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President’s Message

Welcome to Tallahassee Community College!

Thank you for choosing TCC for your college experience. You are part of the wonderful family of TCC alumni and current students who have discovered that TCC is the right fit for them and a smart start on their education and career goals.

This is a special time to be a TCC student because we are celebrating our 50th anniversary this year. When we opened in 1966, we enrolled fewer than 700 students. Now, TCC has seven different locations in the three counties we serve—Leon, Gadsden and Wakulla. Did you know that TCC offers healthcare, public safety, advanced manufacturing, and many other career-focused programs, along with our well-respected university transfer curriculum? That means you have many paths to choose from—and that you are sure to find a direction that is right for you.

If you choose our Associate in Arts degree program, the skills you gain at TCC will prepare you to succeed at any college or university. Our small classes and highly accessible faculty members will give you the opportunity to develop and clarify your academic interests. Also consider applying for one of our special programs, such as the Honors program, the Global Gateway program, or the guaranteed transfer programs for Florida State University, Florida A & M University or the University of West Florida.

If you choose a career degree or certificate program, you will benefit from instructors with real-world experience, well-equipped labs and simulation centers, and practicums and internships that will give you a head start on the competition.

The faculty and staff of TCC are dedicated to your success. But the most important person in your success story is you! Go to class and stay on top of your assignments. Take advantage of the free tutoring, workshops and technology assistance offered at the Learning Commons. Work with your advisor to make sure you stay on track for graduation. Visit the Career Center soon to pursue internships and other opportunities that will help you reach your goals.

One day in the not too far future, you will be able to say, “I am a TCC alum, and this is where it all started.” We look forward to helping you embark on that exciting journey.

Sincerely,

Jim Murdaugh
President
Message from the Vice President for Student Affairs

Hello and welcome to Tallahassee Community College! I am so pleased that you have chosen to join our community of learners and become a TCC Eagle.

If you were to search for the characteristics of an eagle, you would find traits that also can apply to leadership and to you as a student.

1. Eagles have exceptional **vision**. They have the ability to see long distances with focus and clarity. Having a clear goal and staying focused on that goal is critical to your success. Our Career Center and Academic Advising Center can provide you opportunities to research your interests and aptitudes and match those to majors and careers you may never have even thought of before!

2. Eagles are **fearless**. College is your time to grow personally and professionally. Do not be afraid to take risks and do something you typically would not do…join a club, be a leader, perform in a play, participate in a sport or volunteer your time to a worthwhile cause. The Campus and Civic Engagement department has something for everyone.

3. Eagles are **tenacious**. We all know that difficult, challenging days are part of life. Don’t let those days define you. Hang in there, persist, and use our free services such as mental health counseling, academic advising and the Learning Commons. Or find a friend or mentor to talk to until the tough time is just a memory!

4. Eagles are **high flyers**. I love the saying that eagles don’t mingle with the pigeons! Choose your friends wisely, practice civility and respect for people of diverse backgrounds, and live above negativity and complacency.

5. Eagles possess **vitality**. This should be the most exciting time of your life. Take every opportunity to learn to the fullest, engage with faculty, staff and other students, and be a change agent for your life, your school and your world.

6. Eagles **nurture** their younger ones. Commit to helping at least one fellow student along his or her journey sometime before you graduate and leave TCC. Take your lessons learned and nurture someone else so that person can be successful too.

My desire is for you to truly soar to success…whatever you define that to be for you. I look forward to soaring together during your time at TCC.

Best regards,

Sheri L. Rowland

(Adapted from “The 7 Characteristics of an Eagle and Why They Are Vital for Good Leadership,” written by Mirlande Chery. https://www.linkedin.com/pulse/7-characteristics-eagle-why-vital-good-leadership-ms-mirlande-chery)
A Welcome from Your

Student Government Association

The Student Government Association 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 TCC 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 TCC. 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, TCC administration, state government and national agencies.

Please stop by the Student Leadership, Involvement, and Civic Engagement office 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 Eagles!

On behalf of the Student Government Association, we look forward to seeing you around campus!
The Eagle’s Creed

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

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 the building of a positive campus culture of involvement, collaboration and completion.
2016-2017 Academic Calendar

The 2016-2017 Academic Calendar and Final Exam schedules are located at www.tcc.fl.edu/current/academics/academiccalendar.

Students and instructors are mutually responsible for verifying important dates and deadlines scheduled during the appropriate semester. Instructors are also expected to notify students, during the regular class periods, of the specific date, time and place for final examinations.

Final examinations may be rescheduled only for extreme emergencies. All such emergencies must be approved by the appropriate division dean or director.

Special arrangements will be made by the instructor for web-based courses, off-campus courses, and courses in the following programs: Emergency Medical Technology, Respiratory Therapy, Dental Assisting, Dental Hygiene.

* Calendar dates are subject to change. Review the Academic Calendar on www.tcc.fl.edu/current/academics/academiccalendar for calendar updates.

Health Program Application Deadlines

**Fall 2016 Entry**
- BSN (RN to BSN) July 18, 2016
- Central Sterile Processing Technology May 11, 2016
- Dental Assisting May 11, 2016
- Dental Hygiene May 11, 2016
- Nursing (ADN program) May 11, 2016
- Paramedic May 11, 2016
- Pharmacy Technician May 11, 2016
- Respiratory Care May 11, 2016
- Surgical Technology Specialist May 11, 2016
- Nursing Assistant: Sept. Express Session ON HOLD (TBA)

**Spring 2017 Entry**
- BSN (RN to BSN) November 1, 2016
- Emergency Medical Technology (EMT) September 8, 2016
- Endoscopy Technician September 8, 2016
- Nursing (ADN program) September 8, 2016
- Paramedic September 8, 2016
- Pharmacy Technician September 8, 2016
- Radiologic Technology September 8, 2016
- Surgical Technology Specialist September 8, 2016
- Nursing Assistant: Feb. Express Session ON HOLD (TBA)

**Summer 2017 Entry**
- BSN (RN to BSN) March 1, 2017
- Nursing Assistant ON HOLD (TBA)

**Fall 2017 Entry**
- BSN (RN to BSN) July 1, 2017
- Central Sterile Processing Technology May 11, 2017
- Dental Assisting May 11, 2017
- Dental Hygiene May 11, 2017
- Emergency Medical Technician (EMT) May 11, 2017
- Nursing (ADN program) May 11, 2017
- Paramedic May 11, 2017
- Pharmacy Technician May 11, 2017
- Respiratory Care May 11, 2017
- Surgical Technology Specialist May 11, 2017
- Nursing Assistant Sept. Express Session ON HOLD (TBA)

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**Note:**
Healthcare applications are completed online, except Nursing Assistant (download application at www.tcc.fl.edu/cna).

Healthcare programs will consider applications after the deadline if there are available seats in the upcoming class.

For more information
Healthcare Professions Division
(850) 558-4500 | healthedu@tcc.fl.edu

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The William D. Law, Jr. Learning Commons provides support for

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

Knowledgeable faculty and staff offer

- 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 provide assistance with

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

Additional resources available include

- 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

Online assistance in the following areas:

- Interactive exercises, multimedia resources and handouts
- Tutoring
- Workshops
- Study rooms
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. TCAAlert, a mass notification system that sends time-sensitive text and email 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 TCC PD if you see or anticipate a threatening situation or suspicious activity. If you carry a cell phone, make sure you have the TCC PD 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 12. Locate emergency phones in the areas of campus that you frequent.

Police Department

The Tallahassee Community College Police Department 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 several 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
- AlertUs computer desktop screen pop-up

TCC Police in coordination with TCC public information officers will provide periodic updates on the status of any emergency. TCC Alert text messaging, TCC social media and the TCC website are the official sources of information. All members of the TCC community should follow the directions provided by these sources.

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.

Building captains, College officials wearing red vests, are part of the TCC Emergency Response Team. Building captains will assist in the management of a campus-wide emergency with information updates and directions related to the safety of the campus community.

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 persons and property involved.

TCC police are trained to respond to and investigate any type of crime occurring on campus. Periodically, TCC police will work in cooperation with local, state and federal law enforcement partners to resolve criminal or suspicious incidents on campus.
**Assistance for Victims**

A student who has been victimized has options for how to proceed with the resolution of that incident. TCC Police will work in conjunction with the Student Conduct and Community Standards office toward an equitable solution. In addition, the TCC Title IX officer will work with this team to resolve an incident. If a student does not feel comfortable reporting a crime or related incident to TCC Police, the student may begin the complaint process with a campus security authority, or CSA. Campus security authorities are trained to receive information about an incident and report it in the appropriate manner. Campus security authorities include deans, directors, coaches and other administrators at TCC. Faculty members are also trained to assist in this process.

Any student who has been involved in relationship violence, sexual assault, stalking or harassment may seek assistance from Refuge House, which provides services free of charge: 850-681-2111, toll-free at 800-500-1119, www.refugehouse.com.

**Silent Witness**

Anyone who has been a witness to a crime or ongoing criminal activity on campus but would like to remain anonymous may report through TCC PD’s Silent Witness Program, accessed through the TCC Police website.

**Annual Security Report (Jeanne Clery Act)**

As part of TCC’s compliance with federal guidelines for the reporting of TCC security policies and campus crime statistics, TCC Police publishes and distributes an annual security report. Parents and students may view the current report via the TCC Police website under the heading “Clery Information.” TCC’s crime log may be viewed via the same tab.
Emergency Quick Reference Guide

CRIMINAL ACTS + SUSPICIOUS ACTIVITY

IMMEDIATE DANGER: Call TCC Police at 850-201-6100 or 911
NON-EMERGENCY REPORTING: Call TCC Police 850-201-6100

ACTIVE THREAT: CALL 911

RUN
When there is an active threat
CALL 911 after you’re safe

HIDE
If you can’t escape
• Block the door
• Avoid windows
• Silence your cell

FIGHT
• As a last resort
• If your life is in danger

MEDICAL EMERGENCY: CALL 911

CALL 911
If trained, administer aid.
The closest AED is in
Bldg: ______ Room: ______

Notify TCC PD 850-201-6100

FIRE EMERGENCY / BUILDING EVACUATION: CALL 911

S. = SAVE those in danger
A. = ACTIVATE the fire alarm
V. = VOCALIZE “Fire! Fire! Fire!”
E. = EVACUATE the building*

Notify TCC PD 850-201-6100

UTILITY FAILURE (E.G., LOSS OF POWER)

During power outage neither Campus Police nor Maintenance will know extent/length of power outage until utility crews respond.

If an emergency exists call Campus Police: 850-201-6100

IMMINENT SEVERE WEATHER (E.G., TORNADO)

WARNING:
Severe weather has been sighted:
• Seek appropriate shelter
• Look for Emergency Notification System updates
• Monitor weather broadcasts
• AVOID windows, elevators and large rooms

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

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. Faculty are committed to learning, to student success and to quality improvement. Many of our faculty members have received recognition from state and national organizations.

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, 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 education plan.
Shared Roles and 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
Characteristics of Successful Students:
For First-Time-in-College Students, Transfer Students and Adult Students

1. **Research majors and careers.**
   It is very important to take time for career exploration so you can select the proper major and occupation for you. Research shows higher graduation rates for students who participate in career exploration and planning.

2. **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.

3. **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.

4. **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.

5. **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.

6. **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 email him or her with a question. Plus, you might need a letter of reference someday, so be sure that individual knows you.

