Advanced Technology College, 506-4100
Daytona Beach Campus.......... 506-3000
DeLand Campus.................. 785-2000
Deltona Campus................. 789-7300
Flagler/Palm Coast Campus...... 246-4800
New Smyrna Beach-Edgewater Campus........ 423-6300

Academic Advising
Advanced Technology College
Rm. 107N.......................... 506-4173
Daytona Beach
Bldg. 100, Rm. 105.............. 506-3661
DeLand
Bldg. 7, Rm. 139................ 785-2076
Deltona
Bldg. 1, Rm. 203B.............. 789-7309
Flagler/Palm Coast
Bldg. 2, Rm. 100.............. 246-4845
New Smyrna Beach-Edgewater
Bldg. 1, Rm. 108.............. 423-6321

Academic Support Center
Advanced Technology College
Rm. 126B.......................... 506-4120
Daytona Beach
Bldg. 500, Rm. 124.............. 506-3673
DeLand
Bldg. 6, Rm. 217.............. 785-2087
Deltona
Bldg. 1, Rm. 104.............. 789-7306
Flagler/Palm Coast
Bldg. 2, Rm. 104.............. 246-4835
New Smyrna Beach-Edgewater
Bldg. 1, Rm. 108.............. 423-6345

Admissions
Daytona Beach
Bldg. 100, Rm. 118............. 506-3059
DeLand
Bldg. 7, Rm. 104.............. 785-2000
Deltona
Bldg. 1, Rm. 203................ 789-7310
or ................................ 789-7312
Flagler/Palm Coast
Bldg. 2, Rm. 100.............. 246-4800
New Smyrna Beach-Edgewater
Bldg. 1, Rm. 105.............. 423-6300

Adult Education
Daytona Beach
Bldg. 300, Rm. 227............. 506-3352
Adult High School.............. 506-4495
General Educational Development (GED)............... 506-3468
English for Speakers of Other Languages (ESOL)........ 506-3120
DeLand .......................... 785-2212
Deltona .......................... 789-7339
Flagler/Palm Coast.............. 246-4825
New Smyrna Beach-Edgewater 423-6338

Aquatic Center ................... 506-4386

Assessment
Daytona Beach
Bldg. 100, Rm. 107.............. 506-3067
DeLand
Bldg. 7, Rm. 117............... 785-2029

Deltona
Bldg. 1, Rm. 206............... 789-7313
Flagler/Palm Coast
Bldg. 2, Rm. 100.............. 246-4844
New Smyrna Beach-Edgewater
Bldg. 1, Rm. 105.............. 423-6328
e-mail: assessment@DaytonaState.edu

Athletics.......................... 506-3178
Bookstore - www.efollett.com
Daytona Beach.................. 252-2206
DeLand .......................... 785-2020
New Smyrna Beach-Edgewater 426-6314
Flagler/Palm Coast............. (call Daytona Beach)
ATC.............................. (call Daytona Beach)

Campus Safety................... 506-4444

Career Services
Daytona Beach
Bldg. 100, Rm. 205............. 506-3073
DeLand .......................... 785-2082
Deltona .......................... 789-7341
Flagler/Palm Coast............. 246-4824
New Smyrna Beach-Edgewater
Bldg. 1, Rm. 151.............. 423-6312
e-mail: careerservices@DaytonaState.edu

Child Development
Lab School ....................... 506-4566

College Equity
Daytona Beach
Bldg. 100, Rm. 207............. 423-6301
e-mail: clemenj@DaytonaState.edu

Computer Commons
Daytona Beach
Library, Bldg. 210............. 506-3928

Counseling
Daytona Beach
Bldg. 100, Rm. 205............. 506-3038
All other campuses, please contact: .......................... 506-3038
e-mail: counseling@DaytonaState.edu

Credit Union
Daytona Beach
Bldg. 300, Rm. 123............. 506-3040

Cultural Arts Box Office ...... 506-3042

Dental Hygiene Clinic .......... 785-2060

Daytona State Public Broadcasting
WDSC Channel 15 ............. 506-4415

FalconAID Help Desk .......... 506-4243

Financial Aid Office
Daytona Beach
Bldg. 100, Rm. 104............. 506-3015

Fitness Center................... 506-4348
Thank you for choosing Daytona State College! You have taken an important step toward reaching your fullest potential. All of our academic programs from adult education, certificates, through associate and baccalaureate degrees will help you achieve your personal and professional goals.

We invite you to fully participate in the many services and extra curricular activities offered at the College. There are many opportunities, programs and services available to you. If you need extra help for your classes, free tutoring is available at our Academic Support Centers which are located on all of our campuses. Our Financial Aid Services can help you find a campus job so you can earn money while gaining valuable work experience. If you need help deciding on a major, visit our Counseling and Career Center where they can help you match your strengths to the program of study that will lead to the right career path for you. For valuable learning opportunities outside the classroom, you may want to get involved in some of our student activities such as Student Government, one of our 42 clubs and organizations, as well as Intramural sports and Intercollegiate Athletics. Research has shown that students who are engaged in the full college experience are typically more successful.

This handbook has been designed to provide you with important information regarding College policies, procedures and resources which will assist you with becoming a successful student at Daytona State. Again, thank you for choosing Daytona State College and I wish you the best during your time with us.

Sincerely,

Thomas LoBasso, Ed.D.
Vice President, Enrollment & Student Development

P (386) 506-3732 • F (386) 506-4458

Equity Statement

Daytona State College pledges nondiscrimination, equal access, equal educational opportunity and equal employment opportunity to all persons regardless of race, ethnicity, religion, national origin, age, gender, disability, marital status, veteran status, ancestry or political affiliation. Our pledge covers recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits. To obtain more information about the College’s equal access and equal opportunity policies, procedures and practices, please call Job Clement, Director of College Equity at (386) 423-6301.

Accreditation Statement

Accredited by: Daytona State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097: Telephone number 404-679-4501) to award the Bachelor of Applied Science and Bachelor of Science in Education degrees, two-year Associate of Arts, Associate of Applied Science and Associate of Science degrees.
Welcome to Daytona State College

Mission Statement

Daytona State College, a comprehensive public college, provides access to a range of flexible programs from enrichment to the baccalaureate degree, emphasizing student success, embracing excellence and diversity, as well as fostering innovation to enhance teaching and learning.

ID Card
Student Identification cards will give you access to the library, aquatic center, fitness center, computer labs and student activities. To obtain a free ID card, take a copy of your class schedule and a picture ID to Campus Safety on the Daytona Beach Campus or to the administration building at each Daytona State College campus.

Parking Decal
All vehicles parked on campus must display a valid college parking decal. Parking decals may be obtained at no cost at the Office of Student Accounts on the Daytona Beach Campus or the Falcon Center on any other campus. See page 29 for more information including parking regulations.

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Computer Network and Internet Acceptable Use Policy (June 2000)

I. Definition of Computer Network Policies
The purpose of the College network is to support the College’s mission and goals by enhancing both internal and external communication and by providing network users access to a wide range of information sources, including the Internet. Use of the Daytona State College network and the College’s access to the Internet is a privilege; users of the network and Internet are responsible for following both the letter and the spirit of this acceptable use policy. Students and the general public are advised that the computer and internet networks are monitored to ensure compliance with the college acceptable use policies and practices.

II. Definition of Privileges
1. Daytona State College provides network users with access to resources and services on the network and through the Internet or other online services which are appropriate and necessary to their education and job function. All computer and internet access must be specifically related to a student’s academic assignment, research or project that is authorized or assigned by a college faculty member or college official. Personal or unrelated use of the college computers and internet access is prohibited. Students who choose to violate this policy are subject to college discipline sanctions.

2. At Daytona State College, the employee is free to pursue knowledge and, in areas in which he or she has special training and preparation, to convey that knowledge to others. Daytona State College students also are free to pursue knowledge of related courses in which they are enrolled at the College and to share that knowledge with others in appropriate settings guided by principles of academic integrity. Among employees, students and associates of the College, there must be no attempted intimidation by word or deed of those with differing views and methods when they are consistent with professional ethics. (Daytona State College Academic Freedom and Responsibility Policy 6.03.)

3. This policy protects freedom from reprisal for network users to examine all pertinent data, to question assumptions, to be guided by the evidence of scholarly research, to teach and study the substance of a given discipline and to fully participate in the development and debate of institutional policy and procedures.

4. Daytona State College retains the right to review e-mail communications, documents or materials resident on the network; to remove any materials that may violate local, state or federal law or regulation; or Daytona State College Policies and Procedures which are incorporated by reference into this policy, and to produce such materials pursuant to a document request or subpoena served on Daytona State College.

III. Definition of Responsibilities
1. Use of the Daytona State College network or Internet or other online services in violation of local, state, or federal law or regulations, or Daytona State College Policies and Procedures is prohibited. This use includes, but is not limited to, copyright and trademark infringement, fraud, forgery, harassment, libel or slander.

2. In accessing materials which might be deemed obscene, users of the Daytona State College network and the Internet or other online services should be guided by the tests of community standards, relationship to academic pursuits, “appropriate and necessary to job function” (section II, number two above).

3. Users of the Daytona State College network and the Internet or other online services are responsible for protecting the security of the network by keeping passwords confidential, not using another user’s account and reporting any security problems to the network administrator or computer lab manager.

4. Use of the network and the Internet or other online services for commercial, political or personal use not related to the support of the mission and goals of Daytona State College is prohibited. Examples of prohibited use of the Daytona State College network, Internet or other online services include, but are not limited to:
   • playing computer games or using other non-job or non-course related programs
   • conducting personal business

5. Accessing non-job or non-course related CD-Roms, audio/video CDs or other programs or materials.

6. Network users are prohibited from creating or propagating viruses, disrupting services, damaging files or intentionally destroying or damaging equipment, software or data that belongs to others.

7. Network users must adhere strictly to all software license agreements and no software may be installed, copied or used on the Daytona State College network except as permitted by the copyright owner of the software. In addition, prior to installation on any computing devices, all software must be approved by the Technical Review Committee.

8. All network and Internet or other online service users are expected to abide by generally accepted rules of network etiquette.

IV. Consequences of Violating the Policy
Failure to abide by the Daytona State College Network Acceptable Use Policy will result in the immediate loss of network privileges and or other disciplinary or legal action. Allegations of misuse of these resources must be reported to the immediate supervisor and forwarded to the appropriate vice president. If necessary, disciplinary recommendations will be made to the president up to and including termination of employment.

In the case of student misuse, a student will be subject to disciplinary action as outlined in the Student Code of Conduct, published in the Student Handbook and available in the vice president of enrollment and student development’s office, Building 100, Room 210, on the Daytona Beach Campus or at each campus.

V. Internet Disclaimer
Internet and other online access are provided by the Daytona State College network. However, Daytona State College has no control over the content of the Internet or other online services, some of which may be deemed controversial or offensive. Daytona State College specifically disclaims any warranty as to the information’s accuracy, authoritativeness, timeliness, usefulness or fitness for a particular purpose. Daytona State College shall have no liability for any direct, indirect or consequential damages related to the use of the information contained on the Internet or other online services.
**Student Rights & Responsibilities**

**AIDS Policy**
As an institution of higher education, Daytona State College has the responsibility to inform students about potentially fatal infectious diseases such as H1N1 Flu, Human Immunodeficiency Virus (HIV) and Hepatitis B Virus, and to persuade students to protect themselves and others. The College will provide information on the prevention of such diseases. The College will not discriminate in educational access or employment on the basis of an individual’s medical condition in accordance with federal and state laws and regulations.

The College has a responsibility to protect the rights of students with potentially fatal infectious diseases, and to make reasonable accommodation. At the same time, the College has a responsibility to protect, insofar as it is able, the well-being of the entire College community. The College will adopt procedures to prevent the transmission of infectious diseases in accordance with federal and state laws and regulations.

**Religious Observances**
The College shall reasonably accommodate the religious observances, practices and beliefs of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments.

It is the responsibility of the student to notify instructors in writing 10 days in advance of absences to observe religious holy days in their own faith. Upon such reasonable notification, such absences shall be excused without penalty. The student shall be responsible for material covered during the period of observance and shall be provided a reasonable time to complete make-up assignments.

**Drug Free Schools and Campuses Policy**
Daytona State College is committed to providing a drug-free environment for all of its students and employees. In compliance with the Drug Free Schools and Campuses Act of 1989, Daytona State College prohibits students from engaging in the unlawful possession, sale, manufacture or consumption of drugs and alcohol while on campus or at any College activity. The College will enforce sanctions that are consistent with the policies approved by the District Board of Trustees, local, state and federal laws. The “Drug and Alcohol Policies” section of this manual contains more information on specific policies and procedures.

**Student Advocacy**
Students have the opportunity to access an ombudsperson, located on each campus. The role and scope of the ombudsperson is that of student advocate. The ombudsperson listens to complaints, problems, situations or issues of students and tries to resolve them in the most expedient way, while adhering to College policy and procedures. The ombudsperson explores all facets of a particular problem or situation and offers helpful assistance to problems resolution.

**I. Grade Change Request & Academic Disputes**

**Informal Grievance Process for Academic Disputes:** The College provides an informal procedure to assist faculty and students in resolving grade disputes. The teaching faculty are authorized to issue grades based on their assessment of the student’s level of performance, participation, quality and quantity of work. However, students who believe a faculty member has issued an incorrect grade(s) based on written documentation may seek recourse through the Informal Grievance Process, as outlined below:

It is the student’s responsibility to request a conference with the instructor(s) involved within 30 calendar days after the end of the term in which the grade was issued. If the student is not comfortable contacting the instructor she/he should contact the appropriate School Chair. If the student and the instructor agree on the terms and conditions of a grade change or grade dispute the matter will be resolved. If the student disagrees with the instructor the student’s next step is to contact the appropriate School Chair. The Chair may arrange a meeting with the student and the instructor in an effort to resolve the grade dispute. If the issue remains unresolved, the matter moves to the Formal Grievance Process.

**II. Formal Grievance Process for Academic Grade Disputes**
If the grade dispute is not resolved at the level of the School Chair, the Chair refers the matter to the appropriate associate vice president. The student must submit the grievance in writing to the appropriate associate vice president who reviews the written grievance and renders a decision. If the student is satisfied with the decision the matter is closed. If the student is not satisfied with the decision the student can file an appeal.

**Appeal Process for Academic Grade Disputes**
The associate vice president refers the student to the senior vice president of academic affairs for a review of the matter in question and forwards to him the written grievance. The senior vice president of academic affairs and the vice president of enrollment and student development review the written grievance. The student may be contacted and notified of the appeal decision by telephone, in person, or by letter.

