

## FINANCE

### ❖ Finance / General Information

Full payment of fees is required when registering for classes at Okaloosa-Walton Community College. Payment due dates are available from the Office of Enrollment Services and are printed on the student's registration receipt, displayed/printed using on-line web registration, or transmitted via telephone registration system. For your convenience, payment may be made using either Mastercard, Visa or Discover credit cards. Students who have not paid their fees will not be admitted to classes. The Comptroller and the College President may grant deferments as specifically defined and limited by Florida Statutes.

### ❖ Financial Assistance

The college offers a variety of financial aid programs. Inquiries concerning financial aid should be directed to the Student Financial Aid Office.

### ❖ Residency Classification

To assess fees, students are classified as Florida residents or as non-Florida residents. Criteria for determining residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. Information for Residence Classification and Residency Declaration forms are available in the Office of Enrollment Services. Completed Florida Residency Declaration forms are required of all new students.

A student's "residency classification" is determined at the time of initial registration. A non-resident student may petition the Director of Enrollment Services for a change in residency status after establishing residency in Florida as defined by law. To petition, students should complete and submit a new Florida Residency Declaration form.

Active-duty military personnel (including dependent members of their immediate families) stationed in Florida are classified as Florida residents.

Providing false residency information is a violation of Florida state law and could result in disciplinary action being initiated. The college will correct the fees assessed those students who misrepresent their place of legal residence. An invoice will be issued for the increase in tuition.

### ❖ Military Assistance

Active-duty military personnel who enroll in college-credit programs through base education offices may be eligible for financial assistance. The

college has Military Assistance Agreements in effect with both Eglin and Hurlburt Field Air Force Bases. Contact the base education office for details.

### ❖ Veterans Benefits and Assistance

Refer to the Financial Aid section of this catalog. VA deferments may be available on a limited basis for qualifying students. Students should consult OWCC Veterans Affairs (729-5375) in the Financial Aid Office for further information. Financial assistance for college preparatory classes and books is provided for participants in the Veterans Upward Bound program. Call 729-4999.

### ❖ Refund Policy

Refunds resulting from course adjustments are processed at the end of the registration period. Students are responsible for completing the proper withdrawal or drop/add forms obtained from the Office of Enrollment Services. Students may also transact drop/add actions within the schedule adjustment period via the on-line web or telephone registration systems with proper authorization and PIN number. No refunds or financial credit will be granted after the schedule adjustment period ends. Registration and refund dates are published each term in the Schedule of Classes.

Refunds will be disbursed in the same method as was originally received unless otherwise determined by the College Business Office. If payment was received by check, money order, or cash the refund will be returned by check. Amounts received by check or money order will be held 10 business days from the date of receipt. Checks will be mailed to the student's most current local address on file with the Office of Enrollment Services. **IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO KEEP OWCC INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES.** Refund checks will only be issued for overpayments of \$5.00 and more. Refunds of less than \$5.00 will be paid in cash upon presentation of proper identification at an OWCC Business Office.

Full financial credit will be granted for cancelled classes. Students can select alternate classes to which the fees can be applied. A refund will be processed automatically if replacement classes are not selected.

Any refunds for dropping classes after the end of the last day of registration are implemented through the Senior Vice President of Administrative Services' office. Refunds are authorized for administrative errors, for change of status from out-of-state



*More than 1,000 students graduate from OWCC annually, earning the Associate of Arts, Associate of Science, or Associate of Applied Science degree or a certificate. To help students complete their education, OWCC awards more than \$8 million annually in financial aid and scholarships.*

to in-state (as confirmed by the Director of Enrollment Services), and for the death of a student during the term of current enrollment. Refunds may be made until mid-term for the following: serious illness or incapacity (confirmed in writing by a physician) or for transfer of military personnel and dependents (confirmed by military orders). Refunds are NOT authorized for changes in work schedules or for enrollment status changes due to illegal activities.

### **Testing Fees Refund Policy**

Individuals who have paid the registration fees to take the GED exam, CAT CLAST, CLEP, or TABE (non-OWCC students) and who are unable to test at the scheduled date and time, may request to re-schedule the test or may request a refund.

A request to re-schedule must be made by calling the Testing Center at the Niceville Campus (729-6922) as soon as a person knows that he/she will be able to take the scheduled test. The re-scheduled test date must occur within ninety (90) days of the **first** scheduled test date.

Individuals who are unable to re-schedule a test may request a refund within ninety (90) days after the scheduled test date. Requests for refunds must be submitted in writing via the Vice President for Administrative Services at OWCC and can be requested only for the following reasons:

- Administrative college error
- Death of student

- Serious illness or incapacity (confirmed in writing by a physician)
- Transfer of military personnel and dependents (confirmed by military orders)

Refunds are NOT authorized for changes in work schedules. If a request for a refund is not made within ninety (90) days to either re-schedule the test or request a refund, then all testing fees paid shall be forfeited.

The above policy applies only if an entire exam was missed. No re-scheduling or refunds shall be issued for portions of tests missed.

### **❖ Dishonored Check Policy**

Checks returned by the bank will be processed as follows:

1. The student will be notified by certified mail that their check was dishonored by the bank. A \$25 return check charge will be applied to the student's account.
2. The student will have seven calendar days to pay for the check and the return check charge. Payment must be in the form of cash or certified funds. Failure to make the payment will result in cancellation of enrollment.
3. Reinstatement after enrollment cancellation will be considered only after full payment.
4. Students who have written two or more bad checks will be subject to disciplinary action even though their checks have been paid. The college will also suspend their check writing privileges.
5. The college will forward unpaid dishonored checks, returned check charge, and related information about the student to a collection agency within 35 days.

