Welcome to SCF

You have chosen a student-oriented institution committed to equipping you with the confidence, skills and knowledge to meet 21st century challenges. Our faculty and staff are passionate about education and focused on student success. SCF remains committed to providing top-quality associate degrees, certificate and baccalaureate workforce degree programs. We are always expanding our array of two-year workforce degrees and adding internships in direct response to the needs of our local economy.

The Student Handbook and Planner is your comprehensive guidebook to success at SCF. Along with the academic planning calendar, the handbook provides information about student support services, guidelines, graduation requirements and student life.

Best wishes for success in achieving your academic and personal goals with SCF.

Dr. Carol F. Probstfeld
President
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SCF is a dynamic college committed to meeting the educational and training needs of citizens and businesses in the region. SCF’s continuum of successful academic and career pathways includes the transferable associate in arts degree, 29 workforce associate degrees, 28 certificates and six bachelor’s degrees.

More than 50,000 #SCFProud alumni have been awarded degrees since the College’s first graduation in 1959. SCF associate degree graduates pursuing bachelor’s degrees are admitted to respected universities or continue at SCF, and those with workforce degrees enjoy a high success rate in their chosen professions. SCF’s credit student enrollment is approximately 11,000 annually.

Originally housed in a nearby high school, SCF Bradenton’s 100-acre campus was opened in 1960. After eight years in a local office park, SCF Venice’s full-service campus on South Tamiami Trail opened in 1985. SCF Lakewood Ranch, the College’s third site, opened in 2003. In 2017, the College’s District Board of Trustees approved purchase of land east of I-75 and north of the Manatee River for SCF’s future fourth location, SCF Parrish.

In its 60-plus year history, the College has been known by three names: Manatee Junior College (1957-1985), Manatee Community College (1985-2009) and State College of Florida, Manatee-Sarasota (2009-present). Each name change reflected the College’s growth into new programs and degree offerings.

With a bold vision focused on student success, academic achievement and community engagement, SCF continues to be the region’s first and best choice for innovative, responsive, quality education, workforce training and community partnership.
### Instructional Calendars

#### Fall 2018
- **Aug. 16**: Faculty return.
- **Aug. 20**: Fall classes begin.
- **Sep. 3**: Labor Day. (no classes)
- **Nov. 12**: Veterans Day observed. (no classes)
- **Nov. 22-23**: Thanksgiving Break. (no classes)
- **Dec. 7**: Fall classes end.
- **Dec. 10-13**: Final examinations for Fall 2018 classes.
- **Dec. 13**: Winter Graduation.
- **Dec. 14**: Final grades due at 2 p.m.
- **Dec. 17- Jan. 7**: Winter Break. (no classes)

#### Spring 2019
- **Jan. 3**: Faculty return.
- **Jan. 7**: Spring classes begin.
- **Jan. 21**: Martin Luther King Jr. Day. (no classes)
- **Mar. 4-8**: Spring Break. (no classes)
- **April 26**: Spring classes end.
- **April 29-May 2**: Final examinations for Spring 2019 classes.
- **May 3**: Final grades due at 2 p.m.
- **May 3**: Spring Graduation.

#### Summer 2019
- **May 13**: Faculty return.
- **May 13**: Summer classes begin.
- **May 27**: Memorial Day. (no classes)
- **July 4**: Independence Day. (no classes)
- **Aug. 1**: Summer classes end.
- **Aug. 5-6**: Final examinations for Summer 2019 classes.
- **Aug. 8**: Final grades due at 2 p.m.

#### Fall 2019
- **Aug. 15**: Faculty return.
- **Aug. 19**: Fall classes begin.
- **Sep. 2**: Labor Day. (no classes)
- **Nov. 11**: Veterans Day observed. (no classes)
- **Nov. 28-29**: Thanksgiving Break. (no classes)
- **Dec. 6**: Fall classes end.
- **Dec. 9-12**: Final examinations for Fall 2019 classes.
- **Dec. 13**: Final grades due at 2 p.m.
- **Dec. 13**: Winter Graduation.
- **Dec. 16-Jan. 6**: Winter Break. (no classes)

#### Spring 2020
- **Jan. 2**: Faculty return.
- **Jan. 6**: Spring classes begin.
- **Jan. 20**: Martin Luther King Jr. Day. (no classes)
- **Mar. 2-6**: Spring Break. (no classes)
- **April 24**: Spring classes end.
- **April 27-30**: Final examinations for Spring 2020 classes.
- **May 1**: Final grades due at 2 p.m.
- **May 1**: Spring Graduation.

#### Summer 2020
- **May 11**: Faculty return.
- **May 11**: Summer classes begin.
- **May 25**: Memorial Day. (no classes)
- **July 3**: Independence Day observed. (no classes)
- **Aug. 1**: Summer classes end.
- **Aug. 3-6**: Final examinations for Summer 2020 classes.
- **Aug. 7**: Final grades due at 2 p.m.

*All dates are subject to change. For a detailed listing of all academic calendar dates for the 2018-19 and 2019-20 academic years, visit SCF.edu/AcademicCalendar.*
SCF offers convenient online registration for current students. To access the online registration system, login at SCF.edu/MySCF and click on “Registration.”

The following features are available to assist you with planning your class schedule and registering for classes:

• Verify Registration Status – Find out if you have any barriers, such as a certain academic status or a registration hold, that will prevent you from registering for classes.

• Create a Plan – As soon as class schedules are posted for future terms, you can select your classes in advance. When registration opens, you can register directly from your plan and bypass having to search for and add classes one-by-one. It’s important to note that creating a plan does not secure your seat in a class. You still must complete the registration process during the time that term’s registration is open.

• View Previous Registrations – Once registered, you can access your class schedule at any time to view details such as location, professor, textbook information, special class fees, prerequisites and more.

• Register for Classes – The online system allows you to view class details, see how many seats are available, add or drop classes and register from a plan.

• Browse Classes and Browse Catalog – A variety of search options allow you to browse for classes by name, keyword, course number, subject and availability.

Students are encouraged to visit SCF.edu/Registration for a detailed description of the registration system features, including screenshots. Use this guide to assist you as you plan your degree path and register for classes. If you need technical assistance with the online registration system, contact the Help Desk at 941-752-5357 or HelpDesk@SCF.edu.

SCF academic advisors also are available to assist any student with all parts of the planning and registration process. Visit SCF.edu/Advising to schedule an appointment. Walk-in appointments also are available.

Need help paying for College?

We can HELP!

For more information about grants, loans and scholarship opportunities, visit SCF.edu/FinancialAid.
All State College of Florida students are automatically set up with email accounts which they may access on campus or from home. Many of the faculty will use SCF email to distribute notices, class notes and materials. Please access your email within the first two weeks of each term to assure that your account works properly.

To access your student email login to MySCF at SCF.edu/MySCF. Click on the Access Your Email link on the home tab.

Your initial password will be the first four letters of your birth month followed by the last four numbers of your social security number. The first letter of your birth month will need to be capitalized. If your birth month is May, you will need to substitute the fourth letter with the # sign (May#). If you do not have a social security number, you will use 1234 to replace the last four numbers.

Your email address is UserName@Student.SCF.edu

Please note: If your email address is J Doe@Student.SCF.edu, your username would be J Doe.

If you have any problems logging into your SCF email account, please contact the Help Desk at HelpDesk@SCF.edu or call 941-752-5357.
Visit the SCF Store!

Show your Manatee pride with SCF swag, rent or buy textbooks, and much more.

Bradenton
5840 26th St. W.
Bradenton, FL 34207
Building 14 - Student Union
941-752-5080

Venice
8000 S. Tamiami Trail
Venice, FL 34293
Building 500 - Student Union
941-408-1380

SCF.edu/Store
## FALL CLASS SCHEDULE

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Class Participation. Students who attend and participate in class discussions generally get better grades.
August 6-12

Monday 6

Tuesday 7

All tuition and fee payments due for Fall 2018 classes.

Wednesday 8

Thursday 9

Friday 10

11 Saturday  

12 Sunday
**Monday 13**

*First day to use financial aid in the SCF Store for Fall 2018 term.*

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**Tuesday 14**

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**Wednesday 15**

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**Thursday 16**

*Faculty return.*

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**Friday 17**

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**18 Saturday**

**Sunday 19**

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**August 15, 2018 – Relaxation Day**
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**Take advantage of the College’s resources!**

Make it a habit to visit the campus library, Academic Resource Center, computer labs and Career Resource Center for FREE and valuable information.

**Aug. 20-26**

**August 26, 2018 – National Dog Day**
Aug. 27-31  
Sept. 1-2

**Academic Advising.** Your advisor is available to help you figure out what classes to take and when. Your success is their goal. Check them out at SCF.edu/Advising.

### Monday 27

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### Tuesday 28

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### Wednesday 29

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### Thursday 30

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### Friday 31

*Last day to use financial aid in the SCF Store for Fall 2018 term.*

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### 1 Saturday

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### Sunday 2

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 Labor Day. (no classes)

 Fall Club Rush, SCF Bradenton

 Graduation application priority deadline for Winter 2018 Graduation.

 SEPTMBER 5, 2018 – CHEESE PIZZA DAY
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**Fall Club Rush, SCF Venice**

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**Fall Club Rush, SCF Venice**

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**SEPTEMBER 13, 2018 – POSITIVE THINKING DAY**
Did you know? If you Google "site:edu [subject] exam" you can find college practice exams to study for the subject(s) you entered into the “subject” field.

Monday 17

Tuesday 18

Spring registration opens October 1-8.
Schedule an appointment with your advisor now!
Advisor@SCF.edu

Thursday 20

Friday 21

22 Saturday | Sunday 23

SEPTEMBER 21, 2018 - INTERNATIONAL PEACE DAY
A balanced life is a happier life. College life can be demanding; be sure to set aside time for fun and relaxation.

Monday 24

Tuesday 25

Wednesday 26

Spring registration opens October 1-8.

Schedule an appointment with your advisor now!

Advisor@SCF.edu

Friday 28

29 Saturday  Sunday 30
October 1-7

Monday 1

**FAFSA opens for the 2019-2020 academic year-FAFSA.ed.gov.**

**Spring registration opens for active students with 45+ earned credit hours.**

Tuesday 2

**Spring registration opens for active students with 30-44 earned credit hours.**

Wednesday 3

**Spring registration opens for active students with 15-29 earned credit hours.**

Thursday 4

**Spring registration opens for active students with 0-14 earned credit hours.**

Friday 5

**October 2018 – Breast Cancer Awareness Month**

6 Saturday

7 Sunday
Monday 8

Spring registration opens for all SCF students.

Tuesday 9


Wednesday 10

Sexual Assault Awareness Week SCF Venice October 8-12.

Thursday 11


Friday 12


13 Saturday  


Sunday 14


OCTOBER 11, 2018 – MYTHS AND LEGENDS DAY
**Goals.** What are your goals for finishing the year strong? Consider making a list to track your progress and to reward yourself when you achieve a goal.

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**Oct. 15-21**

**OCTOBER 17, 2018 – WEAR SOMETHING GAUDY DAY**
Relieve stress by staying organized. College and paperwork go hand-in-hand. Consider a method, such as getting a folder or binder for each class, to keep the syllabus and other paperwork all in one place.

Monday 22


Tuesday 23


Wednesday 24


Sexual Assault Awareness Week

SCF Lakewood Ranch

October 22-26.

Thursday 25


Friday 26


27 Saturday  Sunday 28


October 27, 2018 – Make a Difference Day
**Monday 29**


**Tuesday 30**


**Wednesday 31**


**Thursday 1**


**Friday 2**


**Graduation attendance RSVP priority deadline-SCF.edu/GradRSVP.**


**3 Saturday**


**Sunday 4**


**November 2018 – National Diabetes Awareness Month**
Develop good study habits. Finding time to study consistently can be challenging. SCF’s Academic Resource Center can help. Check them out at SCF.edu/ARC.

<table>
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<td>Veterans Day observed. (no classes)</td>
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November 13, 2018 – World Kindness Day
Consider taking class notes by hand. The writing process engages an area of the brain that may help you with recalling information.

**Monday 19**

**Tuesday 20**

**Wednesday 21**

**Thursday 22 - Friday 23** Thanksgiving Break. (no classes)

**Want MORE Education?**

Adulting is hard – why not stick around for a while longer?

SCF offers six bachelor’s degree programs in high demand fields. Find out more at SCF.edu/Bachelors.

**24 Saturday**

**Sunday 25**
Monday 26

Tuesday 27

Wednesday 28

Thursday 29

Friday 30

Graduation Application final deadline for Winter 2018 Graduation.

1 Saturday

Sunday 2
<table>
<thead>
<tr>
<th>Day</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Monday</td>
<td>All tuition and fee payments due for Spring 2019 classes.</td>
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<td>Friday</td>
<td>Fall classes end.</td>
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<td>ARC Exam Cram.</td>
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December 8, 2018 – National Brownie Day
### December 10, 2018 – Human Rights Day

**Dec. 10-16**

**Monday 10**

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<th><strong>Final examinations for Fall 2018 classes.</strong></th>
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**Thursday 13**

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**Friday 14**

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**Saturday 15 | Sunday 16**

**Find a friend.** Networking skills are important in almost every job. Networking with your fellow students now may pay off in big ways later.
Internships provide real-world experience and enhance your job prospects. SCF’s Career Resource Center can help you find the ideal internship. Check them out at SCF.edu/CRC.

**Create Your Student Profile Today!**

is SCF’s job and internship search engine. More than 200,000 employers are waiting to hire you, but you must create a profile to get the process started.

Follow these steps:

Visit [SCF.JoinHandshake.com](http://SCF.JoinHandshake.com) to create an account or sign in to your existing account.

Add your work experience.

Write a mini bio about yourself.

Add your class info.

When you have completed these steps, send an email to CRC@SCF.edu with “Handshake Profile Complete” in the subject line.

**Questions? Contact the Career Resource Center.**

SCF Bradenton, Bldg. 1, Room 207, 941-752-5325
SCF Venice, Bldg. 100, Room 170, 941-408-1536
GAME READY?

Come out and support your MANATEES!

Students and Employees FREE with an SCF I.D.

For dates, times and updates on game schedules, visit SCFManatees.com.

#GoManatees  #SCFProud
Monday 31

Winter Break. (no classes December 17-January 6)

Tuesday 1

Winter Break. (no classes December 17-January 6)

Wednesday 2

Winter Break. (no classes December 17-January 6)

Thursday 3

Winter Break. (no classes December 17-January 6)

First day to use financial aid in the SCF Store for Spring 2019 term.

Faculty return.

Friday 4

Winter Break. (no classes December 17-January 6)

Saturday 5

Winter Break. (no classes December 17-January 6)

Sunday 6

Winter Break. (no classes December 17-January 6)
Maintaining a healthy lifestyle during college can be challenging. Visit SCF.edu/StudentWellness to learn what services the College provides to help keep you healthy.

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Jan. 14-20

**Monday 14**

- Reviewing and retention. One way to help improve your memory retention is to make notecards or flashcards to help prepare for test and exams.

**Tuesday 15**

**Wednesday 16**

- Spring Club Rush, SCF Bradenton.

**Thursday 17**

- Spring Club Rush, SCF Bradenton.

**Friday 18**

- Graduation Application priority deadline for Spring 2019 Graduation.

**Saturday 19**

- Last day to use financial aid in the SCF Store for Spring 2019 term.

**Sunday 20**

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<table>
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<th>Monday 21</th>
<th><strong>Martin Luther King Jr. Day. (no classes)</strong></th>
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<td>Wednesday 23</td>
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**JANUARY 2019 – NATIONAL COMPLIMENT DAY**
Find mentors. Many of the world’s most successful people found a mentor early on who represented what they wanted to become and took a great interest in them.
**What's your preferred study style?** Do you need it to be completely quiet, or do you prefer a bit of background noise? SCF's Library & Learning Center offers study rooms, quiet lounges, many resources and even a Starbucks for all your caffeine needs.

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*February 14, 2019 – Valentine's Day*
February 18-24

Monday 18

Tuesday 19

Wednesday 20

**Summer registration opens March 4-11.**
Schedule an appointment with your advisor now!
Advisor@SCF.edu

Thursday 21

Friday 22

23 Saturday

Sunday 24
Monday 25


Tuesday 26


Wednesday 27


Summer registration opens March 4-11.
Schedule an appointment with your advisor now!
Advisor@SCF.edu

Thursday 28


Friday 1

Student Government Association (SGA) election applications due.

2 Saturday


Sunday 3
#SCFProud! Consider joining a select group of student organizations, clubs or sports teams. You’ll make new friends, learn new skills and feel more connected to your school. Find out more at SCF.edu/StudentLife.

<table>
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<tr>
<th>Day</th>
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</table>
| **Monday 4** | **Spring Break. (no classes)**

*Summer registration opens for active students with 45+ earned credit hours.*

| **Tuesday 5** | **Spring Break. (no classes)**

*Summer registration opens for active students with 30-44 earned credit hours.*

| **Wednesday 6** | **Spring Break. (no classes)**

*Summer registration opens for active students with 15-29 earned credit hours.*

| **Thursday 7** | **Spring Break. (no classes)**

*Summer registration opens for active students with 0-14 earned credit hours.*

| **Friday 8**   | **Spring Break. (no classes)** |

| **Saturday 9** | **Sunday 10** |

**Mar. 4–10**

**March 10, 2019 – International Day of Awesomeness**
Explore your options! College is the time for you to really discover who you are, what you enjoy doing, what you’re good at and what you want to be.

Summer registration opens for all SCF students.

Monday 11

Tuesday 12

Wednesday 13

Thursday 14

Friday 15

16 Saturday  

17 Sunday
Fall registration opens April 1-8. Schedule an appointment with your advisor now! Advisor@SCF.edu
Fall registration opens April 1-8.
Schedule an appointment with your advisor now!
Advisor@SCF.edu

Graduation attendance RSVP priority deadline-SCF.edu/GradRSVP.
Try studying before bed. Rather than catching up on Netflix, take time to review your study notes about an upcoming test. Recent studies have shown that our brains are good at retaining information we take in just before resting.

**Monday 1**

*Fall registration opens for active students with 45+ earned credit hours.*

**Tuesday 2**

*Fall registration opens for active students with 30-44 earned credit hours.*

**Wednesday 3**

*Fall registration opens for active students with 15-29 earned credit hours.*

**Thursday 4**

*Fall registration opens for active students with 0-14 earned credit hours.*

**Friday 5**

Try studying before bed. Rather than catching up on Netflix, take time to review your study notes about an upcoming test. Recent studies have shown that our brains are good at retaining information we take in just before resting.
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<th>Date</th>
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<td>Monday 8</td>
<td>Fall registration opens for all SCF students.</td>
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**Did you know?** Completing the FAFSA (FAFSA.ed.gov) using SCF’s school code (001504) as soon as you have the necessary information helps ensure you get the financial aid you need. Visit SCF.edu/FinancialAid for more info.
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**Monday 15**

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**Tuesday 16**

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**Wednesday 17**

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**Thursday 18**

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**Friday 19**

**Graduation Application final deadline for Spring 2019 Graduation.**

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**20 Saturday | Sunday 21**
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<td>ARC Exam Cram.</td>
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**April 22-28**

**April 2019**

**May 2019**

**June 2019**

**Spring classes end.**

**ARC Exam Cram.**

**April 22, 2019 – Earth Day**
### Monday 29

**Final examinations for Spring 2019 classes.**

### Tuesday 30

**Final examinations for Spring 2019 classes.**

### Wednesday 1

**Final examinations for Spring 2019 classes.**

**FAFSA application deadline (Fall priority-based funding).**

**All tuition and fee payments due for Summer 2019 classes.**

### Thursday 2

**Final examinations for Spring 2019 classes.**

### Friday 3

**Spring Graduation.**

### Saturday 4

### Sunday 5

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**Take a break and unplug.** Technology can be a great study tool, but if you get caught in the rabbit holes of social media, it may be time to unplug. Having media-free zones can help you keep your attention on the material needed for your next exam.
Ask questions. Asking questions is an excellent way to learn more about something that interests you or to get clarification if you’re confused. Chances are there are other students in class that didn’t understand as well.
### May 13-19

**Monday 13**

*Summer classes begin.*

*Faculty return.*

**Tuesday 14**


**Wednesday 15**


**Thursday 16**


**Friday 17**


**Saturday 18**


**Sunday 19**


_May 13, 2019 – National Apple Pie Day_
May 20-26

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</table>
Be Mentally Engaged. Find a friend to quiz you on what you’re studying. This helps you to check your knowledge, and feel more confident when it is time for the real exam.