**Cheating**
Defined as receiving or giving unauthorized assistance on a quiz, test, exam, paper or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper or project; or taking a quiz, test or exam for someone else or allowing someone else to do the same for you.

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The College shall reasonably accommodate the religious observances, practices and beliefs of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments.

It is the responsibility of the student to notify instructors in writing 10 days in advance of absences to observe religious holy days in their own faith. Upon such reasonable notification, such absences shall be excused without penalty. The student shall be responsible for material covered during the period of observance and shall be provided a reasonable time to complete make-up assignments.

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Students have the opportunity to access an ombudsperson, located on each campus. The role and scope of the ombudsperson is that of student advocate. The ombudsperson listens to complaints, problems, situations or issues of students and tries to resolve them in the most expedient way, while adhering to College policy and procedures. The ombudsperson explores all facets of a particular problem or situation and offers helpful assistance to problems resolution.
Plagiarism
Submitting work in which words, facts or ideas from another source are used without acknowledging that the material is borrowed, whether from a published or unpublished source. For specific instruction, see how to document information from other sources, students should check with their instructors, academic departments or the Student Academic Support Center for reference.

Fabrication
Listing sources in a bibliography that one did not actually use in a written assignment, or presenting false, invented or fictitious data/information in a written assignment.

Other Academic Misconduct
Other academic misconduct includes, but is not limited to:
• In a testing situation, conduct, such as, looking at a classmate’s test, talking to a classmate or leaving the classroom without the instructor’s or test proctor’s permission, using cell phones or text messages.
• Obtaining by theft/purchase OR selling/giving part or all of a test.
• Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.
• Use of unauthorized materials or electronic devices during testing in any of the college Assessment Centers or College approved off-campus testing locations.
• Violation of copyright laws and/or unapproved use of intellectual property.

The Resolution Process for Academic Dishonesty
1. The professor or instructor conducting the course will notify the student verbally or by written form that the student is suspected of academic dishonesty and propose an appropriate resolution.
2. A student may also schedule a meeting with the ombudsperson (student advocate). The ombudsperson is a counselor located on each campus who will listen to the complaint, situation, problem and issues involving the matter and offer assistance in order to resolve the matter.
3. If the matter is not resolved with the instructor, he/she has the option of scheduling a meeting with the appropriate program chair. The program chair will review the matter and offer an appropriate resolution.
4. If the matter is not resolved with the program chair, the student has the option to request a meeting with the Academic Dean of the area. The Academic Dean is authorized to make the final academic decision.
5. The student has the option of requesting a formal administrative appeal to the vice president of enrollment and student development.
6. After the letter of appeal is received, the vice president of enrollment and student development may confer with the vice president of academic affairs. Once a decision is rendered, the student will be notified of the outcome, which is the final stage of the College formal process for resolving student matters.

Student’s Grade
Until a decision is rendered, the student may not receive a grade for the test or project in question. If a decision has not been made by the end of the semester in which the incident occurred, a grade of “Incomplete” may be assigned until the matter is resolved. If the student is found not in violation of academic dishonesty, the test/project will be graded and a grade will be assigned. If it is determined that the student is in violation of academic dishonesty, a grade of “0”/“F” will be given for the assignment or course in question. Additional discipline sanctions may also be administered by the Student Conduct Office.

Student Rights and Responsibilities
Daytona State College strives to provide a safe learning environment in which all of its students can realize their academic and career goals. The goal of the College is to create the opportunity for every student to participate in the teaching and learning process. The college experience is a privilege that comes with both responsibilities and rights for all students.

Know the Code!
Students who choose to become a member of this College community accept the responsibility to be informed about College rules and policies, and to comply with all college rules whenever on campus, or involved with college-sponsored activities. College regulations also apply in the online learning environment. Daytona State College reserves the right to determine when the Student Code of Conduct has been violated. Students reported for violation of the Student Code of Conduct have the right to due process. The College will administer disciplinary actions according to the following guidelines for conduct that is inconsistent with the Code.

Student Code of Conduct
This Student Code of Conduct is meant to serve as a guide for all students participating in the learning opportunities of Daytona State. As an institution of higher education dedicated to promoting learning, this code is designed to foster a civil and respectful climate in which all members of the College community can participate safely. People who violate the Code will be subject to disciplinary sanctions. The items that follow are meant to serve as guidelines for appropriate behavior. Violations of any of the Student Code will result in disciplinary action. The Student Code of Conduct applies to all College-sponsored activity, including approved student travel.

1) Students are expected to respect the rights and welfare of all members of the college community including visitors. All students are expected to conduct themselves with self-control in all learning experiences of the College. The following behaviors are unacceptable in a College environment:

1.1) Interfering with teaching, or the learning process of others.
1.2) Aggression of any kind toward person, place, or thing.
1.3) Profanity or other obscene, offensive, or abusive expression.

2) Students are expected to display self-control and good citizenship by complying with all laws and rules of city, county, state, and federal governments. If necessary to ensure safety, law enforcement officials will be provided access to operate on the College campus.

2.1) Sexual activity, including sexual harassment or accessing pornography, is not acceptable in an academic environment.

2.2) Unauthorized use of College property may be considered theft and subject to legal sanctions.

2.3) Students who enroll in College classes are responsible for payment of all fees associated with the classes. Abandoning classes without paying fees does not remove responsibility for the debt. Failure to
make arrangements to pay for classes appropriately may result in a registration hold for future enrollment at the College and other consequences.

3) Academic honesty is the cornerstone of responsible student behavior. All work submitted in fulfillment of the learning objectives for Daytona State courses must be the original work of the student. The following violations of academic honesty are prohibited:

3.1) Cheating of any kind.
3.2) Plagiarism, or using works of any individual or group, including internet sources, without giving proper credit.
3.3) Falsification or altering official documents or records, including unauthorized use of College letterhead.
3.4) Some functions of the College carry additional responsibilities or restrictions. Students are expected to know all applicable expectations and comply as appropriate.

4.1) Use of the College Computer Network is a privilege for all Daytona State students. Students who use College computers are expected to know and abide by Internet Acceptable Use standards.
4.2) The Bookstore and Cafeteria are operated by outside vendors with authority to form rules as needed to operate these businesses. Students are expected to behave appropriately when using these services.
4.3) Students who actively participate in Student Government, Athletics, or other student activities will be held to a stricter standard of conduct. It is essential for these students to be well-informed of the expectations for appropriate behavior, particularly for those who use Student Housing.
4.4) Students of Daytona State Adult Education programs are expected to comply with behavioral and academic rules for acceptable progress.
4.5) Campus Safety is the office charged with maintaining safety and good order on the College campuses. Students are expected to obtain a Daytona State photo identification in order to participate in College-sponsored activities. Replacement identification cards can be requested if needed.

5.1) Students are expected to provide accurate identification if requested by a College official in performance of College responsibilities. Providing false information to a College official, or using another person’s identification to use College resources, is prohibited.
5.2) Driving and parking vehicles of any kind on a College campus is a privilege regulated by Campus Safety. Students are expected to know and comply with College parking and driving rules.
5.3) Campus Safety may issue an immediate restriction from the College until an administrative meeting is held in cases involving violence or imminent threat of violence. This restriction may be from a specific classroom, building, campus or the entire college depending on the nature of the concern. In some cases, police officers will be involved, and a formal trespass warrant will be issued to protect the safety of the College. Students are expected to abide by the rules and maintain appropriate behavior when using these services.
5.4) Weapons of any kind are prohibited on College property or at College-sponsored events, unless they are part of a regulated course of study.

6) Alcoholic beverages are prohibited for students on College property or at College-sponsored events.
7) Solicitation on College property or at College-sponsored activities is prohibited unless authorized by the College.

Student Rights and Grievance Procedure
If a student perceives that his or her student rights have been violated, the complaint must be registered with the College in writing.

Grievances regarding academic issues should be submitted to the instructor or other appropriate official in Academic Affairs.

Grievances regarding discrimination due to race, ethnicity, religion, national origin, age, gender, disability, marital status, veteran status, ancestry or political affiliation should be submitted to the Director of Equity.

Other grievances may be submitted to Student Conduct.

Sanctions
A sanction is a consequence for violations of the Student Code of Conduct. Appropriate behavioral sanctions will be determined by the College in order to foster greater adherence to the Student Code of Conduct. The purpose of applying sanctions is to promote a safer learning environment for the whole College community.

Depending on the circumstances involved, a student involved in a disciplinary case for violation of the Daytona State College Student Code of Conduct may be subject to the following disciplinary outcomes:

1) Case Dismissed: When a report of a violation has been determined to be unfounded, or the student has otherwise been determined to be in good standing, the case will be dismissed.
2) Warning: A written notice given to the student that the specific behavior is a minor violation of the Student Code of Conduct. Specific sanctions will be assigned to ensure that the student understands appropriate college behavior. The warning will be noted on the student’s Ed Plan.
3) Probation (Disciplinary): A written notice given to the student that the specific behavior is a serious violation of the Student Code of Conduct that will compromise enrollment if repeated. Specific sanctions will be assigned to ensure that the student participates in compliance with a resolution agreement, to promote appropriate college behavior. A registration restriction will be applied to the student’s account to ensure compliance with all sanctions. The probation will be noted on the student’s Ed Plan.
4) Suspension (Disciplinary): A temporary termination of enrollment and exclusion from any College property and activities for a specified period of time due to a very serious violation or repeated violation of the Student Code of Conduct. Terms for reenrollment will be described to ensure compliance with the Student Code of Conduct in future enrollment. A registration restriction will be applied to the student’s account to ensure compliance with all sanctions. The suspension will be noted on the student’s Ed Plan.
5) Dismissal (Disciplinary): A permanent termination of enrollment and exclusion from any College property and activities due to the violation of the Student Code of Conduct. A registration restriction will be applied to the student’s account. The dismissal will be noted on the student’s Ed Plan.
Student Rights & Grievance Procedure
A student grievance is any registered dissatisfaction or complaint a student may perceive while enrolled at the College. Students must assume complete responsibility for complying with the grievance procedure and college practices. The College is not responsible for students who are not educated about or misinterpret the College polices and practices.

Equity Complaints
Students who have complaints of harassment or discrimination based on race, sex, religion, national origin, or veteran status will be forwarded to the College Equity Officer or vice president of enrollment and student development for investigation.

I. Complaints by Non Students
In the event that a person not registered with the College has a specific complaint regarding harassment or discrimination, their concern will be handled by forwarding the complaint to the College Equity Officer.

II. Complaints by Actively Enrolled Students
In the event that a student has a specific complaint, i.e. concerns about harassment, discrimination or maltreatment, their concern will be forwarded to the appropriate supervisor, department head, dean or counselor/student advocate for resolution.

If a student believes that he or she has been discriminated against on the basis of race, age, sex, religion, national origin or veteran status they may file their concern with the College Equity Officer.

The Equity Officer will investigate the complaint, meet with the parties involved, witnesses, and the complainant and collect written accounts of the alleged incident to resolve the matter appropriately. The investigation may involve a meeting with the student to obtain all relevant information. Please note that all discrimination complaints must include a written, signed and dated statement by the complainant.

If a student alleges that he/she has been subjected to harassment or discrimination or his/her basic civil rights have been violated, the student must file a complaint within 30 calendar days of the incident with the College Equity Officer. The College Equity Officer will conduct the following:

- Assign an investigator who will arrange a meeting with the student, who at the time of this meeting, will solicit a written account of the alleged incident(s), providing details, such as time, place and names of the witnesses, if applicable.
- The student will be contacted once the investigation has concluded and finding reached.

Sexual Assault and Misconduct
Instances of sexual misconduct occurring on campus or at College-related functions which involved the violation of any state statute or any federal or civil law will be reported to the appropriate law enforcement agency for investigation and prosecution. College Campus Safety personnel will report such incidents and cooperate fully with law enforcement agencies. The College will not shelter faculty, staff or students from the State of Florida’s sexual misconduct laws. (Legal Authority: F.S. 228-2001; 240.319, SBE 6A-19.08; 19.09: 6A-14.0247)

Sexual Harassment
Sexual harassment is conduct of a sexual nature or with sexual implications, which interferes with a student’s status or performance by creating an intimidating, hostile or offensive educational or working environment. This conduct may include, but is not limited to: inappropriate and unwanted touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity, as well as demands for sexual favors, or physical assault.

Complaints of sexual harassment by students should be promptly reported to a College official, the College Equity Officer or the vice president of enrollment and student development. Upon receipt of an alleged violation, an investigation will be conducted. The complaint may be resolved by intervention or corrective action taken by the College President, his designee or by official disciplinary procedures. The equity officer will advise the complainant of the action taken by the College within 30 days of the complaint.

Sexual Battery/Rape
Rape can be defined as the “oral, anal or vaginal penetration by another person or object.” Rape is performed against the victim’s will and without his or her consent. An individual who is a minor is unable to provide consent or a person who is mentally incapacitated, asleep, physically overpowered or unconscious, due to alcohol or other drug consumption is also considered unable to give consent. The same definition applies regardless of whether the assailant is a stranger or an acquaintance. The type of force employed may involve physical violence, coercion or threat of harm to the victim. If a rape occurs on any campus of the College, the following procedures will be taken and documented:

- Campus Safety personnel will ensure that the victim’s immediate medical needs are addressed.
- Preserve the crime scene by maintaining until law enforcement personnel arrive. In reports of a sexual assault received by the Campus Safety Department, the victim will be treated with the utmost respect, and assistance will be rendered to serve the needs of the victim as well as maintaining his/her confidentiality as provided by law.

If a student reports a rape that has occurred off campus or at a prior time on campus, the following steps will be taken:

- The victim will be assisted in contacting the appropriate legal authorities and/or service agencies. Some of these off campus agencies and their telephone numbers are:

  - Daytona Beach Police Department (386) 671-5100
  - Volusia County Sheriff’s Department (386) 248-1777 (Daytona) (386) 736-5999 (DeLand)
  - New Smyrna Beach Police Department (386) 424-2220
  - Flagler County Sheriff’s Department (386) 437-4116
  - Rape Crisis Center (386) 254-4106 (main)
  - ACT Corp. (386) 239-6670 (Main) (386) 947-3600 (East Volusia) (386) 736-0166 (West Volusia) (386) 437-7586 (Flagler) (386) 424-2357 (Southeast)
  - Victim’s Advocate Office/State Attorney (386) 239-7710
Campus offices which can provide assistance are:
(all are (386) area code)
College Campus Safety - 506-4444
College Equity Office - 423-6301
Student Conduct - 506-4510
Counseling - 506-3328
Women's Center - 506-3068

Returned Check Procedure
For each check returned by the bank for non-payment, i.e., NSF, Account Closed or Stop Payment, there will be a returned check fee imposed equal to the maximum fee allowed under F.S. 832.08. Currently, the fees are $25 for returned checks of less than $50; $30 for returned checks of $50-300; and $40 or 5 percent of the face value of the check, whichever is greater, for returned checks in excess of $300. In addition, a hold will be placed on the student’s records, diplomas, transcripts and future registrations. The student will be notified by certified mail that the check was returned and will be given seven days from receipt of the letter to make payment in full. If the amount is not paid in full within seven days, the check will be referred to the State Attorney’s Office, Worthless Check Division, for collection and criminal prosecution. Students will have check writing privileges denied after two returned checks.

