

**GULF COAST COMMUNITY COLLEGE
5230 W. HWY 98
PANAMA CITY, FL 32401
www.gulfcoast.edu**



Welcome to GCCC!

Your decision to enroll as a student at Gulf Coast Community College begins an important relationship between yourself and the college. This handbook will be helpful for new and returning students; it provides information relevant to your success as a student.

Gulf Coast Community College is a college that is dedicated to your success.

It is important that you enter into a partnership with GCCC to achieve your aspirations. We look forward to assisting you with our personnel, facilities, and services to help you obtain your educational goals.

The 2008-2009 Student Handbook is compiled by the Student Activities to serve as a guide to the many services, policies, and activities that Gulf Coast has to offer its students. Please take the time to read the different sections and retain this handbook for future reference.

I wish you well in your educational pursuits! Remember that Gulf Coast Community College and the Student Development Division want to help you attain your educational goals and objectives.

Welcome to Gulf Coast Community College!

Sincerely,

A handwritten signature in black ink that reads "Roy W. Smith".

**Roy W. Smith
Vice President of Student Support and Enrollment
Management**

INTRODUCTION:

Gulf Coast Community College serves the residents of Bay, Gulf, and Franklin counties educational needs. The Student Handbook provides an overview of helpful tips and information that will guide you through your academic goals and career development. Please refer to the GCCC General Catalog for specific information and academic requirements. The college reserves the right to make changes in policies, regulations, and procedures according to the GCCC Manual of Policy and amendments made by the GCCC Board of Trustees.

College Vision Statement:

Building a Better Future...one life at a time.

College Mission:

At Gulf Coast Community College, a comprehensive public institution, we provide high quality, affordable, educational, training, and enrichment programs. We serve primarily the residents of Bay, Gulf, and Franklin counties.

We take a positive leadership and partnership role to meet the changing needs of a diverse population of learners, working with the local, state, and national entities to identify, prioritize, and address needs. Programs and services support the intellectual, educational, economic, environmental, and cultural development of our region. Our high standards foster a climate of excellence, and our open-door admissions policy provides access and opportunity to all. We create a supportive, personalized environment for maximum student achievement. To affirm institutional values, we dedicate our resources to five critical pursuits:

- (1) Facilitating competencies that lead to associate degrees
- (2) Facilitating skill development for job entry and retraining
- (3) Facilitating development of basic skills
- (4) Nurturing democratic principles and practices
- (5) Promoting personal, social, academic, cultural, and economic development

Equal Opportunity:

Gulf Coast Community College is an equal opportunity and equal access institution, which does not discriminate with respect to race, creed, color, national origin, sex, age, religion, disability, or marital status. The college's equity coordinator will address questions and concerns, and can be reached at GCCC's Human Resources Office, 5230 W. Hwy 98, Panama City, Florida 32401, (850) 872-3894.

***Business* Culinary & Hospitality Management ***
Health Sciences* Language Arts * Natural Sciences *
Math Sciences *Physical Education* Social Sciences *
Technology * Visual & Performing Arts *
Mascot: The Commodore

School Colors: Blue & Gold

***Student Handbook Produced By:
Office of Student Activities
(850) 872-3864 or FAX (850) 913-3273
www.gulfcoast.edu***

TABLE OF CONTENTS

I. Getting Into College ----- 4

- Admission's Checklist
- General Catalog Terms
- Classification & Course Load
- Records & Transcripts
- Withdrawal Policies
- Student "Right to Know" Act

"We're Here to Help...Just Ask!"

II. Academic Advising----- 7

- Academic Advising
- Ambassador Information Desk
- Career Center
- Counseling Services
- Disability Support Services
- Distance Education
- Dual Enrollment
- Minority Services
- New Student Orientation
- Placement Testing & CLAST
- Returning Student Program
- Student Support Services
- Veterans Services
- Weekend College

"Education Within Your Reach!"

III. Registration & Fees ----- 11

- Financial Aid: (Grants, Work-Study, Scholarships, and Loans)
- Registration Review Checklist
- Tuition Refund Policy
- Fee Payment Deadlines
- Graduation, Fees & Deadlines

"Things You Should Know!"

IV. Important College Policies----- 13

- Academic Information
(Attendance, Repeat, Grades, Honors, Standards of Progress)
- Appeals Committee
- AIDS Policy
- Animals on Campus
- Drug-Free & Smoke-Free
- Drug Screening for Athletes
- Emergency & Accident procedures
- Insurance for Students
- Request for Student Travel
- Search & Seizures
- Sexual Misconduct Policy
- Student Code of Conduct/Discipline

"Get the Most Out of College!"

V. Student Services----- 27

- Bookstore
- Commodore Cafe-Food Services
- Crime Statistics
- Culinary Arts "La Friandise"
- Dental Clinic
- Housing Information
- Internet, E-Mail & Computers
- Library
- Lockers for Students
- Mail & Messages
- Parking & Security
- Passport Program-GED
- Success Center
- WKGC Radio Station
- Workforce Center

"Get Involved At GCCC!"

VI. Student Activities ----- 32

- Activity Hour
- Athletic Events
- Brain Bowl
- Clubs & Student Organizations
(Finances, Advisors, Scheduling)
- Fitness Facilities
- Intramural Sports & Recreation
- Newspaper & Literary Magazine
- Posters & Signage
- Student Activities Board (SAB)
- SAB Administrative Committees
- Student Ambassadors
- Student Government
- Student Political Rallies
- Tri-College Committee
- Visual & Performing Arts

I. GET INTO COLLEGE...

Before enrolling in GCCC courses, all students must provide the following information to the Office of Admissions & Records, Tyndall A.F.B. Office, or the Gulf Franklin Center. **For specific forms or information, see the 2008-2009 General Catalog or call 747-3200.**

- ✓ 1 - Admission's Application
- ✓ 2 - Transcript Request
- ✓ 3 - College Placement Test
- ✓ 4 - Academic Advising
- ✓ 5 - Course Approval Card (CAC)
- ✓ 6 - Financial Aid, Scholarships, Veterans Benefits
- ✓ 7 - Registration & Fee Payment

Start Here... The 2008-2009 General Catalog is located in Admissions & Records, at the Ambassador's Information Desk on the 1st floor of Student Union-East or available at www.gulfcoast.edu. First time students can also get forms or information about the admissions process. **Go Anywhere...** Plan your academic success! **Read & review catalog terms below:**

Advising: Each semester, meet with your faculty advisor to approve course selections before registering. The faculty member is your campus contact for academic advising and support.

Associate of Arts (A.A.):

A transfer degree is needed to enroll as a junior at a university. The degree requires a total of 60 credit hours.

Associate of Science (A.S.) & (A.A.S.): Degrees that leads directly to the job market. It does not transfer to a university although a few courses may. Check with your advisor, as each A.S. major has different general education course requirements.

CLAST (College Level Academic Skills Test)

Achievement test required by the State of Florida in order to receive an A.A. and transfer to a university. Alternatives are now being offered! CLAST is not required for most A.S. degrees.

Developmental Education: Classes in English, math, and reading designed to prepare you for the college curriculum. These classes will not be counted toward an A.A. or A.S. degree.

Credit Hour: A measurement for determining the amount of college credit for a course based on the number of hours, per week, for the 15 weeks you attend the course.

Elective: A class not specified in your major, but one you may take for interest or fun. Courses may not apply to your hours required for an A.A. degree. Always check with your advisor before registering for an elective.

Full-time Student: 12 or more hours/semester.

General Education Requirements: 36 hours of the total 60 educational requirements for an A.A. degree required by all Florida community college & university freshmen & sophomores.

Major: A specific course of study leading to a particular degree or certificate. Although all A.A. degrees are general, it will prepare for your transfer major at a university such as Pre-Law.

Non-Degree Seeking Student: Students who may be enrolled in credit courses, but do not plan to seek a degree.

College Placement Test (CPT): Degree seeking students must take a placement test series in English, math, and reading to determine level of skills.

Registration: Each semester you will complete a registration form indicating course selections for that semester.

Semester: The length of a course equal to 16 weeks offered twice a year, fall and spring. Summer A & B are six- week terms.

Special Student: Students enrolled in credit courses but are not seeking a college degree are special students and are not eligible for financial aid.

Transcript: A cumulative record of all your college credits. To request official transcripts, contact the Office of Admissions & Records.

Tuition: Total cost of your courses can be determined by multiplying the number of course credits x current fee per hour rate. Without prompt payment of fees, you will automatically be dropped from class rolls. If you register and decide not to attend, complete the appropriate drop/add forms. **Do not assume the computer will drop you.**

CLASSIFICATION & COURSE LOAD

Freshmen are classified as completing fewer than 24 credit hours, regardless of the number of semesters attended. Sophomores are classified as completing 24 or more credit hours. A full-time enrollment minimum is 12 hours each semester. A part-time student is enrolled less than 12 hours. Summer full-time course load is 6 hours per term.

It is encouraged that students plan their school schedule and work schedule prior to the semester. The following is a good rule of thumb for planning school and work schedules:

<u>Academic Load</u>	<u>Work Hours</u>
12 hours	20 hours/week
9 hours	30 hours/week
6 hours	40 hours/week

RECORDS & TRANSCRIPTS

I. Student & Parent Privacy Rights:

Purpose: To set forth requirements governing protection of privacy of parents & students (section 438) of General Education Provision Act as amended. Every student has the right of privacy with respect to his/her educational records. Students or parents who request his or her educational records should consider the following:

II. Directory Information:

This information may be released to anyone unless a student specifies in writing to the coordinator of registration that the information is not to be released.

- ✓ Student's name
- ✓ Date of birth
- ✓ Major field of study
- ✓ Participation in recognized activities and sports
- ✓ Weight & height of athletic team members
- ✓ Dates of attendance
- ✓ Degrees, awards, and previous schools attended
- ✓ Enrollment status

III. Granting Access to Students or Parents:

Only students can request their transcripts be sent to another person or institution. Requests must be given in writing including student's signature. Phone calls are not acceptable for transcript requests. With proper student ID, you may have access to records, by managerial rules of the Office of Admissions. Eligible persons, other than students, who desire access to student records, must make a request in writing to the registration coordinator.

In order for a parent/guardian to have access to a student's records, they must certify that the student is economically dependent as defined by the IRS Code of 1954, section 152. Copies of the law, "Privacy Rights of Parents & Students," are located in Admission's Office.

V. Challenge of Records:

Upon written request to the coordinator of registration, students can challenge their education records and may include explanatory information in the records. The president will reply to the request within a period of 15 calendar days after receipt of the request. The college guarantees a student due process.