7. **Get to know an academic advisor.**
   An advisor 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.

8. **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 that comes with being in college!

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

10. **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 overload with extracurricular activities or your academics may suffer.
11. **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.

12. **Set some goals.**
   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.

13. **Familiarize yourself with campus resources.**
   If you are having trouble understanding a concept, look for campus resources to assist you. Seek help from the library, Learning Commons and tutors. If you prefer working with other students, join or form a study group.

14. **Take responsibility for yourself.**
   Don’t blame others if you make a mistake. College professors expect you to own up to your mistakes and take responsibility for your faults. Learn from those experiences.

15. **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. Set deadlines and stick to them.

16. **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 email—whatever works for you.

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

18. **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.

19. **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.

20. **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.

21. **Develop 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 support network composed 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 online at www.tcc.fl.edu to update your student account. Submit official transcripts from any other colleges you attended 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.

Veterans
Whether you are active duty military, just returning home, a log-time veteran or the dependent of a veteran, the Richard W. and Karen B. Moore Veterans Success Center is a great resource focused on 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.

- **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.

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

- **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.

- **During office hour conversations**
  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.

- **Be a good sport and don’t give up**
  If you don’t immediately understand something. 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.

- **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.
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 are not 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.
   Look for key words in true/false questions.
   Check your answers.

9. **Reduce test anxiety.**
   Ask your professor any questions you have during the study process.
   Get a good night’s sleep before you test.
   Walk into the test confident that you will do well.

10. **Use available campus resources.**
    Computer labs
    Learning Commons
    Library
Student Occupational & Academic Resource

SOAR provides important information on your occupational and educational goals. SOAR’s academic maps are designed to provide a guided pathway to successful completion of your program of choice. TCC SOAR has three components: career assessment (SIGI³), meta-majors and academic maps.

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.
- Before orientation, you will take the SIGI³ FastStart survey. This is a 10-minute survey that will assess four areas: values, interests, personality type and skills.
- Next, take your SIGI³ FastStart results to your first advising workshop appointment after you complete the online orientation. These results will help begin the discussion on choosing your meta-major.
- Finally, in your first semester, 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. It is very important to take time for career exploration in order to identify a proper academic and career path.

Meta-majors

As required by section 1008.30(5), Florida Statutes, the State Board of Education has established eight meta-major pathways to advise entering, first-time-in-college students in regards to their intended academic and career goals and aligned gateway courses. A meta-major is a collection of academic programs that have common or related content. You may not know exactly what you want to major in yet, but having a general idea of the topic you want to study will help ensure your academic success. Meta-majors will help you choose the right classes and start out on the correct path.

These are the eight meta-majors:

1. Arts, Humanities, Communication and Design
2. Business
3. Education
4. Health Sciences
5. Industry, Manufacturing and Construction
6. Public Safety
7. Science, Technology, Engineering and Math
8. Social and Behavioral Sciences and Human Services

Each of TCC’s programs of study is assigned to a meta-major.

My Academic Plan/Academic MAP

The academic MAPs for Associate in Science and Associate in Arts degrees are intended as suggested term schedules and can vary depending on academic status, course availability and other factors.

Students are responsible for completing the Mandatory Hourly Requirements on the right of each map.

Registration holds will be placed on students who do not meet the Mandatory Hourly Requirements, and those students will be required to see an advisor.

For specific questions on maps or program requirements, visit the Advising Center on the second floor of the Student Union. To view the academic maps and learn more about TCC SOAR, visit https://www.tcc.fl.edu/Current/StudentSuccess/Pages/Meta-major.
Developmental Education Exemption

Recent legislative revisions to section 1008.30, Florida Statutes, may apply to you and your requirements for placement testing and developmental education enrollment. Please read the following information carefully to determine if you are eligible for the exemption from placement testing and developmental education.

- **Public high school graduates (from Florida public schools).** Any student who entered grade nine (9) in a Florida public school system in the 2003-2004 academic year (or later) and earned a Florida Standard High School Diploma (from a Florida public high school) will not be required to take placement testing and will not be required to enroll in developmental education in a Florida College System institution.

- **Active duty military.** Any active service member will not be required to take a placement test and will not be required to enroll in developmental education.

If you believe you meet the requirements for the exemption, you may take advantage of the exemption through a review and verification of your final, official Florida high school transcript or verification of active duty military status. You will need to provide proof of your exemption (obtain a copy of your high school transcript—available in the Admissions and Records department in the Student Union) and make an appointment with an academic advisor in the TCC Advising Center, located in room 207 of the Student Union. Upon verification of your exemption status, you will receive advising about your course options and can then register for classes.

If you are currently enrolled in a developmental education course(s), you are strongly advised to complete your course sequence. You should also be aware of the financial aid implications should you choose to discontinue developmental coursework.

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>
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<tbody>
<tr>
<td>0 – 59</td>
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<td>100 – 149</td>
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<td>Statway Pathway</td>
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<td>150 – 199</td>
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</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**

| Option 1 | ENC0015  
PERT: 50-89  
Compressed/8 weeks  
Exit to ENC0025 |
|-----------|------------------|
| Option 2 | ENC0015  
PERT: 50-89  
Contextualized/16 weeks  
Exit to ENC0025 |
| Option 3 | ENC0022 (only on web)  
PERT: 50-89  
Compressed 16 weeks  
Exit to ENC1101 |

## Level 2

**PERT Writing Scores**

| Option 1 | ENC0015  
PERT: 90-102  
Compressed/8 weeks  
Exit to ENC1101 |
|-----------|------------------|
| Option 2 | ENC0025  
PERT: 90-102  
Contextualized/16 weeks  
Exit to ENC1101 |

## Upper Level 2

**PERT Writing Scores**

| Option 1 | ENC1101/ENC0028L  
PERT: 97-102  
Corequisite/16 weeks  
Exit to ENC1102, ENC1141 or MMC1100 |
|-----------|------------------|
| Option 2 | ENC0027  
PERT:  English: 90-98  
Reading 84-103  
Integrated Reading and Writing/16 weeks  
Exit to ENC1101 |
# Developmental Reading Advising Chart for Non-exempt Students

## Level 1

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

## Level 2

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

## SAT/ACT SCORE
### Students with SAT or ACT scores at or above:

#### BEFORE 10/22/2013
- SAT: 440 Verbal
- ACT: 18 Reading

### SAT/ACT SCORE
### Students with SAT or ACT math scores at:
- SAT: 440
- ACT: 19

**Students take MAT1033 Intermediate Algebra**

#### ON/AFTER 10/22/2013
- SAT: 440 Verbal
- ACT: 19 Reading

**Students take ENC1101 English Composition**

### SAT/ACT SCORE
### Students with SAT or ACT math scores at:
- SAT: 550
- ACT: 21

**Students take college-level math**
- MAC1105
- MGF1107
- MGF1106
- STA2023

### 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>
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<td>MAC 2114</td>
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<td>MAC 2147</td>
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<td></td>
</tr>
<tr>
<td>MAC 2233</td>
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</tr>
<tr>
<td>MAC 2311</td>
<td></td>
<td></td>
<td>X</td>
<td></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.
Prerequisite/Corequisite Flowchart

English
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

**Developmental Reading and Writing Combined**
ENC0027 Integrated Reading and Writing II

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**ENC1101 College Composition**

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**ENC1141 Writing about Literature**

**ENC1102 Argument and Persuasion**

**MMC1100 Writing for Mass Communication**

---

**Developmental Writing and College Composition**
ENC1101 - ENC0028L
College Composition
plus Developmental Lab for College Composition
Prerequisite/Corequisite Flowchart

Humanities
Complete developmental education courses if needed

- ENC1101 College Composition
  OR
  ENC1101 - ENC0028L College Composition plus Developmental Lab for College Composition

Choose One (1) Course
- ENC1141
- ENC1102
- MMC1100

Humanities
State Core Area A
- ARH2000
- HUM2020
- LIT2000
- MUL2010
- PHI2010
- THE2000

Humanities
TCC Core Area B
- HUM2210
- ARH2050
- AML2600
- PHI2100
- HUM2230
- ARH2051
- AML2301
- PHI2600
- HUM2741
- ARH2500
- ENL2000
- REL2200
- HUM2525
- THE2100
- LIT2100
- REL2300
- HUM2529
- MUH2011
- MUH2120
- MUH2120
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

**Developmental Math Statway Option***
- MAT00018: Foundations of College Mathematics I
- MAT0056: Foundations of College Mathematics I, Modules
- MAT0055: Statway Modules
- MAT0029: Statway I

**Liberal Arts**
- MGF1106
- MGF1107

**Statway**
- STA2023: Statway II
- MGF1106
- MGF1107

**Business**
- MAC1105
- MAC2233
- STA2023

**STEM**
- MAC1105
- MAC1140
- MAC1114
- MGF1147
- Complete both courses
- MAC2311
- MAC2313
- MAP2302

* Statway option is only for students in certain majors. Speak to your advisor to find out if this option may be right for you.

**Note:** For placement scores based on the PERT or other test, contact the Testing Center at (850) 201-8282.
WHAT’S YOUR MAJOR?

WHAT ARE YOU DOING AFTER GRADUATION?

WHAT KIND OF JOB CAN YOU GET WITH YOUR MAJOR?

GET THE ANSWERS TO THESE QUESTIONS USING CAREER COACH!

- Search for job titles and receive data on wages, employment and training
- Enter a degree you’re interested in and receive related job titles and careers
- Have a military background? Enter your military occupation code and receive related civilian careers

GET STARTED TODAY AT WWW.TCC.FL.EDU/CAREERCENTER
### Communications – 6 Hours Total (C Minimum)

**Area A: State Core (3):**
- ___ ENC1101 College Composition (3)

**Area B: TCC Core (3):**
*Choose at least one (1) of the following courses:*
- ___ ENC1102 Argument and Persuasion (3)
- ___ ENC1141 Writing about Literature (3)
- ___ MMC1100 Writing for Mass Communication (3)

### Humanities – 6 Hours Total (C Minimum)

**Area A: State Core (3):**
*Completion of ENC 1101 is a prerequisite.*
*Choose at least one (1) of the following courses:*
- ___ ARH2000 Art Appreciation (3)
- ___ HUM2020 Introduction to Humanities (3)
- ___ LIT2000 Introduction to Literature (3)
- ___ MUL2010 Music Literature/Music Appreciation (3)
- ___ PHI2010 Philosophy (3)
- ___ THE2000 Theatre Appreciation (3)

**Area B: TCC Core (3):**
*Completion of the six-hour General Education Communications requirement is a prerequisite.*
*Choose at least one (1) of the following courses:*
- ___ HUM2210 Humanities of the World I (3)
- ___ HUM2230 Humanities of the World II (3)
- ___ HUM2741 Humanities Abroad II (3)
- ___ ARH2050 Introduction to Art History and Art Criticism I (3)
- ___ ARH2051 Introduction to Art History and Art Criticism II (3)
- ___ ARH2500 Non-Western Art History (3) x
- ___ AML2600 African American Literature (3) y
- ___ AML2301 Major American Writers (3)
- ___ ENL2000 British Literature (3)
- ___ LIT2100 Masterpieces of World Literature (3) x
- ___ THE2100 Introduction to Theatre History (3)
- ___ HUM2525 The American Music Tradition: Jazz (3) y
- ___ HUM2529 The American Music Tradition: Popular Music (3)
- ___ MUH2011 Introduction to Music History (3)
- ___ MUH2120 World Music Cultures (3) x
- ___ PHI2100 Introductory Logic (3)
- ___ PHI2600 Ethics (3)
- ___ REL2200 Introduction to Biblical Studies (3)
- ___ REL2300 World Religions (3) x

Choose one X (cross-cultural studies) or Y (diversity in Western experience) course to meet FSU’s Multicultural Requirement for graduation. Not a TCC requirement or FSU admission requirement. Students who continue at FSU can choose to complete the requirement at TCC or FSU.

