designee may handle the appellate case.

Section 15. Interim and Emergency Suspensions

Grounds for interim/emergency suspensions

-Individual Students

In situations where the Vice President for Student Affairs or designee has reasonable cause to believe a student’s alleged behavior or action and/or continued presence at the College poses a threat or danger to the health, safety or general welfare to self, others, the campus community or the continuance of normal TCC functions, an Interim (temporary) Restriction of a student from specific TCC facilities, buildings and/or classrooms or an Interim (temporary) Suspension from the TCC campus will be imposed. Behaviors or actions, which may result in an interim suspension include, but are not limited to threats, sexual assault, physical assault, hazing, possession or use of a firearm or explosives, felony drug possession or distribution, and acts which pose or may pose a threat to the safety or security of oneself, others and/or the property of the TCC community.

-Interim/Emergency Suspension Procedures

- Notice. The notice given to a student or student organization under Interim Suspension will include the notice of charge(s), enactment notice of an Interim Suspension, specific code charge(s) and a brief description of alleged offense(s). An Interim Suspension notice will be provided to the student, in writing via express mail or hand delivery by TCC Police, within 72 hours from the decision to enact the Interim Suspension. The letter must also include the contact information and specify the student is responsible for contacting the Judicial Office to schedule an information session.

- A student under Interim Suspension from the College is not allowed on any TCC campus or cannot enter any TCC facility until he/she has been given permission by the Vice President for Student Affairs or designee to do so.

- A student under interim suspension from a facility, class or other specific area(s) of the campus is prohibited from entering the specified location(s) until he/she has been given permission by the Vice President for Student Affairs or designee to do so.

- A student under interim suspension may also be prohibited from communicating with a specific person or persons to ensure the safety of that individual or individuals or maintain the integrity of disciplinary proceedings.

-Student Organizations

In situations where the Vice President for Student Affairs or designee has reasonable cause to believe a student organization’s alleged behavior or action presents a threat or danger to the health, safety or general welfare of others or the campus community, an Interim (temporary) Suspension will be imposed. Behaviors or actions, which may result in an Interim Suspension include, but are not limited to sexual assault, physical assault, hazing, possession or use of a firearm or explosives, felony drug possession or distribution, and acts which pose or may pose a threat to the safety or security of oneself, others and/or the property of the TCC community.
• The Vice President for Student Affairs or designee may extend the time in which to hold an information session or hearing, in cases where further investigation is required or where the student is incarcerated or unable to attend an information session or hearing due to circumstances beyond one’s control. The student is responsible for contacting the Judicial Office regarding mitigating circumstances.

-Information Session (interim/emergency suspension)
During the information session, the student will be provided the following:
• Clear and complete description of the Student Code of Conduct charges and description of the allegations upon which the charge is based.
• Information related to the student’s rights and responsibilities and preparation for a disciplinary hearing.
• An opportunity to review relevant information in his/her disciplinary file which will be used during the disciplinary hearing. The Judicial Officer reserves the right to modify any report or documentation if is deemed necessary to protect identifiable information of any person filing the report, witness or alleged victim.
• The right to accept responsibility for all charges and enter into a summary resolution or the right to dispute the allegation and request a formal hearing. If the student or student organization accepts the charges as presented, takes responsibility for the violation, and agrees to a summary resolution by the Judicial Officer, the Judicial Officer will provide the appropriate sanction(s), in writing, to the student or student organization within three (3) business days from the date of the summary resolution. The ground for an appeal for cases resolved through summary resolution is limited solely on the basis that the severity of the sanction is disproportionate with the nature of the offense.
• If the student or student organization does not accept responsibility or disagrees with the allegation, a formal hearing shall be conducted on the matter. A formal hearing will be scheduled within three (3) business days from the date of the information session, unless the charged student or student organization requests additional time to prepare, not to exceed ten (10) business days. The interim suspension shall remain in effect until a final outcome is decided by a judicial body.

-Interim/Emergency Suspension Hearing Procedures
Formal hearing procedures for Interim Suspensions will be conducted in accordance with the procedures outlined in Section 10 (I), hearing procedures.

-Interim/Emergency Suspension Appellate Process
The appellate process will be conducted in accordance with the processes and procedures outlined in Section 12, Appeals.

Section 16. Official Record of Disciplinary Proceedings
• An audio tape recording will be made of all formal hearings. The tape recording shall be the official record of the disciplinary proceeding and shall be maintained in Student Conduct and Community Standards as outlined in Section 20, Disciplinary Records.
• If a tape malfunction occurs, the judicial body shall include a summary of the testimony, which is detailed to permit a review of the hearing in case of appeal.
• The student may review the tape recording of his/her hearing by scheduling an appointment with the Judicial Officer. A copy of recorded hearings will not be provided to any person.

Section 17. Failure to Respond to Disciplinary Action
A student who fails to complete a sanction within the specified time frame may be charged with the Student Conduct Code violation, “Failure to Comply.” It is the student’s responsibility to notify the appropriate judicial body if there are mitigating circumstances that prevents him/her from completing the sanction(s) by a specified time frame. The judicial body may extend the deadline time, at his/her discretion. It is the student’s responsibility to complete all sanctions
within the specified time frame to avoid a hold and or a charge of “Failure to Comply.”
A disciplinary hold will be placed on a student’s records if a student fails to respond to requests of judicial bodies or fails to complete sanctions as determined through final TCC action. The disciplinary hold will not be removed until the matter is resolved or all sanctions have been completed by the student.

Section 18. Disciplinary Holds
A disciplinary hold will be placed on the records and registration of any student who:
• Fails to respond to a disciplinary notice by a judicial body. Any pending disciplinary matters must be resolved prior to re-registration or a student’s graduation. No student will be allowed to register, graduate, or obtain transcripts or financial aid until the pending disciplinary case is completed;
• Is under an interim suspension from the College. The disciplinary hold will not be removed until the pending disciplinary case is completed;
• Is under suspension from the College. The disciplinary hold will not be removed until the student’s suspension status has expired and/or the requirements as set forth by the judicial/appellate body for readmission have been successfully met; or
• Is under expulsion from the College. The disciplinary hold will only be removed, upon written request, for a student to obtain his/her transcript.

Section 19. Parental Notification
In accordance with the Family Educational Rights and Privacy Act, TCC officials may inform the parents or legal guardians of students less than 25 years of age when he/she has been involved in a violation of the Student Code of Conduct, which involved the use, possession, distribution or sale of alcohol or controlled substances. In addition, if a student is under the age of 18, parents or legal guardians of the student will be notified of any disciplinary action taken by TCC.

Section 20. College Official Notification
• In cases of suspension or expulsion, notification is sent to the Director of Admissions and Enrollment Services, Chief of the TCC Police Department, Vice President for Student Affairs, Vice President for Academic Affairs, the appropriate academic dean(s) and victim (if applicable).
• In cases where a student/student organization is restricted from a specific area/facility, notification is sent to the Chief of the TCC Police Department, Student Activities Coordinator, Director for Campus and Civic Engagement, faculty adviser and department director/dean of the restricted area/facility.
• In cases where a student’s privilege to participate in a College-sponsored event, activity, student organization or committee has been removed, notification is sent to TCC administrator with oversight for the activity and faculty adviser for the organization.
• In cases where the recognition of a student organization or specific privileges has been removed, notification is sent to the TCC administrator with oversight for the organization and the faculty adviser for the organization.

Section 21. Delivery of Disciplinary Notifications
The address on file with the Registrar will be used for all disciplinary notices sent to the student. It is the responsibility of the student to ensure the address on file with the Registrar is current and updated on a regular basis.
• In cases, where the assurance of the safety of the person or others is required, written disciplinary notices may be delivered by hand to a student’s class.
• In cases, where a judicial notice has been sent back to the Judicial Office due to an insufficient address, written disciplinary notices may be delivered by hand to a student’s class.
• In cases involving a student organization, disciplinary notices will be delivered to the student organization president or chair via their student club mailbox, and a copy of all disciplinary notices will sent to the faculty adviser for the organization and TCC administrator responsible for the oversight of student organizations.
Section 22. Disciplinary Records

- Official Record Management
  All student discipline records, in accordance with the Family Educational Rights and Privacy Act (FERPA), including complete disciplinary records and appellate records of TCC students and student organizations and tape audio recordings (if applicable), will be maintained in Student Conduct and Community Standards.

- Transcript Notations
  In cases of expulsion, the following notation is made on the student’s transcript: “Disciplinary Expulsion.”

- Disciplinary Record Expiration and Removals
  • Disciplinary files remain a part of the student’s disciplinary record for three (3) years after final disposition of the case or in accordance with current state law or College policy, except in cases involving expulsion. The entire disciplinary record is removed from disciplinary databases and files. Any information retained after that time period will be used solely for research and statistical purposes. No personally identifiable information will be kept after a record has expired.
  • Disciplinary cases involving expulsion become part of the student’s permanent record.
  • All paper records will be destroyed by shredding or other similar process. Reports will be modified in a manner so that statistical data can be obtained, but personally identifiable information is deleted. Electronic information (e.g. audio recordings) will be destroyed in a manner that will ensure the information cannot be traced to any individual or any discipline case.
  • Upon graduation, a student’s disciplinary file involving minor offenses may be expunged (removal from disciplinary record) by filing a written request to the Vice President for Student Affairs or designee. The Vice President for Student Affairs or designee has sole discretion in determining whether a disciplinary file will be expunged prior to the time as specified in this Code. The following disciplinary files will not be expunged, except as in accordance with this Code:
    • Disciplinary cases resulting in suspension from the College (cases involving expulsion will not be expunged);
    • Cases involving disruptive or threatening behavior, including, but not limited to: physical assault, acts of violence, harassment, stalking, threats or sex offenses;
    • Cases involving a weapon, explosives or hazardous materials;
    • Cases involving the distribution or intent to distribute illegal or illicit drugs as specified by state law; or
    • Cases involving repeated offenses or behaviors.

