

Dear Student

Thank you for choosing Daytona State College! You have taken an important step toward reaching your full potential. All of our academic programs from adult education, certificates, through associate and baccalaureate degrees will help you achieve your personal and professional goals.

We invite you to fully participate in the many services and extracurricular activities offered at the College. There are many opportunities, programs and services available to you. If you need extra help for your classes, free tutoring is available at our Academic Support Centers which are located on all of our campuses. Our Financial Aid Services can help you find a campus job so you can earn money while gaining valuable work experience. If you need help deciding on a major, visit our Counseling and Career Center where they can help you match your strengths to the program of study that will lead to the right career path for you. For valuable learning opportunities outside the classroom, you may want to get involved in some of our student activities such as Student Government, one of our 42 clubs and organizations, as well as Intramural sports and Intercollegiate Athletics. Research has shown that students who are engaged in the full college experience are typically more successful.

This handbook has been designed to provide you with important information regarding College policies, procedures and resources which will assist you with becoming a successful student at Daytona State. Again, thank you for choosing Daytona State College and I wish you the best during your time with us.

Sincerely,



Thomas LoBasso, Ed.D.
Vice President, Enrollment & Student Development

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Equity Statement

Daytona State College pledges nondiscrimination, equal access, equal educational opportunity and equal employment opportunity to all persons regardless of race, ethnicity, religion, national origin, age, gender, disability, marital status, veteran status, ancestry or political affiliation. 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 call Job Clement, Director of College Equity at (386) 423-6301.

Accreditation Statement

Accredited by: Daytona State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award the Bachelor of Applied Science and Bachelor of Science in Education degrees, two-year Associate of Arts, Associate of Applied Science and Associate of Science degrees.



to Daytona State College

Mission Statement

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

First Steps

ID CARD

Student Identification cards will give you access to the library, aquatic center, fitness center, computer labs and student activities. To obtain a free ID card, take a copy of your class schedule and a picture ID to Campus Safety on the Daytona Beach Campus or to the administration building at each Daytona State College campus.

PARKING DECAL

All vehicles parked on campus must display a valid college parking decal. Parking decals may be obtained at no cost from Campus Safety on the Daytona Beach Campus or the Falcon Center on any other campus. See page 29 for more information including parking regulations.

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COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY (JUNE 2000)

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

II. DEFINITION OF PRIVILEGES

1. Daytona State College provides network users with access to resources and services on the network and through the Internet or other online services which 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 discipline 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 e-mail communications, documents or materials resident 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.

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 net-

-work 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 CD-Roms, audio/video CDs or other programs or materials.

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. If necessary, disciplinary recommendations will be made to the president up to and including termination of employment.

In the case of student misuse, a student will be subject to disciplinary action as outlined in the Student Code of Conduct, published in the Student Handbook and available in the vice president of enrollment and student development's office, Building 100, Room 210, on the Daytona Beach Campus or at each campus.

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.

AIDS POLICY

As an institution of higher education, Daytona State College has the responsibility to inform students about potentially fatal 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 fatal 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.

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 holy days in their own faith. Upon such reasonable notification, such absences shall be excused without penalty. The student shall be responsible for material covered during the period of observance and shall be provided a reasonable time to complete make-up assignments.

DRUG FREE SCHOOLS AND CAMPUSES POLICY

Daytona State College is committed to providing a drug-free environ-

-ment for all of its students and employees. In compliance with the Drug Free Schools and Campuses Act of 1989, Daytona State College prohibits students from engaging in the unlawful possession, sale, manufacture or consumption of drugs and alcohol while on campus or at any College activity. The College will enforce sanctions that are consistent with the policies approved by the District Board of Trustees, local, state and federal laws. The "Drug and Alcohol Policies" section of this manual contains more information on specific policies and procedures.

STUDENT ADVOCACY

The College offers professional counseling services to assist students with matters pertaining to college enrollment difficulties or other problem situations. There are Student Advocates available on each campus. The Student Advocate listens to problems and issues of students and attempts to resolve them in the most simple and direct way, using their knowledge of College policy and procedures. The Student Advocate explores all facets of a particular problem or situation and offers helpful assistance so that the student is able to resolve the problem effectively.

JUDICIAL AFFAIRS

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 a member 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 campus/ college restriction is authorized by the Campus Safety Office, Judicial Affairs Office, Law Enforcement Officials and/or the Vice President for Enrollment and Student Development or his/her designee. The College is committed to providing a workplace and learning environment for its employees and students which 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 public safety of students, employees, guest and the community.

STUDENT DISCIPLINARY COMMITTEE

A Student Disciplinary Committee may be convened by the Judicial Affairs Officer, the Vice President of Enrollment and Student Development or an appropriate College

administrator to resolve student violations of the Student Code of Conduct rules. The Student Disciplinary Committee membership may include, but not be limited to, faculty, administrators, staff, or student representatives recommended by the College Student Government Association. The College administrative staff reserves the right to refer any violations of civil and or criminal law to the appropriate law enforcement agencies for disposition.

STUDENT DUE PROCESS PROCEDURES

1. All College judicial 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 transfers to the student regardless of age (FERPA, 20USC, §1232:34 CFP Part 39 as amended). Judicial administrative meetings and student disciplinary hearings are a part of the student due process 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 they 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 a College administrator or the College Judicial Affairs Officer. During the judicial administrative meeting, the information in dispute and related circumstances will be reviewed, and the student will have an opportunity to present his or her viewpoint. Depending on the circumstances and nature of the offense, the College and the student may choose to resolve an incident during a judicial administrative meeting. The purpose of the judicial 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 a judicial administrative meeting or student disciplinary hearing is the appropriate method of resolution. Unless otherwise stated, judicial administrative meetings and student disciplinary hearings are held in the College Campus Safety Office at a central location on the Daytona Beach Campus. Reasonable accommodations will be made for Distance Learning Students who are unable to attend meetings on one of the college campuses.

1. Students who are accused of violating the College Code of Conduct Rules may be issued notice by telephone, personal hand delivery, Campus Safety Office and/or by regular U.S. or electronic mail. The College Judicial Affairs Officer may arrange an administrative meeting with the student, who at the time of this meeting, will attempt to obtain verbal and/or written accounts of the incident(s), collect relevant information, such as time, place and names of others that may be involved, if applicable.
2. Students accused of violating the Student Code of conduct rules may submit written authorization for a parent or guardian to attend a judicial administrative meeting or disciplinary hearing for observation.
3. The College 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 Judicial Affairs Officer or appropriate College administrator is authorized to place a registration or trespass hold on a student's record in order to ensure compliance with the College's Student Code of conduct rules. The Campus Safety staff, Judicial Affairs Office and an appropriate College Administrator are authorized to require a student

to complete a Mental Health evaluation by a Daytona State College licensed professional as a condition of attendance. The Campus Safety Office staff and/or the Judicial Affairs Officer are authorized to request a College trespass order by local law enforcement officials.

DISCIPLINARY RESOLUTION PROCEDURE

1. The student may attend an informal judicial administrative meeting to explain their side of the issue or complaint against them. The College official conducting the meeting reviews the information and offers an appropriate resolution agreement. If the student accepts the resolution agreement, the matter is resolved and a written document will be placed in the student's file. Depending on the circumstances and nature of the offense, the College and the student may choose to resolve an incident during a student disciplinary hearing. The College also offers professional counseling services to assist students if needed.
2. If the matter is not resolved with the judicial administrative meeting, the student has the option of scheduling a student 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 will be held in the student's absence and a default violation decision will be made against the student.
3. Reasonable accommodations will be made for Distance Learning Students who are unable to attend meetings on one of the College campuses.
4. Student disciplinary hearings are 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.

5. The disciplinary committee members will review relevant facts, listen to the student and witnesses either for or against and render a decision. The committee members may issue their decision at the conclusion of the hearing or may render their decision by mail notice via the Judicial Affairs Office. After the committee decision is made, this ends the formal process.

6. The Vice President of Enrollment & Student Development reserves the right to uphold or conduct an administrative review of the disciplinary committee's decision. The student will be notified of the decision in writing.

STUDENT CODE OF CONDUCT

This Student Code of Conduct is a set of common behavioral guidelines for all students participating in the teaching and learning opportunities at Daytona State College. Students who violate the Student Code of Conduct rules will be subject to disciplinary sanctions. The items that follow are meant to serve as rules for appropriate behavior. The Student Code of Conduct applies to all College sponsored activity, including approved student travel and housing. The following behaviors are unacceptable in the college environment and the 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 and learning process of faculty and others;

1.2] Physical violence, threat of violence, verbal or written intimidation or aggression of any kind;

1.3] Use of profanity or other ob

scene language, offensive gestures, or abusive expression of any kind;

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 strictly prohibited.

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

2.1] Sexual misconduct, sexual harassment or sexual assault and accessing pornographic material using College computers or recourses

2.2] Unauthorized use, theft, vandalism or destruction of personal or College property any kind.

2.3] Failure to pay for College debts and all fees associated with the classes. Abandoning classes without paying fees does not remove responsibility for the debt. Failure to pay for classes appropriately may result in a registration hold for future enrollment at the College and other financial consequences.

3] Academic honesty is the cornerstone of responsible student behavior. All work submitted in fulfillment of the learning objectives for Daytona State College courses must be the original work of the student. The following violations of academic honesty are prohibited:

3.1] Academic dishonesty and cheating of any kind;

3.2] Plagiarism, or using works of any individual or group, including internet sources, without giving proper credit;

3.3] Falsification or altering official documents or records, 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 computer labs and on-line

courses acceptable use policies and procedures are 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 and possession of Alcoholic beverages and all illegal narcotics are strictly prohibited on College property or at all College-sponsored events and activities;

4.6] Unauthorized Solicitation on College property or at all College-sponsored activities is prohibited;

4.7] 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;

4.8] Violation of the College academic, lab or clinical experience, 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 removed from participation immediately;

5] Violation of College Campus Safety instructions or failure to comply with Campus Safety restriction and trespass notices upon request. The Judicial Affairs and Campus Safety Office staff is 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 formal trespass notice will be

issued to protect the safety of the College students, staff or property.

5.1] Failure to provide accurate photo identification upon request by a 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 is prohibited;

5.2] Violation of the College rules and procedures for driving and parking vehicles of any kind on any College campus. All students are expected to know and comply with College parking and driving privileges;

6] Possession of firearms, knives and weapons of any kind are strictly prohibited on all College property and at College-sponsored events, unless they are part of a regulated course of study or law enforcement officers acting in an official capacity.

SANCTIONS

A sanction is a consequence for violations of the Student Code of Conduct rules. Appropriate sanctions will be determined and administered by College officials in order to foster 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. Depending on the circumstances involved, a student involved in a disciplinary case for violation of the Student Code of Conduct rules will be subject to the following disciplinary procedures:

1] Case Dismissed: When a report of a violation has been determined to be unfounded, or the student has otherwise been determined to be cleared of a violation, the case will be dismissed.

2] Official Warning: A written notice given to the student that the specific behavior is a violation of the Student Code of Conduct. A record will be created and documented in

the student's Education Plan.

This information will be available and may be sent to College staff that may need to know.

3] Judicial Holds: The following holds may be implemented as part of a sanction or agreement: Judicial Registration Hold (R07) - Restricts a student from registration or continued enrollment at the College for a specific time.

Judicial Trespass Hold (R05) - 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.

Law Enforcement Trespass (R05) Permanent restriction from the College - 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 prior to the student attending a disciplinary hearing. This option may be offered at the discretion of the College officials. A judicial hold will be added to a student's record to ensure compliance with administrative agreement conditions. A record will be created and documented in the student's Education Plan. This information will be available and may be sent to College staff that may need to know.

5] Probation (Disciplinary): A written sanction given to the student that a specific behavior is a violation of the Student Code of Conduct that may result in a restriction of College services or will compromise continued enrollment if repeated. The student will be required to comply with certain conditions in order to maintain enrollment. A judicial registration hold will be added to a student's record to ensure compliance with probationary conditions. A record will be created and documented in the student's Education

Plan.

This information will be available and may be sent to College staff that may need to know.

6] Suspension (Disciplinary): A College restriction or termination of enrollment and exclusion from College property and activities for a specified period of time. Terms for reenrollment will be described to ensure compliance with the Student Code of Conduct. A judicial trespass hold will be added to a student's record to ensure compliance with suspension conditions. A record will be created and documented in the student's Education Plan. This information will be available and will be sent to all College staff that may need to know.

7] Permanent Dismissal (Disciplinary): A permanent College restriction and 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. A record will be created and documented in the student's Education Plan. This information will be available and will be sent to all College staff that may need to know.

STUDENT RIGHTS AND GRIEVANCE PROCEDURE

If a student perceives that his or her student rights have been violated, the complaint should be registered with the College in writing. Distance Learning Students will 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. However, complaints of discrimination may be received in person and will be investigated.

Grievances from students regarding discrimination due to race, ethnicity, religion, national origin, age, gender, disability, marital status, veteran status, ancestry or political affiliation may be submitted to the Question and Answer Center on any campus. The Question and Answer Center will forward the inquiry to the Dean of Student Development. State requirements mandate the college to accept written or verbal inquiries. Other grievances may be submitted to the Chair of the College Equity Committee. Students must assume complete responsibility for complying with the grievance procedure and college practices. The College is not responsible for students who are not educated about or misinterpret the College policies and practices.

I. GRADE CHANGE REQUEST & ACADEMIC DISPUTES

Informal Grievance Process for Academic Disputes: The College provides an informal procedure to assist faculty and students in resolving grade disputes. The teaching faculty is authorized to issue grades based on their assessment of the student's level of performance, participation, quality and quantity of work. However, students who believe a faculty member has issued an incorrect grade(s) based on written documentation may seek recourse through the Informal Grievance Process, as outlined below:

It is the student's responsibility to request a conference with the instructor(s), or if the student is not comfortable speaking with the instructor, the appropriate School Chair within 30 calendar days after the end of the term in which the grade was issued.

If the student and the instructor (and/or Chair) 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, the next step is to

contact the appropriate School Chair. The Chair may arrange a meeting with the student and the instructor in an effort to resolve the grade dispute. If the issue remains unresolved, the matter moves to the Formal Grievance Process.

II. FORMAL GRIEVANCE PROCESS FOR ACADEMIC GRADE DISPUTES

The student must submit the formal grievance in writing to the Question and Answer Center who will forward it to the appropriate Associate Vice President for review and a decision. If the student is satisfied with the decision the matter is closed. If the student is not satisfied with the decision, the matter moves to the administrative review process.

ADMINISTRATIVE REVIEW PROCESS FOR ACADEMIC GRADE DISPUTES

The student may submit a written request for an administrative review to the Vice President of Academic Affairs and the Vice President of Enrollment and Student Development explaining the reason for requesting the administrative review. The Vice Presidents will review the request and make the appropriate decision. The student will be notified of the decision in writing. The Vice Presidents reserve the option to uphold the Associate Vice President's decision or render an alternate administrative decision. If there is any change of a grade through the informal or formal processes a Grade Change Form will be submitted to the Records Office and a confirmation email 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, 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 must be made in writing to the Question and Answer Center who will forward the inquiry to the appropriate associate vice president for resolution. In some cases, students may also be reported to the Judicial Affairs Office for intervention and appropriate disciplinary action.

