

Campus Directory

Advanced Technology College
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Flagler/Palm Coast - Academic Hall (B/2) R/100J 246-4845 New Smyrna Beach-Edgewater
- Student Services Center (B/1) R/110A
Academic Support Center
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- Academic Hall (B/2) R/104 246-4851 - Smolen Center (B/1) R/107 246-4834
New Smyrna Beach-Edgewater - Academic Hall (B/2) R/104 423-6329
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Welcome to Daytona State College

How to use the Student Handbook/Planner

The Student Handbook/Planner provides you with information and campus resources that can help you achieve your short- and long-term goals.

Use it as a source of information and as a tool to plan yourdays and weeks with your goals in mind.

Students who follow this advice tend to be more successful than those who do not keep up with their schedules or make use of the many campus resources available to them.

The Handbook section contains information about student life on campus, student development services, academic support programs and college policies and procedures.

The Planner section includes important dates, such as when classes begin and end, enrollment and other critical deadlines, campus event and activity dates and holidays.

Personalize it with your own appointments, assignment due dates, exam dates, etc. Review each section of the Handbook/Planner and use it to connect with people who can help you overcome obstacles and achieve your goals.

Use the Campus Directory on the first page to find phone numbers and locations for campus offices and facilities.

Getting Quick Answers

Your first week or so of college can be both exciting and exhausting. First, you must go through the admission and enrollment procedures. You may need to change your original class schedule, or get transcripts or other student records.

You will need to pay for your classes, find your classes, meet your instructors and other students, get books and the list goes on. As you experience all of these unfamiliar places and procedures, keep in mind two valuable sources of information:

The Q & A Center

Located on the first floor of the Wetherell Student Services Center (Bldg. 100) on the Daytona Beach Campus, the Q & A staff can answer most of your questions or point you in the right direction for more information.

The Q & A staff also handles:

- Appeal applications. Responses to your appeal application or complaint will be sent to your FalconMail address;
- Enrollment verification requests;
- Late registration requests;
- Equity concerns.

The Falcon Center

Works with the Q & A Center to assist you with the following services:

- Printing class schedules;
- Registering for classes;
- Adding/dropping or withdrawing from classes;
- Address changes;
- Online orientation;
- Reset PINS;
- Requests for official transcripts or printing unofficial transcripts.

If you are at a branch campus, you can get quick answers to most of your questions in the Enrollment Services Office.

Dear Student,

Welcome to Daytona State College!

Congratulations on your choice of Daytona State, the region's highly ranked public college serving nearly 30,000 students a year. We're delighted to serve as your next step toward a promising future.

Our academic programs, from adult education and certificates through associate and bachelor's degrees, are pathways to advance your personal and professional plans.

At Daytona State, you'll find a collegiate experience designed to match your needs, with paths to reach your goals. We'll give you support and guidance, along with many activities and organizations to round out your college days.

This handbook offers important information about college resources, policies and procedures that will help you become a successful student at DSC.

You can connect to DSC student life by exploring our wide range of services and extracurricular activities that enrich your time in college. In fact, research shows that students who engage in the full college experience tend to be more successful.

Here are a few examples of DSC support and activities:

- For extra help with your classes, stop in for free tutoring at our Academic Support Centers on each campus.
- Financial Aid Services can help you find a campus job so you can earn money and gain valuable work experience.
- If you need help choosing a major, visit our Career Center, where advisors can match your strengths to a program with the right career path for you.
- For learning opportunities outside the classroom, you can get involved in student activities such as Student Government or one of our 50 clubs and organizations.
- Check out DSC intramural sports and athletics you can see soccer, volleyball, basketball, golf, softball and baseball games during season play each year.

Again, welcome to Daytona State College – I wish you the best during your time with us, and look forward to seeing you join our thousands of successful alumni throughout the region and beyond.

WBar

Thomas LoBasso, Ed.D. President, Daytona State College

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Student Life GETTING STARTED ON CAMPUS

The following offices and services will help vou get started on campus. You will most likely need some of these services from time to time throughout your studies at Daytona State College:

ADMISSIONS - This is your first stop for enrolling in courses. Admissions staff can help you whether you are being admitted to the college for the first time or seeking re-admission. They can explain residency requirements for tuition purposes and answer questions about admission requirements for international students. They collect all of the important information and documents. such as transcripts, that will become a part of your student records.

ASSESSMENT - Also known as the "Testing Center," Assessment is where you can get information about specific tests and arrange to take any placement tests that are required as part of the admissions/enrollment process for various programs of study. In some cases, you may need to visit the Assessment Center to take a make-up exam in one of your classes. Some program certification exams are also available. Always bring a photo ID with you when you plan to take a test at the Assessment Center.

TRANSFERRING FROM ANOTHER COLLEGE OR UNIVERSITY - If you have

attended another institution in the past, then vou are considered a transfer student. You must submit all transcripts from any other college or university you attended to DSC for evaluation. Grades you received at other institutions, except grades in developmental courses, will be included in your cumulative grade point average.

Grades of "F" and "W" will not be transferred in. but they will count toward financial aid satisfactory academic progress. More information on the college's transfer evaluation policies can be found on the Records and Registration section of the college website, as well as in the college catalog.

OnTime Finish Plans

you a clear path to get the right classes and graduate on time with your associate of arts university transfer degree.

You decide whether you want to complete your degree in two years or three, and we'll help you make sure it happens.

- Help setting your goals; Pre-planned program schedules;
- Elective classes starting your first
- Ability to track your success.

With OnTime Finish plans, you'll get the advice and guidance you need, and a clear academic plan that guarantees the classes you need when you need them. Speak with an academic advisor for details.

ACADEMIC ADVISING - Whether you are a new or continuing student, academic advisors can help you get on track and stay on track toward your goals. If you are a new student, advisors will interpret your placement test scores and discuss your course options and requirements with you. This is the place to discuss your academic and career goals so that you can make a good decision about which program of study is best for you. As a continuing student, you can get information about transferring to a university.

Want to change your major?

Talk to an academic advisor to find out what vou need to do. Other services available to you through Academic Advising include:

- Degree checks and information about DSC's bachelor's programs:
- Support for developmental students;
- Information about college operations and policies;
- Assistance with referrals to other college services:
- Help with course registration problems.

FINANCIAL AID - This department can help you explore your options for financing your college education. The earlier you contact them the better. More details on what they can do for you can be found in the "Paying for Your Classes" section.

STUDENT IDS - Get a free student ID card by taking a copy of your class schedule and a picture ID to Campus Safety on the Daytona Beach Campus or to the administration offices at any of the other campuses.

You will need your student ID card to use library, academic support centers, aquatics and fitness centers and many other campus services. Always keep your student ID handy. This will help Campus Safety Officers if you need assistance.

PARKING DECALS - You will need one if you plan on parking your car on campus. Pick up a free parking decal at Campus Safety on the Daytona Beach Campus or the administrative offices at any of the other campuses.

ONLINE SERVICES

Many college services are available online through the MyDaytonaState portal. Once you are admitted to the college, a unique Student Identification Number, User Name (FalconMail email address) and Password will be created for you within one business day.

USER NAME: The 'User Name' is the prefix of your FalconMail (e.g. Jane_Smith344@ FalconMail.DaytonState.edu would be Jane_Smith344). Note: if you have a commonly used name/last name, there will be a series of numbers added after your last name.

YOUR PASSWORD: When your account is first created, you are assigned a default password that you can use to log in to the system the first time. • For those whose account was created prior to March 5, 2015, and have never changed it, your default is in the following format: Dsc (Capital D, lowercase s, lowercase c) + Your birthdate in MMDDYY format.

For example: If you have a birthdate of January 1, 1990, the resulting password would be Dsc010190.

 For those whose account was created on or after March 5, 2015, and have never changed it, your default is in the following format: Dsc (Capital D, lowercase s, lowercase c) + Your birthdate in MMDDYY format + the last five digits of your Social Security Number (SSN).

For example: If you have a birthdate of January 1, 1990, with an SSN of 123-45-6789, the resulting password would be Dsc01019056789.

IMPORTANT: We encourage you to change your password after logging in the first time using the "Change Password" option located in your student account portal (MyDaytonaState) "Home" tab.

The first time you log in to the portal, you will be required to provide a security question and answer. This is for your security in case you forget your password and attempt to change it. Your password is important; keep it safe.

This password allows you to access to MyDaytonaState (this portal), Falcon Online, FalconMail and other online services. When you change your password, you are changing your password for all of these services and more.

FALCONNET TAB IN YOUR MYDAYTONASTATE PORTAL - This is where you can access your student records, register for classes and conduct many transactions with the college at any time from any Internet-capable device.

FALCONMAIL - All students, faculty and staff at the college are connected via the email service called FalconMail.

You should check your FalconMail on a regular basis because this is the primary means by which the college will communicate with you.

Information about your financial aid, registration and other important reminders will be sent to your FalconMail account.

STUDENT HELP DESK - For technical assistance please contact the FalconAID Student Help Desk at (386) 506-4243 or or FalconAid@DaytonaState.edu or website at www.DaytonaState.edu/FalconAid.

You can also visit the Student Help Desk on the Daytona Beach Campus, Greene Center, (Bldg. 300), Rm. 109.

We also offer assistance with your smart devices in areas such as:

- MyDaytonaState Student Portal;
- MyDaytonaState Student Portal password help;
- Viewing/accessing important service areas such as: Financial Aid, Admissions, Registration, etc.;
- · Searching for available courses;
- · Falcon Online support;
- Download certificate (Join-DSCWireless) to smart devices to gain access to our FalconSecure WIFI;
- FalconSecure wireless login;
- UCF Students: creating temporary accounts (user/password) to grant access to DSC's computer labs;
- Directions to appropriate academic departments;
- Assistance with smart devices, i.e., laptops, iPads, tablets, smart phones (in topics related to college resources/ services only).

ONLINE ADVISING - You can receive academic advising via your FalconMail email account. Please include your student ID in your email to: Advising@DaytonaState.edu. **ONLINE ADMISSIONS** - Apply for admission online by selecting the **"Apply Now"** option on the college website or by clicking on the Admissions page. Remember, if you want to enroll in one of the college's bachelor's programs, you must be re-admitted to the college under the new program.

YOUR STUDENT RECORDS - The Federal Education Rights to Privacy Act (FERPA) protects your student records. Therefore, the college will not release information about your grades, classes, etc., to your parents, spouse or anyone other than you without your permission.

If you want your records released to someone, you can file a "Release of Academic Information" with the Records Office. The FERPA law does allow the college to release "Directory Information," which includes, but is not limited to, your name and city of residence, college-sponsored email address, date of birth, enrollment status and major.

If you do not want this information released you must file a "Non-Release of Directory Information."

Both of these forms can be found on the college website under Records. Your records cannot be discussed via email or over the phone. More information about FERPA can be found in the college catalog.

GETTING BOOKS - Daytona State College, in partnership with Follett Higher Education Group, operates the Daytona State College Bookstores. The Daytona State College Bookstores are the authorized source for required course materials, recommended study aids, school supplies, educationally discounted software, nursing and medical reference books, Daytona State clothing, gifts and more. Store hours and services vary by campus. Call a bookstore on a campus near you for more information. Shop your Daytona State bookstores.

PAYING FOR YOUR CLASSES

When you enroll in classes, be sure to check the MyFinances tab on the MyDaytonaState portal to determine if you owe a balance and the due date. If your fees are not paid by that deadline, your registration will be cancelled and you will no longer be enrolled in classes.

You may face late registration or reinstatement fees if you miss the payment deadline and need to re-enroll after classes have started. The best way to avoid this is to figure out how you are going to pay for your classes long before you enroll. There are many options: grants, loans, savings, scholarships, and the e-Cashier Payment Plan.

STUDENT ACCOUNTS - This is where your student financial account records are maintained. Whether you are receiving financial aid loans, grants, scholarships, waivers or you are covering your own costs, this is where all financial transactions between the college and students take place. You can pay your fees by cash, check or credit card, either online or in person at any campus.

Your Florida Prepaid College Fund can be applied to your account and you can get information regarding student refunds. All refunds, except credit card refunds, will be issued by our partner, Bank Mobile.

In order to receive a refund, you must go to DSCOneCard.com to select how you would like to receive your refund. The DSCOneCard will be mailed to the address you have on file with the college when you enroll in classes. When you receive your DSCOneCard, go to DSCOneCard.com to select a refund preference for receiving your refunds and to get more information regarding your refund options.

COLLECTIONS - The college uses outside collection agencies to collect money owed from students. If you owe something, you will be sent a bill and will be given time to pay. If not, your account (and appropriate personal information) will be sent to one of the agencies and collection fees are added to what you owe. A hold is placed on your account until you no longer owe anything.

RETURNED CHECKS - The college charges a statutory fee, based on the amount of the check, for all checks returned by the bank for non-payment. A hold will be placed on the student's records, diplomas, transcripts and future registrations until the fees are paid. Other legal actions may be taken if the amount is not paid in full within seven days.

FINANCIAL AID SERVICES - The Financial Aid staff can help you explore your options for financing your education. They can help you complete a Free Application for Federal Student Aid (FAFSA), which is the first step in determining your financial aid options. You should apply for financial aid at least six to eight weeks prior to the beginning of classes. Once you have completed the FAFSA, you can check the status of outstanding and received documents through Financial Aid Document Tracking on FalconNet.

SCHOLARSHIPS - The Daytona State College Foundation provides numerous donor scholarship opportunities for new and continuing students enrolled in college-level or vocational programs. Find out about Foundation scholarships by selecting the Admissions tab on the college website, then selecting Scholarships from the menu. Many state universities have designated scholarships for Daytona State College students who have completed their associate of arts degrees and met other criteria.

You can check out state university websites, or ask for help in the College Career and Placement Center.

JOBS ON CAMPUS - Another way to offset the cost of your education is to get a job on campus. Getting a job on campus can also help you explore career options and begin to build an employment history. Staff in the Financial Aid office can help you determine if you qualify for any Student Employment programs.

GETTING HELP WITH YOUR CLASSES

There are several places you can go at all campuses to get academic support. The important thing is to seek help early and as often as needed. Don't wait until you are overwhelmed with your homework, assignments and tests to get help. You may even qualify for some special programs for students who meet certain criteria.

ACADEMIC SUPPORT CENTERS - The (ASC) provides a variety of services and resources that will help you become a successful independent learner:

- Open-Lab Tutoring and Learning Sessions

 Available on all campuses and online in English, Mathematics, Sciences, Modern Languages, and most required courses.
- Supplemental Instruction (SI) Weekly review sessions for students taking historically difficult courses.
- Computer Resources and Technical Assistance - Available at all ASC centers including computers, webcams and printers, as well as assistance with basic computer skills and course-related software platforms.
- Preparatory Workshops Combining life and study skills with course concepts; digital literacy workshops on MS Office suite and college-related software; and more.

ACADEMIC SUPPORT/ TUTORING Michi.Gosney@DaytonaState.edu

(386) 506-3673

TUTORING - Professional tutors and students recommended by faculty and trained to serve as peer tutors provide individual and small group tutoring. They are available in the ASC on a walk-in basis.

