



# **PUMAS**

## **LEAD THE WAY**

**2023 - 2024 STUDENT HANDBOOK**

**VALENCIA COLLEGE**

The Valencia College Student Handbook contains helpful resources to help you succeed academically and get involved in organizations and activities.

In addition to a calendar to help you track important dates and deadlines, this handbook details student policies and procedures related to student needs, academics, discipline and more.

# WELCOME, NEW STUDENTS.



Welcome to Valencia College! We're glad you have chosen us to start (or continue) your college journey! Starting something new is exciting and scary. Whether you are coming to Valencia College to prepare to transfer, training to go directly into the workforce, or upskilling to advance your career, Valencia College has the people and resources to support you.

Valencia College is rich with resources and support to ensure you have a successful college experience. This Student Handbook is filled with information and resources to help you be successful. I encourage you to consider getting involved in student leadership opportunities such as the Student Government Association, leadership programming and/or student clubs and organizations. Also, plan to take full advantage of the people and resources available to support you including advising, tutoring, the library, the writing center and more. The faculty and staff at Valencia College are kind, caring and committed to supporting you each step of this journey.

Along the way, please let us know how we can continue to encourage, support and help you. I'm certain if you take advantage of all the resources and support at Valencia College, you will be successful. I'm glad you have chosen us to be part of your life journey. We take our role in that very seriously and will be with you every step of the way, all the way to graduation. I look forward to seeing you around and eventually crossing the graduation stage!

Wishing you much success.

A handwritten signature in black ink, appearing to read 'Lesley Frederick', with a long horizontal flourish extending to the right.

Dr. Lesley Frederick

*Vice President for Student Affairs*

# HOW WE TREAT EACH OTHER

## Our Practice of Respect and Community Building

1. Create a hospitable and accountable community. We all arrive in isolation and need the generosity of friendly welcomes. Bring all of yourself to the work in this community. Welcome others to this place and this work, and presume that you are welcomed as well. Hospitality is the essence of restoring community.
2. Listen deeply. Listen intently to what is said; listen to the feelings beneath the words. Strive to achieve a balance between listening and reflecting, speaking and acting.
3. Create an advice-free zone. Replace advice with curiosity as we work together for peace and justice. Each of us is here to discover our own truths. We are not here to set someone else straight, to “fix” what we perceive as broken in another member of the group.
4. Practice asking honest and open questions. A great question is ambiguous, personal and provokes anxiety.
5. Give space for unpopular answers. Answer questions honestly even if the answer seems unpopular. Be present to listen—not debate, correct or interpret.
6. Respect silence. Silence is a rare gift in our busy world. After someone has spoken, take time to reflect without immediately filling the space with words. This applies to the speaker as well—be comfortable leaving your words to resound in the silence, without refining or elaborating on what you have said.
7. Suspend judgment. Set aside your judgments. By creating a space between judgments and reactions, we can listen to the other, and to ourselves, more fully.
8. Identify assumptions. Our assumptions are usually invisible to us, yet they undergird our world view. By identifying our assumptions, we can then set them aside and open our viewpoints to greater possibilities.
9. Speak your truth. You are invited to say what is in your heart, trusting that your voice will be heard and your contribution respected. Own your truth by remembering to speak only for yourself. Using the first person “I” rather than “you” or “everyone” clearly communicates the personal nature of your expression.
10. When things get difficult, turn to wonder. If you find yourself disagreeing with another, becoming judgmental, or shutting down in defense, try turning to wonder: “I wonder what brought her to this place?” “I wonder what my reaction teaches me?” “I wonder what he’s feeling right now?”
11. Practice slowing down. Simply the speed of modern life can cause violent damage to the soul. By intentionally practicing slowing down we strengthen our ability to extend nonviolence to others—and to ourselves.
12. All voices have value. Hold these moments when a person speaks as precious because these are the moments when a person is willing to stand for something, trust the group and offer something he or she sees as valuable.
13. Maintain confidentiality. Create a safe space by respecting the confidential nature and content of discussions held in the group. Allow what is said in the group to remain there.

Prepared by the Peace and Justice Initiative with considerable help from the works of Peter Block, Parker Palmer, the Dialogue Group and the Center for Renewal and Wholeness in Higher Education.

# LifeMap<sup>SM</sup> is...

**LifeMap is the process of setting goals for your life, career and education. It is something that you must define for yourself. Once you do, it gives you direction. It will get you from point A to point B, point C and so on, until you are living the life you have always wanted. Your LifeMap will guide you through college: every class you take, every professor you talk to, every tutoring session, every resource used in Atlas and every student service you seek out. Everything falls into place when you start with LifeMap.**

## GET INVOLVED ON CAMPUS

Student Development provides opportunities for personal and academic growth by focusing on leadership, wellness, personal engagement and community involvement.

### STUDENT INVOLVEMENT

Enhancing student success and transforming lives through offerings that focus on growth and holistic development.

### BENEFITS OF GETTING INVOLVED

- Meet new people and make new friends.
- Explore special interests.
- Clarify your career goals.
- Gain communication, technical and leadership skills, and experience.
- Professional networking opportunities.
- Enhance your resume through experiences and activities.
- Community building.
- Personal development.
- Improve knowledge and concrete actions in the seven dimensions of wellness.
- Maximize natural strengths and abilities.



# WAYS TO GET INVOLVED

## ATTEND CAMPUS EVENTS AND ACTIVITIES

**Common Events:** The common events across all campuses are as follows:

- Weeks of Welcome
- Club, Organization, and Student Resource Fair
- Spirit Week (Fall Term Only)
- Finals Stress Relief
- Safe Spring Break (Spring Term Only)
- Gratitude Graffiti (Fall Term Only)
- Random Acts of Kindness (Spring Term Only)

**Engage:** This is your guide to all activities.

- Events, clubs, organizations, free food, Skillshops and more
- Join groups, RSVP for the events you want to attend, submit your volunteer hours, and personalize your co-curricular transcript to better your future from your phone or a computer
- To log in, go to the “My Atlas” tab in Atlas, and click “Get Involved”

### **Student Government Association (SGA):**

Serve as the voice of the students and provide representation, advocacy and service to the campus student body.

**UFit:** Intramural sports and fitness offerings (varies by campus).

**Valencia Volunteers:** Find opportunities for campus and community involvement.

**Student Leaders (Paid Positions):** Here to help you find opportunities on and off campus.

- Answer Center Team: Ready to assist and direct you to various campus resources.
- Atlas Lab Leaders: Help students with registration, LifeMap tools and other aspects of Atlas.
- Programming Team: Develop and manage event programs that showcase vibrant campus life.
- Downtown Campus, Student Life Board: Develop and manage event programs that showcase vibrant campus life.

- Financial Learning Ambassadors: Teach sound money management and fiscal responsibility.
- Orientation Team: Welcome new students to Valencia College by assisting with orientation and the information station.
- Transitions Planning Team: Provide campus-based tours and immersive experiences for prospective students.

## REGISTERED STUDENT ORGANIZATIONS

Students are busy. There can be a lot to balance between classes, work, homework, family, and other commitments. So why would you suggest adding another thing to that list by joining a registered student organization? It can impact your career and student experience now and after college. You'll develop strengths and skills that could positively and broadly impact you as you enter the workplace.

The Benefits of Joining a Club:

- Help you to make new friends
- Build/add on to your social network
- Improve your interpersonal and communication skills
- Expand your professional network
- Add club involvement to your resume
- And more

## POOKY'S PANTRY

Pooky's Pantry is the permanent on-campus food pantry for Valencia College students. Designed to meet the needs of students facing food insecurity, each campus stocks a variety of shelf-stable foods and personal hygiene products.

- The pantries are fully sustained by the Valencia community in partnership with 2nd Harvest.
- Stop into your campus Student Development office today to access the pantry (bring your valid Valencia College ID).
- Donate items

<b>CAMPUS</b>	<b>STUDENT DEVELOPMENT OFFICE LOCATIONS</b>
<b>East</b>	Bldg 5, Rm 212
<b>Lake Nona</b>	Bldg 1, Rm 147
<b>Osceola</b>	Bldg 2, Rm 150
<b>Poinciana</b>	Bldg 1, Rm 116
<b>West</b>	Bldg 3, Rm 147
<b>Winter Park</b>	Bldg 1, Rm 200
<b>Downtown</b>	UnionWest Room 200

# GET INVOLVED



Valencia College offers more than 180 clubs and organizations to help you achieve a balance in your physical, mental, social, emotional, environmental and academic lives.

[valenciacollege.edu/getin](http://valenciacollege.edu/getin)

Equal Access/Equal Opportunity Institution





# IDENTIFY YOUR CAREER AND MAJOR GOALS

Valencia College is committed to helping students become lifelong learners and be successful in their chosen majors that lead to fulfilling careers.

The Career Center services include:

## **Career Exploration**

- Connect your personality, skills and values to your career interests.
- Discover career and major options.
- Identify factors to consider in making a career decision.

## **Employment Readiness Skills**

- Prepare a resume.
- Develop a cover letter.
- Practice interviewing techniques.
- Learn what prospective employers seek in a candidate.

## **Transfer Planning**

- Access transfer information for colleges or universities.
- Research information about law, medical and other graduate school programs.

## **Co-Curricular Activities**

- Workshops/Skillshops on career-related topics.
- Career Action Distinction. Through this program you will:
  - Explore career and major options.
  - Develop networking and employment readiness skills.
  - Connect your college experience to your career.
  - Make yourself more competitive in your job search.

Exploring your career and major goals early can help you to select a career path, develop a career plan and graduate on time. Your future is now.

For assistance, contact a [Career Center](#).

- East Campus | Bldg. 5-230  
407-582-2259
- Osceola Campus | Bldg. 2-140  
407-582-4391
- West Campus | Bldg. SSB-206  
407-582-1464
- Winter Park Campus | Bldg. 1-217  
407-582-6882

**You can meet with a Career Advisor virtually, in person or by phone.**



# LEARNING SUPPORT

## LIBRARY

At each campus library, librarians and other qualified staff can assist you with research and identifying the difference between disinformation and credible sources.

- The library provides books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs.
- The online resources are available off campus through the Search the Library link via Atlas.
- Your Valencia College ID is required to check out materials. You may also request materials from other libraries outside of Valencia College through interlibrary loan.
- Each campus library also provides computer workstations, laptops and iPads for check out; other devices may be available depending on the campus (i.e., calculators).
- Space is available for quiet study as well as group and individual study. WiFi is accessible for laptop and mobile devices.
- Printing, scanning and photocopying services are available. For additional information or help, including hours of operation, visit [the library](#) or our Ask-a-Librarian service located in Atlas.

## LEARNING SUPPORT

Each campus offers tutoring support and learning materials, as well as large study spaces for students to complete work individually or in groups.

- Most tutoring services are available on a drop-in basis, but some do require an appointment. Please check with your campus learning center for more information.
- Drop-in assistance is provided for a variety of subjects including but not limited to: anatomy and physiology, biology, chemistry, physics, accounting, economics, computer programming, office systems technology, foreign languages, writing and reading across the disciplines, speech, English for Academic Purposes (EAP) Lab and all levels of math (from developmental courses to differential equations). Please note that subjects may vary by campus. Check with

your campus learning support center for more information.

- Online Tutoring is available on the [distance tutoring and tech support website](#).
- Additional 24/7 online tutoring is available through Brainfuse and can be found in Canvas.

## WRITING CENTER

Our mission is to help students become better writers. Our friendly staff consists of experienced writers, familiar with anything from mastering the basics of grammar to composing and documenting college-level essays. We are excited to help students with any writing assignment for any course.

- The Writing Center offers writing consultations that last between 15 and 30 minutes on a drop-in basis.
- Students can submit essays for feedback from a writing consultant by using the Brainfuse link in Canvas.

## TESTING AND ASSESSMENT CENTER

Students may use the Testing and Assessment Center for course make-up exams and accommodated testing, entry and course placement exams, civic literacy testing and other types of institutional testing.

- Students must make an appointment to take a test at the Testing and Assessment Center. [Visit the Testing and Assessment website](#) for more information on making an appointment and what to bring on test day.



# STUDENT RESOURCES

We encourage the use of LifeMap and Atlas tools as a means of success for all students. This section can serve as a guide to finding answers to your questions. These descriptions will help you find the best resources to meet your needs.

## ANSWER CENTER/FIRST STOP\*

The Answer Center is where all student service activities begin. This is the first stop for students to discuss enrollment, financial aid, Florida residency for tuition purposes, document submission, and deadlines. A Student Services Advisor will meet with a student visiting the Answer Center to assist in the following areas:

- Admissions and Records: Application, documentation requirements and deadlines
- Financial Aid: Award information, documentation requirements and deadlines
- Florida Residency: Application, documentation requirements, and deadlines
- Transcripts: High school, college and test scores
- Graduation: Graduation application, documentation requirements, commencement information and deadlines
- Referrals: Referrals to other offices (as necessary)

\*First Stop is located at the Downtown Campus.

## ADVISING CENTER

Advisors are available to meet with students to provide support on topics like career and academic planning, transitioning to a bachelor's degree program, and how to enhance college success skills. The advising team provides holistic advising to strategically plan for achieving life, career, and educational goals. They provide services and host informational sessions and events to encourage student success skills. Advisors are focused on educating students on academic requirements, educational planning and preparing students to transfer successfully to a university, into a Valencia College bachelor's degree program or the workforce.