FORMS OF ACADEMIC DISHONESTY

CHEATING

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; or 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 un-published source. For specific instructions on how to document information from other sources, students should check with their instructors.

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 or staff member
- Attempting to access, procure or distribute restricted College educational and instructional materials
- In a testing situation, 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, using cell phones or text messages.
- Obtaining by theft/purchase OR selling/giving part or all of a test.
- 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 or College approved off-campus testing locations.
- Violation of copyright laws and/or unapproved use of intellectual property.
- Refusal to comply with State, College and/or faculty testing procedures, policies and practices.

THE RESOLUTION PROCESS FOR ACADEMIC DISHONESTY

1. The professor or instructor conducting the course will notify the Student verbally or by written form that the Student is suspected of academic dishonesty and propose an appropriate resolution or academic consequence.

2. If the matter is not resolved with the instructor, the Student has the option of scheduling a meeting

with the appropriate School Chair. The School Chair will review the matter and offer an appropriate resolution or academic consequence.

3. If the matter is not resolved with the School Chair, the Student has the option to request a meeting with the Academic Associate Vice President. The Academic Associate Vice President is authorized to make the final academic decision.

4. If the Student is not satisfied with the decision made by the Associate Vice President, the Student may request an administrative review to the Senior Vice President of Academic Affairs and/or the Vice President of Enrollment and Student Development. The Student must submit a written request and explain the reason for the administrative review. The Vice Presidents will review the written request and make the appropriate decision.

STUDENT'S GRADE

Until a decision is rendered, the student may not receive a grade for the test or project in question. If a decision has not been made by the end of the semester in which the incident occurred, a grade of "Incomplete" may be assigned until the matter is resolved. If the student is found not in violation of academic dishonesty, the test/project will be graded and a grade will be assigned. If it is determined that the student is in violation of academic dishonesty, a grade of "O"/"F" will be given for the course in question. Additional discipline sanctions may also be administered by the Judicial Affairs Office.

EQUITY COMPLAINTS OFFICE OF COLLEGE EQUITY

The College is committed to Equity by fostering an institutional environment of equal access and equal opportunity for students who are racial and ethnic minority persons, females, individuals with disabili-

ties, and qualified veterans. The College Equity Committee offers guidance in the implementation and understanding of College policies and procedures to ensure clarity of individual rights.

Students and individuals who have complaints of harassment or discrimination based on race, gender, religion, national origin, or veteran status may submit their written or verbal complaint to the Question and Answer Center who will forward it to the Dean of Student Development.

Depending on the nature of the complaint, the Dean may contact the Chair of the College Equity Committee to investigate the student's concern. Equity Committee members are reflective of the College community and represent Administration, Human Resources, Student Development Services and Co-Curricular Activities.

I. Complaints by Non Students: In the event that a person not enrolled with the College has a specific complaint regarding harassment or discrimination, their concern will be handled by forwarding the complaint to the Chair of the College Equity Committee.

II. Complaints by Actively Enrolled Students: In the event that a student has a specific complaint, i.e. concerns about harassment, discrimination or maltreatment, their concern may be forwarded to the appropriate supervisor or School Chair for resolution. If a student believes that he or she has been discriminated against on the basis of race, age, sex, religion, national origin or veteran status they may file their concern with the appropriate College Administrator.

The Equity Committee Chair will investigate the complaint, meet with the parties involved, witnesses,

and the complainant and collect written accounts of the alleged incident to resolve the matter appropriately. The investigation may involve a meeting with the student and the College staff involved to obtain all relevant information. Discrimination complaints may be received in writing and in person. If a student alleges that he/she has been subjected to harassment or discrimination or his/her basic civil rights have been violated, the student must file a complaint within 60 calendar days of the incident with the Chair of the College Equity Committee. Reasonable accommodations will be made for Distance Learning students who are unable to attend meetings on one of the College campuses. The Chair of the College Equity Committee may conduct the following:

- Assign a member of the Equity Committee who will arrange a meeting with the student, at the time of this meeting, will solicit a written account of the alleged incident(s), providing details, such as time, place and names of the witnesses, if applicable. The student will be contacted within 30 business days once the investigation has concluded and finding reached. If the student is not satisfied with the results of the Investigator's findings, the student may request an administrative review from the Senior Vice President of Academic Affairs or the College Attorney. The Senior Vice President or the College Attorney will review the student's appeal and render a decision. Once a decision is reached, the student will be contacted within 30 business days.

Online Students and Other Complaints: Other complaints should be addressed within the management levels of the respective divisions of the College. Distance learning and Online students may contact the Student Development Department via e-mail at StudentDevelopment@DaytonaState.edu

SEXUAL ASSAULT AND MISCONDUCT

Instances of sexual misconduct occurring on College property or at College-related functions which involved the violation of any state statute or any federal or civil law will be reported to the appropriate law enforcement agency for investigation and prosecution. College Campus Safety personnel will report such incidents and cooperate fully with law enforcement agencies. The College will not shelter faculty, staff or students from the State of Florida's sexual misconduct laws. (Legal Authority: F.S. 228-2001; 240.319, SBE 6A-19.08; 19.09: 6A-14.0247)

SEXUAL HARASSMENT

Sexual harassment is conduct of a sexual nature or with sexual implications, which interferes with a student's status or performance by creating an intimidating, hostile or Student Rights & Responsibilities 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 Committee Chair or the Vice President of Enrollment and Student Development or the Dean of Student Development. Upon receipt of an alleged violation, an investigation will be conducted. The complaint may be resolved by intervention or corrective action taken by the College President, his designee, or by official disciplinary procedures.

The Equity Committee Chair or Member will advise the complainant of the action taken by the College within 30 days of the complaint.

SEXUAL BATTERY/RAPE

Rape can be defined as the “oral, anal or vaginal penetration by another person or object.” Rape is performed against the victim’s will and without his or her consent. An individual who is a minor is unable to provide consent or a person who is mentally incapacitated, asleep, physically overpowered or unconscious, due to alcohol or other drug consumption is also considered unable to give consent. The same definition applies regardless of whether the assailant is a stranger or an acquaintance. The type of force employed may involve physical violence, coercion or threat of harm to the victim.

If a rape occurs on any campus of the College, the following procedures will be taken and documented:

- Campus Safety personnel will ensure that the victim’s immediate medical needs are addressed.
- Campus Safety personnel will notify, through 911, the appropriate law enforcement agency and provide all available information to them.
- Preservation of the crime scene will be maintained until law enforcement personnel arrive. In reports of a sexual assault received by the Campus Safety Department, the victim will be treated with the utmost respect, and assistance will be rendered to serve the needs of the victim as well as maintaining his/her confidentiality as provided by law.

If a student reports a rape that has occurred off campus or at a prior time on campus, the following steps will be taken:

- The victim will be assisted in contacting the appropriate legal

authorities and/or service agencies.

Some of these off campus agencies and their telephone numbers are:

- Daytona Beach Police Dept.
(386) 671-5100
- Volusia County Sheriff’s Dept.
(386) 248-1777 (Daytona)
- (386) 736-5999** (DeLand)
- New Smyrna Beach Police Dept.
(386) 424-2220
- Flagler County Sheriff’s Dept.
(386) 437-4116
- Rape Crisis Center
(386) 254-4106 - (Main)
- ACT Corp.
(386) 239-6670-(Main)
- (386) 947-3600**-(East Volusia)
- (386) 736-0166**-(West Volusia)
- (386) 437-7586**-(Flagler)
- (386) 424-2357**-(Southeast)
- Victim’s Advocate Office/
State Attorney
(386) 239-7710
- Daytona State College offices which can provide assistance are:
Campus Safety Office
(386) 506-4444
- College Equity Office
(386) 506-6301
- Judicial Affairs Office
(386) 506-4510
- Counseling Services
(386) 506-3038
- Women’s Center
(386) 506-3068

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 who 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.

Provisions of Florida’s DUI Law
The following includes highlights of Florida’s DUI law. All provisions of the law can be found online at: www.flhsmv.gov/ddl/duilaws.html

Under Florida law, DUI is one of offense, proved by impairment of normal faculties or unlawful blood alcohol or breath alcohol level of .08 or above. The penalties upon conviction are the same, regardless of the manner in which the offense is proven.

STATE OF FLORIDA FINES

- **First Conviction:** Not less than \$500, or more than \$1,000. With Blood/Breath Alcohol Level (BAL) of .15 or higher or minor in the vehicle: Not less than \$1,000, or more than \$2,000.
- **Second Conviction:** Not less than \$1,000, or more than \$2,000. With BAL of .15 or higher or minor in the vehicle: Not less than \$2,000, or more than \$4,000.
- **Third Conviction More than 10 years from second:** Not less than \$2,000, or more than \$5,000. With BAL of .15 or higher or minor in the vehicle: Not less than \$4,000.
- **Fourth or Subsequent Conviction:** Not less than \$2,000.

COMMUNITY SERVICE AND PROBATION

First Conviction: Mandatory 50 hours of community service or additional fine of \$10 for each hour of community service required. First conviction, total period of probation and incarceration may not exceed 1 year.

IMPRISONMENT

At court’s discretion, sentencing terms may be served in a residential alcoholism or drug abuse treatment program, credited toward term of imprisonment.

- **First Conviction:** Not more than 6 months. With BAL of .15 or higher or minor in the vehicle: Not more than 9 months.
- **Second Conviction:** Not more than 9 months. With BAL of .15 or higher or minor in the vehicle: Not more than 12 months. If second conviction within 5 years, mandatory imprisonment of at least 10 days.

At least 48 hours of confinement must be consecutive.

- **Third Conviction:** If third conviction within 10 years, mandatory imprisonment of at least 30 days. At least 48 hours of confinement must be consecutive. If third conviction more than 10 years, imprisonment for not more than 12 months.
- **Fourth or Subsequent Conviction:** Not more than 5 years or as provided in s.775.084, Florida Statutes, as habitual/violent offender.

DRIVER'S LICENSE REVOCAION PERIODS

- A. First Conviction:** Minimum 180 days revocation, maximum 1 year.
- B. Second Conviction Within 5 Years:** Minimum 5 years revocation. May be eligible for hardship reinstatement after 1 year. Other second offenders same as "A" above.
- C. Third Conviction Within 10 Years:** Minimum 10 years revocation. May be eligible for hardship reinstatement after 2 years.

Other

3rd offenders same as "A" above; one conviction more than 10 years prior and one within 5 years, same as "B" above.

- D. Fourth Conviction, Regardless of When Prior Convictions Occurred) and Murder with Motor Vehicle:** Mandatory permanent revocation. No hardship reinstatement.
- E. DUI Manslaughter:** Mandatory permanent revocation. If no prior DUI related convictions, may be eligible for hardship reinstatement after 5 years.
- F. Manslaughter, DUI Serious Bodily Injury, or Vehicular Homicide Convictions:** Minimum 3-year revocation. DUI Serious Bodily Injury having prior DUI conviction is same as "B-D" above.

LEGAL SANCTIONS FOR ALCOHOL AND ILLICIT DRUGS

Florida state law prohibits the possession of alcoholic beverages by persons under age 21,

punishable for the first offense by a definite term of imprisonment not exceeding 60 days and/or a fine of \$1,000.

It is similarly prohibited and punishable to distribute alcohol to persons under age 21. State law makes it a crime for any person to possess or distribute illicit drugs (controlled substances). The crimes range from second-degree misdemeanors (up to 60 days and \$500 fine) to first-degree felonies (up to 30 years and \$10,000 fine). Distributing large quantities of various controlled substances is punishable, depending on the particular drug and quantity involved, by first offense range from not more than five years imprisonment and fine of not more than \$100,000 to 40 years to life and \$200,000 fine. Even first offenders may face fifteen year mandatory sentences if the quantity of drugs is large enough. Subsequent convictions are punishable by not less than five years imprisonment and not more than \$8 million fine.

HEATH RISKS

AMPHETAMINES COCAINE, CRACK

Coke 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. Amphetamines are addictive.

HALLUCINOGENS PEYOTE, PCP, Mescaline

Hallucinogens produce hallucinations, panic, confusion, suspicion, anxiety, loss of control, flashbacks and an altered perception of time and distance. It produces a blocking of pain receptors and affects 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 prostate 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.

RESOURCES

Daytona State College recognizes drug use/dependency to be a health, safety and security problem. Those in need of assistance with problems related to alcohol and other drug use/abuse are encouraged to seek professional help. On campus, Counselors are available to provide the first step toward overcoming substance abuse. Call for an appointment.

**STUDENTS MAY VISIT:
Counseling Center**

Daytona Beach Campus
Bldg. 100, Rm. 205

**EMPLOYEES MAY UTILIZE THE
EMPLOYEE ASSISTANCE
PROGRAM THROUGH:**

Horizon Health
1-800-272-7252

OTHER RESOURCES:

Stewart Marchman Center
(888) 516-2296
3875 Tiger Bay Rd.
Daytona Beach

Serenity House
(386) 258-5050
540 N. Ridgewood Ave.
Daytona Beach

**Community OutReach Services
(CORS)**
(386) 736-0420
245 South Amelia Ave., DeLand

Volusia County Intergroup (AA)
(www.aadaytona.org)
(888) 756-2930
345 Beville Rd., Daytona Beach

Community Counseling
(386) 437-5166
105 N. Bay St., Bunnell

Methadone Treatment Center
(386) 254-1931,
737 Int'l. Speedway Blvd.
Daytona Beach

Club Yana
(386) 761-3533
11 Howes St., Port Orange

Hearthstone Foundation
(386) 238-1348
814 N. Beach St., Daytona Beach

Alcoholics Anonymous
(886) 756-2930

AI-Anon
East Volusia 800-508-2512
West Volusia 800-292-6489

Center for Drug Free Youth
(386) 423-7911
1431 S. Dixie Freeway
New Smyrna Beach

Almous Club
(386) 255-8536
569 Foote Court, Daytona Beach

Silver Dollar Club
(386) 253-9996
223 Magnolia Ave., Daytona Beach

HAVE FUN AND GET FIT!

Improve your mind, body and spirit at the L. Gale Lemerand Health, Wellness and Education Center (Building 310 on the Daytona Beach Campus) which houses the Lemerand Aquatic and Fitness Centers, both of which are available to currently enrolled students for a nominal fee.

Aquatic Center-Fitness Center

AQUATIC CENTER

www.DaytonaState.edu/aquatic_ctr/
(386) 506-4FUN (4386)

- 25-yard by 25-meter competitive pool
- Humidity and climate controlled
- Operates year-round with a certified lifeguard on duty at all times
- Completely handicap accessible
- Designed to accommodate instructional, recreational and competitive aquatic activities
- Lap swimming is available
- Water aerobics

Fitness Center

www.DaytonaState.edu/fitness_ctr/
(386) 506-4FIT (4348)

5,500-square-foot center equipped with state-of-the-art weight training and aerobic equipment including:

- 19-piece resistance training circuit
- 3.2 tons of free weights
- 27-piece aerobic arena featuring stair climbers, elliptical trainers, treadmills, recumbent and stationary and spinning bikes, rowing machines, Airdynes and exercise equipment for the physically challenged.
- Fitness evaluations (included with the student access fee)
- Group exercise classes such as Sculpt & Tone, Cardio Cross training and Yoga are also available for an additional fee

In addition to the Aquatic and Fitness Centers, the Lemerand Center also is home to the Falcons 1,000-seat Gymnasium. Open gym is available through the intramural department. Health and wellness classes and the athletic training academic program also are housed in the Lemerand Center.

