

# SCF Contacts

## Admissions .....SCF.edu/Admissions

SCF Bradenton: 941-752-5050, Bldg. 1, Rm. 150

SCF Venice: 941-408-1400, Bldg. 100, Rm. 165

SCF Lakewood Ranch: 941-363-7150

admissions@scf.edu

## College and Career Success.....SCF.edu/Advising

SCF Bradenton: 941-752-5035, Bldg. 1, Rm. 101 SCF

Venice: 941-408-1400, Bldg. 100

SCF Lakewood Ranch: 941-363-7279, MTSC, Rm. 134

advisor@scf.edu

## Coordinator, Student Support SCF.edu/StudentServices/ean\_of\_Students

SCF Bradenton: 941-752-5333 Bldg. 1, Rm. 207

SCF Venice: 941-408-1536, Bldg. 100, Rm. 170

## Disability Resource Center...SCF.edu/DisabilityResourceCenter SCF

Bradenton: 941-752-5295, Bldg. 1, Rm. 219

SCF Venice: 941-408-1448, Bldg. 100, Rm. 162

## Office of the Registrar.....SCF.edu/Records

SCF Bradenton: 941-752-5060, Bldg. 1, Rm. 237

SCF Venice: 941-408-1300, Ext. 65060, Bldg. 100, Rm.

165 records@scf.edu

## Financial Aid Services.....SCF.edu/FinancialAid

SCF Bradenton: 941-752-5037, Bldg. 1, Rm.

136 SCF Venice: 941-408-1407, Bldg. 100,

Rm. 159 askfinaid@scf.edu

## ITS Help Desk....SCF.edu/Administration/InformationTechnology

SCF Bradenton: 941-752-5357

## Public Safety and Security.....SCF.edu/Safety

SCF Bradenton: 941-752-5550, Bldg. 14, Rm. 120 SCF

Venice: 941-408-1550, Bldg. 500, Rm. 504

SCF Lakewood Ranch: 941-363-7155, MTSC, Rm. 105

## Student Life .....SCF.edu/StudentLife

SCF Bradenton: 941-752-5310, Bldg. 14

SCF Venice: 941-408-1523, Bldg. 500

## Title IX Coordinator SCF Bradenton:

941-752-5267, Bldg. 1 Rm. 127 Mcneilj@scf.edu

## Veteran Services

SCF Bradenton: 941-752-5075 Building 5 Rm. 131

SCF Venice: 941-408-1446, Bldg. 1800



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 incidences that relate to these offenses.

## 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, dis-ability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimi-nation policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206

### What is Title IX

Title IX of the Education Amendments of 1972 is a federal law that protects individuals from discrimination based on sex regardless of gender identity or orientation in any educational/athletic programs or College services and activities. Contact the Title IX Coordinator to discuss a complaint/grievance as related to sexual or gender-based harassment, sexual assault, sexual exploitation, interpersonal violence, stalking, complicity, and/or retaliation.

### Title IX Coordinator:

Jaquelyn McNeil, SCF Bradenton, Bldg. 1 Rm. 127 941-752-5267, McNeillj@SCF.edu

### Public Safety and Security

SCF Bradenton: 941-752-5550 • Bldg. 14, Rm. 127

SCF Venice: 941-408-1550 • Bldg. 500, Rm. 504

SCF Lakewood Ranch: 941-363-7155 • Bldg. 2 (MTSC), Rm. 105

(Mon - Fri, 7 a.m. - 10 p.m.)

### Report Something:

- Suspicious or threatening activity on or off campus
- Confidential and anonymous  
SCF.edu/SafeSCF

### Office of Human Resources

SCF Bradenton, 5840 26th St. W., Bradenton, FL 34207

Building 7, Room 121 • Phone: 941-752-5375

**Equity Officer:** contact for discrimination or harassment complaints/grievances pertaining to sex, pregnancy, 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.

**504 Coordinator:** Section 504 of the rehabilitation act of 1973 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 complaints/grievances pertaining to disability.

# Know Your Rights



# As a Student

**SCF**  
STATE COLLEGE OF FLORIDA  
MANATEE - SARASOTA

## Topic - Rights/Concerns

## Who to see first

## Where to find information

Academic Concerns	Faculty/Department Chair/Assistant Dean	College Procedure 4.14.01
Accommodations – Disabilities	Disability Resource Center or 504 Coordinator	College Procedure 1.42.02
Add/Drop Policy	Office of the Registrar	College Catalog Page 34
Administrative Procedures	Dean of Students	College Procedure 4.14.02
Admission Standards/Appeals	Admissions	College Procedure 4.01.01
Athletic Substance and Drug Abuse Policy	Athletic Director	Student Athlete Handbook
Athletic Rules	Athletic Director	Student Athlete Handbook
Complaints	Dean of Students	Dean of Students Webpage
Computer Access/Operational Issues	ITS Help Desk	Student Handbook and Planner
Course Substitutions	Disability Resource Center	College Procedure 4.015.01
Due Process Questions/Concerns	Dean of Students	Dean of Students Webpage
Financial Aid Standards of Satisfactory Academic Progress	Financial Aid Services	College Procedure 4.06.01
Financial Aid – Student Loan Ombudsman	U.S. Department of Education Office of Ombudsman ombudsman@ed.gov	Student Handbook and Planner
Graduation Requirements	Office of the Registrar	College Procedure 4.01.03
Harassment /Discrimination (not sex based)	Equity Officer	College Procedure 2.44.01
Sexual Harassment /Misconduct/Discrimination	Title IX Coordinator or Deputy Title IX Coordinator	College Procedure 2.44.02
Prohibition of Hazing	Public Safety, Equity Officer, or Title IX Coordinator	District Board of Trustees Rule 4.16
Military Activations/Withdrawals	Veteran Services	Student Handbook and Planner/College Catalog
Privacy of Educational Records (FERPA)	Office of the Registrar	College Procedure 4.08.02/Student Handbook
Refunds of Tuition/Fees	Financial Aid Services	College Procedure 5.12.01
Religious Observances	Faculty Member /Equity Officer	College Catalog /Florida Statutes, Chapters 1002.21; 1006.53; 1001.64
Residency Requirements for Tuition Purposes	Admissions	Admissions Webpage and Florida Statutes, Chapter 1009.21
Sexual Violence, Domestic or Dating Violence; and/or Stalking	Title IX Coordinator/Deputy Coordinators	Student Handbook and Planner
Student Employment	Financial Aid Services	Financial Aid Webpage
Title IX (Equity) Concerns	Title IX Coordinator or Equity Officer	College Catalog
Transfer Credit Evaluations	Office of the Registrar	College Catalog
Student Code of Conduct	Dean of Students	College Procedure 4.10.01
Withdrawal Policy	Dean of Students	Registrar's Office Webpage Forms

### WEBSITE LEGEND

Still not sure who to see? Please contact the Student Ombudsman at 941-752-5660

College Catalog - [Catalog.SCF.edu](http://Catalog.SCF.edu)  
College Procedure - [SCF.edu/Administration/SCFProcedures.asp](http://SCF.edu/Administration/SCFProcedures.asp)

College Website - [SCF.edu](http://SCF.edu)  
DBOT Rule - [SCF.edu/Administration/SCFRules.asp](http://SCF.edu/Administration/SCFRules.asp)

Florida Statutes - [leg.state.fl.us/Statutes](http://leg.state.fl.us/Statutes)  
Student Handbook and Planner - [SCF.edu/StudentHandbook](http://SCF.edu/StudentHandbook)