Collection Procedures
Students will be notified in writing of any outstanding obligations to the College and will be given sufficient time to make arrangements to pay the amount due. If obligations are not paid in full, these debts (along with appropriate personal information, including Social Security number) may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection costs will be added to the original debt and the student must pay these costs, as well as any attorney’s fees if applicable. Furthermore, all unpaid obligations will result in a hold on student records, diplomas, transcripts and future registrations.

Drug & Alcohol Policies
In compliance with the Federal Drug Free Schools and Campuses Regulations (34 CFR Part 86), Daytona State College prohibits the illegal use, purchase, sale, distribution, manufacture or possession of drugs and alcohol on its campuses or at any College-related activities. Any employee or student who reports for work or class or performs his/her duties while under the influence of alcohol or other drugs will be in violation of this policy. This policy applies to all employees and students.

Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion, termination, probation, loss of financial aid and/or a requirement of satisfactory participation in a College-approved alcohol or drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy. The College will impose sanctions consistent with local, state and federal law upon all employees and students who violate these standards of conduct.

Students who violate this policy will be referred to the vice president of enrollment and student development for appropriate disciplinary action. Employees will be referred to the human resources officer for appropriate discipline. Employees will agree to submit to drug testing if the College develops a “reasonable suspicion” that the employee has used drugs in violation of the campus policy. Reasonable suspicion will be based upon objective facts such as causing or contributing to an accident in the workplace, exhibiting abnormal conduct, erratic behavior or manifestations of using drugs or being under the influence of a drug. Employees will be referred to the human resources officer who will consult with appropriate officials to determine the need for drug testing. If an employee is requested to submit to a test, a notice of the employee’s rights regarding the drug test will be provided prior to testing.

All employees and any student receiving financial aid will notify the College within five days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances.

Provisions of Florida’s DUI Law
The following includes highlights of Florida’s DUI law. All provisions of the law can be found online at: www.fhsmv.gov/ddl/duilaws.html

Under Florida law, DUI is one offense, proved by impairment of normal faculties or unlawful blood alcohol or breath alcohol level of .08 or above. The penalties upon conviction are the same, regardless of the manner in which the offense is proven.

Fines
• First Conviction: Not less than $500, or more than $1,000. With Blood/Breath Alcohol Level (BAL) of .15 or higher or minor in the vehicle: Not less than $1,000, or more than $2,000.
• Second Conviction: Not less than $1,000, or more than $2,000. With BAL of .15 or higher or minor in the vehicle: Not less than $2,000, or more than $4,000.
• Third Conviction More than 2 years from second: Not less than $2,000, or more than $5,000. With BAL of .15 or higher or minor in the vehicle: Not less than $4,000.
• Fourth or Subsequent Conviction: Not less than $2,000.

Community Service and Probation
First Conviction: Mandatory 50 hours of community service or additional fine of $10 for each hour of community service required.

First conviction, total period of probation and incarceration may not exceed 1 year.

Imprisonment
At court’s discretion, sentencing terms may be served in a residential alcoholism or drug abuse treatment program, credited toward term of imprisonment.
• First Conviction: Not more than 6 months. With BAL of .15 or higher or minor in the vehicle: Not more than 9 months.
• Second Conviction: Not more than 9 months. With BAL of .15 or higher or minor in the vehicle: Not more than 12 months. If second conviction within 5 years, mandatory imprisonment of at least 10 days. At least 48 hours of confinement must be consecutive.
• Third Conviction: If third conviction within 10 years, mandatory imprisonment of at least 30 days. At least 48 hours of confinement must be consecutive. If third conviction more than 10 years, imprisonment for not more than 12 months.
• Fourth or Subsequent Conviction: Not more than 5 years or as provided in s.775.084, Florida Statutes, as habitual/violent offender.

Driver’s License Revocation Periods
A. First Conviction: Minimum 180 days revocation, maximum 1 year.
B. Second Conviction Within 5 Years: Minimum 5 years revocation. May be eligible for hardship reinstatement after 1 year.
Marijuana - Marijuana is classified as a hallucinogen. It causes euphoria, relaxed inhibitions, fatigue, paranoia, altered sense of time, reduced coordination, increased appetite and impaired comprehension and memory. The immune system of users is lowered and there is an increased risk for lung diseases. The active ingredient, THC, is stored in the fatty tissue of the brain and reproductive system for a minimum of 28-30 days.

Steroids - Steroids have many legitimate health benefits in the hands of medical professionals. However, abuse of these powerful drugs can cause irreversible damage to your body. Androgenic steroids, which are related to male sex hormones, are commonly abused for the purpose of gaining muscle mass and enhancing athletic performance. Well-documented research shows that long-term health risks of taking these drugs far outweigh any athletic benefits. Health risks include testicular atrophy, reduced sperm count and increased risk of prostate cancer for men. For women, the risks include growth of facial hair, male-pattern baldness, changes in or cessation of the menstrual cycle. Liver tumors and kidney damage in both men and women have been linked to steroid use. Aggressive behavior and other psychiatric side effects have also been documented in both men and women steroid abusers.

Depressants - Valium, Librium, Phenobarbital, Roofies, Quaaludes
Depressants slow body functioning and cause slurred speech, disorientation, drunken behavior, shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, anxiety, insomnia, tremors, delirium, convulsions, coma and death. Depressants produce high to moderate levels of tolerance and addiction.

Alcohol - Although responsible and legal consumption of alcohol is a common social custom in America and many other countries, alcohol is also considered one of the most widely abused drugs in the world. Classified as a depressant, alcohol affects the nervous system, impairing speech, vision and other motor skills. It can impair judgment and abstract mental functioning, including the ability to learn and remember. Alcohol abuse has been associated with increased violent or aggressive acts such as spouse/child abuse, sexual assaults, vandalism and fights. Consumption of large quantities of alcohol (binge drinking) can cause fatal alcohol poisoning. Alcohol is highly addictive and its withdrawal can be life threatening. Use during pregnancy can cause permanent birth defects. Children of alcoholics are at greater risk for alcoholism. Alcohol abuse can cause permanent damage to vital organs, such as the brain and liver and has been associated with various types of cancers.

Legal Sanctions for Alcohol and Illicit Drugs
Florida state law prohibits the possession of alcoholic beverages by persons under age 21, punishable for the first offense by a definite term of imprisonment not exceeding 60 days and/or a fine of $1,000. It is similarly prohibited and punishable to distribute alcohol to persons under age 21.

State law makes it a crime for any person to possess or distribute illicit drugs (controlled substances). The crimes range from second-degree misdemeanors (up to 60 days and/or $500 fine) to first-degree felonies (up to 30 years and/or $10,000 fine).

Distributing large quantities of various controlled substances is punishable, depending on the particular drug and quantity involved, by first offense range from not more than five years imprisonment and fine of not more than $100,000 to 40 years to life and $200,000 fine.

Even first offenders may face fifteen year mandatory sentences if the quantity of drugs is large enough. Subsequent convictions are punishable by not less than five years imprisonment and not more than $8 million fine.

Health Risks
Amphetamines - Cocaine, Crack
Coke use leads to increased alertness, agitation, apathy, dilated pupils, elevated heart rate and respiratory rate, increased body temperature and with olfactory use can cause stuffy and runny nose and perforated nasal septum. Depression follows use along with the strong desire to repeat usage. Crack can cause delirium, hallucinations, blurred vision, chest pain, muscle spasms, convulsions and death. These drugs are highly addictive.

Other amphetamines - Methamphetamine, Ritalin, Speed, Ecstasy
Amphetamines are highly addictive and have the ability to cause euphoria, increased pulse rate and blood pressure, loss of appetite, excitement, increased body temperature, hallucinations, irrational behavior, convulsions and upon withdrawal causes long periods of sleep, irritability, depression, tremors, loss of coordination, collapse and death. Amphetamines are addictive.

Hallucinogens - Peyote, PCP, Mescaline - Hallucinogens produce hallucinations, panic, confusion, suspicion, anxiety, loss of control, flashbacks and an altered perception of time and distance. It produces a blocking of pain receptors and affects the center of the brain that controls intellect and keeps instincts in check. The use of hallucinogens can cause death.
Resources
Daytona State College recognizes drug use/dependency to be a health, safety and security problem. Those in need of assistance with problems related to alcohol and other drug use/abuse are encouraged to seek professional help. On campus, Counselors are available to provide the first step toward overcoming substance abuse. Call for an appointment.

Students may visit:
Counseling Center
Daytona Beach Campus, Bldg. 100, Rm. 205

Employees may utilize the Employee Assistance Program through:
Horizon Health
1-800-272-7252

Other Resources:
Stewart Marchman Center
(888) 516-2296
3875 Tiger Bay Rd., Daytona Beach

Serenity House
(386) 258-5050
540 N. Ridgewood Ave., Daytona Beach

Community OutReach Services (CORS), (386) 736-0420
245 South Amelia Ave., DeLand

Volusia County Intergroup (AA) (www.aadaytona.org)
(888) 756-2930
345 Beville Rd., Daytona Beach

Gideon Center
(386) 252-8616 or (386) 252-8755
1221 Kennedy Rd., Apt. 41, Daytona Beach

Community Counseling
(386) 437-5166, 105 N. Bay St., Bunnell

Methadone Treatment Center
(386) 254-1931, 737 Intl Speedway Blvd., Daytona Beach

Club Yana
(386) 761-3533
11 Howes St., Port Orange

Easy Does It Club
(386) 671-0802, 266 N. Yonge St., Ormond Beach

Hearthstone Foundation
(386) 238-1348
814 N. Beach St., Daytona Beach

Al-Anon
(886) 756-2930

Center for Drug Free Youth
(386) 423-7911
1431 S. Dixie Freeway, New Smyrna Beach

Almos Club
(386) 255-8536, 569 Foote Court, Daytona Beach

Silver Dollar Club
(386) 253-9996
223 Magnolia Ave., Daytona Beach

Have Fun and Get Fit!
Improve your mind, body and spirit at the L. Gale Lemerand Health, Wellness and Education Center (Building 310 on the Daytona Beach Campus) which houses the Lemerand Aquatic and Fitness Centers, both of which are available to currently enrolled students for a nominal fee.

Aquatic Center-Fitness Center
Aquatic Center
www.DaytonaState.edu/aquaticCtr/
(386) 506-4FUN (4386)
• 25-yard by 25-meter competitive pool
• Humidity and climate controlled
• Operates year-round with a certified lifeguard on duty at all times
• Completely handicap accessible
• Designed to accommodate instructional, recreational and competitive aquatic activities
• Lap swimming is available
• Water aerobics

Fitness Center
www.DaytonaState.edu/fitnessCtr/
(386) 506-4FIT (4348)
5,500-square-foot center equipped with state-of-the-art weight training and aerobic equipment including:
• 19-piece resistance training circuit
• 3.2 tons of free weights
• 27-piece aerobic arena featuring stair climbers, elliptical trainers, treadmills, recumbent and stationary and spinning bikes, rowing machines, Airdynes and exercise equipment for the physically challenged.
• Fitness evaluations (included with the student access fee)
• Group exercise classes such as Sculpt & Tone, Cardio Cross training and Yoga are also available for an additional fee

In addition to the Aquatic and Fitness Centers, the Lemerand Center also is home to the Falcons 1,000-seat Gymnasium. Open gym is available through the intramural department. Health and wellness classes and the athletic training academic program also are housed in the Lemerand Center.

Athletics
Daytona State College has varsity competition in:
• Basketball (men’s and women’s)
• Baseball (men’s)
• Softball (women’s)
• Golf (women’s)
• Swimming & Diving (men’s and women’s)

If you are interested in participating, contact the head coach of the respective team.

Admission to Falcon athletic games is FREE to all Daytona State College students with a student I.D. Current game schedules can be found at www.DaytonaState.edu/athletics.

Intramural/Recreational Sports
A wide variety of intramural activities are scheduled throughout the semester, from flag football and soccer teams to ping-pong, open gym, basketball and foosball. Each semester tournaments such as tennis, bench press, volleyball, table tennis and others are held so students, faculty and staff may enjoy some friendly competition. Events are posted on the Daytona State College Web site as well as on flyers and posters that are found around campus.
**Student Life**

**Student Activities**
Expand and enrich your college experience by getting involved. Meet other students who share common interests by taking advantage of programs such as leadership workshops and retreats, entertainment events and lectures. Earn scholarships by taking on leadership roles in various student clubs and organizations. Find out about graduation ceremonies, off-campus housing and student clubs and organizations. Stop by the Student Center (Bldg. 130) on the Daytona Beach Campus for updates on activities or enjoy a game of ping pong or foosball between classes.

**Student Leadership Development Institute (SLDI)**
Learn more about your strengths and weaknesses and find out how to improve your business and professional relationships by joining the SLDI. The SLDI sponsors a series of workshops and service projects in conjunction with SGA and other clubs throughout the academic year. Gain experience and knowledge that will give you an edge in the job market. Contact Student Activities for more information.

**Bulletin Boards**
Students may post approved announcements on bulletin boards throughout each campus. The Student Activities Office or the Provost's office at each campus approves announcements. Check out the boards for apartment and roommate listings, items for sale and campus events and activities.

**FalconMail**
FalconMail is a free, Web-based e-mail service available to all currently enrolled students. Feel free to use this system to connect with your classmates, friends, faculty and staff. Just go to: www.DaytonaState.edu, click on the MyDaytonaState button and log into the portal. Once logged in you can select the FalconNet tab to use all services. Once you have logged on with your user name and password, just click on the FalconMail link.

**Student Clubs and Organizations**
Most clubs are open to all currently enrolled students. Contact club advisors for specific membership requirements. College clubs and organizations are recognized and approved through a process coordinated by the Student Activities Office. Clubs that are not recognized by the College are not permitted to use College funds or facilities.