WITHDRAWALS

Two withdrawals are permitted per course, after that a grade will be assigned. **Please be concerned about withdrawals.** When admitting students into certain programs, universities may calculate withdrawals as grades. All students receiving any kind of financial aid (scholarship, grants, and veteran's benefits) should contact their program coordinator to ensure that withdrawals will not adversely affect assistance.

A. Student-Initiated Withdrawals in Admissions Office

Before the refund period: Students can drop classes with a full refund and will not appear on class rolls. See Catalog-Refund

After the refund period: Copy of the student's withdrawal form will be sent to the instructor. Withdrawals initiated prior to midterm will be recorded as a "W". After midterm, grades will be recorded as "W" if passing and "F" if failing. The second examination in distance education courses is midterm.

B. Administrative Withdrawals

Instructors initiate administrative withdrawals for excess absences. See Catalog- Attendance Policy.

STUDENT "RIGHT TO KNOW" ACT

The federal law states that an institution shall annually make available campus crime statistics, completion or graduation rate of full-time, first-time, degree seeking students to prospective or entering students, and graduation completion rate of student athletes on athletic aid to prospective student athletes. The annual report is available in Admissions, the Library, and Student Union Dean of Students office.

II. ACADEMIC ADVISING...JUST ASK!

Proper course and program advisement helps the student in developing a college plan. Faculty members in your area of study are your best resource for academic advisement to keep you on track for graduation.

Advisor Responsibilities:

- ✓ Offer current information, concern, & courtesy for students
- ✓ Post & maintain office hours for student advising.
- ✓ Maintain academic file, if requested by student
- ✓ Provide Course Approval Card for registration each term

Student Responsibilities:

- ✓ Take placement tests before seeing your advisor.
- ✓ Know your advisor. General AA students are advised in Language Arts and Social Sciences division. When a major is declared, a faculty member from that area will be assigned.
- ✓ Make an appointment with your advisor. Each term get your Course Approval Card (CAC) signed before registering.
- ✓ Consult your advisor before you withdrawal from a course. They will know how it will affect your total program.
- ✓ Plan ahead. Advisors may not be on campus summer terms.

Stay On Track:

All degree-seeking students should understand that taking courses that are not part of their stated major may have an adverse effect on their education. Gulf Coast Community college is dedicated to assisting students to progress through their chosen educational paths in an effective and efficient manner.

We at Gulf Coast Community College believe that it is in each student's best interest to "Stay on Track" and complete the courses that are prescribed for the intended degree. There are specific programs where taking courses outside of the intended major is penalized.

1. Financial Aid – Pell Grants are intended to only pay for courses in a student's major or are prerequisites for the program. (College preparatory courses are considered prerequisite courses.)
2. Veteran's Affairs – VA requirements are similar to those of Pell Grants. Courses that are not in the student's major or are not prerequisites are not covered by VA. (College preparatory courses are considered prerequisite courses.)

To learn more, visit our website at <http://sd.gulfcoast.edu/stay-on-track.htm>

AMBASSADOR INFORMATION DESK

If you have questions, need directions, require admissions information, or just want to see what's going on at Gulf Coast Community College, stop by the Ambassador Information Desk located at the entrance of Student Union-East. Pick-up the General Catalog, Student Handbook, admissions forms, and information regarding placement testing dates, orientation and course schedules. "Student Ambassadors" assist students and guests with their informational needs. Each year students are selected by application to work at the campus "Information Desk". If you are interested in being hired as one of GCCC's Student

Ambassadors, stop by and talk to us about the selection process. **Just Ask! Call ext. 2805**

CAREER DEVELOPMENT CENTER

Do you need assistance in selecting a major or new career field? Visit the Career Development Center located in the Student Union-East, Room #54. Take advantage of information on transferring to a university, scholarships, internships, as well as materials for vocational interest testing and career selection. Career counseling is available to assist you in overcoming any barriers to your academic success.

COOPERATIVE EDUCATION

Cooperative Education is an opportunity for students to earn college credit for working. A maximum of six hours of COOP may be applied toward an A.A. degree. **Call 872-3874** for more information about Cooperative Education located in the technology building.

JOB PLACEMENT SERVICES

Are you looking for a job? Do you need some help finding employment after completing your degree? GCCC's Job Placement Services can help. Services include help in resume writing, interviewing skills, job searches, and job postings for area openings. Whether you are still in school or have completed your degree, the Job Placement Office, located in the Student Union-East can help. **Call 769-1551 ext. 3339.**

COUNSELING SERVICES

The Counseling Center is located in Student Union-East, Student Development Division. Counseling services are available for students who need help with academic adjustment; need personal concerns addressed, and/or need referral services. Care is taken to assure the confidentiality of contacts between counselors and students. Contact information available on-line at **www.gulfcoast.edu/students/counseling/default.htm**.

Substance Abuse:

GCCC encourages students who believe they may have a problem with alcohol or other drugs to seek assistance in Counseling Services. Contact is confidential and includes non-judgmental support and referral to appropriate community services. For more information, call 769-1551, Ext. 2829.

DISABILITY SUPPORT SERVICES

Within the Student Development Division, the Office of Disability Support Services offers, "learning centered", academic support and

provides equal access to a quality education. Disability Support Services is responsible for counseling, planning, coordinating programs, and support services. Our mission is to assist students in reaching their maximum educational potential and achieving their educational goals. If you believe you have a disability or to find out if you qualify for services, please contact the Office of Disability Support Services in the counseling area of the SU-East. **Call 872-3834**

Accommodations and Services:

The college encourages the enrollment of students with disabilities and recognizes their special needs. Students who have a disability that requires special assistance are requested to contact the office of disabled student services. We offer a wide range of services which include, but are not limited to: registration assistance, information and referrals to campus and community services, voter registration, academic and personal counseling, special classroom testing accommodations, sign language interpreters, readers, note takers, specialized equipment. Learning Specialists can provide tutoring services for students with specific learning disabilities, psychological impairments, and hearing, speech, visual, or other physical impairments.

Course Substitutions: GCCC has developed & implemented policies and procedures for providing reasonable course substitutions for eligible students with disabilities. Students eligible for substitutions are those who have documented visual, hearing impairments, or specific learning disabilities. Documentation must be provided to substantiate that the disability can be reasonably expected to prevent the student from meeting requirements for admission to an institution, to program of study, entry to upper-division, or graduation.

Service Dog Owner Responsibilities:

GCCC acknowledges the rights of students, faculty, and visitors to utilize service animals as appropriate for disabilities with the following considerations applied:

1. Owners may only utilize a certified service dog on college property or at GCCC activities. Certification must be from a recognized and accredited service dog training facility.
2. The service dog must be maintained in good health, well groomed, clean and free of fleas, ticks, and other pests. All shot records must be kept current.
3. The service dog must be kept under control at all times. The service dog may not be allowed to bark, jump, or exhibit aggressive behaviors. Service dogs must be kept on a leash and may not be allowed to run loose in buildings or on campus property.
4. The owner of the service dog is responsible for watering the animal. The college will designate areas to be utilized for dogs to go to the bathroom as indicated by the coordinator of Disability Support services. Owners assume all responsibility for cleaning up after the animal. See the Office of Disability Support Services.

DISTANCE EDUCATION

GCCC has one of the largest, distance learning programs in the state. Students who are unable to meet the rigor of traditional class schedules

due to work, family, or simply prefer the distance mode of delivery can enroll in distance education. These courses allow the student to work independently where knowledge and skills are acquired via selected media even though the instructor and learner are geographically separated. Exams and assignments can be video-based, two-way interactive, web based or a combination of these delivered off-campus. Each distance learning outline gives a detailed course description, assignments, and examinations to be completed by the dates listed in the course outline. Students who are self-disciplined, self-motivated, and active learners usually succeed within the independent study program. However, this format is not for everyone. Visit us on-line at <http://de.gulfcoast.edu/> or Call **872-3893**

DUAL ENROLLMENT

The State of Florida permits students to receive both high school and college credit for approved courses that meet college level competencies. Dual enrolled students must meet college placement test requirements, fulfill college prerequisites, meet eligibility criteria defined by local school board as agreed upon the college, and submit written permission from the high school principal and/or counselor. Students may select dual enrollment in approved courses during school hours, after school hours, and during the summer term. Grades are recorded on the college and high school transcripts. Dual enrollment credit cannot be received for college preparatory, orientation, or physical education courses. Dual enrollment students do not pay college tuition. For information, call **747-3207**

MINORITY SERVICES

GCCC has developed innovative programs that reach first –generation (1st time in college) or economically disadvantaged minority students of Bay, Gulf, and Franklin counties. By working one-on-one with students from admissions to graduation, counseling services ensure positive college attendance, academic success, and financial solutions for those who might not otherwise apply for college. In order to insure a sound, effective, and timely educational experience, contact the counselor during the last semester of your high school junior year. Assistance is also available for those students wishing to transfer to upper level institutions upon graduation. Call **769-1551 ex. 6070**.

NEW STUDENT ORIENTATION

It is expected of all new students to familiarize themselves with Gulf Coast policies and procedures. In order to facilitate this, GCCC offers an on-line orientation available at www.gulfcoast.edu/students/orientation.htm or under perspective students from the GCCC homepage.

PLACEMENT TESTING

All degree-seeking students are required to take the college placement tests at GCCC. Students may present active ACT or SAT scores for placement, but further placement test may be necessary. Gulf Coast is an "open door" community college that admits all those who meet the admissions criteria; these tests are used for placement purposes only. Transfer students should have their transfer credits evaluated by the Evaluation Specialist in the Office of Admissions and Records to determine whether testing is required. **Placement Testing Office is located in Student Union-East Room #61.**

CLAST EXAMS

All students who graduate from a community college in the State of Florida, with an Associate of Arts (A.A.) or certain Associate in Science (A.S.) degrees must pass the CLAST (College Level Academic Skills Test) or meet alternative requirements in order to receive their degree and transfer to a university. The test is given three times per year to measure sophomore exit level English and math skills. Students may register for CLAST exam after completing 18 semester hours of college-level credit. The CAT-CLAST is now available and students needing the Reading, English Language Skills or Math Subtest will take those by computer. Students need to come by the testing office to sign up for the CAT-CLAST.

