From the President:

Welcome to Broward College!

I congratulate you on your decision to attend Broward College. You have chosen an institution with more than 50 years of providing academic excellence and opportunity for our students. You have also chosen a college that will provide you with a return of $6.20 on every education dollar you spend here. We are proud to be able to offer such tradition from our past and benefit for your future.

Central to our tradition — and future — are Broward College’s distinguished faculty members. These individuals provide excellent classroom instruction — and every faculty member is committed to student success. Outside our classrooms, you’ll find a vast selection of opportunities and activities designed to enhance and enrich your academic experience. These opportunities range from a large selection of intercollegiate sports to our nationally recognized Competitive Edge leadership program, in addition to a wide selection of interest, service, honor and fellowship organizations. We also offer a full assortment of student media and community service activities.

This handbook was created to inform and update you on important information, including your rights and responsibilities, college procedures and the many resources available to you. I think you will find this handbook very useful.

I wish you the best in your experiences at Broward College, as you seek to find and achieve your dream.

President
Broward College
J. David Armstrong Jr.

From the Vice President for Student Affairs and Enrollment Management:

Hello and welcome to Broward College!

Congratulations on making the decision to pursue your education at Broward College. There are a variety of degree options available from certificates to associate’s and bachelor’s degrees. Along with the vast resources Broward College offers, this student handbook and planner will also provide you with important knowledge and information to help you along your pathway to success at Broward College.

You’ll also notice the handbook has a critical thinking focus asking you to consider some important questions within the pages. That’s because Broward College developed a Quality Enhancement Plan (QEP) to improve student learning. The purpose of the QEP is to enhance students’ critical thinking skills, so they will take ownership of their learning and apply it to future endeavors. I encourage you to answer the questions and challenge yourselves to think critically.

Additionally, in this handbook, you’ll gain invaluable information about such resources as tutoring and career centers, and also learn about how you can choose the right classes for your major during educational planning, and find out what types of student organizations you can join such as Student Government and Competitive Edge.

As you continue on your path towards graduation, I hope this student handbook will be one of the many tools you’ll use to help you succeed at Broward College.

See you at graduation!

Vice President
for Student Affairs and Enrollment Management
Broward College
Angelia Millender
ABOUT BROWARD COLLEGE

Mission Statement
The mission of Broward College is to achieve student success by developing informed and creative students capable of contributing to a knowledge and service-based global society. As a public community college accredited to offer associate degrees, selected baccalaureate degrees and certificate programs, the institution and its District Board of Trustees are committed to fostering a learning-centered community that celebrates diversity and inclusion by empowering and engaging students, faculty and staff.

Vision Statement
Broward College will be a destination for academic excellence, serving students from local communities and beyond. The College will embrace diversity — student, faculty, staff, and business partnerships — and foster a welcoming, affirming, and empowering culture of respect and inclusion. The College will stand at the leading edge of technological and environmentally sound innovation, providing attainable, high-quality educational programs. Broward College will be recognized for its recruitment and retention of diverse, outstanding faculty and staff whose primary focus will be to promote the success of each individual student while supporting lifelong learning for all students. As a model post-secondary institution, the College will connect its students to diverse local and global communities through technical, professional, and academic careers.

Core Values

• Academic Excellence and Student Success
  Achieving student success through high-quality, learning-centered programs and services while continuously evaluating and improving student learning outcomes that reflect the highest academic standards. This is accomplished by providing flexible educational opportunities accessible to all students, regardless of time or place.

• Diversity and Inclusion
  Creating a community that celebrates diversity and cultural awareness while promoting the inclusion of all its members.

• Innovation
  Developing and implementing the most emergent technologies and teaching/learning methods and strategies to create learning environments that are flexible and responsive to local, national, and international needs.

• Integrity
  Fostering an environment of respect, dignity, and compassion that affirms and empowers all its members while striving for the highest ethical standards and social responsibility.

• Sustainability
  Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled in collaboration with our community.

• Lifelong Learning
  Promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.

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

Broward College, Top 10 in Nation
Broward College ranks in the top 10 in the country for all associate degrees awarded, associate degrees awarded to African Americans and Hispanics, and associate degrees awarded in Liberal Arts and Sciences, General Students, and Humanities, as well as Nursing.

Broward College ranks third in affordability among public, four-year or above institutions in Florida and ranks 11th in affordability in the nation, placing BC below the mid-point of the National Average.

Broward College is also ranked as one of the top 10 community colleges in the nation by the Aspen Institute.

Broward College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, sex, disability, or age in its programs and activities.
In 2011, Broward College began the process of selecting and developing its first Quality Enhancement Plan (QEP) to improve student learning; subsequently, critical thinking was selected as the QEP topic. The QEP is titled Question Every Possibility—Think Critically. Broward College defines critical thinking as a process of evaluating information by questioning and testing assumptions, accepting or rejecting arguments and/or perspectives, and applying reasoning to make informed decisions.

The topic of critical thinking emerged as a result of broad-based input from College stakeholders combined with institutional data from the College’s general education outcomes assessment process and data from the Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE).

The conceptual framework of Question Every Possibility—Think Critically incorporates teaching and learning strategies, professional development and training, and outcomes-based assessment to improve students’ critical thinking skills while positively impacting students’ problem solving skills. The goals and outcomes of the QEP support the College’s mission to produce informed and creative students capable of contributing to a knowledge- and service-based global society and the College’s strategic plan, Strategy 1.3: To develop a learning-centered environment. The QEP has two overarching goals supported by student learning outcomes and operational outcomes.

Goals and Outcomes:
1. The QEP will enhance students’ critical thinking skills. Students will be able to:
   1. Analyze and interpret relevant information.
   1. Explain questions, problems, and/or issues.
   1. Evaluate information to determine credibility of argument and/or perspective.
   1. Formulate well-reasoned, logical conclusions.
2. The QEP will enhance pedagogical practices that focus on critical thinking. Faculty will:
   2. Participate in targeted professional development and training.
   2. Develop in-house training modules on critical thinking.
   2. Incorporate teaching and learning strategies that focus on critical thinking skills.
   2. Produce a portfolio with revised syllabi and assignments that emphasize critical thinking.

The outcomes for each goal will be assessed through multiple direct and indirect measures and then triangulated to determine the success of the QEP. Successful implementation of Question Every Possibility—Think Critically will be mutually beneficial for students, faculty, and other College stakeholders engaged in the project.
## CAMPUS/CENTER DIRECTORIES

### North
- **Dean of Students** Bldg. 46, Rm. 222 954-201-2300
- **Associate Dean of Student Affairs** Bldg. 46, Rm. 230 954-201-2205
- **Director of Student Life** Bldg. 46, Rm. 146 954-201-2009
- **Student Success Coordinator** Bldg. 46, Rm. 220 954-201-2310
- **Coordinator of Enrollment Services** Bldg. 46, Rm. 243 954-201-2046

### South
- **Dean of Students** Bldg. 68, Rm. 207 954-201-8903
- **Associate Dean of Student Affairs** Bldg. 69, Rm. 210 954-201-8875
- **Director of Student Life** Bldg. 68, Rm. 275 954-201-8997
- **Student Success Coordinator** Bldg. 68, Rm. 100 954-201-8313
- **Coordinator of Enrollment Services** Bldg. 68, Rm. 155 954-201-8838

### Central
- **Dean of Students** Bldg. 19, Rm. 130 954-201-6522
- **Associate Dean of Student Affairs** Bldg. 19, Rm. 116 954-201-6874
- **Director of Student Life** Bldg. 19, Rm. 106 954-201-6236
- **Student Success Coordinator** Bldg. 19, Rm. 150 954-201-6869
- **Associate Dean Enrollment Services** Bldg. 19, Rm. 101 954-201-4595

### Willis Holcombe
- **Associate Dean of Student Affairs** Bldg. 33, Rm. 115 954-201-7420
- **Coordinator of Student Life** Bldg. 33, Rm. 111 954-201-7377

### Pines/Weston/Miramar
- **Dean of the Partnership Centers** Bldg. 100, Rm. 124 954-201-3612
- **Student Affairs Manager** Bldg. 100, Rm. 114 954-201-3603
- **Center Manager, Pines Center** Bldg. 100, Rm. 124 954-201-3610
- **Weston Center** Bldg. 110, Rm. 204 954-201-8526
- **Coordinator of Student Life** Bldg. 100, Rm. 119 954-201-3630
- **Center Manager, Miramar Town Center** Bldg. 109, Rm. 208b 954-201-8662

### Coral Springs
- **Dean of the Partnership Centers** Room 252 954-201-2952
- **Student Success Coordinator** Room 214 954-201-2957

### Online Campus
- **Dean of Academic and Student Affairs** Bldg. 31, Rm. 610 954-201-7900

[online.broward.edu](http://www.broward.edu)
**Willis Holcombe Center**

111 East Las Olas Blvd., Fort Lauderdale, FL 33301

**Weston Center**

4205 Bonaventure Blvd., Suite 2, Weston, FL 33332

**Pines Center**

16957 Sheridan Street, Pembroke Pines, FL 33331

**Miramar Center**

2050 Civic Center Place, Miramar, FL 33025
# Academic Calendar

## Term I (2014)

<table>
<thead>
<tr>
<th>Session</th>
<th>Classes Begin</th>
<th>Weekend Classes Begin</th>
<th>Last Day for 100% Refund for Dropped Class **</th>
<th>Enrollment Verification Begins</th>
<th>Last Day to Drop for 100% Refund</th>
<th>Holiday (Labor Day)</th>
<th>Midterm</th>
<th>Last Day to Withdraw from Any Class (60% Point)</th>
<th>Last Day to Change from Credit to Audit***</th>
<th>Last Day of Classes</th>
<th>Final Examinations</th>
<th>Grades Due by 3 p.m.</th>
<th>Graduation</th>
</tr>
</thead>
</table>

** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

*** Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

College Offices will be closed from December 20, 2013 through January 3, 2014. Limited on-campus services may be provided. Registration on the Web will be available except December 25, 2013 and January 1, 2014.
ACADEMIC CALENDAR

TERM II (2014)

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 7-May 5</td>
<td>Jan 7-Feb 28</td>
<td>Jan 23-Apr 25</td>
<td>Mar 12-May 5</td>
</tr>
</tbody>
</table>

CLASSES BEGIN: Jan 7

WEEKEND COLLEGE CLASSES BEGIN: Jan 7

LAST DAY FOR 100% REFUND FOR DROPPED CLASS**: Jan 10

ENROLLMENT VERIFICATION BEGINS: Jan 14

LAST DAY TO DROP FOR 100% REFUND WEEKEND COLLEGE*: Jan 13

HOLIDAY (Martin L. King, Jr. Birthday): Jan 20

PROFESSIONAL DEVELOPMENT DAY (No day classes. Evening classes only at 5pm): Feb 21

HOLIDAY (Spring Break): Mar 23-29

MIDTERM: Jun 22-26

LAST DAY TO WITHDRAW FROM ANY CLASS (60% point): Mar 24

LAST DAY TO CHANGE FROM CREDIT TO AUDIT***: Mar 25

FINAL EXAMINATIONS: May 5-6

GRADUATION: May 7

** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

*** Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

Alternate Friday classes are divided as follows:

Session II
Monday and Wednesday classes will meet on May 16, May 20, and June 3, 2014.
Tuesday and Thursday classes will meet on May 15, June 6, and June 20, 2014.

Session III
Monday and Wednesday classes will meet on July 8, August 1, 2014.
Tuesday and Thursday classes will meet on June 27, July 11, and July 25, 2014.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

College Offices will be closed from December 20, 2013 through January 3, 2014. Limited on-campus services may be provided.

NOTE: SESSION I Friday evening, Saturday and Sunday classes will have final exams on May 2 – May 4, 2014.

NOTE: Registration on the Web will be available except December 25, 2013 and January 1, 2014.

ACADEMIC CALENDAR

TERM III (2014)

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12-Aug 10</td>
<td>May 12-Jun 23</td>
<td>Jun 26-Aug 10</td>
</tr>
</tbody>
</table>

CLASSES BEGIN: May 12

WEEKEND COLLEGE CLASSES BEGIN*: May 16

LAST DAY FOR 100% REFUND FOR DROPPED CLASSES**: May 18

ENROLLMENT VERIFICATION BEGINS: May 19

LAST DAY TO DROP FOR 100% REFUND WEEKEND COLLEGE*: May 19

HOLIDAY (Memorial Day): May 27

MID-SEMESTER BREAK: Jun 24-25

MIDTERM: Jun 26

HOLIDAY (Independence Day): July 4

LAST DAY TO WITHDRAW FROM ANY CLASS (60% point): July 7

LAST DAY TO CHANGE FROM CREDIT TO AUDIT***: July 7

LAST DAY OF CLASSES: Aug 10

FINAL EXAMINATIONS: Last Class Meeting

GRADS DUE BY NOON: Aug 11

Alternate Friday classes are divided as follows:

Session II
Monday and Wednesday classes will meet on May 16, May 20, and June 3, 2014.
Tuesday and Thursday classes will meet on May 15, June 6, and June 20, 2014.

Session III
Monday and Wednesday classes will meet on July 8, August 1, 2014.
Tuesday and Thursday classes will meet on June 27, July 11, and July 25, 2014.

** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

*** Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.
**STUDENT AFFAIRS**

Broward College welcomes you and hopes that you will use your time, talents and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance and enrichment. The following people are available to help you enjoy your highest degree of success:

**College-wide Student Affairs Administration**

Angelia Millender  
Vice President for Student Affairs & Enrollment Management  
District Administrative Offices  
954-201-7486

Willie Alexander  
Associate Vice President for Student Affairs/College Registrar  
Willis Holcombe Center  
954-201-7471

Neil Cohen  
Associate Vice President for Student Affairs/Student Life  
Central Campus Bldg. 10  
954-201-4507

Robert Robbins  
Associate Vice President for Student Affairs/Financial Services  
Willis Holcombe Center  
954-201-7554

**Campus/Center Student Affairs Administrators**

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus/Center</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Evans</td>
<td>North Campus</td>
<td>Bldg. 46, Rm. 222</td>
<td>954-201-2300</td>
</tr>
<tr>
<td>David Asencio</td>
<td>Central Campus</td>
<td>Bldg. 19, Rm. 116</td>
<td>954-201-6522</td>
</tr>
<tr>
<td>Janice Stubbs</td>
<td>South Campus</td>
<td>Bldg. 68, Rm. 207</td>
<td>954-201-8905</td>
</tr>
<tr>
<td>Frank Kurz</td>
<td>Willis Holcombe Center</td>
<td>Bldg. 33, Rm. 115</td>
<td>954-201-7420</td>
</tr>
<tr>
<td>Donna Henderson</td>
<td>Pines, Weston, Miramar Centers</td>
<td>Bldg. 100, Rm. 126</td>
<td>954-201-3610</td>
</tr>
<tr>
<td>Jerry Schwartz</td>
<td>Coral Springs Center</td>
<td>Room 232</td>
<td>954-201-2952</td>
</tr>
<tr>
<td>Eileen Garcia</td>
<td>Online Campus</td>
<td>Bldg. 31, Rm. 610</td>
<td>954-201-7900</td>
</tr>
</tbody>
</table>

**NAVIGATING BROWARD COLLEGE**

Students have a greater chance to succeed when they take responsibility for their learning and know how to navigate their educational experience at college.