### **❖ Student Loans**

The college offers students a short-term, no-interest loan program to assist in the payment of fees. Additional details on the loan program are contained in the Financial Aid section of this catalog.

Students are required to repay loans at specified intervals as prescribed in the promissory note. Thirty-five percent of the total fees must be paid at the time of registration. A non-refundable processing fee is assessed on all loans. (Subject to change as announced in the Schedule of Classes.)

The College Student Loan program approved by the District Board of Trustees requires that payments be made by the designated date. Students not meeting their scheduled payment dates will be administratively withdrawn from all their classes. Students will be considered for reinstatement within a limited time period only after paying the FULL loan amount.

Students withdrawn from their classes are not released from the obligation to repay their loans. All loans that remain unpaid after the due date will be referred to a collection agency.

A student who does not comply with the terms of the loan program will lose the right to receive future loans.

### ❖ Fines, Penalties, and Indebtedness

Students may avoid being assessed fines and penalties by becoming familiar with established policies and procedures contained in this catalog. Failure to comply with the college's regulations can result in fines being assessed. All unpaid debts with the college will result in the withholding of grades, transcripts, diplomas, certificates, and other official documents. Students will also not be allowed to re-register until all debts are paid in full. Students may also be subject to liabilities not only for the principal but also for collection costs and reasonable attorney's fees. The college will also withhold transcripts and deny registration privileges to students in DEFAULT STATUS on their Federal Guaranteed Student Loan until such time as the student achieves satisfactory repayment status as determined by the lending institution.

*OWCC tuition and fees are among the lowest in Florida of any public or private college or university. Financial aid is available and about 80 percent of last year's graduating class received some form of financial assistance to attend OWCC. Many scholarships are also sponsored by various community groups.*

### ❖ Inconsequential Checks and Debts

Some governmental regulations require the "rounding" of awards which often create minor amounts, less than \$1, due to students or due from students. The college will not write checks for these minor amounts, nor bill students or customers, for amounts less than \$1. Any funds remaining will be part of supplemental financial aid scholarships. Students may, however, make a special request for their amounts in person, and obtain the rounding residual cents amount in cash.

### ❖ Parking Fines

Operating a private vehicle on OWCC campuses is a privilege and not a right. Individuals who show poor judgement or lack of consideration for the rights and safety of others may have this privilege revoked. Violating the college's parking regulations may result in parking fines being assessed or the vehicle being towed at the owner's expense. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published on page 22 and 23. Note: All OWCC students and staff must register their vehicles with the college and display an OWCC parking decal when parked on college property. Visitors may obtain a parking permit from the Campus Information Center for the duration of their visit or park in spots designated as visitor parking.

### ❖ Fee Changes

All fees are subject to change without notice. Contact the Business Office or the Office of Enrollment Services for additional information or consult the OWCC website "Notices and Policy Updates" page, <http://www.owcc.cc.fl.us>.



❖ **Fee Schedule**

These fees are subject to change by the Florida Legislature and the District Board of Trustees. Current fees are available from the OWCC Business Office and are published in the class schedule. These fees apply whenever applicable, except: (1) courses in which complimentary instructional services or equivalent program costs are provided by appropriate persons, agencies or organizations; or (2) when specifically waived by the Board of Trustees. Active Duty Military and their dependents pay only Florida Resident, in-state fees. The fees listed below are for the 2001-2002 academic year. Fee payment may be made by cash, check, VISA, MasterCard, Discover Card or by approved Financial Aid. Fees noted are per credit hour and/or credit hour equivalent.

	<u>Matriculation Fee</u>	<u>Tuition Fee</u>	<u>Financial Aid Fee</u>	<u>Total Fee</u>
<b>Florida Residents</b>				
Advanced & Professional (College Credit)	\$41.16	–	\$2.16	\$43.32
Postsecondary Vocational (College Credit)	\$41.16	–	\$2.16	\$43.32
College Preparatory	\$41.16	–	\$2.16	\$43.32
Vocational Preparatory*	\$40.80	–	\$2.14	\$42.94
Postsecondary Adult Vocational (Vocational Credit)	\$40.80	–	\$2.14	\$42.94
Supplemental Vocational	\$70.00	–	\$3.50	\$73.50
Adult Basic & Adult Secondary*	\$18.60	–	\$0.98	\$19.58

Laboratory and Special Tuition Fees are to cover unique costs related to a given course. The amount is determined course-by-course on the costs for each. A fee schedule is on file in the Business Office and is printed in the class schedule each session.

<b>Non-Florida Residents</b>				
Advanced & Professional (College Credit)	\$41.16	\$123.48	\$2.16	\$166.80
Postsecondary Vocational (College Credit)	\$41.16	\$123.48	\$2.16	\$166.80
College Preparatory	\$41.16	\$123.48	\$2.16	\$166.80
Vocational Preparatory*	\$40.80	\$122.10	\$2.14	\$165.04
Postsecondary Adult Vocational (Vocational Credit)	\$40.80	\$122.10	\$2.14	\$165.04
Supplemental Vocational	\$70.00	\$ 70.00	\$3.50	\$143.50
Adult Basic & Adult Secondary*	\$18.60	\$ 55.20	\$0.98	\$ 74.78
Laboratory and Special Tuition Fees – See note above.				

\*This fee will be assessed for students with high school diplomas who enroll in Adult General Education, or Vocational Preparatory courses, but enrollees without a high school diploma are exempt.