<table>
<thead>
<tr>
<th>Monday 27</th>
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</thead>
<tbody>
<tr>
<td>Memorial Day. (no classes)</td>
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</table>

<table>
<thead>
<tr>
<th>Tuesday 28</th>
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<table>
<thead>
<tr>
<th>Wednesday 29</th>
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<table>
<thead>
<tr>
<th>Thursday 30</th>
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<table>
<thead>
<tr>
<th>Friday 31</th>
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<tbody>
<tr>
<td>Graduation Application final deadline for Summer 2019 Graduation.</td>
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</table>

<table>
<thead>
<tr>
<th>1 Saturday</th>
<th>Sunday 2</th>
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JUNE 2019 – NATIONAL ADOPT-A-CAT MONTH
Hey entrepreneurs, did you know? At age 23, Evan Spiegel, the founder of Snapchat, was the world’s youngest billionaire. Are you next?
Financial planning. Managing money can be challenging, but if you learn to do it early in college, you’ll have gained a valuable skill that will serve you for the rest of your life. Learn to plan a budget of all necessary expenses and then stick to it.

Monday 24

Tuesday 25

Wednesday 26

Thursday 27

Friday 28

29 Saturday | Sunday 30

JUNE 28, 2019 – NATIONAL FOOD TRUCK DAY
Did you know? Laughing boosts the immune system, burns calories and reduces stress hormones, making it a very healthy activity.

Monday 1

Tuesday 2

Wednesday 3

Thursday 4

Independence Day. (no classes)

Friday 5

6 Saturday

Sunday 7
Monday 8

Tuesday 9

Wednesday 10

Thursday 11

Friday 12

13 Saturday

14 Sunday

JULY 11, 2019 – FREE SLURPEE DAY
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>July 15</td>
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<tr>
<td>Tuesday</td>
<td>July 16</td>
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<tr>
<td>Wednesday</td>
<td>July 17</td>
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<td>Thursday</td>
<td>July 18</td>
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<td>Friday</td>
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<td>Saturday</td>
<td>July 20</td>
<td></td>
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<tr>
<td>Sunday</td>
<td>July 21</td>
<td></td>
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</tbody>
</table>

**July 2019 Calendar**

**August 2019 Calendar**

**September 2019 Calendar**

*New Friends Day*
Sleep. Those eight hours of zzz’s every night are really important! Getting a good night’s rest will sharpen your focus and improve your working memory.
Did you know? Now one of the wealthiest men in the world, Amancio Ortega, Inditex Corp.’s founding chairman, began as a delivery boy for a shirt fabricator. He paid close attention to his job and moved up the chain until he owned his own textile empire.

Summer classes end.

- 29 Monday
- 30 Tuesday
- 31 Wednesday
- 1 Thursday
- 2 Friday
- 3 Saturday
- 4 Sunday
### Monday 5

**Final examinations for Summer 2019 classes.**

### Tuesday 6

**Final examinations for Summer 2019 classes.**

### Wednesday 7

### Thursday 8

### Friday 9

### 10 Saturday

### Sunday 11

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**August 7, 2019 – Beach Party Day**

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Did you know? Kesha has an IQ of 140 and scored 1500 on her SATs. Take a full practice SAT in one sitting to get used to concentrating for the length of the exam. Have someone time you or time yourself so you get used to working under pressure.
Advising Services

Advisor@SCF.edu
SCF.edu/Advising

SCF Bradenton
941-752-5035
Student Services Center (Bldg. 1, Rm. 101)

SCF Venice
941-408-1400
Student Services Center (Bldg. 100)

SCF Lakewood Ranch
941-363-7279
Student Services Office (Medical Technology and Simulation Center)

Academic advisement is an essential key to the success of each student. The advising center provides career and academic advising services. Academic advisors, along with peer advising assistants, provide developmental advising, including life, career and education planning, interpretation of assessments, strategies to address academic difficulties, programs to develop student success skills, and preparation for university transfer and the workforce.

Advisement for the Associate in Arts (A.A.) Degree

The College recommends that students planning to obtain an Associate in Arts degree meet with an academic advisor each term to ensure proper course selection.

Students planning to transfer to another college or university should check with the transfer institution to determine specific admissions/degree requirements as they prepare for a particular major. It is important for students planning to transfer to plan early to ensure a smooth transition into the university program.

Advisement for Associate in Science (A.S.) Degrees and Certificates

For students who enroll in an Associate in Science degree or certificate program at SCF, Career and Technical Education staff and each department provide academic advisement. Program managers guide students through course selection and work in coordination with the SCF Career Resource Center to provide information and services about career exploration.

Advisement for Baccalaureate Degrees

For students accepted in a baccalaureate degree program at SCF, the respective program director provides academic advisement. Prior to admission (while completing their associate degree), students will be advised by academic advisors or their program manager. Complete program information is available on the baccalaureate degree web pages at SCF.edu/Bachelors.

Request for Course Overload

Students are permitted to enroll in up to 18 credit hours per each Fall and/or Spring term without special approval. Overload petitions must be acquired and approved by an academic advisor in the respective campus Advising Center if a student wishes to take more than 18 credit hours per term. Should the petition be denied, a student may appeal this policy by submitting a request to the director of advising services or the academic department chair. Should a student desire to enroll in more than 18 credit hours in a subsequent term, a new request form must be submitted. Dual enrollment, accelerated college, Associate in Science and baccalaureate students should go to the respective academic departments for the completion of an overload request.
Advising for Student Success

Student success advising is provided by academic advisors who offer students comprehensive academic and career advising to facilitate the fulfillment of students’ academic and personal lifelong educational goals. In collaboration with academics, advisors specialize in planning and implementing learning support services for student cohorts to enhance both the learning and success of the designated groups.

Advisors provide:

• Career Advising: Advisors can help students examine career and life goals; assess interests, values and skills; make occupational decisions; and select educational programs and majors. Career planning and placement advising is available through classes, workshops and individual appointments.

• Transfer Advising: Advisors provide students with resources to assist them in making a successful transition from obtaining an SCF associate degree to SCF’s baccalaureate programs or other four-year institutions. It is never too early to begin the process of making strategic decisions about transfer options.

• Personal/Social Concerns: Students are provided with the opportunity to explore resources to assist them in developing decision-making strategies and goal-setting skills for personal growth.

• Crisis Intervention: Advisors are available to assist with referrals to the student assistance program, community resources and professionals.

Online resources available at:

United Way 2-1-1 Manasota

Comprehensive directory and connections to human services in Manatee, Sarasota and DeSoto counties. UW211Manasota.net or call 211.

Transfer Advisement Guidelines: Keys to Successful Transfer

Students are advised to:

• Meet with an SCF academic advisor each term to discuss educational and career goals.

• Utilize Florida Shines at floridashines.org, Florida’s online advising system, which includes planning outlines for each major as well as information on admission, financial aid, scholarships and special programs.

• Check foreign language requirement(s) of the intended transfer institution. Some institutions have special requirements regarding course selection, admission and program entrance.

• Review the catalog of the intended transfer institution.

• Submit an application for transfer admission as early as possible. Many colleges and universities suggest applying at least one year in advance.

• Submit official copies of all transcripts (high school and college) along with the admission application. Check with the transfer institution on priority admission application deadlines.

• Visit the campus of the intended transfer institution. Check into housing, food and parking options.

• Apply to graduate (by the posted deadline) and sign up to participate in the graduation ceremony at SCF.edu/Graduation.

Academic advisors are available to meet with students Monday through Friday throughout Fall and Spring. Summer hours may vary.
Academic Resource Center (ARC)

SCF.edu/ARC

ARC Bradenton
941-752-5504
(Bldg. 5)
Mon.-Thu., 8:30 a.m. - 7 p.m.
Fri., 8:30 a.m. - 2 p.m.*
Sat., closed; Sun., 1-9 p.m.

ARC Venice
941-408-1452
(Bldg. 400)
Mon.-Thu., 8:30 a.m. - 7 p.m.
Fri., 8:30 a.m. - 2 p.m.*
Sat., closed; Sun., noon - 6 p.m.

ARC Lakewood Ranch
aka The Learning Commons
941-363-7250
(Medical Technology Simulation Center)
Mon.-Thu., 9 a.m. - 6 p.m.
Fri., 9 a.m. - 1 p.m.* Sat. and Sun., closed

*ARC closed on Fridays during the summer.

The ARC is a tutoring and study center that provides a high quality instructional support environment and includes the following student services:

- Free one-on-one tutoring for Math, Science and English
- Developmental Skills Lab for Math
- Printing Services
- Test Prep and Final Exam Review Sessions
- A variety of Study Skills Workshops and Materials
- Writing Center Conferences

Admissions

Admissions@SCF.edu
SCF.edu/Admissions

Residency@SCF.edu
SCF.edu/Residency

SCF Bradenton
941-752-5050
Student Services Center (Bldg. 1, Rm. 146)

SCF Venice
941-408-1300, ext. 65050
Student Services Center
(Bldg. 100, Rm. 165)

Visit this office for admissions application questions, international student admissions, initial residency classifications, campus tours, new student orientation and getting started at SCF.

Assessment/Testing Center

Testing@SCF.edu
SCF.edu/Testing

SCF Bradenton
941-752-5238
Student Services Center (Bldg. 1, Rm. 201)

SCF Venice
941-408-1540
Student Services Center
(Bldg. 100, Rm. 154)

SCF Lakewood Ranch
941-363-7254
(CIT Building, Rm. 208)

SCF’s Assessment/Testing Center (ATC) includes open test sites. Based on agreements with other institutions, SCF will test distance learning students on a space-available basis. The Assessment/Testing Center offers an extensive program of group and individual testing designed to meet the needs of students. Testing services include, but are not limited to, Postsecondary Education Readiness Test (PERT), Florida College Entry Level Placement Test (FCELP), College Level Examination Program (CLEP), make-up tests and accommodated test proctoring. All testers must have an appointment and a
current photo ID in order to take any test. For the CLEP tests, there is both a test and an administration fee. Students must complete the SCF admissions application process before taking the placement test.

Pursuant to Florida Statute 1008.30 and Rule 6A-10.0315, F.A.C., students are required to satisfy one of the following prior to entering SCF as a degree-seeking student.

1. Students who entered ninth grade in a Florida public school in 2003-04 or thereafter must provide a standard Florida high school diploma.

2. All others must provide placement test scores taken within the past two years using any of the following tests:
   - American College Testing – Enhanced ACT.
   - Scholastic Aptitude Test – SAT.
   - Postsecondary Education Readiness Test – PERT.
   - College Entry Level Placement Test – Accuplacer.

Placement test scores are not required for:
   - Active duty military (active at the point of application to SCF).
   - Students applying for transfer or readmission status who have satisfactorily completed college level English, reading and/or mathematics courses.

SCF cares about your success and we want you to succeed at the highest level possible. We encourage you to take the common placement test (PERT) to identify any academic areas that might require additional preparation in order for you to be successful in your classes. Practice test questions can be found at SCF.edu/Testing.

The State Board of Education establishes cut-off scores for placement purposes.

**Retakes:**

All placement test scores remain valid for two (2) years. It is SCF policy that students can take the PERT two times per term. A term is defined as Fall, Spring or Summer per the official SCF academic calendar. Note: There is a $10 per section retest fee. Students eligible to request a retake of the PERT must follow the guidelines outlined in Procedure 4.04.01: Florida placement test. This SCF retest procedure can be found at SCF.edu/Testing. All appointments and testing information can also be found at this website.

**Dual Enrollment/Early College Students:**

SCF’s agreements with Manatee and Sarasota County schools specify that dual enrollment/early college students may take the SCF placement test only one time per term not to exceed two attempts per calendar year. A term is defined as Fall, Spring or Summer.

**Placement Practice Test:**

The PERT test is very important. Students are strongly encouraged to prepare for it by reviewing the online study questions and practice tests at the Assessment/Testing Center web pages at SCF.edu/Testing.

**SCF Campus Ministry**

**SCF Bradenton**
941-752-5607
(Bldg. 4)

**SCF Venice**
941-408-1523
(Bldg. 500)

Campus Ministry is committed to supporting and encouraging the spiritual development, reflection and dialogue of students through student-sponsored programs and events, as well as partnerships with other colleges/universities and community organizations. All students, staff and guests who participate in any Campus Ministry program, or who utilize a Campus Ministry facility, are expected to encourage and extend a sense of mutual respect and
understanding between different faiths, belief systems, denominations, historic traditions and practices. Representatives from different faith, spiritual and religious beliefs are available during weekdays at scheduled times and locations.

Career Resource Center (CRC)

CRC@SCF.edu
SCF.edu/CRC

SCF Bradenton
941-752-5325
Student Services Center (Bldg. 1, Rm. 207)

SCF Venice
941-408-1536
Student Services Center (Bldg. 100, Rm. 170)

It is important for SCF students to establish clear career goals in order to avoid wasting time and money taking unnecessary classes. The Career Resource Center (CRC) provides career advisors, assessments and databases to assist students with choosing a major. An array of information about part- and full-time employment, on-campus student employment, and online job and resume postings is available. The Center facilitates internship opportunities for eligible SCF students. All CRC services can be accessed in person or online at SCF.edu/CRC.

Student Employees:

This is an institutional work program that enables students to work part time, up to 20 hours per week, in administrative and departmental offices, the library and laboratories. All students interested in working on campus must complete the Free Application for Federal Student Aid (FAFSA). Students must have a minimum GPA of 2.0, be enrolled for a minimum six (6) credit hours and be degree-seeking in order to work as a student assistant. Inquiries and job applications are available online at SCF.edu/CRC.

Cashiering

Cashiering-FeePayment@SCF.edu
SCF.edu/Cashier

SCF Bradenton
941-752-5370
Student Services Center (Bldg. 1)

SCF Venice
941-408-1522
Student Services Center (Bldg. 100)

Tuition, application, graduation, I.D. card replacement, Bank Mobile card replacement, parking violation, reinstatement, testing and transcript fees are paid at the above locations. Payments may be paid in person or by phone during normal business hours; by mail (PO Box 1849, Bradenton, FL 34206); or online at SCF.edu/MySCF with MasterCard, Visa, Discover or American Express.

Dental Hygiene Clinic

SCF.edu/DentalClinic

SCF Bradenton
941-752-5353
Dental Hygiene (Bldg. 2)

Hours vary by term, Monday–Friday. Dental services provided include dental cleanings, x-rays, sealants, doctor’s exam and fluoride. Tooth whitening products are available from the SCF Student American Dental Hygiene Association during Clinic hours.

Disability Resource Center

DRC@SCF.edu
SCF.edu/DisabilityResourceCenter

SCF Bradenton
941-752-5295
Student Services Center (Bldg.1, Rm. 219)

SCF Venice
941-408-1448
The Disability Resource Center (DRC) is committed to ensuring equal access to college programs, services and activities for qualified students with disabilities. The DRC assists students with disabilities through the provision of reasonable accommodations, information, resources, services and skill development. The DRC promotes student self-advocacy through collaboration with faculty, staff and SCF campus resources.

SCF is committed to the spirit and the letter of the Americans with Disabilities Act (ADA), the ADA Amendment Act (ADAAA) and the Rehabilitation Act of 1973. SCF has instituted various administrative policies, procedures and practices to provide meaningful access for individuals with disabilities.

The DRC has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Examples include note-taking services, testing accommodations, assistive technology, American Sign Language interpreting, course substitution and equipment loan (tape recorders, personal amplification systems, calculators, reading pens, etc.). Students must provide sufficient documentation of a disability, meet with the DRC coordinator to develop an individual accommodation plan and work collaboratively with faculty and DRC staff.

For more information, contact the DRC office.

**Educational Records**

[Records@SCF.edu](mailto:Records@SCF.edu)
[SCF.edu/Records](http://SCF.edu/Records)

**Financial Aid**

[AskFinAid@SCF.edu](mailto:AskFinAid@SCF.edu)
[SCF.edu/FinancialAid](http://SCF.edu/FinancialAid)

**SCF Bradenton**
941-752-5037
Student Services Center (Bldg. 1, Rm. 136)

**SCF Venice**
941-408-1407
Student Services Center (Bldg. 100, Rm. 159)

The Financial Aid office provides assistance to students who have demonstrated financial need and/or possess academic or special talent. Financial aid consists of grants, scholarships, loans or student employment. Please see the College Catalog for detailed information on eligibility, criteria and the application procedure. Students are encouraged to begin the process of applying for financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at FAFSA.ed.gov.

**Apply Early:**
All required documentation must be received by dates published on the academic calendar to ensure review of eligibility for financial aid. Documents received...
after the deadline will be processed in the order they are received in the SCF Financial Aid office. Students are advised to pay for classes on the established dates for each term if financial aid eligibility has not been established.

How to Apply

1. Complete one of the following need analysis forms:
   a) Free Application for Federal Student Aid (online at FAFSA.ed.gov)
   b) Federal Renewal Application (online at FAFSA.ed.gov)
2. List State College of Florida, Manatee-Sarasota as one of your college choices, **Federal School Code Number 001504**.
3. Complete an application for admission to SCF.
4. Apply for an eligible baccalaureate or associate degree program. Note: You must be accepted into the program and enroll in classes REQUIRED toward the program you are pursuing in order to be eligible for federal student aid.
5. Check your financial aid status by going to SCF.edu/MySCF and view under the Student Finances tab.

Food Services

**SCF Bradenton**
941-752-5311
Student Union, Café (Bldg. 14)
Open Monday - Friday

Library Starbucks Café
Proudly Serving Starbucks
Open Monday - Friday

**SCF Venice**
941-408-1467
Student Union, Café (Bldg. 500)
Open Monday - Friday
Summer: Open Monday - Thursday

**SCF Lakewood Ranch**
MTSC Bldg.
Open Monday - Friday

For hours at all locations, search “Food Services” at SCF.edu.

Breakfast, lunch and dinner are served during Fall and Spring terms. Summer availability is limited. Vending machines are accessible at many campus buildings year-round.

International Student Services

**International@SCF.edu**
SCF.edu/International

**SCF Bradenton**
941-752-5050
Student Services Center (Bldg. 1)

**SCF Venice**
941-408-1300, ext. 65050
Student Services Center (Bldg. 100)

Students receive assistance coordinating details of an academic experience in the United States.

