In a fast-moving global economy, the knowledge and skills students learn must be relevant, purposeful and quickly adaptable — that’s why students are coming to Florida State College at Jacksonville (FSCJ). It’s time to discover how FSCJ can help you get a great start on the road to your future. We know there’s so much to learn about your educational experience so we’ve made it easy for you to get the answers to your questions. We invite you to take a look and see what FSCJ has to offer!
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Phone Numbers</td>
<td>6</td>
</tr>
<tr>
<td>Helpful Links</td>
<td>7</td>
</tr>
<tr>
<td>Student Rights &amp; Responsibilities</td>
<td>8</td>
</tr>
<tr>
<td>Student Records &amp; Privacy</td>
<td>8</td>
</tr>
<tr>
<td>Collection &amp; Use of Social Security Numbers</td>
<td>11</td>
</tr>
<tr>
<td>Title IX/Gender Discrimination/Sexual Misconduct/Relationship Violence</td>
<td>12</td>
</tr>
<tr>
<td>Get Help &amp; Report</td>
<td>12</td>
</tr>
<tr>
<td>Seek Medical Assistance and Treatment</td>
<td>12</td>
</tr>
<tr>
<td>Obtain Free &amp; Confidential Support</td>
<td>12</td>
</tr>
<tr>
<td>Equal Access/Equal Opportunity</td>
<td>13</td>
</tr>
<tr>
<td>Procedures for Alleged Academic Dishonors</td>
<td>14</td>
</tr>
<tr>
<td>Classroom Assessment</td>
<td>15</td>
</tr>
<tr>
<td>Standardized Assessment</td>
<td>15</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>16</td>
</tr>
<tr>
<td>Smoking</td>
<td>16</td>
</tr>
<tr>
<td>Health Services</td>
<td>16</td>
</tr>
<tr>
<td>AIDS Information</td>
<td>16</td>
</tr>
<tr>
<td>Emergencies &amp; First Aid</td>
<td>16</td>
</tr>
<tr>
<td>Emergency Notification Text Alert Messages</td>
<td>16</td>
</tr>
<tr>
<td>Emergencies &amp; First Aid</td>
<td>16</td>
</tr>
<tr>
<td>Occupational Education Safety</td>
<td>17</td>
</tr>
<tr>
<td>Drug Education Policy</td>
<td>17</td>
</tr>
<tr>
<td>Campus Policies</td>
<td>18</td>
</tr>
<tr>
<td>Children on Campus</td>
<td>18</td>
</tr>
<tr>
<td>Distribution of Leaflets &amp; Posters</td>
<td>18</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>18</td>
</tr>
<tr>
<td>College Issued Identification Cards</td>
<td>18</td>
</tr>
<tr>
<td>Regulation Changes</td>
<td>18</td>
</tr>
<tr>
<td>Parking</td>
<td>18</td>
</tr>
<tr>
<td>Parking &amp; Traffic Regulations</td>
<td>18</td>
</tr>
<tr>
<td>Accident Reporting</td>
<td>19</td>
</tr>
<tr>
<td>Computing Policies</td>
<td>21</td>
</tr>
<tr>
<td>Software Pracy</td>
<td>21</td>
</tr>
<tr>
<td>Computing Facilities</td>
<td>21</td>
</tr>
<tr>
<td>User Agreement</td>
<td>21</td>
</tr>
<tr>
<td>Orientation</td>
<td>22</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>22</td>
</tr>
<tr>
<td>Academic Progress</td>
<td>23</td>
</tr>
<tr>
<td>Standards of Academic Progress/Academic Standing</td>
<td>23</td>
</tr>
<tr>
<td>Satisfactory Standing</td>
<td>23</td>
</tr>
<tr>
<td>Academic Warning</td>
<td>23</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>26</td>
</tr>
<tr>
<td>Suspension</td>
<td>23</td>
</tr>
<tr>
<td>Notification of Status</td>
<td>23</td>
</tr>
<tr>
<td>Reinstatement Process</td>
<td>23</td>
</tr>
<tr>
<td>Accreditation</td>
<td>24</td>
</tr>
<tr>
<td>SACSCOC Accreditation</td>
<td>24</td>
</tr>
<tr>
<td>Program Accreditation</td>
<td>24</td>
</tr>
<tr>
<td>Articulation and Transfer Agreements</td>
<td>25</td>
</tr>
<tr>
<td>Record of Contacts</td>
<td>25</td>
</tr>
<tr>
<td>Admissions Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Prerequisite Courses</td>
<td>25</td>
</tr>
<tr>
<td>Deadline for Admissions Application</td>
<td>25</td>
</tr>
<tr>
<td>Transcripts</td>
<td>25</td>
</tr>
<tr>
<td>Financial Aid/Scholarships</td>
<td>25</td>
</tr>
<tr>
<td>Housing</td>
<td>25</td>
</tr>
<tr>
<td>Orientation</td>
<td>25</td>
</tr>
<tr>
<td>Reinstatement Process</td>
<td>25</td>
</tr>
<tr>
<td>Academic Registration Policies</td>
<td>25</td>
</tr>
<tr>
<td>Auditions/Portfolios</td>
<td>25</td>
</tr>
<tr>
<td>Continuous Enrollment</td>
<td>25</td>
</tr>
<tr>
<td>Major</td>
<td>26</td>
</tr>
<tr>
<td>Required Forms &amp; Academic Credentials</td>
<td>26</td>
</tr>
<tr>
<td>Transferring with an A.A. Degree</td>
<td>27</td>
</tr>
<tr>
<td>Transferring without an A.A. Degree</td>
<td>27</td>
</tr>
<tr>
<td>Academic Advising is Supported by the Division of Undergraduate Studies</td>
<td>27</td>
</tr>
<tr>
<td>Student Bill of Rights</td>
<td>27</td>
</tr>
<tr>
<td>Procedures for Academic and Non-Academic Appeals</td>
<td>28</td>
</tr>
<tr>
<td>Types of Appeals</td>
<td>28</td>
</tr>
<tr>
<td>Student Appeals Committee</td>
<td>28</td>
</tr>
<tr>
<td>Academic Appeals</td>
<td>28</td>
</tr>
<tr>
<td>Formal Procedures</td>
<td>28</td>
</tr>
<tr>
<td>Non-Academic Appeals</td>
<td>30</td>
</tr>
<tr>
<td>Complaints</td>
<td>31</td>
</tr>
<tr>
<td>Exemption Eligibility</td>
<td>40</td>
</tr>
<tr>
<td>Student Tax Information (1098T)</td>
<td>40</td>
</tr>
<tr>
<td>Exemption Eligibility</td>
<td>40</td>
</tr>
<tr>
<td>FSCJ Student I.D.</td>
<td>41</td>
</tr>
<tr>
<td>Student Employment</td>
<td>42</td>
</tr>
<tr>
<td>Student Assistance Program</td>
<td>43</td>
</tr>
<tr>
<td>Student Ombudsman</td>
<td>43</td>
</tr>
<tr>
<td>Resource Links</td>
<td>43</td>
</tr>
<tr>
<td>Student Life &amp; Leadership</td>
<td>44</td>
</tr>
<tr>
<td>Leadership Training</td>
<td>44</td>
</tr>
<tr>
<td>Student Ambassadors</td>
<td>44</td>
</tr>
<tr>
<td>Student Government Association (SGA)</td>
<td>44</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>44</td>
</tr>
<tr>
<td>Campus Student Programming Boards</td>
<td>44</td>
</tr>
<tr>
<td>Diversity &amp; Social Change</td>
<td>46</td>
</tr>
<tr>
<td>History &amp; Heritage Celebrations</td>
<td>46</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion Programs &amp; Trainings</td>
<td>46</td>
</tr>
<tr>
<td>Retention &amp; Mentoring</td>
<td>46</td>
</tr>
<tr>
<td>Volunteerism</td>
<td>47</td>
</tr>
<tr>
<td>Student Volunteer Coordinators</td>
<td>47</td>
</tr>
<tr>
<td>FSCJ H.O.P.E. Food Pantry</td>
<td>47</td>
</tr>
<tr>
<td>Military &amp; Veterans Service Center</td>
<td>48</td>
</tr>
<tr>
<td>Library and Learning Commons</td>
<td>48</td>
</tr>
<tr>
<td>Success &amp; Coaching</td>
<td>49</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>50</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>50</td>
</tr>
<tr>
<td>Academic Accommodation/Adjustments</td>
<td>50</td>
</tr>
<tr>
<td>Eligibility</td>
<td>50</td>
</tr>
<tr>
<td>Sign Language Interpreters</td>
<td>50</td>
</tr>
<tr>
<td>TRIO Student Support Services</td>
<td>51</td>
</tr>
<tr>
<td>International Student Services</td>
<td>51</td>
</tr>
<tr>
<td>Career Development</td>
<td>52</td>
</tr>
<tr>
<td>Athletics</td>
<td>53</td>
</tr>
<tr>
<td>Center for Civic Engagement</td>
<td>54</td>
</tr>
<tr>
<td>FSCJ Student Housing</td>
<td>57</td>
</tr>
<tr>
<td>Dining Services</td>
<td>57</td>
</tr>
<tr>
<td>Campus Dining Services</td>
<td>57</td>
</tr>
<tr>
<td>FSCJ Culinary Dining Experiences</td>
<td>57</td>
</tr>
<tr>
<td>Child Care Center Services</td>
<td>57</td>
</tr>
</tbody>
</table>
Student Rights & Responsibilities

Student Records & Privacy
Family Educational Rights & Privacy Act (FERPA)
Pursuant to Public Law 93-380, the Family Educational Rights & Privacy Act of 1974, students and their parents are advised of certain practices and procedures at FSCJ that relate to student records. Once students reach the age of 18 or are enrolled in a postsecondary program, parents no longer have any rights to student information under this act unless students give written consent to release the information to their parents or the parents provide evidence that students are dependents of the parents as defined in section 152 of the Internal Revenue Code of 1954.

Under this act, students or parents (if eligible) will be accorded access to students’ records within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made by the College to permit records to be reviewed in the presence of a representative of the custodian of records. Either students or parents (if eligible) have the right to challenge the content of any record they believe to be inaccurate, misleading or in violation of their rights or otherwise inappropriate and to insert into the record any written explanation of any matter therein. The custodian of the records challenged shall conduct a hearing upon the matter at a reasonable time and place, at which time students or parents (if eligible) may present any evidence they may have in support of the challenge. If a record is challenged, the custodian of the record shall make a decision at the conclusion of the hearing. This decision may be appealed by students or parents (if eligible) through established procedures to the student appeals review committee.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. They may address their complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Students or parents (if eligible) must consent to the release of any student information other than directory information to any person or agency. This consent must be in writing, signed and dated and must specify the information to be released, the reason for release and the names of individuals to whom the information is to be released. Disclosure without consent will be exercised by FSCJ to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including safety and security staff); a person employed by an educational entity with which the College has an educational agreement or contract who has a legitimate educational interest; a person or company with whom the College contracted (such as auditor, collection agent, credential and enrollment verification services); or assisting another official in performing his or her tasks. A school official has a legitimate educational interest if he or she needs to review an educational record in order to fulfill his or her professional responsibility.

In addition, the College may disclose identifiable information from student educational records without student consent to officials presenting a judicial order or lawfully issued subpoena and to military branches in accordance with federal guidelines. The following records are maintained in students’ files:

- Application for admission
- Transcripts from other colleges
- Academic history records
- General correspondence

The following information about individual students is classified as “directory information” and may be released upon request to any person:

- Name
- Major field of study
- Dates of attendance
- Degrees, certificates or diplomas received
- Honors received

Individual students or parents (if eligible) have the right to submit a request in writing to the custodian of student records that all or part of the directory information not be released. Send a request in writing to:

College Registrar
Florida State College at Jacksonville
P.O. Box 40515
Jacksonville, FL 32203-0515

Access to or release of directory information will be withheld until the further written instruction is received from a student or parent (if eligible).
Collection & Use of Social Security Numbers

In compliance with Florida State Statute 119.071(5), students should be aware that FSCJ collects and uses social security numbers (SSNs) if specifically required by law to do so or if necessary for the performance of the College's duties and responsibilities. The College takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as required to fulfill the College's duties and responsibilities.

Admissions

Federal legislation related to the American Opportunity Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service. This IRS requirement makes it necessary for colleges to collect the social security number of every student. A student may refuse to disclose his or her SSN to the College, but the IRS is then authorized to fine the student the amount of $50. In addition to the federal reporting requirements, the public school system in Florida uses SSNs as a student identifier (FS 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. Taxpayer Identification Numbers (TINs) are used by the Admissions Department for meeting reporting requirements necessary to comply with Department of Immigration requirements.