❖ **Other Fees**

Returned Check Fee .....	\$25.00
College Student Loan	
Processing Fee .....	3% of amount
borrowed (nonrefundable)	
Computer Adaptive CLAST Test	
for Non-OWCC Students .....	\$30.00
GED Test	
Total Test Battery .....	\$35.00
Individual Test Re-Takes .....	\$ 7.00
Writing Test Re-Takes .....	\$ 8.00
TABE Test for Non-OWCC Students .....	\$10.00
Special Service Charges .....	At Cost
Recreational & Leisure Courses .....	At Full Cost
	of Instruction
Comprehensive Examination	
Testing Fee .....	\$35.00
Tech Prep Assessment Fee .....	\$10.00

**Directed Independent Study Course Fees:**

All regular fees apply to DIS courses in addition to a special fee of \$25 per credit hour which would be assessed for each registration in specially designated sections.

**Full Cost of Instruction:**

College credit, vocational credit and preparatory course enrollments beginning with the third attempt and other enrollments beginning with the third attempt in the same course pay the full cost of instruction (based on action by the Florida Legislature). Fees will be implemented when released by the Department of Education.

<b>College Level Examination Program (CLEP)</b>	
Testing Fee .....	\$12.00
Education Testing Service Fee .....	\$46.00
<b>Total Fee: .....</b>	<b>\$58.00</b>

❖ **Cost Summary**

The range of basic charges for a typical full-time college-credit student, per session, registered for 16 credit hours are noted below. Food, housing, and travel costs depend upon the individual student's circumstances.

<b>Florida Resident</b>	<b>Non-Florida Resident</b>
Fees .....	\$2,668.80
Books and Supplies .....	\$ 512.14
	\$693.12

## STUDENT SERVICES / STUDENT HANDBOOK

### ❖ Academic Assistance

**Academic Advising and Orientation** is available to help students make academic decisions. This service is provided by faculty, counselors, and educational advisors. Upon declaring a major area of study, each student is assigned a faculty advisor. This person is responsible for providing academic advice about the declared major. Students are encouraged to schedule an appointment with their advisor at the earliest opportunity.

For students who have not chosen a major, experienced college counselors and educational advisors are available to help make that choice. Counselors are located in the Student Services Building, "C-1" on the Niceville Campus and Building "4" on the Fort Walton Beach Campus. Educational advisors are also located at each center. An appointment is advisable, but walk-ins will be served if possible. These services are intended to ensure that each student has the opportunity and the information to decide what is best for them. Computerized advising information and a web-based orientation session are also available to assist students, faculty, and staff in the advising process. OWCC provides an on-line summary of the college's various academic and tutorial resources and links to numerous academic resources nationwide on the college website at [www.owcc.cc.fl.us](http://www.owcc.cc.fl.us). Select Academic Resources - Learning & Tutorial Support.

**The Academic Success Center (ASC)** is located in the North Mezzanine of the Learning Resources Center, Building "E", Room 149, on the Niceville Campus. The ASC provides free learning support services for all OWCC students. The ASC offers tutoring in many subjects, writing assistance, CLAST (College Level Academic Skills Test) review, tutoring for learning disabled students and ESOL (English for Speakers of Other Languages) students, computer tutorials, a video library with tapes available in a variety of subjects, Internet access and computers for student use. Tutoring is on a one-on-one basis and is provided at no cost to any registered OWCC student. Tutoring is available on a walk-in basis; however, students are encouraged to make appointments. The ASC also offers telephone tutoring at 678-5111, ext. 6663, and tutoring through e-mail at [asctutor@owcc.net](mailto:asctutor@owcc.net). Limited ASC services are also available at the Fort Walton Beach Campus. For more information, call the Academic Success Center at 729-5389.

**Math Laboratories**, which are located in the Math-Public Safety Building, "L", Room L-131, on the Niceville Campus and in Building "4", Room 403

on the Fort Walton Beach Campus are open to all students and provide free walk-in tutoring for all mathematics courses from Developmental Arithmetic to Differential Equations as well as for the mathematics subtest of CLAST. Computer tutorials and video tapes are available for most courses. The hours are posted on the lab doors.

### ❖ Career Planning Assistance

Students who are undecided about their future career plans are encouraged to make an appointment with their faculty advisor, an educational advisor, or a counselor, or to visit the Student JOBS Center in Building "C-2" on the Niceville Campus to discuss career opportunities. Research indicates that students who have made career decisions are more likely to be academically successful than are those who have not.

**The Career Development/Student JOBS Center** offers numerous career assessment services, including career counseling, computerized career exploration programs (eCHOICES), books and pamphlets on national, state, and local job opportunities, and web-based career planning information. The Career Development/Student JOBS Center Services also maintains information on college-wide career focus workshops, job fairs, occupational information linked to OWCC degree and certificate programs and professional speakers appearing on campus. Selected career-related services are also available at the Ft. Walton Beach Campus, and the Chautauqua and Robert L.F. Sikes Education Centers.

**The Women's Resource Center**, Building "C-2" on the Niceville Campus, provides additional career planning assistance for students, primarily women, who are returning to school because of divorce, separation, or the death of a spouse. The program assists students with education and training so they can enter the workforce with marketable skills. The program provides skills assessment, a support system, textbook loans, career information, tuition assistance and other services. Call (850) 729-5291.

**Veterans Upward Bound** assists U.S. Armed Services veterans with a variety of free services designed to help prepare for success in college or other training beyond the high school level. Academic refresher courses, career and employment counseling, an analysis of transferable skills, free academic tutoring and other assistance are available for veterans. The program is sponsored by OWCC and the U.S. Department of Education

and serves veterans throughout Okaloosa and Walton Counties. The one-stop Veterans Upward Bound office is located on the Niceville Campus, Building "B", Room 112. Call 729-4999.