Library Services

**Askalibrarian.org/SCFMS**
SCF.edu/Library
941-270-9643 (Texting)
Twitter: @SCFLibraries

**SCF Bradenton - Library & Learning Center**
941-752-5305
(Bldg. 3)
Mon.-Thu., 7:45 a.m. - 9 p.m.
Fri., 7:45 a.m. - 4 p.m.
Sat. closed. Sun., 5 - 9 p.m.
Summer and between terms: hours vary.

**SCF Venice**
941-408-1435
(Bldg. 300)
Mon.-Thu., 8 a.m. - 8 p.m.
Fri., 8 a.m. - 2 p.m. Sat. & Sun. closed.
Summer and between terms: hours vary.
SCF Lakewood Ranch - Learning Commons
941-363-7250
(Bldg. 2)
Mon.-Thu., 8 a.m. - 7 p.m.
Fri., 8:30 a.m. - 2 p.m. Sat. & Sun. closed.
Summer and between terms: hours vary.

The Library & Learning Center requires your SCF ID for entry. The Learning Commons requires your SCF G00# to sign in.

The library provides access to all print and electronic sources, including reference materials, journal articles, eBooks, streaming videos, digital and print magazines, e-audiobooks and the Student Choice DVD Collection. All items are searchable at SCF.edu/Library.

To login for online resources, use your G00# as the Borrower ID and the last four digits of your G00# as your Library PIN.

Librarians are available in person and online for research and citation questions. They will save you time and help you with assignments. Appointments or walk-ins (in person or online) are welcome.

All three locations have study rooms, wireless access and charging stations. A limited number of laptops, MacBooks, iPads, scientific calculators, cameras, microphones, Bluetooth headphones, dry erase kits, nursing kits and select course textbooks may also be available on a first-come, first-served basis.

Bradenton has large and small group study rooms, media and sound editing rooms, open collaboration spaces and MS Hubs. It also has additional collaboration, presentation and exhibit spaces, 3D and large format printers, a 3D scanner, and houses the Digital Cinema Production Studio, a Starbucks and community rooms which can seat 176.

Venice has study and editing rooms as well as a study room reserved for Honors Students and a MakerSpace area available for collaboration and projects.

Lakewood Ranch has A & P models available for study, and SCF Bradenton and SCF Venice have limited bone kits available for checkout.

Inter-campus requests and Inter-Library Loan services are available. Your SCF ID card is your library and printing card. Use it to check out items and for b/w or color copying, printing and scanning.

Food and drinks may be brought into all library locations, with the exception of the Bradenton Visualization Classroom and the College Archives.

Corporate & Community Development students and community patrons must obtain an ID card from the Department of Public Safety in Bradenton. Cross-College Alliance students attending SCF classes have the same library privileges as SCF students.

Online Learning
SCF.edu/OnlineLearning

SCF Bradenton
SCF Lakewood Ranch
SCF Venice
941-752-5237

Online Learning technologies are used in a variety of courses, certificates and programs at SCF. They provide an opportunity for students who cannot attend courses on-campus to earn college credit through online education. Whether one course or an entire degree program, you choose the most convenient time and place to learn to meet your needs. There are no additional fees required to take an online course at SCF.

SCF support services are available to online students, including computer labs, tutorial centers and the library. Courses offered through online learning are comparable in quality to traditional courses offered in SCF classrooms, follow the same learning objectives and require at least as much
time to complete as traditional courses. Some online courses may also require some on-campus work, a student orientation, review sessions and exams, with details specific to each course listed in the notes on the course schedule. SCF Online Learning classes allow for independent, self-paced learning to help you achieve your educational goals and are eligible for the same federal financial aid as our face-to-face classes.

**Online Courses**

Online courses are delivered using the Canvas Learning Management System. These courses use a variety of tools to deliver course content from the same SCF faculty who also teach face-to-face courses. Online courses follow a specific schedule throughout the term with structured lessons, assignments and due dates. They are offered in many different term lengths and are listed in the SCF class schedule along with all other types of classes.

**Blended Courses**

Blended courses include regularly scheduled face-to-face sessions as well as online sessions. Online portions of the blended courses use the same Canvas tools as the online courses, while face-to-face courses are taken in a regular classroom according to the course schedule. Specific details vary from course to course. The SCF course schedule contains more information about the class meeting sessions that are listed for each online section.

**Testing Requirement for Students Taking Online/Blended Courses**

Some instructors may require students taking online courses to take tests in a proctored environment. Instructors and students need to make arrangements for such testing as part of the course. For SCF students taking online courses who are unable to attend on-site testing, arrangements need to be made in advance at an approved testing facility. Most independent testing facilities charge for proctoring services, which are the responsibility of the individual student.

**Printing (Wireless)**

PaperCut allows students to print their documents from computers, Android and Apple devices, and USB flash drives. The technology allows students to store their print jobs in the queue for 24 hours and retrieve them from any student printing area on campus.

**SCF Bradenton**

ARC (Bldg. 5)
Professional Development Center (Bldg. 18)
Club Hub (Bldg. 14)
Library & Learning Center (Bldg. 3)

**SCF Venice**

ARC (Bldg. 400)
Library (Bldg. 300)
Professional Development Center (Bldg. 800)

**SCF Lakewood Ranch:**
Learning Commons (MTSC)
Vending Room (CIT)

**Department of Public Safety**

SCF.edu/Safety

**SCF Bradenton**
941-752-5550
Emergency on campus: ext. 65550
Life-threatening: 911
Student Union (Bldg. 14, Rm. 127)
24 hours a day/seven days a week

**SCF Venice**
941-408-1550
Emergency on campus: ext. 61550
Life-threatening: 911
Student Union (Bldg. 500, Rm. 504)
24 hours a day/seven days a week

**SCF Lakewood Ranch**
941-363-7155
Emergency on campus: ext. 67155
Life-threatening: 911
Medical Technology & Simulation Center
(Rm. 105)
Mon.-Fri., 7 a.m. - 10 p.m.

The Department of Public Safety is committed to ensuring the safety of students, faculty, staff and visitors through policies, procedures, educational programs and community involvement. SCF ID cards and parking decals may be obtained in the Department of Public Safety office. This is also where the campus Lost and Found is located.

The SCF Store
SCF.edu/Store

SCF Bradenton
941-752-5080
Student Union (Bldg. 14)
Mon., 8 a.m. - 6 p.m.
Tue.-Fri., 8 a.m. - 4:30 p.m.

SCF Venice
941-408-1380
Student Union (Bldg. 500)
Mon., 8 a.m. - 6 p.m.
Tue.-Fri., 8 a.m. - 4:30 p.m.

Hours are extended at the beginning of each term and shortened for Summer term. See website for current hours of operation.

The SCF Store is your complete college outfitter, providing new and used textbooks, digital books, textbook rental options, and supplemental and optional books requested by the SCF faculty. It also carries great merchandise, including clothing, gifts, school supplies, laptops, backpacks and much, much more. Purchases can be made by cash, personal check or credit card. You also can use financial aid; these purchases require a current SCF ID.

The SCF Store also has a year-round buy-back program for students who did not opt to rent. Approved used textbooks are bought from students for up to half the purchase price. Books with water damage or ripped pages will not be bought back by the store.

The refund deadline is two weeks after the beginning of the Fall and Spring terms, and one week after the start of Summer term. A register receipt is required for all returns and books must be in original condition at time of purchase. Shrink-wrapped books and access codes must be intact and unopened in order to receive full credit. Store management reserves the right to determine the value of returned items based on sale value and condition.

The store offers a great price match program at both locations. It will match competitors’ prices, either Amazon or Barnes and Noble, with an additional 10 percent off. See store for details.

Student Assistance Program

Student Support Services
SCFCare@SCF.edu
941-752-5107

Assists students with issues related to interpersonal violence, sexual harassment, gender equity, mental health and personal wellness.

The Student Support Program provides referrals to counseling to help students who may have personal problems or life/work challenges that could negatively impact their academic experience, work or personal lives.

Students may contact the Coordinator, Student Support Services at 941-752-5603 to learn more about the services available through the program.

Student Government Association (SGA)

StudentLife@SCF.edu
SCF.edu/StudentLife

SCF Bradenton
Coordinator: Michelle Puls, 941-752-5607
Various organizations and activities are available to SCF students. The Student Government Association (SGA) serves as the official voice of all students and encourages participation in all campus events. Leadership development opportunities exist and students can enrich their SCF career by getting involved.

**Student Health and Property Insurance**

SCF.edu/StudentLife

**SCF Bradenton**
941-752-5607

**SCF Venice**
941-408-1523

Although student health and/or property insurance is not available through SCF, some private insurance companies provide health and/or property insurance coverage for students at special rates. Please contact the Office of Student Life for more information.

**Student Wellness Program**

SCF.edu/StudentWellness

The Student Wellness Program is designed to provide SCF students with opportunities to engage in the lifelong process of personal health and wellness with a variety of services, focusing on one or more of the seven dimensions of wellness (physical, spiritual, social, emotional, intellectual, occupational and environmental).

Students earn Wellpoints by participating and could earn enough Wellpoints to be eligible for prizes and awards. For more information, visit the Office of Student Life.

**University Advisement Center (UAC)**

SCF.edu/UAC

**SCF Bradenton**
Advising Center (Bldg. 1, Rm. 101)

**SCF Venice**
Student Services Center Extension (Bldg. 1800)

Students may visit with university representatives in the University Advisement Center (UAC) for interest in pursuing baccalaureate degree programs at another college/university. College recruiters and schedules/hours may vary by semester. Visit the UAC web page for details.

**Veteran Services**

Veterans@SCF.edu
SCF.edu/Veterans

**SCF Bradenton**
941-752-5075
Veteran Services Office (Bldg. 60, Rm. 102)

**SCF Venice**
941-408-1446
Student Services Center Extension (Bldg. 1800)

Veteran Advisors are available at SCF Bradenton and SCF Venice to assist eligible veterans and dependents in obtaining Veterans Administration (VA) educational benefits. To apply for veterans’ educational benefits, go to SCF.edu/Veterans and click on the appropriate link. Your eligibility is determined by the VA; however, SCF must receive the Certificate of Eligibility from the VA for educational benefits under the G.I. Bill, along with any additional required documents, in order to help you acquire benefits while attending SCF.
Web Registration

SCF.edu/MySCF

Web registration is available to all students fully admitted to credit-level classes. This service provides convenient registration 24 hours a day without traveling to an SCF campus. Students may web register on campus during the hours the College is open using designated computers with web access.

Login Information

All students must have a UserID and password to register online and gain access to their grades and academic records. The first time a student clicks on MySCF, a login screen will appear and the student will be asked to register their account. Students should remember and protect their login information as it is used to access confidential student information.

Registration Holds

A student record may have a hold that prevents registration for classes. Typical reasons for a hold include financial obligations to the College or an incomplete student file. To find out what type of hold is on a record, students can view holds on the website at SCF.edu/MySCF.

Accessing Grades Online

SCF does not send grades in the mail. Students who have no holds on their records may view their grades online beginning on the grade posting date published in the Catalog and on the SCF website. To view grades and unofficial transcripts, go to SCF.edu/MySCF.

Student Email Accounts

SCF has designated email as an official method of communication with students regarding topics of an academic, financial aid, administrative or emergency nature. All SCF students are automatically set up with a student email account upon application to the College. Students are expected to be responsible for all information sent to them via their College email account. Student email is accessed through MySCF.

Students who request a new email address due to a name change must complete the change of name form available online at SCF.edu/Records. The form is completed and signed by the student and must include a copy of an official court-issued document verifying the name change.

Students who experience problems with their email accounts can contact the SCF Help Desk at HelpDesk@SCF.edu or by calling 941-752-5357 (Bradenton) or 941-408-1300, ext. 65357 (Venice).

Have you checked your student email today?

For more information on how to access your student email, refer to page 5.
SCF strives to provide a community where safety, equality, respect and healthy relationships are valued. As such, it is our policy to foster a campus environment that is free from intimidation and one in which students may be educated to their fullest potential. Therefore, SCF will not tolerate sexual assault, dating violence, domestic violence, stalking or any form of sexual harassment from students, faculty, staff, volunteers, visitors or any persons while present on any College campus or sponsored event. SCF also encourages reporting of any incident, related to these offenses.

SCF Safe Harbor Initiative
We want SCF to be a safe place to learn, so we are working hard to foster a culture of safety, equality and respect on our campuses. Through our Safe Harbor initiative, SCF is providing training and resources to students on sexual harassment, sexual assault, domestic violence and stalking. This training is offered on Canvas to all new students as well as in a live format for any clubs or groups that would like to learn more about these important issues. For more information, contact the Coordinator, Student Support Services, at 941-752-5603.

What is Title IX?
Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in any educational program or activity that receives financial support from the federal government. Under Title IX, discrimination based on sex includes sexual harassment, sexual violence and sexual assault. Title IX also prohibits retaliation against individuals who complain about or participate in an investigation regarding an alleged Title IX violation.

Title IX works in conjunction with the Violence Against Women Act (VAWA) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to assure that those who are impacted by sexual violence have access to support and services.

• The Violence Against Women Act (VAWA) was reauthorized in 2013 to include domestic violence, dating violence and stalking. It requires that all institutions provide primary prevention programs; information on resources in writing; and prompt, fair and impartial proceedings in all Title IX cases.

• The Clery Act assures that colleges and universities disclose information about crime on and around campus. It includes provisions to address registered sex offenders notification, campus emergency response, timely warnings and whistle blowers who report crime.

These three federal regulations work together to assure that each institution responds appropriately to sexual harassment at colleges and universities.
Making a report under Title IX
We encourage all victims of sexual harassment, gender-based harassment, sexual assault, stalking or domestic violence to make a report.

In an emergency, call 911.
To report suspected abuse or neglect of anyone younger than 18, call 1-800-96ABUSE (1-800-962-2873).

In a non-emergency, contact:
Department of Public Safety:
SCF Bradenton, 24/7
941-752-5550
(Bldg. 14, Rm. 127)
SCF Venice, 24/7
941-408-1550
(Bldg. 500, Rm. 504)
SCF Lakewood Ranch
941-363-7155,
Medical Technology & Simulation Center
(Bldg. 2, Rm. 105)
Mon.-Fri., 7 a.m.-10 p.m.

Title IX Coordinator:
Jaquelyn McNeil
941-752-5267, McNeilJ@SCF.edu
SCF Bradenton, Bldg. 1, Room 127

Deputy Title IX Coordinators:
SCF Bradenton
941-752-5429 or 941-752-5345
SCF Venice
941-408-1416 or 941-408-1446
SCF Lakewood Ranch
941-363-7265

Title IX Confidential Resources
If you are 18 years of age or older, you have the right to speak to someone before or instead of making a Title IX report. In selecting these resources, no Title IX investigation will take place unless you decide to report to the Title IX Coordinator or SCF Department of Public Safety. The confidential resources are:

Campus Ministries:
SCF Bradenton
941-752-5607
SCF Venice
941-408-1523

Confidential Community Programs
24-hour access to confidential resources is available by calling 941-752-5107.

Resources where you can report anonymously:
SCF.edu/SafeSCF
1-855-735-3001

Regardless of which reporting method you choose, confidentiality is always a priority!

What types of incidents are included under Title IX?
Stalking
Repeated, unwanted attention; physical, verbal, or electronic contact; or any other course of conduct directed at an individual that is sufficiently serious to cause physical, emotional or psychological fear or distress or to create a hostile, intimidating or abusive environment for a reasonable person in similar circumstances and with similar identities. Stalking may involve individuals who are known to one or another, who have a current or previous relationship, or who are strangers. Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person in an unsolicited fashion.

Sexual Harassment
Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physi-
cal conduct of a sexual nature that creates a hostile environment that interferes with a student’s ability to participate in or benefit from an educational program.

Sexual harassment also includes gender-based harassment and harassment based on sexual orientation or gender identity, which may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex/gender or sex/gender stereotyping, even if the acts do not involve conduct of a sexual nature. It also includes exhibiting what is perceived as a stereotypical characteristic for one’s sex or failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender or sexual orientation of the individuals involved.

**Sexual Assault**

Sexual assault involves having or attempting to have sexual contact with another individual without consent. Sexual contact is the intentional touching or penetration of another person’s clothed or unclothed body, including but not limited to the mouth, neck, buttocks, anus, genitalia or breast, by another with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch his or her own or another’s body in a sexual manner. Sexual assault includes, without limitation, sexual battery as defined in Florida Statutes.

**Domestic Violence (Dating Violence or Intimate Partner Violence)**

Domestic violence, dating violence and intimate partner violence are terms that are used to identify a pattern of abusive behaviors used to exert power and control over a current or former partner. Behaviors include physical, sexual, emotional, economic or psychological actions or threats of actions that a reasonable person in similar circumstances and with similar identities would find intimidating, frightening, terrorizing or threatening. Such behaviors may include threats of violence to an individual or an individual’s family member.

**Where to find support**

24-hour access to confidential community resources is available by calling 941-752-5107.

- Safe Place and Rape Crisis Center (SPARCC) 941-365-1976
- Hope Family Services 941-747-8499
- Centerstone Rape Crisis Services 941-708-6059
- Sarasota County Sheriff’s Office 941-861-5800
- Sarasota Police Department 941-366-8000
- North Port Police Department 941-429-7300
- Venice Police Department 941-486-2444
- Manatee County Sheriff’s Office 941-747-3011, ext. 8401
- Bradenton Police Department 941-932-9300
- Palmetto Police Department 941-721-2000, ext. 6126
- Charlotte County Sheriff’s Office 941-205-5636

**What happens after a report is made at SCF?**

SCF will conduct an initial assessment to evaluate the report, the safety of the individual and the campus, the reporting party’s preferences for resolution and the need for any interim measures. Interim measures to assure everyone’s safety may be put in place during the assessment, including but not limited to no contact orders, changes in class schedule, adjustments to work schedule and access to campus activities and buildings.
If the initial assessment determines that further investigation is warranted, SCF will undertake procedures that may include interviewing the parties involved as well as any witnesses. The parties are allowed to bring an advisor to any of the proceedings during the process.

When the procedures are complete, all parties will be notified in writing of the outcome of the disciplinary resolution process and be provided information on the appeals process.

For more details, see Procedure 2.44.01: Harassment and Discrimination and Related Misconduct (Including Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, Stalking, Complicity and Retaliation).
Hearing is Believing!
Music 2018-19

For schedule and ticket information, visit SCF.edu/Music.

Student tickets for many concerts are only $5!

Order tickets online at SCF.edu/CampusLife/NeelPerformingArtsCenter or call the SCF Box Office, 941-752-5252.
BREAK OUT OF YOUR COMFORT ZONE!

Join one of SCF’s 30+ clubs or organizations. Make FRIENDS, NETWORK and HAVE FUN!

For more information on student life at SCF, visit SCF.edu/StudentLife.
Student Life

Find advisor and contact information for these student activities at SCF.edu/StudentLife.

StudentLife@SCF.edu

SCF Bradenton
941-752-5607

SCF Venice
941-408-1523

Full participation in campus life is considered an integral part of the development of the student. The Office of Student Life is committed to that development by providing support networks, creative programs, social activities, leadership opportunities and cultural diversity for the student to grow beyond the classroom.