## OTHER SUPPORT SERVICE AREAS

### Atlas Lab

The Atlas Lab is the resource for assistance with online tools and services related to the Atlas portal. Through My LifeMap tools, the staff assists with registration, completion of applications and student forms, managing other account information related to admissions, Florida residency and financial aid.

## BayCare Student Assistance Services

Valencia College has contracted with a private and confidential mental health therapy service to provide short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression and gender issues.

Students who are experiencing any of these issues and who are enrolled in classes at Valencia College should call the toll-free number **1-800-878-5470** to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in the Advising Center on any campus or visit [valenciacollege.edu/baycare](http://valenciacollege.edu/baycare).

BayCare services can also be reached through Video Relay Interpreters, Telecommunications Relay Service (TRS), at **(800) 878-5470** or via email at [BayCareSAP@baycare.org](mailto:BayCareSAP@baycare.org)

### Business Office

Students may visit the Business Office to pay tuition, fees, library and parking fines as well as to inquire about account balances and financial holds. The Business Office can also assist with questions regarding 1098Ts, Florida Prepaid, TIPS and any other 3rd party payments.

### Career Center

Students can go to this office to get assistance with making career decisions, setting career goals and preparing for a job search. The Career Centers are located on the following campuses: East, West, Osceola and Winter Park. Students can visit any campus to meet with a Career Advisor.

### Counseling Services

Valencia College Counselors provide emotional and academic support that empowers students to succeed in college and in life. We do this via short-term, solution-focused counseling sessions focusing on personal, academic and career concerns. We also provide students with support through crisis intervention, case management and community/college referrals.

Valencia College Counselors help students with a variety of concerns including:

- Relationships
- Financial distress
- Balancing work and school
- Anxiety, stress and depression
- General well-being
- Food insecurity
- Uncertainty with future; career and/or major

### Study Abroad and Global Experiences (SAGE)

Studying abroad is a truly immersive, life-changing experience. It offers students the chance to expand professional skills, increase academic success, gain cross-cultural perspectives, and explore international career opportunities. The SAGE Office supports students in achieving their study abroad goals by offering short-term, semester and exchange experiences. Internal and external scholarships are available, and students may have the option of using financial aid to help fund their studies. In addition to study abroad, SAGE supports internationalization efforts at home, including the Global Distinction program, where students have the opportunity to earn a medallion worn at graduation and an official distinction notation on their transcript. Ready to study abroad or join Global Distinction? [Contact the SAGE Office for more information.](#)

### International Student Services (ISS)

The ISS office offers international students on an F or J visa specialized support, including recruitment, application processing, advising and cultural programming. The ISS coordinators assist current international students to maintain their student status and provide academic and personal advising.

For more information, visit [International Student Services.](#)

### Internship and Workforce Services

The [Internship and Workforce Services \(IWS\)](#) team is dedicated to educating and preparing Valencia students for Central Florida's dynamic job market. We provide support and assistance to students pursuing internships and work-based learning experiences. Internships allow students to integrate knowledge learned in the classroom with hands-on experience learned at the internship site. We partner with employers to provide high-quality internships, employment, and networking opportunities for students. Lastly, we use [Navigator](#), our online job/internship posting platform, which allows current students and alumni to search for employment and internship opportunities.

### Office for Students with Disabilities

Valencia College is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) provides individual assistance to students with documented disabilities based upon the need and impact of a student's specific disability. In order to receive accommodations, students must provide current documentation to the OSD. To learn how to begin services with the Office for Students with Disabilities, [visit the OSD.](#)

### Office of Veterans Affairs

The Office of Veterans Affairs is responsible for providing veterans and their eligible dependents assistance that will enable them to maximize their veteran's educational entitlement. For new and returning VA students, please visit [valenciacollege.edu/veterans-affairs](http://valenciacollege.edu/veterans-affairs). If you are a new student to Valencia College or first time using benefits, follow the steps under "First Time Using Benefits at Valencia College." If you are a returning student, select the recertification option.

### Religious Accommodations

Valencia College respects the religious beliefs and practices of students. At the beginning of each term, students are responsible for reviewing syllabi to identify course expectations that may be impacted by their observance of a religious holy day(s) and to notify their instructor(s) of any requests for accommodations. For more information, see College Policy [6Hx28: 02-08](#) Accommodation of Religious Observances.



# HOW TO FIND ADDITIONAL MONEY FOR COLLEGE

Scholarships are awarded primarily based on financial need, however, some scholarship programs may not require need. Other factors are also considered, which may include academic talent, performing talent, participation in certain activities or special interest. Scholarship requirements and application procedures vary depending on the criteria set by the scholarship provider.

## **View the scholarship bulletin board.**

[View the scholarships page.](#) The scholarship page offers students a variety of scholarship opportunities from Valencia College Foundation, Valencia College Alumni, private scholarship donors, free scholarship search links and other great scholarship information.

## **Research local scholarships first.**

In general, the smaller the geographical area a scholarship covers, the better your chances of winning. Begin your search with the Valencia College Foundation Scholarships by visiting [Scholarships](#) then check out [Financial Aid](#) on the Valencia College Scholarship page.

Your next stop should be the college aid section of your public library. Most libraries will have a number of books about financial aid, including scholarship guides, such as the College Board's Scholarship Handbook. They also may have information on local scholarships.

## **Check membership organizations and employers.**

Organizations of all types and sizes sponsor scholarships, so leave no stone unturned. Explore categories you might not have considered, such as religious, community service, fraternal, military, union and professional.

Many large companies offer scholarships or tuition programs for children or spouses of employees. If you are uncertain about this option ask your family members to check with their Human Resources department.

## **Use a free online scholarship search.**

A scholarship search usually collects information on hundreds of awards and compares your student characteristics with scholarship restrictions. Based on your answers to a questionnaire, you will receive a list of possible scholarships.

## **REMEMBER:**

**You should never have to pay for scholarship information. If you're asked to pay a fee for "exclusive" scholarship leads, there's a good chance the scholarship service is really a scholarship scam.**

Most of the information you will be asked for on a scholarship search questionnaire will be easy to come up with: year in school, citizenship, state of residence, religion, ethnic background, disability, military status, employer, membership organizations and so forth.

Beyond those questions, you will have to give some thought to your academic, extracurricular and career plans. You should ask yourself:

- Do I want to participate in a competition? If so, what are my talents and interest?
- What subject do I plan to major in?
- What career do I plan to pursue?
- Do I want to apply for all types of aid or only scholarships?

Your answers to these questions will help determine your scholarship eligibility. Take your time brainstorming and don't overlook anything. The more personal characteristics you discover, the more scholarships you could potentially apply for.

# VALENCIA COLLEGE FOUNDATION SCHOLARSHIPS



The Valencia College Foundation offers a number of privately funded scholarships that are donated by individuals and organizations interested in supporting Valencia College students.

## **APPLY TODAY**

by visiting [Valencia College Foundation](#)  
or email [Valencia College Foundation Scholarships](#).



# ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE ADVISING GUIDE

## ADVISOR RESPONSIBILITIES

- My goal is to make sure you understand all you need to know about your Valencia College degree requirements.
- I will provide a safe space for you to discuss your concerns and I will listen and be present, respectful and genuine.
- The resources of the college are endless—I will always point you in the right direction if you connect with me.
- I will help you with your questions about colleges and universities you are thinking about transferring to and what it takes to get there.
- Helping you find a major and a career that is right for you is my goal. I will provide you with information and support you along the way.
- This is your journey, but you are not alone. I will help you select your courses, understand your prerequisites, create your plans and set goals.

## STUDENT RESPONSIBILITIES

- I will connect with my advisor every semester.
- When I schedule an appointment, I will start thinking about what I want to talk about.
- I will bring my “note-taking tools” with me to my appointments (e.g., phone, tablet or good old paper and pen).
- We will be going over important information, so I will keep all of it handy and refer to it often.
- If my advisor refers me to any resources, I will be sure to follow through and I will stay in touch.
- I will take responsibility to know the deadlines, ask questions, stay on track and be the one to know what to do.

## WHO IS MY ADVISOR?

- You can see who your advisor is through your Atlas account.
- Follow the steps below:
- Log on to your Atlas account.
- Click on the “Courses” Tab.
- Look under the “Academic Profile” Box.
- Find your Advisor’s name under the “Advisors” section. If Atlas indicates Student Services, meet with an advisor in the Advising Center.

# ASSOCIATE IN ARTS ADVISING CHECKLIST

◆ This symbol represents actions that you should take at every credit hour benchmark

## 0 - 12 CREDIT HOUR CHECKLIST

- Check your Atlas email daily. ◆
- Check if your meta-major matches your career of interest and change it if necessary. ◆
- Learn about the resources available to you, such as the Learning Support Center, Tutoring, Counseling, Career Advising and Atlas. For more information, go to the Student Services page on the Valencia College website.
- Explore and research your career interests by visiting the Career Center website or connecting with a career advisor.
- Research colleges and universities of interest and the admission requirements.
- Run your degree audit and use your catalog to help you choose the right classes each term. For assistance, connect with an advisor. ◆
- Register for the SLS 1122 New Student Experience course within your first two terms at Valencia College.
- Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- Apply for scholarships by visiting the Financial Aid Services website. ◆
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- Visit the Career Center website to learn how to create your resume and connect with a career advisor for feedback.

## 12 - 30 CREDIT HOUR CHECKLIST

- Check your Atlas email daily. ◆
- Confirm that your meta-major matches your career of interest and change it if necessary. ◆
- Explore your major and career interests by considering volunteering, employment, internships, job shadowing and service learning.
- Decide on a major and your transfer university of interest. If you are still undecided, meet with an academic advisor.
- Run your degree audit and use your catalog to help you choose the right classes. For assistance, connect with your advisor. ◆
- Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- Apply for scholarships by visiting the Financial Aid Services website. ◆
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities.
- Keep your resume current by reviewing it every semester and consider scheduling a practice interview. For assistance, visit the Career Center website or connect with a career advisor. ◆



### **30 - 45 CREDIT HOUR CHECKLIST**

- Check your Atlas email daily. ♦
- Confirm that your meta-major matches your career of interest and change it if necessary. ♦
- Decide on your educational goals by the time you complete 45 credit hours.
- Research colleges and universities of interest, including the admission requirements, application deadlines, housing options, campus tours and connect with the academic departments.
- Consider exploring graduate school (e.g., master's degree, medical or law school), advanced training, certifications and licenses.
- Run your degree audit to confirm you are on track for graduation. For assistance, connect with your advisor. ♦
- Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ♦
- Apply for scholarships by visiting the Financial Aid Services website. ♦
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ♦
- Enhance your work experience and skills by volunteering, employment, internships, service learning and job shadowing.
- Keep your resume current by reviewing it every semester and consider scheduling a practice interview. For assistance, visit the Career Center website or connect with a career advisor.

### **45 - 60 CREDIT HOUR CHECKLIST**

- Check your Atlas email daily. ♦
- Confirm that your meta-major matches your career of interest and change it if necessary. ♦
- Run your degree audit to confirm you are on track for graduation. For assistance, connect with your advisor. ♦
- If you are ready, submit your graduation application by the deadline.
- Explore housing options, develop a financial plan, schedule campus tours and connect with the academic departments.
- Submit your admissions applications early to your colleges/universities of interest (and any other materials, such as transcripts and recommendation letters, if required).
- Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ♦
- Apply for scholarships by visiting the Financial Aid Services website. ♦
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ♦
- Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- Keep your resume current by reviewing it every semester and consider scheduling a practice interview. For assistance, visit the Career Center website or connect with a career advisor.

# ASSOCIATE IN SCIENCE ADVISING CHECKLIST

◆ This symbol represents actions that you should take at every credit hour benchmark

## 0 - 12 CREDIT HOUR CHECKLIST

- Check your Atlas email daily. ◆
- Check if your degree program matches your career and academic goals and update it, if necessary. ◆
- Learn about the resources available to you, such as Learning Support Center, Tutoring, Counseling, Career Advising and Atlas. For more information, go to the Student Services page on the Valencia College website.
- Explore and research your career interests by visiting the Career Center website or connecting with a career advisor.
- Discuss career credentials with your career program advisor if applicable (e.g., award of credit, industry certification requirements, etc.).
- Run your degree audit and use your catalog to help you choose the right classes each term. For assistance, connect with your advisor. ◆
- Begin to explore or verify technical certificate programs.
- Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- Apply for scholarships by visiting the Financial Aid Services website. ◆
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- Visit the Career Center website to learn how to create your resume and connect with a career advisor for feedback.

## 12 - 30 CREDIT HOUR CHECKLIST

- Check your Atlas email daily. ◆
- Confirm that your degree program matches your career and academic goals and update it, if necessary. ◆
- Explore and research your career interests by considering volunteering, employment, internships, job shadowing and service learning.
- Visit the Internship and Workforce Office to inquire about internship requirements and opportunities. Consider volunteering, service learning or relevant employment in your field of interest.
- Research bachelor's programs at Valencia College and other state colleges, if applicable. Remember to review admissions requirements to ensure you are in the right program.
- Run your degree audit and use your catalog to help you choose the right classes each term. For assistance, connect with your advisor. ◆
- Verify technical certificate completion if applicable. ◆
- Verify your address is correct in Atlas. Technical Certificates are sent via mail.
- Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ◆
- Apply for scholarships by visiting the Financial Aid Services website. ◆
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ◆
- Keep your resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the Career Center website or connect with a career advisor.