Continuing Education/Corporate Training

Because of Florida State Education Reporting requirements, students who enroll in Continuing Education and Corporate Training classes are required to submit an SSN.

Financial Aid

The Financial Aid Office uses SSNs to coordinate and verify eligibility and disbursement requirements for federal, state and institutional aid programs. The Federal Department of Education requires students to submit their SSN when completing the federal application for student aid. The student’s SSN is then used by the College to match applicant’s records, verify eligibility and coordinate benefits with other programs. The College reports to various state and federal agencies SSNs for students receiving benefits from aid programs. Agencies include but are not limited to the National Student Loan Clearinghouse, the Veteran Affairs Administration and the Florida State Department of Education. In performing the duties required to administer these programs, FSCJ shares the student’s SSN with vendors contracted by the College to assist with compliance of federal and state requirements. The vendors are authorized to use SSN to complete the tasks contractually required and are not authorized to use SSN for any other purpose. Currently, vendors include Federal Family Educational Loan providers, guarantors and servicers of federal loans and the College’s bookstore provider.

Financial Services

Various offices within Financial Services use social security numbers to comply with federal and state regulations and in the performance of duties and responsibilities assigned to the office. The Purchasing and Accounts Payable Offices are required by the Internal Revenue Service to collect SSNs from students before rendering payment for goods and services purchased by the College. The SSN may be reported on an IRS 1099 form if required. The Payroll Department uses SSNs for reporting requirements related to administering student employee wages and benefits. When a student is employed by the College, SSNs are collected and maintained on the Internal Revenue Service required W4 form and reported on the IRS required W2 form. Additionally, the Payroll Department uses SSNs in the collection and verification of student direct deposit requests for wages as allowed by FS 119.71(2)(a) and FS 119.71(6)(c).

The Project Accounting Office uses SSNs for complying with federal, state and local grant contractual requirements. Project Accounting may report student SSNs to a funding agency for individuals receiving assistance from a grant or contract. The Bursars Office collects SSNs for identification and verification of students to third party sponsors who provide assistance to the student, to satisfy billing and payment issues, reconciliation and for tax reporting as allowed by FERPA and FS 119.71(2)(a) and FS 119.71(6)(c). The Bursars Office provides the IRS with SSNs for students when completing IRS 1098-T or IRS 1042 requirements, contracts with various collection agencies that require SSN to meet Fair Collections Reporting Act requirements and reporting of debt information to credit bureaus and uses SSNs when meeting state requirements to report retiree insurance participants on annual basis. The Bursars Office collects SSNs when establishing direct deposits for students and to comply with Federal Department of Education electronic disbursement requirements.

Registrar

The College registrar collects SSNs from students for inclusion on official transcripts and for business purposes in accordance with parameters outlined by the U.S. Department of Education. SSNs are reported to the state of Florida as required by state reporting requirements for postsecondary institutions.
Title IX/Gender Discrimination/Sexual Misconduct/ Relationship Violence

FSCJ is committed to building and maintaining an educational environment that is free from all forms of sex/gender discrimination and sexual misconduct in which all FSCJ students can learn, work, develop and succeed. In support of that commitment, the College will actively promote awareness and prevention efforts, respond promptly to all reports of sexual misconduct, and eliminate any harassment and discrimination. Creating a safe campus environment and a culture of respect is the shared responsibility of all members of the College community, individually and collectively. FSCJ complies with all state and federal anti-discrimination laws, including Title IX of the Education Amendments of 1972, a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. FSCJ and Title IX strictly prohibit any form of discrimination on the basis of sex/gender. Students, staff and faculty are prohibited from engaging in the following forms of sexual misconduct: gender-based harassment, sexual harassment, sexual assault, relationship violence, stalking and sexual exploitation (as outlined in the Title IX/Sexual Misconduct/Relationship Violence policy APM 11-0801). Retaliation against any person for filing a Title IX/Sexual Misconduct complaint, assisting someone in filing a complaint, or participating in the investigation/resolution process (i.e. witness) is also strictly prohibited. For further guidance on the College’s procedures for resolving Title IX/Sexual Misconduct complaints, please refer to the Resolution of Sexual Misconduct Complaints policy APM 11-0802.

Get Help & Report

To report incidents of gender discrimination or sexual misconduct to the College, contact:

- titleix@fscj.edu
- (904) 632-3221
- 601 W. State Street, Jacksonville, FL 32202
- Urban Resource Center, Suite 413
- OR A Deputy Title IX Coordinator: Any of the five Student Support Coordinators serving Downtown Campus, Kent Campus, North Campus, South Campus, and Online (located at the Urban Resource Center). For individual contact information visit the Student Services webpage and select Student Resources > Services for Students with Disabilities > Locations & Contact Information.

To report incidents of sexual misconduct to local law enforcement, contact:

- Jacksonville Sheriff’s Office at (904) 630-0500; or
- Nassau County Sheriff’s Office at (904) 548-4009
- In emergency situations call 911 for 24/7 help

Seek Medical Assistance and Treatment

- FSCJ strongly encourages individuals who have been a victim of sexual assault, relationship violence, and/or stalking to seek all needed medical assistance and treatment as soon as possible to treat injury, prevent or treat sexually transmitted infections, and prevent pregnancy. Medical facilities can also screen for the presence of sedative drugs.

Obtain Free & Confidential Support

FSCJ Resource:

- Student Assistance Program (SAP)
  - 24-hour Helpline: (904) 384-1800 (local) or (855) 384-1800 (toll-free)
  - OR visit fcsj Sap.com to schedule an in-person meeting or chat online.

Community Resources:

- The Women’s Center of Jacksonville (WCJ)
  - 24-hour Rape Crisis Hotline: 904-721-7273
  - womenscenterofjax.org
- Hubbard House
  - 24-hour Hotline: (904) 354-3114 (local) or (800) 500-1119 (toll-free)
  - hubbardhouse.org
- Micah’s Place
  - 24-Hour Hotline: (904) 225-9979 (local) or (800) 500-1119 (toll-free)
  - micahsplace.org

Equal Access/Equal Opportunity

FSCJ is an equal access, equal opportunity and affirmative action college in education and employment. The commitment of FSCJ’s District Board of Trustees and the College administration to equal opportunity extends to all facets of governance, operational procedures, instructional programs, student activities and services. The admissions and employment policies of the College provide equal access to educational services and equal opportunity for employment within the College. FSCJ hereby reaffirms the principle of equal opportunity for all persons regardless of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, pregnancy or genetic information. Equal opportunity principles applies with regard to employment, delivery of educational programs and services and all other appropriate areas in which the College is involved. The College Equity Officer has been designated to handle inquiries regarding the non-discrimination policies and may be contacted at equityofficer@fscj.edu or (904) 632-3221.
Procedures for Alleged Academic Dishonesty

Academic dishonesty, in any form, is expressly prohibited by the rules of the District Board of Trustees of Florida State College at Jacksonville. As used herein, academic dishonesty incorporates the following:

1. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding one's own or another in academic work considered in the determination of course grade or the outcome of a standardized test.

2. Plagiarism, which is defined as the act of stealing or passing off as one's own work the words, ideas or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.

3. Any other form of inappropriate behavior which may include but is not limited to:
   a. falsifying records or data
   b. lying
   c. unauthorized copying
   d. tampering
   e. abusing or otherwise unethically using a computer or other stored information
   f. unauthorized assistance from electronic/cellular devices in taking quizzes or tests
   g. intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor
   h. any other act of misconduct which may reasonably be deemed to be a part of this heading.

Any student alleged to have committed any act of academic dishonesty as defined herein shall be entitled to due process as defined in District Board of Trustees’ Rule 6Hx7-11.1 prior to the administration of disciplinary action.

Classroom Assessment

A faculty member who has a concern regarding a student’s conduct in the area of academic dishonesty may elect to meet with the student directly. Once the student is notified, it is advised that the student resolve the matter with the faculty member. However, at any time, the student may request a hearing with the appropriate academic dean. Meeting(s) referenced above shall meet Florida State College at Jacksonville’s requirements for due process. If the student elects to meet with the faculty member, the faculty member may take one or more of the following actions after the meeting:

1. Verbally warn the student that continuation or repetition of misconduct of this nature may be cause for further disciplinary action.
2. Require the student to retake the test or rewrite the assignment.
3. Require the student to withdraw from the course.
4. Fail the student for the assignment.
5. Fail the student for the course.
6. Refer the student to the academic dean for possible suspension or dismissal.

For cases in which the student is referred to the academic dean for action, the dean will appropriately involve the faculty member and inform the faculty member of the disposition of the matter. Each faculty member shall communicate FSCJ’s policy on academic dishonesty to each class section with which that faculty member is involved. This subject is to be considered an integral part of the faculty member’s course syllabus. It is the responsibility of the academic deans and College Provost to routinely inform the faculty of this requirement.

Standardized Assessment

Any student alleged to have committed any act of dishonesty on standardized tests administered through Florida State College at Jacksonville is subject to disciplinary action. These assessments include all standardized tests administered through the College assessment offices in both college credit and non-credit programs. Any test examiner or proctor who has a concern in this area shall report this to the campus assessment and certification center manager without providing the student with the test score. Any evidence, description or witness shall be presented for further investigation. The assessment manager will present the situation to appropriate academic dean and the Director of Student Success for his/her review. The Director of Student Success will notify the student, review the situation and determine potential disciplinary action.

The Director of Student Success may take one or more of the following actions:

1. Verbally warn the student that continuation or repetition of misconduct of this nature may be cause for disciplinary action.
2. Require the student to retake the test.
3. Record failure for that portion of the test and/or not give credit for the course (e.g., credit by exam).
4. Withhold the awarding of the degree/certificate or diploma until the requirement has been satisfied.
5. Schedule an academic disciplinary hearing for possible suspension or dismissal.

For cases that involve a disciplinary hearing, the director will involve the appropriate assessment and certification manager, test examiner/proctor and any witness. The recommendation of the hearing will follow due process as defined in District Board of Trustee Rule 6Hx7-11.1. The assessment office will inform students of FSCJ’s Academic Dishonesty policy at each test administration.
Health & Safety

Smoking
FSCJ is committed to providing students, employees, faculty and visitors a safe, clean, green and healthy environment. The benefits of a tobacco-free campus include reduced exposure to the health hazards of smoking, improved health of students, lowered health risks and other detrimental consequences associated with the use of tobacco products, including electronic cigarettes, on all of its campuses, satellite locations, administrative offices and offsite facilities, including parking lots.

The purpose of this administrative procedure is to define and delineate the actions to be taken and the responsibilities of College employees, students, vendors and contractors, guests, visitors and members of the public in meeting the spirit, intent and letter of the Board's policy. In furtherance of this policy, the College actively promotes smoking cessation assistance and prohibition services to students, faculty and employees who wish to stop using tobacco products. Assistance to students, faculty and employees to overcome addiction to tobacco products and information regarding cessation programs is available through the various College sponsored programs and community partners.

Enforcement of this policy will depend on the cooperation of all students, staff and students not only to comply with this policy but also to encourage others to comply with this policy in order to promote a healthy environment in which to work and learn. It is the responsibility of College officials, including visitors, to observe this policy. All administrators, deans, directors, department chairs and supervisors will communicate this policy to everyone within their areas of responsibility. This policy procedure will be reviewed and updated as necessary to ensure policy compliance.

Health Services
As a community-based institution, FSCJ relies on health services providers within the community for students. Various health agencies are brought to each campus periodically to make their services available to students.

AIDS Information
It is the policy of FSCJ to maintain an appropriate balance between the rights of individuals with Acquired Immune Deficiency Syndrome (AIDS) to obtain an education and the rights of students and employees to an environment in which they are protected from contracting the disease. In order to assist the College in responding to the medical, legal and ethical concerns raised by AIDS and/or AIDS-related issues, procedures were established that address education, safety, and legal rights of students and employees. The College will be flexible in its response to incidents of the disease, evaluating each occurrence in light of its general policy and the latest information available. FSCJ has partnered with Corporate Care Works (CCW) to provide Student Assistance Program services. CCW provides support through in-person counseling, 24/7 telephonic support and connection to community resources. These confidential services are free to students of Florida State College at Jacksonville. For information, call (855) 384-1800 (Toll-Free), or (904) 384-1800.

Emergencies & First Aid
The campus security officer should be contacted in situations requiring the rendering of first aid. In the case of emergencies involving students who have no physician on record, whose physician cannot be contacted or whose families do not reside in this area, students will be transported to the emergency room of a nearby hospital by private means of transportation of students will be transported to the emergency room of a physician on record, whose physician cannot be contacted. In all other cases, the on-duty police officer, including officers, the capability for the College to send emergency notification messages. The College intends to test the system annually. The College offers a mobile safety app which can be downloaded free of charge from the cell phone subscriber app store (Apple or Android/Google). The mobile app, among its many features, the capability for the College to send emergency notification messages.