### Mathematics – 6 Hours Total (C Minimum)

**Area A: State Core (3):**
- ___ MAC1105 College Algebra (3)
- ___ MAC2311 Calculus with Analytic Geometry I (5)
- ___ MGF1106 Mathematics I for Liberal Arts (3)
- ___ MGF1107 Mathematics II for Liberal Arts (3)
- ___ STA2023 Introductory Statistics (3)

**Area B: TCC Core (3):**
*Choose at least one (1) of the following courses:*
- ___ MAC1105 College Algebra (3)
- ___ MAC1114 Precalculus Trigonometry (3)
- ___ MAC1140 Precalculus Algebra (3)
- ___ MAC1147 Precalculus Algebra & Trigonometry (5)
- ___ MAC2311 Calculus with Analytic Geometry I (5)
- ___ MAC2312 Calculus with Analytic Geometry II (5)
- ___ MAC 2313 Calculus with Analytic Geometry III (4)
- ___ MAC2233 Calculus for Management (3)
- ___ MAP2302 Differential Equations I (3)
- ___ MGF1106 Mathematics I for Liberal Arts (3)
- ___ MGF1107 Mathematics II for Liberal Arts (3)
- ___ STA2122 Introduction to Applied Statistics (4)
- ___ STA2023 Introductory Statistics (3)

### Sciences – 6 Hours Total

The courses must fall in two different categories.

**Area A: State Core (3):**
- ___ BSC1005 Introduction to Biological Sciences (3)
- ___ BSC2010 Biology for Science Majors I (3)
- ___ BSC2085 Anatomy and Physiology I (3)

**Area B: TCC Core (3):**
- ___ AST1002 Introduction to Astronomy (3)
- ___ CHM1020 Chemistry for General Education (3)
- ___ CHM1045 General Chemistry I (3)
- ___ PHY1020 Energy and Its Environmental Effects (3)
- ___ PHY2048 General Physics I (4)
- ___ PHY1053 Elementary College Physics (3)

**Group 3: Earth Science**
- ___ ESC1000 Earth and Its Environment (3)
- ___ EVR1001 Introduction to Environmental Science (3)

**Area A: State Core (3):**
- ___ BOT1000 Plant Science (3)
- ___ BSC1020 Introduction to Human Biological Sciences (3)
- ___ MCB2004 General Microbiology (3)
- ___ BSC1005 Introduction to Biological Sciences (3)
- ___ BSC1050 Environmental Systems (3)
- ___ MCB2004 General Microbiology (3)
- ___ BSC1050 Environmental Systems (3)
- ___ BSC1053 Elementary College Physics (3)
- ___ BSC2010 Biology for Science Majors I (3)
- ___ BSC2085 Anatomy and Physiology I (3)

**Area B: TCC Core (3):**
*Choose at least one (1) from a different category:*

**Group 1: Biological Sciences**
- ___ BOT1000 Plant Science (3)
- ___ BSC1020 Introduction to Human Biological Sciences (3)
- ___ BSC1050 Environmental Systems (3)
- ___ MCB2004 General Microbiology (3)
- ___ BSC1005 Introduction to Biological Sciences (3)
- ___ BSC2010 Biology for Science Majors I (3)
- ___ BSC2085 Anatomy and Physiology I (3)

**Group 2: Physical Sciences**
- ___ AST1002 Introduction to Astronomy (3)
- ___ CHM1020 Chemistry for General Education (3)
- ___ CHM1045 General Chemistry I (3)
- ___ PHY1020 Energy and Its Environmental Effects (3)
- ___ PHY2048 General Physics I (4)
- ___ PHY1053 Elementary College Physics (3)

**Group 3: Earth Science**
- ___ ESC1000 Earth and Its Environment (3)
- ___ EVR1001 Introduction to Environmental Science (3)

**Area B: TCC Core (3):**
*Choose at least one (1) from a different category:*

**Group 1: Biological Sciences**
- ___ BOT1000 Plant Science (3)
- ___ BSC1020 Introduction to Human Biological Sciences (3)
- ___ MCB2004 General Microbiology (3)
- ___ BSC1005 Introduction to Biological Sciences (3)
- ___ BSC2010 Biology for Science Majors I (3)
- ___ BSC2085 Anatomy and Physiology I (3)

**Group 2: Physical Sciences**
- ___ AST1002 Introduction to Astronomy (3)
- ___ CHM1020 Chemistry for General Education (3)
- ___ CHM1045 General Chemistry I (3)
- ___ PHY1020 Energy and Its Environmental Effects (3)
- ___ PHY2048 General Physics I (4)
- ___ PHY1053 Elementary College Physics (3)
Group 3: Earth Science
___ GLY1030 Environmental Geology (3)
___ GLY2010 Physical Geology (3)
___ GLY2160 Geology of the National Parks (3)
___ MET1010 Meteorology (3)
___ OCE1001 Introductory Oceanography (3)
___ ESC1000 Earth and Its Environment (3)
___ EVR 1001 Introduction to Environmental Science (3)

 SOCIAL SCIENCES – 12 HOURS TOTAL (C MINIMUM)

Area A: State Core (3):
Choose at least one (1) of the following courses:
___ PSY2012 General Psychology (3)
___ SYG1000 Principles of Sociology (3)
___ ANT2000 Introduction to Anthropology (3)
___ POS1041 National Government (3)
___ AMH2020 History of the United States II (3)
___ ECO2013 Principles of Economics: Macro (3)

Area B: TCC Core (9):
Group 1: (3)
Choose at least one (1) of the following courses:
___ AMH1041 American Experience I (3)
___ AMH1050 American Experience II (3)
___ EUH1000 Western Civilization I (3)
___ EUH1001 Western Civilization II (3)
___ WOH2012 History of Civilization I (3)
___ WOH2022 History of Civilization II (3)
___ ANT2140 Introduction to Archeology (3)
___ ANT2211 Peoples of the World (3) x
___ ANT2410 Intro to Cultural Anthropology (3) x
___ ANT2511 Intro to Physical Anthropology (3) x
___ SOP2002 Social Psychology (3)
___ SOP2740 Psychology of Women (3) y
___ SYG2010 Contemporary Social Problems (3) y
___ SYG2230 Race and Minority Group Relations (3) y
___ SYG2340 Human Sexuality (3)
___ SYG2361 Thanatology: Dying and Death (3)
___ SYG2430 Marriage and the Family (3)
___ CHD2220 Child Development (3)
___ CHD2240 Adolescent Development (3)
___ DEP2004 Human Development: Birth to Senescence (3)
___ ECO2023 Principles of Economics : Micro (3)
___ GEA2000 World Regional Geography (3) x
___ GEO1400 Introduction to Human Geography (3) x
___ HSC1100 Concepts of Positive Living
___ HSC2200 Principles of Contemporary Health
___ CLP1001 Psychology of Personal and Social Adjustment

Group 2 (3):
Choose at least one (1) of the following courses:
___ POS1041 National Government (3)
___ AMH2020 History of the United States II (3)
___ AMH2010 History of the United States I (3)
___ CPO2001 Introduction to Comparative Politics (3) x
___ POS1112 State and Local Government (3)
___ POS2001 Introduction to Political Science (3)
___ INR2002 International Relations (3)

Group 3 (3):
Choose at least one (1) of the following courses:
___ SLS1510 College Success (3)
___ SLS2261 Dynamics of Student Leadership (3)

FOREIGN LANGUAGE REQUIREMENT
Two credits in one foreign language at the high school level or the completion of the second level in college.

Note: Some transfer majors require a language to the intermediate, or third, level.

ELECTIVES – 24 HOURS TOTAL
Students must complete 24 hours of elective coursework appropriate to the A.A. degree. Depending upon your intended transfer major, you may have to use elective hours for transfer major prerequisite courses.

THINGS TO REMEMBER:
Check your TCC email account regularly.
Register for courses when your registration window opens.
Check Starfish for updates from instructors and advisors.

ACADEMIC MAPPING & ADVISING REQUIREMENTS
Before 15 Completed Credit Hours:
___ Communications State Core Course
___ Mathematics State Core Course
___ Attend First Semester Advising Workshop
___ Declare a Meta-Major
___ 2.0 or higher TCC GPA & cumulative GPA
___ Check transfer major courses & required GPA

Before 18 Completed Credit Hours:
___ Declare a Transfer Major in TCC Passport
___ Declare a Transfer Institution in TCC Passport
___ Social Science TCC Core Group 3 Course
___ 2.0 or higher TCC GPA & cumulative GPA
___ Check major transfer courses & required GPA

Before 30 Completed Credit Hours:
___ Communications TCC Core Course
___ Mathematics TCC Core Course
___ Apply to Transfer Institution two semesters early
___ 2.0 or higher TCC GPA & cumulative GPA
___ Check transfer major courses & required GPA

Before 45 Completed Credit Hours:
___ Attend Graduation Check Workshop
___ 2.0 or higher TCC GPA & cumulative GPA
___ Check transfer major courses & required GPA

Last Semester:
___ Apply for TCC graduation
___ 2.0 or higher TCC GPA & cumulative GPA
___ 25% credit hours earned at TCC

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Testing Center Services

Visit the TCC Testing Center webpages for detailed information about Testing Center Services (www.tcc.fl.edu/testingcenter).

Access Your Test Scores

Students may access their test scores via the TCC website, as follows:

- Go to www.tcc.fl.edu. From the Quicklinks menu, choose TCC Passport.
- Log in to TCC Passport using your TCC email 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 test scores or when taking tests in the Testing Center.

Postsecondary Education Readiness Test (PERT)

The Postsecondary Education Readiness Test is a computerized adaptive exam that is used to determine the mastery level of students in the academic areas of reading, writing and mathematics.

The PERT is administered on a walk-in basis, Monday through Friday. PERT is untimed, but please allow a minimum of three hours for testing in all subjects: English, reading and math. Consult the Testing Center’s hours of operation for available testing times.

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.

Disability Support Testing Services

If you are registered with TCC’s Disability Support Services office, you are eligible to take your tests and course exams in the Disability Support Testing Center, located in the Fine & Performing Arts Building, 2nd floor, room 219.

What services are available?

The Disability Support Testing Center uses assistive technology to support TCC students. This technology is used by individuals who need accommodations to perform functions that might otherwise be difficult or impossible.

Services include scribes, readers, sign language interpreters, private rooms, extended time, earplugs, approved proctor assistants and a quiet testing environment.
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 Florida Shines that will show you the courses required for your university major. Go to http://floridashines.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 TCC 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. Consider balancing your classes throughout the week, taking two on Monday, Wednesday and Friday and two on Tuesday and Thursday, for example. This will give 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 similar to 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

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.

Does TCC offer bachelor’s degree programs?

Tallahassee Community College offers one bachelor’s degree program — the Bachelor of Science in Nursing.

Tallahassee Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. 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.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Tallahassee Community College and not to the Commission’s office. The Commission is to be contacted only if there is evidence that appears to support an institution’s significant noncompliance with a requirement or standard.