THE DSC-UCF WRITING CENTER

Kristen.Bales@DaytonaState.edu (386) 506-3034

THE DSC-UCF WRITING CENTER

The DSC-UCF Writing Center offers tutoring and workshops to help you:

- Achieve your writing goals;
- Brainstorm, revise, and edit;
- Format in MLA, APA, and other styles;
- Break through writer's block;
- Write with confidence!

You can work on any type of writing, from papers to memos.

LIBRARY SERVICES Mercedes.Clement@DaytonaState.edu (386) 506-3518

LIBRARY - The librarians and support staff can show you how to use the library website and the Internet to gather information for better research papers. The library as a collection of hard-copy books, as well as access to thousands of e-books, online magazines, newspapers and links to high-quality websites you can access from any Internet-enabled device. Visit the Computing Commons, where there are 75 Internet-connected computers loaded with current software that is commonly used in courses.

SLS 1122-MANAGING YOUR SUCCESS This new, three-credit hour course will help

you develop the academic and life skills you will need to be successful throughout your academic career.

Learn about time and financial management, career choices and how to make the best use of academic resources such as the Library, Academic Support Center and the Writing Center.

HELP WITH OVERCOMING OBSTACLES

There are many things that can get in the way of your academic and career goals. Sometimes unforeseen circumstances can hinder your progress.

You may run into college policies and procedures that make it difficult for you to make progress under your special circumstances. You may need some help getting back on track.

CRISIS INTERVENTION - The college has trained staff members that serve as crisis intervention specialists for students.

These individuals are available on each campus to help link students to local community professionals or others who can help with treatment or other services.

STUDENT SERVICES ADVOCATE (OMBUDSMAN)

The Student Services Advocate is a central point of contact who can offer informal and neutral assistance to resolve student concerns.

The advocate can:

- Listen to your concerns or suggestions;
- Help identify and evaluate options, including appropriate appeal processes;
- Connect you to the appropriate person/ campus resource;
- Clarify DSC policies and procedures;
- Provide feedback to administration and recommend changes when appropriate.

STUDENT SERVICES ADVOCATE (OMBUSDSMAN)

Michelle.Goldys@DaytonaState.edu (383) 506-3331

APPEALS PROCESS - If you have an unforeseen circumstance or unusual situation that is making it difficult for you to continue your education at the college, you may request consideration of your extraordinary situation by submitting an appeal. An appeal allows you to explain and document your unforeseen circumstances according to college guidelines and criteria for appeals.

Please visit the Question & Answer Center on any campus location or Online Services for more information about the appeals criteria. You are strongly encouraged to meet with your Financial Aid Advisor prior to submitting and appeal. Depending on the nature of the circumstances, the appeal outcome may have a negative impact on your financial aid eligibility.

Types of appeals include but are not limited to:

- · Financial aid suspension;
- Third attempt with full-cost-of-tuition waiver;
- Fourth and final attempt of a course;
- · Late withdrawal from a course;
- Administrative drop from a course;
- Academic grade change from F to W;
- Formal grade dispute appeal;
- Formal student equity appeal.

Formal appeal forms are available in the Q & A Center or online at the MyDaytonasState portal. Please read the form and guidelines carefully.

GRADE DISPUTES - There are informal and formal procedures for disputing a grade. The Student Rights and Responsibilities section of the Handbook explains both procedures in detail.

STUDENT EQUITY - There are informal and formal procedures for any equity concerns you may have. The college's student equity policies and procedures are described in detail in the Student Rights and Responsibilities section of the Handbook.

GETTING INVOLVED ON CAMPUS AND BEYOND

There are many good reasons to get involved in campus life. It's a great way to explore and strengthen career skills while building a network with other students, staff and faculty. Many graduates who have moved into successful careers are glad they took advantage of these opportunities.

The Office of Co-Curricular Activities can put you in touch with many opportunities to get involved on campus and in the community.

STUDENT GOVERNMENT ASSOCIATION

The SGA represents you to the college administration and state lawmakers. SGA officers bring the student perspective into discussions about college policies and procedures and the future direction of the college.

The SGA often partners with student clubs and organizations to conduct college and community service projects. Some SGA officer positions are eligible for scholarships. Contact the Co-Curricular Activities Office if you are interested in an SGA position.

TURBOVOTE - Are you registered to vote? Want to vote by mail? When is the next election? Sign up with TurboVote to receive these and other free services. Just log in to https://DaytonaState.TurboVote.org and follow the simple steps to sign up.

STUDENT CLUBS AND ORGANIZATIONS

Most student clubs and organizations are open to all currently enrolled college credit students. A current list of more than 50 clubs and organizations can be found on the college website. Contact the club advisors for more information about membership requirements, meeting times, etc.

Contact the Office of Co-Curricular Activities if you want to form a new club. Clubs that are not recognized by the college are not permitted to use college funds or facilities. **INTRAMURAL SPORTS** - There are both competitive and recreational sports activities available to all students at all campuses. Team sports include soccer, flag football and basketball. Recreational activities include ping-pong, foosball and a variety of weekly games and activities that can be enjoyed between classes. The gym at the Daytona Beach Campus is open daily for currently enrolled students during posted hours for pick-up basketball games and other scheduled activities.

STUDENT PUBLICATIONS - Daytona State has two award-winning student publications open to currently enrolled college credit students who can demonstrate writing ability, or who have the commitment to learn the skills needed to produce print and online publications. Contact the Co-Curricular Activities Office for more information.

FITNESS & AQUATICS CENTERS - Improve your mind, body and spirit at the L. Gale Lemerand Health, Wellness and Education Center (Bldg. 310) on the Daytona Beach Campus. The Fitness Center includes a full complement of free weights and modern resistance training and aerobic equipment. The Aquatic Center features an indoor, heated 25-yard by 25-meter swimming pool. To join, you can pay an annual or semester fee at the registration desk in the Aquatic Center, (Bldg. 310), Rm. 125. There are additional fees to join group exercise classes.

INTERCOLLEGIATE ATHLETICS -

The Lemerand Center also is home to Falcon Athletics, which includes eight intercollegiate teams: men's and women's basketball, women's golf, women's softball, men's baseball, women's volleyball and newly formed men's and women's soccer teams. With its growing popularity in the U.S. and the world, soccer fuels fresh excitement with DSC's high-performing athletics. Coaches have recruited top players this year; we'll see them lacing up their cleats for the 2016-17 season. And as always, admission to Falcon athletics games is free for students and employees with valid ID's!

SPECIAL PROGRAMS AND STUDENT SERVICES

Students come to Daytona State College from a wide variety of backgrounds. There are many special programs and services available to students who have special interests or needs.

STUDENT DISABILITY SERVICES

The Student Disability Services Office provides tools and resources to students with documented disabilities. Students who selfdisclose a documented disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. The office also provides voter registration services to eligible disabled students in accordance with state and federal laws.

Advisors work in partnership with students and faculty to provide reasonable academic accommodations. Advisors are available on each campus location to provide academic and career advising and support services for individuals with documented disabilities.

Students are strongly encouraged to meet with an advisor prior to the start of the semester to arrange the accommodation you may need. You may also refer to the SDS website for more information regarding the intake and documentation procedures.

STUDENT DISABILITY SERVICES/ COUNSELING

Terrance.Hilbert@DaytonaState.edu (386) 506-3038

VETERANS CENTER AND SERVICES

The college is committed to serving the needs of students who have served in the US military. Services provided through the Veterans Center include assistance with applying for various types of VA benefits, certifying enrollment at the college, tuition deferments and VA work-study programs. The Veterans Center also is a great place for veterans to relax, study and socialize.

MEN OF CHARACTER INITIATIVE ("MOCI")

Provides assistance to underrepresented male students at Daytona State College with their matriculation, graduation and career transition by providing supportive enrichment and mentoring services.

Our objective is to increase retention, certificate or degree completion and graduation among unrepresented male students at DSC. Student intake is by DSC faculty or staff referral.

Applicants must be an active DSC student in good standing. Services include mentoring, advising, counseling, faculty support, cultural enrichment, career planning, financial aid advising, outreach advocacy, tutoring and supportive intervention.

THE CENTER FOR WOMEN & MEN Vickie.Apicella@DaytonaState.edu (386) 506-3068

THE CENTER FOR WOMEN AND MEN

Programs within the center focus on assisting individuals as they establish and pursue career and educational goals. Services available to qualified students include assistance with child care, free career exploration and workplace skills classes, clothing for job interviews and textbook loans.

TRIO STUDENT SUPPORT SERVICES

Student Support Services, one of the federally funded TRIO programs, helps students stay in college until they earn their certificate, associate or baccalaureate degrees. Participants receive comprehensive services, which include tutoring, counseling and instruction.

Students participating in the Student Support Services/TRIO Program are more than twice as likely to remain in college than those students from similar backgrounds who don't participate in the program.

SCHOOL OF ADULT EDUCATION

The School of Adult Education provides GED preparation classes, adult high school classes and classes in English for Speakers of Other Languages (ESOL).

Students focus on their education while learning more about careers and transitioning to the college. The School of Adult Education maintains a partnership with the Volusia Literacy Council for student tutoring.

LEARNING COMMUNITIES

An alternative to traditional college classes, learning communities place an emphasis on collaborative teaching and learning.

QUANTA-HONORS COLLEGE

Daytona State's Quanta Honors College is a learning community that offers an alternative to regular college classes for highly motivated students who value academic achievement and want the competitive advantage that an Honors degree gives.

In the Honors College, you will take all of your general education courses in learning community clusters. (You'll still be able to take the courses in your major outside the Quanta Honors College program.)

Each cluster is made up of three courses that are integrated around a theme. For example, the fall 2016 semester will focus on issues of race and ethnicity in the United States, and the Spring semester will deal with the interaction of religion and politics in India, China and the Middle East.

The classes are challenging, but you'll have a lot of support to make sure that you do well. You'll have three professors in the classroom every day, and dedicated tutors in our writing and math courses.

You'll do much of your work in small groups and will have plenty of time to discuss, explore new ideas and apply these ideas to real-world problems. STUDY ABROAD PROGRAMS - A variety of programs offer students the opportunity to earn college credit while studying in other countries. Programs are led by college faculty, international faculty from partner institutions, or both. Programs often incorporate visits to historic and notable sites, guest lecturers, service learning and cultural immersion.

INTERNATIONAL STUDENT SERVICES

The international student advisor in the Admissions Office can assist international students with enrollment issues, maintaining lawful status in the United States and employment authorization.



FALCON PASSPORT PROGRAM -

The Falcon Passport Program (FPP) provides students opportunities for global engagement on campus and in the community through internationally-themed co-curricular activities offered year-round. The program fosters global awareness and exposes students to a variety of cultures, perspectives and backgrounds by inviting them to participate in arts and cultural programs, guest lectures, service learning projects, campus and community activities, study abroad programs and more. Students receive a credential for their participation. Contact the Office of Global Education & Affairs for more information.

STAYING SAFE ON CAMPUS

The same precautions that you would take to stay safe in any public place apply to the campus. These precautions include being aware of your surroundings, keeping a close eye on your personal property and locking your vehicle. Campus Safety officers patrol the campus on foot and in vehicles. Feel free to approach them with any safety concerns you may have. They are trained in many aspects of safety, including emergency response, medical emergencies and conflict resolution.

ANNUAL SECURITY REPORT AND CAMPUS SAFETY GUIDE

Daytona State College prepares the Annual Security Report and Campus Safety Guide in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Content addresses college policies, procedures and programs concerning safety and security and includes how to obtain information on sexual offenders and predators from the Florida Department of Law Enforcement.

Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, on off-campus property owned or controlled by the college and on public property within or immediately adjacent to the campus. The full text of this document is available on the Campus Safety website, http://www.DaytonaState.edu/ campus_safety/security_report.

You may also request a paper copy at Campus Safety offices or by mail.

EMERGENCY PHONES / CALL BOXES

Emergency phones and call boxes with direct access to the Campus Safety dispatcher are located on all Daytona State campuses and in all elevators. Be aware of their locations. When you activate an emergency phone or call box, the Campus Safety dispatcher will ask if you need assistance. If you are suspicious about someone who enters an elevator, stand near the emergency phone.

CRIME/INCIDENT REPORTING

CAMPUS SAFETY OPERATES 24 HOURS PER DAY, SEVEN DAYS PER WEEK AND CAN BE REACHED AT (386) 506-4444.

In the event of an immediate threat to your safety, injury or criminal activity, dial 911 on your cellphone or any college telephone.

STUDENT ID - Always keep your student ID card handy. This will help Campus Safety officers if you need assistance.

EMERGENCY/WEATHER-RELATED ISSUES

The college president may decide to temporarily close the college due to a hurricane or other emergency.

In the event of a tropical storm or other emergency that causes the president to close one or all of the college campuses, emergency announcements will be broadcast via the Daytona State College Rave Alert system, the college website, and the Daytona State College Facebook and Twitter pages.

Students and Employees can get updates on the status of the college during emergencies by calling (386) 506-HELP (4357).

If the decision is made to close the college, only authorized personnel will be allowed on college property.

LIGHTNING WARNING SYSTEM

The Daytona Beach and DeLand campuses are equipped with outdoor alarms to warn of approaching lightning.

One long siren blast is the signal to take shelter. Three short blasts mean that there is no longer an immediate threat from lightning.

STAYING SAFE ON CAMPUS

SEXUAL ASSAULT / SEXUAL

MISCONDUCT - Daytona State College does not tolerate any form of sexual misconduct, including sexual assault, domestic violence, dating violence and stalking, on college property or at any college-sponsored function. For more information, including definitions, see the Annual Security Report and visit www.DaytonaState.edu/campus_safety.

Daytona State College Policy 3.11 and Procedure 311 address the prohibition of and college response to sexual misconduct and sexual harassment. An incident of sexual misconduct is considered a crime by the college, regardless of whether or not the incident is considered a crime by law enforcement in the local jurisdiction.

The college will not shelter faculty, staff or students from the state of Florida's sexual misconduct laws. Students and employees who report sexual misconduct are afforded certain rights and assistance regardless of whether they choose to report to law enforcement or whether the incident occurred on college property or at a college-sponsored event. These rights include assistance contacting law enforcement and identifying community resources such as crisis counseling, emergency shelter, legal assistance, and reasonable changes to academic, living and transportation situations.

Students and employees who report sexual misconduct will be notified of these rights in writing. Students and employees who report sexual misconduct have the right to remain anonymous during the reporting and investigative process to the extent permissible by law.

Disciplinary proceedings for sexual misconduct will be fair and impartial from initial investigation to final result and will be conducted by officials who receive annual training on the issues related to sexual misconduct and how to conduct a process that protects the safety of victims and promotes accountability.

The confidentiality of victims will be protected to the extent permissible by law. Both the accuser and accused will be provided the same opportunity to have others present during any disciplinary proceeding. The college will notify, in writing, both the accuser and the accused of the result of any institutional disciplinary proceeding, procedures for appealing the result, and any changes to the result.

SEXUAL HARASSMENT

Sexual harassment is conduct of a sexual nature or with sexual implications that interferes with a student's status or performance by creating an intimidating, hostile or offensive educational or working environment.