**Key:**
Campus Abbreviation, Bldg/Rm#  
ATC - Advanced Technology College  
DB - Daytona Beach Campus  
DC - Deltona Campus  
DL - DeLand Campus  
FC - Flagler/Palm Coast Campus  
NSB - New Smyrna Beach - Edgewater Campus

**Active Minds**
Advisor - Miguel Rivera  
506-3814, DB, 100/205
Active Minds is a club that promotes mental health awareness at Daytona State College. Students share their knowledge and expertise with other students through a variety of activities, provide information about resources for hope and healing, and encourage students to seek help as needed.

**American Medical Student Association (AMSA)**
Advisor - Richard Doolin  
506-4714, DB, 410/111
This club provides many opportunities for pre-med or pre-pharmacy majors to connect with each other on campus throughout the AMSA's national network of members and alumni. Membership in the AMSA opens the door for many scholarship opportunities and makes an excellent resume listing.

**American Society of Interior Designers (ASID)**
Advisor - Bethany Creamer  
506-3756, DB, 300/236
ASID offers students the opportunity to prepare for rewarding careers in interior design by belonging to the leading association representing designers, industry and students. Through ASID membership, students can participate in a wide variety of learning experiences. Through interaction with thousands of practitioners and industry contacts, student members gain insight into the interior design profession.

**Association of Student Surgical Technologists (ASST)**
Advisor - Diana Joy Colarussa  
506-3792, DB, 200/426
The Association of Student Surgical Technologists promotes an awareness of the profession to the students of Daytona State College as well as the community. It is an avenue that provides exposure of the Surgical Technology student to professionals in their field, so that they may find employment upon graduation from the program.

**Baptist Collegiate Ministries (BCM)**
Advisor - Job Clement  
506-3403, DB, 330/214b
The BCM is a Christian organization open to all denominations. Affiliated with the Halifax Baptist Association, the BCM has participated in many campus activities, such as the annual Cultural Festival, blood drives, Spring Break promotions, and luncheons for international students.

**Business Club at Daytona State College**
Advisors - Deanna Knight  
506-3295, DB, 200/406
John Weiss  
506-3792, DB, 200/426
Thaddeaus Mounkurai  
506-3545, DB, 330/216
Diana Joy Colarussa  
506-3606, DB, 200/406
The purpose of this club is to promote business education and enhance business principles and ethics. This association will act pursuant to federal, state, local, and college laws and regulations.

**Campus Crusade for Christ (CCFC)**
Advisor - Warnell Vickers  
785-2004, DL, 7/151
This club is an interdenominational student Christian organization that provides regular opportunities to study and discuss the Bible, including prayer services. This club provides opportunities for fellowship, encouragement and spiritual development among members.

**Christian Community of Faith (CCOF)**
Advisor - Job Clement  
506-3403, DB, 330/214b
The CCOF is a non-denominational student group that focuses on building relationships and community through a variety of activities, including Bible studies, small group discussions, and social gatherings.

**Christian Fellowship (CFY)**
Advisor - John Weiss  
506-3792, DB, 200/426
The CFY is a student-led group that meets weekly to study the Bible, pray together, and fellowship with other students who share similar beliefs.

**Christian Women (ACU)**
Advisor - Susan Long  
506-3792, DB, 200/426
The Christian Women club provides an opportunity for women to connect with like-minded individuals through Bible studies, prayer meetings, and social events.

**Cuba House**
Director - Dr. Jennifer Lopez  
506-3792, DB, 200/426
Cuba House is a student-led organization that promotes cultural awareness and understanding of Cuban culture through various events and activities.

**University City Christian Church (UC3)**
Advisor - job Clement  
506-3403, DB, 330/214b
The UC3 is a non-denominational student group that focuses on building relationships and community through a variety of activities, including Bible studies, small group discussions, and social gatherings.

**Veterans and Military Affairs**
Advisor - Dr. Jennifer Lopez  
506-3792, DB, 200/426
The Veterans and Military Affairs office provides support and resources for military students, including academic and personal assistance.

**Women's Basketball**
Hosted by: Tracy Thompson, Assistant Coach  
John Weiss, Head Coach  
506-3792, DB, 200/426
The Women's Basketball team is a student-led group that focuses on promoting physical fitness and teamwork through regular practices and games.

**Student Activities Office**
The Student Activities Office is responsible for coordinating student life activities, including clubs and organizations.

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**Student Life**
Dance Club  
Advisor - Kevin Veiga  
506-3183, DB 220/217  
The dance club’s purpose is to provide an extra-curricular opportunity for students interested in learning and performing various dance styles and techniques.

Environmental Club  
Advisor - Debra Woodall  
506-3765, DB, 410/228  
The purpose of this organization is to provide an opportunity for students to actively participate in the improvement of the environment around campus and in our community as well as the world in general, and thereby realize that the solutions to world problems can be achieved through individual and small group involvement.

Falcons Cheerleading Club  
Advisor - Denise Henson  
506-3307, DB, 310/246  
Falcons cheerleaders perform at all men’s and women’s home basketball games. Falcons cheerleaders also perform at various campus events and conduct fundraisers and community service projects.

Florida Nursing Student Association (FNSA)  
Advisor - Wanda Lear  
506-3725, DB, 320/226  
Advisor - Karen Reilly  
506-3742, DB, 320/316  
The FNSA is part of a national nursing association, which serves as a vehicle for nursing career development and educational advancement in the nursing profession. The FNSA has been involved in campus health fairs and other events.

Global Friends - International Student Organization  
Advisor - John Brady  
506-3837, DB, 330/205  
Global Friends is dedicated to promoting friendship and understanding among the many cultures that students represent at the College.

The organization sponsors annual events such as the International Dinner and participates in the college wide Cultural Festival.

Gospel Ensemble  
Advisor - Ursula Scott  
506-3916, DB, 100/207  
The Gospel Ensemble seeks to honor God in song by unifying students of various backgrounds and vocal ability to provide a service to the community, promote leadership skills and a sense of community.

Health Information Management Student Association (HIMSA)  
Advisor - Nancy Thomas  
506-3748, DB, 320/548  
HIMSA promotes career and educational development for students of the college’s Health Information Management program. The organization has been active in many student events, such as Abilities Awareness Day and Welcome Student Days.

History Club  
Advisor - Leonard Lempel  
506-3497, DB, 330/204  
The History Club formed in the spring of 1997 in an effort to unite students interested in history and current events. The club has recently sponsored history film series, lectures, and field trips to historic sites.

Human Services Club (HSC)  
Advisors - Dr. Patti Hall-Pennell  
506-3713, DB, 200/100A & 101  
Dr. Olu Eniwaye  
506-3746, DB, 200/101  
The Human Services Club was formed during the 1996-97 school year by students enrolled in the Human Services Program. The club introduces the students to the human services and social work professions, through guest speakers and participation in professional conferences and community activities.

In Motion Student Newspaper  
Advisor - Elena Jarvis  
506-3268, DB, 300/221  
The student newspaper, In Motion, is published monthly during the Fall and Spring academic terms. In Motion accepts letters to the editor from students, staff and faculty, as well as article submissions. You can gain valuable skills and experience by becoming a staff writer, artist, photographer or advertising sales representative. For more information, contact In Motion at 506-3686, or inmotion@DaytonaState.edu.

Leo Omega  
Advisor - Lynn Hawkins  
785-2051, DL, 4/129  
To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding.

Liberal Arts Club  
Advisor - Dennis King  
506-3883, DB, 300/221  
The Liberal Arts Club is dedicated to promoting interest in creative writing. In the past, the organization has published an annual collection of short stories and poetry.

Performing Arts Club  
Advisor - Sam Elliot  
506-3410, DB, 220/234  
The purpose of this club is to create an environment for students who want to pursue their interest or career in the arts as well as expand their knowledge and appreciation of the many diverse forms of creative expression.

Philosophy Club  
Advisor - Richard Grego  
506-3342, DB, 540/220  
The purpose of the Philosophy Club is to examine, discuss, and speculate on social, psychological, scientific, metaphysical and cultural issues, and events of philosophical interest.

Phi Theta Kappa (PTK)  
Advisors -  
Victor Pareja (Chapter Advisor)  
506-4184, ATC, 215H  
Casey Blanton  
506-3802, DB, 120/211D  
Harry Shoff  
785-2036, DL, 4/211  
Nancy Duke  
246-4838, FPC, 1/116C  
Heather Bonila  
423-6345, NSB, 2/115  
Phi Theta Kappa is a national honors society with a chapter (Mu Rho) recognized at the College. This is one of the most active student organizations at Daytona State.

Photography Club  
Advisor - Joe Vance  
506-3561, DB, 500/103D  
Photography is for students who are serious about the art of photography. The primary purpose of the organization is to provide photo students with opportunities to network with Daytona State alumni and professionals in photography fields through workshops, field trips, lectures, portfolio critiques and mentoring programs.
Psychology Club
Advisors:
Alice Godbey  506-3751, DB, 330/207
Amy Osmon  506-3537, DB, 330/208
John McNeely  246-4808, FPC, 2/113
The Psychology Club is an organization designed for students that are interested in, or plan on majoring in psychology. The club meets regularly during the Fall and Spring semesters. The primary focus of the club is to enhance the academic and personal interests of students interested in psychology by scheduling open forums, academic exchange, and scholarly presentations from faculty and guest speakers.

Rotaract Club
Advisor - Ram Nayar  506-3776, DB, 410/110
The purpose of the Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

Science Club
Advisor - Kathy Warren  246-4830, FPC, 2/106B
To promote an interest in science through hands on learning activities and workshops; and to help our community and college through service.

Sigma Beta Delta (SBD)
International Honor Society for Business, Management, and Administration
Advisor - Michael Avery  506-4378, DB, 150/400F
SBD encourages and recognizes scholarship and among students of Business Management, and Administration. For BAS students enrolled at Daytona State that meet academic excellence. SBD are the upper 20% of their class at the time of invitation to membership, and completion of at least one-half of the degree program in which they are enrolled.

Sigma Kappa Delta
Advisor - Sam Goldstein  506-3617, DB, 320/240
To recognize academic success in English; to promote fellowship between students interested in academic success in English; and to develop the skills of its members.

Soccer Club
Advisors - Nick Petropouleas  506-3409, DB, 330/211
Michael Phelan  506-3486, DB, 130/110
Our purpose is to develop, promote and administer the game of soccer among Daytona State students.

Student American Dental Hygienists Association (SADHA)
Advisor - Pam Ridilla  785-2093, DL, 6/104
To promote dental hygiene, to represent dental hygiene students and to contribute to the improvement of the oral health of the community.

Student Government Association (SGA)
Advisors - Bruce Cook  506-4417, DB, 130/116
Warnell Vickers  785-2061, DL, 7/151
John McNeely  246-4808, FPC, 2/113
Melinda Hamilton  423-6321, NSB, 1/108
The purpose of the Student Government Association is to facilitate communication between students and college administrators and to encourage college policies and procedures that meet the needs of students in the areas of academics, activities and services. The SGA holds open meetings each Tuesday at 3 p.m. in building 130, room 154 on the Daytona Beach Campus.

Student Massage Therapy Association (SMT)
Advisor - Richard Smith  506-3229, DB, 320/137
To further educate the community about the profession of Massage Therapy and to represent the College in community outreach events by linking the program to the community, school, and staff.

Student Occupational Therapy Assistant Association (SOTA)
Advisor - Mary Beth Craig-Oatley  506-3624, DB, 320/115
SOTA is part of a national organization, which promotes the profession of occupational therapy. SOTA has been very active in student events on an off campus, including Abilities Awareness Day, the SGA yard sale and Welcome Student days.

Student Paralegal Association(SPA)
Advisor - Linda Cupick  506-3511, DB, 200/418A
The purpose of the Student Paralegal Association is to promote the paralegal education, and enhance appreciation of principles and ethics. This association will act pursuant to federal, state, local, and College laws and regulations, as well as, the Constitutional Laws of the Daytona College SPA Club.

Student Physical Therapist Assistant Association (SPTA)
Advisor - Robert Wagner  506-3752, DB, 320/454
SPTA was formed in 1996-97 in conjunction with the introduction of a physical therapy training program at the college.

Surf Club
Advisor - Bruce Cook  506-4417, DB, 130/116
The purpose of this club is to actively involve students with helping the environment, increase awareness of the coastal waters and surrounding environment. We will be representing our school by competing in the National Scholastic Surfing Association’s College division, against other colleges.

Swim Club
Advisor - Nancy Homan  506-3838, DB, 310/103
The objective and purpose of this club is to promote amateur swimming on an instructional and competitive level through supervised practices; provide members with the opportunity to improve their fitness level; and fostering the spirit of sportsmanship among its members.

Student Support Services Club (SSS)
Advisor - Michelle Wallis  506-3584, DB, 500/109
The purpose of this organization is to promote involvement in campus based activities to enhance the campus/college experience. The club is involved with fund-raisers, community service projects, leadership activities, cultural enrichment activities, and campus activities. Students must be a participant of Student Support Services to be a member of the club. We are housed in the Learning Center, but that does not mean every student who participates in the Learning Center’s services is eligible.

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SERVICES

Credit Union
Students are eligible to open an account at the Daytona State College Federal Credit Union. You can take advantage of low-cost credit and savings accounts to meet your every need. Services include:
- Auto buying and leasing
- MasterCard Classic (no annual fee)
- No cost checking accounts with the first 50 checks free
- Dividends paid quarterly on savings account
- Payroll deduction and direct deposit
- Free traveler’s checks by American Express
- ATM/POS & Debit cards

Bookstore
Follett College Stores has worked in partnership with Daytona State College since 1986 to provide exceptional bookstore services to the College. There are daily used book buybacks, special orders on any book currently in print, textbook reservation and mail order services and computerized books in print. The Bookstore also sponsors an annual scholarship through the Daytona State College Foundation. For added convenience, you can purchase Daytona State College textbooks, software and merchandise online at www.efollett.com, or by clicking on the Bookstore link on the College Web site. All major credit cards are accepted. Other goods offered include:
- Official source for required books
- Emblematic clothing and gifts
- Supplies for classes
- Snacks
- Reference and supplemental books
- Used textbooks
- Medical reference / medical supplies
- School supplies
- Greeting cards
- School rings/program pins

Cafeteria/Food Services
Sodexo provides food service to Daytona Beach. These services include a complete Food Court offering custom-made sandwiches and subs, fresh-made entrees and vegetables, pizza and the Fire House Grill. An extensive soup and salad bar, Java Junction donuts, Starbucks Coffee, fresh-baked bagels and cookies also are located. The Food Court is conveniently located in Bldg. 130 on the Daytona Beach Campus.