### **30 - 45 CREDIT HOUR CHECKLIST**

- Check your Atlas email daily. ♦
- Confirm that your degree program matches your career and academic goals and update it, if necessary. ♦
- Decide on your career and educational goals by the time you complete 45 credit hours.
- Research bachelor's programs at Valencia College and other state colleges, if applicable. Remember to review admissions requirements to ensure you are in the right program.
- Run your degree audit to confirm you are on track for graduation. For assistance, connect with your advisor. ♦
- Verify technical certificate completion if applicable. ♦
- Consider exploring advanced training, certifications and licenses.
- Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ♦
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ♦
- Apply for scholarships by visiting the Financial Aid Services website. ♦
- Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- Keep your resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the Career Center website or connect with a career advisor.

### **45 - 60 CREDIT HOUR CHECKLIST**

- Check your Atlas email daily. ♦
- Confirm that your degree program matches your career and academic goals and update it if needed. ♦
- Run your degree audit to confirm that you are on track for graduation. For assistance, connect with your advisor. ♦
- Verify technical certificate completion if applicable. ♦
- If you are ready, submit your graduation application by the deadline.
- Start your job search using Navigator, the Valencia College job search tool.
- Submit your admissions applications early to Valencia College or other state colleges of interest, if furthering your education is in your career plan.
- Check Important Dates and Deadlines by visiting the Academic Calendar on the Valencia College website. ♦
- Apply for scholarships by visiting the Financial Aid Services website. ♦
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ♦
- Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- Keep your resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the Career Center website or connect with a career advisor.

# GET TO KNOW YOUR CATALOG

## IT'S ONLINE

Visit the [Valencia College catalog](#).

The college catalog that is in effect when you first enroll at Valencia College will be your governing catalog—valid for five academic years. It will serve as your official guide to course information, academic policies, and important dates and deadlines.

## LEARN SOME VALENCIA COLLEGE LINGO:

**Prerequisite** (Pre-req) – A course that you have to pass before taking a higher-level course.

**Co-requisite** (Co-req) – A course required to be taken at the same time as another course.

**Drop** – Procedure student uses at specific times to remove a course from his/her class schedule without penalty.

**Withdrawal** – Removal from a course(s) at the student's request or by a faculty member or by the college. No credit is awarded for the course. Tuition fees are not refunded.

**Flex Start** – Classes that start and/or end on different dates than the official term. These courses run on a compressed schedule.

**General Education** (Gen Ed) – A series of courses that provides students with a basic liberal arts education. All degree-seeking students are required to take a specific number of general education credit hours.

**My Education Plan** – A Valencia College web-based educational planning tool in Atlas that allows students to plan their degree completion requirements, determine course sequence and project the time it will take to complete a degree.

**Governing Catalog** – The Valencia College Catalog goes into effect for degree-seeking students at the time of their initial enrollment in associate degree credit courses. A governing catalog is valid for five years provided students maintain continuous enrollment at the college. Any program of study added to a student's record after the initial enrollment at Valencia College will follow the catalog in effect at the time of the change.



# YOUR CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY

THURSDAY	FRIDAY	SATURDAY

# NOTES:

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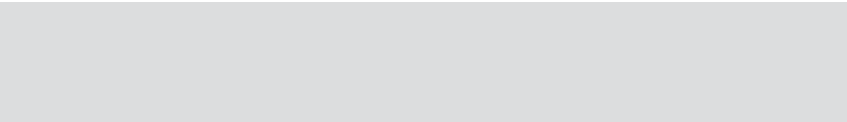
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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THURSDAY	FRIDAY	SATURDAY

# NOTES:

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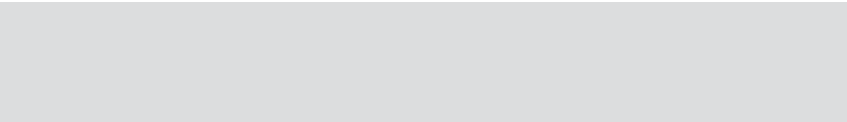
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











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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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THURSDAY	FRIDAY	SATURDAY

# NOTES:

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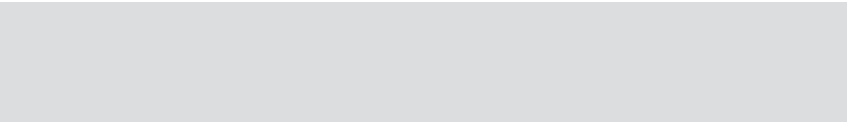
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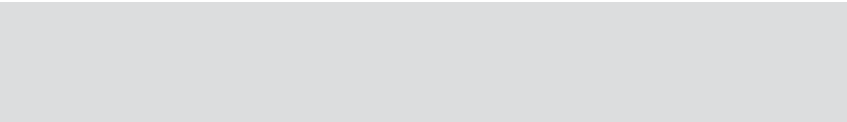
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













SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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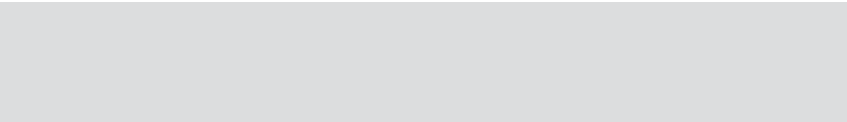


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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THURSDAY	FRIDAY	SATURDAY

# NOTES:

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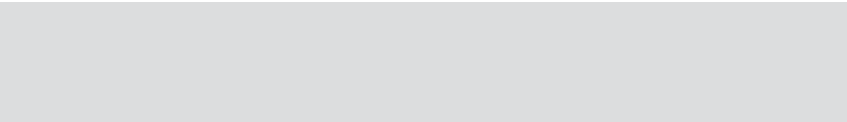
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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THURSDAY	FRIDAY	SATURDAY

# NOTES:

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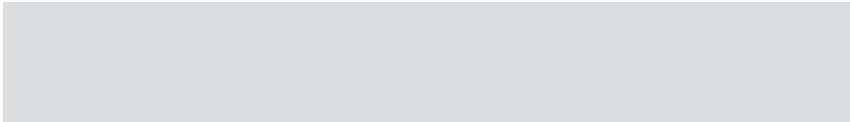
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











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














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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
			
			
			
			

THURSDAY	FRIDAY	SATURDAY
		
		
		
		
		

## NOTES:

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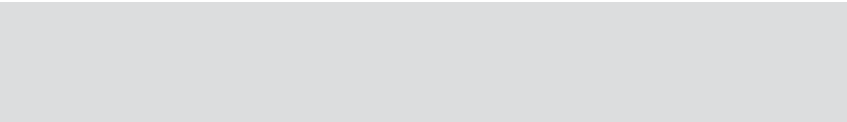
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











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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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THURSDAY	FRIDAY	SATURDAY

# NOTES:

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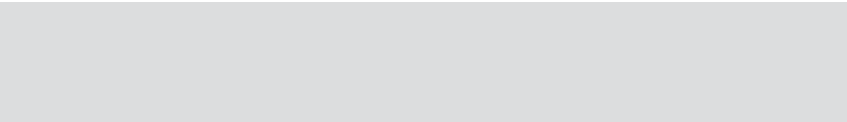
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











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To view a list of important dates and deadlines, go to the Valencia College [calendar](#) and click on Important Dates and Deadlines.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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THURSDAY	FRIDAY	SATURDAY

# NOTES:

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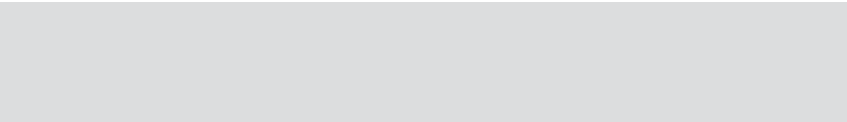
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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THURSDAY	FRIDAY	SATURDAY

# NOTES:

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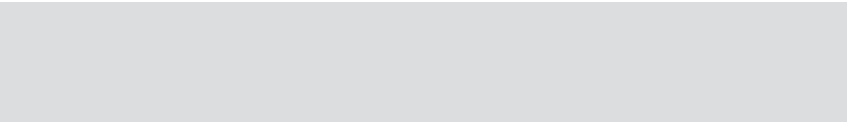
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











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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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THURSDAY	FRIDAY	SATURDAY

# NOTES:

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# SAFETY AND SECURITY

## VALENCIA COLLEGE SAFETY MOBILE APPLICATION

Valencia College Safety is the official safety app of Valencia College. It is the only app that integrates with our safety and security systems. Safety, Security and Risk Management has worked to develop a unique app that provides students, faculty and staff with added safety on the Valencia College campus. The app will send you important safety alerts and provide instant access to campus safety resources.

Valencia College Safety features include:

- **Mobile Bluelight:** Send your location to Valencia College Security in real-time in case of a crisis.
- **Emergency Contacts:** Contact the correct services for the Valencia College area in case of an emergency or a non-emergency concern.
- **Tip Reporting:** Multiple ways to report a safety/security concern directly to Valencia College security.
- **Safety Notifications:** Receive instant notifications and instructions from Campus Safety when on-campus emergencies occur.
- **Chat with Security:** Communicate live with safety staff at Valencia College via chat.
- **Campus Maps:** Find your way around the Valencia College campuses.
- **Campus Safety Resources:** Access all important safety resources in one convenient app.

Please download the FREE Valencia College Safety App under Valencia College Safety in the app section of your smartphone—[valenciacollege.edu/safetyapp](http://valenciacollege.edu/safetyapp)

## SEXUAL OFFENDERS/PREDATORS

To search the FDLE website for Sexual Offenders/Predators please see [Florida Law Enforcement](#) or call **888-357-7332**.

## VALENCIA COLLEGE ALERT EMERGENCY MESSAGING SYSTEM

Sign up for Valencia College Alert—if there is ever a crisis or emergency on campus, find out right away. Receive instant notifications via e-mail or

text message. To register, look for the Valencia College Alert link in Atlas.

Campus security personnel are on duty day and night to control traffic and parking, and to provide for the safety and welfare of students, faculty and staff. Security will assist with vehicle services, which include unlocking vehicle doors and providing a jump-start. REMEMBER, security is everyone's responsibility, so please lock your vehicle and safeguard your property. Report all suspicious activities to the Security Office.

## RESPONSE TO AN ACTIVE THREAT

Be sure to familiarize yourself with your surroundings. Shelter in Place is used when it is safer to stay inside a building—weather-related, ongoing police action, etc.

Note the nearest exit and parking lot for emergency evacuations.

## THE CLERY ACT

Valencia College prepares an annual security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act. The Annual Security Report is prepared by Valencia College's Safety, Security and Risk Management department through cooperation of all local law enforcement jurisdictions surrounding our campuses. Crime, arrest and referral statistics are collected from these law enforcement agencies including Valencia College's Safety, Security and Risk Management department. These statistics are published annually and are available on Valencia College's Annual Security Report webpage.

## SAFETY AND SECURITY

Downtown Campus has emergency call boxes throughout the campus, which UCF Police Department has jurisdiction over—responding to all emergencies or calls for service.

## SUSPICIOUS ACTIVITY

If you see criminal/disruptive/suspicious behavior occurring on campus, notify your campus Security Office. If you would like to report it anonymously, complete the Silent Witness form at: Valencia College [Silent Witness](#).

## LOST AND FOUND

A lost and found depository is maintained in the Security Office on every campus. All found articles should be turned in to the campus Security Office.

For Downtown Campus, lost and found items should be turned into the security desk. UCF Police Department holds the items for a period of time; however, any unclaimed items are moved to UCF's main campus.

## SAFETY WALK

Have a security officer accompany you any time of day, if for any reason, you feel you need one. In the case of Downtown Campus, UCF handles escort procedures.

Wherever you are—walking between classes, in the library, shopping, driving—stay alert and tuned into your surroundings.

- Watch your purse, backpack, briefcase, cell phone, etc.—don't leave them behind.
- Walk with a friend whenever possible.
- Practice the buddy system, which includes letting someone know where you are going; when you plan to return; what routes you will take and how to reach you.
- Stick to well-lit, well-traveled areas.
- Studying late? Call a friend or the Campus Security when you are ready to leave.

For additional information concerning security, visit [Valencia College Security](#).





## STUDENT IDS

Student IDs are issued at all campus Security Offices, with the exception of Downtown Campus which are issued by UCF Card Services.

## SECURITY WEBSITE

For additional information concerning security, visit [Valencia College Security](#).

## PARKING—IT'S FREE\*

Students should:

- Obtain a parking decal for each vehicle they may drive to and park on campus.
- Familiarize themselves with parking regulations, locations and restrictions.
  - Student parking is designated with white stripes.
  - Failure to park in designated spots will result in a parking fine.
  - Decals give the holders privilege of parking on campus, but regretfully we cannot guarantee the holder a specific parking space.
  - A lack of space is not considered a valid excuse for violation of any parking regulation.
  - Valencia College assumes no responsibility for loss or damage to any vehicle, or its contents, while operated or parked on college property.
  - Unpaid citations (fines) will result in an administrative hold on all college records. Students with a hold will not be authorized to receive grades, request transcripts or register for classes until delinquent fines are paid.