This conduct may include, but is not limited to:

 inappropriate and unwanted touching; the display of sexually explicit or suggestive materials;

• use of sexually explicit or suggestive language or gestures;

• and subtle pressure for sexual activity, as well as demands for sexual favors, or physical assault.

Complaints of sexual harassment by students should be promptly reported to a college official, the college equity & inclusion director, the vice president of student development, or the associate vice president of enrollment services.

Upon receipt of an alleged violation, an investigation will be conducted. The complaint may be resolved by intervention or corrective action taken by an appropriate college official, or by official disciplinary procedures.

The complainant will be advised of the action taken by the college within 30 days of the complaint.

DSC CAMPUS SAFETY DEPT. (386) 506-4444 DaytonaState.edu/campus_safety

IF A SEXUAL ASSAULT OR ANY INCIDENT OF SEXUAL MISCONDUCT IS REPORTED TO A COLLEGE OFFICIAL, DAYTONA STATE COLLEGE WILL:

- Ensure that immediate medical and safety needs are addressed;
- Treat you with respect, dignity and sensitivity;
- Notify you of your options for reporting to law enforcement and, if you wish to make a report, assist you in doing so (Campus Safety Officers do not have law enforcement authority and are not sworn law enforcement officers.);
- Notify you of your rights and offer assistance in obtaining college and community resources such as counseling, emergency shelter, legal assistance, academic, living, and transportation accommodations, financial aid assistance and other resources;
- Ensure that a victim's advocate is available throughout the process to address your and concerns as well as those of significant others;
- Speak with you in a private location and offer to have a person of the same gender speak with you;
- Investigate all reports of sexual misconduct thoroughly;
- Preserve any crime scene on college property until an investigation is completed;
- Conduct a thorough, fair investigation
 performed by trained college officials.

RESOURCES FOR SURVIVORS/VICTIMS OF SEXUAL MISCONDUCT

COUNSELING, HEALTH, VICTIM ADVOCACY, PROTECTIVE MEASURES

COLLEGE RESOURCES

- Counseling Services (386) 506-3038
 www.DaytonaState.edu/counseling
- Campus Safety (386) 506-4444
 www.DaytonaState.edu/campus_safety
- Lonnie Thompson, Director of Equity & Inclusion / Title IX Coordinator (386) 506-3973
- Office of Student Development / Judicial Affairs (386) 506-3562 (386) 506-4510
- Human Resources Department 386-506-3942
- The Center for Women and Men (386) 506-3068

COMMUNITY RESOURCES

- Daytona Beach Police Department (386) 671-5100
- Volusia County Sheriff's Department (386) 248-1777 (Daytona) (386) 736-5999 (DeLand)
- Flagler County Sheriff's Department (386) 437-4116
- New Smyrna Beach Police Department (386) 424-2220
- Edgewater Police Department (386) 424-2425
- Stewart-Marchman ACT Behavioral Healthcare http://www.smabehavioral.org/ 24 Hour Hotline - (800) 539-4228

- Victims' Advocate Office/State Attorney (386) 239-7710
- Domestic Abuse Council of Volusia County, Florida http://www.domesticabusecouncil.com/ 24-Hour Crisis Line - (800) 500-1119
- Flagler County Family Life Center (386) 437-3505 https://www.familylifecenterflagler.org/

STATE AND NATIONAL RESOURCES

- FloridaHealth.gov Sexual Abuse or Violence Prevention http://www.floridahealth.gov/ prevention-safety-and-wellness/
- Florida Department of Children and Families - http://www.myfifamilies.com/ http://www.myfifamilies.com/serviceprograms/domestic-violence
- Florida Abuse Hotline
 (800) 962-2873, TTY (800) 453-5145
- Florida Coalition Against Domestic Violence - http://www.fcadv.org/
- NotAlone A national program launched to protect students from sexual assault. NotAlone.gov offers references to several local, state and national resources. https://www.notalone.gov/
- National Sexual Assault Hotline (800) 656-4673 (HOPE) https://www.rainn.org/get-help/nationalsexual-assault-hotline (Live chat available online)
- National Domestic Violence Hotline -(800) 799-7233 http://www.thehotline.org/ (Live chat available online)

LEGAL ASSISTANCE AND OBTAINING INJUNCTIONS FOR PROTECTION

COMMUNITY RESOURCES

DAYTONA BEACH POLICE DEPARTMENT (386) 671-5100

- Volusia County Sheriff's Department (386) 248-1777 (Daytona) (386) 736-5999 (DeLand)
- New Smyrna Beach Police Department (386) 424-2220
- Edgewater Police Department (386) 424-2425
- Flagler County Sheriff's Department (386) 437-4116
- Stewart-Marchman ACT Behavioral Healthcare http://www.smabehavioral.org/ 24 Hour Hotline - (800) 539-4228
- Victims' Advocate Office/State Attorney (386) 239-7710
- Diane Matousek Clerk of Circuit Court Volusia County - (386) 736-5915 https://www.clerk.org
- Domestic Abuse Council of Volusia County, Florida http://www.domesticabusecouncil.com/ 24-Hour Crisis Line - (800) 500-1119
- Flagler County Family Life Center (386) 437-3505 https://www.familylifecenterflagler.org/
- Gail Wadsworth, Clerk of Circuit Court Flagler County - (386) 313-4400 https://flaglerclerk.com/

CAMPUS OPERATING HOURS

Regular campus operating hours are 6 a.m. to 10 p.m., Monday through Friday. Campus service office hours may vary. When the campus is closed, only authorized personnel are allowed on campus.

PARKING REGULATIONS - All vehicles parked on college campuses must display a valid Daytona State College parking decal on the lower exterior of the back window on the driver's side. Campus Safety and the Falcon Centers issue these decals at no cost to currently enrolled students.

DESIGNATED PARKING AREAS - With a valid parking decal, you can park in any available designated parking space on campus. Areas that are off limits and enforced by state law include Fire Lanes (Yellow) and any spaces that the college has temporarily restricted. Handicap spaces (Blue) are off limits without a valid handicap parking tag.

PARKING FEES - The college may impose \$10 fines per violation for improper parking. Unpaid fines will result in a hold on student records and registrations. Repeat offenders may be towed at the owner's expense. Parking in fire lanes and unauthorized parking in handicap spaces will result in higher state fines. Students wishing to challenge a parking fee should contact Campus Safety to schedule an appointment with the Director of Campus Safety.

CAMPUS SERVICES

FOOD SERVICES - Sodexo Dining Service operates food service locations at the Daytona, ATC and DeLand campuses. At the Daytona Campus in the Lenholt Student Center you will find fresh made sandwiches, salads, popular grill items, a flatbread pizza program, daily hot entrees, fresh made pastries, Starbucks coffee, Simply To Go items for those in a hurry and your favorite retail choices. The 500 Snack Shop in the Academic Support Center features fresh brewed coffee, Simply To Go sandwiches, salads, pastries and other classic retail options.

The Bean in the Library and the Grind at the ATC campus feature a full service Starbucks espresso menu and a variety of Simply to Go items, including sandwiches, salads, pastries and more.

The Student Services Building in DeLand is home to the Falcon Café, also featuring Starbucks coffee, a fresh to order deli, flatbread pizza and other options.

In the Hosseini Center on the Daytona Campus, the Culinary Program runs Café 101, which serves lunch and dinner by reservation. There is also a coffee and pastry shop in the Hosseini Center.

COSMETOLOGY - Get a haircut, hair coloring, facial, nail service and other treatments right on campus at a fraction of the cost at a commercial salon. Cosmetology students, supervised by their instructors, offer these services at the Daytona and Deltona campuses.

BARBERING - Get a men's haircut, shave and clipper cut at a fraction of the cost at a commercial salon. Barbering students, supervised by their instructors, offer these services at the New Smyrna Beach-Edgewater Campus during the day, Daytona Beach Campus during the evening and beginning in the spring semester, daytime services at the Deltona Campus.

DENTAL HYGIENE CLINIC - The Dental Hygiene Program operates a dental hygiene clinic at the DeLand Campus, Bert Fish Hall.

The clinic provides oral examinations, oral cancer screenings, cleanings, non-surgical periodontal treatments, dental X-rays, dental sealants and fluoride treatments. Reduced rates are available for currently enrolled students.

In addition to student clubs and organizations, there are many free entertainment activities and events for students on campus. Check out the events listed in the calendar section of this handbook, as well as notices posted on bulletin boards and televisions on campus.

CULTURAL PROGRAMS - Working under the direction of their instructors, students perform in the areas of drama, dance and music on a regular basis at the college's News-Journal Center. Highlights include performances by the DSC Symphonic Band, Symphony Orchestra, Concert Choir and Dance Ensemble, as well as plays and musicals. These are all free to currently enrolled students. If you are interested in performing in any of these productions, contact the Cultural Arts Department. Scholarship auditions are posted throughout the year.

SOUTHEAST MUSEUM OF

PHOTOGRAPHY - The internationally renowned museum, located in the Hosseini Center on the Daytona Beach Campus, is one of the largest museums in the country devoted entirely to photography. The museum presents six seasons of exhibitions and programs that feature vintage and contemporary photography, as well as lectures, symposiums, workshops, film screenings and children's programs. There are many opportunities for students to gain career experience as assistants, interns, volunteer gallery guides and tour docents.

CENTER FOR INTERACTIVE MEDIA/ WDSC-TV 15 - The Daytona Beach Campus is home to WDSC-TV, an independent public broadcasting station with three broadcast channels. It houses a state-of-the-art digital television studio and editing facility. The station also supports college productions and a variety of academic programs. Students can gain real-world experience in broadcasting and related fields by volunteering at the facility.



BACHELOR'S PROGRAMS

Daytona State College has been offering bachelor's programs since 2006 and the list of degree offerings continues to grow.

The college now offers bachelor's degrees in management, education, engineering technology, information technology and nursing. Once you have completed all of your pre-requisites, you can apply for admission to one of the bachelor's programs and complete your degree either partially or entirely online. There is no admission fee.

Your academic advisor and staff in each of the bachelor's programs can help you with the transition.

BACHELOR OF APPLIED SCIENCE IN SUPERVISION AND MANAGEMENT (BAS)

The BAS program broadens an individual's knowledge in applied management practices, which reflects the workplace management needs of local businesses, organizations and industry. Applications are accepted year-round and you may start the program any semester of the academic year. Courses are offered in hybrid (half face-to-face/half online) and online formats throughout the year to provide a flexible schedule. Applicants must have earned an associate of science (AS), an associate of arts (AA), or an associate of applied science (AAS) with a minimum overall grade point average of 2.0.

BACHELOR OF SCIENCE IN EDUCATION

The BSED programs fulfill the education courses, professional education competencies, and practical experience required to obtain a five-year Florida Professional Educator's Certificate. Elementary Education and Exceptional Student Education programs include state endorsements for Reading and English for Speakers of Other Languages (ESOL). This degree is offered

in seven areas:

- Elementary Education
- Exceptional Student Education
- Secondary Mathematics Education
- Secondary Biology Education
- Secondary Chemistry EducationSecondary Earth/Space Science
- Education

• Secondary Physics Education Applications are accepted year round for fall and spring term admissions. Applicants must have earned an associates of arts (AA) degree with a minimum of 2.5 GPA, earned a passing score on the General Knowledge Test of Skills, completed prerequisite courses with a grade of "C" or higher, and obtained volunteer clearance.

EDUCATOR PREPARATION INSTITUTE

This is a state-approved alternative certification program that fulfills the education courses, professional education competencies, and practical experience required to obtain a five-year Florida Professional Educator's Certificate for individuals already holding a four-year bachelor's degree (other than education). Applications are accepted year-round for the fall and spring term admissions.

ALTERNATIVE CERTIFICATION OR RE-CERTIFICATION

Teachers holding a three-year temporary certificate can enroll in specific bachelor's level courses approved by the Florida Department of Education towards earning a five-year Florida Professional Educator's Certificate. In addition, teachers looking to re-certify their current Florida Professional Educator's Certificate can enroll in qualifying courses, including a one-credit bachelor's level ESE course.

BACHELOR OF SCIENCE IN ENGINEERING TECHNOLOGY - The BSET program prepares you for technical positions in the fields of industrial operations, mechanical design, construction, manufacturing, electronics and information technology. Applications are accepted year-round and you may start the program any semester of the academic year.

BSET - ELECTRICAL ENGINEERING TECHNOLOGY CONCENTRATION

Provides a broad foundation of theoretical and practical knowledge in the areas of electrical and electronics circuits, digital circuits, computers, power systems, programmable logic controllers, microprocessors and control systems.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY - The BSIT program prepares graduates for technical positions in the expanding fields of information systems management, network security, digital forensics, databases and programming.

BACHELOR OF SCIENCE IN NURSING

The BSN is for students who already have an Associate of Science in Nursing (or equivalent) who desire to continue their education at the baccalaureate level. It provides seamless transition from the associate degree to the baccalaureate degree and can prepare students for advancement in the field of nursing.



THE ROAD TO GRADUATION AND BEYOND

You've worked hard in your courses, overcome many obstacles, and now there's light at the end of the tunnel.

WHAT TO DO NOW?

VISIT ADVISING - Talk to your academic advisor about your next steps. Your advisor can help you with a degree audit, which compares the courses you have earned with those you need to complete your degree or certificate.

PREPARING TO TRANSFER - The Advising Center can show you online college/university transfer information to help you figure out which schools offer what majors, admission requirements, etc. Remember to submit your application for state or private universities as early as possible - a year is not too early.

COMMENCEMENT CEREMONY

Remember to submit your graduation application before the published deadline. This will make the process of getting your hard-earned degree in hand much smoother. Look for the commencement date published in this handbook and make plans to attend. You've earned it! Caps and gowns are available in the college bookstore. CAREER SERVICES Dean.Howe@DaytonaState.edu (386) 506-3073

CAREER SERVICES

The Career Services team is available to assist you with a variety of services to help with the planning, preparation and transition into your career.

Career Services can also help you find employment in the local and surrounding areas while attending Daytona State College.

Students and alumni can also connect with employers through the online job board (Career Services Online), and many job fairs that take place throughout the year.

Career Services offers the following services at all campuses:

- Resume and cover letter writing assistance;
- Job search assistance;
- Interview preparation and simulation;
- Career exploration;
- Job fairs.



SURVIVING AND THRIVING IN COLLEGE

The best thing you can do to increase your chances of succeeding in college is to think carefully about your reasons for enrolling in college. Whether this is your first time in college or you are transferring from another college, re-examining your goals is always a good idea. If you have not done this, don't wait any longer. Visit the Advising Center and Career Services for help with fine-tuning your goals.

Once you have established your educational and career goals, here are some things you can do every day to stay on track toward your goals:

• Go to class. Don't let anything except sickness or a major emergency get in the way of going to class. And remember that going to class is not even half the game. Establish a daily study schedule and stick to it. Take short breaks during your study time to maintain your energy level and stay focused.

• Be on time. Arriving late for class is distracting to the instructor and the other students who are serious about their education. You also might miss important instructions.

• Sit as close to the front of class as possible. Take advantage of opportunities to form study groups with other interested and motivated students.

• Turn your cellphone off or on silent.

• Take good notes. Keep your notes for each class in separate notebooks and date your notes so it is easy to find them. Review your notes frequently.