Visit the Snack Shop which is located in the lobby of Building 500. There are many offerings including Starbucks Coffee, Odwalla Smoothies and various snacks.

The DeLand Campus is home to the Falcon Café, featuring made-to-order deli sandwiches, homemade soups and an assortment of Pepsi products.

To access hours and daily menu visit www.DaytonaState.edu/sodexo

Library Services
Would you like to get better grades? The librarians at Daytona State can help you. We can show you how to use our library Web site and the Internet to gather information for better research papers. The library is much more than books. We also have e-books (complete books online), online magazine and newspaper articles, and links to high-quality Web sites, all of which you can use from home. Our expert librarians are available to help you in person, by phone or by e-mail. Stop by and see how we can make your semester a little less stressful!

For more information, visit our Web site at: www.DaytonaState.edu/Library

Hours of Operation:
Daytona Beach
Mon.-Thurs.: 7:30 a.m. - 10 p.m.
Fri.: 7:30 a.m. - 5 p.m.
Sat.: 8 a.m. - 4 p.m.
Sun.: 1 - 9 p.m.

DeLand
Mon.-Thurs.: 7:30 a.m. - 9 p.m.
Fri.: 7:30 a.m. - 5 p.m.
(Note: Summer hours may vary, please check Web site)

Your student ID card also is your library card and allows you to check out books and videos.

Computer Commons
The Computer Commons, located in the Daytona Beach Campus Library, has 75 computers available for student use on a first-come, first-served basis, seven days a week. All machines provide word processing, spreadsheet, and other applications currently used in Daytona State College courses. Internet access is also provided. Trained staff is available to assist you with technical questions as well as the FalconAID student helpdesk. For more information check out our Web site at: www.DaytonaState.edu/commons/

Please note: There is a charge for all printing and students must purchase a reusable printing card.

Cultural Programs
Daytona State College provides a wide range of cultural programs including dance, drama, instrumental and choral music. Performance-oriented, university parallel classes are also offered in all of the cultural disciplines. Formal public performance productions by college bands, choirs, dance and theater ensembles are held throughout each academic semester.

Many performances are held within the beautiful News-Journal Center at Daytona State College. Substantial scholarship support is available to assist students who perform on stage, back stage and in the classroom. Scholarship auditions are posted throughout the year. Scholarship eligibility is extended to all students who wish to participate. A declared major in the field is not required for eligibility.

A busy schedule of arts programming is available throughout the academic year. Highlights include performances by the Daytona State College Symphonic Band, Civic Orchestra, Concert Choir, Dance Ensemble, and Theatrical plays and musicals. Students are encouraged to attend and enjoy these productions. By presenting your Daytona State College ID card, you may pick up one free ticket at the Box Office. Phone (386) 506-3042 for more information or e-mail: boxoffice@DaytonaState.edu

Daytona State Public Broadcasting Channel 15
Channel 15 is a non-commercial, educational television station and PBS affiliate that reaches more than 1.6 million people throughout Volusia, Flagler, Orange and Seminole Counties. The state-of-the-art digital television facility and production staff are the heart of Channel 15’s program in Digital Television and Media Production. Students get real-world production training in a demanding, professional setting from the day they attend their first session. College staff and students may also get involved by volunteering their time during a special event, pledge drive or other local production. Assignments range from running a camera to assisting with mailings to serving as a tour guide.

Student Life
Southeast Museum of Photography
The Southeast Museum of Photography is the major museum in the southeast devoted entirely to photography. In 2008 the internationally renowned museum moved into a new 23,000-square-foot facility in Building 1200 on the Daytona Beach Campus. It hosts changing exhibitions of historical and contemporary photography as well as lectures, symposia, workshops, film screenings, children’s programs and a comprehensive photographic reference library. There are many opportunities available for students to gain career experience as student assistants, interns, volunteer gallery guides and tour docents.

Museum Hours:
Tues, Thurs, Fri: 11 - 4 p.m.
Wed: 11 - 7 p.m.
Weekends: 1 - 5 p.m.
June, July and December Hours: Tues. - Sun.: 12 - 4 p.m.
Closed - Mondays and for the following dates: Daytona 500 Weekend, Daytona State College Spring Break, July 4, July 31 - August 17, Thanksgiving Weekend, and Dec 17 - January 11.

Museum Location
The museum is located in the Mori Hosseini Center (Building 1200) on the Daytona Beach Campus at 1200 International Speedway Blvd, three miles east of I-95. Visitor parking is available. Gallery admission is free for residents of Volusia County, all currently registered Daytona State College students and all college employees. For details on exhibition and program information visit www.smoponline.org or call the museum information hotline at (386) 506-4475.

Campus Safety
The Campus Safety Department operates 24 hours a day, seven days a week, for the protection of students, staff, faculty and visitors. Officers patrol the campus by marked vehicles and by foot patrol. Officers have received training in conflict resolution, emergency response, CPR, first aid and handling medical emergencies and protection of campus personnel and property.

Crime/Incident Reporting
The proper reporting procedure for everyone, in the event of any concern, is to contact the Campus Safety Department at (386) 506-4444. In the event of an immediate threat, danger, injury or criminal occurrence you are advised to call the local police/fire/emergency medical service. Usually, these emergency services can be contacted from any telephone by dialing 911 or the local police/fire emergency numbers. On campus - remember to dial 9 (for an outside line) then 911. In all instances of criminal occurrence, loss of property, assault, threat, injury or attempted crime, Campus Safety must be contacted as soon as possible in order to facilitate proper reporting and resource utilization and to record the occurrence for further study and preventive action. To relay confidential information to Campus Safety, call the Daytona State College HOTLINE at (386) 506-4500.

Emergency Telephone System
Emergency telephones with direct access to the Campus Safety operator are located throughout all campuses and in all elevators. These phone systems may be used for emergency or non-emergency reasons. The Campus Safety operator will ask if you need assistance or help. Please remain at the location until an officer arrives (if the situation is safe).

Access to Daytona State College
All students are issued identification cards. Campus Safety officers regularly check for this ID.

Parking Regulations
Permits - All vehicles parked on campus must display a valid Daytona State College parking decal or visitor parking permit. Parking decals may be obtained at no cost upon providing documentation of paid tuition at the Office of Student Accounts on the Daytona beach Campus or the Falcon Center on any other campus. Decals must be displayed in the rear window on the driver’s side, bottom left. Students requesting a second decal may obtain one at a cost of $10.

Designated Parking Areas - The College has open parking, except for areas mandated and enforced by state law: Yellow (Fire Lane), Blue (Handicapped). Visitor and other reserved areas are designated by signage. Please observe all parking regulations to ensure fairness to everyone attending Daytona State College.

Fines - Each parking fine is $10. Unpaid fines will result in a hold on student records, diplomas, transcripts and future registrations. Repeat offenders may be towed at the owner’s expense.

Challenge Process - Students wishing to challenge a parking ticket issued by Campus Safety must attend an informal meeting with the director of Campus Safety in Bldg. 540 from 8 - 9 a.m. on any Wednesday (Daytona Beach Campus). Students on all other campuses should contact the Provost’s Office for an appointment. If necessary, the student will receive a referral to the Student Conduct Office to file a grievance.

Emergency/Weather Related Issues
In an emergency situation or approaching hurricane, the president will make the decision if and when the College will close. Listen to the local radio and television stations, including WDSC Channel 15, for updates and information. You may call (386) 506-4357 or tune to these regional FM and AM stations on the hour and half hour: 89.7, 90.3, 97.3, 102.7, and 1450 (AM), to hear a recorded message that will be updated as the situation dictates. (The College is not affiliated with the FAA except for emergency broadcasts). If the decision is made to close the College, only specifically authorized emergency personnel and Emergency Management Team members are to be on any of the College’s campuses or sites. The only exception would be if Volusia County Emergency Management designates one of the College buildings to be used as a shelter. The Daytona Beach and Deland campuses are equipped with lightning prediction equipment which sounds an alarm: long siren blast - seek shelter; three short blasts - all clear.

Student Sponsored Services
Preschool
The Daytona State College Child Development Lab School provides a quality early childhood experience in building 420 on the Daytona Beach campus. The Lab School is open Monday through Friday from 7:30 a.m. to 5:30 p.m., and offers a preschool environment for children ages two through five. Extended hours in the morning are available. Directly operated by the Children’s Home Society of Florida, the Lab School is accredited by the National Association for the Education of Young Children (NAEYC), the Council on Accreditation (COA) and is a Gold Seal Center with the State of Florida. The Lab School serves as a laboratory experience for Daytona State College students and provides two Voluntary PreKindergarten (VPK) classroom settings.

Cosmetology
The Cosmetology program offers a broad range of services, including haircuts, haircolor, permanent
waves, relaxers, facials and nail services. We are located in Bldg. 510 on the Daytona Beach Campus.

**Dental Hygiene Clinic**

The Dental Hygiene program on the DeLand Campus operates a dental hygiene clinic providing selected services, including oral examinations, cleanings, X-rays, sealants and fluoride treatments. Reduced rates are available for students.

**Online Services Available**

**Admission Application** - You can select the “Apply Online” option or visit the Admissions page to go directly to our online admission application. Once you’ve completed the application and your student ID number has been created, you will be able to access all other FalconNet services. This process takes at least one business day.

**FalconNet** *(Online Student Services)*

A convenient, secure way to access the information and transactions you need around the clock and from any computer with Internet access (home, work, public libraries or computers on each Daytona State College campus). Privacy is of the utmost importance to us and your educational records are protected by FERPA. Additional information FERPA and other consumer information is in the college catalog. Based on FERPA, only you can request or access your student records. They cannot be discussed via e-mail or over the telephone.

**Login and PIN** - Before you can access FalconNet you will need your College ID Number and your College PIN Number (PIN). The first time you access FalconNet your PIN is set as your six digit birth date. You will be required to update to a new PIN (for your security) and to enter a hint question. It is important to keep a record of your PIN and hint question to access FalconNet again in the future. This hint question will appear if you forget your PIN and attempt to change it. Answering the question will reset your PIN to your birth date and you will be required again to change it. Any other PIN changes require a signed request to the Records Office. This request must include your name, College ID Number and your signature. You may submit the request in person or fax it to (386) 506-4489. Requests will be processed the same business day they are received. PINs cannot be changed based on telephone or e-mail requests.

**Orientation** - An important step for enrollment and required of all new and readmitted students. Online Orientation is geared toward preparing you to be as successful as possible while you are at Daytona State College by reviewing schedule planning, important departments to be aware of and other hints to make the most of your experience.

**Unofficial Transcript** - You can access your unofficial transcript via FalconNet. Official transcripts must be requested through the Records Office Web site.

**Student Schedule/Grades** - Under this option, you look up your schedule and/or your grades. Grades are not mailed each semester and must be accessed through this option.

**Financial Aid Award Status** - Access your award status and review received and requested documents.

**Web Registration** - Register for your classes; credit card payment also is available through this option.

**Transfer Evaluation** - Allows students transferring to Daytona State College to access the evaluation of credit from the previous institution or institutions attended. Students are notified when the evaluation is complete with an e-mail sent to their FalconMail account. If it is not available online, the evaluation has not been completed.

**Degree Audit** - Provides you with a comparison of courses you have earned credit for with the courses you need to complete your degree or certificate program.

**Personal Information Link** - Update or change your address, phone number, e-mail and major so that we are able to contact you about courses, events and upcoming registrations.

**Student Help Desk** - Provides you with troubleshooting information and frequently asked questions about using the Web and FalconNet, as well as some tutorials on computer basics.

**FalconMail (Student E-mail)** - A free e-mail service available to all current students, faculty and staff at Daytona State College.

**Department Information**

**Academic Advising**

Academic advisors will help you launch a successful academic career at Daytona State. This is what you can expect:
- New Student Advising:
  - New Student Information Packet
  - Up-to-date information about programs of study at the College
  - Interpretation of placement tests and course requirements
  - Knowledge about college operations and rules
  - Support for Developmental Students
  - Information about University Transfer
  - Support for Faculty Advising

**Faculty Advising**

What is the value of having a faculty advisor your first semester?

You make an important connection. Your Faculty Advisor can become a mentor who will be a key contact for you throughout your time at Daytona State. Your Faculty Advisor can provide:
- An ongoing one-on-one relationship with a faculty member who has a personal interest in your achievement.
- Help determining if you are on track for your program.
- Real world knowledge about life after graduation for your program of study.
- A sounding board when problems occur.

It is strongly recommended that you meet with your faculty academic advisor at least once a semester, around mid-term to discuss plans for the next semester.

**Admissions**

As your first stop to enrolling in courses, Admissions collects important information and documents that will become a part of your records here at Daytona State College. Admissions can also answer questions about academic programs, residency and international student issues.

**Resources:**
- Admission and readmission applications
- International student admissions documents
- Residency reclassification documents
- Transcript request forms

All of your high school and college transcripts must be sent to Admissions by the end of your first semester or you will not be allowed to register for future semesters.

All documents required for the purposes of Florida residency for tuition purposes are due in Admissions by your first day of classes. If you are a continuing student who is reclassifying, documents are due on the first date of classes of the term for which you are seeking reclassification.
Assessment Services
Visit this office to obtain test application forms, receive information about tests and complete tests.
- Placement testing for degree and certificate programs
- Computerized Placement Test (CPT) and Test of Adult Basic Education (TABE)
- Placement testing for high school and GED programs
- Administration of the GED Exam
- Administration of the FCAT Exam
- Placement testing for English as a Second Language (ESOL) programs
- Testing for Distance Learning courses
- Methods of earning college credit for life experience, professional development or vocational training through the Assessment of Prior Learning Program (APLE)
- College Level Exam Program Administration (CLEP)
- Administration of the Test of Essential Academic Skills (TEAS)
- Administration of CJBAT for law enforcement and corrections
- IT certification (VUE)
- Instructor make-up exams
Always bring a photo ID with you when you come to take a test. Visit Assessment Services at www.DaytonaState.edu for more information.

General information, applications and testing site information for:
- American College Test (ACT)
- Scholastic Aptitude Test (SAT)
- LSAT
- Florida Teacher Certification Examinations

Office of Student Accounts
This office maintains the financial records related to your account, receives and deposits all student payments and handles all student obligations and various scholarships, grants and waivers. They also provide information regarding student account charges and/or disbursements, such as refunds and student loans.