To obtain a parking permit, go to any campus Security Office with:

- Government-issued identification
- Current vehicle registration
- Parking Permit Application
  - Log into your Atlas account
    - o Students tab
    - o Resource channel
    - o Personal information link
    - o Parking permit application

Parking decals are good for two years and will need to be replaced by August, every other year. Students will need to follow the above steps for each vehicle.

\*There is a parking fee for Downtown Campus, which is enforced by UCF Parking Enforcement.

SECURITY PHONE NUMBERS	
Campus	Phone Number
District Office	407-582-1000
Downtown (handled by UCF Police Department)	407-823-5555
East	407-582-2000
Lake Nona	407-582-7000
Osceola	407-582-4000
Poinciana	407-582-6500
School of Public Safety	407-582-8000
West	407-582-1000
Winter Park	407-582-6000

# POLICIES AND PROCEDURES

For a complete list of official policies and updates, please visit the [policy manual](#) or to the [catalog](#)

## STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

Valencia College is an educational institution committed to providing students with involvement in institutional decision making. This involvement takes many forms. Student Government leaders are elected on the campuses and serve as the official voice of the students to the administration on matters important to students. Students serve as voting members on collegewide and campus committees. The college offers a student leadership development program that not only trains current and potential student leaders, but solicits student input on issues related to student life. Campus presidents meet regularly with students to obtain feedback on college operations and how they impact campus life for students. A survey is conducted regularly asking currently enrolled students about their perceptions of the specific services and programs offered by the college. Students are continually encouraged to contact their Student Government officers or campus student development assistant directors to volunteer to become active in college committees and/or activities. These and other initiatives by Valencia College staff and student leaders assist the college in being proactive in evaluating and acting on student needs.

In addition to the numerous opportunities for involvement in and impact on institutional decision making at the college, Valencia College students are also responsible for adhering to applicable federal, state, local and college laws, ordinances and policies. The purpose of this section of the planner is to clarify, as much as possible, what you and the college should expect of each other in the areas of student rights, responsibilities and conduct.

### **Academic Dishonesty** (College Policy 6HX28:08-11)

All forms of academic dishonesty are prohibited at

Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a test situation, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research and self-expression. Whenever a student uses ideas, wording or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the student's individual professor.

When the professor has reason to believe that an act of academic dishonesty has occurred, the professor may proceed in one of three ways:

1. The professor may choose to consider the act of academic dishonesty to be an academic offense, and using his/her academic judgment may assign an academic sanction to the responsible student, following a discussion of the matter with the student and any other appropriate persons. Academic penalties may include, without limitation, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course.
2. The professor may choose to consider the act of academic dishonesty to be a violation of the Valencia College Student Code of Conduct, and may refer the matter for resolution in accordance with Policy 10-03. Disciplinary penalties for academic dishonesty may include, without limitation, warning, probation, suspension and/or expulsion from the college.

3. The professor may choose to consider the act of academic dishonesty as warranting both academic and disciplinary sanctions. In this case, a professor should refer the matter for resolution in accordance with Policy 10-03, Student Code of Conduct, and when appropriate, should withhold any academic sanctions until such time as the disciplinary process is concluded and the student has been found responsible for violating college policy. If the student is found responsible for violating the Student Code of Conduct, the professor may then assign an academic sanction in addition to any assigned disciplinary sanction.

If the student disagrees with the decision of the professor, the student may seek a review of the decision subject to and in accordance with Policy 10-13, Student Academic Dispute and Administrative Complaint Resolution.

Anyone observing an act of academic dishonesty may refer the matter to the professor, as an academic violation, and/or to the dean of students or designee, as a violation of the Student Code of Conduct (6Hx28:8-03).

#### **Student Academic Dispute and Administrative Complaint Resolution** (Policy: 6Hx28: 8-10)

#### **FINAL GRADE DISPUTES:**

If you think that your final course grade was assigned in an arbitrary or capricious manner, in violation of college policy, or was not calculated in accordance with the grading system as defined by the faculty member, you shall have recourse through the Student Academic Dispute Resolution process to seek a fair determination for the assignment of a final course grade. However, final grades of “W” and “I” based upon the failure of the student to take the final examination, excessive absences, or other administrative reasons may not be grieved to the campus president or Student Final Grade Dispute Resolution Committee. The policies and procedures for resolving disputes over final grades are intended to consider the college's responsibility to both students and professors. They do not invalidate any requirements mandated by a course curriculum, i.e., department-sponsored final exams, or requirements to enter or remain in a specific program. The academic prerogatives of

a professor at Valencia College regarding specific course assignments or stated policies on a syllabus or other formal course-related materials cannot be challenged or appealed through this process.

All concerns will be addressed in a timely and private manner. You can provide as much or as little information as you like. Your name and all other personal details will only be used to contact you in order to proceed with resolving your concern.

#### **NON-FINAL GRADE AND OTHER ACADEMIC DISPUTES:**

Valencia College offers you the opportunity to express concerns privately with an Ombudsman. The Valencia College Ombudsman does not replace or substitute formal grievance, investigative, or appeal processes made available by the college. For more information, visit the [Ombudsman program](#).

#### **AIDS POLICY**

(College Policy 6HX28:02-04)

Valencia College recognizes that discrimination against individuals diagnosed as having Acquired Immune Deficiency Syndrome (AIDS); Acquired Immune Deficiency Syndrome Related Complex (ARC); or a person determined to be positive for the Human Immunodeficiency Virus (HIV) is expressly prohibited by Florida law under the provisions of the Human Rights Act of 1977, as amended by Section 760.50, Florida Statutes, 1988, which accords to such infected individuals every protection made to handicapped persons under Section 504 of the Rehabilitation Act of 1973 (Pub. L. No. 93-112).

In accordance with the law, Valencia College will offer students and employees with AIDS the same opportunities and benefits offered to other students and employees while at the same time attempting to balance their rights to an education and to employment against the rights of other students and employees to an environment in which they are protected from contracting the disease.

#### **DRUGS AND ALCOHOL**

##### **Drug-Free Campuses and Workplace Policy Statement:**

- I. Valencia College (“college”) is committed to providing a safe academic and workplace environment in compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989 and applicable

local, state, and federal laws, rules and regulations. The unlawful manufacture, selling, dispensation, possession, use, distribution of or being under the influence of illicit (illegal) drugs and/or alcohol by Valencia College students or employees on college premises or as part of any college activity is prohibited. The college can make available external resources for students and employees to seek counseling, treatment, rehabilitation, and education regarding alcohol abuse and illicit drug use.

- II. The college president or a designee is authorized to impose disciplinary actions for students and employees (consistent with local, state, and federal law), up to and including expulsion for students or dismissal from employment for employees, and referral to law enforcement for violations of standards of conduct required by this policy. For the purposes of this policy, the college may impose in its discretion a disciplinary sanction that may include the completion of a drug assistance or rehabilitation program approved for such purposes by the Federal, State or local health, law enforcement, or other appropriate agency.
- III. The President or designee shall establish appropriate programs and procedures to implement this policy. Policy History: Adopted 10-17-90; Amended 11-18-92; Amended 12-02-21; Formerly 6Hx28:04-41; Formerly 6Hx28: 10-08.1 Related Documents/ Policies: Amends Policy 6Hx28: 10-08.1 and Combines Policy 6Hx28: 10-08.2 (repealed 12-02-2021) College Policy 6Hx28: 3D-06.2 Fitness for Duty College Policy 6Hx28: 3E-08 Disciplinary Action College Policy 6Hx28:8-03 Student Code of Conduct

#### **PROCEDURES:**

- I. Each employee and each student enrolled in one or more classes for any type of academic credit (regardless of the length of the student's program of study) shall be provided an annual notice that includes the following:
  - A. Standards of conduct for students and employees on a college campus/property, at college-sponsored events, or as part of any college activities, that prohibit at a minimum:
    1. Being under the influence of alcohol, illicit drugs, and/or prescription medication without a prescription; and/or

2. The unlawful manufacture, selling, dispensation, possession, use, or distribution of illicit drugs (including drug paraphernalia and prescription medication without a prescription) and/or alcohol. The college is permitted to serve alcohol as part of its official programs and activities in accordance with applicable laws.

**Note:** As a recipient of federal funding and to comply with Drug-Free Schools and Communities Act regulations (Education Department General Administrative Regulations-EDGAR Part 86), Valencia College is required to continue to prohibit the use, possession, and distribution of all federally controlled substances, including marijuana. Although state law may permit the use of medical marijuana, federal law prohibits marijuana use or possession. State law does not require Valencia College to accommodate the medical use of marijuana in the classroom, in the workplace, or by individuals attending class or working while under the influence of marijuana. The manufacture, selling, dispensation, possession, use, distribution, or being under the influence of marijuana for medical purposes is not allowed on any college property, at any college-sponsored event, or as part of any college activities for any purpose by employees or students.

- B. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- C. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- D. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- E. A statement that the college will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion for students or dismissal from employment for employees and referral to law enforcement for violations of the standards of conduct required by this policy. For the purpose of this policy, the college may impose at its discretion a disciplinary sanction that may include the completion of a drug assistance or rehabilitation program approved for such purposes by the Federal, State or local health, law enforcement, or other appropriate agency.

## II. Students

- A. Students are responsible for adhering to applicable college policies including the student code of conduct. Students who violate standards of conduct required by this policy and/or procedure may receive disciplinary action up to and including expulsion from the college in accordance with College Policy 8-03 Student Code of Conduct in addition to referral to law enforcement which may result in criminal sanctions under applicable federal, state, and local laws.
- B. Students seeking professional resources for alcohol and/or drug-related issues are encouraged to contact BayCare assistance services at **(800) 878-5470** to speak to a professional counselor or through Video Relay Interpreters, Telecommunications Relay Service (TRS); or via email at **BayCareSAP@baycare.org**. If needed, the student may be referred to other appropriate external resources.

## III. Employees

- A. As a condition of employment, employees must abide by the terms of this policy and related procedures to include reporting to work fit for duty and performing their jobs in a safe manner. If there is reasonable cause when an employee is exhibiting patterns of behavior which suggest impairment in violation of this policy, the employee may be placed on an administrative leave of absence until an assessment is made to determine if an employee's continued presence at the workplace may pose a safety concern to themselves, others, or property, or may interfere with the college's ability to effectively provide services. For additional information, see College Policy 6Hx28: 3D-02 Leaves of Absence and College Policy 6Hx28: 3D-06.2 Fitness for Duty.
- B. Employees seeking professional resources for alcohol and/or drug-related issues are encouraged to contact their health care provider and/or the college's Employee Assistance Program (EAP). For more information regarding EAP services and/or local resources, employees are encouraged to contact Organizational Development and Human Resources (ODHR) at **407-299-5000** extension 4748 (HR4U) or **HR4U@valenciacollege.edu** during normal business hours.

C. Employees are required to notify their supervisor as soon as possible of any alcohol or drug-related arrest, notice to appear, or information filed against an employee by a prosecuting official on an alleged violation of the law arising from the use of drugs and/or alcohol in the workplace, while engaged in offsite work, or while off duty. Upon receiving such notification, the supervisor must immediately notify Organizational Development and Human Resources at **407- 299-5000** extension 4748 (HR4U) or **HR4U@valenciacollege.edu** for a collaborative evaluation of appropriate next steps.

1. Employees who are arrested or indicted are not subject to discipline solely on the basis of an arrest. Incidents shall be evaluated including information not limited to: a. circumstances surrounding the arrest and/or work relatedness; b. Drug Free Workplace Act regulation obligations; and/or c. any other relevant information.
2. Employees are required to notify their supervisor as soon as possible of the case disposition of any alcohol or drug-related charge(s). Upon receiving such notification, the supervisor must immediately notify Organizational Development and Human Resources at **407-299-5000** extension 4748 (HR4U) or **HR4U@valenciacollege.edu** for a collaborative evaluation of appropriate next steps.
  - a. In compliance with the Federal Drug Free Workplace Act, a federal grant employee is required to notify their supervisor within five calendar days of any alcohol or drug-related conviction arising from the use of drugs and/or alcohol in the workplace. If a federal grant employee has an alcohol and/or drug-related conviction, the college shall notify the appropriate Federal Grant Agency within ten (10) days from the employee notification. Within thirty (30) days of receiving an employee's notification of a criminal drug conviction resulting from behavior that occurred in the workplace, the college will evaluate the circumstances and impose appropriate action.

D. Employees who violate this policy and/or procedure may receive disciplinary action up to and including dismissal from employment and/or applicable criminal sanctions provided by applicable federal, state, and local laws. For additional information, see College Policy 6Hx28: 3E-08 Disciplinary Action.

1. The employee procedure shall apply when a student is working as an employee at the time an applicable incident occurs or when an employee is also enrolled in a class at the time an applicable incident occurs, which may result in sanctions affecting employment and/or enrollment.

#### **IV. A biennial review shall be conducted by the college of its program to:**

- A. Determine its effectiveness and implement changes to the program if they are needed; and
- B. Ensure that the disciplinary sanctions described in the procedures of this policy are consistently enforced.