### ❖ Testing Services

The Testing Center is located in Building "C-2", Room C-200, at the Niceville Campus. Various tests are administered by the center. The FCPT test is given at all OWCC campuses and centers. Please contact each center for exact times and location or refer to the current OWCC Schedule of Classes for a listing. Other tests, such as CLEP, CLAST, CAT CLAST, SAT, ACT, and GED are administered by the Testing Center. Exact dates and times are listed in the 2001-2002 testing schedule available from the Office of Enrollment Services. Contact 729-4909 for a listing of test dates and times.

### ❖ Employment Placement Services

Students seeking assistance in securing employment while enrolled at OWCC or upon completion of their studies may utilize several OWCC resources, including faculty advisors, counselors, and the Financial Aid Office.

**The Student JOBS Center**, however, is the primary resource for student employment services. Located on the Niceville Campus, Building "C-2", the Student JOBS Center is open to all currently enrolled students. Services include a Student Job Line (729-5264), Job Seekers Registry, resume writing and interview skill workshops, job referrals to local employers, career fairs, online job search capabilities and information on local, state, and federal job opportunities. The Center offers several on-line and web-based job search services including *America's Job Bank*, *JOBS Direct*, and *Florida's Job Bank*. Center staff members are available to assist students in using the various on-line career services and will help students develop targeted job searches. Special career counseling is also available for eligible veterans on an appointment basis.

### ❖ Governance

Campus governmental processes are shared by elected and selected members of the faculty, student body, administration, and college staff.

**The College-Wide Council** provides input into the governance and decision-making processes of the college. It is responsible for advising and

recommending programs, policies, and approaches to the college's president. Part of the membership is elected, and the rest is selected because of job responsibilities or elected position. The president of the Student Government Association is a member and represents the student body.

**The Student Government Association** represents the student body of the college. Every student of OWCC is a member of this association. The governing body of the SGA is the Student Senate. Senators are elected to serve one year terms. They are responsible for making and implementing decisions concerning monies allotted for student activities. Projects in the past have included buying picnic tables, game room equipment, the monitor system in the College Mall, and table games for check-out use. The SGA sponsors and staffs picnics, entertainment, food drives for the needy, blood drives, and chili suppers.

All students are encouraged to support their SGA. Any student who is interested in assisting with these activities is encouraged to run for office. The SGA Senate is housed in the College Mall, Building "K", Room K-136. The SGA president may be reached at telephone extension 6786 in his/her office.

**The Inter-Club Council** promotes unity and cooperation among the recognized student organizations of the college. This council is responsible for coordinating activities and competition among the various student organizations. Members of the council are the chief officers of all student organizations. The vice-president of SGA is the presiding officer.

**The Student Traffic Court** will adjudicate appeals of parking violations for students. This appellate group will review the circumstances and recommend to the Dean that the ticket be overturned or the decision upheld. Students may pick up an appeals packet from the office of the Dean of Students or from the Student Activities office in the College Mall, Building "K", Room K-136 on the Niceville Campus.

### ❖ Health Services

**First aid and emergency services** are available to students by qualified college personnel during the weekdays and evenings. On weekends, the security force should be contacted at 729-5335 or ext. 6335 on the Niceville Campus and at 863-6535 at the Fort Walton Beach Campus.

**AIDS information and Counseling** will be provided by a counselor in the Student Services areas on the Niceville and Fort Walton Beach Campuses. Every student is encouraged to make use of this information to protect themselves and others. Contact with the AIDS counselor is confidential.

Students with AIDS and HIV-positive test results are strongly encouraged to contact a counselor during the first week of classes at 729-5372.

**Alcohol and Drug Abuse** information is available to all students from a counselor located in Student Services on the Niceville and Fort Walton Beach Campuses. Call a counselor at 729-5372. The physical and emotional risks associated with substance abuse can be very severe. This counselor maintains information on local treatment programs and their locations. The college will refer for prosecution any violation of local, state, or federal laws.

**Students are warned that the use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity is prohibited by college policy, except as provided in Florida Statute 561.01(17). Violation of this policy will subject a student to disciplinary action.**

### ❖ Textbooks and College Store Services

OWCC operates two college stores. The store on the Niceville Campus is located in the College Mall, Building "K". The Fort Walton Beach Campus Store is located in the Student Services Building. The Niceville Campus College Store is a full-service store offering textbooks, supplies, college clothing, gift items, hardware, and software. The Fort Walton Beach Store is a scaled-down version of the Niceville store offering textbooks for classes offered at the Fort Walton Beach Campus and Hurlburt Center, supplies, and some software. The Niceville College Store can be reached at (850) 729-5384 and the Fort Walton Beach Store at (850) 863-6511. Regular store hours are 9 a.m.-6:30 p.m. Monday-Thursday, and 9 a.m.-4 p.m. on Friday. Special registration hours are held at the beginning of each session to accommodate students. Call for special registration hours.

Students can order textbooks at the OWCC online bookstore at [www.bookstore.owcc.net](http://www.bookstore.owcc.net).

The OWCC College Stores provide a textbook buy back service to students. Buy back dates are always at the end of the term usually beginning the day before finals begin and ending the day after finals end. The College Stores are committed to purchasing as many textbooks at the best price as possible.

Students are advised that rapid changes in information and technology require frequent changes of textbooks and instructional materials.

### ❖ Photocopies

Coin-operated and prepaid "swipe" card operated copy machines are available for student use at the locations listed below. Most of the machines have the capability to enlarge or reduce copies.