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.

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 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 Records, Campus Police, Cashier, Financial Aid, International 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.

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).

What do I need to do to make sure I can transfer to a college or university?
- Satisfy the foreign language requirement for the A.A. degree. Effective Fall 2015, Section 1007.25, Florida Statutes, requires demonstration of foreign language competency for Associate in Arts degree-seeking students. Foreign language competency may be demonstrated through the completion of two sequential credits in high school foreign language or through the successful completion of a postsecondary elementary foreign language II course, meaning the second course in a foreign language sequence.
- Be aware of the prerequisites for the major of your choice to ensure you are ready to transfer.
- Familiarize yourself with the GPA requirements.
- Pay attention to deadlines for the college or university. Some programs have separate application deadlines.

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). Read your 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.
How To:

Retrieve TCC eAccount/password
1. Go to TCC Passport.
2. Click on the link under TCC Passport Logon Instructions (top center of page).
3. Select: Need your eAccount information or help getting into TCC Passport?
4. Go to the box labeled View eAccount Information.
5. Enter your Student ID number or your social security number. If you don’t know your Password or PIN, leave that blank and press Get eAccount Information.
6. Answer security question and press Verify Answer to bring up your eAccount information used to login to TCC Passport.

Sign in to TCC Passport
1. Go to www.tcc.fl.edu, click on TCC Passport under Quick Links.
2. Click Sign In on the TCC Passport homepage (top right corner).
3. Select either private or public computer.
   NOTE: Select Private Computer to avoid being signed out after a few minutes, but make sure to sign out and close the browser when you finish.
4. Enter your TCC email address and password.
   NOTE: Enter the first part of your email address - everything before the @ sign.
5. Click Log On.

Choose/change your transfer major
1. Sign-in to TCCPassport.
2. Go to My Success tab at the top.
3. To the right of the page, under My Success Functions, click on Education Plan.
4. At first pull-down menu select Transfer Major.
5. At second pull-down menu select Transfer Institution.
6. After reviewing the detail make sure you save.
   NOTE: Allow 24 hours to update in the system.

Register for a Class
1. Go to www.tcc.fl.edu, and click on TCC Passport under Quick Links.
2. Click Sign In on the TCC Passport homepage (top right corner).
3. Select either private or public computer.
   NOTE: Select Private Computer to avoid being signed out after a few minutes. Make sure to manually sign out and close the browser when finished using TCC Passport.
4. Click My Schedule located at the top of the page.
5. Scroll to the far right and click Credit Registration.
6. Choose the appropriate term using the drop-down arrow and then click Select Term.
7. Scroll down to the class search screen and type in the Course ID and Number.
8. Click the red Search Now button to see all of the available classes from your Educational Plan.
9. To add a class, click the Reference Number (RefNum) button located to the left of the Course ID.
10. After adding all of your classes, click the red Register Now button.
11. If there are no error messages, click the View/Print Schedule and Fees button.
   NOTE: Your schedule is not finalized until you click View/Print Schedule and Fees, and see the fee payment amount.
LOOKING FOR A NEW JOB?
FIND IT TODAY WITH

WWW.TCCFUTURELINK.COM/STUDENTS

Create cover letters and résumés
Search and apply for jobs
Stay informed about career events
Email Etiquette

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

Follow the golden rule!

If you would not want to receive an email 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.

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

Should you really send this email?

- Is this a sensitive subject that would best be talked about in person? It is easy to misinterpret the meaning of an email because facial expressions, body language, eye contact and tone of voice are absent.
- If you are writing this email 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 email because administrators and hackers can gain access to your email and because, sometimes, software may deliver an email to the wrong address. Talk about private matters in person. If an email conversation turns mean or heads toward conflict, respond with a simple, short email suggesting that you talk in person rather than continuing the email 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.

- 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 make note of important dates (e.g., fee payment, Add/Drop dates, withdrawal deadlines, exam schedules). See Academic Calendar on www.tcc.fl.edu for calendar updates as calendar dates are subject to change.

- Make sure your contact information is correct so you will receive messages from the TCC Alert system, the official emergency event 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 email and telephone voicemail. (Family members may subscribe to TCC Alert at http://www.tcc.fl.edu/TCCalert.)

- Check your TCC email 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.

- Attend and enjoy your classes!
Current students are welcome to join the TCC Alumni and Friends Association.

Membership is free and offers you an opportunity to strengthen your connection to students, alumni and your college.

Join us at alumni.tcc.fl.edu.
My Account

Financial Aid Application Process
To be considered for financial assistance, students should complete the Free Application for Federal Student Aid (FAFSA), available online at http://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.

Once the FAFSA is analyzed by the federal government, which usually takes about four business days, 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. The student and TCC will receive a new report with the changes.

Students must be fully admitted, degree-seeking students at TCC and must have submitted official high school transcripts with a posted graduation date or official GED scores. 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 become ineligible for financial aid for unsatisfactory progress will be governed by the academic progress regulations for financial aid found in the TCC catalog. Only courses that apply toward the student’s degree at TCC will be considered in a student’s enrollment status. A total of no more than 30 developmental credit hours will be considered in a student’s enrollment status.

Please refer to the fee payment deadlines 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 email account.

Scholarships
Scholarship information is available through the TCC website. For more information, contact the Financial Aid scholarship coordinator at (850) 201-8411.

Veterans Benefits
Veterans should contact the veterans services coordinator in the Veterans Center on the second floor of the Computer Technology Building 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 Friday from 8:30 a.m. to 4:30 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 semester 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.

Required Documents
State employees must submit the TCC State Employee Tuition Waiver Form immediately after successful registration for an eligible class(es) and before the end of the state employee three-day registration window. The tuition waiver form must contain the signatures of the supervisor and agency head. The supervisors’ signatures must be dated no earlier than two weeks before the opening of the state employee registration period. The completed form should be sent via email to state-ee-waiver@tcc.fl.edu.

Note: The tuition waiver form must be submitted every session for which the student wishes to register using the waiver. Students should use the State Employee Tuition Waiver Form provided on the TCC website at www.tcc.fl.edu/stateemployee.

Registration Dates
Information on specific registration dates and times is available at http://www.tcc.fl.edu/stateemployee.

State Employee Tuition Waiver FAQs
• 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. State employees who are 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 tuition 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.

• How does the tuition waiver program work?
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 (“holding seats”) will be responsible for the full cost of those courses.

• Can I enroll in any course?
Traditional, web-based (online), and developmental courses are eligible. However, postsecondary adult vocational (PSAV) clock hour courses and noncredit courses do not qualify for the program.
Accessing Financial Services via the Web through Passport

Tuition and fees must be paid either through the TCC website at www.tcc.fl.edu or at the Cashier’s office on campus. Students 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 TCC Passport or at the TCC Admissions and Records 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 nonrefundable enrollment fee (as appropriate) will be due at the time of enrollment in the tuition payment plan. Most plans will pay the student’s schedule within minutes of completing enrollment, but it may take up to one business day for processing. 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. To enroll in the payment plan:

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

<table>
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<tr>
<th>My Success</th>
<th>My Schedule</th>
<th>My Canvas</th>
<th>My Mail</th>
<th>My Files</th>
<th>My Account</th>
<th>My Records</th>
<th>My Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Home</td>
<td>Class Schedule</td>
<td>Click on this tab to access your Blackboard Courses</td>
<td>Click on this tab to access your TCC email MyMail.tcc.fl.edu</td>
<td>Click on this tab to access files you have saved on your SkyDrive</td>
<td>Tuition &amp; Fees</td>
<td>Placement Test Scores</td>
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<tr>
<td>Advising Summary</td>
<td>Credit Registration</td>
<td></td>
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<td>Financial Aid Award Status</td>
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<td>Education Plan</td>
<td>Early Alert Report</td>
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<td>Financial Aid Awards</td>
<td>GPA Information</td>
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<td>Pay Now by Credit Card</td>
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<td>Steps for Success</td>
<td>Registration History</td>
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<td>Tuition Payment Plan</td>
<td>View Degree Audit</td>
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<tr>
<td>Academic Planner</td>
<td>Class Schedule</td>
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<td>1098-T Information</td>
<td>View Unofficial Transcript</td>
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<td>Planning Guide</td>
<td>Placement Test Scores</td>
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<td>View My Receipts</td>
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<td>View Transcript</td>
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<td>View Degree Audit</td>
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| TCC EagleNet – Overview

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| TCC EagleNet – Overview

### Advising – Advising Information; Educational Plan; Display Interactive Degree Audit; Display Unofficial Transcript; 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

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Click on this tab to access your Blackboard Courses.

Click on this tab to access your TCC email MyMail.tcc.fl.edu.

Click on this tab to access files you have saved on your SkyDrive.

Click on this tab to access your Blackboard Courses.

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Click on this tab to access your Blackboard Courses.

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Click on this tab to access files you have saved on your SkyDrive.
Quick Reference Guide for TCC Passport

1. **TCC Passport or EagleNet Logon**
   You will need your TCC email 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 Schedule tab
   In the My Schedule functions list, select Credit Registration

5. **Drop a Course during ADD/DROP or Withdraw from a Class by the Withdrawal Deadline (see Academic Calendar for deadlines)**
   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 day 5 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 Account tab
   In the My Account functions list, select Tuition & Fees

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

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

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

11. **Sign up for Tuition Payment Plan**
    Log in to TCC Passport
    Select the My Account tab
    In the My Account 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, email address 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 and 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 admission application. Upon receipt of this information, the Admissions and Records department 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
TCC has authorized the National Student Clearinghouse to provide degree verification for students who need to provide this information to potential employers, lenders or others. To obtain degree verification, go to www.degreeverify.org and follow the prompts. The student, company or agency requesting the verification may be assessed a convenience fee.

Enrollment Verification
Students who need enrollment verification for a specific time period (e.g., current term or academic year) for potential employers, lenders or insurance companies, will contact the National Student Clearinghouse, which provides enrollment verification for students who request it.

Verification of enrollment for a term will be certified only after the fifth day of classes (i.e., the last day to drop a class) for that term. Additionally, certification is calculated on the date request is made. If a student withdraws from courses in the current term, before the verification request, those courses will not be included in the total enrollment hours reported.

To obtain enrollment verification, go to the National Student Clearinghouse website at www.enrollmentverify.org and follow the prompts. The student, company or agency requesting the verification may be assessed a convenience fee.

Updating Student Information
It is important that students update their records to reflect changes or corrections in their personal information (e.g., name, Social Security number, address, phone number, email address). Changes can be made online via TCC Passport. Changes can also be made by completing the appropriate form in the Admissions and Records office: Student Union, second floor, (850) 201-8555. Name changes and corrections to Social Security numbers are processed by the Admissions and Records office and appropriate documentation must be provided.

Transcripts
Official Transcripts
TCC has partnered with Credential Solutions to provide official transcript ordering processing services. Students can order transcripts online 24 hours a day/7 days a week with customer service provided Monday through Friday, 8 a.m. – 9 p.m. E.S.T. The combination of services includes online transcript ordering system, electronic delivery of transcripts in PDF format and paper transcript delivery. The TranscriptPlus transcript ordering system uses an authentication process that is FERPA compliant and is able to electronically authenticate both current students and alumni, check for holds (transcripts will not be released for a student who has any outstanding financial
obligation to the College), release transcript records once holds have been satisfied, and communicate with students via email and cellular text messaging throughout the process.