<u>Register By:</u>	<u>CLAST Exam Date:</u>
September 5, 2008	October 4, 2008
January 23, 2009	February 21, 2009
May 8, 2009	June 6, 2009

RETURNING STUDENT PROGRAM Academic and emotional support for displaced homemakers is provided by the Returning Student program. Displaced homemakers enrolled in a vocational program of study, may be eligible for tuition and book assistance based on funding availability and eligibility criteria. **The Returning Student Office is located in Student Union-East in offices #49 and #50. Call 872-3835 or 769 – 1551, ext. 6012.**

STUDENT SUPPORT SERVICES

Located in the Student Union-West, this program provides academic support for students testing in two or more college preparatory classes on the college placement tests. Eligibility for the program is based on federal guidelines serving first generation college students, low-income, and disabled students. Once certified for the program, students remain eligible for services throughout their tenure at GCCC. Support includes one on one and group tutoring in English and math by professional learning managers. Additional academic support is provided through individual and group counseling activities that focus on study-skills development, career exploration, and other strategies for achieving success in college. Visit on-line or **Call 873-3526**

VETERANS SERVICES

GCCC is certified by the state-approved agency for training qualified individuals. Applicants who expect to attend college under veteran's benefits must consult with the veteran's affairs specialist at the college

before applying for admission. VA students are responsible for reporting all changes of status so that changes may be reported to the Veterans Administration without delays. GCCC will adjust its VA certification procedures to the changing dynamics of the Veteran's Administration without prior notice to the students. GCCC is recognized as a Service Member's Opportunity College. 769 – 1551 ext. 3210 or visit Veterans' Website at www.va.gov or call VA Regional office at (888) 442-4551.

WEEKEND COLLEGE

An innovative alternative for busy students allowing college credit courses to be taken through Weekend College. Weekend College allows students to complete courses at an accelerated rate through classes held Friday evenings, Saturdays, and Sundays. **Call 913-3282**

III. REGISTRATION & FEES

FINANCIAL AID:

Gulf Coast Community College offers federal and state financial aid to students with documented need. Students are encouraged to apply for assistance early to meet priority consideration of deadlines and to have their aid available when they enroll. **The Financial Aid Office, located in Student Union-East offers the following:**

Grants: These awards are based on the student's family financial situation. Apply on the Web at www.fafsa.ed.gov . If priority consideration deadlines are met, this application may qualify students for the Pell Grant, Supplemental Educational Opportunity Grant, and/or the Florida Student Assistance Grant.

Work-Study: Work study awards provide students the opportunity to earn money while working on or off campus while in school. Students must first apply online at www.fafsa.ed.gov to determine financial need. Work -study eligibility and assignments are determined by the Financial Aid Office. (Apply at the GCCC Financial Aid Office in the Student Union East.) The **Florida College Work Experience Program** can fund one-half of the need-based salary for Florida students working in the area of their major. (Apply in the Technology Division). To apply for non-need based, **Work Assistantships** for full-time students, contact the various departments and express your interest in an assistantship or check in the Career Center.

Scholarships: Gulf Coast Foundation scholarships are offered to entering freshmen and returning students. These scholarships are awarded in three categories: academic, merit, and need. (Request Foundation applications from the financial aid office. Deadline is March 1st for fall term.) Honors and leadership scholarships are offered to graduating high school seniors and are based on high school GPA and leadership potential. Music, theater, art, athletics, cheerleading, journalism, military, student initiative, SAB leadership, and brain bowl team scholarships are offered through the academic divisions, coach, or sponsor directly.

Loans: Emergency loans are available for a portion of the in-state fees. A co-signer is required. (Apply at the Financial Aid Office) The Federal Family Education Loan is also available. To apply for this loan, students are required to establish need by completing the Free Application for Federal Student Aid (FAFSA), an on-line entrance counseling session and online loan application before the loan request will be considered. To access the online forms for student aid, go to <http://finaid.gulfcoast.edu/>. The college encourages students to carefully consider, and avoid if possible, accumulating debt while attending GCCC.

Financial aid students must have all official transcripts sent to Admissions as soon as possible. Financial aid will not be awarded until all transcripts are received and evaluated.

Financial aid students are required to meet specific minimum standards of academic progress in order to receive aid. Specific standards are listed in the college catalog. Students meeting the following standards will maintain eligibility for federal aid. Bright Futures students have more stringent renewal criteria that can be found at www.floridastudentfinancialaid.org.

1. **Maintain a minimum 2.0 G.P.A .**
2. **Successfully complete 67% of all hours attempted with satisfactory grades A,B,C,D,S,P. Grades of F,W,I,U, are unsatisfactory and reduce the percentage of success.**
3. **Complete your program within 90 hours of attempted credits (for Associates programs).**

***Special Note:** Students who withdraw or are withdrawn by their instructor from all classes enrolled prior to completing 60.1% (10 weeks) of the semester will be required to repay the unearned portion of their tuition, books, and cash received to the financial aid programs.

Appeals or grievances related to the award or administration of financial aid should be first directed to the financial aid desk. Direct further appeals to the director of financial aid.

REGISTRATION REVIEW

- ✓ **Take advantage of early registration** each semester to students who have previously attended GCCC. If you are eligible, register for classes on-line. Go to www.gulfcoast.edu for more information.
- ✓ **Regular registration** for fall and spring semesters, are typically during the week before classes begin in the SU Conference Center, 2nd floor of Student Union-East.
- ✓ **Review catalog's college calendar** for registration schedules, fee payment, and drop/add deadlines.
- ✓ **Academic advising & registration** responsibility includes verifying course/section numbers, and advisor approval on the form. Make sure not to enroll in closed or incorrect classes before getting in registration line.
- ✓ **Address changes** can be submitted to Admission and Records or visit www.gulfcoast.edu and click on web registration.

FEE PAYMENT & DEADLINES

Registration is not officially complete until all fees are paid in full by the deadline in the college calendar. Students are responsible for all fees for courses not dropped by the student during the refund period. Fees may be paid following registration at the Business Office, Bookstore, and off-campus sites. Students may also pay fees via the internet if they have obtained a PIN number from enrollment services. GCCC accepts cash, personal checks, Visa, MasterCard and American Express. **Call 872-3879**

TUITION REFUND POLICY

Students are responsible for all fees for courses not dropped by the student during the published drop/add period. Refunds result from 1) classes dropped by the student by the end of the published scheduled drop/add period for each term; 2) classes dropped prior to the first day of class for courses that do not begin during the scheduled drop/add period; and 3) for classes that are canceled by the college. A refund of fees paid will be given if the proper procedures are followed. Refund checks are mailed within two weeks after the end of the published drop/add period each term.

A drop is different from a withdrawal. A drop will result in the elimination of the class (es) from the transcript record. A dropped class does not affect the standards of academic progress; however it may affect the amount of financial aid awarded. A withdrawal will result in a letter grade of "W" in each class from which the student withdraws; withdrawals are included in the calculation of academic progress.

Procedures for Requesting a Refund After the Drop/Add Period

A student who discontinues enrollment after the published drop/add period may be granted a refund if proper procedures are followed. Procedures for requesting a refund are:

1. Write a letter requesting a refund to the Dean of Student Development.
2. Attach supporting documentation (military orders, physician's letter, etc.)
3. Submit the letter within six weeks of the end of the term.

Supporting documentation must include on of the following:

- a. Written documentation of call to or enlistment in active military duty or change of military station.
- b. Death of the student or member of student's immediate family (parent, spouse, child, sibling).
- c. Illness of the student or of a dependent person of such severity or duration, as confirmed in

- writing by a physician, that completion of the semester is precluded.
- d. Documented administrative error by college.

Refund requests must have supporting documentation to be considered. The Dean of Student Development may approve refunds after the six-week period if there was an administrative error by the college.

GRADUATION DEADLINE INFORMATION

Students who wish to apply for graduation should complete the following steps:

- * Verify the graduation application deadline date in the college catalog and, by the published deadline, make application for graduation during the semester in which they intend to complete required course work.
- * Have a graduation evaluation completed. A.A. degree students should request a graduation evaluation in the office of Admissions and Records. A.S., A.A.S. and certificate students **MUST** have a Program Evaluation completed by their program advisor.
- * Complete the graduation application. Applications may be obtained in the Office of Admissions and Records.
- * A.A., A.S., and A.A.S. degree seeking students must pay the \$20 application fee in the college bookstore or the Business Office.
- * After paying the application fee, students take the completed graduation application to the dean of student development's office located in the Student Union East.
- * Certificate or PSAV seeking students **MUST** submit a Program Evaluation to the Office of Admissions and Records, however they are not required to pay \$20 application fee. Certificate and PSAV students are assessed the \$20 graduation fee **ONLY** if they want to participate in the spring graduation ceremony.

It is the student's responsibility to ensure that all requirements for graduation are met during the semester in which they indicate on the graduation application. Students who do not meet the requirements for graduation requirements during the term indicated will be required to submit a new application and pay a \$7.00 fee. Degrees are conferred at the end of the fall, spring, and summer B sessions.

Graduation exercises take place at the close of the spring term only. All A.A., A.S., and A.A.S. graduates must pay a graduation fee and are expected to participate in formal graduation exercises. In order for fall and summer graduates to be able to participate in the spring graduation exercises, the student must submit a graduation application for the appropriate term to the dean of student development prior to the spring term graduation application deadline. PSAV and Certificate recipients are not required to pay a graduation fee unless participation in the graduation exercises is desired. For further information **Call 872 – 3868.**

IV. IMPORTANT COLLEGE POLICIES ACADEMIC INFORMATION:

CLASS ATTENDANCE POLICY

GCCC faculty and staff hope students will successfully complete every course in which they are registered. Attendance and regular class work are two of the most significant factors for success in college. Students should be present, punctual, and prepared for all class meetings. Efforts will be made within reason to accommodate the religious observances, practices, and beliefs of students in the scheduling of examinations, work assignments, class activities, and official ceremonies. Students are to notify instructors in advance of such absences to make-up work of announced tests, reports, and assigned projects. **Students who are absent in excess of the equivalent of 1/8 of a term (i.e., two weeks of a regular three hour course in a regular semester) on a cumulative basis, without the permission of the instructor, will be withdrawn from the course by the instructor.**

The student will be given a "W" if the withdrawal takes place before the end of the first week following mid-term examinations. The student may be given a "W" or an "F" after this date. When a student receives any form of financial aid and classes are withdrawn because of unsatisfactory progress, the student will be required pay back any unearned portion of Title IV funds.

COURSE REPEAT POLICY

College credit courses and preparatory courses may only be attempted three times. **On the third attempt, a 100% of the full cost of instruction will be charged.** Students with major extenuating circumstances may submit a letter of appeal stating the circumstances in writing to the dean of students. All grades from the third and subsequent attempts will be calculated into the grade point average. It also applies to students receiving financial assistance. For information about this policy, contact your advisor.