For more information on resources and penalties associated with illegal drug and/or alcohol use, please see [the Drug Free Campuses and Workplace Policy](#).

#### **EQUAL OPPORTUNITY**

Valencia College is an equal opportunity institution. It is the policy of the District Board of Trustees to provide equal opportunity for employment and educational opportunities to all applicants for employment, employees, applicants for admission, students, and others affiliated with the college, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, genetic information, sexual orientation, gender identity, pregnancy, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations, (collectively referred to as Protected Status).

The college will review all allegations of discrimination and harassment in accordance with the College's policy on Discrimination, Harassment and Related Misconduct. Concerns should be directed to the college's Assistant Vice President for Equity and Access. More information and resources can be found at:

[valenciacollege.edu/EO](http://valenciacollege.edu/EO)

#### **TITLE IX**

Title IX of the Education Amendments of 1972 is

a federal law that prohibits sex- and gender-based harassment, and discrimination in any education program or activity. Title IX states "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Sexual harassment, sexual assault, sexual misconduct, dating and domestic violence, and stalking are prohibited under Title IX.

We strongly encourage all members of our college community to seek support for and report all sex discrimination and sexual misconduct to the Title IX coordinator, the Equal Opportunity team, Campus Security, or any named Title IX deputy coordinator. The roles and responsibilities of these individuals are to assist in removing the misconduct, preventing its recurrence, and addressing the effects. All complaints, regardless of where reported, will be relayed to and evaluated by the college's Title IX coordinator.  
Mr. Ryan Kane  
1768 Park Center Drive, Orlando, FL 32835  
Email: rkane8@valenciacollege.edu  
Telephone: 407-582-3421.

For confidential support resources external to the college, you may reach out to Bay Care Student Assistance program at 1-800-878-5470 for support, advice, or someone to listen. Victim Service Center of Central Florida 407-500-4325, Harbor House of Central Florida 407-886-2856 and Help Now of Osceola 407-847-8562 are additional resources available to members of the community. These services are available 24 hours a day, seven days a week.

#### **WHO CAN I CALL?**

We strongly encourage all members of our college community to seek support for and report all sex discrimination and sexual misconduct to the Title IX Coordinator; or the Equal Opportunity team. The roles and responsibilities of these individuals are to assist in eliminating the misconduct, preventing its recurrence, and addressing the effects. All reports of Title IX Sexual Misconduct must be relayed to the Title IX Coordinator who will review the report and discuss the availability of supportive measures with the complainant.

Valencia College values your privacy. Under these guidelines, Title IX reports will be shared only with individuals with a need to know, or as required by law or college policy and practice. A list of all reporting resources can be found at [Valencia College Equal Opportunity](#).

**SMOKE-FREE POLICY:** 6Hx28:10-05, Valencia College is proud to be 100% smoke-free.

We are committed to providing a safe and healthy learning environment for our students, employees and visitors. In recent years, we have made improvements toward healthier campuses with the implementation of LEED-certified buildings, employee wellness programs and recycling efforts. Smoke-free campuses will further promote the health, safety and well-being of members of the Valencia College community by reducing exposure to secondhand smoke on Valencia College campuses. As of August 2012, all of Valencia College campuses are smoke-free. This includes all property and facilities owned, leased or operated by Valencia College, including buildings, bridges, walkways, sidewalks, parking lots and garages, on-campus streets and driveways, grounds, on-campus LYNX bus stops and shelters, exterior open spaces and personal vehicles in these areas.

### **PRIVACY RIGHT OF STUDENTS (STUDENT RECORDS)**

(College Policy 6HX28:7B-02)

You have the right to review your records. Statute 20, United States Code, section 1232g and regulations adopted pursuant thereto, hereafter referred to as the Code, requires that each student be notified of the rights accorded to him/her by the Code. The following is provided as basic general information relative to the Code.

The Code provides for a category of student information termed “directory information.” Directory information will be available to all persons upon request unless the student places a “confidential hold” on his/her records. Valencia College has identified the following as directory information.

1. Student’s name
2. Major field of study
3. Dates of attendance
4. Dates of degrees, honors and awards received

If you refuse to permit Valencia College to release directory information, you must inform the Admissions/Records Office in writing. Your decision to refuse the release of directory

information also means that your name will not appear on recognition lists or in news releases, etc. You must give written consent for the release of information to third parties. The confidential hold will remain on your record until you submit written consent to release the hold.

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent records, student placement records and other personally identifiable information shall be open for inspection only to the student and members of the professional staff of Valencia College who have responsibility for working with the student, and, when appropriate, to the parents or guardian of the student. Such information will not be released to third parties without the written consent of the student. Once a student reaches the age of 18 or is enrolled in a post-secondary program, parents no longer have any right under the Code unless (1) the student gives written consent to release the information to the student’s parents, or (2) the parents provide evidence that the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code of 1954.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon subpoena by a court of competent jurisdiction.

### **STUDENT CONDUCT**

(College Policy 6Hx28:08-03)

A detailed and most up-to-date version can be found at [Valencia College Student Policies](#).

Specific Authority: 1006.60 FS Law Implemented: 1006.60 Policy: General Principles

#### **A. Purpose:**

Valencia College is dedicated to the advancement of knowledge and learning and also to the development of responsible personal and social conduct. The primary purpose for the maintenance of discipline in the college setting is to support a civil environment conducive to learning and inquiry.

## **B. Inherent Authority:**

1. The college reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. This Code is adopted for the appropriate discipline of any student (or student organization) who acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This Code may apply to acts conducted on or off campus when relevant to such orderly conduct, processes, and functions. It is the intention of the Board that authority for student discipline ultimately rests with the College President. The President delegates this authority to the Vice President for Student Affairs, and the Vice President delegates this authority to each campus Dean of Counseling, Advising, and Holistic Student Support.
2. The Dean of Counseling, Advising, and Holistic Student Support is responsible for implementing the student disciplinary system. The President, the Vice President for Student Affairs, or the campus Dean of Counseling, Advising, and Holistic Student Support or designee may take direct jurisdiction of any case when it is determined by the circumstances that taking direct jurisdiction is the best way to resolution. As appropriate, the campus Dean of Counseling, Advising, and Holistic Student Support or designee will work collaboratively with the campus or regional leadership and campus Security in addressing student conduct issues.

## **C. Interpretation of Regulations and Standard of Conduct:**

To the extent feasible and practical, disciplinary regulations at the college are in writing to give students general notice of prohibited conduct. The regulations are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms.

## **D. Process:**

1. The disciplinary process conducted pursuant to the Code shall be informal, fair, and expeditious. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Deviations from the procedures in this Code shall not invalidate a process or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or to the college.
2. College jurisdiction regarding discipline is generally limited to conduct of any student

or registered student organization that occurs on college premises. However, the college reserves the right to impose discipline based on any student conduct, regardless of location or modality, that may adversely affect the college community, disrupt classwork, cause substantial disorder, or invade the rights of other students

## **E. Violations of Local, State and Federal Law:**

1. Any student who accepts the privilege extended by the laws of Florida of attendance at Valencia College is deemed to have given their consent to the policies of the college, the State Board of Education, and the laws of Florida.
2. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct listed in this Code. Violation of any of these may lead to disciplinary sanctions.
3. A student may be accountable to both governmental authorities and to the college for acts which constitute violations of law and this Code. Student conduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies for prosecution. The disciplinary process at the college will not be subject to challenge on the ground that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved or that such proceedings constitute double jeopardy.

## **STANDARDS OF CLASSROOM BEHAVIOR**

Primary responsibility for managing the classroom environment rests with the faculty. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. Students who engage in any prohibited or unlawful acts that result in disruption or distraction of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds must be preceded by a disciplinary conference or hearing, as set forth in the implementing procedures of this Code.

## **STUDENT CONDUCT CODE PROCEDURES**

### **Reporting Violations of Student Code of Conduct**

Any college student, faculty, or staff member



may report student(s), student group, or student organization suspected of violating the Student Code of Conduct to the Dean of Counseling, Advising, and Holistic Student Support, or designee. Normally, a written complaint to the Dean of Counseling, Advising, and Holistic Student Support will be requested promptly after the occurrence or discovery of the alleged infraction(s), although the Dean of Counseling, Advising, and Holistic Student Support may initiate disciplinary processes without a written complaint. Those reporting cases are normally expected to participate in the process and provide information relevant to the matter in the disciplinary process.

### **Steps in Student Conduct Resolution Process**

To begin the conduct process, an informal conference between the student(s) and the Dean of Counseling, Advising, and Holistic Student Support or designee will convene. During this conference, the Dean of Counseling, Advising, and Holistic Student Support or designee will discuss the alleged violation with the student and may reach an understanding about its circumstances and sanctions that will result in a final determination by the Dean of Counseling, Advising, and Holistic Student Support or designee on the alleged violation. If a final determination is not reached at this point, depending on the nature and severity of the alleged violation and their judgment as to how to reach the best resolution for all involved, the Dean of Counseling, Advising, and Holistic Student Support or designee will refer the case to Informal Resolution or for a Disciplinary Conference.

### **Disciplinary Conference**

The Dean of Counseling, Advising, and Holistic Student Support or designee will convene and conduct the Disciplinary Conference with the Student Conduct Committee and may participate in hearing deliberations and discussions. Recommendations of the Student Conduct Committee are determined through consensus. The Dean of Counseling, Advising, and Holistic Student Support or designee will receive the recommendation of the committee, which may or not be written, consider procedural integrity and consistency with the outcomes of prior student conduct cases, and make a final determination of the outcome. The Dean of Counseling, Advising, and Holistic Student Support or designee will convey the outcomes of the disciplinary conference to the student(s). The Dean of Counseling, Advising, and Holistic Student Support or designee is responsible for final decisions on all procedural issues and may modify conference procedures,

if necessary, to ensure a fair and expedient administration of the conference.

A campus-based Student Conduct Committee will be established by the Dean of Counseling, Advising, and Holistic Student Support or designee to resolve disciplinary issues. The Student Conduct Committee will consist of two or more members comprised of:

- A. The Dean of Counseling, Advising, and Holistic Student Support or designee who chairs the Student Conduct Committee
- B. One (1) or more additional members selected at the discretion of the Dean of Counseling, Advising, and Holistic Student Support or designee based on the particulars of the student conduct case, which may include representatives of the Campus Provost's Office, faculty, academic deans, security staff, students, and other student affairs staff.

Procedural protections are provided to students referred for disciplinary action in disciplinary conferences. A partial description is provided here. Please look at the full policy and procedures for the details.

### **Sanctions**

Sanctions for violating provisions of this Code may result in suspension or dismissal from the college. Significant mitigating or aggravating factors will be considered when sanctions are imposed, including the present demeanor and past disciplinary record of the offender, the nature of the offense, and the severity of any damage, injury or harm resulting from it. Repeated violations of any part of this Code may also result in suspension or dismissal. Sanctions for students and student organizations which may be imposed in accordance with this Code include, but are not limited to:

- A. **“Warning”** – notice, oral or written, that prohibited conduct may be cause for additional disciplinary action if repeated in the future.
- B. **“Censure”** – a written reprimand for violation of specified regulations, including a warning that prohibited conduct may be cause for additional disciplinary action if repeated in the future.
- C. **“Disciplinary Probation”** – status assigned for a designated period of time, during which any other violation of the code may result in suspension or dismissal from the college. Students on disciplinary probation may not hold or run for any elected or appointed positions. Additional conditions appropriate to the violation may be imposed.
- D. **“Restitution”** – repayment to the college or

others affected for damages resulting from a violation of this code.

- E. **“Suspension”** – exclusion from college premises and other privileges or activities for a period of time as set forth in the suspension notice. This action will be permanently recorded on the student’s record.
- F. **“Dismissal”** or **“Expulsion”** – permanent termination of student status and exclusion from college premises, privileges, and activities. This action will be permanently recorded on the student’s record.
- G. **“Other Sanctions”** – other sanctions may be imposed instead of or in addition to those specified above.

### Appeals

Any disciplinary action that results in suspension or dismissal may be appealed to the Vice President of Student Affairs by the respondent in keeping with the following provisions:

- A. The appeal must be in writing and delivered to the Vice President for Student Affairs within (7) seven business days after the notice of suspension or dismissal is delivered to the address on record for the student in the office of the Registrar.
- B. Appeals will be reviewed by the Vice President for Student Affairs to determine their viability as soon as possible after appeals are received.
- C. The Vice President for Student Affairs will determine viability based on whether there is new information not available at the time of the disciplinary action that significantly alters the finding of fact, evidence of improper procedure, findings that are against the weight of the evidence, conflicts of interest, or excessive sanctions. The decision of the Vice President for Student Affairs about the viability of the appeal is final. The Vice President may deny the request for appeal and affirm the findings of the Dean of Counseling, Advising and Student Support or grant the request for appeal.
- E. Appeals will be decided based on the report filed by the Dean of Counseling, Advising and Student Support, the student’s written statement, and any written response or memoranda prepared by college officials. All written materials considered by the Vice President for Student Affairs will be subject to inspection by the student. The student may request an opportunity to discuss the written materials in person with the Vice President for Student Affairs. New hearings will not be conducted on appeal. Decisions rendered by the Vice President for

Student Affairs are final.

Please look at the full policy and procedures for the details.