Resources/Services:
- Student loan EFT Disbursements
- Student refunds
- Scholarships and fee waivers
- Florida Prepaid College Fund
- Tuition Installment Plan (TIPs)
- Daytona State OneCard
- Parking details
- Pay for parking tickets and library fines
- Pay for testing and graduation fees

See returned check and collection procedures on page 14.

Records & Registration Offices
These offices work together to maintain student grades, transcripts and registration information. Registration is where you may go for on-campus registration, withdrawal requests and course schedules. The Records Office maintains the student's educational records such as high school transcripts and college and university transcripts.

Resources/Services:
- Records/Registration
- Verification of enrollment
- Registration for classes
- Transfer evaluations
- Withdrawal forms
- Graduation information
- Course schedules
- Add/Drop of classes
- Schedule copies
- Audit requests
- Unofficial transcripts

How can I be sure that my registration process goes smoothly?
1. Check with an advisor EARLY (at least three weeks BEFORE REGISTRATION STARTS) to see if you have any restrictions or problems that might delay or prohibit your registration.
2. Complete a graduation checkdown (also known as a degree audit) with a counselor or advisor to see if you are completing all of the necessary courses and/or prerequisites for your chosen major. You should do this well in advance of the upcoming registration cycle.

3. Keep accurate records for yourself. Make notes of contacts you’ve made including the letters that indicate permissions, substitutions or approvals that allow you to take (or to get you out of taking) particular courses. You should bring these recommendations and/or letters of permission when attempting to register.
4. Register early. Registration for Summer and Fall classes begins in late March/early April; registration for Spring classes begins in early November.

Q & A Center
The Question and Answer Center provides a broad spectrum of services for our students. In addition to answering general questions the Q&A Center also offers the following services:
- Appeal Applications
- Enrollment Verification Requests
- Graduation Applications
- Reinstatement Requests
- Withdrawal Requests
- Late Registration Requests

Falcon Center
The Falcon Center works together with the Q&A Center while allowing students a hands-on opportunity to complete the following services:
- Registration of Classes
- Adding/Dropping of classes
- Payment of Tuition
- Address Changes
- Major Changes
- Print Class Schedules
- Online Orientation
- Reset PINS
- Late Registration Requests
- Request Official Transcripts
- Print Unofficial Transcripts

Financial Aid Office
Administers various types of financial assistance to help you pay for your educational expenses. Financial aid is provided by federal, state and institutional sources and consists of grants, scholarships, loans and work-study. Financial aid specialists, on the Daytona Beach Campus and branch campuses, will provide individual financial aid advising and counseling including assistance with the following:
- Completing the Free Application for Federal Student Aid (FAFSA)
- Answering all questions regarding eligibility
- Submission of corrections to the Student Aid Report
- Completing the FFEL master promissory note
- Loan entrance counseling
- Loan exit counseling
- Distribution of financial aid materials including FAFSA, FFEL master promissory note and consumer information
- Web page access to financial aid information and to student awards

You should apply for financial aid at least six weeks prior to when you want to start classes in order for all processing to be complete by the first day of classes.

Student Success Services
One stop will provide you with complete support to prepare for a solid future as you complete your college education. Whether you want to choose a major, make important choices about your career, or get help for problems that block your path, this department is an important place to visit throughout your time at Daytona State. Services are available on all Daytona State campuses. Our purpose is to offer you the kind of support you need to be successful, and to prepare for your life after you graduate. Several different kinds of services are available in this department:
- Appeals
- Career Services
- Counseling
- Ombudsperson
- Student Conduct
- Student Disability Services

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Here’s what you can expect from each one: **Appeals**

If you have had problems at Daytona State College that make it hard to continue your education, you can request consideration of your unique situation by submitting an appeal. An appeal allows you to explain the reasons that you believe you need to be granted an exception to the College policies due to personal hardship.

Types of Appeals include:
- Financial Aid suspension
- Third attempt with full-cost of tuition
- Fourth attempt of a course
- Withdrawal from a course after posted deadline
- Administrative Drop from a course after posted deadlines
- Academic Grade Change from “F” to “W”

You can find all appeal forms in the Question & Answer Center on every campus and online at the Registration and Records Web site. There are guidelines for each of these Appeals. A copy of the guidelines will be given to each student who requests an appeal form. PLEASE READ THE GUIDELINES THOROUGHLY AND COMPLETE THE APPEAL FORM CAREFULLY.

Your petition MUST include documentation of the unusual circumstances beyond your control. For example:
- Serious accident, illness, or disability that prevented you from finishing a course
- Death of your immediate family member
- Involuntary military activation
- Natural disaster
- Other emergency situations beyond your control that prevented you from finishing a course

Complete your appeal form, and attach supporting documentation. Examples of documentation include:
- Copies of legal documents
- Copies of medical documents
- Letters from professionals who worked with you and have direct knowledge of the circumstances including faculty members, attorneys, physicians, counselors, clergy or college staff. To be official, documentation must be written on letterhead stationary, and be signed and dated. The documentation must verify how your circumstances prevented you from completing the course.

**Career Services**

When you graduate from Daytona State, do you expect to start a job in your new career? Or do you expect to be ready to transfer to another college or university to continue your education?

There is a lot more to accomplishing either of these goals than completing a program of study. In both cases Career Advisors are ready to guide you through the career development process smoothly while you complete your academic program of study.

There are four distinct phases in the career development cycle. You will repeat this cycle again and again as you grow and change across your lifetime of careers. You can start wherever you are in this cycle and find activities in Career Services that will help you to successfully navigate to the next phase. To access our full range of learning activities and services, visit your account in Career Services Online (CSO), at www.myinterface.com/DaytonaState/student/. Start building your future career today.

**Phase 1: Choose your future**

Exploration activities for personal discovery and decision-making.

During your first term, visit the Career Center on your campus to develop an initial career plan. Find out about yourself through the tools of self-discovery. Explore potential career options to try on different possibilities. Look at the costs and benefits of committing to a particular career path. Set long term and short term goals that will lead to the vision you have for your life. Learn how to make effective decisions. Use this information to choose the best path for you.

**Phase 2: Researching: Learning more about your chosen career path.**

As your move through your education, use Daytona State’s online research tools to learn about the path people follow that are successful in your chosen career. Locate potential employers to interview. Arrange to shadow local people who are experts in your kind of work. Look for opportunities to develop a network of support for you to move smoothly toward employment in your new career. Develop your Career Portfolio. Attend a Job Fair. Find a mentor in your chosen line of work.

**Phase 3: Making professional connections: Preparing for the launch.**

Start building your resume.

Look into getting an internship to learn about using your skills in the business world. Plan to take advantage of our workshops on grooming yourself for your profession. Conduct research interviews with prospective employers located with our online database, Reference USA. Learn about options for advanced education in your chosen profession. See how far you can advance in your career through careful planning and preparation.

**Phase 4: Launching: Closing the deal as you approach graduation.**

As you approach graduation in the last term of your degree, use your network to locate prospective employers. Arrange for letters of recommendations. Learn how to conduct a good job search. Practice interviewing with our online simulation, Perfect Interview. Learn how to market yourself to prospective employers or universities. Attend a Job Fair.

**Counseling**

Sometimes life can be difficult. College can make life even more challenging. When you put the two together, you may find you have major distress in your life, especially if you have a job and family responsibilities to tend to. Counselors are special people at Daytona State who have expertise in problem-solving. Their purpose is to help you to solve your problems so that you can be as successful as possible. Mental Health Counselors are available to talk with you about anything that may be affecting your success at the College, such as:
- Adjusting to the demands of college
- Choosing a major or finding your career path
- Resolving relationship problems, such as break-ups or serious conflicts
- Experiencing depression or other emotional difficulties
- Experiencing anxiety or feelings of stress
- Learning problems and failure that might interfere with your education
- Dealing with personal problems, such as financial difficulties, abuse or trauma.

Counseling services are available on each campus by making an appointment or on a walk-in basis. The Counselors also respond to crisis situations on an as-needed basis. Besides offering individual counseling services, the Counseling Department also offers a variety of workshops/seminars on mental health issues.
Ombudsperson
Students involved in conflicts at any point in their education at Daytona State will have the opportunity to talk with an Ombudsperson (Student Advocate). This person will act on behalf of the student as an advocate during disciplinary meetings or other Student Conduct activities. The Ombudsperson may also assist with matters pertaining to college enrollment difficulties or other problem situations. There is an Ombudsperson available on each campus. The Ombudsperson listens to complaints, problems, issues of students and attempts to resolve them in the most simple and direct way, using their knowledge of College policy and procedures. The Ombudsperson explores all facets of a particular problem or situation and offers helpful assistance so that the student is able to resolve the problem effectively.

Student Conduct
When students run into conflicts at Daytona State, the Office of Student Conduct is responsible for protecting everyone’s right to due process. Student Conduct handles the fact-finding and decision-making processes for violations of the Student Code of Conduct. Whether there is a conflict involving students, faculty members, administrators or other college staff, the Office of Student Conduct will ensure that all relevant facts regarding a case are gathered and considered for decision-making. A student advocate will be available in each case to support and safeguard the concerns of each student. That person is called the Ombudsperson.

Student Disability Services (SDS)
The mission of SDS is to provide students with disabilities equal access and equal opportunity to Daytona State College classes, educational programs and activities. SDS provides reasonable accommodations to students who present written documentation from licensed medical or mental health professionals that state they have disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as it relates to higher education. The documentation must show that their disabilities significantly interfere with one or more major life functions (i.e., seeing, hearing, learning, speaking, or walking.) SDS does not provide personal services such as transportation or personal care assistants. Please contact an SDS Advisor in advance of starting your classes to arrange for the accommodations you need in order to be successful during your Daytona State College educational experience.

SDS Advisors
SDS Advisors are available on all campus locations and work directly with students on an individualized basis to determine the appropriate accommodations and support services that each student is eligible to receive.
Daytona Beach: (386) 506-3238
DeLand & Deltona: (386) 785-2012
Flagler/Palm Coast: (386) 246-4824
New Smyrna Beach-Edgewater: (386) 423-6307

SDS Accommodations
• Readers, note takers, scribes and adaptive technology for deaf & hearing impaired students
• Confidential accommodation letters that authorize faculty to provide accommodations
• Alternative classroom testing accommodations
• An SDS Center with assistive computers and private testing rooms
• Adaptive equipment, computers, software and tape recorders on all campuses

SDS Services
• Individualized Academic Advising
• Specialized Career Planning
• Information and referral for other college support services
• One-on-One Tutoring under extraordinary circumstances

Multicultural and International Resource Center (MIRC)
Responding to the needs of our diverse undergraduate student body, the MIRC promotes an inclusive college climate by acting as an educational resource that prepares students to succeed in a heterogeneous and ever-changing society. MIRC provides a supportive environment for intercultural communication, constructive interaction and mutual understanding as a conduit to human development. Our goal is to create a greater sense of community and improve the quality of life for Daytona State students.

The MIRC offers a variety of resources that aim to facilitate an engaged campus environment that actively and collectively addresses many areas of diversity, including race and ethnicity, socioeconomic status, and gender identity/expression. It seeks to strengthen and enhance the richly diverse fabric of the College community by providing and supporting programs and services in the following areas:
• Diversity Education and Training
• Social Justice & Inter/Intra Cultural Programming
• Leadership Development and Training
• Advocacy
• Etiquette Training
• Professional and Ethical Leadership
• Tutoring
• Face-to-Face mentoring
• Financial Aid
• Peer Mentoring
• Academic monitoring
• Civil Sensitivity
• Cultural enrichment

International Student Services
The international student advisor informs international students on immigration issues related to F-1 and M-1 Visa compliance as regulated by the United States Department of Homeland Security, Bureau of Citizenship and Immigration Services. You can receive assistance with maintaining lawful status, enrollment issues and employment authorization.

The international student advisors are located in the Admissions Office on the Daytona Beach campus.

Office for International Affairs
Services include the following:
• Health insurance information
• Housing/host family search
• Information including how to open a bank account, acquire a Social Security number, and obtain a driver’s license
• General advising including information on campus employment, student activities, and peer support

The Office of College Equity
Among its various responsibilities, the Office of College Equity ensures success by fostering an institutional environment of equal access and equal opportunity for students who are racial and ethnic minority
Scholarships

The Daytona State College Foundation provides numerous Donor scholarship opportunities for new and continuing students enrolled in Daytona State college-level or vocational programs. Donor scholarships are awarded on the basis of a student's academic achievement, financial need, program of study, credit hours enrolled, specific student groups and or a combination of these eligibility criteria. Students must apply on-line for these scholarships. If awarded, the student may receive only one scholarship per scholarship cycle. Scholarships are available for fall, spring and summer semesters.

The scholarship Web site is: DaytonaState.scholarships.ne.net

To receive more information on Daytona State College Donor scholarships, you may contact the Financial Aid Services/Scholarship Office located on the Daytona Beach Campus, Bldg. 100, Rm. 104 or by calling (386) 506-4422 or (386) 506-3013.

In addition, many state universities located throughout Florida offer transfer scholarships for Daytona State students who have completed their Associate of Arts degree and meet other specified criteria for enrolling in their university. To obtain information on scholarships outside of Daytona State, you should contact:

- State university transfer manuals that includes scholarships specifically available for each institution.

- College catalogs, which explain the department that handles scholarships. Some schools handle scholarships thru Admissions, some through Financial Aid and others have specialized scholarship offices.
- Books and computer searches are available in the College Placement Center as well as public libraries specializing in scholarship information and advice on obtaining financial aid for a college education.
- Community agencies and local organizations that sponsor scholarships.

Financial Aid Work Study/Institutional Work Study

Serves as a student resources office for all of the College's locations, providing centralized on-campus job advertisements, employment assistance to currently enrolled and program eligible Daytona State College students. Employment verification and policy/procedures implementation. This office collaborates with faculty, staff and employers in providing Federal Work-Study, Institutional Work-Study, Community Service and other eligible work-based programs. Participating in the student employment program is an initial stepping-stone to building your employment history.

Resources/Services:

- Assistance in obtaining on-campus employment
- New Student Employee Orientation
- Service employment
- Evaluates student work sites for student placement

Federal Work-Study (FWS)

A federally funded, need-based employment program available to Daytona State College financial aid-awarded students. Eligibility is determined by the student's financial aid status. These jobs can be located on or off-campus in a nonprofit organization.

Community Service (FWS)

A federally funded, need-based employment program available to Daytona State College financial aid-awarded students. Eligibility is determined by the student's financial aid status. These jobs can be located on or off-campus and may not involve sectarian instruction or other religious activities of a church, and it may not involve the construction, operation or maintenance of any portion of a facility used for sectarian instruction or religious worship. Additionally, they must be free of partisan political involvement or in any position that includes lobbying the government.