GRADING POLICY

Posting of mid-term grades is not mandatory but each instructor shall notify students of their current standing at midterm. Final grades are available the week after each term. Letter grades are assigned for all credit courses based on a ten point scale. A grade of "F" will be assigned to any student who discontinues class attendance or withdraws after the week following midterms if the student is failing class work. A grade of "I" is assigned to a student who fails to complete class work on schedule. An Incomplete grade will be changed to an "F" if the incomplete work is not completed within 30 calendar days from the end of the term. A change from credit to audit (no credit) is only permitted up to the drop/add deadline. The cost is the same for an audit as for a credit course.

HONORS PROGRAM

The Gulf Coast Honors Program provides superior students a 16-hour core of general education courses designed to fit every A.A. program the college offers. Honors courses differ from traditional courses in instructional methods, class size, research opportunities, and student-professor interactions. Each course carries an "honors" designation on college transcripts. To graduate from the program, students must complete their A.A. and the Honors Program curriculum with an overall 3.5 GPA or higher. Program graduates will receive special recognition at graduation, the Honors Graduate seal on their diploma and a permanent notation on their transcript. High school graduates having a 3.5 GPA and college students who have completed 15 hours of academic courses with a cumulative 3.5 GPA are eligible to apply to the program. Students who do not abide by the Honors Program code of conduct may be removed from the program regardless of GPA.

STANDARDS OF PROGRESS

Students who have questions regarding academic suspension are referred to the coordinator of counseling located on the 1st floor, Student Union-East.

APPEALS COMMITTEE (Non-Academic)

The Appeals Committee hears non-instructional student grievances. The review of grievances involving the impact of religious beliefs of practices on the educational benefits of students, requests for substitutions to admissions and graduation requirements for handicapped students, financial assistance appeals and grievances, and requests for refunds where application of the guidelines of the refund policy are in dispute. Chair of the committee may appoint appropriate subcommittees to deal with specific issues.

Staff and students serve on the Appeals Committee:

- Dean of Student Development (Chair)
- Executive Vice-President
- Coordinator of Disability Support Services
- Director of Enrollment Services
- Human Resources-Equity Coordinator
- Appropriate Instructional Personnel
- Appointed Student Member of SAB

Academic Appeals Procedures

Adequate provision is made to protect students against arbitrary judgements or inappropriate effects of student regulations. The college's "due process" procedure is listed below:

- Instructor Conference
- Coordinator of Program
- Division Chair
- Dean of Career & Economic Development (A.S.)
- Executive Vice-President (A.A.)

AIDS POLICY

It is the policy of Gulf Coast Community College to balance the rights of Acquired Immune Deficiency Syndrome (AIDS) victims with regard to education and employment against the rights of the students and college employees to an environment in which they are protected from contracting the disease. The college will be flexible in its response to incidents of the disease on campus, evaluating each occurrence in light of its general policy and with the latest information available. A college committee consisting of appropriate representatives will be responsible for acting upon and administering the college policy on AIDS in specific cases. An HIV infected student or college employee will have the same rights and privileges as others. The committee meets on "as needed" basis to consider individual occurrences of the disease recommending appropriate action.

ANIMALS ON CAMPUS POLICY

The college acknowledges the right of students, staff, and visitors to a safe and healthy environment while on the campus and at college sponsored functions. In the interest of maintaining such an environment, animals are not permitted on college property or at college sponsored functions. **Exception: Use of Service Animals:** Dogs certified to assist persons with disabilities are exempt from the college's animal prohibition. The college maintains a list of service dog owner responsibilities related to grooming, sanitation, and control of the animal (Section II, pg. 9-10). When use of a certified service animal imposes a documented danger or health hazard to others, the service animal will not be used and college's equity coordinator and/or coordinator of disability support services will mediate. **Call 872-3834**

DRUG-FREE CAMPUS POLICY

In compliance with the Drug Free Schools and Communities Act Amendments of 1989, GCCC prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees. The Act enforces sanctions, including those applicable under local, state, and federal law, for the suspension, expulsion, termination of employment, and referral for prosecution, which may result in arrest, appropriate fines, and imprisonment.

Tobacco & Smoke-Free Campus

GCCC students and staff have the right to an educational atmosphere free from the adverse effects of cigarette smoke. GCCC Manual of Policy 5.290 states, "Smoking and use of tobacco products are prohibited in all buildings of the college". Please keep GCCC clean by properly disposing of all cigarette butts in ash urns. Campus signage encourages students to maintain a smoke-free zone at building entrances & breezeways.

Mandatory Drug Screening/Testing and Drug Education Program for Student Athletes:

All student athletes will be required to attend annual education sessions involving the promotion of healthy lifestyle choices. Student athletes will be required to undergo drug screening/testing by a state certified facility. Use of illegal drugs may result in the loss of the student's athletic scholarship and/or participation in the athletic program. Refer to the GCCC Manual of Policy 7.038 or the Athlete Handbook.

EMERGENCY ACCIDENT PROCEDURE

Students involved in or witnessing an accident on campus should inform the nearest college employee, who will in turn notify the Student Development Division and complete an accident report. If, in the opinion of any college employee, medical attention is required (or if the degree of medical attention required cannot be ascertained), an ambulance will be called. **The college assumes no liability for medical or ambulance expenses.** The Student Development Division will notify any relatives, if requested, of the nature and extent of injuries. A detailed report of any accident or incident on campus involving personal injury or damage to property should be made immediately and sent to the following:

- ✓ **Dean of Student Development**
- ✓ **Director of Human Resources**
- ✓ **Vice President of Administrative Services**

Emergency steps to follow:

1. Have someone stay with the person in distress.
2. Call college operator, and report medical emergency details.
3. Give your name, location and the name of person in distress.
4. Ask the college operator to call 911 if the person in distress is:
 - a. Unconscious
 - b. Not breathing or having difficulty breathing
 - c. Bleeding
 - d. In extreme pain
5. Ask the college operator to request an ambulance if the person in distress wants one or if one is needed.
6. College operator will direct an ambulance & college officials to the location of the person in distress.

Other Emergencies:

1. Warn others of immediate danger.
2. Call the college operator. Give name, location and describe the emergency.
3. The college operator will connect you, as appropriate, with 911 and will direct college officials to the location of the emergency.

INSURANCE

The college has no accident or medical insurance available for students. If a student is not covered under a personal or family policy, the college recommends that students purchase a policy from the agent of their choice.

REQUEST FOR STUDENT TRAVEL

Students traveling in a college vehicle or representing the college for official business must complete a **GCCC Student Travel Form and Absence from Class Form** when necessary. The employee traveling

with the student must submit all paperwork at least two weeks prior to departure with pre-approval signatures from the sponsor, Student Activities Specialist, and Vice President of Student Development. It should be understood that all students attending the activity must abide by the Student Code of Conduct during the entire travel schedule. Students under 18 enrolled at GCCC must obtain parental consent before departure on a student travel assignment. Instructional fieldtrips should be approved through the Vice-President. **Any questions about travel or required paperwork, Call 872-3864.**

SEARCH & SEIZURES

College officials reserve the right to search lockers or other college property when deemed necessary to uphold the basic responsibility of the college regarding discipline, safety, and maintenance of educational atmosphere. Contraband items will be confiscated and may be used as evidence in disciplinary cases. Briefcases, handbags, backpacks, and containers may be searched in the Library, in laboratories, in the Bookstore, and other places on campus where material/equipment is not secured.

SEXUAL MISCONDUCT

Gulf Coast Community College is committed to creating and maintaining an environment in which students, faculty, and staff can work together in an atmosphere free of all forms of sexual misconduct (assault, harassment, exploitation, or coercion). Sexual misconduct is illegal under both state and federal laws and is a violation of the rules and regulations of the college. Sexual misconduct will not be tolerated by any member of the college community and any acts of sexual misconduct should be reported. The college has established the following policy and grievance procedures in order to preserve the rights of college employees, agents, and students to an environment free from sexual misconduct. Any employee, student, agent will be subject to appropriate disciplinary action for any violation of the sexual misconduct policy.

SEXUAL MISCONDUCT POLICY

It is a violation of the Gulf Coast Community College Sexual Misconduct Policy for any employee, agent, or student to engage in acts of sexual misconduct. Sexual misconduct is defined as verbal, nonverbal, or physical behavior of a sexual nature which unreasonably interferes with an individual's work or academic performance by creating an intimidating, hostile, or offensive environment for work or learning.

I. PROHIBITED CONDUCT:

A. Acts of sexual misconduct may include, but not limited to:

1. Sexual favors requested and/or accompanied by implied or covert threats concerning one's job, academic grade, letter of recommendation, or similar activities;
2. Sex-based conduct that shows favoritism to a specific gender;

3. Verbal or nonverbal abuse of a sexual nature or unwelcome sexual advances;
4. Sexist remarks or gestures regarding a person's body, clothing, or sexual activities;
5. Physical contact such as patting, pinching, or unnecessary touching;
6. Public indecency by exposing one's body in such a manner that another party could reasonably be offended or sexual conduct where another party could reasonably be offended;
7. Voyeurism, trespassing, spying, or eavesdropping for sexual arousal;
8. Sexual battery, also known as assault or rape. Sexual battery is considered a felony in Florida, punishable pending on the degree of the felony with imprisonment for a third degree felony of five years to punishment for a capital felony of life imprisonment, serving no less than 25 years without parole.

B. Act of Retaliation:

1. Any employee, agent, or student of Gulf Coast Community College who retaliates in any manner against a complainant for reporting sexual misconduct will be in violation of this policy.
2. Such an act of retaliation will be prosecuted in the same manner and to the same extent as sexual misconduct.

C. False Accusations:

1. All employees and students are entitled to be protected from false, frivolous, or malicious allegations of sexual misconduct. Such complaints and allegations will not be tolerated.
2. Any employee or student who, based on the preponderance of evidence developed during the informal inquiry or formal investigation, is found to have given false information or made false accusations of sexual misconduct will be subject to disciplinary action under established college rules.

II. REPORTING AND GRIEVANCE PROCEDURES

A. Sexual Misconduct, Verbal or Nonverbal:

1. College employees, agents, or students who believe they are the victims of sexual misconduct should report the facts and circumstances to their immediate supervisor, an instructor, a department head, a counselor, or other college official. The college official receiving the information will deliver a written report to Vice-President of Administration outlining allegations.
2. Any allegation of sexual misconduct by a college employee, agent, or student will be taken seriously and investigated thoroughly by an appropriate college official.
3. If an informal investigation of the facts and circumstances fails to resolve the matter to the satisfaction of the complainant, a formal written complaint setting forth the facts and circumstances of the alleged sexual misconduct may be filed so a formal investigation can be conducted:

Employees or Agents Contact:

- ✓ Human Resources Director

Students Contact:

- ✓ Executive Vice-President
- ✓ Dean of Student Development

4. At the conclusion of the formal investigation, a written summary report, including appropriate recommendations, will be made to the president. When warranted and approved by the college president or District Board of Trustees, appropriate disciplinary action will be taken against an employee, agent, or student who violated this rule.