Drug Education Policy
FSCJ is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, have the collective responsibility to ensure that this environment is conducive to the student’s development. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment. Thus, in accordance with the Drug Free Schools and Community Action Amendments of 1989, signed by President George H. W. Bush, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of FSCJ and the consequences of the use, possession, manufacture or sale of such drugs. FSCJ District Board of Trustees rules outline the accepted code of conduct for students and employees. The code, as documented in the student handbook and the College catalog, includes the following:

- Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College is prohibited
- Such acts or behaviors may include but are not limited to the consumption of alcoholic beverages on campus or at a College function, illegal use of drugs, the possession of drugs or narcotics on campus or at a College function.
- The College reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for disciplinary reasons. The College may also make a referral to local authorities for appropriate action. A complete set of charts outlining the penalties for federal drug trafficking and the controlled substances involved are maintained on each campus. As a public institution whose mission is to foster human potential, FSCJ believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse.

FSCJ has partnered with Corporate Care Works (CCW) to provide Student Assistance Program services, a resource to assist with drug education. CCW provides support through in-person counseling, 24/7 telephonic support, and connection to community resources. Online services providing numerous articles and informative sources regarding drug education are also available. Log in through https://fscjasp.com and enter FSCJ as the company name to register. These confidential services are free to students of FSCJ. For information, call (855) 384-1800 (Toll Free), or (904) 384-1800. For a listing of locally available public and private substance abuse counseling, treatment and rehabilitation programs, visit the FSCJ online catalogs.
Children on Campus
To assist in maintaining the appropriate environment conducive to learning and to protect minors from injury, no children under age 16 will be allowed in instructional areas and no unsupervised children in non-instructional areas during scheduled classes or while testing, except during College-approved events. Parents and/or guardians are expected to assist in maintaining a normal college environment that is conducive to learning. While visiting campus on short-term business, children should not be left unattended. Every attempt should be made to arrange for appropriate childcare at the child development centers or private childcare sources.

Distribution of Leaflets & Posters
Students who want to distribute or post printed material such as posters, leaflets or fliers on campus must secure approval from the Student Engagement Office in advance. The Student Engagement Office will provide to students lists of certain rules governing the distribution of printed materials. The purpose of these rules is to keep the campus attractive and free of litter.

Parking
All students using parking areas on FSCJ property must register any motor vehicle used on campus with the Security Department. This includes Continuing Workforce Education (CWE) and Post-Secondary Adult Vocational (PSAV) students. Effective Fall Term 2016, students intending to use a motor vehicle on College property will be required to register their vehicle with the Security Department.

College motor vehicle registration forms for student and employee parking decals are available online or visit the FSCJ Public Safety and Security webpage for more information. Students will need to complete the Online Parking Registration form in order to be issued a parking decal. Students will need access to information contained on their driver’s license, vehicle registration and insurance card in order to complete the online registration process. Once completed, they will need to bring their valid driver’s license, vehicle registration and insurance card to any Security Department Office on campus to obtain a parking decal.

Students will be allowed 10 business days beginning with the first day of the new term in which the student has enrolled to register the motor vehicle and obtain a parking decal. Decals are not transferable. Students will be issued self-adhesive decals that affix to the lower left corner of the rear windshield (outside, driver side). A new parking decal will be required each academic year (issued at Fall Term). Self-adhesive decals will be displayed in a conspicuous place (windshield or left front fork) on motorcycles.

Parking & Traffic Regulations
Students may park only in designated student parking areas; parking in faculty, staff or visitor spaces is prohibited. Parked motor vehicles must not obstruct access ramps, loading zones, traffic or obstruct access for an emergency vehicle. Parked motor vehicles cannot interfere with normal College operations or create a hazard. Motor vehicles parked in such a manner are subject to being issued a citation for the violation or being towed. Motor vehicles subject to citation include the following violations:

- Vehicle Not Registered;
- Expired Decal on Vehicle;
- Vehicle Parked in Restricted Area; and/or
- Unauthorized Vehicle in Handicapped Parking

Pursuant to Florida Statutes, vehicles may be subject to towing under certain circumstances. Vehicles found in violation of FSCJ parking rules and regulations will be issued a parking citation. The third subsequent parking citation issued to the same vehicle within the same academic year will result in the vehicle being towed by the College’s contracted vendor at the owner’s expense. Vehicle owners who receive a citation after their vehicle has been towed will be designated as a habitual violator. For the purposes of towing, citation forgiveness will occur at the beginning of each term.

Cell Phones
Students must set cell phones and other such devices to silent modes, or turn them off, while class is in session.

College Issued Identification Cards
For the safety and security of students and employees of the College, all students enrolled for classes at FSCJ and all employees of the College shall be issued a College identification card (ID). All employees of the College shall openly display (wear) their College-issued ID at all times while on College property. All students attending classes at FSCJ shall openly display their College-issued ID while on campus. If a student is not openly displaying their College-issued ID, students shall produce their issued College ID upon request by any College security officer, law enforcement officer or other College employee. Students shall then be advised to wear their College-issued ID while on campus.

Regulation Changes
The College reserves the right to change rules, regulations, policies and procedures at any time.

Accident Reporting
Any accident should be reported immediately to a security officer. Any driver of a vehicle involved in an accident resulting in injury or death to another, or property damage in any amount, must immediately notify a security officer, who will contact the police for investigation and an accident report.
Computing Policies

Software Piracy
Software piracy is a felony. People or companies convicted of illegally copying and using a computer software program or combination of programs are subject to a prison term of up to five years and fines up to $250,000. This is in addition to civil suits for damages and other relief that the offender may face. Anyone copying computer software that FSCJ has purchased is violating the copyright law and is subject to the penalties described above.

Computing Facilities
FSCJ computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof owned, licensed by or under the control of FSCJ.

User Agreement
By using FSCJ computing facilities, you agree to:

• Recognize that FSCJ computing facilities are intended to support the academic mission and administrative functions of the college and assume full responsibility for using these facilities in an effective, efficient, ethical, lawful and courteous manner.

• Recognize that authorized FSCJ systems personnel may, while performing routine operations or investigating system problems or complaints, have access to data and software stored in FSCJ computing facilities, including email.

• Recognize that FSCJ disclaims responsibility for loss of data, time delay, system performance, software performance or any other damages arising from the use of FSCJ computing facilities.

• Understand that some systems at FSCJ are operated under license agreements with IBM, Microsoft, Novell and others. Under these agreements, the systems may be used for instructional and research-related purposes only.

• Take all necessary steps to protect the integrity of FSCJ computing facilities. Specifically, users shall not share with others the access codes, account numbers, passwords or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these accesses/authorizations.

• Respect the copyrights of all software and data available through FSCJ computing facilities. Take reasonable steps to protect the integrity and privacy of the software and data available.

• Use FSCJ computing resources in a manner consistent with all FSCJ general policies, rules and procedures regarding codes of conduct, academic integrity and the college environment.

• Respect the policies established by the administrators of external networks such as those accessible through the internet. The user shall also respect the policies established by the administrators of computing facilities at FSCJ.

• Respect the privacy of email and other user files transmitted and stored in FSCJ computing facilities or at any other location accessible through a network.

• Accept that a user-ID or program may be terminated, or its priority may be altered if it is consuming excessive system resources, degrading system response or threatening system integrity.

• Use only those facilities which are in the public domain, or for which they have obtained explicit authorization, at FSCJ or any other location accessible through FSCJ computing facilities.

• Not use the FSCJ computing facilities for conducting private business or for personal financial gain, that is not related to designated college programs or functions.

• Not use FSCJ computing facilities for any unauthorized or illegal purpose, such as creation or deliberate introduction of a computer virus, destruction or alteration of data owned by others, destruction or alteration of computing facilities, interference with legitimate access to computing facilities or harassment of users of such facilities at FSCJ or elsewhere, unauthorized disruption of FSCJ computing facilities, attempts to discover or alter passwords or to bypass security systems in FSCJ computing facilities or in any other computing facility.

• I understand that violation of these policies may result in temporary or permanent loss of my access to any or all FSCJ computing facilities and other disciplinary actions as appropriate. I also understand that any use of FSCJ facilities is not private and that data and/or transactions may be reviewed by system administrators as part of normal operations and that FSCJ implies no privacy or secrecy for those using its computing facilities.

• I further understand that by my acceptance of employment in any capacity with FSCJ and/or registration for classes at FSCJ and/or use of FSCJ computing facilities that I have agreed to and entered into this agreement as it is incorporated into the applications for employment and admission.
Orientation

FSJC Orientation is intentionally designed to assist new students with their transition to the College. Through FSCJ Orientation, new students will have the opportunity to participate in several workshops and other group activities, covering a range of topics and essential information for success at FSCJ. This orientation experience allows new students to interact with their peers, meet faculty and staff members from a variety of departments, all while learning how to navigate the College and discover valuable resources. New students are encouraged to register and attend an orientation prior to starting their courses or completing their first-term advising session.

For more information about the new student orientation, visit fscj.edu/orientation.

Academic Advising

Academic advisement is an essential key to the success of each student. Whether you are a new or continuing student, advisors provide you with the holistic support and guidance you seek when making academic- and career-related decisions. Advisors are available on each campus to discuss your educational goals and career-related decisions. Advisors are available on all college to discuss your educational goals and career-related decisions.

Advising Center Locations

- South Campus, Bldg. U, Ste. 101
- Downtown Campus, Bldg. A, Ste. 1100
- Kent Campus, Bldg. B, Ste. 102
- North Campus, Bldg. E, Ste. 150
- Deerwood Center, Bldg. D, Ste. 2400

Academic Progress

Standards of Academic Progress/Academic Standing

FSCJ is dedicated to providing students with a high-quality educational experience in an environment supportive of intellectual and personal development. The purpose of the Standards of Academic Progress is to clearly communicate the College’s minimum expectations of academic progress.

The standards described below are effective at the beginning of Fall Term 2018. These standards supersede the previously published standards and will be applied to all college credit degree-seeking students who have enrolled in Florida State College at Jacksonville. A student’s cumulative Grade Point Average (including college preparatory courses) will be used in the determination of academic standing. Transfer credit will be included in the determination of academic status.

Note: These standards are not the same as those applicable to financial aid. See the financial aid section of the catalog for financial aid standards.

Students must meet the following standards each term:

- Required Cumulative Grade Point Average: 2.0
- Required Term Grade Point Average: 2.0

Satisfactory Standing

Students who meet or exceed the established standards (term and cumulative GPA of 2.0 or higher) will be considered to have Satisfactory Academic Standing under the academic standards. Students who are placed on Academic Warning or Academic Probation will be returned to Satisfactory Academic Standing as soon as they bring their cumulative and term GPA to a 2.0 or higher.

Academic Warning

Students who do not meet the standards for Satisfactory Academic Standing (cumulative GPA below 2.0 or a term GPA below 2.0) will be placed on Academic Warning.

It is strongly recommended that students talk to an Academic Success Coach to discuss their academic plan and academic support services before the next term registration. Students who make satisfactory progress during the term (GPA 2.0 or higher and cumulative GPA less than 2.0) will remain on Academic Warning until they return to Satisfactory Academic Standing.

Academic Probation

Students in Academic Warning whose term GPA falls below 2.0 will be placed on Academic Probation the next enrollment term. All students placed on probation must meet with an Academic Success Coach during the term before registering for future terms. Their enrollment may be limited in order to ensure success. Students who make academic progress (term GPA 2.0 or higher but cumulative GPA below 2.0) will remain on Academic Warning until they return to Satisfactory Academic Standing.

Suspension

Students on Academic Probation whose term GPA drops below 2.0 will be placed on Academic Suspension for the following term (Fall, Spring, or Summer). The student’s classes will be dropped and no further enrollment will be allowed until re-instated for the following term. Students on Academic Suspension should seek reinstatement by contacting an Academic Success Coach approximately two months prior to the beginning of the term they wish to re-enter FSCJ.

Notification of Status

All students placed on initial Academic Warning, initial Academic Probation or Academic Suspension will be formally notified of their status in the student portal (myFSCJ).

Reinstatement Process

1. Following the suspension period, students who wish to re-enter Florida State College at Jacksonville must complete an application for reinstatement available at any campus Advising Center. All students requesting reinstatement must meet with the Academic Success Coach prior to reinstatement.

2. Students who apply for reinstatement will be reinstated on probation. Their enrollment may be limited in order to ensure success.

3. Students who are approved for reinstatement may register for the subsequent term if Satisfactory Academic Standing is made.