Current students should log in to their TCC Passport or EagleNet account and select the My Records tab. In the My Records function list, they should select the “Transcript Requests” option. They will then be directed to the Credentials Solutions ordering system. Former students who do not have a TCC Passport or EagleNet account may go to the Registrar page on the TCC website and select the Transcript Request link.

TCC does not charge for transcripts; however, Credential Solutions assesses a processing fee of $2.25 per transcript order being delivered electronically. Transcripts delivered via first class U.S. Mail incur a charge of $4.50 (include the $2.25 processing fee). There are additional charges for transcripts delivered via other domestic or international rush delivery options.

**Unofficial Transcripts**

Students may view and print 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 Admissions and Records 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 2017 graduation ceremony will be held on Saturday, April 29, 2017, at 7:30 p.m. in the Donald L. Tucker Civic Center located at 505 West Pensacola Street. Information regarding graduation will be emailed 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 Records.
- Once you have clicked on Apply for Graduation, you have successfully completed your application.

**Note:** If you feel that an error may have occurred while applying for graduation, please call the Admissions and Records office at (850) 201-6055 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 among 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 A.S. DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATD</strong> Applied Technology Diploma</td>
<td>Prepares students to enter a specialized career field and to take the credentialing exam in that field.</td>
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</tr>
<tr>
<td><strong>PSAV Certificate</strong> (Postsecondary Adult Vocational Certificate)</td>
<td>Prepares students with the principles and skills necessary to enter a specific occupation.</td>
<td>WORK</td>
</tr>
<tr>
<td><strong>T.C. Technical Certificate (College-credit Certificate)</strong></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><strong>A.S. Associate in Science Degree</strong></td>
<td>Prepares students to enter a specific career immediately after graduation. In most cases, an A.S. degree program is not considered equal to the first two years of a bachelor’s degree program.</td>
<td>WORK</td>
</tr>
<tr>
<td><strong>A.A. Associate in Arts Degree (with Transfer Plan Options)</strong></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>
<tr>
<td><strong>BSN Bachelor of Science in Nursing Degree</strong></td>
<td>Provides students with an academic pathway into master’s and doctoral nursing programs.</td>
<td>MASTER’S</td>
</tr>
</tbody>
</table>

BEGIN YOUR JOURNEY TO AN FSU DEGREE
### 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 diploma 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.

### 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.

### 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.

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.

### Associate in Science Degree*

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

### Associate in Arts Degree*

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 and consists of 36 credit hours of general education and 24 credit hours of electives (select elective courses that are required for admission to intended major at the desired college or university).

### Bachelor of Science in Nursing (BSN) Degree

A limited-access program open to currently licensed registered nurses who have completed an Associate in Science (A.S.) Degree in Nursing (ADN). The curriculum consists of 30 credit hours of upper division nursing core courses and 18 credit hours of lower division core courses. BSN courses are offered online and candidates must receive their BSN within four years of entry into the program. Graduates will be prepared for leadership and other higher-level positions in professional nursing practice. The BSN also provides individuals with an academic pathway into master’s and doctoral nursing programs.

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*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.*
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>TOTAL</td>
<td>13</td>
<td></td>
<td>31</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
Starfish

Starfish is a tool used by faculty, advisors and other service providers at TCC to ensure student success and retention. Starfish is designed to help students be successful in their courses. As a student using Starfish, you will be able to connect with people and services around campus like never before. The benefits of using Starfish include:

• Connecting with your instructors
• Connecting with TCC services (Career Center, Learning Commons, library, etc.)
• Scheduling an advising appointment online
• Accessing your advising plan online
• Staying up-to-date with your progress (Kudos or Red Flags)

Starfish FAQs
Frequently Asked Questions

Q: Where do I access Starfish?
A: You can access Starfish via Canvas.

Q. How do I set up my Starfish account?
A. Follow the instructions in this document: https://www.tcc.fl.edu/SetupStarfish

Q: What is a Kudo?
A: Kudo is the instructor’s way of giving you praise for your work. Kudos can include Showing Improvement, Outstanding Performance or just Keep up the Good Work.

Q: What happens if I receive a Red Flag?
A: If you receive a Red Flag, you should contact your instructor as soon as possible to come up with a plan to correct the issue. Students who receive Red Flags are also strongly encouraged to meet with an advisor to discuss their options.

Q: How often should I check Starfish?
A: Check Starfish regularly. Instructors comment on student progress daily and you want to keep up to date on your grades in your courses.
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.
Withdrawals, Repeating Courses and Other Academic Information

Withdrawing from a class might save you from stress and lower grades if you are struggling with a course or schedule overload. Withdrawing from too many classes or using withdrawals as a substitute for choosing the right courses, however, can affect your grades and financial aid. On the first day of class, carefully reviewing the instructor’s syllabus can help you decide whether to take the class. If you determine that you may not be able to satisfy the course requirements, then it is best to drop the course within the first five days of the term. If you decide to stay in the class beyond the fifth day of the term, you are obligated for the fees and will receive a grade of W if you withdraw.

Students should be aware of the following:

- Withdrawals after the established refund deadline are not eligible for tuition refund.
- Withdrawals may affect 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.

Before seeking a withdrawal, students should follow these guidelines:

- Communicate with your instructor on a consistent basis throughout the semester to discuss the expected outcomes of your progress in the course.
- Familiarize yourself with TCC’s academic resources.
- 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.
- Contact a Financial Aid staff member regarding your financial aid status.

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 TCC 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 a student from the class roster as a disciplinary measure imposed during student judicial hearings by action of the Vice President for Student Affairs.

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. These dates are published in the academic calendar and are posted on the Course Withdrawal link within the Admissions and Records office webpages.

All students have the capability to withdraw from a course or courses online through TCC Passport. Students should log in to TCC Passport, select the Registration tab, then click on Add/Drop. It is important to read all warning messages carefully. A student can drop a course with 100% refund through the fifth day of the session. Beginning day 6 through the published withdrawal deadline for the session, the student may drop a course or courses but will receive a grade of W.
The online option for withdrawal applies to all students and courses with the following exceptions:

<table>
<thead>
<tr>
<th>Student type:</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletes</td>
<td>Requires paper withdrawal form showing approval of athletic director.</td>
</tr>
<tr>
<td>High school dual-enrolled students</td>
<td>Requires paper withdrawal form showing approval of high school counselor and TCC dual enrollment advisor.</td>
</tr>
<tr>
<td>International students</td>
<td>Requires paper withdrawal form showing approval of international student counselor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course type:</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd attempt</td>
<td>In accordance with State Board of Education Rule 6A-14.0301, students are permitted a maximum of two withdrawals per course. Students are not permitted to withdraw from a third attempt and must receive a grade.</td>
</tr>
<tr>
<td>Last (or only) course/Complete withdrawal of all courses</td>
<td>A student may not withdraw online from the last (or only) course on his or her schedule. Students must meet with an advisor to discuss implications of withdrawing from the institution. A paper withdrawal form is required and must bear the signature of an advisor. Students who are in distance learning programs/courses must contact the distance-learning advisor via email for assistance.</td>
</tr>
</tbody>
</table>

Based on the information provided in the previous table, students who are required to submit a paper withdrawal form may obtain the form in Admissions and Records, located on the second floor of the Student Union.

Students seeking a withdrawal who submit their request before the withdrawal deadline will receive a grade of W recorded on their permanent record (official transcript) 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.

**Withdrawal after Deadline**

In certain instances, students may have grounds to appeal for a withdrawal after the published deadline. Students who miss the official withdrawal deadline and have documented circumstances warranting further consideration must go through an appeals process. The compilation of documentation for the appeal is the responsibility of the student.

The procedure for appealing for 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 one of the following extenuating circumstances, provided that the student submits the required documentation supporting his or 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
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.

**Term Cancellation**

Students may drop classes during the first five days of the term and receive a refund. Students who do not drop classes during that time and have documentation proving there are extenuating circumstances that prohibit the return to class may appeal for a Cancellation of Term. **An appeal for a Cancellation of Term must be made before the end of the term.**

Students who wish to cancel all of their courses for a term or session must submit an appeal to the Office of Student Affairs. Students must document extenuating circumstances. This appeal is to be the ultimate assistance TCC can grant a student who has undergone documentable traumatic events in the semester; therefore, it is awarded only in extreme cases. Documentation must provide proof of one of the following:

- Incapacitating illness (physical or psychological) or injury to the student
- Death of a member of the immediate family that prohibits the student’s return to class during the term being considered (documentation must show proof of kinship)
- Military orders and report date after the refund deadline and prior to the withdrawal deadline

**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.

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.

**Fourth Attempts**

Students who wish to attempt the same course a fourth time must submit an appeal to the Office of Student Affairs. Students submitting an appeal must document 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.

A student who is permitted to take a course(s) for the fourth time (to complete a degree/certificate from TCC) must see an advisor for enrollment into that course(s). The student will not be permitted to withdraw and will receive a grade in the course(s). The fourth attempts is the last permissible attempt in a course in the State of Florida.

**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: maintain a 1.5 GPA or higher
15-29 credit hours: maintain a 1.8 GPA or higher
30 + credit hours: 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 in TCC Passport, and an email will be sent after grades are posted notifying the student after grades post of his or her status. 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. 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. 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. If re-enrollment is permitted, the student must meet with an assigned 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.

Academic Appeal
In certain circumstances, students may have grounds to request the appeal of a grade given by an instructor. An academic appeal will be considered if one or more of the following conditions exist:
- Error in calculation of grade.
- Deviation from the syllabus or college policies.
- Academic disparate treatment of student that is not addressed by the College’s equity and civil rights policies.
- Inappropriate penalties for an academic honesty violation or programmatic progression.

Appeal of Academic Suspension
Students 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 an online petition to the Suspension Appeals Committee in the TCC Passport account, 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 an assigned 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

When Is the Advising Period?
Each semester, you should regularly check your TCC email 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.

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 email 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, Floridashines.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 taking courses completely online, you must complete a Distance Learning workshop (CDL-STU007) for the following programs: Wakulla Environmental Institute, Paralegal and Legal Studies, Early Childhood Education and Criminal Justice Technology.
• Receive advising services during the scheduled advising period (Distance learners may complete an advising appointment by phone or email.)
• 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.

Additional Advising Resources
• Admissions and Records (obtain information about transcript issues)
• Career Center (career counseling and exploration)
• Disability Support Services (services for students with documented disabilities)
• Floridashines.org (university information, financial aid information, transient student form)
• Financial Aid (information on Pell Grants, student loans, Bright Futures, scholarships)
• Student Success and Retention
• 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. 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 email 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 transfer major and transfer institution

Students will be able to schedule individual appointments, participate in workshops and use open computer lab times to work on their plans.