### Grounds for Discipline:

- A. The college may impose discipline for violation of, or an attempt to violate, any college policies or campus regulations. Violations or attempted violations include, but are not limited to, the following types of misconduct:
  - 1. All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
  - 2. Other forms of dishonesty, including but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the college or to college officials acting in the performance of their duties.
  - 3. Forgery, alteration, or misuse of any college document, record, key, electronic device, or identification.
  - 4. Theft of, conversion of, or damage to or destruction of, any property of the college or property of others while on college premises, or possession of any property of the college or others stolen while on college premises.
  - 5. Theft or other abuse of computing facilities or computer time, including but not limited to, unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual’s identification or password; use of computing facilities to interfere with the work of another student, faculty member, or college official; use of computing facilities to interfere with a college computing system, or other violations of policy 6Hx28:7A-01, Information Technology Resources Policies and related procedures.
  - 6. Use of Valencia College technology, including, but not limited to, computers, network, and wireless internet, to access materials disruptive to the learning environment, including and without limitation sexually explicit or violent content.
  - 7. Unauthorized entry to, possession of, receipt of, duplication of, or use of the college’s name, insignia, or seal.
  - 8. Unauthorized entry to, possession of, receipt of, or use of any college properties, equipment, resources, or services.
  - 9. Violation of policies, regulations, or rules

- governing college-owned or operated facilities or leased facilities.
10. Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.
  11. Sexual harassment, as defined in college policy (see Policies 6Hx28:02- 01, 02-02, and 02-03): Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
    - a. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other college activity;
    - b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or human resource decisions affecting an individual; or
    - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.
  12. Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
  13. The use or display of "fighting words" by students to harass any person(s) on college property, on other property to which these policies apply as defined in campus implementing regulations, or in connection with official college functions or college-sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in college programs and activities.
  14. Wearing styles or articles of clothes that cause disruption of the learning environment, or intimidation of others in the learning environment, or violate published classroom protocols of individual professors, subject to the requirements of law.
  15. Hazing or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, as prohibited by 1006.63, F.S., and Valencia College Policy 6Hx28:10- 17.
  16. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including but not limited to:
    - a. Violence committed against any member or guest of the college community.
    - b. Forcible interference with the freedom of movement of any member or guest of the college.
    - c. Obstruction of the normal processes, activities, and functions of the college community.
    - d. Assault or battery upon community college security officers.
    - e. Disruptive activities as defined and prohibited in accordance with the criminal provisions of Section 877.13, Florida Statutes.
  17. Disorderly or lewd conduct.
  18. Participation in a disturbance of the peace or unlawful assembly.
  19. Failure to identify oneself to, or comply with directions of, a college official or other public official acting in the performance of their duties while on college property or at official college functions, or resisting or obstructing such college or other public officials in the performance of or the attempt to perform

their duties.

20. Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State law or regulations.
21. Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol which is unlawful or otherwise prohibited by, or not in compliance with, college policy or campus regulations.
22. Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
23. Except as expressly permitted by law, possession, use, or manufacture of a firearm or other weapon.
24. Violation of the conditions contained in the terms of a disciplinary action imposed under this Code.
25. Violate the terms of any disciplinary sanction imposed in accordance with this Code.
26. A person is in violation of this Code if he or she:
  - a. Intentionally aids or abets another in the commission of any offense(s) mentioned in this Code;
  - b. Requests, hires, encourages, or otherwise solicits another person to commit any offense mentioned in this Code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense; or
  - c. Attempts to commit any offense mentioned in this Code.
27. The college shall enforce the provisions of Section 1006.62, Florida Statutes, hereinafter set forth in full, as follows:
  - a. Each student in a community college or state college is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education or board of trustees of the institution.
  - b. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the institution's authorities.
  - c. Each president of a community college or

state college may, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the board of trustees of the institution. A student may be entitled to waiver of expulsion:

- i. If the student provides substantial assistance in the identification, arrest, or conviction of any of his or her accomplices, accessories, coconspirators, or principals or of any other person engaged in violations of chapter 893 within a state college or community college;
- ii. If the student voluntarily discloses his or her violations of chapter 893 prior to his or her arrest; or
- ii. If the student commits themselves, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

The college will follow the mandates of Public Law 90-575, which provides in part that students at an institution of higher learning who, after notice and hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government.

### **Student Administrative Complaint Resolution:**

Valencia College front-line learning leaders are a resource for students seeking assistance in resolving issues with non-academic matters. The chart below lists the appropriate staff leaders who can assist you with designated issues.

The college will make every effort to resolve conflicts by informal means and you can expect to be treated with respect and dignity, receive a timely response, and have the issues handled in a private as possible manner. The college expects you to bring up any problems early, give clear and detailed information, follow applicable procedures and be respectful of the people who are involved.

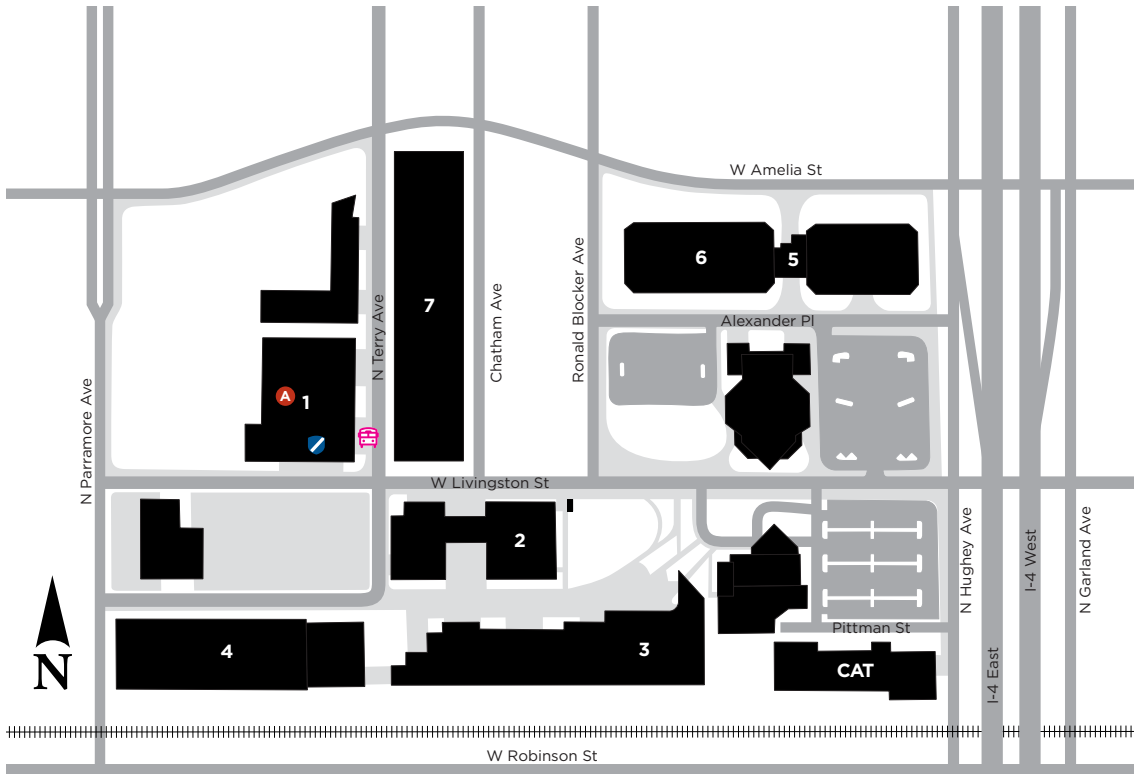
Formal procedures for appealing administrative and academic decisions can be found in the college catalog (available online). An individual who believes he or she has been discriminated against should refer to college Policy [6+Hx28:2-03], Investigating and Resolving Discrimination, Harassment and Sexual Harassment Complaints.

Issue	First Response
Advising	Campus Director, Advising
Application	Manager, Answer Center
Campus Store	Manager, Campus Store
Counseling	Dean, Counseling, Advising and Holistic Student Support
Discrimination	Equal Opportunity Office
Testing and Assessment	Coordinator, Testing and Assessment
Faculty Concerns	Faculty Member
Financial Aid	Assistant Director, Financial Aid
Florida Residency	Manager, Answer Center
Graduation	Assistant Director, Records and Graduation
Harassment	Equal Opportunity Office
International Student Services (ISS)	Coordinator, International Students
Library or Librarian	Library Services Supervisor
New Student Orientation	Coordinator, New Student Orientation
Parking	Field Supervisor, Security
Registration	Manager, Answer Center
Security	Field Supervisor, Security
Student Accounts	Coordinator, Business Office
Student Activities	Director, Student Development
Students with Disabilities	Coordinator, Students with Disabilities
Transcripts	Assistant Director, Admissions
Tutoring	Instructional Lab Supervisor
Veterans Affairs	Veterans Affairs Specialist

Next Level	Next Level
Collegewide Director, Advising	
Assistant Director, Admissions	Director, Admissions and Registration
Director, Auxiliary Services	
Assistant Director, Testing and Assessment	Director, Testing and Assessment
Academic Dean	Campus Provost
Director, Financial Aid	
Assistant Director, Admissions	Director, Admissions and Registration
Director, Records and Graduation	
Assistant Director, International Students	Senior Director, International Students
Director, Library	Dean, Learning Support
Campus Director, Advising	Collegewide Director, Advising
Director, Security	Managing Director, Safety and Security
Director, Admissions/Registration	
Director, Security	Managing Director, Safety and Security
Assistant Director, Accounting	Senior Director, Accounting
Dean, Student Engagement and Partnerships	
Director, Students with Disabilities	
Director, Admissions and Registration	
Campus Learning Support Manager	

Unit Administrator	Vice President
Dean, Counseling, Advising and Holistic Student Support	Student Affairs
Dean, Student Enrollment and Records	Student Affairs
Assistant Vice President, Operations	Business Operations and Finance
	Student Affairs
Assistant Vice President, Equity and Access	Organizational Development and Human Resources
Dean, Learning Support	Campus Provost
	Academic Affairs
Assistant Vice President, Financial Aid and Veterans Affairs	Student Affairs
Dean, Student Enrollment and Records	Student Affairs
Dean, Student Enrollment and Records	Student Affairs
Assistant Vice President, Equity and Access	Organizational Development and Human Resources
Assistant Vice President, Global and Continuing Education	Global, Professional and Continuing Education
	Campus Provost
Dean, Counseling, Advising and Holistic Student Support	Student Affairs
Assistant Vice President, Operations	Business Operations and Finance
Dean, Student Enrollment and Records	Student Affairs
Assistant Vice President, Operations	Business Operations and Finance
Assistant Vice President, Financial Services	Business Operations and Finance
	Student Affairs
Dean, Counseling, Advising and Holistic Student Support	Student Affairs
Dean, Student Enrollment and Records	Student Affairs
Dean, Learning Support	Academic Affairs
Assistant Vice President, Financial Aid and Veterans Affairs	Student Affairs




	East	Lake Nona	Osceola	Poinciana	West	Winter Park	Downtown
<b>Advising Center</b>	Bldg. 5-210	Bldg. 1-149	Bldg. 2-140	Bldg. 1-101	SSB-110	Bldg. 1-210	UnionWest, 105
<b>Answer Center/Financial Aid/First Stop</b>	Bldg. 5-211	Bldg. 1-149	Bldg. 2-105	Bldg. 1-101	SSB-106	Bldg. 1-210	UnionWest, 105
<b>Atlas Lab</b>	Bldg. 5-213	Bldg. 1-149	Bldg. 2-105	Bldg. 1-102	SSB-172	Bldg. 1-217	UnionWest, 105
<b>Business Office</b>	Bldg. 5-214		Bldg. 2-110		SSB-101		
<b>Cafeteria</b>	Bldg. 5-110	Bldg. 1-131		Bldg. 1-115			
<b>Campus Store</b>	Bldg. 5-120	Bldg. 1-135	Bldg. 4-103	Refer to website	Bldg. 1-142	Bldg. 1-101	UCF Parking Garage 1
<b>Career Center</b>	Bldg. 5-230		Bldg. 2-140		SSB-206	Bldg. 1-217	
<b>Center for Accelerated Training</b>				CAT Bldg.			400 Pittman Street
<b>Computer Access Lab</b>	Bldg. 4-212	Bldg. 1-236			Bldg. 6-118		Dr. Phillips Academic Commons, 330
<b>Continuing Education Client Service Center</b>							400 Pittman Street
<b>Dental Hygiene Clinic</b>					AHS-126		
<b>Food Service</b>			Bldg. 4		Bldg. 2, LRC, HSB, Bldg. 11	Vending machines in student lounge	UnionWest, 1st Floor
<b>International Student Services</b>	Bldg. 5-217		CIT Bldg., Ste. 100		SSB-142		UnionWest 217
<b>Internship and Workforce Services</b>	Bldg. 5-230		Bldg. 2-125		SSB-235		UnionWest, 2nd Floor
<b>Library</b>	Bldg. 4-201	Bldg. 1-330	Bldg. 4-202	Bldg. 1-331	Bldg. 6	Bldg. 1-140	Dr. Phillips Academic Commons, 265
<b>Math Lab</b>	Bldg. 4-102b	Bldg. 1-230	Bldg. 4-121		Bldg. 7-241	Location varies based on course	Dr. Phillips Academic Commons, 330
<b>Office for Students with Disabilities</b>	Bldg. 5-216		Bldg. 2-102		SSB-102	Bldg. 1-212	UnionWest, 210
<b>Security</b>	Bldg. 5-220	Bldg. 1-150	Bldg. 2-109	Bldg. 1-103	SSB-170	Bldg. 1-100	Centroplex Building
<b>Student Development</b>	Bldg. 5-212	Bldg. 1-147	Bldg. 2-150	Bldg. 1-116	Bldg. 3-147	Bldg. 1-200	UnionWest, 2nd Floor
<b>Student Services</b>				Bldg. 1-101			UnionWest, 105
<b>Testing and Assessment Centers</b>	Bldg. 4-123	Bldg. 1-206	Bldg. 4-248	Bldg. 1-325	Bldg. 11-142 or SSB 171	Bldg. 1-104	UnionWest, 210
<b>Tutoring Services</b>	Bldg. 4-101	Bldg. 1-230	Bldg. 4-121 and Bldg. 3-100	Bldg. 1-231	Bldg. 7-240		Dr. Phillips Academic Commons, 330K
<b>Veterans Affairs</b>					SSB-203	Bldg. 1-136	
<b>Writing Center</b>	Bldg. 4-120	Bldg. 1-230	Bldg. 4-121 and 3-100		Bldg. 5-155	Bldg. 1-136	Dr. Phillips Academic Commons, 330K