**Student ID Number**

All BC applicants are given a unique number upon application. This number becomes your Student ID. The College does not store academic record information by your social security number. As such, communicate in person and in writing using your student ID number, not your social security number. Applying for student financial aid, providing verification documentation to the Federal government for aid and applying for employment will be the primary times when your SSN will be utilized or requested. Keep your student number and password in a secure location or memorize.

**myBC**

myBC is the College’s student portal that requires a log-on with your student ID number and password. This useful resource on the web begins your navigation through BC. You can access myBC from the Broward College website. On myBC, students have many resources at the click of the mouse:

- Register online
- View and print your class schedule
- View fees due and pay tuition
- Access grades, transcripts and degree audits
- Order transcripts
- View financial aid documents needed for verification
- Access your email account
- View important announcements, and more

**College Communication to Students**

**WHAT are the reasons I should regularly check my BC e-mail?**

**Consider this:**

- According to Policy 8.03, it is the expectation of the College that all students actively monitor and maintain their individual e-mail accounts.
- BC e-mail could be reminding you of important deadlines regarding registration, financial aid, payment of fees and opportunities for student engagement.
- BC e-mail is one of the ways the college will notify you of an emergency through its Alert Emergency Mass Notification System.
- Faculty may send important email messages regarding class assignments.
The official communication method that Broward College uses to notify its students is through the BC e-mail account. All college administration, staff and faculty use your BC e-mail account to communicate with you. All students are eligible to receive a free e-mail account after applying to the college. There are clear instructions about how to set up an email account (see below) or visit the college website. No other personal accounts will be used for any official college business, so make sure your BC email can be accessed and viewed on your handheld devices or accessed through other electronic means.

How to Activate Your BC E-mail Address

Only current students will be provided with a BC e-mail account.
1. Sign into Office 365, and click Run the Setup Quickstart. Follow the directions (click the tabs) to set up your account.
2. You can go directly to your email by clicking here. If you get an error message when you sign in, follow the suggestions in the topic “I can’t sign in to the Outlook Web App or Office 365” immediately after the upgrade.
3. Sign in to your personal Microsoft SkyDrive account, using the same user name and password you used with Live@edu. (optional)
   • This is now a personal account for you, which means that your educational institution’s administrator can no longer reset the password.
   • You can change the password on this account whenever you want to.
   • This account gives you access to all your SkyDrive content.

Accessing Services

All degree-seeking students are given a student ID card (see page 20). Your student ID must be presented to receive services from registration, advisement, financial aid, bookstores, library, tutoring and labs, events and more. When on campus, you are required to carry your student ID and show your ID when asked. Students who refuse to present their ID card are in violation of article 10 of the Student Code of Conduct, Policy 5.24. The first ID is given free of charge — there is a replacement fee if lost or stolen.

Alert Emergency Mass Notification System

Broward College has a multi-layered approach to emergency communications called BC Alert. Alerts on a variety of emergency situations are disseminated through telephone calls, text messages, social media platforms and emails.

The health, safety, and welfare of Broward College’s students, faculty, staff, and visitors is of utmost importance. In order for the BC Alert system to be most effective, users must review their contact information and update it as needed. Below you will find instructions for reviewing and updating your contact information.

Students:
1. Login to myBC.
2. Bring cursor to the “Personal” tab and select “Change Address.”
3. Review and update as necessary.
4. Scroll down to the bottom of the page and click the “Update.”

Please be aware that the contact information supplied in the database will only be used for the BC Alert System and will not be shared with third parties.

Calendar

The College maintains an events calendar listing important events in Student Life, athletics, and the cultural and performing arts. The calendar can be found on the BC website here.

Privacy of Your Records

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Broward College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Broward College may disclose appropriately information without consent to those designated as “school officials” and in the case of emergencies. In addition, there may be an occasion where law enforcement units are required to disclose personally identifiable information from students’ records. Broward College designated law enforcement units employed by the College as “school officials” with a “legitimate educational interest.” In all other incidences, as permitted by FERPA regulations, the College also designates and discloses “directory information” without written consent, unless students have advised the College to the contrary in accordance with College procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student’s prior written consent. If you do not want Broward College to disclose directory information from your education records without your prior written consent, you must notify the College in writing by the beginning of fall term 2013. The College has designated the following information as directory information:

• Student’s name
• Enrollment status
• Degrees and awards received
• Statistics pertaining to a student’s participation in officially recognized sports and activities

Student ID Cards

should I obtain and carry a Student ID card?

Consider this:

• According to Policy 5.24, all students enrolled in degree and certificate programs at a College campus, or any student wishing to access services at any College location, are required to carry a College Identification Card.
• Your student ID card is used for identification and for using College services such as computer labs and library services.
• Your student ID card gives you access to extracurricular activities including special events and intramural sports.
The BC student ID card may be obtained in the Student Life area of each campus/center. Hours are subject to change.

Veterans of the United States armed forces will receive an ID card with a special “V” designation honoring their service.

Your student ID card provides you access to:
• Student services
• LRC materials
• Student activity center
• Bookstore/Financial Aid verification
• Wellness Center

North  Bldg. 46, Rm. 134  954-201-2325
Mon-Thur: 8 a.m. - 7 p.m., Fri: 8 a.m. - 4 p.m.
Central  Bldg. 19, Rm. 106  954-201-6756
Mon-Thur: 8 a.m. - 7 p.m., Fri: 8 a.m. - 4 p.m.
South  Bldg. 68, Rm. 189  954-201-8316
Mon-Thur: 8 a.m. - 7 p.m., Fri: 8 a.m. - 4 p.m.
Willis Holcombe Center  Bldg. 53, Rm. 111  954-201-7377
Mon-Thur: 8 a.m. - 6 p.m., Fri: 8 a.m. - 4 p.m.
Pines Center  Bldg. 100, Rm. 119  954-201-3630
Mon-Thur: 8 a.m. - 4:30 p.m., Fri: 8 a.m. - 4 p.m.
Coral Springs  Rm. 210  954-201-2963
Mon-Thur: 4 p.m. - 8 p.m.

Campus Safety

The College Campus Safety phone number is: 954-201-HELP (4357).

The Campus Safety office on each campus provides students, faculty, staff, and visitors with safety tips and information, presence patrols, vehicle jump starts, 24-hour/365-day radio dispatch service, parking/traffic enforcement, as well as lost and found. There are also numerous emergency call boxes and Blue Light emergency phones located on all campuses. Broward College Campus Safety officers possess Class D security licenses issued by the State of Florida and are certified CPR/AED responders. Incidents of a criminal nature are referred either to police officers assigned to the campus and/or the local police department having jurisdiction over a specific campus or learning center. Each Campus Safety office maintains a daily incident log for that campus which will be made available upon request.

Campus Security Authorities (CSAs):
For those who would prefer to report a specific incident or crime to someone other than Campus Safety or local law enforcement officers, Broward College has designated certain members of its faculty and staff to serve as Campus Security Authorities (CSAs). Reporting crimes/incidents to CSAs allow a victim or witness the option of remaining anonymous. Persons designated by the College as CSAs include: Academic Deans and Associate Deans, Campus Life Directors and Administrators, The Athletic Director and Assistant Director, Athletic Coaches and Assistant Coaches, Faculty Advisors to student groups/clubs, and Student Affairs Officials.

Visit the Broward College Safety website to access the Annual Security Report, active shooter information, safety policy information, the College’s Severe Weather Plan, helpful brochures and pamphlets, and much more. The 2013 Annual Security Report will be available online and in your local Campus Safety Office on October 1, 2013.

Students Right To Know
The College is providing the following statistics regarding campus crime as mandated by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. During 2012, the following criminal offenses occurred at Broward College:

Aggravated Assault - 3
Arson - 0
Burglary - 6
Motor Vehicle Theft - 7
Murder - 0
Negligent Manslaughter - 0
Robbery - 1
Sex Offenses, Forcible - 0
Sex Offenses, Non-Forcible - 0
Incidents Above Classified as Hate Crimes - 0
Liquor Violations - 0
Drug Violations - 2
Weapons Violations - 2
DEFINE YOURSELF
Choosing a Major and a Career

WHAT are the benefits of choosing a major and/or career early on?

Consider this:
• By choosing a career and/or major early on, and following your educational plan, you will graduate faster so you can begin working in your profession and earning a salary.
• By choosing a career and/or major early on you can avoid taking unneeded classes and prevent incurring excess hours surcharges as explained on page 28 of this handbook.
• By choosing a career and/or major early on, you will avoid taking excess classes and avoid running out of aid before graduation. For example, the Pell grant will only pay up to the equivalent of 12 full semesters, and Bright Futures is limited to 120 credits.

Choosing the correct major and career is very important to the success of students at Broward College. All First Time in College Students will complete FOCUS (an online interactive self-assessment) and meet with career center staff and academic advisors to discuss careers and majors.

Appointments can be made by going to:
1. Broward College website
2. Login into myBC
3. Under advising click on Advising Appointments
4. Select a campus and time for your appointment
5. Print confirmation of appointment

Campus Career Centers
North  Bldg. 46, Rm. 238  954-201-2355
Central  Bldg. 19, Rm. 116  954-201-6612
South  Bldg. 68, Rm. 100  954-201-8865
Willis Holcombe Center  Bldg. 33, Rm. 107  954-201-7411
Pines, Weston,  Miramar Centers  Bldg. 100, Rm. 106  954-201-3601
Coral Springs Center  954-201-2957

Before you make a decision on a major or career, you need to know what your interests are. It is important to ask yourself: What are my interests, abilities and strengths? Here are some assessments that will help you with your search. Visit Student Resources for more information.

Take an Interest Inventory by clicking on Self-Assessments then click on FOCUS (create an account, access code is WOLF).

Additionally, the U.S. Bureau of Labor Statistic’s Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. The Occupational Outlook Handbook tells you:
• the training and education needed
• earnings
• expected job prospects
• what workers do on the job
• working conditions

Once you have a major in mind, the next step is to explore your options. Connecting a major to a job title can be done by exploring Careers to Majors. Career exploration is a very important step and there are several resources that can provide you with information on job outlook, salaries and required education. Visit Student Resources for more information.

Types of Degrees and Programs of Study Available at Broward College

WHAT evidence can I find to support why I should get a degree at Broward College?

Consider this:
• The U.S. Department of Education’s (USDE) College Affordability and Transparency Center ranked Broward College as one of the top 15 most affordable four-year higher education institutions in the nation.
• Broward College offers a seamless transition to a 4-year Florida public university. You can earn your AA degree at Broward and then finish your degree at a state university.
• BC ranks in the top 10 in the country for all associate degrees awarded, and ranks third in affordability among public, four-year or above institutions in Florida and ranks 11th in affordability in the nation. In fact, BC is ranked as one of the top 10 community colleges in the nation by the Aspen Institute.
• According to CNN Money, associate’s degree recipients, on average, end up making about $500,000 more over their careers than people with only high school diplomas, but $500,000 less than people with bachelor’s degrees.

Bachelor Degrees:
• Become an organizational leader in business, technology and/or management after completing one of our BAS degrees
• Complete one of our BS in Education degrees to become a teacher.
• Transform your registered nurse career by completing our RN-to-BSN program

Educator Preparation Institute (EPI): After earning your bachelor’s degree, take our EPI courses to prepare for Florida’s Professional Teaching Certificate.
**Associate in Arts Degree:** Earn this degree and guarantee* transfer into one of Florida’s four-year public universities. See an academic adviser to create your educational plan and receive additional university transfer information. *The guarantee does not apply to limited access or teacher certification programs or a major program requiring an audition.

**Associate in Science Degrees:** Complete 2 years of specialized training designed to allow you to enter the workforce in a high-demand career with guaranteed job skills or continue your education by transferring to a Bachelor’s program such as BC’s BAS/BSN degrees or other articulated AS to Bachelor degree programs. Students are encouraged to pursue a bachelor program that is closely related to the earned AS degree to maximize transfer of credits.

**Associate in Applied Science Degrees:** Complete 2 years of specialized training designed to prepare you for entering the workforce in a high-demand career.

**Advanced Technical Certificate:** Continue your education by completing advanced training designed to supplement your Associate’s degree.

**Certificates:** Complete these short but comprehensive training programs for immediate entry into hot jobs while often gaining credits toward an Associate’s degree.

**Applied Technology Diploma:** Emergency Medical Technician Diploma that applies to a 2-year degree.

**Post-Secondary Adult Vocational Certificate (PSAV):** Complete comprehensive training programs for immediate entry into career fields such as dental assisting, massage therapy, medical assisting and aircraft airframe mechanics.

Gainful employment information is available on individual program websites. For a complete look at the types of degrees and majors available, please visit the [Broward College website](#).

---

**STUDENT SERVICES**

**Academic Advisement**

**WHY**

**should I seek academic advisement?**

**Consider this:**

- An advisor will help you select a career and/or major by using FOCUS, an online interactive self-assessment.
- An advisor will help you create an educational plan, which is a list of the courses you will take each term until you complete your program. Having an educational plan will enable you to get through college as quickly as possible, and reduce your financial debt because you won’t take unnecessary classes.

Students are strongly encouraged to take advantage of the services, staff and resources available for their benefit. The advising offices provide information, advice and assistance in making academic and career decisions. Academic advisors help students develop an educational plan, assess their progress as they continue their studies, and effectively use campus services and learning resources. Academic advisors can also help students explore their interests and offer career exploration assistance. Academic advisement services are available to all students by appointment at North, Central, South, the Willis Holcombe Center, Pines, Weston, and Miramar Centers. Log onto myBC and click on “advisement appointments” under the advising menu to schedule your academic advisement appointment. In addition, cyber advisors are available to answer general academic questions online. Please visit the [Broward College website](#) for more information.

Contact Academic Advisement on each campus:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Bldg. 46, Rm. 242</td>
<td>954-201-2305</td>
</tr>
<tr>
<td>Central</td>
<td>Bldg. 19, Rm. 116</td>
<td>954-201-6528</td>
</tr>
<tr>
<td>South</td>
<td>Bldg. 68, Rm. 215</td>
<td>954-201-8875</td>
</tr>
<tr>
<td>Willis Holcombe Center</td>
<td>Bldg. 35, first floor</td>
<td>954-201-7491</td>
</tr>
<tr>
<td>Pines Center</td>
<td>Bldg. 100, Rm. 107</td>
<td>954-201-5605</td>
</tr>
<tr>
<td>International Student Advisement &amp; Immigration</td>
<td>954-201-7468</td>
<td></td>
</tr>
</tbody>
</table>

Your educational plan is a list of the courses you will take each term until you complete your program. All new college students should make an appointment early during their first term with an advisor to create their educational plan. Students registered in SLS classes are required to do career research, confirm their career choice and create educational plans as outcomes for the course.
**Educational Planning**

Educational planning can help BC students in a variety of ways such as deciding and confirming their major, determining what classes they should take each term, and planning how many terms it will take to complete their program requirements. BC advisors work with students to develop a personalized educational plan that will help them succeed in completing their educational goals in a timely manner. The educational plan serves as the course selection guide to assist the student with self-registration through the web. Students are encouraged to register as soon as registration begins each term. The educational plan is created online using the interactive degree audit in "myBC." The interactive degree audit is a list of all of the requirements of a particular program of study, from which students can choose terms for courses to create their educational plan. Students can view the requirements of all of Broward College’s degree programs as well as university requirements for all transfer majors from within the interactive degree audit. The educational plan is created using online tools such as the interactive degree audit. Additionally, students seeking an AA degree will be required to list a transfer major and transfer institution in order to create an educational plan.