• Participate in class. Ask questions if you don't understand something. Get involved in any group activities or discussions. These activities are usually done with a learning objective in mind and class participation is often a part of your grade.

 Be informed. Become familiar with the college policies and procedures in this handbook and in the college catalog.
 Carefully read the syllabus for each class.

- Get Organized. Learn how to use this planner as a tool to stay on track with homework, project deadlines and test dates.
- Get Involved. Participate in campus activities. Join a student club or organization.

 Ask for help. Find out your instructor's office hours, or when they will be available online. Visit the many academic support offices on campus. Sit with a college advisor at least once a semester to make sure you are on track with your courses. Find someone on campus who can help connect you with campus resources you may need.

• Work with your instructors. As a college student, you are responsible for your own learning and must seek the information you need to be successful.

Your instructors have been in your shoes and they want to work with you to support your success. But there may come a time when you have a conflict with an instructor.

Try to resolve it by talking to your instructor during his or her office hours. If you need help in preparing for a meeting with an instructor, contact Advising or a Student Ombudsman.

If you cannot resolve the conflict, there is a formal procedure available to you. It is described in the Student Rights and Responsibilities section of this handbook.

• Take a Student Life Skills (SLS) class as one of your electives. This course helps you develop the academic and life skills you will need to be successful throughout your academic career. Learn about time and money management, career choices and how to make the best use of academic resources such as the Library, Academic Support Center and the Writing Center.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

I. DEFINITION OF COMPUTER NETWORK POLICIES

The purpose of the college network is to support the college's mission and goals by enhancing both internal and external communication and by providing network users access to a wide range of information sources, including the Internet.

Use of the Daytona State College network and the college's access to the Internet is a privilege; users of the network and Internet are responsible for following both the letter and the spirit of this acceptable use policy.

Students and the general public are advised that the college computers and Internet networks are monitored to ensure compliance with the college acceptable use policy.

II. DEFINITION OF PRIVILEGES

 Daytona State College provides network users with access to resources and services on the network and through the Internet or other online services that are appropriate and necessary to their education and job function.

All computer and Internet access must be specifically related to a student's academic assignment, research or project that is authorized or assigned by a college faculty member or college official.

Personal or unrelated use of the college computers and Internet access is prohibited. Students who choose to violate this policy are subject to college disciplinary sanctions.

2. At Daytona State College, the employee is free to pursue knowledge and, in areas in which he or she has special training and preparation, to convey that knowledge to others. Daytona State College students also are free to pursue knowledge of related courses in which they are enrolled at the college and to share that knowledge with others in appropriate settings guided by principles of academic integrity.

Among employees, students and associates of the college, there must be no attempted intimidation by word or deed of those with differing views and methods when they are consistent with professional ethics. (Daytona State College Academic Freedom and Responsibility Policy 6.03.)

3. This policy protects freedom from reprisal for network users to examine all pertinent data, to question assumptions, to be guided by the evidence of scholarly research, to teach and study the substance of a given discipline and to fully participate in the development and debate of institutional policy and procedures.

4. Daytona State College retains the right to review email communications, documents or materials residing on the network; to remove any materials that may violate local, state or federal law or regulation; or Daytona State College Policies and Procedures which are incorporated by reference into this policy; and to produce such materials pursuant to a document request or subpoena served on Daytona State College.

Students and the general public are advised that the college computers and Internet networks are monitored to ensure compliance with the college acceptable use policy.

III. DEFINITION OF RESPONSIBILITIES

1. Use of the Daytona State College network or Internet or other online services in violation of local, state, or federal law or regulations, or Daytona State College Policies and Procedures, is prohibited. This use includes, but is not limited to, copyright and trademark infringement, fraud, forgery, harassment, libel or slander.

2. In accessing materials which might be deemed obscene, users of the Daytona State College network and the Internet or other online services should be guided by the tests of community standards, relationship to academic pursuits, "appropriate and necessary to job function" (section II, number two above).

3. Users of the Daytona State College network and the Internet or other online services are responsible for protecting the security of the network by keeping passwords confidential, not using another user's account and reporting any security problems to the network administrator or computer lab manager.

4. Use of the network and the Internet or other online services for commercial, political or other personal use not related to the support of the mission and goals of Daytona State College is prohibited. Examples of prohibited use of the Daytona State College network, Internet or other online services include, but are not limited to:

- playing computer games or using other non-job or non-course related programs;
- conducting personal business.

5. Accessing non-job or non-course-related audio/video CDs or other programs or materials is prohibited.

6. Network users are prohibited from creating or propagating viruses, disrupting services, damaging files or intentionally destroying or damaging equipment, software or data that belongs to others.

7. Network users must adhere strictly to all software license agreements and no software may be installed, copied or used on the Daytona State College network except as permitted by the copyright owner of the software.

In addition, prior to installation on any computing devices, all software must be approved by the Technical Review Committee.

8. All network and Internet or other online service users are expected to abide by generally accepted rules of network etiquette.

IV. CONSEQUENCES OF VIOLATING THE POLICY

Failure to abide by the Daytona State College Network Acceptable Use Policy will result in the immediate loss of network privileges and /or other disciplinary or legal action.

Allegations of misuse of these resources must be reported to the immediate supervisor and forwarded to the appropriate vice president. In addition, disciplinary recommendations may be made to the College Judicial Affairs Office.

V. INTERNET DISCLAIMER

Internet and other online access are provided by the Daytona State College network.

However, Daytona State College has no control over the content of the Internet or other online services, some of which may be deemed controversial or offensive.

Daytona State College specifically disclaims any warranty as to the information's accuracy, authoritativeness, timeliness, usefulness or fitness for a particular purpose. Daytona State College shall have no liability for any direct, indirect or consequential damages related to the use of the information contained on the Internet or other online services.

INFECTIOUS DISEASE

As an institution of higher education, Daytona State College has the responsibility to inform students about potentially harmful infectious diseases such as H1N1 Flu, Human Immunodeficiency Virus (HIV) and Hepatitis B Virus, and to persuade students to protect themselves and others. The college will provide information on the prevention of such diseases. The college will not discriminate in educational access or employment on the basis of an individual's medical condition in accordance with federal and state laws and regulations. The college has a responsibility to protect the rights of students with potentially harmful infectious diseases, and to make reasonable accommodation.

At the same time, the college has a responsibility to protect, insofar as it is able, the well-being of the entire college community. The college will adopt procedures for infectious diseases in accordance with federal and state laws and regulations. A student may be referred (at their own expense) to a medical provider for clearance. The medical provider must verify in writing (on letterhead) that the student does not pose a danger to themselves or others. The student may be required to leave a course, program or the college until written medical clearance is received by the student's medical provider.

RELIGIOUS OBSERVANCES

The college shall reasonably accommodate the religious observances, practices and beliefs of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments. It is the responsibility of the student to notify instructors in writing 10 days in advance of absences to observe religious holidays in their own faith. Upon such reasonable notification, such absences shall be excused without penalty. The student shall be responsible for submitting any material covered, missed assignments or exams/quizzes during the period of observance. The student shall be provided alternative time to complete all make-up assignments.

FIRST AMENDMENT RIGHTS AND RESPONSIBILITIES

Daytona State College recognizes and upholds the constitutional rights of freedom of assembly, speech and expression. However, the college reserves the right to place reasonable time, place and manner regulations on activities that take place on college property. Limitations on these activities shall be content neutral and based upon the college's institutional responsibility to maintain a safe, respectful and supportive learning environment for its students, employees and visitors.

STUDENT CONDUCT

STUDENT RIGHTS AND RESPONSIBILITIES

Daytona State College is responsible for providing a safe learning environment in which all of its students can realize their academic and career goals and participate in the teaching and learning experience. The college experience is a privilege that is afforded to students. All students are expected to abide by and are held accountable for violations of the College Student Code of Conduct rules.

Students who choose to be members of the college community accept the responsibility to be informed and acquainted with college regulations, to comply with these regulations and to respect the personal rights and property of other members or guests of the college community.

Daytona State College reserves the right to determine when its Student Code of Conduct rules have been violated and to administer disciplinary actions for conduct that is inconsistent with the college's acceptable behavioral policies, procedures and practices.

Students who are accused of violating the Student Code of Conduct rules may be provided an opportunity to personally respond or submit a written response to an allegation unless a restriction is authorized by the Campus Safety Office, Judicial Affairs

Office, law enforcement officials and/or the vice president of student development his/ her designee.

The college is committed to providing a learning environment for its students that is safe, secure and respectful. This means an environment that is free from threat of violence and violence of any kind. Behaviors and actions that are indicative of threats and/or violence that are potentially damaging to college employees, students, guests or property are strictly prohibited. The college reserves unilaterally an unlimited right to waive, suspend, alter, or amend any policies, procedures, or guidelines to insure the safety of students, employees, guest and the community. The college reserves the right to refer any violations of civil and or criminal law to the appropriate court or law enforcement agencies for disposition.

STUDENT DISCIPLINARY COMMITTEE

A Student Disciplinary Committee may be convened by the Judicial Affairs Officer or an appropriate college administrator to resolve student conduct issues and alleged violations of the Student Code of Conduct rules.

The Student Disciplinary Committee Membership is confidential and may include college faculty, administrators or staff. The Student Disciplinary Committee is authorized to make a decision as to whether a student has violated the College Student Code of Conduct rules and to render disciplinary actions as a result of such violations.

STUDENT INFORMAL RESOLUTION PROCESS PROCEDURES

All college administrative meetings and student disciplinary hearings are private, confidential and not open to the public. Once a student is enrolled at Daytona State College, all privacy rights transfer to the student (FERPA, 20USC, s1232:34 CFP Part 39 as amended). Administrative meetings and student disciplinary hearings part of the student resolution process and procedures. This means that students who are accused of violating the College Student Code of Conduct rules will be informed of the allegations made against them and will be given an opportunity to respond to the allegations verbally or in writing.

Unless otherwise stated or in cases where there is a safety concern, the accused student may have an opportunity to appear before the college judicial affairs officer or a college administrator. During the administrative meeting, the information in dispute and related circumstances will be reviewed, and the student will have an opportunity to present his or her response.

Depending on the nature of the violation, the college and the student may choose to resolve an incident during the administrative meeting.

The administrative meeting is to determine if a resolution can be reached or if a student disciplinary hearing is appropriate to resolve the matter. The college reserves the right to determine whether an administrative meeting or student disciplinary hearing is the appropriate method of resolution.

Unless otherwise stated, administrative meetings and student disciplinary hearings are held in the college's Campus Safety Office on the Daytona Beach Campus.

Reasonable accommodations will be made for Distance Learning students who are unable to attend meetings on the Daytona Beach Campus. The student may attend an informal administrative meeting to explain his or her side of the issue or allegation against them. The college official conducting the meeting reviews the information and offers an appropriate resolution. If the student accepts the resolution, the matter is resolved. Students may be issued notice by telephone, personal hand delivery, Campus Safety Office and/or by regular U.S. or electronic mail to their falconmail account. Accused students under the age of 18 may

authorize a parent or legal guardian to attend an administrative meeting or disciplinary hearing for observation. The college is authorized to consult and collaborate with the School Guidance Office for incidents involving Dual Enrolled Students.

The Campus Safety staff, Judicial Affairs Officer and an appropriate college administrator are authorized to issue an immediate restriction from a specific classroom, building, campus or the entire college until an incident is resolved. The iudicial affairs officer or appropriate college administrator is authorized to place a registration hold on the student's record or request law enforcement intervention to ensure public safety and compliance with the college's Student Code of Conduct rules. The Campus Safety staff, Judicial Affairs Office and an appropriate college administrator is authorized to require a student to complete a mental health wellness evaluation by a licensed professional as a condition of attendance or re-enrollment at the college.

DISCIPLINARY RESOLUTION PROCEDURE

1. If the matter is not resolved with the administrative meeting, the college and the student have the option to request a disciplinary hearing. The Judicial Affairs Office staff will arrange a hearing date at a mutually agreed upon time as soon as possible. Once the disciplinary hearing is scheduled and the student chooses not to attend without prior notice, the hearing may be held in the student's absence and a default violation decision will be made against the student.

2. Student disciplinary hearings are confidential and not criminal or legal proceedings; however, if the student plans to be represented by an attorney, the student must inform the Judicial Affairs Office with adequate notice so that the college attorney is available to attend. If the college attorney is not available to attend the scheduled hearing, the hearing may be rescheduled. 3. The disciplinary committee will review relevant facts, listen to the student and any witnesses either for or against and render a decision. Depending on the circumstance, the committee may issue its decision at the conclusion of the hearing or may issue its decision by electronic mail or notice via the Judicial Affairs Office, or Campus Safety Office. After the committee decision is made, this ends the informal process. Students involved in an active judicial case shall not communicate with members of the disciplinary committee outside of an official proceeding conducted by the Judicial Affairs Office.

4. Students who disagree with the decision of the Student Disciplinary Committee may request an administrative review with the vice president of student development or his/her designee. Students must request an administrative review (in writing) within five (5) business days from the date of the disciplinary hearing.

If a student does not request an administrative review during this time frame, the decision made by the disciplinary committee stands and is enforceable at all college locations and sponsored events. The vice president reserves the right to uphold the disciplinary committee's decision or render an alternate decision. This ends the formal student disciplinary resolution process and the student will be notified of the decision.

STUDENT CODE OF CONDUCT

The Student Code of Conduct rules are a set of common behavioral guidelines for all students attending and participating in the teaching and learning opportunities at Daytona State College. Students who violate the Student Code of Conduct rules are subject to disciplinary sanctions.

Violations of the student code of conduct rules does not exempt students from any academic or classroom policy, financial aid or veteran regulation requirements, financial

obligations or student accounts holds or any debts owed to the college. The items that follow are meant to serve as rules for appropriate behavior.

The Student Code of Conduct rules apply to all college-sponsored activities, including college-sponsored student travel and off-site housing and hotels.

The following behaviors are unacceptable at the college. It is important to note that students who are accused of code of conduct violations and are subsequently restricted from the college are solely responsible to notify their instructors and are responsible to complete any make-up assignments at the discretion of the instructor.

Instructors reserve the right to enforce their individual course requirements as outlined in the course syllabus for attendance and missing assignments as a result of the student attending an administrative meeting or student disciplinary hearing.

Violations listed are not all-inclusive, but rather serve as examples of some of the prohibited conduct and therefore must be broadly read and interpreted.

1] Violation of the rights and welfare of all members of the college community, including visitors;

1.1] Interfering with and obstruction of the teaching, , learning and office process of the college, faculty and staff;

1.2] Physical acts of violence, verbal threat of violence, electronic or written intimidation cyber bullying or aggression toward others of any kind;

1.3] Use of profanity or other obscene language, offensive gestures, or abusive expression of any kind while on any college campus or during any college sponsored activity or event;

1.4] Disruptive, disorderly, belligerent and/or inappropriate behavior of any kind;

1.5] Use of any offensive racial, ethnic, sexual, religious slurs, statements or derogatory photos or depictions of others and gang-related colors, images and apparel of any kind is prohibited;

1.6] Harassment, mistreatment, bullying or stalking of any kind, including acts committed in person, in writing, cell or telephones or via electronic means such as the Internet or texting;

1.7] Any conduct that would bring disrespect, contempt, dishonor or ridicule upon the college as determined by college officials;

1.8] Entering college buildings, offices and all locations after closing or before opening to the public is prohibited. Unauthorized entry into areas not commonly open to the public or unauthorized use of college facilities or property is prohibited.