Community Service “Tutors” (FWS)

A federally funded, need-based employment program available to Daytona State College financial aid-awarded students. Eligibility is determined by the student's financial aid status. These jobs can be located on or off-campus and may not involve sectarian instruction or other religious activities of a church, and it may not involve the construction, operation or maintenance of any portion of a facility used for sectarian instruction or religious worship. Additionally, they must be free of partisan political involvement or in any position that includes lobbying the government.

Institutional Work-Study (IWS) (College Funded)

Students do not have to apply for, nor be eligible for, financial aid to secure a job. These jobs are located on campus. Any student in good standing, enrolled for three or more credits in a degree-seeking, eligible GED or certificate program, may be eligible for on-campus student employment.

Veterans’ Services Office

Provides assistance and information regarding veteran entitlements and qualification for benefits.

Services:

- Post 911 GI Bill - Chapter 33 (effective 08/01/2009)
- Montgomery GI Bill (MGIB) - Chapter 30
- MGIB-SR Selected Reserve/National Guard - Chapter 1606
- REAP - Chapter 1607
- VEAP - Chapter 32

Women’s Center

Offers a variety of programs and services to women and men in Volusia and Flagler counties including:

- CCAMPIS - CCAMPIS Program (Child Care Access Means Parents in School) is available for low-income Pell Eligible students living in Volusia and Flagler counties who plan to enroll or are attending classes at Daytona State. The program is designed to alleviate the burden of childcare cost for students who have a strong desire to further their educational goals.

- Qualified students need a minimum 2.5 cumulative GPA and must be enrolled in 6 college credit hours throughout the semester they are seeking assistance.

Fresh Start - This program prepares individuals to successfully transition from homemaker to employment and/or education. Participants have the opportunity to explore career and educational options, develop personal awareness, establish and achieve goals, build confidence and self-esteem, master the art of finding and keeping a job, obtain referrals to resources, and develop financial awareness and personal planning.

Fresh Start for Men - This program serves individuals 16 and older who are in need of basic skills to successfully complete identified personal development and career goals. The Fresh Start program works in conjunction with the School of Adult Education to assist students.
in obtaining a GED or high school diploma and transitioning to college or vocational credit programs. Fresh Start classes provide support and practical tools to empower men to discover their transferable skills as they pursue educational and career goals. Your participation will allow you to establish goals, build self-esteem, manage stress, research educational opportunities, explore career opportunities, develop a resume, and prepare for a job search.

New Directions - The New Directions program assists eligible students, both male and female, who are single parents, displaced homemakers, or non-traditional students. (A non-traditional student is one whose gender is represented by 25% or less in a career, such as a male in nursing, or a female in law enforcement.) Qualified students who are enrolled in approved A.S., A.A.S, or Certificate degree programs may be eligible to receive supplemental help for tuition, books, uniforms, and required supplies. Applicants must also demonstrate financial need, not have earned a previous degree, and have at least a 2.5 cumulative GPA.

School of Adult Education
Adult Education programs are offered to assist students in earning a GED, high school diploma, or acquiring English language skills. The classes are free and are designed to meet the student "where they are" in their education. Skills learned in the programs will prepare students for college-level or career training programs.

Adult Basic Education (ABE) - These preparatory classes focus on fundamental reading, math and language skills needed for entry into the adult high school or GED program.

Daytona State College Adult High School - Students take classes leading to a standard high school diploma. Many of the electives are offered through dual enrollment, allowing qualified students to earn college credit while still in high school.

English for Speakers of Other Languages (ESOL) - Students develop English language skills in preparation for further academic study, the workplace, and general life experiences.

GED Program - These courses provide individualized instruction designed to prepare the student to take the GED test. The GED test is composed of five subject areas - Math, Language/Reading, Social Studies, Science, and Language/Writing.

Adults with Disabilities - Educational opportunities for adults with disabilities are provided through community-based partnerships. These classes focus on academic, employment, and social skill development.

Adult Tutoring Services - Trained tutors for Adult Education students are provided in partnership with the Volusia Literacy Council.

The Academic Support Center
Your Partner for Academic Success College can be a demanding experience, especially for students who are entering college for the first time. The College’s Academic Support Centers provide a variety of instructional support programs and services to help you make satisfactory academic progress. Learning specialists, faculty, and tutors provide individualized/small group academic assistance and support to supplement classroom teaching and learning in mathematics, science, English, modern languages and a variety of other subject areas.

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The Centers are located on all of the College’s campuses and offer a wide range of services that combine the attentiveness of individual staff members and the latest in computer-assisted and supplemental instruction. There are additional areas where students may receive academic support depending upon the program of study. Please visit your local Center for hours and to find out what additional areas of support are available.

Tutoring
Free tutoring services are available to students enrolled in Daytona State courses. Students who are recommended by faculty and trained to serve as peer tutors staff the Tutoring program. Individual and small group tutoring for most courses are available on a walk-in basis. If you are having problems in your class, talk with your instructor and, if needed, sign up for tutorial assistance.

Online Tutoring
Online tutoring may be offered in selected subjects, allowing students to interact with a tutor via live chat and e-mail. You can also post messages and questions in moderated discussion boards within the tutoring site. Posted inquiries usually receive a reply within two business days. The Online tutoring schedule can be found within the Academic Support Center section of the Daytona State College Web site. Access to the online tutoring service requires a student login.

Supplemental Instruction (SI)
Supplemental Instruction (SI) targets traditionally difficult academic courses and provides regularly scheduled, out-of-class, peer facilitated sessions. Experienced students lead SI sessions for students enrolled in College Algebra, Anatomy & Physiology, Microbiology and other selected courses. The SI Leader uses course materials to model positive study and organizational skills to students participating in the sessions.

Vocational Preparatory Instruction
Students who are enrolled in AS or certificate programs also may participate in Vocational Preparatory Instruction (VPI), a program that is designed to help students improve their basic skills. The program offers self-paced instruction in reading, English, mathematics, study skills and workforce readiness skills. Tutoring in vocational programs also is available.

TRIO Student Support Services
TRIO Student Support Services is a federally funded program designed to assist first-generation and low-income college students enrolled at Daytona State College. Eligible students in need of academic support to overcome barriers to success in higher education may apply for participation in the program. Services include assistance in applying for financial aid, academic advising, counseling, tutoring, transfer assistance, workshops, cultural enrichment opportunities and scholarships.

TRIO Upward Bound
TRIO Upward Bound is a pre-college program that helps prepare youth for higher education. Eligible students receive instruction in literature, composition, math, science and foreign languages on the Daytona Beach Campus after school, on Saturdays and during the summer.

Special Programs
Honors College
The primary mission of the Honors College is to provide an enriched learning experience for intellectually capable and curious undergraduate students. The Honors College offers enriched and stimulating courses that are designed to encourage critical thinking, broaden students’
education, and examine perspectives of different disciplines.

In addition, the Honors College supports formal undergraduate research, academic scholarships, and a variety of academic and social activities for enrolled students. The Honors College Orientation is designed to provide an introduction for new students to the Honors College and its courses. Acceptance to the Honors College is competitive. For deadlines and requirements, refer to the current college catalog.

Students who graduate from the Honors College receive a special seal on their diploma attesting to their academic accomplishments. All Honors College graduates are recognized at the annual awards and commencement ceremonies.

If you want to know what students think about the Honors College, our Honors faculty and student ambassadors will be happy to meet with you to explain the program in detail, and answer all of your questions. You may also contact Dr. Ron Morrison, Honors College Chair at 506-3918, or at Bldg. 330 Rm. 238 on the Daytona Beach Campus for more information.

Learning Communities
An alternative to traditional college classes - integrated courses with a common theme with an emphasis on collaborative teaching and learning. You can choose from a variety of Linked Classes or Daytona State College's nationally recognized QUANTA program.

Linked Classes: One of the best things about college is learning how to see the world from different perspectives. Linked classes - separate courses joined by a theme - are an excellent way for you to do just that. You will work closely with other students and faculty and experience the following benefits:

- Students understand how subjects and issues are interrelated and cross subject matter boundaries.
- An academic community for students who attend commuter schools.
- Students become active and responsible participants in their own education. High-level critical thinking is encouraged.
- Students and faculty find intellectual interaction and connection with each other.
- The exposure to diverse populations and the opportunities to explore and understand diverse perspectives are great.

QUANTA: An Interdisciplinary Learning is a nationally recognized learning where students and faculty work together to share their learning experiences. As a QUANTA student, you'll work with three faculty members who collaborate in their teaching of sociology, cultural arts and English courses. You'll participate in groups with other students to share your ideas, thereby gaining different perspectives on the topic you are studying. You'll develop your critical thinking, reading and writing skills; group and leadership skills; and will benefit from a flexible learning environment. Through this experience, you'll develop a greater sense of involvement with the other students and faculty. QUANTA courses satisfy general education requirements for all majors in Associate of Arts degree programs. The Florida Board of Colleges has awarded the QUANTA Learning recognition as one of the outstanding academic programs in higher education in Florida.

Summer Study Abroad
For more than 16 years, the College has offered a program of study at Cambridge University in England during the summer. Students register for academic credit through Daytona State or choose to audit the Cambridge courses while attending one of the world's oldest (established 1209) and most prestigious universities. These exciting classes are attended by students from more than 100 countries and are stimulating both intellectually and culturally.

We hope that you can join us. Imagine yourself walking on the same medieval cobblestone streets as Darwin, Lord Byron, Isaac Newton and many other famous names of English history and literature. Just picture yourself punting on the River Cam which surrounds much of the university as you leisurely make your way toward a lunch at a snug English pub along the river. Your summer at Cambridge University will be a unique travel and study experience that will provide memories that will last a lifetime. Contact the English Department for more information.

Class Scheduling Information
We offer creative scheduling and many alternatives so that you can still complete course work that might not fit the traditional schedule. Daytona State College offers courses in a traditional 15-week semester, 7-week sub-sessions, and online. Classes are offered, on weekends, once a week, twice a week, three times a week and even daily. We make every effort to create new ways of delivering courses to accommodate your needs so that you can juggle all of your responsibilities - family, work and other commitments. You can search for classes that meet your scheduling needs in the Enrollment Center on the Daytona Beach Campus or from home via the Internet. Look for the Course Search Quick Link online at www.DaytonaState.edu.

Florida Online
At Daytona State College, we are dedicated to helping students with busy lifestyles continue their education. Through the Florida Online system, students may obtain degrees and certificates with few or no campus visits required. Currently, students may obtain an AA or BAS degree online. Totally online courses are conducted via the Internet, with instructor contact made through e-mails, discussions, chat sessions, and other information communication technologies. Students taking online courses are required to pay an additional fee of $25 per credit hour.

Search for totally online courses by selecting the ‘Online (Totally)’ option from the Instructional Method field and select the ‘Search’ button. Be certain to read the Comments and visit the Florida Online (http://online.DaytonaState.edu) site for detailed access information.

Florida Online also offers courses that are partially online. These are courses that require both online sessions and campus visits. Time on campus varies from 25 to 75 percent of the total course hours. Depending on the percentage of online activity, students are charged an additional fee ranging from a flat rate of $20 per course to $25 per credit hour.

Search for Partially online courses by selecting the ‘Online (Partially)’ option from the Instructional Method field and select the ‘Search’ button. Be certain to read the Comments and visit the Florida Online (http://online.DaytonaState.edu) site for detailed access information. For detailed access information and system requirements select the ‘Student’ link.

You must have these minimum skills and system requirements to take an online course:

- A computer with Windows 2000 or higher or Macintosh OS 10.3 or higher.
Student Life

- One of these Internet browsers: Microsoft Internet Explorer 6.0+, Safari 1.3+, or Firefox 2.0. For certain applications the Sun Java Runtime Environment (JRE) version 1.4.2.x+ is also needed.
- Internet access of 56k baud or higher (a broadband connection is preferred).
- Basic computer skills and familiarity with the Internet.
- Understanding of word processing and familiarity with cutting, pasting, and copying text
- Comfortable with sending and receiving e-mail and adding attachments.

Visit our readiness assessment at: http://vc1.DaytonaState.edu/apps/ola/ or visit us at: http://online.DaytonaState.edu for more information.

Degrees & Important Information

Types of Baccalaureate Degrees

1. Bachelor of Applied Science - The College of Business Administration is your key to earning an affordable, high-quality bachelor’s degree in supervision and management without ever leaving the community.

The Bachelor of Applied Science (BAS) in Supervision and Management program is designed for individuals who already have specific technical skills and want to prepare for supervisory positions within their respective fields of expertise. The Supervision and Management curriculum builds upon a student’s existing technical knowledge base, providing a balance of theoretical and practical coursework that reflects the workforce management needs of local business and industry.

Applications are accepted year-round and students may start the program during any semester of the academic year. There is no application fee. Admission to the Bachelor of Applied Science in Supervision and Management program is open to all applicants who meet the admission requirements. Contact Mitch Pietras, BAS Counselor at (386) 506-3515 or pietrami@DaytonaState.edu

Requirements for admission to the BAS program are:

1. Applicants for the Bachelor of Applied Science program must complete an Application for Admission. You may complete an application to the BAS degree program in the Admissions Office (Building 100, Room 118), the BAS program office (Building 150, room 400), or online through http://www.DaytonaState.edu/sbs/. All applicants must provide an official transcript from all previous institutions attended.

2. Applicants for the Bachelor of Applied Science degree program must have earned an Associate of Science (AS) or an Associate of Applied Science (AAS) degree, or an Associate of Arts (AA) degree. Those with AA degrees who have completed all core general education will be required to complete a total of 18 credits in an occupational/technical area, (e.g., accounting technology, computer science, business, etc.), or 18 credits in a single area such as foreign languages, English, etc. with a grade of “C” or better in each course, in lieu of the additional core general education required of the AS/AAS graduate. Other AA to BAS 18 Credit Hour Specializations are available in the College of Business Administration in the following areas:
   - Accounting/Finance Specialization
   - Entrepreneurship Specialization
   - Management Specialization
   - Tax Preparer Specialization

3. Transfer applicants must have at least 60 college credit hours, including a minimum of 15 credit hours of transferable general education courses. Applicants must have received a grade of “C” or better in all core general education courses that transfer into the BAS program. Applicants must have a cumulative grade point average of 2.0 in their associate degree program of study. All applicants must provide an official transcript from each college attended.