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 Advanced Placement (AP), International Baccalaureate, Advanced International Certificate of Education (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.
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
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
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
• Private Security
Contact Information
(850) 201-7000
fpsi@tcc.fl.edu | www.tcc.fl.edu/fpsi

Natural Sciences
Environmental Science Technology
Contact Information
(850) 201-6180
naturalsciences@tcc.fl.edu

Business, Industry and Technology
Accounting Technology Management
Accounting Technology Operations
Accounting Technology Specialist
Building Construction Management
Building Construction Specialist
Business Management
CAD Foundations
Computer Programming & Analysis
Computer Programming Specialist
Computer Programming & Web Development
Computer Technology
Criminal Justice Tech
Drafting and Design Technology
Early Childhood Development, Education and Management
Engineering Technology
Engineering Technologies Support Specialist
Graphic Design Production
Graphic Design Support
Graphic and Web Design Technology
Health Information Technology
Help Desk/Technical Support
Network Infrastructure
Network Support Technician
Network Systems Technology
Network Virtualization
Office Administration
Office Management
Office Specialist
Office Support
Paralegal and Legal Studies
Sports, Fitness and Recreation Management
Small Business Management
Web Technologies
Contact Information
(850) 201-8352
techedu@tcc.fl.edu | www.tcc.fl.edu/pp
Workforce Development
AC, Refrigeration & Heating (Coming soon)
Advanced Manufacturing
Applied Welding Technologies
Brick and Block Masonry
Construction and Trades
Cyber Security (Coming soon)
Industrial Machinery
Maintenance (Coming soon)
Information Technology
Green Technologies
Machining (Coming soon)
Professional Development
Adult Education
• GED
• English as a Second Language
Contact Information
(850) 201-8760
workforce@tcc.fl.edu

Healthcare Professions
Central Sterile Processing Technician
Critical Care Transport
Dental Assisting
Dental Hygiene
Emergency Medical Services
Emergency Medical Technician
Endoscopy Technician
Health Information Specialist
Health Information Technology
Health Profession to R.N. (from licensed practical nurse or paramedic)
Health Sciences
Medical Coding & Billing Specialist
Nurse Assistant (Long Term Care)
Nursing (R.N.)
Nursing (BSN)
Paramedic
Pharmacy Management
Pharmacy Technician
Radiologic Technology
Respiratory Care
Surgical Technology Specialist
Healthcare Programs
Contact Information
www.tcc.fl.edu/healthcare
(850) 558-4500
healthedu@tcc.fl.edu

Healthcare Websites
Dental Programs
www.tcc.fl.edu/dental
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

Wakulla Environmental Institute/Wakulla Center
Ecotourism
Environmental Science Technology
Green Guide Environmental Education
Oyster Aquaculture
Unmanned Technology Applications
Contact Information
(850) 922-6290
wakullacenter@tcc.fl.edu

Healthcare Websites
Dental Programs
www.tcc.fl.edu/dental
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

Dental Clinic Contact Information
(850) 201-8247
healthedu@tcc.fl.edu
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 from four to six weeks during the Summer.

Fall:
- August Express (8 weeks)
- September Express (10 weeks)
- October Express (8 weeks)

Spring:
- January Express I (8 weeks)
- January Express II (10 weeks)
- March Express (8 weeks)

Summer:
- May Express (6 weeks)
- June Express (6 weeks)
- May Mini-Mester (4 weeks)

Inter-institutional Classes with FAMU and FSU

Policies concerning inter-institutional registration 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: (850) 201-6229

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: globallearning@tcc.fl.edu

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.

Note: The College maintains various student records to assist students enrolled in traditional and distance learning 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 institutions, 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. Barry offers the Bachelor of Science in Information Technology at TCC. Our Experiential 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. 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 provided a tuition discount.

University Center; Carol Graham; (850) 201-8650 cgraham@barry.edu

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; Matt Hollern; (850) 201-8655

Flagler College-Tallahassee
Flagler College-Tallahassee offers day and evening programs leading to the bachelor of arts degree in accounting, business administration, elementary education, elementary education/exceptional student education, and strategic communication (public relations) on the campus of TCC. Flagler College ranks eighth in U.S. News & World Report’s Best Regional Colleges in the South and is listed in The Princeton Review’s Best 379 Colleges and America’s 100 Best College Buys. Tuition charges at Flagler College-Tallahassee are highly competitive with other area institutions. More than 2,000 students have graduated from Flagler College-Tallahassee, and approximately 450 students enroll annually.

University Center; Donald Parks; (850) 201-8070

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 personality assessments
- Decide on a major/career path and develop a plan for success
- Obtain an internship in your future career field
- Transition to employment by offering:
  - Resume development and critiquing
  - Cover letters
  - Dress for success
  - Mock interviews (in-person and virtual)
  - Professional networking
  - Proper social media practices (Facebook, LinkedIn, Twitter, Instagram)

Career Exploration

In your first semester, it is important to take time 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 degree/certification/license requirements.

You can begin your career exploration in SIGI³, Career Coach or MyCareerShines at www.tcc.fl.edu/careercenter.

What Is SIGI³?

SIGI³ is an interactive, computer-assisted career guidance program designed to assist you in making career choices and in choosing a meta-major/major. SIGI³ combines personal and occupational characteristics to identify career options.

During your first semester, it is very important to complete the full assessments (values, interests, personality type and skills) to determine proper career options specifically for you.

What Is Career Coach?

Career Coach is designed to help you find a good career by providing the most current local data on salaries, employment, job postings, and associated education and training.

What Is MyCareerShines?

MyCareerShines is a comprehensive education and career planning system that will help you succeed in the increasingly competitive global economy. Learn about yourself, discover the many options and opportunities for your future, and gain access to the information and tools to achieve your goals. You can also explore personality assessments such as those based on the Myers-Briggs Type Indicator (www.humanmetrics.com.)

Internships and Job Search Assistance:

Internship Program provides 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.

FutureLink: TCC’s Career Management System

Using FutureLink, students can easily:

- Create professional cover letters and résumés
- Upload professional résumés for employers
- Part- and full-time job opportunities, exclusively for TCC students and alumni
- Stay informed about career expos, part-time job fairs, internship fairs and other career-related events
- Practice, review and get feedback on virtual mock interviews

Log in to FutureLink at www.tccfuturelink.com/students

Contact the Career Center:

(850) 201-9970 | www.tcc.fl.edu/careercenter
www.tcc.fl.edu/internships
www.tccfuturelink.com/students
My Campus Programs and 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: SU207; (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 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.
Hours: Fall & Spring semesters: Monday-Thursday, 8 a.m.-6 p.m.; Friday, 8 a.m.-5 p.m. Summer semester: Monday-Thursday, 9 a.m.-5 p.m.; Friday, 9 a.m.-3 p.m.
Bookstore: SU; (850) 575-9200; www.tccstore.com

Career Center
The Career Center houses many career-related services and resources. These include career coaching and counseling, mock interviews, an online job database, resume development and review, internship information, job search, and professional dress information and assistance, and information on upcoming events such as employer recruiting sessions and job fairs. Career assessment tools are also available to all students. Through these tools, students can learn more about their skills, 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 professional opportunities.
Career Center, Student Union, 2nd Floor; (850) 201-9970; careercenter@tcc.fl.edu; www.tcc.fl.edu/careercenter

College Success Classes
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. Appointments are during class hours, which vary per semester and upon college closures for holidays and breaks. Cleanings are $10 for students and seniors, $15 for nonstudent adults and $20 for deep cleanings. The clinic also offers X-rays ranging in cost from $5 to $15. 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. 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 Campus and Civic Engagement. Donations to the pantry are appreciated.

Campus and Civic Engagement: (850) 201-8420; SU 154
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 is 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 room is 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 email, fliers, the College’s website 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 the student’s regular schedule. Benefits of the program include opportunities to experience world cultures, early advisement, 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 website (www.tcc.fl.edu/globallearning).

Global Gateway Program: globallearning@tcc.fl.edu

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 located on the TCC website (www.tcc.fl.edu/honors). Admission requirements are listed in the TCC Catalog and on the Honors Program website. Benefits include participation in Honors courses and seminars, scholarship opportunities, early registration, special events, and access to the Honors Study Lounge.

Honors Program: honors@tcc.fl.edu

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

International Services
The International Services office in Student Affairs is a one-stop center for all international students. It provides a wide range of support services to F-1 visa students and other foreign nationals, from admission to graduation. It also provides services to J-visa scholars as well as J-visa students. This office also plays an important role in the globalization of the campus. Services offered include, but are not limited to:

- Recruits and admits international students and scholars
- Prepares all immigration documents for students’ entry into the U.S. with an F-1 visa and scholars’ entry with a J-1 visa
- Maintains the Student and Exchange Visitor Information System (SEVIS)
- Conducts a special international student orientation at the beginning of each semester
- Provides assistance to all internationals to adapt to a new academic environment and culture
- Provides immigration advising to all students with any visa type
- Provides academic advising to all international students
- Monitors student compliance with the Department of Homeland Security immigration rules with regard to maintaining legal and valid status in the U.S.
- Assists students with programs such as Curricular Practical Training (CPT) Optional Practical Training (OPT), 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
- Establishes and supports international partnerships and facilitates global education grants with institutions abroad
- Monitors student compliance with the required health insurance plan
• Administers and oversees the International Student Scholarship, including the Housing Scholarship
• Supports the International Student Organization (ISO) program and activities
• Sponsors the celebration of International Education Week and other cultural programs on campus

International Services: SU242; (850) 201-8258

Job Fair
If you are looking for a full-time job, part-time job or internship, stop by a Job Fair and meet employers looking 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

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 (Barry University, Flagler College-Tallahassee, Saint Leo University or Thomas University) 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-on-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: When classes are in session: 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 webpage 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, 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.
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 College’s healthcare programs. Online resources may be accessed through more than 68 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 webpage.

Bring your TCC ID! A valid TCC Student ID card is required to check out materials, including textbooks, laptops and study rooms, and to use faxing services.

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 website at www.tcc.fl.edu/mentalhealthservices or call (850) 201-7726.

Notary Services
The Campus and Civic Engagement office 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.

Ombuds: SU154; (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 College policies and procedures
- Listen to your concerns and complaints
- Refer you to appropriate resource and/or arrange meetings
- Recommend changes in procedures or policies

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**
  www.tcc.fl.edu/Current/Student-Conduct-Community-Standards/Pages/Student-Code-of-Conduct.aspx

- **Academic Calendar**
  www.tcc.fl.edu/Current/Academics/AcademicCalendar/Pages/default.aspx

- **Student Complaint Routes**
  www.tcc.fl.edu/Current/Student-Conduct-Community-Standards/Pages/default.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, 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 to apply 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.

Student Leadership, Involvement, and Civic Engagement: SU 222; (850) 201-9967

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; STEMCenter@tcc.fl.edu
Student Conduct and Community Standards

The Student Conduct and Community Standards office 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. 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 will 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), web 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 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.

TCC has also partnered with TurboVote to make voting easy for students. Visit the TCC TurboVote site at tcc.turbovote.org to sign up for email and text reminders regarding elections and absentee ballot information.

Contact the Student Leadership, Involvement, and Civic Engagement office for more information.

Student Leadership, Involvement, and Civic Engagement: SU185; (850) 201-9967
Students with disabilities may also register at the Disability Support Services office.
Disability Support Services: SU172; (850) 201-8430; dss@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: SU189; (850) 201-8420; http://cce@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, campus recreation, intramural sports, campus activities, and special events. The department also includes the Student Leadership, Involvement, and Civic Engagement office, the Student Conduct and Community Standards office, and the Lifetime 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

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

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

SOCCER
BASKETBALL
FLAG FOOTBALL
DODGEBALL
SPADES
TABLE TENNIS
VOLLEYBALL
...AND MORE!
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 roles such as game management and sports information.
TCC Athletics: www.TCCEagles.com

Open Mic Series
Open Mic is a 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 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 can assist with connecting students to involvement opportunities or creating new ones.
The following opportunities are available to all TCC students to get involved on campus:
- Student clubs, organizations and teams
- Student Government Association
- Student leadership programming
- Student learning opportunities
- Campus activities and programming
- Student mentoring programs
- Fitness center
- Intramurals
Student Leadership, Involvement, and Civic Engagement: 850-201-9967; CCE@tcc.fl.edu; www.tcc.fl.edu/cce
Register with a club or organization https://tallahassee.collegiatelink.net/

Intramural Sports
Do you want to stay active? Try something new? TCC offers students, faculty and staff opportunities 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

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.
**Student Government Association**

Student Government Association 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 SGA 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 Leadership, Involvement, and Civic Engagement office. Interviews are held at the beginning of Fall semester and at other times as needed.