Athletics

Daytona State College has varsity competition in:

- Basketball (men's and women's)
- Baseball (men's)
- Softball (women's)
- Golf (women's)
- Swimming & Diving (men's and women's)

If you are interested in participating, contact the head coach of the respective team.

Admission to Falcon athletic games is FREE to all Daytona State College students with a student I.D. Current game schedules can be found at www.DaytonaState.edu/athletics.

Intramural/Recreational Sports

Enjoy sports and recreational activities? The Intramurals Department schedules a wide variety of activities at all campuses every semester. Recreational and competitive teams play soccer, flag football, and basketball games on campus, as well as at other local colleges and universities. Daily recreational activities include ping-pong, foosball, and open gym. There are weekly activities on the Daytona Beach Campus at the ECHO Plaza on Tuesdays and Wednesdays. Events are posted on the Daytona State Web site, the college broadcasting system, and on posters throughout the campus. Events are open to all Daytona State students, faculty, and staff with a current student ID.

Co-Curricular Activities

Enrich your college experience by getting involved in activities and events outside the classroom. Meet other students who share common interests by taking advantage of leadership development workshops and retreats, cultural arts performances and lectures. Get to know more people on campus by joining a student club or organization. Getting involved in these experiences help you develop valuable career skills and increase your chances for scholarships. Contact the Student Activities offices at the Daytona Beach and Deland campuses for more information about these opportunities, as well as information about off-campus housing and graduation ceremonies.

Bulletin Boards

Students may post approved announcements on bulletin boards throughout each campus. The Student Activities Office or the Provost's office at each campus approves announcements. Check out the boards for apartment and roommate listings, items for sale and campus events and activities.

FalconMail

FalconMail is a free, Web-based e-mail service available to all currently enrolled students. Feel free to use this system to connect with your classmates, friends, faculty and staff. Just go to: www.Daytona-State.edu, click on the MyDaytona-State button to log into the portal. Once logged in you can select the FalconNet tab to use all services. Once you have logged on with your user name and password, just click on the FalconMail link.

Please Recycle!

The Student Activities and Facilities Services departments ask that you please place all plastic and aluminum beverage containers in the recycle bins located throughout the campuses. By doing so,

you are helping to conserve precious natural resources. Please do not place food or any other items in recycling bins, as this contaminates all of the materials in the bin.

Student Clubs and Organizations

Most clubs are open to all currently enrolled students. Contact club advisors for specific membership requirements. College clubs and organizations are recognized and approved through a process coordinated by the Student Activities Office. Clubs that are not recognized by the College are not permitted to use College funds or facilities.

Key:

Campus Abbreviation, Bldg/Rm#

ATC -Advanced Technology College
DB -Daytona Beach Campus
DC -Deltona Campus
DL - DeLand Campus
FPC -Flagler/Palm Coast Campus
NSB -New Smyrna Beach-
Edgewater Campus

African American Student Union (AASU)

Advisors -
Lennette Stewart, 506-3260,
DB, 100/105
Warnell Vickers, 785-2061
DL 7/151

The AASU is dedicated to promoting a better understanding of African American culture and influencing positive interaction among all cultures in the college community. The main focus of the AASU is the unification, support and nurturance of African American and Pan African students through programs and services that enhance academic performance, personal excellence, self-esteem, community awareness and equality.

American Medical Student Association (AMSA)

Advisor -
Richard Doolin, 506-4714
DB, 410/111

This club provides many opportunities for pre-med or pre-pharmacy majors to connect with each other on campus throughout the AMSA's national network of members and alumni. Membership in the AMSA opens the door for many scholarship opportunities and makes an excellent resume listing.

American Society of Interior Designers (ASID)

Advisor –
Bethany Creamer, 506-3756
DB, 300/236

ASID offers students the opportunity to prepare for rewarding careers in interior design by belonging to the leading association representing designers, industry and students. Through ASID membership, students can participate in a wide variety of learning experiences. Through interaction with thousands of practitioners and industry contacts, student members gain insight into the interior design profession.

Anime & Gaming Guild

Advisor –
Victor Pareja, 506-4184
ATC, 1/215H

This club seeks to expand the knowledge and understanding of Japanese animation and video gaming in our culture, as well as work throughout the school to unite interested parties.

Bachelor of Applied Science Club (BAS)

Advisor –
Shana Gartlan, 506-3709
DB, 150/407B

The purpose of this organization is to promote academic success, career development, fellowship and community service among students in the Bachelor of Applied Science program. This organization embraces the belief that the study and practices of the principles of supervision and management adds economic and social value to the

workplace and the community. All students in the Bachelor of Applied Science program are eligible to join the organization. All pre-BAS Daytona State College students are also invited to join the club.

Business Club at Daytona State College

Advisors –
Deanna Knight, 506-3295
DB, 200/406
John Weiss, 506-3792
DB, 200/426
Diana Joy Colarussa, 506-3606
DB, 200/406

The purpose of this club is to promote business education and enhance business principles and ethics. This association will act pursuant to federal, state, local, and college laws and regulations.

Campus Crusade for Christ (CCFC)

Advisors –
Warnell Vickers, 785-2061
DL, 7/151
Cindy McAvoy, 506-3354
DB, 100/205
John McNeeley, 246-4808
FPC, 2/113

This club is an interdenominational student Christian organization that provides regular opportunities to study and discuss the Bible, including prayer services. This club provides opportunities for fellowship, encouragement and spiritual development among members.

Catalyst Club

Advisor –
Debbie Wilke, 785-2009
DL, 4/226

The purpose of this club is to provide service and raise funds for local, national, and international projects.

Chess Club

Advisor –
Max Nagiel, 506-3829
DB, 200/414

The purpose of this club is to provide an opportunity for

students, faculty, and staff of Daytona State College to learn how to play the game of chess; play chess against their peers; organize bi-yearly tournaments to participate in; and promote leadership, management, and democratic skills through officer positions.

Dance Club

Advisor -

Kevin Veiga, 506-3183

DB, 220/217

The dance club's purpose is to provide an extra-curricular opportunity for students interested in learning and performing various dance styles and techniques.

Education Club

Advisor -

Elizabeth Blanton, 506-3914,

DB, 540/204

Advisor - Joy Lewis, 506-3683,

DB, 100/224L

The Education Club at Daytona State is for students interested in teaching and learning, from elementary through secondary education. The club is open to education and non-education majors and provides opportunities to explore the world of education as a career through interaction with those in the teaching profession.

Environmental Club

Advisor -

Debra Woodall, 506-3765

DB, 410/228

The purpose of this organization is to provide an opportunity for students to actively participate in the improvement of the environment around campus and in our community as well as the world in general, and thereby realize that the solutions to world problems can be achieved through individual and small group involvement.

Falcons Cheerleading Club

Advisor -

Denise Henson, 506-3307

DB, 310/246

Coach -

Samantha Payne, 569-1145

The Falcon Cheerleaders perform at all men's and women's home-court basketball games. These young men and women perform at various campus events, in addition to hosting fundraisers and participating in community service projects throughout the year.

Florida Nursing Student Association (FNSA)

Advisors -

Wanda Lear, 506-3725

DB, 320/226

Karen Reilly, 506-3742,

DB, 320/316

The FNSA is part of a national nursing association, which serves as a vehicle for nursing career development and educational advancement in the nursing profession. The FNSA has been involved in campus health fairs and other events.

Gay-Straight Alliance

Advisor -

Margaret Karda, 506-4219

DB, 540/224

The Gay-Straight Alliance's purpose is to provide a sense of unity amongst bisexual, heterosexual, and homosexual students, as well as work in the community and in accordance with other local organizations in order to promote the club and unity outside of school.

Global Friends - International Student Organization

Advisor -

John Brady, 506-3837

DB, 330/205

Global Friends is dedicated to promoting friendship and understanding among the many cultures that students represent at Daytona State College. The organization sponsors annual events such as the International Dinner and participates in the college wide Cultural Festival.

Health Information Management Student Association (HIMSA)

Advisor -
Nancy Thomas, 506-3748
DB, 320/548

HIMSA promotes career and educational development for students of the college's Health Information Management program. The organization has been active in many student events, such as Abilities Awareness Day and Student Welcome Back events.

History Club

Advisor -
Dr. Nancy Duke, 506-4838
FPC

The History Club formed in the spring of 1997 in an effort to unite students interested in history and current events. The club has recently sponsored history film series, lectures, and field trips to historic sites.

Human Services Club (HSC)

Advisors -
Dr. Olu Eniwaye, 506-3746
DB, 200/101

The Human Services Club was formed during the 1996-97 school year by students enrolled in the Human Services Program. The club introduces the students to the human services and social work professions, through guest speakers and participation in professional conferences and community activities.

Humanities Club

Advisor -
Vincent Piazza 785-2079
DL, 7/156

We discuss world cultural topics; enhance student knowledge; encourage open discussion in the field of arts and history; stimulate multicultural interest and consequent enrichment of tests in the DeLand Library as well as campus arts; inform students of college programs and initiatives; organize field trips; and expand critical thinking.

Leo Omega

Advisor -
Lynn Hawkins, 785-2051
DL, 4/129

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding.

Math Club

Advisor -
Karthikeya Mamillapalle, 506-3847
DB, 500/159

The purpose of the Math Club is to serve as an arena for math discussions and an organization for persons of similar interests.

Outreach Club of Flagler

Advisor -
John McNeely, 246-4808
FPC, 2/113

The purpose of the Outreach Club is to provide an opportunity for students of Daytona State College Palm Coast Campus to help other students and build a spirit of community cooperation.

Paintball Club

Advisor -
Dr. Richard Doolin, 506-4714,
DB, 410/111

The purpose of our club is to spread awareness of paintball to the college community and to have a group to learn, enjoy, and participate in the sport. We encourage and instill leadership and fellowship among the Daytona State College students.

Philosophy Club

Advisor -
Richard Grego, 506-3342
DB, 540/220

The purpose of the Philosophy Club is to examine, discuss, and speculate on social, psychological, scientific, metaphysical and cultural issues, and events of philosophical interest.

Phi Theta Kappa (PTK)

Advisors - Chapter Advisor -
Victor Pareja, 506-4184
DB, 500/171

Daytona Advisor -
TBA, 506-3802
DB, 120/211D

Deland Advisor-
Harry Shoff, 785-2036
DL, 4/211

Flagler/PC Advisor -
Nancy Duke, 246-4838
FPC, 1/116C

NSB Advisor -
Heather Bonila, 423-6345
NSB, 2/115

Phi Theta Kappa is a national honors society with a chapter (Mu Rho) recognized at Daytona State College. The local chapter has officers and Advisors at all campuses. This is one of the most active student organizations at the college.

Psychology Club

Advisors -
Alice Godbey, 506-3751
DB, 330/207

Amy Osmon, 506-3537
DB, 330/208

John McNeeley, 246-4808
FPC, 2/113

The Psychology Club is an organization designed for students that are interested in, or plan on majoring in psychology. The Psychology Club meets regularly during the Fall and Spring semesters. The primary focus of the Psychology Club is to enhance the academic and personal interests of students interested in psychology by scheduling open forums, academic exchange, and scholarly presentations from faculty and guest speakers.

Rotaract Club

Advisor -
Ram Nayar, 506-3776,
DB, 410/110

The purpose of the Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will

assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

Science Club

Advisor -
Kathy Warren, 246-4830
FPC, 2/106B

To purpose of our club is to promote an interest in science through hands-on learning activities and workshops; and to help our community and college through service.

Sigma Beta Delta (SBD)

Advisor -
Michael Avery, 506-4378
DB, 150/400F

International Honor Society for Business, Management, and Administration. SBD encourages and recognizes scholarships among students of Business Management, and Administration. For BAS students enrolled at Daytona State who meet academic excellence. SBD students are the upper 20% of their class, at the time of invitation to membership, and have completed of at least one-half of the degree program in which they are enrolled.

Sigma Kappa Delta

Advisor -
Sam Goldstein, 506-3617
DB, 320/240
Heather McDonald, 506-3443,
DB, 540/203

To recognize academic success in English; to promote fellowship between students interested in academic success in English; and to develop the skills of its members.

Soccer Club

Advisors -
Nick Petropouleas, 506-3409,
DB, 330/211

Our purpose is to develop,

promote and administer the game of soccer among Daytona State College students.

Student American Dental Hygienists Association (SADHA)

Advisor -
Pam Ridilla, 785-2093
DL, 6/104

The purpose of this club is to promote dental hygiene represent dental hygiene students, and to contribute to the improvement of the oral health of the community.

Student Government Association (SGA)

Advisors -
Bruce Cook, 506-4417,
DB, 130/116
Warnell Vickers, 785-2061
DL, 7/151
John McNeely, 246-4808
FPC, 2/113
Melinda Hamilton, 423-6321
NSB, 1/108

The purpose of the Student Government Association is to facilitate communication between students and college administrators and to encourage college policies and procedures that meet the needs of students in the areas of academics, activities and services.

SGA holds open meetings each Tuesday at 3 p.m.; Building 130, Rm. 154; Daytona Campus.

Student Massage Therapy Association (SMT)

Advisor -
Richard Smith, 506-3229
DB, 320/137

To further educate the community about the profession of Massage Therapy and to represent the college in community outreach events by linking the program to the community, school, and staff.

Student Occupational Therapy Assistant Association (SOTA)

Advisor -
Mary Beth Craig-Oatley, 506-3624
DB, 320/115

SOTA is part of a national organization, which promotes the profession of occupational therapy. SOTA has been very active in student events on an off campus, including Abilities Awareness Day, the SGA yard sale and Welcome Student days.

Student Paralegal Association (SPA)

Advisor -
Linda Cupick, 506-3511
DB, 200/418A

The purpose of the Daytona State College Student Paralegal Association is to promote the paralegal education, and enhance appreciation of principles and ethics. This association will act pursuant to federal, state, local, and College laws and regulations, as well as, the Constitutional Laws of the Daytona College SPA Club.

Student Photography Association

Advisor -
Roger Linke, 506-3587
DB, 530/227A

This club is for students who are serious about the art of photography. The primary purpose of the organization is to provide Daytona State College photo students with opportunities to network with alumni and professionals in photography fields through workshops, field trips, lectures, portfolio critiques and mentoring programs.

Student Physical Therapist Assistant Association (SPTA)

Advisor -
Robert Wagner, 506-3752
DB, 320/454

SPTA was formed in 1996-97 in conjunction with the introduction of a physical therapy training program at the college. The club has been active in various student events during the past year, and organized a few fund-raisers and activities.

Student Publications

Advisor -

Elena Jarvis 506-3268

DB, 530/232E

Daytona State College has three student publications: In Motion, the award-winning monthly newspaper; DSCInMotion.com, the online, electronic version; and Olé, the yearly literary magazine. In Motion is always seeking reporters, photographers, graphic and fine artists, copy editors and advertising sales representatives. Olé meetings begin in the middle of the Fall semester when editors seek submissions for the Spring edition.