5. All allegations brought to a formal discipline hearing will be handled in such a manner as to provide due process to the alleged perpetrator and the complainant.

6. Disciplinary procedures as covered in the Manual of Policy and the Student Handbook will be followed.

7. Proven sexual misconduct may be the basis for permanent expulsion of a student or termination of an employee's contract, regardless of status.

B. Sexual Battery:

1. Appropriate law enforcement authority shall be immediately notified of allegations of sexual battery if:
 - a. Battery is alleged to have occurred on college-owned or controlled property, including any battery that originated with abduction from such property;
 - b. Battery is alleged to have occurred at or during a college-sponsored activity, and involves any student, employee, agent, or visitor of the college as alleged victim or perpetrator;
 - c. Battery is alleged to have or appears to have a connection to college facilities, employees, agents, or students, such that the incident may pose a continuing danger to the college community;
 - d. Battery is when the victim has specifically requested a college official to notify local law enforcement agency.

1. **Intervention Referral Service:**

- a. The college shall provide an apparent victim with information about local counseling and crisis assistance agencies and will encourage the apparent victim to take advantage of services provided by those agencies;
- b. The college will encourage the apparent victim to obtain appropriate medical evaluation and treatment as soon as possible;
- c. The college will encourage the apparent victim to report the incident to local law enforcement agency for criminal investigation and prosecution, and shall offer to assist the apparent victim with making contact with the local law enforcement agency;
- d. If the apparent victim is a student, the college will assist the student with making class or campus changes, notifying the student's instructors of any special needs of the student, or assisting with the withdrawal of the student from classes, as may be appropriate under the circumstances;

e. If the apparent victim is an employee, the college will assist the employee with processing a leave of absence request, as appropriate;

f. In all cases the college will treat the information received from the apparent victim as strictly confidential and will make the information available on a strict need-to-know basis.

III. SEXUAL MISCONDUCT INFORMATION DISSEMINATION

a. The college policy on sexual misconduct will be published in appropriate college publications: Manual of Policy, Employee & Student Handbook.

b. Comprehensive information about sexual misconduct will be presented through student orientations, employee orientations, educational seminars, and awareness strategies. Regular monitoring of campus lighting, landscaping patterns and class scheduling will contribute to campus awareness of the potential for sexual misconduct.

STUDENT CODE OF CONDUCT

Gulf Coast Community College is a public college primarily serving citizens of Bay, Gulf, and Franklin counties. Its mission includes maintaining high standards to foster a climate of excellence; providing opportunity and access for all; and creating a supportive, personalized environment for maximum student achievement. Sharing responsibility for this mission, students and college personnel are joined in a voluntary college community. Admission to Gulf Coast Community College carries with it the expectation that students conduct themselves as responsible members of the college community. They must comply with all laws, all established rules and regulations of the college, maintain high standards of honesty and integrity, and will respect rights, privileges, and property of other members of the college community. The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both. Violation of any college rule, policy, regulation, or violation of any law on college premises, college sponsored or related activities, or activities which adversely affect the interests of the college community, including those standards provided below, subject the student(s) to disciplinary action according to published college disciplinary procedures:

1. **Acts of Dishonesty** - Acts of dishonesty such as cheating, plagiarism, furnishing false information, altering documents or identification.

2. **Disruptive Acts** - Any act or behavior, which disrupts or interferes with teaching, learning, functions, or procedures on or off campus.

3. **Abuse**- Physical abuse, verbal abuse, profanity, indecent or abusive language, intimidation, harassment, stalking, coercion, or other conduct which threatens or endangers the health, safety, or well being of any person.

4. **Identification** - Students are required to provide identification when requested by college employees.
5. **Reasonable Orders by GCCC Officials** Students are required to comply with reasonable requests or directions of GCCC employees acting in behalf of the college.
6. **Theft/Vandalism** -Theft or damage to the property of the college, a member of the college community, or visitor.
7. **Assault/Battery** - No student will threaten or inflict harm or discomfort to another person.
8. **Sexual Misconduct** -No student will commit or attempt to commit any form of sexual misconduct which includes sexual harassment, sexual assault, sexual battery (rape), public indecency, lewd behavior, and/or voyeurism. (Sexual Misconduct)
9. **Drugs and Alcohol** -The dispensation, possession, or use of, alcohol or controlled substances at the college or at college-sponsored activities is strictly prohibited. Students are prohibited from being under the influence of drugs or alcohol on college property or at college-sponsored activities.
10. **Hazing** -Students are prohibited from engaging in any hazing action or situation on or off campus which endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any college organization.
11. **Public Laws** -Any act by a student, which results in the charge of a violation of a public law, occurring either on or off campus, may establish cause for legal and/or disciplinary action by the college.
12. **Children** -Students will not bring children to the classroom or leave any child unaccompanied on college property unless the child is enrolled in a course or program at the college.
13. **Firearms, Weapons, Fireworks, Explosives** No student(s), except law enforcement officers, may have weapons in their possession on college property. Weapons are defined as firearms, knives, explosives, dangerous chemicals, flammable materials (except for cigarette lighters), fireworks, or any other items that might cause bodily injury or damage to property. Correctional and Law Enforcement students may handle weapons under direct supervision of firearms instructors at Firing Range.
14. **Gambling** -Gambling of any kind is prohibited.
15. **Unauthorized Entry** -Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises is prohibited.
16. **Emergency Equipment/Safety** -Any action which causes or attempts to cause a fire, explosion, any false reporting of a fire, (including bomb threats), pulling fire alarms, tampering with fire safety equipment, or other safety devices is prohibited,
17. **Theft of Computer Time/Abuse** -Items included, but are not limited to:

- a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose;
- b. Unauthorized transfer or deletion of a file;
- c. Unauthorized use of another individual's identification or password;
- d. Use of computing facilities to interfere with the work of another student, faculty member, or college official;
- e. Use of computing facilities to send, view, or receive pornography and/or send obscene or abusive messages;
- f. Use of computing facilities to interfere with the normal operation of the college computing system;
- g. May not use computer facilities to conduct commercial activities or engage in any illegal activity.

18. Complicity -A student present during the commission of an act by another person may be charged as a complicator if the student's subsequent behavior constitutes support of the violation. Student(s) who witness acts that constitute violation of college policy should promptly report the incident to college authorities.

19. Animals -Animals are not permitted on college property or at college-sponsored functions except that persons with disabilities may utilize service animals as appropriate.

20. Photographic Equipment – Use of photographic equipment, including camera phones in areas where an individual may have reasonable expectations of personal privacy is prohibited including, but not limited to restrooms, dressing areas, and shower areas.

JURISDICTION

The Student Code of Conduct is applicable in all matters of student discipline, and any disciplinary action imposed upon a student shall be in accordance with this Code, unless the disciplinary action was imposed according to a separate College policy which the student accepted as a condition to participation in a particular course or program. Faculty members shall have the authority to take such actions as may be necessary to maintain order and proper conduct in the classroom to insure the cooperation of students in the accomplishment of the objectives of the course. Disciplinary action, including dismissal from the college, may be imposed on a student for failure to abide by rules of conduct contained herein. The form of disciplinary action imposed will determine whether and under what conditions a violator may continue as a student at the college. Practices in disciplinary cases may vary in formality according to the severity of the case. As the president's designated representative in disciplinary matters, the dean of student development has the responsibility of establishing, reviewing, and enforcing student disciplinary regulations and procedures.

CHARGES OF STUDENT MISCONDUCT

Any member of the college community may report charges of student conduct violation. The charge of misconduct by a member of the college community should be submitted in writing and should specify the

misconduct and describe circumstances, evidence, witnesses, and any other information relevant to the acts of misconduct. The report should be submitted as soon after the event occurs or after the act of misconduct is discovered. Reports should be submitted to the dean of student development.

The dean of student development will investigate the allegation and will call the student(s) to an initial conference where the student(s) of the misconduct allegation will be informed of the findings of the initial investigation, college rules or policies that may have been violated, and the range of disciplinary action against the student(s) that might be imposed. The student(s) will be interviewed and given an opportunity to refute the allegations, make any statements, or provide any evidence or mitigating circumstances.

If the disciplinary matter can be resolved by mutual agreement of the student(s) and the dean of student development, the disciplinary proceedings will terminate, subject to any terms of the agreement. If the charges cannot be disposed of by mutual agreement, the dean of student development will schedule a meeting of the Discipline Committee to hear the case and impose disciplinary action if such is found warranted. The student may continue to attend classes and college activities until the discipline hearing is held by the Discipline Committee and pending appeal at the discretion of the dean of student development.

DISCIPLINE COMMITTEE

The Discipline Committee is a standing committee composed of thirteen members:

- ✓ **(7) Faculty members and administrators appointed by the GCCC President.**
- ✓ **(4) Students appointed by SAB**
- ✓ **Dean of Student Development (Ex-officio)**
- ✓ **Executive Vice-President (Chair)**

If regular members cannot be present for a hearing, alternates may replace them. The Discipline Committee Chair will preside at the Disciplinary Hearing and establish organizational or operational procedures necessary to conduct the hearing. The chair may rule on all questions before the Discipline Committee and may limit repetitious testimony and exclude immaterial or irrelevant evidence. Strict rules of evidence shall not be applied.

COMMITTEE RESPONSIBILITIES:

The accused has a right to a fair and impartial hearing before the Discipline Committee on any charge of violating rules of student conduct. The accused failure to cooperate with hearing procedures shall not prevent the Discipline Committee from making its findings of fact, conclusions, and recommendations. Failure by the accused to cooperate may be taken into consideration by the Discipline Committee

in recommending appropriate disciplinary action. The accused shall be entitled to hear and examine evidence against him/her and be informed of the identity of its source and shall be entitled to present evidence or witnesses in his/her own behalf. Only those matters presented at the hearing in the presence of the accused will be considered by the Discipline Committee in determining whether there is sufficient evidence to believe the accused violated the Student Conduct Code.