2] Violation of all laws and rules of city, county, state and federal governments;

2.1] Sexual misconduct, sexual harassment, sexual assault or accessing pornographic material using college equipment, computers or resources, gender stereotyping and Title IX violations;

2.2] Unauthorized use, theft, vandalism or destruction of personal or college property of any kind. This includes but is not limited to unauthorized use of food, equipment, copy machines, materials and personal property without permission;

2.3] Failure to pay for college debts and all fees associated with student accounts. Abandoning classes without paying fees does not remove responsibility for the debt.

Failure to pay for classes or book loans appropriately will result in being referred to financial debt collectors and in a registration hold to block future enrollment at the college.

3] Honesty is the cornerstone of responsible student behavior. Students who engage in dishonest behavior of any kind will be held accountable. The following violations of honesty are prohibited:

3.1] Academic dishonesty in a classroom, laboratory or online instruction and cheating of any kind; plagiarism, or using works of any individual or group, including Internet sources, without giving proper credit;

3.2] Falsification, altering, intentionally omitting required information or misrepresenting and tampering with official documents/records, transcripts, tax returns or any documents used in the college admissions, financial aid or enrollment process, including unauthorized use of college letterhead or documents.

4] Violation of the college internal policies and procedures for acceptable behavior;

4.1] Use of the college computer network is a privilege for all Daytona State students. Violation of the college network, computer labs and online procedures is strictly prohibited;

4.2] Violation of the College Bookstore and cafeteria policies and procedures;

4.3] Violation of student government, athletics, student clubs, organizations and student housing policies and procedures;

4.4] Violation of the college Adult Education academic, attendance and behavioral policies and procedures;

4.5] Use, possession, sale, promotion, distribution or manufacture of alcoholic beverages and all illegal drugs and substances are prohibited on college property or at all college-sponsored events and activities, whether these events occur on or off campus. Students who are reasonably suspected of use are subject to required drug testing at their own expense; 4.6] Use of any synthetic substances that mimic the effects of alcohol or any illegal drugs or substances is prohibited;

4.7] Unauthorized solicitation, vending or sales of goods, services or products on college property or at all college sponsored activities are prohibited;

4.8] All students must maintain appropriate attire at all times. This includes wearing shoes and clothing covering the chest and private areas. Additional restrictions may be imposed by faculty and college officials for safety and community decency concerns;

4.9] Violation of the college academic, lab or clinical experience, student employment, educational internship, co-op experience, dual enrollment, early college, HIPPA regulations or additional program, state and federal requirements. Students who violate these regulations will be subject to the college disciplinary process and will be removed from participation immediately.

5.] Violation of Campus Safety instructions or failure to comply with Campus Safety restriction and police trespass notices upon request. The Judicial Affairs and Campus Safety Office staffs are authorized to issue an immediate restriction from the college until an administrative meeting is held in cases involving violations of the Student Code of Conduct rules. This restriction may be from a specific classroom, building, campus or the entire college depending on the nature of the concern. In some cases, law enforcement officers maybe involved, and a college trespass notice will be issued to protect the safety of the college community, students, staff or college property;

5.1] Failure to provide accurate photo or personal identification upon request by college officials acting in performance of college responsibilities. Providing false information to a college official, or using another person's identification to use college resources are prohibited;

5.2] Violation of the college rules and procedures for safe driving and parking vehicles of any kind on any college campus. This includes the violation of speed limitations and traffic directions. All students are expected to know and comply with college parking and driving privileges;

5.3] Violation of the college rules for a safe right of way and walkway. This includes the restriction of skates, skateboards, hover boards, bicycles, tricycles or any objects that block the mobility and safe student, faculty, staff or guest foot traffic, wheelchair or disability access on the college property.

6] Possession of firearms, ammunition, knives and weapons of any kind is strictly regulated on all college property and at college-sponsored events. Use of any firearms, knives, or weapons of any kind is strictly prohibited. Law enforcement officers are exempted when acting in the performance of their duties and official capacity or if they are participating in a regulated training program or authorized course of study at the college;

6.1] Tobacco, Smoke & Vapor Free Campus: Smoking or any use of tobacco products is prohibited on all college property and buildings. The prohibition includes the use of any smokeless tobacco product, electronic devices such as e-cigarettes or any other device that simulates smoking or produces any form of vapors on any campus or property owned or operated by the college. The prohibition does not include the use of tobacco products in an individual's personal vehicle on college property. The prohibition includes all college employees, students and persons on college property. Smoking is defined as using any tobacco or any type of material in any form, in any equipment and in any object or device intending to simulate such use, including but not limited to cigarettes, electronic cigarettes, pipes and/or vaping devices of any kind. Tobacco Products means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes (any device intended to simulate smoking) and the variety of

smokeless tobacco products including snuff, chewing tobacco, smokeless pouches and any other form of loose-leaf, smokeless tobacco and the use of unlit cigarettes, cigars and pipe tobacco.

7.] Prohibition Against School Violence: Students must refrain from any behaviors that are or could be perceived as harassing, intimidating, dangerous or threatening to themselves or others. This includes but is not limited to stalking, cyber-bullying on social media threats, excessive telephone or cell phones calls, emails, texting, violations of restraining orders or injunctions for protection orders and any form of dating or domestic violence. Students who engage in this type of behavior will be subject to college disciplinary action and law enforcement intervention;

Requirements & Expectations: 7.1] Failure to cooperate with college officials conducting investigations: You are required to cooperate fully in all college investigations and inquiries regarding claims of threats of violence or suspected student code of conduct violations on campus. You are required to report all known cases of threats of violence or conduct violations to college authorities such as your instructor and/or Campus Safety officials as soon as possible;

7.2] Making a false report: You are required to refrain from making false or misleading information or unfounded complaints against others;

Any student who is found to knowingly make a false or unfounded complaint will be subject to college disciplinary actions.

8.] Dating & Domestic Violence and Stalking: Students who are victims of dating and domestic violence, stalking, cyber-bullying, sexual harassment, excessive unwanted contact or intimidation are strongly encouraged to report this offense to local law enforcement and campus authorities immediately. If an incident occurs on campus, you may contact the Campus

Safety Office or any campus authority on any campus location. You are also encouraged to pursue an injunction for protection order with court officials. If you choose to pursue this option, list Daytona State College as a restricted location and provide a copy to the Campus Safety Office on any campus location;

8.1] Violence Against Women Act: The college will comply with the provisions of the Violence Against Women Act. The college will comply with all court ordered injunctions (restraining orders) that involve Daytona State College. Students are hereby informed that Daytona State College is required to report to the appropriate authorities any known or suspected incidents of dating, domestic violence or stalking incidents. The college will provide victims with information about the college and community victim services and local community referral services.

9.] Vulnerable Persons Act Protection: All students are hereby informed that Daytona State College is under a continuing obligation to report to the appropriate authorities any known or reasonable suspected child abuse, child sexual abuse, neglect, abandonment and any conduct or behavior that causes harm or may pose a threat of harm to a minor child. All suspected violations will be reported to the Department of Children & Families (DCF) Abuse Hotline and to local law enforcement agencies.

10.] Sexual Offenders - All sexual offenders must register and complete a personal interview with the college Judicial Affairs and Campus Safety Officials. Failure to register with the local Sheriff's Office is a criminal violation and will be reported to law enforcement officials. Sexual offenders are required to inform faculty and staff of their offender status. All sexual offenders listed on the Florida Department of Law Enforcement website are restricted from certain areas on campus at the discretion of the Judicial Affairs and Campus Safety Officials, A judicial hold may be applied to the sexual offender records to monitor compliance with college procedures.

DISCIPLINARY SANCTIONS

A disciplinary sanction is a consequence for violations of the Student Code of Conduct rules. Disciplinary sanctions will be determined and administered by college officials in order to encourage greater adherence to the Student Code of Conduct. The purpose of applying sanctions is to hold violators accountable and to promote a safe learning environment for the whole college community. Violations may be recorded in the student's electronic records. This information will be available for review by college staff that needs to know.

Depending on the circumstances, a student accused of a violation of the Student Code of Conduct rules will be subject to the following disciplinary procedures:

1] Case Dismissed/No Violation Found: A report of a violation has been determined to be unfounded, or the student has otherwise been determined to be cleared of a violation.

2] Judicial Warning:

A verbal or written notice for minor incidents given to the student that a specific behavior is a violation of the Student Code of Conduct and a warning not to repeat the behavior.

3] Judicial Holds:

The following holds may be implemented as part of a sanction or agreement: Judicial Registration Hold - Restricts a student from registration or continued enrollment at the college for a specific time. Judicial or Law Enforcement Trespass Hold - Removes a student from a specific location, campus or the entire college for a specific time. If the student violates this restriction, the student will be subject to arrest.

4] Judicial Administrative Agreement: A specific written mutual agreement between the student and college officials designed to resolve a violation of the Student Code of Conduct rules.

5] Judicial Disciplinary Probation: A written sanction whereby the student will be required to comply with certain conditions in order to maintain enrollment or to re-enroll at the college. A registration hold will be added to a student's record during the term of probation to ensure compliance with probationary conditions.

6] Suspension (Disciplinary): Removal from college property and termination of enrollment and exclusion from participation in college activities and college-sponsored events/activities for a specified period of time. Specific terms for re-enrollment will be outlined to ensure compliance with the Student Code of Conduct rules. A registration hold will be added to a student's record to ensure compliance with suspension conditions;

6.1] A student who is suspended from the college will be responsible for any financial obligations to the college, if any. It is the responsibility of the student to consult with the Office of Financial Aid Services and the Office of Student Accounts to determine responsibility for payment, if any.

7] Permanent Dismissal (Disciplinary): A permanent removal, termination of enrollment and exclusion from all college property and activities due to the violation of the Student Code of Conduct. There will be no possibility to return to the college. A judicial trespass hold will be added to a student's record to ensure compliance with permanent dismissal conditions.

8] Students who are found in violation of academic fraud that resulted in a diploma, certificate or degree being granted by the college may have that credential revoked and rendered null and void. This notation may be reflected on the student's official academic records. Subsequently, the student may also not be permitted to transfer course work from another institution back to Daytona State College to be granted a diploma, certificate or degree.

ACADEMIC GRADE DISPUTES

INFORMAL GRIEVANCE PROCESS FOR ACADEMIC DISPUTES

The college provides an informal procedure to assist faculty and students in resolving academic or grade disputes.

The teaching faculty is authorized to issue grades based on their assessment of the student's level of performance, attendance, participation, academic progress, and quality and quantity of work. However, students who believe a faculty member has issued an incorrect grade(s) based on written documentation may seek assistance through the Informal Academic Dispute Process.

Students must assume complete responsibility for complying with the informal process and attempt to resolve the academic grade dispute at the lowest level possible within 30 calendar days after the end of the term in which the grade was issued.

This means that students are strongly encouraged to discuss any concern with a faculty member or with whom the issue originated. Students are expected to use good faith and respectful dialogue in their informal discussions. Students are also expected to present information and documentation that there was an attempt to resolve the dispute at the lowest level possible.

Reasonable accommodations will be made for Distance Learning students who are unable to attend meetings on one of the college campuses. If the student and the instructor agree on the terms and conditions of a grade change or grade dispute, the matter will be resolved. If the student disagrees with the instructor, or is not comfortable speaking with the instructor, the next step is to contact the appropriate school chairperson. The chairperson may arrange a meeting with the student and the instructor in an effort to resolve the dispute. If the issue remains unresolved, the matter moves to the Formal Grievance Process.

FORMAL GRIEVANCE PROCESS FOR ACADEMIC GRADE DISPUTES

If the academic grade dispute is not resolved through the informal process (described above), the student may submit the formal grievance in writing to the Question & Answer Center, who will forward it to the appropriate academic associate vice president for review and to render a decision. If the student is satisfied with the decision of the academic associate vice president, the matter is closed. If the student is not satisfied with the decision, the matter moves to the administrative review process (described below).

ADMINISTRATIVE REVIEW PROCESS FOR ACADEMIC GRADE DISPUTES

The student may submit a written request for an administrative review to the chief academic officer and chief student development officer, explaining the reason for requesting the administrative review. These officers reserve the option to uphold the previous decision or render an alternate decision. If there is any change of a grade through the formal processes, a Grade Change Form will be submitted to the Records Office and a confirmation notice (through the student's FalconMail account) will be sent to the student and the instructor.

ACADEMIC INTEGRITY CODE

Daytona State College is committed to providing students with quality instruction, guidance and opportunities for academic and career success by fostering academic excellence in a supportive and personalized learning environment. Maintaining high standards of academic honesty and integrity in higher education is a shared responsibility and an excellent foundation for assisting you in making honorable and ethical contributions to the profession for which you are preparing.

In order to preserve academic excellence and integrity, the college expects you to know, understand and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be accurate and true reflections of the coursework actually produced and submitted by you. Suspected violations of the student academic dishonesty code will be handled by individual instructors as outlined in their course syllabus.

An instructor who finds that a student has violated Academic Integrity may apply an academic consequence ranging from a zero for the assignment, up to and including failure for the entire course. Instructors are encouraged to report cases of academic integrity violations to their academic department chairperson and to the Office of Judicial Affairs to help track habitual violations of academic integrity and for review and possible academic consequences.

In addition, some students may be referred to the student disciplinary process for appropriate disciplinary resolution.

HONOR CODE

As members of the Daytona State College community, students are expected to be honest and respectful in all of their college activities. Therefore, students are asked to follow the Honor Code.

The expectations of this code are:

1.) Students are expected to show respect in all their written and verbal communications and behaviors towards each other and towards all college personnel;

 Students are expected to respect and protect the identity and personal information of others;

3.) Students are expected to avoid all forms of academic dishonesty;

4.) Students are expected to submit academic work that is the result of their own thought, research, or self-expression;

5.) Students are expected to use college equipment and software ethically and lawfully; and

6.) Students are expected never to intentionally commit or to help another to commit any illegal offense(s) or offense(s) which violates college policies or procedures.

HONOR PLEDGE

Instructors will ask students to take the honor pledge:

I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work, nor will I present another's work as my own, nor will I tolerate anyone who does.

FORMS OF ACADEMIC DISHONESTY

Academic dishonesty is defined as, but not limited to, receiving or giving unauthorized assistance on a quiz, test, exam, paper or project, or unauthorized use of materials; collaborating with another person(s) without authorization on a quiz, test, exam, paper or project; taking a quiz, test or exam for someone else, or allowing someone else to do the same for you.

PLAGIARISM

Submitting work in which words, facts or ideas from another source are used without acknowledging that the material is borrowed, whether from a published or unpublished source. For specific instructions on how to document information from other sources, students should consult with their instructors, academic departments, or the Student Academic Support Center for reference.

In addition, students can plagiarize themselves. When students turn in the same assignment for two different classes, they are self-plagiarizing. This rule also applies to sections of an assignment.