Student Respiratory Care Association (SRCA)

Advisor -

Aggie Garrison, 506-3780

DB, 320/453

The purpose of the SRCA is to promote public awareness of Respiratory Therapy as a field of medical practice through combining social activities, educational goals, and service projects. To expose the Respiratory Care student to a network of professionals within the health care field to aid them in future employment. This club also promotes recognition of the Respiratory Care Program at the College.

Student Support Services Club (SSS)

Advisor -

Tia Kerzner, 506-3584

DB, 500/109

The purpose of this organization is to promote involvement in campus based activities to enhance the student's campus/college experience. The club is involved with fundraisers, community service projects, leadership activities, cultural enrichment activities and campus activities.

Surf Club

Advisor -

Bruce Cook, 506-4417

DB, 130/116

The purpose of this club is to actively involve students with helping the environment, increase awareness about the coastal waters and surrounding environment. We will be interacting with other clubs and organizations of similar interest. We will be representing our school by competing in the National Scholastic Surfing Association's College division, against other colleges.

Swim Club

Advisor -

Amanda Bender, 506-4508

DB, 310/125

The objective and purpose of this club is to promote amateur swimming on an instructional and competitive level through supervised practices; provide members with the opportunity to improve their fitness level; and fostering the spirit of sportsmanship among its members.

Theatre Arts Club

Advisor -

Geoffrey Kershner, 506- 4607

DB, 220/221

The purpose of this club is to create an environment for students who want to pursue their interest or career in the arts as well as expand their knowledge and appreciation of the many diverse forms of creative expression.

SERVICES

CREDIT UNION

Students are eligible to open an account at the Financial Educators Federal Credit Union. You can take advantage of low-cost credit and savings accounts to meet your every need. Services include:

- Auto buying and leasing
- MasterCard Classic (no annual fee)
- No cost checking accounts with the first 50 checks free
- Dividends paid quarterly on savings account

- Payroll deduction and direct deposit
- Free traveler's checks by American Express
- ATM/POS & Debit cards

BOOKSTORE

Follett College Stores has worked in partnership with Daytona State College since 1986 to provide exceptional bookstore services to the College. There are daily used book buybacks, special orders on any book currently in print, textbook reservation and mail order services and computerized books in print. The Bookstore also sponsors an annual scholarship through the Daytona State College Foundation. For added convenience, you can purchase Daytona State College textbooks, software and merchandise online at www.efollett.com, or by clicking on the Bookstore link on the College Web site. All major credit cards are accepted. Other goods offered include:

- Official source for required books
- Emblematic clothing and gifts
- Supplies for classes
- Snacks
- Reference and supplemental books
- Used textbooks
- Medical reference/medical supplies
- School supplies
- Greeting cards
- School rings/program pins

CAFÉ 101 AND CHRISTOPHER BEAN COFFEE

Café 101 is a teaching café and kitchen operated by Daytona State College students, under the supervision of our chef instructors. Café 101, located in Building 1200 on the Daytona Beach Campus, is open for lunch Monday through Friday and dinner on Wednesday evenings. Café 101 features a fixed-price menu and patrons receive an appetizer, entree, dessert and beverage.

To access the menu visit :
www.DaytonaState.edu/cafe101/

Visit Christopher Bean Coffee and Bakeshop located in the lobby of Building 1200. You will be tempted by the Sweet Confections prepared by students in our baking and pastry classes and great coffee.

The Daytona Beach Campus Library, building 210, has a new Christopher Bean Coffee and Bakeshop. Visitors will be tempted by a variety of freshly baked cookies and pastries; not to mention the best cup of coffee Christopher Bean has to offer, Café 101 Chef's Blend.

CAFETERIA/FOOD SERVICES

Sodexo provides food service to Daytona State College. These services include a complete Food Court offering custom-made sandwiches and subs, fresh-made entrees and vegetables, pizza and the Fire House Grill. An extensive soup and salad bar, Java Junction donuts, Starbucks Coffee, fresh-baked bagels and cookies also are available. The Food Court is conveniently located in Bldg. 130 on the Daytona Beach Campus.

Visit the Snack Shop which is located in the lobby of Building 500. There are many offerings including Starbucks Coffee, Odwalla Smoothies and various snacks.

Don't forget to stop by Cafe a la Carte for Breakfast Sandwiches Fresh Pastry, Cookies, Snacks, Freshly Made Salads, Sandwiches and Wraps. Café a la Carte is located in the lobby of Building 320 on the Daytona Beach Campus.

The DeLand Campus is home to the Falcon Café, featuring made-to-order deli sandwiches, homemade soups and an assortment of Pepsi products.

To access hours and daily menu visit www.DaytonaState.edu/sodexo

LIBRARY SERVICES

Would you like to get better grades? The librarians at Daytona State can help you. We can show you how to use our library Web site and the Internet to gather information for better research papers. The library is much more than books. We also have e-books (complete books online), online magazine and newspaper articles, and links to high-quality Web sites, all of which you can use from home. Our expert librarians are available to help you in person, by phone or by e-mail. Stop by and see how we can make your semester a little less stressful!

For more information, visit our Web site at:

www.DaytonaState.edu/Library
Hours of Operation:

Daytona Beach

Mon.-Thurs.: 7:30 a.m. - 9 p.m.

Fri.: 7:30 a.m. - 8 p.m.

Sat.: 8 a.m. - 4 p.m.

Sun.: Closed

DeLand

Mon.-Thurs.: 7:30 a.m. - 9 p.m.

Fri.: 7:30 a.m. - 5 p.m.

(Note: Summer hours may vary, please check Web site)

Your student ID card also is your library card and allows you to check out books and videos.

COMPUTER COMMONS

The Computer Commons, located in the Daytona Beach Campus Library, has 75 computers available for student use on a first-come, first-served basis, seven days a week. All machines provide word processing, spreadsheet, and other applications currently used in Daytona State College courses. Internet access is also provided. Trained staff is available to assist you with technical questions as well as the FalconAID student helpdesk. For more information check out our

Web site at: www.DaytonaState.edu/commons/

Please note: There is a charge for all printing and students must purchase a reusable printing card. Hours of operation are the same as the Daytona Beach Campus Library. E-mail: day@DaytonaState.edu or shoafk@DaytonaState.edu and falconaid@falconmail.DaytonaState.edu

CULTURAL PROGRAMS

Daytona State College provides a wide range of cultural programs including dance, drama, instrumental and choral music, as well as a new and exciting program in Music Production Technology. Students have an opportunity to complete an A.S. or Certificate Program while studying in our new state-of-the-art recording facilities at the beautiful News Journal Center. Our programs will provide students with a solid foundation of skills necessary for working within the entertainment industry. Performance-oriented, university parallel classes are also offered in all of the cultural disciplines. Formal public performance productions by college bands, choirs, dance and theater ensembles are held throughout each academic semester. Many performances are held within the beautiful News-Journal Center at Daytona State College.

Substantial scholarship support is available to assist students who perform on stage, back stage and in the classroom. Scholarship auditions are posted throughout the year. Scholarship eligibility is extended to all students who wish to participate. A declared major in the field is not required for eligibility.

A busy schedule of arts programming is available throughout the academic year. Highlights include performances by the Daytona

State College Symphonic Band, Symphony Orchestra, Concert Choir, Dance Ensemble, and Theatrical plays and musicals. Students are encouraged to attend and enjoy these productions. By presenting your Daytona State College ID card, you may pick up one free ticket at the Box Office. Call (386) 506-3042 for more information or e-mail: nasdors@DaytonaState.edu

DAYTONA STATE PUBLIC BROADCASTING CHANNEL 15

Channel 15 is a non-commercial, educational television station and PBS affiliate that reaches more than 1.6 million people throughout Volusia, Flagler, Orange and Seminole Counties. The state-of-the-art digital television facility and production staff are the heart of Channel 15's program in Digital Television and Media Production. Students get real-world production training in a demanding, professional setting from the day they attend their first session. College staff and students may also get involved by volunteering their time during a special event, pledge drive or other local production. Assignments range from running a camera to assisting with mailings to serving as a tour guide.

SOUTHEAST MUSEUM OF PHOTOGRAPHY

The Southeast Museum of Photography is the major museum in the southeast devoted entirely to photography and one of the largest in the United States. Since moving into a stunning new facility in 2007, the internationally renowned museum has dramatically expanded the range and number of public programs and photographic exhibitions. The museum presents six seasons of exhibitions and programs that feature vintage and contemporary photography as well as lectures, symposia, workshops, film screenings, children's programs. There are many opportunities

available for students to gain career experience as student assistants, interns, volunteer gallery guides and tour docents as well as being able to use the comprehensive photographic reference library.

Museum Hours:
 Tues., Thurs., Fri.: 11 - 5 p.m.
 Wed.: 11 - 7 p.m.
 Weekends: 1 - 5 p.m.
 June, July and Dec. Hours:
 Tues. - Sun.: 12 - 4 p.m.

Closed - Mon. and for the following dates: Daytona 500 Weekend, Easter Weekend, Daytona State College Spring Break, July 4, July 31 - Aug. 17, Thanksgiving Weekend, and Dec 17 - Jan. 11.

Museum Location:

The museum is located is located in Building 1200 on the Daytona Beach Campus at 1200 International Speedway Blvd, three miles east of I-95. Visitor parking is available. Gallery admission is free. For detailed exhibition and program information visit www.smponline.org or call the museum information hotline at (386) 506-4475.

CAMPUS SAFETY

The Campus Safety Department operates 24 hours a day, seven days a week, for the protection of students, staff, faculty and visitors. Officers patrol the campus by marked vehicles and by foot patrol. Officers have received training in conflict resolution, emergency response, CPR, first aid and handling medical emergencies and protection of campus personnel and property.

CRIME/INCIDENT REPORTING

The proper reporting procedure for everyone, in the event of any concern, is to contact the Campus Safety Department at **(386) 506-4444**. In the event of an immediate threat, danger, injury or criminal occurrence you are advised to call the local police/fire/

emergency medical service. Usually, these emergency services can be contacted from any telephone by dialing 911 or the local police/fire emergency numbers. On campus - **remember to dial 9 (for an outside line) then 911.** In all instances of criminal occurrence, loss of property, assault, threat, injury or attempted crime, Campus Safety must be contacted as soon as possible in order to facilitate proper reporting and resource utilization and to record the occurrence for further study and preventive action. To relay confidential information to Campus Safety, call the Daytona State College HOTLINE at **(386) 506-4500.**

EMERGENCY TELEPHONE SYSTEM - Emergency telephones with direct access to the Campus Safety operator are located throughout all campuses and in all elevators. These phone systems may be used for emergency or non-emergency reasons. The Campus Safety operator will ask if you need assistance or help. Please remain at the location until an officer arrives (if the situation is safe).

ACCESS TO DAYTONA STATE COLLEGE - All students are issued identification cards. Campus Safety officers regularly check for this ID.

PARKING REGULATIONS
Permits - All vehicles parked on campus must display a valid Daytona State College parking decal or visitor parking permit. Parking decals may be obtained at no cost upon providing documentation of paid tuition from the Campus Safety Department on the Daytona Beach Campus or the Falcon Center on any other campus. Decals must be displayed on the exterior of the rear window on the driver's side, bottom left.

DESIGNATED PARKING AREAS
The College has open parking,

except for areas mandated and enforced by state law: Yellow (Fire Lane), Blue (Handicapped). Visitor and other reserved areas are designated by signage. Please observe all parking regulations to ensure fairness to everyone attending Daytona State College.

FINES - Each parking fine is \$10. Unpaid fines will result in a hold on student records, diplomas, transcripts and future registrations. Repeat offenders may be towed at the owner's expense.

CHALLENGE PROCESS - Students wishing to challenge a parking ticket issued by Campus Safety must attend an informal meeting with the director of Campus Safety in Bldg. 540 from 8 - 9 a.m. on any Wednesday (Daytona Beach Campus). Students on all other campuses should contact the Provost's Office for an appointment. If necessary, the student will receive a referral to the Student Conduct Office to file a grievance.

EMERGENCY/WEATHER RELATED ISSUES

In an emergency situation or approaching hurricane, the president will make the decision if and when the College will close. Listen to the local radio and television stations, including WDSC Channel 15, for updates and information. You may call (386) 506-4357 or tune to these regional FM and AM stations on the hour and half hour: 89.7, 90.3, 97.3, 102.7, and 1450 (AM), to hear a recorded message that will be updated as the situation dictates. (The College is not affiliated with these stations except for emergency broadcasts). If the decision is made to close the College, only specifically authorized emergency personnel and Executive Management Team members are to be on any of the College's campuses or sites. The only exception would be if Volusia County

Emergency Management designates one of the College buildings to be used as a shelter. The Daytona Beach and DeLand campuses are equipped with lightning prediction equipment which sounds an alarm: long siren blast - seek shelter; three short blasts - all clear.

STUDENT SPONSORED SERVICES

PRESCHOOL

The Daytona State College Child Development Lab School provides a quality early childhood experience in building 420 on the Daytona Beach campus. The Lab School is open Monday through Friday from 7:30 a.m. to 5:30 p.m., and offers a preschool environment for children ages two through five. Extended hours in the morning are available. Directly operated by the Children's Home Society of Florida, the Lab School is accredited by the National Association for the Education of Young Children (NAEYC), the Council on Accreditation (COA) and is a Gold Seal Center with the State of Florida. The Lab School serves as a laboratory experience for Daytona State College students and provides two Voluntary PreKindergarten (VPK) classroom settings.

COSMETOLOGY

The Cosmetology program offers a broad range of services, including haircuts, haircolor, permanent waves, relaxers, facials and nail services. We are located in Bldg. 510 on the Daytona Beach Campus.

DENTAL HYGIENE CLINIC

The Dental Hygiene program on the DeLand Campus operates a dental hygiene clinic providing selected services, including oral examinations, cleanings, X-rays, sealants and fluoride treatments. Reduced rates are available for students.

ONLINE SERVICES AVAILABLE

ADMISSION APPLICATION

You can select the "Apply Online" option or visit the Admissions page to go directly to our online admission application. Once you've completed the application and your student ID number has been created, you will be able to access all other FalconNet services. This process takes at least one business day.

FALCONNET (ONLINE STUDENT SERVICES)

A convenient, secure way to access the information and transactions you need around the clock and from any computer with Internet access (home, work, public libraries or computers on each Daytona State College campus). Privacy is of the utmost importance to us and your educational records are protected by FERPA. Additional information FERPA and other consumer information is in the college catalog. Based on FERPA, only you can request or access your student records. They cannot be discussed via e-mail or over the telephone.

LOGIN AND PIN

Before you can access FalconNet you will need your College ID Number and your College PIN Number (PIN). The first time you access FalconNet your PIN is set as your six digit birth date. You will be required to update to a new PIN (for your security) and to enter a hint question. It is important to keep a record of your PIN and hint question to access FalconNet again in the future. This hint question will appear if you forget your PIN and attempt to change it. Answering the question will reset your PIN to your birth date and you will be required again to change it.

Any other PIN changes require a signed request to the Records Office. This request must include

your name, College ID Number and your signature. You may submit the request in person or fax it to (386) 506-4489. Requests will be processed the same business day they are received. PINs cannot be changed based on telephone or e-mail requests.