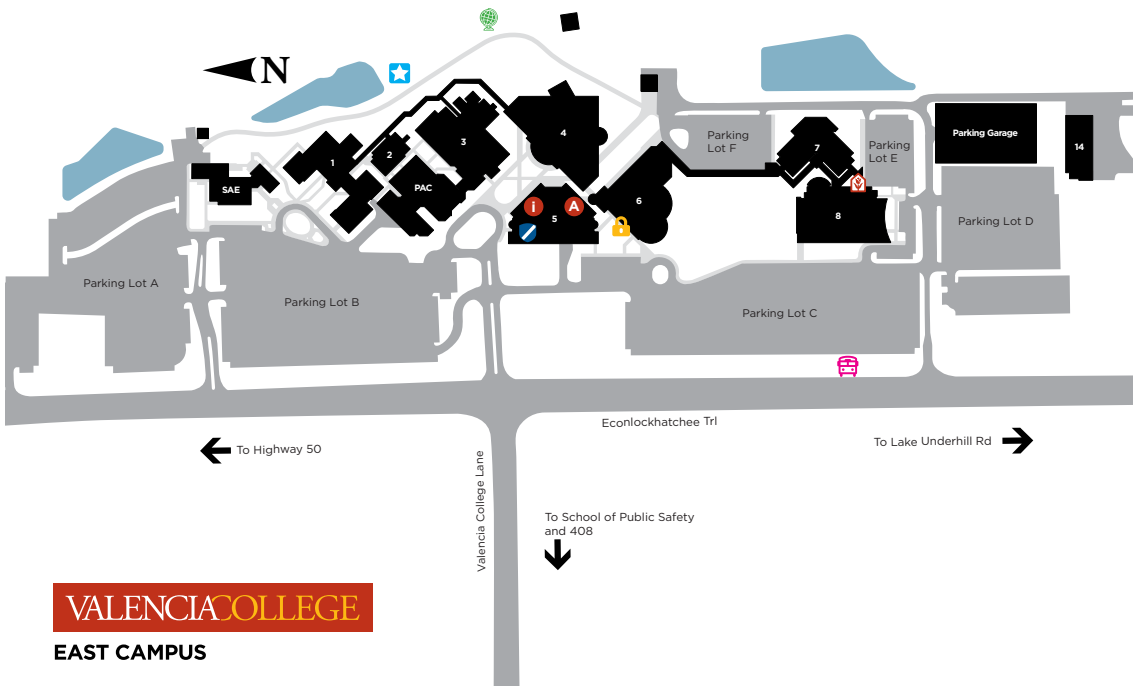


**VALENCIA COLLEGE**  
DOWNTOWN CAMPUS

**LEGEND** Get around easier: [valenciacollege.edu/map](http://valenciacollege.edu/map)

- 1 UnionWest at Creative Village
- 2 Dr. Phillips Academic Commons
- 3 Communications and Media Building
- 4 Parramore Parking Garage
- 5 UCF Police Department
- 6 Amelia I Parking Garage
- 7 Luminary Green Park
- CAT Center for Accelerated Training

-  **Bus Stop**
-  **Answer Center/First Stop** (first floor)
-  **Security** (first floor)











# VALENCIA COLLEGE

## EAST CAMPUS

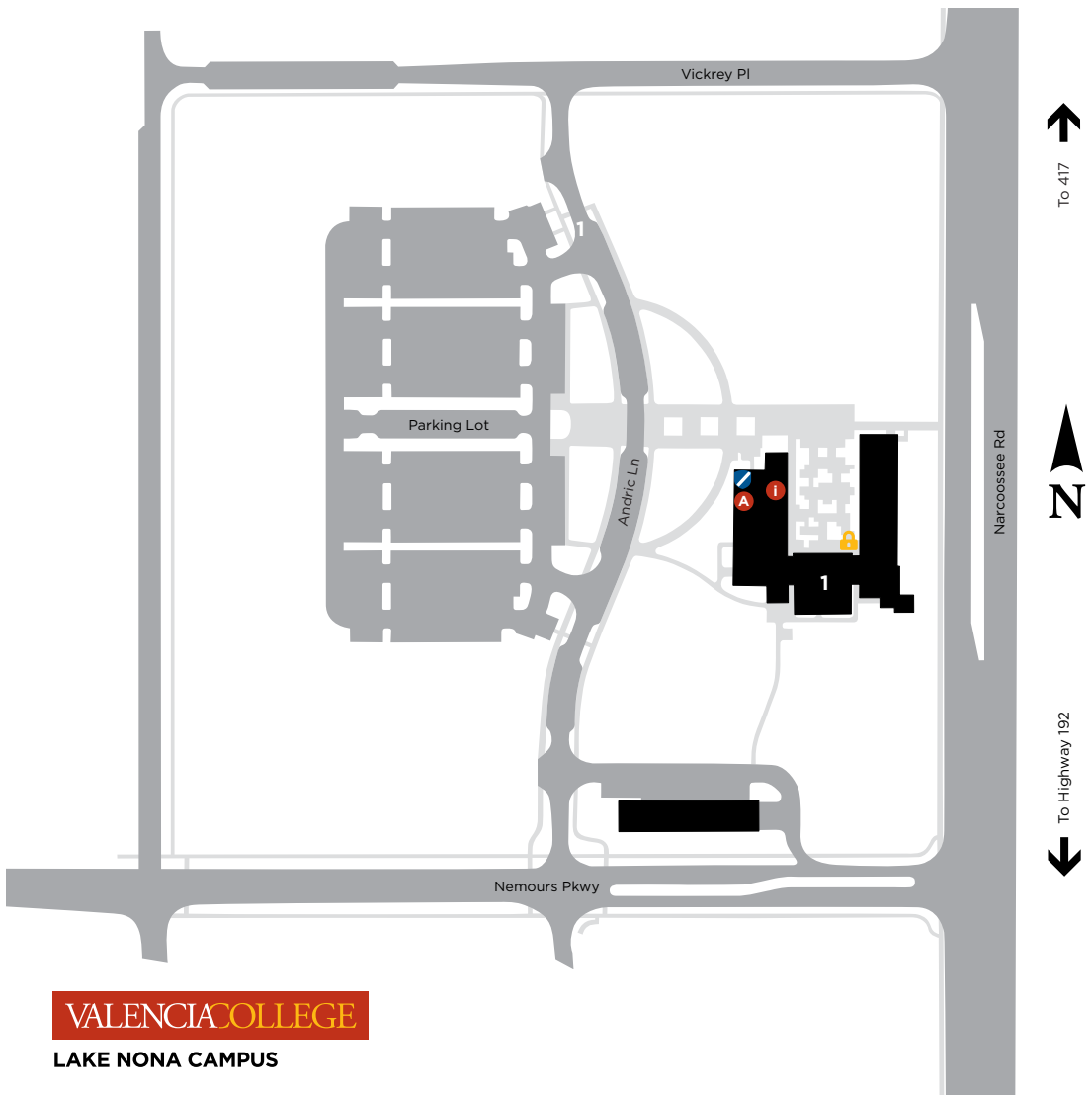
### LEGEND

Get around easier: [valenciacollege.edu/map](http://valenciacollege.edu/map)

- PAC** Performing Arts Center
- SAE** School of Arts and Entertainment | Film Production | Sound Technology
- 1** Science
- 2** Classrooms
- 3** Arts and Entertainment | Black Box Theater
- 4** Library | Learning Support
- 5** Student Services | Cafeteria | Campus Store
- 6** Dance | Humanities | Gym | Fitness Center
- 7** Mathematics | Communications
- 8** Social Sciences | Business, Technology, Public Services
- 14** Facilities Services | Shipping and Receiving





-  **Information Station**  
(Building 5, first floor)
-  **Answer Center** (Building 5, room 211)
-  **Security Office**  
(Building 5, second floor, room 220)
-  **Outdoor Classroom**
-  **Greenhouse**
-  **Pulse Memorial**
-  **Bus Stop**
-  **VC Vault**

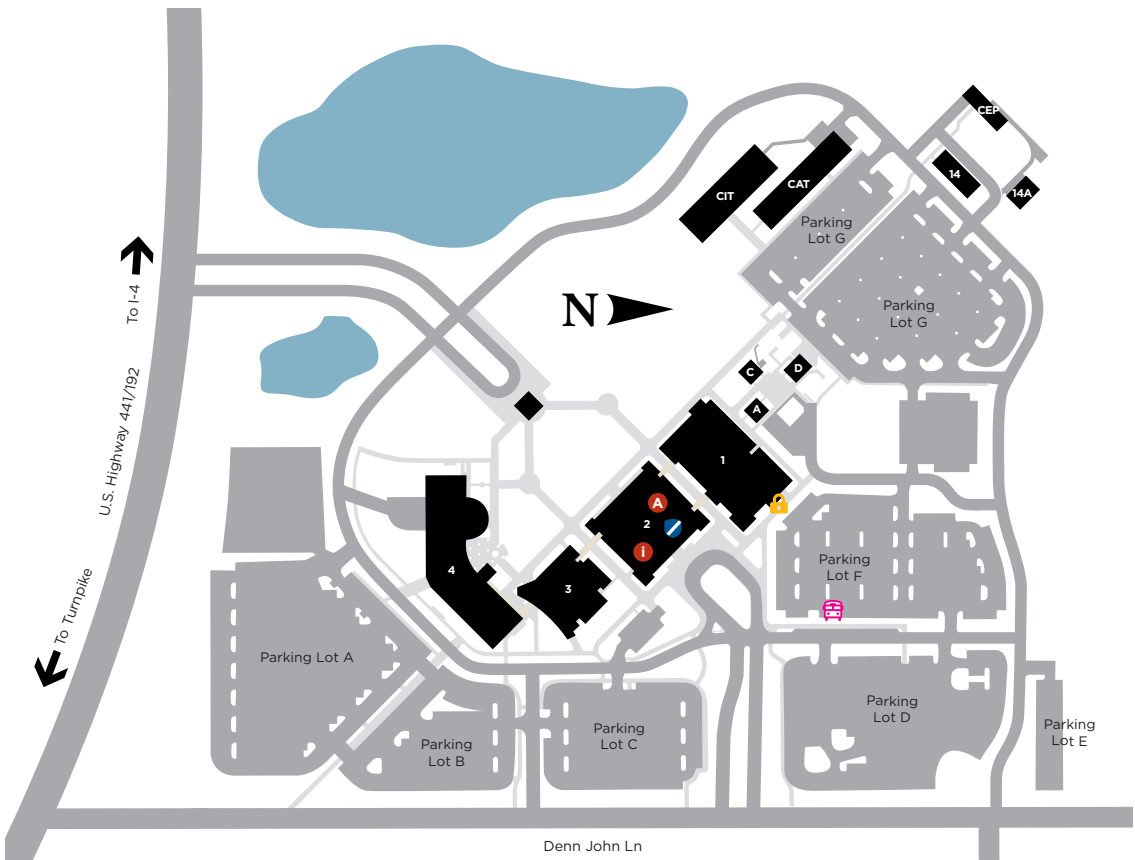




**LEGEND** Get around easier: [valenciacollege.edu/map](http://valenciacollege.edu/map)

- 1 **Assessment**
- Atlas Lab**
- Campus Store**
- Library**
- Student Development**
- Testing Center**
- Tutoring Services**

-  **Information Station** (First floor)
-  **Answer Center** (First floor)
-  **Security Office** (First floor)
-  **VC Vault**