4. Reinstated students who do not make satisfactory progress during a term of reinstatement will again be placed on Academic Suspension for the following term. At the conclusion of the suspension period, these students may apply for reinstatement as described in paragraph one (1) above.
Accreditation

The Office of Institutional Effectiveness and Accreditation provides leadership, support and resources for accreditation. These processes assist the institution in maintaining SACSCOC accreditation and program accreditation, promoting achievement of mission and goals, and fostering continual enhancement of the institution’s programs and services for the benefit of the College community.

SACSCOC Accreditation

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges to award the baccalaureate and associate degree. Contact the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree.

Program Accreditation

In addition to the College’s institutional accreditation through SACSCOC, some programs are accredited through their own discipline-specific accrediting agencies. The list of specialized program accreditations can be viewed here.

Contact

Office of Institutional Effectiveness and Accreditation
OIEA@fscj.edu.

Articulation and Transfer Agreements

Transferring from a Florida public community college to a public state university is a process protected by the Statewide Articulation Agreement 6A-10.024. Your rights as an associate in arts graduate are protected under this agreement. However, as a student, you also have responsibilities.

The following steps require action on your part for transferring to be successful:
1. Identify a major (as soon as possible);
2. Identify a transfer institution (as soon as possible);
3. Know the admission requirements to the selected university including prerequisites;
4. In the case of a limited-access major, identify any special admission or course requirements;
5. Complete requirements (listed above) while attending FSCJ;
6. Complete all of the requirements for the A.A. degree; and
7. Complete the admission and application process as required by the university.

This transfer guide is an overview of the transfer process. Check with any campus advising center for more information.

Record of Contacts

For each contact with the transfer institution, keep a written record of the name of the person to whom you talked, date and the type of request. Keep a copy of all emails, faxes and letters you send and receive. You may want to consider sending correspondence by certified mail. Make sure any recommendations for course requirements are in writing.

Admissions Requirements

Check with an academic advisor to see if you meet the admission requirements for the university as well as the college/school of your major within the university. It is possible to be admitted by the university but not the college within the university. In some cases, the university cannot process the application of an A.A. graduate if the student has not declared a major on the university application. Some majors are defined as “limited access” and have additional requirements (e.g., minimum GPA above 2.0, CLAST test scores, etc.).

Prerequisite Courses

Some majors have required prerequisite courses for admission. Check to see if you have completed the prerequisite courses for the major you have planned. Not having prerequisite courses will block your admission into some programs or lengthen your time to degree completion. You are encouraged to visit the university prior to applying. Check with the office of admission to visit the campus.

Deadline for Admissions Application

Complete and submit the admission application during your sophomore year in the community college (or when you have earned 45 credits toward your A.A. degree). The application should be submitted at least six months prior to the term you plan to enter. There is an application fee which is non-refundable. Many limited access programs may have a separate application and/or deadline.

Transcripts

Have original official, unopened transcripts from all institutions you have attended sent directly to the university’s admissions office. If you are enrolled now, be sure to send a final transcript at the end of the term.

Financial Aid/Scholarships

If you plan to obtain financial aid, you must complete the FAFSA (Free Application for Federal Student Aid) form. You must have a financial aid transcript for each institution you have attended sent to the transfer institution’s financial aid office. Review the availability of transfer scholarships by visiting the transfer office website for the selected university.

Housing

If you want housing on or off campus, contact the university housing office for assistance. A separate application and deadline may apply. Apply early as housing spaces are limited.

Orientation

If an orientation program is offered, plan to attend. This will help you to schedule courses, register and learn the academic policies.

Academic & Registration Policies

Check out the academic and registration policies and procedures; they are usually different from those at the institution you are currently attending. Be aware of the drop, grade, withdrawal, repeat policies and continuous enrollment requirements.

Auditions/Portfolios

For some programs in dance, music, theater and art, an audition or portfolio may also be required.

Continuous Enrollment

As long as you maintain continuous enrollment, as defined by the university you plan to attend, your requirements are those specified by the catalog under which you enter, or you may meet the requirements of the current catalog.
Major

Early in the process, select your major and the university to which you plan to transfer. Make an appointment with an academic advisor to learn about course requirements and admissions requirements. Indecision can jeopardize admission to the university. If you are undecided on a major, see an academic advisor early.

Required Forms & Academic Credentials

Some majors are “limited access” and have requirements in addition to the A.A. degree. You must meet these requirements before being admitted into the major.

The transfer office can be a valuable resource as you go through the transfer process. Applications for state universities are available online. If you prefer, you can print a copy of the application, check with the academic advising office. If you wish to request an application in the mail, your request should be directed to the office of undergraduate admission at the university.

1. Application for Admission - Each applicant must completely fill out the application form. Check the application very carefully to see that all items on all pages are completed. Be sure the residency affidavit is completed accurately; it determines your tuition cost. Applications and transcripts generally must be in at least 60 days prior to the first day of class (the earlier the better). Earlier deadlines apply to some universities or programs of study. Applications can be submitted online, however fee and residency affidavit forms must be submitted through the U.S. mail.

2. Application Fee - Make out a check or money order (do not send cash) payable to the university for the amount shown on the Notice of Admission. It is non-refundable. Note: If the check is signed by someone other than the applicant, write the applicant’s name on the check in the lower left-hand corner. This is a non-refundable application fee, and the application cannot be processed unless this fee is enclosed.

3. Official Transcripts - At the time of application, request the registrar of the present institution and the registrar of each institution previously attended to send an official transcript of record to the university admissions office. If you have had a name change, ask the registrar to indicate present name when sending a transcript. Note: Failure of the applicant to comply with this requirement will result in a delay during the application process. All transfer students, including A.A. graduates, students may apply to a university without an A.A. degree. All courses with satisfactory completion taken to meet A.A. requirements are transferable. A final transcript must be sent from the institution to which you are transferring with an A.A. degree. Community college students transferring without an A.A. degree may be required to complete lower-level coursework. Students transferring with an A.A. degree will have satisfied the general education requirements for the public state university, however, in accelerated programs, such as the College Level Examination Program (CLEP), AP, or the College Level Examination Program (CLEP) sponsored by the College Board, you must submit the results obtained on the examination(s) to the university admissions office in order to receive credit.

4. Immunization - All students must complete an immunization form before registering for classes at any university. Depending on your birth date, you may be required to show proof of immunization.

5. Foreign Language Admissions Requirement - Effective August 1, 1988, all undergraduate students who are admitted to a university shall have earned two credits of sequential foreign language or American Sign Language at the high school level or a credit history at the college level. If you have not previously satisfied this requirement, you will have to complete this requirement at the public state university. Note: Some majors may have a foreign language graduation requirement in addition to the foreign language admission requirement. Check with an advisor.

6. Upper-Division Prerequisites - The university catalog in effect at the time of admission shall govern upper-division prerequisites, provided the student maintains continuous enrollment as defined in the catalog. Students transferring with the statement “general education course requirements have been met” shall have satisfied the general education requirements for the public state university; however, depending on the program or major, additional lower level courses may be a prerequisite to the major.

7. Limited Access Programs - Some limited access programs require a separate application, recommendations, transcript, test scores, minimum GPA and/or deadline dates. Check with the university department for the specific requirements.

Transferring with an A.A. Degree

Students transferring with an A.A. degree from a Florida public community college have a better chance of completing a four-year baccalaureate degree with a higher grade point average than students transferring without an A.A. degree. All courses with satisfactory completion taken to meet A.A. requirements are protected under the provisions of the articulation agreement and will automatically transfer. This is not true of students without an A.A. degree. No additional general education courses are required when transferring with an A.A. degree. Community college students transferring without an A.A. degree may be required to complete lower-level coursework. Some majors are “limited access” and have requirements in addition to the A.A. degree. You must meet these requirements before being admitted into the major.

Scholarships are available to community college students who transfer to a university with an A.A. degree. Completing the A.A. degree at a Florida public community college is usually less expensive (tuition and fees) than completing the A.A. degree at a public state university.

Transferring without an A.A. Degree

While priority admission is given to students graduating with an A.A. degree, students may apply to a university without completing the A.A. degree. Some universities accept only a limited number of students without an A.A. degree. Applicants who have attempted fewer than 60 semester hours are required to:

1. Meet the minimum freshman admission requirements of the university including the submission of ACT or SAT test scores;
2. Have at least a 2.0 (on a 4.0 scale) grade point average (GPA) on all college coursework attempted. Some universities may have a higher GPA requirement;
3. Have at least a 2.0 (on a 4.0 scale) grade point average (GPA) on all coursework attempted at the last institution attended (some universities may have a higher GPA requirement); and
4. Meet the CLAST requirements (with or without an A.A. degree)

In addition, students should be aware that items below may result in a loss of credits or a need to take additional credits. Because each institution sets its own policies, check with the university before you transfer without an A.A. degree.

1. General Education Requirements (GER)
2. Gordon Rule (Gordon rule courses must be passed with a grade of C or higher).
3. A transcript evaluation (except for common course numbered courses)
4. Foreign language (preregistered courses) - Some universities may require an additional placement exam even though you may have completed a course. Course placement may be determined by the test, not the coursework.

Academic Advising is Supported by the Division of Undergraduate Studies

Students transferring with more than 60 hours (without an A.A. degree) will experience some of the same problems as students transferring with fewer than 60 hours (with regard to general education requirements, Gordon Rule, CLAST, etc.). Students transferring with the statement “general education course requirements have been met” indicated on the community college transcript (without an A.A. degree) will have satisfied the general education requirements for the public state university; however, in accelerated programs, such as the College Level Examination Program (CLEP) sponsored by the College Board, you must submit the results obtained on the examination(s) to the university admissions office in order to receive credit.

The state universities will honor all grade forgiveness awarded under the A.A. degree. Should any guarantee be denied, students have the right to appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

The student still has to meet requirements for limited access programs and/or requirements of a college within the university. In some cases, the student may have to be approved by the college before the university will grant admission. Limited admission is the designation given to programs that require additional admission requirements, which are more selective than general admission requirements. These additional admission requirements may include the following: increased total GPA and test scores; additional courses and prerequisites; and audition or portfolio. In such programs, selection for admission is competitive. The selection and enrollment criteria for limited access programs have been established and is published in the institutions’ catalogs, counseling manuals and other appropriate publications. Community college A.A. transfer students have the same opportunity to enroll in university limited access programs as university students.

Student Bill of Rights

FSCJ Associate of Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

- Admission to one of the eleven universities, except to limited access programs, and/or additional admission requirements. However, admission to the student’s preferred public postsecondary institution or program is not guaranteed.
- Acceptance of at least 60 credit hours by the state universities.
- Adherence to university requirements and policies, based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment (as defined in the university catalog).
- Transfer of equivalent courses under the Statewide Course Numbering System,
- Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate),
- No additional general education core requirements,
- Advance knowledge of selection criteria for limited access programs,
- Equal opportunity with native university students to enter limited access programs, and
- The state universities will honor all grade forgiveness awarded under the A.A. degree. Should any guarantee be denied, students have the right to appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers.
Procedures for Academic and Non-Academic Appeals

This section outlines all procedures relating to the student appeals and complaints process. Included in this procedure are sections on definitions and explanations, academic appeals, non-academic appeals and complaints.

Student Appeal
A student appeal is defined as a formal request by an enrolled or former student for reconsideration of a College rule or regulation, including the assignment of a final grade. The student initiates all formal appeals in one of our offices.

Appeals Deadline
The deadline for all appeal forms and documentation is the longest session (e.g., A15, A14, etc.) withdrawal deadline of the following term. Appeals will not be accepted after the deadline. Incomplete appeals will not be accepted.

Types of Appeals

Academic Appeals
- Grade Change
- Audit Grade – Request Change from an audit to a grade
- Audit Grade – Request Change from a grade to an audit
- Withdrawal Past Deadline
- NA (Non-Attendance Issue)

Non-Academic Appeals
- Finance Related Appeals
- Limited and Selective Access Program Admissions
- College Admissions
- Graduation
- Residence

Student Appeals Committee
Where applicable, a student appeals committee is defined as including at least one of each of the following appointed by the appropriate Associate Provost: an administrator, a full-time faculty member, and a student representative. The administrator and faculty member should be from an academic area different from the student’s appeal request. The appropriate Associate Provost(s) will identify up to five faculty members annually who agree to serve on a Student Appeals Committee for that year. The list is subject to approval from the President of the Faculty Senate and will constitute the group from which the required faculty member(s) may be chosen for an appeal.

Academic Appeals

Informal Procedure
A student’s request for a grade change should be directed initially to the course instructor. If the instructor of record approves the grade change, the request is sent to the appropriate academic administrator for final approval. Once approved by the instructor and the academic administrator, the grade change form is forwarded to the office of student records to record in the student system.