ORIENTATION

An important step for enrollment and required of all new and readmitted students. Online Orientation is geared toward preparing you to be as successful as possible while you are at Daytona State College by reviewing schedule planning, important departments to be aware of and other hints to make the most of your experience.

UNOFFICIAL TRANSCRIPT

You can access your unofficial transcript via FalconNet. Official transcripts must be requested through the Records Office Web site.

STUDENT SCHEDULE/GRADES

Under this option, you look up your schedule and/or your grades. Grades are not mailed each semester and must be accessed through this option.

FINANCIAL AID AWARD STATUS

Access your award status and review received and requested documents.

WEB REGISTRATION

Register for your classes; credit card payment also is available through this option.

TRANSFER EVALUATION

Allows students transferring to Daytona State College to access the evaluation of credit from the previous institution or institutions attended. Students are notified when the evaluation is complete with an e-mail sent to their FalconMail account. If it is not available online, the evaluation has not been completed.

DEGREE AUDIT

Provides you with a comparison of courses you have earned credit for with the courses you need to complete your degree or certificate program.

PERSONAL INFORMATION LINK

Update or change your address, phone number, e-mail and major so that we are able to contact you about courses, events and upcoming registrations.

STUDENT HELP DESK

Provides you with troubleshooting information and frequently asked questions about using the Web and FalconNet, as well as some tutorials on computer basics.

FALCONMAIL (STUDENT E-MAIL)

A free e-mail service available to all current students, faculty and staff at Daytona State College.

DEPARTMENT INFORMATION

ACADEMIC ADVISING

Academic advisors will help you launch a successful academic career at Daytona State. This is what you can expect:

NEW STUDENT ADVISING

- New Student Information Packet
- Up-to-date information about programs of study at the College
- Interpretation of placement tests and course requirements
- Knowledge about college operations and rules
- Support for Developmental Students
- Information about University Transfer
- Support for Faculty Advising

FACULTY ADVISING

What is the value of having a faculty advisor your first semester?
You make an important connection.

Your Faculty Advisor can become a mentor who will be a key contact for you throughout your time at Daytona State. Your Faculty Advisor can provide:

- An ongoing one-on-one relationship with a faculty member who has a personal interest in your achievement.
- Help determining if you are on track for your program.
- Real world knowledge about life after graduation for your program of study
- A sounding board when problems occur.

It is strongly recommended that you meet with your faculty academic advisor at least once a semester, around mid-term to discuss plans for the next semester.

ADMISSIONS

As your first step to enrolling in courses, Admissions collects important information and documents that will become a part of your records here at Daytona State College. Admissions can also answer questions about academic programs, residency and international student issues.

Resources:

- Admission and readmission applications
- International student admissions documents
- Residency reclassification documents
- Transcript request forms

All of your high school and college transcripts must be sent to Admissions by the end of your first semester or you will not be allowed to register for future semesters.

All documents required for the purposes of Florida residency for tuition purposes are due in Admissions by your first day of classes.

If you are a continuing student who is reclassifying, documents are due on the first date of classes of the term for which you are seeking reclassification.

ASSESSMENT SERVICES

Visit this office to obtain test application forms, receive information about tests and complete tests.

SERVICES:

- Placement testing for degree and certificate programs
 - Computerized Placement Test (CPT) Accuplacer, Post Secondary Education Test (PERT) and Test of Adult Basic Education (TABE)
 - Placement testing for high school and GED programs
 - Administration of the GED Exam
 - Administration of the FCAT Exam
 - Placement testing for English as a Second Language (ESOL) programs
 - Testing for Distance Learning courses
 - Methods of earning college credit for life experience, professional development or vocational training through the Assessment of Prior Learning Program (APLE)
 - College Level Exam Program Administration (CLEP)
 - Administration of the Test of Essential Academic Skills (TEAS)
 - Administration of CJBAT for law enforcement and corrections
 - IT certification (VUE)
 - Instructor make-up exams
- Always bring a photo ID with you when you come to take a test.

Visit Assessment Services at www.DaytonaState.edu for more information.

General information, applications and testing site information for:

- American College Test (ACT)
- Scholastic Aptitude Test (SAT)
- LSAT
- Florida Teacher Certification Examinations

OFFICE OF STUDENT ACCOUNTS

This office maintains the financial records related to your account, receives and deposits all student payments and handles all student obligations and various scholar-

-ships, grants and waivers. They also provide information regarding student account charges and/or disbursements, such as refunds and student loans.

Resources/Services:

- Student loan EFT Disbursements
- Student refunds
- Scholarships and fee waivers
- Florida Prepaid College Fund
- Daytona State OneCard
- Pay for parking tickets and

library fines

- Pay for testing and graduation-fees

RETURNED CHECK PROCEDURE

For each check returned by the bank for non-payment, i.e., NSF, Account Closed or Stop Payment, there will be a returned check fee imposed equal to the maximum fee allowed under F.S. 832.08. Currently, the fees are \$25 for returned checks of less than \$50; \$30 for returned checks of \$50-300; and \$40 for returned checks in excess of \$300. In addition, a hold will be placed on the student's records, diplomas, transcripts and future registrations. The student will be notified by certified mail that the check was returned and will be given seven days from receipt of the letter to make payment in full. If the amount is not paid in full within seven days, the check will be referred to the State Attorney's Office, Worthless Check Division, for collection and criminal prosecution. Students will have check writing privileges denied after two returned checks.

COLLECTION PROCEDURES

Students will be notified in writing of any outstanding obligations to the College and will be given sufficient time to make arrangements to pay the amount due. If obligations are not paid in full, these debts (along with appropriate personal information, including Social Security number) may be

referred to an outside collection agency and to appropriate credit bureaus. Resulting collection costs will be added to the original debt and the student must pay these costs, as well as any attorney's fees if applicable. Furthermore, all unpaid obligations will result in a hold on student records, diplomas, transcripts and future registrations.

RECORDS & REGISTRATION OFFICES

These offices work together to maintain student grades, transcripts and registration information. Registration is where you may go for on-campus registration, withdrawal requests and course schedules. The Records Office maintains and houses student records such as high school transcripts and college and university transcripts.

Resources/Services:

Records/Registration

- Verification of enrollment
- Registration for classes
- Transfer evaluations
- Withdrawal forms
- Graduation information
- Course schedules
- Add/Drop of classes
- Schedule copies
- Audit requests
- Unofficial transcripts

HOW CAN I BE SURE THAT MY REGISTRATION PROCESS GOES SMOOTHLY?

1. Check with an advisor EARLY (at least three weeks BEFORE REGISTRATION STARTS) to see if you have any restrictions or problems that might delay or prohibit your registration.

2. Complete a graduation check-down (also known as a degree audit) with a counselor or advisor to see if you are completing all of the necessary courses and/or prerequisites for your chosen major. You should do this well in advance of the upcoming registration cycle.

3. Keep accurate records for yourself. Make notes of contacts you've made including the letters that indicate permissions, substitutions or approvals that allow you to take (or to get you out of taking) particular courses. You should bring these recommendations and/or letters of permission when attempting to register.

4. Register early. Registration for Summer and Fall classes begins in late March/early April; registration for Spring classes begins in early November.

Q & A CENTER

The Question and Answer Center provides a broad spectrum of services for our students. In addition to answering general questions the Q&A Center also offers the services listed below. All responses to an appeal/complaint are sent to the student FalconMail address.

- All Appeal Applications
- Enrollment Verification Requests
- Graduation Applications
- Reinstatement Requests
- Withdrawal Requests
- Late Registration Requests
- Equity Complaints

FALCON CENTER

The Falcon Center works together with the Q&A Center while allowing students a hands-on opportunity to the following services:

- Registration of Classes
- Adding/Dropping of classes
- Address Changes
- Major Changes
- Print Class Schedules
- Online Orientation
- Reset PINS
- Request Official Transcripts
- Print Unofficial Transcripts

FINANCIAL AID OFFICE

Administers various types of financial assistance to help you pay for your educational expenses. Financial aid is provided by federal, state and institutional sources

and consists of grants, scholarships, loans and work-study. Financial aid specialists, on the Daytona Beach Campus and branch campuses, will provide individual financial aid advising and counseling including assistance with the following:

- Completing the Free Application for Federal Student Aid (FAFSA)
- Answering all questions regarding eligibility
- Submission of corrections to the Student Aid Report
- Completing the Direct Loan master promissory note
- Loan entrance counseling
- Loan exit counseling
- Distribution of financial aid materials including FAFSA and consumer information
- Web page access to financial aid information, document tracking, and financial aid awards

You should apply for financial aid at least 6-8 weeks prior to when you want to start classes in order for all processing to be complete by the first day of classes.

STUDENT DEVELOPMENT

One stop will provide you with complete support to prepare for a solid future as you complete your college education. Whether you want to choose a major, make important choices about your career, or get help for problems that block your path, this department is an important place to visit. Services are available on all Daytona State campuses. Our purpose is to offer you the kind of support you need to be successful, and to prepare for your life after you graduate.

Several different kinds of services are available in this department:

- Appeals
- Counseling/Career Services
- Judicial Affairs
- Student Advocacy
- Student Disability Services
- Suicide Prevention

APPEALS

If you have had problems at Daytona State College that make it hard to continue your education, you can request consideration of your unique situation by submitting an appeal. An appeal allows you to explain the reasons that you believe kept you from completing course and College expectations, policies and procedures due to unforeseen emergencies.

Types of Appeals include:

- Financial Aid suspension
- Third attempt with full-cost of tuition
- Fourth attempt of a course
- Withdrawal from a course after posted timeline
- Administrative Drop from a course after posted timelines
- Academic Grade Change from "F" to "W"

You can find all appeal forms in the Question & Answer Center on every campus and online at the Registration and Records Web site. There are guidelines for each of these Appeals.

A copy of the guidelines will be given to each student who requests an appeal form. PLEASE READ THE GUIDELINES THOROUGHLY AND COMPLETE THE APPEAL FORM CAREFULLY.

Your petition MUST include documentation of the unforeseen emergencies beyond your control. For example:

- Serious accident or illness that prevented you from finishing a course
- Death of your immediate family member (Parent or Child)
- Involuntary military activation
- Emergency shelter due to a natural disaster

Complete your appeal form, and attach supporting documentation. Examples of documentation

include:

- Copies of relevant legal documents
- Copies of relevant medical documents
- Letters from professionals who worked with you and have direct knowledge of the circumstances including faculty members, attorneys, physicians, counselors, clergy or college staff. To be official, documentation must be written on letterhead stationery, and be signed and dated. The documentation must verify how your circumstances prevented you from completing the course.

CAREER PLACEMENT SERVICES

When you graduate from Daytona State, do you expect to start a job in your new career? Or do you expect to be ready to transfer to another college or university to continue your education?

There is a lot more to accomplishing either of these goals than completing a program of study. In both cases Career Advisors are ready to guide you through the career development process smoothly while you complete your academic program of study.

There are four distinct phases in the career development cycle. You will repeat this cycle again and again as you grow and change across your lifetime of careers. You can start wherever you are in this cycle and find activities in Career Placement Services that will help you to successfully navigate to the next phase. To access our full range of learning activities and services, create your account in Career Placement Services Online (CSO), at www.myinterfase.com/DaytonaState/student/. Start building your future career today.

Phase 1: Choose your future: Exploration activities for personal discovery and decision-making.
During your first term, visit the Ca-

reer Center on your campus to

develop an initial career plan. Find out about yourself through the tools of self-discovery. Explore potential career options to try on different possibilities. Look at the costs and the benefits of committing to a particular career path. Set long term and short term goals that will lead to the vision you have for your life. Learn how to make effective decisions. Use this information to choose the best path for you.

Phase 2: Researching: Learning more about your chosen career path.

As your move through your education, use Daytona State's online research tools to learn about the path people follow that are successful in your chosen career. Locate potential employers to interview. Arrange to shadow local people who are experts in your kind of work. Look for opportunities to develop a network of support for you to move smoothly toward employment in your new career. Develop your Career Portfolio. Attend a Job Fair. Find a mentor in your chosen line of work.

Phase 3: Making professional connections: Preparing for the launch. Start building your resume. Look into getting an internship to learn about using your skills in the business world. Plan to take advantage of our workshops on grooming yourself for your profession. Conduct research interviews with prospective employers located with our online database, Reference USA. Learn about options for advanced education in your chosen profession. See how far you can advance in your career through careful planning and preparation.

Phase 4: Launching: Closing the deal as you approach graduation.

As you approach graduation in the last term of your degree, use your network to locate prospective em-

ployers. Arrange for letters of

recommendations. Learn how to conduct a good job search. Practice interviewing with our online simulation, Perfect Interview. Learn how to market yourself to prospective employers or universities. Attend a Job Fair.

COUNSELING

Counselors at Daytona State have expertise in problem-solving. Their purpose is to help you to solve your problems so that you can be successful during your College career. Counseling services are available on each campus by making an appointment or on a walk-in basis. The Counselors also respond to personal situations on an as-needed basis. Besides offering individual counseling services, the Counseling Office also offers a variety of workshops/seminars on mental and personal health issues.

Mental Health Counselors are available to talk with you about anything that may be affecting your success at the College, such as:

- Adjusting to the demands of College
- Choosing a major or finding your career path
- Resolving relationship problems, such as break -ups or serious conflicts
- Experiencing depression or other emotional difficulties
- Experiencing anxiety or feelings of stress
- Learning problems that might interfere with your education
- Dealing with personal problems, such as financial difficulties, abuse or trauma.

STUDENT ADVOCACY

Student Advocates assists with matters pertaining to College enrollment difficulties or other problem situations. Student Advocates are available on each campus. The Student Advocate explores all facets of a particular problem or

situation and offers helpful

assistance so that the Student is able to resolve the problem effectively.

JUDICIAL AFFAIRS

The Judicial Affairs Office is responsible for ensuring Student due process; hold Students accountable and enforce violations of the College Code of Conduct rules. The goal of the Judicial Affairs Office is to help promote a safe learning environment for the entire College community.

STUDENT DISABILITY SERVICES (SDS)

The mission of the Student Disability Services Office is to provide students with disabilities equal access and equal opportunity to the classes, educational programs and activities of Daytona State College. SDS authorizes reasonable accommodations to students who present written documentation from licensed medical or mental health professionals. The documentation must state they have disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities

Act of 1990 (ADA) as it relates to Higher Education. The documentation must show that a disability significantly interferes with one or more major life functions (i.e., seeing, hearing, learning, speaking, or walking.) SDS does not provide personal services such as transportation or personal care assistants. Please contact an SDS Advisor in advance of starting your classes to arrange for the reasonable accommodations you need in order to be successful during your educational experience at Daytona State College.