An appointment to develop an educational plan can be made online at the [Broward College website](http://www.broward.edu). Students will locate “myBC” on the top right of the homepage under “Login” using their Student ID and PIN (birth month and year, MMYY, ex. 0175) and choose “Educational Plan” under the advising menu. It is a good idea to review your selections with an advisor each term to verify accuracy and university transfer requirements. Students can also access the educational plan online tutorial by selecting “accessing your educational plan online.”

**College Transfer Guarantee**

(State Board of Education Rule 6A-10.024)

Students who graduate from Florida colleges with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

- Admission to one of the 11 state universities, except to limited access programs.
- Acceptance of at least 60 semester hours by the state universities.
- Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a college, provided the student maintains continuous enrollment.
- Transfer of equivalent courses under the Statewide Course Numbering System.
- Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate and AICE).
- No additional General Education Core requirements.
- Advance knowledge of selection criteria for limited access programs.
- Equal opportunity with native university students to enter limited access programs.
- Should any guarantee be denied, students have the right to appeal in writing to the Vice President for Student Affairs at BC. Each state university and college shall make available established appeal procedures through the respective articulation officers.

*Once a student has been certified by a public postsecondary institution in Florida on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other public postsecondary institution to which he or she may transfer shall require any further such general education courses.

**Excess Hours Advisory Statement**

(Florida Statute, Section 1009.286)

Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for a student seeking baccalaureate degrees at state universities. It is critical that students, including those entering Florida College System institutions, are aware of the potential for additional course fees. For the 2012-13 academic year and thereafter, “excess hours” are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System students intending to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours of college credit, be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

**Career Services**

**Finding a Job or Internship**

If you are looking for a job or an internship, please visit the Career Center website and see what is available for you. You can register in our job bank. Students and alumni are also encouraged to use Employ Florida Marketplace.

You may qualify for a work-study position. For more information and a listing of work-study jobs at Broward College, click here.
PAYING FOR COLLEGE

Payment of Student Tuition and Fees

Accessing Financial Services via the Web through myBC
Tuition and fees must be paid by the assigned payment deadline. At the time of class payment, the student will be required to pay all obligations such as library fines, parking fines and receivables in full. Unpaid debt may prevent the release of official college transcripts, block additional course registration and restrict access to other resources and services of the College until the debt is paid in full.

Detailed payment instructions are provided in the Schedule of Classes and on the Broward College website.

To read the complete student fees, charges and refunds policy (Policy 6x2-6.13), acceptance of credit card payment policy (Policy 6x2-6.28) and collection of funds owed to the college policy (Policy 6x2-6.16), visit http://www.broward.edu/legal/policies/Pages/default.aspx. Additional information may also be available in the college catalog. Students are required to maintain current address information with the College. Address information can be updated via the web or at your campus admission’s office.

For office hours and additional information, contact your campus cashier’s office at:

North Campus  Bldg. 46, Rm. 258  954-201-2210
Central Campus Bldg. 19, Rm. 105  954-201-6545
South Campus  Bldg. 68, Rm. 133  954-201-8830

Financial Aid

The goal of the Broward College Student Financial Aid Office is to assist students who can benefit from further education but cannot afford to attend school without financial support. The staff will guide students through the application process as well as provide assistance in completing all the required forms. For further information, please feel free to visit the campus offices.

Financial aid applications must be submitted each year. In order to be considered for the maximum aid available, students must apply for financial aid as early as possible. Filing for financial aid not only means filling out the online federal form but also requires Broward College to receive your high school transcripts or GED. For some students, there are also institutional forms that need to be completed. Students should log into their myBC account for any additional forms needed to complete the financial aid process. If a student completes this process by May 30, 2013, the financial aid awarded (if sufficient) will cover tuition and fees by the due date. If the deadline is not met, students can still apply and submit forms but will have to pay for tuition and books on their own. Students who pay on their own may be reimbursed depending on enrollment and eligibility.

If financial aid does not cover tuition, students are required to pay the balance by the fee due date or their classes will be dropped.

The Broward College Financial Aid website provides detailed information on the following:

- How to apply for financial aid with a direct link to the Free Application for Federal Student Aid (FAFSA)
- Scholarships
- Student loan process
- Student employment opportunities
- Veterans Affairs programs
- Your award status
- Satisfactory Academic Progress Withdrawing and Attendance requirements
- Useful resources and contacts

Grants

Grants are funds provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Pell Grant, the Federal Supplemental Educational Opportunity Grant, and Florida Student Assistance Grant. Students have the equivalent of 12 full-time semesters of Federal Pell Grant eligibility. The duration of a student’s eligibility includes all semesters that a student received Federal Pell Grant funding.

Loans

What are the effects of borrowing money for my education?

Consider this:

- Since Broward College offers the most affordable higher education cost in South Florida, you won’t have to borrow as much as if you went directly to a 4-year university.
- You’ll have to pay back the loan with interest, which can vary from year to year.
- Federal student loans are not dischargeable in bankruptcy.
- Excessive borrowing and/or not paying your loan payments on time can negatively impact your credit.

Loans are financial assistance that must be repaid with interest. Often repayment is deferred while students are enrolled in a minimum of 6 credit hours. In some cases, the federal government pays the interest while the student is in school.

On-Campus Student Employment

Work-study programs provide on and off campus part-time jobs for students to earn part of their college expenses while gaining valuable job experience. Students may work up to a maximum of 20 hours a week depending on eligibility and funding. Off-campus opportunities place students in areas of career interest, such as teacher aides in local public schools.
Scholarships

Scholarships are funded by Broward College, the Broward College Foundation or generous private donors or organizations. Scholarships are awarded based on various criteria such as academic achievement, financial need, and service to the College. Each scholarship has its own criteria and does not require repayment. Scholarships are based on the availability of funds and cannot be guaranteed. For more information, go online to Broward College Scholarships.

Scholarships administered by the Student Financial Aid Office are either awarded in the financial aid package or students may complete the online Broward College Scholarship Application. Students should have a completed financial aid file (FAFSA and all requested documents). Available scholarships are advertised on the Broward College website in July of each academic year.

Florida Bright Futures Scholarships

The Bright Futures Scholarship Program is a merit-based scholarship where students are rewarded for their academic achievements during high school by providing funding to attend postsecondary education in Florida. To learn about the rules pertaining to initial eligibility and maintaining eligibility, visit the Bright Futures website. To use and maintain your Bright Futures Scholarship at Broward College, read the important information below:

2013-14 Awardees

Students are required to submit a Florida Resident Access Grant and Access to Better Learning and Education Grant for initial and renewal eligibility any time prior to disbursement. Bright Futures Scholarships are packaged and awarded by the Financial Aid office.

Withdrawals

Students who drop or withdraw hours that were disbursed in a Bright Futures award will be responsible for reimbursing the postsecondary institution for the cost of course(s) dropped or withdrawn.

Maintaining Eligibility

The minimum GPA to remain eligible to receive Bright Futures is determined by the State and based on the Bright Futures program from which funds have been awarded. Students should check their status and obtain more information online.

Veterans Affairs Information

Veterans who attend Broward College may pursue an Associate of Arts degree, Associate of Science degree, Bachelor’s degree and some certificate programs. Briefly, certain GI Bill Education chapters require veterans to file an attendance form each month to maintain their benefits. Attendance requirements differ depending on the program of study. Detailed information on attendance policies and enrollment certification forms are available on the Broward College website.

Questions regarding the GI Bill can be directed to 1-888-GI-BILL (1-888-442-4551) or to the website.

Withdrawal Policies

**How does withdrawing from classes effect me?**

**Consider this:**

- If you withdraw from classes, it might take you longer to graduate.
- If you withdraw from classes, you might not meet BC’s Satisfactory Academic Progress (SAP) (see below). According to BC’s SAP, students must maintain satisfactory academic progress in order to remain eligible for all forms of student aid.
- If you have received any financial aid, you may have to pay it back.

Financial aid students must notify the Student Financial Aid Office staff if they withdraw from classes at any point during the term. Repayment of financial aid is based on federal regulations and applied formulas. This policy governs all Title IV funds including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Subsidized and Unsubsidized Stafford Loans. If a student receives any of these funds and completely withdraws from classes through 60% of the term, the College is required to determine how much of the financial aid must be returned to the federal government. Withdrawing could result in a debt to the school, the federal government, or both. Students should register for only the classes that they can successfully complete. By withdrawing from classes, the enrollment will change and the financial aid award may be adjusted. Additional information on this policy is available on the Broward College website.

**Satisfactory Academic Progress Policy (SAP)**

According to federal and institutional regulations, all students (including veterans) must make academic progress in all course work in order to maintain financial aid eligibility. Academic progress is calculated after each term. At that point, students must:

- **Maintain at least a 2.0 GPA.**

**Associate Degree Programs**

Complete at least 58% of all the first 48 credit hours of college-level coursework attempted, and 76% of attempted college-level credit hours thereafter.

**Other Academic Programs**

Complete at least 67% of all college-level coursework attempted.

Complete the degree requirements within 150% of the required number of credit hours for the program. For example, if a program requires 60 credit hours, the student must complete the degree requirements within 90 credit hours (150%).

Satisfactory Academic Progress is evaluated one time annually at the end of the summer term. The student’s Satisfactory Academic Progress status applies for the following Fall, Winter, and Summer terms. Students who have earned one degree and are seeking
Return of Title IV Funds

BC Policy and Procedure 5.11

Financial aid students must notify the Financial Aid office staff if they withdraw from classes at any point during the term. Repayment of financial aid is based on federal regulations and applied formulas. This policy governs all Title IV funds including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Federal Direct Subsidized and Unsubsidized Stafford Loans. If a student receives any of these funds and completely withdraws from classes or stops attending before 60% of the term has passed, the College is required to determine how much of the financial aid must be returned to the federal government. If a student has received more aid than he/she is entitled to, based on the date of withdrawal, or the last date of attendance, federal law requires the College must return the money to the Federal government and that the student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. Withdrawing or ceasing attendance could result in a debt to the school, to the federal government or to both. Students should register for only the classes that they can successfully complete. By withdrawing or ceasing attendance from classes, the enrollment will change and the financial aid award may be adjusted. Additional information on this policy is available on the Broward College website.

Tuition Payment Plan

Broward College has partnered with Nelnet Business Solutions to offer a tuition installment plan to help students afford the cost of their education. Students may enroll in a tuition payment plan for any term at BC; however, a new plan is required each term. The earlier a student enrolls, the more plan options the student will have to choose from.

Plans range from zero to 50% down payment with 2 to 4 monthly payments:

<table>
<thead>
<tr>
<th>Required Down Payment</th>
<th>Number of Monthly Payments</th>
<th>Enrollment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>4</td>
<td>$25</td>
</tr>
<tr>
<td>25%</td>
<td>3</td>
<td>$30</td>
</tr>
<tr>
<td>50%</td>
<td>2</td>
<td>$35</td>
</tr>
</tbody>
</table>

Monthly payments are processed on the 20th of each month and will continue until the balance is paid in full. There are no credit checks and no interest. The student must be registered for courses and provide a method of payment (credit card or checking/savings account) that will be used for the enrollment fee, down payment and monthly payments.

The down payment, along with a $25, $30 or $35 non-refundable enrollment fee will be due at the time of enrollment in the tuition payment plan. While most plans will pay the student’s schedule within minutes of completing enrollment, it may take up to one business day for processing so students are advised to enroll before their fee payment due date. Tuition payment plan coverage will be applied to the student’s schedule by 2 p.m. of the next business day.

How to Register

Simple steps to enroll in the payment plan:

- Go to the Broward College website
- Login to myBC
- From “My Financials,” select “Sign Up Options” then “Tuition Payment Plan” or from “Payment,” select “Tuition Payment Plan.”

For additional tuition payment plan information or dates and deadlines, contact your campus cashier’s office.

Enrollment periods are limited and typically close approximately one week prior to the start of session 1 each term so enroll early!

Schedule Changes

If you drop or add classes or receive financial aid or other tuition coverage, you must contact the College’s tuition payment plan administrator to have your tuition payment plan adjusted. If the College’s tuition payment plan administrator is not notified of these changes, payments will continue to be processed from your bank account or credit card as agreed in the enrollment process. The time frame in which increases may be made to plans is limited to the enrollment period for the tuition pay plan. The last day to decrease or terminate plans is approximately 30 days after the start of the term.

Refunds

The College’s tuition payment plan administrator will remit all refunds to the College within 45-60 days after the end of the drop/add period for session I. Broward College will issue tuition payment plan refunds to students upon receipt.

Why should I register early?

Consider this:

- Classes fill up quickly so registering early increases the likelihood you’ll get the classes you need to graduate.
- Some classes might not be taught each semester so it’s important to follow your educational plan as you register for classes.
1. **The Broward College website**

2. On BC’s homepage, under "Login," click on “myBC Login.”

3. Enter your Student ID and Password, without dashes. Password (PIN) is initially set to your two digit birth month and four digit birth year (MMYYYY).

4. First-time users should read "College Policies and Guidelines" and click “accept” or “reject.”

5. Under myBC, Click “Registration.”

6. Select the term for which you want to register.

7. On this Welcome page, if you don’t know when classes you need are offered, scroll down to “Class Schedule - Search by Term.”

8. Select your campus preference and enter course ID for courses you want, such as “ENC1101” (no spaces). Click “Search Now.” (Tip: Type ENC instead of ENC1101, to find all courses starting with “ENC”).

9. After you’ve developed a workable schedule, select classes by clicking the “Reference Number” (6-digit number) in the box to the left of the class you want. Each class you select appears at the top of the page, so scroll down to see the list if you wish to select another.

10. Your class selections are now displayed. If you want to save them, click “Update Now.” If you want to remove any, click on the “Cancel Add” button.

11. If you see holds after you have clicked “Update Now,” you will need to contact the appropriate department. You can also refer to course descriptions in the BC catalog (some courses require pre- and/or co-requisites).

12. Click “View/Print Schedule and Fees” button to confirm your schedule and fee due date.

**Testing Centers**

The testing centers administer college placement testing such as the Test of Adult Basic Education (TABE), Post-Secondary Education Readiness Test (PERT), Levels of English Proficiency (LOEP), Computerized Placement Test (CPT), College Level Examination Program (CLEP), and Health Education Systems, Inc. (HESI) Test.

For more information and hours of operation for each campus/center assessment site, visit the [testing website](#).

<table>
<thead>
<tr>
<th>Campus</th>
<th>Bldg.</th>
<th>Rm.</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>46</td>
<td>245</td>
<td>954-201-2345</td>
</tr>
<tr>
<td>Central</td>
<td>19</td>
<td>102</td>
<td>954-201-6982</td>
</tr>
<tr>
<td>South</td>
<td>68</td>
<td>213</td>
<td>954-201-8884</td>
</tr>
<tr>
<td>Willis Holcombe</td>
<td>33</td>
<td>107B</td>
<td>954-201-7491</td>
</tr>
<tr>
<td>Pines</td>
<td>100</td>
<td>111</td>
<td>954-201-3606</td>
</tr>
</tbody>
</table>

**BC Bookstores**

Broward College Bookstores are owned and operated by the college and function as a service to the students, faculty, administration and staff by providing the tools necessary for education.