If the course instructor is no longer employed by the College or is unable to be reached after the Dean’s attempts to contact the instructor without success, the student may submit the grade change request to the appropriate academic administrator. If the academic administrator approves the grade change, the grade change form is forwarded to the office of student records to record in the student system.

If the student’s informal request is not approved, the student can initiate a formal appeal request at any advising center. In all cases, the student has the responsibility of demonstrating that the grade being challenged was administered in a manner inconsistent with criteria set forth on the instructor’s course syllabus and that the evaluation process uniquely discriminated the student’s grade.

Formal Procedures

Step 1: Student’s Submission of the Request
An appeal must be submitted no later than the longest session (A15, A14, etc.) withdrawal deadline of the following term. The session withdrawal deadlines are listed on the term’s registration calendar at fscj.edu. Students should make every effort to discuss and possibly resolve issues with their instructors before submitting an appeal. If unable to complete a class, students should immediately inform their instructors. If receiving financial aid or VA benefits, it is the student’s responsibility to see a Financial Aid Advisor or VA Representative to discuss possible financial implications. An appeal must be completed for each class that is to be considered, and a complete set of documentation must be attached to each appeal. It is the student’s responsibility to make copies of all documentation to be submitted with the appeal. Documents will remain with the appeal when it is submitted and will not be returned to the student.

The following items MUST BE included with each academic appeal:
A. A copy of the course syllabus for each appeal.
B. For Withdrawal Past the Deadline Requests, include all relevant documents to support the student’s claim, which may be one or more of the following:
   a. Hospitalization: Copy of the student’s hospital documentation that includes the date admitted and discharged from the hospital only. Hospital bills and other documentation are not considered to be acceptable.
   b. Death in the family: One of the following (the below documentation must include relationship to the deceased):
      i. Copy of death certificate
      ii. Copy of newspaper announcement
      iii. Copy of the funeral program
   c. Extensive Illness: A copy of a doctor’s note to excuse the student from school for an extended amount of time (must include dates of illness). The note must explain why the student was not able to attend school.
   e. College Error: Copies of emails or messages with faculty/staff, screenshots of your account, error messages, or other supporting documents.
   f. For Grade Appeal Requests, include relevant course information, which could include correspondence with the instructor, graded assignments, copies of grades from Blackboard, etc.
   g. Other: The student may write or type the reason and attach it to the appeal.

Step 2: Academic Administrator Review
The advising center forwards the grade change appeal to the appropriate academic administrator, who has the initial responsibility for reviewing and forwarding the student appeal to the instructor of record for a response (approval/denial). If the instructor of record is no longer employed by the College or is unable to be reached after the Dean’s attempts to contact the instructor without success, the appropriate academic administrator makes a decision. If approved by the instructor of record and the appropriate academic administrator, a grade change is submitted to the office of student records for processing. The appropriate academic administrator notifies the student of the decision in writing.

If disapproved, the appropriate academic administrator provides the student written notification of the decision. The student has 15 College business days from the date of the notification to submit additional
relevant evidential documentation and a request to the appropriate Associate Provost to convene the Student Appeals Committee to review the disapproval. If no request is made, or if the request for a Student Appeals Committee is denied based on insufficient additional documentation, the disapproved appeal and supporting documentation is forwarded to the Registrar’s Office and imaged to the student’s academic record. The appropriate Associate Provost or designee will notify the student in writing if the request for a Student Appeals Committee is denied due to insufficient additional documentation.

**Step 3: Student Appeals Committee Review**

If the student is granted a hearing, the appropriate Associate Provost or designee will convene the Student Appeals Committee and appoint a Chair. The instructor of record must be invited to present to the committee. If the instructor of record is not available, the instructor may elect to send a representative. The instructor of record may also decline to participate, and if the instructor of record cannot be reached, the committee review may proceed in the absence of the instructor of record. The Chair of the Student Appeals Committee, may (but is not required to) invite the student to present to the committee to clarify any statements or documentation that was submitted.

The Student Appeals Committee considers the case and forwards its recommendation to the appropriate Associate Provost. The committee will meet within one month of receiving the request to convene from the appropriate Associate Provost, except in the event of unforeseen circumstances.

**Step 4: Associate Provost Review**

The appropriate Associate Provost shall review the recommendation of the Student Appeals Committee. The Associate Provost may accept, reject, or amend the decision. If the Associate Provost rejects or amends the decision of the Student Appeals Committee, the Associate Provost will meet with the Chair of the Student Appeals Committee to discuss any and all concerns with the Committee’s recommendation. Exception in the event of unforeseen circumstances, the actions of the Associate Provost shall occur within 10 working days of receipt of the decision of the Student Appeals Committee.

If the student is granted a hearing, the appropriate Associate Provost or designee will notify the student. The student may write or type the reason and attach it to the appeal form provided is not adequate, the student may write or type the reason and attach it to the appeal.

**Non-Academic Appeals**

**Step 1: Student’s Submission of the Request**

An appeal must be submitted no later than the longest session (A15, A14, etc.) withdrawal deadline of the following term. The session withdrawal deadlines are listed on the term’s registration calendar at fscj.edu. Non-Academic Appeals require additional documentation outlining the extenuating circumstances that necessitate the appeal. For a Finance-related appeal, there must be documented extenuating circumstances beyond the control of the student. If receiving financial aid or VA benefits, it is the student’s responsibility to see a Financial Aid Advisor or VA Representative to discuss possible financial implications. An appeal must be completed for each class that is to be considered, and a complete set of documentation must be attached to each appeal. Appeals may be obtained from and submitted to any advising center.

The following items MUST BE included with the student’s request:

A. A copy of the course syllabus for each appeal.
B. For Withdrawal Past the Deadline Requests, include all relevant documents to support the student’s claim, which may be one or more of the following:
   a. Hospitalization: Copy of the student’s hospital documentation that includes the date admitted and discharged from the hospital or medical facility. Hospital bills and other documentation are not considered to be acceptable.
   b. Death in the family: One of the following (the below documentation must include relationship to the deceased):
      i. Copy of death certificate
      ii. Copy of newspaper announcement
      iii. Copy of the funeral program
   c. Extensive Illness: A copy of a doctor’s note to excuse the student from school for an extended amount of time (must include dates of illness). The note must explain why the student was not able to attend school.
   e. College Error: Copies of emails or messages with faculty/staff, screenshots of your account, error messages, or other supporting documents.
C. For Grade Appeal Requests, include relevant course information, which could include correspondence with the instructor, graded assignments, copies of grades from Blackboard, etc.
D. The reason for the student’s appeal. If the space on appeal form provided is not adequate, the student may write or type the reason and attach it to the appeal.

**Step 2: Department Administrator Review**

The advising center forwards the Non-Academic Appeal to the appropriate department administrator for review. The appropriate department administrator will review the information submitted by the student and indicate approval or disapproval. Finance Related Appeals are forwarded to the appropriate Associate Provost. Limited and Selective Access Program Admissions Appeals are forwarded to the appropriate Academic Dean. Graduation, Residency, and College Admissions Appeals are forwarded to the Registrar’s Office. For Non-Academic Appeals, decisions made by department administrators are final and may not be appealed. The appropriate department administrator will provide the student with written notification of the decision and forward relevant information to the Office of Admissions and Records for imaging. It will be the College's general practice to resolve Non-Academic Appeals within 20 College business days; however, certain complaints may take longer to resolve.

**Complaints**

Students who have general complaints regarding their college experience may express those complaints verbally or in writing to any college administrator. Complaints alleging issues of discrimination or harassment should follow specific procedures of APM 11-0603.

It is expected that most general complaints will be resolved informally through normal operational discourse. Students who are unable to resolve complaints informally may make a formal complaint in writing to the appropriate Associate Provost or Associate Vice President. In making a formal complaint, the student should express that the complaint is formal and summarize any informal actions that the student has taken to attempt to resolve the complaint. The appropriate Associate Provost/Associate Vice President (or their designee) will ensure that all formal complaints receive an initial response within 10 College business days. If the complaint involves a faculty member or class issue, the Associate Provost or designee managing the complaint will notify the faculty member and involve the faculty member appropriately in the resolution of the complaint. The Associate Provost/Associate Vice President or designee will forward the formal complaint to the appropriate college personnel for action. The Associate Provost/Associate Vice President or designee will provide final notification to the student. It will be the College’s general practice to resolve formal complaints within 20 College business days; however, certain complaints may take longer to resolve.

fscj.edu | 31
Strategies for Success in College, Career & Life

SLS 0005/1103 Requirement Policy

Some students are required to take SLS 1103 or SLS 0005. Students who test into one or more college prep disciplines (English, mathematics, or reading) will be required to take a college prep SLS course (SLS 0005) or a college credit SLS course (SLS 1103). Students will take the SLS course in the first term of enrollment at the College or after satisfying the REA prerequisite requirement for the course (testing at the level of REA0007). Students cannot drop SLS from their schedule or withdraw from SLS classes without seeing a counselor or advisor.

Honors Program

The Honors Program offers students the opportunity to be a part of an academic environment that is intentionally designed to foster academic excellence. Students have the opportunity to enroll in stimulating Honors courses with exceptional faculty and other outstanding students. In addition to their honors studies, students will have the opportunity to make a difference in their communities by completing 15 hours of service learning each term.

Students who meet the required high school grade point average (GPA) or who have the required college GPA and have completed the required number of term hours of college-level courses may apply for admittance into the Honors Program. Students admitted into the Honors Program must register for the appropriate Honors courses and maintain the required minimum GPA as established by the Honors Program.

Honors or High Honors graduation for the Associate in Arts degree is determined by the student’s all-college cumulative GPA at the end of the term the student graduates as established by the Honors Program.

Financial Aid

FSJC offers many types of financial assistance to students who would otherwise be unable to further their education without such support. Depending on the type of aid, eligibility is based on one or more of the following criteria: the financial need of the student, educational costs, academic achievement and availability of funds. Inquiries regarding financial aid should be directed to the Financial Aid Office on the student’s home campus. A student’s home campus is his/her point of contact for academic advising, financial aid advising and disbursement of funds. In addition, information on financial aid requirements, forms and awards are available through the student portal.

It is your responsibility to...

- Complete a FAFSA (Free Application for Federal Student Aid) each year.
- Apply early for financial aid assistance.
- Check the student portal for financial aid status and if additional information is required.
- Submit all required forms and documentation.
- Use financial aid for educationally-related expenses only.
- Ensure that you are enrolled in courses needed to fulfill requirements for your primary program of study.

Failure to complete the financial aid process timely will require you to pay your tuition and fees, books and other charges from your own resources.

Applying for Aid

The Free Application for Federal Student Aid (FAFSA) is used to determine eligibility for federal financial aid, as well as some state aid and institutional scholarships. Students should apply prior to the published priority date each year. The maximum financial aid package available will be awarded to students whose information (1) is received by the published priority date and (2) meets all federal and institutional requirements.

The FAFSA is available at fafsa.gov. The school code for FSJC is 001484. The FAFSA for the new award year becomes available every October. The application is to be completed by the student and the student’s parents (if dependent). Once the application is processed, the results of the federal analysis are sent to the colleges the student selected on the FAFSA. The student will receive a Student Aid Report (SAR) via mail or e-mail.

Financial aid is not automatically renewed each year. To continue receiving financial aid, students must reapply each year by completing a new FAFSA. As financial circumstances change from year to year, the award amounts offered may be different each year. Financial aid is awarded for the academic year, and the funds are applied to tuition and fees charged each semester. Financial aid may only be disbursed for classes required for the student's primary program of study. If students choose to take classes outside of their Academic Plan, they may be required to pay the cost from their own resources. Students simultaneously taking classes at two different institutions can only receive aid from their home institution provided an official consortium agreement is approved by both schools.

Students may be randomly selected for a process called verification by either the U.S. Department of Education or the Financial Aid Office. Verification requires the school to review certain data items from the student’s FAFSA. Applicants selected for verification must complete a verification worksheet and provide any additional documentation requested by the Financial Aid Office. Financial aid applications are not considered complete and funds will not be disbursed until the verification process is complete.

Tuition and fees, books, and other charges are due at the time such charges are incurred. Students with a valid FAFSA on file who meet eligibility requirements may have their classes held until financial aid is received. The amount due on the student’s account will be deducted from the financial aid funds disbursed as allowed by regulations. If excess funds remain, they will be directly deposited to the student’s bank account or FSCJ Refund Card.

If financial aid is reduced, canceled or otherwise insufficient to pay charges, the student is responsible for payment of charges from their own resources. College regulations prohibit the registration, the release of transcripts, grades or diplomas for any student whose account is delinquent. Delinquent accounts may be reported to a credit bureau and can result in placement with a collections agency, at which time additional collection costs will be assessed.