2018-19 Clubs and Organizations

SCF Bradenton
African American Student Union (AASU)
American Chemical Society (ACS)
Brain Bowl
Delta Psi Omega (Theater)
Film/Video Club
German Club
History Club
Literary Guild
Model UN
Music
Nerd Culture Club
Occupational Therapy Assistant Club (OTA)
Paralegal Society
Phi Beta Lambda (PBL)
Phi Theta Kappa (PTK)
Physical Therapist Assistant Club (PTA)
Radiology Club
Sigma Kappa Delta
Sportsmen’s Club
Student American Dental Hygienists’ Association (SADHA)
Student Government Association (SGA)
Student Veterans of America (SVA)

SCF Lakewood Ranch
Nursing Honors Society—Upper Level

SCF Venice
History and Political Science Club
Math Olympics
Phi Beta Lambda (PBL)
Phi Theta Kappa (PTK)
Pop Culture Club
Sigma Kappa Delta (SKD)
STEM.Med Club
Student Government Association (SGA)
Student Veterans of America (SVA)
Swampscribes
State College of Florida offers five intercollegiate sports and is a member of the National Junior College Athletic Association. The five sports include women’s softball, tennis and volleyball; and men’s basketball and baseball. Each varsity sport schedules tryouts, and scholarships are awarded based on athletic ability.

Supporting the Manatees is important to the success of SCF teams. Admission to ALL athletic events is FREE when you present your SCF student ID. Show your school spirit and plan to cheer the Manatees on to victory during this year’s competitive events. You can check the Manatees’ schedules at SCFManatees.com. Also, be sure to like SCF Manatees on Facebook and follow @SCFManatees on Twitter for up-to-date scores and information on your Manatees.

**Intramural Sports**

Intramurals@SCF.edu

SCF Bradenton & SCF Venice
941-752-5571

Intramural activities are offered each term to all enrolled SCF students. Visit the intramurals page on The Hub for a schedule of events being offered on your campus. Don’t see something you like? Send an email to Intramurals@SCF.edu to suggest a new intramural league or activity.

### Intercollegiate Athletics 2016/2017

<table>
<thead>
<tr>
<th>Teams</th>
<th>1st Year Athletes</th>
<th>2nd Year Athletes</th>
<th>2nd Year Athletes Graduating</th>
<th>2nd Year Athletes Who Graduated, Transferred or Signed Professional</th>
<th>Team GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>17</td>
<td>9</td>
<td>6</td>
<td>9</td>
<td>3.27</td>
</tr>
<tr>
<td>Basketball</td>
<td>6</td>
<td>5</td>
<td>3</td>
<td>5</td>
<td>2.48</td>
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<tr>
<td>Softball</td>
<td>15</td>
<td>7</td>
<td>4</td>
<td>6</td>
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</tr>
<tr>
<td>Tennis</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>3</td>
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<td>Volleyball</td>
<td>5</td>
<td>8</td>
<td>8</td>
<td>4</td>
<td>3.63</td>
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<tr>
<td>Totals</td>
<td>46</td>
<td>35</td>
<td>23</td>
<td>27</td>
<td>3.19</td>
</tr>
</tbody>
</table>

- Number of Athletes Named Academic All-Conference (3.0 GPA or better) 49
- Number of Athletes Named Academic All-State (3.3 GPA or better) 38
- Load Hours Attempted by All Teams 2,234
- Load Hours Successfully Completed by All Teams 2,177 (97%)
- Cumulative GPA of All Teams 3.19
Department of Public Safety
SCF.edu/Safety

SCF Bradenton
941-752-5550, or ext. 65550
Student Union (Bldg. 14, Rm. 127)

SCF Venice
941-408-1550, or ext. 61550
Student Union (Bldg. 500, Rm. 504)

SCF Lakewood Ranch
941-363-7155, or ext. 67155
Medical Technology & Simulation Center
(Rm. 105)
Mon.-Fri., 7 a.m.-10 p.m.

Campus Health and First Aid
Communicable and/or Life-Threatening Diseases
SCF is committed to providing a safe work and educational environment for all employees, students and visitors. Every precaution will be taken to ensure nondiscrimination for infected individuals and the health and safety of students, employees and visitors. A dual program of education and prevention for all students, as well as counseling and other services for those affected by a disease, represents an appropriate response as the College seeks to be of assistance.

Communicable and life-threatening diseases that may include, but are not limited to, measles, tuberculosis, AIDS/HIV and hepatitis-B, are recognized as significant public health threats. SCF understands that students with communicable or life-threatening diseases may wish to continue to engage in as many of their normal pursuits as their condition allows, including the furtherance of education. As long as these individuals are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to themselves or others, SCF will be sensitive to the infected person’s medical conditions and needs in order to ensure their treatment is consistent with applicable law.

Students with a communicable or life-threatening disease should notify the College administration of any changes in their medical condition that might pose any risk or potential transmission (e.g., open sores, bleeding, injury). The College’s response to each known case will be based on each case’s particular facts. Any information concerning the affected person’s medical condition will be handled as confidential information in accordance with state and federal requirements. In general, and to an extent not otherwise required by law, the College shall not provide any written or verbal information, whether formally or informally obtained, to anyone other than those College employees designated by the president, without the expressed written permission of the infected individual. Students participating in health science programs will be evaluated to determine the risk of transmission to or from patients. If risk is determined, adherence to related SCF procedures will be enforced. Disciplinary action for violators of this rule will be determined through documented SCF disciplinary procedures.

Drug-Free Campus Program
SCF is committed to providing its students and employees the opportunity for advancement academically, on the job and in life. Abuse of drugs and alcohol has been proven to hamper an individual’s ability to take advantage of such opportunities.
Consider the facts:

• Drug use and alcohol abuse increase the chances of violence, injuries, automobile accidents and heart disease.

• Ten percent of the American work force is suffering from alcoholism. Another significant portion abuses illegal and prescription drugs.

• Illegal drug- or alcohol-related activities may carry severe penalties. Under Florida law, depending on the type and amount of drug involved, a person convicted of using, possessing, selling, purchasing, distributing or manufacturing a controlled substance is subject to penalties ranging from probation to 30 years in prison and fines up to $200,000. Federal penalties for illegal drug activities carry prison sentences ranging from probation to life in prison as well as more severe fines.

SCF Alcohol and Other Drug-Free Policies

SCF will not tolerate the manufacture, distribution, possession or use/abuse of alcohol or illegal drugs (as defined in 34 Code of Federal Regulations Section 86.100 Subpart B – Institutions of Higher Education) on any SCF campus or at any SCF-sponsored event. SCF adopts the following policy in accordance with its commitment to its students and employees:

1. Any student who possesses or uses alcohol or other drugs on any SCF campus, in any off-campus housing sanctioned by the College, or at any SCF-sponsored event off campus will be subject to disciplinary action as outlined in SCF Rules and Procedures.

2. Any student who illegally sells or manufactures alcohol or other drugs on any SCF campus, in any off-campus housing sanctioned by the College, or at any SCF-sponsored event off campus will be subject to disciplinary action as outlined in SCF Rules and Procedures.

3. The College has the responsibility to refer for prosecution anyone engaging in illegal alcohol or other drug activity on SCF campuses, in any off-campus housing sanctioned by the College, or at SCF-sponsored events.

4. Any student convicted of any alcohol- or drug-related offense must notify the College administration within five days of such conviction. Failure to do so may result in disciplinary action.

5. Any student using prescribed or over-the-counter medication that may affect educational performance or create a safety hazard shall notify the Department of Public Safety. Appropriate action will be taken to prevent concerns on campus.

Alcohol and Other Drug Abuse Prevention Assistance at SCF

SCF values the health and welfare of its students and employees. Alcohol and other drug abuse (addictions) are recognized as treatable diseases. The administration of SCF, as part of its policy to maintain a drug-free campus, desires to:

• Help students identify alcohol and other drug misuse/abuse at the earliest possible stage.

• Educate students regarding signs and symptoms of addiction.

• Motivate students to seek intervention from the most qualified resources available on campus and in the community.

• Recognize that students who experience concerns with alcohol and other drug misuse/abuse are entitled to the same respect, confidentiality of intervention services and records handling as those who experience other medical concerns or conditions that may impair work performance.

• Students who suspect problems with alcohol and other drug misuse/abuse
are encouraged to contact the office of the student ombudsman, 941-752-5429. A trained professional will assist in the assessment of the problem and provide information regarding appropriate services available on campus and/or within the community.

All information will be held in the strictest confidence and will not be revealed to anyone except by the individual's written consent in accordance with federal guidelines of confidentiality. This service is voluntary, free and confidential.

First Aid
SCF provides emergency medical services at SCF Bradenton and SCF Venice 24 hours a day, seven days a week. SCF Bradenton and SCF Venice also maintain a first aid station.

If the medical situation is life-threatening, call 911. Use the contact information on page 86 to request information about non-life threatening first aid needs.

Campus Safety and Security
The College maintains security services 24 hours a day, seven days a week at SCF Bradenton and SCF Venice. There is security Monday - Friday, 7 a.m. - 10 p.m. at SCF Lakewood Ranch. SCF campus resource officers and security officers are deployed in motor vehicles and on foot to provide quick response, as well as a high degree of visibility and accessibility, to the College community. SCF also maintains a close working relationship with local law enforcement agencies. No college security plan can attain maximum effectiveness unless everyone contributes to making it work. All members of the College community are encouraged to become involved, alert College citizens and report any unsafe, suspicious or dangerous conditions. All ideas and contributions to improve safety and security are encouraged and welcomed. SCF is always looking for ways to ensure that the College is a safe, secure and healthy environment to study and work. Students are challenged to adopt these ideals as personal objectives while at the College.

Technology
SCF utilizes a variety of technology to enhance campus safety.

These include:
- Emergency Call Boxes:
  These are strategically located throughout SCF Bradenton and SCF Venice to provide immediate response by public safety personnel 24 hours a day, seven days a week. The call boxes are activated by pressing the emergency button, which puts the caller in direct radio communication with officers on duty. The activated call box automatically will identify the location of the call to public safety personnel. The blue strobe lights on top of the call station will flash to indicate an active alarm.
  The caller should give the necessary information to the dispatcher, and if safe to do so, remain at the call box until an officer arrives. Students, staff, faculty and visitors are encouraged to use these devices whenever they need immediate assistance from public safety personnel.
- Localized and centrally monitored access control systems at SCF Bradenton and SCF Lakewood Ranch.
- Closed circuit television (CCTV) in use at various public spaces at SCF Bradenton.
- Collegewide emergency notification system on all campuses.
- Central station-monitored fire alarm system.
- LiveSafe app:
  LiveSafe is an application designed for use by SCF students, faculty and staff to enhance safety on all campuses. The app includes safety maps, the ability to broad-
cast messages, location sharing, panic alarms and quick connection with the Department of Public Safety and local law enforcement agencies. Download the app from the App Store or Google Play by searching for “LiveSafe.” When registering, select “SCF – Manatee Sarasota” as your organization.

For more information about LiveSafe and its features, visit SCF.edu/Safety and click on the “LiveSafe App” from the menu on the left.

**Reporting Emergencies**

In a life-threatening situation, first dial 911 from any campus office phone or cell phone, and then notify the Department of Public Safety.

For any non-life-threatening safety and/or security emergency, call the Department of Public Safety (contact info located on page 86) or use an emergency call box station on campus.

**Tips for Staying Safe on Campus**

For most new students, campus life will be vastly different with many new experiences and more responsibilities. Two such responsibilities are the prevention of loss and the promotion of your personal safety.

Here are a few hints to aid you in these responsibilities:

1. Read the public safety quick guide brochure.

2. If you become a victim of a crime, report it immediately from any phone or emergency call box station on campus.

3. Always be aware of your surroundings. Report suspicious people and incidents.

4. Do not depend on others to watch your possessions and above all, do not leave them unattended. Theft is a crime of opportunity. Please do not give the criminal the opportunity.

5. Use the “buddy” system or LiveSafe app while walking on the campus at night. Stay in active, well-lit areas. Security escorts are available by calling 941-752-5550 (SCF Bradenton) or 941-408-1550 (SCF Venice).

6. Always lock your vehicle and do not leave valuable possessions in full view. Lock valuables in the trunk or storage area.

7. Never make it easy for someone looking to commit a crime. Use good judgment.

8. If you lose or find an item on any campus, report it to the Department of Public Safety.

Additional information concerning public safety, crime prevention and/or personal safety may be obtained from the Department of Public Safety.

**Lost and Found**

Contact or visit the appropriate Public Safety office (see list on page 86) to inquire about lost and found items.

**Stay Informed Before, During and After Emergencies**

When a hurricane approaches or other emergencies occur, students have several ways to get the latest news about the College administration’s plans. Students should take advantage of these suggestions to stay informed and make the necessary preparations for personal safety.

**Update Your Contact Information to Receive Emergency Messages:**

The safety and well-being of every student is important to us at SCF. To assure that all students receive important safety or emergency messages, SCF uses the Blackboard Connect service, a mass notification system that will be used to deliver emergency notifications via voice, emails and text messages within minutes to students, faculty and staff.

In order for SCF to reach you effectively, it
is important that you keep your contact information updated in your MySCF account. This information will be used to send emergency messages to your home, cellular and work phone numbers and TTY/TDD devices, and to send an email to your SCF email address and a second email address that you provide.

Please note that we do not sell or share your information; everything is kept in strict confidence and your emergency contact numbers will be used only for emergency messages.

Directions that will guide you through the easy process of updating your contact information in MySCF are available at SCF.edu/EmergencyInfo.

What not to do
As a storm approaches, students are asked to help keep phone lines open for emergency use and avoid calling College operators for frequent updates. Don’t panic. Please be assured that if you are in class when a severe storm approaches, you will be dismissed in plenty of time to ensure your personal safety.

What to do
• Be alert to messages sent to you via the Blackboard Connect emergency notification system.
• Check SCF’s website often at SCF.edu for news bulletins. Emergency notifications and updates will be posted prominently on the home page. Check out the website now so you are familiar with how to navigate before a storm or other emergency mandates it.
• Watch for bulletins on campus and local television and radio stations. SCF sends news about closings to all major news stations and daily newspapers. Because several media companies serve our area, we don’t list call letters, which change frequently. The best suggestion is to tune to a station in your area that gives frequent local reports, and listen for news about SCF.
• After an emergency, call the College’s main phone numbers: 941-752-5000 (SCF Bradenton), 941-408-1300 (SCF Venice) or 941-363-7000 (SCF Lakewood Ranch). Assuming communications lines are working, regular updated messages will be recorded.

Media outlets seldom list reopenings after the College has closed for an emergency. However, the SCF website and the main phone numbers announce the College’s plans to reopen, assuming communications lines are working.

Campus Sex Crimes Prevention Act
This law requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also requires registered sex offenders/predators to provide to appropriate state officials notice of each institution of higher education at which the offender/predator is employed, carries on a vocation, or is a student.

Any member of the SCF community who wishes to obtain further information regarding sexual offenders/predators in our area may refer to the Florida Department of Law Enforcement (FDLE) website at: https://Offender.FDLE.State.FL.US/Offender/Search.jsp or call 1-888-FL-PREDATOR/1-888-357-7332. The FDLE searchable database may be used to find all registered sex offenders in any city, county or ZIP code in the state. In accordance with Florida Statute 775.21 (The Florida Sexual Predators Act), convicted sex offenders in Florida must register with the FDLE within 48 hours of establishing permanent or temporary residence. It is then the responsibility of the agency to make required notification to all community members of the
presence of predators (only) in any manner deemed appropriate by the agency.

**Campus Crime Statistics**

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution’s participation in federal student financial aid programs and it applies to most institutions of higher education, both public and private. The Clery Act is enforced by the United States Department of Education.

The charts on pages 92-94 are reported in accordance with Uniform Crime Reporting procedure and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
<table>
<thead>
<tr>
<th>Offense Type (includes attempts)</th>
<th>SCF Bradenton</th>
<th>Non-Campus Building or Property</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
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Number of Arrests/Referrals for Select Offenses

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Online Security

Computer Viruses
Viruses can wreck your computer, slow you down and jeopardize your personal info. Viruses often appear in links, emails or files that look legit. The best way to avoid viruses is to stay away from sketchy websites and don’t click on anything that doesn’t come from a trusted source. If in doubt, ask before you click – contact the Help Desk at 941-752-5357 or HelpDesk@SCF.edu.

Information and Identity Theft
A good rule of thumb is to never share or send your personal information, such as social security number, driver’s license number or date of birth, via email, text or social media. Even if you send it to someone you know and trust, cyberthieves can hack into servers and cellphone networks and potentially steal your info. SCF’s secure network systems are designed to prevent this, but it is a violation of College policy to send personal information while connected to College networks.

Cyberbullying
Cyberbullying is bullying that takes place over digital devices like cellphones, computers, and tablets. Cyberbullying can occur through SMS, Text and apps, or online in social media, forums or gaming where people can view, participate in, or share content. It includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

Protect yourself from cyberbullies by blocking them and reporting them to the Department of Public Safety. Keep documentation of what has occurred. If you are struggling with what to do or how to respond, contact Student Support Services at 941-752-5603.
Student Services

Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day SCF receives a request for access. A student should submit to the campus educational records office, a written request that identifies the record(s) the student wishes to inspect. The College official, or designee, will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of the student’s education record that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writ-
without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. comptroller general, the U.S. attorney general, the U.S. secretary of education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College’s state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
• To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

• To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

• Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

• To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

• To parents of a student regarding the student’s violation of any federal, state or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is younger than 21. (§99.31(a)(15))

• Participation in officially recognized FCSAA activities.

• Weight and height of members of athletic teams.

• Terms of attendance.

• Degrees, awards received, and/or certificates.

Although the above directory information may be available for release, SCF does not routinely release such information to third parties. The Act states that each student has the right to inform the College that any or all the information is not to be released as requested by the student. The College will honor the student’s request to restrict the release of directory information as stated previously. To withhold directory information, a student should notify the educational records office in writing prior to the drop/add period each term and complete the Directory Disclosure Release Authorization form available in the educational records office at SCF Bradenton or SCF Venice. The status of disclosure at the last registration period is binding and all records will be noted “confidential” until the status is changed by the student. No information will be released without prior written consent of the student.

**Directory Information**

Directory information means information contained in a student’s educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, SCF has established the following as directory information.

• Student name.

• Degree of study.

**Nondirectory Information**

Nondirectory information is personally identifiable information such as grades, transcripts, GPA and academic standing. SCF does not release this information without written authorization from the student or as may be required by law. If a student wishes to have any personally identifiable information regarding their educational record released, a Third Party Release form must be completed by the student. The forms are available in the educational records office at SCF Bradenton or online at SCF.edu/EducationalRecords.
Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which students’ education records and personally identifiable information (PII) contained in such records — including Social Security number, grades or other private information — may be accessed without consent.

First, the U.S. comptroller general, the U.S. attorney general, the U.S. secretary of education, or state and local education authorities (federal and state authorities) any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, federal and state authorities may allow access to a student’s education records and PII without consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain, and share without consent PII from a student’s education records, and they may track a student’s participation in education and other programs by linking such PII to other personal information about students that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.

Grading System

Grading of Courses That Carry Degree Credit

Each faculty member will explain the grading system employed in each course. Each student is asked to be responsible for obtaining a clear understanding of this process.