Student Government Association: SU185; (850) 201-8423; www.tcc.fl.edu/sga

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**Student Leadership, Involvement, and Civic Engagement Office**

The Student Leadership, Involvement, and Civic Engagement office is building a community of learners and inspiring the growth of the whole student by facilitating extracurricular and cocurricular activities that support student engagement, leadership, involvement, teamwork, retention and lifelong learning opportunities.

The SLICE office also gives students the opportunity to become engaged in community service. Many classes offer 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 the TCC TallyScript to have the hours placed on their academic transcript. TallyScript forms must be turned into the SLICE office before the last day of class each semester.

Student Leadership, Involvement, and Civic Engagement: SU185; (850) 201-9967; www.tcc.fl.edu/CCE

Also visit the Connect TCC site for events and ways to get engaged on and off campus:
https://tallahassee.collegiatelink.net/
Student Teams and Performance

Brain Bowl
The TCC Brain Bowl team competes in Florida College System Activities Association and National Academic Quiz Tournaments, providing students with an opportunity to showcase their 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 Florida College System tournaments.

Brain Bowl: HSS221; 850-201-8152; http://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 Campus and Civic Engagement office, coaches, sponsors and the TCC Eagle Boosters. Show your Eagle pride!

TCC Cheerleading: SU185; 850-201-8709; http://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
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
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 that foster, promote and support the ethical and moral development of TCC students.

To this end, 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 the 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 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 that would be a felony by a proper prosecuting attorney for an incident, or with conduct that 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 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 any time.

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 that 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 the 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 obtained from or for a TCC course or instructor for personal gain. This does not include the re-sale of text books.
- Selling, loaning or otherwise 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 (e.g., Nursing, Dental Hygiene).

**Alcohol**

- Possession, purchase, consumption or use of alcohol in open or closed containers, regardless if empty or decorative in nature, on any TCC property, 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**

All uses of College IT resources are subject to applicable rules, polices and procedures of the College and/or governing boards as well as the Florida Statutes governing computer fraud, misuse of state equipment resources, public information and related criminal offenses.

Occasional, incidental personal use of IT resources is permitted by this policy, except when such use interferes with the performance of the user’s job, employment or other College responsibility; results in additional incremental cost or burden to the College’s IT resources; exceeds occasional, incidental use, which is defined as “non-constant, infrequent use” (e.g., use on an agreed upon work break and/or lunch period); or is otherwise in violation of this policy.

The following examples of acts or omissions are considered unacceptable and may result in immediate revocation of privileges to use the College’s computing resources and/or just cause for taking disciplinary action up to and including discharge, dismissal, expulsion and/or legal action:

- Unauthorized access, entry or use of a computer, computer system, network, software, password, account or data. Users may not use any computer program or device to intercept or decode passwords or similar access control information. If security gaps are observed, they should be reported to the appropriate system administrators.
- Intentional damage or disabling of computer systems, networks or software without authorization for any purpose. (See the Student Conduct Code, Article II, B-13).
- 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 College computing resources to generate or access obscene material, to include, pornography, as defined by Florida or federal law and acceptable community standards, or creating a hostile work and/or educational environment.
- Unauthorized use of College electronic communication facilities to send fraudulent, harassing, obscene, threatening or other unlawful messages is prohibited.
- Unauthorized use of College computers or computing systems in any manner which violates federal, state or local laws, or College 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/or 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 and/or 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 (e.g., instructor, staff, administrator) or any law enforcement official in the performance of his/her duty.
• Failure to comply with the summons, decision, request to contact Judicial office within specified period of time, 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 (e.g., instructor, staff, administrator) 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, Facebook, Instagram, Twitter or any other social media sites, 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 (e.g., witness, victim, reporting individual). This includes actions via e-mail, Facebook, Instagram, Twitter or other social media sites, blogs or other Web-based forms of communication.

-Hazing
Hazing is defined in Section 240.326(1) Florida Statutes 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 is 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, Bicycles, Hoverboards 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 (e.g., 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 scooters, 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, soliciting 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 instill 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 (e.g.,
Facebook, blogs, etc.).
• Repeated threatening or obscene gestures.
• Pursuing or following.
• Electronic or any form of surveillance and/or other types of nonconsensual observation or staring.

-Cyberbullying/Social Media
Any form of bullying, harassment, teasing or threats toward any student in regards to race, ethnicity, gender, physical condition, mental condition, emotional condition, popularity, sexual orientation, weight, or appearance through the vehicle of social networking sites, text messages, emails or instant messages.

-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 is not allowed on TCC campus.
• Possession of any firearm is not allowed on TCC campus, even with a concealed weapons permit.

-Children on Campus
• In accordance with TCC District Board of Trustees Policy 03-19, students may not bring children to classes or other instructional environments or leave children unattended on campus. A TCC student may bring children to designated areas of campus as long as the children are not disruptive and are at all times attended by an adult who is a TCC student.

-Freedom of Expression
• Students engaged in freedom of expression activities (e.g., playing music on MP3 player or smartphone, watching a movie on a tablet) on campus may be required to relocate if the activity creates a disturbance that interferes with the normal activities of the class or College.

-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 10 days the hearing. All hearing decisions will be communicated in writing 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.
  If 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 Student Conduct 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 process 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 have five (5) business days before a hearing is held.
  • Administrative Hearing. This hearing is formal and conducted by the Student Conduct Officer or other authorized hearing officer.
  • Conduct Review Board. This hearing is formal. This student conduct body is comprised of the Student Conduct Officer or designee (chair/non-voting capacity), trained faculty and staff members, and one student appointed by the Student Government Association.
  • In the case of sexual assault or any other Title-IX related violation the hearing body may be comprised of the Student Conduct Officer or designee or 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 that 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 or 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 that pose a threat to the safety, welfare or well-being of another person or the TCC community or where 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.

• Except in cases involving interim suspension, the charged student will be provided an opportunity to attend an information session 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 that 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 Conduct Officer, the Conduct 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 that the hearing occur before five business days have passed. 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 titled 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 audiotape 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.
- 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 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).
• 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 (e.g., 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 are 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, residency declaration 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 that 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’ ability 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, e-mail, 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 are 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 and/or student organizations or holding 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, nonverbal, 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; participating in certain specified events/activities; entering certain facilities, classes or offices; or contacting/communicating (verbal, nonverbal, physical or electronic) with specific individuals or groups. Any further violation of the Student Code of Conduct places the student organization’s 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 shall be directed to Director for Campus and Civic Engagement or designee.

- **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 not 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 Student Conduct and Community Standards.

- **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 not 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 will 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:**

The penalties for academic dishonesty violations may include reprimand, reduction of grade, denial of academic credit, invalidation of college credit or of the degree based upon such credit, probation, suspension, or expulsion. In addition to any other penalties that may be imposed, the individual or student may be denied admission or further registration. The College may invalidate academic credit for work completed 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 or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the College.

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. The student will also be enrolled in the Academic Integrity Module through Distance Learning, which must be completed with a passing grade of 80%.

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 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 processes, 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.
- Entity/committee and process for the review of the Student Conduct Code and procedures.

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
- If a student files an appeal request, the 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 “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 established 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 Rights) occurred that 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
test of the record and tape recording of the
disciplinary hearing.

- New evidence that 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.

- 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 claims 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. 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. 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 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 from the TCC campus will be imposed. Behaviors or actions that 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 that 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.

- If a student or student organization fails to respond to a request to schedule an information session and/or attend a
scheduled information session and five (5) business days have expired since the date of the interim suspension notice, the student waives his/her right to an information session and will be deemed to have selected a formal administrative hearing, and the hearing will be scheduled in the student’s absence. A letter will be sent to the student, at least five (5) business days prior to the scheduled hearing, which indicates the date, time and location of the administrative hearing.

• 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 the student’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 that will be used during the disciplinary hearing. The Judicial Officer reserves the right to modify any report or documentation if 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 to claims 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 hearing procedures.

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

Section 16. Official Record of Disciplinary Proceedings

• An audiotape recording will be made of all formal hearings. The recording shall be the official record of the disciplinary proceeding and shall be maintained in Student Conduct and Community Standards as outlined in 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 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 its 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.
- 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 a student under 25 years of age when he/she has been involved in a violation of the Student Code of Conduct that 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 Records office, 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 the recognition of a student organization or specific privileges has been removed, notification is sent to the TCC administrator with oversight for the activity and 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 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 to 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 (removed 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.
    - 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 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.
  
  • 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 rendering the final determination. The Student Code of Conduct shall be reviewed every four years 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 four-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 cultural dynamics of the College. The review shall occur and recommendations be 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 & 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 violated, 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 allowing 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.*

**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 District 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 childcare 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 childcare 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).

**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 Records 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 Admissions and Records department. 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 website.

**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 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 Email and Internet
Your TCC eAccount gives you access to a wide variety of services, including TCC Passport, open access computer labs and TCC email. TCC email 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 Website
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 online 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 email, Canvas, 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. (See pages 46-47)

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 Records office will refer the student’s statements to Student Conduct and Community Standards (SCCS) 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**

(See pages 110–112 for additional information about TCC’s policies addressing discrimination and harassment.)

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:

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**-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. Every effort will be made to reconcile the problem in a timely and just manner.

All reports and witness statements will remain confidential and are to be 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 or clean your clothing or body until 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 (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 Records, 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 by completing the online complaint form, which can be found at https://tallahassee.collegiatelink.net/ (campus links)

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 Marketing. Call (850) 201-6049.
Equal Access/Equal Opportunity, Discrimination, Sexual Misconduct, and Unlawful Harassment

-Purpose
To provide a procedure for review, investigation and resolution of discrimination, sexual misconduct and unlawful harassment complaints related to applicants, faculty/staff, students, vendors, or guests of the College.

-Definitions
• Determination – is the conclusion of a dispute by the rendering of a final decision.
• Discrimination – is treating any member of the College community differently than others on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status or other legally protected classifications.
• Preponderance of Evidence Standard – is an evidence standard based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.
• Retaliation – is any adverse action taken against the person(s) who makes or supports a complaint of discrimination, sexual misconduct or unlawful harassment.

Sexual Misconduct
Includes, but is not limited to, sexual violence (which includes any kind of nonconsensual sexual contact), sexual harassment, sexual exploitation or any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating or coercing.

• Sexual Violence – includes sexual offenses as outlined in the Uniform Crime Reporting Handbook, and defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
• Sexual Harassment – any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature when:
  - Submission to or rejection of such conduct is used explicitly or implicitly as a basis for any decision affecting terms or conditions of an individual’s employment, academic status, participation in any program or activity, or receipt of College services; or
  - Such conduct has the purpose or effect of interfering with an individual’s work performance or academic experience by creating an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment can occur between any persons, including faculty/staff, students, vendors, or guests.