Types of Financial Aid

Financial aid may be available from federal and state programs as well as FSJC in the form of grants, scholarships, work-study or loans.

 Pell Grant: A federal grant available to undergraduate students who demonstrate significant financial need and do not have a bachelor’s degree or equivalent. The amount received depends on the Expected Family Contribution (EFC), the cost of attendance at FSJC and the student’s enrollment status.

Supplemental Educational Opportunity Grant (SEOG): A federal grant available to undergraduate students who demonstrate exceptional financial need and do not
have a bachelor's degree or equivalent. Students must be enrolled in a minimum of 6 credit hours or attending at least 12 clock hours per week to be considered for the extremely limited fund.

**Federal Work-Study (FWS) Program:** A federal work program that provides jobs to students to help pay for educational expenses. This program encourages community service and work related to the student’s course of study. Students are paid at least the federal minimum wage and can work 10 to 20 hours per week.

**Direct Subsidized Loan:** A low-interest loan provided by the federal government which must be repaid after the student has graduated or is no longer enrolled at least half-time. The subsidized loan is awarded based on financial need and grade level. Interest is paid by the government while the student is enrolled at least half-time. Students must be enrolled in a minimum of 6 credit hours or attending at least 12 clock hours per week to be eligible for this loan.

**Direct Unsubsidized Loan:** A low-interest loan provided by the federal government which must be repaid after the student has graduated or is no longer enrolled at least half-time. The unsubsidized loan is available regardless of need. The loan amount is determined based on the grade level and cannot exceed the cost of attendance less other resources. The student is responsible for making interest-only payments while enrolled. Students must be enrolled in a minimum of 6 credit hours or attending at least 12 clock hours per week to be eligible for this loan.

**Parent PLUS Loan:** A loan available to parents of dependent students to help pay for their educational expenses. Parents are required to demonstrate creditworthiness. Parents will begin repaying both the principal and the interest while the student is enrolled at least half-time. The unsubsidized loan is available regardless of need. The loan amount is determined based on the grade level and cannot exceed the cost of attendance less other resources. The student is responsible for making interest-only payments while enrolled. Students must be enrolled in a minimum of 6 credit hours or attending at least 12 clock hours per week to be eligible for this loan.

**Florida Student Assistance Grant (FSAG):** A need-based program for undergraduate students must be enrolled in a minimum of 6 credits. Recipients must meet Florida residency and other requirements for state student aid, and be enrolled in an A.A., A.S., A.A.S. or B.A.S. program.

**Florida Bright Futures Scholarship Program:** A merit scholarship awarded to Florida high school graduates. Recipients must be enrolled in a minimum of 6 credits and meet Florida residency and other requirements for state student aid. Award amounts are determined by the Florida Legislature and are a fixed amount per credit hour. Dual enrollment and early admission students are ineligible to receive the Bright Futures.

**BlueWave Opportunity Grant:** A Florida State College institutional grant for students enrolled in an eligible program enrolled at least 6 credits per term who meet certain eligibility requirements.

**Florida First Generation Matching Grant:** A need-based program for degree-seeking students, enrolled in a minimum of 6 credit hours per term whose parent/parents did not complete a baccalaureate degree.

**Scholarships:** FSCJ offers scholarships both through the Institution and the Florida State College Foundation. Students apply for scholarships using the one online application to be considered for all available scholarships. Scholarships are also available through private donors and companies. Other resources include Scholarships.com and FastWeb. Note: Institutional scholarship applicants MUST complete a FAFSA and submit additional documentation if required.

**Additional Scholarships & Grants:**

**Child Care Grants:** Child care grants are available for eligible students with dependent children. The grants pay up to 60 percent of eligible child care costs. Funding is on a first-come, first-serve basis. For more information, contact the preferred Chappell Center or email scholarships@fscj.edu.

**Athletic Talent Grants, Fine Arts & Co-Curricular Activities:** Talent grants and scholarships are awarded to selected students based on specified criteria. Recipients are selected through an audition or other demonstration of talent. For more information about athletic talent grants, contact (904) 646-2205; fine arts grants, contact (904) 646-2162; or co-curricular grants, (904) 632-3029.

**List of Talent Grants**

**Qualifying for Aid**

To be eligible for federal, state and institutional aid, students must meet the following criteria:

- Be a U.S. citizen or an eligible non-citizen with permanent residency status and an alien registration identification number (may not be required for some loan and institutional programs).
- Be registered with Selective Service (males between the ages of 18 and 25).
- Be a U.S. citizen or an eligible non-citizen with permanent residency status and an alien registration identification number (may not be required for some institutional programs).
- Be registered with Selective Service (males between the ages of 18 and 25).
- Federal regulations require that students may only receive financial aid if they are maintaining Satisfactory Academic Progress (see details below).
- Must have all requested documents on file before disbursements are made.
Financial Aid Satisfactory Academic Progress
All students, including those who have transfer credits, are required to meet three measures of academic progress in order to maintain eligibility for federal financial aid which includes grants, loans and work-study. The three requirements are:
1. Maintain a cumulative academic grade point average (GPA) of at least 2.0 (qualitative component); and
2. Successfully complete at least 67% of credits attempted (quantitative component); and
3. Complete a certificate or degree within 150% of the published length of the program (quantitative component). For example, students enrolled in an associate degree program that requires 60 credits to complete may receive federal financial aid for a maximum of 90 credits provided all other eligibility requirements are met.

Clock-hour programs are known as Workforce Certificate programs and are used interchangeably in this policy. Students enrolled in financial aid eligible Workforce Certificate programs offered in clock hours are monitored for SAP compliance at the end of each payment period.

**Satisfactory Academic Progress Policy**
Complete information on the college’s SAP Policy may be found at: fscj.edu/admissions-aid/financial-aid/satisfactory-academic-progress. It is each financial aid student’s responsibility to be familiar with the financial aid SAP policy.

A student who has previously failed SAP may bring his/her academic status into compliance by again meeting the requirements for financial aid eligibility at any time; however, the student’s eligibility for financial aid will be reviewed at the end of each term or when the student has matriculated to a bachelor program. In addition, a student’s SAP will be reviewed if he/she successfully graduates from one program and is accepted into another.

When a student successfully completes sufficient hours (67 percent of attempted hours) and has a sufficient grade point average (2.0) to meet the minimum requirements for eligibility as set forth in this policy, a student will be reinstated for financial aid eligibility upon the annual evaluation, provided the student has not reached the 150% maximum timeframe.

**Remedial Courses**
Financial aid will not pay for more than 30 remedial credits attempted.

**Repeat Course Policy for Financial Aid**
The Financial Aid Office is required to monitor and adjust a student’s enrollment level for federal financial aid if, or when, they repeat course work for credit that they have already earned. Students can retake courses and receive federal aid if they had previously failed a course, but can only receive financial aid aid twice for a course that has been previously passed. A passing grade is defined as D- or better. This repeat course policy for financial aid is separate from institutional academic policies regarding repeat courses.

The policy allows a student to receive financial aid under the following situations:
• To repeat any failed course until a passing grade is received.
• To repeat any course in which you previously received a passing grade one time.

**Note:** Regardless of the outcome, courses are not eligible to be covered by financial aid after a second attempt has been made for a course that has at any time previously earned a passing grade.

**Audited Classes/Challenged Exams**
Financial aid will not pay for audited classes or challenged exams.

**Return of Federal Funds**
Federal financial aid is earned over the course of the term. Financial aid recipients who officially withdraw from all classes before the end of the term might NOT have earned all of their funds. As a result, aid eligibility will be recalculated to determine if funds must be repaid as required by federal regulations. Repayment is based on the actual number of days completed for each session within the term. If a disbursement has already been made to the student, it is the student’s responsibility to repay any funds due. Federal regulations require a formula be used based on number of calendar days in each session the student was scheduled to attend and the number of days the student actually attended by session prior to withdrawing to determine how much financial aid was “earned” by the student. The difference between aid disbursed and aid earned will be used to calculate how much the student must repay. Information on the Return of Title IV Funds policy is available at each campus Financial Aid Office.

service-connected disability after serving 30 continuous or were honorably discharged from active duty for a

Students may be eligible if they served at least 90 months are entitled to receive a monthly education benefit once they have completed a minimum service obligation.

Montgomery GI Bill Selected Reserve (MGIB-SR): For Reservists with a six-year obligation in the Selected Reserve components called or ordered to active duty in one of the U.S. Armed Forces.

The Marine Gunnery Sergeant John David Fry Scholarship:
The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship) provides Post 9/11 GI Bill benefits to the children and surviving spouses of service members who died while on active duty or as a result of a service-related condition.

Chapter 35: The Marine Gunnery Sergeant John David Fry Scholarship:

Chapter 35: Montgomery GI Bill Active Duty (MGIB-AD): Active duty members who enroll and pay $100 per month for 12 months are entitled to receive a monthly education benefit.

Reserve components called or ordered to active duty in one of the U.S. Armed Forces.

A deferment of tuition and fees charges per year is available for veteran students who qualify. The VA deferment due date is determined as follows:

Note: Veteran students requesting a deferment of tuition and charges pending receipt of benefits are entering into a signed loan agreement from the College to assist with educational costs. Educational loans are not dischargeable in bankruptcy. Failure to pay tuition and fee charges may result in disenrollment, and a student may be referred to the credit bureau and collection costs assessed. If discharged, the student’s change in enrollment status will be reported to the Department of Veterans Affairs and can affect the eligibility of benefits received.

Disclaimer

This section provides general financial aid and Veteran Affairs information only. It is accurate as of the date this handbook was published but is not meant to be a complete list of all financial aid and VA regulations. If standards of academic progress are changed, the new requirements will supersede those listed in this handbook. FSCJ reserves the right to cancel or amend awards based on a change in funding or other reasons specified by federal, state and institutional policies.

Inquiries relating to benefits should be directed to the Veteran Affairs Office.
Student Financial Services

Student Financial Services is located at each of our campuses and centers. Students can visit Student Financial Services for assistance with paying tuition or other bills, requesting refunds, understanding financial aid disbursements, submitting documents for tuition assistance, verifying book authorizations, obtaining tax information (1098T) and employee waivers.

Student Bills
FSCJ offers the following options for paying your tuition:

- **Online (myFSCJ)**: Pay online using a VISA, MasterCard, American Express or Discover card or electronic check. Online payment is available by logging in to myFSCJ and in the Quick Links section, choose “Pay for my classes online.”
- **On-Campus**: You may pay your tuition and fees at any Student Financial Services office with cash, check or money order. Credit card payments are accepted at the payment stations located at each Student Financial Services office.
- **By Mail**: If you wish to pay by mail, complete the fee payment form for the appropriate term and mail it with your check or money order to the address shown on the form.
- **Tuition Installment Plans (TIPs)**: are available for Florida State College at Jacksonville students. Students may elect to pay tuition in monthly installments through the College’s provider (Nelnet).

Refunds
All student refunds are processed through BankMobile Disbursements. You can select your refund preference from one of the following methods:

- direct deposit into your own bank account (ACH transfer)
- BankMobile Vibe account
- paper check

Financial Aid Disbursements
As a service to our students, we deduct amounts due to the institution and send the net difference to the student. Financial aid students will receive a financial aid statement when disbursed. This statement details the amount of financial aid disbursed, the debits that were deducted and amounts paid to the student directly. This information can also be viewed in myFSCJ by selecting “Financial Aid.”

Tuition Assistance Documents
Students are required to pay the total amount due for tuition by the payment deadline or submit an authorized letter of intent from a third party sponsor, have financial aid or request a Veteran deferment. Student accounts will approve the deferment of fees based on the above allowable payment options.

Book Authorizations
The College provides loans for books to financial aid eligible students and students receiving grants. Book authorizations are loans from the College to the student and must be paid back. Book authorizations are not additional funds offered to students. It is a loan. The amount is based on the financial aid award amount (PELL, Direct Loan, scholarships) in which the student should be eligible for, if enrollment and other criteria are followed. Book authorizations are provided to the College bookstores two weeks before the term begins and end approximately two weeks after the term starts. Book authorization dates are published each term in the class schedule.

Student Tax Information (1098T)
FSCJ will issue a 1098-T to each student paying qualified tuition and related expenses for the tax year required. These statements will be available by January 31. It is the student’s responsibility to seek tax advice and determine whether the amount listed on the 1098-T can be claimed as a tax credit. 1098-T forms can be viewed and printed online in myFSCJ, “my College Finances,” “my 1098-T.” If you have questions, please read the 1098-T FAQ.