Turning in the same assignment for two separate classes means receiving credit TWICE for a single effort. Students are encouraged to talk to their instructors concerning any questions about self-plagiarism.

FABRICATION

Listing sources in a bibliography that one did not actually use in a written assignment, or presenting false, invented or fictitious data/ information in a written assignment.

OTHER ACADEMIC MISCONDUCT

Other academic misconduct includes, but is not limited to:

- Impersonating a college faculty, student or staff member;
- Attempting to access, procure or distribute restricted college educational and instructional materials;

 In a testing situation, including testing done electronically within online classes, in face-to-face courses, proctored, or online, conduct such as: looking at a classmate's test, talking to a classmate or leaving the classroom without the instructor's or test proctor's permission;

- Obtaining by theft/purchase or selling/giving part or all of a test; accessing unauthorized websites to facilitate cheating, receiving unauthorized help from others, or any other forms of academic dishonesty that would be considered cheating within a traditional classroom or in the online class environment;
- Altering or attempting to alter academic records of the college which relate to grades; being an accessory to same;
- Use of unauthorized materials or electronic devices during testing in any of the college Assessment Centers, college approved offcampus testing locations, or during online testing/assessment completion;
- Violation of copyright laws and/or unapproved use of intellectual property;

• Refusal to comply with state, college and/ or faculty testing policies and practices.

STUDENT RIGHTS AND GRIEVANCE PROCEDURE

Students who perceive that they have been mistreated by college staff or faculty may register their academic or other grievance in writing with a college supervisor, administrator or academic department chair. Distance Learning students must follow the same procedures. Reasonable accommodations will be made for Distance Learning students who are unable to attend meetings on one of the college campuses. Students must assume complete responsibility for complying with the informal grievance procedure and attempt to resolve their grievance at the lowest level possible.

THE RESOLUTION PROCESS FOR ACADEMIC DISHONESTY

The professor or instructor conducting the course may notify the student verbally or by written form that the student is suspected of academic dishonesty and offer an academic consequence or resolution.

A student may also schedule a meeting with the student advocate, a counselor located on each campus who will listen to the complaint, situation, problem and issues involving the matter and offer assistance in order to resolve the matter.

If the student agrees with the academic consequence issued by the instructor, the matter will be resolved, though the instructor may send notice of the situation to his or her school chairperson and to the Office of Judicial Affairs.

If the matter is not resolved with the instructor, the student may be referred to the appropriate school chairperson. The student is required to provide evidence in response to an allegation of academic dishonesty and present information to the school chair that there was an attempt to resolve the matter with the instructor.

The school chair will review the matter and offer a resolution or academic consequence. If the matter is not resolved with the school chair, the student may be referred to the academic associate vice president of the area.

The academic associate vice president may uphold the previous decision by the school chair or render an alternate academic decision. If the matter is still not resolved, the student may request an administrative review to the chief academic officer and/or the chief student affairs officer.

The student must submit a written request and explain the reason for the administrative review. These officers will review the written request and make the appropriate decision.

STUDENT'S GRADE DURING REVIEW

The faculty member will assign a grade for the test or project in question, which will stand until a decision is rendered. The student may appeal his or her grade using the procedures outlined above. If the student is found not in violation of academic dishonesty, the test/project may be regraded, and a grade change submitted by the instructor to the Office of Records. If it is determined that the student is in violation of academic dishonesty, the grade of "O" or "F" originally assigned will stand. Additional disciplinary sanctions may be administered via the student disciplinary process.

EQUITY & INCLUSION

Lonnie.Thompson@DaytonaState.edu (386) 506-3973

COLLEGE EQUITY

Daytona State College prohibits discrimination and assures equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, ancestry, belief, color, disability, ethnicity, genetic information, gender, marital status, national origin, political affiliation, race, religion, sex, sexual orientation and veteran status.

Our pledge covers recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits. To obtain more information about the college's equal access and equal opportunity policies, procedures and practices, please telephone: Lonnie Thompson **Director of Equity & Inclusion** (386) 506-3973 or write to him at: Daytona State College 1200 W. International Speedway Blvd. Wetherell Center, Rm. 316 Daytona Beach, FL 32114

STUDENT EQUITY CONCERNS

The College Equity & Inclusion Office works to ensure that students are provided equal opportunity and equal access to various college services based on its mission, policies and procedures as well as state and federal law. The office assists with fostering an institutional environment of equal access and equal opportunity for students who are racial and ethnic minority persons, females and individuals with disabilities. The office offers guidance in the implementation and understanding of college policies and procedures to ensure clarity of individual protections. The college also has an Equity Committee whose members are reflective of the college community and represent administration, faculty, human resources, student development and athletic activities.

INFORMAL PROCEDURE FOR RESOLVING EQUITY CONCERNS BY ACTIVELY ENROLLED STUDENTS

In the event that a currently enrolled student has a specific complaint or concern regarding sexual harassment, discrimination based on federally protected classes listed in the college's Equity Statement on this page, the student may contact the specific college supervisor or school chair for resolution.

FORMAL PROCEDURE FOR RESOLVING STUDENT COMPLAINTS OR EQUITY CONCERNS

Students who have complaints or concerns about sexual harassment, discrimination based on age, ancestry, belief, race, gender, religion, national origin, color, disability, ethnicity, genetic information, veteran status, marital status or political affiliation may submit a formal written complaint to the Question & Answer Center on any college campus. The Question & Answer Center staff will collect the information and forward it to the associate vice president of student development who will review the information and may contact the student for an administrative meeting. The associate vice president will attempt to gather the facts and refer the student to the appropriate supervisor, administrator or academic department chair for resolution at the lowest level possible.

Depending on the sensitive nature of the concern, students may submit a verbal complaint to the associate vice president of student development for review. Formal complaints may be submitted in person, by correspondence or electronic mail. In addition, the associate vice president of student development may consult with the appropriate college administrator, college equity and inclusion director or the Equity Committee to review the student's complaint or concern. If the student alleges that his/her basic civil rights have been violated, the student must file his/ her complaint within sixty (60) calendar days of the incident.

The student will be contacted within sixty (60) business days after the complaint is received and notified of the outcome and findings.

If the student is not satisfied with the results of the findings, the student may request (in writing) an administrative review with the chief academic affairs or chief student development officers of the college within 10 business days from the date of notification of the findings. The chief administrative officers may review the student concern and render a decision. Once a decision is reached, the student will be notified within 30 business days.

EQUITY CONCERNS BY NON-STUDENTS

A person who is not enrolled with the college who has a specific concern regarding discrimination based on federally protected classes will be referred to the Director of Equity & Inclusion.

EQUITY CONCERNS BY ONLINE STUDENTS

Reasonable accommodations will be made for distance learning students who are unable to attend meetings on one of the college campuses. Distance learning and online students may contact the Question & Answer Center.

These concerns may be reviewed by the appropriate supervisor, administrator or academic department chair.

DRUG & ALCOHOL POLICIES

In compliance with the Federal Drug Free Schools and Campuses Regulations (34 CFR Part 86), Daytona State College prohibits the illegal use, purchase, sale, distribution, manufacture, or possession of drugs and alcohol on its campuses or at any college-related activities.

Any student who reports for class or performs his/her duties while under the influence of alcohol or other drugs will be in violation of this policy.

This policy applies to all employees and students. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion, termination, probation, loss of financial aid and/ or a requirement of satisfactory participation in a college-approved alcohol or drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

The college will impose sanctions consistent with local, state and federal law upon all employees and students who violate these standards of conduct. Students who violate this policy will be referred to the vice president of enrollment and student development for appropriate disciplinary action.

Employees will be referred to the human resources officer for appropriate disciplinary action. Drug testing may be required if the college develops a "reasonable suspicion" that the student has used drugs in violation of the campus policy.

Reasonable suspicion will be based upon objective facts such as causing or contributing to an accident at the college, exhibiting abnormal conduct, erratic behavior or manifestations of using drugs or being under the influence of a drug. Students will be referred to the Judicial Affairs Office, which will consult with appropriate officials to determine the need for drug testing.

All students receiving financial aid will notify the college within five days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture, or distribution of illegal drugs or controlled substances.

DRUG AND ALCOHOL LAWS

ALCOHOL

LOCAL: Municipal and county ordinances prohibit the consumption or possession of alcoholic beverages in most public places, including Volusia County beaches, or on any public school property. Local laws also forbid the possession of alcoholic beverages in open containers on any public street, thoroughfare, sidewalk, or any public or semi-public parking facility.

The consumption of alcohol is prohibited during specific hours in clubs and certain premises open to the public.

Penalties for violations of local laws regarding alcoholic beverages include fines of up to \$500 and/or imprisonment for terms of up to 60 days.

STATE: Florida law prohibits both the sale of alcoholic beverages to persons under 21 years old and the possession of alcohol by anyone under 21. It is unlawful for any person to misrepresent or misstate his or her age in order to procure alcoholic drinks. This includes the manufacture or use of false identification. Use of forged identification for the purpose of procuring alcoholic beverages is a felony.

State law also makes it illegal to possess open containers of alcoholic beverages or consume alcohol in moving or standing vehicles. Under Florida law, driving under the influence of alcohol or any controlled

chemical substance (DUI) is an offense evidenced by impairment of normal faculties or an unlawful blood or breath alcohol level of .08 or higher.

All provisions of Florida's DUI law can be found online at: www.flhsmv.gov/ddl/duilaws.html

FEDERAL: The regulation of alcoholic beverages generally is given over to state and local control.

DRUGS

LOCAL: City and county laws prohibit the possession or consumption of illegal drugs or intoxicating substances in public parks.

STATE: In Florida it is a crime to possess, manufacture, deliver, sell, or possess with the intent to sell certain controlled substances, including illicit drugs such as cocaine, opium and hallucinogens.

Trafficking in illegal drugs constitutes a felony. It is a felony to sell, purchase, manufacture or deliver, or possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, or within 1,000 feet of the real property comprising a public or private elementary, middle, secondary school, community, or state college or university. Felony level penalties include substantial terms of imprisonment, civil fines, and civil forfeiture of all real or personal property used in the illegal activity or obtained with the proceeds of the illegal activity.

FEDERAL: Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/ or fines up to \$10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance; the denial of professional licenses or Federal benefits, such as student loans, grants, and contracts; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance on or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines.

Individuals concerned about their own health or that of a friend should consult a physician or mental health professional.

HEALTH AND BEHAVIORAL RISKS

The negative physical and mental effects of the use of alcohol and other drugs are well documented.

Use of alcohol and other drugs may cause: blackouts, poisoning, and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information; and psychological problems including depression, psychosis, and severe anxiety.

Impaired judgment and coordination resulting from the use of alcohol and other drugs are associated with acquaintance assault and rape; DUI/DWI arrests; hazing; falls, drownings, and other injuries; contracting sexually-transmitted infections including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

The substance abuse of family members and friends may also be of concern to individuals.

Patterns of risk-taking behavior and dependency not only interfere in the lives of the abusers, but can also have a negative impact on the affected students' academic work, emotional well-being, and adjustment to college life.

Individuals concerned about their own health or that of a friend should consult a physician or mental health professional. Health and behavioral risks of some commonly abused drugs include the following:

AMPHETAMINES

Cocaine, Crack

Cocaine use leads to increased alertness, agitation, apathy, dilated pupils, elevated heart rate and respiratory rate, increased body temperature and with olfactory use can cause stuffy and runny nose and perforated nasal septum. Depression follows use along with the strong desire to repeat usage.

Crack can cause delirium, hallucinations, blurred vision, chest pain, muscle spasms, convulsions and death. These drugs are highly addictive.

OTHER AMPHETAMINES

Methamphetamine, Ritalin, Speed, Ecstasy Amphetamines are highly addictive and have the ability to cause euphoria, increased pulse rate and blood pressure, loss of appetite, excitation, increased body temperature, hallucinations, irrational behavior, convulsions and upon withdrawal causes long periods of sleep, irritability, depression, tremors, loss of coordination, collapse and death.

HALLUCINOGENS

Peyote, PCP, Mescaline

Hallucinogens produce hallucinations, panic, confusion, suspicion, anxiety, loss of control, flashbacks and an altered perception of time and distance.

They produce a blocking of pain receptors and affect the center of the brain that controls intellect and keeps instincts in check. The use of hallucinogens can cause death.

MARIJUANA

Marijuana is classified as a hallucinogen. It causes euphoria, relaxed inhibitions, fatigue, paranoia, altered sense of time, reduced coordination, increased appetite and impaired comprehension and memory.

The immune system of users is lowered and there is an increased risk for lung diseases. The active ingredient, THC, is stored in the fatty tissue of the brain and reproductive system for a minimum of 28-30 days.

STEROIDS

Steroids have many legitimate health benefits in the hands of medical professionals. However, abuse of these powerful drugs can cause irreversible damage to your body. Androgenic steroids, which are related to male sex hormones, are commonly abused for the purpose of gaining muscle mass and enhancing athletic performance.

Well-documented research shows that the long-term health risks of taking these drugs far outweigh any athletic benefits. Health risks include testicular atrophy, reduced sperm count and increased risk of prostrate cancer for men.

For women, the risks include growth of facial hair, male-pattern baldness, changes in or cessation of the menstrual cycle.Liver tumors and kidney damage in both men and women have been linked to steroid use. Aggressive behavior and other psychiatric side effects have also been documented in both men and women steroid abusers.

DEPRESSANTS

Valium, Librium, Phenobarbital, Roofies, Quaaludes

Depressants slow body functioning and cause slurred speech, disorientation, drunken behavior, shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, anxiety, insomnia, tremors, delirium, convulsions, coma and death. Depressants produce high to moderate levels of tolerance and addiction.

ALCOHOL

Although responsible and legal consumption of alcohol is a common social custom in America and many other countries, alcohol is also considered one of the most widely abused drugs in the world.

Classified as a depressant, alcohol affects the nervous system, impairing speech, vision and other motor skills. It can impair judgment and abstract mental functioning, including the ability to learn and remember. Alcohol abuse has been associated with increased violent or aggressive acts such as spouse/child abuse, sexual assaults, vandalism and fights.

Consumption of large quantities of alcohol (binge drinking) can cause fatal alcohol poisoning. Alcohol is highly addictive and its withdrawal can be life threatening. Use during pregnancy can cause permanent birth defects.

Children of alcoholics are at greater risk for alcoholism. Alcohol abuse can cause permanent damage to vital organs, such as the brain and liver and has been associated with various types of cancers.

OPIATES

Demerol, Dilaudid, Heroin, Methadone, Codeine, Morphine, Oxycontin Opiates are narcotics, painkillers, which cause diminished perception of pain, euphoria, drowsiness, nausea, constricted pupils, reduced heart rate and depression.

Narcotics are highly addictive and an overdose can result in death.

INHALANTS

Paint, Glue

Inhalants can cause nosebleeds, nausea, loss of consciousness and with prolonged use cause damage to the nervous system and other organs.

High doses can result in loss of consciousness. The use of inhalants is psychologically addicting.

TOBACCO PRODUCTS

Although state law defines legal uses of tobacco products, health-care experts consider tobacco use to be the leading preventable cause of disability, disease and death in the United States. Nicotine, the active drug in all tobacco products, is considered as addictive as heroin and cocaine.