- Disciplinary Records Request
  Students may obtain a copy of the information in their disciplinary file by submitting a written request to Student Conduct and Community Standards. Copies will be provided in accordance with federal and state laws regarding the privacy of disciplinary records and TCC policy. Handwritten notes of a judicial body are not released to the student. Some reports may be modified to ensure that identifiable information of the reporting individual (or victim) or witnesses are protected for safety purposes. The charged student or victim (as classified under Section 7), will be afforded an opportunity to review the disciplinary hearing recording, upon written request to Student Conduct and Community Standards.
    • The charged student will be required to sign a Confidentiality and FERPA Statement form in cases where there is a victim as outlined in Section 7.
    • A victim will be required to sign a Confidentiality and FERPA Statement form in cases where the victim requests to review the disciplinary hearing recording.
    • Information will be placed in the disciplinary file indicating the person who was afforded the opportunity to review the recording, and the date the review of the recording occurred.
Sharing, releasing or providing any documents or recording of a disciplinary hearing, or any portion thereof, to any other person or group, without written consent of the Judicial Officer, charged student and victim or as specified by this Code, is a violation of federal law and this Code. Any person which does so will be charged with a violation of the Student Code of Conduct and may be subject to criminal actions for a violation of law or may be subject to legal action through the courts.

Section 23. Interpretation and Evaluation
Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President for Student Affairs for final determination. The Vice President for Student Affairs may confer with the College Attorney in the rendering the final determination. The Student Code of Conduct shall be reviewed biennially by a committee appointed by the Vice President for Student Affairs. At the discretion of the District Board of Trustees, President or designee, a review of the Student Code of Conduct may be requested prior to the two year term date. The Student Discipline Review Committee shall consist of faculty, staff and student representatives, and current members of TCC judicial bodies that reflect the diverse and cultural dynamics of the College. The biennial review shall occur during each odd year and recommendations made to the Vice President for Student Affairs no later than December 31 of the review year. The District Board of Trustees shall have final approval and adoption of the Code and/or any revisions thereof.

Section 24. Privacy Act and Confidentiality
All disciplinary proceedings and records are confidential. In accordance with the Family Educational Rights and Privacy Act, TCC will abide by all laws requiring confidentiality and privacy with regard to student disciplinary processes. This confidentiality extends to all hearing bodies and forums.

In cases involving alleged behavior, where victim rights are enacted, the Judicial Officer will inform the victim of the outcome of the disciplinary hearing.

All disciplinary proceedings are private and closed to the public, unless the charged student and victim (if applicable), agree in writing to an open hearing. However, the judicial body, when necessary to maintain order or to protect the rights of other participants, can deem the hearing closed to the public.

Section 25. Release of Disciplinary Records
A student may choose to sign a release form granting the appropriate judicial body permission to discuss information related to his/her disciplinary file with any individual that he/she designates.

Any college, university or other agency requesting any disciplinary information related to a current or former TCC student is required to submit a request, in writing, to Student Conduct and Community Standards. All written requests must include the signature of the student granting the release of information related to his/her disciplinary record, and his/her current contact information. The Judicial Officer may contact the student for verification prior to the release of any disciplinary information.

Section 26. Auxiliary Aids and Services
Students with disabilities as defined by the Americans with Disabilities Act requiring special accommodations should register with Disability Support Services and notify Student Conduct and Community Standards, in writing, at least five (5) business days prior to the hearing of any special accommodations that may be required by the student. The Judicial Affairs representative will consult with Disability Support Services personnel to determine the appropriate accommodations required to ensure a student a fair and impartial hearing.
Other TCC Codes and Policies

**Honor Code**

_As part of the Tallahassee Community College family – students, faculty, and staff – I hereby commit to uphold the highest standards of academic honesty, personal integrity, and respect for myself and others as essential components of academic and personal growth._

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**AIDS Policy**

The College has developed a policy to protect against discrimination for people with AIDS or AIDS-related disease. Each policy violation report will be handled individually and confidentially.

Campus and Civic Engagement: SU154, (850) 201-8420

For confidential HIV/AIDS information, call the Florida HIV/AIDS hotline: 1-800-FLA-AIDS.

**Alcohol and Controlled Substances Policy**

The Board of Trustees of Tallahassee Community College recognizes the serious nature and potentially harmful effects of using controlled substances and alcohol in the workplace and educational setting. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances and alcohol on College property or sites where College activities are conducted is strictly prohibited.

The College will impose disciplinary sanctions on students and employees for violation of the above – discipline up to and including expulsion of a student and termination of employment for an employee. This policy has been adopted to supplement existing personnel policies, practices and procedures. If an employee who is eligible to receive College-paid benefits self-discloses to his or her supervisor that he or she is in violation of this policy prior to being found in violation, then confidentiality will be protected.

Any student who is suspended for violation of this policy may apply for readmission consideration only after becoming drug-free and after at least one semester of suspension is completed. Readmission will be granted to suspended students only after they provide proof that they are drug-free after using drug rehabilitation or some other method. A committee consisting of students and employees will review the proof and make a recommendation to the Vice President for Student Affairs, who will issue clearance for readmission when appropriate.

- **Definitions**
  
  - “Workplace/Educational Setting” means any office, building or property (including parking lots) owned or operated by the College, or any other site where work is performed for the College.
  
  - “Possess” means to have either in or on a person, personal effects, motor vehicles and areas substantially entrusted to the control of the student or employee such as desk, files, lockers.
  

- **Self-Help Groups**
  
  **Alanon** (For families of substance abusers)
  (850) 222-2294; www.tallyalanon.org
Alcoholics Anonymous
(For adults and teenagers with alcohol problems
24-hr line: (850) 224-1818; www.intergroup5.org

Narcotics Anonymous
(For adults and teenagers with drug problems)
(850) 599-2876

Substance Abuse and Mental Health Services:
(800) 662-4357; www.samhsa.gov/treatment
Detailed information about drug dependency
resources in the area is available in the Human
Resources office in the Administration building.

-Drug/Alcohol Addiction Assistance
  24-hour Helpline/211 Big Bend
  Dial 211 or (850) 617-6333; www.211bigbend.org

Apalachee Center
(850) 523-3333; www.apalacheecenter.org

DISC Village
(850) 575-4388; www.discvillage.com

Townsend ARC Addiction Recovery Center
(850) 656-5112; www.townsendarc.com

-Awareness Programs on Campus
TCC shall provide programs for the College
community with emphasis on safety and
crime prevention, victim assistance, drug
and alcohol awareness, self-protection and
self-defense, and legal issues. Such programs
shall be presented during career service
workshops, faculty meetings, regularly
scheduled classes and activities sponsored
by the Student Government Association
and Human Resources. Materials shall be
available to faculty for inclusion in courses as
appropriate.

TCC Crime Prevention Unit: (850) 201-6100

Children on Campus Policy
Unsupervised children are not allowed on campus.
Students are expected to arrange for their
personal child care in a manner that prevents the
involvement of the College. The College assumes
no responsibility for supervision of the children
of students. Students may not bring children to
class or leave children unattended on campus.
Students failing to comply with this policy will not
be admitted to classes and may be asked to leave
campus until child care arrangements can be made.
Children may be allowed on campus when the best
interests of the College are served (e.g., to meet
requirements of instructional programs, to attend
College-scheduled events open to public, and as
approved by the immediate supervisor). See “Child
Care” in this handbook.

Course Repeat Policy
Section 1009.286, Florida Statutes, requires that
students enrolled in the same undergraduate
college credit course more than twice shall pay
fees at 100 percent of the full cost of instruction.
For purposes of this law, first-time enrollment in a
class shall mean enrollment in a class beginning fall
semester 1997. Full cost of instruction is equivalent
to rates for nonresident fees. Special approval
must be granted for all fourth attempts. To appeal
full-cost charges, students may file an appeal with
the Enrollment Appeals Committee through the
Office of the Vice President for Student Affairs.
Course withdrawals are not permitted from third or
subsequent attempts.

Family Educational Rights and Privacy Act
(FERPA)
The Family Educational Rights and Privacy Act
(FERPA) affords students certain rights with respect
to their educational records. These rights include
the following:

- The right to inspect and review the student’s
  education records within 45 days of the day
  the College receives a request for access. The
  student should submit to the College Registrar
  written requests that identify the record(s) the
  student wishes to inspect. The College official
  will make arrangements for access and notify
  the student of the time and place where the
  records may be inspected. If the records are not
  maintained by the College official to whom the
  request was submitted, that official shall advise
  the student of the correct official to whom the
  request should be addressed.

- The right to request the amendment of the
  student’s education records that the student
  believes are inaccurate. The student may ask
  the College to amend a record that the student
  believes is inaccurate. The student should write
  the College official responsible for the record,
  clearly identify the part of the record the
  student wants changed, and specify why it is
  inaccurate. If the College decides not to amend
  the record as requested by the student, the
College will notify the student of the decision and advise the student of his or her right to a hearing. A description of hearing procedures will be provided to the student when the student is notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failure by a college to comply with the requirements of FERPA. Contact information for the office that administers FERPA is as follows:
  
  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-5920
  1-800-872-5327

**Note: Directory Information**:
The “directory information” listed below may be released to anyone unless a student specifies in writing to the director of Admissions and Enrollment Services or the Registrar that the information is not to be released. (Nondirectory information may be released to state and governmental agencies in accordance with state and federal law.)

- Student’s name
- Place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees, academic honors and awards
- Previous schools attended
- Enrollment status
- Photographs**
* Students may choose to withhold all or some of the designated directory information by completing the “Non-Release of Information Form” in the Department of Admissions and Enrollment Services. Any future release of such information would require written permission by the student.
**Although TCC has designated photographs as directory information, these will appear only in TCC-generated materials, such as College publications and the College Web site.