For more information, please browse our Web site at: www.DaytonaState.edu/sbs. See the Bachelor of Applied Science in Supervision and Management program section of the catalog or e-mail: BASinfo@DaytonaState.edu.

Bachelor of Science in Education - The School of Education offers you opportunity to earn an affordable, high-quality Bachelor of Science in Education degree in one of the following five programs:
   - Elementary Education
   - Exceptional Student Education
   - Secondary Mathematics Education
   - Secondary Biology Education
   - Secondary Earth/Space Science Education

The BS in Education programs are state-approved and fulfill the education courses, professional education competencies, and practical experience required to obtain a five-year Florida Professional Educator’s Certificate. Each program includes state endorsements for Reading and ESOL. Applications are accepted year-round and students may start the program during any semester of the academic year. There is no application fee. Admission to the Bachelor of Education degree programs are open to all applicants who meet the admission requirements.

Requirements for Admission to the BS in Education Program are:

1. Applicants for the Bachelor of Science in Education program must complete an Application for Admission. You may complete an application in the Admissions Office (Building 100, Room 118), or online through http://www.DaytonaState.edu/sbs/. All applicants must provide an official transcript from all previous institutions attended.

2. Students must apply and receive an Associate of Arts degree before admission to the upper two years of this program.

3. Students must have a cumulative GPA of 2.5 for admission into the program.

4. Satisfactory completion of the General Knowledge portion of the Florida Teacher Certification Exam is required to be admitted to the upper two years of this degree.

5. Satisfactory Level II background check by the Florida Department of Law Enforcement and the Federal Bureau of Investigation is required prior to admission into the upper two years of this program.

6. Completion of the common education course prerequisites (EDF1005, EDF2085, and EME2040) with a grade of “C” or better.

7. Completion of the common course prerequisites for the specific education programs in Mathematics and Science.

8. Students must submit a separate application for admission to the upper two years of this program. Students must maintain a 2.5 or better GPA in the bachelor’s portion of this degree.
Distinctions between the AA, AAS and the AS Degrees:

- Courses taken as a part of an AA degree satisfy requirements for the first two years of a baccalaureate degree at state colleges or universities in Florida.
- The AAS and AS degrees prepare students for immediate employment in selected careers. Although not designed to transfer, students are able to continue their education toward a baccalaureate degree at Daytona State and another college or university they can continue toward a baccalaureate at those institutions.
- Whether an articulation agreement is in place or not, earning an AAS or AS degree does not preclude students from continuing their education. When choosing between degrees, the student should consider long-term career plans as well as immediate employment.

Certificate Programs

Each Certificate Program is designed for a different level of training:

Occupational Certificate (Vocational Credit) - These programs are designed to provide training in various fields. Training in these programs will prepare a student for an entry-level position.

College Credit Certificate and Applied Technology Diploma (College Credit)

- These programs are the “first leg” toward an AAS or AS degree. A college credit certificate and applied technology diploma will provide training in various fields, preparing a student for an entry-level position. However, credits from these certificates can be applied toward credits in the Associate of Arts and Associate of Applied Science degree programs.

Explanation of Academic Terms

Articulation Agreement
For the AA degree: Agreement between Florida’s public junior/colleges and universities assuring junior-level status to students who complete the college general education and graduation requirements in university parallel programs.

For the AAS or AS degree - Agreement between a specific AAS or AS degree program and a senior university to accept graduates to the university’s upper division under certain circumstances.

Career Programs - Two-year AAS and AS degrees: AAS and AS degree programs or one year (or less) vocational or college credit certificates with courses designed to prepare students for specialized occupations.

Credit by Examination
College credit in specified subjects granted by successful completion of local or national tests (e.g. APLE, CLEP, AP). See Assessment Services under Department Information.

Continuous Enrollment/ Catalog Year
Continuing in course work without missing two major semesters (Fall and Spring Semesters are defined as major semesters); you must follow the requirements in the Daytona State College Catalog for the year that you started classes. If program requirements change, but you’ve maintained continuous enrollment, the changes DO NOT affect your graduation. However, if you have missed a year of enrollment, you must follow any new requirements. If you would like to graduate under a different catalog year, an appeal must be filed for the request with Records.

Foreign Language Requirement
Florida State Law requires completion of eight hours (two semesters) of foreign language credit to receive the Associate of Arts degree (if you did not complete two years of the same foreign language in high school).

Check with your transfer institution for language requirements. Daytona State College offers a variety of languages including French, Spanish, German, Italian, Portuguese and sign language.

General Education Courses
Requires 36 semester hours of basic courses as a foundation in the university parallel AA degree program. (See College Catalog for the complete listing of requirements.)

Gordon Rule
Florida State Board of Education Rule 6A-10.030, commonly referred to as “The Gordon Rule”, requires students to complete six (6) semester hours of English coursework in which the student is required to demonstrate college-level writing skills through multiple assignments and to complete six (6) semester hours of mathematics coursework at the level of college algebra or higher. Each course used to satisfy this rule must be completed with a grade of C or higher.

The Gordon Rule classes are identified in the General Education requirements for the AA degree (see the College Catalog for more details).

Attainment of College-Level Academic Skills (CLAS Requirement)
Students are considered to have demonstrated the attainment of college-level academic skills in communication and computation prior to or after the completion of required courses as stated in Rule 6A-10.0316 as follows:

a) College-Level Communication: Earn a 2.5 grade point average in two (2) courses for a minimum of six (6) semester hours of credit from: ENC1101, ENC1102 or other equivalent college level English course (course prefixes AML, ENC, ENG, ENL, CRW and LIT); or have a CPT score of 93 on the Reading and 105 on the Writing; a SAT score of 500 on the verbal or an ACT score of 22 on the reading and 21 on the English. (Exemption via waiver for students with a prior documented specific learning disability is possible.)

College-Level Computation: Earn a 2.5 grade point average in two (2) courses for a minimum of six (6) semester hours of credit from: MAC 1105 or any other MAC course with the last three digits higher than 105; MGF 2106, 2107, or STA 2023; or have a CPT score of 91 on the Elementary Algebra, a SAT score of 500 on the math or an ACT score of 21 on the math. (Exemption via waiver for students with a prior documented specific learning disability is possible.)

Program Accreditation
Recognition and approval of an AAS, AS or certificate program by a national accrediting agency, recognized by the U.S. Department of Education.

Limited Access Programs
Programs that limit admission to students who meet specific admission requirements (usually requiring an additional program application).
Reasons to Stay at Daytona State College and Complete the AA Degree
If you complete the AA degree at Daytona State College, you have several advantages when you transfer to a state university in Florida:
• You do not need to take a university admissions test or submit SAT or ACT scores (Education majors, however, must submit SAT or ACT scores).
• You do not need to take additional course work to enter the university at the junior level.
• You do not need to meet the university general education requirements or take any additional general education courses.

Other Advantages of Graduating from Daytona State College:
• You save money if you live at home and do not pay university housing fees.
• You become eligible for college scholarship money offered by the universities when you transfer with the AA degree. (More than $1 million through the state universities.)
• Your tuition cost is lower at Daytona State College.
• You get to know your professors and they get to know you because class size at the College averages 23 students per class. (Very few classes have more than 35 students.)
• You are more likely to have a higher grade point average if you begin your college education at Daytona State. (Our graduates do better than students who begin as freshmen at the universities because you are better prepared due to smaller class sizes and more personalized attention. We can prove it!)
• You can take advantage of college preparatory courses designed to improve your reading, writing or math skills.
• You can take advantage of agreements between Daytona State College and private colleges and universities that allow you to transfer with the AA degree, enter as a junior and not lose credits. Additionally, many private institutions (Stetson University and Bethune-Cookman University, for example) offer special scholarships to Daytona State College graduates.
• You can begin your major at Daytona State College. If you plan to go into law, education, science, medicine, psychology, business or some other career, you can take the same course that students at universities take. We will work with you to help you decide on a major and plan your academic career.

AAS and AS Degree Advantages
• The average monthly income of a worker with an associate's degree (two-year) is almost double that of a high school graduate.
• In many technical fields, AAS and AS degree graduates often earn more than many workers who hold a bachelor’s degree.
• AAS and AS degrees enable students to move directly into the workforce.
• A student may be able to enter a field in which employers offer tuition reimbursement for job improvement or continuing education. Students can continue their education and earn advanced degrees, although the paths may be different than those taken by AA graduates.

Graduation Requirements for the AA Degree
• Complete 60 hours of acceptable college credits, including general education requirements
• Earn at least a 2.0 cumulative grade point average
• Complete at least 25 percent of college-level credit hours in residence (including web courses) at Daytona State College
• Complete Gordon Rule requirements with a grade of “C” or better
• Satisfy the Foreign Language requirement

• Meet CLAS graduation requirements
• File an application for graduation by the deadline date in the Question and Answer Center on any campus.

Graduation Requirements for the AAS and AS Degree or Vocational Certificate
• Complete all credits for the program as listed in the Daytona State College Catalog
• Earn at least a 2.0 cumulative grade point average
• Complete at least 25 percent of college-level credit hours in residence at Daytona State College
• File an application for graduation by the deadline date in the Question and Answer Center on any campus.

Preparing to Transfer
Follow these tips and you should be well prepared to work toward your baccalaureate degree. Remember that Daytona State College also offers Bachelor's degrees, which will make your transition to upper division classes even smoother.
• Obtain a catalog from the university to which you plan to transfer.
• Visit the Career Center on the campus nearest you to clarify your career goals or to gather information about specific job and career information.
• Online college/university transfer information is available in the Career Center to help you find which schools offer what majors, admission requirements, as well as information on financial aid, and scholarships.
• Colleges and universities may have both an admission and graduation foreign language requirement. These may vary by university and even among degrees within the different colleges at the same university.

Remember: The AAS and AS degrees will transfer to the College's Bachelor of Applied Science degree. There may be some programs, such as Nursing, which are eligible for transfer to other state universities (as well as Daytona State). If the program you are interested in is one of these designated programs, follow these same steps.

Florida’s state universities provide an easy-to-use publication called a Transfer Student Counseling Manual.

This lists requirements for all of the majors the school offers into two areas:
• Courses to be completed at the community college
• Courses to be completed at the university

Transfer manuals also provide students with important information like department names, contact people for your major, phone numbers for the department and a listing of any other important details regarding any program of interest. (e.g. limited access details, GPA requirements, volunteer hours required, minimum grade
requirements, etc.). If you are interested in a private Florida school or other public and private institutions across the nation, you should visit the Career Center at the campus most convenient to you to search through your best choices and explore catalogs via the Internet.

**Educator Preparation Institute (EPI)**

EPI is housed in building 300 and is part of the College of Education. Only students with bachelor’s degrees and a Statement of Status of Eligibility/Temporary Educator’s Certificate from the Florida Department of Education are eligible to apply. Upon completion of the EPI program, all Florida Teacher Certification Examinations, and a Level II Background Check, candidates will be eligible to receive their Florida Professional Educator’s Certificate.

**The University Center**

Learn how you can earn a bachelor’s, master’s or a doctoral degree. The University Center at Daytona State College provides students more opportunities than ever before to continue their education beyond a two-year degree. Through the University Center, the College also partners with many other institutions of higher education to bring a variety of bachelor’s, master’s, and doctoral degree programs closer to home for many Daytona State College graduates.

Daytona State College proudly offers two bachelor’s degrees: the Bachelor of Applied Science in Supervision and Management degree and the Bachelor of Science in Education degree. The University Center received a tremendous boost when Florida State University started a branch of its medical school on Daytona State’s Daytona Beach Campus. Currently, Webster University Space Coast Campus is offering a master’s degree in Counseling through the University Center with classes being taught on the Daytona Beach Campus.

Daytona State College and Bethune-Cookman University (B-CU) have an agreement that makes it easier for Volusia and Flagler County students to transfer into a master’s degree program at B-CU upon obtaining a bachelor’s degree in Supervision and Management from Daytona State. Only graduates with bachelor’s degrees are eligible to apply. Webster University Orlando Metropolitan Campus is looking to expand by offering 2 + 2 Bachelor of Arts degree in psychology. Daytona State is also in negotiations with St. Leo University and Troy University and continues to pursue other institutions for partnership.

Other institutions partnering with Daytona State through its University Center include the University of Central Florida, Barry University, Bethune-Cookman University, Embry-Riddle Aeronautical University, Northcentral University, Capella University, Nova Southeastern University, St. Petersburg College, the University of Phoenix, and Webster University. Some schools offer their degree programs totally online.

For more information about the University Center, contact the University Center Director at (386) 506-3441 or visit us on the Daytona Beach Campus in Bldg. 150, Rm. 110A.
Advanced Technology College  
1770 Technology Blvd.  
Daytona Beach, FL 32124  
(386) 506-4100

From I-95, take the LPGA Blvd. exit # 265. East on LPGA to the first light (Williamson Blvd.). North on Williamson Blvd., the ATC is located on the left, approximately a half mile from the intersection of LPGA/Williamson.

Daytona Beach Campus  
1200 W. International Speedway Blvd.  
Daytona Beach, FL 32114  
(386) 506-3000

From I-95, at exit # 261, head east three miles on US 92 (International Speedway Blvd.). Campus is on the left, just past the intersection of Clyde Morris Blvd.

DeLand Campus  
1155 County Road 4139  
DeLand, FL 32724  
(386) 785-2000

From Interstate 4, take exit #118 (old #56). Head west on State Road 44 toward DeLand. Go approximately half a mile. Turn left (south) on County Road 4139. Go approximately half mile. Campus is on the left.

Deltona Campus  
2351 Providence Blvd.  
Deltona, FL 32725  
(386) 789-7300

From Interstate 4, take exit #114 (old #54). Turn East toward Deltona on to Howland Blvd. (SR 472E). Go 2.5 miles to Providence Blvd. (CR 4155S) and turn right. Follow Providence Blvd. for approximately one mile to the Deltona City Hall on your left.
Flagler/Palm Coast Campus
3000 Palm Coast Parkway SE
Palm Coast, FL 32137
(386) 246-4800

From Interstate 95, take exit #289 (old #91C). Head east on Palm Coast Pkwy. for approximately two miles. The campus is the first right after you pass Colbert Ln.

New Smyrna Beach-Edgewater Campus
940 Tenth St.
New Smyrna Beach, FL 32168
(386) 423-6300

From Interstate 95, take exit #249 (old #84) eastbound toward New Smyrna Beach. Turn right on Mission Road, then left on Josephine Street. The campus is a half mile on the right. From US 1, turn right on Tenth Street in New Smyrna Beach. The campus is on the left after you pass the three-way stop sign.