Grades and Quality Points (QP)

A, Excellent, 4 QP per term hour
B, Good, 3 QP per term hour
C, Average, 2 QP per term hour
D, Poor, 1 QP per term hour
F, Failure, 0 QP per term hour
WF, Withdrawn Failure, 0 QP per term hour

The scholastic GPAs are computed by dividing the total number of quality points earned by the number of term hours for which grades were received, excluding:

I, Incomplete
S, Student passed the course satisfactorily
U, Student did not pass the course satisfactorily
P, Student passed lab satisfactorily
NP, Student did not pass lab satisfactorily
W, Withdrawn passing; course is not calculated into the GPA
X, Audit (no credit earned)

Three GPAs are computed on each student:

1. Term Average - GPA on work attempted during any given term.
2. Institutional Average - cumulative GPA on all work attempted while in attendance at SCF.
3. Overall Average - cumulative GPA on all work attempted since entering college,
including work from all previously attended institutions.

**Class Attendance and Grading**

SCF students will be graded on academic achievement. Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course.

Specific attendance and grading requirements for each course are stated in the respective course syllabus. These requirements may vary from course to course, and it is the student’s responsibility to seek any needed clarification from the instructor.

Pursuant to F.S. 1002.21; 1006.53; 1001.64, SCF shall attempt to reasonably accommodate the religious observance, practice and belief of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments. Students must provide the instructor(s) with advance notification of the purpose and anticipated length of any absence. At that time, the instructor and the student will agree upon a reasonable time and method to make up any work or tests missed.

For detailed information regarding grading policies, refer to the College catalog.

**Financial Aid – Student Loan Ombudsman**

The U.S. Department of Education offers dispute resolution information to all borrowers of Title IV Loan programs (Federal Direct, FFELP, Guaranteed Student Loans and Perkins Loans) through the office of the ombudsman.

The primary duty of the student loan ombudsman is to informally resolve disputes between student borrowers, guarantee agencies, lenders or schools, after reasonable efforts to resolve problems have failed. The office of the ombudsman is empowered to research problems, contact appropriate agencies and determine proper action.

**Contact Information:**

U.S. Department of Education
FSA Ombudsman Group
P.O. Box 1843
Monticello, KY 42633
877-557-2575
StudentAid.ed.gov

**Financial Aid Standards of Satisfactory Academic Progress**

Federal regulations require that all students receiving Title IV financial aid (Pell Grants, FSEOG, Federal Work Study and Direct Loans) maintain Satisfactory Academic Progress (SAP). SAP is reviewed every term (Fall, Spring and Summer).

The SAP policy consists of three requirements: Minimum cumulative financial aid* GPA of 2.0, successful completion ratio (number of credits passed divided by number of credits attempted) of 67 percent, and not exceeding maximum time frame, which is 150 percent of currently enrolled program.

To view the complete policy, go to SCF.edu/SAP.

*Note: Financial aid GPA is a cumulative GPA of all courses on your transcript, including remedial coursework. This is not the same as the academic GPA.

**Military Activations**

Veterans@SCF.edu
SCF.edu/Veterans

SCF Bradenton
941-752-5075
Veteran Services Office (Bldg. 60, Rm. 102)
Military veterans, reservists and members of the National Guard who are attending SCF may receive orders for active duty. This activation may make it impossible for the student to complete the term. In such cases, the College must receive a copy of the student’s activation orders issued from the military in order to proceed with the dropping of courses for the term of activation. This copy must be submitted to the Veteran Services office for processing. Copies of the forms may be submitted by mail, hand-delivery to the Veteran Services office on either campus, or by email to Veterans@SCF.edu.

The process will initiate a drop on behalf of the student from classes for the term of activation. A refund of tuition and fees will be applied to the student’s Bank Mobile card using the option selected or to the financial aid fund that paid for the tuition and fees. For book refunds, a copy of the student’s activation orders must be submitted to The SCF Store at SCF Bradenton or SCF Venice. Book receipts and a copy of the student’s schedule are helpful, but not required. Questions can be directed to the Veteran Services office.

**Refund Policy**

**Nonrefundable Fees**

Application fees, deferred examination fees, documentation fees, drug screening fees, duplicate diploma fees, fingerprinting fees, graduation fees, ID card replacement fees, insurance fees, late fees, reinstatement fees, Bank Mobile and replacement fees, returned check fees, testing fees, transcript fees and web-access fees.

**Refunds During Posted Add/Drop Period**

Course and special fees associated with the course are refundable when a student drops a course before the end of registration for the term (end of the posted add/drop period). A drop with a refund is completed when a student logs on to MySCF, drops the class and submits the changes online.

The basis for refunds of refundable fees is as follows: Refunds of 100 percent (less nonrefundable fees) will be made until 11:59 p.m. on the last day of registration (end of the posted add/drop period). SCF has partnered with Bank Mobile, a financial services company, to process refund disbursements to students. Refunds are processed up to 10 days after the posted add/drop date of the term and sent via the option chosen by the student when activating his/her Bank Mobile account. If the fees were paid by a financial aid fund, the refund will be returned to the financial aid program that initially paid the fees. Students who register for accelerated or short-term classes will follow the same procedures but may have separate add/drop refund deadlines.

**Refunds During the Withdrawal Period**

Students who withdraw from a course based upon a documented College error after the close of registration (end of posted add/drop period), may petition the College Refund Committee for a refund of fees. Refund requests must be submitted no later than the last day of the following semester for which the student is requesting a refund. No other requests for refunds will be permitted. A documented College error is one wherein the student can definitively show that an error on the part of SCF resulted in the student’s course withdrawal. Petitions that contain documented proof will be considered by the College Refund Committee based on these guidelines and the decision will be final. Applications are
available in the office of the vice president of student services and enrollment management at SCF Bradenton and in student services, Building 100, at SCF Venice.

Fee Waiver
A fee waiver may be awarded to repeat a class or classes that a student was forced to withdraw from (after the add/drop period) due only to the student’s sudden illness/incapacity requiring five consecutive days of hospitalization. To request a fee waiver, a refund petition, including appropriate hospital documentation, must be submitted.

Withdrawal Policies
A withdrawal is a change in a student’s course schedule where one or more courses are withdrawn prior to the end of the term. Withdrawn courses appear on the transcript as a W or WF. No refunds are permitted for withdrawn courses. If a student decides to withdraw, it is the student’s responsibility to initiate the withdrawal procedure.

Withdrawal from a Course or Complete Withdrawal from the College (no refund)
A student may withdraw from any or all courses without the academic penalty of a WF grade by the withdrawal deadline as listed in the SCF academic calendar, Catalog or on the SCF website. A student in an accelerated or short-term course may withdraw without the academic penalty of a WF grade any time before the withdrawal deadline specific for the course. SCF encourages the student to discuss a withdrawal with the instructor prior to withdrawing. A student who withdraws from any or all courses can withdraw online or in person through the College advising offices at SCF Bradenton or SCF Venice. Financial aid students are encouraged to talk with a financial aid advisor prior to any course withdrawal. Course withdrawals, after the deadline for the term as published in the academic calendar, will result in a grade of WF, which is computed in the term and cumulative GPA. Withdrawal appeal request forms can be obtained in the advising office at SCF Bradenton, Bldg. 1, or SCF Venice, Bldg.100. All appeal requests must be accompanied by major extenuating and documented circumstances. If the appeal is granted, the WF grade would be changed to a W without GPA consequences.

If a WF grade is entered, it will be recorded on the permanent record and calculated as F in the grade point average. All withdrawal policy statements apply to part-time as well as full-time degree-credit and college preparatory-credit students. The state of Florida mandates that a student will be permitted a maximum of three attempts per course. An “attempt” is defined as registration in a class after the end of the registration period. Students who are enrolled in a third attempt course who withdraw will be assigned a grade of WF.

Faculty Withdrawal
Before the course withdrawal deadline and until two weeks prior to the end of the term, a faculty member may withdraw a student when the student has stopped attending class and has not formally withdrawn from the course by the withdrawal deadline. A faculty member can withdraw a student for excessive absences, excessive tardiness, academic misconduct or another similar reason, as noted in the faculty members’ respective syllabi. Fees are applied for all courses accordingly and are counted as attempted courses. WF grades are calculated as an F in the GPA.

Faculty No Show Reports
Following the last day to add/drop courses for the term, faculty are required to report any student who has not attended one class within the first week of the term
and/or has not contacted the professor/instructor to make arrangements to attend class or to make up missed work/assignments (also termed as a “no show” student).

A grade of W is recorded for “no shows” on the student’s permanent academic record, the course is counted as an attempt and fees are applied for all courses accordingly.

Withdrawal from the College

Students who receive federal financial aid funds and who withdraw from all classes may be required to return all or a portion of these funds to the federal government. Students should consult with the Financial Aid office before completely withdrawing from the College.

Fee Assessment for Third Attempt

A student is permitted a maximum of three attempts to satisfactorily complete a course. An “attempt” is defined as being registered in a class after the end of the add/drop period for the term. On the third attempt, a student cannot withdraw or be withdrawn and will receive a grade for the course. (Note: This statement applies to the academic policy pertaining to how many attempts a student may make in the same course. A separate policy set by the Florida Legislature governs fees paid by students making the third attempt in the same course. Please see the College’s fee payment office or an advisor with any questions.)

Student Employees

This is an institutional work program that enables students to work part time, up to 20 hours per week, in administrative and departmental offices, the library and laboratories. All students interested in working on campus must complete the Free Application for Federal Student Aid (FAFSA). Students must have a minimum GPA of 2.0, be enrolled for a minimum six (6) credit hours and be degree-seeking in order to work as a student assistant. Inquiries and job applications are available online at SCF.edu/CRC.

Traffic Rules and Parking Regulations

Parking decals and hang tags are obtained from the Department of Public Safety offices at SCF Bradenton or SCF Venice. At that time, students are given a copy of “Traffic and Parking Regulations Governing the Use of Vehicles at SCF.” Become familiar with the rules. Violators are subject to appear before the SCF College Student Court and if found guilty, they will be fined in accordance with the specific violation.

The following rules and regulations are in effect 24 hours a day and pertain to all students (full-time, part-time, day or evening) and faculty, and staff driving vehicles on campus. These rules have been established for the benefit of each student and employee and are approved by the Student Government Association, the College administration and the SCF Board of Trustees. These rules and regulations are established and enforced in order to avoid confusion and danger in parking lots. All parking and traffic procedures, including College Student Court, are under the supervision of the coordinator of student life.

1. All motorized vehicles parked at SCF must bear a decal or hang tag that is visible at all times. Visitors must use spaces designated for visitors.

2. Temporarily disabled students may apply for a special identification for their vehicles from the Department of Public Safety. Identifications are issued for a specific time period. In order to park in spaces designated for “handicapped,” a disabled person, by state law, must display the disabled parking permit issued by the county tag office. The permit must be attached to the Florida license plate.
or placed appropriately on the rear-view mirror.

3. The College assumes no responsibility for injury to persons or damages to a vehicle or its contents at any time it is operated or parked on campus.

4. All cars must be off the parking lot by 11 p.m. Owners of vehicles that must be left on property overnight for College trips, or because they are disabled, should contact the Department of Public Safety to indicate how long the vehicle will be left on college property.

5. Students who have decals, but temporarily drive a vehicle without decals, still must park in designated student parking areas. A visible note must be displayed with date and decal number. If the vehicle will be driven for more than one week, please obtain a decal for the vehicle from the Department of Public Safety.

6. Abandoned vehicles will be towed at the owner’s expense.

**Violation Penalties**

The student will be held responsible and penalized for the following infractions: improperly parked in handicapped space or blocking handicapped ramp; parking in undesignated areas, blocking traffic, parking in no parking area or parked over line; no current SCF decal, improper decal or no decal showing; parked in reserved or visitors space or parked in a motorcycle space; moving violations (must attend College Student Court) that include driving recklessly, driving against flow of traffic, failure to have vehicle under control, speeding in excess of 10 mph, driving on a surface other than paved or failure to stop at a stop sign; drag racing (to be reported to sheriff’s office), parking violation, court action.

**Schedule of Violation Penalties/Fines**

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improperly parked in a handicapped space or blocking handicapped ramp</td>
<td>$250</td>
</tr>
<tr>
<td>Parking in undesignated areas, blocking traffic, parking in a no-parking area or parked over line</td>
<td>$30</td>
</tr>
<tr>
<td>No current SCF decal, improper decal or no decal showing</td>
<td>$20</td>
</tr>
<tr>
<td>Parking in reserved or visitors space or parked in a motorcycle space</td>
<td>$30</td>
</tr>
<tr>
<td>Moving violations (must attend College Student Court) minimum</td>
<td>$20</td>
</tr>
<tr>
<td>Speeding</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Violation Payment Procedure Process**

1. All persons ticketed for parking violations may make payments in person or mail payment by check or money order to the SCF cashier within 10 business days of receiving the ticket. SCF is not responsible for cash payment if mailed.

2. A student may appeal a citation by filing a parking violation appeal form within 10 business days from the date of violation (indicating a desire to appear before the College Student Court).

   a. A student who fails to do either number 1 or 2 above will be sent a first notice to pay the fine.

   b. Any student who has not cleared a violation within 10 business days will be notified that the violation has been sent to the dean of students for such action as is deemed necessary.

3. The dean of students or a designated representative will take one of the following actions:

   a. Send a notice to appear before the dean of students to explain the inaction.

   b. Tag records notifying the College that the student owes a fine and cannot register for another term or receive a transcript until the fine is paid.

**Appeals Process**

1. Any person who alleges being unjustly
ticketed and wishes to appeal a violation may file a parking violation appeal form at the Department of Public Safety.

2. The appeal will be adjudicated based on the current regulations. The College Student Court reserves the right to determine the guilt or innocence of the defendant and to set the amount of the fine within the limits set forth in the regulations. The decision of the College Student Court is final.

College Student Court

The College Student Court selects a meeting date and time for moving violations and appeals. Students will be notified of the date and time to appear.

Student Code of Conduct

I. General Expectations of Student Behavior

SCF is dedicated to the advancement of knowledge and learning and has a concern for the development of responsible personal and social conduct. The College’s mission includes maintaining high standards to foster a climate of excellence; providing opportunity and access for all; and creating a supportive, safe, personalized environment for maximum student achievement. Sharing responsibility for this mission, students and College personnel are joined in a voluntary College community.

Each student, by applying to and registering for classes at SCF, assumes an obligation to conduct herself or himself in a manner compatible with the College’s function as an educational institution and obey the laws enacted by federal, state and local governments.

Furthermore, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct published in the College Catalog, The Student Handbook & Planner and other College publications. Violation of any rules of conduct may lead to disciplinary warning, probation, restitution, suspension, dismissal or other appropriate and authorized penalty.

SCF expects its students to be mature and responsible citizens at all times and in all places. Whether on or off campus at any time, if the student’s conduct or dress is in violation of local, state or federal law; is a public nuisance or deemed improper and/or detrimental to the College; that student may be subject to disciplinary action as stated in SCF Procedure 4.10.01: Disciplinary Procedures for Violation of Standards of Student Behavior.

Students are expected to respect the rights and welfare of other members of the College community and its guests. This College recognizes that a thoughtful and reasoned search for the truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the College community.

In summary, students are expected to assume full responsibility for their behavior and will be held accountable for their individual and/or collective actions.

II. Academic Ethics

SCF expects all members of the College community to conduct themselves in a manner befitting the tradition of honor and integrity. They are expected to assist the College by reporting suspected violations of academic integrity to appropriate faculty and/or administrative staff.

These guidelines define a context of values for individual and institutional decisions concerning academic integrity. It is every student’s responsibility to become familiar with the standards of academic ethics at the College. Claims of ignorance, unintentional error, or academic or personal pres-
sures are not sufficient reasons for violations.

The following is a partial list of the types of behavior that breach the College academic ethics guidelines and are therefore unacceptable: plagiarism, cheating on examinations, forgery, sabotage, unauthorized collaboration or falsification of information. Attempts to commit such acts fall under the term “academic dishonesty” and are subject to penalty.

No set of guidelines can define all possible types or degrees of academic dishonesty; thus, the aforementioned behaviors should be understood as examples of infractions rather than an exhaustive list. Individual faculty members and the executive vice president and provost and his or her academic administrators will continue to judge each case according to its particular circumstances.

Conflict Resolution Procedure:
Students who feel they have been penalized erroneously for an academic ethics infraction or think that the sanction imposed is inappropriate may, within 10 business days of notification of academic sanction, appeal the matter through Procedure 4.14.01: Student Request for Conflict Resolution as Related to Academic Matters.

For a complete copy of Procedure 4.14.01 and guidance on how to proceed with the resolution, students should contact the respective campus advising services office or student ombudsman. Advisors will act in the capacity of student advocate and will provide assistance.

III. Computer Ethics

A. Computing Facilities
It is the policy of SCF to maintain the best possible computing facilities for as many users as possible. These facilities include large and small systems, communications networks and personal computers, as well as software, files and data. It is the College’s position that, while computers may enhance our abilities to communicate and modify the means by which we do so, the basic ethics and rights of privacy and ownership of property must be maintained. Since the computing facilities are available to and used by all segments of the College community, each computer user must act responsibly to maintain and protect the rights of others.

It is the responsibility of the computer user to determine specific conditions to use and obtain required authorization in advance of any use.

Examples of misuse of computing facilities include, but are not limited to:

1. Violating an individual’s right to privacy.
2. Using profanity, obscenity or language offensive to another user.
3. Reposting personal communications without the author’s prior consent.
4. Disconnecting computer equipment.
5. Removing or changing files stored on the hard drive of a personal computer, which were intended to be used but not modified by the users.
6. Sending inappropriate email messages to other people.
7. Breaking into someone else’s computer account.
8. Giving one’s personal password to a friend.
9. Using someone else’s computer account.
10. Trying a password with someone else’s user ID to see if it works.
11. Writing a program that attempts to find other people’s passwords.
12. Installing a program designed to bypass system security.
13. Connecting monitoring equipment to the
College's computer network.

14. Making a copy of a copyrighted computer program.

15. Running a program intentionally designed to slow down the computer.

16. Using College computers to play games.

17. Violating state or federal laws relating to computer use.

18. Using a College computer for business, financial gain, commercial or illegal activity.

19. Using a computer in someone else's office without permission.

The information technology services department regularly monitors all computer systems usage. When there is an indication of abuse that interferes with the proper functioning of the system or impinges on another user's rights, information technology staff conducts an in-depth investigation. This can necessitate accessing a user's files to gather evidence or to protect the system for their users. Findings of each investigation are forwarded to the campus Department of Public Safety for follow-up action.

All instances of unethical or irresponsible use of computing facilities are grounds for disciplinary action. The conduct may be viewed as a violation of the Code of Conduct.

Anyone who knows or suspects that he or she has been the victim of unethical computer conduct, or who observes a violation of the computer ethics code, should report such incidents to the campus Department of Public Safety. Instances of abuse can result in civil and/or criminal proceedings.

B. Online-based Instruction

Students are expected to observe acceptable classroom behavior, which is behavior that fosters an atmosphere of learning, free and open exchange of thought, and respect for the professor and classmates within the learning environment. All enrolled students in SCF courses are responsible for their conduct in the online classroom. To maintain the integrity of our institution, expectations are that behavioral standards are the same for the online classroom as they are in the face-to-face classroom. Freedom of speech and expression is valued in the academic setting, and equally valued is appropriate use of the College computer system and information technology. In accordance with the acceptable standards of behavior described in the SCF comprehensive Student Code of Conduct, online students also will adhere to the expected standards set forth below. Expectations include, but are not limited to, the following:

1. Access the learning management system and College courses only for lawful purposes.

2. Respect the privacy of other members of the class and other students.

3. Respect the diversity of opinions among the instructor and members of the class, and communicate to them in a courteous manner.