Niceville Campus: The Learning Resources Center, Building "E"

Fort Walton Beach Campus: Library

Eglin Center: Administrative Offices Area

Chautauqua Center: Administrative Offices

### ❖ Food Service/Cafeteria

The College Cafeteria and Short Order Grill, located in the College Mall, Building "K", on the Niceville Campus, is open Monday through Friday from 7:30 a.m. to 2:00 p.m. during the fall and spring terms and Monday through Thursday from 7:30 a.m. to 1:15 p.m. during the summer term. Vending machines and limited commercial food service are available at the Fort Walton Beach Campus in the Student Services Building. Vending machines are also available in the student lounge areas at the Chautauqua and Sikes Centers.

### ❖ Dress Code

Students should dress safely and comfortably. Except where safety or other program restrictions mandate special attire, the only college requirement is that students, faculty, and staff are expected to dress in a manner which is suitable to and will enhance the educational experience.

### ❖ Smoking

All OWCC Buildings are designated SMOKE-FREE. Smoking is permitted outside ONLY away from entryways.

### ❖ Audiovisual Services

Information about the use of audiovisual equipment should be referred to the Audiovisual Services Office in "E" Building on the Niceville Campus. During the fall and spring terms, the office is open Monday through Thursday from 7:30 a.m. to 9:30 p.m., Fridays from 7:30 a.m. to 4:30 p.m., and

Saturdays from 9:00 a.m. to 1:00 p.m. Hours vary during the summer terms. For questions or additional information, call 729-5318.

### ❖ Child Care

The **OWCC Mary Lou O'Connor Child Development and Education Center** provides comprehensive, quality care for children ages 2 to 5. The center is nationally accredited and is open to dependents of OWCC students, staff, faculty and members of the community on a space available basis. The center is located in Building "P" on the Niceville Campus and is open Monday through Friday from 7:30 a.m. to 5:30 p.m. Call 729-6081.

### ❖ New Student Orientation

All degree-seeking students who are new to the college are expected to participate in a New Student Orientation. During orientation, students receive valuable information about college policies, procedures, and academic programs. Students can meet this requirement through one of the following options:

- Attend an in-person New Student Orientation, which is offered during Registration. Contact Student Services 729-OWCC (6922) to make an appointment, OR
- Participate in a computerized New Student Orientation, which is available at any OWCC Center or Campus, or through the OWCC Web Site at <http://www.owcc.cc.fl.us>.

### ❖ Services to Students with Special Needs

OWCC is committed to providing equal opportunities for education to all students. A counselor is available in the Student Services Office on the Niceville Campus to assist students with disabilities, limited English proficiency, and with impairments or special needs. In accordance with the Florida State Board of Education Rule 6H-1.041, students with disabilities may present support documentation and request reasonable substitution for admission and/or graduation requirements.

Students who identify themselves and provide documentation of their disability may be eligible for support services such as note-takers, scribes, untimed testing, readers, or interpreters.

Students with disabilities should contact Student Services on the Niceville Campus or other college locations prior to the beginning of each term for assistance in registering and for information concerning services that may be available, including maps indicating campus accessibility routes.

**All students are encouraged to make known any disability that may affect their presence at OWCC.** All information is kept confidential. Disabilities can be identified by completing the proper form in the Office of Student Services, Office of Enrollment Services, the Fort Walton Beach Campus, or the Eglin, Hurlburt, Crestview or DeFuniak Springs Centers.

Students with special needs should contact the designated counselor located in the Student Services Center. Information is available by calling 729-5372.

Telephone Device for the Deaf (TDD)#'s are:  
Florida Telecommunication Relay Service

Voice.....1-800-955-8770

TDD.....1-800-955-8771

Persons who feel that the college did not accommodate or respond to their particular disability requirements are encouraged to show the college the particulars of that complaint. Students should discuss the problem with the Coordinator of Special Needs Services located in the Student Services Center, Bldg. "C-1" on the Niceville Campus or the center or campus administrator at other locations. Copies of the "Accessibility Grievance Procedure" are posted on bulletin boards at all centers and campuses.

**Okaloosa-Walton Community College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate on the basis of age, color, creed, disability, marital status, national origin, race, religion or sex in its admission and treatment of students.**

### ❖ Graduation Regalia

Graduation regalia (caps, gowns, tassels) are available at the OWCC College Stores approximately four weeks prior to graduation. There is no charge to students for those wishing to participate in the graduation ceremony. Graduates will receive information from Student Services about graduation and picking up their regalia. For additional information concerning graduation regalia, please call the Niceville College Store at 729-5384.

### ❖ AmeriCorps

**AmeriCorps** is a component of the National Service Network. Its goal is to engage Americans of all ages and backgrounds in service to help meet communities' critical education, public safety, environmental, and other human needs. AmeriCorps is often referred to as the "*Domestic Peace Corps*".

At OWCC, two teams of AmeriCorps members are sponsored whereby teams of AmeriCorps members are trained to tutor, mentor, and coach

area K-12 students. Full-time members serve a minimum of 1700 hours per service year. They receive a modest living allowance and a \$4,725 education award voucher at the end of the service year. Other benefits include health care insurance and childcare for those qualified. Students are encouraged to apply for AmeriCorps service to tutor reading in grades K-5 or mentor students in grades 6-12.

For more information, contact the AmeriCorps OWCC (K-5) office at 729-6037 or 729-4902, and OWCC's AmeriCorps Florida Mentors (6-12) office at 729-4921.