DISCIPLINARY HEARING PROCESS:

The student(s) shall be notified in writing, by registered mail, of the time and date of the Disciplinary Hearing. The letter will set the hearing date and time, not less than five or more than 15 calendar days after the student(s) has been notified. Maximum time limits for scheduling hearings may be extended at the discretion of the Dean of Student Development. All charges of misconduct will be presented to the student in writing. The accused will be informed that he/she may submit evidence, produce witnesses, testify, view all evidence, and hear the testimony of adverse witnesses. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The college may also be assisted by an advisor at its discretion. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before the Discipline Committee. The complainant, the accused, and the Discipline Committee shall have opportunity of presenting witnesses, subject to cross-examination by the Discipline Committee. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the chair. In hearings involving more than one student, the chair may permit hearings concerning each student to be conducted separately. All witnesses and those to give testimony will remain outside the hearing room until called. A tape recording will be made of the disciplinary hearing. Records will be property of the College, but copies provided at his/her expense.

CONDUCT OF THE HEARING

1. Disciplinary hearings will be conducted in private. Admission of any person to the hearing will be at the discretion of the chair.
2. The chair seats committee members and accused.
3. All present will introduce them.
4. Chair will call the hearing to order.
5. The Dean of Student Development will provide any I Introductory information, present charges against the accused, and provide documents, statements, information, and evidence gathered during the investigation of the alleged misconduct.

6. The accused will speak to the charges and provide any opening statements, provide evidence, documents, or information for consideration by Discipline Committee.
7. If there are witnesses against the accused, they will be called one at a time. Any member of the committee may question the witness. On conclusion of the testimony, the witness will leave the hearing room.
8. If there are witnesses for the accused they will be called one at a time. Any member of the committee may question the witness. On conclusion of testimony the witness will leave the hearing room.
9. The accused will be invited to make any final statement. The committee may question the accused.
10. Witnesses may be recalled by the committee.
11. All but the members of the Discipline Committee will leave the room.
12. The committee will discuss the case and a determination shall be made on the basis of whether it is more likely than not that the accused violated a college regulation. The determination of the committee shall be made by majority vote.
13. When a decision has been reached, the accused will return to the hearing room and the chair will ask the secretary to read the decision of the Committee on the charges and the disciplinary action to be imposed on the accused, if any.

DISCIPLINARY SANCTIONS

1. **The following sanctions may be imposed upon any student found to have violated college regulations:**
 - a. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. **Loss of Privileges** - Denial of specified privileges for a designated period.
 - d. **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. **Discretionary Sanctions** -Work assignments, service to the college, or other related discretionary requirements.
 - f. **Suspension** - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - g. **College Expulsion** - Permanent separation of the student from the college.

DISCIPLINARY APPEALS

Within five working days of any disciplinary action, a student may appeal the disciplinary action of the committee to the President of GCCC. The President shall review the case and render a decision within three working days. Any student who is still dissatisfied may within five working days file an appeal through the president to the District Board of Trustees.

V. STUDENT SERVICES:

BOOKSTORE

GCCC Bookstore is open to the public year round except on weekends and during holidays observed by the college. Normal hours are from 7:30 a.m. until 6:30 p.m. Monday-Thursday, and from 7:30 a.m. until 4:00 p.m. on Friday. Aside from course requirements such as textbooks, supplements and other course materials, the bookstore offers a wide range of study aids, academic software and school supplies to help the student learn more effectively. Students are advised to return their textbooks for a refund immediately if they drop a class or find out that their class has been cancelled. Refunds will not be granted without the original cash register receipt(s) or beyond 30 days from date of purchase. Full credit is given for books returned in mint condition if bought new or in serviceable condition if bought used. Course withdrawals do not entitle students to book refunds except in extenuating circumstances, and they may be asked to obtain prior approval from the appropriate authorities. For students wishing to sell books, the bookstore offers book buyback services at mid-term and end of the term each semester. **Call the Bookstore at 872-3863.**

COMMODORE CAFE- FOOD SERVICES

The Student Union-East houses the Commodore Cafe. A variety of entrees and ala carte items are available at reasonable prices in the cafeteria. Each semester pre-paid meal plans are available for students.

769-1551 x5876

Food Services Hours of Operation:

7:00 a.m.-2:00 p.m. (Breakfast & Lunch, Mon, Tues, Wed)

7:00 a.m.-1:30 p.m. (Friday)

4:00 p.m.-8:30 p.m. (Dinner, Mon-Thurs)

7:00 a.m.-1:30 p.m. (Summer Hours, Mon-Thurs)

VISUAL AND PERFORMING ARTS

GCCC Students are admitted free of charge to all Division of Visual and Performing Arts events, such as concerts, plays, musicals, lectures, etc. All GCCC Students are invited to audition for plays, musicals and performing groups. Call 872-3886 for more information.

CULINARY ARTS “LA FRIANDISE”

As a part of the course curriculum, Culinary Management students prepare and serve meals at a student-operated, gourmet restaurant, La Friandise. Look for the blue awning located at the Rosenwald Classroom Building. By seating times, lunches are served Monday through Thursdays during the fall semester. Spring lunch service is served on Tuesdays and Thursdays and dinners are offered on Mondays and Wednesdays. Students are encouraged to participate. Advance reservations required! **Call 769-1551 x5851**

DENTAL CLINIC

The GCCC Dental Clinic is a clinical training facility for students enrolled in the dental assisting/dental hygiene programs. Experienced faculty members supervise all clinic sessions. For a nominal fee, services provided include dental history review, soft tissue exam, charting and dental exam, cleaning, fluoride treatments, radiographs, and some types of fillings. The clinic is located on 1st floor of the Health Science Building facing Collegiate Drive. **For an appointment, call 872-3833.**

HOUSING INFORMATION

Gulf Coast Community College does not have dormitory facilities. Local housing information can be obtained at the Student Union, Ambassador Information Desk. GCCC does not assume legal responsibility or liability for consequences arising from off campus housing where students reside. **Call ext. 2805**

INTERNET, E-MAIL & COMPUTERS

All Gulf Coast Community College computer labs are for the exclusive use of GCCC students and staff. Anyone using these facilities must be an enrolled student or a college employee. All others must request special permission from a department chair or other college administrator. Computers, data, and information processing facilities are provided for the college's academic and administrative purposes. Any attempt, whether successful or not, to use or access computers, data, or information processing facilities by means other than those specifically provided and authorized by the college is specifically prohibited. Any attempt, whether successful or not, to make, acquire, or use copies of computer software in a manner which violates the college's license agreements is prohibited. For computers connected to the campus-wide Information Services Network this rule means that, when using the network, you must work within the network's computer menu structure. Also, copying computer programs from the network to any removable disk is not permitted. Computer/Internet Labs are available to students through the Library, Business Division, and Technology. The Policy for Computer Usage is posted in all Computer Labs and or displayed on all lab computers upon accessing the Internet. The policy is also available in the office of Information Technology Services.

LIBRARY

The college library is dedicated to providing research materials and Internet access to meet the needs of both students and faculty. A professional librarian is always on duty at the help desk to assist with research and Internet instruction. Holdings include 70,000 books, 300,000 microform units, and 600 periodical subscriptions. In addition, the library provides access to many on-line full text databases via the Internet. An open computer lab is located on the 1st floor to provide students with access to computerized tutorials, word processing, spreadsheets, and presentation software. **Call 872-3893 or @ www.gulfcoast.edu**

Library Hours of Operation:

7:15 a.m. to 9:30 p.m. (Monday-Thursday)

7:15 a.m. to 4:00 p.m. (Fridays)

1:00 p.m. to 5:00 p.m. (Saturday-Sunday) *Excluding Holidays

LOST & FOUND

Report lost or stolen articles to the Information Desk in Student Union-East. Any articles found on or near the campus should be returned promptly to the Ambassadors at the Information Desk. Check Lost & Found to locate any missing items. **Call ext. 2805**

LOCKERS FOR STUDENTS

The Office of Student Activities provides combination lockers to GCCC students at no cost each semester. Book lockers are assigned on a first come, first serve basis. They are located in Student Union-East across the hall from the SAB Board Room #63. To receive a locker combination, you must come, in-person to Student Activities Office Room #51 and sign a locker agreement each semester. **Call 872-3864**

MAIL & MESSAGES

GCCC does not offer any services or facilities for delivering messages to students in or out of class. Only during an immediate medical emergency, may a student be contacted and taken out of class. **Call 769-1551.**

PARKING & CAMPUS SECURITY

Campus security and parking safety are important for students, staff, and visitors to GCCC. Employees and students should keep personal safety as their 1st priority and take these steps if in need of security:

- ✓ **Call the FSU Police (x3111 or 872-4750 x311),**
- ✓ **Call "911" if a life-threatening emergency,**
- ✓ **Call the switchboard operator (x2800 or 769-1551).**

All parking areas are color coded accordingly: a) green curb parking reserved for faculty and staff, b) blue parking reserved for handicapped permits, c) yellow areas are No Parking. Any areas not marked as previously designated are available for student and guest parking. Students, faculty, staff, and visitors parking in restricted areas will be

fined \$5.00 for the offense. Fines must be paid in the Business Office within seven (7) days or the fine will increase to \$10.00. Funds generated by parking tickets go to a student loan fund administered by Financial Aid. To prevent accidents and crime, GCCC monitors lighting and landscape patterns through the campus superintendent. Administration asks students to report suspicious activities to staff immediately. Florida State University P.C. Campus Police and professional security guards monitor parking areas and buildings for your safety. "Campus Crime Watch Area" signs with instructions and periodic crime awareness programs help student's protect their personal safety and possessions on campus.

CRIME STATISTICS

<u>OFFENSES REPORTED:</u>	2003	2004	2005
1. Homicide	0	0	0
2. Sex Offenses	0	0	0
3. Robbery	0	0	0
4. Aggravated Assault	1	0	0
5. Burglary/Breaking & Entering	2	0	3
6. Motor Vehicle theft	0	2	1
7. Arson	0	0	0

PASSPORT PROGRAM- (GED)

The Passport Program is GCCC's Adult Basic Education and GED preparation program. The program is free of charge and serves adults 18 years or older who need their GED. The Passport Program provides one-to-one instruction combined with state-of-the-art computer software to assist students in meeting their academic goals. Videos and workbook materials supplement computer work, and small group workshops complement each student's individualized course of study. GED online studies are also available. Students create their own schedules and work at their own pace. Program orientations are scheduled weekly during morning, afternoon and evening hours. The GED program is available at the main campus. For more information, call: **913-2916**

Passport Program website: <http://ged.gulfcoast.edu>

Main campus location: Student Union West, Room 82

Passport lab Hours of Operation: 8:00 am-8:00 pm (Mon-Thurs)*
8:00 am-4:00 pm (Friday)*

*Summer and holiday hours may vary. Call to verify.

SUCCESS CENTER

What do all successful students have in common? Effective study habits and the ability to ask for help. The Success Center isn't just a great place to study. It's a great place to get help when you need it. Our professional staff provides one-to-one tutorial support in English, reading, math, and accounting, and we offer a variety of instructional support materials such as practice worksheets, videos and software.