4. No use of threatening, harassing, sexually explicit language or discriminatory language or conduct that violates state or federal law or SCF policy on sexual harassment or discrimination will be tolerated.

5. No unauthorized posting or transmitting sexually explicit images or other content that is deemed by any administrator, supervisor or instructor of an online course to be offensive will be tolerated.

6. No disruptive behavior online or off-line will be tolerated.

7. Electronic communication consisting of ALL CAPS, large font or bold print may be considered unprofessional and a form of verbal abuse.

All SCF students enrolled in online instruc-
tion are subject to the same consequences of violations of College policy and disciplinary sanctions that are outlined in the SCF Student Code of Conduct.

**Conflict Resolution Procedure:**

Through College Procedure 4.10.01; Disciplinary Proceedings for Violation of Standards of Student Behavior, students who are alleged to have violated a College computer ethics code(s) will be given the opportunity to be informed of the allegation(s), and subsequently the opportunity to refute the allegation(s), and make any statements or provide any evidence or mitigating circumstances related to the allegation(s).

For a complete copy of Procedure 4.10.01 and guidance on how to proceed with the resolution, students should contact the respective campus advising services office or student ombudsman. Advisors will act in the capacity of student advocate and will provide assistance.

**IV. Standards of Behavior for Students, Visitors and Organizations**

To ensure a desirable relationship with the community as well as the protection of all students, visitors and organizations, certain campus regulations and acceptable standards of personal conduct have been established. Students applying, registering and enrolling in any of the College's courses or programs are bound by all campus regulations, which are essential to the effective, lawful, moral and orderly educational process. All campus regulations and codes of conduct are applicable to all students of the College, all persons engaged in employment either on the campus or on other property used for educational purposes by the College, all visitors, licensees, organizations and invitees.

**A. Examples of Prohibited Conduct**

Examples of student behavior that are prohibited include, but are not limited to, the following:

1. Any activity on the part of any individual or group that causes disruption or interference with the operation of the College.

Disruption or interference with the regular operation of the College includes, but is not limited to: classroom disruption; the occupation of any building or campus area for the purpose of disruption or interference; prevention or attempt to prevent the entrance or exit of students, faculty, administrators or public safety officers in situations relating to the regular operation of the College; or interference with scheduled interviews for employment, college transfer or military careers.

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

3. Harassment of a student or students, faculty, staff, administrative officers or the College as an institution by student or students, or by a nonstudent or nonstudents. Harassment includes any threat, in any way expressed or implied, to the person or property, or an obstruction or attempted obstruction of any individual’s authorized movement on the campus.

4. The display of any inflammatory or incendiary signs, posters or banners; or the distribution of literature proposing any actions heretofore or hereafter prohibited.

5. No explosives (including firecrackers,
flares and fireworks), live ammunition of any kind, or weapons designated as illegal by local, state or federal law may be brought, possessed or used on any SCF campus. As College regulations and their implementation are subject to applicable law, the College will comply with Florida law governing firearms that are securely encased or otherwise not readily accessible for immediate use in vehicles by individuals 18 years old and older, as decided by the First District Court of Appeal on Dec. 10, 2013. An exception to this policy is for law enforcement officers legally authorized to carry such weapons officially enrolled in classes or acting in the performance of their duties.

6. Possession, transportation and/or the use of any illegal drug on the campus, in any off-campus housing sanctioned by the College, at any College-related or -sponsored activity or at other locations as may be provided by law. No person who may appear to be under the influence of an illicit drug(s) is allowed on the campus or permitted to participate in any College-related or sponsored activity.

7. Alcoholic beverages brought, possessed or consumed on campus, in any off-campus housing sanctioned by the College, at any College-related or -sponsored activity or at other locations as may be provided by law. No person who may appear to be intoxicated is allowed on the campus or permitted to participate in any College-related or sponsored activity. Drunkenness or intoxication (as defined in 34 Code of Federal Regulation Section 86.100 Subpart B-Institutions of Higher Education) is prohibited on campus, in any off-campus housing sanctioned by the College, or at any College-related or -sponsored activity.

8. The forced consumption of liquor or drugs for the purpose of initiation to or affiliation with any organization.

9. Tobacco use on any campus grounds, parking lots, in any off-campus housing sanctioned by the College, or any SCF-sponsored off-campus events. The use of all types of tobacco and tobacco-like products is prohibited, including smoked and smokeless tobacco, other smokable products and electronic cigarettes.

10. Gambling of any kind.

11. Unauthorized use of the College’s duplicating or reproduction equipment or public address systems. Authorization for such use may be granted only by the College president or designee.

12. Any and all official information related to the College and its operation to be transmitted to news media, or arrangements for reporters and/or radio or television station representatives to report or televise events on the campus shall be made only through the College’s office of Communications and Marketing. Any other arrangements are unauthorized, and the College reserves the right to bar (or remove) from the campus unauthorized news media representatives.

13. Defacing, damaging or maliciously destroying any College, faculty, staff or student property.

14. All students are required to obtain and carry a College identification card (ID) at all times and to present it upon request to any public safety officer or faculty/staff member. Other identification must be shown if such a request is made and the person questioned does not have an ID card in his or her possession. ID cards are to be surrendered upon termination for any reason. Loss of an ID card is to be reported immediately to the Department of Public Safety.

15. Disorderly or unlawful behavior on the campus. Additionally, a student’s conviction of a misdemeanor or felony com-
mitted on or off campus shall be subject to disciplinary action as set forth in Procedure 4.10.01; Disciplinary Proceedings for Violation of Standards of Student Behavior.

16. Reckless or intentional actions that endanger the mental or physical health of students, faculty or staff.

17. Furnishing false information to the College with the intent to deceive.

18. Any violation of federal or state criminal statutes, respective county and city ordinances, and all College and SCF District Board of Trustees rules and regulations will result in disciplinary proceedings.

19. Any type of sexual misconduct on any SCF campus or at any officially sponsored off-campus event.

20. Issuing bad checks to the College, The SCF Store, or any College ancillary services.

21. In accordance with Florida Statutes, it is unlawful for any person operating or occupying a motor vehicle on a street or highway to operate or amplify the sound produced by a radio, CD player, or other mechanical sound-making device or instrument from within the motor vehicle so that the sound is:
   a. Plainly audible at a distance of 100 feet or more from the motor vehicle; or
   b. Louder than necessary for the convenient hearing by persons inside the vehicle in areas adjoining churches, schools or hospitals.

22. All visitors with motor vehicles are required to obtain a temporary parking permit from the department they are visiting. Visitors having legitimate business on the campus must present a photo identification when applying for visitors parking. The visitor’s vehicle must be parked in the designated visitors’ spaces. Visitors not having legitimate business on the campus will be refused parking permits and will be requested to leave the campus.

23. Visitors, upon request by a campus security officer or College administrator, are required to provide a picture identification, ideally a driver’s license. Failure to do so could result in such visitor being considered a trespasser and subject to arrest.

24. Failure to respond to an administrative summons will result in a disciplinary sanction.

The administration has the obligation to cooperate with all police authorities. When the protection of life and property and the regular, orderly operation of the College require it, the assistance of these agencies will be requested as a matter of policy. The SCF District Board of Trustees reserves the right to forbid the establishment of an SCF chapter of any club, society or other organization whose members have damaged property, interrupted the normal holding of classes, interfered with the rights of others, disrupted operation of the College, or violated any component of the Code of Conduct. SCF reserves the right to remove any student from the College for circumstances and/or behaviors that may seriously affect the health or well-being of the student or others where physical safety is threatened. Examples of such concerns or behaviors that may pose serious and/or imminent health or safety risks include, but are not limited to, anorexia, substance abuse, life-threatening behaviors, repeated psychotic episodes or violation of discrimination or harassment policies.

**Conflict Resolution Procedure:**

Through College Procedure 4.10.01; Disciplinary Proceeding for Violation of Standards of Student Behavior, students who are alleged to have violated a College
behavioral Code of Conduct will be given the opportunity to be informed of the allegation(s), and subsequently the opportunity to refute the allegation(s), make any statements, or provide any evidence and/or mitigating circumstances related to the allegation(s).

For a complete copy of Procedure 4.10.01, students should contact the respective campus Office of Student Life or student ombudsman. Advisors will act in the capacity of student advocate and will provide assistance.

B. Prohibition of Harassment and Discrimination and Related Misconduct (Including Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, Stalking, Complicity and Retaliation) (SCF Rule 6HX14-2.44 and Procedure 2.44.01)

SCF is committed to providing an educational and working environment free from harassment and discrimination based on such factors as race, color, sex (including pregnancy), age, religion, genetic information, national origin, ethnicity, disability, marital status, sexual orientation and any other factor prohibited under applicable federal, state and local civil rights, laws, rules, and regulations (collectively referred to as "Protected Status"). SCF will not tolerate harassment or discrimination of its employees, students, applicants for admission and/or employment, volunteers, visitors, contractors, or any persons while present on any College campus or at a sponsored event. SCF also will attempt to protect its employees and students from harassment and discrimination by non-employees and non-students.

This Rule prohibits all forms of Discrimination and Harassment based on Protected Status. It expressly, therefore, also prohibits Sexual Assault and Sexual Exploitation, which by definition involve conduct of a sexual nature and are prohibited forms of Sexual or Gender-Based Harassment. This Rule further prohibits Stalking and Interpersonal Violence, which need not be based on an individual’s Protected Status. Finally, this Rule prohibits Complicity for knowingly assisting in an act that violates this Rule and Retaliation against an individual because of his or her good faith participation in reporting, investigation and/or adjudication of violations of this Rule. These behaviors are collectively referred to in this Rule as Prohibited Conduct. This rule also applies to Prohibited Conduct that occurs off-campus, including online or electronic conduct, if the conduct occurs within the context of an employment or educational program or activity of the College, or has continuing adverse effects on campus or off-campus employment or educational program or activity.

Title IX of the Education Amendments of 1972 states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation and Retaliation, as defined in this Policy, are prohibited forms of discrimination under Title IX, which covers all of the College’s programs and activities. Like racial, religious and national origin harassment, Sexual or Gender-Based Harassment and Sexual Violence are also prohibited under Title VII of the Civil Rights Act of 1964, Section 760 et al, F.S., and other applicable laws.

The College’s prohibition against Interpersonal Violence (including domestic and dating violence) and Stalking is also governed by federal law because these forms of behavior are prohibited by the Jeanne Clery Disclosure of Campus
Security and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) and Section 304 of the Violence Against Women Reauthorization Act of 2013. Such acts violate the essential dignity of our community member(s) and are contrary to our institutional values.

The College, as an educational community, will promptly and equitably respond to reports of Sexual Assault, Interpersonal Violence and Stalking in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community. The College recognizes that Sexual Assault, Interpersonal Violence and Stalking encompass a broad spectrum of conduct and will respond according to both the severity of the offense and the threat it poses to the campus community.

For the purposes of this Rule, "harassment" includes, but is not limited to, verbal, physical or sexual violence, assault and visual conduct that creates an intimidating, offensive or hostile working or education environment or that interferes with work performance or educational opportunities. Some examples include racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons, or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature.

For the purposes of this Rule, "discrimination" means exclusion from participation in, or denial of the benefits of any public education program or activity, or in any employment condition or practice conducted by a public educational institution that resides or benefits from federal or state financial assistance on the basis of race, color, sex (including pregnancy), age, religion, genetic information, national origin, ethnicity, disability, marital status, sexual orientation or any other factor prohibited under applicable federal, state and local civil rights laws, rules and regulations.

The College has an obligation to make reasonable efforts to investigate and address known or suspected instances of Prohibited Conduct. To foster a climate that encourages prevention and reporting of Prohibited Conduct, the College will actively promote prevention efforts, educate the College community, respond to all reports promptly, provide interim protective measures to address safety and emotional well-being, and act in a manner that recognizes the inherent dignity of the individuals involved.

In the case of employees or students, if harassment or discrimination is established, SCF will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including dismissal from the College depending upon the circumstances. With regard to acts of harassment or discrimination by non-employees or non-students, the College will take appropriate corrective action according to the circumstances involved.

This Policy is maintained by the Title IX Coordinator. The Title IX Coordinator and the Title IX Team will review this Policy on at least an annual basis. The review will capture evolving legal requirements, evaluate the support and resources available to the parties, and assess the effectiveness of the resolution process (including the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed). The review will include the opportunity for individuals affected by the Policy to provide feedback and will incorporate an aggregate view of reports, resolution and climate.

C. Prohibition of Hazing

The College will not tolerate hazing, as defined below, at or on any College property or at any College-sponsored or College-affiliated event, regardless of its location.
“Hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the College, hereafter referred to as a "College organization." Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student. It also includes any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions, or any activity or conduct that furthers a legal and legitimate objective.

This prohibition of hazing applies to students and to College organizations and clubs, including acting through other persons associated with a College organization or club who are not students.

Penalties for hazing shall be administered in accordance with College policies and procedures related to student disciplinary actions; subject, however, to any limitations or additional penalties contained in Subsection 1006.63, F.S.

In the case of an organization/club that authorizes hazing in blatant disregard of such rules, penalties also may include rescission of permission for that organization to operate on campus property or otherwise to operate under the sanction of the College.

All penalties imposed under the authority of the College shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution.

It is not a defense to a charge of hazing that the consent of the victim had been obtained, the conduct or activity was not part of an official organizational event or was not otherwise sanctioned or approved by the organization, or the conduct or activity was not done as a condition of membership.

D. Children on Campus

Students who are parents or who assume a parental role have the responsibility to arrange suitable care for their children while they attend class, labs or study areas. SCF does not have child care accommodations. Students are not permitted to bring children to class, nor should children be left unattended in halls, building offices or on campus. The College reserves the right to protect the safety and welfare of unattended children.

E. Mobile/Smart Device Etiquette

The use of mobile devices (cellphones, beepers, tablets and other smart devices) in the classroom is determined by the faculty member’s mobile device use guidelines for that particular class. Adhere to the expectations communicated by the faculty member for that course.

F. Pets on Campus

SCF maintains a no-pets policy at all of its locations and in any off-campus housing sanctioned by the College. There are exceptions to this policy, consistent with federal law and state statute:

- The Americans with Disabilities Act Amendments Act (ADAAA) provides guidelines regarding use of service animals in areas with no-pet policies.
- Florida Statute 413.08 defines service
animals and the rights of individuals to bring them to areas of no-pet policies.

The primary consideration of SCF’s no-pet policy is to ensure a safe and healthy environment for the College community. The ADA allows service animals assisting persons with disabilities to be present on a campus. A service animal is permitted by Florida Statute to accompany a person with a disability to most locations on campus, except for areas where there is danger to the service animal.

The Department of Public Safety is responsible for maintaining compliance with the no-pet policy. Individuals using service animals may be asked to provide information regarding the service animal’s function. Definitions, examples and requests for permission to have animals on campus can be obtained from the Department of Public Safety or the Disability Resource Center.

Florida wildlife can be seen on all SCF campuses. The Department of Public Safety is responsible for enforcing state wildlife regulations. For safety reasons, fishing is not allowed at any property.

G. Wheeled Motorized Traffic

Bicycles shall not be ridden on the sidewalks between or around campus buildings. All bicycles shall be walked from the parking lot areas to the approved sites designated for bicycle storage. Skateboards, roller skates or other such roller-equipped means of transportation are allowed on the sidewalks between and around campus buildings. These roller-equipped means of transportation are prohibited from being used inside any campus buildings. Hoverboards are prohibited from use anywhere on campus. There are exceptions to this policy consistent with federal law and Florida Statutes that allow individuals with mobility impairments to use wheelchairs and power scooters.

H. Tobacco-Free Campus Policy

In keeping with SCF’s longstanding commitment to the health and well-being of students, employees and visitors, SCF has a tobacco-free campus policy. Tobacco use is not allowed on campus grounds, parking lots, SCF-sponsored off-campus events and within SCF-owned vehicles. The use of all types of tobacco and tobacco-like products is prohibited, including smoked and smokeless tobacco, other smokable products and electronic cigarettes. This policy applies to all students, employees and visitors of SCF.

I. Religious Observances

Pursuant to F.S. 1002.21; 1006.53; 1001.64, SCF shall attempt to reasonably accommodate the religious observance, practice and belief of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments. Students must provide the instructor(s) with advance notification of the purpose and anticipated length of any absence. At that time, the instructor and the student will agree upon a reasonable time and method to make up any work or tests missed. Students who believe they have been unreasonably denied an educational benefit due to a religious belief or practice may seek redress by contacting the office of the student ombudsman, Title IX coordinator or the college equity officer.

J. Intellectual Property

SCF provides engaging and accessible learning environments within the context of its mission, vision and institutional values. Therefore, the College supports and encourages its employees and students to develop educational materials, scholarly and creative works, and other products that advance the mission of SCF. However, these forms of intellectual property may be subject to copyright, patent, trademark and other laws, and may generate royalty income. Additionally, such development may
involve the use of College personnel and resources.

The definition of intellectual property; examples of materials subject to intellectual property rights; ownership of intellectual property; and the rights of the College, its students, faculty and staff regarding intellectual property in those cases where a written agreement does not otherwise govern the rights of the parties are provided in SCF Procedure 5.182, Intellectual Property.

V. Student Complaint/Conflict Resolution Policies and Procedures

SCF provides an appropriate means to resolve conflicts or complaints concerning College rules, procedures and/or course policies at the lowest possible level.

Complaints may be brought to the attention of faculty and management with the assurance that they will be considered in a fair and equitable manner. Specific policies and procedures are available that provide an informal and formal, nonadversarial, in-house means of addressing conflicts and/or complaints.

A student may request due process in such instances where the student perceives an inequity concerning his or her academic standing, or where his or her academic rights and/or freedoms have been violated, or where the academic/administrative regulations of the College are believed to have been inappropriately interpreted or applied. The following due process procedures should be utilized in resolving complaints or conflicts.

- SCF Procedure 4.10.01 Disciplinary Proceedings for Violation of Standards of Student Behavior.

SCF does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment.

Perceived discrimination based on any of these protected classes may be used as a basis for a complaint.

For guidance on how to proceed with the resolution of a conflict, students should contact the respective campus advising services office, the student life office or the student ombudsman. Advisors will act in the capacity of student advocate and will provide assistance.

VI. Student Discipline

The dean of students is designated as the staff member of the College having primary responsibility for the administration of student discipline. Deliberate care shall be taken to ensure that students receive fair and equitable treatment under due process.

Degrees of Disciplinary Sanctions

The following are the degrees of disciplinary sanctions that may be imposed for violation of any Student Codes of Conduct.

1. Apology – A written statement of regret written by the individual or group and approved by the dean of students.

2. Warning – A written or verbal notice to the student that continuation or repetition of a specified conduct will be cause for further disciplinary action.

3. Censure – A written reprimand to the student for violation of a specified regulation.

4. Disciplinary Probation – A written reprimand and warning to the student for a repetition of violations as grounds for more serious disciplinary action; also may include exclusion from participation in student privileges or extracurricular activities.
College activities, or temporary/permanent loss of privilege or use of designated College facilities for a specified time as set forth in the notice of disciplinary probation.

5. Removal from College-sponsored Housing – A temporary or permanent exclusion from any College-sponsored housing accommodations without reimbursement of any type of housing allowance, or a mandatory room charge.