The bookstores offer a complete line of textbooks, new, used, eBooks and rental and selection of trade and reference books. We also have an extensive assortment of art supplies, gift items, engineering supplies, college rings, license plate holders, mugs, shirts, hats, health science uniforms, health science supplies, dictionaries, backpacks, computer supplies, Microsoft, Adobe & Macromedia software’s, candies and snacks, soft drinks, pennants, calculators, digital recorders, PDAs, jump drives, E-book readers, laptops, netbooks, MP5 players, printers, UPS protectors, zip drives, pens and pencils, notebooks, highlighters, diploma and picture frames, decals, newspapers, 3-ring binders, test supplies and a whole lot more. Gift certificates are available in the bookstores in various denominations. Services also include special orders for books and software not normally carried as basic stock and buyback of used college books. Prices are established according to the national standard typically found at other colleges and universities.

The bookstore accepts Visa, MasterCard, Amex and Discover credit cards. Textbooks can be ordered online. Bookstore hours of operations are posted on the website.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Bldg.</th>
<th>Rm.</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>46</td>
<td>125</td>
<td>954-201-2224</td>
</tr>
<tr>
<td>Central Campus</td>
<td>19</td>
<td>115</td>
<td>954-201-6850</td>
</tr>
<tr>
<td>South Campus</td>
<td>67</td>
<td></td>
<td>954-201-8805</td>
</tr>
<tr>
<td>Holcombe Center</td>
<td>33</td>
<td>222</td>
<td>954-201-7402</td>
</tr>
<tr>
<td>Pines Center</td>
<td>101</td>
<td>158</td>
<td>954-201-3604</td>
</tr>
<tr>
<td>Weston Center</td>
<td>110</td>
<td>205</td>
<td>954-201-8529</td>
</tr>
</tbody>
</table>
**BC Dining and Vending Services**

Broward College Dining and Vending Services are contracted by the college and function as a service to the students, faculty, staff and administration by providing healthy dining options for the college community.

The College Dining Services offers many options such as; snacks and beverages, coffee and breakfast items, hot and cold sandwiches, soups and salads, pasta and daily chef specials, grilled chicken with rice and beans. The College Dining Services also provides catering services to Broward College. A complete list of menu items, including prices, hours of operation and catering guide are available by visiting the Dining Services website. Dining Services accepts cash and credit cards.

The College Vending Services has many vending machines located throughout the campuses and centers. The vending machines contain snacks and beverages.

**Central Campus Dining**
- Bldg. 19, Rm. 110
- 954-201-6459

**Central Campus Library Café**
- Bldg. 17, Rm. 130
- 954-201-6423

**Institute of Public Safety Café**
- Bldg. 22

**North Campus Dining**
- Bldg. 46, Rm. 115
- 954-201-2042

**South Campus Dining**
- Bldg. 68-C, Rm. 172
- 954-201-8335

**Holcombe Center Café**
- Bldg. 33, Lobby

**ำBC Student Pay-For-Print**

Broward College Pay-For-Print stations are owned and operated by the college and function as a service to the students, faculty, administration and staff by providing print services necessary for education. The Pay-For-Print stations can be utilized once a guest card has been purchased. The recharge and printing stations are listed below.

**Central Campus**

Print Stations:
- Bldg. 17, Rm. 105, Rm. 107, Rm. 162, Open Lab and Rm. 265

Print Stations:
- Bldg. 19, Rm. 104 and Rm. 116

Recharge Stations:
- Bldg. 17, Rm. 107 and Open Lab
- Bldg. 19, Rm. 116

**North Campus**

Print Stations:
- Bldg. 46, Rm. 258 and Rm. 241

Print Stations:
- Bldg. 62, Rm. 129

Recharge Stations:
- Bldg. 46, Rm. 258 and Rm. 241
- Bldg. 62, Rm. 129

**South Campus**

Print Stations:
- Bldg. 68, Rm. 100, Rm. 117, Rm. 213 and Rm. 263
- Bldg. 72, Rm. 136, Rm. 138A, Rm. 182C, Rm. 190 and Rm. 240

Recharge Stations:
- Bldg. 68, Rm. 117
- Bldg. 72, Rm. 136 and Rm. 182C

**Willis Holcombe Center**

Print Station:
- Bldg. 31, Lobby

**Higher Education Complex**

Print Stations:
- Bldg. 35, Rm. 107A and Rm. 430

Recharge Stations:
- Bldg. 35, Rm. 107A and Rm. 430

**Pines Center**

Print Station:
- Bldg. 100, Rm. 100 and Learning Resource Center

Recharge Station:
- Bldg. 100, Rm. 100 and Learning Resource Center

**Weston Center**

Print Station:
- Bldg. 110, Rm. 200

Recharge Station:
- Bldg. 110, Rm. 200

**Miramar Center**

Print Station:
- Bldg. 120, Rm. 200

Recharge Station:
- Bldg. 120, Rm. 200
Maintaining Your GPA

WHAT

are the results of having a good GPA?

Consider this:

• There is a minimum GPA requirement to be eligible for various federal, state and institutional financial aid.
• A good GPA is needed for scholarships and admittance into BC’s Honors Institute.
• A higher GPA is needed for certain limited access baccalaureate programs, selective baccalaureate institutions, and advanced degrees.

Academic Support

Office of Student Success
The Office of Student Success coordinates a variety of academic and personal support services designed to assist with the retention and success of students.

Early Warning System
The Early Warning System is a student retention/early intervention program aimed at identifying students who are having difficulty in their preparatory courses during the first three weeks of each term.

Classroom Visitations
Classroom visitations are aimed at providing students with important information early in each term to enable them to make better decisions. With the permission of instructors, advisers visit the preparatory classes and give short presentations on educational plans and career planning and assessments.

Peer Mentoring Program
The Peer Mentoring Program assists first year students to develop the skills necessary for academic success by: Facilitating interaction between students and staff, increasing student involvement in campus activities, familiarizing students with college resources, providing students with a positive support system, building student self-confidence and helping students set goals.

College Success Skills Workshops
The Office of Student Success offers a variety of Study Skills Workshops such as helping students manage their time more productively, listening effectively, reducing stress, thinking critically, building relationships and solving problems.

Contact the Student Success Office on each campus:

North   Bldg. 46, Rm. 220   954-201-2510
Central   Bldg. 19, Rm. 130   954-201-6869
South   Bldg. 68, Rm. 100   954-201-8513

Learning Resource Centers

WHEN

should I use the Learning Resource Center?

Consider this:

• At the Learning Resource Center, you can get free tutoring which is available in a variety of subjects such as math, English, languages and health sciences.
• You can also borrow audio and visual resources, get help with class assignments and use computers for online research.

Each campus Learning Resource Center (LRC) provides students with free access to up-to-date instructional and support services in the classroom and learning laboratories. These services include learning labs, tutoring services and classroom support. For additional information regarding academic support services and/or LRC hours of operation, please contact your campus Learning Resource Center.

North   Bldg. 62, Rm. 122   954-201-2260
Central   Bldg. 17, second floor   954-201-6660
South   Bldg. 72, second floor   954-201-8909
Willis Holcombe Center   Bldg. 35, Rm. 430   954-201-7595
Pines   Bldg. 101, Rm. 148   954-201-3619

Libraries

Through joint partnerships with Broward County and Florida Atlantic University, there are three campus libraries that provide academic support for programs of study. Electronic catalogs and databases that facilitate research and student learning are available. All Broward College students, once they obtain their student ID card, are eligible to use the University/College Library, a joint-use facility with FAU located at Central Campus. Students at North and South Campus have access to joint-use libraries with the county system. These libraries require a public library card. Policies, procedures, and hours of operation differ slightly from one location to another. For precise information, check the Broward College website or please contact the library serving your campus location.

North   Bldg. 62   954-201-2600
Central   Bldg. 17   954-201-6648
South   Bldg. 81   954-201-8825

There are additional public libraries throughout Broward County that are not joint-use facilities with Broward College but are located near Broward College centers and may have resources to assist you. Examples include Pines Center, Building 101, 954-201-3619 or the Willis Holcombe Center near the Broward County Main Library, 954-357-7444.
Student Mental Health Counseling

HOW

will speaking to a mental health counselor benefit me both academically and personally?

Consider this:
• Speaking to a professional counselor can help you manage life’s challenges such as low self-esteem, anxiety, stress, depression and other issues.
• A counselor can also help keep you on track towards earning your degree.

BC Policy 5.32
Are you dealing with stress, anger, alcohol or substances abuse, violent thoughts, depression, suicidal thoughts, anxiety, low self-esteem, etc.?

BC students in need of brief mental health counseling will be able to seek services at Henderson Student Counseling Services. Henderson Student Counseling Services is a leader in behavioral healthcare providing comprehensive, recovery-focused services. Services range from stress management and coping strategies to psychiatric assessment and crisis intervention. Henderson is accredited to provide Student Counseling Services by the Commission on the Accreditation of Rehabilitation Facilities (CARF). Students can access information about Student Counseling online or by calling 954-424-6916.

Please note that students should expect privacy and confidentiality when seeking counseling, however, the Health Insurance Portability and Accountability Act permits a covered entity to disclose patient health information, including psychotherapy notes, when the covered entity has a good faith belief that the disclosure: (1) is necessary to prevent or lessen a serious and imminent threat to the health or safety of the patient or others and (2) is a person(s) reasonably able to prevent or lessen the threat. This may include, depending on the circumstances, disclosure to law enforcement, family members, the target of the threat or others who the covered entity has a good faith belief can mitigate the threat.

Disability Services

Disability Services provides support for students who have registered disabilities with the College. Some of the services available are note taking, specialized testing, sign language interpreters, readers, scribes, assistance in obtaining textbooks in alternative format, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives.

For more information, contact the Disability Services specialist on your campus:

North Bldg. 46, Rm. 209 954-201-2313
Central Bldg. 19, Rm. 116 954-201-6527
South Bldg. 71, Rm. 129 954-201-8913
Willis Holcombe Center Bldg. 33, Rm. 118 954-201-7517
College Wide Deaf Services 954-201-6766, (TDD) 954-201-6445

IMPORTANCE OF ATTENDING CLASSES

WHY

should I attend all my classes?

Consider this:
• Faculty are required to verify enrollment before financial aid is disbursed so if you don’t attend classes, you may lose your financial aid.
• Going to all your classes allows you to learn all the necessary material and keeps you informed of important assignments and expectations. Skipping classes can lead to missing and possibly failing assignments, prolonging you from graduating on time.

Your academic success is dependent on attending individual classes and staying engaged. To help you succeed in your classes, BC offers a variety of resources to assist you.

Impact of Withdrawal

It is your responsibility to notify the Financial Aid Office if you, as a financial aid recipient, withdraw from any or all your classes at any point during the term. If you withdraw, the Financial Aid Office will determine, based on federal regulations, whether you are entitled to keep or pay back any financial aid received.

Register for only the courses you can successfully complete. By dropping any of your classes, your enrollment may change and your award may be adjusted.

NOTE: Universities may consider the number of withdrawals when considering students for admission. Excessive “W” grade assignments may be viewed negatively by admission officers. For more information on excess hours, see page 28 of this handbook.

Class Attendance Policy

BC Policy 4.18

Each faculty member sets the guidelines for attendance (physical presence) and participation (academic related activities either online or in person), which is outlined in the faculty’s syllabus. It is the student’s responsibility to attend classes and participate in same through the term. By remaining enrolled in the class, students are agreeing to abide by that attendance policy. Faculty may unofficially withdraw a student or fail a student when absences exceed the attendance policy.

Enrollment Verification

Students must show a definite pattern of attendance and participation during the enrollment verification period during the first three weeks of the term. When students do not adhere to these guidelines, a WN for non-attendance will be recorded during the verification period.
Faculty Responsibilities
It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus and provided to students within the first week of class meetings. Members of the College’s staff are expected to exercise good judgment in the formulation, implementation and application of their policies.

Non-Class Days
In the event of unanticipated circumstances that are beyond anyone’s control or in situations where concerns are raised about the safety and/or security of the students, faculty, staff and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how course-learning outcomes will be achieved.

Non-Penalized Absences
There shall be no academic penalty for a student who is absent from academic activities because of observances of major religious holy days in his/her own faith, the student’s serious illness, a death in the immediate family or attendance to statutory governmental responsibilities.

A student will be held accountable if these absences result in the student exceeding the limit established for ‘excessive absences’ as defined in the instructor’s syllabus. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any coursework, performance assessment, labs or clinicals missed for non-penalized absences.

Student Responsibilities Relative to Attendance
A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences or by the next class meeting. “Death in the immediate family” shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents or grandchildren. “Statutory governmental responsibilities” refer to such matters as jury duty, subpoena for court appearance or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence before the next class meeting. Documentation for these absences shall be presented by the student by the next class meeting. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

Extenuating Circumstances
Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made with the faculty member, or if the faculty member is unavailable, the student should contact the Associate Dean. Alternatively, the student may seek an alternate class, where applicable, that accommodates his/her requirements.

Excessive Absences
Excessive absences from any course, regardless of the reason, may result in administrative withdrawal of the student from the course and a WF grade. This may necessitate that the student repeat the course.

Classes with Special Instructional Requirements
Attendance requirements shall conform to applicable accreditation standards, licensure requirements or other instructional requirements. Although the makeup of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances or other approved reasons. These provisions may include withdrawing the student from the course, or giving an Incomplete grade, if the student is passing the course at the time the “I” is given.

Appeals
A student may appeal a faculty member’s attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward College Policy 4.19, Grades and Grade Appeal Process.
Student Life activities are available to all currently enrolled students including those enrolled in baccalaureate programs. There are many different student organizations on each campus. Currently enrolled students including baccalaureate degree seeking students are encouraged to participate. For more information about a student organization, or to start a club, contact the Student Life office.