Whether a term paper has you down or math has you muddled, the Success Center staff can help! Located next to the bookstore in Student Union West, the Success Center's services are free to students enrolled in any college preparatory course; however, other Gulf Coast students can register for Success Center services for a nominal fee each semester. **For more information call 872-3849.**

Success Center Hours of Operation:

8:00 a.m.-8:00 p.m. (Mon-Thurs)

8:00 a.m.-4:00 p.m. (Friday)

1:00 p.m.-5:00 p.m. (Sundays)

***Summer hours may vary, call to verify.**

WKGC RADIO STATION

Gulf Coast is the only community college in the United States with a full-time AM/FM radio station. WKGC-FM is 90.7 and WKGC-AM is 1480 on your radio dial. The stations carry a variety of musical programs from jazz and classical music to soul. Local, national, and international news is featured as well as college highlights. Sports action by the GCCC Commodores including men's and women's basketball, baseball, volleyball, softball and intercollegiate play are broadcasted. WKGC radio station is members of National Public Radio. Students can participate at WKGC through communication courses.

Call 769-5241

WORKFORCE DEVELOPMENT

Workforce Development consists of two areas: the Workforce center and the Workforce Training Center.

The Workforce Development programs represent a cooperative effort between GCCC, the State of Florida, Department of Labor, the local Workforce Board, businesses, and community based organizations. The programs focus on meeting the needs of businesses for skilled workers and providing training, education, and employment assistance for qualified individuals. The programs' operations are based on a one-stop concept where information related to job training, education, and employment services are accessed at one location. Eligible participants receive supportive services, career counseling, as well as scholarships for tuition, books, materials and supplies.

Workforce Center

The Workforce Center offers a wide-range of no cost comprehensive services to both job seekers and employers. The Workforce Center provides job search information using local and national job data banks, job seeking and career planning advice, resume preparation assistance, printing, phone and fax services, labor market information, veterans' assistance, Job Corp referrals, assistance filing unemployment claims via the internet, and referrals to approved training providers for high demand occupations. The Workforce Center can recruit, screen, test and interview potential employees based upon an employer's current

and future needs. The Workforce Center serves Bay, Gulf and Franklin counties and is conveniently located in Panama City at 625 Hwy 231. Hours of operation are Monday – Friday, 8:00 a.m. until 5:00 p.m. The Workforce Center is a service of Gulf Coast Community College. For additional information, please visit our website at www.workforcecenter.org.

Workforce Training Center

The main office of the GCCC Workforce Training Center is located in the Workforce Development Building located at the west end of campus (the former Florida Highway Patrol Building). The Workforce Training Center assists potential students on a walk-in basis as well as referrals from the Workforce Center. If potential students qualify, they can be enrolled in and graduate from short-term training and traditional classroom programs in professions that offer a living wage. The following programs are in demand: corrections, and health science fields. Participants include, but are not limited to economically disadvantaged youth and adults, as well as dislocated workers. Training, information, and other forms of assistance are also provided at the Workforce Training Center office located in the Gulf/Franklin Center, Port St. Joe, where we serve Gulf and Franklin County residents. The hours of operation in Gulf/Franklin Center are Monday through Friday, 9:00 a.m. – 5:00 p.m. E.S.T. For more information and to fill out a pre-screening tool to see if you qualify for our program, please visit us at www.workforcecenter.org. Click on Training Services.

VI. STUDENT ACTIVITIES

Campus activities are offered at GCCC to enrich your college life! Take advantage of your opportunity to “**get involved**” on campus from active participation to leadership opportunities. **All events are free provided by Student Activities fees fund.** A range of activities both on-campus and off-campus are based on the needs and interests of the student body. **Get connected with GCCC...**Attend concerts, guest lectures, activity hour entertainment as well as exciting Visual and Performing Arts and Commodore Athletic events. Student clubs serve GCCC student’s cultural, personal and career interests.

Special events sponsored by the Student Activities Board (SAB) throughout the year entertain students and relieve the stress of “life’s balancing act” between academics, family, and careers. Participation in student activities provides excellent opportunities to practice what has been learned in class, develop special skills, serve in challenging leadership roles, or just try something new. **Remember, a college I.D. card may be required for free admission, discounts, or to participate in student-related activities. Stop by the Student Activities Office #51 in Student Union-East to receive your student picture I.D. card.**

ACTIVITY HOUR

GCCC designates one hour from 10-11 a.m. every Monday, Wednesday, and Friday, as the "Activity Hour" so only a minimum number of special classes are scheduled during this time. Most clubs or organizational meetings, intramural sports, open wellness facilities, and student activities take place during this time with the exception of special events. Check campus calendars or Commodore Information Network (CIN) electronic TV bulletin board for upcoming events.

ATHLETIC EVENTS

Intercollegiate Athletics at GCCC is considered a student activity and is subject to the same policies and procedures as other student programs. While the college has no desire to overemphasize team sports and competition of intercollegiate athletics, it does strive for excellence in all aspects of college life. Commodore school spirit is encouraged! **Free home game admission with your student I.D.**

-Men's Basketball	-Women's Basketball
-Men's Baseball	-Women's Softball
-Women's Volleyball	-Cheerleading

BRAIN BOWL

Florida Community College Activities Association (FCCAA) encourages collegiate, academic competitions at the community college level. Any student can try-out for the Brain Bowl Team in the fall providing they are enrolled in a minimum of 6 hours and have a cumulative 2.5 GPA. Spring scholarships are provided to the student team selected.

For tryout dates and practice times, call Dr. Dan Finley at 913-3315

CLUBS & STUDENT ORGANIZATIONS

GCCC Student Activities fees assist student clubs and organizations in maintaining a "self-sufficient" funding status for student participation on campus. It has been proven that student organizations develop "well rounded" students while exploring personal and career interests. The Student Activities Board assists all student organizations on campus to be officially recognized as a student organization through the GCCC Campus Club Coalition. Approved clubs with charter status can remain as a permanent organization as long as the organization remains active, serves the student needs, and meets college Student Activities Board criteria each year. Any student organization that becomes inactive for over two fiscal years will lose its charter status and club funding. A list of current membership and officers must be kept up-to-date and filed each semester with the Office of Student Activities. Listed below are all student organizations currently registered with the Office of Student Activities. A club brochure is available at the Information Desk.

GCCC Campus Clubs:

African American Student Union
American Medical Student Association
Ambassadors for Christ
Baptist collegiate Ministries
Florida Nurses Student Association

Gay Straight Alliance
Gulf Coast Gospel Choir
Gulf Coast Players Theatre Club
Muslim Student Association
Phi Theta Kappa
Philosophy
Physical Therapy
Psychology Club
Radiography
Rotaract
Sign Language
Sonography
Spanish
Student American Dental Hygienist's Association
Student Chef's Association
Student Support Services
Surgical Technology Student Association
Technology and Engineering Club
Veterans Association
Visionaries Ink

HOW TO ORGANIZE A NEW CLUB

To be officially recognized as a club or organization at GCCC, a group must meet the standards below:

1. A group must have **sufficient student membership** that may vary according to the club purpose/mission.
2. A group must have **one or more faculty sponsors** whose names are filed with *the* Office of Student Activities. Students are encouraged to solicit faculty and full-time staff
3. The **group must file with Office of Student Activities a statement of purpose**, stating specific ways in which the organization can benefit the college and the community.
4. A GCCC student is one who is currently enrolled in a credit course.

When the first four requirements are satisfactorily met and after their approval by the Student Development Council, the group may operate on a probationary basis for a maximum of one semester. During that semester, preferably at least one month before the end of the semester, the group must meet two additional requirements:

5. **Submit a written plan**, organizational outline, or constitution stating its purpose, organizational structures, officers, and standard procedures to the Student Development Council.
 - a. That policies, purposes, and principles of the club are consistent with and not harmful to GCCC philosophies and principles.
 - b. That membership and leadership positions in the organization shall be open to students enrolled at the college without respect to race, sex, religion, age, nationality, or handicap
 - c. That membership, policies, and actions of the organization are determined by the vote of only those persons who hold bona fide membership in college community.

6. File with the Office of Student Activities a list of the officers and members of the club or organization. When all five of the above requirements have been satisfactorily met and/or the probationary period has successfully passed, a club may apply for a charter as college-recognized organization. Upon approval of the Office of Student Activities, the Student Development Council, and the Executive Council, a club attains the Chartered Organization status. Having achieved that status the group is expected to maintain continuity and self-sufficiency. Any violations of college regulations and standards of good taste as well as non-cooperation with the Student Activities Board (non-attendance by organizational representatives at SAB meetings, etc.) will result in the organization's charter being revoked or returned to probationary status. Any act of misconduct is subject to individual student code of conduct disciplinary action and equally applies to student organizations. A club or its individual members in violation may be brought to the Discipline Committee. **Questions about a new club, call 872-3864**

CLUB FINANCES

All monies collected by student clubs and organizations must be deposited through the GCCC's Business Office. All purchases for club activities must be approved with at least three signatures (1) the club advisor, (2) the student activities specialist, (3) the dean of students, and/or a dean or above level designee in their absence) to complete the standard requisition process. The club advisor is responsible for maintaining a club budget according to college accounting policies. Each fiscal year, the club must submit a projected budget one month from the beginning of the fall term to the Office of Student Activities. Any roll over any account funds must be requested in the proposed budget. The club advisor should always return receipts from purchases and a signed (CRD) central receiving document to Business Office as soon as expenditures are completed. This purchase order process allows the necessary money from the organization's account to be taken to the pay a bill. Any purchases less than \$50.00 may be done through the petty cash reimbursement process through the student organization's advisor and the Business Office. A check requisition form, with approved signatures must be attached with the original receipt to receive reimbursement. SAB funds for special unbudgeted campus events that include food must be approved a minimum of two weeks in advance by the Student Activities Board.

CLUB ADVISOR RESPONSIBILITIES

1. Check eligibility of all club officers elected officers. GCCC students must have minimum 2.0 GPA and not be on disciplinary probation.
2. Ensure that the student organization complies with all required filing information as requested by SAB.
3. Ensure that all official club activities are entered in the college general schedule (use the Event Form) and on the college activities

calendar kept in the Student Activities Office. Planning must involve courtesy to fellow organizations and agencies and the consideration of scheduled events and activities.

4. Confer with newly elected officers to orient them to their responsibilities and their constitution.

5. Assist the club president in evaluating the performance of the organization and other participants while playing an active role within SAB and the Campus Club Coalition.