Exemption Eligibility
Student Financial Services on each campus or center is responsible for processing tuition and fee waivers and exemptions. Waivers are limited to certain courses and types of instruction. The following is a list of tuition waivers and exemptions available at FSCJ.

Dual Enrollment
Students enrolled in a class at FSCJ that also counts toward high school completion do not pay tuition and fees. Dual enrolled students must pay tuition and fees if enrolling in a class that does not count toward high school completion. Dual enrolled students are not required to pay the College’s application fee unless the student enrolls in a class that does not count toward high school completion, the student continues enrollment after graduating from high school or the student requests an official transcript after graduating. Exemption for tuition and fees is automatically applied and does not require the student to notify the College of eligibility.

Homeless
Homeless students may be eligible for exemption from payment of tuition and fees. The student cannot reside in adequate or fixed housing to qualify for the exemption. This definition precludes some students participating in specified Homeless Programs from qualifying if, through participation in the program, adequate or fixed housing is provided. To apply for the Homeless exemption, complete the Affidavit of Homeless Status for FeeExemption.

State Employee Waiver
State employees may be eligible for a waiver of tuition and fees. For more information on the state employee waiver program, visit the FSCJ Catalog.

Department of Children & Family Services
Effective July 1, 2010, students who are or have been in the custody of the Department of Children & Family Services (DCFS) are eligible for exemption from tuition and fees until the age of 28. Students applying for the DCFS exemption should submit a completed and signed State of Florida DCFS Form CF-FSPS220.

If you have questions, contact us at studentfinancialservices@fscj.edu or by calling (904) 632-3000.

FSCJ Student I.D.
The FSCJ student I.D. is a multiple function card that can be used for the following applications:

- **Official FSCJ Identification**
- **An access device for Essential Bucks accounts to be used for on-campus pay for printing and copying.**
- **Access to the FSCJ library system.**

The FSCJ student I.D. is the official identification card of FSCJ. It is required to access College services and facilities, including campus events, the Library and Learning Commons and paying for printer and copier services. All I.D.’s are the property of the College. If your I.D. is lost, stolen or damaged, you can go to an Advising Center with a receipt from Student Financial Services stating that the $10 fee has been paid. For complete terms and conditions, visit website.
eligibility status. The allocated amount granted is based on each student's and department needs. The type of funding and contingent on student's eligibility, funding availability Participation in the Student Employment program is schedules may not exceed 28 hours a week. not conflict with their class schedule. Student work coordinated with the department supervisor and should funding eligibility. Student work schedules should be their class schedule, the needs of the employer and professional growth.

The Student Employment program provides students an opportunity to "learn while they earn." Our objective is to align a student's work experiences with their career goals, whenever possible, so that they gain experience that is meaningful and relevant to their academic and professional growth.

The number of hours a student can work depends on their class schedule, the needs of the employer and funding eligibility. Student work schedules should be coordinated with the department supervisor and should not conflict with their class schedule. Student work schedules may not exceed 28 hours a week.

Participation in the Student Employment program is contingent on student's eligibility, funding availability and department needs. The type of funding and allocated amount granted is based on each student's eligibility status.

Types of Student Employment

- Federal Work Study – FWS (federal funds that are need-based)
- Student Assistant Program – SA (institutional funds)
- Florida Work Experience Program – FWEP (state funds)

Eligibility Requirements
To be eligible for student employment at FSCJ, students must meet the following general requirements each term:

- Complete the Free Application for Federal Student Aid (FAFSA) annually
- Maintain Satisfactory Academic Progress
- Have unmet need as determined by the Financial Aid Office
- Be enrolled in an approved degree-seeking Program of Study (A.A., A.S., bachelor's degree, or financial aid eligible certificate program)
- Maintain enrollment in a minimum of 6 credit hours each term

All student employment listings are available online. To search and apply for open positions, all students must log in to Career Services Manager. For questions regarding student employment or the application process, email studentemployment@fscj.edu.

Student Assistance Program

College life can be exciting. You're learning new things and meeting new people. But it can also be stressful trying to balance classes, personal responsibilities and maybe a job. Or, it could be that you are facing more serious issues that you cannot handle by yourself. When you feel overwhelmed, we are here to help.

Because we understand the problems students face, FSCJ has created the Student Assistance Program to provide you with the resources you need to cope with College-related, personal, legal or financial issues that may be affecting your studies and your ability to be your best. Services are free and confidential and are available in person, online or by phone.

- 24-hour helpline
- Confidential crisis consultation and assessment
- In-person counseling with a licensed network provider
- Individualized educational materials and resources

but cannot provide legal advice or represent you in a legal matter. If you have a non-college related disagreement or problem, the Ombudsman will not address disputes between members of the campus community and private individuals, companies or organizations not affiliated with FSCJ.

The Ombudsman will also identify trends and gaps in service delivery and will utilize this information to make recommendations to College leadership regarding suggested changes to college policy, rules, or procedures that may be outdated, unclear or ineffective. The office of the Ombudsman can be reached by emailing ombuds@fscj.edu.

Resource Links
- Student Assistance Program (SAP)
- Student Complaints & Academic Appeals
- Student Support Services
- Expectations of Student Conduct (Student Rights & Responsibilities)
- Scholarships

Student Ombudsman

The Office of the Ombudsman offers students a safe and private environment to discuss escalated complaints, concerns or problems related to College policies, processes and appeals. The Ombudsman assists students in navigating College policies and procedures and understanding the student's rights and responsibilities. When appropriate, the office may initiate an informal intervention that offers an acceptable resolution to all parties.

The Ombudsman at FSCJ does not replace formal avenues or processes but offers assistance in an informal, independent, impartial and confidential manner. The Student Ombudsman provides services that help clarify College policy and answer questions concerning appropriate channels. They assist with problems that have not been resolved by other offices and informally investigate your complaint. Referrals will be made to individuals who can address your concern and help define options that are available to you.

The Student Ombudsman is not a legal service and cannot provide legal advice or representation. They can advise you of your rights within the College.
Leadership Life & Leadership

Leadership Training
Student Life & Leadership offers leadership retreats for interested students in the Fall and Spring terms. In addition, Student Life & Leadership can offer workshops for individuals and student organizations that cover advocacy & social justice, civic engagement, conflict resolution, decision making, diversity, ethics, running a meeting (Robert’s Rules of Order) and time management.

Student Ambassadors
Student ambassadors assist the College in recruitment and retention activities. Working through the Student Life & Leadership Offices at each campus and center, they provide both future and current students with the information they need to succeed at FSCJ. They work closely with their respective Student ambassadors and Student Life & Leadership offices to ensure the success of all the students they serve.

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Student ambassadors are not student employees or student workers. They receive a talent grant award and do not complete a student work schedule form. Students are eligible to receive scholarship funds to assist with the cost of tuition and books. The Student Government Association (SGA) serves and advocates for the FSCJ student body in order to improve the student experience through events and initiatives. SGA is governed by currently enrolled students and consists of representatives from each campus and center. The purpose of SGA is to serve as the official voice of the student body as well as to provide a connection between the student body, faculty and administrative councils. Each campus SGA student is a member of the statewide Florida State College Student Government Association. Click to view the FSCJ SGA Constitution.

For more information, contact sga@fscj.edu.

Student Organizations

Get involved! FSCJ is home to a variety of intercollegiate social, academic, service and occupational organizations. Student organizations fall into eight categories – Arts & Literature, Civic Engagement, Diversity, Honors, Professional Discipline, Recreation & Wellness, Religious and Special Interest. The Symplicity: Community portal is an online tool that gives students the ability to manage their extracurricular organizations by advertising events, tracking meeting attendance, manage membership rosters, poll members and share documents. Students interested in joining a student organization can search by their interests, meeting frequency, meeting times and locations. Students will be able to RSVP their attendance to events sponsored by student organizations and record their participation on their Co-Curricular Transcript.

Students can also start their own organization! Chartering an organization can be as simple as obtaining a list of at least seven interested students and a faculty/staff advisor. The “Student Organization Charter” and “Student Organization Handbook” can be found online.

For more information, contact Student Life & Leadership at getinvolved@fscj.edu.

Campus Student Programming Boards

The Campus Student Programming Boards consist of student leaders dedicated to increasing student engagement at each respective FSCJ campus and center. The roles of these student leaders include marketing, coordination and logistics planning of campus events such as Fall Fest, Spring Fling, Student Involvement Fairs and more. Student leaders must be enrolled in six college-credit hours, have a cumulative GPA of 2.0, completed a FAFSA application for the current aid year and be able to commit to at least six hours per week. You must also currently be in good standing and remain in good standing while serving. If you are interested in being part of the Campus Student Programming Board, contact Student Life & Leadership at getinvolved@fscj.edu.

Duties/Activities

Assist with campus tours
Assist with orientation, registration, open houses and special events
Participate in the campus Student Government Association, Commencement ceremonies, College recruitment efforts, Student Life programs, collegewide ambassador training, marketing activities and special committees as needed
Be familiar with campus resources

Students must:

- Complete and submit a FAFSA (Free Application for Federal Student Aid) each year.
- Be a college credit, degree-seeking student in an A.A., A.S., B.S., or B.A.S. program of study.
- Have earned and maintained an overall cumulative grade point average (GPA) of 2.5 or above.
- Enroll in a minimum of nine college credit hours during the Fall and Spring terms. The student can choose to enroll in six hours during the Summer term. At least one-half of the total enrollment each term must be on the campus for which the student has made the agreement to attend.
- Demonstrate a history of involvement in campus activities in high school and/or college.
- Serve at least 10 hours per week (Monday – Friday) with flexibility as needed.
- Provide own transportation.
- Understand that if they have completed more than 90 college credit hours, including all transfer hours, they will be ineligible to receive a talent grant unless they are enrolled in a bachelor’s degree program.
- Understand that they are eligible to receive no more than 72 total credit hours on any one or combination of talent grants provided by the College unless they are enrolled in a bachelor’s degree program.

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For more information, contact sga@fscj.edu.

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Volunteerism

Volunteering allows the unique opportunity to give your time and talent to the community while learning more about the world you live in. Even if you just take a few hours out of your week to volunteer, it can make an impact not only in your life but also in the lives of others. Volunteering can help you understand how to work cohesively with different people to form teams as well as how to be a leader. You will also get a key insight into your future career goals by being able to build your resume while you explore careers and network. You never know who you might meet while volunteering! It is also a great place to build a list of references or connections that can help you when it is time to apply for jobs.

College is stressful, there is no questioning that! But by volunteering for an organization that helps those in need, you will get the chance to see how fortunate a stressful college life can be. There is a wide range of volunteer opportunities available.

Student Volunteer Coordinators

FSCJ students contribute a tremendous amount of time and effort to the northeast Florida community through the activities organized by the Student Volunteer Coordinators. The Student Volunteer Coordinators connect students with the types of organizations in which they would like to volunteer and keep track of students’ volunteer hours. The campus Student Volunteer Coordinator, a student position, can be contacted through each of the Student Life & Leadership offices.
**Military & Veterans Service Center**

The Military & Veterans Service Center (MVSC) provides assistance and resource referral services to active military, Veterans and their family members. The MVSC furnishes educational resources in an effort to further academic success, leading to a degree, certification or licensure and employment in a high-demand, high-wage career field. Coupled with professional respect, responsibility, and accountability, the MVSC is the principal advocate at FSCJ for active military, Veterans and their family members ensuring their unique needs and challenges are met.

Specific services include:
- Educational Benefits Information
- Student Services Counseling
- Military Transcript Evaluations

For more information on our services or offerings, call us 904-357-8890 or 800-700-2795 or email us at vets@fscj.edu.

**Library and Learning Commons**

The Library & Learning Commons (LLC) at each campus and center at the College is designed to offer students a wide variety of quality study facilities, learning resources, research assistance and tutoring services. The LLC facilities offer students convenient group and individual work/study rooms and environments. Computer labs at each location offer state-of-the-art computers, software programs and multimedia technology. All facilities provide high-speed wireless network accessibility.

Library resources include both physical and online information materials that support the educational programs of the College as well as recreational reading materials of interest to students. Physical materials include books, journals, magazines and DVD collections. Online information resources provide 24/7 access to hundreds of databases which provide full-text access to millions of articles, eBooks and streaming video collections.

Research assistance is provided by friendly librarians who enjoy working closely with college students. Librarians provide a wide range of services including subject-specific instruction for whole classes, group orientations, tours and individual assistance at the LLC Reference Desk or by appointment.

Tutoring services are commonly seen by many students as one of the most useful student support services at the College. LLC tutors include both full-time professional tutors as well as student peer tutors who work part-time and are currently enrolled students at the College. Tutors can assist students in most subject areas including math, writing, languages, reading and more. Tutors are specially trained to help all students become successful in classes that may be particularly challenging.