**Hazing Policy**
TCC has an anti-hazing policy in accordance with section 1006.63, Florida Statutes. Hazing will be interpreted as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of TCC.

**Information/Communication**
TCC uses the sources described below to inform members of the College community about crime on campus, support services, policy changes, educational programs and other important information.

- **Bulletin Boards**
  Bulletin boards are available on campus for informational flyers on a variety of topics and events. Students and members of the public may post flyers only on public bulletin boards. Inappropriate flyers will be removed.

- **Campus and Civic Engagement Enclosed Bulletin Boards**
  There are 12 glass-enclosed bulletin boards on campus that provide listings of campus entertainment events, intramurals, outdoor adventures and other College activities.
The Eyrie Magazine
The Eyrie showcases the creative endeavors of TCC students. This student magazine contains poetry, short stories, essays, art, graphic art, academic writing and photography. It is edited and designed by students enrolled in Literary Magazine Production (JOU2440L), who participate in the entire magazine production process. The College distributes the magazine to staff and students. The Eyrie has received numerous state and national awards, including best literary magazine in the nation. Students may drop off submissions to The Eyrie at the Division of Communications and Humanities office throughout the year. The Eyrie: EN241, (850) 201-6070.

Student E-mail and Internet
Your TCC eAccount gives you access to a wide variety of services, including TCC Passport, open access computer labs and TCC e-mail. TCC e-mail is the primary method used by the College to communicate with students. It allows the College to remind you of important upcoming dates (such as fee payment deadlines and the first day of class registration) and offers TCC instructors an easy way to communicate with students regarding upcoming assignments and class activities. Your My Mail account can be accessed through TCC Passport, the same system you will use for advising and registration activities. TCC students are expected to check their My Mail account daily, as it is the first line of communication for TCC students, staff and faculty.

TCC Home Page
At www.tcc.fl.edu you can find information on the latest campus news, upcoming events and activities, registration information and procedures, class schedules, and links to much more.

The Talon Newspaper
The Talon is TCC’s student newspaper and provides the TCC community with news, features, columns, sports and photography. The Talon has been recognized repeatedly by the Florida Community College Press Association for its outstanding journalism, commentary, photography and graphic design. Students and organizations are encouraged to submit campus news and events to The Talon. Students interested in joining The Talon staff must complete ENC1101 with a grade of “C” or better and enroll in JOU2420L, a three-credit course. Students must also enroll in MMC1100 as a prerequisite or corequisite.

Division of Communications and Humanities: (850) 201-6070.

TCC Catalog
The TCC Catalog provides information about admissions procedures, financial aid, veterans services, College and academic policies, programs of study, student services, degrees, course descriptions and much more. The catalog complements this student handbook and is available at http://catalog.tcc.fl.edu.

TCC Information Center
The campus information center is located on the first floor of the Administration Building. It is open from 8 a.m.–5 p.m., Monday–Friday. Staff are available to answer questions and provide campus information.

Information Center: (850) 201-8589

TCC Passport
TCC Passport is a single-sign-on tool that allows students to access e-mail, Blackboard, advising and registration information. This is a primary means of communication between the College and students. Information on how to use TCC Passport is available in this handbook.

Prior Violations Policy
All students who have had a prior violation (law and/or educational discipline) must indicate this information on the TCC application for admission. Upon receipt of this information, the Admissions and Enrollment Services office will refer the student’s statements to Student Conduct and Community Standards in the Campus and Civic Engagement office for review.

All violations are reviewed on a case-by-case basis and weighted in favor of the safety and welfare of the campus community. When appropriate, SCCS reserves the right to place conditions on a student’s enrollment or recommend to the appropriate
College committee that the student be denied enrollment. When denied admission, the student may have the right to appeal based on specific criteria or circumstances. Appeals, adequately detailing the rationale for the appeal request, must be submitted in writing to the Vice President for Student Affairs. Decisions of the Vice President for Student Affairs or designee are final.

**Sexual Harassment/Misconduct Policy**

The College does not condone sexual misconduct in any form and is committed to having a learning environment free from all forms of discrimination. Examples of misconduct that are prohibited include, but are not limited to, sexual battery, sexual harassment, indecent exposure and lewd/lascivious behavior.

Campus-wide education programs shall be provided for students; information about these programs can be obtained by contacting the office of the Vice President for Academic Affairs. In the belief that students should be able to enjoy a learning environment free of unwelcome, offensive and unsolicited advances of a sexual nature, it is College policy that sexual harassment of students at the College is unacceptable conduct and shall not be tolerated. Violation of this policy undermines the integrity of the educational relationship. Sexual harassment at the College is forbidden not only in a supervisory/subordinate relationship, but also in a student/student or employee/student relationship.

Sexual harassment can be verbal, visual or physical. It can be overt or it can consist of persistent, unwanted attempts to change a professional relationship to a personal one. Sexual harassment can range from inappropriate put-downs of individual persons and unwelcome sexual flirtations to more serious abuses. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when that behavior falls within the following definition:

- **Sexual Harassment Definition**

  Sexual harassment of students at TCC is defined as any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when one or both of the following apply:

  - Submission to or rejection of such conduct is used as the basis for decisions concerning the academic performance affecting that individual.
  - Such conduct has the purpose or effect of unreasonably interfering with an individual’s educational experience or creates an intimidating, hostile or offensive educational environment.

- **Sexual Misconduct/Harassment Complaint Procedures**

  Tallahassee Community College assures prompt and impartial consideration of complaints of sexual misconduct or sexual harassment.

- **Student Complaint against Employee**

  - A complaint is initiated by discussing the problem with the director of the office or department where the violation is alleged to have occurred. An investigation will commence to ascertain the facts and determine if there are any witnesses. The respondent’s position shall also be reviewed and stated. Effort will be made to reconcile the problem in a timely and just manner.

  All reports and witness statements will remain confidential and kept in a secure environment. (If the director of the office or department is a party to the complaint, the complainant is encouraged to discuss the problem with either the next level supervisor or the College Equity Coordinator.)

  - If a mutually satisfactory adjustment is not reached between the director and the complainant, the complaint may be forwarded to the College Equity Coordinator.

  - If a mutually satisfactory resolution cannot be reached, a report and recommendation must be submitted to the President by the College Equity Coordinator. The report shall include the allegation, the facts ascertained from the investigation, the conclusions reached and recommendations for action to be taken. The President shall render a decision regarding the alleged harassment. The President may adjudicate the complaint based on the records or may call witnesses or examine other documents as deemed necessary.
• If the President’s decision is not satisfactory to the complainant, it may be appealed to the TCC District Board of Trustees. The complainant must file a written appeal to the President within 10 days after receipt of the President’s decision. The President shall transmit to the board members the request for appeal and a copy of the record for their consideration at a regular or special meeting. The decision of the District Board of Trustees shall be made on the record and shall be final.

-Student Complaint against Student
A complaint is initiated by reporting the problem to the Director of Campus and Civic Engagement and will be handled in accordance with the Student Conduct Code (Policy Manual, 6Hx27:10-12).

Sexual Battery
Sexual battery is a crime defined in chapter 794 of the Florida Statutes as the oral, anal or vaginal penetration by, or union with, the sexual organ of another by any object (exception: acts done for a bona fide medical purpose). This applies equally to male and female staff, faculty and students, on or off the campus, regardless of whether the perpetrator and the victim are acquaintances or strangers. Sexual battery by a student is also a violation of the Student Conduct Code (Section 5Q).

-Victim Reporting Procedures
Make every effort to get to a safe place and remain calm and alert.
• Call 911. The call will automatically be routed to the proper law enforcement agency: TCC Campus Police, Tallahassee Police Department or Leon County Sheriff’s Office.
• Stay on the phone with the dispatcher as long as needed, giving requested information.
• If possible, do not change clothing or clean your clothing or body until you have been examined by a medical professional. The preservation of physical evidence may be critical for successful prosecution of the offender.
• Do not disturb or alter the crime scene.
• Victims are encouraged to seek medical attention and an evidence collection exam at Tallahassee Memorial HealthCare (hospital) emergency room.
• If desired, request someone to provide support, either campus staff or the Refuge House. (see below) The student may wish to call the Campus and Civic Engagement Office: SU154, (850) 201-8420.

-Victim Support Services
The following services are available for student victims of sexual battery or attempted sexual battery:
• TCC Campus Police for investigation and any subsequent arrests: (850) 201-6100
• TCC Mental Health Services for emotional support, information and referral: (850) 201-7726
• Refuge House/Rape Crisis, 24-hour Crisis Line: (850) 681-2111; 1-800-500-1119; www.refugehouse.com
• Evidence collection and exam, Tallahassee Memorial HealthCare (hospital): (850) 431-0911
Students found responsible in campus disciplinary proceedings for committing sexual battery are subject to disciplinary sanctions including, but not limited to, suspension or expulsion.

Sexual Offenders Policy
The Campus Sex Crimes Act (pursuant to sections 775.21, 943.0435 and 944.607, F.S.) requires the Florida Department of Law Enforcement to notify TCC when a convicted sexual offender intends to seek or maintain admission. Sexual offenders who are approved for admission (see Prior Violations Procedures) will be asked to meet with a representative of the Campus and Civic Engagement office to assure that they do the following:
• Carefully follow the TCC Student Conduct Code and any other conditions required as part of the admission process
• Not enter or come within the proximity of any TCC childcare or child development center
• Not seek College-sanctioned volunteer experiences on- or off-campus where children are involved
Smoking/Tobacco Products Policy

All facilities (buildings and grounds) owned or operated by TCC are designed as non-smoking areas unless indicated otherwise. Faculty, staff, students and visitors who choose to use tobacco products or electronic cigarettes may do so only in areas designated for smoking. It is the responsibility of the individual to properly dispose of tobacco waste products (e.g. cigarette remnants, etc.). This policy includes all tobacco products, including smokeless tobacco and products that simulate smoking.