6. Restitution – Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

7. Suspension – Exclusion from classes and other student privileges or activities as set forth in the notice of suspension pending final determination of an alleged violation.

8. Expulsion – Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply to the College for consideration for readmission.


Apply for Graduation

Graduation Requirements and Procedures

Students have the option of graduating under the Catalog in effect at the time they enter the College or the Catalog in effect at the time they complete requirements for a degree, provided they maintain continuous enrollment of at least one credit per academic year. If continuous enrollment is broken, they must graduate under the Catalog in effect when they reregister or the Catalog in effect at the time they complete requirements for a degree. The steps in the graduation process apply to ALL degree and certificate programs:

1. Students must apply for graduation by submitting an application for graduation form. The form is available online at SCF.edu/Graduation. The deadlines are posted in the academic calendar on the website. The application form must be completed and signed by the student. Applications will not be accepted without payment of the graduation fee.

2. An overall and a cumulative GPA of 2.0 (C) must be achieved in the student’s total credit program. The overall GPA includes work attempted at previously attended institutions.

3. At least 25 percent of the hours of course credit required for the degree/certificate must be completed at SCF.

4. All candidates eligible for certificates, advanced certificates, Associate in Arts degrees, Associate in Science degrees, and baccalaureate degrees are urged to be present at graduation.

5. Students are reminded that regardless of their receipt of the Associate in Arts degree, a grade of D used to satisfy their degree requirements might not transfer, subject to the regulations of the college or university they plan to enter.

6. All Associate in Arts students enrolled in any Florida college for the first time after Jan. 1, 1983, are required to complete four communications courses, with a grade of C or better, and are required to complete a minimum of six term hours of mathematics, with a grade of C or better in each course (State Board of Education Rules 6A-10.030). This requirement is detailed in the glossary under, “Gordon Rule Courses.”

7. The Educational Records office will review the student’s course requirements and notify the student in writing of the status of degree completion requirements.
Following completion of all graduation requirements, the diploma and an official transcript will be mailed to the student.

**Commencement Ceremonies**

The College holds commencement ceremonies in May and December for graduating students. Students who complete their requirements for graduation at the conclusion of the Summer A term officially graduate at the end of June. Students who complete requirements at the end of the Summer B or C terms officially graduate at the conclusion of the final Summer term. There is no negative impact on a student’s ability to transfer with a degree. All students who complete degree requirements during the Summer are invited to participate in the December commencement ceremony.

All students who have received notification and approval to graduate from the Educational Records office and wish to participate in the commencement ceremony are required to register online at SCF.edu/Graduation by the deadline posted on the academic calendar on the website. All guests of graduates attending the commencement ceremony must have a ticket for entrance into the auditorium. Guest tickets must be reserved online by completing a graduation attendance form at SCF.edu/GradRSVP.
Are you ready?

Set up an advising session to discuss your future academic plans and goals.

Have questions after regular hours? Unable to stop in? Advisors respond to emails within 24 hours.
Advisor@SCF.edu
**Course Prerequisite Information**

Many courses require a prerequisite to be completed in order to register for the class. Unless otherwise indicated, a grade of C or better shall be considered successful completion of a prerequisite course. Students are not permitted to register for a course if a grade of C or better has been earned previously in that course. The following pages show the prerequisite curriculum flowcharts for English, Reading and Mathematics. See the course descriptions in the College Catalog for complete prerequisite information.

**Permits for Prerequisites/Corequisites and Overrides**

Academic departments are responsible for granting all electronic clearances (permits). Overrides to courses are rarely granted but may be considered if a student provides evidence of major, verifiable extenuating circumstances. Requests should be presented to the respective department for consideration. Contact information follows.

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Art, Design, Humanities</td>
<td>Bradenton: 941-752-5251 • <a href="mailto:RockC@SCF.edu">RockC@SCF.edu</a></td>
</tr>
<tr>
<td></td>
<td>Venice: 941-408-1476 • <a href="mailto:OneillL@SCF.edu">OneillL@SCF.edu</a></td>
</tr>
<tr>
<td></td>
<td>Lakewood Ranch: 941-363-7264 • <a href="mailto:MedvesA@SCF.edu">MedvesA@SCF.edu</a></td>
</tr>
<tr>
<td>Business and Technology</td>
<td>Bradenton: 941-752-5281 • <a href="mailto:LorenzB@SCF.edu">LorenzB@SCF.edu</a></td>
</tr>
<tr>
<td></td>
<td>Venice: 941-408-1476 • <a href="mailto:OneillL@SCF.edu">OneillL@SCF.edu</a></td>
</tr>
<tr>
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<td>Lakewood Ranch: 941-363-7264 • <a href="mailto:MedvesA@SCF.edu">MedvesA@SCF.edu</a></td>
</tr>
<tr>
<td>Language and Literature</td>
<td>Bradenton: 941-752-5242 • <a href="mailto:MatuteM@SCF.edu">MatuteM@SCF.edu</a></td>
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<tr>
<td></td>
<td>Venice: 941-408-1476 • <a href="mailto:OneillL@SCF.edu">OneillL@SCF.edu</a></td>
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<td></td>
<td>Lakewood Ranch: 941-363-7264 • <a href="mailto:MedvesA@SCF.edu">MedvesA@SCF.edu</a></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Bradenton: 941-752-5224 • <a href="mailto:FieldsK@SCF.edu">FieldsK@SCF.edu</a></td>
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<tr>
<td></td>
<td>Venice: 941-408-1476 • <a href="mailto:OneillL@SCF.edu">OneillL@SCF.edu</a></td>
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<td>Lakewood Ranch: 941-363-7264 • <a href="mailto:MedvesA@SCF.edu">MedvesA@SCF.edu</a></td>
</tr>
<tr>
<td>Music and Theatre</td>
<td>Bradenton: 941-752-5351 • <a href="mailto:SheelyA@SCF.edu">SheelyA@SCF.edu</a></td>
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<tr>
<td></td>
<td>Venice: 941-408-1476 • <a href="mailto:OneillL@SCF.edu">OneillL@SCF.edu</a></td>
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<tr>
<td>Natural Sciences</td>
<td>Bradenton: 941-752-5341 • <a href="mailto:DoranK@SCF.edu">DoranK@SCF.edu</a></td>
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<td></td>
<td>Venice: 941-408-1476 • <a href="mailto:OneillL@SCF.edu">OneillL@SCF.edu</a></td>
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<td>Lakewood Ranch: 941-363-7264 • <a href="mailto:MedvesA@SCF.edu">MedvesA@SCF.edu</a></td>
</tr>
<tr>
<td>Nursing</td>
<td>Bradenton: 941-752-5530 • <a href="mailto:PuringS@SCF.edu">PuringS@SCF.edu</a></td>
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<td></td>
<td>Venice: 941-408-1300, ext. 65209</td>
</tr>
<tr>
<td>Occupational and Physical Therapy</td>
<td>Bradenton: 941-752-5346 • <a href="mailto:DaviesN@SCF.edu">DaviesN@SCF.edu</a></td>
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<td>Venice: 941-408-1300, ext. 65346</td>
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<tr>
<td>Radiography and Dental Hygiene</td>
<td>Bradenton: 941-752-5245 • <a href="mailto:PedrerL@SCF.edu">PedrerL@SCF.edu</a></td>
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<tr>
<td></td>
<td>Venice: 941-408-1300, ext. 65245</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>Bradenton: 941-752-5314 • <a href="mailto:BuckT@SCF.edu">BuckT@SCF.edu</a></td>
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<td></td>
<td>Venice: 941-408-1476 • <a href="mailto:OneillL@SCF.edu">OneillL@SCF.edu</a></td>
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<td></td>
<td>Lakewood Ranch: 941-363-7264 • <a href="mailto:MedvesA@SCF.edu">MedvesA@SCF.edu</a></td>
</tr>
</tbody>
</table>
English and Reading

Prerequisite Curriculum Flowchart - NON-EXEMPT STUDENTS

Any literature course requires ENC 1101 as a prerequisite and ENC 1102 as a prerequisite or corequisite. These courses are as follows:

- AML 2010 American Literature I (meets IV B)
- AML 2020 American Literature II (meets IV B)
- AML 2600 African American Literature I (meets IV B)
- CRW 2001 Creative Writing I (A.A. elective)
- ENL 2010 English Literature I (meets IV B)
- ENL 2022 English Literature II (meets IV B)
- LIT 2000 Introduction to Literature (meets IV A)
- LIT 2012 The Novel (meets IV B)
- LIT 2020 The Short Story (meets IV B)
- LIT 2030 Introduction to Poetry (meets IV B)
- LIT 2090 Contemporary Literature (meets IV B)
- LIT 2110 World Literature I (meets IV B)
- LIT 2120 World Literature II (meets IV B)
- LIT 2310 Horror, Fantasy and Science Fiction (meets IV B)
- LIT 2380 Women in Literature (meets IV B)

* Students must have corresponding placement test score for REA 1105 or successful completion of REA 0019 and REA 0017.

NOTES:
1. Not all SCF division courses are shown. Consult the Catalog for complete general education and Gordon Rule writing requirements.
2. Students should meet with a student services advisor to interpret course prerequisites.
English and Reading

Prerequisite Curriculum Flowchart - EXEMPT STUDENTS

DEGREE CREDIT
(Meets Gordon Rule Writing and General Education Requirements)

ENC 1101*
Written Communication I

ENC 1102
Written Communication II

REA 1105*
Critical Reading Techniques
(Strongly Recommended)

Any literature course requires ENC 1101 as a prerequisite and ENC 1102 as a prerequisite or corequisite. These courses are as follows:

- AML 2010 American Literature I (meets IV B)
- AML 2020 American Literature II (meets IV B)
- AML 2600 African American Literature I (meets IV B)
- CRW 2001 Creative Writing (A.A. elective)
- ENL 2010 English Literature I (meets IV B)
- ENL 2022 English Literature II (meets IV B)
- LIT 2000 Introduction to Literature (meets IV A)
- LIT 2012 The Novel (meets IV B)
- LIT 2020 The Short Story (meets IV B)
- LIT 2030 Introduction to Poetry (meets IV B)
- LIT 2090 Contemporary Literature (meets IV B)
- LIT 2110 World Literature I (meets IV B)
- LIT 2120 World Literature II (meets IV B)
- LIT 2310 Horror, Fantasy and Science Fiction (meets IV B)
- LIT 2380 Women in Literature (meets IV B)

ANT 2000 Introduction to Anthropology (meets III A)
ARH 2050 Introduction to History of Art I (meets IV B)
ARH 2051 Introduction to History of Art II (meets IV B)
HUM 2210 Intercultural Humanities: The Ancient World (meets IV B)
HUM 2235 Intercultural Humanities: Medieval Period through Scientific Revolution (meets IV B)
INR 2002 International Relations (meets III B)
Requires ENC 1101 and 3 Hours of AMH 1010, AMH 1020, CPO 2002, ECO 2013, EUH 1000, EUH 1001, GEA 2000 or POS 1041
MUH 2110 Introduction to Music History and Literature (meets IV B)
Requires ENC 1101 and 3 Hours of MUT 1111
THE 2020 Theatre Fundamentals
THE 2000 Theatre Appreciation (meets IV A)
PGY 2010C Visual Literacy: Photography (meets IV B)
SPC 1608 Fundamentals of Speech Communication (meets I A)

DEVELOPMENTAL EDUCATION OPTIONS

<table>
<thead>
<tr>
<th>REA 0007</th>
<th>Basic Reading Skills I</th>
<th>ENC 0015</th>
<th>Developmental Writing I</th>
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<tbody>
<tr>
<td>REA 0017</td>
<td>Basic Reading Skills II</td>
<td>ENC 0025</td>
<td>Developmental Writing II</td>
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<tr>
<td>REA 0019</td>
<td>Mod. Developmental Reading*</td>
<td>ENC 0022</td>
<td>Mod. Developmental Writing*</td>
</tr>
</tbody>
</table>

* Students may opt to enroll in developmental education to provide additional academic preparation for ENC 1101. Enrollment in either course may be prior to or concurrent with enrollment in ENC 1101.

NOTES:
1. Not all SCF division courses are shown. Consult the Catalog for complete general education and Gordon Rule writing requirements.
2. Students should meet with a student services advisor to interpret course prerequisites.
3. REA 1105 is strongly recommended for students wishing to enrich their college-level reading skills.
Math course options for Associate in Arts degree transfer

For A.A. programs, students should confirm with their transfer university if their intended major has a specific math requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>STA 1001</th>
<th>MAT 1033</th>
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<tbody>
<tr>
<td>Accounting</td>
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<td>Anthropology</td>
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<td>Art History</td>
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<tr>
<td>Biology</td>
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<tr>
<td>Business Administration, Management and Marketing</td>
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<td>Business Administration, Entrepreneurship &amp; Finance</td>
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<td>Chemistry</td>
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<td>Criminal Justice</td>
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<td>Engineering</td>
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<td>English Literature</td>
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<td>English Professional and Technical Communication</td>
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<td>Film</td>
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<td>Physics</td>
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<td>Political Science/International Relations</td>
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<td>Pre-Med, Dentistry, Veterinary</td>
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<td>Studio Art</td>
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<td>Theatre</td>
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<tr>
<td>Undecided</td>
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</tbody>
</table>

Prerequisite options

- STA 1001
- MAT 1033

STANDARD 1001

MAC 1105 College Algebra

MAC 2311 Calculus with Analytic Geometry I

MAC 2312 Calculus with Analytic Geometry II

MAC 2313 Calculus with Analytic Geometry III

MAP 2302 Differential Equations
Math course options for Associate in Science degrees

The Associate in Science (A.S.) degree is a two-year degree to prepare students for direct entry into the workforce. For these programs, students should confirm with their A.S. program manager for specific math requirements.

<table>
<thead>
<tr>
<th>Program</th>
<th>MGF 1106 Topics in Math or MGF 1107 Liberal Arts Math</th>
<th>STA 2023 Elementary Statistics</th>
<th>MAC 1105 College Algebra</th>
<th>Any Area II Math EXCLUDING MGF-1107</th>
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<tbody>
<tr>
<td>Accounting Technology</td>
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<td>Biotechnology</td>
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<td>Business Administration/Management</td>
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<td>Business Administration/Entrepreneurship</td>
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<td>Business Administration/Marketing</td>
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<td>Computer Information Technology</td>
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<td>Computer Programming Analysis</td>
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<td>Dental Hygiene</td>
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<td>Engineering Technology</td>
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<td>Graphic Design Technology</td>
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<td>Health Services Management</td>
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<td>Network Systems Technology</td>
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<td>Occupational Therapy Assistant</td>
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<td>Paralegal Legal Assisting</td>
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<td>Physical Therapist Assistant</td>
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<td>Radiography</td>
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<tr>
<td>Prerequisite options</td>
<td>STA 1001</td>
<td></td>
<td>MAT 1033</td>
<td></td>
</tr>
</tbody>
</table>
Mathematics
Prerequisite Curriculum Flowchart

NOTES:

- Entry into any course is dependent upon successful completion (grade of “A,” “B” or “C”) of the prerequisite course.
- Students should consult with an academic advisor to interpret course prerequisites.
- MAC 1140 and MAC 1114 may be taken during the same term.
- All courses beyond MAT 1033/STA 1001 fulfill the Gordon Rule requirement.
A.A. Abbreviation for Associate in Arts degree. This transfer-track degree is designed to prepare students for transfer to baccalaureate degree programs at upper division colleges and universities. Credit will transfer and allow students to enter the university as a junior, provided all admission requirements are met.

A.S. Abbreviation for Associate in Science degree. This is the career and transfer track degree that is designed to prepare students for the unique demands to be able to begin their career upon degree completion. This program also offers articulation into Florida’s state universities that award baccalaureate degrees in certain CTE disciplines.

Accreditation Certification that a college or program has met established standards and is recognized by appropriate accrediting agencies.

Add/Drop Ability to add or drop a course(s) during the designated registration period each term.

Admissions (Matriculation) The formal process by which students declare their intent to enroll in a College certificate or degree program. The process is complete once the student submits an admission application, with supporting documentation (official transcripts, GED, placement test scores, etc.) and has been accepted to the College in a certificate or degree program.

Advising Services Academic advisors provide educational and career information for university transfer. For students pursuing the Associate in Science degree and certificate programs at SCF, advisement is coordinated by departmental program managers.

Audit Credit courses taken for noncredit. Audit forms must be completed in the Educational Records office by the deadline each term as posted in the Academic Calendar. Students receive a grade of X for audited courses and the course does not affect grade point average, academic standing or previously earned credits.

B.A.S. Abbreviation for Bachelor of Applied Science degree. This degree is associated with programs designed to accommodate the unique demands for entry and advancement within specific workforce sectors. B.A.S. programs provide degree completion opportunities for students from a variety of educational backgrounds, but primarily those with A.S. degrees or the equivalent.

B.S.N. Abbreviation for Bachelor of Science in Nursing degree.

Bank Mobile SCF has partnered with Higher One, a financial services company, to process refund disbursements to our students. Financial aid and tuition refunds are disbursed to SCF students via the Bank Mobile Card. The Bank Mobile Card is sent to the mailing address listed on the student’s official educational record. Students can verify their mailing address by logging on to SCF.edu/MySCF.

CAPP Abbreviation for Curriculum, Advising and Program Planning. CAPP is an online tool that enables students to run an electronic degree audit/evaluation via MySCF. CAPP is
available to students 24/7 anywhere internet access is available and assists students with understanding degree completion requirements.

**Career Pathway**
Transition of the student from high school to community college and from community college to employment or continued education.

**CEL**
Abbreviation for Credit for Experiential Learning.

**CLEP**
Abbreviation for the College Level Examination Program. CLEP allows students to earn nontraditional college credit. Students must receive satisfactory scores, as noted in the College Catalog, on comprehensive and subject examinations to earn credit. A maximum of 30 credit hours may be earned through CLEP.

**Clery Act**
The Clery Act assures that colleges and universities disclose information about crime on and around campus. It includes provisions to address registered sex offenders notification, campus emergency response, timely warnings and whistleblowers who report crime. Additional information on the Clery Act can be found on page 91.

**College Catalog**
An annual publication that informs students of programs of study, course descriptions, rules, regulations, student rights and responsibilities, and graduation requirements.

**College Credit Certificate (CCC)**
CCCs prepare students to obtain professional certifications they need in order to enter into a particular field or advance their skills in their current careers.

**Corequisite**
A course that must be taken at the same time as another course in the same term.

**Course Schedule**
An online schedule that lists all courses offered during a term.

**CTE**
Abbreviation for Career and Technical Education.

**Degree Credit**
Credits carried by courses that can be used to meet degree requirements and that count toward the GPA, in contrast to college preparatory credits.

**Developmental Education (College Preparatory) Courses**
Courses that serve to prepare students for degree credit courses. Developmental education course credit does not count toward the GPA or degree requirements and may not transfer to other institutions. Up to 30 attempted credits may be eligible for federal student aid.

**Domestic Violence (Dating Violence or Intimate Partner Violence)**
Domestic Violence, Dating Violence and Intimate Partner Violence are terms that are used to identify a pattern of abusive behaviors used to exert power and control over a current or former partner. Physical, sexual, emotional, economic or psychological actions or threats of actions that a reasonable person in similar circumstances and with similar identities would find intimidating, frightening, terrorizing or threatening. Such behaviors may include threats of violence to an individual or an individual’s family member.