# VALENCIA COLLEGE

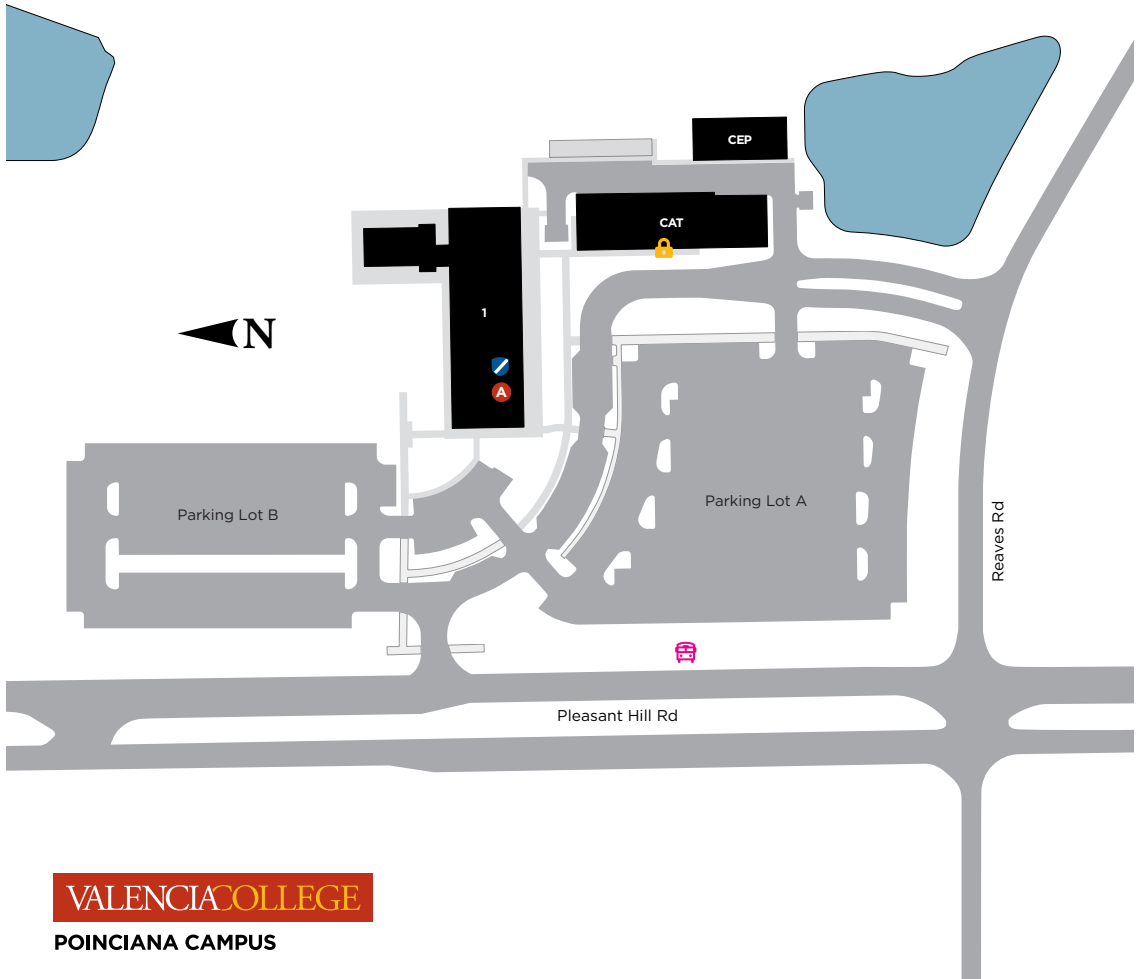
## OSCEOLA CAMPUS

### LEGEND

Get around easier: [valenciacollege.edu/map](http://valenciacollege.edu/map)

- 1** Auditorium | EMT/Paramedic | Offices for Humanities and Social Sciences | Graphics
- 2** Student Services | Orientation | Business Office | Student Development
- 3** Nursing | Writing Support | Offices for Communications and A.S. Degree Programs
- 4** Cafeteria | Campus Store | Library | Tutoring | Testing | Offices for Math and Science | UCF Connect
- 14** Plant Operations | Maintenance
- CEP** Central Energy Plant | Shipping and Receiving
- CIT** Careers in Industry and Technology | CareerSource | Continuing Education Student Services
- CAT** Center for Accelerated Training

- A** Art Gallery
- C** UFit Gym
- D** UFit Gym
- i** Information Station (Building 2, first floor)
- A** Answer Center (Building 2, first floor)
- 🛡️** Security Office (Building 2, first floor)
- 🚌** Bus Stop
- 🔒** VC Vault



# VALENCIA COLLEGE

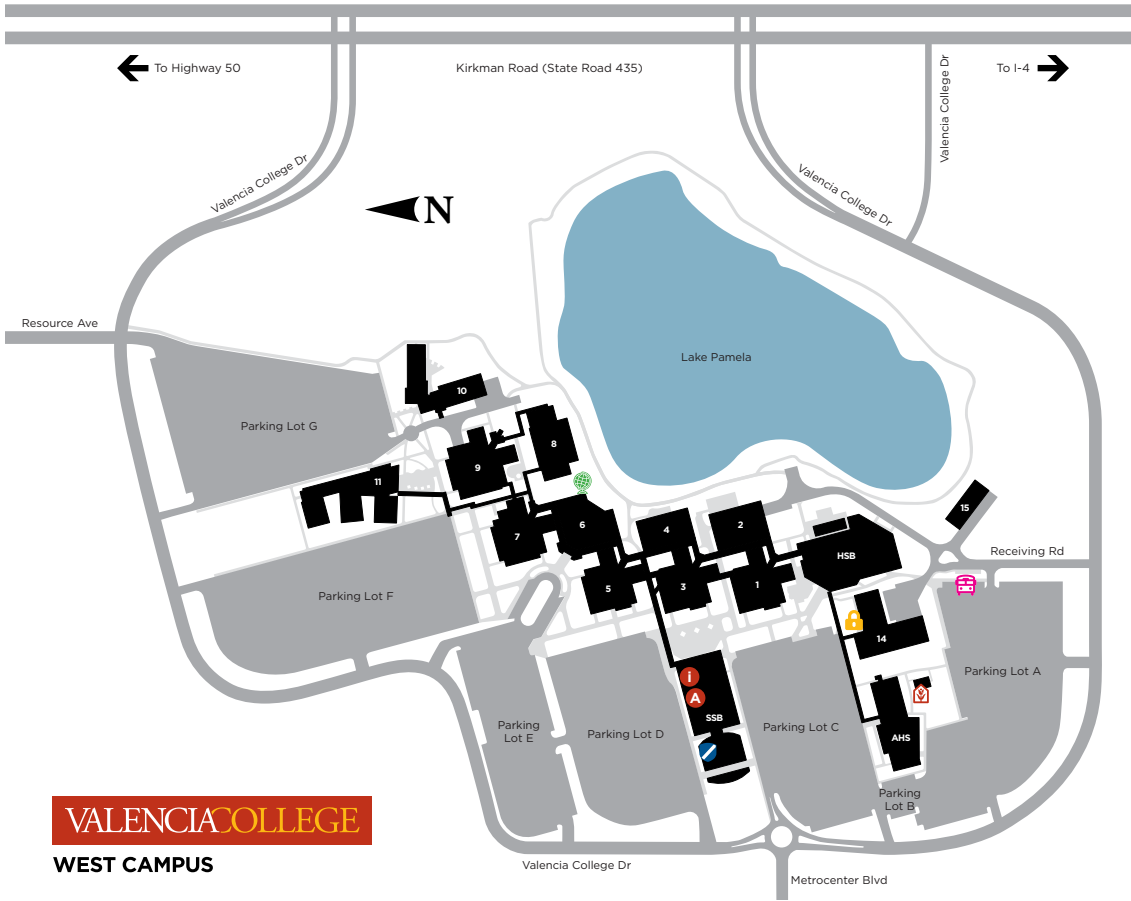
POINCIANA CAMPUS

## LEGEND

Get around easier: [valenciacollege.edu/map](http://valenciacollege.edu/map)

- CAT** Center for Accelerated Training
- CEP** Central Energy Plant
- 1** Student Services | Student Development | Library | Tutoring | Testing | Cafeteria

- Answer Center** (First floor)
- Security Office** (First floor)
- Bus Stop**
- VC Vault**










**VALENCIA COLLEGE**

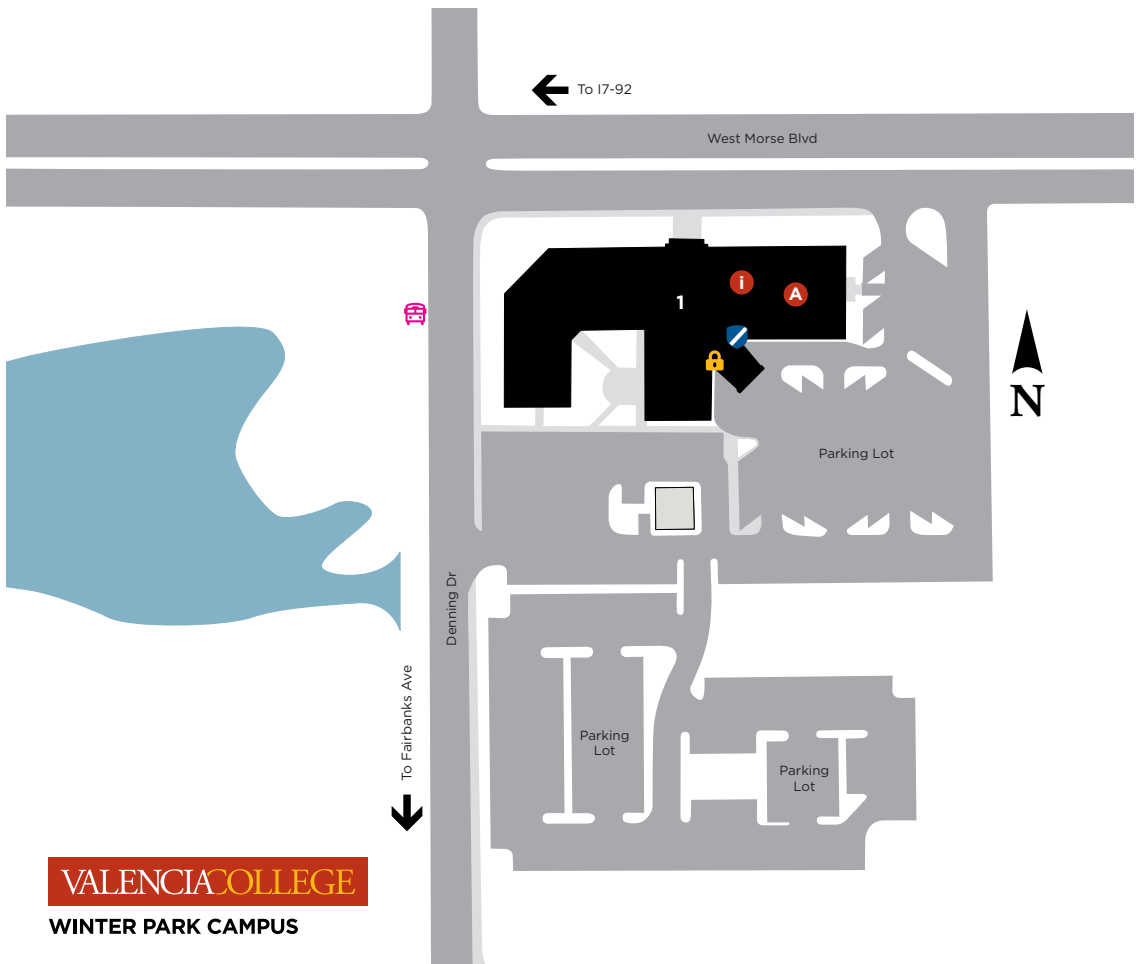
**WEST CAMPUS**

**LEGEND**

Get around easier: [valenciacollege.edu/map](http://valenciacollege.edu/map)

- AHS** Nursing | Dental Lab | Science
- HSB** Nursing | Gym
- SSB** Student Services | Assessment Testing | Business Office
- 1** Campus President
- 2** Campus Store | Cafeteria | Physics
- 3** Student Development | Honors | Graphics
- 4** Auditorium | Student Lounge
- 5** Auditorium | Communications and Writing Support | Art
- 6** Library | General Tutoring | Center for Teaching and Learning Innovation
- 7** Math Tutoring Center
- 8** Special Events Center
- 9** Architecture | Electronic Labs
- 10** Collaborative Design Center | Global Continuing Education
- 11** University Center | Engineering | Testing Center | UCF Connect
- 14** Facilities | Plant Operations | Shipping and Receiving
- 15** Grounds

-  **Information Station** (SSB, first floor)
-  **Answer Center** (SSB, first floor)
-  **Security Office** (SSB, first floor)
-  **Outdoor Classroom**
-  **Greenhouse**
-  **Bus Stop**
-  **VC Vault**








**VALENCIA COLLEGE**

**WINTER PARK CAMPUS**

**LEGEND**

Get around easier: [valenciacollege.edu/map](http://valenciacollege.edu/map)

- 1
  - Assessment Center
  - Career Center
  - Communication Student Support Center
  - Library
  - Math Support Center
  - Student Development
  - Student Lounge
  - Testing Center
  - Center for Teaching and Learning
  - Student Services
  - Learning Support Lab
  - Administration

-  **Information Station**  
(First floor, room 121)
-  **Answer Center**  
(Second floor 210)
-  **Security Office**  
(First floor, main entrance)
-  **Bus Stop**
-  **VC Vault**



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