Social Security Number Collection and Use

In compliance with section 119.071(5), Florida Statutes, Tallahassee Community College issues this notification to students, employees and applicants regarding the collection and usage of your Social Security Number (SSN). Tallahassee Community College collects and uses Social Security numbers in performance of the College’s duties and responsibilities for the following purposes: admissions/testing; record identification and verification; classification of accounts; credit worthiness; billing and payments; data collection; reconciliation; tracking for outcome data and transition from one education level to the next; benefit processing; tax and scholarship reporting; financial aid processing; athletics recruiting; accreditation of programs; as a condition of employment and employment processing; and for reporting to authorized agencies of the state and federal government. To protect identity, TCC will secure all Social Security numbers from unauthorized access and will assign each student and employee a unique identification number. TCC will never release Social Security numbers to unauthorized parties. The unique identification number is used for all associated employment and education purposes at TCC.

- Admissions and Enrollment Services, Workforce Programs, Florida Public Safety Institute

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report students’ Social Security numbers to the Internal Revenue Service (IRS). A student may refuse to disclose his or her Social Security number to the College; however, the IRS is then authorized to fine the student in the amount of $50.

In addition to federal reporting requirements, the public school system in Florida uses Social Security numbers as student identifiers (section 1008.386, Florida Statutes) for purposes of tracking and assisting students in the smooth transition from one education level to the next. Social Security numbers are protected by FERPA and are never released to unauthorized parties.

- Financial Aid

The Financial Aid office will use a student’s Social Security number to secure funds awarded and to report funds received by the student from the state and federal government. In addition, if a student is awarded, and chooses to accept, a student loan, the Social Security number will be used to obtain the loan funds from the lender.

The United States Department of Education (USDOE) Free Application for Federal Student Aid (FAFSA) requires applicants to report their Social Security number to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the Social Security number is required in order for the Department of Homeland Security to investigate citizenship status for the Federal Work Study program. It is also required on all loan applications for use by the lender/servicer/guarantor.

Sections 483 and 484 of the Higher Education Act of 1965, as amended, give TCC the authority to ask students and their parents these questions and to collect the Social Security numbers.

- Human Resources

Providing your Social Security number is a condition of employment at TCC. The Social Security number is used for legitimate business purposes in compliance with

• Completing and processing the federal I-9 form (Department of Homeland Security)
• Completing and processing the federal W4, W2, 1099 forms (Internal Revenue Service)
• Completing and processing federal Social Security taxes (Federal Insurance Contributions Act tax)
• Completing and processing quarterly unemployment reports (Florida Department of Revenue)
• Completing and processing Florida Retirement System Contributions (Florida Department of Revenue)
• Workers’ Compensation claims (FCCRMC and Department of Labor)
• Completing and processing Direct Deposit files (ACH)
• Completing and processing 403b and 457b contributions
• Completing and processing group health, life and dental coverage enrollments
• Completing and processing various supplemental insurance deduction reports
• Completing and processing various payroll documents, including contracts for service

Solicitation Policy
Agents, sales persons and solicitors shall not be permitted on campus to distribute literature, solicit funds or sell merchandise or services to faculty, staff, students or campus organizations without specific prior approval by the President or designee. Charitable, tax-exempt organizations will be considered on an individual basis.

Student Concerns Procedures
Students who have concerns about College policies, procedures, personnel or other related matters that are nonclassroom/noninstructional in nature may file their concerns as follows:
• The student will first confer with the appropriate division dean or department director/supervisor.
• If not satisfied with the results, the student may submit a written appeal to the office of the Vice President for Student Affairs.

Use of the College Name and Logo
The College’s name and/or symbols shall not be used in connection with the holding or promotion of any event without prior permission of the Office of Communications and Public Information. Call (850) 201-6049.
YOUR COLLEGE.
YOUR COMMUNITY.
YOUR CHANNEL.

Tune in each night from 3 p.m. to 1 a.m. on Comcast channel 22.

Learn how to be a successful student.
For students, by students—Get to know your college and your town.
Informing our community about campus programs, events and services.

your TCC22
Reach your academic and career goals!

**TCC Career Center** ~ Your Connection from College to Career

Resume Assistance  
Mock Interviews  
Dress for Success  
Professional Networking  
Internships  
Career Counseling  
Job Search Assistance  
Professional Development Workshops

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Catie Goodman  
Career Center Director  
goodmanc@tcc.fl.edu

Tanya Hargrove  
Office Manager  
hargrovlt@tcc.fl.edu

Christy Mantzanas  
Career Placement Coordinator  
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Li Pon  
Career Center Specialist/Internships  
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Felicia Williams  
Career Center Counseling Specialist  
williamf@tcc.fl.edu

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TCC Student Union 2nd Floor  |  www.tcc.fl.edu/careercenter  |  201-9970  |  careercenter@tcc.fl.edu
Student Weekly Planner

Use this personal planner to define daily, weekly and monthly goals. Also, the planner lists important term dates to help organize your time.
### Week’s Goals:
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**AUGUST**

- Fee payment deadline - August Main, August Express, Developmental Education August Session
- Check your TCC e-mail regularly, as faculty and staff use it to send important messages to you.
Week’s Goals:

________________________________
________________________________
________________________________
________________________________

“Education is the most powerful weapon which you can use to change the world.”
Nelson Mandela
<table>
<thead>
<tr>
<th>Week's Goals:</th>
<th>AUGUST</th>
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</thead>
</table>

| 18 MON | |
| 19 TUES | |
| 20 WED | |
| 21 THURS | |
| 22 FRI | Did you know that TCC is #1 among two-year colleges in the U.S. for the number of A.A. degrees awarded. |
| 23 SAT | State Employee Registration - August Main, August Express, Developmental Education August Session |
| 24 SUN | |
### August

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<th>Week's Goals:</th>
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- **Classes begin:** August Main, August Express, Developmental Education August Session

- **Last day to add a class:** August Main, August Express, Developmental Education August Session

- **Last day to cancel registration/drop courses and receive a refund:** August Main, August Express, Developmental Education August Session

- **Make class attendance a priority!**
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<th>Week's Goals:</th>
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<tr>
<th>Date</th>
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<td>1</td>
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“Intelligence plus character—that is the goal of true education.”

Martin Luther King Jr.
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<thead>
<tr>
<th>Monday</th>
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Did you know that TCC offers class sizes with an average of 1 instructor to 25 students.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>15</td>
<td>Last day to withdraw from class - Developmental Education August Session</td>
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<tr>
<td>16</td>
<td>Take advantage of the resources available at TCC. The Learning Commons offers tutoring test reviews and a variety of services to help you succeed.</td>
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### Week's Goals:

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<tbody>
<tr>
<td>Financial Aid Distribution - August Main, August Express, Developmental Education August Session</td>
<td>Fee payment deadline - September Express</td>
<td>Last day of classes - Developmental Education August Session</td>
<td>Term ends - Developmental Education August Session</td>
<td>State employee registration - September Express</td>
<td>Final grades available on TCC Passport - Developmental Education August Session</td>
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**SEPTEMBER**
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<td><strong>STUDENT SPIRIT DAY</strong></td>
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**SEPTEMBER**

- Last day to withdraw from class - August Express
- Classes begin - September Express

**OCTOBER**

- Last day to add a class - September Express
- Last day to cancel registration/drop classes and receive a refund - September Express
- Read your class syllabus carefully and put important due dates and test dates on your calendar.
### Week's Goals:

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<tr>
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“Study without desire spoils the memory, and it retains nothing that it takes in.”

Leonardo da Vinci

OCTOBER
### Week's Goals:

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| 14     |         |           |          |        |          |        |
| 15     |         |           |          |        |          |        |
| 16     |         |           |          |        |          |        |
| 17     |         |           |          |        |          |        |
| 18     |         |           |          |        |          |        |
| 19     |         |           |          |        |          |        |

- **Monday, October 13**: Last day of classes - August Express
- **Tuesday, October 14**: Final Exams begin - August Express; Fee payment deadline - October Express, Developmental Education October Session
- **Wednesday, October 15**: Final Exams end - August Express; Term ends - August Express
- **Thursday, October 16**: Did you know that TCC is the #1 transfer school to Florida State University.
- **Friday, October 17**: State employee registration - October Express, Developmental Education October Session
- **Saturday, October 18**: Final grades available on TCC Passport - August Express
- **Sunday, October 19**: 

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**OCTOBER**

- **Final Exams begin- August Express**
- **Fee payment deadline - October Express, Developmental Education October Session**
- **Final Exams end - August Express**
- **Term ends - August Express**
- **Final grades available on TCC Passport - August Express**
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<td>Classes begin - October Express, Developmental Education October Session</td>
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<td>Last day to add a class - October Express, Developmental Education October Session</td>
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<td>Last day to cancel registration/drop classes and receive a refund - October Express, Developmental Education October Session</td>
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**OCTOBER**

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**Week's Goals:**

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**OCTOBER**

- Financial aid distribution - September Express

**“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”**

Malcolm X

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**NOVEMBER**

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130 — Tallahassee Community College
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<th>Last day to withdraw from class - August Main</th>
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<th>Last day to withdraw from class - Developmental Education October Session</th>
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<th>Did you know that TCC is #5 among two-year colleges in the U.S. for the number of associate degrees awarded to African-American students.</th>
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www.tcc.fl.edu — 131
Week's Goals:

**10**

**11**  VETERANS DAY

**12**

**13**

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**15**

**16**

Last day to withdraw from class - September Express

The library is a great resource for students; librarians will help you with research for papers and projects.
Week's Goals:

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“The educated differ from the uneducated as much as the living differ from the dead.”