**Family Educational Rights and Privacy Act (FERPA)**
Federal law that gives students certain rights with respect to their education records.

**Financial Aid**
Grants, loans, scholarships and other
programs to cover college tuition and fees.

**Foreign Language Requirement**
Students transferring to one of Florida’s 12 state universities must have earned two years of sequential foreign language at the high school level or the equivalent at a state college.

**Free Application for Federal Student Aid (FAFSA)**
Federal form for financial aid available online at FAFSA.ed.gov. FAFSA is a form that can be prepared annually by current and prospective college students in the U.S. to determine eligibility for student financial aid.

**Freshman**
Student who has earned fewer than 30 degree term credits (excluding college preparatory credits) and/or fewer than 60 quality points.

**Full-time Student**
Registered for 12 or more credits – including degree credits and college preparatory credits – for Fall, Spring or Summer terms.

**Gender-Based Harassment**
Sexual Harassment also includes harassment based on gender, sexual orientation or gender identity, and may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature. Also includes exhibiting what is perceived as a stereotypical characteristic for one’s sex or failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender or sexual orientation of the individuals involved.

**Good Standing**
Student academic status when the term and cumulative grade point averages are 2.0 or higher.

**Gordon Rule Courses**
Florida State Board of Education Rule Number 6A-10.030 requires that all students satisfactorily complete courses that include written assignments requiring a total of 24,000 words and six credits of college-level mathematics courses prior to graduation and entry to an upper division Florida public university. See College Catalog for specific courses appropriate for this requirement.

**Governance**
SCF is governed by the Florida Legislature and by the SCF District Board of Trustees.

**GPA**
Abbreviation for “grade point average,” GPA is a calculation of a student’s grades earned at SCF. The GPA is the total quality points earned divided by the total term hours completed. A cumulative GPA is a calculation of all courses taken at SCF and other transfer institutions. GPAs range from 0.0 to 4.0.

**Grade**
Alphabetical measurement of academic success or failure ranging from excellent (A) to failure (F).

**Institutional Credits (EPI)**
Credits carried by Educator Preparation Institute (EPI) subject classes. Institutional credits cannot be used to meet degree requirements and do not count toward the GPA. These credits are applicable only toward the alternative teacher certification program.

**Load Hours**
Total number of credits a student is enrolled in for a given term.

**Overload**
Registering for more than the maximum limit of 18 credit hours in any given term. A petition for an overload above 18 credits must be acquired from and approved by student services advisors or baccalaureate
program directors. Students are limited to 21 total credit hours for a single term.

**Override**
An electronic departmental approval to add a student to a course section that is full to capacity. Documentation of extenuating circumstances must be submitted to the appropriate academic department for consideration.

**Part-time Student**
Registered for 11 or fewer credits — including degree credits or college preparatory credits — for a Fall, Spring or Summer term.

**Permit**
An electronic departmental approval to enroll in a course based on previous academic work, test scores or other approval when a prerequisite has not been met.

**PERT**
Abbreviation for Postsecondary Education Readiness Test. It is used to evaluate the level of preparation and to place students in appropriate courses in the skill areas of English, reading and mathematics.

**Prerequisite**
A course that must be completed with a grade of C or higher before registering for the next sequential course.

**Probation**
Classification given to students who fail to maintain satisfactory academic standing.

**Registration**
Officially selected days and times for students to select courses using SCF web registration.

**SCF ID**
A required, free identification card issued in the Department of Public Safety following registration and payment of tuition and fees. The card is essential for most transactions and check-writing identification in the bookstore, library lending privileges, security purposes and general identification for various administrative offices.

**Sexual Assault**
Involves having or attempting to have sexual contact with another individual without consent. Sexual contact is the intentional touching or penetration of another person’s clothed or unclothed body, including but not limited to the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch his or her own or another’s body in a sexual manner. Sexual assault includes, without limitation, sexual battery as defined in Florida Statutes.

**Sexual Harassment**
Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s academic work, employment or participation in any aspect of a College program or activity.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance; i.e., it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning or sexually offensive environment for working or learning on campus.

**Sophomore**
Student who has earned 30 or more degree term credits (excluding college preparatory credits) and at least 60 quality points.
Stalking
Repeated, unwanted attention; physical, verbal or electronic contact; or any other course of conduct directed at an individual that is sufficiently serious to cause physical, emotional or psychological fear or distress or to create a hostile, intimidating or abusive environment for a reasonable person in similar circumstances and with similar identities. Stalking may involve individuals who are known to one or another, who have a current or previous relationship, or who are strangers. Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person in an unsolicited fashion.

Title IX
1972 Education Amendment that prohibits discrimination based on sex in any educational program or activity that receives financial support from the federal government. Under Title IX, discrimination based on sex includes sexual harassment, sexual violence and sexual assault. Title IX also prohibits retaliation against individuals who complain about or participate in an investigation regarding an alleged Title IX violation. Additional information can be found on page 78.

Transcript
Permanent academic student record of all courses attempted, completed and in progress. Official transcripts can be ordered online at SCF.edu/Transcripts.

University Parallel Program
Course of study leading to A.A. degree that parallels the lower-level requirements of a four-year baccalaureate degree.

Violence Against Women Act (VAWA)
The Violence Against Women Act (VAWA) was reauthorized in 2013 to include domestic violence, dating violence and stalking. It requires that all institutions provide primary prevention programs, information on resources in writing, and prompt, fair and impartial proceedings in all Title IX cases. Additional information can be found on page 78.

Void
A term used by faculty and staff that refers to a student losing their scheduled classes due to non-payment.

Web Registration
SCF’s computer-based registration available online at SCF.edu/MySCF.

Withdrawal
A change in a student’s course schedule where withdrawal has been made from one or more courses prior to the end of the term after the regular add/drop period has ended. See College Catalog for specific withdrawal information.
SCF Acronyms

AA/AS ....Associate in Arts
    Associate in Science
ACT ..........American College Testing
ADA ..........Americans with Disabilities Act
ADH ..........Art, Design, Humanities
ARC ..........Academic Resource Center
ATC ..........Assessment and Testing Center
BAS ..........Bachelor of Applied Science
BSABR ......Baccalaureate Student Activity Budget Review
BSN ..........Bachelor of Science in Nursing
BOT ..........Board of Trustees
CAPP ......Curriculum, Advising and Program Planning (degree audit)
CCD ..........Corporate and Community Development
CIT ..........Center for Innovation and Technology
CLEP ......College Level Examination Program
CPT ..........College Placement Test
CRC ..........Career Resource Center
CRN .........Course Reference Number
CROP ......College Reach-Out Program
CTE ..........Career and Technical Education
DATE ......Drug Alcohol Traffic Education
DE ............Dual Enrollment
DOE ..........Department of Education
DPS ..........Department of Public Safety
DRC ..........Disability Resource Center
EAP ..........English for Academic Purposes
EEC ..........Electronic English Classrooms
EEOC .......Equal Employment Opportunity Commission
EPI ..........Educator Preparation Institute
FACTS .......Florida Academic Counseling and Tracking for Students
FAFSA ......Free Application for Federal Student Aid
FCSAA ......Florida College System Activities Association
FERPA ......Family Education Rights and Privacy Act
FOB ..........Faculty Office Building
FTIC ......First Time in College
FWS ..........Federal Work Study
G00 ..........SCF Student ID Number
GED ......General Education Development
HIPAA ......Health Insurance Portability and Accountability Act
IAC ..........Intercollegiate Athletic Committee
ICC ..........InterClub Council
LINCC .......Library Information Network for Community Colleges
LMS ..........Learning Management System
LWR ..........Lakewood Ranch
NJCAA ......National Junior College Athletic Association
PA ..........Peer Advisor
PDC ..........Professional Development Center
PDF ..........Portable Document Format (Adobe)
PERT ......Postsecondary Education Readiness Test
PTP ..........Paraprofessional to Teacher Program
SABR ......Student Activity Budget Review
SACS ......Southern Association of Colleges and Schools
SAP ..........Satisfactory Academic Progress
SCNS ......Statewide Course Numbering System
SGA ......Student Government Association
TSI ..........Traffic Safety Institute
SCF Contacts

**Academic Resource Center**
SCF Bradenton: 941-752-5504
SCF Venice: 941-408-1452
SCF.edu/ARC

**Admissions**
SCF Bradenton: 941-752-5050
SCF Venice: 941-408-1300, Ext. 65050
Admissions@SCF.edu
SCF.edu/Admissions

**Advising Services**
SCF Bradenton: 941-752-5035
SCF Venice: 941-408-1400
Advisor@SCF.edu
SCF.edu/Advising

**Assessment and Testing Center**
SCF Bradenton: 941-752-5238
SCF Venice: 941-408-1540
Testing@SCF.edu
SCF.edu/Testing

**Career Resource Center**
SCF Bradenton: 941-752-5325
SCF Venice: 941-408-1536
SCF.edu/CRC

**College Cashier Office**
SCF Bradenton: 941-752-5370
SCF Venice: 941-408-1522
SCF.edu/Cashier

**Dental Hygiene Clinic**
SCF Bradenton: 941-752-5353
SCF.edu/DentalClinic

**Department of Public Safety**
Traffic and Parking Regulations
SCF Bradenton: 941-752-5550
SCF Venice: 941-408-1550
SCF Lakewood Ranch: 941-363-7160
(Mon.-Fri., 7 a.m. -10 p.m.)
SCF.edu/Safety

**Disability Resource Center**
SCF Bradenton: 941-752-5295
SCF Venice: 941-408-1448
SCF.edu/DisabilityResourceCenter

**Educational Records**
SCF Bradenton: 941-752-5060
SCF Venice: 941-408-1300, Ext. 65060
Records@SCF.edu
SCF.edu/Records

**Financial Aid Services**
SCF Bradenton: 941-752-5037
SCF Venice: 941-408-1407
AskFinAid@SCF.edu
SCF.edu/FinancialAid

**Food Services**
SCF Bradenton: 941-752-5311
SCF Venice: 941-408-1467
SCF Lakewood Ranch: 941-363-7284

**Information Technology Support (ITS Helpdesk)**
SCF Bradenton: 941-752-5357
SCF Venice: 941-408-1300, ext. 65357
Helpdesk@SCF.edu
SCF.edu/ITS

**Intercollegiate Athletics**
SCF Bradenton: 941-752-5261
SCF Venice: 941-408-1300, Ext. 65261
SCFManatees.com

**International Student Services**
SCF Bradenton: 941-752-5050
SCF Venice: 941-408-1300, Ext. 65050
International@SCF.edu
SCF.edu/International

**Library Services**
SCF Bradenton: 941-752-5305
SCF Venice: 941-408-1435
SCF Lakewood Ranch: 941-363-7250
SCF.edu/Library

**The SCF Store**
SCF Bradenton: 941-752-5080
SCF Venice: 941-408-1380
SCF.edu/Store

**Student Life**
SCF Bradenton: 941-752-5607
SCF Venice: 941-408-1523
StudentLife@SCF.edu
SCF.edu/StudentLife

**Veteran Services**
SCF Bradenton: 941-752-5075
SCF Venice: 941-408-1446
Veterans@SCF.edu
SCF.edu/Veterans
SCF Bradenton
5840 26th St. W., Bradenton, FL 34207

1  Student Services Center
2  Radiography Lab and Dental Hygiene Clinic
3  Library & Learning Center
4  Campus Ministry/Student Services Annex
5  Academic Resource Center
6  Computer Center
7  Office Complex
8  North: Building/Multi-use
    South: Family Heritage House
9  Classroom Building
9A  Music Annex
10  Art & Design
11  EAST: SCF Neel Performing Arts Center
    WEST: Music and Theatre
    Howard Studio Theatre
    NORTH: The Gallery at SCF
12  Theatre/Athletics Warehouse
13  Performance Pavilion
14  Student Union, Public Safety, Bookstore
17  Gymnasium
18  Professional Development Center,
    Center for Corporate and Community
    Development, Traffic Safety Institute
19  SCFCS/Multi-use
20  Central Services
21  Motorcycle
22  Warehouse
23  Facilities Management
25  Science
26  Science Lab
27  Mathematics
28  Occupational Therapy Assistant and
    Physical Therapist Assistant
29  Nursing
60  Portable Classrooms (100-104)

All SCF campuses are tobacco-free.

For driving directions: SCF.edu/Maps
SCF Venice
8000 S. Tamiami Trail, Venice, FL 34293

100  Student Services Center
200  Science
300  Library
400  Academic Resource Center
500  Student Union, Bookstore and Café
600  Faculty Offices
700  Fine Arts
800  Professional Development Center
900  Facilities Planning and Maintenance
1400 Environmental Education Center
1700 Music Practice
1800 Student Services Center Extension
1900 Performance Pavilion

All SCF campuses are tobacco-free.
SCF ASSURES CIVIL RIGHTS FOR
STUDENTS, EMPLOYEES AND VISITORS

SCF’s Statement of Nondiscrimination:
State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.

WHO TO CONTACT

Equity Officer & ADA Coordinator
941-752-5323 (or ext. x65323)
Human Resources, SCF Bradenton, Bldg. 7, Rm. 121

Title IX Coordinator
941-752-5267 (or ext. 65267), McNeilJ@SCF.edu
SCF Bradenton, Bldg. 1, Rm. 127

Title IX Deputy Coordinator/Employee &
504 Coordinator
941-752-5506 (or ext. 65506)
Human Resources, SCF Bradenton, Bldg. 7, Rm. 125

Title IX Deputy Coordinator/Students
941-752-5429 (or ext. 65429)
Advising Services, SCF Bradenton, Bldg. 1, Rm. 105

Title IX Deputy Coordinator/Students
941-408-1416 (or ext. 61416)
Student Support Services, SCF Venice, Bldg. 100, Rm. 162

Title IX Deputy Coordinator/State College of
Florida Collegiate School Students
941-752-5583 (or ext. 65583)
Collegiate School, SCF Bradenton, Bldg. 19, Rm. 175

Equity Officer: contact for discrimination or harassment complaints/grievances pertaining to sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.

ADA Coordinator: to request employment accommodations.

Title IX Coordinator/Deputy Coordinators: the Education Amendments of 1972, which prohibits discrimination on the basis of gender under any athletic, education program, services and activities. Contact the Title IX Coordinator/Deputy Coordinators to discuss your complaint/grievances pertaining to gender.

504 Coordinator: Section 504 of the rehabilitation act of 1973, which prohibits discrimination on the basis of physical or mental disability in relation to SCF’s education programs, services and activities. Contact the 504 Coordinator to discuss your complaint/grievances pertaining to disability.

DISABILITY RESOURCE CENTER

For assistance with academic accommodations and services, contact our Disability Resource Centers at:

SCF Bradenton
5840 26th St. W., Bradenton, FL 34207
Building 1, Room 219
941-752-5295

SCF Venice
8000 S. Tamiami Trail, Venice, FL 34293
Building 100, Room 162
941-408-1448

Email: DRC@SCF.edu • Website: SCF.edu/DisabilityResourceCenter
# HOW TO REPORT

**Sexual Harassment, Sexual Assault or Sexual Violence**

**SCF)** strives to provide a community where safety, equality, respect and healthy relationships are valued. SCF fosters a campus environment that is free from intimidation, and one in which students may be educated to their fullest potential. SCF will not tolerate sexual assault, dating violence, domestic violence, stalking, or any form of sexual harassment from students, faculty, staff, volunteers, visitors, or any persons whether online, or at any College campus, or sponsored event. SCF also encourages the College community to report incidents that relate to these offenses.

**Emergency:** 911

<table>
<thead>
<tr>
<th>If you want to and the alleged offender is</th>
<th>contact this office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report discrimination, harassment, sexual harassment, sexual assault, sexual violence, stalking, domestic violence, dating violence or incident of retaliation.</td>
<td>Deputy Title IX Coordinator for Students, Dr. Brenda Pinkney: 941-752-5429 or Dale Drees: 941-752-5345 for Bradenton Dr. April Fleming: 941-363-7256 for Lakewood Ranch, Heather Shehorn: 941-408-1416 or William Graydon: 941-408-1446 for Venice</td>
</tr>
<tr>
<td>Report discrimination, harassment, sexual harassment, sexual assault, sexual violence, stalking, domestic violence, dating violence or incident of retaliation.</td>
<td>Title IX Coordinator, Jaquelyn McNeil: 941-752-5267, <a href="mailto:McNeilJ@SCF.edu">McNeilJ@SCF.edu</a> OR Deputy Title IX Coordinator for Employees and Faculty, Gloria Tracy: 941-752-5506</td>
</tr>
<tr>
<td>Report discrimination, harassment, sexual harassment, sexual assault, sexual violence, stalking, domestic violence, dating violence or incident of retaliation.</td>
<td>Deputy Title IX Coordinator for Employees and Faculty, Gloria Tracy: 941-752-5506</td>
</tr>
<tr>
<td>File a Code of Student Conduct charge.</td>
<td>Title IX Coordinator, Jaquelyn McNeil: 941-752-5267, <a href="mailto:McNeilJ@SCF.edu">McNeilJ@SCF.edu</a></td>
</tr>
<tr>
<td>Obtain information/ask questions about Title IX compliance or report gender discrimination, sexual harassment, sexual assault, stalking, domestic violence, dating violence or incident of retaliation.</td>
<td>Title IX Coordinator, Jaquelyn McNeil: 941-752-5267, <a href="mailto:McNeilJ@SCF.edu">McNeilJ@SCF.edu</a> OR Coordinator, Student Support Services Susanne Walters: 941-752-5603</td>
</tr>
<tr>
<td>File a criminal charge or report abuse.</td>
<td>Department of Public Safety Bradenton: 941-752-5550 Venice: 941-408-1550 Lakewood Ranch: 941-363-7155</td>
</tr>
<tr>
<td>Report abuse of someone under 18.</td>
<td>1-800-96ABUSE</td>
</tr>
</tbody>
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<thead>
<tr>
<th>If you want to and you are</th>
<th>contact this office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain free and confidential counseling as related to sexual harassment, sexual violence, stalking, domestic violence, dating violence or assault, advocacy, support services, and/or to learn more about reporting options.</td>
<td>SCF Counseling and Support: 941-752-5107 Centerstone 24-hour Crisis Line: 941-708-6059 SPARCC 24-hour Crisis Line: 941-365-1976 Campus Ministry, Bradenton: 941-752-5607 Venice: 941-408-1523</td>
</tr>
<tr>
<td>Obtain free and confidential counseling as related to sexual harassment, sexual violence, stalking, domestic violence, dating violence or assault, advocacy, support services, and/or to learn more about reporting options.</td>
<td>Employee Assistance Program, 1-800-272-7252</td>
</tr>
</tbody>
</table>

**Department of Public Safety:**

- **Bradenton:** 941-752-5550
  Available 24/7
- **Venice:** 941-408-1550
  Available 24/7
- **Lakewood Ranch:** 941-363-7155
  Mon.-Fri. 7am.-10pm.

State College of Florida, Manatee-Sarasota (SCF) strives to provide a community where safety, equality, respect and healthy relationships are valued. SCF fosters a campus environment that is free from intimidation, and one in which students may be educated to their fullest potential. SCF will not tolerate sexual assault, dating violence, domestic violence, stalking, or any form of sexual harassment from students, faculty, staff, volunteers, visitors, or any persons whether online, or at any College campus, or sponsored event. SCF also encourages the College community to report incidents that relate to these offenses.

**SCF.edu/TitleIX**

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