> Daytona State College offers free quit smoking classes.

For more information call 1-877-784-8486.

COMMUNITY RESOURCES

- Stewart Marchman ACT Center (888) 516-2296 3875 Tiger Bay Rd., Daytona Beach
- Volusia County Intergroup (AA) (www.aadaytona.org) (888) 756-2930 345 Beville Rd., Daytona Beach
- Methadone Treatment Center (386) 254-1931 737 Int'l. Speedway Blvd., Daytona Beach
- Hearthstone Foundation (386) 238-1348 814 N. Beach St., Daytona Beach
- SAAFE Health Services, LLC (386) 256-4118 570 Memorial Circle, Ormond Beach
- FREE Quit Smoking Now Classes (877) 784-8486 Toll Free
- www.NorthFloridaAHEC.org 1107 Myra Street, Suite 250 Jacksonville, FL 32204



EQUITY STATEMENT

Daytona State College prohibits discrimination and provides equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, ancestry, belief, color, disability, ethnicity, genetic information, gender, marital status, national origin, political affiliation, race, religion, sex, sexual orientation and veteran status. Our pledge covers recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits. To obtain more information about the college's equal access and equal opportunity policies, procedures and practices, please telephone Lonnie Thompson, Director of Equity & Inclusion, at (386) 506-3973, or write to him at: 1200 W. International Speedway Blvd., Daytona Beach, FL 32114.

ACCREDITATION STATEMENT

Daytona State is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097: or call (404) 679-4500 for questions about the accreditation of Daytona State College.

MISSION STATEMENT

Daytona State College, a comprehensive public college, provides access to a range of flexible programs from community enrichment to the baccalaureate degree, emphasizing student success, embracing excellence and diversity, as well as fostering innovation to enhance teaching and learning.

Daytona State Calendar Pages & **Important Dates** to Remember

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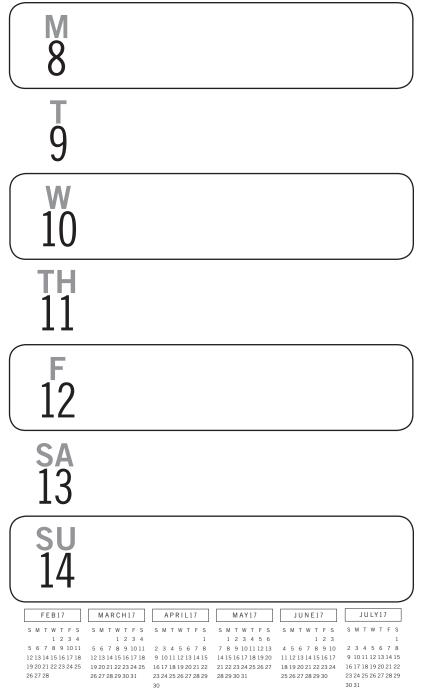
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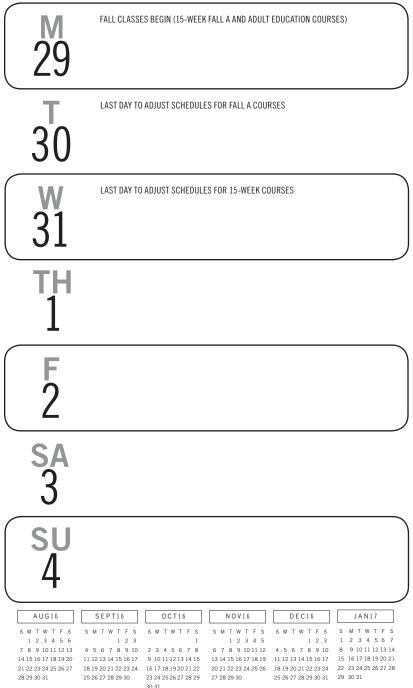


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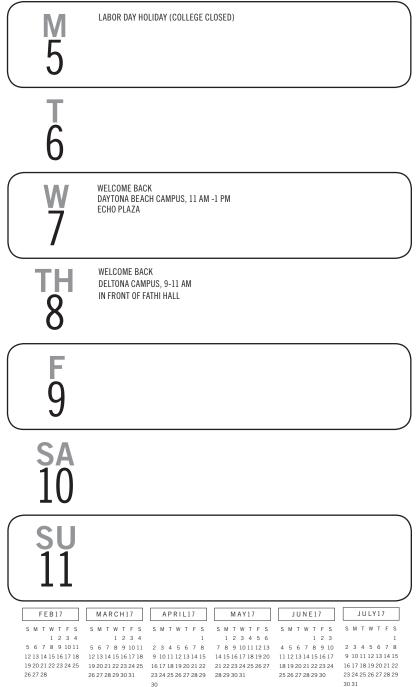
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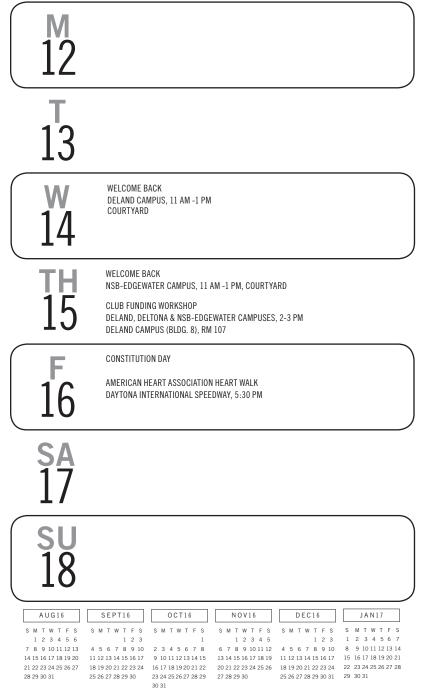
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september



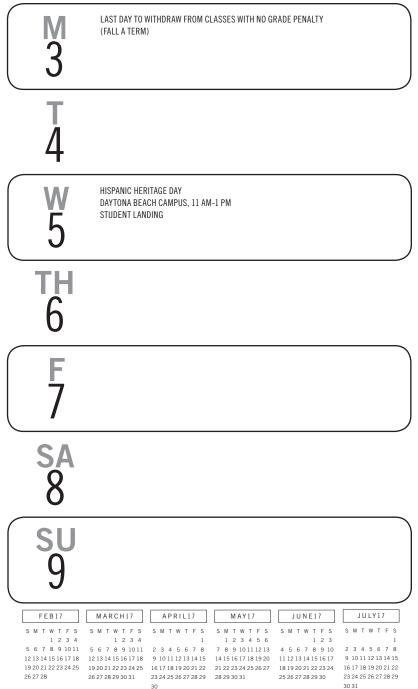
september

M 19	ALUMNI STUDIO ARTS EXHIBIT Through Jan. 13 The News-Journal Center, North Lobby Gallery
T 20	WELCOME BACK ATC, NOON-3 PM LOCATION TBA
W 21	WELCOME BACK FLAGLER/ PALM COAST CAMPUS 11 AM-1 PM, AWNING AREA WEST VOLUSIA JOB FAIR, DELAND CAMPUS, 11 AM-2 PM , BERT FISH HALL, (BLDG. 6C)
тн 22	CLUB FUNDING WORKSHOP DAYTONA BEACH CAMPUS, 1 PM LENHOLT STUDENT CENTER (BLDG. 130), RM 154
F 23	CLUB FUNDING WORKSHOP DAYTONA BEACH CAMPUS, 1 PM LENHOLT STUDENT CENTER (BLDG. 130), RM 154
SA 24	
SU 25	
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september/october



october



octob	ber
M 10	
11 11	
W 12	ITALIAN HERITAGE DAY DAYTONA BEACH CAMPUS, 11 AM-1 PM STUDENT LANDING
тн 13	MUSIC PRODUCTION ROCKS! MID-TERM CONCERT, 7:30 PM DAVIDSON THEATER, THE NEWS-JOURNAL CENTER
F 14	
SA 15	
SU 16	SYMPHONIC BAND CONCERT THE NEWS-JOURNAL CENTER, 2:30 PM DAVIDSON THEATER
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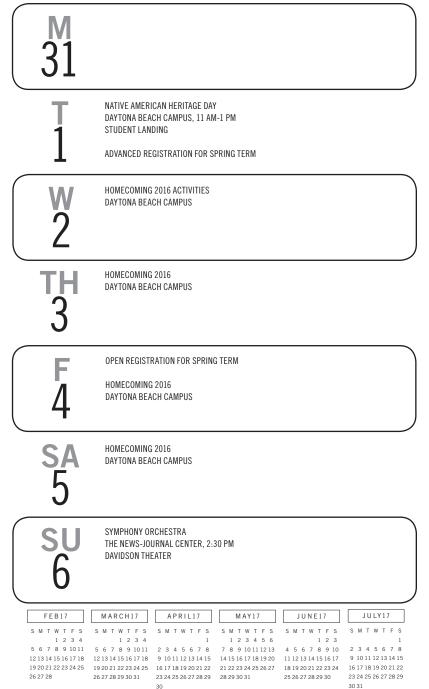
october

M 17	
т 18	
W 19	ABILITIES AWARENESS ACTIVITIES DAYTONA BEACH CAMPUS, 11 AM-1 PM COURTYARD
TH 20	FALL PLAY THE NEWS-JOURNAL CENTER, 7:30 PM GILLESPY THEATER
F 21	FALL A TERM CLASSES END PUBLIC SAFETY JOB FAIR, ATC, 11 AM-2 PM FALL PLAY THE NEWS-JOURNAL CENTER, 7:30 PM, GILLESPY THEATER
SA 22	FALL PLAY THE NEWS-JOURNAL CENTER, 7:30 PM GILLESPY THEATER
SU 23	FALL PLAY THE NEWS-JOURNAL CENTER, 2:30 PM GILLESPY THEATER
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october/november



october/november



ľ	nover	nber	
	M 7	LAST DAY TO WITHDRAW FROM CLASSES WITH NO GRADE PENALTY (15-WEEK CLASSES)	
	8	FALL JOB FAIR DAYTONA BEACH CAMPUS, 11 AM-3 PM HOSSEINI CENTER GENERAL ELECTION DAY	
	W 9	INTERNATIONAL CULTURAL FESTIVAL DAYTONA BEACH CAMPUS, 11 AM-1 PM STUDENT LANDING	
	TH 10	JAZZ CONCERT THE NEWS-JOURNAL CENTER, 7:30 PM DAVIDSON THEATER	
	F 11	VETERANS DAY CELEBRATION DAYTONA BEACH CAMPUS, 11 AM -1 PM STUDENT LANDING	
	SA 12		
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november



november
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THANKSGIVING HOLIDAY (COLLEGE CLOSED THROUGH NOV. 29)
THANKSGIVING HOLIDAY (COLLEGE CLOSED THROUGH NOV. 29)
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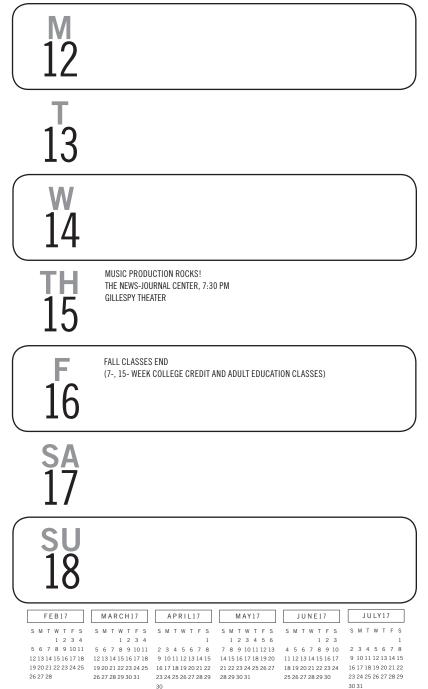
november/december

M 28	
т 29	LAST DAY TO WITHDRAW FROM CLASSES WITH NO GRADE PENALTY (FALL-B CLASSES)
W 30	HOLIDAY CONCERT THE NEWS-JOURNAL CENTER, 7:30 PM DAVIDSON THEATER
TH 1	WORLD AIDS AWARENESS DAY HOLIDAY CONCERT THE NEWS-JOURNAL CENTER, 7:30 PM DAVIDSON THEATER
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SA 3	
SU 4	
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december

M 5	YULETIDE FEAST THE NEWS-JOURNAL CENTER, 6:30 PM GRAND LOBBY
5	YULETIDE FEAST THE NEWS-JOURNAL CENTER, 6:30 PM GRAND LOBBY
W 7	YULETIDE FEAST THE NEWS-JOURNAL CENTER, 6:30 PM GRAND LOBBY
TH 8	YULETIDE FEAST THE NEWS-JOURNAL CENTER, 6:30 PM GRAND LOBBY
F 9	DANCE SHOW THE NEWS-JOURNAL CENTER, 7:30 PM GILLESPY THEATER
SA 10	
SU 11	
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december



december

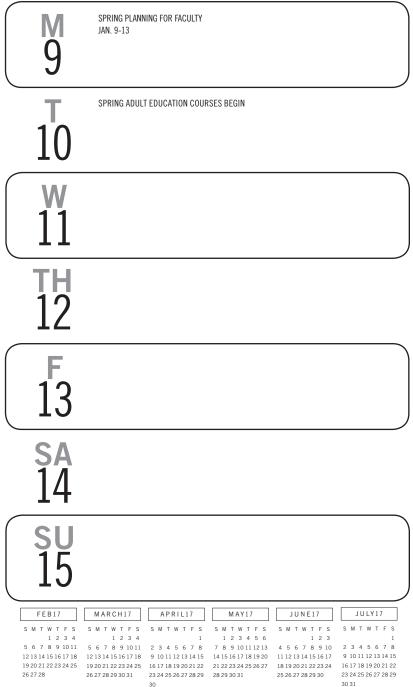






january
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january



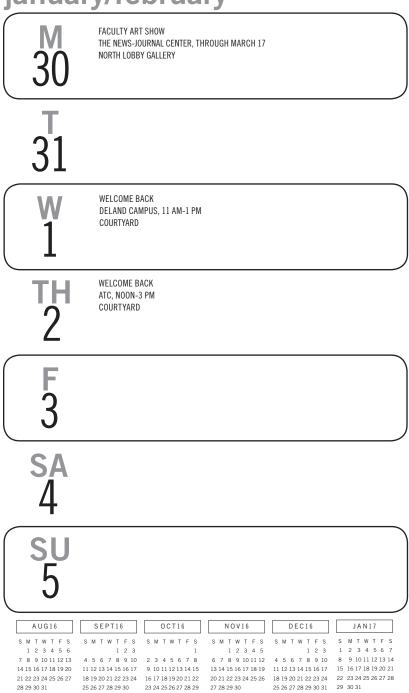
january		
M 16	MARTIN LUTHER KING, JR. HOLIDAY (COLLEGE CLOSED)	
т 17	SPRING CLASSES BEGIN (15-WEEK, SPRING)	
W 18	LAST DAY TO ADJUST SCHEDULES FOR SPRING A COURSES	
TH 19	LAST DAY TO ADJUST SCHEDULES FOR SPRING 15-WEEK COURSES	
F 20		
SA 21		
SU 22		
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january