Aristotle

Financial aid distribution - October Express, Developmental Education October Session

Last day of classes; Term ends - Developmental Education October Session

Last day to withdraw from class - October Express
Week's Goals:

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NOVEMBER

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Get involved on campus! Research shows students are more successful when they feel a part of campus life.

CLASSES DO NOT MEET; HOWEVER, COLLEGE IS OPEN FOR BUSINESS UNTIL 5 P.M.

THANKSGIVING

COLLEGE CLOSED

COLLEGE CLOSED
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“Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young.”

Henry Ford

Last day of classes - August Main, September Express, October Express
### Week's Goals:

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- [ ]
- [ ]

### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>8</td>
<td>Final Exam Week begins - August Main, September Express, October Express</td>
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<tr>
<td>9</td>
<td>Fee payment deadline - January Main, January Express, Developmental Education January Session</td>
</tr>
<tr>
<td>10</td>
<td>Last day to finish incomplete grades from previous term</td>
</tr>
<tr>
<td>11</td>
<td>Final Exam Week ends - August Main, September Express, October Express</td>
</tr>
<tr>
<td>12</td>
<td>Term Ends - August Main, September Express, October Express</td>
</tr>
<tr>
<td>13</td>
<td>Did you know that TCC has a veterans center on campus that is open to all active duty, retired military and military dependents. Advising and other supports are offered there.</td>
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136 — Tallahassee Community College
| Week's Goals: | | | | |
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**December**

**Monday, December 15**

- Final grades available on TCC Passport
  - August Main, September Express, October Express, Developmental Education October Session

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**Tuesday, December 16**

- Meet with a career services advisor if you're not sure of your major/career path. They have assessments and tools to help you out.
### Week's Goals:

- [ ]
- [ ]
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### Mid-Year Break

#### Monday, December 22

Reach out to your instructors; visit them during office hours; ask questions when you are confused. Faculty members are here to help you succeed.

#### Monday, December 23

#### Monday, December 24

#### Monday, December 25

#### Monday, December 26

#### Monday, December 27

#### Monday, December 28
Week's Goals:

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“Education is not the filling of a pail, but the lighting of a fire.”

W.B. Yeats
<table>
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<tr>
<th>Date</th>
<th>Monday</th>
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**Week's Goals:**

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**January:**

- **State employee registration** - January Main, January Express, Developmental Education January Session
- **Classes begin** - January Main, January Express, Developmental Education January Session
- **Last day to add a class** - January Main, January Express, Developmental Education January Session
- **Register for classes early!**

Registration opens well before the semester begins. Registering early means you get the pick of classes.
<table>
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<th>JANUARY</th>
<th>Week's Goals:</th>
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**Last day to cancel registration/drop and receive a refund - January Main, January Express, Developmental Education January Session**

“Education breeds confidence. Confidence breeds hope. Hope breeds peace.”

Confucius
Meet with a student success advisor regularly to discuss your degree progress and major requirements. They are here to help you.
### JANUARY

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Last day to withdraw from class - Developmental Education January Session

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### FEBRUARY

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<td>Fee Payment Deadline - February Express</td>
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<td>3</td>
<td>Create study groups for exams. Building relationships with fellow students will help you succeed.</td>
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<td>4</td>
<td>Financial aid distribution - January Main, January Express, Developmental Education January Session</td>
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<td>Last day of classes; Term ends - Developmental Education January Session</td>
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**Week's Goals:**
- __________________________________________
- __________________________________________
- __________________________________________
- __________________________________________

*Final grades available on TCC Passport - Developmental Education January Session*
*State employee registration - February Express*

*Last day to withdraw from class - January Express*
*Classes begin- February Express*

*Last day to add a class - February Express*

*“Don’t worry about failures, worry about the chances you miss when you don’t even try.”*  
*Jack Canfield*
Week's Goals:

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<tr>
<th>MON</th>
<th>TUES</th>
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<th>THURS</th>
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**FEBRUARY**

Last day to cancel registration/drop classes and receive a refund - February Express
## FEBRUARY

### Week's Goals:

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Did you know that having a college degree will increase your earning potential compared to high school graduates?

- Fee Payment Deadline - March Express, Developmental Education March Session

- Last day of classes - January Express

- Final Exams begin - January Express

- Final Exams end - January Express
  Term Ends - January Express
  State employee registration - March Express, Developmental Education March Session

### MARCH

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Did you know that having a college degree will increase your earning potential compared to high school graduates?
### Week's Goals:

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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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</table>

**March**

- **2**
  - Classes begin: March Express, Developmental Education March Session

- **3**
  - Last day to add a class: March Express, Developmental Education March Session
  - Final grades available on TCC Passport: January Express

- **4**
  - Last day to cancel registration/drop classes and receive a refund: March Express, Developmental Education March Session

- **5**

- **6**

- **7**

- **8**
  - Did you know that TCC has an international students center that welcomes all international students and provides resources and various academic supports and cultural activities.
<table>
<thead>
<tr>
<th>MARCH</th>
<th>Week's Goals:</th>
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<tr>
<th>MARCH</th>
<th>SPRING BREAK</th>
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www.tcc.fl.edu — 149
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Week's Goals:

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Financial aid distribution - February Express
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<tr>
<td>Communicate with your instructors if you have an emergency or have to miss a class. Letting them know upfront will be to your benefit.</td>
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- **MON, 23**
- **TUES, 24**
- **WED, 25**
- **THURS, 26**
- **FRI, 27**
- **SAT, 28**
- **SUN, 29**

**Last day to withdraw from class - January Main**

**Last day to withdraw from class - Developmental Education March Session**
"Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time."

Thomas A. Edison
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<tr>
<th>APRIL</th>
<th>Week's Goals:</th>
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- Financial aid distribution - March Express, Developmental Education March Session
- Last day to cancel registration/drop classes and receive a refund - Developmental Education March Session

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- Last day to withdraw from class - February Express
- Last day of classes; Term ends - Developmental Education March Session

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<th>MON</th>
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Last day to cancel registration/drop classes and receive a refund - Developmental Education March Session

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- Last day of classes; Term ends - Developmental Education March Session

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- Financial aid distribution - March Express, Developmental Education March Session

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- Last day to cancel registration/drop classes and receive a refund - Developmental Education March Session

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- Last day of classes; Term ends - Developmental Education March Session

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### Week's Goals:

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<td>SAT 18</td>
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<td>SUN 19</td>
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**APRIL**

Last to withdraw from class - March Express
**Week's Goals:**

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Check your Blackboard regularly. Faculty and staff send important information through Blackboard.

Last day of classes - January Main, February Express, March Express
<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>27</td>
<td>MON</td>
<td>Final Exam Week begins - January Main, February Express, March Express</td>
</tr>
<tr>
<td>28</td>
<td>TUES</td>
<td>Fee Payment Deadline - May Main, May Express</td>
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<tr>
<td>29</td>
<td>WED</td>
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<td>30</td>
<td>THURS</td>
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<td>FRI</td>
<td>Final Exam Week ends; Term ends - January Main, February Express, March Express Last day to finish incomplete grades from previous term</td>
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<td>2</td>
<td>SAT</td>
<td>Set aside time to study for each class. Time management is key to your success in college.</td>
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<td>SUN</td>
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<td>Mon</td>
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<tr>
<td>Final grades available on TCC Passport - January Main, February Express, March Express, Developmental Education March Session State employee registration - May Main, May Express</td>
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<tr>
<td>Classes begin - May Main, May Express</td>
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<td>Last day to add a class - May Main, May Express</td>
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Week's Goals:

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Last day to cancel registration/drop a class - May Main, May Express
Week's Goals:

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Textbooks can be found at the TCC bookstore in the Student Union building.
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<tr>
<th>Week's Goals:</th>
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<th>25</th>
<th>MON</th>
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<td>MEMORIAL DAY</td>
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<table>
<thead>
<tr>
<th>26</th>
<th>TUES</th>
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<tr>
<td></td>
<td>Use “Ask a Librarian.” Through this service, students can text, e-mail or chat online with a librarian.</td>
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<table>
<thead>
<tr>
<th>27</th>
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160 — Tallahassee Community College
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<th>JUNE</th>
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**Week's Goals:**

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“Believe in yourself and all that you are. Know that there is something inside you that is greater than any obstacle.”