North
- Bldg. 46, Rm. 138
- 954-201-2325

Central
- Bldg. 19, Rm. 106
- 954-201-6756

South
- Bldg. 68, Rm. 275
- 954-201-8973

Willis Holcombe Center
- Bldg. 53, Rm. 111
- 954-201-7377

Pines Center
- Bldg. 100, Rm. 118
- 954-201-5630

Tigertail
- Bldg. 59, Rm. 113
- 954-201-4500

Student Clubs and Organizations

African-American Student Union
The main purpose of this club is to promote academically, enlighten politically and motivate socially.
Location: South, Central

Alpha Eta Rho-Eta Phi Chapter
The International Aviation Fraternity is open to everyone interested in aviation.
Location: South

American Institute of Architecture Students
This club is for anyone who is interested in pursuing a career in the field of architecture.
Location: Willis Holcombe Center

American Institute for Graphic Artists (AIGA)
This club gives students an opportunity to participate and collaborate in the field of graphic design.
Location: Willis Holcombe Center

Anime
This club is open to all students interested in anime.
Location: North

Asian American Club
This club celebrates Asian culture and organizes cultural activities.
Location: Central

Asian Zone Networking Club
This club celebrates Asian culture and organizes cultural activities.
Location: South

ASPIRA (Latin American Culture)
This club's main focus is leadership through education as well as serving the community. Members of this organization will act as mentors to high school and middle school students by guiding the path of success.
Location: South

Broward Ambassadors
The Ambassadors assist the Student Affairs department with new student orientation, registration and recruitment activities. (On North Campus, they are referred to as Blue Hawks).
Location: North, Central, South, Willis Holcombe Center

Broward Seahawks
This is a cheer club that promotes events on campus through spirit and participation.
Location: South

Caribbean Student Association
This club fosters cultural awareness around Caribbean cultures.
Location: North, South

Christian Campus Fellowship
This club teaches the bible and offers encouragement to all.
Location: Central

Computer Club
This club focuses on the latest development in the computer industry.
Location: North

DECA
DECA's primary objective is career development and is comprised primarily of marketing, retailing, entrepreneurship and business students.
Location: North, South

Diving Club
This club provides opportunities to enhance students' diving skills in addition to trying out new equipment during monthly functions.
Location: Tigertail

EMT
The club is designed to help educate and train individuals seeking a career in the EMT field.
Location: North

Fit 4 Life Club
This club focuses on a healthy lifestyle including working out in the gym.
Location: South
Gay Straight Alliance (GSA)
This is a club for gay, straight, lesbian, bisexual and transgender students and their allies that advocate unity, tolerance and education.
Location: Central, South

Green Life Healthy Future
This is an environmental science club that assists Student Life with environmental programming and events and provides recycling opportunities at the Willis Holcombe Center.
Location: Willis Holcombe Center

Haitian Student Association
This club promotes the Haitian culture around campus.
Location: South

Institute of Electrical and Electronic Engineers (IEEE)
This is a technical professional society that focuses on advancing electrical, electronics, computer engineering and computer science.
Location: North, Central

International Club
This club’s main objective is to further international understanding and appreciation of diverse cultures.
Location: North, South

InterVarsity Christian Fellowship
This club is for students who believe in Jesus Christ and the Bible.
Location: North, South, Willis Holcombe Center

Kenpo Club
This club explores various martial arts and teaches courtesy, integrity, humility and self-control.
Location: Central

King’s Dynasty
This club focuses on educating, enlightening and empowering the urban community of Broward College, while maintaining Dr. King’s vision of erasing barriers and unifying individuals from diverse cultural/ethnic backgrounds.
Location: South

Latin American Student Association
This club’s main purpose is to share the Latin culture and promote unity among all students.
Location: Central

Legal Assisting Society
This club is for students pursuing a career as a paralegal/legal assistant, but all students are welcome to join.
Location: North

Math Club
This club is for any student who enjoys math.
Location: North

New Nation
This club allows students to make a difference spiritually, ethically, socially and intellectually through creative events that encourage a relationship with Jesus Christ and enrich the college experience.
Location: South

Phi Beta Lambda
PBL is for students in business programs such as accounting, business administration, finance, law and marketing.
Location: Central

Phi Delta Alpha: Education & Technology Club
This club is designed for education majors interested in enhancing their teacher preparation, acquiring hands-on experiences, integrating technology into the classroom and completing service learning.
Location: South

Psychology Club
This club is for any students interested in psychology or who plan on entering the psychology profession.
Location: South

Pre-Dental Society
This club allows future dentists to share their enthusiasm and knowledge of the field of dentistry.
Location: Central

Pre-Med Club
This club allows students who plan on becoming doctors to share their knowledge of the field of medicine.
Location: Central

Pre-Pharmacy Club
This club allows students who want to be pharmacists to share their enthusiasm and knowledge of the field of pharmacy.
Location: Central

Pre-Vet Club
This club allows students who plan on becoming veterinarians to share their interests of veterinary medicine.
Location: Central
Roots
This is a service club that shares the Haitian culture with the rest of the college.
Location: North

Sailing Club
This club provides opportunities for students to improve sailing and windsurfing skills through weekend trips to the Keys and seasonal snorkeling and surfing trips.
Location: Tigertail

Salsa Team
This club is for students who are interested in Latin dancing.
Location: Central

Science Club
This club is open to all students interested in the sciences.
Location: North

Scuba Club
This club is for any student interested in going on diving trips or wants to learn how to scuba dive.
Location: Tigertail

Seahawks Automotive Club
This club is for students in the automotive program.
Location: South

Seahawks Book Club
This club promotes reading and is for students who share a passion for books.
Location: South

Sister to Sister
This club promotes support, empowerment, networking, encouragement and successful role modeling to female students.
Location: Central

Sociology Club
This is a purpose driven outreach organization. The primary function of the club is to identify the needs of the community and find ways to meet those needs through various projects and volunteer services.
Location: South

Stress Busters
This club provides learning opportunities for massage therapy students and helps them develop a sense of community as they participate in many charitable events.
Location: North

Student Air Traffic Control Association
This club is for students who plan to pursue a career in air traffic control.
Location: South

Students for a Greener Earth
This club promotes a greener way of living and practices sustainability.
Location: Central

Student Veterans Association
This club helps lead student Veteran initiatives, gather and distribute Veteran education and medical benefits information, participate in Veteran fellowship events and promote the learning and student success of Broward College Veterans.
Location: North

So_Addikted
This club is for students who like to dance and the club tries to inspire education through dance and exercise.
Location: North

The Rotaract Club of Broward College
Rotaract is the college-age division of Rotary International, which provides scholarship and ambassadorial programs for Rotaract members.
Location: Central

Student Organizations Exclusive to Baccalaureate Students

Kappa Delta Pi International Honor Society in Education
This organization recognizes excellence and helps education majors develop ideals of scholarship and promise in teaching.
Location: Central, South

International Society of Baccalaureate Scholars
This organization recognizes the distinguished scholarly achievements of top-ranked college upperclassmen pursuing baccalaureate degrees at community colleges.
Location: Collegewide

Student Government
Student Government (SG) at Broward College represents the student body and acts as the voice of the students. Student Government also serves as the liaison between student organizations and the administration. There are designated seats for Baccalaureate students in SG to represent fellow classmates. Additionally, leadership positions have also been set aside for Baccalaureate students who want to participate in SG.
Location: Collegewide
Honors Societies and Honors Institute

Honors Student Committee
This club promotes scholarship, leadership and service among students and honors faculty.
Location: North, Central, South

International Society of Baccalaureate Scholars
This organization recognizes the distinguished scholarly achievements of top-ranked college upperclassmen pursuing baccalaureate degrees at community colleges.
Location: Collegewide

Kappa Delta Pi International Honor Society in Education
This organization recognizes excellence and helps education majors develop ideals of scholarship and promise in teaching.
Location: Central, South

Phi Theta Kappa
This is the international honors society serving American two-year institutions. Members must have a 3.5 GPA or higher after completing 12 credit hours and paying lifetime membership dues.
Location: North, Central, South

Sigma Kappa Delta
This club is the National English Honor Society at Broward College North Campus. Through participation in this society, students can share their love and appreciation for English literature and language. Eligibility: Minimum 3.3 GPA, at least 12 college credits and a grade of a B or higher in a college-level English course and a lifetime membership fee.
Location: North

Honors Institute
Qualified students who wish to get the most out of college and who are interested in new concepts and approaches to learning should consider applying to the Robert “Bob” Elmore Honors Institute. Any student who is currently enrolled and has earned a 3.5 GPA in 12 credit hours or more of college level coursework at BC is eligible to apply for admission.

From English composition to anthropology to biology to statistics, the Institute provides classes in many different academic disciplines and limits enrollment to a maximum of 20 students in each class. All honors sections include special projects and advanced research components designed to challenge students and prepare them for upper division coursework and majors courses.
For more information, contact:

<table>
<thead>
<tr>
<th>Location</th>
<th>Building</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>47</td>
<td>221</td>
<td>954-201-2407</td>
</tr>
<tr>
<td>Central</td>
<td>1</td>
<td>308</td>
<td>954-201-6657</td>
</tr>
<tr>
<td>South</td>
<td>72</td>
<td>129</td>
<td>954-201-8873</td>
</tr>
</tbody>
</table>

Competitive Academic Teams

Brain Bowl
The Broward College Brain Bowl team competes with other participating Florida colleges. Each team consists of up to five members. The first competition is among assigned regions. Winners of the regional tournaments compete in the state tournaments, usually held in February or March. Brain Bowl members also participate in the National Association of Quiz Toursneys (NAQT) tournament, a nationwide college competition. The Brain Bowl Team at Broward College has a proven track record of victories in the regional, state and nation.

Math Team
The Broward College Math Team competes at the annual Florida state Math Olympics at the University of North Florida in Jacksonville. There are two parts to the event: A team portion and an individual portion. Winners take home trophies and cash prizes. The team members are chosen based on a math test, administered by the Honors Institute in the fall and winter semesters. Teams usually meet with the coaches on a weekly basis to practice. A math level of Calculus II is recommended.

Model United Nations
The Broward College Model United Nations team researches and debates various international topics. Our United Nations simulation conferences take place across the country and students compete with local colleges as well as top-tier national universities. Typically, the MUN team competes in three to four conferences a year, two in the fall, two in the winter. As well as attending United Nations simulations and crisis-themed conferences, students can expect to participate in on-campus training and events.

For more information on any of these Competitive Academic Teams, visit the honors website.
Student Government

Student Government (SG) at Broward College represents the student body and acts as the voice of the students. SG researches student concerns and finds ways to resolve problems. The membership is open to all interested students. SG also offers various leadership opportunities on many different levels. Limited officer positions in student government are available for all students. Selected students become involved in campus, collegewide, district and state level events.

Students involved in SG will learn teamwork, conflict resolution, communication skills and the legislative process. The Student Government at Broward College is always looking for new ideas, faces and inspiring minds.

For more information, contact the SG office on your campus:

- North: Bldg. 46, Rm. 138, 954-201-2461
- Central: Bldg. 19, Rm. 106, 954-201-6846
- South: Bldg. 68, Rm. 275, 954-201-8997
- Willis Holcombe Center: Bldg. 33, Rm. 111, 954-201-7377
- Pines: Bldg. 100, Rm. 118, 954-201-3630

Leadership and Student Development

Broward College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are different components offered to develop students’ leadership skills: they include leadership retreats, achievement lectures, ethics, conflict resolution, group and team dynamics, sportsmanship, budget and fiscal management, etiquette luncheons, networking and communication. For more information, visit the Student Life office on your campus.

Competitive Edge

The Competitive Edge program prepares students for 21st century leadership. This year-long program is open to select students and includes a leadership class, service on a College committee, and a week-long trip to Tallahassee to observe the legislative session and shadow a state legislator. For more information, contact the Student Life office on your campus or call 201-7616, or email acarter@broward.edu.

Community Volunteerism

If you’re interested in volunteering in your community, contact the Office of Volunteerism and Leadership:

- North: Bldg. 46, Rm. 138, 954-201-2934
- Central: Bldg. 19, Rm. 106, 954-201-6568
- South: Bldg. 68, Rm. 275, 954-201-8973
- Willis Holcombe Center: Bldg. 33, Rm. 111, 954-201-7377
- Pines: Bldg. 100, Rm. 118, 954-201-3630

Academic Service-Learning

Academic Service-Learning is a course-based service experience where service activities are related to course material through reflection to gain further understanding of course content. Academic credit is awarded for the learning that comes from the experience. The learning may be measured by reflection activities such as projects, papers, presentations, journals or other methods. The course is structured so that students do different work, not more work.

The nature of the service varies with the discipline from grant writing and tutoring in writing classes to designing and building wheelchair access ramps in architecture classes. The service may be in the form of a project such as a marketing plan for a non-profit in a business class or weekly mentoring at an agency or school.

Whether the goal is academic improvement, personal development, or both, Academic Service-Learning can help students learn critical thinking, communication, teamwork, civic responsibility, mathematical reasoning, problem solving, public speaking, vocational skills, computer skills, scientific method, research skills and analysis.

Student Publications

Student publication positions are available to all currently enrolled students, including those enrolled in baccalaureate programs.

Student Journalism – The Observer

Broward College encourages and supports a free and responsible student press. The Observer, the college’s bi-monthly student-produced collegewide newspaper offers student reporters and editors the opportunity to practice all aspects of newspaper work including reporting and writing, photojournalism, design, graphics, desktop publishing, copy editing, and layout. Any student, no matter what major, enrolled at the college can work for the paper. A limited number of institutional scholarships are available to student editors. In addition, The Observer is widely recognized for its excellence and has won numerous state, individual and overall awards.

Although The Observer’s main office is located on South Campus, Bldg. 68, Rm. 268, students from all campuses are encouraged to participate. For more information, contact The Observer office at 954-201-8035 or via e-mail at observer@mail.broward.edu and check out the newspaper’s website.
Student Literary Magazine - *P’an Ku*

"P’an Ku" is the student-produced BC Student Literary/Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote and highlight the creative efforts of students throughout the college. *P’an Ku* has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college. Poetry, fiction, nonfiction, photography and artwork are sought for publication. Though based on South Campus, the magazine encourages students from all campuses to not only submit work but be part of the staff. A limited number of scholarships are available each term. Watch for the announcements of submission deadlines during the year. For more information, call Dr. Patrick Ellingham, faculty advisor, at 954-201-8858, or check out the magazine’s website.

---

Physical Fitness and Recreation

**Intramural Sports**

The intramural program is comprised of competitive leagues and tournaments. Sports available include: Indoor Soccer, Open Gym, Volleyball, Full court Basketball, Flag Football, Golf, Tennis and Racquetball.

The intramural sports program offerings differ on each campus and are subject to change. Programs are added and cancelled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramural program. For the dates, times and details for signing up, contact your local Student Life office:

- **North**
  - Bldg. 46, Rm. 138
  - 954-201-2484

- **Central**
  - Bldg. 19, Rm. 106
  - 954-201-6756

- **South**
  - Bldg. 68, Rm. 275
  - 954-201-8911

**Exercise Facilities**

Students, staff and faculty, whether full- or part-time, have free access to various wellness centers at different campuses. Broward College’s wellness centers encourage physical health and well being by providing the facilities to everyone free of charge. There are a large variety of free weights, machines and cardio equipment.

In order to gain access to the gym, you will need to bring the following items with you: BC Student ID card, towel and workout clothes. Contact the wellness center on your campus to check the schedule.

Exercise facilities locations and hours: (Summer hours may vary).

- **North**
  - Bldg. 60
  - 954-201-2431
  - Monday to Friday: 1:30 - 5 p.m.
  - Saturday: 12 - 4 p.m.

- **Central**
  - Bldg. 11
  - 954-201-6948
  - Monday to Thursday: 8 a.m. - 8 p.m.
  - Friday: 8 a.m. - 6 p.m.

- **South**
  - Bldg. 65
  - 954-201-8972
  - Monday to Thursday: 12:30 - 5 p.m.
  - Friday: 9 a.m. - 5 p.m.

**Tigertail Lake Recreational Center**

Tigertail Lake Recreational Center is a student center that has many programs and trips available for students and staff.