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M 23	8
Т 24	ļ
W 25	WELCOME BACK DAYTONA BEACH CAMPUS, 11 AM-1 PM ECHO PLAZA
TH 26	WELCOME BACK DELTONA CAMPUS, 9-11 AM COURTYARD
F 27	7
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SL 29	J
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january/february

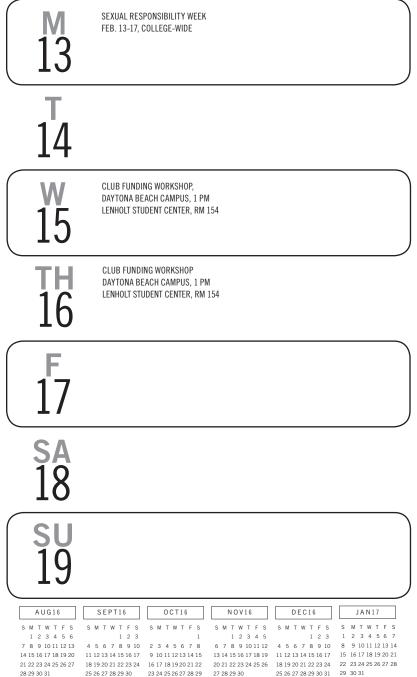


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february

M 6		
Т 7	WELCOME BACK FLAGLER/PALM COAST CAMPUS, 11 AM-1 PM COURTYARD	
W 8	WELCOME BACK NSB-EDGEWATER CAMPUS, 11 AM-1 PM COURTYARD	
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february

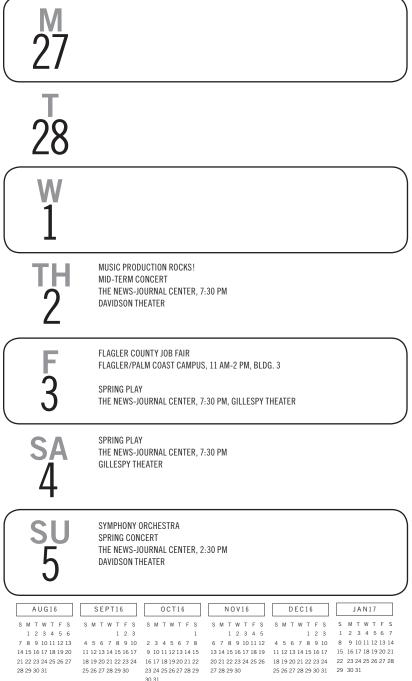


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february

M 20	LAST DAY TO WITHDRAW FROM CLASSES WITH NO GRADE PENALTY (SPRING A CLASSES)
T 21	
W 22	BLACK HISTORY DAY DAYTONA BEACH CAMPUS, 11 AM-1 PM STUDENT LANDING
TH 23	
F 24	SPRING PLAY THE NEWS-JOURNAL CENTER, 7:30 PM GILLESPY THEATER
SA 25	SPRING PLAY THE NEWS-JOURNAL CENTER, 2:30 & 7:30 PM GILLESPY THEATER
SU 26	
12 13 14 15 16 17 18	MARCH17 APRIL17 MAY17 JUNE17 JULY17 S M T W T F S

february/march



march

M 6	
т 7	
W 8	SAFE SPRING BREAK DAYTONA BEACH CAMPUS, 11 AM-1 PM ECHO PLAZA
TH 9	
F 10	SPRING A COURSES END
SA 11	
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march

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march



march/april
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F 31
SA 1
2 VOCAL POPS CONCERT THE NEWS-JOURNAL CENTER, 2:30 PM DAVIDSON THEATER
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april

$\left(\right)$	Μ	LAST DAY TO V Spring 15-Wi		LASSES WITH NO PI	ENALTY	
	3		STUDENT EXHIBITIOI JRNAL CENTER, NOF	N RTH LOBBY GALLERY	,	
	Т 4		STUDENT EXHIBITIOI JRNAL CENTER GALLERY	N		
	W 5	STUDIO ARTS S THE NEWS-JOL NORTH LOBBY		N		
	тн 6					
	F 7					
	SA 8					
	su 9					
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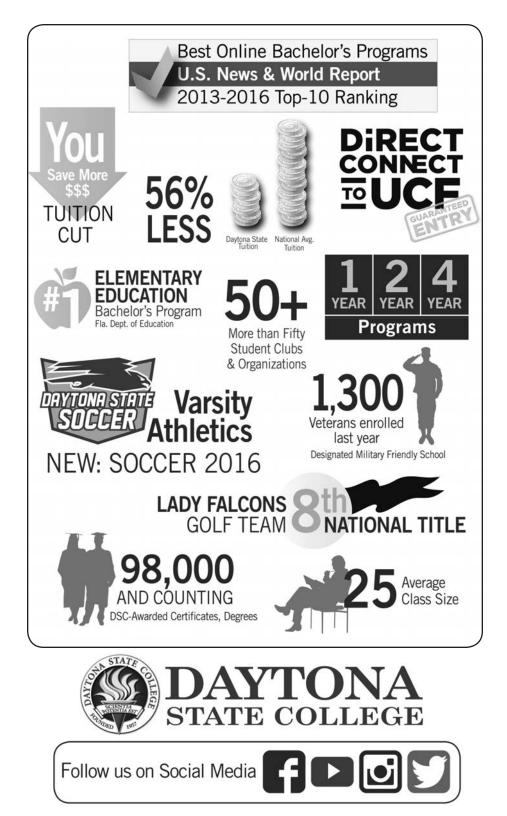




How do Pathway Programs work?



Step 1 - Earn a certificate (over 50 to choose from) that will help you land that entry-level job in your field. Step 2 - Credits earned in your certificate program can go toward an associate of science (AS) degree, which can significantly enhance your career prospects and earning potential. Step 3 - Advance your skills and career opportunities by earning one of 11 convenient, affordable and high-quality bachelor's degrees Daytona State offers.



april	
M 10	
т 11	
W 12	AWARDS CONVOCATION DAYTONA BEACH CAMPUS, TIME TBA LEMERAND CENTER
TH 13	
F 14	DANCESCAPES THE NEWS-JOURNAL CENTER, 7:30 PM DAVIDSON THEATER
SA 15	DANCESCAPES THE NEWS-JOURNAL CENTER, 7:30 PM DAVIDSON THEATER
SU 16	
14 15 16 17 18 19 20 21 22 23 24 25 26 27	SEPT16 OCT16 NOV16 DEC16 JAN17 S M T W T F S <

april

M 17	
т 18	SPRING JOB FAIR DAYTONA BEACH CAMPUS L. GALE LEMERAND CENTER (BLDG. 310)
W 19	EARTH DAY CELEBRATION DAYTONA BEACH CAMPUS, 11 AM-1 PM ECHO PLAZA
тн 20	JAZZ CONCERT THE NEWS-JOURNAL CENTER, 7:30 PM DAVIDSON THEATER
F 21	
SA 22	
SU 23	
	MARCH17 APRIL17 MAY17 JUNE17 JULY17 S M T W T F S

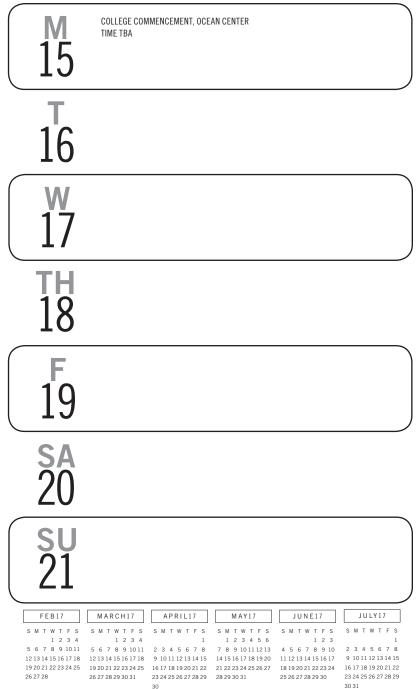
april	
M 24	LAST DAY TO WITHDRAW FROM CLASSES WITH NO GRADE PENALTY SPRING B COURSES
т 25	FLUTE CHOIR THE NEWS-JOURNAL CENTER, 7:30 PM GRAND LOBBY
W 26	
тн 27	SYMPHONIC BAND CONCERT THE NEWS-JOURNAL CENTER, 7:30 PM DAVIDSON THEATER
F 28	SPRING PLAY #2 THE NEWS-JOURNAL CENTER, 7:30 PM GILLESPY THEATER
SA 29	SPRING PLAY #2 THE NEWS-JOURNAL CENTER, 7:30 PM GILLESPY THEATER
SU 30	SYMPHONY CHOIR THE NEWS-JOURNAL CENTER, 2:30 PM DAVIDSON THEATER
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may

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тн 4	
F 5	SPRING PLAY #2 THE NEWS-JOURNAL CENTER, 7:30 PM GILLESPY THEATER
SA 6	SPRING PLAY #2 THE NEWS-JOURNAL CENTER, 7:30 PM GILLESPY THEATER
SU 7	SPRING PLAY #2 THE NEWS-JOURNAL CENTER, 2:30 PM GILLESPY THEATER
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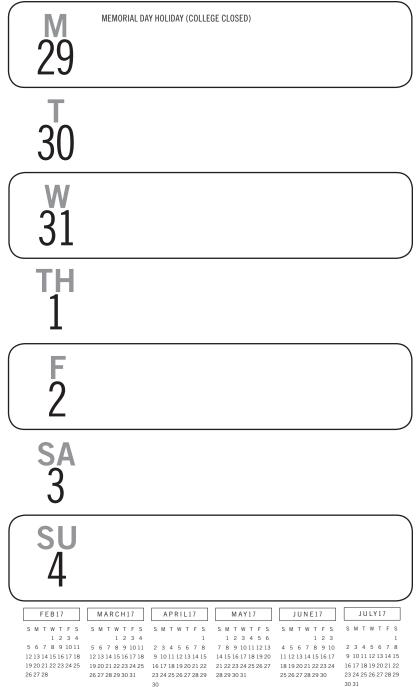
may M 8	
<u> </u>	
W 10	
TH 11	
F 12	SPRING CLASSES END ADULT EDUCATION, SPRING B AND 15-WEEK COURSES
SA 13	
SU 14	
A U G 1 6 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPT16 OCT16 NOV16 DEC16 JAN17 SMTWTFS SMTWTFS

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may/june



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june/july

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	MARCH17 APRIL17 MAY17 JUNE17 JULY17 S M T W T F S

july
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INDEPENDENCE DAY (COLLEGE CLOSED)
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SU 9
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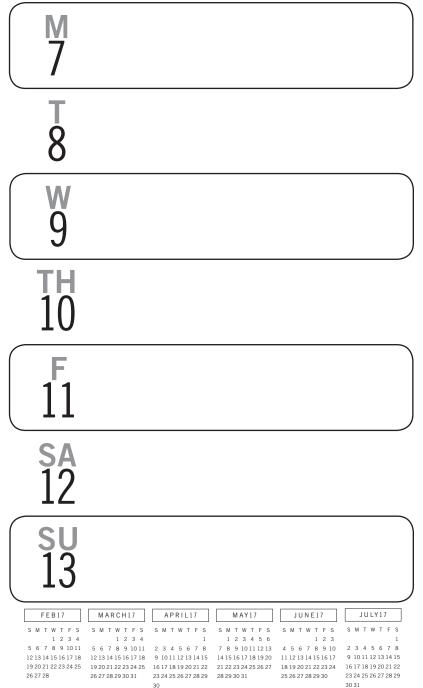
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JAZZ CONCERT THE NEWS-JOURNAL CENTER, 7:30 PM GILLESPY THEATER
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AUG16 SEPT16 OCT16 NOV16 DEC16 JAN17 S M T W T F S S M T

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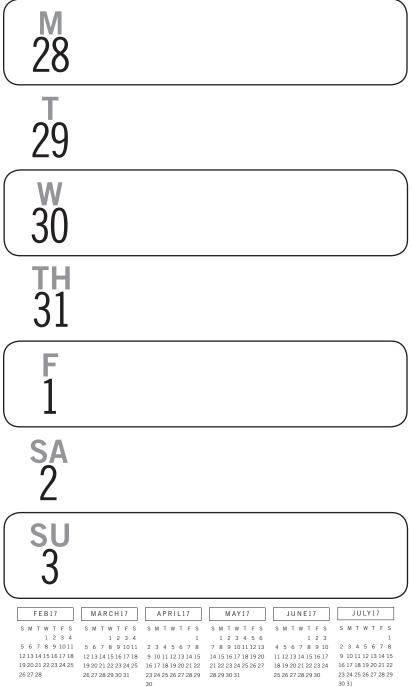


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Honors College - Nunamann Hall (B/210) R/211
International Student Advisor Daytona Beach - Wetherell Center (B/100) R/118
Learning Communities/QUANTA 506-4219
Library Daytona Beach - Karl Learning Resources Center (B/210)
Reference Desk
- Learning Resources Center (B/1) R/115
Men of Character Initiative (MOCI) Daytona Beach
- Greene Center (B/300) R/227
Office of Student Accounts Daytona Beach
- Wetherell Center (B/100) R/102
Records & Registration Daytona Beach (Records) - Wetherell Center (B/100) R/208
- Fathi Hall (B/1) R/203 789-7312 Flagler/Palm Coast
- Academic Hall (B/2) R/100 246-4804
New Smyrna Beach-Edgewater - Student Services Center (B/1) R/105
- Student Services Center (D/1)/1105
Recreational Sports Office
Daytona Beach - Lenholt Student Center (B/130) R/110
Cosmetology Salon - Cosmetology Hall (B/510) R/115
Southeast Museum of Photography - Hosseini Center (B/1200) 506-4475
Student Disability Services Daytona Beach - Wetherell Center (B/100) Annex
DeLand - TDD: 785-2064 - Student Services Center (B/7) R/142
- Fathi Hall (B/1) R/208
- Academic Hall (B/2)
- Student Services Center (B/1) R/109

Student Employment Office Daytona Beach - Wetherell Center (B/100) R/104
Student Complaints Daytona Beach - Wetherell Center (B/100) R/208
Student Judicial Affairs
The Center for Women and Men CCAMPIS / Fresh Start / Fresh Start for Men New Directions Daytona Beach - Wetherell Center
Program Information
- Fathi Hall (B/1) R/211 789-7320 Flagler/Palm Coast
- Smolen Center (B/1) R/111 246-4871
The DSC-UCF Writing Center - Nunamann Hall (B/200) R/107
TRiO Student Support Services 506-3715
Tutoring
Daytona Beach - Baker Academic Support Center (B/500) R/125
- Karl Learning Resources Center (B/210) R/102
DeLand - Bert Fish Hall (B/6) R/217 785-2087
Deltona - Fathi Hall (B/1) R/104 789-7306
Flagler/Palm Coast - Academic Hall (B/2) R/104 246-4814 - Smolen Center (B/1) R/122
New Smyrna Beach-Edgewater - Academic Hall (B/2) R/104 423-6345
Advanced Technology College (B/1)
Tutoring in Vocational Programs Daytona Beach
Veterans' Services Office Daytona Beach - Lenholt Student Center (B/130) R/124