### ❖ Athletics

OWCC is an active member of the National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCCAA) which is composed of all public community colleges in Florida.

**Intercollegiate Sports** at OWCC operate under the rules and regulations of NJCAA and FCCAA. Varsity athletes enjoy the privilege, honor, and social distinction of representing the college in the field of athletic competition.

Representation of the college is open by competitive selection to all students provided they meet the eligibility requirements of the FCCAA. Intercollegiate sports at OWCC include basketball for men and women, baseball for men, and fast-pitch softball for women.

**Intramural Activities** at OWCC include team sports such as flag football, volleyball, softball, tennis, and basketball, as well as individual and recreational sports such as tennis, racquetball, chess, backgammon, and golf. Classes, clubs, organizations and independent groups are encouraged to form teams and compete.

Awards are given to winning teams and players. The President's High Point Plaques are presented to the woman and the man with the highest number of points each year. Often, the winning teams in basketball, volleyball and flag football will meet other winning teams from colleges within Region I to determine an overall winner.

Times, schedules, and places of meeting for activities are posted on the bulletin boards located in the College Mall and throughout the Niceville Campus. Most intramural activities are held on Tuesday and Thursday at 2:00 p.m.

### ❖ Identification Cards

ID/Debit cards will be issued to students at the time of fee payment. These cards serve as identification and are necessary for checking out books, audiovisual materials, and computer software from

the Library, for identification at the Business Office and the College Store, and for attending OWCC events at no charge. ID cards are updated during registration. Lost cards may be replaced for a fee.

### ❖ Parking and Traffic Regulations

The operation of a private vehicle on the OWCC campus is a privilege and not a right. Individuals who show poor judgment or a lack of consideration for the rights, privileges and safety of others may have this privilege revoked. Vehicle operators are responsible for complying with the college's parking and traffic regulations whenever they bring a vehicle on campus. The following regulations are always in effect and will be enforced by designated college personnel.

**A. Parking Permits.** All college students and employees must display a parking decal on the left rear of the vehicle when parking in designated student, faculty and staff parking areas. Parking decals are available at the time of registration and throughout the year at all OWCC locations. Temporary permits are required if using a vehicle other than the one bearing the permanent decal.

**B. Designated Parking Areas.** All parking areas are color coded to designated authorized use.

1. **White Lines – Student Parking**
2. **Yellow Lines – Faculty/Staff Parking**
3. **Blue Lines – Disabled Parking**
4. **Green Lines – Visitors (“A” Building)**

**NOTE:**

1. Parking on unsurfaced or grass areas is prohibited unless specifically authorized by a posted sign.
2. Parking is not allowed on campus between the hours of 11:00 p.m. and 6:00 a.m. except during scheduled college events or by special authorization from the Director of Physical Plant.
3. Vehicles inappropriately parked will be ticketed.
4. The college cannot assume responsibility for private vehicles or vehicle contents while on college premises.
5. Disabled Parking. All vehicles parked in designated disabled spaces **MUST** display on the rear view mirror an official, state-issued disabled tag. Vehicles that are not properly identified as authorized to park in such spaces **WILL BE TICKETED AND TOWED AT THE OWNER'S EXPENSE.**

**C. Parking and Safety Obstructions.**

Obstructing fire lanes, fire hydrants, drive-ways, loading zones, walkways, or other

parked vehicles is considered a parking violation. In these situations, vehicles may be towed at the owner's expense or will issued a parking ticket and rendered inoperable by the attachment of a tire device to one of the vehicle's wheels. The device will be removed once the parking ticket and device removal fee are paid at the college Business Office.

**D. Parking Violation Penalties.** Listed below are the penalties for violating the college's parking regulations.

No Decal Fee .....	\$10.00
Parking Ticket .....	\$10.00
Tire Boot Removal Fee ...	\$10.00 plus parking ticket of \$10.00
Towing and Storage .....	Actual charges/cost

**NOTE:** Unpaid parking tickets will result in grades, transcripts, diplomas, certificates, and other official documents from the college being withheld. In addition, students may not be permitted to register for classes unless all parking tickets have been paid.

Owners of towed vehicles will be required to deal directly with the towing company to obtain the release of their vehicle.

## ❖ **Statement of Student Rights and Responsibilities**

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Okaloosa-Walton Community College serves all persons legally out of grades K-12 without regard to age, color, creed, disability, marital status, national origin, race, religion, or sex. However, the college reserves the right to deny admission to any program. By applying for admission to Okaloosa-Walton Community College, the student agrees upon enrollment to abide by college policies and regulations published in its policy statements, current catalog, official manuals, and publications. Students are expected to be committed to the common good of the college community and to comply with local, state and federal law.

Each member of the college community is expected to participate seriously and purposefully in college life. While the freedom to express ideas and beliefs will be respected, conduct and behavior that result in the defacement of property, intimidation of others, or the disruption of any college activity will not be tolerated or permitted and will be subject to penalty. Instructors explain classroom requirements, and students are expected to assume full responsibility for their actions.

**Classroom Activity, Behavior, and Attendance.** The college recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere free of intimidation and coercion. Students are expected to respect the rights and welfare of all members of the college community and to exercise common sense, good taste, and applied reason when testing their knowledge.

Students are free to take reasonable exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for satisfying the requirements of any course for which they are enrolled. So long as it is consistent with the goals and established policies of the college, the instructor has final authority in all matters relating to course content, grading practices, and classroom procedures.

**Grades.** Because the awarding of course grades is the responsibility of the instructor, it is essential that faculty members keep students informed of their progress in each course. A student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course, without personal prejudice. An instructor has a right to expect that the work presented for evaluation or submitted as classroom projects are that of the student acting alone without benefit of any aids or practices that are generally considered academically dishonest.