Christian D. Larson
<table>
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**JUNE**

- **MON**
  - Fee Payment deadline - June Express

- **TUES**
  - Last day of classes - May Express

- **WED**
  - Final Exams begin - May Express

- **THURS**
  - Final Exams end - May Express

- **FRI**

- **SAT**

- **SUN**

---

**Calendar Notes:**

- Fee Payment deadline - June Express
- Last day of classes - May Express
- Final Exams begin - May Express
- Final Exams end - May Express
- Term ends - May Express

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**Links:**

- [www.tcc.fl.edu](http://www.tcc.fl.edu)
### Week's Goals:

<table>
<thead>
<tr>
<th>Monday</th>
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**June**

- **22**
- **23**
  - Final grades available on TCC Passport - May Express
  - State employee registration - June Express
- **24**
  - Classes begin - June Express
- **25**
  - Last day to withdraw from class - May Main
  - Last day to add a class - June Express
- **26**
- **27**
- **28**
**JUNE**

<table>
<thead>
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**JULY**

<table>
<thead>
<tr>
<th>Last day to cancel registration/drop a class - June Express</th>
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<table>
<thead>
<tr>
<th>Take notes in class and review them before each exam. Studies show that rewriting notes can also be helpful in memorization.</th>
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<th>INDEPENDENCE DAY (OBSERVED)</th>
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**www.tcc.fl.edu — 165**
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**JULY**

- **20**
- **21**
- **22**
- **23**
- **24**
- **25**
- **26**

- Final Exams begin - May Main
- Final Exams end - May Main
- Term ends - May Main
- Financial aid distribution - June Express
- Last day to withdraw from class - June Express
- Final grades available on TCC Passport - May Main
- Become familiar with the campus and know where the important buildings are. Campus maps are available in this handbook.
<table>
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<th>Week's Goals:</th>
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<tr>
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<td>Last day of classes - June Express</td>
<td>Final Exams begin - June Express</td>
<td>Final Exams end - June Express</td>
<td>Term ends - June Express</td>
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<td>Last day to finish incomplete grades from previous term - May Main, May Express, June Express</td>
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### Week's Goals:

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- Final grades available on TCC Passport
  - June Express

- Meet with FSU and FAMU advisors here on TCC campus to discuss transfer requirements. They are in the Student Success Center regularly.
# Directory of Services

All numbers are preceeded by area code (850)

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>201-8680</td>
<td><a href="mailto:acadaffairs@tcc.fl.edu">acadaffairs@tcc.fl.edu</a></td>
<td>AD 249-256</td>
</tr>
<tr>
<td>Admissions and Enrollment Services</td>
<td>201-8555</td>
<td><a href="mailto:enrollment@tcc.fl.edu">enrollment@tcc.fl.edu</a></td>
<td>SU 247</td>
</tr>
<tr>
<td>Advising</td>
<td>201-8555</td>
<td><a href="mailto:enrollment@tcc.fl.edu">enrollment@tcc.fl.edu</a></td>
<td>SU 247</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>201-6065</td>
<td><a href="mailto:alumni@tcc.fl.edu">alumni@tcc.fl.edu</a></td>
<td>AD 227</td>
</tr>
<tr>
<td>Athletics and Ticket Sales</td>
<td>201-8588</td>
<td><a href="mailto:athletics@tcc.fl.edu">athletics@tcc.fl.edu</a></td>
<td>LSC 164</td>
</tr>
<tr>
<td>Barry University/TCC</td>
<td>201-8650</td>
<td><a href="mailto:mbowden@mail.barry.edu">mbowden@mail.barry.edu</a></td>
<td>UC</td>
</tr>
<tr>
<td>Bookstore</td>
<td>.575-9200</td>
<td><a href="mailto:tccbookstore@tcc.fl.edu">tccbookstore@tcc.fl.edu</a></td>
<td>SU 115</td>
</tr>
<tr>
<td>Business Office</td>
<td>201-8525</td>
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<tr>
<td>Campus Entertainment</td>
<td>201-9967</td>
<td><a href="mailto:campuslife@tcc.fl.edu">campuslife@tcc.fl.edu</a></td>
<td>SU 185</td>
</tr>
<tr>
<td>Campus and Civic Engagement</td>
<td>201-8420</td>
<td><a href="mailto:campuslife@tcc.fl.edu">campuslife@tcc.fl.edu</a></td>
<td>SU 154</td>
</tr>
<tr>
<td>Campus Police</td>
<td>201-6100</td>
<td><a href="mailto:campuspolice@tcc.fl.edu">campuspolice@tcc.fl.edu</a></td>
<td>CB 2nd floor</td>
</tr>
<tr>
<td>Campus Recreation</td>
<td>201-8093</td>
<td><a href="mailto:lifetimesports@tcc.fl.edu">lifetimesports@tcc.fl.edu</a></td>
<td>LSC 103</td>
</tr>
<tr>
<td>Career Center</td>
<td>201-9970</td>
<td><a href="mailto:careercenter@tcc.fl.edu">careercenter@tcc.fl.edu</a></td>
<td>SU 200</td>
</tr>
<tr>
<td>Cashier's Office</td>
<td>201-8415</td>
<td></td>
<td>SU 273</td>
</tr>
<tr>
<td>Center for Instructional Technology</td>
<td>201-8388</td>
<td><a href="mailto:cit@tcc.fl.edu">cit@tcc.fl.edu</a></td>
<td>LB 2nd floor</td>
</tr>
<tr>
<td>Center for Workforce Development</td>
<td>201-8760</td>
<td><a href="mailto:workforce@tcc.fl.edu">workforce@tcc.fl.edu</a></td>
<td>WD 2nd floor</td>
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<tr>
<td>Communications and Public Information</td>
<td>201-6049</td>
<td><a href="mailto:communications@tcc.fl.edu">communications@tcc.fl.edu</a></td>
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<td>Community and Continuing Education</td>
<td>201-8353</td>
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<td>WD 2nd floor</td>
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<tr>
<td>CROP (College Reach-Out Program)</td>
<td>201-8314</td>
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<tr>
<td>Dental Clinic</td>
<td>201-8247</td>
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<td>DH 100</td>
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<td>Disability Support Services</td>
<td>201-8430</td>
<td><a href="mailto:dss@tcc.fl.edu">dss@tcc.fl.edu</a></td>
<td>SU 172</td>
</tr>
<tr>
<td>Disability Support Testing Center</td>
<td>201-8271</td>
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<td>FPAC 219</td>
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<tr>
<td>Eagle Adventures (outdoor recreation)</td>
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<td>LSC 105</td>
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<td>Early Childhood Professional</td>
<td>201-8330</td>
<td><a href="mailto:alexandk@tcc.fl.edu">alexandk@tcc.fl.edu</a></td>
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<tr>
<td>Development Center (child care)</td>
<td>201-8219</td>
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<td>Embry-Riddle University/TCC</td>
<td>201-8330</td>
<td><a href="mailto:alexandk@tcc.fl.edu">alexandk@tcc.fl.edu</a></td>
<td>UC</td>
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<td>Employment</td>
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<td>On-campus (Human Resources)</td>
<td>201-8510</td>
<td><a href="mailto:humres@tcc.fl.edu">humres@tcc.fl.edu</a></td>
<td>AD</td>
</tr>
<tr>
<td>Off-campus (Career Center)</td>
<td>201-9970</td>
<td><a href="mailto:careercenter@tcc.fl.edu">careercenter@tcc.fl.edu</a></td>
<td>SU 200</td>
</tr>
<tr>
<td>Future Major/Career (Career Center)</td>
<td>201-9970</td>
<td><a href="mailto:careercenter@tcc.fl.edu">careercenter@tcc.fl.edu</a></td>
<td>SU 200</td>
</tr>
<tr>
<td>Equity Officer</td>
<td>201-6074</td>
<td><a href="mailto:toolson@tcc.fl.edu">toolson@tcc.fl.edu</a></td>
<td>AD 146</td>
</tr>
<tr>
<td>Escort Service (Campus Police)</td>
<td>201-6100</td>
<td></td>
<td>CB 2nd floor</td>
</tr>
<tr>
<td>Eyrie (student literary magazine)</td>
<td>201-6070</td>
<td><a href="mailto:cohu@tcc.fl.edu">cohu@tcc.fl.edu</a></td>
<td>EN 241</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>201-8399</td>
<td><a href="mailto:finaid@tcc.fl.edu">finaid@tcc.fl.edu</a></td>
<td>SU 278</td>
</tr>
<tr>
<td>Fine Art Gallery</td>
<td>201-8083</td>
<td></td>
<td>FPAC 1st floor</td>
</tr>
<tr>
<td>Flagler College/TCC</td>
<td>201-8070</td>
<td></td>
<td>UC</td>
</tr>
<tr>
<td>Florida Public Safety Institute</td>
<td>201-7000</td>
<td><a href="mailto:ptlea@tcc.fl.edu">ptlea@tcc.fl.edu</a></td>
<td>Havana, FL</td>
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<tr>
<td>Global Gateway Program</td>
<td>201-8058</td>
<td><a href="mailto:globallearning@tcc.fl.edu">globallearning@tcc.fl.edu</a></td>
<td>EN 261</td>
</tr>
<tr>
<td>Help Desk (information technology)</td>
<td>201-8540</td>
<td><a href="mailto:helpdesk@tcc.fl.edu">helpdesk@tcc.fl.edu</a></td>
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<tr>
<td>Honors Program</td>
<td>201-8358</td>
<td><a href="mailto:honors@tcc.fl.edu">honors@tcc.fl.edu</a></td>
<td>CH 184</td>
</tr>
<tr>
<td>I.D. Cards (student I.D.)</td>
<td>201-8428</td>
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# Community Resources

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<tbody>
<tr>
<td>Bus Schedule Information, Star Metro</td>
<td>891-5200</td>
</tr>
<tr>
<td>City Information/City Hall</td>
<td>891-0000</td>
</tr>
<tr>
<td>City Utilities</td>
<td>891-4968</td>
</tr>
<tr>
<td>Civic Center Ticket Office</td>
<td>222-0400 (TTY 921-8459)</td>
</tr>
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<td>Florida A&amp;M University</td>
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<tr>
<td>Florida State University</td>
<td>644-2525</td>
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<tr>
<td>Greyhound Bus Line</td>
<td>(800) 231-2222</td>
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<td>Health Department</td>
<td>606-8150</td>
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<td>Hospitals</td>
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<td>Capital Regional Medical Center</td>
<td>325-5000</td>
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<td>Tallahassee Memorial HealthCare</td>
<td>431-1155</td>
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<tr>
<td>Leon County Public Library (downtown)</td>
<td>606-2665</td>
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<tr>
<td>Lively Technical Center</td>
<td>487-7555</td>
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<tr>
<td>Post Office (main)</td>
<td>216-4334</td>
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<tr>
<td>Red Coach Bus Service</td>
<td>(877) 733-0724</td>
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<tr>
<td>State of Florida Drivers License</td>
<td>617-3995</td>
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<td>State of Florida Information</td>
<td>488-1234</td>
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<td>Tallahassee Democrat (newspaper)</td>
<td>599-2100</td>
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<td>Tallahassee Regional Airport</td>
<td>891-7800</td>
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<tr>
<td>Telephone Counseling and Referral</td>
<td>211 or 617-6333</td>
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<tr>
<td>Telephone - CenturyLink</td>
<td>(800) 366-8201</td>
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<tr>
<td>Voter Registration</td>
<td>606-8683</td>
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<tr>
<td>Weather Forecast</td>
<td>942-8851</td>
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<td>Emergency</td>
<td>911</td>
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<tr>
<td>Addiction Helpline</td>
<td>(877) 345-3370</td>
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<tr>
<td>Florida Highway Patrol (non-emergency)</td>
<td>488-8676</td>
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<td>Leon County Sheriff (non-emergency)</td>
<td>922-3300</td>
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<tr>
<td>Poison Control Center</td>
<td>(800) 222-1222</td>
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<tr>
<td>Rape/Crisis Hotline/Refuge House</td>
<td>681-2111</td>
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<tr>
<td>Tallahassee Police (non-emergency)</td>
<td>891-4200</td>
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2014 - 2015 CAMPUS ROUTES

ROUTE LEGEND

*Routes and schedules are subject to change. Check Talgov.com/StarMetro for current information.*
Glossary of Key Terms

A.A. (Associate in Arts) Degree: A two-year degree program designed for students planning to transfer to a college or university to continue their education.