SDS ADVISORS

SDS Advisors are available on all campus locations and work directly with students on an individual-

ized basis to determine the appropriate

accommodations and support services that each student is eligible to receive. SDS Advisors are available on all campus locations and can be reached by calling the following telephone numbers:
Daytona Beach: (386) 506-3238
DeLand (386) 785-2082
Deltona: (386) 789-7316
Flagler/Palm Coast: (386) 246-4824
New Smyrna Beach-Edgewater: (386) 423-6342

SDS ACCOMMODATIONS AND SERVICES

- Readers, note takers, scribes and adaptive technology, American Sign Language (ASL) Interpreters
- Confidential letters that authorize faculty to provide certain accommodations
- Alternative testing accommodations (i.e., extended testing times and alternate locations)
- Access to assistive computers and private testing rooms in the SDS Center
- Adaptive equipment, computers, software and tape recorders
- Individualized Academic and Career Advising, Personal Tutoring under extraordinary circumstances

PROJECT SPEAK (SUICIDE PREVENTION)

Project Speak stands for "Suicide Prevention Education And Knowledge". This project is a grant sponsored by the Substance Abuse and Mental Health Services Administration. The goal of the project is to help raise awareness about the tragedy of suicide among students, faculty and staff at Daytona State College. The project staff offers educational seminars at all College locations to help students and staff recognize the signs and risk factors depression.

MULTICULTURAL AND INTERNATIONAL RESOURCE CENTER

(MIRC)

Responding to the needs of our

diverse undergraduate student body, the MIRC promotes an inclusive college climate by acting as an educational resource that prepares students to succeed in a heterogeneous and ever-changing society. MIRC provides a supportive environment for intercultural communication, constructive interaction and mutual understanding as a conduit to human development. Our goal is to create a greater sense of community and improve the quality of life for Daytona State students.

The MIRC offers a variety of resources that aim to facilitate an engaged campus environment that actively and collectively addresses many areas of diversity, including race and ethnicity, socioeconomic status, and gender identity/expression. It seeks to strengthen and enhance the richly diverse fabric of the College community by providing and supporting programs and services in the following areas:

- Diversity Education and Training
- Social Justice & Inter/Intra Cultural Programming
- Leadership Development and Training
- Advocacy
- Etiquette training
- Professional and Ethical Leadership
- Tutoring
- Face-to-Face mentoring
- Financial Aid
- Peer Mentoring
- Academic monitoring
- Civil Sensitivity
- Cultural enrichment
- Career planning
- Intellectual enrichment

Our diversity education and training programs are designed to encourage dialogue and interaction among students about issues related to diversity. Taking a proactive rather than reactive approach

to diversity education, we seek to build competencies and thought

processes among Daytona State students that prepare them for excelling in our diverse college community and beyond. Diversity education will take many forms including facilitated discussions, workshops and guest speakers.

INTERNATIONAL STUDENT SERVICES

The international student advisor informs international students on immigration issues related to F-1 and M-1 Visa compliance as regulated by the United States Department of Homeland Security, Bureau of Citizenship and Immigration Services. You can receive assistance with maintaining lawful status, enrollment issues and employment authorization. The international student advisors are located in the Admissions Office on the Daytona Beach campus.

OFFICE FOR INTERNATIONAL AFFAIRS

Services include the following:

- Health insurance information
- Housing/host family search
- Information including how to open a bank account, acquire a Social Security number, and obtain a driver's license
- General advising including information on campus employment, student activities, and peer support

THE OFFICE OF COLLEGE EQUITY

Among its various responsibilities, the Committee of College Equity ensures success by fostering an institutional environment of equal access and equal opportunity for students who are racial and ethnic minority persons, females, individuals with disabilities, and qualified veterans. The College Equity Committee Members offer guidance in the implementation and understanding of College policies and procedures to ensure clarity of individual rights.

SCHOLARSHIPS

The Daytona State College Foundation provides numerous Donor scholarship opportunities for new and continuing students enrolled in Daytona State college-level or vocational programs. Donor scholarships are awarded on the basis of a student's academic achievement, financial need, program of study, credit hours enrolled, specific student groups and or a combination of these eligibility criteria. Students must apply on-line for these scholarships. If awarded, the student may receive only one scholarship per scholarship cycle. Scholarships are available for the fall, spring and summer semesters. The scholarship Web site is: DaytonaState.scholarships.nelnet.net To receive more information on Daytona State College Donor scholarships, you may contact the Financial Aid Services/Scholarship Office located on the Daytona Beach Campus, Bldg. 100, Rm. 104 or by calling (386) 506-4422 or (386) 506-3013.

In addition, many state universities located throughout Florida offer transfer scholarships for Daytona State students who have completed their Associate of Arts degree and meet other specified criteria for enrolling in their university. To obtain information on scholarships outside of Daytona State, you should contact:

- State university transfer manuals that includes scholarships specifically available for each institution.
- College catalogs, which explain the department that handles scholarships. Some schools handle scholarships thru Admissions, some through Financial Aid and others have specialized scholarship offices.
- Books and computer searches are available in the College Placement Center as well as public

libraries specializing in scholarship information and advice on

obtaining financial aid for a college education.

- Community agencies and local organizations that sponsor scholarships.

FINANCIAL AID WORK STUDY/ INSTITUTIONAL WORK STUDY

Serves as a student resources office for all of the College's locations, providing centralized on-campus job advertisements, employment assistance to currently enrolled and program eligible Daytona State College students, employment verifications and policy/procedures implementation. This office collaborates with faculty, staff and employers in providing Federal Work-Study, Institutional Work-Study, Community Service and other eligible work-based programs. Participating in the student employment program is an initial stepping-stone to building your employment history.

RESOURCES/SERVICES:

- Assistance in obtaining on-campus employment
- New Student Employee Orientation
- Service employment
- Evaluates student work sites for student placement

FEDERAL WORK-STUDY (FWS)

A federally funded, need-based employment program available to Daytona State College financial aid-awarded students. Eligibility is determined by the student's financial aid status. These jobs can be located at any of the College's locations.

COMMUNITY SERVICE (FWS)

A federally funded, need-based employment program available to Daytona State College financial aid-awarded students. Eligibility is determined by the student's financial aid status. These jobs can be

located on or off-campus in a non-profit organization.

COMMUNITY SERVICE "TUTORS" (FWS)

A federally funded, need-based employment program available to Daytona State College financial aid-awarded students. Eligibility is determined by the student's financial aid status. These jobs can be located on or off-campus and may not involve sectarian instruction or other religious activities of a church, and it may not involve the construction, operation or maintenance of any portion of a facility used for sectarian instruction or religious worship. Additionally, they must be free of partisan political involvement or in any position that includes lobbying the government.

INSTITUTIONAL WORK-STUDY (IWS) (COLLEGE FUNDED)

Students do not have to apply for, nor be eligible for, financial aid to secure a job. These jobs are located on campus. Any student in good standing, enrolled for three or more credits in a degree-seeking, eligible GED or certificate program, may be eligible for on-campus student employment.

VETERANS' SERVICES OFFICE

Provides assistance and information regarding veteran entitlements and qualification for benefits.

Services:

- Post 911 GI Bill - Chapter 33 (effective 08/01/2009)
- Montgomery GI Bill (MGIB) - Chapter 30
- MGIB-SR Selected Reserve/National Guard - Chapter 1606
- REAP - Chapter 1607
- VEAP - Chapter 32
- Dependents/Survivors - Chapter 35
- Vocational Rehabilitation - Chapter 31
- Applying for VA benefits
- Certifying enrollment at Daytona State College
- Issuing tuition deferments

- VA work-study program

WOMEN'S CENTER

The Women's Center offers a variety of programs and services to women and men in Volusia and Flagler counties including:

CCAMPIS (CHILD CARE ACCESS MEANS PARENTS IN SCHOOL)

Available for low-income students living in Volusia or Flagler counties who plan to enroll or are attending classes at Daytona State. The program is designed to alleviate the burden of child care cost for students who have a strong desire to further their educational goals. Qualified students should be Pell eligible, have a minimum 2.5 cumulative GPA and must be enrolled in 6 college credit hours throughout the semester they are seeking assistance.

FRESH START

This program prepares individuals to successfully transition from homemaker to employment and/or education. Participants have the opportunity to explore career and educational options, develop personal awareness, establish and achieve goals, build confidence and self-esteem, master the art of finding and keeping a job, obtain referrals to resources, and develop financial awareness and personal planning.

FRESH START FOR MEN

This program provides support and practical tools to empower men to discover their transferable skills as they pursue educational and career goals. Your participation will allow you to establish goals, build self esteem, manage stress, research educational opportunities, explore career opportunities, develop a resume, prepare for job search and/or transition into college or vocational credit programs.

NEW DIRECTIONS

The New Directions program assists eligible students, both male

and female, who are single parents, displaced homemakers, or non-traditional students. (A non-traditional student is one whose gender is represented by 25% or less in a career, such as a male in nursing, or a female in law enforcement.) Qualified students who are enrolled in approved A.S., A.A.S. or Certificate degree programs may be eligible to receive supplemental help for tuition, books, uniforms, and required supplies. Applicants must also demonstrate financial need, not have earned a previous degree, and have at least a 2.5 cumulative GPA.

TRIO STUDENT SUPPORT SERVICES

TRIO Student Support Services is a federally funded program designed to assist first-generation and low-income college students enrolled at Daytona State College. Eligible students in need of academic support to overcome barriers to success in higher education may apply for participation in the program.

Services include assistance in applying for financial aid, academic advising, counseling, tutoring, transfer assistance, workshops, cultural enrichment opportunities and scholarships.

TRIO UPWARD BOUND

TRIO Upward Bound is a pre-college program that helps prepare youth for higher education, located on Daytona Beach and Deltona campuses. The program provides a variety of services designed to meet the individual needs of each student including tutoring, Saturday sessions, counseling and mentoring, college planning and cultural enrichment activities. Participants attend Summer Academy which prepares them for the upcoming school year. Graduates of the program participate in a summer Bridge Program, which

prepares them to make a successful transition from high school to college.

SCHOOL OF ADULT EDUCATION

Adult Education programs are offered to assist students in earning a GED, high school diploma, or acquiring English language skills. The classes are free and are designed to meet the student "where they are" in their education. Skills learned in the programs will prepare students for college-level or career training programs.

ADULT BASIC EDUCATION (ABE)

These preparatory classes focus on fundamental reading, math and language skills needed for entry into the adult high school or GED program

DAYTONA STATE COLLEGE ADULT HIGH SCHOOL

Students take classes leading to a standard high school diploma. Many of the electives are offered through dual enrollment, allowing qualified students to earn college credit while still in high school.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Students develop English language skills in preparation for further academic study, the workplace, and general life experiences.

GED PROGRAM

These courses provide individualized instruction designed to prepare the student to take the GED test. The GED test is composed of five subject areas - Math, Language/Reading, Social Studies, Science, and Language/Writing.

VOCATIONAL PREPARATORY INSTRUCTION

Students who are enrolled in certificate programs also may participate in Vocational Preparatory Instruction (VPI), a program that is designed to help students improve their basic skills. The program

offers self-paced instruction in reading, English, mathematics, study skills and workforce readiness

skills. Tutoring in vocational programs also is available.

ADULTS WITH DISABILITIES

Educational opportunities for adults with disabilities are provided through community-based partnerships. These classes focus on academic, employment, and social skill development.

ADULT TUTORING SERVICES

Trained tutors for Adult Education students are provided in partnership with the Volusia Literacy Council.

THE ACADEMIC SUPPORT CENTER

College can be a demanding experience, especially for students who are entering college for the first time. The College's Academic Support Centers provide a variety of instructional support programs and services to help you make satisfactory academic progress. Learning specialists, faculty, and tutors provide individualized/small group academic assistance and support to supplement classroom teaching and learning in mathematics, science, English, modern languages and a variety of other subject areas.

The Centers are located on all of the College's campuses and offer a wide range of services that combine the attentiveness of individual staff members and the latest in computer-assisted and supplemental instruction. There are additional areas where students may receive academic support depending upon the program of study. Please visit your local Center for hours and to find out what additional areas of support are available.

TUTORING

Free tutoring services are available to students enrolled in Daytona State courses. Professional tutors and students who are

recommended by faculty and trained to serve as peer tutors staff the Tutoring program. Individual and small group tutoring for most courses are available on a walk-in basis. If you are having problems in your class, talk with your instructor and, if needed, sign up for tutorial assistance.

SUPPLEMENTAL INSTRUCTION (SI)

Supplemental Instruction (SI) targets traditionally difficult academic courses and provides regularly scheduled, out-of-class, peer facilitated sessions. Experienced students lead SI sessions for students enrolled in College Algebra, Anatomy & Physiology, Microbiology and other selected courses. The SI Leader uses course materials to model positive study and organizational skills to students participating in the sessions.

SPECIAL PROGRAMS

HONORS COLLEGE

The primary mission of the Honors College is to provide an enriched learning experience for intellectually capable and curious undergraduate students. The Honors College offers enriched and stimulating courses that are designed to encourage critical thinking, broaden students' education, and examine perspectives of different disciplines.

In addition, the Honors College supports formal undergraduate research, academic scholarships, and a variety of academic and social activities for enrolled students. The Honors College Orientation is designed to provide an introduction for new students to the Honors College and its courses. Acceptance to the Honors College is competitive.

For deadlines and requirements, refer to the current college catalog.

Students who graduate from the Honors College receive a special seal on their diploma attesting to their academic accomplishments. All Honors College graduates are recognized at the annual awards and commencement ceremonies.

If you want to know what students think about the Honors College, our Honors faculty and student ambassadors will be happy to meet with you to explain the program in detail, and answer all of your questions. You may also contact Dr. Andrea Reese, Honors College Chair at 506-3337, or at Bldg. 330 / Rm. 238 on the Daytona Beach Campus for more information.

LEARNING COMMUNITIES

An alternative to traditional college classes - integrated courses with a common theme with an emphasis on collaborative teaching and learning. You can choose from a variety of Linked Classes or Daytona State College's nationally recognized QUANTA program.

LINKED CLASSES

One of the best things about college is learning how to see the world from different perspectives. Linked classes - separate courses joined by a theme are an excellent way for you to do just that. You will work closely with other students and faculty and experience the following benefits:

- Students understand how subjects and issues are interrelated and cross subject matter boundaries.
- An academic community for students who attend commuter schools
- Students become active and responsible participants in their own education. High-level critical

thinking is encouraged

- Students and faculty find intellectual interaction and connection with each other

- The exposure to diverse populations and the opportunities to explore and understand diverse perspectives are great

QUANTA - An Interdisciplinary Learning Community

QUANTA is a nationally recognized learning community where students and faculty work together to share their learning experiences. As a QUANTA student, you'll work with three faculty members who collaborate in their teaching of sociology, cultural arts and English courses. You will participate in groups with other students to share your ideas, thereby gaining different perspectives on the topic you are studying. You'll develop your critical thinking, reading and writing skills; group and leadership skills; and will benefit from a flexible learning environment. Through this experience, you'll develop a greater sense of involvement with the other students and faculty. QUANTA courses satisfy general education requirements for all majors in Associate of Arts degree programs. The Florida Board of Colleges has awarded the QUANTA Learning Community recognition as one of the outstanding academic programs in higher education in Florida.

SUMMER STUDY ABROAD

Daytona State offers several different opportunities for students to study abroad. These include a program of study at Cambridge University in England during the summer. Students register for academic credit through Daytona State or choose to audit the Cambridge courses while attending one of the world's oldest (established 1209) and most prestigious universities. Students also have the opportu-

nity to study in other countries such as Italy or Spain.

For more information regarding study at Cambridge University,

contact Samuel Goldstein at (386) 506-3617; for information on study in Italy contact Vincent Piazza at (386) 785-2079; and for information on study in Spain contact Elias Lorenzo-Lorenzo at (386) 506-3541.