**Grade Grievances.** If a student believes that he/she has not been graded fairly in a course, an appeal may be lodged. Any appeal must be initiated within thirty (30) days of the date the grade was issued by the Office of Enrollment Services. The student should first make an informal appeal to the instructor. If a complaint is not resolved to the student's satisfaction, an appeal without prejudice to the student's position may be made to the department or division chairperson. The next level of appeal is to the Vice President for Instruction who may, if it is deemed advisable, refer the matter to an ad hoc hearing committee to assist in evaluating the appeal. Any further appeal may be made to the President, whose decision shall be final. Hearing procedures and time limits parallel those of the Student Services Grievance Process.

A student has a right to protection against the improper disclosure of information concerning grades, beliefs, or character which an instructor acquires in the course of the professional association with the student. An instructor has a right to deal with what is perceived to be academic dishonesty and such behavior may result in disciplinary action.

**Attendance.** Students are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor who may recommend to the Vice President for

Instruction a withdrawal grade whenever absences become excessive. Three consecutive day class absences, two consecutive evening class absences, or three absences in a month will be reported to the Office of Enrollment Services as excessive. Further, each time a student has been tardy three times to a class, it will count as one absence.

**Behavior.** An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing or otherwise interfering with instruction, then the student may be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor. The instructor may have further consultation with the department chair and the Vice President for Instruction to determine if dismissal should be recommended. The student may appeal a dismissal decision to the President, whose ruling will be final. Furthermore, disruptive behavior may result in additional disciplinary action.

**Summary of Reported Campus Crimes.** This information is provided to all students and employees each year beginning with this report, in compliance with The Federal Student Right-to-Know and Campus Security Act. Questions about this report or Campus Security in general may be directed to the Director of Physical Plant Department or the Dean of Students.

A. On campus crimes **reported** to Physical Plant Department by major category:

	1998		1999		2000	
	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats
1. Homicide Offenses	0	0	0	0	0	0
2. Sex Offenses, Nonforcible	0	0	0	0	0	0
3. Sex Offenses, Forcible	0	0	0	0	0	0
4. Robbery	0	0	0	0	0	0
5. Aggravated Assault	0	0	0	0	0	0
6. Burglary/Breaking & Entering	0	0	1	0	3	0
7. Larceny/Theft Offenses	10	0	11	0	10	0
8. Motor Vehicle Theft	0	0	0	0	0	0
9. Liquor Law Violations	0	0	0	0	0	0
10. Drug Abuse Violations	0	0	0	0	0	0
11. Weapon Possessions	0	0	0	0	0	0

12/31/00

**Student Discipline.** Academic and personal behavior of OWCC students shall be governed by policies contained in the college catalog, and such other policies as may be approved by the Board of

Trustees on recommendation of the President and by pertinent provisions of Florida Statutes and FAC Rules. Any act or behavior by a student which tends to interfere with or otherwise disrupt the orderly conduct, process, functions and/or interests of the college is prohibited. Such acts and behaviors include but are not limited to the following:

1. Cheating in any form, including plagiarism (such behavior may result in academic penalty and/or course failure at the discretion of the instructor, which may be appealed by the student);
2. Gambling;
3. Theft, vandalism or destruction of college property, or property of members of the college community;
4. Falsification of personal or college records;
5. The use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity;
6. Violence, including but not limited to sexual assault, robbery, murder or battery against any member or guest of the college community;
7. Hazing; and Harassment.

Instances of prohibited student behavior, which may include cheating and plagiarism, will be referred to the Dean of Students for resolution.

A member of Student Services will be appointed to make inquiries into the circumstances of the matter to determine if it has been handled through the proper channels. The inquiry will be completed within seven (7) working days of the submission date. This person may recommend that the matter be dismissed, settled informally, or be the subject of formal charges.

All reports of sexual assault and/or harassment are to be treated as confidential. The member of the college staff receiving the complaint should treat the victim with respect and consideration. It is important that confidentiality be extended to the accused as well as the victim. All persons involved in this procedure are directed not to discuss the matter except with college personnel involved in the process, attorneys for the victim and/or the accused, law enforcement personnel and other authorized agencies.

Informal settlement will be at the discretion of the Dean of Students who may do one or more of the following: give oral or written warning and/or admonition; require restitution or counseling. The informal settlement will take place within seven (7) working days of the inquiry recommendation.

Formal charges, in writing, will be prepared by the Dean of Students within five (5) working days and presented to the accused student. The charges will include:

1. The accused student's name, address, and social security number.
2. A description of the alleged violation that includes dates, times, and places.
3. The names of any witnesses and a description of any physical or written evidence that was known at the time that formal charges were prepared.

At the time of notification of formal charges, the Dean of Students will offer the student his/her choice of hearing settings:

1. An administrative hearing which will be conducted by the Dean of Students who will decide guilt or innocence and the appropriate action or sanction: dismissal of the charges, placing the student on disciplinary probation, or recommending to the President suspension or dismissal.
2. A Student Conduct Committee hearing which will decide guilt or innocence. The committee will be comprised of the Dean of Students (Chair), two other members of Student Services, two faculty members appointed by the Vice President for Instruction, and two students appointed by the Dean of Students upon recommendation of the Student Government Association president. After the presentation of evidence (against and in defense of the student), if the committee decides that there is clear and convincing evidence that the student is guilty, it will recommend the action or sanction to be taken. If the committee decides that the student is not guilty, it will recommend that the charges be dismissed. The Dean of Students will make the final decision and recommendation, then inform the student of the decision, the procedures of review and the grounds for appeal.