Academic Probation: A student is placed on academic probation when the student fails to make academic progress after being put on academic warning. Students on probation are required to meet with an academic advisor before registering for classes for the upcoming semester. Students will be limited in the number of credit hours they are allowed to take. Academic probation is posted on the student’s academic transcript.

Academic Suspension: When a student has been on academic probation in a previous semester, and the student’s overall GPA stays below a 2.0, the student is placed on academic suspension. A student who is placed on suspension is able to appeal that suspension for one semester; after that semester, if the GPA is not improved, the student on suspension is required to leave the College for one semester. Upon return, the student is required to meet with an academic advisor before registering for classes for the upcoming semester. Students who have been on suspension will be limited in the number of credit hours for which they are allowed to enroll. Academic suspension is posted on the student’s transcript.

Academic Warning: A student is placed on academic warning when the student fails to make satisfactory progress and falls out of academic good standing with the College. The first semester a student is not in good standing, the student will receive an academic warning notice. The student is required to meet with an academic advisor before registering for the upcoming semester.

Academic Year: The beginning of the Fall semester to the end of the Summer semester.

Advising: When a student talks to an academic advisor to discuss what courses the student wants to take and what courses the student still needs to take to receive his or her degree or certificate.

A.S. (Associate in Science) Degree: A degree designed to prepare students to enter a career upon completing the degree, with no further study required. Examples include Dental Hygiene and Graphic Design Technology. Some A.S. degrees are transferable to a state university.

Articulation Agreement: An agreement between community/ state colleges, colleges and/or universities that allows students to smoothly transfer credits between one institution and another. It also guarantees admission to a state college or university to a student who receives an A.A. degree from a public Florida community college. (Note that the student is not guaranteed admission to any particular four-year college or university or to any limited-access program.)

Attempt: When a student registers for a course, it counts as an attempt. A student is allowed up to three attempts to pass a class. A withdrawal from a course is also considered an attempt. Full cost of instruction (equivalent to the out-of-state tuition rate) will be assessed for the third and fourth attempt.

Certificate Program: A program that typically lasts one year or less and relates to a specific employment area. A certificate does not transfer to a state university.

CLEP (College Level Examination Program): This program allows students to earn credit for a specific course by taking a proficiency exam rather than taking the course. TCC students who want to exempt a course through CLEP should take the proficiency exam at Florida State University or other approved site and have their test scores sent to the Office of the Registrar. Students may not receive credit by examination in any course in which they have already earned college credit.

Common Prerequisites: A set of courses or criteria that much be satisfactorily completed before admission to an upper-level degree program at a four-year college or university.

Corequisite: A course that must be taken at the same time as another course.

Course Load: The number of credits a student takes during a semester. A student who is enrolling full-time typically takes a course load of 12 credits (generally four classes). A student may not take more than 18 credits in a semester; anything beyond 18 credits requires permission of the dean or an academic advisor.

Course Number: The letters and numbers that identify courses. All courses at TCC are numbered with a three-letter prefix and four-digit number. For example, ENC 1101 is English 1101. A complete list of the courses offered at TCC can be found in the TCC Catalog.

Credit (or Credit Hour): A unit of measure assigned to courses. In college, the number of credit hours for a course reflects approximately the total hours a student spends per week in class. For example, a student can expect to be in class approximately three hours each week for a three-credit-hour class.

Dean: An administrative officer in charge of a specific academic area or department of the college. The dean oversees the entire faculty in a specific area.

Degree Audit: A computerized document that lists the courses a student needs to qualify for graduation based on the specific degree program. The degree audit also lists all the student’s grades and placement test scores, as well as the order in which classes need to be taken.

Developmental Education Courses: Courses designed to improve basic, pre-college-level skills in reading, math and writing. Developmental Education courses do not count toward graduation requirements.

Drop: When a student decides to leave a class by the end of the fifth day class. Students must officially drop a course by the established deadline. When a student drops a course, the student will receive a full refund for the course (as long as it is dropped by the drop deadline), and it will not count as an attempt at passing the course. A drop is not the same as a withdrawal.

Elective: A college-level course that is taken to fulfill a program requirement or general education requirement. Electives can be used to help a student prepare to transfer into a specific major.
FAFSA (Free Application for Federal Student Aid): The official application used to apply for federally funded student aid programs and some state student financial aid programs. The FAFSA requests demographic, financial, and other information about an applicant and the applicant’s spouse or parent(s). The application can completed and submitted electronically at www.fafsa.ed.gov. Students need to fill out a new FAFSA each year.

FERPA (Family Educational Rights and Privacy Act): A federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or enrolls in a college or university, regardless of age. FERPA prohibits the release of information from a student’s education record without prior written consent from the student. Students can allow certain individuals access to their record by filling out a “Right to Privacy” form in the Admission and Enrollment Services office, Registrar’s office and the Financial Aid office.

Financial Aid Award Notification: An e-mail that is sent to a student from the TCC Financial Aid office instructing the student to go to his or her TCC Passport to the “My Account” tab to view the financial aid package that is being offered to that student.

Full-time Student: A college student enrolled for 12 or more credit hours per semester.

GPA (Grade Point Average): A number obtained by dividing quality points earned by total hours completed.

Grade: The final academic standing of a student in a course.

Grants: A type of financial aid that does not have to be repaid; usually awarded on basis of need or academic excellence and given to help pay the costs of higher education.

Incomplete (Grade of I): Special circumstances where a student who is passing a course and has completed a majority of the required coursework may, with the permission of the instructor, be allowed to receive an incomplete. This permission is granted only for exceptional reasons. If the student does not complete the requirements by the end of the next semester, the “I” grade becomes an “F.”

Limited-access Program: A limited-access program uses selective admission to limit program enrollment. Certain degree programs are deemed “limited access” due to resource limitations (e.g., space, facilities, faculty). In other cases, the program is of such a nature that applicants must demonstrate through an audition or portfolio that they already have the minimum skills necessary for them to benefit from the program, or the program is of such a nature that in order to demonstrate potential success in the program, applicants must attain a GPA and/or other standards (e.g., standardized test scores) that are above those required for admission to the college or university offering the program. These programs require students applying for admission to complete all the program prerequisites and meet other limited-access admission standards.

Loans: A type of financial aid that is available to students and to the parents of students. An education loan must be repaid. In many cases, however, payments do not begin until six months following graduation or withdrawal from all classes.

Major: Designation given to the group of courses necessary to receive a college degree in a specific area. Students in the A.A. program do not declare a major at TCC, but do take courses that will help them transfer into their specific major at a four-year college or university.

Part-time Student: A college student enrolled for fewer than 12 credit hours.

Prerequisite: A course that must be satisfactorily completed before a higher-level course can be taken. For example, students must satisfactorily complete ENC1101 before enrolling in ENC1102.

Program of Study: A group of courses that a student must successfully complete in order to receive an A.A. degree, an A.S. degree or a certificate in a specific area.

Registration: The process of enrolling for classes. It includes selecting class meeting days, times and professors and paying all tuition and fees.

Scholarship: A type of student financial assistance based on various criteria that does not have to be repaid.

Semester: A portion of the academic year. There are three semesters at TCC—Fall, Spring and Summer. Each semester includes multiple sessions—a main session and two or three express sessions. The main sessions are 16 weeks long.

Syllabus: A summary or list of the main topics of a course, including texts and other required reading materials, assignment deadlines, and attendance and grading policies. The syllabus is typically distributed by the instructor on the first day of class. Each syllabus contains the professor’s office hours and contact information, course requirements, assignments and grading criteria.

Transcript: An official academic record of all courses that a student has taken with the grades that the student has earned in each course. A transcript also shows any terms that a student was placed on academic probation or academic suspension, or received an honor distinction.

Withdrawal: When a student decides to leave a class after the fifth day of the session and before the withdrawal deadline of the session. When a student withdraws from a course, the student receives a grade of “W” on his or her transcript and does not receive a refund for that course. Students on certain scholarships may be expected to pay back their scholarship money. When a student withdraws from a course, it counts as an attempt.