CLASS SCHEDULING INFORMATION

We offer creative scheduling and many alternatives so that you can still complete course work that might not fit the traditional schedule. Daytona State College offers courses in a traditional 15-week semester, 7-week sub-sessions, and online. Classes are offered, on weekends, once a week, twice a week, three times a week and even daily. We make every effort to create new ways of delivering courses to accommodate your needs so that you can juggle all of your responsibilities - family, work and other commitments. You can search for classes that meet your scheduling needs in the Enrollment Center on the Daytona Beach Campus or from home via the Internet. Look for the Course Search Quick Link online at www.DaytonaState.edu.

FLORIDA ONLINE

At Daytona State College, we are dedicated to helping students with busy lifestyles continue their education. Through the Florida Online system, students may obtain degrees and certificates with few or no campus visits required. Currently, students may obtain an AA, BS or BAS degree online. Totally online courses are conducted via the Internet, with instructor contact made through emails, discussions, chat sessions, and other information communication technologies. Students taking online courses are required to pay

an additional fee of \$25 per credit hour.

Search for totally online courses by selecting the 'Online (Totally)' option from the Instructional Method

field and select the 'Search' button. Be certain to read the Comments and visit the Florida Online site for detailed access information. (<http://online.DaytonaState.edu>)

Florida Online also offers courses that are partially online. These are courses that require both online sessions and campus visits. Time on campus varies from 25 to 75 percent of the total course hours. Depending on the percentage of online activity, students are charged an additional fee ranging from a flat rate of \$20 per course to \$25 per credit hour. Search for Partially online courses by selecting the 'Online (Partially)' option from the Instructional Method field and select the 'Search' button. Be certain to read the Comments and visit the Florida Online Web site for detailed access information. (<http://online.DaytonaState.edu>)

For detailed access information and system requirements select the 'Student' link. You must have these minimum skills and system requirements to take an online course:

- A computer with Windows 2003 or higher or Macintosh OS X or higher.
 - Internet browsers for Windows: Internet Explorer 7.0, and Firefox 3.5.
 - Internet browser for Mac OS X Firefox 3.0 and Safari 4.0
- For certain applications the Sun Java Runtime Environment (JRE) version 1.4.2.X+ is also needed.
- Internet access of 56k modem (a broadband connection is preferred).
 - Basic computer skills and familiarity with the Internet.
 - Understanding of word process-

ing and familiarity with cutting, pasting, and copying text

- Comfortable with sending and receiving e-mail and adding attachments.

Visit our readiness assessment at: <http://online.DaytonaState.edu/surveys/ola/> or visit us at: <http://online.DaytonaState.edu> for more information.

DEGREES & IMPORTANT INFORMATION

Types of Baccalaureate Degrees:

BACHELOR OF APPLIED SCIENCE

The College of Business Administration is your key to earning an affordable, high-quality bachelor's degree in supervision and management without ever leaving the community. The Bachelor of Applied Science (BAS) in Supervision and Management program is designed for individuals who already have specific technical skills and want to prepare for supervisory positions within their respective fields of expertise. The Supervision and Management curriculum builds upon a student's existing technical knowledge base, providing a balance of theoretical and practical coursework that reflects the workforce management needs of local business and industry. Applications are accepted year-round and students may start the program during any semester of the academic year. There is no application fee. Admission to the Bachelor of Applied Science in Supervision and Management program is open to all applicants who meet the admission requirements. Contact Mitch Pietras, BAS Counselor at (386) 506-3515 or pietrami@Daytona-State.edu

Requirements for admission to the BAS program are:

1. Applicants for the Bachelor of Applied Science program must complete an Application for Admission. You may complete an

application to the BAS degree program in the Admissions Office (Building 100, Room 118), the BAS program office (Building 150, room 400), or online through <http://www.DaytonaState.edu/sbs/>.

All applicants must provide an official transcript from all previous institutions attended.

2. Applicants for the Bachelor of Applied Science degree program must have earned an Associate of Science (AS) or an Associate of Applied Science (AAS) degree, or an Associate of Arts (AA) degree. Those with AA degrees who have completed all core general education will be required to complete a total of 18 credits in an occupational/technical area, (e.g., accounting technology, computer science, business, etc.), or 18 credits in a single area such as foreign languages, English, etc. with a grade of "C" or better in each course, in lieu of the additional core general education required of the AS/AAS graduate. Other AA to BAS 18 Credit Hour Specializations are available in the College of Business Administration in the following areas:

- Accounting/Finance Specialization
- Entrepreneurship Specialization
- Management Specialization
- Tax Preparer Specialization

3. Transfer applicants must have at least 60 college credit hours, including a minimum of 15 credit hours of transferable general education courses. Applicants must have received a grade of "C" or better in all core general education courses that transfer into the BAS program. Applicants must have a cumulative grade point average of 2.0 in their associate degree program of study. All applicants must provide an official transcript from each college attended.

For more information, please browse our Web site at: www.DaytonaState.edu/sbs/. See

the Bachelor of Applied Science in Supervision and Management program section of the catalog or e-mail: BASinfo@DaytonaState.edu.

BACHELOR OF SCIENCE IN EDUCATION

The College of Education offers you the opportunity to earn an affordable, high-quality Bachelor of Science in Education degree in one of the following five programs:

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

The BS in Education 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 ESOL. Applications are accepted year-round and students may start the program during any semester of the academic year. There is no application fee. Admission to the Bachelor of Education programs is open to all applicants who meet the admission requirements. The College of Education is located in Building 100, Room 224, for more information please call 386-506-4374.

Requirements for Admission to the BS in Education Program are:

1. Applicants for the Bachelor of Science in Education program must complete an Application for Admission. Complete an application in the Admissions Office (Building 100, Room 118), or online through <http://www.DaytonaState.edu/education/>. All applicants must provide an official

transcript from all previous institutions attended. All former and current Daytona State College students must complete an application for admission into the upper two years of the program.

- 2.** Students must apply and receive an Associate of Arts degree before admission to the upper two years of this program.
- 3.** Students must have a cumulative GPA of 2.5 for admission into the program.
- 4.** Students must submit proof of a passing score on the Florida Teacher Certification Exam, General Knowledge Test.
- 5.** Students must receive clearance as a volunteer through Volusia County Schools.
- 6.** Students must complete the common education course prerequisites (EDF1005, EDF2085, and EME2040) with a grade of "C" or better.
- 7.** Students must complete the common course prerequisites for the specific education programs in Mathematics and Science.

BACHELOR OF ENGINEERING TECHNOLOGY

The College of Engineering Technology and Occupational programs is your key to earning an affordable, high-quality bachelor's degree in Engineering Technology without ever leaving the community. The Bachelor of Science in Engineering Technology (BSET) is comprised of three separate degrees. The BSET degree program prepares graduates for technical positions in the expanding fields of industrial operations, mechanical design, or construction design, and has a strong commitment to maintain standards of excellence in program content and to continuously upgrade their program to meet industry needs.

The Bachelor of Electrical Engineering Technology (BSEET)

Concentration

The BSET degree prepares graduates for technical positions in the expanding fields of electrical, digital, computers and microprocessors. The primary objective is to provide 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 Systems Technology (BSIST) Concentration

The BSET degree prepares graduates for technical positions in the expanding fields of information systems management, network security, and digital forensics. Graduates of this program will have a broad understanding of processes that support the development, delivery and management, and security of information systems.

All three Bachelor of Science in Engineering Technology degrees use a 2 + 2 model requiring the completion of an associate degree for entry into the program. Applications are accepted year-round and students may start the program during any semester of the academic year. There is no application fee. Admission to the program is open to all applicants who meet the admission requirements. Contact Ron Eaglin Chair Engineering Technology at (386) 506-4176 or eaglinr@DaytonaState.edu

Requirements for admission to the BSET degree programs are:

1. Applicants for the BSET degrees must have earned an Associate of Science (AS), an Associate of Applied Science (AAS), or an Associate of Arts (AA) degree with an overall grade point average of 2.5.
2. Students with a grade point average of between 2.0 and 2.49 may be admitted conditionally. AA

graduates may be admitted to the program with the approval of the Chair of the BSET program. Those with AA degrees who have completed all core general education courses will be required to complete a total of 18 credits in

appropriate technical prerequisite courses. AS/AAS graduates must complete additional core general education courses.

3. Typically students from AS or AAS degree programs transfer 15 credits of General Education Core. AA graduates will typically transfer the total 36 general education core requirements into the BS program. AA graduates will also require 18 hours of lower division credit in an occupational/technical area, e.g. Architectural Design/Construction Technology, Automotive Service Management Technology, Computer Integrated Manufacturer, Construction Electricity Management, Industrial Management Technology, and Telecommunications Engineering Technology.

4. General Education Core - The state mandated 36 hours of general education: Communications - 9 sch; Mathematics - 6 sch; Sciences - 6 sch; Humanities, Cultural & Aesthetic - 3 sch; Behavioral and Social Sciences - 3 sch; Health & Wellness - 3 sch; Political, Economic & Business - 3 sch; Historical and Global - 3 sch.

5. Applicants who have not earned an associate degree may be admitted to the BSET program if they have earned at least 60 BSET transferrable credits with a grade of C or better in all core general education courses. Applicants in this category must otherwise meet all other requirements for admission which will be granted by approval of the Chair.

6. Students must have completed two years of the same foreign language in high school or two semesters of the same college level foreign language to graduate.

For more information, please

browse our Web site at:
www.DaytonaState.edu/sbs.
 See the Bachelor of Engineering
 Technology degree in the program
 section of the catalog or e-mail:
BSETinfo@DaytonaState.edu.

Distinctions between the AA, AAS and the AS Degrees:

- Courses taken as a part of an AA degree satisfy requirements for the first two years of a baccalaureate degree at state colleges or universities in Florida.
- The AAS and AS degrees prepare students for immediate employment in selected careers. Although not designed to transfer, students are able to continue their education toward a baccalaureate degree at Daytona State, if there is an articulation agreement between Daytona State College and another college or university they can continue toward a baccalaureate at those institutions.
- Whether an articulation agreement is in place or not, earning an AAS or AS degree does not preclude students from continuing their education. When choosing between degrees, the student should consider long-term career plans as well as immediate employment.

CERTIFICATE PROGRAMS

Each Certificate Program is designed for a different level of training:

OCCUPATIONAL CERTIFICATE (VOCATIONAL CREDIT)

These programs are designed to provide training in various fields. Training in these programs will prepare a student for an entry-level position.

COLLEGE CREDIT CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA (COLLEGE CREDIT)

These programs are the “first leg” toward an AAS or AS degree. A college credit certificate and applied technology diploma will provide

training in various fields, preparing a student for an entry-level position. However, credits from these certificates can be applied toward credits in the Associate of Science and Associate of Applied Science degree programs.

EXPLANATION OF ACADEMIC TERMS ARTICULATION AGREEMENT

For the AA degree: Agreement between Florida’s public junior/State colleges and universities assuring junior-level status to students who complete the college general education and graduation requirements in university parallel programs.

FOR THE AAS OR AS DEGREE

Agreement between a specific AAS or AS degree program and a senior university to accept graduates to the university’s upper division under certain circumstances.

CAREER PROGRAMS

Two-year AAS and AS degrees: AAS and AS degree programs or one year (or less) vocational or college credit certificates with courses designed to prepare students for specialized occupations.

CREDIT BY EXAMINATION

College credit in specified subjects granted by successful completion of local or national tests (e.g. APLE, CLEP, AP). See Assessment Services under Department Information.

CONTINUOUS ENROLLMENT/ CATALOG YEAR

Continuing in course work without missing two major semesters (Fall and Spring Semesters are defined as major semesters); you must follow the requirements in the Daytona State College Catalog for the year that you started classes. If program requirements change, but you’ve maintained continuous enrollment, the changes DO NOT affect your graduation. However, if

you have missed a year of enrollment, you must follow any new requirements. If you would like to graduate under a different catalog year, an appeal must be filed for the request with Records.

FOREIGN LANGUAGE REQUIREMENT

Florida State Law requires completion of eight hours (two semesters) of foreign language credit to receive the Associate of Arts or Bachelor degree (if you did not complete two years of the same foreign language in high school). Check with your transfer institution for language requirements. Daytona State College offers a variety of languages including French, Spanish, German, Italian, Portuguese and sign language.

GENERAL EDUCATION COURSES

Requires 36 semester hours of basic courses as a foundation in the university parallel AA degree program. (See College Catalog for the complete listing of requirements.)

GORDON RULE

Florida State Board of Education Rule 6A-10.030, commonly referred to as "The Gordon Rule", requires students to complete six (6) semester hours of English coursework in which the student is required to demonstrate college-level writing skills through multiple assignments and to complete six (6) semester hours of mathematics coursework at the level of college algebra or higher. Each course used to satisfy this rule must be completed with a grade of C or higher. The Gordon Rule classes are identified in the General Education requirements for the AA degree (see the College Catalog for more details).

ATTAINMENT OF COLLEGE-LEVEL ACADEMIC SKILLS (CLAS REQUIREMENT)

Students are considered to have demonstrated the attainment of college-level academic skills in communication and computation prior to or after the completion of required courses as stated in Rule 6A-10.0316 as follows:

COLLEGE-LEVEL COMMUNICATION

Earn a 2.5 grade point average in two (2) courses for a minimum of six (6) semester hours of credit from a combination of at least one (1) course with the ENC prefix and any other course that is designated as a "Gordon Rule" writing course (excluding courses with the SPC prefix) or have a CPT (ACCUPLACER) score of 93 on the Reading and 105 on the Writing; a SAT score of 500 on the verbal or an ACT score of 22 on the reading and 21 on the English. (Exemption via waiver for students with a prior documented specific learning disability is possible.) A "Gordon Rule writing course" will consist of any standard Gordon Rule course designated in the AA program listing EXCEPT Mathematics Core courses, Science Core courses, and Health and Wellness Core courses.

CLAS POLICY FOR COMMUNICATION

If a student does not meet the CLAS requirement for a 2.5 GPA in Communication courses as described in the college catalog the following rules are in place to assist the student in completing the graduation requirements: The student could attempt another Gordon Rule writing class and earn a "B" grade or Pass the Reading portion of the CPT (ACCUPLACER) test with a score of 93 or higher and pass the Writing portion of the CPT (ACCUPLACER) with a score of 105. There are resources at the Academic Support center to assist in preparing for the CPT (ACCUPLACER) test. If necessary scores are not earned on the CPT (ACCUPLACER), the student can

attempt the CPT (ACCUPLACER) again in 15 days and will be required to pay a \$10 retest fee. If after the second attempt of the CPT (ACCUPLACER), the student does not achieve the required score, the student is then eligible to

complete a CLAS waiver petition that will be reviewed by the CLAS Waiver Committee.

COLLEGE-LEVEL MATHEMATICS

Earn a 2.5 grade point average in two (2) courses for a minimum of six (6) semester hours of credit from: MAC 1105 or any other MAC course with the last three digits higher than 105; MGF2106, 2107, or STA2023; or have a CPT (ACCUPLACER) score of 91 on the Elementary Algebra, a SAT score of 500 on the math or an ACT score of 21 on the math. (Exemption via waiver for students with a prior documented specific learning disability is possible.) Students who receive a “C” in MAC1105 are encouraged to complete the CPT (ACCUPLACER) testing for Elementary Algebra immediately while the subject matter is fresh.