**Open Sailing 6 Days a Week** – Times vary according to season, please call for hours. Go sailing, windsurfing, canoeing or kayaking – all skill levels welcome. Please wear rubber-soled shoes; we provide the life jackets. This opportunity is FREE for BC students and a nominal fee for BC employees.

**Adventure Trips** – Tigertail Lake Recreational Center offers sailing, windsurfing, scuba diving and snorkeling trips to the Florida Keys and camping, canoeing and kayaking trips to the Ocala National Forest in Central Florida. These trips are available to students, faculty and staff for a fee.

**Open Climb Challenge** – This event takes place once a month on a Saturday from 11 a.m. – 4 p.m. Challenge yourself on our 40-foot rock wall, rope ladder, tube climb and much more. Please wear comfortable clothing and close-toed shoes; all other safety equipment will be provided. This activity is FREE for BC students, $10 for faculty and staff, and $15 for all others.

**American Red Cross Lifeguard Classes** – Lifeguard classes now available at Tigertail Lake Recreational Center. Receive a two year certification in Lifeguarding, First Aid, and CPR/AED for the Professional Rescuer from the American Red Cross. Call for upcoming classes and prices.

For more information, stop by any Student Life office for a Tigertail schedule, call 954-201-4500, or visit the [Tigertail website](http://www.broward.edu). Tigertail is located at 580 Gulf Stream Way, Dania Beach, FL 33004.
**Intercollegiate Athletics**

BC Intercollegiate Athletics is home to eight team sports sanctioned by the National Junior College Athletics Association (NJCAA). BC competes on a state and national level:

- Men’s & Women’s Basketball – Central Campus
- Women’s Softball – South Campus
- Women’s Volleyball – Central Campus
- Women’s Tennis – Central Campus
- Men’s Baseball – Central Campus
- Men’s and Women’s Soccer – South Campus

---

**International Students**

Broward College, located in the beautiful South Florida, attracts students from all over the world. The first-class education and academic excellence, combined with the affordable tuition, make Broward College a desired choice. The college serves close to 70,000 students representing more than 150 countries and 45 languages and providing a cross cultural learning exchange and richness to South Florida. Besides our rigorous academic programs, we offer non-academic activities from our student clubs and organizations to make students feel at home, which are away from their families for the first time, and to prepare well-rounded individuals to become global citizens.

Broward College prepares students to succeed before graduation by focusing on their academic and career goals to ensure a smooth transition to universities and global markets. In two years, students may transfer into top-rated Florida research universities or out-of-state colleges of their choice.

**International Student Support**

The Broward College international student academic advisers and designated school officials provide advisement on the admissions process, immigration information, academic advisement and personal concerns to international students. The team of advisers and officials provide a welcoming environment to incoming students. This team is always eager to support and help international students in reaching their academic and career goals!

---

**STUDENTS RIGHTS AND RESPONSIBILITIES**

Important note: BC reserves the right to amend policies and procedures at any time. For the most current version of Broward College policies, please check online.

**Introduction**

In order for students to study in an environment that promotes academic achievement, Broward College, in accordance with applicable federal and state laws, provides students with certain rights and expects students to adhere to their responsibilities in areas related to academic learning and general conduct.

**Family Educational Rights and Privacy Act (FERPA)**

BC Policy and Procedure 5.03

Broward College will provide access to student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Florida Statutes, Chapter 1002.22. All requests for student records must be made to the Custodian of Records/Vice President for Student Affairs and Enrollment Management.

No record will be created or retained without a legitimate educational purpose for the information contained therein.

The College will protect the confidentiality of a student’s record and share information only with members of the College community who have a legitimate educational interest, to another educational institution when the student is seeking or intending to enroll at that institution, is part of an authorized Federal, State or local audit of such records in compliance with applicable law, in connection with the determination of financial aid eligibility or enforcement, pursuant to a lawfully issued court order, a properly prepared subpoena, to a contracted vendor of the College performing an authorized service where there is a legitimate educational interest for the vendor to have access to such records, or the information is designated directory information.

In response to a lawfully issued court order or a properly prepared subpoena, the College will seek to notify the student or the student’s representative counsel when educational records are requested and before these records are released.

Student records of a counseling or non-academic nature will not be made available to any outside person without written authorization from the eligible student or parent unless those records are specifically requested in conjunction with federal or state laws or court orders. In the case of properly prepared subpoenas, the release of the record will only be given when the student has been notified and payment of the fee established by the Board of Trustees has been paid.

**FERPA and the Student**

Students have the right to inspect their own official records and to authorize the College in writing to release information to outside sources. In accordance with the provisions
of Florida Statutes, Chapter 1002.22, eligible students and parents have a right to challenge the content of their record. An eligible student or parent may exercise his/her rights under these provisions by submitting a request in writing to the appropriate Campus Registration Coordinator, the Office of the Associate Vice President for Student Affairs/College Registrar or the Vice President for Student Affairs and Enrollment Management. Student-generated documents are not considered working documents of the College or permanent student records, and it is the responsibility of the student to dispose of the document should they produce the document. A student-generated document is information generated by the student for his/her own use. When such a document is presented to the College, it shall be reviewed and then returned to the student or eligible parent.

FERPA and the Parent of the Student
According to Federal FERPA Regulations 34 CFR 99, and Florida Statute 1002.22, the parents of a student who has reached the age of 18 years or is enrolled in a post-secondary program no longer have any rights under the provisions of this policy, unless the student gives written consent to release the information to the student’s parents, or the parent provides evidence that the student is a dependent of the parent as defined in the Internal Revenue Code. The Parent of a student must establish his/her eligibility by providing dependency documents, including, but not limited to providing the most recent copy of a Federal tax return naming the student as a dependent. Such documentation must be provided in-person with the campus chief student affairs officer (dean of students). The record provided will be for viewing and validation purposes only; these records will not be retained.

FERPA and Directory Information
Schools may disclose, without consent, “directory” information; however, the College must annually notify students and parents of their rights under FERPA to “opt out” of the release of directory information. The College notifies its students at the beginning of the fall and winter term in the student newspaper and in the annual printing of the Student Handbook. The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

In accordance with United States Code Title 10 Section 983 and Florida Statutes Section 1004.09, the College shall grant military recruiters access to recruiting information including the names, addresses, telephone listing, dates and places of birth, academic major, degrees received and most recent educational institution for students attending the College. The information provided to military recruiters is not subject to FERPA. Specific law enforcement records maintained separately from education records are not subject to FERPA.

Students who improperly obtain student records may be subject to discipline in accordance with the Student Code of Conduct.

Students may access records in accordance with the College’s FERPA Procedure.

FERPA and Outsourcing
The College may enter into agreements with outside vendors to provide services to the College that the College cannot or chooses not to provide through internal resources. In such situations, the College will ensure that the contractor will make available student records only to those individuals where there is a contractual relationship to provide such services. The College will ensure that the contracted vendor will not redisclose personally identifiable information without the Colleges consent as allowed by an authorized FERPA exception.

FERPA and other Educational Institutions
Student records will be released at the request of the student if the student is seeking or intending to attend another educational institution.

FERPA and Health and Safety
In cases where there is a health and safety emergency, all College personnel are authorized to utilize any information as necessary to protect the health and safety of persons and property. Such release of information will not be considered a violation of College Policy. To the extent possible, the College will attempt to share information regarding the presence of students who may have a communicable disease (i.e. H1N1) without disclosing personally identifying data about the infected student. In instances where members of the College community have been exposed to a communicable health risk from a student, the College will, on a case-by-case basis, make a determination whether a disclosure of the infected student’s name is necessary to protect the health or safety of other persons or whether a general notice is sufficient.

Law enforcement unit officials or safety officials employed or contracted by the College are designated as “school officials” with a “legitimate educational interest.” As school officials, the College may disclose without consent personally identifiable information from students’ education records to law enforcement or safety officials in order to perform their professional duties and to assist with discipline and other matters related to official duties at the College. Law enforcement may not redisclose any personally identifiable information from the students’ education record, except in compliance with FERPA. Specific law enforcement records maintained separately from education records are not subject to FERPA.

Students and eligible parents who believe there has been a violation of their rights regarding student records are encouraged to contact the Custodian of Records/Vice President for Student Affairs and Enrollment Management. If a resolution is not achieved, students and eligible parents may grieve the alleged misconduct in accordance with Florida Statutes, Chapter 1002.22 or they may contact the United States Department of Education’s Family Policy Compliance Office.

Students who improperly obtain student records may be subject to discipline in accordance with the Student Code of Conduct.

Students may access records in accordance with the College’s FERPA Procedure.

Religious Observances

BC Policy 4.20

Broward College (the “College”) values the right and freedom of religious choice by all individuals. Accordingly, the College will see not to schedule major college events, such as major class assignments, major examinations and official ceremonies, on major religious holy days, whenever possible. The student is responsible for making up missed classwork as quickly as possible. Reasonable alternatives shall be provided for students
to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments and participation in official ceremonies.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith and the absence shall be considered as a non-penalized absence. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for the material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.

Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by following the procedure for resolving grievances set forth in Broward College Policy 4.19 Grades and Grade Appeal Process.

When possible, faculty shall provide reasonable alternatives for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments and participation in official ceremonies.

All absences shall be subject to the provisions of Broward College Policy 4.18 Class Attendance.

Violations of this policy may result in disciplinary action up to and including termination.
- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

Grade Appeals

BC Policy and Procedure 4.19

Each student shall be provided with a course syllabus which includes the faculty member’s grading policy and academic honesty policy for the course which complies with BC mission, goals and policy. A student may be able to appeal the final course grade issued by his/her professor through the grade appeal procedure 4.19. In cases where a faculty member’s academic honesty policy appears to be violated, students may appeal the faculty member’s decision to invoke consequences of the academic dishonesty. See Student Code of Conduct policy number 5.02.

The basis for an appeal of the final course grade shall be evaluated in terms of the standard established by the faculty member as stated in his/her syllabus, in accordance with institutional policies and state rules/statutes. The appeal must demonstrate that the faculty member did not assign the final course grade in accordance with the grading policy outlined in the course syllabus, which meets the standard defined in the Faculty Handbook.

When students want to appeal a grade based on academic dishonesty, the appeal shall only be based upon the student’s claim that academic dishonesty did not occur.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Points Awarded</th>
<th>Requires Last Date and Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Excellent</td>
<td>4</td>
<td>No</td>
</tr>
<tr>
<td>B Good</td>
<td>3</td>
<td>No</td>
</tr>
<tr>
<td>C Average</td>
<td>2</td>
<td>No</td>
</tr>
<tr>
<td>D Below Average</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>F Failure– Unsatisfactory Progress</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>F Failure – Excessive Absences</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>U Unsatisfactory</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>S Satisfactory</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>PR Progressing at a satisfactory pace but has not completed the course</td>
<td>0</td>
<td>No</td>
</tr>
</tbody>
</table>

*A "D" grade may not fulfill graduation requirements for certain programs.

The S, PR, and U grades are used only for those courses which have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

The following enrollment statuses, however, do not affect the grade point average:

<table>
<thead>
<tr>
<th>Enrollment Statuses</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>X Audit</td>
<td>0</td>
</tr>
<tr>
<td>XC Audit status after drop/add period and prior to audit deadline except on a third attempt</td>
<td>0</td>
</tr>
<tr>
<td>XW Audit Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>W Official Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>WN Withdrawal for non attendance</td>
<td>0</td>
</tr>
<tr>
<td>NC Non-Credit Course</td>
<td>0</td>
</tr>
<tr>
<td>NG No Grade Assigned</td>
<td>0</td>
</tr>
<tr>
<td>NR Grade Not Received</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Attempts – All Courses

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline. A student may have only three attempts per course, including the original grade, repeat grades, withdrawals and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances including but not limited to, serious illness, involuntary call to active military duty or other emergency circumstances or extraordinary situations.

The total attempts limitation, however, does not apply to repeatable courses that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being...
repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification. A college preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

Forgiveness

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student’s record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State’s Articulation Agreement does not allow courses to be repeated for the purpose of changing a student’s grade point average after the associate degree has been awarded. Student seeking to appeal a provision of this policy may do so in accordance with the College’s Grades and Grade Appeal Procedure.

Disability Services and Academic Accommodations for Students

BC Policy and Procedure 5.09

Broward College complies with the Americans with Disabilities Act of 1990 (ADA) that governs accessibility standards for disabled students as defined under the Americans with Disabilities Act of 1990 as amended, (ADA) and Section 504 of the Rehabilitation Act of 1973. Section 504 defines an “individual with disability” as any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment. Section 504 provides that: “No otherwise qualified individual with handicaps in the United States . . . shall, solely by reason of her or his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance....” Federal disability laws guarantee students an equal opportunity to participate, but these laws do not guarantee that students will achieve a particular outcome, for example, good grades. Students with disabilities are, in general, expected to be responsible for their own academic programs and progress in the same ways that nondisabled students are responsible for them.

The College sets its own requirements for documentation as allowed in Section 504 and Title II, and as outlined in the procedure to this policy. The College may delay or deny services if the diagnosis or the documentation is unclear. Students should not expect that the documentation guidelines at BC are necessarily the same as those accepted at other prior institutions attended, either in the secondary or post-secondary levels.

Academic Accommodations: The College is not required to provide an academic accommodation that would alter or waive essential academic requirements, nor is it required to make every academic adjustment requested. BC also does not have to provide an academic accommodation that would fundamentally alter the nature of a service, program or activity. Students who wait until after completing a course or activity or receiving a poor grade to request services should not expect the grade to be changed or to be able to retake the course or activity; no refunds will be allowed under these circumstances.

Students in institutions of postsecondary education are responsible for notifying the Disability Services Office staff of their disability should they need academic adjustments. Student must also provide documentation to the Disability Services staff that supports a disability that is an impairment that substantially limits a major life activity, and that supports the need for an academic adjustment. The documentation should be current within three years and identify how the student’s ability to function is limited as a result of her or his disability. The purpose of the documentation is to establish a disability in order to help the College work interactively with the student to identify appropriate services. The information must adequately document the existence of a current disability and need for an academic adjustment.

Students are responsible for requesting accommodations through the Office of Disability Services by providing documentation that meets the guidelines of the College prior to the beginning of each term or at a minimum prior to the start of the class with a requested academic accommodation. The College reserves the right to require additional documentation to clarify any information supplied by the student. Once a student’s documentation is accepted and the accommodation is determined and documented, it is the student’s responsibility to communicate with the faculty prior to the start of class and in a manner that optimizes their privacy. The College considers any accommodation requested by students made after the start of class as altering the nature of its services, programs and academic standards of the course. Students should weigh their options and consider alternatives, including but not limited to taking the course at a later session or term.

Institutions that receive Federal Title IV Financial Aid are required to comply with Section 504 of the ADA and the provisions therein. The institution may be subject to sanctions for failure to comply with this law.

Students who falsify information or otherwise violate this policy are subject to disciplinary action in accordance with College Policy 5.02 – Student Code of Conduct, up to and including expulsion from the College.

Students seeking an academic accommodation for a disability should seek services in accordance with the College’s Disabilities Services and Academic Accommodations for Students Procedure.