6. All organizational participants are to be clearly aware that any action taken on occasions at which the sponsor is not personally present is not official. Disputes or problems associated with such unofficial action will result in revocation of the act where practicable. Individual members and the organization as a whole will be held responsible for unofficial acts undertaken in the name of the college and/or organization.

7. The advisor's name must be one of three signatures on the designated college club account. No accounts are to be established independently at area banks. All club/organization funds are to be kept in college accounts and supervised by the advisor and club officers. It is the advisor's responsibility to provide signature approval and encourage sound financial planning and practice according to the Manual of Policy and purchasing guidelines.

8. Obtain approval for all fund-raising projects from the Office of Student Activities. All fund-raising activities that do not give value for value received, in the name of the college (its agencies or organizations), and fund-raising activities determined to be in bad taste, are prohibited.

9. Ensure that college-collected funds, or any funds raised in the name of the college, its agencies, or organizations, are spent only for students or organization as a whole. Funds may not be spent to pay expenses, fees, or any other items for non-students. All unexpended amounts must be returned to the college account before the end of each fiscal year.

10. Seek approval from the Student Activities Office and Director of Institutional Advancement if an organization wishes to issue a publication or conduct outside fundraising activities.

11. Be prepared to supervise local or out-of-district travel planned by any student organization. Advance approval and signatures are required on the Student Travel Form and on check requisitions for registration, hotel, food or student advances. An employee must accompany the group. Please submit all completed forms to the accounting department at least two weeks in advance to allow for processing of funds and that students meet all requirements as stated in the manual of policy.

CLUB EVENTS, GUEST SPEAKERS, & FREE SPEECH

Campus organizations inviting a guest speaker or planning any event on campus must submit an Event Form for approval at least two weeks in advance to the Office of Student Activities. Any assembly that interferes with the orderly operation of the college or does not adhere to campus policy will not be permitted. Advisors are asked to submit annual dates for guest speakers in the college calendar each year. Outside speakers or community groups wishing to have access to the campus for the purpose of exercising their constitutional "freedom of speech" may be invited by a student organization or campus department. However, it is the responsibility of the club advisor, department contact, and guest to schedule the visit within the guidelines of the free speech area no less than one week in advance. **Call 872-3864**

CLUB SCHEDULING

All organizational meetings and activities must be placed on a college activity calendar maintained by the student activities. The facility or classroom needed for meetings and activities must be reserved in advance by the advisor each semester. An Event Form should be submitted to the Office of Institutional Advancement when the activity is confirmed. **Call 872-3864**

SECRET SOCIETIES, FRATERNITIES & SORORITIES

The college does not permit secret societies or other organizations composed of college students, which operate without college approval or recognition. Officials of the college are authorized to take appropriate disciplinary action against any student in such an organization whose conduct or attitude, either on or off campus, reflects discredit upon GCCC. College "service fraternities or sororities" are prohibited unless they have compiled and demonstrated a three-year record of on-campus operation that clearly demonstrates an interest in and dedication to service while meeting the high-standards of other student organizations.

FITNESS FACILITIES

The Wellness and Athletic Division offers fitness facilities for students and faculty to use during open hours:

-Gymnasium & Locker Room, Indoor Swimming Pool

-Wellness Weight Room & Fitness Area

Check out the new 4,000 square foot Wellness Center with Body Masters free weights and a great line of cardiovascular equipment. Fitness facilities are available to all currently enrolled GCCC students, staff and faculty with a valid I.D. at no additional cost. For information and open hours **call 872-3831**.

INTRAMURAL SPORTS & RECREATION

Beyond intercollegiate sports, intramural activities are a vital component of the Student Activities program at the college. Consisting of team, individual sports or competitions, and outdoor recreation pursuits the

intramural program allows for the open entry into activities that promote both physical wellness and the reinforcement of positive socialization skills. Coed team sports include soccer, flag football, volleyball, inner tube water polo, and basketball. If you would like to get involved with intramurals or help officiate games, **Call Athletic Director @ 872-3831.**

NEWSPAPER

The official student newspaper, THE GULL'S CRY, is normally published every three weeks during the regular school year. Because it serves as a forum for the exchange of ideas and opinions, students are encouraged to submit columns or letters to the editor. Anyone wishing to join the staff or to contribute articles for publication should contact either the student publication's advisor or the editor in the Gull's Cry office @ **ext. 5894.**

LITERARY MAGAZINE

The student literary magazine, Argot, is published in the spring of each school year. The magazine serves as a medium for the publication of student fiction, non-fiction, and poetry. Anyone wishing to join the staff or to contribute literary pieces for publication should contact the student literary magazine advisor or Student Publication's Office.

POSTERS & SIGNAGE:

GCCC posting policy applies to campus general bulletin boards:

Bookstore (Used Books for Sale)
Workforce Center (Help Wanted)
Information Desk (For Rent/Roommates)
Student Union (Student Services)
Cafeteria (For Sale/For Rent/Help Wanted)
Library (General Information)

1. Information must be pre-approved, stamped by Student Activities prior to posting on GCCC general bulletin boards. Signs cannot be posted anywhere, except official college bulletin boards. Placing flyers, outdoor signage, or coupons in campus parking areas is strictly prohibited.
2. Please drop an index card or flyer for approval in the box at the Student Union Information Desk or Student Activities Office #51. Messages not stamped as pre-approved will be removed immediately.
3. Information will be posted by the following business day and removed one month later unless notified.
4. Student Activities Web page <http://sab.gulfcoast.edu/>. Student Activities on-line bulletin board under construction.
5. Classroom bulletin boards are used for instructional use and must be approved by the division where bulletin board is located. For more information, **call 872-3864.**

STUDENT ACTIVITIES BOARD (SAB)

The Student Activities Board, (SAB) is the primary information, communications link between the student body and administration. SAB is responsible for the budgetary allocation of Student Activities fees and tasked with planning a wide range of student programs, activities, and events to meeting the needs of the students.

The Student Activities Board makes recommendations regarding student government issues to provide input into the institutional decision-making process. Each spring semester, (4) officers are elected for the upcoming year: President, Vice-President, Internal Affairs Liaison, and Executive Secretary. Fall semester, applications are taken for the representatives from each recognized campus organizations, and general members-at-large are interviewed and selected. All SAB officers and members must maintain a minimum 2.5 GPA average, enrolled in minimum of (6) credit hours; attend weekly meetings, and events to serve on the Student Activities Board. The Student Activities web address is <http://sab.gulfcoast.edu/>.

Students serve a vital role in the institutional decision-making process through active participation on Student Activities Board, Board of Trustees, Tri-College Committees, and a number of college-wide administrative committees. GCCC's Student Activities Board (SAB) affiliates with the Florida Junior Colleges Student Government Association (FJCCSGA) which provides state-level leadership opportunities. The SAB Constitution and By-laws dictate the guidelines for the decision-making process as well as organizational structure. SAB committees are open to all students. Administrative committee student representatives are nominated. Descriptions of student organizations and committees are listed below and in Campus Club Coalition brochure.

STUDENT AMBASSADORS

What are Student Ambassadors? They are GCCC students who are hired each year to serve as liaisons for the college. Student Ambassadors work closely with the college recruiter and help with such tasks as traveling for recruiting trips, giving campus tours, assisting with campus events, registration and answering college e-mails. Students who are interested in being a Student Ambassador must maintain a 2.5 GPA and be enrolled in at least six hours during the fall and spring terms. Interviews are usually held in late spring. For more information please **call 747-3200**.

STUDENT GOVERNMENT & PARTICIPATION

GCCC encourages students to participate in the institutional decision-making process though leadership roles in Student Activities. The following are minimum guidelines concerning participation in student government. Some clubs may require additional criteria based on their mission and purpose.

1. All students are required to maintain 2.0 GPA to hold office in any student club or organization. Students who serve such student government leadership roles as a SAB Executive Board Officer or Student Ambassador are required to have a 2.5 GPA to run for and/or hold office.
2. Students interested in activities may be required to sign-up to participate or pick-up tickets according to information posted.
3. Students who participate in intercollegiate Athletics or Visual & Performing Arts may receive elective credit for participation. It is the responsibility of the student to properly register for such activities so that credit may be awarded.
4. Students who represent the college in any recognized activity (Athletics, SAB, Ambassadors, Music, etc.) are given excused absences from class or college employment when necessary for travel. It is the student's responsibility to notify their instructor or supervisor in advance and identify what tasks or assignments must be made-up before missing class or work hours.
5. Campus Club Coalition activities offer student organizations the opportunity for informational exchange of upcoming club events projects in efforts to collaborate for the good of the order.

STUDENT POLITICAL RALLIES

Gulf Coast Community College is happy to welcome bonafide candidates for political office to its campus. It is understood that such individuals will be representatives of a party ticket recognized by a political party in the State of Florida. Planning the candidate(s) format, event activities, and on-campus time shall be a joint endeavor involving GCCC officials and the local (Bay, Gulf, and Franklin) campaign organizations. Most important, adequate advance planning (two weeks notice at a minimum) and an agreement of the date and time of appearance. Campaign groups and staff of the candidate must assume responsibility for set-up and cleanup of facilities made available to them. Candidates and local organizations shall assume responsibility for the cost of "attractions" which promote crowd enthusiasm. In cases where campus groups are used to staff the attraction, they should be paid on an agreed upon amount.

TRI-COLLEGE COMMITTEE

Students, faculty, and administration meet the 3rd Wednesday of each month at 10 a.m. in the Gardner Seminar Room, Admissions Building. All students are welcome to attend and provide input or suggestions on how to resolve campus issues or student concerns. The informal

communication committee plays a vital role in making GCCC a successful campus that meets the educational needs of students.

VISUAL & PERFORMING ARTS

Visual arts, dance, music, and theatre are plentiful at GCCC! Students may participate in these exciting cultural opportunities whether or not they are "Visual & Performing Arts" majors.

Visual Arts classes are offered in different media and student work is chosen for the Annual Student Art Show. Talented students should submit their portfolios for scholarships.

Dance classes include: ballet, jazz, tap, and dance for theatre. Dancers may audition for musical theatre productions.

Music classes and performing groups include: the Singing Commodores, Concert Band, Concert Chorale and College Orchestra. Vocal and instrumental scholarships are available.

Theatre program offers concentration on acting, musical theatre, and design/technical theatre. Scholarships are also granted to talented students in theatre. Musicals and plays are produced each semester, and auditions are open to all students. The Gulf Coast Players, GCCC's own theatre club performs and holds workshops in the community. Come be a part of the "ARTS at GCCC" at the Amelia G. Tapper Center for the Arts. **For more information or for a calendar of events, call 872-3886.**