Work-Study: A federal program that allows students to work part-time during the school year as a part of their financial aid package. The jobs are on campus and the money earned is used to pay tuition or other college expenses. Work-study is awarded to students based on financial need.
Index

A

Academic Advising ........................................... 64
Academic Advising Center .................................. 72
Academic Calendars ........................................... 6
Academic Calendars Developmental Education ........... 9
Academic Calendars
Fall 2014 .......................................................... 6
Spring 2015 .......................................................... 7
Summer 2015 ....................................................... 8
Academic Dishonesty .......................................... 86, 99
Academic Dismissal ............................................. 63
Academic Fabrication .......................................... 86
Academic Probation ............................................ 63
Academic Standards ........................................... 62
Academic Suspension .......................................... 63
Academic Warning ............................................. 63
ACT Score .......................................................... 33
Adult Students ................................................... 26
Advising Charts
Developmental Mathematics .................................. 30
Developmental Writing ....................................... 31
Developmental Reading ...................................... 32
Advising Hold ..................................................... 65
African Drum and Dance Ensemble ....................... 80
AIDS Policy ......................................................... 107
Alanon ............................................................... 107
Alcohol and Controlled Substances Policy ............... 107
Alert, TCC .......................................................... 19
Appeals ............................................................ 100
Appellate Review Process .................................. 101
Application, Admission ..................................... 52
Applied Technology Diploma ................................ 55
Apply for Graduation ......................................... 53
Associate in Arts Academic Success Plan ............... 36
Associate in Arts Degree ..................................... 55
Associate in Science Degree ................................ 55
Athletics ............................................................. 79
Awareness Programs ......................................... 108

B

Barry University ............................................... 69
Big Bend Community Orchestra ......................... 80
Black Male Achievers Program .......................... 79
Bookstore .......................................................... 72
Brain Bowl .......................................................... 82
Building a Schedule, Tips .................................. 39
Bulletin Boards ................................................... 109
Bus Routes, StarMetro ........................................ 175

C

Campus and Civic Engagement .......................... 79
Capital City Band ............................................... 80
Career and Technical Education
Florida Public Safety Institute ............................. 66
Healthcare Professions ....................................... 67
Natural Sciences ............................................... 66
Technology and Professional Programs ............... 66
Wakulla Environmental Institute/Wakulla Center ..... 66
Workforce Development ..................................... 66
Career Center .................................................... 71, 72
Catalog ............................................................ 110
Charges, Disciplinary ......................................... 94
Cheating ............................................................. 86
Cheerleaders ...................................................... 82
Chemicals, Dangerous ....................................... 91
Children on Campus Policy ............................... 108
Class Registration ............................................ 39
Classrooms ......................................................... 68
CLM Math Based on Accuplacer ......................... 33
Collaboration, Unauthorized .............................. 86
College-Level Advising Chart ............................ 33
College Official Notification ................................ 104
College Success Classes .................................... 72
Commencement ................................................ 53
Communicating with Faculty Members ............... 27
Computer Misuse ............................................... 87
Connect 2 Complete (C2C) .................................. 79
Course Repeat Policy ......................................... 108
Credit Card Chargeback Policy .......................... 49
Criminal Behavior ............................................. 19

D

Dance Company ................................................ 82
Degree & Certificate Options ............................... 54
Degree Verification ........................................... 52
Dental Clinic ....................................................... 73
Developmental Education Statement .................... 33
Developmental Mathematics Advising Chart ........ 30
Developmental Reading Advising Chart ............... 32
Developmental Writing Advising Chart ............... 31
Directory of Services ......................................... 172
Disability Support Services (DSS) ....................... 73
Disciplinary Consoliations ................................. 95
Disciplinary Holds ............................................. 104
Disciplinary Notifications, Delivery of ................. 104
Disciplinary Probation ........................................ 98
Disciplinary Process .......................................... 94
Disciplinary Records ......................................... 105
Disciplinary Records Request ............................. 105
Dismissal, Academic ......................................... 63
Dismissal (student organization) ......................... 99
Disruptive or Disorderly Conduct ....................... 88
Drugs ................................................................. 88

Tallahassee Community College
| E | EagleNet, Overview | .50 |
| Eagle's Creed | .5 |
| Eagle's Nest Food Pantry | .73 |
| Educational Goals | .56 |
| Educational Goals Assessment | .57 |
| Educational Interventions/Sanctions | .97 |
| E-mail Etiquette | .42 |
| Embry-Riddle Aeronautical University-Worldwide | .69 |
| Emergency Assistance | .18 |
| Emergency Judicial Body | .102 |
| Emergency Phones, TCC | .20 |
| Endangerment | .88 |
| Enrollment Verification | .52 |
| Excess Hours Advisory Statement | .65 |
| Explosives | .91 |
| Express Sessions | .68 |
| Expulsion | .99 |
| Eyrie Magazine | .110 |

| F | Failure to Respond to Disciplinary Action | .103 |
| Falsification/Fraud/False Testimony (non-academic) | .89 |
| Family Educational Rights and Privacy Act (FERPA) | .108 |
| Final Examination Schedules | |
| Fall 2014 | .14 |
| Spring 2015 | .15 |
| Summer 2014 | .13 |
| Summer 2015 | .16 |
| Financial Aid | .45 |
| Application Process | .45 |
| Awards | .45 |
| Fees for Repeated Courses | .45 |
| Paying Your Fees | .45 |
| Scholarships | .45 |
| Veterans' Benefits | .45 |
| Fire and Emergency Safety | .89 |
| Firearms | .91 |
| Fireworks | .91 |
| First-time-in-College | .26 |
| Flagler College-Tallahassee | .70 |
| Food/Beverages in Restricted Areas | .89 |
| Food Pantry, Eagle's Nest | .73 |
| Fourth Attempts | .62 |
| FSU/FAMU Advising | .74 |
| FutureLink | .44, 71 |

| G | Gambling | .89 |
| Ghazvini Library and Learning Commons | .75 |
| Global Gateway Program | .74 |
| Glossary | .176 |
| GPA, How to Calculate | .59 |
| Grades, Tips to Getting Good | .28 |
| Graduation | .53 |

| H | Harassment/Threats | .90 |
| Hazing | .90, 109 |
| Healthcare Web Sites | .67 |
| Health Program Application Deadlines | .10 |
| Holidays / Events | |
| Fall 2014 | .6 |
| Spring 2015 | .7 |
| Summer 2015 | .8 |
| Honor Code | .107 |
| Honors Program | .74 |
| Housing | .74 |

| I | Incomplete Grade | .62 |
| Indecent or Obscene Behavior | .90 |
| Information Center | .110 |
| Information/Communication | .109 |
| Interim and Emergency Suspensions | .102 |
| Inter-institutional Classes with FAMU and FSU | .68 |
| International Student Services | .74 |
| Internships | .71 |
| Intramural Sports | .79 |

| J | Job Fair | .75 |
| Job Search Assistance | .71 |
| Judicial Authority | .85 |
| Judicial Bodies and Types | .93 |
| Judicial forums | 93 |
| Judicial Officer, Role of | .95 |
| Jurisdiction | .85 |

| L | Learning Commons | .11, 75 |
| Library | .75 |
| Lifetime Sports Complex | .79 |
| Littering | .90 |

| M | Mental Health Services | .18, 76 |
| Model United Nations (MUN) | .82 |

| N | Notary Services | .76 |

| O | Official Record of Disciplinary Proceedings | .103 |
| Ombuds | .76 |
| Open-Access Computers and Technology Assistance | .77 |
| Open Mic Series | .80 |
| Orientation | .21 |
| Orientation, Next Steps After | .43 |
TCC CAMPUS MAP LEGEND

AC Academic Computing Center
AD Hinson Administration Building
AMTC Advanced Manufacturing Training Center
AP Academic Support Building
CB Center Building
CH Communications and Humanities Building
CIAT Construction/Industrial Applied Technology Building
CT Computer Technology Building
DH Dental Hygiene Building
EN English Building
FPAC Fine and Performing Arts Center
HSS T.K. Wetherell History and Social Sciences Building
LB TCC Library
LC William D. Law, Jr. Learning Commons
LS Lifetime Sports Complex
MLH Judge Walter T. Moore Lecture Hall
SM Science and Mathematics Building
SMA Science and Mathematics Annex
SS Support Services Building
SU Student Union Building
TCC Capitol Center, Florida Public Safety Institute, Ghazvini Center for Health Care Education, Quincy House, Wakulla Center
UC University Center
WD Workforce Development

Not Shown on Map: TCC Capitol Center, Florida Public Safety Institute, Ghazvini Center for Health Care Education, Quincy House, Wakulla Center
TCC CAMPUS MAP LEGEND

AC  Academic Computing Center
AD  Hinson Administration Building
AP  Academic Support Building
AMTC  Advanced Manufacturing Training Center
CB  Center Building
CH  Communications and Humanities Building
CIAT  Construction/Industrial Applied Technology Building
CT  Computer Technology Building
DH  Dental Hygiene Building
DH Lab  Dental Hygiene Lab
EN  English Building
FPAC  Fine and Performing Arts Center
FPAC Fine Art Gallery  TCC Fine Art Gallery
FPAC Testing Center  DSS Testing Center
HSS  T.K. Wetherell History and Social Sciences Building
LC  William D. Law, Jr. Learning Commons
LC  Library
MLH  Judge Walter T. Moore Lecture Hall
SM  Science and Mathematics Building
SMA  Science and Mathematics Annex
SU  Student Union Building
SU Admissions and Enrollment Services
SU Bookstore
SU Campus and Civic Engagement
SU Career Center
SU Cashier
SU Disability Support Services
SU Financial Aid
SU Food Court
SU International Student Services
SU Student Success and Retention
SU Student Activities
SU Student Affairs
TPP Technology and Professional Programs Building
UC  University Center
UC  Barry University
UC  Embry-Riddle Aeronautical University
UC  Flagler College
UCA  University Center Annex
WD  Workforce Development
UC  Saint Leo University
UC  Star Metro Bus Stop

Not Shown on Map: TCC Capitol Center, Florida Public Safety Institute, Ghazvini Center for Health Care Education, Quincy House, Wakulla Center