Student Code of Conduct

BC Policy and Procedure 5.02

Upon admission to Broward College (the "College"), students and student organizations agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be
achieved in an atmosphere free of intimidation and coercion, students must observe local, state and federal laws as well as the academic and behavioral regulations found in the Broward College Student Handbook, the College Catalog, other official publications of the College and the College website. If there is a conflict with any of the aforementioned sources, this policy shall prevail.

When a student exhibits disruptive behavior that appears to pose a threat to the health and safety of the student or others, the College may direct the student to participate in a psychiatric and/or psychological evaluation. The psychiatric and/or psychological evaluation process will assess the student’s ability to safely participate in the educational programs at Broward College as part of the due process for students who are alleged to have violated this policy and procedure.

Students enrolled in various programs at the College may also be subject to standards of conduct unique to these programs, including but not limited to health sciences programs, Institute for Public Safety, Aviation, etc. Violations of the standards of behavior for these programs shall be considered a breach of this Code of Conduct. Students should refer to the program guidelines provided by their programs to learn more about the standards of professional conduct that are applicable to them.

Bias-Motivated Conduct (Commonly referred to as “Hate Crimes”): The College believes that members of the College community have the right to lawfully affiliate free from harassment with social groups of their choice without fear of intimidation based on this membership. Therefore, the College will impose significantly increased sanctions against perpetrators who commit one or more of the offenses in this Policy, if the College determines that the perpetrators’ actions were motivated by the actual or perceived affiliation of the victim with a particular social group. Additionally, the College will support the criminal prosecution of students who engage in bias-motivated violations of this Code in accordance with Florida Statutes 775.085, Federal Statutes 18 U.S.C. § 245 & 249, and other applicable laws.

The following is a non-exclusive list of behaviors prohibited by students and student organizations at any College location or via any College resource including electronic communication, at any College-sponsored activity, or at any location and/or via any medium (including electronic) if the behavior impacts students, faculty or staff in the educational environment. Other behaviors not on this list which adversely impact the College community will be considered on a case-by-case basis and may also be considered violations of the Student Code of Conduct:

1. Abusive Conduct  
2. Bribery  
3. Bullying, including but not limited to the following behaviors directed at an individual or a group:  
   a. Unwanted teasing  
   b. Threatening or intimidating behaviors  
   c. Stalking  
   d. Public humiliation  
   e. Spreading malicious and derogatory rumors or falsehoods  
   f. Using discriminatory slurs against an individual or group  
   g. Cyberbullying – including, but not limited to the use of communication-based technologies, including telephones, cellular telephones, e-mail, instant messaging, text messaging, social networking, other web-based technologies or other electronic methods of communication (either currently available or available in the future) to engage in deliberate harassment or intimidation of individuals or groups.
4. Discriminatory comments or action and/or retaliatory actions, including, but not limited to remarks or actions against a student, faculty or staff member of the College  
   a. Note: Complaints against faculty and staff are not covered under this policy. Students should refer to BC Policy 3.34 – Discrimination, Harassment and Retaliation if they believe they have been the victim of discrimination or retaliation by a College faculty or staff person.
5. Dishonesty, including but not limited to the following:  
   a. Cheating, plagiarism or other forms of academic dishonesty  
   b. Using electronic devices to store, retrieve, search for answers and/or share answers in testing environments when the use of the device is not permitted  
   c. Furnishing false information, making false accusations or misrepresentation of oneself or others to any College official, including but not limited to faculty, staff or administrators, representing oneself as an agent of the College, and/or entering into a contract on behalf of the Board of Trustees  
   d. Forgery, alteration or the misuse of any College document, record or instrument of identification  
   e. Tampering with the election of any recognized College student organization  
   f. Violation of copyright as defined in College Policy 8.05
6. Disorderly Conduct
7. Disruption of the Educational Environment – including but not limited to:  
   a. To ensure the quality of the educational environment, the use of electronic communication and entertainment devices, such as cell phones, iPods, iPhones, MP3s, etc. by students in the classroom is prohibited unless otherwise explicitly stated by the individual instructor’s syllabus. Therefore, all such devices must be inaudible and placed out of sight during class.
8. False Report – falsely reporting a bomb or other incendiary device or any other dangerous condition by any medium. Note: These acts are considered acts of terrorism and the College will use all means available to assist in the identification of students who make such threats.
9. Hazing as defined in Florida State Statute, Chapter 1006.63
10. Immigration Status of F1 or M1 Students – If a final course grade or enrollment status is correct it is unlawful and a violation of the Student Code of Conduct for students to ask faculty or any College official to alter a grade or enrollment status in order to remain in compliance with Federal immigration regulations.
11. Misbehavior - Any behavior that is inappropriate and detrimental to the mission, goals and purpose of the institution
12. Misuse of College Identification as defined in College Policy 5.24
13. Non-Compliance with Directions –  
   a. Non-compliance with the directions of College personnel or law enforcement officers acting in the performance of their duties and/or  
   b. Failure to appear before the Dean of Students, Hearing Officer, Student Conduct Committee or other College officials when requested to do so
14. Non-Compliance with the Student Discipline System, including but not limited to:  
   a. Failure to appear before the Dean of Students, Hearing Officer, Student Conduct Committee or other College officials when requested to do so  
   b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee
c. Disruption or interference with the orderly conduct of a Student Conduct Hearing

d. Knowingly making false accusations of student misconduct without cause

e. Attempting to discourage an individual’s proper participation in, or use of, the student discipline system

f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing

g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing

h. Failure to comply with the sanction(s) imposed under the Student Code

i. Influencing or attempting to influence another person to commit an abuse of the student discipline system

15. Obstruction of Pedestrian or Vehicular Movement

16. Public Intoxication/Disorderly Behavior

17. Smoking in Non-Designated Areas

18. Sexual Battery/Assault/Crime of Violence or Non-Forcible Sex Offense

a. The Family Educational Rights and Privacy Act (FERPA) permits a postsecondary institution to disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.

b. FERPA also permits institutions to disclose to anyone – not just the victim – the final results of a disciplinary proceeding, if the College determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies.

19. Sexual and other Harassment by students against any member of the College community

a. Note: Complaints against faculty and staff are not covered under this policy. Students should refer to BC Policy 3.31 – Sexual and Other Workplace Harassment if they believe they have been the victim of sexual or other harassment by a College faculty or staff person.

20. Student Organization Misconduct - Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any one the following conditions apply:

a. The offense occurred at an event that was sanctioned by an officer of the organization

b. Organizational funds are used to finance the activity

c. The event where the offense occurred is substantially supported by the organization’s membership

d. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction

e. The organization fails to report or chooses to protect the individuals(s) alleged to have committed the offense

21. Theft or Damage, or Attempted Theft or Damage, to a Person’s or the College’s Property

22. Unauthorized Computer Usage as Defined in College Policies 8.01, 8.03

23. Unauthorized Demonstration - participation in a campus demonstration where the student’s behavior (including but not limited to excessive volume, obstruction of movement or access to College facilities or services, harassment of other students, faculty or staff etc.), disrupts the normal operations of the College and infringes on the rights of other members of the College community through, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular

24. Unauthorized Possession, Duplication or Use of Keys to Any College Facility

25. Unauthorized Possession, Use or Distribution of Controlled Substances or Alcohol as defined in College Policy 5.18

26. Unauthorized Recording - Students may not make an audio or video recording of an instructor or speaker’s seminar, lecture, tutorial or other instructional setting without prior consent from the instructor or speaker. However, if such recording is an accommodation in accordance with the Americans with Disabilities Act, prior notification is required, rather than consent. Students may not make an audio or video recording of persons in conversation without prior consent of all parties

27. Unauthorized Use of College Property or Facilities

28. Violation of Law and College Policy - Students may be subject to discipline per the Student Code of Conduct for violations of law that occur on College premises or at any College-sponsored activity, and for violations of law that do not occur on College Premises or at College-Sponsored Activities:

a. If a student is charged only with an off-campus violation of federal, state or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community and/or which could disrupt the educational mission of the College. Such an off-campus violation must be of a nature wherein the presence of the student at a College campus is reasonably considered to be a danger to persons or property.

b. College disciplinary proceedings may be instituted against a student charged with a violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

c. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.

d. The College will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by a judge in a court-of-law. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

29. Violation of Published College Policies/Procedures, Rules or Regulation.

30. Weapons and Dangerous Materials - Possession of firearms, dangerous chemicals and/or other weapons not deemed necessary for College purposes is forbidden at any College location or at any College-sponsored activity, including in the parking area for the college or the activity. This specifically revokes an individual’s right to carry a licensed firearm at any College location or at any College-sponsored...
activity; additionally, this specifically revokes an individual’s right to store a firearm in a vehicle at any College location or at any College-sponsored activity. Law enforcement personnel authorized to possess a firearm in the discharge of their duties are exempt from this policy. Authorized personnel with a specific educational purpose are exempt, but only to the specific limits outlined in their authorization. When individuals are observed with a firearm or other dangerous materials on campus, Broward College officials have the right to make reasonable inquiries to confirm that the firearm or other dangerous material is being legally carried or stored as permitted by Florida Statute and BC Policy.

The College retains the right to discipline students and student organizations up to dismissal from the College for violation of this policy.

Students who are also employees of the College, who are found to have violated the Student Code of Conduct, may also be subject to disciplinary action as employees up to and including termination of their employment from the College. Any such instances will be investigated by the Vice President of Human Resources or his/her designee. Additionally, employees of the College who are also students, and who are subject to disciplinary action in their role as employees, may also be subject to disciplinary action through the Student Code of Conduct.

Breaches of the College’s policies pertaining to academic dishonesty may result in academic penalties imposed by the instructor in accordance with BC Policy 4.19. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for the course. Additionally, the student may be referred to the Dean of Students of the campus/center for violations of the Student Code of Conduct for disciplinary action.

The College maintains partnerships with external institutions including, but not limited to, educational institutions, libraries and health services providers. A student who violates the rules of a College partner is also subject to BC Policy, including the College Student Code of Conduct. Additionally, a student who violates the College Student Code of Conduct may also be found to have violated the rules of a College partner.

College-sponsored programs or sanctioned events may have their own rules and disciplinary procedures that would be applicable in addition to the Student Code of Conduct, such as the Institute of Public Safety, Aviation Institute, etc.

Students believed to be in violation of the Student Code of Conduct shall have their matter heard in accordance with the College’s Student Code of Conduct Procedure.

Complaint Process for Students for Non-Instructional Issues

BC Policy and Procedure 5.23

A prospective or enrolled student may file a complaint, which is a written claim raised by a student, a group of students or the student government, alleging improper, unfair, arbitrary or discriminatory action by an employee involving the application of a specific provision of a college rule/regulation or a board policy or procedure.

A prospective or enrolled student has the right to seek a remedy for a dispute or a disagreement through a designated complaint procedure. Students should use available informal means to have a decision reconsidered before filing a complaint. No retaliation of any kind shall be taken against a student for participation in a complaint.

This policy ensures students that their complaints will be received, heard and addressed with consideration of fairness by the appropriate administrator/manager/supervisor of the College with oversight of a department or division. Students are encouraged to communicate their complaints informally first through the incremental levels within the organization as indicated in the procedure for this policy. If no resolution is achieved from levels one through three within the organizational structure, then students can file formal complaints with the appropriate Vice Presidents or Campus President. Complaints may be made verbally or in writing and the student is entitled to an appropriate response at each level within the College structure. After exhausting all internal complaint processes, students may file a complaint with the Florida Department of Education Division of Florida Colleges, and with the Southern Association of Colleges and Schools Commission on Colleges, the College’s regional accrediting agency.

Students are expected to present and communicate their complaints using a professional standard of behavior in accordance with the Student Code of Conduct Policy and Procedure College Policy 5.02. Students are not exempt from sanctions themselves when they violate any standard of the Code of Conduct while communicating their complaint to any level of the complaint process. The act of complaining comes without protection in this regard. Students found in violation are subject to discipline in accordance with the Student Code of Conduct, up to and including expulsion from the College, which can postpone the complaint moving forward.

Student may file a complaint in accordance with the College’s Student Complaint procedure below:

The College expects and requires that front-line staff and/or administrators attempt to meaningfully resolve complaints prior to reaching the Executive Leadership level (President, Provost, Senior Vice Presidents, Vice Presidents, and Campus Presidents. In the same regard, students are expected to follow the chain of command within the complaint process prior to elevating a concern to the senior executive level of the College. This procedure should be used when a student or prospective student has a concern about her/his education at the College. (Students who have a concern about a final course grade may appeal in accordance with College Policy and Procedure 4.19 – Grades and Grade Appeal). The objective of the procedure is to provide a resolution process for students to use to resolve concerns as quickly and efficiently as possible. This complaint process is for students and prospective students, and only students or prospective students can participate in the College’s complaint process; however, nothing within this process precludes a student from seeking counsel from an adviser of their choice, which may be an attorney.

The student or prospective student brings the concern to an appropriate staff or faculty member using the steps in the resolution process below. If the student is uncomfortable
with approaching the college employee directly, she/he may select an advocate inclusive of the campus ombudsman, a counselor or adviser, or other staff member. The staff member and administrators will attempt to work with the student and any other persons who are involved to respond to the problem within ten (10) business days. If the complaint is not answered satisfactorily at any step in the process, the student should progressively elevate their concerns through the process and if not resolved should make a written complaint with the appropriate Vice President or Campus President as indicated below.

After exhausting all institutional complaint processes, students and/or prospective students who feel their issue(s) are unresolved, may file a complaint with the Florida Colleges Division of the Florida Department of Education and/or the Southern Association for Colleges and Schools Commission on Colleges. For more information on how to contact the Florida Department of Education regarding a Complaint, students may access information at the following website.

---

<table>
<thead>
<tr>
<th>Areas of Concern</th>
<th>First Response</th>
<th>Next Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising/Counseling</td>
<td>Associate Dean of Students</td>
<td>Campus Dean of Students</td>
</tr>
<tr>
<td>Admissions/Application</td>
<td>Coordinator of Enrollment Services</td>
<td>Campus Dean of Students</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Bookstore Manager</td>
<td>Director of Bookstore</td>
</tr>
<tr>
<td>College Placement/Test</td>
<td>Testing Center Coordinator</td>
<td>Associate Student Dean</td>
</tr>
<tr>
<td>Disruptive Behavior of Students in class Outside class</td>
<td>Faculty Member</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>Faculty Concerns</td>
<td>Associate Dean of Program Manager</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Enrollment/Registration</td>
<td>Coordinator of Enrollment Services</td>
<td>Associate Registrar</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Advisor, Supervisor</td>
<td>Associate Director of Financial Aid</td>
</tr>
<tr>
<td>Florida Residency</td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
</tr>
<tr>
<td>Grade Appeal</td>
<td>Student Affairs/Financial Services</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Graduation</td>
<td>Advisor/Counselor</td>
<td>Associate Registrar</td>
</tr>
<tr>
<td>Immigration Status E-80</td>
<td>Coordinator of Intercollegiate Admissions</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>Athletic Director</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Library/LRC</td>
<td>Library Dean</td>
<td>Dean of Academic Resources</td>
</tr>
<tr>
<td>Parking</td>
<td>Campus Safety Lieutenant</td>
<td>Campus President</td>
</tr>
<tr>
<td>Refund Petition</td>
<td>Campus Dean of Students</td>
<td>Campus President</td>
</tr>
<tr>
<td>Security</td>
<td>Campus Safety Lieutenant</td>
<td>Campus President</td>
</tr>
</tbody>
</table>
| Sexual Harassment, Discrimination, Hate Crime
enothing and/or Retaliation (if student is the alleged perpetrator) | Campus Dean of Students | Campus President |

---

Sexual Harassment, Discrimination, and/or Retaliation (if faculty or staff is the alleged perpetrator)

AVP Human Resources and Equity handles all such cases. Students can proceed directly to this office or contact the Campus President of their respective campus.