In both hearing settings the following will apply:

1. The accuser and the accused are entitled to have the same opportunities to have others present.
2. Both the accuser and the accused will be informed of the outcome of any disciplinary hearing or an appeal of the findings.
3. Persons serving as legal counsel may not participate in disciplinary hearings.
4. Adult students may not seek advice from any person while a disciplinary hearing is in progress.

5. The participation of a parent or legal guardian of the accuser or of the accused student who is a minor may be limited by the Dean of Students, at his/her discretion.
6. All other rules of procedure for the hearing will be outlined at the beginning of the hearing by the Dean of Students.

Seven days after the student has been notified of the findings and recommendations, the Vice President for Instruction will review the records, evidence and findings of all hearings before the recommendation for suspension or dismissal goes forward to the President. If the Vice President decides that published disciplinary procedures were not followed, the matter will be returned to the Dean of Students for rehearing.

Students who are found guilty in either hearing setting may, within seven (7) days of notification of the findings and recommendations, appeal in writing to the Vice President for Instruction on the basis of one of the following:

1. The discovery of new evidence.
2. The recommended penalty would impose unusual and severe hardship on the student.
3. Published disciplinary procedures were not followed.

The Vice President for Instruction will hear the appeal and do one of the following:

1. Uphold the original hearing findings, and forward to the President:
  - a. the recommendation to suspend or dismiss, or
  - b. recommendation to impose a lesser sanction.
2. Based upon new evidence, dismiss the charges, or
3. Return the matter to the original hearing setting for rehearing if published disciplinary procedures were not followed.

A student may appeal the decision of the Vice President for Instruction to uphold the original findings and recommendations only on the basis of new evidence. This appeal must be submitted to the President, in writing, within seven days after notification to the student of the Vice President for Instruction's decision.

No student shall be suspended or dismissed from OWCC without approval by the President. The President shall have the authority to temporarily suspend, while awaiting the disciplinary procedures outcome, any student whose behavior is judged by him to be detrimental, or potentially detrimental, to the college community.

Upon recommendation, and after implementation of the hearing process, a student may be suspended or dismissed by the President for behavior which is prohibited or otherwise unacceptable. The Board of Trustees shall be advised of dismissal actions at its next regular meeting following such actions.

Disciplinary probation requires compliance with the following restrictions and obligations:

1. Conformance with all college policies, rules, and regulations pertaining to student behavior as specified in the current college catalog, or any other official college publication.
2. Avoidance of involvement in actions or activities which could be considered disruptive to the education process or detrimental to the health, welfare, and safety of any member of the college community.
3. No participation in any student extracurricular organized activity.
4. Reporting on a scheduled basis for appropriate counseling sessions with an assigned college counselor.
5. Remaining in full compliance with the conditions of applicable court-imposed probation/parole.
6. Reporting on a scheduled basis to the Dean of Students for review of compliance with the terms of disciplinary probation.

Disciplinary suspension terminates a student's enrollment at OWCC for a specified period.

Dismissal separates a student from the college for an indefinite period with readmission subject to the recommendation of the Admissions Committee and the approval of the President.

Students who become ineligible for enrollment because of disciplinary action may not continue their education through any programs, activities, or offerings of OWCC until such time as they may be readmitted to the college.

**Weapons and/or Firearms at College Locations and Activities.** Students are expected to be committed to the common good of the college community and to comply with local, state and federal law. Possession or use of firearms or other dangerous weapons at any college location or activity except by authorized law enforcement officers in the performance of their duties is prohibited behavior and will subject the offender to the disciplinary procedures of the college as well as appropriate action by civil authorities.

**Student Grievance Procedures.** Okaloosa-Walton Community College student grievance procedures are designed to provide effective means

for resolving legitimate issues that are subject to the grievance process. State Board Rules and College Policies are not grievable; only the application or interpretation of rules or policies may be grieved. (Also see "Grade Grievances" on page 23.)

**Resolution of Grievances.** Any student who believes that he/she has been done an injustice through the action of another student, a college employee, or other person acting for the college may initiate a grievance under these procedures.

OWCC's student grievance procedures apply to all complaints on the part of students which may arise in matters of instruction and general student services when they involve rights provided for under the college's Equal Access/Equal Opportunity Plan and the Florida Educational Equity Act and when they directly affect the personal interests and well-being of individual students.

Complaints which do not directly affect the personal interests and well-being of individual students and which are not otherwise covered by these procedures shall ordinarily be referred to the Dean of Students for resolution.

The President of the college shall be the final arbiter where a dispute exists as to whether a particular matter is subject to coverage by these procedures. In making a decision, the President will interpret the coverage of these procedures liberally, denying their application only when the matter in question clearly concerns issues of rule or policy in which the complaining party has no direct interest, where there is good reason to believe that a grievance has been brought in bad faith for political or similarly inappropriate reasons, or for circumstances in which use of these procedures would clearly endanger their effectiveness as an instrument for the redress of grievances.

**Informal Grievance Procedures.** The college's informal student grievance procedures shall be implemented in the following sequence:

1. The aggrieved student shall first discuss his/her complaint with the instructor or faculty advisor concerned for resolution.
2. If the grievance remains unresolved, the student should refer it to the appropriate department or organizational unit head for resolution.
3. If the circumstances of the grievance preclude the use of steps 1 and 2, or if the department or organizational unit head does not resolve the grievance within ten (10) working days, the student should discuss the grievance with the Dean of Students, who will bring the matter to the attention of the President of the college.