• Sexual Exploitation – is defined as taking nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the sexual misconduct offenses.
• Unlawful Harassment – is defined as conduct that is unwelcome and that unreasonably interferes with an individual’s ability to learn or work due to the creation of an intimidating, hostile or offensive environment.

Extended definitions and examples of terms listed above may be found in the Glossary of Terms located on the TCC Equity and Civil Rights webpage.

-General Provisions
• The College Equity Officer also serves as the Title IX Coordinator for the College and is the College’s primary internal authority for matters related to this procedure, with responsibility to ensure equal access and equal opportunities for applicants, faculty/staff, students, vendors, or guests of the College.
• Supporting Committee – In an effort to continuously improve the way the College responds to incidents of discrimination, sexual misconduct and unlawful harassment, the College’s Clery Committee shall meet quarterly to review the College’s complaint log and ensure compliance with federal and state regulations and with College policy and procedure. The Clery Committee includes, but is not limited to, the Conduct and Community Standards Officer, the Human Resources Director, College Police Department representative, Athletics Department representative, and the Equity Officer/Title IX Coordinator.

-Reporting
The College strongly encourages persons to promptly report any discrimination, sexual misconduct or unlawful harassment. The registering of a complaint will not be used or held against the student or employee, nor will it have an adverse impact on the complainant’s educational or employment status. Complaints of discrimination, sexual misconduct or unlawful harassment involving applicants, faculty/staff, students, vendors, or guests should be filed promptly via TCC’s on-line Complaint Form or directly with the College’s Equity Officer/Title IX Coordinator at (850) 201-6074 or tolsonr@tcc.fl.edu, or postmark to:
Tallahassee Community College
Attn: Renae Tolson, Equity Officer & Title IX Coordinator
Room 239 Administration Building
444 Appleyard Drive
Tallahassee, FL 32304-2895

Any College personnel, vendor or guest who becomes aware of an alleged conduct of discrimination, sexual misconduct or unlawful harassment must report this information immediately to the College’s Equity Officer/Title IX Coordinator.

• All complaints of discrimination, sexual misconduct or unlawful harassment will be logged in the TCC Equity and Civil Rights Complaint Log. The log will include the complaint number, complainant’s name, person whom the complaint is filed against, incident date(s), brief summary, and the determination/resolution. The Equity Officer/Title IX Coordinator is the official custodian of the log.

-Investigating
Upon receipt of a complaint, the Equity Officer/Title IX Coordinator will coordinate with TCC’s Police Department, the Conduct and Community Standards Officer, the Human Resources Director, and other personnel as appropriate to facilitate a prompt and confidential investigation. The Equity Officer/Title IX Coordinator will assign one of the College’s trained investigators as the College’s Investigating Official of record for the complaint. The College’s Investigating Official will follow state and federal guidelines, College Policy, Administrative Procedure AP03-01, TCC’s Sexual Misconduct Guide, and the Student Code of Conduct, as appropriate, in reviewing the complaint.

The Investigating Official will use a preponderance of evidence standard for resolving any conflicts in the evidence, and deciding the facts of the complaint. At the conclusion of the investigation, the Investigating Official will send the investigative report, including proposed resolution, to the College Equity Officer/Title IX Coordinator for review and determination.
-Resolution
Once the complaint determination is made by the Equity Officer/Title IX Coordinator, the Equity Officer/Title IX Coordinator will communicate the results to all parties involved.
• If the decision regarding an employee or student complaint is not satisfactory for the complainant or respondent, it may be appealed to the President (for employees that is Step Four of the College’s Grievance Procedure 06-16). The complainant or respondent must file a written appeal to the President within seven (7) calendar days after the decision is rendered. The President may adjudicate the complaint based on the records or may call witnesses or examine other documents as deemed necessary. The decision of the President will be final and binding.

-Confidentiality/Public Records
All information regarding discrimination, harassment, retaliation and sexual misconduct will remain confidential to the extent possible to provide for an effective investigation, and as allowed by law. Only those individuals necessary for the investigation and resolution of the complaint shall be involved. All parties to the complaint, including witnesses, should treat the matter under investigation with discretion and have respect for the reputation of everyone involved. Written records developed through the use of this internal complaint process are confidential in accordance with state law until a final determination is made.

-Retaliations
Retaliatory acts include adverse actions taken against the person who makes or supports a complaint of discrimination, sexual misconduct or harassment.
• Students and/or employees who believe that retaliatory actions have been taken against them for having filed a complaint of discrimination, sexual misconduct or harassment or for having provided testimony in an investigation should notify the College’s Equity Officer/Title IX Coordinator. Any such reports will be investigated and findings of retaliatory conduct will be dealt with through appropriate action.
# Directory of Services

All numbers are preceded by area code (850)

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<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 Records</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>201-8440</td>
<td><a href="mailto:advisingcenter@tcc.fl.edu">advisingcenter@tcc.fl.edu</a></td>
<td>SU 207</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>
<td></td>
<td></td>
</tr>
<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><a href="mailto:cashier@tcc.fl.edu">cashier@tcc.fl.edu</a></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>Communications and Marketing</td>
<td>201-6049</td>
<td><a href="mailto:communications@tcc.fl.edu">communications@tcc.fl.edu</a></td>
<td>AD 208</td>
</tr>
<tr>
<td>Community and Continuing Education</td>
<td>201-8353</td>
<td></td>
<td>WD 2nd floor</td>
</tr>
<tr>
<td>CROP (College Reach-Out Program)</td>
<td>201-8314</td>
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<td>SU 2nd floor</td>
</tr>
<tr>
<td>Dental Clinic</td>
<td>201-8247</td>
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<td>DH 100</td>
</tr>
<tr>
<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>
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<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>Division of 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>
</tr>
<tr>
<td>Eagle Adventures (outdoor recreation)</td>
<td>201-8710</td>
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<td>LSC 105</td>
</tr>
<tr>
<td>Early Childhood Professional</td>
<td>922-2099</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development Center (child care)</td>
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</tr>
<tr>
<td>Employment</td>
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</tr>
<tr>
<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:tolsonr@tcc.fl.edu">tolsonr@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>
</tr>
<tr>
<td>Global Gateway Program</td>
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<td><a href="mailto:globalgateway@tcc.fl.edu">globalgateway@tcc.fl.edu</a></td>
<td></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>
<td></td>
</tr>
<tr>
<td>Honors Program</td>
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<td><a href="mailto:honors@tcc.fl.edu">honors@tcc.fl.edu</a></td>
<td></td>
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<tr>
<td>I.D. Cards (student I.D.)</td>
<td>201-8428</td>
<td></td>
<td>SU 273</td>
</tr>
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</table>

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## Community Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<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>
<tr>
<td>Comcast Cable</td>
<td>.574-4000</td>
</tr>
<tr>
<td>Florida A&amp;M University</td>
<td>.599-3000</td>
</tr>
<tr>
<td>Florida State University</td>
<td>.644-2525</td>
</tr>
<tr>
<td>Greyhound Bus Line</td>
<td>(800) 231-2222</td>
</tr>
<tr>
<td>Health Department</td>
<td>.606-8150</td>
</tr>
<tr>
<td>Hospitals</td>
<td></td>
</tr>
<tr>
<td>Capital Regional Medical Center</td>
<td>.325-5000</td>
</tr>
<tr>
<td>Tallahassee Memorial HealthCare</td>
<td>.431-1155</td>
</tr>
<tr>
<td>Leon County Public Library (downtown)</td>
<td>.606-2665</td>
</tr>
<tr>
<td>Lively Technical Center</td>
<td>.487-7555</td>
</tr>
<tr>
<td>Post Office (main)</td>
<td>.216-4334</td>
</tr>
<tr>
<td>Red Coach Bus Service</td>
<td>(877) 733-0724</td>
</tr>
<tr>
<td>State of Florida Drivers License</td>
<td>.617-3995</td>
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<tr>
<td>State of Florida Information</td>
<td>.488-1234</td>
</tr>
<tr>
<td>Tallahassee Democrat (newspaper)</td>
<td>.599-2100</td>
</tr>
<tr>
<td>Tallahassee Regional Airport</td>
<td>.891-7800</td>
</tr>
<tr>
<td>Telephone Counseling and Referral</td>
<td>.211 or 617-6333</td>
</tr>
<tr>
<td>Telephone - CenturyLink</td>
<td>(800) 366-8201</td>
</tr>
<tr>
<td>Voter Registration</td>
<td>.606-8683</td>
</tr>
<tr>
<td>Weather Forecast</td>
<td>.942-8851</td>
</tr>
</tbody>
</table>

### Emergency
- 911

### Addiction Helpline
- (877) 345-3370

### Florida Highway Patrol (non-emergency)
- 488-8676

### Leon County Sheriff (non-emergency)
- 922-3300

### Poison Control Center
- (800) 222-1222

### Rape/Crisis Hotline/Refuge House
- 681-2111

### Tallahassee Police (non-emergency)
- 891-4200
2016-2017 CAMPUS ROUTES

ROUTE LEGEND

Route C  Route F  Route T  Route E  Route L

Route Direction

All buses equipped with bike racks.

*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: 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 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: When the student fails to make satisfactory progress and falls out of academic good standing with the College (earns less than a 2.0 GPA). 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 or needs to take to receive his or her degree or certificate.

A.S. (Associate in Science) Degree: Designed to prepare students to enter a career upon completion, 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 at Florida State University or other approved site and have their test scores sent to the Registrar’s office. 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 must 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. A student may take no 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 courses 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 stop attending a class by the end of the fifth day of class (or by the established deadline) and be eligible to receive a full refund for the course. Dropped class does 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 not used to fulfill specific general studies requirements, but is needed in order to meet the total number of hours required for graduation. Associate in Arts students may use electives to complete courses required for admission into their bachelor’s degree program of choice.

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 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 Permission to Release Educational Records form in the Admission and Records office, and Financial Aid office.

Financial Aid Award Notification: An email sent 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.

First-time-in-college student: Students who have graduated from an accredited high school or passed a GED exam and have not previously attended a college or university.

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: Certain degree programs use selective admission to limit program enrollment due to resource limitations (e.g., space, facilities, faculty). In other cases, applicants must demonstrate through an audition or portfolio that they have the minimum skills necessary for them to benefit from the program, or the program is of such 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.

Non-degree-seeking student: A non-degree-seeking student is one that desires to take classes at TCC but is not attending for the purpose of obtaining a degree or certificate or transferring to a four-year institution. Generally, students who apply as non-degree are taking classes to renew a certification for career enhancement or for personal enrichment.

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 Objective: 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.

Readmit or Returning Students: Students who have not enrolled at TCC for three consecutive terms are considered returning students.

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 or terms—a main session and two or three express sessions and/or mini-mesters.

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 and contains the instructor’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.

Transfer student: Students who are transferring from another institution. Students who have attended a Florida private or public community college, a state or private university, or an out-of-state college or university are considered transfer students.

Transient student: A student who is enrolled in a degree-seeking status at another college or university (home institution) but wants to take classes at TCC (host institution) and transfer the credits earned back to his or her home institution.

Withdrawal: When a student decides to stop attending a class after the fifth day of the session but before the withdrawal deadline. The student receives a grade of “W” on their transcript and does not receive a refund for that course. Students on certain scholarships may be expected to pay back scholarship money for that course. Withdrawal from a course counts as an attempt.

Work-Study: A federal program that allows students to work part-time during the school year as 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.
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Celebrating a legacy
Building a future