---

<table>
<thead>
<tr>
<th>Student Activities</th>
<th>Director/Coordinator of Student Life</th>
<th>Campus Dean of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students with Disabilities</td>
<td>Disability Services Advisor</td>
<td>Manager of Disability Services</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Coordinator of Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
</tr>
</tbody>
</table>

---

www.broward.edu
Complaints related to actions that violate Federal law such as discrimination, ADA, FERPA should be reported to the appropriate College official using the resolution process above. Additionally, students may file a complaint with the appropriate Federal agency that has jurisdiction over these areas. The United States Department of Education Office of Civil Rights handles complaints related to discrimination and ADA. Complaints related to privacy of records in accordance with the Family Educational Rights and Privacy Act (FERPA), students may also contact the United States Department of Education Family Policy Compliance Office and file a complaint in accordance with the rules of that agency.

**Procedures Specific to Online Students**

Students enrolled in a fully online program who desire to file a complaint not related to their final grade in a course should follow this Complaint Process for Non-instructional Issues BC Procedure 5.23. After exhausting all institutional complaint processes, Florida residents may file a complaint with the Florida Department of Education-Division of Colleges, and/or with Broward College’s regional accrediting agency, The Commission on Colleges of the Southern Association of Colleges and Schools. Students residing in states other than Florida may file a complaint with the regulatory agency in the state where they are receiving the online instruction, and/or the Commission on Colleges.

Most complaint processes external to Broward College require that the student: 1) document the steps taken to exhaust the institution’s grievance process; 2) describe the action taken by the institution to date in response to the student complaint; and 3) provide a copy of the institution’s response to the student as a result of following the college’s procedures.

**Contact information for filing complaints regarding online learning:**

**Broward College Online Privacy Complaints.**
email: bconline@broward.edu
954-201-6564
3501 SW Davie Road, Davie Florida 33314

Florida Department of Education, Division of Florida Colleges;
http://www.fldoe.org/cc/complaint.asp
850-245-0407
325 West Gaines Street, Room 1544, Tallahassee, Florida 32399-0400

Southern Association of Colleges and Schools, Commission on Colleges
404-679-4500
1866 Southern Lane, Decatur, GA 30033-4097

For students residing outside of Florida, contact information for other state regulatory agencies may be found at http://www.broward.edu/academics/online/Documents/State Contacts for Complaints.pdf

---

**HIV/AIDS**

**BC Policy 5.16**

Broward College recognizes the serious adverse societal and educational impact associated with the Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency syndrome (AIDS).

College students may not violate the Student Code of Conduct as it relates to discrimination against students, faculty, staff or guests of the College based on their perception of HIV/AIDS infection.

Students enrolled in various programs at the College, including, but not limited to health sciences, Institute for Public Safety, Aviation, etc, may be required per the Program Guidelines for the particular program, to successfully complete an HIV/AIDS educational class or program as a prerequisite for admission to the program.

Students enrolled in various programs at the College, including, but not limited to, health sciences, Institute for Public Safety, Aviation, etc, may be required as part of the standards of conduct established by these programs to interact with members of the community who are infected with HIV/AIDS. Students who are not able to meet this obligation should reconsider their program choice as dismissal or disciplinary action could be taken as result of any conduct violation or refusal to service.

In accordance with the Student Code of Conduct, students who discriminate against other students, faculty, staff or members of the community whom they believe have tested positive for HIV/AIDS are subject to discipline up to and including expulsion from the College. Additionally, it should be noted that discrimination against persons with HIV/AIDS may constitute bias-motivated conduct, which may subject the violator to stronger sanctions.

**Meningitis and Hepatitis B**

**Florida Statute, Section 1006.69**

Section 1006.69, Florida Statutes requires that Broward College provide information to all enrolled students on the risks associated with meningitis and hepatitis B. Information regarding meningitis and hepatitis B from the Centers for Disease Control is available by clicking the links below:

**Meningitis**

**Hepatitis B**
Equity Coordinator

The Equity Coordinator is designated to coordinate compliance with civil rights protections. The Equity Coordinator for Broward College is the Vice President for Human Resources and Equity. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to Denese Edsall at 954-201-7502, or e-mail dedsall@broward.edu, or 225 East Las Olas Blvd., Fort Lauderdale, FL 33301.

Acceptable Use of Technology and E-mail

BC Policy and Procedure 8.01

BC provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. Inappropriate College Network and Internet usage will result in the loss of network access and possible disciplinary actions. With the exception of academic reasons, BC prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. BC reserves the right to monitor any and all network activities including Internet access.

Only authorized BC employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum.

The following activities are prohibited: Storing, posting or displaying obscene or offensive data, even temporarily, in areas where someone might view them passively or inadvertently, except in cases where academically necessary; attempts to circumvent established security procedures or to obtain access privileges to which a user is not entitled; unauthorized access, alteration or destruction of another user’s data, programs or electronic mail; manipulation of others to gain information for the purpose of gaining access to commit fraud or damage to the system; theft or destruction of computer hardware or software, and any criminal activity or any conduct that violates applicable state laws.

E-mail Usage

BC Policy and Procedure 8.05

The College has a right to send communications to students via their assigned College e-mail address and the right to expect that those communications will be received and read in a timely fashion. Inappropriate use of the e-mail system may result in immediate loss of e-mail privileges and possible disciplinary actions. Students are expected to regularly check their BC e-mail account to ensure they are kept up-to-date on official college correspondence. Students shall not use e-mail to transmit messages that contain remarks, images or content that can be considered defamatory, offensive, harassing,
ACADEMIC TERMS AND STUDENT SUCCESS TIPS

Academic Terms

Academic Adviser
An academic adviser is a faculty or staff member who helps you plan a course of study.

Academic Standing
This is a status based on your grade point average. You are in good academic standing if you maintain a 2.0 semester grade point average on all work.

Add
This is a process for adding courses to your registration. This process must be completed during the time frame indicated in the college calendar.

Audit
Auditing a course is attending course meetings without taking examinations or receiving course credit.

Co-requisite
A co-requisite is a course that must be taken at the same time as another course.

Credit
A credit is a unit awarded for taking a course.

Dismissal
Dismissal is an academic standing status. This occurs when your academic performance has been so poor that you are no longer permitted to attend BC.

Drop
This is a process of dropping a course from your registration. The process must be completed within the time period indicated in the college calendar.

Elective
An elective is a course which is not specifically required but offers credit toward a program or degree. Electives must be at the appropriate level.

Enrollment
Enrollment is a process for registering to take classes. Students enroll in courses by using the Internet or may also enroll in person at any campus.

Enrollment Services
Enrollment Services is an office that provides support and assistance with admission, registration and student records.

Final Examination
This is a test given in a course at the end of a term.

Final Grade
This is the grade earned for a course which is posted to your permanent record.

Freshman
A freshman is a student who has completed fewer than 30 credits of course work in a program.

Full-time
A full-time course load consists of 12 or more credit hours taken during a semester or term.

GPA
GPA is the acronym for grade point average. Each grade earns points (A=4, B=3, C=2, D=1, F=0). At the end of each semester, your grades are averaged to calculate your GPA. A minimum GPA of 2.0 is needed to graduate.

Honors
Graduation with honors is recognition of academic achievement based on one’s cumulative GPA. It is awarded when you receive a degree, diploma or certificate and have earned a 3.25 cumulative GPA or higher.

Last Day to Drop
This date is designated in the college calendar and is the last day to receive a tuition refund when you drop a course.

Noncredit course
A noncredit course is a continuing education course which does not earn college credit.

Part-time
Part-time status represents a course load of fewer than 12 credit hours during a term.

Prerequisite
A prerequisite is a course that you must complete successfully before enrolling in another.

Probation
Students are placed on probation when they have earned 30-45.9 credits and have a cumulative grade point average less than 1.5.

Registration
Registration is a process for enrolling in classes. Students enroll in courses by using the Internet or may also enroll in person at any campus.

Semester
A semester or term normally represents 16 weeks of study during the fall or spring.
Sophomore
A sophomore is a student who has completed 30 or more credits of course work.

Suspension
Students are placed on suspension when they have earned at least 46 credits, and have a semester grade point average less than 1.5. Students academically suspended will not be permitted to enroll for one semester following the term in which they were suspended.

Syllabus
A syllabus is provided for each course and includes a course outline and requirements.

Transcript
A transcript is a copy of your permanent academic record. It contains all courses and grades received at BC.

Warning
Any student shall be placed on academic warning at the end of a term if the student has earned 0-29.9 credits and has earned less than a 1.5 cumulative grade point average.

Withdrawal
Withdrawal is the formal act of dropping a course after the deadline to receive a refund and before the last day to process a withdrawal and receive a “W” grade.

*The information above is subject to change.

Student Success Tips

Overcoming Test Anxiety Calming Your Nerves and Building Confidence

<table>
<thead>
<tr>
<th>CAUSES</th>
<th>CURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequate preparation leading to frantic last minute cramming.</td>
<td>Start studying early, so you will have time to receive questions and review before the test, rather than learning new material at the last minute.</td>
</tr>
<tr>
<td>Not knowing what kind of test to expect, or what material will be covered.</td>
<td>Ask your instructor what will be covered and what the test format will be when the test is given.</td>
</tr>
<tr>
<td>Arriving at the last minute or late for the test.</td>
<td>Make special arrangements to get to the test on time, and bring all the materials you need with you.</td>
</tr>
<tr>
<td>Talking with anxious students just before the test. Anxiety is catching.</td>
<td>Find a quiet place close to the testing room so you can be alone to concentrate and relax. Don’t arrive early at the testing room where others are talking and socializing.</td>
</tr>
<tr>
<td>Not really knowing how to take tests.</td>
<td>Learn test-taking skills by attending a workshop or reading a book on the subject.</td>
</tr>
<tr>
<td>Brief memory lapse, leading to further loss of memory.</td>
<td>Regard a brief lapse as normal and try to relax. Answer the easiest question first. Write down information you are afraid you will forget.</td>
</tr>
<tr>
<td>Distractions while taking the test.</td>
<td>Avoid sitting next to people you know, people who might distract you, and open doors or windows. Ask the test administrator to eliminate distractions.</td>
</tr>
</tbody>
</table>

Training Your Memory: You Need Two Kinds

General Remembering
Involves remembering an idea without repeating the exact words of the textbook or instructor. All subjects call for this general memory, but it is probably used most in the arts, social sciences and literature. Don’t confuse remembering a concept with simple word recall. “Hey, I’ve heard of diminishing marginal returns” will not get you far on an economics test.

Verbatim Memorization
Means remembering the exact words or symbols by which something is expressed. This type of memory may be called for in all subjects, but it is especially important in studying science, mathematics, foreign languages or dramatics. The exact formulas, the precise wording of laws, rules, lines in a play, or foreign language vocabulary words are essential. Otherwise, it’s “Waiter, please bring me a fried donkey.”

1. Study what you must remember or memorize until you understand it, whether it’s a chemical chain or a French king’s name. It’s easy to get so hung up on memorizing something that you fail to learn it. Ask your instructor or classmates for help if you are confused.
2. Identify material you have to memorize verbatim. Ask your instructor if you’re not sure. Make up a special sign to mark material that you must learn word for word, such as scientific formulas, terms, definitions or lists of vocabulary words.
3. When memorizing material verbatim, go over it whenever you have a little free time — in the car, while exercising or cooking dinner. When studying concepts, write lists of key words that will trigger your memory.
4. Study the items you want to remember the longest FIRST.
5. Learn complete units together — the material will make more sense that way because you will be building logical connections while you memorize.
6. Fix concrete imagery in your mind. Close your eyes and try to get a picture of your notes or the text. See the key words, underlinings or explanations.
7. You usually can’t study too much. If you think you have confused yourself by overlearning, you have probably tried to memorize material without really understanding it. (See 1)

Testing Tips

One key to doing well on all kinds of tests — even take-home exams — is to make sure you understand the questions and directions. ALWAYS take the time to read them carefully. The other key is study. All the test-taking skills in the world won’t help if you don’t know the material.

All Tests
If you don’t understand a question, ask your instructor for clarification while you are taking the test.
Completion (fill in the blank)
Your instructor has something very specific in mind. Try to visualize the topic in your text or notes and use the exact wording.

Matching
Read all the items to see the range of possibilities. Start with the first item on the left and read down the entries on the right until you find the correct one. Do all the ones you are sure of first.

True/False
Pay attention to each word — one key word such as ALWAYS or NEVER can make the difference.

Multiple Choice
Read the question and make sure you understand what it asks. Then read each response with the question. Remember that a response may be a true statement but still not answer the question. Usually, you will be asked to choose the BEST answer from the alternatives. If the answer is not obvious, start by eliminating the ones that you know are wrong and then choose from the remaining responses.

Short Answer
These questions often ask for definitions. Answer briefly, but in complete sentences, and give a pertinent example: “A donkey is a domesticated mammal related to the horse. Donkeys are used primarily as beasts of burden.”

Essay
Read the entire test first so you can schedule enough time for questions worth the most points. Make notes as you read. Essay test directions do not mean “write everything you can remember about anything remotely connected to the subject in order to fill up space.” Terms such as compare, contrast, describe or enumerate mean something very specific.

Take Notes – Develop Your Own Style

General Guidelines
- Sit up front.
- Be familiar with the material before the lecture.
- Use a loose-leaf binder.
- Take notes on one side of the paper only.
- Try to summarize what the instructor is saying.
- Use abbreviations carefully. Be sure you’ll remember what they mean!
- Listen for key words and phrases, emphasis and repetition.
- Leave blank spaces if you get behind.
- Check with your instructor or classmates for clarification.
- Highlight important points.
- Notice similarities in class notes and textbook.

Outline Style
Think about the purpose of the lecture.
- Start with the main point of the topic.
- Note sub-topics under the main point.
- Write down supporting details.
- Jot down good examples.
- Conclude with a brief summary.

Dash Style
Note important ideas in phrases or sentences.
- Indent supporting material under main idea.
- Record facts, examples and other information.
- Use bullets or dashes for each entry.

Managing Your Time

How to Get 25 Hours Out of a 24-Hour Day
- Write out your short and long range goals and put them where you’ll see them every day.
- Write down all assignments, due dates and test dates on a calendar.
- Set deadlines for yourself.
- Plan in the morning and set priorities for the day.
- Determine your best time of day to study and use it.
- Examine your procrastination patterns and break them. Do it now!
- Learn how good it feels to use self-discipline.
- Find a study area where you can concentrate.
- Divide a big assignment into small pieces.
- Concentrate on one thing at a time.
- If you get bored with one part of your task, try another for a while.
- Take a ten-minute break for every hour you study.
- Schedule study time before class and again right after to get the most benefit.
- Reward yourself after you have done your work.