For more information about LLC services, policies, locations, hours of operation and access to online resources, please visit the LLC webpages via Artemis, myFSCJ, Blackboard or guides.fscj.edu.

**Success & Coaching**

**Academic Success Coaching**

The team of Academic Success Coaches are here to support you! Our coaches work with students to identify obstacles and create collaborative solutions to empower them to achieve their academic goals. When students meet with a coach, they will engage in a conversation designed to enhance their academic performance and well-being. Coaching provides a partnership between an Academic Success Coach and students seeking to develop strategies for being successful in college and/or improve their GPA. The goal is to help students achieve your optimal academic performance – we want you to do well in school, graduate, and move on to the next step, whether that be to a career or pursuing a higher degree!

This partnership is designed to:
- Identify barriers to academic progress
- Implement a personal solution to challenging issues or areas of concern
- Explore and practice good study skills and habits
- Discover resources available to support your personal, social and academic goals

**How can an Academic Success Coach help me?**

Academic Success Coaches are committed to providing students ongoing support. From working on time management to test anxiety, Academic Success Coaches help students stay on track as they progress. After an initial visit, students can schedule follow-up appointments to help increase their confidence and achieve their goals. These visits are free and available to all students.

Students on Academic Warning, Probation or Suspension, are required to meet with an Academic Success Coach to discuss any registration holds that will prevent them from signing up for classes. Check out FSCJ’s Standards of Academic Progress to find out more about this process.

**How can I make an appointment with an Academic Success Coach?**

Appointments can be made by logging in to the Insight student account (accessible through the myFSCJ portal). If you have questions regarding appointments, please email successcoaching@fscj.edu.
The College recognizes the importance of supporting students’ well-being in all aspects of college life. The role of Student Support Services is to offer support through social and community service referrals for students at risk and to provide academic accommodations for students with disabilities. Our office aims to support underserved student populations, including but not limited to:

- Students identified as at-risk academically
- Postsecondary foster care students
- International students
- Low-income students
- First generation college students
- Students with disabilities
- Students at-risk of homelessness

Student Support Services uses an interactive process, which starts with a simple conversation. Our goal is to understand each student’s unique situation and identify partners within the College and/or community to help address specific needs. This collaboration brings resources together to enhance the overall transformational student experience.

**Students with Disabilities**

In accordance with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act as amended in 2008 and Section 504 of the Rehabilitation Act of 1973, the College ensures that its admission requirements are uniformly applied, and that its services, activities, facilities and academic programs are accessible to and usable by all qualified students. The Student Support Services office implements and coordinates reasonable accommodations and disability-related services to promote access for the full participation of individuals with disabilities in all aspects of College life.

The Rehabilitation Act defines a disability as a physical, mental or learning impairment which substantially limits one or more major life activity (i.e. seeing, hearing, speaking, walking, sitting, standing, breathing, reading, writing or performing mathematical calculations, and caring for oneself). Both the impairment and the limitation of a major life activity must be established to be eligible under the ADA.

**Academic Accommodation/Adjustments**

Academic adjustments are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of their disability and requesting appropriate accommodations. The intent of academic accommodations is to provide students with disabilities similar opportunities for success and for mastery of academic skills. Each student’s case is assessed individually based on documented evidence from appropriate medical and clinical professionals regarding the student’s disability and a comprehensive interview with Student Support staff.

**Eligibility Requirements:**

An applicant must be:

- First generation, low-income and/or disabled college student (the first generation means neither parent obtained a bachelor’s degree)
- U.S. citizen or legal resident
- Currently enrolled student at FSCJ taking the Health Sciences prerequisite courses and/or accepted into a Health Sciences program
- Academic need, according to federal guidelines

The TRIO Student Support Services Application can be found here. If you have trouble accessing this document and need to request an alternate format, please contact triosss@fscj.edu (904) 766-6560.

**Program Benefits**

- Academic/career/personal advising
- Academic tutoring
- Financial-aid advising and assistance
- Financial and economic literacy
- Peer mentorship
- Assistance with university transfer process
- Campus tours
- Cultural enrichment activities
- Workshops
- Academic resources (textbooks, test prep, health model, etc)

Located at FSCJ North Campus since 2010, TRiO Student Support Services Health Sciences provides individual and group services to 160 students. Its mission is to increase the academic success, retention and graduation rates of the first generation (neither parent/guardian has completed a bachelor’s degree), low-income students and individuals with a disability.

An important aspect of the program is that it provides a consistent and ongoing support system that program participants depend upon throughout their time here at FSCJ, and they may participate throughout their enrollment at the College. If students are committed to achieving their academic goals, they will find great benefits in joining the program.

**Program Highlights**

- Workshops
- Assistance with university transfer process
- Campus tours
- Cultural enrichment activities
- Workshops
- Academic resources (textbooks, test prep, health model, etc)

The TRIO Student Support Services Application can be found here. If you have trouble accessing this document and need to request an alternate format, please contact triosss@fscj.edu (904) 766-6560.

Applications can be mailed/emailed to FSCJ North Campus, 4501 Capper Road, Building E 150, Jacksonville, FL 32218.
International Student Services

Be a part of our culture! FSCJ has a proud history of enrolling a diverse population of students from around the world. We have students from dozens of countries, speaking more than 80 languages. The International Student Services Office is here to help you as you transition to FSCJ and experience the culture of the Jacksonville area.

We are here to assist you with:
- Adjusting to a new academic environment and culture.
- Academic and career counseling.
- International student orientation seminar at the beginning of each term.
- Guide international students through a smooth transition to the FSCJ community.
- Cultural adjustment.
- Connect international students to the vital and relevant resources needed to thrive at FSCJ.

- Support and assist international students in planning for life beyond FSCJ.

The International Student Services Office also provides assistance to international students with all their immigration questions and documents.

We are here to assist you with:
- I-20 issuance
- F1 Visa regulations
- Work authorization
- Travel regulations
- Maintaining status

If you would like to find out more information about International Student Services, contact us at fscjinternational@fscj.edu.

Career Development

Our Career Development Staff is experienced and knowledgeable about a variety of majors, career options, interviewing techniques, job search strategies and employment trends. If you have questions about your career path, our career services professionals are dedicated to helping you find the answers. Career Development advisors are available to guide you in gaining relevant work experience, prepare you for the workforce and achieve your career goals.

Career advisors are eager to work with you to:
- Discuss your career interests, answer questions and assist in developing a plan to reach your goals.
- Review documents such as résumés, cover letters and employment application materials.
- Administer and interpret career assessments and navigate through the career decision-making process.
- Lead you in the best ways to use our programs and recommend resources including those available in our office and on our FSCJ website.

Our staff presents career-related programs throughout the year, including:
- Career Skills Workshops: Looking for an internship, part-time or full-time employment? The Career Development advisors and our CareerSource partners are here to help you find the right opportunities to meet your career goals. We offer “How-to Sessions” on résumé writing, interviewing, job or internship search strategies, as well as networking techniques.
- Job Search Preparation: The key to any successful job search is early planning and preparation. Be sure to use Career Development services before you launch a job search. Services available include résumé critiques, cover letter reviews, interview preparation assistance, mock interview appointments and job search strategy development.
- Career Fairs: Join us as we host our semi-annual career fairs to connect students with employers and learn more about their job opportunities.
- Transfer Fairs: If you are considering transferring to another institution, be sure to come by to our transfer fair as we host visits by admissions representatives from a variety of colleges and universities.

Career Development advisors are available to assist at different locations across campus. If you have questions or would like to schedule an appointment to meet with a Career Advisor, please visit fscj.edu/student-services/career-development.
BlueWave Athletics offers scholarships and opportunities in six sports: Men’s Basketball, Men’s Baseball, Men’s Cross Country, Women’s Basketball, Women’s Softball, Women’s Cross Country and Women’s Volleyball. These seven (7) sports compete in the Region 8 of the National Junior College Athletic Association (NJCAA). We also offer special events in recreational games and club sports opportunities.

For more information, visit our website at fscj.edu/athletics.

Center for Civic Engagement

The FSCJ Center for Civic Engagement advances the College’s strategic initiatives on service learning and civic engagement. Service learning is a teaching and learning strategy that integrates meaningful community service with academic learning goals and critical reflection to enrich the student learning experience and teach civic responsibility. Service learning is considered a high-impact educational practice by the American Association of Colleges and Universities. Service learning engages students in the course materials, contributes to their personal and career development, promotes civic participation, and strengthens FSCJ’s relationship with our local community. Students who participate in service learning gain skills in critical thinking, communication and teamwork.

Civic engagement is a broader category that includes service learning and refers to individual and collective actions that address issues of public concern. The Center for Civic Engagement supports events and initiatives that provide opportunities for the FSCJ community to be involved in improving the broader community.

The Center for Civic Engagement can assist students who are assigned service learning in their courses by connecting them to opportunities in the community to complete their service learning hours, providing faculty and students with any required paperwork, collecting service learning paperwork, conducting class presentations on service learning and answering questions related to service learning. The Center for Civic Engagement has two physical locations: the Administrative Offices downtown at 501 W. State Street (Room AO-204C) and in the Jessie Ball duPont Nonprofit Center at 40 E. Adams Street (Suite 140), located in the heart of downtown.

For more information about service learning opportunities, please contact the Center for Civic Engagement staff at (904) 632-3089 or servicelearning@fscj.edu.
FSCJ Student Housing

FSCJ is providing a residential option to better serve our students. FSCJ Student Housing provides safe facilities that create inclusive environments for holistic student development and success. Residents are provided opportunities to engage across difference, live in the community and grow through conversation and interactions with their peers. By choosing to live in FSCJ Student Housing, students immerse themselves in the Jacksonville culture and experience a valuable part of their educational journey.

Details of FSCJ Student Housing policies and procedures are included on our website, fscj.edu/housing.

Questions regarding FSCJ Student Housing should be directed to housing@fscj.edu.

Dining Services

FSCJ Dining Services offers delicious and convenient food options at three of our campuses. Whether you need a quick on-the-go snack or you are looking for a full meal, our dining locations are a perfect choice!

South Campus:
Located in Building U (Below the Student Union)

Kent Campus:
Located in Building G (next to the Bookstore)

Downtown Campus:
Located in Building A (1st floor)

North Campus:
Located in Building E (Room E120)

For more information, visit dineoncampus.com/fscj

FSCJ Culinary Dining Experiences

The following cafes are operated by students and staff in FSCJ’s Culinary Arts and Hospitality program

Cafe Frisch:
Downtown Campus, Building C (Room 106)
Reservations required.
For more information visit fscj.edu/cafe-frisch

20West Cafe:
Located on 20 West Adams Street, Jacksonville, FL 32202
For more information visit fscj.edu/20-West-cafe

Child Care Center Services

The following locations have Chappell Child Development Centers on site:

- **Downtown Campus**
  - Adrianna Robinson
  - 101 W. State Street
  - Jacksonville, FL. 32202
  - (904) 632-3122
  - Fax: (904) 632-5944

- **Kent Campus**
  - Syreeta Kerse
  - 3939 Roosevelt Blvd.
  - Jacksonville, FL. 32205
  - (904) 381-3445
  - Fax: (904) 381-3499

- **North Campus**
  - 4501 Capper Road
  - Jacksonville, FL. 32218
  - (904) 713-6010
  - Fax: (904) 713-6012
  - Contact: Moshmie Khan

- **South Campus**
  - 11901 Beach Blvd.
  - Jacksonville, FL. 32246
  - (904) 646-2225
  - Fax: (904) 646-2230
  - Contact: Shawn Oliver

- **Deerwood Center**
  - Kat Mesete
  - 8400 Baycenter Road
  - Jacksonville, FL. 32256
  - (904) 739-1279
  - Fax: (904) 739-3588

**Student Rates**

- **Tuition – Full Time**
  - (18 or more hours per week)
  - $135 Per Week – K3 & K4 (non-VPK)
  - $145 Per Week – K2
  - $160 Per Week – Toddlers
  - $85 Per Week – VPK Wrap-Around Service
  - $20 Per Day Upcharge (non-VPK days)

- **Tuition – Part Time**
  - Scheduled Two Weeks in Advance
  - $28 Four Hours/Daily
  - $50 Four Hours/2 Days per Week
  - $75 Four Hours/3 Days per Week

- **Miscellaneous**
  - $55 Registration & Re-Registration Fee
  - $10 Student Accident Insurance Included
  - $25 Curriculum

For a complete listing of services and information, please visit fscj.edu/child-care.
Florida State College at Jacksonville does not discriminate against any person on the basis of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, pregnancy or genetic information in its programs, activities and employment. For more information, visit the Equal Access/Equal Opportunity page.