CLAS POLICY FOR MATHEMATICS

If a student does not meet the CLAS requirement for a 2.5 GPA in two Mathematics courses as described in the college catalog the following rules are in place to assist the student in completing the graduation requirements:

- The student could attempt a third Mathematics class and earn a “B” grade - or -
- Pass the Elementary Algebra portion of the CPT (ACCUPLACER) test with a score of 91 or higher.
- Before attempting the CPT (ACCUPLACER) for graduation purposes, the student is encouraged to complete the CPT (ACCUPLACER) review questions that are on the School of Mathematics website (<http://online1.daytonastate.edu/courses/cpt/MAT0024/quiz.html>).

If a score of 91 is not earned on the CPT (ACCUPLACER), the student can attempt the CPT (ACCUPLACER) again in 15 days with the following conditions:

- pay a \$10 retest fee;
- complete the tutoring at the above link with a score of at least

a score of 400 points and print the screen that has the score and bring it to Assessment before they will be permitted to retest.

If after the second attempt to score a 91 on the Elementary Algebra portion of the CPT (ACCUPLACER), the student does not achieve the required score, the student is then eligible to complete a CLAS waiver petition that will be reviewed by the CLAS Waiver Committee

PROGRAM ACCREDITATION

Recognition and approval of an AAS, AS or certificate program by a national accrediting agency, recognized by the U.S. Department of Education.

LIMITED ACCESS PROGRAMS

Programs that limit admission to students who meet specific admission requirements (usually requiring an additional program application for continuous enrollment for continuous enrolment).

REASONS TO STAY AT DAYTONA STATE COLLEGE AND COMPLETE THE AA DEGREE

If you complete the AA degree at Daytona State College, you have several advantages when you transfer to a state university in Florida:

- You do not need to take a university admissions test or submit SAT or ACT scores (Education majors, however, must submit SAT or ACT scores).
- You do not need to take additional course work to enter the university at the junior level.
- You do not need to meet the university general education requirements or take any additional general education courses.

OTHER ADVANTAGES OF GRADUATING FROM DAYTONA STATE COLLEGE

- You save money if you live at home and do not pay university housing fees.
- You become eligible for college scholarship money offered by the universities when you transfer with the AA degree. (More than \$1 million through the state universities.)
- Your tuition cost is lower at Daytona State College.
- You get to know your professors and they get to know you because class size at the College averages 23 students per class. (Very few classes have more than 35 students.)
- You are more likely to have a higher grade point average if you begin your college education at Daytona State. (Our graduates do better than students who begin as freshmen at the universities because you are better prepared due to smaller class sizes and more personalized attention.
- You can take advantage of college preparatory courses designed to improve your reading, writing or math skills.
- You can take advantage of agreements between Daytona State College and private colleges and universities that allow you to transfer with the AA degree, enter as a junior and not lose credits. Additionally, many private institutions (Stetson University and Bethune-Cookman University, for example) offer special scholarships to Daytona State College graduates.
- You can begin your major at Daytona State College. If you plan to go into law, education, science, medicine, psychology, business or some other career, you can take the same course that students at universities take. We will work with you to help you decide on a major and plan your academic career.

AAS AND AS DEGREE ADVANTAGES

- The average monthly income of a worker with an associate degree (two-year) is almost double that of a high school graduate.
- In many technical fields, AAS and AS degree graduates often earn more than many workers who hold a bachelor's degree.
- AAS and AS degrees enable students to move directly into the workforce.
- A student may be able to enter a field in which employers offer tuition reimbursement for job improvement or continuing education. Students can continue their education and earn advanced degrees, although the paths may be different than those taken by AA graduates.

GRADUATION REQUIREMENTS FOR THE AA DEGREE

- Complete 60 hours of acceptable college credits, including general education requirements
- Earn at least a 2.0 cumulative grade point average
- Complete at least 25 percent of college-level credit hours in residence (including web courses) at Daytona State College
- Complete Gordon Rule requirements with a grade of "C" or better
- Satisfy the Foreign Language requirement
- Meet CLAS graduation requirements
- File an application for graduation by the deadline date in the Question and Answer Center on any campus.

GRADUATION REQUIREMENTS FOR THE AAS AND AS DEGREE OR VOCATIONAL CERTIFICATE

- Complete all credits for the program as listed in the Daytona State College Catalog
- Earn at least a 2.0 cumulative grade point average
- Complete at least 25 percent of

college-level credit hours in residence at Daytona State College

- File an application for graduation by the deadline date in the Question and Answer Center on any campus.

PREPARING TO TRANSFER

Follow these tips and you should be well prepared to work toward your baccalaureate degree. Remember that Daytona State College also offers Bachelor degrees, which will make your transition to upper division classes even smoother.

- Obtain a catalog from the university to which you plan to transfer.
- Visit the Career Placement Center on the campus nearest you to clarify your career goals or to gather information.
- Online college/university transfer information is available in the Career Placement Center to help you find which schools offer what majors, admission requirements, as well as information on financial aid, and scholarships.
- Colleges and universities may have both an admission and graduation foreign language requirement. These may vary by university and even among degrees within the different colleges at the same university.
- Submit your application for other state or private universities as EARLY as six to nine months in advance. Many universities recommend one year in advance.
- State university applications are available online. Print applications can be found in the Career Placement Center and Academic Advising.

You do not have to wait to complete your AA degree to start your application for transfer.

- You must submit an application for graduation at Daytona State College in the Q & A Office. You will not be awarded your associate degree if an application is not

submitted by the deadline date.

REMEMBER: The AAS and AS degrees will transfer to Daytona State College's Bachelor of Applied Science and Bachelor of Science in Engineering Technology degrees.

There may be some programs, such as Nursing, which are eligible for transfer to other state universities (as well as Daytona State). If the program you are interested in is one of these designated programs, follow these same steps.

Florida's state universities provide an easy-to-use publication called a Transfer Student Counseling Manual. This lists requirements for all of the majors the school offers into two areas:

- Courses to be completed at the community college
- Courses to be completed at the university

Transfer manuals also provide students with important information like department names, contact people for your major, phone numbers for the department and a listing of any other important details regarding any program of interest. (e.g. limited access details, GPA requirements, volunteer hours required, minimum grade requirements, etc.). If you are interested in a private Florida school or other public and private institutions across the nation, you should visit the Career Placement Center at the campus most convenient to you to search through your best choices and explore catalogs via the Internet.

EDUCATOR PREPARATION INSTITUTE (EPI)

EPI is a state-approved pathway to alternative certification that fulfills the education courses, professional education competencies and practical experience required to

obtain a Florida Professional Educator's Certificate. The program provides the necessary training for those already holding a four-year baccalaureate degree (other than education) who may be interested in becoming highly qualified teachers in Florida. The EPI office is located in Building 100, Room 224.

ADMISSIONS REQUIREMENTS:

1. Apply to Daytona State College – program major 8008
2. Submit an official “eligible” Statement of Status of Eligibility (SOE) and/or Temporary Teaching Certificate from the Florida Department of Education
3. Complete an EPI application
4. Submit all official college baccalaureate transcripts
5. Submit a current resume
6. Provide Florida Teacher Certification Examinations (FTCE's) score report(s) - if applicable.

All documents must be turned in at the same time for evaluation and admission purposes.

Mail to:

Educator Preparation Institute
Daytona State College
P.O. Box 2811
Daytona Beach, FL 32120

THE UNIVERSITY CENTER

Learn how you can earn a bachelor's, masters or a doctoral degree without leaving the Daytona Beach area! The University Center at Daytona State College works with consortium member universities to bring a variety of advanced degree programs closer to home for many Daytona State College graduates and community members. The University Center recently received a tremendous boost when Florida State University started a branch of its medical school on the Daytona State College campus.

Currently, Webster University is offering a master's degree in Coun-

seling through the University Center with classes being taught right here in Daytona Beach.

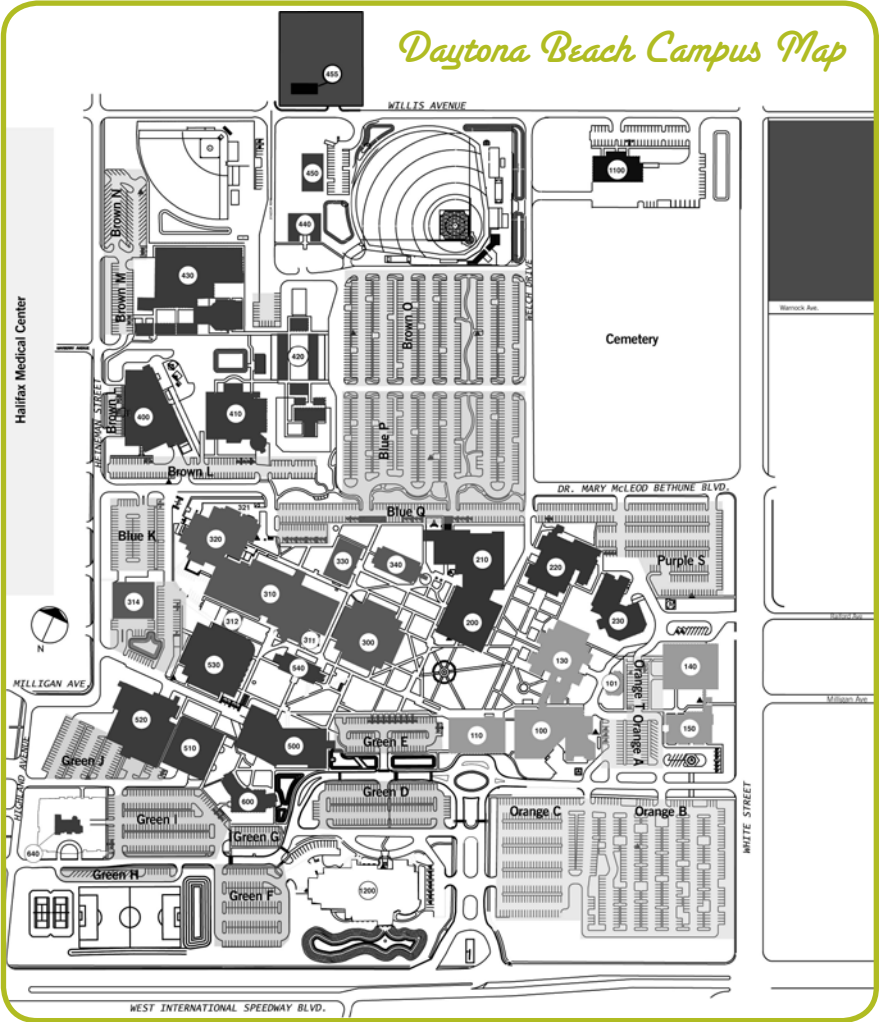
Daytona State College and Bethune-Cookman University (B-CU) have agreements in place to assist Volusia and Flagler County students in transferring into a master's degree program at B-CU upon obtaining a bachelor's degree in Supervision and Management from Daytona State College.

The University Center is also in negotiations with Florida International University and Troy University to bring additional advanced degrees to the Daytona Beach area. Other University Center consortium members include the University of Central Florida, Embry-Riddle Aeronautical University, Capella University, Nova Southeastern University, and St. Petersburg College. Many University Center consortium members now offer some degree programs completely online.

Additionally, the University Center proudly promotes three bachelor's degrees from Daytona State College: A Bachelor of Applied Science in Supervision and Management, a Bachelor of Science in Education, and a Bachelor of Science in Engineering Technology.

For more information about the University Center, please contact the University Center Director at (386) 506-3143.

Daytona Beach Campus Map



Map Legend

Bldg. #	Building Name	
100	Student Services / Administration	▲
100 annex	Student Disability Services (TDD)	(TDD)
110	Bergengren / CBI	▲
130	Lenholt Student Center / Cafeteria	▲
140	UCF Joint Use Facility I	
150	College of Baccalaureate Studies / University Center / EPI	▲
200	Bookstore / Computer Science / Business	▲
210	L.R.C. / Library	▲
220	Theater Center	▲
230	J. M. Goddard Center	
300	Adult Education / Financial Educators Federal Credit Union	▲
310	L. Gale Lemerand Center / Fitness and Aquatic Center	▲
314	Central Utility Plant	
320	Health Sciences / Nursing	▲

Bldg. #	Building Name	
330	Arts & Sciences	
340	Languages (classes)	
400	WDSU-TV Channel 15	▲
410	Schildecker Science Building	
420	Child Care Lab / Criminal Justice	▲
430	Facilities Services	▲
440	Field House	▲
500	Academic Support Center / English / Math	▲
510	Cosmetology	▲
520	Studio Arts	
530	Photography	▲
540	Bailey Hall / Campus Safety (TDD)	▲
600	McKinnon Hall (FSU)	▲
640	Conference Center	▲
1100	Central Receiving / Purchasing / Document Center	▲
1200	SMP / Hospitality / Culinary / Cafe 101	▲

▲ Automated External Defibrillator (AED)

■ Satellite Parking - Shuttle Service Provided

TDD Telecommunications Device for the Deaf

DeLand Campus

1155 County Road 4139

DeLand, FL 32724

(386) 785-2000

From Interstate 4, take exit #118 (old #56). Head west on State Road 44 toward DeLand. Go approximately half a mile. Turn left (south) on County Road 4139. Go approximately half mile. Campus is on the left.



Deltona Campus

2351 Providence Blvd.

Deltona, FL 32725

(386) 789-7300

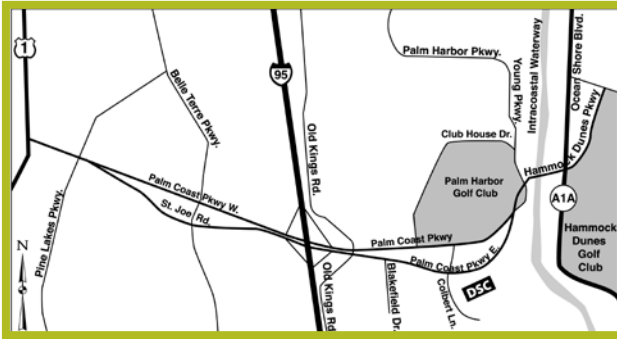
From Interstate 4, take exit #114 (old #54). Turn East toward Deltona on Howland Blvd. (SR 472E). Go 2.5 miles to Providence Blvd. (CR 4155S) and turn right. Follow Providence Blvd. for approximately one mile to the Deltona City Hall on your left.



Flagler/Palm Coast Campus

3000 Palm Coast Parkway SE
Palm Coast, FL 32137
(386) 246-4800

From Interstate 95, take exit #289 (old #91C). Head east on Palm Coast Pkwy. for approximately two miles. The campus is the first right after you pass Colbert Ln.



New Smyrna Beach-Edgewater Campus

940 Tenth St.
New Smyrna Beach, FL 32168
(386) 423-6300

From Interstate 95, take exit #249 (old #84) eastbound toward New Smyrna Beach. Turn right on Mission Road, then left on Josephine Street. The campus is a half mile on the right. From US 1, turn right on Tenth Street in New Smyrna Beach. The campus is on the left after you pass the three-way stop sign.

